To be a student-centred, dynamic and innovative, world-class multi-campus college, promoting excellence in teaching and learning, serving diverse communities and producing lifelong learners who can compete globally.

To be the premier educational institution in providing high-quality, affordable and accessible educational programmes serving the needs of business, industry and the diverse campus communities and facilitating the personal and professional development of its students, faculty and staff.

- Student – centredness
- Excellence in teaching and learning
- Commitment to service excellence and customer care
- Innovation and creativity
- Respect for others, teamwork and partnership
- Integrity, ethics and professionalism
- Transparency and fairness in college operations
- Continuous learning and improvement
- Responsibility and accountability
# Table of Contents

## About CostaATT
1. Institutional Profile
2. President’s Welcome
3. People You Should Know

## The Division of Academic Affairs
4. Message from the Associate VP, Academic Affairs
8. School of Business and Information Technologies
9. School of Liberal Arts and Human Services
11. School of Nursing, Health and Environmental Sciences
13. Ken Gordon School of Journalism and Communication Studies
14. School of Continuing Education and Lifelong Learning

## Academic Calendar
16

## The Division of Student Affairs
18. Message from the VP, Student Affairs

## Office of the Registrar
20. Advisement and Registration
21. Understanding Your Student Status
23. Government Assistance for Tuition Expenses (GATE)
25. Understanding The Grading Scheme and Your Grade
26. Grade Point Average (GPA), Quality Value and Quality Points
26. Standards of Academic Progress
27. Academic Awards
28. Registry Services
The College of Science Technology and Applied Arts of Trinidad and Tobago is one of the largest, national public providers of tertiary education in Trinidad and Tobago. Run by a Board of Trustees and an executive leadership team, the College has progressed significantly in its fifteen year history.

COSTAATT was established by Act 77 of Parliament in October 2000 and since then, has fulfilled its mandate to increase access, by building a multi-campus institution with campuses and learning centres in Port of Spain, San Fernando, Sangre Grande, Tobago, El Dorado and Trincity. The College is also currently constructing Phase 1 of its flagship campus, which will be located at the Pierre-Connector Road Chaguanas. Plans are also underway to establish bases in the Marabella, Couva and Rio Claro areas.

COSTAATT, in contrast to other public tertiary level institutions, offers four (4) year degrees patterned on a North American model, which emphasizes rigorous academic quality standards and holistic development, as key ingredients in promoting student success. In November 2010, the College created history as the first institution in Trinidad and Tobago to be awarded institutional accreditation as conferred by the Accreditation Council of Trinidad and Tobago (ACTT). The College currently offers bachelor’s and associate degrees, advanced diplomas and certificates in a wide range of specialised, technical and academic programmes. Additionally, COSTAATT, through the services provided by its Translation and Interpreting Unit, is the official translation body for the Government of Trinidad and Tobago.

Since its establishment, the College has graduated over 13,000 students who are making significant contributions to national development through public and private sector employment and entrepreneurial activities. Through its transformative mission, COSTAATT is committed to ensuring that our students are empowered to take up the responsibility for transforming their own lives, and their communities and ultimately the nation.
I am pleased to extend a warm welcome to you, our new students, on behalf of the Board of Trustees, management, faculty and staff of the College. In selecting COSTAATT to pursue your tertiary level studies, you have taken that first and most important step towards your personal and professional development, and I wish to assure you that you joined an academic community that is committed to supporting you at every step along the way on your journey to success.

This year marks an important juncture in the life of our institution, as we celebrate our 15th anniversary and invite the wider society to join with us in recognising the College’s significant contributions to national development and its impact on the evolution and growth of the local higher education sector. COSTAATT is a highly innovative and quality-driven institution, having pioneered the introduction of both the credit-based system and associate degree programmes in the 1990s and the College Prep programme which creates opportunities for many more citizens to realise their dream of attending college in the early 2000s. In 2010, COSTAATT made history as the first tertiary level institution to be awarded institutional accreditation with the Accreditation Council of Trinidad and Tobago (ACTT) and was also the first recipient of ACTT’s Quality in Tertiary Education (QuiTE) award for its quality management system in 2011. When you join the ranks of the 13,000 COSTAATT graduates in the coming years, these achievements provide assurance of the relevance, legitimacy and portability of your qualifications, locally regionally and internationally.

We welcome you to our college community at a time of tremendous growth and development, as we continue on our drive to broaden access to tertiary education for the citizens of Trinidad and Tobago. In January 2012, we opened a new campus in Sangre Grande, bringing tertiary education to residents in the eastern region for the first time. In September 2013, COSTAATT partnered with the Ministry of Tertiary Education and Skills Training (MTEST) to open the Academy of Nursing and Allied Health (ANAH) at El Dorado, providing nursing and allied health students with state-of-the art simulation laboratories and multi-science laboratories in a scenic and serene environment for studies in programmes vitally needed to support the local and regional health sectors. Construction of the first phase of COSTAATT’s flagship campus in Chaguanas is nearing completion and we are looking forward to opening the College’s first purpose-built campus in early 2016. Work is also underway on the establishment of new learning centres in Marabella and Rio Claro.

As we continue our transformative work in the higher education sector and the wider society, we invite you to become an active participant in the process of shaping our 2015-2025 Master Plan which aims to establish world-class teaching and learning environments and to institutionalize a culture of service and programme excellence at all campus sites for your benefit. Our goal is to ensure that you acquire the technical skills, work place competencies and positive attitudes that will give you a competitive edge in your career pursuits. Our hope is that you will also take advantage of the many extra-curricular opportunities presented to engage with student government, student life and community outreach activities, as they will enrich and deepen your learning experience at the College and empower you to play a more impactful role in transforming your work space, your community and your nation…one person at a time.

Welcome again and best wishes for a positive and rewarding learning experience at COSTAATT!

Dr. Gillian Paul
President
PEOPLE YOU SHOULD KNOW

- **DR. GILLIAN PAUL** – PRESIDENT
- **DR. CAMILLE SAMUEL** – VP, STUDENT AFFAIRS
- **DR. NASEEM KOYLAS** – ASSOCIATE VP, ACADEMIC AFFAIRS
- **MS. JUNE ALEXIS-MATTHEW** – VP, INSTITUTIONAL ADVANCEMENT
- **MRS. CARLA ALONZO** – ASSISTANT TO THE PRESIDENT
- **MRS. ANJENNEY DWARIKA** – DEAN, SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES
- **MR. NEIL SYLVESTER** – DEAN, SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES
- **MRS. LALITA RAMLAL-CHIRKOOT** – DEAN, SCHOOL OF CONTINUING EDUCATION AND LIFELONG LEARNING
- **MRS. CLARINDA JACK** – DEAN, KEN GORDON SCHOOL OF JOURNALISM AND COMMUNICATION STUDIES
- **MS. RHONDA CUMBERBATCH** – REGISTRAR
- **MS. ANITA RAMKALAWAN** – DIRECTOR, SANGRE GRANDE CAMPUS
- **MS. YNOLDE SITAHALL** – DIRECTOR, TOBAGO CAMPUS (AG.)
- **MRS. CHANTALE LEONARD-ST. CLAIR** – DIRECTOR, TRANSLATION AND INTERPRETATION (AG.)
- **MRS. DAWN DOOKIE** – DIRECTOR, FINANCE
- **MR. DOODNATH PERSAD** – DIRECTOR, QUALITY ASSURANCE AND INSTITUTIONAL RESEARCH
- **MR. CLEAVON BRATHWAITE** – DIRECTOR, LIBRARY SERVICES (AG.)
- **MS. HELEN CUMBERBATCH** – DIRECTOR, ENROLMENT MANAGEMENT
- **MR. IAN CARTER** – DIRECTOR, ATHLETICS
- **MR. KEITH LONDON** – DIRECTOR, PROCUREMENT
- **MR. LAWRENCE HINDS** – DIRECTOR, PUBLIC SAFETY AND SECURITY
- **MRS. LIESEL GRANSAULL-BROWN** – DIRECTOR, EDUCATIONAL TECHNOLOGIES AND DISTANCE EDUCATION
- **MRS. MAGNA WILLIAMS-SMITH** – DIRECTOR, HEALTH AND COUNSELLING SERVICES
- **MS. MARCIA STANISCLAUS** – DIRECTOR, PLANNING AND EMPLOYMENT
- **MS. PERMILLA FARRELL** – DIRECTOR, COMPASS CENTRE
Message from the Associate Vice President, Academic Affairs

Congratulations on your decision to advance your education and for choosing to attend the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT). COSTAATT is the largest national tertiary education institution in Trinidad and Tobago with the mission and mandate to contribute to national development, social equity and the development of civil society; to provide programmes that meet international standards; and to promote cross-cultural understanding and mutual respect among peoples. COSTAATT is the institution of choice for many, including persons who are entrepreneurial and critical thinkers, who will be future leaders, and those committed to serving in a multiplicity of professions. By choosing to study at COSTAATT, you are preparing to be among thousands of COSTAATT graduates who are today, successfully contributing in a wide range of professions and to the noble cause of nation building.

At the start of this new milestone in your development, I strongly advise you to acquaint yourself with COSTAATT’s core values, policies and procedures that will assist you in your new academic journey; and as you progress through your programme of studies, I urge you to avail yourself of the many services and facilities available at the College, instituted to provide you with the necessary support to ensure your success. Specifically, I wish to highlight a well-established and critical process at the College, which was implemented to assist you in attaining academic success. This process is called academic advising, which is a continuous, collaborative process designed to engage students in meaningful programme planning with an academic advisor. Your assigned academic advisor will work with you to clarify your career path, academic goals and academic programme requirements. Additionally, COSTAATT has implemented measures to support teaching and learning, which include developmental or remedial courses in key foundation areas, tutorials, career guidance, and counselling services.

Do not hesitate to seek the assistance and guidance of your dean, department chair, faculty, and administrative support staff who are all eager to create a learning experience at the College that is supportive of you achieving academic success.

Best wishes for a successful and enjoyable experience at COSTAATT!

Dr. Naseem Koylass
Associate Vice President, Academic Affairs
ABOUT YOUR ACADEMIC SCHOOL

The Division of Academic Affairs comprises of five schools:

THE SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGIES
THE SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES
THE SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES
THE KEN GORDON SCHOOL OF JOURNALISM AND COMMUNICATION STUDIES
THE SCHOOL OF CONTINUING EDUCATION AND LIFELONG LEARNING
KNOW YOUR SCHOOLS
DEPARTMENTS
The School of Business and Information Technologies consists of two departments:

DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP
Heather-Dawn Charles-Sealey
Chair, Management and Entrepreneurship
Heather-Dawn Charles-Sealy, Chair - ext. 5474
Shaun Balfour, Administrative Assistant - ext. 5465
Fiona Granger-Thompson, Programme Assistant - ext. 5416
Ricardo John, Programme Assistant - ext. 5404
Patrice Bowman, Programme Assistant - ext. 5404
FAX (868) 625-4225

BACHELOR’S DEGREE PROGRAMMES
• BBA - Management and Entrepreneurship
• BBA - Human Resource Management
• BBA - Marketing
• BA - Financial Management
• BA - Accounting

ASSOCIATE DEGREE PROGRAMMES
• AAS - Management with Accounting
• AAS - Business Administration
• AAS - Office Administration

DIPLOMA PROGRAMME
• Supervisory Management

CERTIFICATE PROGRAMMES
• Supervisory Management

DEPARTMENT OF INFORMATION SCIENCE AND TECHNOLOGY
Roger Chung
Chair (Ag.), Information Science and Technology
Roger Chung, Chair (Ag.) - ext. 5480
Maurisa Charles, Administrative Assistant - ext. 5463
Cindy Bernard, Programme Assistant - ext. 5419
Megan Fraser, Programme Assistant - ext. 5496
Juliana Moses, Programme Assistant - ext. 5482
Raechelle David, Programme Assistant
FAX (868) 625-4225

BACHELOR’S DEGREE PROGRAMMES
• BSc - Information and Library Science
• BSc - Information Technology - General
• BSc - Information Technology - Internet Technology
• BSc - Information Technology - Networking
• BSc - Information Technology - Computer Information Systems

ASSOCIATE DEGREE PROGRAMMES
• AAS - Library and Information Studies
• AAS - Information Technology - General
• AAS - Information Technology - Internet Technology
• AAS - Information Technology - Operation Systems Management
• AAS - Information Technology - Information Systems Development

CERTIFICATE PROGRAMME
• CISCO - CCNA Certificate
• Records Management
• Records Management for the Public Sector
DEPARTMENTS

The School of Liberal Arts and Human Services consists of five departments:

DEPARTMENT OF SOCIAL AND BEHAVIOURAL SCIENCES
Cheryl Lewis, Chair - ext. 5461
Tashawnda Arnold, Administrative Assistant - ext. 5457

BACHELOR’S DEGREE PROGRAMMES
• BSc - Applied Psychology
• BSc - Psychology
• BSW - Social Work

ASSOCIATE DEGREE PROGRAMMES
• AA - Psychology
• AAS - Social Work
• AAS - Sociology

CERTIFICATE PROGRAMMES
• Family and Community Studies

DEPARTMENT OF LANGUAGE, LITERATURE AND CARIBBEAN STUDIES
Keith Ward, Chair (Ag.) - ext. 5458
Learie Farray, Administrative Assistant - ext. 5456
Stephanie Kirk, Programme Assistant - ext. 5331

BACHELOR’S DEGREE PROGRAMMES
• BA - Literature and Communication
• BA - Latin American Studies
• BA - Spanish for Business

ASSOCIATE DEGREE PROGRAMMES
• AA - Literatures in English
• AAS - Foreign Languages for Business: Spanish
• AA – Spanish

DEPARTMENT OF MATHEMATICS
Jeffrey Maynard, Chair (Ag.) - ext. 5421
Deryck Banfield, Administrative Assistant - ext. 5444
Sitara Gardner, Coordinator, Developmental Mathematics - ext. 5406

BACHELOR’S DEGREE PROGRAMMES
• BSc - Mathematics
• BA - Early Childhood Care Education: Concentration in Special Education

ASSOCIATE DEGREE PROGRAMMES
• AA - Early Childhood Care and Education
• AAS - Mathematics
DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES

Kirwin Pyle-Williams, Chair - ext. 5426
Ria Lovelace, Administrative Assistant - ext. 5469
Reana Kissun, Programme Assistant - ext. 5466
FAX (868) 625-4225

BACHELOR’S DEGREE PROGRAMMES
• BA - Criminal Justice
• BA - Criminal Justice ( Corrections )
• BA - Criminal Justice ( Police Science )

ASSOCIATE DEGREE PROGRAMMES
• AAS - Criminal Justice

CERTIFICATE PROGRAMME
• Criminal Justice

DEPARTMENT OF FINE AND PERFORMING ARTS

Nadine Gonzales, Chair - ext. 5081
Gemma Richards, Administrative Officer IV - ext. 5080
Anthony Lezama, Administrative Assistant - ext. 5080
Aidoo Harry, Clerical Assistant - ext. 5080
Pedro Reedar, Service Attendant - ext. 5080
FAX (868) 640-2584

BACHELOR’S DEGREE PROGRAMMES
• BM – Performance:
  • Voice
  • Guitar
  • Piano
  • Pan
  • Woodwind
  • Brass
• BM – Music Education

ASSOCIATE DEGREE PROGRAMMES
• AA - Performing Arts: Music
  • Voice
  • Guitar
  • Piano
  • Pan
  • Woodwind
  • Brass

CERTIFICATE PROGRAMME
• Music Performance
The School of Nursing, Health and Environmental Sciences consists of four departments:

**DEPARTMENT OF NURSING**

Academy of Nursing and Allied Health - ext. 5800
Rupert Jones, Chair - ext. 5801
Joann L. Henry, Administrative Assistant - ext. 5802
Gerald Layne, Programme Assistant - ext. 5803
Kevin Scott, Programme Assistant - ext. 5800
Catherine Gibson, Clerical Assistant - ext. 5804
Catherine Gibson, Clerical Assistant - ext. 5804
Marvalon Jacob, Programme Assistant - ext. 5805
Lisa Sandy, Research Officer

**BACHELOR’S DEGREE PROGRAMMES**

- BSc - Midwifery
- BSc - Nursing (General)
- BSc - Nursing (Psychiatric)

**ASSOCIATE DEGREE PROGRAMMES**

- AAS - Nursing (General)
- AAS - Nursing (Psychiatric)

**DEPARTMENT OF HEALTH SCIENCE TECHNOLOGIES**

Dr. Anthony Lalla, Chair - ext. 5450
Marsha Balgobin, Administrative Assistant - ext. 5451
Carla K. Alleyne, Programme Assistant - ext. 5433
Eileen Sookdeo, Programme Assistant - ext. 5438

**BACHELOR’S DEGREE PROGRAMMES**

- BSc - Dental Therapy
- BSc - Medical Laboratory Technology
- BSc - Radiography

**ASSOCIATE DEGREE PROGRAMMES**

- AAS - Medical Laboratory Technology

**POST-GRADUATE DIPLOMA**

- District Health Visiting

**DIPLOMA PROGRAMME**

- Advanced Diploma in Ultrasound

**POST-GRADUATE CERTIFICATE PROGRAMME**

- Diabetes Educator (Not GATE funded)

**CERTIFICATE PROGRAMMES**

- Pharmacy Assistant
- Phlebotomy (Not GATE funded)
SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES

DEPARTMENT OF ENVIRONMENTAL STUDIES

Glenda Charles-Harris, Chair - ext. 5437
Cheryl-Ann Long, Administrative Assistant - ext. 5477
Jade Hicks, Programme Assistant - ext. 5484

BACHELOR’S DEGREE PROGRAMMES
• BSc - Environmental Management
• BSc - Environmental Health
• BSc - Occupational Safety and Health
• BSc - Water and Wastewater Management, Services and Technology
• BSc - Water Resources Management

ASSOCIATE DEGREE PROGRAMMES
• AAS - Environmental Health
• AAS - Environmental Management
• AAS - Geographic Information Systems
• AAS - Occupational Safety and Health
• AAS - Water and Wastewater Management, Services and Technology
• AAS - Water Resources Management

DEPARTMENT OF NATURAL AND LIFE SCIENCES

Delamae Wilson, Chair - ext. 5487
Shaloma Alexander, Administrative Assistant - ext. 5436
Nadia Joseph, Programme Assistant - ext. 5484
Jenna Durham, Programme Assistant - ext. 5484

BACHELOR’S DEGREE PROGRAMMES
• BSc - Biology (Pre-Med)
• BSc - Geographical Studies for Sustainable Development

ASSOCIATE DEGREE PROGRAMMES
• AS - Biology
• AS - Chemistry
• AS - Earth Science

CERTIFICATE PROGRAMME
• Pre-Medical Sciences
DEPARTMENTS

The Ken Gordon School of Journalism and Communication Studies consists of two departments:

DEPARTMENT OF COMMUNICATION STUDIES
Sophia Edwards-Knox, Chair - ext. 5063
Mitzy Alexander, Administrative Assistant - ext. 5064

BACHELOR’S DEGREE PROGRAMMES
• BA - Mass Communication
• BA - Graphic Design
• BA - Advertising and Promotions

ASSOCIATE DEGREE PROGRAMMES
• AAS - Graphic Design
• AAS - Advertising and Promotions

DIPLOMA PROGRAMME
• Advertising and Promotions

DEPARTMENT OF JOURNALISM AND MEDIA
Joel Nanton, Chair - ext. 5062
Blossom Keane, Administrative Assistant - ext. 5060
FAX: (868) 628-8088

BACHELOR’S DEGREE PROGRAMMES
• BA - Journalism
• BA - Film and Video Production

ASSOCIATE DEGREE PROGRAMMES
• AA - Journalism
• AAS - Journalism and Public Relations
• AAS - Film and Video Production

DIPLOMA PROGRAMME
• Film and Video Production

CERTIFICATE PROGRAMMES
• Journalism
• Film and Video Production
The School of Continuing Education and Lifelong Learning offers professional development training as well as consultancy services to individuals and companies within the public and private sectors in Trinidad and Tobago. These programmes are offered through professional short courses, workshops and customised training in various disciplines which students can also access. All the courses are specially designed to empower participants with the knowledge and techniques required to meet their specific industry and work related needs.

Students can acquire basic skills like customer service fundamentals, or even advanced competencies, like writing computer applications. The scope of services offered is wide and diverse and can be customised to almost any client needs.

DEPARTMENT OF CONTINUING AND PROFESSIONAL EDUCATION
The Continuing and Professional Education Department facilitates workforce development training and offers business solutions consultancy. Training in a wide range of areas is offered via workshops, seminars and short courses. The department also offers executive education programmes leading to postgraduate certification or professional licensure. Customised training is offered in a number of areas as the unit engages with external training institutions and firms to bring world-class training and resources to our local context. The Department also works with the corporate sector to conduct needs assessments and offers business solutions that are aimed at enhancing organisational effectiveness.

Contact Information:
Tel: (868) 625-5030 ext.5434, 5415, 5481; 5430; email: professionaled@costaatt.edu.tt

COMPENSATORY PROGRAMMES AND ACADEMIC SUPPORT SERVICES (COMPASS) CENTRE
Compensatory Programmes and Academic Support Services (COMPASS) was designed to provide an alternative pathway to tertiary level education. Students, with the desire and aptitude to pursue tertiary education but are academically underprepared, are allowed opportunity to acquire the basic knowledge, skills and attitudes necessary for effective functioning at the tertiary level. They access relevant pre-college courses through the various academic schools given their chosen area of study and their placement test results. Students can also access support services provided by the COMPASS Centre; these include psychosocial support in the form of developmental advising and counselling as well as academic support in the form of tutorial services, study skills seminars and semester loans of selected texts.

Contact Information:
Tel: (868) 625-5030 ext.5334/5; email: COMPASSCentre@costaatt.edu.tt
PRIOR LEARNING ASSESSMENT AND RECOGNITION CENTRE

The Prior Learning Assessment and Recognition (PLAR) Centre enables the award of transfer credits to students, based on their experiential knowledge and learning, or any other non-formal learning they might have acquired. Applications for PLAR are required to prepare a detailed portfolio that will be assessed and determination made on the award of college-level credits for prior learning.

All students wishing to access PLAR, are assigned a portfolio advisor who will guide the compilation of the portfolio upon PLAR application. All PLAR applications are assessed by subject-area experts and trained assessors.

Contact Information:
Tel: (868) 625-5030 ext.5423/ 5431;
email: melie@costaatt.edu.tt;
lrchirkoot@costaatt.edu.tt or plar@costaatt.edu.tt

TRANSLATION AND INTERPRETING UNIT

The Translation and Interpreting Unit (TIU) has been providing translation and interpreting services to cooperate and public clients. COSTAATT has been recognised as the official translating agent by the government of Trinidad and Tobago.

TRANSLATION SERVICES:
Official and certified translation services are offered as follows:
• English into Spanish and back into English
• English into French and back into English
• English into German and back into English
• English into Dutch and back into English
• English into Portuguese and back into English

INTERPRETING SERVICES:
Interpreting in its various modalities is offered from:
• English into Spanish and back into English
• English into French and back into English

Contact Information:
Tel: (868) 625-5030 ext. 5968; 5270;
email: wsandy@costaatt.edu.tt;
pwilliams@costaatt.edu.tt ; or
cstclair@costaatt.edu.tt
<table>
<thead>
<tr>
<th>Event</th>
<th>Semester I - 2016-10</th>
<th>Semester II - 2016-17</th>
<th>Short Session - 2016-18</th>
<th>Semester I - 2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisement</td>
<td>All Students</td>
<td>June 1 - August 14, 2015</td>
<td>August 24 - August 28, 2015</td>
<td>August 28, 2015</td>
</tr>
<tr>
<td>Withdrawal from the College with 100% refund on tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dropping/Adding Courses Deadline</td>
<td>September 13, 2015</td>
<td>October 1, 2015</td>
<td>October 7, 2015</td>
<td>January 1, 2017</td>
</tr>
<tr>
<td>FEE PAYMENT DEADLINE</td>
<td>September 30, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late fee of $50.00 in effect</td>
<td>October 1, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial hold (FH) applied - Non-payment of fees</td>
<td>October 7, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College and Course Withdrawal Deadline - &quot;W&quot; Grade assigned</td>
<td>October 12, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official Class List Circulated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRADUATION CEREMONY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading/Revision /Make-up Week</td>
<td>December 8-13 December, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINAL ASSESSMENT PERIOD</td>
<td>December 14- December 21, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of grades Deadline (including “I” grades)</td>
<td>January 3, 2016 (midnight)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COSTAATT reserves the right to adjust the dates as required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Academic Calendar 2015-2016

<table>
<thead>
<tr>
<th>Semester II - 201620</th>
<th>Short Session - 201630</th>
<th>Semester I - 201710</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 18, 2016 - May 16, 2016</strong></td>
<td><strong>May 31, 2016 - July 12, 2016</strong></td>
<td><strong>August 29, 2016 - December 19, 2016</strong></td>
</tr>
<tr>
<td>January 15, 2016</td>
<td>May 27, 2016</td>
<td>August 26, 2016</td>
</tr>
<tr>
<td>January 15, 2016</td>
<td>May 27, 2016</td>
<td>August 26, 2016</td>
</tr>
<tr>
<td><strong>January 18, 2016</strong></td>
<td><strong>May 31, 2016</strong></td>
<td><strong>August 29, 2016</strong></td>
</tr>
<tr>
<td>January 22, 2016</td>
<td>June 3, 2016</td>
<td>September 2, 2016</td>
</tr>
<tr>
<td><strong>February 29, 2016</strong></td>
<td><strong>June 6, 2016</strong></td>
<td><strong>September 30, 2016</strong></td>
</tr>
<tr>
<td>March 1, 2016</td>
<td>June 7, 2016</td>
<td>October 3, 2016</td>
</tr>
<tr>
<td>March 4, 2016</td>
<td>June 8, 2016</td>
<td><strong>October 5, 2016</strong></td>
</tr>
<tr>
<td><strong>February 29, 2016</strong></td>
<td><strong>June 13, 2016</strong></td>
<td><strong>October 10, 2016</strong></td>
</tr>
<tr>
<td>March 14, 2016</td>
<td></td>
<td>October 17, 2016</td>
</tr>
<tr>
<td>March 25, 2016 - Good Friday</td>
<td>May 30, 2016 - Indian Arrival Day</td>
<td>August 31, 2016 – Independence Day</td>
</tr>
<tr>
<td>March 27, 2016 - Easter Sunday</td>
<td>June 19, 2016 - Labour Day</td>
<td>September 24, 2016 - Republic Day</td>
</tr>
<tr>
<td>March 28, 2016 - Easter Monday</td>
<td>June 20, 2016 - given</td>
<td>October 30, 2016 – Divali (approx.)</td>
</tr>
<tr>
<td>March 30, 2016 - Shouter Baptist</td>
<td>July 5, 2016 – Eid-ul-Fitr (approx.)</td>
<td>October 31, 2016 - given</td>
</tr>
<tr>
<td>February 5 – February 10, 2016</td>
<td></td>
<td>December 25, 2016 – Christmas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 26, 2016 – Boxing Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 1, 2017 – New Year’s Day</td>
</tr>
<tr>
<td><strong>May 1, 2016</strong></td>
<td><strong>July 4, 2016</strong></td>
<td><strong>December 4, 2016</strong></td>
</tr>
<tr>
<td>May 2 – May 8, 2016</td>
<td></td>
<td>December 5- 11 December, 2016</td>
</tr>
<tr>
<td><strong>May 9 – May 16, 2016</strong></td>
<td><strong>July 5 – July 12, 2016</strong></td>
<td><strong>December 12- December 19, 2016</strong></td>
</tr>
<tr>
<td>May 22, 2016 (midnight)</td>
<td>July 18, 2016 (midnight)</td>
<td>January 10, 2017 (midnight)</td>
</tr>
</tbody>
</table>

Costaatt reserves the right to adjust the dates as required.
Message from the Vice President, Student Affairs

The Division of Student Affairs is intent on being highly regarded for our services and our commitment to student development. We seek to offer our students significant integrated experiences which will enable them to make a positive impact on their communities and our nation. In this context, the Division strives to advance the mission of the College by seeking to create an environment which fosters personal growth, encourages community engagement, promotes good citizenship and inspires students to academic excellence. To excel at this, we recognize the need to develop closer ties with our student body and to facilitate a process through which we solicit and receive continuous feedback from our students.

remains central to the development of our students and places great emphasis on the importance of creating the right learning environment.

As COSTAATT continues to play a critical role in the development of Trinidad and Tobago, we are dedicated to the task of preparing our students to become leaders for the twenty-first century. We are acutely aware of our role in transforming Trinidad and Tobago, and so, take quite seriously, our aim to ‘transform lives, transform communities and transform the nation one student at a time’. This is not just our motto, but an expression of the undergirding philosophy through which COSTAATT achieves its mission. It is indeed our reason for existing.

The Division of Student Affairs remains central to the development of our students and places great emphasis on the importance of creating the right learning environment.

We are comprised of five departments which all have scheduled supportive activities throughout the academic year:

- The Office of the Registrar;
- Enrolment Management Department;
- Career Management Services Department;
- Student Life and Athletics Department; and
- Department of Health and Counselling Services

Do feel free to stop by any of our departments to find out more about their offerings to students.

For your convenience, we have highlighted some pertinent information for you in this booklet. Do review carefully, as many aspects are critical to effecting your smooth transition through the academic semesters.

It is with great pleasure that we welcome you to the start of your journey with us. We do anticipate that your stay will be both rewarding and enjoyable.

Dr. Camille Samuel
Vice President, Student Affairs
OUR VISION

To be highly regarded for our services to students and for our commitment to student development. To offer students significant integrated experiences which will enable them to make a positive impact on their communities and on the nation.

OUR MISSION

The Division of Student Affairs advances the mission of the College by seeking to create an environment which fosters personal growth, encourages community engagement, promotes good citizenship, and inspires students to excellence.

OUR CORE VALUES

PEOPLE – we value our students, employees, our institution, communities

EXCELLENCE – the need to strive for personal, academic, and professional best

HONESTY AND INTEGRITY – essential in a learning environment. Includes civility, fairness, respect

INCLUSIVENESS – team work is important. We depend on each other to accomplish the mission

LEARNING – ability to appreciate the arts as well as the ability to be meaningfully impacted by the academic efforts of others. Lifelong learning opportunities. Response to community needs for quality and access

ACCOUNTABILITY – responsibility for personal and professional actions

DIVERSITY – acceptance, appreciation and celebration of individual differences.
As a registered student at COSTAATT, the Office of the Registrar is your point of contact for information related to your registration, student status, college fees, and the academic calendar.

A registered student is one who has enrolled in courses, for a given semester; has paid the College’s institutional fees and has submitted a completed student insurance form in the relevant semester. Students must register online via my.costaatt.edu.tt or Banner Self-Service on the days indicated in the academic calendar. A student may not register for a course unless all requirements, academic (e.g. pre-requisites) and otherwise, have been satisfied.

**FULL-TIME STUDENTS**
A full-time student is defined as one who takes a course load of between twelve (12) or more credits per semester.

**PART-TIME STUDENTS**
A part-time student is defined as one who takes a course load of less than (12) credits per semester.

*No student will be allowed to attend a course for which he/she is not registered

*No student will be assessed and graded in a course for which he/she has not registered.
ACADEMIC ADVISEMENT
The first step in the registration process is academic advisement. Before proceeding to register for courses, students must consult with an academic advisor to establish academic goals, review academic progress, and determine an appropriate course workload for the semester based on their grade point average and general assessment of their academic progress.

GATE APPLICATION
All new and continuing students, who are citizens of Trinidad and Tobago, and who wish to access GATE must apply for funding via the GATE eService. Only continuing students whose GPA is greater than or equal to 2.0 are eligible for GATE funding. See the GATE eService section on page 23 for more information.

REGISTER FOR COURSES
Students must log on to the secure area in my.costaatt.edu.tt or Banner Self-Service at the appointed time to register for courses in each semester. Details of the online registration procedures are outlined in the Banner Self-Service Student Registration User Guide.

PAYMENT OF FEES
Students must pay institutional and tuition fees for each semester in which they are enrolled. Payment can be made at the Office of the Registrar at the City Campus and at the administrative offices at the El Dorado, Sangre Grande, South and Tobago campuses.

STUDENT ID CARDS AND VALIDATION STICKERS
Upon enrolment at COSTAATT, each new student will be issued a student identification card. This card is validated at each registration session with a semester-specific validation sticker. Students are required to display their validated ID cards at all times while on any COSTAATT’s premises or at affiliated institutions. Students must present a valid identification card to borrow books from the library and to use any of the College’s facilities. Student ID cards must also be presented at examination sessions.

UNDERSTANDING YOUR STUDENT STATUS

CHANGES IN STUDENT STATUS / REGISTRATION
Students desirous of making changes to their registration status must complete the relevant forms, which can be obtained from academic departments, the Office of the Registrar or the South, Sangre Grande and Tobago administrative offices. All forms must be submitted to the Office of the Registrar or administrative offices for processing.

CHANGE TO GENERAL STUDENT PROFILE
The table below lists various change requests and provides information on the documentation students are expected to submit with the specific form.
**ADD-DROPS**
Students must log on to the secure area using my.costaatt.edu.tt or Banner Self-Service to Drop/Add classes. Students may Drop/Add from the start of the registration period until the ‘Drop/Add Deadline’ which is stipulated in the academic calendar. Students will not be allowed to Drop/Add courses beyond that date.

**CHANGE IN PROGRAMME/MAJOR**
Students who wish to change from one programme to another must seek the approval of the current and future Heads of Department via the Change in Programme Form.

For GATE funded students, reference is made to item 4 on the ‘Student Terms and Conditions for Tertiary Tuition Funded by GATE’.

**WITHDRAWAL FROM A COURSE**
A student may officially withdraw from any course without academic penalty, provided that this is done by the stipulated withdrawal deadline indicated on the academic calendar.

Students are advised to pay close attention to the withdrawal deadlines on the academic calendar, as there may be financial obligations, which accompany these withdrawals.

In order to withdraw from a course, a student must complete the Course Withdrawal Form; seek the approval of the Head of Department and submit the signed form to the Office of the Registrar or administrative office, by the deadline date. Students who withdraw from a course by the stipulated deadline date will receive a grade of ‘W’. ‘W’ grades have no impact on Grade Point Average (GPA).

Students who choose to withdraw from a course unofficially will be assigned an “F” grade.

**WITHDRAWAL FROM THE COLLEGE**
In order to officially withdraw from the College, a student must complete the College Withdrawal Form and return his/her ID card to the Office of the Registrar or administrative office.

Students who withdraw from the College are normally entitled to apply for re-admission and must submit an application to the Admissions Office.

Students who choose to withdraw from the College unofficially will be assigned “F” grades for all registered courses.

For GATE funded students, reference is made to item 5 on the ‘Student Terms and Conditions for Tertiary Tuition Funded by GATE’.

**LEAVE OF ABSENCE**
Students may apply for leave of absence from a programme for medical, personal or financial reasons using the Leave of Absence form.

Leave of Absence forms must be approved by the relevant Head of Department and submitted to the Office of the Registrar. Such leave shall not exceed three consecutive semesters or one academic year.

Students are strongly advised to consult the Finance and Grant Administration Division of the Ministry of Tertiary Education and Skills Training in order to be apprised of the financial implications with respect to GATE.

For GATE funded students, reference is made to items 4(ii) and 5 on the ‘Student Terms and Conditions for Tertiary Tuition Funded by GATE’.

---

<table>
<thead>
<tr>
<th>CHANGE REQUEST</th>
<th>SUPPORTING EVIDENCE REQUIRED</th>
<th>EXAMPLE OF DOCUMENTARY EVIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Yes</td>
<td>Marriage certificate, deed poll</td>
</tr>
<tr>
<td>Address</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Residency</td>
<td>Yes</td>
<td>Passport or proof of citizenship</td>
</tr>
<tr>
<td>Email</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

---
The Government Assistance for Tuition Expenses Programme (GATE) provides eligible students with financial assistance for tertiary-level education.

For more information please visit http://test.gov.tt/Services/GATE

GATE eSERVICE
All GATE funding applications are now submitted online via the GATE eService. Please be guided by the following.

NEW GATE eSERVICE USER
This is any student (new or continuing) who has never registered with the GATE eService.

To register, students must present their original birth certificate and national ID or passport in order to create an e-GATE account before submitting an e-GATE application.

Registration is available at City and South Campuses or any of the ttconnect sites (check http://www.e-gate.gov.tt/gate-app/faq.htm for the list of ttconnect sites). The registration officer will provide guidance on the steps required to complete the registration process.

Once you have completed the registration process, you will be required to complete the application process (see the next section for details).

CONTINUING GATE eSERVICE USER
The College requires all eligible GATE students to be up-to-date with their e-GATE applications. Students must therefore complete a GATE application for each semester in which they are registered for classes.

HOW TO APPLY?
Log-in to the GATE eService and apply (see https://www.youtube.com/watch?v=D8hCiTbsLJ A for a video tutorial). Students with existing e-GATE accounts must upload scanned documents to complete the application process.

The table below outlines the required documents.

<table>
<thead>
<tr>
<th>DOCUMENT REQUIRED</th>
<th>WHO NEEDS TO ATTACH THIS DOCUMENT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>National ID card or passport</td>
<td>All GATE eligible students</td>
<td>Both sides of ID on one page or biodata page of Passport</td>
</tr>
<tr>
<td>Birth certificate</td>
<td>All GATE eligible students</td>
<td></td>
</tr>
<tr>
<td>Affidavit/Deed Poll</td>
<td>Where applicable</td>
<td></td>
</tr>
<tr>
<td>Marriage/Divorce Certificate</td>
<td>Where applicable</td>
<td></td>
</tr>
<tr>
<td>Acceptance letter or Verification letter from COSTAATT</td>
<td>All GATE eligible students</td>
<td>Students who do not have an acceptance letter may request a verification letter from the Office of the Registrar</td>
</tr>
<tr>
<td>Transcript</td>
<td>All GATE eligible students, with the exception of new students</td>
<td>Print online transcript from Self Service Banner. The transcript should have the COSTAATT self-service link at the bottom of the pages. Although the transcript is more than one page long it must be scanned as one document and saved in PDF format</td>
</tr>
<tr>
<td>Diploma or letter of completion</td>
<td>All GATE eligible students who have successfully completed a programme either at COSTAATT or at another institution</td>
<td></td>
</tr>
</tbody>
</table>
**YOUR GATE STATUS EXPLAINED**
The table below identifies each GATE status along with what action is required to complete your GATE application.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>EXPLANATION</th>
<th>ACTION REQUIRED</th>
<th>CONSEQUENCE OF INACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration (New e-GATE applicants only)</td>
<td>You have received a GATE ID and created an account</td>
<td>Present birth certificate and national ID or passport for activation which requires you to account set up within 48 hours of receipt of email.</td>
<td>Account is cancelled and process must be restarted</td>
</tr>
<tr>
<td>Applied</td>
<td>You have a GATE ID, applied, uploaded documents and the application is with GATE waiting for clearance</td>
<td>Await an email from GATE to acknowledge receipt of application</td>
<td>If you do not apply for GATE funding all tuition payments to COSTAATT becomes your responsibility</td>
</tr>
<tr>
<td>Clearance Verified</td>
<td>GATE is reviewing your application</td>
<td>Periodically check application status on your GATE account for further instructions</td>
<td>Failure to monitor your account could lead to the cancellation of your application</td>
</tr>
<tr>
<td>Correction Required</td>
<td>You are required to amend the application in someway</td>
<td>Log into your account to determine correction necessary which must be completed within 14 days of receipt of the GATE e-mail</td>
<td>Application is cancelled you must re-start the process from the application stage</td>
</tr>
<tr>
<td>Clearance Approved</td>
<td>You have been approved for funding for the given semester</td>
<td>Await an e-mail from GATE. The e-mail will notify you to come in to sign the contract.</td>
<td>You may miss a change in status or other instructions which could result in a cancelled application</td>
</tr>
<tr>
<td>Verified</td>
<td>COSTAATT has entered your tuition. You may receive an auto-email saying to come in to sign the contract.</td>
<td>You are not required to come in to sign the contract.</td>
<td>None</td>
</tr>
<tr>
<td>Clearance Rejected</td>
<td>GATE has rejected your request for funding</td>
<td>You must visit COSTAATT to make arrangements to fulfill your financial obligations</td>
<td>A financial hold will be placed on your account</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Your GATE application has been cancelled due to your inaction</td>
<td>Log on to your GATE account re-start the process from the application stage</td>
<td>You will become financially liable for tuition payments to COSTAATT</td>
</tr>
<tr>
<td>Corrected</td>
<td>You have made the corrections to your current application and re-submitted the application</td>
<td>Periodically check application status on your GATE account for further instructions</td>
<td>You may miss a change in status or other instructions which could result in a cancelled application</td>
</tr>
<tr>
<td>Signed</td>
<td>You have signed the GATE contract for the applied semester</td>
<td>Keep monitoring your account for a confirmation e-mail from GATE</td>
<td>None</td>
</tr>
<tr>
<td>GATE Processing</td>
<td>Your application has been sent to GATE for payment to COSTAATT</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**N.B.** You are required to submit a GATE application for each semester in which you registered for classes
Only one application can be submitted at a time, once that application status has changed to Clearance Approved, you are free to proceed with the submission of another application.
GRADING SCHEME
A student’s academic standing, and ultimately, grade point average (GPA), is determined by his/her performance on continuous assessment activities, including course work, and final examinations. The College’s grading scheme is set out below:

<table>
<thead>
<tr>
<th>POINTS %</th>
<th>NOTATION</th>
<th>GRADE</th>
<th>QUALITY VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Excellent</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>85-89</td>
<td>Very Good</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>80-84</td>
<td>Good</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>75-79</td>
<td>Satisfactory</td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>70-74</td>
<td>Average</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>65-69</td>
<td>Below Average</td>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>60-64</td>
<td>Minimum Passing Grade</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>0-59</td>
<td>Fail</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

ADDITIONAL NON-CREDIT GRADES
In addition to the above, students may also be assigned the following grades which indicate that no credit or quality point value has been assigned:

I – Incomplete
Signifies that the student has satisfactorily completed most, but not all, course requirements due to extenuating circumstances. In order to change an “I” grade, a student must make arrangements with his/her instructor to complete and submit all outstanding work. All work pertaining to an Incomplete grade must be submitted prior to the end of the subsequent semester or the “I” will be changed to an “F”.

Further grade changes will not be entertained after the “F” grade has been assigned.

NP – Non Pass
Signifies that a student has not passed a course for which the grade scheme is Pass/Non Pass. No quality point will be awarded, but unlike the “F” grade, this will not affect the Grade Point Average (GPA).

P – Pass
Indicates a passing grade in a course for which the grade scheme is Pass/Non Pass.

T – Transfer credit
Signifies the transfer of credits from one institution to another. Students will be awarded a “T” grade.

W – Withdrawn
Means a withdrawal initiated either by the student or the institution.

Course Withdrawal: In order to withdraw completely and officially from a course, a student must complete and submit the Course Withdrawal form to the Office of the Registrar or administrative office. Students must submit the Course Withdrawal form in compliance with the dates published in the Academic Calendar. Students who choose to withdraw from a course unofficially will be assigned an “F” grade.

College Withdrawal: In order to withdraw completely and officially from the College, a student must complete and submit the College Withdrawal form to the Office of the Registrar or administrative office. Students must submit the College Withdrawal form in compliance with the dates published in the Academic Calendar. Students who choose to withdraw from the College unofficially will be assigned “F” grades for all registered courses.

Administrative Withdrawal: The College may take action to withdraw a student for reasons, including attendance violations or infringements of academic policy.

X – Audit
Indicates that the course has not been taken for credit. The tuition and fee charges for auditing a course are the same as those for taking the course for credit, but auditing students are not evaluated.
The Grade Point Average (GPA) is an indicator of student academic achievement.

A quality value is a number attached to a particular letter grade: for example a grade of A has a quality value of 4.

Quality points are calculated by multiplying the quality value assigned to the letter grade by the number of credits earned for a particular course. The GPA is calculated by dividing the total number of quality points earned by the total number of credits taken in any given semester. The cumulative GPA is the average of all the GPAs earned each semester.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>QUALITY VALUE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Writing</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
<td>B+</td>
<td>3.5</td>
<td>10.5</td>
</tr>
<tr>
<td>Fundamentals of Entrepreneurship</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Fundamentals of Natural Science</td>
<td>3</td>
<td>C+</td>
<td>2.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Understanding Human Behaviour</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td></td>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

\[ \text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credits}} \]

\[ \text{GPA} = \frac{45}{15} = 3.0 \]

Students are required to maintain a 2.0 minimum GPA in order to graduate.

### Standards of Academic Progress

#### Good Academic Standing
Students are considered to be in good academic standing if they maintain a cumulative GPA of 2.0 or higher.

#### Academic Warning
Students are considered on academic warning if they have attempted 12 credits or fewer and have a semester or cumulative GPA, which is less than 2.0. These students must meet with their academic advisors prior to future registration. Students on academic warning must not register for more than nine (9) credits (full-time), or six (6) credits (part-time) without the written approval of their advisor.

#### Academic Probation
After receiving academic warning, students will be placed on academic probation for any subsequent semester in which they earn a cumulative GPA of less than 2.0. Students on academic probation must meet regularly with their advisors and must not register for more than six (6) credits (full-time), or three (3) credits (part-time) without the written approval of their advisors.

#### Academic Suspension
Students on probation who fail to earn a GPA of 2.0 or higher will be placed on academic suspension for one (1) semester.

#### Probation After Academic Suspension
Students who resume studies at the College after academic suspension, return on probationary status and are required to work closely with their academic advisors to develop an appropriate programme and study plan. Students are limited to a course load of
six (6) credits (full-time) or three (3) credits (part-time) during any semester, while on probation. Students must achieve a minimum semester GPA of 2.0 (or minimum C grade). Students will remain on probationary status for up to one (1) academic year until their cumulative GPA is 2.0 or higher. During this period students are expected to progressively improve their semester GPA to regain good academic standing.

**ACADEMIC DISMISSAL**
Students who fail to regain good academic standing within the prescribed period will be dismissed from the College on academic grounds for one academic year. At the end of the dismissal period, students may petition the relevant school dean for readmission.

**RE-ADMISSION TO COLLEGE AFTER SUSPENSION AND DISMISSAL**
Students dismissed on the basis of poor academic performance may petition the College for re-entry into the same or another programme of study after the prescribed period of time has elapsed. Students must allow one year from the time of academic dismissal before submitting a new application.

### AWARDS OF MERIT

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>AWARD</th>
<th>ELIGIBLE GRADUAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>Summa Cum Laude</td>
<td>Bachelor’s degree graduand with a programme GPA of 3.9 to 4.00</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Magna Cum Laude</td>
<td>Bachelor’s degree graduand with a programme GPA of 3.50 to 3.89</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Cum Laude</td>
<td>Bachelor’s degree graduand with a programme GPA of 3.20 to 3.49</td>
</tr>
<tr>
<td>Associate's</td>
<td>With Highest Honours</td>
<td>Associate’s degree graduand with a programme GPA of 3.9 to 4.00</td>
</tr>
<tr>
<td>Associate's</td>
<td>With High Honours</td>
<td>Associate’s degree graduand with a programme GPA of 3.50 to 3.89</td>
</tr>
<tr>
<td>Associate's</td>
<td>With Honours</td>
<td>Associate’s degree graduand with a programme GPA of 3.20 to 3.49</td>
</tr>
<tr>
<td>Special Awardees</td>
<td></td>
<td>Highest programme GPA earner at the Bachelor’s and Associate’s Level</td>
</tr>
<tr>
<td></td>
<td>Valedictorian</td>
<td>Highest programme GPA earner at the Bachelor’s and Associate’s Level</td>
</tr>
</tbody>
</table>

**PRESIDENT’S LIST**
Students who demonstrate outstanding academic success will be recognized by placement on the President’s list, which will be posted at all campuses/sites at the end of every semester:

**Full-time students**: Earn at least fifteen (15) credits during that academic semester; Cumulative GPA of 3.70 – 4.0, with no grades of “I” or “F”.

**Part-time students**: Earn at least nine (9) credits during that academic semester; Cumulative GPA of 3.4 to 3.69, with no grades of “I” or “F”.

**DEAN’S LIST**
The Dean’s List recognizes those students who have achieved high academic standards during each semester. To qualify, a student must meet the following conditions:

**Full-time students**: Earn at least fifteen (15) credits during that academic semester; GPA of 3.4 to 3.69, with no grades of “I” or “F”

**Part-time students**: Earn at least nine (9) credits during that academic semester; GPA of 3.4 to 3.69, with no grades of “I” or “F”
TRANSCRIPT REQUESTS
Official transcripts can be obtained from the Office of the Registrar at a nominal fee. Requests must be made using the Transcript Request Form, which must be completed and submitted to the Office of the Registrar or the administrative offices at our various campus sites. Requests for official transcripts can also be made online through Banner Self-Service. Students may also print unofficial transcripts by accessing their academic history online through Banner Self-Service.

LETTERS OF VERIFICATION
Requests for official letters to be sent to employers, embassies or other parties must be made via the Letter Request Form, available at the Office of the Registrar or the administrative offices at the South, Sangre Grande and Tobago.

REPLACEMENT OF IDENTIFICATION CARDS
Students who have had a change of name or whose ID cards have been lost or stolen must make a report to the Office of the Registrar or the administrative offices at the campus sites. Replacement cards are issued at each site at a cost of $15.00.

HOLDS
Information on the different types of holds is provided below for your information.

<table>
<thead>
<tr>
<th>TYPE OF HOLD</th>
<th>IMPLICATION/S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Application to the College</td>
</tr>
<tr>
<td>Admissions Hold</td>
<td>Yes</td>
</tr>
<tr>
<td>Athletics Hold</td>
<td>Yes</td>
</tr>
<tr>
<td>Financial Hold</td>
<td>Yes</td>
</tr>
<tr>
<td>GATE Hold</td>
<td>Yes</td>
</tr>
<tr>
<td>Library/Book Hold</td>
<td>Yes</td>
</tr>
<tr>
<td>Registrar’s Hold</td>
<td>Yes</td>
</tr>
</tbody>
</table>

PAYMENT TERMS AND CONDITIONS

1. TUITION FEES:
   • The Ministry of Tertiary Education and Skills Training pays tuition fees for all eligible citizens of Trinidad and Tobago through the GATE programme. Each student who access GATE funding agrees to apply himself/herself diligently to his/her studies throughout his/her entire programme with a view to obtaining the specified qualification and thus maintaining minimum performance standards. (Section
2. (ii) of the Student’s Terms and Conditions for Tertiary Tuition Funded by GATE). Students who have not maintained a minimum grade point average (GPA) of 2.0 will be denied GATE funding and will be required to pay their own tuition fees.

**NB:** In the event that GATE or any form of sponsorship is denied, the payment of tuition fees remains the responsibility of the student.

### 2. COLLEGE FEES:
- College fees are charged to the student’s account from the moment the student registers for courses. College fees will not be reversed even if the student subsequently drops or withdraws from all courses for the given semester by the stipulated deadline.

Below is a list of the tuition and institutional fees in effect from September 2010:

<table>
<thead>
<tr>
<th>FEES</th>
<th>CITIZENS/RESIDENTS</th>
<th>CARICOM</th>
<th>INTERNATIONAL</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>Per Instance</td>
</tr>
<tr>
<td>Registration</td>
<td>$80.00</td>
<td>$80.00</td>
<td>$80.00</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Tuition</td>
<td>$300.00</td>
<td>$400.00</td>
<td>$750.00</td>
<td>Per Credit</td>
</tr>
<tr>
<td>Technology</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>Annually</td>
</tr>
<tr>
<td>Student Guild</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>Annually</td>
</tr>
<tr>
<td>Administrative Fees</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>Per Semester</td>
</tr>
</tbody>
</table>

### TRANSFER CREDITS
Transfer credits will be considered on a course by course basis. Credits for courses taken at other institutions may be transferred with the approval of the department chair. Students wishing to transfer to COSTAATT must submit transcripts from previous institutions, along with relevant course descriptions. The College will accept transfer credits amounting to no more than fifty percent (50%) of degree requirements for the programme into which the student is transferring. Transfer credits will not be used in the computation of the Grade Point Average (GPA).

### COURSE LOAD
Full and part-time students, who maintain semester GPAs in the stated ranges, are normally allowed to take the number of courses per semester as outlined in the table below. Students who wish to exceed the stated number must seek approval from the relevant department chair and submit completed forms to the Office of the Registrar.

**NB:** College fees are non-refundable and non-transferrable.

### 3. ALL STUDENTS ARE RESPONSIBLE FOR THE PROMPT PAYMENT OF COLLEGE AND TUITION FEES.
CLASS ATTENDANCE
The College has set a minimum 75 percent attendance requirement for all students. Students who do not attend class regularly are at risk of missing not only key coursework but also continuous assessment assignments, which will impact negatively on their final grade. In addition, students who fail to meet the attendance requirement may be administratively withdrawn and may not be eligible to sit the final examination, unless such absences are supported by valid medical certification and approval from the department chair and school dean.

REPEATS
A student will be permitted a maximum of three (3) attempts per course. The highest grade earned in a repeated course will be computed in the grade point average. However, transcripts will reflect all attempts at a course including corresponding grades. Students who have failed a course twice are strongly advised to speak to their academic advisor or department chair so that an appropriate strategy can be developed for successful completion of the course on the third attempt.

Students may not repeat a course to improve their GPA after the award of the degree.

GRADE CORRECTIONS
The responsibility for the academic evaluation of students and the assignment of final grades rests with the lecturer who has been assigned to teach that course. A student who believes that an error was made in the assignment of his/her final grade must contact the course lecturer. The lecturer who assigned the final grade initiates the Change of Grade process. The form is signed by the lecturer and the chair of the relevant academic department and must subsequently be forwarded to the Office of the Registrar.

GRADE APPEALS
The responsibility for academic evaluation and the assignment of grades is that of the lecturer who has been assigned responsibility for a course. A student who feels he/she has been unfairly graded may appeal the grade to the assigned lecturer, within one (1) week of having received his/her grade.

If satisfaction is not received, the student may then appeal through administrative channels by writing a letter of appeal to the chair of the academic department responsible for the course within two weeks from the date on which the grade was validated in academic history. The letter must include the title of the course and the name of the lecturer, the assignments and/or examination (s), and the grade obtained. The student should give his/her grounds for appeal.

If the issue is not settled at this stage the student may:
• complete the Grade Appeal Form;
• attach evidence of attempts to redress the situation at (i) the level of the lecturer and (ii) the chair of the academic department responsible for the course;
• pay the requisite fee of $300 to secure the services of an alternate evaluator;
• submit completed form with attachments to the Office of the Registrar.

The Office of the Registrar will forward the Grade Appeal form to the relevant Department Chair:

The reviewed grade assigned by the evaluator is final. If required, the grade will be changed to reflect the new grade assigned by the evaluator even if the new grade is lower than the original grade.

All matters relating to grade appeals must be submitted and resolved before the next grade submission deadline.

The Office of the Registrar and administrative offices will not accept Grade Appeal forms submitted after the third week of the semester.

<table>
<thead>
<tr>
<th>GPA</th>
<th>STATUS</th>
<th>SEMESTER I NO. OF COURSES</th>
<th>SEMESTER II NO. OF COURSES</th>
<th>SEMESTER III (OPTIONAL) NO. OF COURSES</th>
<th>TOTAL COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 or above</td>
<td>Full-time</td>
<td>6</td>
<td>6</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>2.00 – 3.49</td>
<td>Full-time</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

GPA STATUS
- Full-time: 6 6 3 15
- Full-time: 4 4 2 10
- Full-time: 5 5 2 12
- Full-time: 3 3 1 7
MY COSTAATT
The Department of Athletics seeks to provide extracurricular support in the provision of a holistic education for all our students. Further, we strive to create opportunities for leadership, promote personal development and growth and provide sporting and physical activity through intramural and intercollegiate sporting and recreational activities. We subscribe to the National Sports Policy by fostering a “Sports-for-all” culture throughout the College.

COSTAATT Teams:
- Football
- Basketball
- Netball

Our success in football, basketball, and netball in the UTT Champions League is indicative of the College’s potential to perform at a high standard. The College has embarked on a development programme that now includes cricket and volleyball.

To join one of our teams or to request further information on our services, please contact us at: icarter@costaatt.edu.tt; studentlifeandathletics@costaatt.edu.tt OR at (868) 625-5030 ext 5453

STUDENT COUNCIL
Joining our student council provides an opportunity for students to present their views to college administration and collaborate in building a positive and vibrant learning environment. The student government is a key mechanism through which students acquire the leadership, planning, decision-making, and collaborative skills which will help them to become agents of change and transformation. In addition, it provides opportunities for students to learn social skills and develop positive relationships with their peers.

REGISTERED STUDENT ORGANISATIONS (RSOs)
Registered Student Organisations (RSOs) are student clubs formed by students to assist in their holistic development and the development of their leadership skills. RSOs provide opportunities for students to participate in extracurricular activities through membership in clubs devoted to leisure or academic pursuits. RSOs are established on the recommendation of Students Councils and with the approval of the college administration. Students may apply, using the prescribed forms, to the Department of Student Development. Student organisations benefit from the guidance of assigned faculty advisors whose responsibility it is to ensure effective student management of RSOs and their activities, including financial administration.

To join the Student Council or one of our RSOs, please contact us at: studentlifeandathletics@costaatt.edu.tt; OR at (868) 625-5030 ext. 5227, 5236

STUDENT AMBASSADORS
Ambassadors are frequently called upon to represent the college at external engagements as well as plan and execute many campus activities, including but not limited to Admissions Recruitment Sessions, Registration, Student Orientation, Graduation and any other campus activity that may be planned by the college.

To become a student ambassador, contact Career Management Services, log on to myCOSTAATT Student Portal or at: careermanagementservices@costaatt.edu.tt; OR at (868) 625-5030 ext. 5313, 5217
Services Offered:

COUNSELLING SERVICES
Counselling Services provides a supportive, non-judgmental and confidential environment, to students who may be experiencing emotional and/or psychosocial problems during their period of study. It is important to note that early intervention plays a crucial role in one’s ability to cope and have a positive outcome in the face of adversities. Early Intervention allows a person to manage a condition before it becomes entrenched or chronic. In this way, a Counsellor may arrest the decline of a condition thus, preventing further damage or deterioration.

The Department wishes to encourage students who may be experiencing difficulties to seek early intervention with the Campus Counsellor.

Accessing Counselling Services
The main office of the Department of Health and Counselling Services is located at the City Campus. However, counselling services are available at all other campuses.

At City Campus, referrals can be made by faculty members who will arrange an appointment with the Campus Counsellor through the Department of Health and Counselling Services. Students can visit or call the Department for an appointment.

At all other campus sites, faculty may refer students or they can visit or call the office of the Campus Director and liaise with the Coordinator who will schedule appointments for the Campus Counsellor.

Appointments can also be made via the Health and Wellness page of the MyCOSTAATT Student Portal.

In an emergency situation, no appointment is needed; students may walk in.

HEALTH AND WELLNESS PROMOTION

Seminars
During the academic year, seminars on Health and Wellness promotion are offered at each campus. These are facilitated by trained personnel and the Ministry of Health who specialize in their respective areas:
- Healthy Lifestyle (E.g. HIV/AIDS and Substance Abuse)
- Primary Health Care (E.g. Nutrition, Chronic Non-communicable disease assessment-BMI)
- Emotional Health (E.g. Stress, Time and Anger Management and Managing Depression)

DISABILITY SERVICES
It is the policy of COSTAATT that discrimination against individuals with disabilities is prohibited.

COSTAATT provides equal educational opportunities with reasonable accommodations for qualified individuals who are differently-abled. The College can provide enhanced access to the educational process for students who disclose and can document their disabilities. For such a student, we offer appropriate accommodations to facilitate success. Students with physical, mental or learning disabilities should contact the Department of Health & Counselling Services for assistance if any special accommodation is needed.

SICK BAY SERVICES
The Sick Bay is available to all students who may become ill while at campus. The services offered are appropriate for short term and minor emergencies (basic first aid). Where necessary, arrangements would be made for the ill student to be transported to a hospital or a preferred medical practitioner/health care provider. In such instances, parents, guardians or spouses will be contacted immediately.

The College does not provide primary health care and therefore cannot be considered as a substitute for physicians or other health care
providers. Any costs of the visits to a health institution/medical practitioner would be borne by the student.

The sick bay services are available to all students at all campus sites. Further information on services offered at all campus sites can be obtained during orientation at your specific site.

OTHER SERVICES OFFERED BY THE DEPARTMENT OF HEALTH AND COUNSELLING SERVICES:
- Referral of students with Social Issues to Government Agencies
- Testing: Blood Pressure (daily) and Blood Sugar (for persons with Diabetes)
- Facilitating students with class projects (health articles)
- Distributing health related brochures
- Answering queries as it relates to health concerns
- Annual Health Fair

ALSO VISIT HEALTH AND COUNSELLING SERVICES VIA MYCOSTAATT STUDENT PORTAL
- Counselling Schedule
- Monthly Health Tips
- Disability Support Services

To request further information on our services please contact us at:
Email: MCC-Health&Wellness@costaatt.edu.tt
Telephone: (868) 625-5030 Ext. 5297, 5226, 5230

STUDENT SUPPORT

Students can access support services provided by the COMPASS Centre; these include psychosocial support in the form of developmental advising and counselling as well as academic support in the form of tutorial services, study skills seminars and semester loans of selected texts.

THE DEVELOPMENTAL ADVISING SERVICES:
Developmental Advising provides psychosocial support facilitating students’ balancing their personal lives with their academic and career goals. Students are aided in negotiating the challenges of the tertiary level environment—the primary focus being supporting students’ academic success. The Developmental Advisor works in close consultation with the student as well as the student’s academic advisors/lecturers.

STUDY SKILLS SEMINARS:
Each semester, the Centre offers free seminars in time management, textbook reading, memorisation techniques, note taking skills, managing math anxiety. Seminars may be booked by lecturers for a group of students or individual students may register for them, as they are advertised.

SEMESTER-LONG TEXTBOOK LOANS:
Each semester, the Centre provides term loans of textbooks for pre-college mathematics and English courses. All registered COSTAATT students enrolled in a pre-college course are eligible to receive these semester-long loans which are available by the second week of each semester. Loan services begin each day at 9:00 am and end at 6 p.m. at the COMPASS Centre, Bretton Hall annex.

TUTORIAL SERVICES:
The Tutorial Centre is an extension of the Compensatory Programmes and Academic Support Services (COMPASS), which provides free instructional support to the entire college student body irrespective of age, programme or campus. At the tutorial centres, students can enjoy hour-long sessions working in a supportive environment (individual or small group) where proven methods of instruction are applied to enhance learning.

Who does the tutoring?
Full-time and part-time COSTAATT lecturers with a master’s degree in their subject area are available at scheduled times which are posted outside the tutorial centres and at strategic points on the various campuses.

How can tutoring help?
Tutoring helps students build confidence in handling academic work and in negotiating
the learning process. Working mainly in small groups, tutors can help students:
  • improve study skills
  • understand difficult concepts
  • discuss ideas
  • prepare for a test or quiz
  • review homework

Who is eligible for semester-long tutoring?
As long as you are a student currently enrolled in a credit or a non-credit course at COSTAATT and you require additional help with coursework, you are eligible to use our services. Currently, student demand for tutorial support has been mainly for pre-college mathematics and English courses; however support is also offered in a number of College-level courses.

Where are tutorial services available?
Tutorial centres are located in the City, Sangre Grande, South and Tobago Campuses. Upon request and depending on the availability of tutors, tutorial support can also be provided at other sites.

How do you prepare for tutoring?
Please do your class assignments BEFORE your tutoring sessions and come prepared with questions or problems you want to review. Bring with you any relevant materials (textbooks, notes, homework, past tests, etc.). Tutors will not correct your homework, edit papers, or give you answers. Tutors can help you review your own work and can explain concepts that are difficult for you; but they will not re-create a class lecture that you have missed.

What are other available academic support services?
Free seminars in time management, textbook reading, memorisation techniques, note-taking skills, managing math anxiety are available each semester. Seminars may be booked by lecturers for a group of students or individual students may register for them, once they are advertised.

What are our hours of operation?
Tutorial services are available Monday through Sunday, 8:00 a.m. to 8:00 p.m., depending on the availability of tutors. Walk-in assistance, compatible with scheduled availability of tutors, is also provided.

What happens in the case of a missed appointment?
The policy is to always match student attendance with tutor availability; and so once you make an appointment, a tutor will be notified in advance to be available for you. Therefore, if you cannot make the appointment, you must contact us either by telephoning or e-mailing COMPASSCentre@costaatt.edu.tt informing us of your absence in time for us to notify the tutor.

How can you access the services?
You can access tutorial services either through referral or walk-in request. Do not wait until it is too late (e.g. the day before a test/deadline or just before final examinations to get help). Either a tutor may not be available or you will need more time to prepare or complete your work. To ensure that there is a tutor waiting to serve you, please make appointments beforehand.

Requests for services (tutorials or seminars) may be e-mailed to COMPASSCentre@costaatt.edu.tt or telephoned to:
  • City Campus, COMPASS Centre - 625-5030 Ext. 5334/5
  • Sangre Grande, Administration Office - 625-5030 Ext. 5650
  • South Campus, Administration Office - 625-5030 Ext. 5771
  • Tobago Campus, Administration Office - 625-5030 Ext. 5600
  • Trinity Campus, Administration Office - 625-5030 Ext. 5080

You may also access tutorial support at City Campus by visiting COMPASS Centre, Bretton Hall annex or the administrative desk at the Tutorial Centre, Room 308.
WORK-STUDY PROGRAMME:
This programme is intended to allow you to develop through experiential learning opportunities while on campus. It consists of both the work-study trainee and the student ambassador. The Work-Study trainee is intended to provide students with the relevant experience in their field of study while working on campus. The Student Ambassador role allows students to act as college brand ambassadors and leaders. If you would like to receive work-study handbooks and application forms, make a request by sending us an email at careerconnection@costaatt.edu.tt.

INTERNSHIPS:
COSTAATT recognises that participation in internship programmes is a critical part of preparation for the world of work.

All students (with the exception of those pursuing degrees with an integrated internship or practicum) are encouraged to register for internships advertised through the College or to seek assistance in sourcing internships of their own. All internship programmes provide students with an opportunity to integrate theory with practical experience and acquire skills/competencies relevant to their areas of study.

Visit your Placement Officer to find out more about internship opportunities.

WORKSHOPS:
The Department of Career Management Services offers several workshops intended to assist you in developing the required competencies to obtain and maintain professional positions. These include: Resume writing, time management, professional development, interviewing skills, job search strategies and conflict resolution. Workshop schedules will be sent via your student email.

Additional information will also be posted on the web portal which can be easily accessed at any time.

PLACEMENT SERVICES:
As part of its commitment to supporting students’ transition to the world of work, the Department of Career Management Services will host an online recruitment service featuring registered student subscribers.

In addition, it will offer on-campus recruitment and networking events, career explorations and job placement recruitment drives. Look out for our vacancy postings via student email, the web portal or you can visit your placement officer for information on job vacancies.

CAREER PREPARATION:
Through individual coaching and access to online career guidance software, students will be able to analyse personal attributes and assess aptitudes for particular careers. Students will be able to benefit from support in designing job search strategies, and training in CV/resumé preparation and interview skills. In addition, the department hosts workshops and seminars on self-development and soft skills relevant to the work place, such as time management and workplace communication. Schedule an appointment with your career advisor or placement officer for further information.

CAREER MANAGEMENT
Career management is applying/executing what was learnt in the previous stages of the career planning process to achieve career goals. Career management is not a singular event but a continuing process that is a necessity for adapting to the changing demands of a dynamic socioeconomic environment.

To request further information on our services, or schedule an appointment with a Career Advisor or a Placement Officer, log on to myCOSTAATT Student Portal or at:
careermanagementservices@costaatt.edu.tt
Career Advisor - Reynela Gilkes-Alvarez – rgalvarez@costaatt.edu.tt
Placement Officer – Jason Charles – jccharles@costaatt.edu.tt
(868) 625-5030 ext. 5313, 5217
E-CLASSROOM
COSTAATT is committed to embracing the best in technology in order to aid and improve classroom interaction and learning, and to expand access to students who may not be able to attend classes at one of our campuses or sites.

The College’s e-classroom allows lecturers to deliver instruction, manage student discussions, administer quizzes and examinations, and provide immediate feedback on performance to students in a secure internet-based environment. Some faculty utilise the e-classroom to facilitate online class discussions or to post class notes to enhance face-to-face courses.

Others use the environment to offer fully online or blended courses.

COMPUTER LABS
State-of-the-art computer lab facilities (MAC and PC) are available to students at all of the College’s campuses and sites, for both instructional and open access purposes. All computer labs have Internet connectivity and are installed with the latest computer software. COSTAATT is currently a Microsoft Academic licensed institution and students may purchase Microsoft software from the College for their personal use, at a minimal fee. In addition, the College has outfitted several special purpose labs which are designed to ensure that students acquire the necessary discipline-specific practical skills for the workplace.

SMART CLASSROOMS
The College has invested significantly in computer hardware, software and educational technologies which assist in the delivery of teaching and learning. The majority of classrooms at the College are equipped with the latest multimedia resources and, where necessary, media carts are available for use by students. In addition, Level II SMART classrooms at the City Campus will, in the near future, be outfitted to facilitate synchronous delivery of lectures at multiple sites.

HELP DESK – APPLICATION SUPPORT – TECHNICAL SUPPORT
As a student, the Information Technology Help Desk is the single point of contact for all enquiries and requests for assistance related to:
- Password resets for Windows login (lab PC’s) and the myCOSTAATT web portal
- Lab and application support
- Printing support and maintenance
- Internet access
- Email accounts and access
- Scanning services
- Hardware and software installation

Locations:
City Campus Level 2
South Campus Level 3
North Learning Centre Level 2
Tobago Campus Level 2
Sangre Grande Campus Level 2
El Dorado Level 1

Email: ithelpdesk@costaatt.edu.tt
Telephone: (868) 625-5030 ext 5288/ 5788 / 5688 / 5888 / 5088
Business Hours: Mon. – Fri. 7:00 am to 9:00 pm | Sat. 7:00 am to 5:00 pm | Sun. 7:00 am to 5:00 pm
COSTAATT Library Services include the following locations:
1. The City Campus Library
2. The Sangre Grande Campus Library
3. The South Campus Library
4. The Tobago Campus Library

In addition, the College maintains two (2) collections in libraries owned by other institutions. They are as follows:
• The Department of Nursing collection located at the Academy of Nursing and Allied Health Library, Eldorado.
• The East Campus collection located at the Bishops Anstey High School / Trinity College East Library, Trincity.

PRINT RESOURCES
Libraries at the College’s campuses and learning centres have a combined book collection of more than 30,000 volumes.

LIBRARY E-LEARNING RESOURCES
The COSTAATT libraries’ electronic resources network includes an online catalogue (COSPAC); access to over 21,000 full text journals from EBSCOHost, OCLC FirstSearch and Gale Cengage’s Academic OneFile, as well as a small collection of 198 e-books. In addition, as members of OCLC, the libraries also have access to 3,457 e-books. Registered users can utilise these resources by accessing networked or wireless computers in the libraries. Access to the EBSCO databases is available 24 hours per day, seven days per week from any computer that has an Internet connection.

The online catalogue, COSPAC which is accessible through the college’s website – www.costaatt.edu.tt or directly at http://opac.costaatt.edu.tt, provides easy access to the collections.

All new students are required to attend a library orientation session during orientation week and must also consult the Library Services Guide for information on circulation and reserve materials.

ACCESSING COSTAATT LIBRARY RESOURCES

REGISTRATION
The institutional ID card must be presented for registration and all library transactions.

Student Registration:
1. Submit a valid COSTAATT identification card to staff at the Circulation Desk for barcoding.
2. Fill in the official COSTAATT Library Services registration form and submit the completed form and a passport-sized photo to staff at the Circulation Desk.

Faculty and Staff Registration:
1. Submit a valid COSTAATT identification card to staff at the Circulation Desk for barcoding.
2. Submit one passport-sized photograph and a letter from the Chair of the Department stating that he/she is a member of staff.

DEADLINE DATE FOR FACULTY REGISTRATION
Faculty will be allowed to borrow items pending their full registration, up until the last day of the Late Registration period as set in the Academic Calendar of the College. After this date only registered faculty members will be allowed to borrow items - this includes instructional materials which are required for use in class.

LOANS

MAXIMUM NUMBER OF LOANS
Users, depending on the patron group to which they belong, have been allocated a maximum number of items, which they may have on loan at any one time.
## FINES & FEES

All users, except persons who fall within specific patron groups, are required to pay fines for overdue items.

<table>
<thead>
<tr>
<th>FINES / FEE TYPE</th>
<th>AMOUNT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost Item Processing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lost Item Replacement</td>
<td>$300.00</td>
<td>This is a default fee charged only if the cost for the item was not entered in the system</td>
</tr>
<tr>
<td>Overdue (General Collection)</td>
<td>$1.00 per day</td>
<td></td>
</tr>
<tr>
<td>Overdue (Short Loan)</td>
<td>$1.00 per hour</td>
<td></td>
</tr>
<tr>
<td>Overdue (Laptop)</td>
<td>$20.00 per hour</td>
<td>Or part thereof if failed to return on time at Circulation Desk</td>
</tr>
<tr>
<td>Photocopying (Self-Service)</td>
<td>$0.10 per page</td>
<td>Initial cost of Venda Card is TT $10.00 with an additional minimum value of $5.00</td>
</tr>
</tbody>
</table>

### PATRON GROUP LOANS

<table>
<thead>
<tr>
<th>PATRON GROUP</th>
<th>LOANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>1</td>
</tr>
<tr>
<td>ADJUNCT FACULTY</td>
<td>10</td>
</tr>
<tr>
<td>ALUMNI</td>
<td>1</td>
</tr>
<tr>
<td>FACULTY (full time)</td>
<td>15</td>
</tr>
<tr>
<td>FRIENDS OF THE LIBRARY</td>
<td>0</td>
</tr>
<tr>
<td>GENERAL PUBLIC</td>
<td>0</td>
</tr>
<tr>
<td>INTER-LIBRARY LOAN – CAMPUS</td>
<td>5</td>
</tr>
<tr>
<td>LIBRARY STAFF (This includes librarians, library paraprofessionals, support staff)</td>
<td>15</td>
</tr>
<tr>
<td>NON-ACADEMIC STAFF (Clerical Administrative and Manipulative staff)</td>
<td>4</td>
</tr>
<tr>
<td>PART-TIME FACULTY (as distinct from Adjunct faculty)</td>
<td>10</td>
</tr>
<tr>
<td>PRESIDENT / VICE PRESIDENT</td>
<td>20</td>
</tr>
<tr>
<td>STUDENT</td>
<td>6</td>
</tr>
<tr>
<td>STUDENT ASSISTANT / TEACHING ASSISTANT</td>
<td>18</td>
</tr>
<tr>
<td>TECHNICAL / PROFESSIONAL STAFF (Information Technology Department, Educational Technologists, Translators, Directors, Student Services' professional staff)</td>
<td>15</td>
</tr>
</tbody>
</table>
GENERAL GUIDELINES

Students must be mindful that the library is provided for the purpose of academic study and research. Any conduct that is inconsistent with this purpose or prevents others from the pursuit of this purpose constitutes a breach of the library’s rules.

USER CONDUCT GUIDELINES

i. Eating, drinking and smoking are NOT allowed in the library.

ii. Cellular phones are NOT to be used in the library.

iii. All bags, briefcases, handbags, parcels or other receptacles exceeding 15 inches (10” x 6” x 4”) or 30 cm. (20 cm x 15 cm x 10 cm) are to be left in the lockers provided in the walkway between Floor 1 and the cafeteria. These lockers are for library use only.

iv. Students must meet acceptable levels of personal hygiene, in the interests of maintaining a healthy environment for everyone using Library facilities.

v. Laptop computers (on battery power) may be used in the library or along the periphery of the library.

vi. Students MUST show all books, folders and papers in their possession to the Library Security on duty when leaving the library, whether or not the items belong to the library.

vii. Students are not allowed to remove library materials from the library unless they have been legitimately charged out on loan at the Circulation Desk. Attempts to do so would be considered theft and treated accordingly.

viii. The willful damage of library property, including writing on furniture, cutting/tearing articles out of books, magazines and newspapers are considered acts of vandalism. Any student found committing such acts will be disbarred from the use of the library.

ix. All library users must be prepared to present the appropriate identification cards entitling them to use the library when asked to do so by library or security staff.

x. Library users wishing to take photographs or make films in a COSTAATT Library must seek permission from the Campus Librarian or Library Director.

Due to limited seating capacity, the library does not accommodate group study.

BORROWING & RETURNING LIBRARY MATERIALS

i. All borrowers must be registered with the library.

ii. All loans must be returned on the due date otherwise overdue fines will be incurred.

iii. Students may use the book deposit at the Circulation Desk instead of waiting in line to return items, and/ place items in the Book Return outside the library after library closing hours.

iv. Students MUST collect a discharge slip for any item returned no later than the day after the item was deposited for return. This slip will be the only proof of return accepted by the library in instances where items are “claimed returned” by borrowers.

v. Students MUST show their student identification cards or proof of registration in order to borrow library materials.

COSTAATT LIBRARY SERVICES is not liable for any personal property left in the lockers or left unattended by patrons in the library.

GUIDELINES FOR COMPUTER USE

Computers and Laptops are to be used for the following:

- Support of instructional activities
- Support of independent study and research
- Search for educational information on the Internet
- Search of COSPAC and online databases

Students may NOT use computers and laptops for the following:

- Visiting sites deemed obscene or pornographic
- Chat rooms - not associated with online college courses.

Students using the computers and laptops must verify enrolment at COSTAATT, by showing their current COSTAATT ID card on request.

Students must work quietly at all times and only ONE person at a time is allowed to use a computer. Computer group projects MUST be done in the computer laboratories on Level II and NOT in the library.

Library laptops are only to be used in the library.

GUIDELINES FOR USE OF PHOTOCOPY MACHINES

i. For staff-assisted copying, requests for copies must be submitted on the prescribed form at least 1 day in advance of the date for which the copies are required. Requests for rush staff assisted photocopying will NOT be entertained.

ii. Self-Service photocopying is available with the use of a Venda card which can be purchased at the Circulation Desk.
<table>
<thead>
<tr>
<th>Location</th>
<th>Opening Hours</th>
<th>Short Session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CITY CAMPUS LIBRARY</strong></td>
<td>Semesters I &amp; II (Sept to Dec &amp; Jan to Apr)</td>
<td>Mon-Thurs: 8.00 a.m. - 9.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 8.00 a.m. - 7.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 9.00 a.m. - 5.00 p.m.</td>
</tr>
<tr>
<td></td>
<td><strong>Short Session (May to July)</strong></td>
<td>Mon-Thurs: 8.00 a.m. - 7.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 8.00 a.m. - 5.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 9.00 a.m. - 1.00 p.m.</td>
</tr>
<tr>
<td><strong>SANGRE GRANDE CAMPUS</strong></td>
<td>Semesters I &amp; II (Sept to Dec &amp; Jan to Apr)</td>
<td>Mon-Thurs: 8.00 a.m. - 7.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 8.00 a.m. - 5.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 9.00 a.m. - 1.00 p.m.</td>
</tr>
<tr>
<td><strong>SOUTH CAMPUS</strong></td>
<td>Semesters I &amp; II (Sept to Dec &amp; Jan to Apr)</td>
<td>Mon-Thurs: 8.00 a.m. - 8.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 8.00 a.m. - 4.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 9.00 a.m. - 1.00 p.m.</td>
</tr>
<tr>
<td></td>
<td><strong>Short Session (May to July)</strong></td>
<td>Mon-Thurs: 8.00 a.m. - 7.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 8.00 a.m. - 5.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 9.00 a.m. - 1.00 p.m.</td>
</tr>
<tr>
<td><strong>TRINCITY CAMPUS LIBRARY</strong></td>
<td>Semesters I &amp; II (Sept to Dec &amp; Jan to Apr)</td>
<td>Mon-Thurs: 12.00 p.m. - 8.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday CLOSED</td>
</tr>
<tr>
<td></td>
<td><strong>Short Session</strong></td>
<td>Mon- Fri: 11:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday CLOSED</td>
</tr>
<tr>
<td><strong>ACADEMY OF NURSING AND ALLIED</strong></td>
<td>Semesters I &amp; II (Sept to Dec &amp; Jan to Apr)</td>
<td>Mon-Thurs: 8.00 a.m. - 8.00 p.m.</td>
</tr>
<tr>
<td><strong>HEALTH LIBRARY</strong></td>
<td></td>
<td>Fri: 8.00 a.m. - 7.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 9.00 a.m. - 1.00 p.m.</td>
</tr>
<tr>
<td></td>
<td><strong>Short Session (May to July)</strong></td>
<td>Mon-Thurs: 8.00 a.m. - 7.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 8.00 a.m. - 5.00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 9.00 a.m. - 1.00 p.m.</td>
</tr>
</tbody>
</table>

Please be advised that during the vacation periods the opening hours for all libraries are: Monday to Friday - 8.00 a.m. to 4.00 p.m.
All students are required to read and familiarize themselves with and conform to college rules and regulations governing student conduct. The Student Code of Conduct is premised on the principles that the College is committed to:

- creating a stimulating and safe environment for learning, growth and personal transformation;
- upholding values that promote integrity and quality in teaching and learning; and
- creating the conditions for fair and just treatment of all members of our diverse college community.

The College's authority over student conduct extends to any college-sponsored activity, whether it takes place on or off campus. Students may be subject to disciplinary action for infringement of the College's rules and regulations.

The following constitute actions which may be considered a breach of the Student Code of Conduct:

**ABUSE OF PRIVILEGES PERTAINING TO THE USE OF COMPUTERS**
Unauthorised use of another individual's identification and password; unauthorised entry into or transfer of computer files; cyber stalking; hacking into or otherwise interfering with the operations of the College's computer network; or abusing computer time.

**ACADEMIC DISHONESTY**
Engaging in academic dishonesty, which includes cheating, plagiarism or any other activity related to the misrepresentation of someone else's work as one's own, or using tools or other resources to secure an unfair advantage during an assessment.

**BREACH OF CAMPUS SAFETY AND SECURITY**
Unauthorised access or entry to college premises or restricted access areas within the premises; unauthorised possession of college keys or access cards; tampering with fire safety equipment; or parking vehicles so as to obstruct access to college buildings.

**CONSUMPTION OF ALCOHOLIC BEVERAGES AND USE OF ILLEGAL SUBSTANCES**
Use, sale or possession of alcoholic beverages or controlled or illegal substances, on college premises, at college events or while representing the College is strictly prohibited.

**DISORDERLY AND DISRUPTIVE CONDUCT**
Acting in a manner that is disruptive, lewd, or disrespectful; using vulgar or profane language; openly and persistently challenging or circumventing college authority; participating in or promoting behaviour that interferes with teaching, or any other college events or activities.

**FALSIFICATION OF INFORMATION**
Furnishing false information; unauthorised alteration or misuse of any document, record or instrument of identification; knowingly withholding required information from the College; or falsely claiming to represent the College or a student organisation or club.

**GAMBLING**
Wagering of money or other items while on college premises.
HARASSMENT
This activity includes any unwelcome verbal, written or physical contact of a sexual or non-sexual nature which intimidates, causes discomfort to or humiliates the victim; touching a person against his/her will; threatening violence to a person; using a position of power to attempt to influence an individual by threatening possible positive or negative consequences for academic or employment outcomes.

INFRINGEMENT OF STUDENT ORGANISATION REGULATIONS
Violating college regulations concerning student organisations and clubs.

PHYSICAL BATTERY
(including but not limited to sexual battery)
Assaulting, battering, abusing or threatening another person with force on college premises or at college events.

POSESSION OF WEAPONS
Possession or use of firearms or other weapons while on college premises.

The definition of a weapon includes but is not limited to, all firearms, knives, explosives, explosive fuels, BB guns, dangerous chemicals and fireworks.

STALKING
The repeated and unwelcome pursuit of another person including following and cyber stalking with the intention of harming, arousing anxiety or fear.

THEFT
Theft or possession of stolen property; misappropriation of college funds.

UNAUTHORISED ADVERTISING, SALES AND FUNDRAISING
Students may not use the College’s name, grounds or premises to transact business for personal gain. Registered student clubs and organisations wishing to conduct fundraising activities must apply for and secure approval from the relevant college authorities. Students may not post advertising materials on the College’s bulletin boards unless the material has been approved by the relevant college authorities.

VANDALISM AND LITTERING
Intentional destruction, defacement or misuse of college property; littering on college premises.

GUIDELINES FOR APPROPRIATE ATTIRE
It is intended that the following should serve as a guide to students with respect to the College’s expectations in terms of standards of dress.

COSTAATT is committed to producing workplace ready graduates and in this regard encourages students to acquire the habit of dressing appropriately in preparation for employment or professional placements.

While students who do not adhere to these guidelines are not considered in breach of the Student Code of Conduct, disregard for these practices is actively discouraged.

Discipline Specific Attire. Some disciplines such as nursing and allied health, have mandatory dress requirements which must be adhered to.
The Student Council would like to extend a warm and “COSTAATTic” welcome to our new additions to the College. We know you have worked assiduously with your preparations on entering the college and we congratulate you on your successful entry. It is our pleasure to walk with you on this new journey where your lives will definitely be transformed! Our goal is to provide a listening ear to your concerns and suggestions as we work hand in hand with administration to create positive changes where necessary for the further enhancement of the College. We assure you that your experience at COSTAATT will be nothing less than life changing and will further equip you with the necessary competencies in preparation for your career path.

We thank you for choosing COSTAATT and wish you success. We look forward to meeting each and every one of you.
Dear New Students:
Welcome to the COSTAATT family! We are thrilled that you have chosen to join us for such an important part of your lives. Whether you are just starting your college career, or pursuing studies to enhance your profession, this is definitely a great time to join the College.

The education you will receive here will shape how you engage, interpret and act in the world around you. The experiences that you will undergo, will transform your life, contribute greatly to the development of your character, propel you to a greater level of independence, and prepare you to deal with life’s twists and turns.

While at COSTAATT, to make your experience here even more meaningful, we would like to encourage you to become members of the COSTAATT Alumni Association. Joining the Association will give you the opportunity to work together with college alumni (past students) and staff on programmes and activities to help enrich the lives of the college community, and we hope that you would want to continue working with us even after you graduate.

Once you join the Alumni Association, you will receive an Alumni Association membership card. Your membership card will allow you access to the benefits and services of membership, so you should always carry your card with you in your wallets. In addition, the Alumni Relations Office will assist in securing discounts and other benefits from retail outlets, restaurants etc while using the membership card.

For more information on the Association and how to join, do feel free to contact the Alumni Relations Office at 625-5030 Ext 5554 or email alumni@costaatt.edu.tt.

From now on, you will always be one of us. We wish you the best on the next leg of your journey. As you follow your dream, you can count on the support of the Alumni Association and the Alumni Relations Office.

Do enjoy your time here with your new family!
CAMPUS LOCATIONS

CITY CAMPUS
Bretton Hall Building
9-11 Melville Lane
Port of Spain
Tel: (868) 625-5030
FAX: (868) 624-3911

ACADEMY OF NURSING AND ALLIED HEALTH
Corners of College Road and St Cecilia Road
El Dorado
Tel: (868) 625-5030 ext 5800

KEN GORDON SCHOOL OF JOURNALISM & COMMUNICATION STUDIES (NORTH LEARNING CENTRE)
6 Alcazar Street
St. Clair
Port of Spain
Tel: (868) 628-4600-2 or 625-5030 ext. 5060
FAX: (868) 628-8088

TRINCITY LEARNING CENTRE
Bishop Anstey/Trinity College East
1 College Avenue
Trincity
Tel: (868) 625-5030 ext. 5080
FAX: (868) 640-2584

SOUTH CAMPUS
40-44 Sutton Street
San Fernando
Tel: (868) 625-5030 ext. 5700, 5771, 5775-8
FAX: (868) 223-1114

SANGRE GRANDE CAMPUS
Corner of Co-operative Street and Eastern Main Road
Sangre Grande
Tel: (868) 625-5030 ext. 5650
FAX (868) 668-5778

TOBAGO CAMPUS
Glen Road #1, Wilson Road
Scarborough
Tobago
Tel/Fax: 635-1384; 625-5030 ext. 5600 – 1