



UNIVERSITY SURVIVAL KIT

A
Freshman's
Guide to their
First Year
of NCU



TABLE OF CONTENTS

Welcome to NCU!	1
Mission Statement	2
First Things First	3
Budgeting	4
It's time to get you registered!	6
Academic Advisement	7
On-Campus Support Services	11
Introducing the Student Tertiary Experience Programme (STEP)	13
In-Town Services	14
Campus Safety	17
Alma Mater	18
Residence Information	19
Tips for Living Alone for the First Time	20
My Shopping List	21
Scheduling, Scheduling, Scheduling!	22
Tips to Gain Better Focus	23
Off-Campus Support Services	24
Clubs and other On-Campus Activities	26
On-Campus Support Services	28





Welcome to NCU!

Starting university is a BIG step in life. It comes with being in a new place, meeting new people and having new experiences. Just thinking about it can be daunting, but don't worry! We've put together this survival kit that we hope will help you navigate your way through freshman year.

So let's begin!

Who are we?

Northern Caribbean University (NCU) is a private, liberal-arts institution, that is located in Jamaica and is owned by the Jamaica Union Conference and the Atlantic Caribbean Union Mission of Seventh-day Adventists (comprising the territories of Bahamas, Cayman Islands and Turks and Caicos Islands). With its main campus only two miles south of the town of Mandeville, in Manchester, and three regional campuses situated in Kingston, Montego Bay and St. Ann, this university offers a number of degree, professional, pre-professional and vocational programmes in a spiritually wholesome and aesthetically pleasing atmosphere.

We operate in harmony with the beliefs, practices and educational philosophy of the Seventh-day Adventist Church. As such, we encourage students to relate their academic pursuits with their understanding of the Christian faith. We emphasize the development of a sound Christian character and seek to maintain an atmosphere, which fosters in our students, commitment and growth in a personal relationship with Jesus Christ. Thus, faith and learning combine to prepare students for practical Christian usefulness.

In their conduct and dealings, faculty, staff and students alike must comply with the standards set by the institution in keeping with our Seventh-day Adventist beliefs.

Mission Statement

The mission of Northern Caribbean University, a Seventh-day Adventist institution, is to improve the human condition by providing quality, Christ-centred education, achieved through academic excellence, values-based focus, spiritual and physical development, social interaction, and a strong work ethic, thereby equipping each student for committed professional service to all people, and to God.

Vision Statement

Northern Caribbean University will be the premier institution of higher learning in the Northern Caribbean region with a commitment to offering quality and accessible Christ-centred education.

Value Statement

Ubi Semper Discimus – Where learning never ends

First Thing's First

Do you have a Financial Plan?

Having a solid financial plan for your journey is important to your success.

There are several ways to go about financing your university education and there are several tuition assistance options available to you as an NCU student. These options include the Students' Loan Bureau (SLB), the Jamaica Values and Attitude Programme for Tertiary Students (JAMVAT) Programme, the Work and Study Programme, scholarships and grants.

If you are unable to pay your tuition in full, you can make arrangements with the Office of Student Finance, after making a 50% deposit on your account. Information on current tuition fees can be found on the NCU website at the link: <https://www.ncu.edu.jm/tuitionfees>.



But what about YOUR day-to-day financial plan?

How will you manage your day-to-day expenses? Do you have a budget in place? All these questions need an answer and it is now your duty to be on top of your game when it comes on to making ends meet.

So let's get into it.....

Budgeting

We've always heard this term, but do we really know what budgeting is????

Knowing how to make and keep a budget will help a lot on this journey. Budgets help you to live within your means, achieve your stated goals and save for future needs.

Here are some tips to take into consideration when budgeting:

1. Know how much money you will have to spend each month.
2. Make a list of all your expenses.
3. Track your spending daily.
4. Set goals for both saving and spending.
5. Adjust your spending habits, if necessary.
6. Do regular check-ups on how your spending is going and, if needs be, keep adjusting until you find a budget style that works for you.

You can make your budget on paper (if that works for you) or you can do the "normal" thing and get a budgeting app on your phone.

**** AND IF YOU NEED MORE INFORMATION, THERE'S ALWAYS GOOGLE!****

Below is a very simple and effective example of how to budget on a monthly or weekly basis:

My Budget

Total Income _____

Expenses

Food _____

Rent _____

Books / Stationery _____

Laundry _____

Savings _____

Miscellaneous _____

Total Expenses _____

Surplus/Deficit (Total Income – Total Expenses)

And it's as simple as that!

It's time to get you Registered!

Getting registered (fully) is very important. Imagine registration being the process by which you receive your passport and visa to travel the NCU campus.

When you are fully registered, it allows you to:

1. Select your courses for the semester
2. Pay your tuition and fees
3. Access your student ID card
4. Secure your health card
5. Make purchases at the cafeteria and other on campus services
6. Register for jobs and other activities on campus



Registration allows you to discover your F.O.C.A.L Point -- the axis at which things converge, or their principal point of importance at NCU, by following these steps that are listed below:

- F** **Financial Planning:** Create a plan to pay your tuition and seek out sources of financing including loans, SLB, parents, etc.
- O** **Orientation:** Be sure to attend all days of orientation so that you can get maximum information about your new university.
- C** **Course Selection:** Your academic advisors will help you through this process. They will also introduce you to AEORION and help you to login.
- A** **Activate:** Once you've selected your courses, be sure to activate your account by making payments at Finance Office.
- L** **Learn:** It's time to begin "**Loading Full 100**" by attending all your classes and learning as much as you can! Don't forget to ENJOY EVERY MOMENT OF IT!!!

Academic Advisement

To facilitate the successful completion of your programme of study, we offer academic advisement. At the beginning of your study, you will be assigned an Academic Advisor.

This academic advisement process involves activities that monitor your progress in meeting programme requirements while enabling you to develop the ability to assess your own academic progress.

The Department of Academic Advisement and Student Success operates as an advisement office for all students.

You are to consult your academic department to find out who your assigned academic advisor is.

Academic Advisors provide a number of services to include:

1. Interpretation of NCU's policies and procedures
2. Assistance in getting you fully registered
3. Assessment and assistance with the transfer of credits (where applicable)
4. Helping you to make the appropriate referrals to various services available within the university that help with academic or personal issues.



Student Statement

My Academic Advisor is: _____

I expect my advisor to:

1. _____

2. _____

3. _____

I plan to visit my advisor _____ times per semester.

Now let's talk about 'My Academic Success'

'We are what we repeatedly do. Excellence, then, is not an act, but a habit.'
Aristotle.

Below you will find a little self assessment that we recommend that you take to just see where you are at currently and plan where you want to go on this journey. Go ahead! Take the quiz!

Why am I here?

What is my current academic position?

Excellent Good Average Below Average Poor

What did I do to get there?

What is the top academic position at NCU? _____

How will I get there?

1. _____

2. _____

3. _____

4. _____

5. _____

CAN THIS BE YOUR LIFE'S MISSION FOR THE NEXT FOUR YEARS!

On-Campus Support Services

We provide many on-campus support services for our students, on our Mandeville and regional campuses, which assist in enabling a smooth transition and, if used properly, can support your success as a student.

Please Note: An alternative way to contact offices/departments is to dial 876-618-1652 and put the extension number (last four digits of 963-numbers).

- To collect your health insurance card, resolve your medical issues, report accidents or handle emergencies, visit the Health Services Department on the East Campus, beside the NCU Media Group. Call them at 876-963-7477 or email them at healthservices@ncu.edu.jm.
- Visit the Office of Scholarships and Student Aid for on-campus jobs, to apply for government programmes like JAMVAT and PATH, and to seek scholarships, sponsorship and other aid. The office is physically located upstairs, above the Main Auditorium, on the Mandeville Campus. You can call them at 876-963-7330.
- For a 'home away from home' experience, modern accommodations and a peaceful and quiet environment, book with us at the NCU Hill Top Hotel. Call 876-963-7013 for booking details.
- For all your gifts, textbooks and stationery needs, visit the NCU Book and Gift Shop, at the Tai Centre on the Mandeville Campus, or call them at 876-963-7781.
- NCU All Brands Superette offers grocery items at costs that can fit your budget. Visit them at the Tai Center or call 876-963-7023.
- Have your laundry done in comfort and with ease and convenience at the Tai Centre Laundromat. Call 876-963-7026 for rates.

On-Campus Support Services (Con't)

- The NCU Copy Centre provides quality printing, photocopying, laminating and other services. You can call them at 876-963-7025.
- The Office of the Registrar offers support services for the successful completion of academic-related matters. So, whether it's adding or dropping a class or preparing for graduation, contact the Office of the Registrar at 876-963-7262/7266
- The Hiram S Walters Resource Centre (Library) can assist with your study and research needs. Register to access the various databases online and visit the facility to engage in group and individual study.

English Lab

At Northern Caribbean University, the English Lab is incorporated into the Freshman Composition I and II course outlines and 10% of the overall grade for these courses is attached to the lab.

The English Lab uses the My Foundations Lab Software, which is a complete online mastery-based resource for assessing and remediating reading and writing skills while providing engaging instructional and support resources.

The system offers a rich environment consisting of a diagnostic assessment resulting in a personalized learning plan with highly interactive exercises that enable students to master skills at their own pace. Learning activities for each topic include overviews, examples, videos and tutorials. Practice exercises provide immediate feedback.

For more information about the English Lab, you may visit the Ground Floor of the Robinson Hall, on the Mandeville campus, or call 876-963-7813.

Introducing The Student Tertiary Experience Programme (STEP)

The Office of Student Engagement and Retention (SEAR) wants you to transition successfully into university life. By getting involved in the Student Tertiary Experience Programme (STEP), you will have greater academic integration, personal, physical, social and spiritual development while making the transition from high school to university life.

Here's how it works

Get involved in the first-year experience programmes endorsed by SEAR including:

- Club Events – Each Semester (contact your academic dept., or the office of Student Services to learn more)
- Freshman Seminar
- Outreach activities – Each semester (contact Chaplaincy office for more information)
- Chapel Sessions – Every Monday @ 2 p.m.
- Assembly – Every Thursday @ 2 p.m.
- Community Projects – Each Semester
- College Fiestas – Each Semester
- Dine & Lyme – Once per month

I pledge to get involved in all the first-year experience programmes at NCU and maximize my university experience.

Who is a STEP Representative?

The Office of SEAR assigns each new student a STEP Brother/Sister to assist them to transition smoothly into university life. STEP Representatives are second to final-year students who are product samples of the various academic departments on campus. STEP Representatives will contact you regularly to provide guidance on academic pursuits, social and spiritual events, and general university activities designed for your personal and professional development.

Visit the Office of SEAR to find out the name of your STEP Brother/Sister.

In-Town Services

The listings below are not exhaustive. The town of Mandeville has several places for you to shop for clothes, groceries and other conveniences, while you are a student at Northern Caribbean University.

Clothes

- Maxie's Department Store – 14 Ward Avenue – 876-625-0525
- Cheago Department Store – Shop 34, Mandeville Plaza – 876-622-6302
- House of Styles Department Store – Juici Beef Plaza – 876-962-1337/7976
- Assorted Stores – Elethe Mall – 25 Caledonia Road
- Assorted Stores – Mandeville Plaza – Manchester Road
- Assorted Stores – Reliance Centre – 25-37 Manchester Road
- Assorted Stores – Manchester Shopping Centre – Caledonia Road

Supermarkets

- Super Plus Supermarket – Mid Way Mall or Park Crescent or 41 Manchester Road
- Moo Pens Supermarket – 3 Park Crescent – 876-962-2169
- House of Styles Department Store – Juici Beef Plaza – 876-962-1337/7976
- Shoppers Fair Supermarket – 5 ½ Caledonia Road – 876-618-1430
- Master Mac Supermarket – 13 South Race Course Road – 876-625-9614

Hospitals/ Health Centres

- Hargreaves Memorial Hospital – 32 Hargreaves Avenue – 962-1589
- Mandeville Regional Hospital – Caledonia Road – 962-3370
- Manchester Comprehensive Clinic – South Race Course Road – 962-2288

Restaurants

- Assorted Restaurants – Reliance Center Food court (downstairs), 25–37 Manchester Road – 876-961-1838
- Assorted Restaurants – Manchester Shopping Center Food Court, Caledonia Road
- KFC – 1 Park Avenue 876-625-0075 or 2B Caledonia Road 876-962-2807
- Burger King – 16 Manchester Road – 876-961-3719 or 25 Caledonia Road – 876-963-8611
- Domino's Pizza – 5 ½ Caledonia Road – 876-961-0115
- Pizza Hut – Caledonia Road – 876-625-0247
- Island Grill – Midway mall, 17 Caledonia Road – 876-961-3153
- OMG Restaurant – Cobble Stone Professional Center, Brumalia Road – 876-962-7251
- Flaming Wok – Midway Mall, 17 Caledonia Road – 876-307-6445

Banking

- Bank of Nova Scotia Ja – 1a Caledonia Road – 1-888-472-6842/962-8800
- National Commercial Bank – 6 Perth Road – 876-962-2161
- Jamaica National Bank – Mandeville Plaza – 876-906-5343
- Sagicor Bank – Ward Avenue – 876-960-2340
- JMMB Bank – 23 Ward Avenue – 876-998-5662
- First Caribbean International Bank – Park Crescent – 876-684-2300/2301
- First Global Bank – 2 Ward avenue – 876-625-0012
- Manchester Co-operative Credit union – 2 Main Street – 876-962-0401
- COK Credit Union – 2 Perth Road – 876-960-4226

Churches

- Mandeville SDA Church
- Maranatha SDA Church
- Knockpatrick SDA Church
- New Port SDA Church
- Cedar Grove SDA Church
- Waltham SDA Church
- Albion SDA Church
- Northern Caribbean University Church

Hotels

- Tropics View Hotel – Greenvale Cross Roads, Hatfield – 876-625-2452
- Golf View Hotel – 5 ½ Caledonia Road – 1-800-766-6658
- Mandeville Hotel – 4 Hotel Street – 876-962-9764/9765
- Mandeville Hotel – 7 Hillview Drive, Balvenie – 876-630-1500

Remittance Services/Cambios

- Big Ben Cambio – 1 Manchester Road – 876-961-0330
- Western Union – Manchester Shopping Center, Super Plus Supermarket
- Mandeville Plaza (Fesco gas station),
- Money Gram - Moo-Pens Supermarket
- JMMB – 23 Ward Avenue – 876-998-5662

Tax Office

- Mandeville Inland Revenue Department – 7 South Race Course Road – 876-962-2384/3154

Campus Safety

The Campus Safety and Security Department has responsibility for your safety while on campus.

Emergency Numbers

- Emergency – 876-963-5555
- Occupational Safety and Health Office (OSHO) – 876-963-7169
- Health Services – 876-963-7477
- Campus Safety and Security Office – 876-963-7703
- Main Gate – 876-963-7704
- Mandeville Police Station – 876-962-2250

Phone line reminder: In addition to calling the 963-straight line numbers, you can also call 876-618-1652 for the automated operator, and put in the last four numbers of the office or department number that you wish to get. This goes for all university numbers starting with 876-963-. The last four digits of straight lines are the extension numbers for offices and departments.

Alma Mater

To the blessed hill you brought us
Where we've had our hopes and dreams fulfilled.
Oh the glorious things you taught us
'Midst the pine trees and the wind
We will rise and call you blessed
As we strive to serve mankind.
And we'll praise our God each moment
For the love in you we find.
And we'll praise our God each moment
For the love in you we find.

Chorus

Oh dear beacon on the hill
A bastion so true
We pledge our love and loyalty
In gratitude to you.
March onward, ever upward, ever forward
Alma Mater, NCU

Words: Herbert John Thompson

Music: Daniel Rodriguez

Residence Information

Where you live, while you are a student at Northern Caribbean University, is important for your ability to access the services on the campus and to ensure that your environment is conducive to study, rest and emotional well-being. Northern Caribbean University's main campus has three dormitories – Leila Reid Hall (female), Jamaica Hall (female) and Cedar Hall (male).

To find out about accommodation on these dorms please dial:

Cedar Hall – 876-963-7346

Jamaica Hall – 876-963-7331

Leila Reid Hall – 876-963-7340

There are places available for residence in the communities immediately surrounding the university. The Office of Student Services has a catalogue of these places and may be contacted by calling 876-963-7172 for more information on community housing.

Tips for Living Alone for the First Time

1. Don't be scared.
2. Resist the urge to be a slob.
3. Practise relying on yourself.
4. Be respectful to your roommates/housemates.
5. Know your emergency numbers.
6. Decorate your space to fit your personality.
7. Learn handy skills (cooking, sewing, and driving).
8. Make a grocery list and have a set time to do shopping (once per week or once per month).
9. Make a budget and stick to it!.

Scheduling, Scheduling, Scheduling!

What's the Importance of a Schedule anyway?

Freshmen usually have a lot to juggle between school and other activities, but it can be made even more difficult if you do not have a plan in place to manage all of this.

A few things will have to be implemented in order for you to be on top of your game. Learn how to prioritize what's important; waking up on time and spending time with God are just some of the things you need to work into your day to day schedule.

Here are **eight tips** that you can use to make scheduling work for YOU!

- Place the calendar or printed schedule in a visible location so that it is easy to see and follow.
- When writing dates on a physical calendar, use a pencil so that it is easy to make changes if needed.
- Don't create a schedule that is overly rigid or that isn't flexible enough to accommodate emergencies or conflicts that may arise.
- Schedules should be created so that the study times are consistent each day, which will help create positive study habits.
- Don't forsake well-balanced meals for study time. Poor eating habits can lead to fatigue, an inability to concentrate, and consequently less effective study time.
- Schedule study time in a location that has minimal distractions or interruptions.
- Study one course at a time for no more than two hours.
- Colour-coded schedules are often easier to see and follow.

Tips to Gain Better Focus

- For every fifty to sixty minutes of study time, plan a ten to fifteen-minute break.
- When taking a break, get a snack for an energy boost, be active and take a short walk, or listen to a few favourite songs.
- Rewards for sticking to a schedule can be given at the end of a study day or at the end of the semester. The reward for adhering to a schedule for a semester should be greater than the reward that one gives him or herself for sticking to it on a daily basis.
- Study time should be scheduled for a time when the student is the most focused and alert. For example, people who are more alert at night, should schedule their study time in the evenings.

Off-Campus Support Services

The off-campus support services available to students, which will enable a smooth transition into university life, once properly used, are:

- Do you need spiritual counselling or guidance, want to learn more about the love of Jesus, join a ministry or be ministered to? Visit the Office of Chaplaincy Services at the back of the Main Auditorium. Call 876-963-7196 or email chaplaincyservices@ncu.edu.jm.
- Do you need assistance with career development, writing a résumé, preparing for a job interview or signing up for the work and travel programme? Visit the Office of Career & Employment Services at the gymnasium. Call 876-963-7443 or email careerservices@ncu.edu.jm.
- Do you need assistance with adjusting to university life, personal problems, emotional issues or figuring out if you are on the right career or life path? Then visit the Office of Counselling and Psychological Services Centre, next to Jamaica Hall, or Call 876-963-7462.
- Are you having customer service challenges and need intervention? Do you want to feel a sense of belonging and express your school spirit? Visit the Office of Student Engagement and Retention at the Gymnasium. Call 876-963-7849 or email engagementandretention@ncu.edu.jm.
- The Office of International Student Services (ISS) caters to students who are not Jamaican nationals. ISS assists international students with settling in, processing their student visas, getting taxpayer registration numbers and enjoying their stay while in Jamaica. Call them at 876-963-7772.

- We want you to succeed academically by maintaining a Grade Point Average (GPA) of over 3.0, by staying on top of your assignments and classes, and by being a successful student. Visit the Office of Academic Administration and Student Success, located beside the Office of Human Resources, on the Mandeville Campus. You may also call 876-963-7257 or email at studentsuccess@ncu.edu.jm.
- Do you want to eat tasty vegetarian cuisine? Visit the Sorenson Hall (the Cafeteria), on the Mandeville Campus, for meals that feed the body as well as the soul. Call 876-963-7267 to find out menu details.
- The Office of Recruitment and Admissions processes all incoming applications; this includes the collection of supporting documents, change of programme in the student's first year and submission of medical documents. Call the department at 876-863-7250 or email admissions@ncu.edu.jm.

Clubs and Other On-Campus Activities

You're encouraged to get involved in extracurricular activities on campus, whether in Mandeville or the regional sites. There are academic clubs as well as sports clubs, conference clubs and ministries that you can become engaged in as a student. Each college and most departments have clubs and associations that engage its members in enrichment activities. The university has four sports houses, namely Fletcher, Beaumont, Brodie and Chisolm.

To find out more on the full listing of student clubs and societies, please visit the United Students' Movement (USM) Office, located at the Gymnatorium on the Mandeville Campus, or email the office at usm@ncu.edu.jm.

Here are some questions which may help you to decide the clubs you may be interested in:

1. Do you have a favourite sport? One which you may have played for your high school?
2. Are you a Seventh-day Adventist? Which conference do you belong to?
3. Which department do you belong to? Which college or school does your department fall under?

Academic Clubs

- Religion and Theology
- Business and Management
- Education and Leadership
- Humanities, Behavioural and Social Sciences
- Student Association of Literature
- Natural and Applied Sciences, Allied Health and Nursing

Conference Clubs

- West Conference Club
- Central Conference Club
- North Jamaica Conference Club
- East Jamaica Conference Club
- Evangelists
- Spirit of Prophecy Club

Sports Teams

- Basketball
- Netball
- Badminton
- Volleyball (Male/Female)
- Football (Male/Female)

Dorm Clubs

- Philmelodia (Female)
- Excelsior (Male)

Campus Ministries Outreach

- Sunshine Band (Children)
- Prison Ministry
- Taxi Driver Ministry
- Touch of Faith (Hospital)
- Youth Senior Connect
- Prayer Ministry (Visit schools, soldier camp etc.)

Campus Ministries In-Reach

- Upper Room

On-Campus Support Services

These are the NCU student services that I will utilize:

Office of Career and Employment Services for

Office of Counselling and Psychological Services Centre for

Office of Student Engagement and Retention for

Office of International Student Services for

Office of Academic Advisement and Student Success for

Chaplaincy Services for

Scholarships & Student Aid for

Health Services for

NCU Book and Gift Shop for

All Brands Superette for

Tai Centre Laundromat for

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