

# Tips on Choosing a Tertiary Level Institution

## 4 Things you should know:

### 1. REGISTRATION BY ACTT

Students should ONLY enroll at and attend ACTT registered post-secondary and tertiary level institutions. A Registered institution signifies that it has met or exceeded minimum educational quality requirements to operate in Trinidad and Tobago.

### 2. ACCREDITATION

The Accreditation status of the institutions and programmes of study are important when seeking employment and/or further education. This is also a requirement for membership in some professional bodies and/or licence to practice. Accreditation means that an educational institution or programme was evaluated and meets or exceeds the stated criteria for quality.

### 3. DIPLOMA/DEGREE MILLS

Be aware of diploma/degree mills. Though online education is a legitimate mode of delivery of tertiary level education, there are many 'providers' that are illegitimate known as diploma mills or degree mills. These bogus institutions are characterised by cheap degrees that can be completed in a short period of time with little or no examinations.


To avoid enrolling in a diploma/degree mill you should contact the Accreditation Council of Trinidad and Tobago at [www.actt.org.tt](http://www.actt.org.tt) first for information on the Accreditation status of an institution and/or its programmes.


### 4. ATTEND OPEN DAYS & COLLEGE FAIRS


This can assist you in aligning your career interests and degree choice with relevant programmes offered by the tertiary level institutions.




## Study Tips

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**Make studying a top priority and stay organised**  
Goal setting is often aligned with success, plan ahead to make time for studying, and socialising. Make to-do lists so you move beyond planning and into action. Remember to choose a place to study that works for you.
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**Do not procrastinate**  
Do not wait to the last minute to study for a major exam. Set time aside each week day to study so that you can steadily make progress in your coursework.
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**Take good notes and employ tactics for memorization**  
Your notes are the foundation for your studying after class. Utilise memorisation techniques such as reading out loud, flash cards, outlines and charts.
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**Find ways to manage your stress**  
Manage your stress in healthy ways such as frequent exercise, good food choices and fun activities. Remember to make time for rest.

*'Minds are like parachutes they work best when open.'* - Lord Thomas Dewar