



College of Science, Technology &
Applied Arts of Trinidad & Tobago

STUDENT ORIENTATION

HANDBOOK 2018 - 2019

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

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.

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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WHO WE ARE

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) was legally established as a body corporate on October 27th 2000 by Act of Parliament (Act No. 77 of 2000).

As one of the largest public tertiary institutions in Trinidad and Tobago, COSTAATT 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. The College is the

premier regional institution offering educational programmes in a number of critical areas 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 plays a role of strategic importance in national development, especially with respect to Government's plans for social equity and economic diversification. Its mandate for broadening access is

pivotal to the achievement of the goal of increasing participation in tertiary education for a more diverse range of students.

The College is one of a few tertiary level institutions within Trinidad and Tobago that are equipped and able to create educational opportunities that transform academically underprepared citizens into meaningful contributors to the national economy.

PEOPLE YOU SHOULD KNOW

Dr. Gillian Paul
PRESIDENT



- DR. GILLIAN PAUL - PRESIDENT
- DR. CAMILLE SAMUEL - VP, STUDENT AFFAIRS
- MS. JUNE ALEXIS-MATTHEW - VP, INSTITUTIONAL ADVANCEMENT
- DR. ANNA-MAY EDWARDS-HENRY - VP, ACADEMIC AFFAIRS
- DR. NASEEM KOYLASS - ASSOCIATE VP, ACADEMIC AFFAIRS
- MS. CARLA ALONZO - ASSISTANT TO THE PRESIDENT; DIRECTOR ENROLMENT MANAGEMENT (AG.)
- MRS. ANJENNEY DWARIKA - DEAN, SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES
- MR. NEIL SYLVESTER - DEAN, SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES
- MRS. LALITA RAMLAL-CHIRKOOT - DEAN, SCHOOL OF CONTINUING EDUCATION AND LIFELONG LEARNING
- MS. CLARINDA JACK - DEAN, KEN GORDON SCHOOL OF JOURNALISM AND COMMUNICATION STUDIES
- MRS. RHONDA CUMBERBATCH - REGISTRAR
- DR. JOAN BOBB-WARD - CAMPUS DEAN, TOBAGO CAMPUS
- MS. PERMILLA FARRELL - DIRECTOR, COMPASS CENTRE
- MRS. CHANTALE LEONARD-ST. CLAIR - DIRECTOR, TRANSLATION AND INTERPRETATION (AG.)
- MR. CLEAVON BRATHWAITE - DIRECTOR, LIBRARY SERVICES (AG.)
- MR. IAN CARTER - DIRECTOR, ATHLETICS
- MRS. MAGNA WILLIAMS-SMITH - DIRECTOR, HEALTH AND COUNSELLING SERVICES
- MRS. LIESEL GRANSALL-BROWN - DIRECTOR, EDUCATIONAL TECHNOLOGIES AND DISTANCE EDUCATION
- MRS. ANITA RAMKALAWAN - DIRECTOR, SANGRE GRANDE CAMPUS

OUR COSTAATT CHAGUANAS CAMPUS



THE DIVISION OF ACADEMIC AFFAIRS

Message from the Vice President, Academic Affairs



Welcome to the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) and congratulations on choosing our institution to continue your academic and personal growth and development.

COSTAATT is well placed to help you achieve your dreams and ambitions. It is the largest national tertiary education institution in Trinidad and Tobago with the mission and mandate to transform the lives of its citizens and communities as we build our nation. COSTAATT serves the national community through its contribution to national development, social equity and the development of civil society. We provide programmes that meet international standards and create environments that promote cross-cultural understanding and mutual respect among peoples.

By choosing to study at COSTAATT, you will gain experience and develop knowledge and competence as have the thousands who have already benefitted from their

COSTAATT training. You now have the opportunity to join those who have gone before you and who are today successfully contributing in a wide range of professions, and who display exemplary qualities of entrepreneurship, critical thinking, leadership and commitment to service to our country.

As you start your wonderful and exciting journey, I would like to alert you to some of the opportunities we offer to enhance your COSTAATT experience. Perhaps the most important, is our academic advising process that allows you to work closely with a college appointed advisor to navigate the college terrain. It is always best to work with your advisor to understand the college's requirements and to determine the best track to accomplish your academic goals.

Also important for you to know and understand from the outset is that the college itself has a stated vision and mission, as well as identified core values, policies and procedures that will help you understand the value and demands of your academic

experiences, and how these work together to make COSTAATT an institution of excellence. You are strongly advised to acquaint yourself with these elements of COSTAATT. I urge you to avail yourself of the variety of services and facilities available at the College, instituted to provide you with an excellent experience.

Additionally, the COSTAATT experience includes measures to support your learning, from developmental or remedial courses in key foundation areas, tutorials, career guidance, to counselling services. Do not hesitate to seek the assistance and guidance of your dean, department chair, faculty, and administrative support staff who are all eager to create a high-quality learning experience for you that is supportive of you achieving academic success.

Best wishes for a successful and enjoyable experience at COSTAATT!

Dr Anna-May Edwards-Henry
Vice President, Academic Affairs

ABOUT YOUR ACADEMIC SCHOOL

The Division of Academic Affairs comprises of five schools:

THE SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGIES

THE SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES

THE SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES

THE KEN GORDON SCHOOL OF JOURNALISM AND COMMUNICATION STUDIES

THE SCHOOL OF CONTINUING EDUCATION AND LIFELONG LEARNING

KNOW YOUR SCHOOLS

A woman with long dark hair is smiling, her face partially visible through a purple and green overlay on the right side of the page. The background is a light blue with a white geometric pattern of dots and lines.



SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGIES

OFFICE OF THE DEAN
School Dean - ext. 5417

DEPARTMENTS

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



Heather-Dawn Sealey
Chair, Management and Entrepreneurship

DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP

Heather-Dawn Sealey, Chair - ext. 5474
Shaun Balfour, Administrative Assistant - ext. 5465
Fiona Granger-Thompson, Programme Assistant - ext. 5416
Ricardo John, Programme Assistant - ext. 5404
Patrice Scott, Programme Assistant - ext. 5404
FAX (868) 625-4225

BACHELOR'S DEGREE PROGRAMMES

- BBA - Management and Entrepreneurship
- BBA - Human Resource Management
- BBA - Marketing
- BA - Accounting

ASSOCIATE DEGREE PROGRAMMES

- AAS - Management with Accounting
- AAS - Business Administration
- AAS - Office Administration
- AS Management for the Protective Services

CERTIFICATE PROGRAMMES

- Supervisory Management
- Records Management
- Records Management for the Public Sector

DIPLOMA PROGRAMME

- Supervisory Management



Roger Chung
Chair (Ag.), Information Science and Technology

DEPARTMENT OF INFORMATION SCIENCE AND TECHNOLOGY

Roger Chung, Chair (Ag.) - ext. 5480
Maurisa Charles, Administrative Assistant - ext. 5463
Cindy Bernard, Programme Assistant - ext. 5419
Megan Fraser, Programme Assistant - ext. 5496
Juliana Moses, Programme Assistant - ext. 5482
Raechelle David, Programme Assistant
FAX (868) 625-4225

BACHELOR'S DEGREE PROGRAMMES

- BSc - Information and Library Science
- BSc - Information Technology
- BSc - Internet Technology
- BSc - Networking
- BSc - Computer Information Systems

ASSOCIATE DEGREE PROGRAMMES

- AAS - Library and Information Studies
- AAS - Information Technology
- AAS - Internet Technology
- AAS - Information Technology - Operation Systems Management
- AAS - Information Technology - Information Systems Development

CERTIFICATE PROGRAMME

- CISCO - Certified Network Associate - CCNA

SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES



◀ DEAN Neil Sylvester

OFFICE OF THE DEAN

Neil Sylvester, Dean - ext. 5414

Gail Gray, Executive Assistant - ext. 5454

Safiya Gibson-Murrell, Administrative Assistant (South Campus) - ext. 5795

DEPARTMENTS

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



Cheryl Lewis
Chair,
Social and Behavioural
Sciences

DEPARTMENT OF SOCIAL AND BEHAVIOURAL SCIENCES

Cheryl Lewis, Chair - ext. 5461
Tashawnda Arnold, Programme Assistant - ext. 5457

BACHELOR'S DEGREE PROGRAMMES

- BSc - Applied Psychology
- BSc - Psychology
- BSW - Social Work

ASSOCIATE DEGREE PROGRAMMES

- AA - Psychology
- AAS - Social Work
- AAS - Sociology

CERTIFICATE PROGRAMMES

- Family and Community Studies



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

DEPARTMENT OF LANGUAGE, LITERATURE AND CARIBBEAN STUDIES

Keith Ward, Chair (Ag.) - ext. 5458
Learie Farray, Administrative Assistant - ext. 5456
Stephanie Kirk, Programme Assistant - ext. 5331

BACHELOR'S DEGREE PROGRAMMES

- BA - Literature and Communication
- BA - Latin American Studies
- BA - Spanish for Business

ASSOCIATE DEGREE PROGRAMMES

- AA - Literatures in English
- AAS - Foreign Languages for Business: Spanish
- AA - Spanish



Dr. Ramon Hernandez
Chair (Ag.),
Mathematics

DEPARTMENT OF MATHEMATICS

Dr. Ramon Hernandez, Chair - ext. 5421
Deryck Banfield, Administrative Assistant - ext. 5444
Sitara Gardner, Coordinator, Developmental Mathematics - ext. 5406

BACHELOR'S DEGREE PROGRAMMES

- BSc - Mathematics

ASSOCIATE DEGREE PROGRAMMES

- AS - Mathematics

SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES



Kirwin Pyle-William
Chair, Criminal Justice
and Legal Studies

DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES

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

BACHELOR'S DEGREE PROGRAMMES

- BA - Criminal Justice
- BA - Criminal Justice (Corrections)
- BA - Criminal Justice (Police Science)

ASSOCIATE DEGREE PROGRAMMES

- AAS - Criminal Justice

CERTIFICATE PROGRAMME

- Criminal Justice



Nadine Gonzales
Chair, Fine and
Performing Arts

DEPARTMENT OF FINE AND PERFORMING ARTS

Nadine Gonzales, Chair - ext. 5081
Anthony Lezama, Administrative Assistant - ext. 5080
Aidoo Harry, Clerical Assistant - ext. 5350

BACHELOR'S DEGREE PROGRAMMES

- BM – Performance:
 - Voice
 - Guitar
 - Piano
 - Pan
 - Woodwind
 - Brass
- BM – Music Education

ASSOCIATE DEGREE PROGRAMMES

- AAS - Performing Arts: Music
 - Voice
 - Guitar
 - Piano
 - Pan
 - Woodwind
 - Brass

CERTIFICATE PROGRAMME

- Music Performance

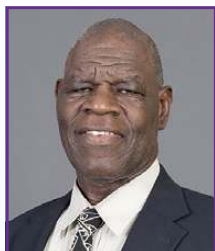
SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES



◀ **DEAN Anjenney Dwarika**
OFFICE OF THE DEAN
Anjenney Dwarika, Dean - ext. 5440
Rhonda Garibsingh, Executive
Assistant - ext. 5448

DEPARTMENTS

The School of Nursing, Health and Environmental Sciences consists of four departments:



Rupert Jones
Chair,
Nursing

DEPARTMENT OF NURSING

Academy of Nursing and Applied Health, El Dorado
Rupert Jones, Chair - ext. 5801

Mrs. Jesinta Tobas - Programme Coordinator
(General Nursing) ext- 5805

Mrs. Avril Carter - Programme Coordinator
(Psychiatric Nursing)

Mrs. Beryl Brewster – Programme Coordinator
(Post Grad. Diploma in District Health Visiting)
ext -5818

Joann L. Henry, Administrative Assistant - ext. 5802

Carla Alleyne - Programme Assistant-ext. 5800

Catherine Gibson, Clerical Assistant - ext. 5803

Marvalon Jacob, Programme Assistant (Psychiatric
Nursing) - ext. 5804

Lisa Sandy, Research Officer - ext. 5804

Shizel Stephen – Clerical Assistant – ext 5803

South Campus

Mrs. Daisy Rampersad Rattan- Programme
Coordinator – ext 5786

Ms. Dana Pooran- Programme Assistant- ext-5772

Mrs. Angela David-Programme Assistant- ext. 5772

Sangre Grande Campus

Mr. Abraham Bremnor, Programme Coordinator -
ext.5654

Tobago Campus

Mrs. Delka Mc Pherson-Baptiste, Acting Programme
Coordinator ext. 5607

Ms. Nuhvaughn Manswell - Programme Assistant -ext.
5607

POST GRADUATE PROGRAMMES

- Diploma -Advanced Diploma in Midwifery
- Post Graduate Diploma in District Health Visiting

BACHELOR'S DEGREE PROGRAMMES

- BSc - Midwifery
- BSc - General Nursing
- BSc - Psychiatric Nursing

ASSOCIATE DEGREE PROGRAMMES

- AAS - Basic General Nursing
- AAS - Basic Psychiatric Nursing



Dr. Anthony Lalla
Chair, Health Science
Technologies

DEPARTMENT OF HEALTH SCIENCE TECHNOLOGIES

Dr. Anthony Lalla, Chair - ext. 5450

Marsha Balgobin, Administrative Assistant - ext. 5451

Eileen Sookdeo, Programme Assistant - ext. 5438

BACHELOR'S DEGREE PROGRAMMES

- BSc - Medical Laboratory Technology
- BSc - Radiography

ASSOCIATE DEGREE PROGRAMMES

- AAS - Medical Laboratory Technology

DIPLOMA PROGRAMME

- Advanced Diploma in Ultrasound

CERTIFICATE PROGRAMMES

- Pharmacy Assistant
- Phlebotomy

SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES



Karen Paul
Chair (Ag.)
Environmental Studies

DEPARTMENT OF ENVIRONMENTAL STUDIES

Karen Paul, Chair (Ag.) - ext. 5475
Cheryl-Ann Long, Administrative Assistant - ext. 5477
Jade Hicks, Programme Assistant - ext. 5484

BACHELOR'S DEGREE PROGRAMMES

- BSc - Environmental Management
- BSc - Environmental Health
- BSc - Occupational Safety and Health
- BSc - Water and Wastewater Management, Services and Technology

ASSOCIATE DEGREE PROGRAMMES

- AAS - Environmental Management
- AAS - Environmental Health
- AAS - Geographic Information Systems
- AAS - Occupational Safety and Health
- AAS - Water and Wastewater Management, Services and Technology

ADVANCED DIPLOMA PROGRAMMES

- Food Inspection (in conjunction with SOCELL)
- Port Health (in conjunction with SOCELL)
- Vector Control (in conjunction with SOCELL)

CERTIFICATE PROGRAMMES

- Emergency Care Management
- Geographic Information Systems (in conjunction with SOCELL)
- Occupational Safety and Health (in conjunction with SOCELL)



Delamae Wilson
Chair,
Natural And Life Sciences

DEPARTMENT OF NATURAL AND LIFE SCIENCES

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

BACHELOR'S DEGREE PROGRAMMES

- BSc - Biology (Pre- Med)

ASSOCIATE DEGREE PROGRAMMES

- AS - Biology
- AS - Chemistry

KEN GORDON SCHOOL OF JOURNALISM AND COMMUNICATION STUDIES



◀ **DEAN Clarinda Jack**
OFFICE OF THE DEAN
North Learning Centre
6 Alcazar Street, St. Clair
Clarinda Jack, Dean - ext. 5061
Jodene Springer, Executive Assistant - ext. 5060
FAX: (868) 628-8088

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



Sophia Edwards-Knox
Chair,
Communication Studies



Joel Nanton
Chair,
Journalism and Media

DEPARTMENT OF COMMUNICATION STUDIES

Sophia Edwards Knox, Chair - ext. 5063
Mitzy Alexander, Administrative Assistant - ext. 5064

BACHELOR'S DEGREE PROGRAMMES

- BA - Mass Communication
- BA - Graphic Design
- BA - Advertising and Promotions

ASSOCIATE DEGREE PROGRAMMES

- AAS - Graphic Design
- AAS - Advertising and Promotions

DIPLOMA PROGRAMME

- Advertising and Promotions

DEPARTMENT OF JOURNALISM AND MEDIA

Joel Nanton, Chair - ext. 5062
Blossom Keane, Administrative Assistant - ext. 5060

BACHELOR'S DEGREE PROGRAMMES

- BA - Journalism
- BA - Film and Video Production

ASSOCIATE DEGREE PROGRAMMES

- AA - Journalism
- AAS - Journalism and Public Relations
- AA - Film and Video Production

DIPLOMA PROGRAMME

- Film and Video Production

CERTIFICATE PROGRAMMES

- Journalism
- Film and Video Production

SCHOOL OF CONTINUING EDUCATION AND LIFELONG LEARNING



◀ **DEAN Lalita Ramlal-Chirkoot**

Ms. Lalita Chirkoot, Dean - ext. 5431

Kempson Banfield,
Programme Officer - ext. 5415, 5430

OVERVIEW

The School of Continuing Education and Lifelong Learning offers professional development training as well as consultancy services to individuals and companies within the public and private sectors in Trinidad and Tobago. These programmes are offered through professional short courses, workshops and customised training in various disciplines, which students can also access. All the courses are specially designed to empower participants with the knowledge and techniques required to meet their specific industry and work related needs. Students can acquire basic skills, or even advanced competencies. The scope of services offered is wide and diverse and can be customised to almost any client need.

DEPARTMENTS & UNITS

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 organizational effectiveness.

Contact Information:

Tel: (868) 625-5030 ext. 5434, 5415, 5220, 5481 or 5430
Email: professionaled@costaatt.edu.tt

COMPENSATORY PROGRAMMES AND ACADEMIC SUPPORT SERVICES (COMPASS) CENTRE

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

Contact Information:

Tel: (868) 625-5030 ext. 5334/5
Email: COMPASSCentre@costaatt.edu.tt

PRIOR LEARNING ASSESSMENT AND RECOGNITION CENTRE

The Prior Learning Assessment and Recognition (PLAR) Unit 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. Applicants for PLAR must be approved by the programme advisor and Dept. chair. The applicant will be required to prepare a detailed portfolio that will be assessed, and determination made on the award of college-level credits.

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 or 5431

Email:

melie@costaatt.edu.tt;

lrchirkoot@costaatt.edu.tt

or plar@costaatt.edu.tt

TRANSLATION AND INTERPRETING UNIT

As an official agent recognised by the Government of Trinidad and Tobago, the Translation and Interpreting Services (T&I) Unit provides a wide range of translation and interpreting services at both the local and regional levels. Our clients include corporate entities, government organisations and individuals.

TRANSLATION SERVICES:

Official and certified translation services are offered in **English, Dutch, French, German, Portuguese and Spanish.**

INTERPRETING SERVICES:

Interpreting in its various modalities is offered in **English, French, Portuguese and Spanish.** This service includes the rental of simultaneous interpretation equipment.

Contact Information:

Tel: (868) 625-5030 ext. 5968 & 5271

Email:

pwilliams@costaatt.edu.tt

or cstclair@costaatt.edu.tt

ACADEMIC CALENDAR 2018-2019

Semester I - 201910	
September 3, 2018- December 23, 2018	
Advisement – All Students	June 4 - August 17, 2018
Registration – ALL Students	August 20 - August 24, 2018
Orientation – New Students	August 27 - August 30, 2018
Withdrawal from the College with 100% Refund on Tuition	August 30, 2018
SEMESTER/SESSION BEGINS	September 3, 2018
Withdrawal from the College with 75% Refund on Tuition	September 7, 2018
Graduation Online Application Deadline	September 14, 2018
Dropping/Adding Courses Deadline	September 16, 2018 (<i>midnight</i>)
FEE PAYMENT DEADLINE	September 28, 2018
Late Fee (of \$50.00) Assignment	October 1, 2018
College and Course Withdrawal Deadline - "W" Grade Assignment	October 1, 2018
Financial Hold (FH) Assignment - Non-Payment of Fees	October 1, 2018
Public Holidays	August 31, 2018 – Independence Day September 24, 2018 - Republic Day November 6, 2018 - Divali December 25, 2018 – Christmas December 26, 2018 – Boxing Day January 1, 2019 – New Year's Day
COLLEGE CLOSED	December 25, 2018 – January 1, 2019
GRADUATION CEREMONY	November 4-5, 2018
SUSPENSION OF CLASSES	November 4-5, 2018
SEMESTER/SESSION ENDS	December 16, 2018
Reading/Revision /Make-up Week	
FINAL ASSESMENT PERIOD	December 17 - December 23, 2018
Submission of "I" Grades Deadline	December 20, 2018
Submission of Grades Deadline	January 6, 2019 (<i>midnight</i>)

Semester II - 201920	Short Session - 201930	Semester I - 202010
January 21, 2019 – May 21, 2019	June 10, 2019 – August 12, 2019	September 2, 2019 – December 23, 2019
October 1, 2018 – January 18, 2019	April 1 – June 7, 2019	June 3 – August 30, 2019
January 7 – January 12, 2019	June 3 – June 8, 2019	August 19 – August 24, 2019
January 14 – January 18, 2019		August 26 – August 30, 2019
January 18, 2019	June 7, 2019	August 30, 2019
January 21, 2019	June 10, 2019	September 2, 2019
January 25, 2019	June 14, 2019	September 6, 2019
		September 13, 2019
February 3, 2019 (<i>midnight</i>)	June 16, 2019 (<i>midnight</i>)	September 15, 2019 (<i>midnight</i>)
February 27, 2019	June 21, 2019	September 27, 2019
February 28, 2019	June 24, 2019	September 30, 2019
February 18, 2019	June 24, 2019	September 30, 2019
February 28, 2019	June 24, 2019	September 30, 2019
March 30, 2019 - Shouter Baptist April 19, 2019 - Good Friday April 21, 2019 - Easter Sunday April 22, 2019 - Easter Monday May 30, 2019 - Indian Arrival Day	June 4, 2019 – Eid-ul-Fitr (<i>approx.</i>) June 20, 2019 – Corpus Christi June 19, 2019 - Labour Day	August 31, 2019– Independence Day September 24, 2019 - Republic Day Divali - TBA December 25, 2019 – Christmas December 26, 2019 – Boxing Day January 1, 2020 – New Year's Day
March 1 – March 6, 2019		December 25, 2019 – January 1, 2020
		TBA
May 5, 2019	August 4, 2019	December 15, 2019
May 6 – May 12, 2019		
May 13 – May 21, 2019	August 5 – August 10, 2019	December 16 - December 23, 2019
May 3, 2019	August 2, 2019	December 13, 2019
June 2, 2019 (<i>midnight</i>)	August 18, 2019 (<i>midnight</i>)	January 5, 2020 (<i>midnight</i>)

reserves the right to adjust the dates as required

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.

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

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

The Division of Student Affairs remains central to the development of our students and places great emphasis on the importance of creating the right learning environment. We are comprised of five departments which all have scheduled supportive activities throughout the academic year:

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

Do feel free to stop by any of our departments to find out more about their offerings to students. For your convenience, we have highlighted some pertinent information for you in this booklet.

Do review carefully, as many aspects are critical to effecting your smooth transition through the academic semesters. It is with great pleasure that we welcome you to the start of your journey with us. We do anticipate that your stay will be both rewarding and enjoyable.

Dr. Camille Samuel
Vice President, Student Affairs

OUR VISION

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

OUR MISSION

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

OUR CORE VALUES

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

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

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

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

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

ACCOUNTABILITY – responsibility for personal and professional actions

DIVERSITY – acceptance, appreciation and celebration of individual differences.

OFFICE OF THE REGISTRAR

Rhonda Cumberbatch

Registrar@costaatt.edu.tt
billingqueries@costaatt.edu.tt
(868) 625-5030 ext. 5902

As a registered student at COSTAATT, the Office of the Registrar is your point of contact for information related to your registration, student status, college fees, and the academic calendar. A registered student is one who has enrolled in courses, for a given semester; has paid the College's institutional fees and has submitted a completed student insurance form in the relevant semester. Students must register online via my.costaatt.edu.tt or Banner Self-Service on the days indicated in the academic calendar. A student may not register for a course unless all requirements, academic (e.g. pre-requisites) and otherwise, have been satisfied.

FULL-TIME STUDENTS

A full-time student is defined as one who takes a course load of between twelve (12) or more credits per semester or nine (9) credits or more during the short session.

PART-TIME STUDENTS

A part-time student is defined as one who takes a course load of less than (12) credits per semester or less than nine (9) credits during the short session.

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

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

ADVISEMENT AND REGISTRATION

ACADEMIC ADVISEMENT

The first step in the registration process is academic advisement. Before proceeding to register for courses, students must consult with an academic advisor to establish academic goals, review academic progress, and determine an appropriate course workload for the semester, based on their grade point average and general assessment of their academic progress.

GATE APPLICATION

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

REGISTER FOR COURSES

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

PAYMENT OF FEES

Students must pay institutional and tuition fees for each semester in which they are enrolled. Payment can be made at City Campus or at El Dorado, Sangre Grande, South and Tobago campuses.

STUDENT ID CARDS AND VALIDATION STICKERS

Upon enrolment at COSTAATT, each new student will be issued a student identification card. This card is validated at each registration session with a semester-specific validation sticker.

Students are required to display their validated ID cards at all times while on any of COSTAATT's premises or at affiliated institutions. Students must present a valid identification card to borrow books from the library and to use any of the College's facilities. Student ID cards must also be presented at examination sessions.

UNDERSTANDING YOUR STUDENT STATUS

CHANGES IN STUDENT STATUS / REGISTRATION

Students desirous of making changes to their registration status must complete the relevant forms, which can be obtained from academic departments, the Office of the Registrar or the El Dorado, 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.

CHANGE REQUEST	SUPPORTING EVIDENCE REQUIRED	EXAMPLE OF DOCUMENTARY EVIDENCE
Name	Yes	Marriage certificate, deed poll
Address	No	
Telephone	No	
Residency	Yes	Passport or proof of citizenship
Email	No	

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.

Please refer to item 4 on the 'Student's Terms and Conditions for Tertiary Tuition Funded by GATE' in your eGATE application.

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. Please refer to item 3 on the 'Student's Terms and Conditions for Tertiary Tuition Funded by GATE' in your eGATE application.

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 Funding and Grant Administration Division of the Ministry of Education in order to be apprised of the financial implications with respect to GATE.

Please refer to item 3 on the 'Student's Terms and Conditions for Tertiary Tuition Funded by GATE' in your eGATE application.

GOVERNMENT ASSISTANCE FOR TUITION EXPENSES (GATE)

The Government Assistance for Tuition Expenses (GATE) programme provides eligible students with financial assistance for tertiary-level education. For more information please visit <http://www.e-gate.gov.tt/gate-app/>.

A cost-sharing model using means testing is used to determine the amount of funding for which students are eligible. For more information please visit <http://www.e-gate.gov.tt/gate-app/faq.htm>.

GATE eSERVICE

All GATE funding applications are now submitted online via the GATE eService.

NEW GATE eSERVICE USER

This is any student (new or continuing) who has never registered with the GATE eService. To register, students must present their original birth certificate and national ID or passport in order to create an e-GATE account before submitting an e-GATE application.

Registration is available at City Campus or any of the ttconnect sites (check <http://www.e-gate.gov.tt/gate-app/registrationoffice.htm>). The registration officer will provide guidance on the steps required to complete the registration process.

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

CONTINUING GATE eSERVICE USER

The College requires all eligible GATE students to be up-to-date with their e-GATE applications. Students must therefore complete a GATE application for each semester in which they are registered for classes. In addition, all applications must be submitted within the academic year for which funding is requested.

HOW TO APPLY?

Log-on to the GATE eService and apply (see <https://www.youtube.com/watch?v=PakzBsCpVA4> for a video tutorial). Students with existing e-GATE accounts must upload scanned documents to complete the application process. The table below outlines the required documents.

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

YOUR GATE STATUS EXPLAINED

The table below identifies each GATE status along with what action is required to complete your GATE application.

STATUS	EXPLANATION	ACTION REQUIRED	CONSEQUENCE OF INACTION
Registration (New e-GATE applicants only)	You have received a GATE ID and created an account	Present birth certificate and national ID or passport for activation which requires you to account set up within 48 hours of receipt of email.	Account is cancelled and process must be restarted
Applied	You have a GATE ID, applied, uploaded documents and the application is with GATE waiting for clearance. You will receive an auto-email notifying you that your application has been submitted.	Periodically check application status on your GATE account for further instructions.	If you do not apply for GATE funding all tuition payments to COSTAATT becomes your responsibility. Failure to monitor your account could lead to the cancellation of your application.
Clearance Verified	GATE is reviewing your application	Periodically check application status on your GATE account for further instructions.	Failure to monitor your account could lead to the cancellation of your application. If cancelled, you must re-start the process from the application stage.
Correction Required	You are required to amend the application in some way.	Log into your account to determine the necessary correction. This correction must be completed within 14 days of receipt of the GATE e-mail.	Application will be cancelled. If cancelled, you must re-start the process from the application stage.
Clearance Approved	Application has been approved and sent to the Institution for tuition fee processing. You will receive an auto-email notifying you that your status has been changed to Clearance Approved. A new application can now be done if needed.	None	None
Verified	COSTAATT has entered your tuition fee in the application. You will receive an auto-email notifying you that your status has been changed to Verified. A new application can now be done if needed.	None	None
Clearance Rejected	GATE has rejected your request for funding. You will receive an auto-email notifying you that your status has been changed to Clearance Rejected.	You must visit COSTAATT: 1. to resubmit your application or 2. make arrangements to fulfill your financial obligations.	A hold will be placed on your account.

Cancelled	Your GATE application has been cancelled due to your inaction. You will receive an auto-email notifying you that your status has been changed to Cancelled.	Log on to your GATE account re-start the process from the application stage.	You will become financially liable for tuition payments to COSTAATT
Corrected	You have made the corrections to your current application and re-submitted the application. You will receive an auto-email notifying you that your status has been changed to Corrected.	Periodically check application status on your GATE account for further instructions.	You may miss a change in status or other instructions which could result in a cancelled application.
Signed	COSTAATT has submitted your tuition fees. You will receive an auto-email notifying you that your status has been changed to Signed and that you are to come in to sign the contract. COSTAATT students are not required to come in to sign the contract. A new application can now be done if needed.	None	None
GATE Processing	Your application has been sent to GATE for funding approval. You will receive an auto-email notifying you that your status has been changed to GATE Processing. A new application can now be done if needed.	None	None
Finance Approved	Your application for funding has been approved by GATE. You will receive an auto-email notifying you that your status has been changed to Finance Approved. A new application can now be done if needed.	None	None
N.B. You are required to submit a GATE application for each semester in which you registered for classes. Only one application can be submitted at a time, once that application status has changed to Clearance Approved, you are free to proceed with the submission of another application. All applications must be submitted within the academic year for which funding is requested.			

UNDERSTANDING THE GRADING SCHEME & YOUR GRADE POINT AVERAGE (GPA)

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:

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

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 given.

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.

COURSE	CREDITS	GRADE	QUALITY VALUE	QUALITY POINTS
Fundamentals of Writing	3	A	4	12
College Algebra	3	B+	3.5	10.5
Fundamentals of Entrepreneurship	3	B	3	9
Fundamentals of Natural Science	3	C+	2.5	7.5
Understanding Human Behaviour	3	C	2	6
Total	15			45

GPA = Total Quality Points ÷ Total Credits
GPA = 45 ÷ 15 = 3.0

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

STANDARDS OF ACADEMIC PROGRESS

GOOD ACADEMIC STANDING

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

ACADEMIC WARNING

Students are considered on academic warning if they have attempted 12 credits or fewer and have a semester or cumulative GPA, which is less than 2.0. These students must meet with their academic advisors prior to future registration. Students on academic warning must not register for more than nine (9)

credits (full-time), or six (6) credits (part-time) without the written approval of their advisor.

ACADEMIC PROBATION

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

ACADEMIC SUSPENSION

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

PROBATION AFTER ACADEMIC SUSPENSION

Students who resume studies at the College after academic suspension, return on probationary status and are required to work closely with their academic advisors to develop an appropriate programme and study plan. Students are limited to a course load of

six (6) credits (full-time) or three (3) credits (part-time) during any semester, while on probation. Students must achieve a minimum semester GPA of 2.0 (or minimum C grade). Students will remain on probationary status for up to one (1) academic year until their cumulative GPA is 2.0 or higher. During this period students are expected to progressively improve their semester GPA to regain good academic standing.

ACADEMIC 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”.

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 head of department for readmission.

RE-ADMISSION TO COLLEGE AFTER SUSPENSION AND DISMISSAL

Students dismissed on the basis of poor academic performance may petition the relevant head of department 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.

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”

AWARDS OF MERIT

ACHIEVEMENT	AWARD	ELIGIBLE GRADUAND	ACCESSORY
Honours Bachelor’s level only	Summa Cum Laude	Bachelor’s degree graduand with a programme GPA of 3.9 to 4.00	Gold Cord
	Magna Cum Laude	Bachelor’s degree graduand with a programme GPA of 3.50 to 3.89	Silver Cord
	Cum Laude	Bachelor’s degree graduand with a programme GPA of 3.20 to 3.49	Bronze Cord
Special Awardees		Highest programme GPA earner at the Bachelor’s and Associate’s Level	Medallion with yellow ribbon Purple and Gold Cord

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.

STUDENT LETTERS

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 El Dorado, South, Sangre Grande and Tobago.

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.

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

TYPE OF HOLD	IMPLICATION/S					
	Application to the College	Registration	Letter Verification	Transcripts Requests	Graduation Clearance	Viewing Grade/s
Admissions Hold	Yes	Yes	Yes			
Athletics Hold		Yes	Yes	Yes	Yes	
Financial Hold	Yes	Yes	Yes	Yes	Yes	Yes
GATE Hold		Yes				
Library/Book Hold		Yes		Yes	Yes	Yes
Registrar's Hold		Yes	Yes	Yes	Yes	Yes

PAYMENT TERMS AND CONDITIONS

I. TUITION FEES:

The Ministry of Education pays tuition fees for all eligible citizens of Trinidad and Tobago through the GATE programme. Each student who accesses GATE funding agrees to apply himself/herself diligently to his/her studies throughout his/her entire programme with a view to obtaining the specified qualification and thus maintaining minimum performance standards. (Section 2.(ii) of the Student's Terms and Conditions for Tertiary Tuition Funded by GATE). Students who have not maintained

a minimum grade point average (GPA) of 2.0 will be denied GATE funding and will be required to pay their own tuition fees.

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

2. COLLEGE FEES:

College fees are charged to the student's account from the moment the student registers for courses. College fees will not be reversed even if the student subsequently

drops or withdraws from all courses for the given semester by the stipulated deadline.

NB: College fees are non-refundable

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..

FEES	CITIZENS/RESIDENTS	CARICOM	INTERNATIONAL	FREQUENCY
Application	\$25.00	\$25.00	\$25.00	Per Instance
Registration	\$80.00	\$80.00	\$80.00	Per Semester
Tuition	\$300.00	\$400.00	\$750.00	Per Credit
Technology	\$100.00	\$100.00	\$100.00	Per Semester
Student Insurance	\$30.00	\$30.00	\$30.00	Annually
Student Guild	\$100.00	\$100.00	\$100.00	Annually
Administrative Fees	\$100.00	\$100.00	\$100.00	Per Semester

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. Please note, students who have obtained either an

associate or bachelor's degree external to COSTAATT may transfer no more than 50% of the required credits into an associate's or bachelor's degree programme of which no more than 30% of the credits may be in the major area of study and no more than 60% of credits may be in the core curriculum. 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.

GPA	STATUS	SEMESTER I NO. OF COURSES	SEMESTER II NO. OF COURSES	SEMESTER III (OPTIONAL) NO. OF COURSES	TOTAL COURSES
3.5 or above	Full-time	6	6	3	15
	Part-time	4	4	2	10
2.00 – 3.49	Full-time	5	5	2	12
	Part-time	3	3	1	7

CLASS ATTENDANCE

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

REPEATS

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

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

GRADE CORRECTIONS

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

GRADE APPEALS

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

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

grade obtained. The student should give his/her grounds for appeal.

If the issue is not settled at this stage the student may:

- complete the Grade Appeal Form;
- attach evidence of attempts to redress the situation at (i) the level of the lecturer and (ii) the chair of the academic department responsible for the course;
- pay the requisite fee of \$300 to secure the services of an alternate evaluator;
- submit completed form with attachments to the Office of the Registrar.

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

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

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

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



MY COSTAATT



COSTAATT
College of Science, Technology,
Applied Arts of Trinidad & Tobago

GETTING INVOLVED AT COSTAATT

You can get involved by joining one of the many societies or sporting clubs on offer, and by taking part in volunteering and student development.

JOINING OUR SPORTS TEAMS

The Department of Athletics seeks to provide extracurricular support in the provision of a holistic education for all our students. Further, we strive to create opportunities for leadership, promote personal development and growth and provide sporting and physical activity through intramural and intercollegiate sporting and recreational activities. We subscribe to the National Sports Policy by fostering a "Sports-for-all" culture throughout the College.

COSTAATT Teams:

- Football
- Basketball
- Netball

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

To join one of our teams or to request further information on our services, please contact us at:

Email:

icarter@costaatt.edu.tt

OR studentlifeandathletics@costaatt.edu.tt

Tel: (868) 625-5030 ext. 5453

JOINING STUDENT ORGANISATIONS

STUDENT COUNCIL

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

REGISTERED STUDENT ORGANISATIONS (RSOs)

Registered Student Organisations (RSOs) are student clubs formed by students to assist in their holistic development and the development of their leadership skills. RSOs provide opportunities

for students to participate in extracurricular activities through membership in clubs devoted to leisure or academic pursuits. RSOs are established on the recommendation of Students Councils and with the approval of the college administration.

Students may apply, using the prescribed forms, to the Department of Student Development. Student organisations benefit from the guidance of assigned faculty advisors whose responsibility it is to ensure effective student management of RSOs and their activities, including financial administration.

To join the Student Council or one of our RSOs, please contact us at:

studentlifeandathletics@costaatt.edu.tt;

OR at (868) 625-5030 ext. 5227, 5236

STUDENT AMBASSADORS

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

To become a Student Ambassador, contact Career Management Services. Log on to myCOSTAATT Student Portal and sign up.

Email:

Placement Officer - Jason C. Charles – jccharles@costaatt.edu.tt

Career Advisor - Reynela Gilkes-Alvarez – rgalvarez@costaatt.edu.tt

Call: (868) 625-5030 ext. 5217, 5313

STUDENT SUPPORT

At COSTAATT, our students' well-being and happiness is extremely important to us and so we have developed an integrated support system

HEALTH AND COUNSELLING

The College recognises that student success is premised not only on academic ability and application but on the positive social and emotional adjustment of the individual. The Health and Counselling Services Department (HCSD) is responsible for the provision of basic psycho-social counselling, promotion of healthy lifestyles, sick bay facilities and services for the differently-abled.

COUNSELLING SERVICES

Counselling services provide a supportive, non-judgmental and confidential environment to students who may be experiencing emotional and/or psychological problems during their period of study. It is important to note that early intervention plays a crucial role in one's ability to cope and have a positive outcome in the face of adversities.

Early Intervention allows a person to manage a condition before it becomes entrenched or chronic. In this way, a Counsellor may arrest the decline of a condition thus, preventing further damage or deterioration.

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

The main office of the Department of Health and Counselling Services is located at the City Campus. However, counselling services are available at all other campuses. Referrals can be made by faculty members, academic

and student support services coordinators, campus directors and advisors who will arrange an appointment with the Campus Counsellor through the Department of Health and Counselling Services.

Students are encouraged to visit or call the department to request counselling services. Appointments can also be made via the Health and Wellness page of the MyCOSTAATT Student Portal. In an emergency situation, no appointment is needed; students may walk in.

HEALTH AND WELLNESS PROMOTION

During the academic year, health and wellness promotional activities can be offered at each campus site. These are facilitated by the Ministry of Health and other trained personnel who specialise in their respective areas:

- **Healthy Lifestyles**
(E.g. HIV/AIDS and Substance Abuse)
- **Primary Health Care**
(E.g. Nutrition, Chronic Non-communicable disease assessment-BMI)
- **Emotional Health**
(E.g. Stress, Time and Anger Management and Managing Depression)

DISABILITY SERVICES

It is the policy of COSTAATT that discrimination against individuals with

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

SICK BAY SERVICES

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

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

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 (for persons with Diabetes)
- Facilitating students with class projects (health articles)
- Distributing health related brochures
- Answering queries as it relates to health concerns
- Health Fair

Also visit Health and Counselling Services via MyCOSTAATT Web Portal for:

- Counselling Schedule
- Monthly Health Tips
- Disability Support Services

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

Email: MCC-Health&Wellness@costaatt.edu.tt
Telephone: (868) 625-5030 Ext. 5230, 5226, 5297

COMPENSATORY PROGRAMMES AND ACADEMIC SUPPORT SERVICES (COMPASS) CENTRE

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

THE DEVELOPMENTAL ADVISING SERVICES:

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

STUDY SKILLS SEMINARS:

Each semester, the Centre offers free seminars in time management, textbook reading, memorisation techniques, note taking skills,

managing math anxiety. Seminars may be booked by lecturers for a group of students or individual students may register for them, as they are advertised.

SEMESTER-LONG TEXTBOOK LOANS:

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

TUTORIAL SERVICES:

The Tutorial Centre is an extension of the Compensatory Programmes and Academic Support Services (COMPASS), which provides free instructional support to the entire college student body irrespective of age, programme or campus. At the tutorial centres, students can enjoy hour-long sessions working in a supportive environment

(individual or small group) where proven methods of instruction are applied to enhance learning.

Who does the tutoring?

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

How can tutoring help?

Tutoring helps students build confidence in handling academic work and in negotiating the learning process. Working mainly in small groups, tutors can help students:

- improve study skills
- understand difficult concepts
- discuss ideas
- prepare for a test or quiz
- review homework

COMPENSATORY PROGRAMMES AND ACADEMIC SUPPORT SERVICES (COMPASS) CENTRE

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 precollege 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

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.

CAREER MANAGEMENT SERVICES

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 visiting the Career Management Services section of the myCOSTAATT Student Portal.

INTERNSHIPS:

COSTAATT recognises that participation in internship programmes is a critical part of preparation for the world of work. All students (with the exception of those pursuing degrees with an integrated internship or practicum) are encouraged to register for internships advertised through the College or to seek assistance in sourcing internships of their own.

All internship programmes provide students with an opportunity to integrate theory with practical experience and acquire skills/competencies relevant to their areas of study. Visit your Placement Officer to find out more about internship opportunities.

WORKSHOPS:

The Department of Career Management Services offers several workshops intended to assist you in developing the required competencies to obtain and maintain professional positions.

These include: Résumé writing, time management, professional development, interviewing skills, job search strategies and conflict resolution. Workshop schedules will be sent via your student email. Additional information will also be posted on the web portal which can be easily accessed at any time.

PLACEMENT SERVICES:

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

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

CAREER PREPARATION:

Through individual coaching and access to online career guidance software, students will be able to analyse personal attributes

and assess aptitudes for particular careers. Students will be able to benefit from support in designing job search strategies, and training in CV/résumé preparation and interview skills.

In addition, the department hosts workshops and seminars on self-development and soft skills relevant to the work place, such as time management and workplace communication. Schedule an appointment with your career advisor or placement officer for further information.

CAREER MANAGEMENT

Career management is applying/executing what was learnt in the 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, you can log on to the myCOSTAATT Student Portal, or contact us:

Email: Career Advisor
Reynela Gilkes-Alvarez
rgalvarez@costaatt.edu.tt

Placement Officer
Jason C. Charles
jccharles@costaatt.edu.tt
Call: (868) 625-5030 ext. 5217, 5313

STUDENT FACILITIES

IT FACILITIES

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

The College offers a range of technological and other resources to facilitate integration, learning that will help you make the most of your time here, enabling you to develop your understanding if your chosen programme of study and to promote student success.

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.

HELP DESK APPLICATION SUPPORT TECHNICAL SUPPORT

As a student, the Information Technology Help Desk is the single point of contact for all enquiries and requests for assistance related to:

- Password resets for Windows login (lab PC's) and the myCOSTAATT web portal
- Lab and application support
- Printing support and maintenance

- Internet access
- Email accounts and access
- Scanning services
- Hardware and software installation

Locations:

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

Email: ithelpdesk@costaatt.edu.tt

Telephone:

(868) 625-5030 ext 5288/ 5788 / 5688 / 5888 / 5088 / 5388

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

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
5. The Academy of Nursing and Allied Health Library, El Dorado

PRINT RESOURCES

Libraries at the College's campuses and learning centres have a combined book collection of more than 50,000 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 and Gale Cengage's Academic OneFile, as well as a small collection of 198 e-books.

Registered users can utilise these resources by accessing networked or wireless computers in the libraries. Access to the EBSCO databases is available 24 hours per day, seven days per week from any computer that has an Internet connection.

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

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

ACCESSING COSTAATT LIBRARY RESOURCES

REGISTRATION

The institutional ID card must be presented for registration and all library transactions. Pre-register online at <http://cospac.costaatt.edu.tt/we/bvoyage/servlet/PatronRegistrationForm> only if applying for the first time.

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.

STUDENT FACILITIES

PATRON GROUP	LOANS
ALL (the system will default to this setting if the user has not been allocated to a patron group)	1
ADJUNCT FACULTY	10
ALUMNI	1
FACULTY (full time)	15
FRIENDS OF THE LIBRARY	0
GENERAL PUBLIC	0
INTER-LIBRARY LOAN – CAMPUS (These are loans between campuses, the borrowing campus will charge the book using the rules of the Circulation Matrix)	5
LIBRARY STAFF (This includes librarians, library paraprofessionals, support staff)	15
NON-ACADEMIC STAFF (Clerical Administrative and Manipulative staff)	4
PART-TIME FACULTY (as distinct from Adjunct faculty)	10
PRESIDENT / VICE PRESIDENT	20
STUDENT	6
STUDENT ASSISTANT / TEACHING ASSISTANT	18
TECHNICAL / PROFESSIONAL STAFF (Information Technology Department, Educational Technologists, Translators, Directors, Student Services' professional staff)	15

FINES & FEES

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

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

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 are to be left in the lockers provided in the walkway between Floor I 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 wilful 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 except at the Academy of Nursing and Allied Health library where reservations can be made at the circulation desk.

BORROWING AND RETURNING LIBRARY MATERIALS

- i. All borrowers must be registered with the library.
- ii. All loans must be returned on the due date otherwise overdue fines will be incurred.
- iii. Students may use the book deposit at the Circulation Desk instead of waiting in line to return items, and/ place items in the Book Return outside the library after library closing hours.
- iv. Students MUST collect a discharge slip for any item returned no later than the day after the item was deposited for return. This slip will be the only proof of return accepted by the library in instances where items are "claimed returned" by borrowers.
- v. Students MUST show their student identification cards or proof of registration in order to borrow library materials.

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

GUIDELINES FOR COMPUTER USE

Computers and Laptops are to be used for the following:

- Support of instructional activities

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

Students may NOT use computers and laptops for the following:

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

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

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

Library laptops are only to be used in the library.

GUIDELINES FOR USE OF PHOTOCOPY MACHINES

- i. Self-Service photocopying is available with the use of a Venda card which can be purchased at the Circulation Desk.

LIBRARY OPENING HOURS

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 (May to July)

Mon-Thurs: 8.00 a.m. - 7.00 p.m.

Fri: 8.00 a.m. - 4.00 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.

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. - 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. - 4.00 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.

STUDENT CODE OF CONDUCT

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.

STUDENT CODE OF CONDUCT

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 FUNDRAISING

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

VANDALISM AND LITTERING

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

GUIDELINES FOR APPROPRIATE ATTIRE

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

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

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

Discipline Specific Attire. Some disciplines such as nursing and allied health, have mandatory dress requirements which must be adhered to.

WELCOME FROM THE STUDENT COUNCIL



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.



CAMPUS AND LEARNING CENTRES

CITY CAMPUS

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

ACADEMY OF NURSING AND ALLIED HEALTH

Corners of College Road and St Cecilia
Road
El Dorado
Tel: (868) 625-5030 ext 5800

KEN GORDON SCHOOL OF JOURNALISM & COMMUNICATION STUDIES (NORTH LEARNING CENTRE)

6 Alcazar Street
St. Clair
Port of Spain
Tel: (868) 628-4600-2 or 625-5030 ext.
5060
FAX: (868) 628-8088

CHAGUANAS CAMPUS

Pierre Road Connector,
Chaguanas
Tel: (868) 625-5030 ext. 5650

SOUTH CAMPUS

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

SANGRE GRANDE CAMPUS

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

TOBAGO CAMPUS

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



COSTAATT

College of Science, Technology &
Applied Arts of Trinidad & Tobago



www.costaatt.edu.tt

