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SBCS reserves the right to make changes to the information contained in this document without prior notice.
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CONTACT DETAILS

SBCS, CHAMPS FLEURS:
53 – 54 Sagan Drive, Champs Fleurs, Trinidad, West Indies
Telephone: (868) 663-SBCS (7227)
Fax: (868) 663-3640 (Advisory & Admissions)
(868) 662-1391 (Finance)
(868) 645-3875 (CEC)

SBCS, PORT OF SPAIN:
46 – 50 & 29 – 31 Picton Street, Port-of-Spain, Trinidad, West Indies
Telephone: (868) 622-1993
Fax: (868) 628-8670

SBCS, SAN FERNANDO:
27 – 31 Fran Street, Cocoyea Village, San Fernando, Trinidad, West Indies
Telephone: (868) 652-2388
Fax: (868) 657-9704

SBCS, TRINCITY:
Corner Beaulieu Avenue and Trincity Boulevard, Trincity, Trinidad, West Indies
Telephone: (868) 640-7490
Fax: (868) 640-4939
THE SBCS MANAGEMENT TEAM

Executive Director
Dr. Robin Rabindranath Maraj
robinm@sbucks.edu.tt

Director
Mrs. Vijaya Maraj
vijayam@sbucks.edu.tt

Senior Manager – Corporate Services
Mr. Imran Mohammed
imranm@sbucks.edu.tt

Senior Manager – Finance and Administration
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Senior Manager – Centre for Information, Technology and Engineering (CITE) / Corporate Training Centre (CTC) / Centre for University of Greenwich Programmes (UOG)
Mrs. Rinnette Ramdhanie
rinnetter@sbucks.edu.tt

Senior Manager – San Fernando Campus
Mrs. Terry Amirali-Rambharat
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Manager – Port of Spain Campus (Centre For Media Studies)
Ms. Michelle Kong
michellek@sbucks.edu.tt

Manager – Trincity Campus / Centre for Certified and Professional Programmes (CCPP)
Ms. Candy Douglas
candyd@sbucks.edu.tt

Manager – Central Academic Administration (CAA)
Mr. Kevon Allen
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Manager – Central Academic Scheduling and Operations (CASO) / Examinations Unit
Mr. Navin Lallan
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Manager – Academic Administration: Centre for Media Studies (CMS)  
(BTEC HND Creative Media Production / BA Media)  
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abbigaila@sbc.edu.tt

Manager – Centre for University of Greenwich Programmes  
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gerards@sbc.edu.tt

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celiam@sbc.edu.tt

Manager – Office of the Executive Director  
Ms. Ria Gomes  
riag@sbc.edu.tt

Assistant Manager – Corporate Education Centre (CEC) [Postgraduate]  
Ms. Jane Paul-Williams  
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Assistant Manager – Centre for Information Technology and Engineering (CITE) [Engineering Programmes]  
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davindraj@sbc.edu.tt

Assistant Manager – Centre for Information Technology and Engineering (CITE) [Information Technology Short Courses]  
Ms. Natasha Beckles  
natashab@sbc.edu.tt

Assistant Manager – Corporate Training Centre (CTC)  
Mrs. Carol Ann Joseph  
carolannj@sbc.edu.tt

Senior Student Services Administrator  
Ms. Jenine Mitchell  
jeninem@sbc.edu.tt
OUR VISION
To be the region’s premier tertiary teaching and learning institute for globally recognized and industry-relevant education and training.

OUR MISSION
To deliver industry-relevant tertiary education and training, using a learner centric approach, with staff, facilities and courseware of the highest quality, in the transformation of our human resource into the region’s most valuable natural resource.

OUR PRIMARY OBJECTIVE
To transform our students into innovative, ethical and creative lifelong learners, with a drive for excellence, and a passion for challenges, matched only by a desire to enrich their communities.

OUR CORPORATE MANTRA
At SBCS we have but one overarching goal, which is to deliver:
An excellent service to our students,
At a profit if we can,
At a loss if we must,
But always excellence!

OUR WATCH WORDS
• Trust  • Excellence  • Passion  • Teamwork  • Resilience

OUR QUALITY POLICY
SBCS is committed to supporting and facilitating lifelong learners. This commitment is an integral part of our mission to deliver industry – relevant tertiary education of the highest quality.

We are guided by an adaptive QMS that adheres to both local statues and regulations as well as international collaborative agreements.

Our Quality Objectives are derived from our Strategic Plan, established every four years by the Strategic Planning Committee. The execution of these objectives is reviewed every six months through a formal review process conducted by Quality Assurance.

This policy, like our Mission, Vision and Theory of value, underpins all of SBCS’ initiatives and is reviewed annually to ensure continuing relevance as society and the institution evolve.
OUR THEORY OF VALUE
Education is an infinitely transformative process. It is a catalyst for social and economic growth. For this to happen, the educational experience must be immersive and relevant. Learning must be inclusive and participative. If provided with a complete learning environment, students can transform society and their lives.

OUR VALUES AT A GLANCE
Unmatched Academic and Administrative Support
• Over 29 years’ experience in higher education, delivering globally recognized and industry relevant programmes.
• Highly qualified teachers with proven track records of success in the classroom and workplace.
• An approach to teaching which blends academic theory with practice, aimed at producing professionals who are strategic thinkers.
• Efficient and thoughtful administrators and auxiliary staff.

A Unique Learning Environment: Safe, Connected, Convenient
• Classes at four safe and conveniently located campuses which provide a 21st century learning eco-system around the clock.
• Flexible modes of study including online and blended learning.

Exclusive Employability Skills Training – Developing a well-rounded professional
• Develop skills needed to manage projects and contribute meaningfully to your organisation.
• Unlock your potential to think critically, creatively and ethically.
• Acquire the ability to communicate persuasively, solve problems and be a team player.

Alumni
• Join over 6,000 alumni who have graduated from SBCS with a globally recognized degree or professional qualification.
• Access the best career opportunities at home and abroad.
• Benefit from a range of continuing education and development courses using online or face-to-face modes of delivery.
WELCOME FROM OUR EXECUTIVE DIRECTOR

I am delighted to welcome you to the School of Business and Computer Science Ltd. (SBCS). This booklet has been formulated to provide you with important information about our institution. At SBCS our focus is on delivering an excellent service to our students.

Our primary objective is to transform our students into innovative, ethical and creative life-long learners, with a drive for excellence, and a passion for challenges, matched only by their desire to enrich our global community.

Our underlying philosophy is to continually seek to simultaneously incorporate the emerging concepts of management, technology and education with the imperatives of the global market place, present and future, thus ensuring that our graduates are INDUSTRY RELEVANT and GLOBALLY RECOGNISED.

We welcome students regardless of age, as the diversity and relevance of our programmes transcend biological age. If you have a passion for knowledge, an inquisitive mind, and the right attitude, then you will enjoy your stay with us, as we promise to deliver to you an excellent service, at a profit if we can, at a lost if we must, but always excellence.

Robin Rabindranath Maraj
Founder & Executive Director
PROFESSIONAL AFFILIATIONS

SBCS works closely with the following Universities, Professional Associations and Corporations in delivering a number of programmes throughout the region:

• Edinburgh Business School – Heriot-Watt University (UK)
• The London School of Economics & Political Science (LSE);
  Royal Holloway University – University of London (UK)
• University of Greenwich (UK)
• University of Sunderland (UK)
• University of Leicester (UK)
• ABE – Association of Business Executives (UK)
• ACCA – Association of Chartered Certified Accountants (UK)
• CIPS – Chartered Institute of Procurement and Supply (UK)
• City & Guilds of London Institute (UK)
• PMI® – Project Management Institute (USA)
• Pearson (UK)
• AutoDesk (USA)
• CASTLE Testing
• CIW – Certified Internet Web
• COMPTIA – Computing Technology Industry Association (USA)
• Electronics Technicians Association (ETA)
• Kryterion Testing
• Microsoft (USA)
• Prometric and Pearson VUE Testing Services
PROFILE OF SCHOOL OF BUSINESS & COMPUTER SCIENCE LIMITED
“Learn. Practice. Influence.”

Established in 1987, the School of Business & Computer Science’s flagship campus is strategically located in Champs Fleurs with the advantage of easy access to transportation. Nestled in the foothills of the Northern Range, the tranquil and scenic surroundings provide the ideal environment for the effective delivery of our programmes. The campus boasts engineering and computing labs, a Student Recreation Centre and dedicated postgraduate study facilities.

SBCS’ second campus, on the outskirts of Port of Spain, opened its doors for business in May 2003, providing an ideally located training centre for companies and individuals in the capital city and its environs. Also called the Centre for Media Studies (CMS), the Port of Spain Campus is the administrative centre for our HND and BA Media programmes, and is equipped with complete sound and television studios.

Our third campus was launched in February 2006 and is located in Cocoyea Village, San Fernando. Southern business entities and individuals have traditionally faced challenges in accessing high quality tertiary education and training in the South. It is with this in mind that SBCS decided to take our services to the city and people of San Fernando.

SBCS’ Trincity Campus was established in September 05, 2008, and stands as our fourth campus, located on the corner of Beaulieu Avenue and Trincity Boulevard, Trincity. Classes officially commenced at this facility in January, 2009; since then, the campus has grown and developed to become SBCS’ Centre for Graphic Communication (CGC). This campus brings to the East the best traditions of quality lecturers, world class programmes, and excellent service that have made SBCS one of the premier providers of private tertiary education. The campus sports unique facilities that include a Mac Lab as well as an Art Design Studio. Its fifteen (15) classrooms are situated on the basement level (underground), which also houses the Student Recreation Room.

The underlying philosophy of “quality customer service” permeates all of our campuses.
EQUAL OPPORTUNITIES STATEMENT

SBCS is a non-denominational, private tertiary learning institution where we do everything in our power to ensure that our students are treated equally regardless of race, gender, disability, marital status or religious belief.

SBCS is a multi-campus institution that is in the process of retrofitting its older facilities to fully cater for the differently-abled. If you are differently-abled and wish to study with SBCS please contact our Student Services Unit or Manager of the campus you wish to enrol, in advance of registering.

LOCATIONS OF SBCS CAMPUSES

Where are we located?
SBCS has four Campuses in Trinidad.

They are located at:
53-54 Sagan Drive, Champs Fleurs.
46-50 Picton Street, Port of Spain.
27-31 Fran Street, Cocoyea Village, San Fernando.
Corner Beaulieu Avenue and Trincity Boulevard, Trincity.
HOURS OF BUSINESS (AT ALL LOCATIONS)

The following is a listing of the operational hours of SBCS administration units, libraries and cafeterias.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Department / Branch</th>
<th>Monday - Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champs Fleurs</td>
<td>General Administration &amp; Course Admin</td>
<td>8:00 A.M. – 6:00 P.M.</td>
<td>8:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 3:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Corporate Education Centre</td>
<td>9:00 A.M – 6:00 P.M.</td>
<td>9:00 A.M. – 4:00 P.M.</td>
<td>8:30 A.M. – 2:30 P.M.</td>
</tr>
<tr>
<td></td>
<td>Book Distribution Centre / VUE Testing Centre</td>
<td>9:00 A.M – 6:00 P.M.</td>
<td>8:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 2:00 P.M.</td>
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<tr>
<td></td>
<td>Library</td>
<td>8:30 A.M. – 8:30 P.M.</td>
<td>8:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 3:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Cafeteria</td>
<td>8:00 A.M. – 7:00 P.M.</td>
<td>Please check notice board for availability</td>
<td>7:30 A.M. – 4:30 P.M.</td>
</tr>
<tr>
<td>Port-of-Spain</td>
<td>Branch</td>
<td>9:00 A.M. – 6:00 P.M.</td>
<td>9:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 3:00 P.M.</td>
</tr>
<tr>
<td>San Fernando</td>
<td>Branch</td>
<td>8:00 A.M. – 6:00 P.M.</td>
<td>8:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 3:00 P.M.</td>
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<td>8:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 3:00 P.M.</td>
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<tr>
<td></td>
<td>Cafeteria</td>
<td>8:00 A.M. – 7:30 P.M.</td>
<td>Please check notice board for availability</td>
<td>7:30 A.M. – 4:00 P.M.</td>
</tr>
<tr>
<td>Trincity</td>
<td>Branch</td>
<td>9:00 A.M. – 6:00 P.M.</td>
<td>8:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 3:00 P.M.</td>
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<tr>
<td></td>
<td>Library</td>
<td>8:30 A.M. – 8:30 P.M.</td>
<td>8:00 A.M. – 4:00 P.M.</td>
<td>8:00 A.M. – 3:00 P.M.</td>
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<tr>
<td></td>
<td>Cafeteria</td>
<td>8:00 A.M. – 7:00 P.M.</td>
<td>Please check notice board for availability</td>
<td>7:30 A.M. – 4:30 P.M.</td>
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</table>

Sundays and Public Holidays

The cafeteria at each campus may open for a specified period of time on public holidays and Sundays, depending on the number of classes scheduled at the respective campus. Please check the relevant notice board(s) or website for further details.

During examination periods, the libraries are also open on Sundays to allow for additional study room and access to its resources.
SERVICES AT SBCS

Advisory and Admissions

The Advisory and Admissions Centre (AAC) is responsible for the following activities:
• Enrolment of students (registration)
• Provision of general information on courses
• Provision of career guidance services
• Processing payment of SBCS fees

Corporate Education Centre

The Corporate Education Centre (CEC) is responsible for:
• Registration for
  o Edinburgh Business School, Heriot-Watt University MBA, MSc and DBA
  o University of Sunderland BA
• Provision of knowledge, accurate and timely programme information to all internal, external, and potential students
• Preparation of brochures
• Pre-registration planning
• Student enrolment
• Receipt of exam applications
• Exam preparation and related activities
• Receipt of Payments on behalf of Universities
• Processing of SBCS payments
• Receipt of GATE clearance applications
• Preparation of GATE claim submissions
• Preparation of letters / Proforma Invoices
• Ensure daily classroom setup
• Preparation of class registers / Monitor attendance
• Distribution and tallying of Lecturer evaluations
• Maintenance of student programme files
• Responses to telephone and email enquiries
• Provision of student services support

Central Academic Administration and Quality Assurance

Central Academic Administration (CAA) and Quality Assurance (QA) departments form a vital part of our monitoring and compliance mechanism to ensure that our students are provided with excellent service.
Course Administration Departments

Once a student has registered with SBCS through the Advisory and Admissions Centre (AAC) or CEC, all additional information such as class schedules, classroom assignments, and queries regarding lecturers etc., can be obtained from the respective Course Administration Department or CEC.

The Course Administration Departments are responsible for the following:

- Preparation of course timetables and allocation of classrooms
- Distribution of students’ handbooks and/or programme fact sheets
- Liaising with foreign academic boards
- Administration of personal student tutorials, academic advice, student attendance etc.
- Daily examination of class attendance and progress of lecture topics
- The Lecturer Evaluation Process.

ATEC – Accountancy Training and Education Centre is responsible for the administration of the ACCA and FIA programmes.

UOL – Centre for University of London Programmes (undergraduate) is responsible for the administration of all undergraduate University of London programmes.

CCPP – Centre for Certified Professional Programmes is responsible for the administration of the ABE, CIPS and the BTEC HND in Business (Management, Human Resource Management, Marketing) and BTEC HND Computing and Systems Development from Pearson.

CEC – Corporate Education Centre is responsible for the administration and marketing of the majority of our postgraduate and distance learning programmes from the Heriot-Watt University and the BA (Hons) Business Management programme from the University of Sunderland.

CITE – Centre for Information Technology and Engineering is responsible for the following:

- BTEC HNDs in Construction and the Built Environment and Electrical and Electronic Engineering from Pearson
- B.Eng (Hons) Electrical and Electronic Engineering Technology from the University of Greenwich
- BSc. (Hons) Engineering Management (Construction) from the University of Greenwich
- City & Guilds Engineering and Telecommunications programmes
- Short Information Technology (IT) courses e.g. Computer Literacy, Microsoft, CISCO, Network+, A+, AutoCAD, Web, 3d, Java, etc.
- Short Engineering Courses e.g. Electric Motor Controls, Programmable Logic Controllers, Plumbing Technology etc.
CTC – Corporate Training Centre is responsible for all Professional Development courses and seminars, whether offered on-site or off-site. This unit also oversees the delivery of our Project Management programmes, including programmes approved by PMI® (The Project Management Institute), as well as tailored courses and seminars.

UOG – Centre for University of Greenwich Programmes is responsible for administration of all University of Greenwich programmes except for the B.Eng (Hons) Electrical and Electronic Engineering Technology and BSc. (Hons) Engineering Management (Construction) programmes, which are administered by the CITE department, and the BA (Hons) Media and Communications programme administered by our Centre for Media Studies (CMS).

CMS – Centre for Media Studies is a specialised campus of SBCS focusing on the delivery of media and media-related courses together with Corporate Training in the field of Business and IT. CMS is responsible for the administration of the BTEC HND in Creative Media Production (formerly HND in Media) and the UOG – BA (Hons) Media and Communication programme. Both programmes are offered only at the POS campus. The MBA from Edinburgh Business School, Heriot-Watt University is now also delivered at the Port of Spain campus.

CGC – Centre for Graphic Communication (aka SBCS, Trincity) is another specialised campus of SBCS, with a focus on the administration of programmes in Art and Design. CGC is responsible for the administration of BTEC HND in Graphic Design from Pearson and the BA (Hons) Graphic Design programme from the University of Sunderland. These programmes are offered exclusively at the Trincity Campus.

Academic Managers / Course Administrators

These are responsible for their respective programmes and liaise with external academic bodies concerning student matters. This link ensures that they are current with course syllabi; fee structures; registration and examination procedures; deadline dates and requirements with respect to submission of assignments / projects.

Course Administration Services at Port of Spain, San Fernando and Trincity Campuses

Multifunctional Course Administration Units are located at all of these campuses. These units are staffed by Course Administrators who work directly with our main Academic Departments at Champs Fleurs. You are encouraged to liaise with the relevant Course Administrator(s) at the location where your classes are being held, should you require supplemental information.
Alternatively you may also contact the Manager of your campus for information, namely:

SBCS Port of Spain: Ms. Michelle Kong – michellek@sbc.edu.tt
SBCS San Fernando: Mrs. Terry Amirali-Rambharat – terryr@sbc.edu.tt
SBCS Trincity: Ms. Candy Douglas – candyd@sbc.edu.tt

SBCS reserves the right to:
• Cancel and or consolidate classes/courses in the event of low enrolment.
• Amend the schedule for a course/programme, by either the addition or removal of classes, or any other action that may be deemed necessary by our Academic Administration, in order to ensure the proper delivery of our service. Changes may require you to attend classes on days or at venues other than originally noted on your timetable.

Student Services

This department provides support services that complement those offered by Course Administration and academic staff.

The functions of the Student Services Department include:
• Coordination of the student orientation process
• Career guidance and placement services
• Facilitation of student development and welfare initiatives
• Management of student complaints and grievances
• Provide support to international/CARICOM students
• Assurance that current information is accessible to students.
• Counselling (through our affiliation with Families in Action)
• Management of Extra Curricula Activities (in collaboration with the Student Council)

Library

The library is primarily designed to support undergraduate and postgraduate studies in all principal subjects taught at SBCS.

Library facilities are located at the following campuses:
• Champs Fleurs • San Fernando • Trincity • Port of Spain

Each library is equipped with up-to-date resources and material to meet the needs of our students. These resources include a comprehensive collection of textbooks, study guides, manuals, reference material, past papers, subscription magazines, and computers for student use.

For added convenience, the library also provides services such as book loans, photocopying, and access to sample dissertations/projects. Visit your campus library today.

*NB: The Port of Spain Library holds only material related to media and communications in its collection.
Hours of Business

Champs Fleurs Library
Monday – Thursday 8:30 A.M. – 8:30 P.M.
Friday 8:00 A.M. – 4:00 P.M.
Saturday 8:00 A.M. – 3:00 P.M.
*Sunday 10:00 A.M. – 4:00 P.M.

San Fernando Library
Monday – Thursday 8:30 A.M. – 8:30 P.M.
Friday 8:00 A.M. – 4:00 P.M.
Saturday 8:00 A.M. – 3:00 P.M.
*Sunday 10:00 A.M. – 2:00 P.M.

Trincity Library
Monday – Thursday 8:30 A.M. – 8:30 P.M.
Friday 8:00 A.M. – 4:00 P.M.
Saturday 8:00 A.M. – 3:00 P.M.

Port of Spain Library
Monday 9:00 A.M. – 8:30 P.M.
Tuesday 9:00 A.M. – 6:00 P.M.
Wednesday 9:00 A.M. – 6:00 P.M.
Thursday 9:00 A.M. – 8:30 P.M.
Friday 9:00 A.M. – 4:00 P.M.
Saturday 8:00 A.M. – 3:00 P.M.
*Sunday openings are during the exam period

Catalogues and Electronic Resources

ResourceMate 3.0 is the name of the online library catalogue and library system at SBCS. It contains records of over three thousand items (mainly books and journals) held by libraries within SBCS.

The computers in the library have internet access and are fitted with USB drives. Readers can use their own laptops in the library. Designated desks have power plugs. Wireless access is available in all areas within the library.

In addition, through SBCS’ subscription to EBSCO, students are afforded access to reference material beyond the confines of the physical libraries. EBSCO is the World’s premiere database aggregate, offering a suite of nearly 475 full text and secondary research databases as well as eBooks.
Borrowing

The library provides access to textbooks, reference material, past papers and subscription magazines. A caution fee of Four Hundred and Fifty dollars (TT$450.00) is payable by all students who wish to access the library’s overnight loan facility. Loans are limited to two (2) books per person for a period of seven (7) days and can be renewed via telephone, or in person, for an additional seven (7) days. Fourteen (14) consecutive days, however, is the maximum period an individual is allowed to have a book on loan. The decision to extend the loan period for any book is at the discretion of the library staff.

There is no fee for using the resources within the confines of the library.

Conduct

Students are reminded that the Library is a place for quiet study. You are asked to respect the needs of others to ensure a pleasant and conducive working environment. You are not allowed to bring any food, snacks, soft drinks, coffee and tea into the library at any time. Bottled water is allowed, except near the computers. Mobile phones must be on vibrate or silent. Personal belongings must not be left in the library overnight. The library will not be responsible for loss of personal items.

You are advised to visit the library for more in-depth information on its operations.

Central Academic Scheduling & Operations (CASO) and Examinations Unit

CASO is the key strategic coordinating unit of SBCS that provides the platform for the delivery of mission critical services to our academic units, so as to ensure that our students are provided with an immersive learning experience, one that is both enjoyable and highly productive.

Its focus is on creating a collaborative and service oriented environment by ensuring that the lines of communication are clear and the requirements of each academic unit are catered for in an efficient manner.

Services provided:

- The scheduling aspect is where classes are strategically organised to accommodate our lecturers and students. We ensure our classrooms/labs/study areas are comfortable and conducive for learning as well as on par with the required standards. Our dynamic environment leads to a cutting edge experience for our students.

- SBCS E-Learning is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment. The main aspect of SBCS E-Learning is to improve and facilitate the interaction between Students and Lecturers and provide one interface in which students can access course material as well as interact with other members of their respective class.
Examinations Unit (Testing Centre)

Services provided:
• The Examinations Unit is responsible for the administering of all University examinations following the rules and guidelines provided by each university.
• Certified Prometric, Pearson VUE, Kryterion, CASTLE, AutoCAD Testing Centre – High quality and customer-focused delivery of testing services which include candidate registration and payment, exam scheduling, administering / delivery of examinations and workstation maintenance.
Email testingcentre@swcs.edu.tt for further information.

Book Distribution Centre (BDC) (Champs Fleurs)

Services provided:
• Ordering, stocking and distribution of text books, manuals and course materials for SBCS programmes.
• Payment for ACCA / FIA Computer Based Examinations (CBE). This is also done at the San Fernando Campus.
• The sale and rebooting of SBCS photocopy cards. At the San Fernando Trincity Campuses, copy cards can be purchased from the Customer Service Representatives.
• Sale of SBCS Paraphernalia
• Sale of Printing Cards

Computer Laboratories & Information Systems

Based on your programme of study, a computer may be available for use during lab hours. Consult with your Course Administrator and the Lab Supervisor for information regarding the scheduling and assignment of lab facilities. Alternatively, you can access internet facilities on your personal laptop. This service is only available while on the compound and at the available hot spots. Consult with your Course Administrator for more information.

Engineering Laboratory Facilities

Availability of these labs is based on your programme of study. Additionally, access to these labs (IT, Computer Repairs & Engineering) is strictly prohibited to students of non-related programmes. Access to these labs by bona fide students is only permitted during the periods designated by SBCS. Failure to abide by this rule will result in expulsion.

You will be liable for the cost of repairing or replacing items damaged or destroyed as a result of carelessness on your part.
Cafeteria (Champs Fleurs, San Fernando and Trincity)

Our cafeterias are comfortable and spacious and offer a variety of beverages and food items in diverse settings. Vending machines are also available.

Photocopy cards can be purchased, but not rebooted, at the Champs Fleurs cafeteria.

Parking Facilities

Parking facilities are available at all campuses and is available on a first come, first serve basis.

N.B. Indiscriminate parking by students and or visitors that result in a blockage of the free flow of traffic or inconvenience to residents is strictly prohibited. Failure to comply with our parking guidelines/rules may result in disciplinary action being taken against the offender.

At the Champs Fleurs Campus parking facilities are available as follows:

- Car Park A on the campus compound is reserved for staff and lecturers only. However, students studying overnight are asked to relocate to this facility between 9:00 P.M. and 6:00 A.M. for increased safety.
- Car Park B located directly opposite the campus entrance on Sagan Drive is reserved for Staff and Lecturers. Students can access this facility after office hours on a first come, first serve basis.
- Car Park C located on the left at the top of Sagan Drive is the main student Car Park and is accessible on a first come, first serve basis.
- Car Park D located on the left at the end of Sagan Drive is the alternate student Car Park and is accessible on a first come, first served basis. This facility operates on afternoons from Monday to Thursday, all day Saturday, or as otherwise required, based on need.

If it becomes necessary, parking with a shuttle service is available all day Saturday at the Eric Williams Medical Sciences Complex.

At the San Fernando Campus parking facilities are available on the campus compound. While some spaces are reserved for Staff and Lecturers, students are allowed use of available spaces on a first come, first serve basis.

At the Trincity Campus parking is available:

- On the campus compound.
- At the Dinsley – Trincity Government School at specific days and times. Please refer to the notice board at the campus for specific details.
- Shuttle service to Carpark and Eastern Main Road provided on certain days and times (Please check with staff at Trincity)
At the Port of Spain Campus parking is available:
• To the front of the main building at 46-50 Picton Street on a first come, first serve basis
• At 23 Warner Street on a first come, first serve basis.
• At 29 Picton Street on a first come, first serve basis.

Car Park Disclaimers are posted in all car parks and you are kindly asked to comply with the instructions of security personnel.

**Security & Facilities Management**

Security Staff and rules are in place for the safety and protection of employees and students. Non-compliance with the rules will not be accepted as it can compromise the safety of individuals authorized to be on the compound. Our I.D. Policy and similar regulations have been implemented to minimize the risk of unauthorized persons accessing/using the facilities. Students are asked to assist these efforts by having your ID’s visible at all times while on SBCS facilities.

The Facilities Management Team is also responsible for the maintenance of all classrooms and ancillary spaces.

**Marketing Management**

Our Marketing Team is responsible for both internal and external marketing activities.

**Accounting & Finance Management**

This team is responsible for accounting matters, such as tuition payment plans for courses that are not GATE approved. Please contact a Customer Service Representative in General Administration for further information.

**Information Technology Management**

The Information Technology Department is responsible for the development, implementation, maintenance, and upgrade of most information and communication technologies and systems used by the SBCS community, lending various levels of support to its users.
GENERAL INFORMATION

Graduation Ceremony

Students completing their Bachelor’s and Master’s Degree programmes are able to celebrate their achievements at our annual Graduation Ceremony. This signature, celebratory event is held in April of each year, and graduates include those who completed programmes in the previous year and by February of the current year.

Classrooms

Our classrooms are comfortable, spacious and air-conditioned. The following notices are posted in each classroom to guide students:

- The SBCS Vision and Mission Statement
- Emergency Procedure
- Mobile phone etiquette
- No Eating/Drinking
- No defacing of school property
- Response to Lecturer Tardiness
- Policy on wearing ID badges
- Room temperature advisory
- Withdrawal / Programme Adjustment Notice
- Current Calendar

Lectures, Tutorials, Practicals

In the classroom SBCS uses a blended approach of lectures and tutorials. You are advised to attend all classroom sessions on your lecture sequence. In lecture sessions, you are encouraged to exchange ideas, while developing intellectual skills, discipline, and the ability to assimilate information quickly and meet deadlines. Proper participation in classroom activities provides you with “transportable skills” and invaluable preparation for life after SBCS.

Study Areas

At the Champs Fleurs, San Fernando and Trincity Campuses, 24-hour study facilities are available. The Trincity campus provides 24-hour study facilities at specified times during the year, especially around examination periods.

These facilities are available to currently enrolled SBCS students; you will not be allowed to access our facilities without a valid student ID badge or a purchased temporary ID badge.

Upon your arrival, enrolled students are asked to review the E-boards for details on designated study timelines.

For those of you who wish to study overnight at SBCS, you will NOT be allowed entry to any SBCS campus after 10:00 p.m.
Term & Vacation

SBCS is in a constant mode of operation as programmes are facilitated throughout the year, with the exception of two weeks in December when the campuses are closed.

You are advised that once your programme has ended and your registration period with SBCS has expired, you would no longer be able to access the facilities.

SBCS Student Recreation Centre

The Student Recreation Centre is provided for the enjoyment of our students and as such all individuals who use these facilities are expected to abide by the Student Rules of Conduct.

Listed below are the general guidelines applicable to the use of the Student Recreation Centre:
1. Only persons with a current SBCS ID have access to the Student Recreation Centre; persons with an expired SBCS ID will not be allowed access to the room.

2. Opening Hours: Student Recreation Centre is open as follows:
   - Mondays to Thursdays    10:00 A.M. to 7:00 P.M.
   - Fridays     10:00 A.M. to 3:00 P.M.
   - Saturdays     9:00 A.M. to 4:00 P.M.
   - Sundays     9:00 A.M. to 3:00 P.M.

3. Please log in on the timesheets provided for use of any of the Equipment in the Student Recreation Centre. The time sheets are located at the Security desk. Permission for use will be granted on a first come, first served basis. All equipment is to be returned to the Security Desk at the end of your game/time allocation.

4. Students are allowed to take their bags into the Student Recreation Centre but security reserves the right to check bags in/out as deemed necessary.

5. 24-Hour video surveillance is in effect.

6. The consumption of alcohol, smoking and the use of any illegal drugs are expressly prohibited.

7. Acts of aggressive behavior and profane language are not permitted in any area (indoor or outdoor) of the Student Recreation Centre.

8. Keep the area clean. Please use the bins provided.
9. Users will be liable for the replacement of any equipment lost or damaged while in their use.

10. No personal devices are to be connected to or used with any equipment contained in the Student Recreation Centre.

11. No personal audio/video devices are to be used without (personal) headphones.

12. SBCS will not be held liable for any personal items lost or damaged while in the room.

13. SBCS will not be held liable for any injury to persons using the Student Recreation Centre unless such injury is as a direct result of any defect in SBCS property or negligence on the part of its employees.

14. Complaints about disruptive behaviour in the Student Recreation Centre can be made to Security or Student Services. As in all cases of disruptive behaviour at SBCS, students will be subject to disciplinary procedures which may result in suspension or expulsion.

15. Use of the Student Recreation Centre is not allowed during class times. It is imperative that you attend your classes as scheduled. Students who are found loitering in the Student Recreation Centre during class time will be subject to disciplinary action:
   • Penalty for first offence – Student will be fined $30
   • Penalty for second offence – Student will be denied access to the Student Recreation Centre for one semester.

16. Use of the Student Recreation Centre for personal gain violates the SBCS policy relating to the use of this facility.

The rules of the Student Recreation Centre are designed for the protection of our students, employees and facilities. Please observe all posted signs and verbal directions given by the recreation staff.

Feel free to refer to our Student Handbook, posted signs and/or recreation staff for a full list of specific building policies and procedures. The Administrative staff will gladly explain the rationale behind Student Recreation Centre policies and procedures.
ACADEMIC OBLIGATIONS

Having entered an academic institution, your primary goal should be achieving academic excellence. This being said, you should also understand that this experience is a holistic one which should involve participation in non-academic activities on campus. Involvement in these activities should bring some pride as you reminisce on your life at SBCS. Your participation in non-academic activities is especially beneficial as they help you develop team-building skills, which will serve you well when you enter the world of employment. You should be assured that after your SBCS experience you will confidently be able to add value to any organisation.

ACADEMIC EXCELLENCE

To attain academic excellence, you must pursue your studies at the best of your ability. As a full time student, efforts to study should be equivalent to a full-time working week, which is at least 40 hours. In the words of Uriel Solomon “Those who fail to prepare are preparing to fail”. With commitment and organisation it is possible to take on never-imagined academic challenges and enjoy non-academic activities at the same time. Part-time students, your mission is not an impossible or unattainable one. Achieving your academic goals requires tremendous discipline as you balance work, social / family life and studies. The key to success is Time Management, which involves commitment and organisation of tasks. We should all be guided by the words of Walt Disney “When you believe in a thing, believe in it all the way, implicitly and unquestionably.”

CARICOM / INTERNATIONAL STUDENTS

While you may meet the requirements for acceptance into your selected programme at the School of Business and Computer Science Limited (SBCS), the Immigration Division of the Republic of Trinidad and Tobago, is solely responsible for granting of Student Permits. Without a Student Permit you will be unable to pursue studies at SBCS.

The Immigration Division’s criteria for issuing Student Permits include:
1. Student Permit Application Form and Application Fee.
2. Letter of Acceptance from Institution indicating that you will pursue full-time studies.
3. Receipt of payment of tuition fees.
4. Letter of responsibility and / or financial support – if staying with a relative or friend.
5. Receipt of payment of accommodation.

6. Previous Student Permit (where applicable).

7. Valid Return Ticket or Security Bond / Landing Deposit.

8. Assessment Form – for returning students.

9. Medical Examination – if remaining in Trinidad & Tobago for more than one (1) year.

10. Evidence of funds / financial support.

Immigration Officers may require further information and documents.

The Immigration Division has provided further information on their website as well as copies of the forms required by the Immigration Division, Ministry of National Security: http://www.immigration.gov.tt/Services/Permits/StudentPermit.aspx

Upon receipt of your Student Permit or Application for Extension of Landing Certificate/Change of Status form, a copy of this document must be presented to the Student Services Department and placed on your file.

Should you need further clarification, please visit the Student Services Department.

**STUDENT RULES OF CONDUCT**

All students must carefully read and abide by the following rules of conduct:

1. Absolutely no smoking or consumption of alcohol is allowed in either the internal or external areas of the compound. These include:
   - All tobacco products
   - All alcoholic beverages

Substances not tolerated for student use or possession on our campuses include all illegal and controlled substances, including but not limited to: cannabis, cocaine, crack, amphetamines, heroine, narcotics etc.

Area of jurisdiction:
The area of the School’s jurisdiction includes School property and its surroundings, School-sponsored functions held off-campus, and all other school related events, including field trips. The School’s jurisdiction extends beyond the above if a student’s misuse of alcohol, controlled or illegal drugs places him or others at risk or brings the school’s name into disrepute.
2. You must possess a valid SBCS photo ID card that must be visibly displayed on your person at all times. Access to the facilities is not allowed to individuals without a valid ID.

3. A temporary ID can be provided at a cost of thirty dollars ($30.00) in instances where you have forgotten your ID. During regular office hours, please check with Customer Service. After office hours and on Sundays, please check with security. A replacement ID is provided at a cost of one hundred dollars ($100.00) in situations where the student has lost his/her ID.

4. Should you withdraw from a course or programme, your SBCS ID must be amended immediately to reflect your current status. Failure to have your ID updated may result in being billed for the course or programme you are no longer studying.

5. Students are not allowed to loan their IDs to individuals (students or non-student) to access the compound. This is a fraudulent act and can result in expulsion for all concerned registered students.

6. If you do not commence classes, you must return your ID within one week of the start of the semester. If you do not adhere to this rule, you will be charged 50% of the cost of the course or programme.

7. No unauthorized individuals are allowed on the compound. Do not encourage non-SBCS students to loiter on the compound, attend classes or use any SBCS facilities e.g. library. Failure to comply with this rule will result in instant expulsion.

8. Students are not allowed to access classes for which they are not registered for, even if those classes fall within the student’s programme of study.

9. Should you wish to withdraw from a programme, you must complete and submit the “PROGRAMME ADJUSTMENT / WITHDRAWAL FORM”, available at General Administration/ Customer Service. Please refer to the Student Guidelines for Study, for our detailed Programme Adjustment / Withdrawal procedure.

10. Your classroom attendance is carefully examined and monitored by Course Administration. You are required to sign the class register for each and every session attended. Full-time students should not be absent from classes without a valid reason. More than two (2) consecutive absences may warrant Course Administration contacting a student’s parent/guardian and/or a disciplinary meeting being held.

11. You are expected to be punctual and should keep to a minimum the number of times you enter and exit class while it is in progress. Habitual tardiness will result in the Formal Disciplinary Process.
12. Loitering or card playing is not allowed in the cafeteria or other areas during class times. Card playing is permitted only from 11:00 A.M. - 3:00 P.M., Monday - Friday. No card playing is allowed on Saturdays.

13. No sitting in the stairways, corridors or on tables in the classrooms. Please use the chairs provided in classrooms and in the cafeteria.

14. Eating is not allowed in classrooms.

15. Chewing gum is not allowed on the school compound.

16. Please use the bins provided to dispose of all garbage, including foodstuff.

17. Any student found to be engaging in any act of indecency or inappropriate behaviour, physical or online, will be expelled.

18. No disruptive behaviour is allowed on the compound or in surrounding areas, e.g. no loud noises, cursing, fighting, horseplay etc. Display of aggressive/verbally abusive behaviour to staff, fellow students and/or visitors, will also not be tolerated at SBCS. If the Executive Director in consultation with Student Services, deems a student’s behaviour unacceptable, he/she will be expelled. Activities such as bullying, fighting or the threatening of fellow students or staff shall also lead to expulsion. Pranks (bomb threats, etc.) that result in the disruption of school operations may also warrant expulsion, followed by legal action.

19. Our rooms are air-conditioned and can be very cold at times. Please dress appropriately, a sweater is recommended.

20. Defacing or damaging school property (e.g. writing on desks or walls, removal of signs or posters, posting of unapproved signs or posters, placing of feet on the wall etc.) is strictly prohibited and may result in immediate expulsion. In these circumstances, no refund will be granted. Students are not allowed to use the teaching aides located in the classrooms, such as projectors and PCs, for private use. These systems are to be used by lecturers only.

21. You are advised to guard your possessions. SBCS will not be liable for lost or damaged property.

22. Do not park your vehicle in such a way to obstruct the driveways of residents or impede the flow of traffic. Be warned that residents will take action if they are denied access to their property. (Saturday and Part-time students should take special note.).

23. All electronic communication devices must be set on silent or vibrate mode during classroom/lab sessions. You are advised to exit the classroom if you must take a call.
24. Unauthorised audio recording of lecture sessions is not allowed. Video recording of lecture sessions with any technical devices, such as cell phones, digital cameras or laptops etc., is not permitted. A breach of this rule will result in immediate expulsion.

25. Additional regulations may govern the use of specialist facilities such as inter alia, libraries, recreation facilities, labs, and study areas, as well as specialist programmes. It’s your responsibility to know and comply with such rules.

**Dress Code**

SBCS in no way attempts to prohibit student expression of self which can sometimes be displayed in your dress. However, please note that the following is unacceptable:

**MALES**
- Vest
- Pants worn on or below the hip, displaying undergarments
- Very short pants

**FEMALES**
- Low cut, fitted tops (vests etc)
- Very short skirts (mid-thigh or above)
- Tube tops
- Back less tops
- Micro shorts or very short pants or any other variations of these

Failure to comply with the Dress Code will result in the Formal Disciplinary Process.

**Children on Campus**

SBCS is aware that many of our students are also parents/guardians of minors. While we are cognizant of the challenges that can arise when your responsibilities as a parent and student are temporarily in conflict, please take note of our policy regarding children at our campus:
- Generally, No children are allowed on our Campuses unless part of a special SBCS initiative.
- Students/parents are not allowed to bring their children on campus or into the classroom while they are attending classes.
- A student who is transacting business and is accompanied by his/her child or children must ensure that the child or children remain(s) under his/her supervision at all times.
Formal Disciplinary Process

Formal Disciplinary Process will take the following form:
• Step 1 – Intake and Review
• Step 2 – Summoning
• Step 3 – Disciplinary Meeting / Interview
• Step 4 – Penalties and Outcome
• Step 5 – Appeal
For more information on the Formal Disciplinary Process above, contact the Senior Student Services Administrator.

No Weapons Policy

No student or non-student, internal customer or visitor, shall possess, carry, keep, use or distribute any “weapon” on any SBCS property, or while attending or participating in any SBCS activity, including transporting to or from any such activity.

“Weapon” means any object, device or instrument either explicitly designed as a tool for attack or defence in combat, fighting or other physical conflict, or which, through its use, is capable of threatening or reducing bodily harm or injury.

Consequences of breaching this policy:
• Consequences for students: immediate expulsion
• Consequences for internal customers: termination
• Consequences for visitors: barred from future entry to all our campuses and a report made to the Police.

Exception:
It shall not be a violation of this policy if the student/ non-student is an active member of the police service or military in possession of an assigned service issued firearm. In the case of all such persons, the firearm must be concealed if they are not dressed in official uniform.

Acceptable Use Policy for Technology and the Internet

The use of the computer technology and the Internet at SBCS is a privilege, not a right. Inappropriate use may result in suspension or cancellation of this privilege. Furthermore, certain inappropriate uses may be deemed unlawful. The student may be liable if unlawful deeds are performed while using the Internet at SBCS.
Acceptable Internet Use

Appropriate use of the Internet, as determined by SBCS Management, shall be, but is not limited to, the following guidelines:

• Used in support of education and/or research and be consistent with the educational objectives of your course of study.
• Use for commercial activities is not acceptable, including entering contests.
• Use of the school network to purchase products is not permitted.
• Use for product advertisement or political lobbying is prohibited.
• Users shall not use school computers or networks for any non-instructional or non-administrative purposes. This includes such programs as games or MUDS (multi-user dungeons).
• Access to specific resources such as IRCs (Internet Relay Chat) will be limited to activities in direct support of educational goals and only as authorized by the lecturer/facilitator for instructional purposes.
• Sending Chain Letters or broadcast messages (spamming) to lists or individuals, and any other activities that may cause congestion of networks and interfere with the work of others, is prohibited.
• Transmission of information that violates or infringes on the rights of any other person or information which may be abusive, profane or sexually offensive, is prohibited.
• Software and data (including music files) shall not be downloaded to individual user accounts or computers without the express permission of a teacher.
• Access to pornographic, violent, profane or racist material is forbidden. If a student accesses a site with such information, he or she is to exit from the site immediately and inform the lecturer, librarian or the computer laboratory technicians.
• Students may be asked by a lecturer, laboratory technician or librarian to print out a copy of the history of sites that have been accessed during any specific Internet session.

Network Etiquette

Defined: Network Etiquette describes the generally accepted rules of behaviour on networked systems. Staff and students are expected to abide by these rules and access may be revoked for violation of these rules:

• Be polite. Do not get abusive in your messages to others.
• Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
• Do not reveal your personal address or phone number or those of students, lecturers/facilitators or staff members.
• Note that electronic mail (e-mail) is not guaranteed to be private. People who operate this system do have access to all mail.
• Do not use the network in such a way as to disrupt the use of the network by other users.
• All communications and information accessible via the network is assumed to be the property of the publisher and/or sender. Such communication and information may be copyrighted and should not be distributed or copied without permission.

Security

Security on any computer system is a high priority, especially with multiple users. If a security problem is identified, please notify the Network Administrator.
• You are responsible for the protection of your password to your account. You should not give your account name and password to other individuals. If you suspect unauthorised use of your account, you should notify the Network Administrator or lecturer immediately.
• Unauthorised attempts to log on to the PC or Network as the Network Administrator or to perform system administration tasks may result in cancellation of user privileges.
• Students are advised to notify the Network Administrator immediately if any individual is trying to contact them for illicit or suspicious activities.
• If unacceptable or illegal activities take place using your account, you will be held responsible, whether or not you personally took the actions. This may result in loss of access to the Network and the Internet or other disciplinary action.

Responsible use of computing and communication facilities and services requires that the student shall:
• Not play computer games or audio and video content not consistent with your course of studies.
• Respect the legal protection provided by copyright and license, to programmes and data.
• Respect the rights of others by complying with all school policies regarding sexual, racial, or other forms of harassment and by preserving the privacy of personal data to which you have access.
• Respect the privacy of others by not tampering with their files, passwords, or accounts, or representing others when messaging or conferencing.
• Use only computer IDs or accounts and communications facilities that you are duly authorized to use, and use them for the purposes for which they were intended.
• Use only software provided by SBCS.
• Not develop programs (such as viruses) or make use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage, or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
• Not install software in the computers without the consent of the Network Administrator or a lab instructor.
• Not delete or rearrange files on the computers.
• Use only Usenet groups set up and authorized by lecturers as part of the syllabus. Chat rooms are specifically NOT TO BE ACCESSED over the School’s Internet connection.
• Not eat or drink in the Computer Laboratories or around any computer hardware.
• Upon completion of a session, properly exit all programs and log off the system.
• Inform the lecturer/instructor or Librarian of any hardware or software problems that he/she encounters. They will notify the Network Administrator who will assist the student.
• Do not change the desktop properties of the workstations.

SBCS GUIDELINES FOR STUDY

1. Cash Policy: Please be advised that SBCS no longer accepts cash as payment for books, administration, registration, tuition, examination and other related fees. The only acceptable methods of payment are Linx, Credit Card (Visa and MasterCard) or Manager’s/Certified Cheques. The only exceptions will be in regard to fees for minor services such as cafeteria purchases, copy cards, official letters, replacement IDs and postage etc. for which cash may be accepted.

2. Withdrawal from programmes: If you stop classes for any reason, then you must inform General Administration/Customer Service (Registration) immediately and complete and sign the necessary forms. If you decide to transfer your examination date to the next semester, it is your responsibility to contact and inform the external academic body directly via written correspondence (e-mail or fax).

Please be advised that SBCS will not hold itself responsible for any refund to the Funding and Grants Administration Division (FGAD) of the Ministry of Education (MOE), or reimbursement to any student resulting from any change or discontinuation of subject/programme in the absence of written confirmation of such changes on the appropriate form, signed and dated within the specified time limits.

Please liaise with your Course Administrator on the above-noted matter.

3. Emergency response: In the event of an emergency, the emergency alarms will trigger. In the event that the alarms are not triggered, personnel wearing fluorescent jackets will use a Public Address system to advise persons of the existence of an emergency and the need to evacuate the buildings. All persons must proceed calmly to the nearest exit and proceed to the Muster Point.

Muster Points:
• Champs Fleurs – Car Park B, north of the facility on Sagan Drive
• San Fernando – Memory Bank compound, north of the campus.
   (Access is available from both the San Fernando Bye Pass as well as Fran Street).
• Port of Spain – Secondary Car Park on Warner Street
• Trincity – Tamarind Tree Area, to the east of the campus.

Everyone must stay at the muster point until informed otherwise by personnel wearing fluorescent jackets.

4. Student complaints and grievances: Issues may occur that require the immediate attention of SBCS authorities. Students who wish to address such matters are encouraged to first discuss the problem with the individual(s) involved. If not satisfied with the response of the individual(s), or if the student is unable to discuss the matter with the individual(s) involved, he/she student may direct the grievance/complaint to your Course Administrator and/or your Student Services Administrator. Students may request a copy of the SBCS Student Grievance Policy from Student Services for further clarification.

5. Regulations and procedures: Please be advised that you only need to receive one (1) Orientation Handbook for your entire course. However, you must contact your Course Administrator for an updated FACT SHEET for every level of study. Important information such as examination/registration deadline dates and fees, examination body contact numbers etc., may change from time to time.

6. It is the student’s responsibility to:
• CAREFULLY READ AND EXAMINE your course study guides and any other information that is sent to you from your external academic bodies and/or examination body.
• Regularly check SBCS’ notice boards, Course Administration Unit(s) and the SBCS website (www.sbcs.edu.tt) for updated course information, such as daily class schedules.
• Complete registration and make payment of fees, or complete GATE application BEFORE attending classes. It is your responsibility to pay your fees and or attend to GATE matters in a timely manner. If your GATE application is rejected it is your responsibility to pay to SBCS the required fees immediately, or meet with the GATE authorities to resolve the matter.
• Meet examination and registration international deadlines as contained in the fact sheet/website/notice boards. Course Guidelines are posted on notice boards.
• Ensure that you have a student number from your examining body shortly after registration AND a student examination sitting number, which is required in order to be allowed to sit your examination. Please contact your examination board or the Ministry of Education if you do not receive your examination sitting number at least two (2) weeks before your examination date.
• Complete registration and examination forms correctly. If assistance is required, you are to contact your Course Administrator.
• Inform General Administration and your Course Administrator of any changes to your contact information.
• Always keep a copy of any documents that you submit.
7. SBCS and the external academic bodies do not tolerate cheating or plagiarism. Penalties are severe and candidates could be expelled from academia.

**CHEATING** includes bringing unauthorized material into an examination, communicating with other students during an exam, or seeking to gain unfair advantage in any other way.

**PLAGIARISM** includes taking and using the thoughts, writings, and inventions etc. of another person as one’s own, without proper citation/acknowledgement. For complete plagiarism policy, please check with your respective course administrator.

8. It is mandatory for first-time students to attend Orientation. At Orientation you will be informed of all policies and procedures that relate to your programme of study. Pleading ignorance to rules, information, and set guidelines is not an acceptable recourse.

If you have missed Orientation you must contact your Course Administrator and the Student Services Administrator on or before your first class date.

9. Students pursuing a programme of study for which GATE has been approved, must be mindful of the following:

- GATE is only applicable to tuition
- GATE does not cover tuition payment for repeat courses.
- GATE is not applicable to other fees such as SBCS registrations, text books, registration with the external academic body, examination fees, subscription fees, lodging etc.

As a student, you should be aware that one of the main factors that will **determine current and future GATE funding is your attendance.** Please ensure that you indicate your attendance by signing the SBCS register each time you attend a class. Under the GATE programme, Tertiary Level Institutions are subject to periodic audits by the Funding and Grants Administration Division (FGAD) of the Ministry of Education (MOE). The purpose of the audits is to ensure that you are attending classes for which the Government has paid tuition on your behalf. The Ministry of Education’s auditors will determine your attendance status for each GATE funded course/subject by reviewing our registers.

As such, despite being granted GATE Clearance at the start of your current period of study, the Ministry reserves the right to request a refund of tuition and or suspend future GATE grants if you do not attend the majority of your present classes. If you are unable to attend classes, it is important that you provide your Course Administrators with a written explanation for your absenteeism.
If you are withdrawing from or altering your programme of study, or taking a leave of absence for a specific period, then a Programme Adjustment / Withdrawal Form MUST be completed and handed in to your Course Administrators within seven (7) days of attending your last class. Please ensure that you retain a copy of this document.

Failure to promptly inform your Course Administrators in writing of any of the above-noted anomalous actions, as well as non or partial completion of the attendance register may result in the Ministry requesting a refund of the GATE fees that were paid on your behalf, and/or suspension of future GATE grants. The liability for any refund to the Ministry will rest with you in accordance with the conditions outlined in our Debtor’s Declaration Form, duly completed on registration.

A student who begins attending classes before receiving GATE CLEARANCE APPROVAL and whose application is subsequently rejected will be liable to SBCS for the tuition cost of the registered programme. It is the responsibility of the student whose GATE application has been rejected to pay to SBCS the required fees immediately, or promptly meet with the GATE authorities to resolve the matter. Such students will be barred from attending classes until the matter is resolved.

Your application for GATE CLEARANCE/GATE may be rejected for any of the following reasons:
• Dropping or abandoning programme(s) without valid reasons
• Repeatedly starting and dropping programme(s) without valid reasons
• Switching programmes without prior approval or notification
• Repeating the same programme(s) at this or any other Tertiary Level Institution (TLI)
• Exceeding the time limits set by the Ministry for completion of any programme or level within the programme
• Inadequate class attendance.

Please note that additional rules pertaining to GATE APPROVED courses are contained on the reverse side of the GATE application form. You are encouraged to review the reverse side of the GATE application form for the listing of your obligations.
SBCS E-Learning (MOODLE)

What is SBCS E-Learning (Moodle)?
SBCS E-Learning is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). The main aspect of SBCS E-Learning is to improve and facilitate the interaction between Students and Lecturers. The CMS will provide an interface in which students can access course material, as well as interact with other members of their respective class.

Process of an SBCS E-Learning (Moodle) Course:
Students will be added to SBCS E-Learning (Moodle) a day before classes commence and will be automatically unenrolled at the end of the Examination Period.

NB: Lecturers will inform students on the first session of the semester as to whether your course is on the platform.

Benefits of SBCS E-Learning to Students
• Students no longer have to Search emails for slides, URLs, additional resources
• Students no longer have to Log into multiple platforms to access material
• Students no longer have problems interacting with classmates or Lecturer

Access - Profile
How to Access SBCS E-Learning (Moodle)?
SBCS E-Learning can be accessed via the Student Services tab on the SBCS website, http://www.sbcs.edu.tt or the following link, http://sbcstt.com

What are my Log in Credentials?
Your log in credentials would take the following format:
Username: lastname_studentID  e.g.  Username: smith_21080
Password: Lastname_studentID  Password: Smith_21080

NB: Student ID can be found on Identification badge. Upon successful login, please ensure password is altered, in “My Profile”

If you currently have access to the SBCS E-Learning Platform, please utilize your existing credentials.

NB: Moodle currently accepts ONE email address as the main form of communication. It is therefore imperative that you review your profile at the start of the semester and alter your email address if required. See below on how to alter profile information.
What should I do if I forgot my username or password?
Credentials can be reset in the event you have misplaced or cannot remember your username or password. Using the “Forgot your Username or Password” option on the Log in page, you can request a reset and an automatic email will be sent to you accordingly.

How do I access my Courses?
Once logged in, on the homepage of the SBCS E-Learning site there is a section labeled Navigation where you will see “My Courses”. If you are enrolled to a course it will be listed within this area. Further assistance can be gained by contacting your Academic Department.

How can I update my Profile?
Once logged in, on the homepage of the SBCS E-Learning site there is a section labeled “Administration” where you will see “My Profile Settings”. Once selected you have the ability to update all aspects of your profile, including email address, password and profile picture.

What type of photograph can be used when updating my profile?
We strongly advise that you upload a photo of yourself onto the platform as to assist in creating a friendlier learning environment that allows you to easily identify your peers and facilitator/instructor.

The photograph must be an image of your FACE ONLY, if inappropriate photos are posted the technical team will remove and report this matter to Student Services.

How do I email my Lecturer and classmates?
Once you have accessed your course via “My Profiles”, you will be able to communicate by email.

How should I behave in Forums?
Forums are useful places for receiving information, discussing topics with peers and for asking questions relating to your course. As with any form of communication, written, spoken or otherwise, it is important that you show respect to those you are conversing with.

Therefore, you should not flinch from being honest, controversial and passionate, but keep your comments on topic and avoid making personal remarks.

Where do I access the SBCS E-Learning Student Manual?
Student Manual can be accessed on the homepage (https://sbcstt.com) of the SBCS E-Learning site within the section labeled “Main Menu”. 
How do I download the Moodle Mobile Application?
The Moodle Mobile Application is available in Google Play and Apple Store. You can install the app directly from your Mobile device; search for “Moodle Mobile” the author/owner must be “Moodle Pty Ltd”


Once downloaded, you will need to enter the following information:
Site URL: https://sbcstt.com
Username and Password which would have been forwarded to your primary email address.

If you require further assistance kindly contact your relevant Academic Department or send an email to CASO@sbc.edu.tt
SBCS GUIDELINES FOR EXAMINATIONS

1. Once you have received your exam timetable, ensure you check the time and date of your exam.

2. When registering or signing up for examinations, ensure you have the correct programme, module and level. Double check before final payment.

3. Reconfirm the location i.e. at which campus your exams will be held.

4. If you have any concerns ensure you contact your Programme Administrator at least three (3) weeks before the scheduled exam.

5. Eat a good breakfast and ensure you are hydrated before your exam.

6. Ensure that you have had enough rest before your exam.

7. Most examinations WILL NOT ALLOW you entry to the examination, 30 minutes after the start of the exam.

8. You should arrive at least 30 minutes before the scheduled start of your examination.

9. Ensure you have all the proper writing implements, pens, calculators, rulers, erasers etc.

10. Ensure that you walk with your SBCS ID another form of ID and any other identification required for your examinations i.e. (ACCA/MBA).

11. Liquid paper will not be allowed into the exam room.

12. Ensure that you sign in when entering the examination room.

13. You will be requested to turn off and place all cell phones/ personal audio equipment and other electronic devices in your bags, which should be placed at the back of the classroom.

14. No personal belongings can be brought to the exam desk.

15. You will be required to remove your writing implements and place them on the desk, and leave your pencil case in your bag.

16. At NO time are you allowed to bring your OWN scrap paper into the examination room.
17. No food is allowed during the exam unless medically required. Students may bring water into the exam room provided it is in a clear plastic bottle without any label.

18. You will be asked to remove your hats before you are seated for examinations unless it is required for religious observance.

19. Conduct the exam in silence.

20. Try to relax whilst you sit at your station before your exam.

21. Review your question paper thoroughly before beginning your exam and ensure you understand all instructions.

22. Raise your hand to ask a question, use the washroom, or request additional supplies.

23. In the case of an emergency, leave all exam materials on the desk and follow the instructions of the invigilator(s).

24. You will not be allowed to leave the exam within the first 30 minutes or the last 30 minutes of the exam.

25. On completion of your exam ensure that ALL areas of your booklet, especially sections for IDENTIFICATION and QUESTIONS ANSWERED are completed properly.

26. At the end of the exam you are required to leave the exam area and proceed to the cafeteria to avoid any disturbance to other candidates.
STUDENT GRIEVANCE & COMPLAINTS POLICY

Policy Statement

SBCS seeks to promote an educational environment that values communication, fairness and respect among students, faculty and staff. Despite these efforts, differences in the values and/or goals of members of the aforementioned groups may occasionally contribute to circumstances that leave the student(s) feeling aggrieved. Such occurrences warrant a process by which students can seek a resolution to their grievances.

Students as individuals or as a group may address matters that they deem to be unfair or unreasonable on the part of SBCS or any individual(s) representing SBCS.

Academic Grievance

In instances where SBCS lecturing staff grade coursework or assignments and said grade contributes to the final grade of the student, the student may submit a grievance for a grade only if unfair or unreasonable procedures are alleged. Procedures for academic grievance are described by the Central Academic Administration Unit.

Where final grades are given by an external examining body other than SBCS the student is bound to follow the grievance procedure of the said body.

Resolution Procedures:
1. Issues may occur that are not best addressed by the system of written Course Evaluation Forms due to urgency, uniqueness and/or magnitude. If you wish to address such matters, you are encouraged to first discuss the problem with the individual(s) involved.

2. If you are not satisfied with the response of the individual(s), or if you are unable to discuss the matter with the individual(s) involved, you may address your grievance to the Course Administrator for the programme or the Senior Student Services Administrator.

3. The Course Administrator/ Senior Student Services Administrator shall schedule separate meetings with you and any other parties cited to obtain clarification of the issues involved.

4. The Course Administrator/ Senior Student Services Administrator shall respond to you and describe the actions taken within ten (10) working days of meeting with the parties involved.

5. If you wish to have your grievance considered beyond the Course Administrator and/or Senior Student Services Administrator, you may address your grievance to the Manager, Central Academic Administration and/or the respective Campus Manager.
6. If you wish to have your grievance considered beyond the level of Manager, Central Academic Administration and/or the respective Campus Manager, you may address your grievance to the Executive Director.

Course Evaluations:
1. You are advised to record all instances of dissatisfaction with the services provided by SBCS or the behaviour of SBCS personnel on the Course Evaluation Forms administered in class during the semester.

2. Course Evaluation Forms are reviewed by the Course Administrators, the Manager, Central Academic Administration, Quality Assurance, lecturers and the Executive Director. Areas for improvement that are noted on the course evaluations will be addressed by the above parties or their designate.

3. Additionally, Suggestion Boxes are located in the General Administration Office and the Cafeteria. These serve as a means for students to immediately voice their opinion or recommendations on matters of concern.

**SBCS STUDENT COUNCIL**

The SBCS Student Council was founded in February 2005 with the objective of fostering further collaboration between the students and management of the school as both parties pursue excellence and the advancement of tertiary education in Trinidad and Tobago.

The Student Council is a representative structure for students and primarily serves as the voice of the student body to the academic community of SBCS. The Council was designed to ensure that the SBCS experience is a holistic one for students.

The Student Council include the following positions:
- President
- Vice President
- Treasurer
- Secretary
- Social Events Coordinator
- Public Relations Officer
- Sport Representative
- Foreign Students Representative

For more information on how you can be a part of the Student Council and get involved in its activities, contact the Senior Student Services Administrator.
APPENDIX A
Directory of Important Telephone Contacts

<table>
<thead>
<tr>
<th>Academic Departments / Units</th>
<th>Telephone Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SBCS, Champs Fleurs:</strong></td>
<td>663 - 7227</td>
</tr>
<tr>
<td>ATEC (ACCA, FIA)</td>
<td>Ext. 1010 - 1013</td>
</tr>
<tr>
<td>CCPP (ABE, CIPS, HND Business/HRM/Marketing, CSD)</td>
<td>Ext. 1040 - 1044</td>
</tr>
<tr>
<td>BDC (Books and Testing)</td>
<td>Ext. 1050 - 1054</td>
</tr>
<tr>
<td>CEC (MBA, MSc, BA)</td>
<td>Ext. 1070 - 1080</td>
</tr>
<tr>
<td>CITE (IT, HND CBE)</td>
<td>Ext. 1090 - 1097</td>
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<tr>
<td>CTC (CORPORATE TRAINING)</td>
<td>Ext. 1111 - 1114</td>
</tr>
<tr>
<td>CASO &amp; Examinations</td>
<td>Ext. 1120 - 1125</td>
</tr>
<tr>
<td>Advisory and Admissions</td>
<td>Ext. 1140, 1141, 1143 - 1146</td>
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<tr>
<td>IT / Tech Support</td>
<td>Ext. 1170 - 1175</td>
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<tr>
<td>Library</td>
<td>Ext. 1190</td>
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<tr>
<td>Facilities Desk</td>
<td>Ext. 1210</td>
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<tr>
<td>Security</td>
<td>Ext. 1214</td>
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<tr>
<td>CAA (ACADEMIC ADMINISTRATION)</td>
<td>Ext. 1220 - 1222</td>
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<tr>
<td>UOG (UNIVERSITY OF GREENWICH)</td>
<td>Ext. 1250 -1255</td>
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<tr>
<td>Call Centre</td>
<td>Ext. 1270 - 1273</td>
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<tr>
<td>UOL (UNIVERSITY OF LONDON)</td>
<td>Ext. 1280 - 1282</td>
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<tr>
<td>Student Services</td>
<td>Ext. 1290 - 1293</td>
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<tr>
<td><strong>SBCS, Port-of-Spain:</strong></td>
<td>662 - 1993</td>
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<tr>
<td>Campus Manager</td>
<td>Ext. 1300</td>
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<tr>
<td>Course Administration (HND CMP, BA MEDIA, CTC, CITE)</td>
<td>Ext. 1311 - 1313</td>
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<tr>
<td>Library</td>
<td>Ext. 1314</td>
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<tr>
<td>Advisory and Admissions</td>
<td>Ext. 1330 -1334</td>
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<tr>
<td>IT / Tech Support</td>
<td>Ext. 1370</td>
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<tr>
<td>Security / Facilities &amp; Maintenance</td>
<td>Ext. 1390</td>
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<tr>
<td><strong>SBCS, San Fernando:</strong></td>
<td>652-2388</td>
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<tr>
<td>Campus Manager</td>
<td>Ext. 1400</td>
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<tr>
<td>ABE, CIPS, UOL, BTEC (BM)</td>
<td>Ext. 1410 - 1412</td>
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<tr>
<td>CITE, CTC, BTEC (CBE)</td>
<td>Ext. 1420 - 1422</td>
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<td>Advisory and Admissions</td>
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<td>MBA, UOS</td>
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<td>UOG, BTEC (CSD)</td>
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<td>Security / Facilities &amp; Maintenance</td>
<td>Ext. 1490</td>
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<td><strong>SBCS, Trincity:</strong></td>
<td><strong>640 - 7090</strong></td>
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<td>Campus Manager</td>
<td>Ext. 1501</td>
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<td>Course Administration</td>
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<td>Advisory and Admissions</td>
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<td>Corporate Training</td>
<td>Ext. 1550 - 1551</td>
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<td>Library</td>
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<td>IT / Tech Support</td>
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<td>Security / Facilities &amp; Maintenance</td>
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**EMERGENCY SERVICES**

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<tr>
<th></th>
<th>Champs Fleurs</th>
<th>Port-of-Spain</th>
<th>San Fernando</th>
<th>Trincity</th>
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<td><strong>POLICE</strong></td>
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<td>St. Joseph</td>
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<td>Police Station – 662 - 6304</td>
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<td>St. James</td>
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<td>Police Station – 622 - 9196/3695</td>
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<td>Arouca Police Station – 640 - 6138/0001</td>
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<td>E999 – 662 - 6304</td>
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<td>Fire Station – 662 - 4707</td>
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<td>Wrightson</td>
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<td>Road – 625 - 3222/3</td>
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<tr>
<td>Fire Station – 657 - 4000 or 652 - 2675</td>
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<td>Fire Station – 662 - 4707 or 645 - 0201</td>
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<td>San Juan</td>
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<td>– 624 - 4343</td>
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<td><strong>ODPM</strong></td>
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</table>
APPENDIX B

Car Park Flyer (Champs Fleurs)
APPENDIX C
Car Park Flyer (Trincity)

Students of SBCS Trincity are hereby advised that absolutely NO parking is allowed on the streets in the vicinity of our campus.

Students are advised to use the following car-parks to avoid the removal of their cars.

- **CAR PARK A** - At the front. On the SBCS compound and reserved for staff and lecturers only.
- **CAR PARK B** - At the front (North Side) in the campus. Available any day any time.
- **CAR PARK C** - At the Dinley-Trinity Government Primary School. Available Mondays to Thursdays, 8:30am - 5:00pm; Saturdays 7:30am to 9:00pm.
APPENDIX D
Car Park Flyer (Port of Spain)

SBCS POS CAMPUS
Centre for Media Studies

* Note - Please note that SBCS POS main car park for students is located on Warner Street and directly connects to our SBCS Media centre facility. Please access by proceeding up to the corner of Picton and Muni street, take a left at this point, and then a left on into Maraval Road, proceed down Maraval Road and then turn left onto Warner Street. SBCS Campus is only accessible from Picton Street.