



# UNIVERSITY *of the* SOUTHERN CARIBBEAN

## Registration Notice to all Graduate Students

### **Dear Students:**

Welcome to the 2022-2023 academic year. As we prepare to chart the course of this academic period, please be reminded of some important dates and events below, along with key personnel that you may contact should you have a query, question, or concern.

Our New Student Orientation has been scheduled for Monday 22<sup>nd</sup> August 2022 at 4:30pm – 6:00pm. Please use the link below to access the orientation session

### **DATES TO REMEMBER:**

August 22, 2022 – **Graduate Student Virtual Orientation (New Students)** 4:30pm - 6:30pm

Join Zoom Meeting (Orientation)

<https://uscaribbean.zoom.us/j/98734735040?pwd=bXBzMmI0Uk81VTJQL0JOUkdmNE5DUT09>

Meeting ID: 987 3473 5040

Passcode: 430923

September 05 – 08, 2022 – **Graduate Registration (All students)**

September 8, 2022 – **Graduate Students Library Orientation (New Students)** 5:00- 6:00 pm

Join Zoom Meeting (Library Orientation)

<https://uscaribbean.zoom.us/j/94132060602?pwd=NVDvb3ZkTWRYL3o2eHM0djVXUEp6UT09>

Meeting ID: 941 3206 0602

Passcode: 422883

September 12, 2022 – **Classes Begin**

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## **SCHOOL OF GRADUATE STUDIES:**

Dr. Ronnie Roberts – **Coordinator, Education & Humanities, Business and Occupational Therapy**

- Email address [robertsro@usc.edu.tt](mailto:robertsro@usc.edu.tt)

Dr. Raghunath Mahabir – **Coordinator, Social Sciences**

- Email address [mahabir@usc.edu.tt](mailto:mahabir@usc.edu.tt)

Mrs. Dhalia Wade-Bowen – **Administrative Assistant**

- Email address [wade-bowend@usc.edu.tt](mailto:wade-bowend@usc.edu.tt)

Ms. Ayanna Antoine – **University Registrar**

- Email address [ayanna@usc.edu.tt](mailto:ayanna@usc.edu.tt)

Ms. La Tricia Charles – **Student Finance Advisor, Graduate School**

- Email address [sfagp@usc.edu.tt](mailto:sfagp@usc.edu.tt)

## **REGISTRATION**

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

- **AEORION Activation**
- **Student USC Email**
- **Course Selection**
- **Removing a Course**
- **Paying via Credit Card**
- **Dropping a Course**

[https://www.youtube.com/watch?v=Fz6DUqBcq2M&list=PLi\\_OORmMjuQ20qkuXoYWtWRQRMZkB3xOp](https://www.youtube.com/watch?v=Fz6DUqBcq2M&list=PLi_OORmMjuQ20qkuXoYWtWRQRMZkB3xOp)

- Students experiencing **email** challenges should go to [www.elearn.usc.edu.tt](http://www.elearn.usc.edu.tt) and reset their email.
- Graduate Students are allowed to select classes from **Graduate (Maracas, Trinidad) and Graduate Online** only. If you are registering for a pre-requisite, you are allowed to select courses, as required, from the undergraduate schedule.
- All students are assigned a Financial Advisor at Student Finance - Ms. La Tricia Charles email: [sfagp@usc.edu.tt](mailto:sfagp@usc.edu.tt) or Mr. Brent Marshall email: [directorstudentfinance@usc.edu.tt](mailto:directorstudentfinance@usc.edu.tt).
- **Please note the Government of Trinidad and Tobago has discontinued GATE for all graduate programmes.**

Listed below are a few academic registration terms and their meanings for the guidance of all students.

TERMS	MEANINGS
<b>Academic Registration</b>	Academic Registration involves the following: <ul style="list-style-type: none"><li>- Course Selection</li><li>- Financial Registration</li></ul>
<b>Course Selection</b>	The addition of classes to the AEORION portal. Please select <u>all</u> your courses for the entire semester.
<b>Dropping a Course</b>	Dropping of classes from the AEORION portal.
<b>Withdrawal form Classes</b>	After filling and turning in the official withdrawal form, and contacting the financial advisor on the charges applicable, students must request from Records (records@usc.edu.tt) to have the courses removed from their AEORION portal.