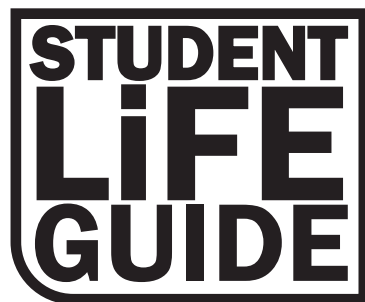




ROYTEC

STUDENT LiFE GUIDE

2023/2024



2023/2024

YOUR **PATH** TO CAREER **SUCCESS**



Welcome Address From The Executive Director

Welcome to UWI-ROYTEC.

The year 2023 continues to offer hope and opportunity for those who are willing to imagine and take advantage of the future. Your decision to pursue studies at UWI-ROYTEC is a step into the future and toward your journey to success. We are committed to supporting you every step of the way, as part of our mandate *“to nurture talent for leadership and workplace readiness”*.

The institution's strength lies in a commitment to the promotion of good governance, ethical and effective leadership. As a student of this institution you will be guided by our core values, superior faculty and strong student leadership, provided by your elected Student Council members.

Your journey with us is promised to be a fulfilling one, with ample opportunity to pursue your academic goals, engage in both cocurricular and extracurricular activities and develop your own leadership capability.

We look forward to supporting your journey, helping you grow and hearing your voices. Know that *“Knowledge is power. Information is liberating. Education is the premise of progress in every society, in every family.”* (Annan, K. 1997). Welcome to UWI ROYTEC and to our community of learners.

Wendy Augustus

Executive Director, UWI-ROYTEC



Welcome Address From The Director - Student Affairs

Welcome to the UWI-ROYTEC community! The Student Affairs division is committed to ensuring you have a positive student experience. As you pursue your academic goals, you can depend on us to provide the support you need on this journey to success. We focus on students personal and professional development, recreational interests, and personal well-being. You can access developmental workshops, psychological counselling services, recreational / cultural activities, leadership, and skills building training, career advisement and personal well-being sessions.

We encourage you to take advantage of all the opportunities available at the institution. Get

involved in student activities, serve on the UWI-ROYTEC Student Council, and assist your peers in achieving their goals. These will enrich your student experience but more importantly, facilitate leadership development, personal growth, and community service.

Reach out to our very supportive and welcoming Student Affairs professionals with any questions you may have. Keep abreast of updates and useful information by checking your student email regularly.

I am confident you will enjoy your time at UWI-ROYTEC and I look forward to meeting you on campus!

Keitha Perryman

Director – Student Affairs, UWI-ROYTEC

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Quick Help Guide

Buying and Selling Books

The RSC Bookshop and Copy Centre is located at UWI-ROYTEC North Campus which facilitates used book sales each semester. Contact the shop at rsc.treasurer@roytec.edu.

Career Advisement and Job Placement

Information on career workshops and fair will be posted on the Student Resource Center. Information about job opportunities, vacancy notices can be accessed through the Student Services Department 225-1299 ext 2115 / 2116 / 2112 and on our social media pages. Information about part-time jobs on campus can be obtained from RSC Bookshop and Copy Centre at rsc.bookshop@roytec.edu

Clubs and Associations

The UWI-ROYTEC Student Council (RSC) is an elected group of students from the Student Body. Interests to form clubs or associations can be directed to rsc.clubsrep@roytec.edu for further information.

Computers

Computer lab facilities are located on each floor of the North Campus building and other computers are available for use at the kiosk in the lobby area and library. At the South Campus computers are

available in the Administrative office area and the lab is adjacent to the office.

Copy machines

Copy machines are located on the ground floor Library and the RSC Bookshop and Copy Centre. Copies can be made at a cost for both colour or black and white prints.

E-mail

All enrolled UWI-ROYTEC students receive a free email account created at the time of enrolment. This can be accessed via the website under 'Access Online Services'. If you encounter problems with your account, please contact 225-1299 ext 2152 / 2151 / 2115.

Emergency Help

Call POS hospital 623-2951 or San Fernando 652-3581 or POS Central Police at 625-1261. For internal matters at North Campus call security desk 225-1299 ext 2171, at South Campus ext. 2180. Counselling hotline 627-1845.

Financial Assistance

Request form and guide for requesting a payment plan is available on the website further. Information concerning student payment plans, may be

obtained from the CSR counter or Student Services Department 225-1299 ext 2115 / 2116 / 2112.

Grade Appeals

Office of the Registrar, registrar@roytec.edu. Forms must be submitted on time. Check Academic Calendar for dates.

Complaint / Appeals (student)

Student Conduct, written report to be submitted to Student Services Department at studentservices@roytec.edu.

Health and First Aid needs

Visit Student Services Department or Security desk if on campus. Sick bay can be accessed through security.

Lost and Found

All lost and found items should be turned in to the Security Desk. All collections of items must be retrieved within two weeks at the Student Services Department as items would be discarded / donated on the 25th of each month.

Meeting Rooms

Information about scheduling meeting rooms can be contained by calling 225-1299 ext 2112 / 2106.

Posting of Signs and Banners

Placement of signs around campus requires permission from Manager Facilities and Operations through the Student Services Department.

Reporting Crimes

Call North: POS Central Police at 625-1261. Call South: Southern Division at 652-2858. For internal matters call Security via the desk 225-1299 ext 2171.

Sport and Recreation

Contact the Student Services Department 225-1299 ext 2115 / 2116 / 2112 or at studentservices@roytec.edu or the UWI-ROYTEC Student Council at rsc.president@roytec.edu

Student ID cards

Information about having IDs made or replaced is available at the CSR Counter.

UWI-ROYTEC Student Council

The RSC operates through its Bookshop and Copy Centre at North Campus. Elections for the Executive Committee and the Representative Body are held in June each year. To become involved in the RSC, you can view the Constitution on the UWI-ROYTEC website, join the Facebook page or email rsc.president@roytec.edu.

MISSION STATEMENT

To nurture talent for leadership and workplace readiness in an evolving business environment.

VISION STATEMENT

To be the regional leader in applied learning and specialized training, empowering all learners to exceed workplace expectations.

CORE VALUES

- Excellence
- Student Centeredness
- Integrity
- Equity
- Innovation
- Life Long Learning



Student Council Executive 2023-2024



ROYTEC ▶

Student **SUPPORT**

Student **DEVELOPMENT & ACCESS**

Student **LIFE**

Student **LEADERSHIP**



STUDENT SUPPORT



ADMINISTRATION

STUDENT SERVICES

The Student Services Department at UWI-ROYTEC is the main non-academic student support unit in UWI-ROYTEC.

Some of the key responsibilities of Student Services are to provide all students with assistance in the transitions and adjustments necessary for success in college, gaining confidence in themselves in this new stage in life, and in understanding their role in society. Student Services also acts as a mediator between the institution and the student, providing opportunities for networking, recreation and personal growth.

As such, the initiatives of the department are shaped around the Holistic Development of students.



Who we are

Director, Student Affairs

Keitha Perryman
225-1299 ext 2120

Manager, Student Services

Sarika Moonian-Mc Coon
225 2119 ext 2112
studentservices@roytec.edu

Student Services Officer

Vijaya Persad
225 2119 ext 2116
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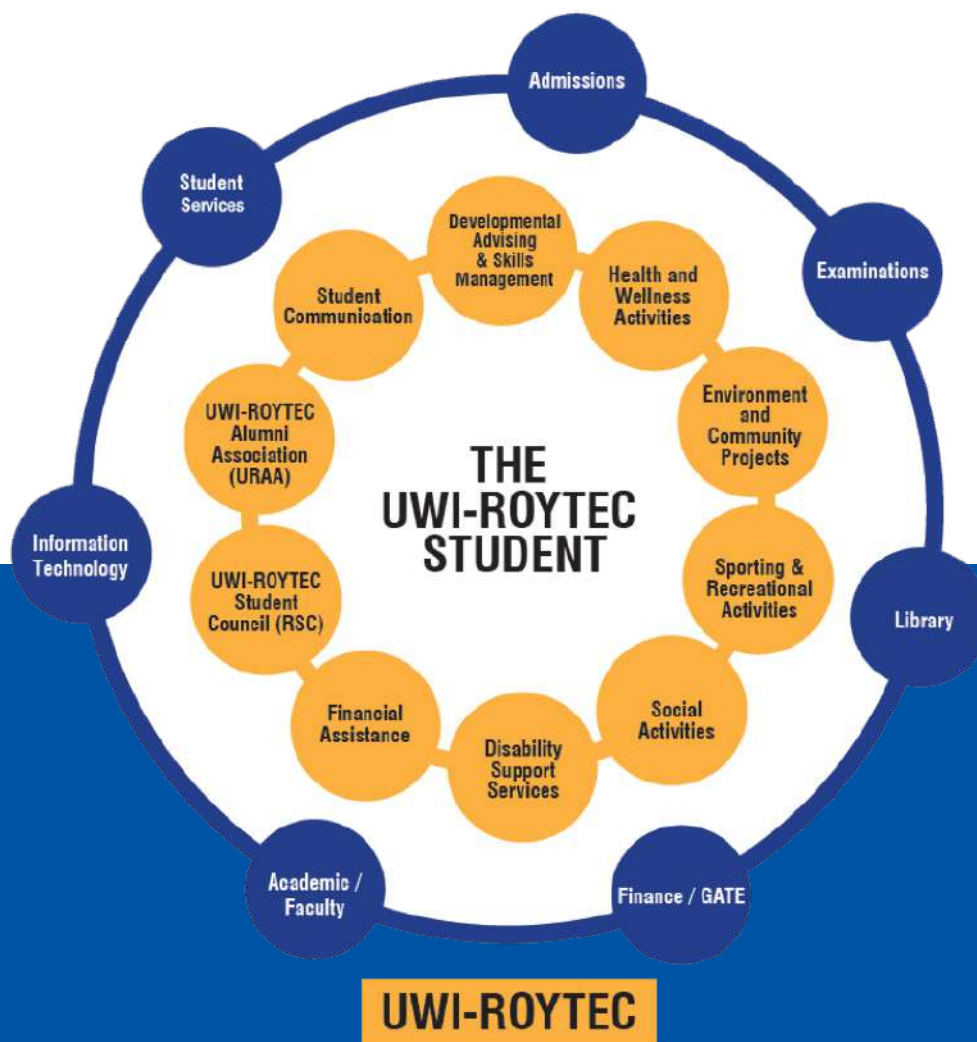
Student Services Assistant

Kwahbena Les Pierre
225 2119 ext 2115
studentservices@roytec.edu

Programme and Student Services Coordinator

Elton Abhiram
225-1299 ext. 2146
studentservices@roytec.edu

THE STUDENT EXPERIENCE AT UWI-ROYTEC





REGISTRY SERVICES

The Registry Services Department ensures that all systems for admission and registration are in place for new and potential students. Registry Services is responsible for admissions and enrolment; examinations; customer service; students' records and graduation.

Registry Services should be contacted for the following services:

- Registration Queries
- Appeals
- Leave of Absence
- Transcripts
- Student Letter Requests
- Examinations queries

Students may request letters for the following purposes which will be provided in three (3) to five (5) working days

1. Embassy
2. Income Tax
3. Confirmation as a UWI-ROYTEC Student
4. Letter of introduction to a company
5. Confirmation of programme completion
6. Exam (mid-term and final) Schedules

Note: The above requests are only processed after payment is received and verified.



STUDENT SUPPORT

Contact the Registry Services Department

Admissions

Telephone: (868) 225-1299 ext. 2130 / 2105

E-mail: admissions@roytec.edu

Examinations

Telephone: (868) 225-1299 ext. 2138 / 2114

E-mail: examinations@roytec.edu

Records

Telephone: (868) 225-1299 ext. 2107

E-mail: records@roytec.edu

Registrar

Telephone: (868) 225-1299 ext. 2136

E-mail: registrar@roytec.edu

STUDENT IDENTIFICATION

All students are issued a Student Identification Card upon registration for UWI-ROYTEC programmes. This **MUST** be kept on the students' person at all times and be presented at the first point of entry to UWI-ROYTEC premises and continue to display same whilst on campus. There are strict Security requirements for Student Identification. There is a procedure where a student presents himself/herself for entry and does not have a valid Student Identification Card. (See Academic Regulations for details.)

STUDENT COMMUNICATION

Student Feedback

Located in the reception area, just outside of the **Student Services** Department is a mail box. This mail box is placed there for the collection of comments and recommendations from the student body. To use this facility;

- Fill a comment form and drop it in the 'post box'.

Students may also;

- Write an email to the SSD detailing their issue,
- Visit the SSD to speak with one of the members of the department,
- They may also write and sign a formal letter.

Student Emails

Each student assigned an email address in the format `studentID@roytec.edu`. The UWI-ROYTEC email account has a global list with all students, faculty and pertinent UWI-ROYTEC administrative contacts to allow ease of communication. All official communication will be sent via these email addresses and it is therefore recommended that **students check these accounts at least once a day.**

Email Login Information:

Username: StudentIDnumber@roytec.edu

(e.g. 20120000@roytec.edu)

Password: Date of birth [format mmddyyyy]

(e.g. D.O.B -April 30th, 1980, password - 04301980).

Students are also reminded of the need to use proper English when communicating via email where the subject of the email should only include the main topic and the body of the email contains the full content explaining the topic at hand.

Student Newsletter

The student newsletter is called 'Student Life Matters' which is a medium to share information about student life activities, act as reminders of important deadlines that can impact students' academic status and communicate current information related to students. This is issued by the Student Services Department with input from various stakeholders of UWI- ROYTEC. The newsletters are distributed bimonthly.

STUDENT PARKING

Students can access parking in the designated areas at all UWI-ROYTEC Campuses. It is granted on a first come first serve basis. Note that the carpark contains disclaimer notices placed strategically for any driver entering the area. The disclaimer states:



STUDENT SUPPORT

"By entering and/or parking in this carpark, owners/drivers accept that they do so at their own risk and that UWI-ROYTEC and our servants and/or agents do not warrant and will not indemnify for any loss and/or damage to the interior and/or exterior of the vehicle(s) or anything within, howsoever caused, including without limitation, loss and/or damage caused by theft, destruction, negligence and/or otherwise."

The Carpark is open as follows:

Monday to Friday: 6:00 a.m. – 10:00 p.m.

Saturday: 7:00 a.m. – 8:00 p.m.

STUDENT ORIENTATION

The student experience starts with the orientation sessions. An orientation is held per in-take of students hence UWI-ROYTEC hosts three sets of orientations per academic year. It is open to all new students.

The orientation is a two-part process: a welcoming ceremony and programme specific sessions. The welcoming ceremony includes a formal programme held externally to the institution, also known as the general orientation. It gives the student an opportunity to know the institution, meet the student council members and give an idea of the tertiary education journey ahead.

The second part of the orientation is the programme

specific sessions known as the "break-out sessions". These are held at the college campus, conducted per programme. At these sessions, students are exposed to the administrative elements critical to a positive experience. These include GATE issues, IT challenges, Examinations issues and services accessible from the SSD. The highlight of the session is an opportunity to meet with facilitators related to the programme. Faculty address students' concerns and provide tips going into the programme.

HEALTH AND WELLNESS

The SSD believes that it is the responsibility of the institution to provide education and guidance around living a healthy and well balanced life, particularly whilst at college. As such, it has developed several activities geared toward satisfying the physical, mental, emotional and spiritual needs of students.

Health and Wellness activities include:

- Student Assistance Programme (SAP)
- Sick Bay
- Free testing / Presentations
- Student Insurance
- Spiritual Emphasis
- Access to University of the West Indies (UWI) St. Augustine gym facilities (at a fee)
- Self-Help Resources

STUDENT ASSISTANCE PROGRAMME

The Student Assistance Programme (SAP) is a programme sponsored by UWI-ROYTEC for all registered students to access free high quality counseling and therapy services from an external provider.

As a UWI-ROYTEC student, you can access the SAP confidential services either directly or through our Student Services department. This service is geared to provide assistance in the identification, management and resolution of psycho-social and behavioural challenges. While the service is primarily face-to-face, sessions will be done on zoom when deemed necessary. UWI-ROYTEC students must present their valid student ID cards to access the service.

Students can contact Dolly and Associates directly using the following mediums:

- Main Telephone: 1 868.627.1845 or 1 868.625.7107
- Fax: 1 868.624.3946
- Website: <https://dollyandassociates.com/>
- Hotline Service: 1 868.625.9133

UWI-ROYTEC students are asked to please check the noticeboard, emails, the Student Resource Centre or Student Services Department should they require further information.



STUDENT SUPPORT

Sick Bay

In the event that a student is unwell while at the institution, a sickbay is available for use at the main campus – ground floor near to the library.

Students can access the sick bay by first informing the lecturer / Student Services personnel that they are unwell and will be proceeding to the sick bay. The keys can be requested at the security desk which the student is required to sign for collecting.

When in need of urgent care (i.e. bleeding, head injuries, fractures, asthma or other respiratory distress), students may be taken to the Sick Bay and be given immediate care by a qualified First Aid Personnel. An ambulance will be called if required, and parents/guardian contacted as necessary.

An Incident Report will be filled out for any accidents, incident or near miss occurring at the institution. Often the person involved will fill this out, and submit to the Student Welfare department who will then escalate the matter accordingly.

Spiritual Emphasis

At the main campus, students can request a space for their individual prayer sessions through the Student Services department or security desk. Notices are shared with the student population reminding of the various festivals to utilise the space.

Chapel hours are facilitated by the St. Andrews Theological Centre for our students' use at our satellite campus. The hours are posted on the noticeboard in the main area.

FREE TESTING / PRESENTATIONS

Each semester, testing and seminars are hosted free of charge to students. These include: drug abuse, financial stress, sexual health, STD / HIV tests, vision screening just to name a few. Further details can be found via email correspondence, flyers on the noticeboard or Student Life Matters newsletter.

STUDENT INSURANCE

Group Life and Accident Coverage

Students are insured for any accidental death / dismemberment sustained on UWI-ROYTEC premises, at UWI-ROYTEC events and on their journey to and from UWI-ROYTEC. Details on the provider, coverage type and benefits can be viewed on the Student Resource Centre.

LIBRARY SERVICES

The main aim of the Library is to provide information services to students. These services include the provision of additional learning resources to support programme delivery.

Membership at the Library is free upon presentation of a valid Student Identification Card.

Find Books and Resources

Search collections for books, articles, digital resources and top databases in person or remotely via UWILinC (check the Library's website page for information or in person). Late fees will apply to resources not returned by the specified due date.

Research Consultations

The Library staff can help at every stage of the research process. Call, send an email or visit them in person and someone will be willing to assist.

Quiet Study

The Library has individual study carrels and tables with computers to do your research.

Photocopying and Printing services

Photocopying and printing services are available at the Library. (These services come at a cost dependent on size of print and the colours used).
Opening Hours

For opening hours contact the Library at the contact info below.

Note: Please note given days and times are subject to change

Contact the Library

- Telephone: (868)225-1299 or ext 2125, 2126, 2131 and 2132
- E-mail: library@roytec.edu

Refer to the Library handbook for further details on its services and resources available to students.

INFORMATION TECHNOLOGY SERVICES

Computer Labs

Classrooms at all UWI-ROYTEC locations are equipped with computer systems and multimedia projectors for teaching and classroom presentations. These systems are for lecturer use and **may only be used by a student while in the presence of the designated class lecturer.**

UWI-ROYTEC offers five (5) computer labs as follows:

- Three (3) teaching labs at our main



campus. (located on the 1st, 2nd and 3rd floors).

- One (1) teaching lab at South Campus (located in Naparima College, San Fernando).
- One (1) general purpose student lab at main campus (ground floor) with internet.

Where students require use of labs beyond the allotted opening hours for school-related work, a Lab Request Form may be obtained from the Customer Service Representatives (CSR's) at the administrative office. This form MUST be completed stating the date, time and reason for the use of the Lab, along with Names and ID numbers of the student/s making the request.

Students may bring personal laptops to access the wireless internet service available at no additional cost. Students can consult the Student Lab Assistant on duty in the Student Lab or a member of the IT Department located on the 2nd Floor for assistance in configuring their laptops for internet access.

Note: Students should refrain from using UWI-ROYTEC computers to store personal information as the software installed are set to clear the memory to maintain efficient use of the systems. Students are advised to use their flash drives to save their information or utilize their email as the storage space is significantly large to facilitate storing of research, projects and similar articles.

Student Lab Hours

Mondays to Fridays - 8:00 a.m. – 8:00 p.m.

Saturdays - 8:00 a.m. – 6:00 p.m.

Internet Access

All computers accessible to students (labs, kiosk, library) are equipped to access internet. Students can also use the free wifi made available throughout the academic year to supplement their studies and facilitate research. **Note that students using their corporate laptops may have restrictions that prohibit external wifi connectivity which UWI-ROYTEC staff is NOT authorized to remove or reconfigure.**

Online Services

UWI-ROYTEC offers **five (5) online systems** to students:

1. BANNER - Online Student Administration System; used for: Class Selection, Course Grades, Student Records, Student Transcripts
2. SRC - Student Resource Centre; used for: Lecture Slides and Notes, Past Papers, Discussion Forums
3. Email Services - Office 365; used for: Email Correspondence
4. **Microsoft Teams** - Microsoft Teams is a collaborative platform complete with document sharing, online meetings, chats and many more versatile features

STUDENT SUPPORT

for enhanced communication and facilitates your online classes. Accessing the above can be done from the institution's website: www.roytec.edu

5. LMS

Students are reminded that the primary mode of communicating is through the institution's email address assigned to students. Therefore, students are responsible for checking their emails frequently to remain abreast of updates, activities and reminders within the institution, that are circulated for their benefit.

DISABILITY SUPPORT SERVICES

UWI-ROYTEC is strongly committed to inclusive education by providing supportive and equal opportunity environment for all stakeholders. Special educational needs (SEN) refers to a person who has a learning difficulty or disability, which calls for special educational provision.

A student will be required to provide relevant evidence of the special education needs and disability in order to identify reasonable accommodations within the learning environment.

UWI-ROYTEC will make appropriate accommodations that may include, but not limited to, the following:

1. Readers, note-takers, interpreters and scribes for classes or assessments;
2. Priority registration for students;
3. Sick leave or extended leave- absenteeism due to a student's special education needs or disability would not result in academic penalty;
4. Information shared with relevant authorities regarding teaching and learning accommodation, including testing alternatives and recording of lectures;
5. Access to the Student Assistance Programme (SAP);
6. Provide linkages to national rehabilitation agencies / associations for additional support;
7. Special examinations arrangements (examples such as larger font/printed examinations, extended time for examinations, separate testing room);
8. Elevator access codes for the relevant parties;
9. Adjustment to class schedules where feasible;
10. Appropriate facilities as is reasonably possible to suit the impairment.



STUDENT SUPPORT

UWI-ROYTEC reserves the right to modify this list of accommodations over time. Note that in some circumstances, the student may be required to cover the cost associated with the accommodation. Further details can be found in the document: Procedure for Persons with Special Education Needs (Sen) on the Student Resource Centre.

FINANCIAL ASSISTANCE

The Student Services Department facilitates payment plans on an as needs basis to students. The plan may include registration and tuition fees. A student is required to meet with Student Services personnel where a student may be asked to provide supporting document to be eligible for the payment arrangement. Exemption fees cannot be included on a payment plan.

All plans are actioned within 3 to 5 working days once no additional information is required from the student.

Students wishing to access this service must contact the Student Services Department or enquire at the CSR counter.

HELPING YOU WITH ANY SITUATION

A young man with dark skin, wearing a white t-shirt and blue jeans, is walking and talking on a mobile phone. He has a large grey backpack on his back. He is looking upwards and to the right with a smile. The background is a plain, light-colored wall.

STUDENT COMPLAINTS

The institution will provide guidance and support to resolve a complaint as fairly, promptly and efficiently as possible. The Appeals Committee may preside over formal complaints made by students.

Guiding Principles:

In the event that a student is dissatisfied with the following:

- a programme of study for which they are registered;
- a service provided by UWI-ROYTEC;
- a staff, faculty member or service provider employed by UWI-ROYTEC; and
- a registered UWI-ROYTEC student

The institution will seek to:

- a) resolve the matter at the earliest possible opportunity
- b) investigate fairly
- c) ensure the process is unbiased.

In order to achieve the above, the institution expects that the student would have fulfilled their responsibility to alleviate the matter by expressing their concern to the relevant personnel as soon as it occurred.

Where a complaint is made by student(s) against another student(s) of the institution, UWI-

ROYTEC will determine if proceeding with such an investigation is needed to maintain good order for the teaching and learning environment. The institution has a right to focus on the corrective process rather than one based solely on punitive measures.

Where a complaint is allegedly a criminal offence, the institution may refer the matter to the police and suspend all proceedings until the outcome of such proceedings become known.

It is expected that all parties involved in the complaint will observe the highest level of confidentiality until the closure of the matter.

Procedure:

Stage 1 – Informal complaint:

1. Students should attempt to resolve the matter with the person in question in the first instance. The student is free to seek advice from the UWI-ROYTEC Student Council Executive or the Student Counsellors that would help them resolve the matter.
2. This stage is usually an oral process or via email if face-to-face contact is not possible. It is expected that the majority of complaints can be resolved this way.
3. Where a student is unable to resolve informally, then the formal procedure is initiated.

Stage 2 – Formal Complaint:

4. Students are to lodge their complaint in writing using the relevant form. This is submitted to the UWI-ROYTEC Student Services Department.

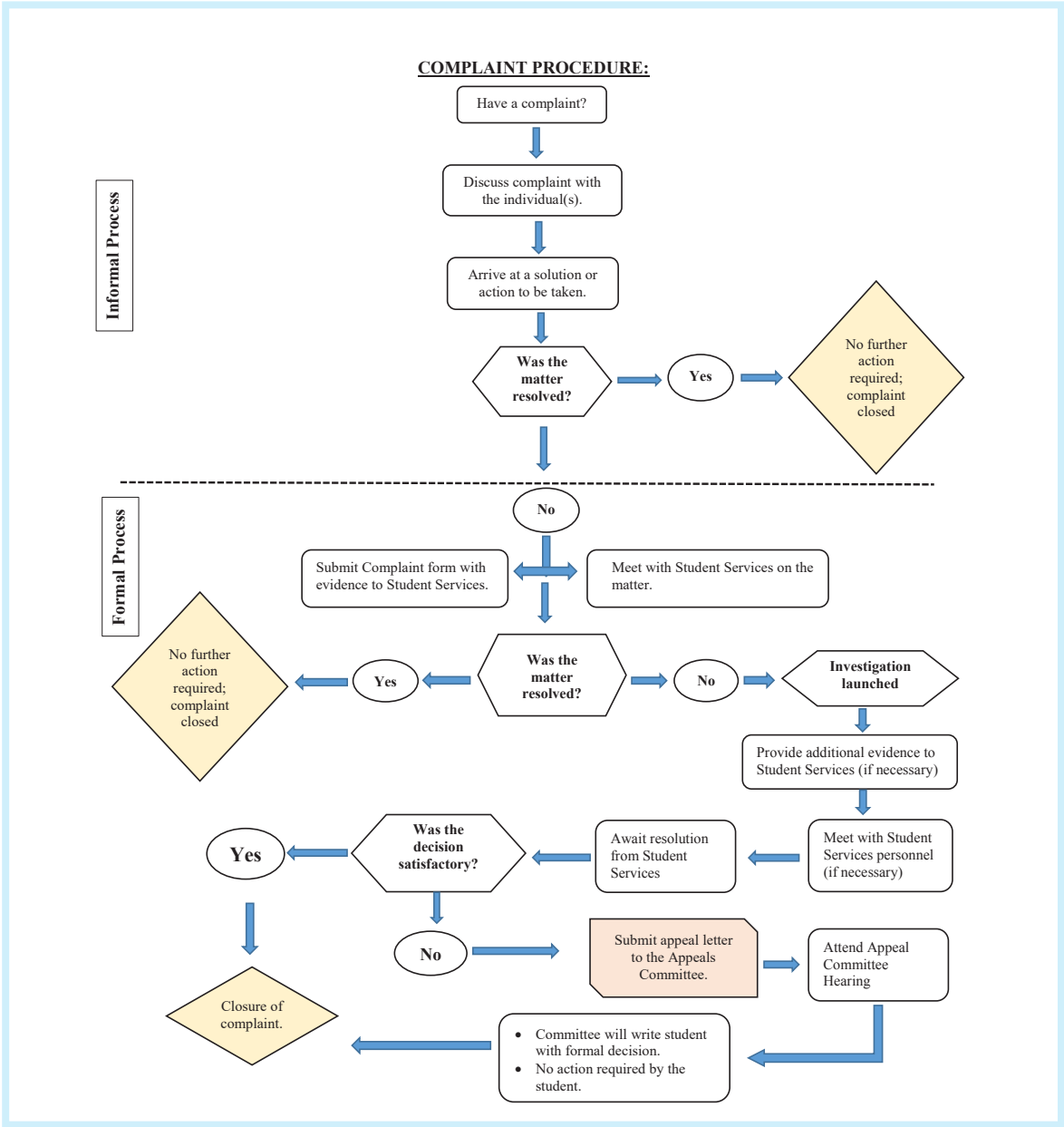
Note: Concerns / evidence expressed anonymously would not be investigated.

5. The student should keep a copy of the complaint and any other documentation (evidence) submitted for their own records.
6. Student Services prepares and dispatches a written acknowledgement of the complaint within 5 (five) working days including notifying parties of the complaint.
7. The Manager Student Services (MSS) will initiate an investigation and contact the parties associated with the Complaint for the purpose of resolving the issue/s as identified in the Complaint Form.
8. Any person/s against whom a complaint is made will be informed of the complaint, and will be allowed to comment or provide evidence of their own toward the investigation.
9. It is expected that this process would be completed within 30 calendar days.
10. Where the matter is so grave or the MSS cannot establish a fair resolution, it will be referred to the Appeals Committee. The parties involved will be notified in writing by the MSS.

STUDENT SUPPORT

11. Student Services would prepare the necessary packages for the panel of members that comprise the Appeals Committee. All parties will receive a file with the relevant documents at least 5 days before the committee is due to meet.
12. The Committee will attempt to resolve the conflict within 15 working days after notification of the matter.
13. The Committee may request further investigation/s and convene any hearing/s necessary with all complainants and parties associated with the Complaint for the purpose of bringing closure to the matters identified in the Complaint Form.
14. The Appeals Committee will review all evidence provided including the investigation report from the MSS. The complainants are required to attend the hearing and may present any new and relevant evidence that for good and verifiable reasons was not available during the initial investigation.
15. The student(s) are allowed to have a representative attend with them, however the representative would not be allowed to speak on behalf of the student. Where witnesses or representatives are requested to attend, these names are to be submitted to Student Services no later than five (5) working days prior to the sitting of the Appeals Committee.
16. Witnesses are required to submit written statements ten (10) days prior to the sitting of the Appeals Committee.
17. The Committee decides on the disciplinary action against individuals based on the evidence presented. The decision of the Committee is final.

Student can access the Student Complaint form on the Student Resource Centre.



The background image shows a large, diverse crowd of people, likely students and professionals, gathered at a fair or conference. In the foreground, several people are seated at a long table covered with a blue cloth, looking at documents and brochures. The table has some papers with text like 'MADIA' and 'BIZ' visible. The background is filled with more people walking around, some looking at displays. A large purple diagonal overlay covers the right side of the image, with white horizontal lines on the left side of the purple area.

STUDENT DEVELOPMENT AND SUCCESS





ACADEMIC AND DEVELOPMENTAL ADVISING

The Developmental Advising & Skills Management within the SSD seek to engage the students in discussions that would promote the development of students' strategy for managing themselves at tertiary education. The aim is to expose students rational thought processes that can act as a good foundation for success at college and subsequently in life. Students can access this facility on their own or be referred by faculty and staff.

Students are required to complete a survey tool which provides insights on their risk profile, motivation level, and vulnerabilities, thereby allowing support staff to provide specialised guidance. Priority is given to provisionally accepted students and those whose academic standing is below the minimum for graduation.

Strategies involve explorative conversations around the student's perception of college and the mutual responsibilities involved in the relationship between the student and the college. Also explored are the possible challenges that the student could be facing, and techniques for managing them.

Such techniques include but are not limited to:

- student counselling assistance programme
- effective time management skills
- study skills / plans

- reading and note taking techniques
- memorisation skills and / or
- referral to upcoming support workshops

How to access Developmental Advising and Workshops

1. Check UWI-ROYTEC email, digital screens and notice boards for upcoming activities and workshops.
2. Register at Student Services via email – studentservices@roytec.edu or via phone 225-1299 ext 2115/ 2116 or visit the office to speak to one of the SS personnel,
3. Provide your name, student ID and programme currently enrolled with up-to-date contact information.
4. Complete appointment form.

CAREER ADVISEMENT

Career Advisement Days are held at both our North and South Campuses. Attendees are given the opportunity to learn about our programmes, submit their applications, meet potential employers, meet our faculty, staff and students, consult with our advisors, view booth displays and receive giveaways.

Resources will be made available on the online

STUDENT DEVELOPMENT AND SUCCESS

platforms that would assist students with their career planning.

Employment Opportunities

Employment opportunities provided to UWI-ROYTEC are shared with our students through our Student Resource Center, circulated to student email accounts and shared on our Facebook page. To access these facilities, please Access our Online Services.

CO-CURRICULAR ACTIVITIES

Co-curricular activities, and programs are scheduled per term to complement students' learning experiences. These activities and programs are crafted with the intention to assist students as they move forward in their academic pursuits. Students engage in sessions that would enhance their ability to cope and succeed at the institution. Some examples of Co-curricular activities are academic tools sessions, financial planning, MS Office topics, Skill enhancement sessions (public speaking, report/business writing etc), debates, and competitions, just to name a few.

Students are encouraged to make smart choices as they traverse the tertiary education landscape.

UPSKILLING

Effective Speaking for Business Students

In this workshop, business students will be exposed to techniques that will assist them to effectively prepare for, practice and execute oral presentations in both the classroom and the boardroom. These students will be exposed to actual oral presentations made by current international business leaders and presenters who illustrate best oral communication practices.

Libra Group Internship

The Libra Internship Program is a paid opportunity for undergraduate students to intern with the Libra Group and its global businesses. Internship roles are available in social responsibility, finance, engineering, human resources, accounting, hotel operations and more.


Details can be accessed via the website link provided <https://www.librainternship.com/>

Eshe's Internship

UWI-ROYTEC has collaborated with Eshe's Learning Centre to offer a two-year internship programme

to students enrolled in the Bachelor of Education Degree Programme. The internship will validate UWI-ROYTEC's approach to teacher education as an applied science of teaching and learning. Students will benefit from on-the-job training and teacher preparation in handling children with disabilities in the classroom.





STUDENT LIFE & ENGAGEMENT



THE UWI-ROYTEC STUDENT

The UWI-ROYTEC student must be equipped with the knowledge of the administrative elements that impacts successful completion of the programme. These are detailed within this booklet inclusive of the necessary policies which students ought to familiarise themselves while at the institution

Extracurricular Activities

Sporting & Recreation

UWI-ROYTEC hosts and participates in a number of sport and recreational activities. The UWI-ROYTEC Student Council through the guidance of the Student Services department develops activities which include football, hockey, badminton and cricket.

Some of our tournaments have included:

- Annual Eight-A-Side Football Tournament
- Cricket Challenge
- All Fours Tournaments
- Table Tennis Tournaments

Cultural & Festivals

The UWI-ROYTEC Student Council have taken on the responsibility in an effort to enhance school spirit by hosting several events at various times during the year, which acknowledge the many



religious holidays and cultural events celebrated by our nation such as EID, Divali, Emancipation etc.

Car Rally and Treasure Hunts

Car Rally and Treasure Hunt events can appear on the list of event for any given academic year. These are fun activities open to UWI-ROYTEC students, staff and faculty along with their families to engage in a friendly competition and may incorporate themes such as "Heroes Vs Villains" in 2017. The themes allow participants to stretch their imagination and creativity in identifying costumes for teams and decorate their vehicles to win additional prizes.

Events

Awards and Recognition Ceremony

Starting in 2016, the Awards and Recognition Ceremony sought to recognise achievements such as the successes of our students especially outstanding achievements or participation that resulted in significant recognition.

Friday Frenzie

The Friday Frenzie is an event held primarily in the carnival season for the students. It is a social event to relax in a safe environment outside of the classroom.

Hiking and Nature

Hiking and nature activities are usually arranged by the UWI-ROYTEC Student Council in collaboration with the Student Services Department throughout the year. Some of the activities that have been held include:

- Hike to Mermaid Pools, Three Pools, Peechon Cove
- Down The Islands (Gasperee Caves and Monos Island)
- Turtle Watching

Check the Student Activity Calendar for upcoming events.





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STUDENT LEADERSHIP & ADVOCACY



Opportunities for student leadership are not restricted to any one programme at UWI-ROYTEC. Advocacy begins with a desire to help others through activities that can influence policy and be accomplished at the institution level, or national level.

Student leaders can range from beginners to experienced advocates. For those new to the experience, advocacy is any organized activity that purports to influence policy. It can include communications to elected officials, such as meetings, letters, emails, or Social Media messages. Advocacy can also be an activity that raises awareness about issues.

The Student council is an excellent forum to build student leadership and advocacy skills.



ROYTEC

SCHOOL OF BUSINESS AND
FINANCIAL SERVICES LIMITED

THE UWI-ROYTEC STUDENT COUNCIL (RSC)

The UWI-ROYTEC Student Council (referred to hereafter as RSC) is a Representative Committee for students with democratically elected officers drawn from the entire student population. The overall purpose is to promote the interests of the student body and to foster Academic and Social Development. The SSD provides guidance to the RSC Executive relative to its activities and operations. The SSD acts as a liaison between the Student Council and the administration of UWI-ROYTEC. The objectives of the RSC Executive are to serve the UWI-ROYTEC student body; voice student opinions to UWI-ROYTEC's administration; protect and improve the rights, opportunities and quality of life of every student at UWI-ROYTEC. The main purposes of the RSC are to:

- Promote the interest of the student body in cooperation with UWI-ROYTEC's Administration, Faculty and Students.
- Promote a progressive team spirit and community involvement while seeking ways to improve the campus environment.
- Represent students' views and act as a channel for student concerns.
- Facilitate the training of students in leadership.
- Facilitate student training and professional

development geared towards student preparation for the world of work.

- Act as a consultative body in the development and implementation of academic policies involving students.
- Promote collaboration among students, lecturers and administration.
- Contribute to the orientation and integration of students at UWI-ROYTEC.
- Foster unity among students at UWI-ROYTEC by sponsoring social, educational and other events.
- Provide opportunities for students to exhibit their skills, talents and interests in meaningful ways beyond the classroom.

As such, the initiatives of the RSC are focused around the Academic and Social Development of students providing opportunities for personal growth.

The RSC Executive members are invited to sit on several committees of UWI-ROYTEC which include;

- Academic Council Committee
- Appeals Committee
- Health and Safety Committee
- Information Technology Committee
- Quality Assurance Committee

The RSC has spearheaded several initiatives which are continued by the various Executive Committees that come into office. The RSC Constitution can be

accessed on the Student Resource Centre of from any member of the RSC Executive.

RSC Bookshop and Copy Centre

This is a business operated by the RSC at the main campus where students can be gainfully employed by the RSC. It presents an opportunity for students to build their leadership and supervisory skills. The store is mainly overseen by the RSC Treasurer.

It also facilitates the sale of used books each semester to the student population. Students interested in selling or purchasing used books for their courses can liaise with the RSC and store representatives.

The opening hours of the store may vary per term but generally operate from:

- Mon – Fri: 10:00am – 6:00pm
- Sat: 10:00am – 3:00pm

Locker Rental

A locker rental service for storage of personal belongings is available at

- \$10.00 per day
- \$50.00 per year - September to July (paid at the bookshop)
- \$35.00 January to July (paid at the bookshop)

Please note that no bags are permitted in the Library therefore the lockers become quite useful.

*** Note: All prices quoted in Trinidad and Tobago Dollars (TTD)**

Please check your Student Handbook for further information on academic regulations.

CLUBS, ASSOCIATIONS AND VOLUNTEERISM

The Student Council Executive oversees the Clubs, Associations and Volunteering Service. These are set up as partnerships and can include charities and community organisations. Whether it's a one-off event or an ongoing community project, making volunteering a part of student experience is a great way for students to bond as a team, share their skills and passion and make a positive contribution either within UWI-ROYTEC or the local community. The RSC is keen on supporting students to develop and adapt their project ideas to make their experience relevant and relatable. Students can reach any member of the RSC via email:

President - rsc.president@roytec.edu

Vice President - rsc.vpresident@roytec.edu

Treasurer - rsc.treasurer@roytec.edu

Secretary - rsc.secretary@roytec.edu

Public Relations Officer - rsc.profficer@roytec.edu

Clubs Representative - rsc.clubsrep@roytec.edu

Head Programme Representative - rsc@roytec.edu

Lead Ambassador - rsc.ambassador@roytec.edu



Volunteering

International Coastal Clean-up 2018

UWI-ROYTEC joined the Ministry of Planning and Development and the rest of the world, as students and staff mobilized to participate in clean-up activities along the foreshore coastline. This is one of the events that the institution uses to build networks of environmentally-conscious individuals who seek to bring about positive changes in the UWI-ROYTEC communities.

Credo: Sophia House

UWI-ROYTEC & its **Alumni Association (URAA)** undertook its first civic project with Sophia House in 2016. This institution currently houses sixteen (16) young girls between the ages 10 - 16 years who would have been assigned to the home from either the Trinidad and Tobago Courts or the Children's Authority of Trinidad and Tobago. The URAA has undertaken to provide the residents of the home with personal care packages annually.

UWI-ROYTEC ALUMNI ASSOCIATION (URAA)

The URAA is a Non-Profit Association chartered by UWI-ROYTEC and its Graduates to facilitate further growth and development of UWI-ROYTEC and its students.

The URAA Executive strives to build the URAA's membership, develop substantive relationships with other partners and stakeholders and make a mark in UWI- ROYTEC's development.

URAA's activities can be found on the noticeboard around campus. Graduates and alumni can join by contacting them via email at URAAexecutive@gmail.com.

UWI-ROYTEC ALUMNI ASSOCIATION MENTORSHIP PROGRAM

Goals of the UWI-ROYTEC Alumni Association's Mentoring Program

- Assist students who are new to the institution with personal development, business development and understanding

of theory and practice of chosen field of study.

- Help students adjust to and navigate their academic and professional career.
- Allow mentors to give back to the profession and UWI-ROYTEC and grow personally.
- Encourage mentees to realize their full potential

How to become a Mentor / Mentee?

To become a mentor / mentee, please fill out your profile on "Be a Mentor" or Mentorship Registration (Mentee) form. Potential mentors/mentees will be matched using the data in the profiles and contact those with whom they are interested in developing a mentor/mentee relationship. All participants must be members of UWI-ROYTEC community.

YOUR **QUESTIONS** ARE **IMPORTANT** TO US

FAQs

Q: What are the different online services for?

A: There are three separate online services available:

- **Student Administration:**
The Online Student Administration System (Banner), is the system used for student administration such as registering for classes and viewing examination grades.
- **Student Resource Centre**
The Student Resource Centre (SRC) provides access to past examination papers, class discussion forums and learning materials posted by lecturers such as notes and PowerPoint slides.
- **Student Administration (Banner)**
You sign in using your User ID as your student ID number. Your default PIN is your date of birth in the format MMDDYY. Note the format of month first and only two (2) digits for the year.

Note that you will be asked to change this PIN and set a security question and answer upon your first sign-in.
- **Student Resource Centre (SRC)**
You sign in using your student ID number as your username. Your default password is your

date of birth in the format MMDDYYYY. Note the format of month first and four (4) digits for the year.

- **Email Services**
You sign in using your student email address, which is in the format studentID@roytec.edu. Your default password is your date of birth in the format MMDDYYYY. Note the format of month first and four (4) digits for the year.
- **Microsoft Teams**
Microsoft Teams is a collaborative platform complete with document sharing, online meetings, chats and many more extremely useful features for business communications and your online class. Accessing the above can be done from the institution website: www.roytec.edu

Q: I forgot my password, or I was locked out of my account. How do I regain access?

A: Your first step is to use the built-in password recovery mechanisms of the email or Banner systems as applicable.

We strongly encourage use of the password recovery option prior to contacting the UWI-ROYTEC administrative offices. It will allow you to regain immediate access to your account instead of awaiting a response from us.

Q: I still require further assistance. Can someone help me?

A: Certainly. Please note the appropriate contacts as follows:

- For concerns with class registration and other Banner related issues, please send an e-mail to registrar@roytec.edu including your name, student ID number, a brief description of your problem and a telephone contact number.
- For missing SRC classes, denied service access or other technical issues, please send an e-mail to itu@roytec.edu including your name, student ID number, a brief description of your problem and a telephone contact number.

Q: Is there a fee to participate in Student Services Events?

A: Most SSD events are free of charge unless otherwise stated on the relevant flier(s). Note if a fee is charged, it is usually discounted for UWI-ROYTEC registered students and other external participants are charged full cost.

Q: How long can I be on a leave of absence?

A: The standard time frame of a leave of absence is one term. The maximum duration however is one academic year.

Q: What are the hours of operation of the Student Services Department?

A: Mondays to Fridays: 8:30am to 5:00pm. Outside of those hours, persons can contact the department via email at studentservices@roytec.edu and will be assured of a response within the next working day or they can reach us on Microsoft Teams via the Support Channel.

Q: What are the office hours for the Student Counsellors?

A: Please call .627.1845 or 625.7107 for assistance. An After Hours hotline is available For al registered students to utilise should an emergency occur and students need to contact a counsellor: 625.9133

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