



UNIVERSITY *of the*
SOUTHERN CARIBBEAN

Graduate *Studies* REGISTRATION GUIDEBOOK

Continue Your Journey in Excellence



usc.edu.tt/sogsr



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WELCOME *School of* **TO USC** *Graduate Studies*

To all NEW USC Graduate students, a hearty WELCOME! So you're back at university once more, but this time to receive your postgraduate degree. While some of you may be new to our campus, others may be familiar with it from having completed your undergraduate studies here. In either case, you have made the perfect decision by selecting USC to pursue your master's degree! So let's hope for a prosperous future.

Administration



Len Archer
Provost



Lena Caesar
Associate Provost &
Dean of Graduate
Studies and Research



Ayanna Antoine
University Registrar



Brent Marshall
Director of Student
Finance

Department Staff



Ronnie Roberts
Graduate Studies &
Research Coordinator



Raghunath Mahabir
Graduate Studies &
Research Coordinator



Kimarah Refee
Director (Ag.)
Department of
Occupational
Therapy



Dhalia Wade-Bowen
Administrative
Assistant, School of
Graduate Studies
and Research



YOUR POST-GRADUATE *Experience*

As a new student within the Graduate Studies School we will help you become familiar with Post-Graduate University Life. You would learn new terms and acronyms use by your peers and the staff. Here are a few:

Common Terms & Acronyms

Aeorion

Aeorion is our Student Management System services collects and manages our students personal and academic information

Defense

Also known as D2 for dissertation defense or T2 for thesis defense. This is the final examination on a graduate student's dissertation or thesis and the final requirement for the Ed.D, Ph.D. and M.A. The graduate student explains and defends for informed questioners the accuracy and significance of the research and arguments in her/his dissertation or thesis.

Dissertation

This is the formal document used to prove the graduate student's thesis statement. It is constructed of multiple chapters (four to six on average). This must be well-documented, researched and cited, and is presented, or defended, to a dissertation committee. If it's accepted, the student's degree is convened. If it isn't, the student must revise and correct the issues and defend again.

Modules

A module is a complete block with thematically defined results, given workload (credit points) and clear evaluation criteria. A module can consist of one or more courses and one or more examinations (credits and/or subject examinations). Specific learning content is planned for each semester.

Cohort

A cohort is a group of students who work through a curriculum together to achieve the same academic degree together.

Final Oral Exam

The exit exam for degree completion reviewed by a graduate committee*. This exam is also known as a "defense" when presenting a thesis* or dissertation*. Non-thesis* final oral exams include presenting on a project, a summary of acquired skills, a report, etc.

Program Advisor

This is a faculty member who academically advises and assists students throughout their programs' plan of study.

Non-thesis

A master's program that does not require the student to submit a thesis to complete their degree. The student will fulfill requirements through another method like a report, practicum, or final project.

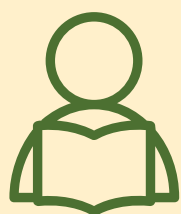
Thesis

This is the final document supporting a student's original statement and research conducted throughout the master's degree program. The completion and acceptance of a thesis marks the successful conclusion of a student's master's degree.

YOUR TWO YEAR *Journey*

Each program would have its own specified requirements and timelines, however there are general steps you need to complete as part of your degree.

Basic Steps Towards Completing Your Degree



Getting Started

1. Access & operate your USC email & Aeorion Acc.
2. Contact your programme advisor
3. Complete registration
4. Keep updated with deadline & procedures



Mid-Program

1. Successfully complete courses
2. Review Your Progress
3. Start your Thesis/Dissertation Plan
4. Consult programme advisor



Near Completion

1. Complete Your Thesis/Dissertation
2. Fill out Intention to Graduate Form
3. Review Audit, sent from Academic Auditor.
4. Fulfil all requirements sent from Academic Auditor



Graduation

1. Fill out Graduation Contract.
2. Ensure all requirements are completed
3. Ensure all payments up-to-date



NEXT STEPS

DATES & TIMELINES OF IMPORTANT EVENTS ARE KEY TO YOUR SUCCESS AT USC.

Below are important dates & Timelines that you must take note during your First Semester

AUG 21

Orientation

Attend and participate in Virtual Orientation

**SEP 05 -
SEP 08**

Registration Period

Login to Aeion register and select your courses you will be doing during your first Semester. Use the Sequence Sheet & Financial Information Guide.

SEP 07

Library Orientation

Be present to learn services, spaces & resources offered by the university library.

SEP 12

Classes Begin

Attend your class. Ensure that you know the right the time & location of your classes.

SEP 18

Last Day to Add a Course

SEP 26

Last Day to Complete Registration

OCT 02

Last Day to Drop or Withdraw with Refund

OCT 14

Submission of Outstanding Admission Documents

OCT 31

Data Analysis Seminar I

NOV 24

Data Analysis Seminar II

DEC 19

Course Selection for Returning Students Begins (2nd Sem., 2023)

DEC 22

University Closed

Click to see the [Graduate Academic Calendar](#)

REGISTRATION STEPS



NOW THAT YOU'VE COMPLETED ORIENTATION, WHAT'S NEXT?

ALL USC IANS HAVE TAKEN THE PATH FROM APPLICANT TO STUDENT BY COMPLETING THE FOLLOWING REGISTRATION STEPS

STEP 1

Get Registration Information

Know your Student ID number, email, login and registration dates & deadlines.

STEP 2

Go to Academic Advising

Seek academic advise from you advisor, so that you would correctly choose your courses.

STEP 3

Select courses on AEORION

When login in to your Aeorion, use your Class Schedule and your two-year plan when selecting courses.

STEP 4

Submit application for Student Permit

This applies only to Non-TT students. See the [International Students page](#) for more information.

STEP 5

Receive & Maintain financial clearance

Pay close attention to your financial status. If you have financial issues, contact your assigned Financial Advisor. If you are NOT financially cleared you may be asked to drop courses. See the [Fees & Funding](#) page for more information.

STEP 6

Attend Your Courses

Check for your name on the class attendance register when you attend your classes. Ensuring your name is on the class attendance registration is one way to verify your registration was successfully completed.

If you have any issues during your registration process click & fill out [Student Registration Issue Form](#)

REGISTRATION STEPS



AEORION / USC EMAIL / E-LEARN

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.

AEORION USC's online course selection portal.

E-LEARN USC's virtual classroom portal.

USC EMAIL USC's online course selection portal.

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



If you have any issues during your registration process click & fill out [Student Registration Issue Form](#)

TOP 10 TEN TIPS FOR GRADUATE STUDENTS



1. STAY ORGANIZED

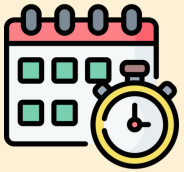
It's extremely important to remember to stay organized.



6. BACKUP FILES

There is nothing worse than having your laptop broke down in the middle of finishing your unsaved essay or losing a whole file of documents. Back up your files.

2. MAKE DEADLINES



Get a calendar, whether it be an app or paper diary, keep track all your deadlines, exams, group meetings and school events.



7. KEEP CALM & CARRY ON

Relax. It's not the end of the world. You might not get an A on all your courses. Maybe miss a class, due to an incident. Keep calm & think of a way forward move on with Life. It's really okay.

3. STUDY FIRST, 'LIME' LATER



It's easy to get caught up in the social life university has to offer. Know when to say "No." There will be plenty more "Limes" in the future

8. GET CORRECT INFO.



Many student do or make wrong steps simply cause they do not ask the right persons. Seek advise from your University Staff & Representatives.

4. TAKE GOOD NOTES



Different lecturers will have new and different teaching styles. Finding a note taking system that works best for you

9. GET INVOLVED



There is no better way to learn and excel at school than by getting involved! At USC there are many clubs, teams, activities & events for you to join. Maybe you'll want to be a part of the ASB

5. NEVER.EVER. PLAGIARIZE



Learning how to write is one of the core skills you will be developing at university. Learn how to cite sources properly & develop your own writing routine.

10. MAKE FRIEND, MAKE MEMORIES



You're going to be spending a lot of time at the University. Your experience here is boosted when you actively try to make friends along the way.




Graduate STUDENT ADVISEMENT

Student Advisement provides an integrated approach to student advisement and development through consistent and quality advice to students.




SEE BELOW YOUR KEY CONTACT PERSONNEL FOR GRADUATE STUDIES

COORDINATORS/ DIRECTOR




BUSINESS; EDUCATION & HUMANITIES

 Dr. Ronnie Roberts
 robertsro@usc.edu.tt
 (868) 662-2241 ext. 1702




SOCIAL SCIENCES & NATIONAL SECURITY

 Dr. Raghunath Mahabir
 mahabir@usc.edu.tt
 (868) 662-2241 ext. 1703



OCCUPATIONAL THERAPY

 Ms. Kimarah Reefer
 reefek@usc.edu.tt
 (868) 662-2241 ext. 2758




ADMINISTRATIVE ASSISTANT

 Mrs. Dhalia Wade-Bowen
 wade-bowend@usc.edu.tt
 (868) 662-2241 ext. 1701




STUDENT FINANCE ADVISOR, GRADUATE SCHOOL

 Ms. Eldrea Rawlins
 sfagp@usc.edu.tt
 (868) 662-2241 ext. 1222

ACADEMIC AUDITOR

 Ms. Ayanna Antoine or Designee
 GraduateStuAcademicAuditor@usc.edu.tt
 (868) 662-2241 ext. 2201/2207

UNIVERSITY REGISTRAR

 Ms. Ayanna Antoine
 registrar@usc.edu.tt
 (868) 662-2241 ext. 2201/2207

THE OFFICE OF THE REGISTRAR



“KEEPER OF ACADEMIC RECORDS”

WE UPKEEP THE INTEGRITY & ACCURACY OF YOUR ACADEMIC HISTORY

Our Services



Administrative Services

- Student Letters (Status or GATE Letters)
- Withdrawals (Temporary or Permanent)



Transfer Credit Services

- Transfer Credit Evaluation
- Degree Audit



Records Services

- Academic Petitions
- Transcripts
- Enrollment & Degree Verification
- Diploma Distribution
- Change of Program Request



Data Entry

- Grade Processing
- GPA Calculation/Verification



662-2241
Ext.2219 / 2211

For Letters &
General Inquires
registrar@usc.edu.tt



662-2241
Ext.2214 / 2205

For Transfers
Inquires
lmentore@usc.edu.tt



662-2241
Ext.2208 / 2225

For Diploma &
Transcripts Inquires
transcripts@usc.edu.tt



662-2241
Ext.2209

Click here for access to Students Forms

UNDERSTANDING FINANCE



ONLINE REGISTRATION PROCESS

Step 1. Select Classes (Please consult the with your Adviser)

Step 2. Complete GATE Application (**GATE funded students only**)

Step 3. Complete payments via Aeorion using Debt/Credit card, Cashier on USC Main Campus or Lynx via Extension Campus.

Step 4. Request registration completion <http://tiny.cc/completeregistration>



Request a Letter/Statement of Fees <http://tiny.cc/letterrequest>

REGISTRATION CRITERIA

1. Student outstanding balance should be no more than TT\$3000.

2. Payment to Account - upload receipts here <http://tiny.cc/uscreceipt>

PAYMENT PLANS

Students will receive a payment plan for Tuition fees and other compulsory fees payable in four monthly installments for semesters one and two and three monthly installments in semester three as stated below:

Payment Plan	Semester 1	Semester 2	Semester 3
1st Installment	August 30	December 30	April 28
2nd Installment	September 30	January 31	May 31
3rd Installment	October 31	February 28	June 30
4th Installment	November 30	March 31	



UNDERSTANDING FINANCE *(Payment)*

PAYMENT OPTIONS

1. PAYMENTS THROUGH AEORION – VISA DEBIT/CREDIT CARD PAYMENTS:

- i. Log on to Aeorion. --» Go to Finance --» Select Pay with Visa Debit or Credit Card.
- ii. Enter card details and billing information.
- iii. Select Pay Now.
- iv. Payment confirmation is sent to the email provided.

2. USC CASHIER

Monday – Thursday – 8:30 am – 5:00pm

Friday – 8:30 am – 12:00 noon

3. PAYMENTS AT THE BANK – TT DOLLAR PAYMENTS:

- i. RBC Royal Bank Account Number: 1000-810-705-3657-6 (Saving)
- ii. Republic Bank Account Number: 3501-927-21603 (Checking)

4. ONLINE TRANSFERS – TT DOLLAR PAYMENTS:

- i. RBC Royal Bank Account Number: 1000-810-705-3657-6 (Saving)
- ii. Republic Bank Account Number: 3501-927-21603 (Checking)

5. INTERNATIONAL WIRE TRANSFERS - (USD) PAYMENTS:

- i. 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 -RBTTTTPX in the name of University of the Southern Caribbean.

6. EXTENSION CAMPUS PAYMENT

Linux payment



CAMPUS ACTIVITIES



**THERE ARE MANY YEARLY ACTIVITIES THAT YOU
AS A GRADUTE STUDENT CAN GET INVOLVED IN**



CONFERENCES

*Normally held **every**
Semester
1st & 2nd Semester*



**INTERNATIONAL
STUDENTS
WEEK**

ISW WEEK

*Normally held **Annually**
2nd Semester*



**PORTRAITS
OF EXCELLENCE
AWARDS**

PORTRAITS OF EXCELLENCE

*Normally held **Annually**
2nd Semester*



USC OLYMPIAD

*Normally held **Annually**
2nd Semester*



GRADUATE STUDENTS SOCIAL




TBA

Residence Life






ON-CAMPUS DINING




USC Cafe

-  **Location :** Administration Building
-  **Operating Hours:** 8am- 7pm
-  **Available Options:** Juices, snacks, daily lunches and breakfast. The cafe also offers fries, salads and other small items



Caribbean Health Foods

-  **Location:** Behind the Industrial Arts Building
-  **Operating Hours:** 8am-5pm
-  **Available Options:** vegetarian breakfasts, lunches, pastries, burgers, fries etc.

Snack shop

-  **Location:** Downstairs the Business block
-  **Operating Hours:** 10 am-6:30 pm during regular semesters and 10 am-5 pm in the summer.
-  **Available Options:** various beverages, varied snacks, aloe pies, grilled cheese sandwiches, sada roti etc.

USC Food Services

-  **Location:** Downstairs the School of Graduate Studies.
-  **The USC Food services caters to dormitory students and provide two meal plans. 1) 2 meals per day 2) 3 meals per day. All university dormitory students must have a meal plan, which is charged as a package.**

HOUSING AT USC



University dormitories

Inquire about our dormitories. The following accommodation options are available:

- **Linda Austin Hall and Annex**
- **Ladies Extension Dorm 1 & 2**
- **Timothy Greaves Hall for Men**
- **Married Students Complex**

Community Housing

Community housing options are available for students, such as married students with families and others who qualify.



TRANSPORTATION AT USC

USC we offer a FREE Shuttle Service to and from Curepe for all students! You can find the shuttle service at the front of the administrative building

Hours of Operation: 7:30am - 9:30pm .

See more [USC Transportation Page](#)

CAMPUS RESOURCES



Religious & Spiritual Life



Our students are encouraged to embrace a lifestyle that supports the harmonious development of the mental, physical and spiritual health of the individual. Our students are also encouraged to develop personal and moral integrity and adhere to the dress, health and moral codes of the institution.

Below are some activities provided to help develop student spiritual life:

- Chaplaincy
- Mission outreach
- Student ministries
- Week of Prayer
- Chapel

Click to see more information on [USC Spiritual Life](#)

VICE PRESIDENT

 Ps. Terry John
 johnt@usc.edu.tt

CHAPLAIN

 Mr. Lloyd Jacott
 jacottl@usc.edu.tt
 (868) 662-2241 ext. 4052

ADMINISTRATIVE ASSISTANT CHAPLAIN

 Mrs. Joyce Laltoo
 jlaltoo@usc.edu.tt
 (868) 662-2241 ext. 1173

 Mrs. Rachel Sealy
 rsealy@usc.edu.tt
 (868) 662-2241 ext. 1170

CAMPUS RESOURCES



Health & Wellness

The Health & Wellness Centre is a fully functioning General Practice (GP) clinic serving the campus family and the wider community. Serious Illness must be reported immediately to the Health and Wellness Centre. Our Centre offers many Clinic Services to our Students, Staff and General Public.



Scan to view more
information on our
Health and
Wellness Centre

Counselling Department

DIRECTOR

 Sheneece Phillip
 counsellingservices@usc.edu.tt
 (868) 662-2241 ext. 1172/1174
 (868) 751-2855  @Usc.cd
 (868) 742-0018  @Usc.cdi

USC Bookstore & Thrift Store

In the bookstore, you'll find a number of textbooks for various classes during the designated term.

Our services include:

- Book-binding
- Laminating
- Photocopying
- Printing
- Stationery items and supplies
- USC merchandise

 **Location:**
lower level of the business block

 **Operating Hours:**
Mon. -Thur. 9 am to 5 pm

 bookstore@usc.edu.tt
 (868) 662-2241 ext. 2905 

CAMPUS RESOURCES



Sports & Fitness

The Sports and Physical Education Department goal is to “Build Your Body for a Better Life”. SPED aims to provide a quality physical fitness facility aided by professional staff, giving customers the best option in fitness and training. Our trained, courteous and competent staff is here to give you all the assistance you require to meet your training needs

Come join our Gym!

Visit our Gym located at the northern end of the Industrial Arts Centre

Pick a Sport

At USC you can join any of our sporting teams.

SPORT AND PHYSICAL EDUCATION DEPARTMENT

👤 LeRoy Pierre

✉ pierre@usc.edu.tt

☎ (868) 662-2241 Ext. 1250

GYM CONTACT

✉ sped@usc.edu.tt

☎ (868) 662-2241 Ext. 1251/1252

Campus Safety & Security

The University's Security Department ensures that order and safety are maintained on campus at all times. Staffed with constables, corporals and sergeants to the maintain of order and safety on campus.

Our services include:

🕒 **Operating Hours: 24hrs per day**

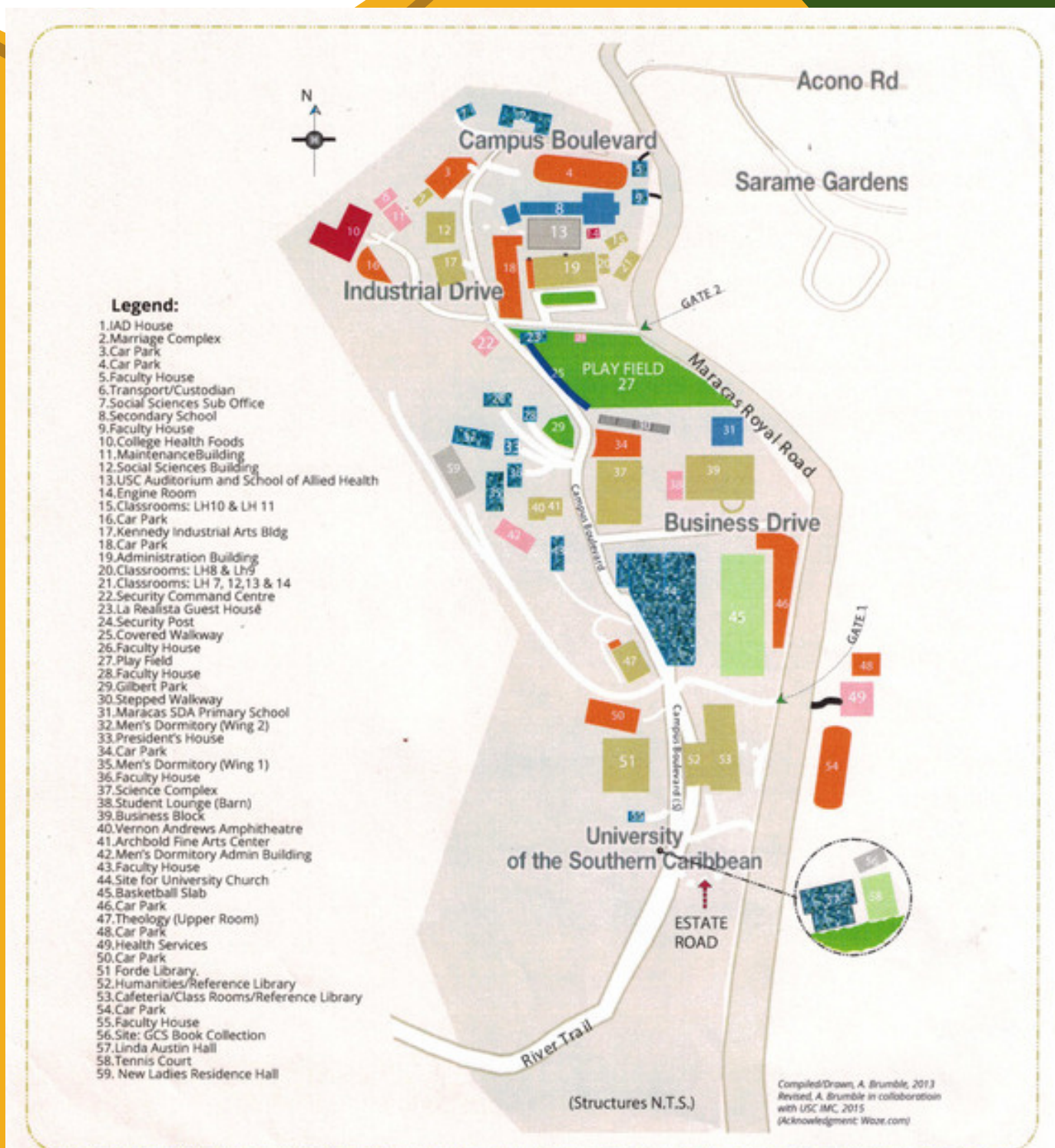
📍 **Location :**
Building Behind La Realista Guest House

✉ **security@usc.edu.tt**

☎ **(868)-662-2241 Ext 1141, 1144**

- Ensuring student safety
 - On and Off campus patrols
 - Conducting investigations
 - Acting in emergencies
 - Lost & Found
 - Mobile Unit
- ☎ **(868)-743-2146**

UNIVERSITY MAP



TEST YOUR KNOWLEDGE

MATCH THE DEPARTMENTS TO THE SERVICES & ACTIVITIES THEY PROVIDE

BY WRITING IN THE CORRESPONDING LETTERS TO THE SAYINGS

Departments

a. Student Services Department

b. Finance Department

c. Admissions Department

d. Office of the Registrar

e. IT Department

f. University Library

g. University Gym

h. University Bookstore

i. Graduate School

(Director, Coordinators, Lectures, Admin. Assistant,)

Student Sayings

1. _____ "I forgot my login password & credentials"

2. _____ "I have a hold on my Aeiron account."

3. _____ "I would like to make copies of my assignment."

4. _____ "I would love to get a USC cup & Sweater."

5. _____ "I think some exercise before this class would do me well."

6. _____ "I don't think this grade is correct."

7. _____ "I need to get my student ID."

8. _____ "I would like to get a withdrawal & a status letter."

9. _____ "I would like to get a letter for the Embassy &/ Immigration."

10. _____ "I need a letter giving my financial balance for this semester."

11. _____ "I would like to know what order to choose my courses."

12. _____ "I would to transfer credits from a previous course/programme I did."

MATCHING ACTIVITY

DEPARTMENTS

Answers

1.e, 2.b, 3.f/h, 4.h, 5.g, 6.i, 7.c, 8.d, 9.a, 10.b, 11.i, 12. d

Master MY PLAN

Student ID: _____

Student Name: _____

Program: _____ Total Program Credits: _____

Cohort ____ Sem. Goals : _____		
# of Courses	Financial	# of Credits

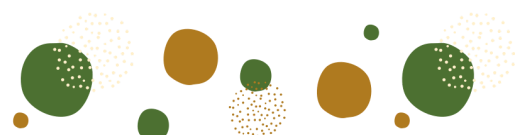
Cohort ____ Sem. Goals : _____		
# of Courses	Financial	# of Credits

Cohort ____ Sem. Goals : _____		
# of Courses	Financial	# of Credits

Cohort ____ Sem. Goals : _____		
# of Courses	Financial	# of Credits

Cohort ____ Sem. Goals : _____		
# of Courses	Financial	# of Credits

Cohort ____ Sem. Goals : _____		
# of Courses	Financial	# of Credits





GRADUATING CLASS 2025

WHEN THAT TIME COMES SEE THE [GRADUATION PAGE](#) FOR DETAILS.



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THE
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