



UNIVERSITY of the
SOUTHERN CARIBBEAN

REGISTRATION GUIDEBOOK

Start your Journey in Excellence

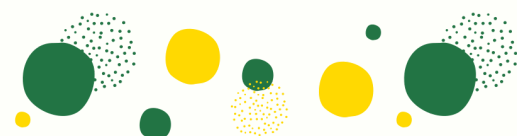


www.usc.edu.tt/new-students/



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WELCOME MESSAGE



Colwick Wilson, PhD President

Congratulations on making the wise decision to study at the University of the Southern Caribbean. That you are beginning your studies in September, 2023, makes you presumptive members of the Class of 2027, whose graduation will coincide with the celebration of our university's 100th anniversary. You therefore belong to a special class that is destined to be remembered. Spare no opportunity to do remarkable things during your time here. Welcome to the community of students and distinguished alumni of this great institution.

Administrators



Len Archer, PhD
Provost



Barbara Reynolds, PhD
VP, Planning &
Development



Onesí LaFleur, MAPTh
VP, Student Services &
Enrolment
Management



Terry John, MAPTh
VP, Spiritual
Development &
Church Pastor



Lena Caesar, PhD
Associate Provost



Esther Cedeno
Chief Account (Ag.)

WELCOME TO USC *Meet our Staff*

We are thrilled to extend a warm and enthusiastic welcome to each and every one of you as you embark on an exciting journey at USC. Congratulations on taking this significant step towards your academic and personal growth!

As you step onto our campus, you're not just joining an institution; you're becoming a part of a vibrant community dedicated to fostering learning, innovation, and lifelong friendships. This is where you'll encounter diverse perspectives, engage in thought-provoking discussions, and develop skills that will shape your future. Feel free to ask questions, seek guidance, and never underestimate the power of curiosity. This is your time to shine, explore, and make your mark on our university's legacy.

School Deans



Sherri-Lyn Legall, MBA
Dean (Interim),
School of Business &
Entrepreneurship



Loverne Jacobs-Browne, PhD
Dean, School of
Education & Humanities



Emmanuel Antwi, PhD
Dean, School of
Science, Technology &
Allied Health



Susan Chand, PhD
Dean, School of
Social Sciences



Fazadudin Hosein, PhD
Dean, School of
Theology & Religion



Genevieve Boucaud, PhD
Dean, School of
Distance Education

USC'S

Mission

The University of the Southern Caribbean seeks to transform ordinary people into extraordinary servants of God to humanity through a holistic tertiary educational experience.

Vision

A Seventh-day Adventist University fully reflecting the character of God through spiritual, intellectual, physical, social and cultural development.

Biblical Text

And Jesus increased in wisdom and stature, and in favour with God and man. - Luke 2:52 (KJV)

School Song

In the quest for knowledge and dignity,
With our hearts aflame we have come;
Called to serve the Church and society,
We will join our hands as one.
As we foster friendship and unity,
Our identity we'll maintain;
God before us, our goals in focus,
Great achievements we will attain!

Refrain:

Beyond excellence, toward the light!
In truth and loyalty, we'll do the right.
To always honour our alma mater
Our beloved USC!
Our beloved USC!

Motto:

Beyond Excellence





YOUR FIRST-YEAR *Experience*

Within your First-Year, as a Freshman, we will help you become familiar with University Life. You would learn common terms and acronyms use on campus by your peers and the staff. Here are a few:

Common Terms & Acronyms

GPA

Stands for grade point average. This is a reflection of your student's academic achievement at school. The GPA is updated after each term's grades are finalized and reported. A low GPA can lead to academic probation and can jeopardize financial aid.

Course Code

A Course Code is a 5-digit alphanumeric code that is generated and assigned to the courses created by your institution. Course codes to describe and organize courses in a way that can be easily understood by both colleges and students

Add/Drop Period

A grace period at the beginning of each semester during which your student can decide to add or drop a course with no penalty.

Prerequisite

Many college classes must be taken sequentially — in a certain order, from lower to higher level. A prerequisite is a course a student must complete before taking another specific course. E.g. Calculus 1 is a prerequisite to Calculus 2 — a student can't take the latter without having passed the former.

Transfer Credits

Credits that can be transferred from previous school and applied towards your current degree/programme

Credit/s

A form of measurement most universities use to indicate to weight a course worth. Each degree has a number of credits needed to be completed. Each course has a various credit amounts.

Aeorian

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

Midterms

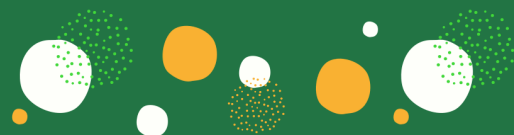
Exams that occur in the middle of a quarter or semester to test a student's grasp of topics covered in a course up to that point. Midterms are typically weighted more heavily than other tests and coursework, but not as heavily as finals.

Dean of School

The person in charge of a university department (School). It the authorized individual, in charge of student affairs and activities for your specific school.

Transcript

A transcript is an overview of a student's academic progress — it includes names and grades for all completed courses, their GPA and their total credit hours.



ACTIVITY

WORD SEARCH

BELOW ARE SOME TERMS THAT YOU SHOULD FAMILIARIZE YOURSELF WITH

Category: University Life

M A J O R J D I P R O V O S T P Y M
J E O Z P M I N O R D I P L O M A F
D L K C O M M E N C E M E N T L Z I
G E L R C O R E M C R E D I T A L G
R C A E E Q D E G R E E H Z Y D A A
A T O N C A L U M N I C O U B V B U
D I A H S T S I N T E R N S H I P D
U V V P O L U L M C X V O F N S W I
A E C M M R I R N V O O U U O O Z T
T S Q B U B T S E C O U R S E R M G
E L I E N R O L T R X G S C R Y H Q
V H L B D O R M I T O R I E S G R K

Find the following words in the puzzle.
Words are hidden → ↓ and ↘.

ADVISOR
ALUMNI
AUDIT
COHORT
COMMENCEMENT
CORE
COURSE
CREDIT

DEAN'S LIST
DEGREE
DIPLOMA
DORMITORIES
ELECTIVES
ENROL
GRADUATE
HONOURS

INTERNSHIP
LAB
LECTURER
MAJOR
MINOR
PROVOST

YOUR FOUR 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

CREDITS

NOTE: The number of credits are an estimate and relative to each programme. Also not taking Minors into consideration



Senior Credits (97 +)

1. Fill out Graduation Contract.
2. Ensure all requirements are completed



Junior Credits (65-96)

1. Transfer Credits placed on transcript
2. Fill out Intention to Graduate Form
3. Complete all required petitions
4. Review Audit, sent from Academic Auditor.



Sophomore Credits (33-64)

1. Declare Emphasis
2. Change of Program (If required)
3. Ensure Regular Status



Freshman Credits (03-32)

1. Ensure demographic data is accurate
2. Submit CXC/CSEC CERTIFICATES (If applicable)
3. Apply for Transfer Credits (If applicable)

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
28 & 29**

Orientation

Attend and participate in Orientation Activities

**AUG 29 -
SEP 01**

Registration Period

Login to Aeorion register and select your courses you will be doing during your first Semester. Use the [Class Schedule 2023-2024](#) & [Financial Information Guide](#).

SEP 04

Classes Begin

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

SEP 11

Library Orientation

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

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 16-17

Mid-Semester Examinations

OCT 18-20

Mid-Semester Break

OCT 23

Classes Resume

NOV 30

Last Day of Classes

DEC 04-15

Final Examinations



REGISTRATION STEPS

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

ALL USCANS 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 advice from your advisor, so that you would choose your courses effectively

STEP 3

Select courses on AEORION

When login in to your Aeorion, use your Class Schedule and your four year plan when picking 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

Register for GATE

GATE funding is currently available ONLY for undergraduate students who are nationals of Trinidad & Tobago. For more information see [GATE](#) page

STEP 6

Receive & Maintain financial and/or GATE clearance

Pay close attention to your financial status. Having financial issues, then 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 your 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

SCAN FOR

STUDENT REGISTRATION
ISSUE FORM



If you have any issues during your registration process
click or scan & 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](#)

Main Campus STUDENT ADVISEMENT

The Student Advisement Centre (SAC) provides an integrated approach to student advisement and development through consistent and quality advice to students.

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.

SEE BELOW YOUR ACADEMIC ADVISOR FOR YOUR 1ST & 2ND YEAR

SCHOOL OF

BUSINESS & ENTREPRENEURSHIP; EDUCATION & HUMANITIES; THEOLOGY & RELIGION

Academic Advisor: Mrs. Nicole Ottley
Email Address: nottley@usc.edu.tt
Office Contact: (868) 662-2241 ext. 1602
Google Meeting ID: <https://meet.google.com/hdh-jvtg-kht>

SCHOOL OF

SCIENCE, TECHNOLOGY & ALLIED HEALTH; NURSING

Academic Advisor: Mrs. Kathleen Lewis
Email Address: lewisk@usc.edu.tt
Office Contact: (868) 662-2241 ext. 1603
Google Meeting ID: <https://meet.google.com/whv-yxgp-qgn>

SCHOOL OF

SOCIAL SCIENCES

Academic Advisor: Mrs. Lois Baynes
Email Address: baynes_lois@usc.edu.tt
Office Contact: (868) 662-2241 ext. 1600
Google Meeting ID: <https://meet.google.com/hdh-jvtg-kht>



Lois Baynes, MA
Executive Director,
Student Advisement Centre

Extension Campuses STUDENT ADVISEMENT

Academic advisors are listed by assigned academic campus and are available to provide course selection and career guidance.

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.

SOUTH CAMPUS

Academic Advisor: Mrs. Chamela Huyghue-Hamilton
Email Address: huyghue@usc.edu.tt
Office Contact: (868) 662-2241 ext. 2333
Google Meeting ID: <https://meet.google.com/cgp-wend-dyz>



TOBAGO CAMPUS

Academic Advisor: Ms. Renee Christopher
Email Address: christopherre@usc.edu.tt
Office Contact: (868) 662-2241 ext. 2301
Google Meeting ID: <https://meet.google.com/tmt-trgo-uaw>



ANTIGUA CAMPUS

Academic Advisor: Ms. Susanna Gore
Email Address: goes@usc.edu.tt
Office Contact: (868) 662-2241 ext. 2340/2041
Google Meeting ID: <https://meet.google.com/odv-sbwz-vbo>



BARBADOS CAMPUS

Academic Advisor: Mrs. Shernelle Fullerton
Email Address: shernelle_fullerton@usc.edu.tt
Office Contact: (868) 662-2241 ext. 2323/ 2326
Google Meeting ID: <https://meet.google.com/nmk-byno-xaw>



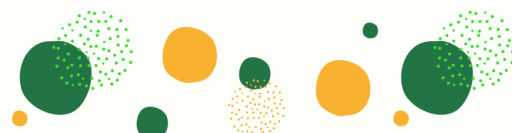
GUYANA CAMPUS

Academic Advisor: Mrs. Mignon Maynard-Sancho
Email Address: maynard@usc.edu.tt
Office Contact: (868) 662-2241 ext. 2351
Google Meeting ID: <https://meet.google.com/nnp-srsw-gwm>



ST. LUCIA CAMPUS

Academic Advisor: Mrs. Cecila Inglis-Leon
Email Address: inglis-leon@usc.edu.tt
Office Contact: (868) 662-2241 ext. 2376
Google Meeting ID: <https://meet.google.com/cfq-xnna-acq>



UNDERSTANDING FINANCE



Brent Marshall, MBA
Director, Student 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 -RBTTTPX in the name of University of the Southern Caribbean.

6. EXTENSION CAMPUS PAYMENT

Linux payment

KNOW YOUR SCHOOL

Below is a list of contacts the University Schools that you should know within your first year here :



SCHOOL OF BUSINESS & ENTREPRENEURSHIP



Business Drive



usc.edu.tt/sobe/



schoolofbusiness@usc.edu.tt



662-2241 exts. 2900/2902/2903



SCHOOL OF EDUCATION & HUMANITIES



Administration Building



usc.edu.tt/soeh/



sookia@usc.edu.tt



662-2241 exts. 2400/2401



SCHOOL OF SCIENCE, TECHNOLOGY & ALLIED HEALTH



Science Complex



usc.edu.tt/science-technology-allied-health/



lthomas@usc.edu.tt



662-2241 ext. 2701



SCHOOL OF SOCIAL SCIENCES



Social Sciences Building, Opp
USC Auditorium



usc.edu.tt/school-of-social-sciences/



hlamotte@usc.edu.tt



662-2241 ext. 2601



SCHOOL OF THEOLOGY & RELIGION



The Upper Room



<https://usc.edu.tt/star/>



blake@usc.edu.tt



662-2241 ext. 2801



SCHOOL OF GRADUATE STUDIES & RESEARCH



Opposite the Forde Library



usc.edu.tt/sogsr/



wade-bowend@usc.edu.tt



662-2241 ext. 1701



DEPARTMENT OF NURSING



Upstairs, Kennedy Arts Building



<https://usc.edu.tt/bs-in-nursing/>



bairdt@usc.edu.tt



662-2241 ext. 2711



SCHOOL OF DISTANCE EDUCATION



Upstairs Administrative Building



usc.edu.tt/distance-education/



alvarez-farrierc@usc.edu.tt



662-2241 ext. 2731/1651

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. My Relevant School

(Business/Education/Sci.Tech/Soc.Sci/
Theology/ Graduate)

Student Sayings

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

2. _____ "I have a hold on my Aeorion 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 GATE, 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 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

THE OFFICE OF THE REGISTRAR

“KEEPER OF THE ACADEMIC RECORD”

A CENTRAL ACADEMIC HUB WITHIN USC.



Ayanna Antoine, MBA, MEd
University Registrar

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 General Inquires

registrar@usc.edu.tt



662-2241
Ext.2214 / 2205

For Transfers Inquires

transfercredits@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

STUDENT FORMS



ACADEMIC AUDITOR

PROVIDE AN ACCURATE ASSESSMENT TO STUDENTS OF
THEIR PROGRESS TOWARD GRADUATION

Your Academic Auditor



**School of
Business &
Entrepreneurship**

Email:

businessacademicauditor
@usc.edu.tt
Ext. 2214



**Education &
Humanities**

Email:

edhumacademicauditor
@usc.edu.tt
Ext. 2208



**Science,
Technology &
Allied Health**

Email:

scitechacademicauditor
@usc.edu.tt
Ext. 2225



**Social
Sciences**

Email:

socsciacademicauditor
@usc.edu.tt
Ext. 2211



**Theology &
Religion**

Email:

theologyacademicauditor@
usc.edu.tt
Ext. 2205



**Department of
Nursing**

Email:

nursingacademicauditor
@usc.edu.tt
ext.2207

CALCULATING GPA

GRADE POINT AVERAGE

Throughout your University Life, GPA is a metric or calculation used to determine your academic performance over a specific period. At USC, your GPA is ranked on a 4.0 scale.

QUALITY POINTS

Reference for calculating Your GPA

| Grade | Hours/Credits | Points |
|-----------|---------------|--------|
| A | 5 | 20.00 |
| | 4 | 16.00 |
| | 3 | 12.00 |
| | 2 | 8.00 |
| | 1 | 4.00 |
| A- | 5 | 18.35 |
| | 4 | 14.68 |
| | 3 | 11.01 |
| | 2 | 7.34 |
| | 1 | 3.67 |
| B+ | 5 | 16.65 |
| | 4 | 13.32 |
| | 3 | 9.99 |
| | 2 | 6.66 |
| | 1 | 3.33 |
| B | 5 | 15.00 |
| | 4 | 12.00 |
| | 3 | 9.00 |
| | 2 | 6.00 |
| | 1 | 3.00 |
| B- | 5 | 13.35 |
| | 4 | 10.68 |
| | 3 | 8.01 |
| | 2 | 5.34 |
| | 1 | 2.67 |

| Grade | Hours/Credits | Points |
|-----------|---------------|--------|
| C+ | 5 | 11.65 |
| | 4 | 9.32 |
| | 3 | 6.99 |
| | 2 | 4.66 |
| | 1 | 2.33 |
| C | 5 | 10.00 |
| | 4 | 8.00 |
| | 3 | 6.00 |
| | 2 | 4.00 |
| | 1 | 2.00 |
| C- | 5 | 8.35 |
| | 4 | 6.68 |
| | 3 | 5.01 |
| | 2 | 3.34 |
| | 1 | 1.67 |
| D | 5 | 5.00 |
| | 4 | 4.00 |
| | 3 | 3.00 |
| | 2 | 2.00 |
| | 1 | 1.00 |
| F | 5 | 0.00 |
| | 4 | 0.00 |
| | 3 | 0.00 |
| | 2 | 0.00 |
| | 1 | 0.00 |

You Try

CALCULATING YOUR GPA

Cumulative GPA is computed by dividing the sum of the earned grade points by the total graded credits attempted in the whole period of study.

YOUR ACADEMIC STATUS IS BASED ON YOUR CUMULATIVE GPA

GPA FORMULA

$$\frac{\text{Total Quality Points}}{\text{Total Credit Hours}} = \text{GPA}$$

Here's an Example

| Term: 1st Sem 2022-2023 | | | | | |
|-------------------------|------------------------|---------------------|------------|------------|------------|
| FDNT110 | Basic Food Prep | 2 | A | 8.00 | |
| RELT100 | God & Human Life | 3 | A- | 11.01 | |
| REAC130 | Special Activities | 1 | B | 3.00 | |
| | | | | | |
| | ATT (Attempted) | ERN (Earned) | HRS | PTS | GPA |
| TERM: | 6.00 | 6.00 | 6.00 | 22.01 | 3.66 |
| CUM: | 6.00 | 6.00 | 6.00 | 22.01 | 3.66 |
| Term: 2nd Sem 2022-2023 | | | | | |
| BCHM125 | Bio Chem for Nurses | 4 | F | 0.00 | |
| COMM104 | Communication Skills | 3 | A | 12.00 | |
| ENGL125 | Academic Writing I | 3 | B+ | 9.99 | |
| | | | | | |
| | ATT (Attempted) | ERN (Earned) | HRS | PTS | GPA |
| TERM: | 10.00 | 6.00 | 10.00 | 21.99 | 2.20 |
| CUM: | 16.00 | 12.00 | 16.00 | 44.00 | 2.72 |

Your Turn... 😊

Online GPA Calculator

| Term: 1st Sem 2022-2023 | | | | | |
|-------------------------|---------------------------|---------------------|------------|------------|------------|
| BIOL107 | Concepts of Envio Sc | 3 | A | | |
| MATH165 | College Algebra | 3 | B- | | |
| PEAC110 | Personal Physical Fitness | 1 | C | | |
| | | | | | |
| | ATT (Attempted) | ERN (Earned) | HRS | PTS | GPA |
| TERM: | | | | | |
| CUM: | | | | | |
| Term: 2nd Sem 2022-2023 | | | | | |
| SPAN101 | Conversaional Spanish | 3 | B+ | | |
| FDNT230 | Nutrition | 4 | A | | |
| CPTR100 | Intro to Computer Tools | 3 | A- | | |
| | | | | | |
| | ATT (Attempted) | ERN (Earned) | HRS | PTS | GPA |
| TERM: | | | | | |
| CUM: | | | | | |

TOP TEN TIPS FOR FIRST YEAR STUDENTS



1. STAY ORGANIZED

It's extremely important to remember to stay organized.



6. BACKUP FILES

There is nothing worse than having your laptop broken 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.

ACTIVITIES

THERE ARE MANY ACTIVITIES THAT YOU AS NEW STUDENT CAN GET INVOLVED IN



ACADEMIC CLUBS



Academic clubs are usually geared toward your area of study. These type of clubs can bolster your professional network and connect you with leaders in your field.

- **USC Honour Society**
- **Behavioural Science**
- **Education Club**
- **English Honour Society - Alpha Gamma Nu**
- **History Club**
- **Natural Sciences Club - Gnostai**
- **Computer Science Club - Virtua**



NATIONAL CLUBS



Nationality clubs are dedicated to building community for students of the same background and culture. This can help you as a new student to understand University life much quicker.

- **Bajan Club**
- **Dominican Club**
- **French Club**
- **Guyanese Club**
- **Hispanic Club**
- **North Carib Club**
- **T&T Club**
- **St. Lucia Club**
- **Vinada Club (St. Vincent & Grenada)**

INTEREST GROUPS

Interest clubs are usually formed with student who shared a similar interest outside of academics.

- **Ministerial Association**
- **Day Students' Club**
- **Uniformed Clubs**
- **USC Drama MAG**
- **Marriage Complex**
- **Drama MAGS**
- **Sports Clubs**
- **Ladies Club**
- **Youth Choir**
- **Colporteurs' Club**
- **Men's Club**
- **Prayer Warriors**

CAMPUS ACTIVITIES

THERE ARE MANY ACTIVITIES THAT YOU AS
NEW STUDENT CAN GET INVOLVED IN

CONFERENCES

*Normally held
during each Semester
1st & 2nd Semester*



PORTRAITS
OF EXCELLENCE
AWARDS
PORTRAITS
OF
EXCELLENCE

*Normally held Annually
2nd Semester*



music

*Normally have many events
throughout the Academic
Year*



INTERNATIONAL
STUDENTS
WEEK

*Normally held Annually
2nd Semester*



USC
OLYMPIAD

*Normally held Annually
2nd Semester*

CAMPUS RESOURCES

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:

- **Ladies Residence Hall**
- **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 offers 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 our students spiritual life:



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

USC DRESS CODE



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

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

CHAPLAIN

 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**

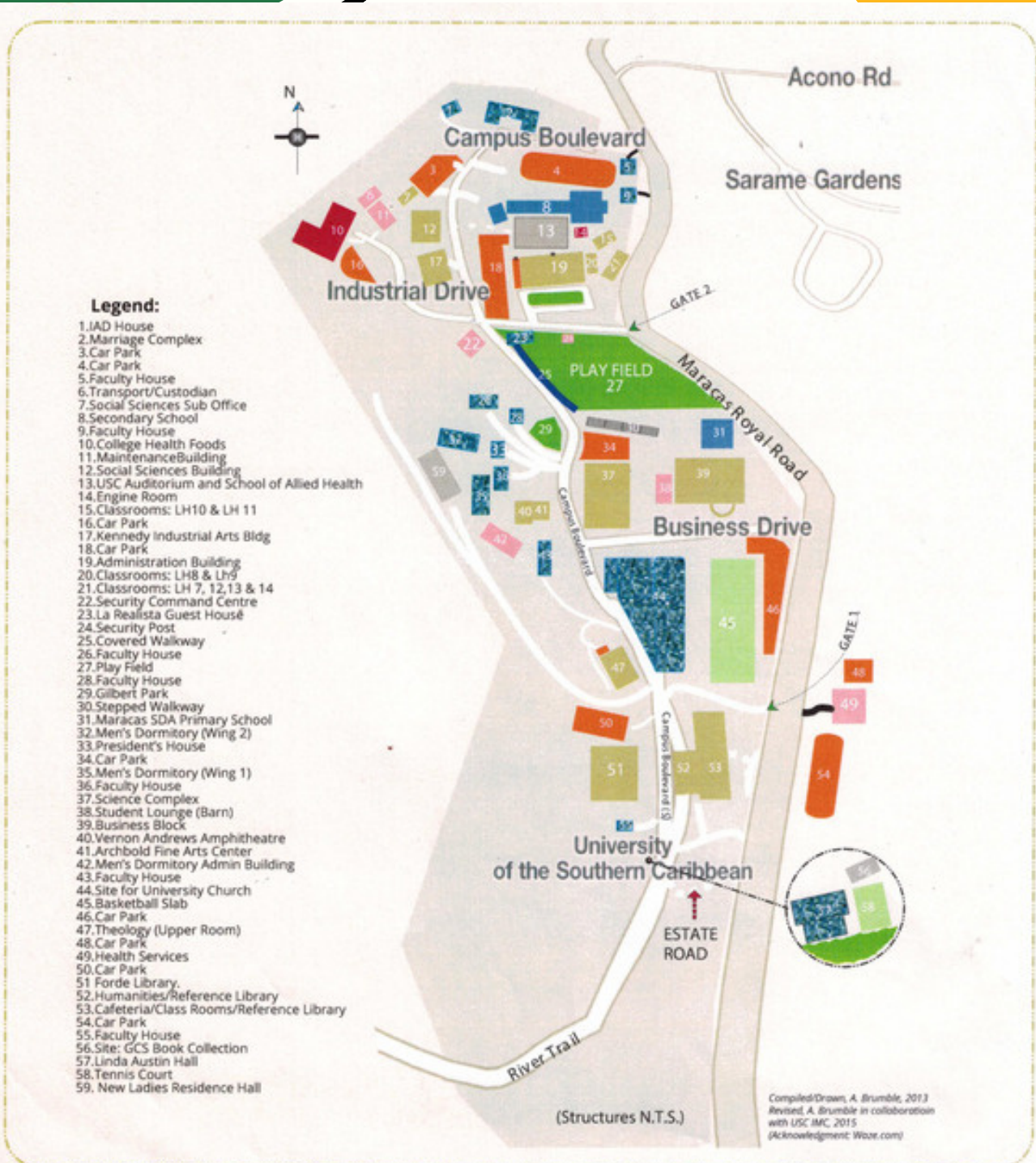
📍 **Location :**
Building Behind La Realista Guest House

✉ **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



MY YEAR PLAN

Student Name: _____ Student ID: _____
Program: _____

Total Program Credits: _____

Total Program Cost: _____

First Year

| 1st Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 2nd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 3rd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 1st Year Goals (Totals) | | |
|-------------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

Second Year

| 1st Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 2nd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 3rd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 2nd Year Goals (Totals) | | |
|-------------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

Third Year

| 1st Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 2nd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 3rd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 3rd Year Goals (Totals) | | |
|-------------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

Forth Year

| 1st Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 2nd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 3rd Semester Goals | | |
|--------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

| 4th Year Goals (Totals) | | |
|-------------------------|------------------------|--------------|
| # of Courses | Financial Payment Amt. | # of Credits |
| | | |

GRADUATING CLASS 2027

WHEN THAT TIME COMES VISIT [USC.EDU.TT/GRADUATION/](https://usc.edu.tt/graduation/) FOR MORE DETAILS.



THE
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