

# NOTICE TO ALL STUDENTS

The Centre for Education Programmes department which is guided by the University and by the directives of the Government of the Republic of Trinidad and Tobago (GORTT) will continue to be closed to students until August 30<sup>th</sup> 2020. The Administrative Office can be contacted as follows:

## Virtual Office Hours:

**Monday - Friday**

**9:00am - 4:00pm**

## ALL Student Queries:

**Corinth: 642-8888**  
**ext. 28108 / 25011/ 21164**  
**[CEPadminCorinth@utt.edu.tt](mailto:CEPadminCorinth@utt.edu.tt)**

**Valsayn: 642-8888**  
**ext. 29123 / 21051 / 29113**  
**[CEPadminValsayn@utt.edu.tt](mailto:CEPadminValsayn@utt.edu.tt)**

**Tobago: 642-8888**  
**ext. 29114 / 29128**  
**[CEPadminTobago@utt.edu.tt](mailto:CEPadminTobago@utt.edu.tt)**

# **NOTICE TO ALL STUDENTS**

**Valsayn / Corinth / Tobago**

**VIRTUAL ACADEMIC ADVISING  
HOURS via Microsoft TEAMS**

**6<sup>th</sup> July – 31<sup>st</sup> July 2020**

**Mondays - Thursdays**

**10:00am - 6:00pm**

**Fridays**

**10:00am - 4:00pm**

**Students enrolled in the  
Summer Semester - Academic Advising details:**

**Monday 10<sup>th</sup> August – Friday 14<sup>th</sup> August 2020**

**2:00pm – 6:00pm      Virtual Advising**

**Note: Please ensure your UTT Email  
Address is Activated**

# The following students will be contacted by the Academic Department for Academic Advising via Microsoft TEAMS

- Students returning from **LEAVE OF ABSENCE**
- Students seeking approval for **REPEAT COURSE/S**
- Students who are on **ACADEMIC PROBATION** or **SUSPENSION**
- Students with a **CUMULATIVE GPA below 2.0**

## **N.B.**

1. Students in **GOOD ACADEMIC STANDING DO NOT** require Academic Advising.
2. Academic/Registration hold would be removed for these students during the period **3<sup>rd</sup> – 7<sup>th</sup> August 2020**.
3. Students with Academic/Registration Holds **not listed above** can contact the office for assistance using the following email addresses:

**[CEPadminCorinth@utt.edu.tt](mailto:CEPadminCorinth@utt.edu.tt)**

**[CEPadminValsayn@utt.edu.tt](mailto:CEPadminValsayn@utt.edu.tt)**

**[CEPadminTobago@utt.edu.tt](mailto:CEPadminTobago@utt.edu.tt)**

# PLEASE NOTE

# THE FOLLOWING

**Exemptions:** Originals and copies of all certificates; course outlines and any other supporting documents

**Repeaters:** Original payment receipts (*submitted via email*)

**Leave of absence:** A letter addressed as follows:

Discipline Coordinator - Administration  
Centre for Education Programmes  
Valsayn or Corinth or Tobago (*select your campus*)

**Transfer:** Complete transfer request form and a letter addressed as follows:

Discipline Coordinator - Administration  
Centre for Education Programmes  
Valsayn or Corinth or Tobago (*select your campus*)

**Finance:** Students with a **Financial Hold** and/or **GATE issues** **must** contact Student Accounting using the following contact numbers: 642-8888 ext. 21134/ 32214/ 32220/ 32218

# Academic Calendar 2020/2021

Activity	Semester 1 August – December 2020
Registration BEGINS	August 17 <sup>th</sup> 2020
Teaching BEGINS	September 01 <sup>st</sup> 2020
Registration ENDS	September 04 <sup>th</sup> 2020
Late Registration	September 07 <sup>th</sup> - 18 <sup>th</sup> 2020
Deadline to apply for Credit and Exemptions	September 11 <sup>th</sup> 2020
Deadline to ADD courses	September 18 <sup>th</sup> 2020
Deadline to DROP courses	October 09 <sup>th</sup> 2020
Deadline to apply for Leave of Absence	October 16 <sup>th</sup> 2020
Teaching ENDS	November 27 <sup>th</sup> 2020
Examinations BEGIN	December 02 <sup>nd</sup> 2020
Examinations END	December 15 <sup>th</sup> 2020
Marginal Assessments	
Release of Grades	January 15 <sup>th</sup> 2021
Academic Appeal Deadline	January 29 <sup>th</sup> 2021

Activity	Semester 2 January – June 2021
Registration BEGINS	January 18 <sup>th</sup> 2021
Teaching BEGINS	February 01 <sup>st</sup> 2021
Registration ENDS	February 05 <sup>th</sup> 2021
Late Registration	February 08 <sup>th</sup> - 19 <sup>th</sup> 2021
Deadline to apply for Credit and Exemptions	February 12 <sup>th</sup> 2021
Deadline to ADD courses	February 19 <sup>th</sup> 2021
Deadline to DROP courses	February 26 <sup>th</sup> 2021
Deadline to apply for Leave of Absence	March 05 <sup>th</sup> 2021
Teaching ENDS	April 30 <sup>th</sup> 2021
Examinations BEGIN	May 05 <sup>th</sup> 2021
Examinations END	May 14 <sup>th</sup> 2021
Marginal Assessments	
Release of Grades	June 15 <sup>th</sup> 2021
Academic Appeal Deadline	June 29 <sup>th</sup> 2021
Re-assessment Period	August 23 <sup>rd</sup> - August 27 <sup>th</sup> 2021

**HOLIDAYS**

Independence Day	August 31 <sup>st</sup> 2020
Republic Day	September 24 <sup>th</sup> 2020
Divali	November 14 <sup>th</sup> 2020
Christmas Day	December 25 <sup>th</sup> 2020
Boxing Day	December 26 <sup>th</sup> 2020
New Year's Day	January 01 <sup>st</sup> 2021
Carnival	February 15 <sup>th</sup> and 16 <sup>th</sup> 2021
Spiritual Shouter Baptist Day	March 30 <sup>th</sup> 2021
Eid Ul Fitr	May 23 <sup>rd</sup> 2021
Indian Arrival Day	May 30 <sup>th</sup> 2021
Good Friday	April 02 <sup>nd</sup> 2021
Easter Monday	April 05 <sup>th</sup> 2021

**EVENTS**

New Student Orientation	September 04 <sup>th</sup> 2020
Graduation Ceremonies	November 11 <sup>th</sup> and 12 <sup>th</sup> 2020
Students' Sports Day	March 19 <sup>th</sup> 2021