



UNIVERSITY *of the* SOUTHERN CARIBBEAN

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

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.

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 links below.**

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** – All **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 one of the email addresses below.
 - o Mrs. Lystra Mentor at lmentore@usc.edu.tt or
 - o Mrs. Myrtle Brown at mbrown@usc.edu.tt

COURSE SELECTION (MAIN CAMPUS)

Course selection at all campuses shall be held virtually via the google meeting link just under your academic advisor's name. Course Selection days and times with your academic advisor via google meeting are available on Mondays to Thursdays from 9:00 – 12:30PM and 1:30PM – 5:00PM. Fridays are from 9:00AM – 12:00Noon.

All new students are **required** to join their academic advisor for course selection using the advisor's **Google Meet** links listed below. Academic advisors are available to provide career guidance and course selection.

SCHOOL OF SCIENCE TECHNOLOGY & ALLIED HEALTH

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

ACADEMIC ADVISOR: Mrs. Kathleen Lewis

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

Email Address: lewisk@usc.edu.tt

Office Contact: 6622241 ext. 1603

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SCHOOL OF SOCIAL SCIENCES

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

ACADEMIC ADVISOR: Mrs. Baynes

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

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SCHOOL OF BUSINESS & ENTREPRENEURSHIP
SCHOOL OF EDUCATION & HUMANITIES
SCHOOL OF THEOLOGY & RELIGION

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

ACADEMIC ADVISOR: Mrs. Nicole Ottley

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

Email Address: nottley@usc.edu.tt

Office Contact: 6622241 ext. 1602

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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 campus 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

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ANTIGUA CAMPUS

- **ALL DEGREES**

Academic Advisor: Mrs. Susanna Gore

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

Email Address: gores@usc.edu.tt

Office Contact: 6622241 ext. 2340/41

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BARBADOS CAMPUS
- **ALL DEGREES**

Academic Advisor: Mrs. Shernelle Fullerton

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

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

Office Contact: 6622241 ext. 2376

*Executive Director: Student Advisement Centre
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Updated, April, 2023.*