



The University of the Southern Caribbean Office of the Registrar Graduation 2022 Information

As we continue to chart our way towards graduation 2022, please see below for important information, guidelines and deadlines regarding the graduation process and events leading up to the auspicious occasion.

Graduation Dates

The University of the Southern Caribbean will host its Eighty-Ninth Graduation Exercise on **June 24-26, 2022.**

Graduation Services

The USC graduation celebration consists of four (4) graduation services.

The **Consecration Service** is a **virtual** service carded for Friday, June 24, 2022. The service will begin at 7:00 pm. The duration of this service is approximately one and a half hours. (*Zoom link and/or other streaming details to be provided*).

The **Baccalaureate Service** is a **hybrid** service carded for Saturday, June 25, 2022, at the USC Auditorium. The Sabbath School service begins at 9:00 am and the Baccalaureate services will begin at 10:30 am. Guests in attendance for the Baccalaureate service are asked to be seated by 10:00 am. The duration of this is approximately two and a half hours. **Full regalia required.** (*Zoom link and/or other streaming details to be provided*).

The **Evening of Tributes** is a **virtual** event scheduled for Saturday, June 25, 2022 at 6:00 pm. The duration of this event is approximately two (2) hours. (*Zoom link and/or other streaming details to be provided*).

The **Commencement Ceremony** is a **face-to-face** ceremony carded for Sunday, June 26, 2022, at the USC Auditorium. The ceremony will begin at 9:00 am. Guests are asked to be seated by 8:30 am. The duration of this ceremony is approximately three and a half hours. **Full regalia required.** (*Zoom link and/or other streaming details to be provided*).

Graduation Tickets

Each student will be allowed to bring one guest for the Graduation Commencement Ceremony. Graduation tickets will be distributed as part of the regalia distribution process. Graduation tickets hold no resale value. Students cannot purchase extra graduation tickets. If extra tickets are available, they will be distributed on **Friday, June 25, 2022, at 8:30 am** in the Student Lounge. Extra tickets will be distributed on a first come first serve basis. Each student will be allowed one (1) extra ticket based on availability. An announcement will be made at the Graduation Rehearsal regarding the availability of extra tickets.

Kindly avoid sending email requests for extra tickets. Such emails will not be acknowledged.

Graduation/Commencement Bookings

Please confirm graduation attendance by clicking the following link: <https://usc.edu.tt/class-of-2022-commencement-booking-form/>. Deadline for graduation booking is **Monday, May 2, 2022**.

Graduation Fees

The graduation fee is \$1000.00TT with a refund of \$100.00TT upon return of regalia. Graduation fees are a standard part of university graduation exercises globally. The graduation fee covers a range of costs including but not limited to graduation tickets, diplomas, diploma holders, transcripts, regalia, photos, and other administrative and processing costs. The deadline for payment of graduation fees is **Wednesday, June 22, 2022**.

Absentia Fee

Graduating in Absentia means that your degree will be conferred at the ceremony if you are unable to attend the ceremony in person. The Absentia fee is \$800.00TT. This fee covers a range of costs including but not limited to diplomas, diploma holders, transcripts, and other administrative and processing costs. Students can access the Request to Graduate in Absentia Form by clicking on the following link: <https://forms.gle/FKCD46Rn1qbLkenu8>. The deadline for requests to Graduate in Absentia is **Friday, May 13, 2022**. In order to successfully submit the form, proof of payment must be attached. Persons who fail to submit the form by the stipulated deadline will be required to pay the full graduation fee of \$900.00TT.

Payment of Graduation Fees

Students can submit payment of Graduation Fees via the following methods

PAYMENT OPTIONS

- **Payments through Aeorion – Credit Card Payments only:**
 - Log on to Aeorion. --> Go to Finance --> Select Pay with Credit Card.
 - Enter card details and billing information.
 - Select Pay Now.
 - Payment confirmation is sent to the email provided.

- **USC Cashier** Monday – Thursday – 8:30 am – 5:00 pm
Friday – 8:30 am - 12:00 noon
(Cash payments are limited to TT\$500).

- **Payments at the Bank – TT Dollar Payments:**
 - RBC Royal Bank Account Number: 1000-810-705-3657-6 (Saving)
 - Republic Bank Account Number: 3501-927-21603 (Checking)

- **Online transfers – TT Dollar Payments:**
 - RBC Royal Bank Account Number: 1000-810-705-3657-6. (Saving)
 - Republic Bank Account Number: 3501-927-21603 (Checking)

- **International Wire Transfers - (USD) Payments:**
 - RBC Royal Bank, Eastern Main Road, St Augustine Bank of New York, 48 Wall Street, NY, NY, USA. ABA# 021-000-018 to credit A/C # 890-0016-329 in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573, Swift Code –RBTTPX in the name of the University of the Southern Caribbean.

- **Extension Sites payment– Linx payments can be made at our extension sites.**

Financial Clearance and Charge Slips

Students who are financially cleared will receive financial clearance via email from their respective financial advisors. The financial clearance process will commence from **June 7, 2022 and end on June 22, 2022**. All students are required to clear outstanding balances before or

within the period stated above. Students are asked not to apply for financial clearance until all outstanding fees, inclusive of the graduation/absentia fee, have been paid.

Students will be required to collect a 'Charge Slip' before uplifting regalia. The Charge Slip must be presented to the Gown room personnel. Charge Slips can be collected at the front desk of the Finance Office any time after receiving financial clearance.

Regalia Distribution

Regalia will be distributed on the following dates and times:

Tuesday, June 21, 2022 - 8:30 am – 6:00 pm

Wednesday, June 22, 2022 – 8:30 am – 2:00 pm

Venue – Gown Room (Downstairs Admin Building, RM 3 – 1st Room on the right before Student Lounge).

All students must acquire financial clearance and their 'Charge Slip' before regalia collection.

Students are asked to make every effort to collect their regalia during the stipulated time.

International students who are unable to meet this requirement must email Ms. Wendy Anthony at anthonyw@usc.edu.tt by **Monday, June 6, 2022**.

Graduation Rehearsal

Wednesday, June 22, 2022, at 4:00 – 6:00 pm

Students must assemble at 3:45 pm in the Administration Building. Specific room assignments will be provided at a later date.

Regalia Return

Same day return - The Regalia room will be opened for one hour after the Commencement ceremony has ended. Note that the caution fee will not be available at that time.

Post-Graduation Return - All regalia must be returned on **Tuesday, June 28, 2022**.

Students will be required to return the gown, hood and honor stole (where applicable). Students will keep the cap and tassel. Failure to return the regalia by Tuesday, June 28, 2022 will result in a forfeit of the \$100.00TT refund. A late fee of \$50.00TT will be charged for each additional day after June 28, 2022.

Students graduating in Absentia will receive their graduation cap and tassel along with their diploma, which will be distributed from **Tuesday, August 2, 2022.**

Commencement Attire

Male - Black trousers, Black dress shoes and a light-colored dress shirt (tie optional) no bow ties allowed.

Female - Black Comfortable Shoes. Lightweight dress, blouse, skirt or pants. Dress/skirt length should not exceed the hem of the robe. Black trousers that exceed the hem of the gown will also be allowed.

Academic Attire

- Preparing to march to "Pomp and Circumstance" requires wearing the traditional graduation cap and gown. Your academic dress will depend on the degree you will be receiving. The academic regalia consists of cap, gown, hood and tassel.
- Here's how to wear your cap and gown:
- The graduation cap is worn flat on the head, parallel to the floor. The front point of the cap should be centered on the forehead. Students **will not** be allowed to decorate graduation caps for the graduation ceremonies.
- The graduation gown should fall midway between the knee and ankle (mid-calf).
- **Tassels** are usually worn on the right side and shifted to the left when graduates receive their diplomas.
- Flowers and jewelry should not be worn on the academic gown.
- Gowns can be accessorized with specific regalia like stoles, honor cords, kente cloth and medallions in keeping with the traditions of the school.
- The USC Dress Code will be in effect at all times.

See **Video of Vesting of candidates**

<https://usc.edu.tt/academic-and-commencement-attire/>

NB: Complete academic regalia is required to participate in all ceremonies. (*Baccalaureate and Commencement*).

Accommodation

Students who are desirous of staying on campus for graduation festivities must contact Dean Julie Guy at Julie@usc.edu.tt. The deadline for room and board bookings is **Friday, April 29, 2022**.

Final Graduation List

The final graduation list will be posted on **Friday, June 3, 2022**. It can be viewed at usc.edu.tt/graduation.

Letters of Completion

The distribution of Letters of Completion will commence from **Monday, June 6, 2022**.

1. In order to receive a Letter of Completion, students must receive financial clearance.
2. A shared document between the Office of Student Finance and the Office of the Registrar will be regularly updated to indicate students who have received financial clearance.
3. Please click the link to apply for Letter of Completion
<https://forms.gle/ingnihoC5iw1e1rm6>

Diploma Distribution

Diplomas will not be distributed at the Commencement Ceremony. Students will receive a letter from the Office of the President as they cross the stage.

Official diplomas will be made available for collection at the Records Office from **Tuesday, August 2, 2022**. Your diploma collection will be subject to financial clearance from the Ministry of Education and/or the University of the Southern Caribbean. Further information will be provided regarding the various avenues for collection of the diploma.