



UNIVERSITY *of the* SOUTHERN CARIBBEAN

Maracas Royal Rd. St. Joseph, Trinidad
Student Advisement Center (SAC)
1st & 2nd Year Students Notice

ACADEMIC REGISTRATION

Registration is a compulsory procedure for a student who is desirous of receiving credits for courses and meeting his/her graduation requirements. A student should plan to register during the period assigned for registration on the official academic calendar, and great care should be taken to follow all procedures in the registration process as outlined. Registration is not official until all sections of the registration process have been completed, including financial arrangements.

Course selection shall be held virtually with your academic advisor via the google meeting link just under the assigned academic advisor's name. Course Selection days and times with your academic advisor via google meeting are available on Mondays to Thursdays from 9:00AM – 12:30PM and 1:30PM - 4:30PM. Fridays are from 9:00AM – 12:00Noon.

(After 5:00PM services are available for working students upon email request)

NB: Students should only choose classes from their specific campus and E-Space since the university will be returning to face-to-face classes.

AEORION / USC EMAIL / E-LEARN

AEORION – USC's online course selection portal.

E-Learn – USC's virtual classroom portal.

USC Email -The University of the Southern Caribbean assigns a Gmail account to all accepted students to be used for the duration of the student's university life

Students are required to activate their AEORION portal; activate their USC email address; and register their E-Learn access. **This process must be completed before proceeding to the Course Select process with the academic advisor via the google meeting link.**

The attached **YouTube** link provides a step-by-step video tutorial to all students for the following processes:

- **AEORION Activation**
- **Student USC Email**
- **Course Selection**
- **Removing a Course**
- **Paying via Credit Card**
- **Dropping a Course**
- **Resetting USC email** – open browser and go to www.elearn.usc.edu.tt and reset email

https://www.youtube.com/watch?v=Fz6DUqBcq2M&list=PLi_OORmMjuQ20qkuXoYWtWRQRMZkB3xOp

Transfer Credits - Students who are holders of a certificate from an accredited university or have CAPE certificates, **are responsible** for notifying the USC Transfer Credit office using the listed email addresses.

- o lmentore@usc.edu.tt or mbrown@usc.edu.tt

COURSE SELECTION: MAIN CAMPUS STUDENTS

SCHOOL OF SCIENCE TECHNOLOGY & ALLIED HEALTH

ACADEMIC ADVISOR: Mrs. Kathleen Lewis

- Nursing
- Biology
- Computing
- Family & Consumer Sciences
- Nutrition & Dietetics
- Premedical Studies

Google Meeting ID: Join with Google Meet <http://meet.google.com/whv-yxgp-qgn>

Email Address: lewisk@usc.edu.tt

Office Contact: 6622241 ext. 1603

SCHOOL OF SOCIAL SCIENCES

ACADEMIC ADVISOR: Mrs. Lois Baynes

- Behavioural Sciences
- Psychology
- Social Work
- Criminology & Criminal Justice

Google Meeting ID: Join with Google Meet <https://meet.google.com/pwu-kmve-sbj>

Email Address: baynes_lois@usc.edu.tt

Office Contact: 6622241 ext. 1600

SCHOOL OF BUSINESS & ENTREPRENEURSHIP

SCHOOL OF EDUCATION & HUMANITIES

SCHOOL OF THEOLOGY & RELIGION

ACADEMIC ADVISOR: Mrs. Nicole Ottley

- Accounting; Economics; Finance; Marketing; Management; Human Resource; Hospitality & Tourism
- Primary Education; Elementary Education; English; History; Music Education
- Theology

Google Meeting ID: Join with Google <https://meet.google.com/hdh-jvtg-kht>

Email Address: nottley@usc.edu.tt

Office Contact: 6622241 ext. 1602

COURSE SELECTION & ACADEMIC ADVISORS INFORMATION **(EXTENSION CAMPUSES)**

All 1st & 2nd year students are required to contact their specific campus director or academic advisor using the **Google Meet** link listed below. Academic advisors are listed by assigned academic school/s and are available to provide career guidance and course selection.

SOUTH CAMPUS

- **ALL DEGREES**

Academic Advisor: Mrs. Chamela Huyghue-Hamilton

Google Meeting ID: Join with Google Meet <https://meet.google.com/cgp-wend-dyz>

Email Address: huyghue@usc.edu.tt

Office Contact: 6622241 ext. 2333

ANTIGUA CAMPUS

- **ALL DEGREES**

Academic Advisor: Mrs. Susanna Gore

Google Meeting ID: Join with Google <https://meet.google.com/odv-sbwz-vbo>

Email Address: gores@usc.edu.tt

Office Contact: 6622241 ext. 2340/41

BARBADOS CAMPUS

- **ALL DEGREES**

Academic Advisor: Mrs. Shernelle Fullerton

Google Meeting ID: Join with Google <https://meet.google.com/nmk-byno-xaw>

Email Address: shernelle_fullerton@usc.edu.tt

Office Contact: 6622241 ext. 2325/26

GUYANA CAMPUS

- **ALL DEGREES**

Academic Advisor: Mrs. Mignon Maynard-Sancho

Google Meeting ID: Join with Google <http://meet.google.com/nnp-srs-w-gwm>

Email Address: maynard@usc.edu.tt

Office Contact: 6622241 ext. 2351

TOBAGO CAMPUS

- **ALL DEGREES**

Academic Advisor: Renee Christopher

Google Meeting ID: Join with Google <https://meet.google.com/tmt-trgo-uaw>

Email Address: christopherre@usc.edu.tt

Office Contact: 6622241 ext. 2301

ST. LUCIA

- ALL DEGREES

Academic Advisor: Mrs. Cecilia Inglis-Leon

Google Meeting ID: Join with Google <http://meet.google.com/cfq-xnna-acq>

Email Address: inglis-leon@usc.edu.tt

Office Contact: 6622241 ext. 2376



Executive Director: Student Advisement Centre

University of the Southern Caribbean

Tel: (868) 662 - 2241 Ext. 1600

Email: baynes_lois@usc.edu.tt

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