

5 Steps for New Student Registration

SEMESTER I | ACADEMIC YEAR 2023-2024 | SEPTEMBER 4, 2023 – DECEMBER 17, 2023

COVID-19 Safety Measures: Online Academic Advisement and Registration

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ACADEMIC ADVISEMENT (must be completed online before registration)

Meet Your Academic Advisor Online

Your **academic department** will contact you to make an appointment for **online** advisement.

Your **advisor** will **assign** and approve the courses for which you must register.

Registration for new students opens on **28 August, 2023**.

If you do not hear from your academic department by 21 August 2023, please send an email using [this list of departmental contacts](#).

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REGISTRATION

Using Banner for Self-Registration Online

1. Login to [Self Service Banner](#). See [video](#) for instructions.
2. Enter your username found at top left of your acceptance letter e.g. 000999999.
3. Your PIN/password is your date of birth in the format **DDMMYY** e.g. 061204.
4. Follow the prompts to create a new password and security profile for yourself.
5. Using your [Course Approval Form](#), register only for approved courses.
6. Download and save your **Student Invoice** and **Week at a Glance** schedule for future reference.

Download the [Banner Mobile Registration Manual](#) to complete this process using our mobile app.

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GATE APPLICATION (Trinidad and Tobago Nationals *Only*)

- In order to apply for GATE funding, you will need a GATE e-Service registration number. If you do not yet have an e-GATE ID, you may contact any [TT Connect Service Centre](#).
- Following the generation of your GATE ID, you are required to submit an application for GATE funding for this semester via the e-GATE web portal.

GATE Website: <http://e-gate.gov.tt/gate-app/index> **HOTLINE:** 800-GATE (4283) **EMAIL:** gate.info@moe.gov.tt

Please Note:

1. All applications for GATE funding **must** be submitted within the academic year for which funding is requested. Failure to do so may result in your having to pay tuition fees using personal funds.
2. The student copy of the GATE e-Service application is a required document for making a payment on campus.
3. GATE has advised that COMPASS (Compensatory Programmes and Academic Support Services) will be assessed as a separate programme and not as a component of an undergraduate programme of choice. Only students pursuing the COMPASS Certificate programme are eligible for GATE funding for COMPASS courses.

Therefore, students admitted to degree programmes who are required to pursue COMPASS courses to strengthen their academic foundations will be responsible for the payment of tuition fees for these courses at a cost of \$300 per credit. Students can access a payment plan to assist with tuition fees.

ONLINE PAYMENT AND PAYMENT PLANS

Fees can now be paid via the following: Please see [COSTAATT Fee Payment Options Student Guide](#)

- Direct Deposit into COSTAATT's First Citizens Bank account at all First Citizens Bank branches.

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- Net banking transfers from other commercial banks into the College’s FCB account.
- Self-Service Banner using chip-enabled debit and credit cards.
- Online banking via FCB and Republic Bank (COSTAATT is listed as a registered payee).

Submit

1. Email your payment receipt to bursar@costaatt.edu.tt
2. Email the following signed documents to registrar@costaatt.edu.tt or submit to the Administrative Office at your campus by **October 28, 2023**:
 - Student Invoice and Payment Terms and Conditions
 - [Student Insurance Form](#)

Payment Plans (Tuition Fees Only)

1. Sign and submit the [Payment Plan Application Form](#).
2. Submit scanned copy to registrar@costaatt.edu.tt or deliver to the Office of the Registrar, City Campus.
3. If plan is approved, sign and submit the agreement using either method mentioned in #2.
4. Pay using any of the payment methods stated above on or before each installment date.

Deadline to apply for a payment plan in 202410	October 28, 2023
Instalment dates for Semester I, Academic Year 2023-2024	<div>1. November 28, 2023</div> <div>2. December 28, 2023</div> <div>3. January 28, 2024</div>

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STUDENT ID CARD AND VALIDATION STICKER

The Office of the Registrar will provide guidance on the procedure for obtaining your student ID card and validation sticker. A **student email account** will be assigned to you shortly and more information sent via your student email in the coming weeks.

On Campus Appointments

Although we have resumed face-to-face interactions at our campuses, please be advised that appointments will be required for the following services:

- Student Account Billing Queries
- Diploma collection

All other services will now be available without an appointment. Click <https://costaattappointments.setmore.com/> if you need to book an appointment.

DOCUMENT DOWNLOADS

- [2022/2023 Academic Calendar](#)
- [Insurance Form 2022-2023](#)
- [Payment Plan Application Form](#)
- [Fee Payment Options](#)
- [Banner Mobile Registration Manual](#)

Questions regarding the information provided above may be sent to registrar@costaatt.edu.tt with the subject line “New Student Registration [First Name, Surname]”.