STUDENT ORIENTATION HANDBOOK
2014 - 2015

TRANSFORMING LIVES, TRANSFORMING COMMUNITIES,
TRANSFORMING THE NATION...ONE STUDENT AT A TIME
OUR VISION
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.

OUR MISSION
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.

OUR CORE VALUES
• 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
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The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) was legally established as a body corporate by Act No. 77 of 2000. On November 18, 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), for the maximum period of seven (7) years. The College, in contrast to other public tertiary level institutions (TLIs), 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.

COSTAATT is the largest national public tertiary institution in Trinidad and Tobago. The College awards certificates, advanced diplomas, associate and bachelor’s degrees in a wide range of specialised, technical and academic programmes to full and part-time students. COSTAATT is the premier regional institution offering educational programmes in a number of areas critical to national interest including: radiography, medical laboratory technology, nursing, business and library studies. In addition, the College is the official translation body for the Government of Trinidad and Tobago.

COSTAATT currently provides access to students via the following seven (7) campuses and learning centres, which are strategically located throughout Trinidad and Tobago:

- City Campus (Port of Spain)
- Academy of Nursing and Allied Health El Dorado
- North Learning Centre (Ken Gordon School of Journalism and Communication Studies)
- Trincity Learning Centre
- South Campus
- Sangre Grande Campus
- Tobago Campus

In keeping with its mandate to increase access, the College opened its doors to a new campus in Sangre Grande in January 2012, and, at the Academy of Nursing and Allied Health at El Dorado, in September 2013, a project of the Ministry of Tertiary Education and Skills Training. Also, the College is currently planning for the construction of a 30 acre state-of-the-art flagship campus in Chaguanas.

In just over a decade, the College has been able to contribute to improving the quality and relevance of tertiary education provision in Trinidad and Tobago, broadening access to tertiary education for previously underserved groups and increasing enrolment in existing and new programme areas.

COSTAATT therefore plays a role of strategic importance in national development and is pivotal to Government’s goal of a 60% participation rate in tertiary education, and by extension, diversification of the national economy and the development of a just and equitable society for all.
As we embark on a new academic year at the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT), 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.

Established by Act 77 of Parliament in October 2000, COSTAATT is a relatively new institution in the tertiary education sector. We have, however, worked tirelessly to ensure that we are well positioned to offer you a world class education of which you can be proud. As a result of these efforts, in November 2010, the College achieved the distinction of being the first tertiary level institution in Trinidad and Tobago to be awarded institutional accreditation by the Accreditation Council of Trinidad and Tobago (ACTT) for the maximum period of seven years. You can therefore be assured of the relevance, legitimacy and portability of your COSTAATT qualifications.

In choosing to pursue your studies at COSTAATT, you have committed yourself to a journey of transformation that will not only result in your personal and professional development, but will also prepare you to make a positive and meaningful impact on the wider society. This is because our distinctive curriculum is designed to develop the technical knowledge and skills to enable you to pursue the career of your choice as well as to empower you to become a socially responsible and well-informed citizen of the world.

You will be joining our college community at a time of tremendous growth and development. The College opened its new campus in Sangre Grande in January 2012, and partnered with the Ministry of Tertiary Education and Skills Training (MTEST), to open a flagship facility at the Academy of Nursing and Allied Health (ANAH), at El Dorado in September 2013. Equipped with state-of-the-art multi-science and nursing simulation laboratories, well-designed classrooms and student spaces, this facility offers COSTAATT students a scenic and serene environment for studies in programmes vitally needed to support the local and regional health sectors. I am pleased to advise that work has also begun for construction of the College’s main campus at the 30-acre site at Pierre Road, Chaguanas, and infrastructural upgrade works are underway at all other campus sites, to ensure that you are provided with the resources and teaching and learning environments which are conducive to your academic success and holistic development.

As the entering class of 2014-2015, you will have the opportunity to join in celebrating the College’s 15th anniversary and to play an active role in shaping the College’s plans for student development in the years ahead. Take advantage of all that we have to offer by way of curricular and extra-curricular activities. Our dedicated and committed faculty and administrative staff will do all that is necessary to ensure that you maximise the benefits of your educational journey at COSTAATT, for which you have already taken the first and most important step ...to begin.

Welcome again and best wishes...

Dr. Gillian Paul
President (Ag.)
BOARD OF TRUSTEES

Dr. Colin Furlonge
Chairman

Dr. Arthur C. Potts
Vice Chairman
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EXECUTIVE MANAGEMENT

Dr. Gillian Paul
President (Ag)

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VP Institutional Advancement
Geneva Sampson
VP Finance and Administration
Dr. Camille Samuel
VP Student Affairs
Naseem Koylass
Associate VP Academic Affairs
Carla Alonzo
Assistant to the President
DEANS

Sherwyn Millette
Dean
School of Business and Information Technologies

Anjenney Dwarkia
Dean
School of Nursing, Health & Environmental Sciences

Neil Sylvester
Dean
School of Liberal Arts and Human Services

Lalita Ramchal-Chirkoot
Dean
School of Continuing Education & Lifelong Learning

Clarinda Jack
Dean
Ken Gordon School of Journalism and Communication Studies

ACADEMIC HEADS

Cheryl Lewis
Chair, Social and Behavioural Sciences

Kirwan Pyle-Williams
Chair, Criminal Justice and Legal Studies

Nadine Gonzales
Chair, Fine and Performing Arts

Glenda Charles-Harris
Chair, Environmental Studies

Dr. Anthony Lalla
Chair, Health Science Technologies

Roger Chung
Chair, Information Science and Technologies

Keith Ward
Chair, Language, Literature and Caribbean Studies (Ag.)

Paula Sellier
Chair, Mathematics

Delamae Wilson
Chair, Natural and Life Sciences

Rupert Jones
Chair, Nursing

Permilla Farrell
Director, COMPASS Centre

Sophia Edwards
Chair, Communication Studies

Joel Nanton
Chair, Journalism and Media

Heather-Dawn Sealey
Chair, Entrepreneurship and Management

CAMPUS DIRECTORS

Anita Ramkalawan
Director, Sangre Grande

Clinton Benjamin
Director, South Campus

Michael Simmonds
Director, Tobago Campus
ADMINISTRATIVE HEADS

Mrs. Chantale Leonard-St. Clair
Director, Translation and Interpretation (Ag.)

Mr. Cleavon Braithwaite
Director, Library Services (Ag.)

Mr. Clifford Sukhai
Assistant to the Vice President of Student Affairs

Ms. Dawn Dookie
Director, Finance

Mr. Doodnath Persad
Director, Quality Assurance and Institutional Research

Ms. Helen Cumberbatch
Director, Enrolment Management

Mr. Ian Carter
Director, Student Life and Athletics

Mr. John Jainarinesingh
Director, Health Science Research Institute

Mr. Keith London,
Director, Procurement

Mrs. Liesel Gransaull-Brown
Director, Educational Technologies and Distance Education

Mrs. Lyndira Oudit
Director, Business Development

Mrs. Magna Williams-Smith
Director, Health and Counselling Services

Ms. Marcia Stanislaus
Director, Planning and Employment
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 and regional 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, and 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.

As we welcome you to the College, we invite you to acquaint yourself with our 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.

I take this opportunity to point out to all new students, 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 along with you to clarify career and academic goals and discuss your 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 counseling services.

At COSTAATT, and in the Division of Academic Affairs in particular, we are here to facilitate your academic success. Please do not hesitate to seek the assistance of your dean, department head, faculty members, support staff, and administrators, who are there to ensure that your learning experience and journey is a fulfilling and rewarding one.

Best wishes for a successful and enjoyable experience at COSTAATT!

Naseem Koylass
Associate Vice President, Academic Affairs
The School of Business and Information Technologies provides access to a world-class and work relevant education, focused on achieving institutional and national goals of workforce development. It is the first and currently only tertiary business school offering undergraduate degrees in the areas of entrepreneurship and library studies. In addition, through its unique curriculum the School offers a parallel track of study for CISCO or ORACLE certification while pursuing degree options in information technology.

The School of Business and Information Technologies consists of two departments:

- Department of Management and Entrepreneurship
- Department of Information Science and Technology

These departments provide the public with a range of academic services to meet a growing number of careers and opportunities locally, regionally, and globally.

Mission

The School of Business and Information Technologies is devoted to the development and preparation of students who are able to embrace the challenges of the fast-paced, dynamic work environment. The school produces graduates who:

- are professional and ethical;
- can solve challenges creatively;
- embrace technological advancement; and
- can adapt to a rapidly evolving world.

This is accomplished by fostering value-based relationships with the business and national communities, and creating a learner-centered curriculum dedicated to student success.
Programmes

DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP

Bachelor’s Degree Programmes
- BBA - Management and Entrepreneurship
- BBA - Human Resource Management
- BBA - Marketing
- BA - Financial Management
- BA - Accounting
- BSc - Supply Chain Management

Associate Degree Programmes
- AS - Management Studies for the Protective Services
- AAS - Management with Accounting
- AAS - Business Administration
- AAS - Office Administration

Diploma Programme
- Supervisory Management

Certificate Programmes
- Supervisory Management

DEPARTMENT OF INFORMATION SCIENCE AND TECHNOLOGY

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 - Information and Library Science
- 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

Contacts

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School of Liberal Arts and Human Services

Overview

The School of Liberal Arts and Human Services produces a diverse range of graduates with varying skills and competencies including musicians, mathematicians, psychologists, social workers, sociologists, teachers, writers, poets, dramatists, probation officers, police officers, correction officers, paralegals and in general, graduates who can, and do make meaningful contributions towards enhancing the social and cultural development of the nation.

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

- Department of Social and Behavioural Sciences
- Department of Language, Literature and Caribbean Studies
- Department of Mathematics
- Department of Fine and Performing Arts
- Department of Criminal Justice and Legal Studies

These departments provide students with a range of academic services to meet a growing number of careers and opportunities locally, regionally, and globally.

Mission

To provide well-designed, contemporary and relevant programmes of study, by attracting quality faculty and support staff who understand the vision and mission of the College and are willing to embrace the watch words “Transforming lives, transforming communities, transforming the nation...one student at a time”.
Programmes

- **DEPARTMENT OF MATHEMATICS**
  Bachelor's Degree Programmes
  - BSc. Mathematics
  - BA - Early Childhood Care Education: Concentration in Special Education
  Associate Degree Programmes
  - AAS Mathematics

- **DEPARTMENT OF FINE AND PERFORMING ARTS**
  Bachelor's Degree Programmes
  - Bachelor of Music (BM): Performance
    - Voice
    - Guitar
    - Piano
    - Woodwind
    - Brass
  - BM – Music Education
  Associate Degree Programmes
  - AA Performing Arts: Music
    - Voice
    - Guitar
    - Piano
    - Woodwind
    - Brass

- **DEPARTMENT OF LANGUAGE, LITERATURE AND CARIBBEAN STUDIES**
  Bachelor's Degree Programmes
  - BA - Literature and Communication
  - BA - Latin American Studies
  Associate Degree Programmes
  - AA - Literatures in English
  - AA - Foreign Languages for Business: Spanish
  - AA - Spanish

- **DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES**
  Bachelor's Degree Programmes
  - BA - Criminal Justice:
    - Police Science or Corrections
  Associate Degree Programmes
  - AAS Criminal Justice
  - AAS Paralegal Studies
  Certificate Programmes
  - Court Transcription
  - Criminal Justice

- **DEPARTMENT OF SOCIAL AND BEHAVIOURAL SCIENCES**
  Bachelor's Degree Programmes
  - B.Sc. Applied Psychology
  - B.Sc. Psychology
  - BSW Social Work
  Associate Degree Programmes
  - AA Psychology
  - AAS Social Work
  - AAS Sociology
  Certificate Programme
  - Family and Community Studies

Contacts

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**DEPARTMENT OF MATHEMATICS**
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**DEPARTMENT OF LANGUAGE, LITERATURE AND CARIBBEAN STUDIES**
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Stephanie Kirk, Programme Assistant ext. 5331

**DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES**
Kirwin Pyle-Williams, Chair ext. 5426
Safiya Gibson-Murrell, Administrative Assistant ext. 5439
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FAX (868) 625-4225
The School of Nursing, Health and Environmental Sciences offers programmes in a range of nursing, allied health and environmental disciplines leading to associate and bachelor’s degrees. Presently it serves as one of the leading training institutions for professionals in the fields of nursing, radiological sciences, public health, occupational safety, geographic information systems, environmental disciplines, and medical laboratory technology.

Skills development is an essential component of the School’s programmes, enabling students to have practical experience prior to completion. All programmes are developed and updated after close consultation with industry stakeholders, review of industry trends and benchmarking against industry standards ensuring that graduates are regarded highly in the employment sector.

The School of Nursing, Health and Environmental Sciences comprise four academic departments and a research institute:

- Department of Nursing
- Department of Health Science Technologies
- Department of Environmental Studies
- Department of Natural and Life Sciences
- Health Science Research Institute

Mission

- To provide the environment and resources for students to transform their innate desires into tangible careers, applicable to the overall development of the nation.
- To produce confident and competently trained individuals to support key health care policies and initiate change as pioneers in their fields.
- To embrace research as a core requirement to inform professional practice.
Programmes

DEPARTMENT OF NATURAL AND LIFE SCIENCES

Bachelor’s Degree Programmes
B.Sc. Biology (Pre-Med)
B.Sc. Geographical Studies for Sustainable Development

Associate Degree Programmes
AS Biology
AS Chemistry
AS Earth Sciences

Certificate Programme
Pre-Medical Sciences

DEPARTMENT OF ENVIRONMENTAL STUDIES

Bachelor’s Degree Programmes
B.Sc. Environmental Management
B.Sc. Environmental Health
B.Sc. Occupational Safety and Health

Associate Degree Programmes
AAS Environmental Health
AAS Environmental Management
AAS Geographic Information Systems
AAS Occupational Safety and Health

Diploma Programme
Emergency Care Management

DEPARTMENT OF HEALTH SCIENCE TECHNOLOGIES

Bachelor’s Degree Programmes
B.Sc. Medical Laboratory Technology
B.Sc. Radiography

Associate Degree Programmes
AAS Medical Laboratory Technology

Diploma Programme
Advanced Diploma in Ultrasound

Certificate Programme
Pharmacy Assistant
Health Records Science

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Lisa Sandy, Research Officer
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Ken Gordon School of Journalism and Communication Studies

Overview

Ken Gordon School of Journalism and Communication Studies. As technology advances, access to and dissemination of information is literally at one’s fingertips. Media consumers are fast becoming media creators without ever stepping foot into mainstream media houses.

Given such an evolving industry, we at the Ken Gordon School of Journalism and Communication Studies are committed to training students to be responsible and knowledgeable consumers and creators of information.

It is our goal to educate high-quality media specialists who can meet the demands of modern journalism and communication practices locally, regionally and internationally. The school creates and fosters an environment where creative, analytical, critical and skilled media, graphic design, public relations and advertising practitioners are born and nurtured.

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

Mission
To lift media standards by providing a range of journalism, communication and advertising courses that will prepare students to be ethical, innovative and resourceful professionals capable of contributing to the transformation of media houses, so that they become increasingly more globally competitive and recognised.
Programmes

DEPARTMENT OF COMMUNICATION STUDIES
Bachelor’s Degree Programmes
BA Mass Communication
BA Graphic Design

Associate Degree Programmes
AAS Graphic Design

DEPARTMENT OF JOURNALISM AND MEDIA
Bachelor’s Degree Programmes
BA Journalism

Associate Degree Programmes
AA Journalism
AAS Journalism/Public Relations

Certificate Programme
Journalism

Contacts

OFFICE OF THE DEAN
North Learning Centre - 6 Alcazar Street, St. Clair
Clarinda Jack, Dean ext. 5061
Jodene Springer, Executive Assistant ext. 5060

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

DEPARTMENT OF JOURNALISM AND MEDIA
Joel Nanton, Chair ext. 5062
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FAX: (868) 628-8088
The School of Continuing Education and Lifelong Learning collaborates with the academic departments to offer professional development through customised training to both public and corporate sectors of Trinidad and Tobago. The School was designed to promote business development opportunities for the institution and hence engages in curriculum design that is specific to the needs of the customers it serves.

The School offers a wide range of credit and non-credit continuing education and professional development courses and programmes to individuals and organizations. Our year-round operations and multiple modes of delivery provide the gateway to lifelong learning for all of our students. The School is committed to leading change and transformation in Trinidad and Tobago and within the Caribbean through workforce development in many disciplinary areas, encouraging persons to stay current with their workplace needs, thereby improving workplace knowledge, competence and performance.

Through the School of Continuing Education and Lifelong Learning, students can also earn graduate certificates and diplomas, and professional re-licensure. The focus of the school is to broaden access to opportunities for continuing education and professional development and open the doors of COSTAATT to a diverse range of adult learners.

Mission

The School of Continuing Education and Lifelong Learning aims both to promote lifelong learning through customized educational opportunities by providing a number of academic support services and by offering a variety of short-term, flexible programmes in professional development.
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; email: professionaled@costaatt.edu.tt

Compensatory and Academic Support Services (COMPASS) Centre

Compensatory 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 under-prepared, 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.

- 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.

- Counselling Services: Through the COMPASS Counselling Service, students can expect:
  - a clear explanation of the service offered;
  - a request for informed consent prior to any service commencing;
  - continued request for consent as counselling progresses;
  - a clear statement of intended outcome(s);
  - a service that focuses on short-term interventions that will involve, in most cases, a limit of six (6) sessions for each presented problem;
  - an explanation of the nature and limits of confidentiality provided by the service; and
  - a competent, professional and ethical service free of any form of harassment or discrimination.

- Tutorial Services: COMPASS Centre offers free tutorial support to the entire college student body irrespective of age or programme. Assistance is provided to any student enrolled in a credit or a non-credit course at COSTAATT, who requires additional help with coursework. Students can work in a supportive environment with a full-time or part-time faculty member who will apply proven methods of instruction to enhance learning. The primary focus is providing support to
students on their road to academic success.

- **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.

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; email: melie@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; email: wsandy@costaatt.edu.tt or pwilliams@costaatt.edu.tt
The Division of Student Affairs

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 recognise 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.

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. Do feel free to stop by our Enrolment Management Department; the Office of the Registrar; our Career Management Services Department; the Student Life and Athletics Department; and the Department of Health and Counselling Services 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.
A registered student is one who has enrolled in courses for a given semester; has met all requirements for Government Assistance for Tuition Expenses (GATE) or direct payment of tuition expenses; 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 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 twelve (12) credits per semester.

*No student will be allowed to attend a course for which he/she has not registered. No student will be assessed and graded in a course for which he/she has not registered.*

**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.

<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>

**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’.*
Registry Services

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 campuses.

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>Application to the College</th>
<th>Registration</th>
<th>Letter Verification</th>
<th>Transcripts Requests</th>
<th>Graduation Clearance</th>
<th>Viewing Grade/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Hold</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics Hold</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Financial Hold</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>GATE Hold</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library/Book Hold</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Registrar’s Hold</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></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 signs the GATE contract 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.

   • 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.

   • **College fees are non-refundable and non-transferable.**

3. All students are responsible for the prompt payment of college and tuition fees.
Below is a list of the tuition and institutional fees in effect from September 2010.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Citizens</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>

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.

Grade Point Average (GPA), Quality Value and Quality Points

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><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
<td><strong>45</strong></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.
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.

<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>Part-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>Part-time</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

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.

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.

**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.

**Academic Awards**

**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 3.70 – 4.0, 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”

To request further information on our services, please contact us at:

Registrar@costaatt.edu.tt
(868) 625-5030 Ext. 5902
billingqueries@costaatt.edu.tt
(868) 625-5030 Ext. 5902
The Department of Student Life and 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.

What are some of the areas in which you can be involved?

STUDENT GOVERNMENT

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. Through participation in the formal student government system, students are able to present their views to college administration and collaborate in building a positive and vibrant learning environment. In addition, student clubs and organizations provide opportunities for students to learn social skills and develop positive relationships with their peers.

CULTURAL/SOCIAL ACTIVITIES

Cultural/social activities provide for the creative use of leisure time and a sense of spirit and pride amongst our students. This therefore enhances the promotion of emotional and physical well-being while fostering social, cultural and intellectual development outside of formal instructional programmes.

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 Student Life and Athletics Department. 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.
**COSTAATT ATHLETICS PROGRAMME**

Athletics at COSTAATT plays a major role in the development of our students. 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.

The COSTAATT Athletics plan focuses on student athletics as an integral part of the student’s educational experience, placing the highest priority on the overall quality and on the successful completion of academic programmes.

COSTAATT contributes to the development of athletics at tertiary level through the establishment of collaborative relationships with key stakeholders and our involvement in intercollegiate sporting programmes and competitions. The College is currently playing its part in the development of tertiary sport in Trinidad and Tobago through our involvement in the establishment of the Tertiary Sports Association of Trinidad and Tobago (TSATT).

At COSTAATT we believe that we are capable of establishing the infrastructure for supporting the development of high performance athletics as we seek to become the tertiary institute of choice for student athletes.

"There is something for everyone"

To request further information on our services, or meet with one of our Student Life and Athletics officers please contact us at:

icarter@costaatt.edu.tt
1 (868) 625-5030 ext 5236, 5227, 5453

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**The Department of Health and Counselling Services**

The COSTAATT Department of Health and Counselling Services focuses on promoting holistic health to our students in the pursuit of academic goals and achievements.

**Services Offered**

**COUNSELLING SERVICES**

Counselling services are offered in an environment consistent with all principles of counselling with an emphasis on respect for the person’s privacy and confidentiality. The objective of counselling and therapy is to get the client to understand that the source of control is in the person, to take responsibility for personal contributions to his/her situation, and to get him/her to fully participate in their own healing and work towards a harmonious life.

Counselling Services provide assistance 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 (individual or groups) 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, campus counsellors 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. Appointments can also be made via the Health and Wellness page of the College’s web portal. In an emergency situation, no appointment is needed; students may walk in.

At all other Campus sites, students may be referred by faculty 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.

Students are encouraged to keep all appointments made to see the Campus Counsellor. Appointments should only be cancelled in an emergency situation and the department must be notified at least two (2) hours before the scheduled appointment.

COSTAATT is committed to providing all students with counselling services and support where necessary. If however further intervention is required, students will be responsible for seeking counselling services external to the College.

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 Lifestyles
  (e.g. Nutrition, HIV/AIDS and Substance Abuse)
- Primary Health Care
  (Chronic Non- communicable diseases survey)
- Good Mental 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 processes 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 ought not to 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 and Blood Sugar (daily)
- Facilitating students with class projects (health articles)
- Distributing health related brochures
- Answering queries as it relates to health concerns

The Department of Health and Counselling Services supports the Academic Division in ensuring that we provide care that would contribute significantly to the social, emotional, academic and physical development of our students. We believe that we have the ability to empower students to embrace their full potential to achieve both personal and academic aspirations

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

Also visit the Health and Counselling Services via the MyCOSTAATT Web Portal at www.costaatt.edu.tt for:

- Counselling Schedule
- Monthly Health Tips
- Disability Support Services
Career Management Services

Career planning is a process, which includes being informed about oneself and the environment. It involves choosing a career, obtaining a job, growing in the job or maintaining a career, and eventually retiring or exiting the job market. This may happen once in an individual’s lifetime, but it is more likely to happen several times as you first define and then redefine yourself and your goals.

Career planning is an ongoing process. Regardless of age, it is important to assess yourself, if you are going to meet your goals and turn your dreams into reality. Developmental interventions/initiatives will vary. For example, an unskilled worker with little education or experience in the workforce has different needs from a recent college graduate seeking to launch a first-time professional or technical career. An older adult with educational credentials and years of experience, but who is in transition because of a layoff or an employer’s reorganisation, faces a different set of issues. Everyone can benefit from the process of self-assessment, exploring career opportunities, and learning effective and assertive job search strategies that produce results.

The Career Planning Process

Stages of the Career Planning Process

1. Self-Assessment / Knowing Yourself
Discover your interests, skills, personality traits, and values. The Holland Test or the Myers Briggs Type Indicator (MBTI) are examples of the assessment tools used in this stage.

Some of the questions to be asked at this stage are:

- What do I like to do?
- What activities do I find fun, motivating, interesting and enjoyable?
- What skills and abilities do I have or want to develop?
- What personal style or characteristics do I have that are important to me in the work place?
- What purpose or goal do I want to accomplish in my career?
Activities associated with this stage

Holland Self-Assessments: This form of evaluation essentially assists you in determining possible career options based on your interests, personality, competencies and values. Students can make an appointment to visit one of our COSTAATT Career Advisors, who would be willing to assist you in conducting a self-assessment test.

2. Career Exploration

Investigate all your career choices, options, and opportunities available to you based on the results of your self-assessment. Research careers that interest you to determine how to prepare for them and how much training and education are required to be successful. After gathering the information, set goals to attain the required training.

At this stage, opportunities to speak to professionals in your chosen field will be provided where you can ask questions such as:

- How did you get started in this career?
- What is a typical day like?
- What type of training or education is required?
- What are the starting and average salaries?
- How can I make myself more employable?

Activities associated with this stage

Career Library and Resources: COSTAATT’s extensive collection of career materials can be accessed either on campus or online through the College’s portal. Labour market information, duties and responsibilities of occupations and other career information will be made available to you. Students can visit their Career Advisor or Placement Officer to access career information that may be relevant to them.

3. Experiential Learning/Education

Gain experience through interim employment, internships and even volunteering. Students can become active in co-curricular and extracurricular activities to develop additional competencies/knowledge that are required in the workplace. Some of these competencies include:

- Interpersonal skills
- Understanding team dynamics
- Understanding diversity
- Professional etiquette
- Time management

Activities associated with this stage

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.
4. Job Search
Once you’ve decided on a career path and have taken the necessary steps to obtain the required training and education, prepare yourself to begin searching for a job. Job searching skills include:

Writing a resumé and cover letter
Networking to find job openings
Completing a job application
Interviewing successfully for a job

Activities associated with this stage

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 a database of job vacancies for 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.

5. 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, please contact us at:

Career Advisor – Reynela Gilkes-Alvarez – rgalvarez@costaatt.edu.tt
Placement Officer – Jason Charles – jccharles@costaatt.edu.tt
Administrative Assistant – Laurane Williams – lwilliams@costaatt.edu.tt

Tel: (868) 625 5030 Ext. 5201, 5217, 5313

Students can also visit our Career Coach Lori at: www.facebook.com/careerwatchbylori
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.

POSSESSION 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 FUND-RAISING
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 College provides various technological and other resources to facilitate integration of teaching, learning and to promote student success. Students are encouraged to take advantage of these resources in order to maximize learning at both the curricular and co-curricular levels.

**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.
myCOSTAATT Web Portal
Single sign on to all student applications, access all announcements and college advertisements and network with your peers!

Self Service Banner
Register for classes; check your midterm and final grades, class schedules and more!

Student Email
Primary source of contact between you and the College

Microsoft Office
Word, Excel, PowerPoint, Access, Front Page, Publisher and more!

Google Apps
Work on documents remotely with all your teammates at the same time with Google Docs; launch your own Google Sites, Google Chat and more!

Blackboard Connect
Receive SMS, Voicemail & Email updates from the College on your mobile

Windows 7, MAC OS
Operating systems available in our computer labs

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

Additional Services Supplied:
- Digital Video Recording • PA Sound System • Video Editing • Wireless • Translation and Interpretation (TNI)

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: 1 (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
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
- Trincity 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.
Library Services

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, El Dorado.
- 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...
Accessing COSTAATT Library Resources

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

Student Registration:
i. Submit a valid COSTAATT identification card to staff at the Circulation Desk for barcoding. The current semester sticker must be displayed on the Identification card.

ii. 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:
i. Submit a valid COSTAATT identification card to staff at the Circulation Desk for barcoding.

ii. 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.

<table>
<thead>
<tr>
<th>PATRON GROUP</th>
<th>LOANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL (the system will default to this setting if the user has not been allocated to a patron group)</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 (These are loans between campuses, the borrowing campus will charge the book using the rules of the Circulation Matrix)</td>
<td>5</td>
</tr>
<tr>
<td>LIBRARY STAFF (This includes librarians, library para-professionals, 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>8</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.

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>$30.00</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>Or part thereof if failed to return on time at Circulation Desk</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></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>
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 on-line 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.
CITY CAMPUS LIBRARY
9-11 Melville Lane, Port-of-Spain
Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 9.00 p.m.
Fri: 8.00 a.m. - 7.00 p.m.
Sat: 9.00 a.m. - 5.00 p.m.
Short Session (May to July)
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

SANGRE GRANDE CAMPUS
Corner of Co-operative Street and Eastern Main Road, Sangre Grande
Semesters I & II (Sept to Dec & Jan to Apr)
Mon- Thurs: 8.00 a.m. - 8.00 p.m.
Fri: 8.00 a.m. - 4.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.
Short Session
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

SOUTH CAMPUS
2nd Floor, SSL Building, 40-44 Sutton Street
Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 8.00 p.m.
Fri: 8.00 a.m. - 4.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.
Short Session (May to July)
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

TOBAGO CAMPUS
Glen Road # 1, Wilson Road, Scarborough
Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 8.00 p.m.
Fri: 8.00 a.m. - 4.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.
Short Session (May to July)
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

TRINCITY CAMPUS LIBRARY
Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Fri: 12.00 p.m. - 8.00 p.m.
Saturday CLOSED
Short Session
Mon- Fri: 11:00 a.m. – 7:00 p.m.
Saturday CLOSED

ACADEMY OF NURSING AND ALLIED HEALTH LIBRARY
Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 8.00 p.m.
Fri: 8.00 a.m. - 7.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.
Short Session (May to July)
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

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.
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 pursing 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 624-5849 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!
ACADEMIC PROGRAMMES

SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES

BACHELOR’S DEGREE PROGRAMMES
- Biology (Pre-Med)
- Environmental Health
- Environmental Management
- Geographical Studies for Sustainable Development
- Medical Laboratory Technology
- Nursing (General)
- Nursing (Psychiatric)
- Occupational Safety and Health
- Radiography

ASSOCIATE DEGREE PROGRAMMES
- Biology
- Chemistry
- Earth Sciences
- Environmental Health
- Environmental Management
- Geographic Information Systems
- Medical Laboratory Technology
- Nursing (General)
- Nursing (Psychiatric)
- Occupational Safety and Health

DIPLOMA PROGRAMME(S)
- Emergency Care Management
- Advanced Diploma in Ultrasound

CERTIFICATE PROGRAMMES
- Pre-Medical Sciences
- Pharmacy Assistant
- Health Records Science

SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGIES

BACHELOR’S DEGREE PROGRAMMES
- Accounting
- Management and Entrepreneurship
- Financial Management
- Human Resource Management
- Information and Library Science
- Information Technology - General
- Information Technology - Networking
- Information Technology - Computer Information Systems
- Information Technology - Internet Technology
- Marketing
- Supply Chain Management

ASSOCIATE DEGREE PROGRAMMES
- Business Administration
- Information Technology - General
- Information Technology – Information Systems Development
- Information Technology – Internet Technology
- Information Technology – Operating Systems Management
- Library and Information Studies
- Management with Accounting
- Management Studies for the Protective Services
- Office Administration

DIPLOMA PROGRAMME
- Supervisory Management

CERTIFICATE PROGRAMMES
- Supervisory Management
- CISCO – CCNA Certificate
- Records Management
- Records Management for the Public Sector

SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES

BACHELOR’S DEGREE PROGRAMMES
- Applied Psychology
- Criminal Justice: Criminal Justice, Police Science or Corrections
- Early Childhood Care and Education: Concentration in Special Education
- Latin American Studies
- Literature and Communication
- Mathematics
- Music
- Psychology
- Social Work
ASSOCIATE DEGREE PROGRAMMES
- Criminal Justice
- Foreign Languages for Business: Spanish
- Literatures in English
- Mathematics
- Paralegal Studies
- Performing Arts: Music
- Psychology
- Social Work
- Sociology
- Spanish

CERTIFICATE PROGRAMMES
- Family and Community Studies
- Court Transcription
- Criminal Justice

KEN GORDON SCHOOL OF
JOURNALISM AND COMMUNICATION STUDIES

BACHELOR’S DEGREE PROGRAMMES
- Graphic Design
- Journalism
- Mass Communication

ASSOCIATE DEGREE PROGRAMMES
- Graphic Design
- Journalism
- Journalism and Public Relations

CERTIFICATE PROGRAMMES
- Journalism

COSTAATT reserves the right to cancel any programme advertised.
Name: ________________________________

Contact: ________________________________

Email: ________________________________

NOTES:
Campus Locations

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

ACADEMY OF NURSING AND
ALLIED HEALTH, EL DORADO
Corner College and St. Cecelia Roads, 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

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

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

SANGRE GRANDE CAMPUS
Corner, Co-operative Street
and Eastern Main Road, Sangre Grande
Tel: (868) 625-5030 ext 5650

TOBAGO CAMPUS
Glen Road #1 Wilson Road
Scarborough, Tobago
Tel: (868) 625-5030 ext 5600-1
SUPPORT YOUR COSTAATT CAIMAN SPORTING TEAMS

...BECOME A PROUD CAIMAN

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