



**RESOURCE COLLEGE**

# **STUDENT REGISTRATION POLICY**

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## **PURPOSE**

This policy regulates the registration of students to various programmes.

## **DEFINITIONS OF TERMS**

**“Academic Year”** means 12 calendar months of a year

### **“Access”**

To provide ease to enter an appropriate level of education and training for prospective learners in a manner, which facilitates progression.

**“Admission”** means approval to report for registration as a student of the College

**“Assessment”** The process of gathering evidence and making judgements about students’ achievements in relation to stated learning outcomes, and recording and reporting of these judgements.

**“College”** means Resource College also referred to as “The College”

**“Board”** means the governing structure of the College

**“Registration”** means the administrative process whereby a person is enrolled to study at the College

**“Recognition of prior learning”** means the process whereby the College makes a judgement about the extent to which prior learning or prior experience may be accepted in fulfilment of admission requirements

**“Semester”** means one half of the Academic year;

**“Student”** means a person registered full time or part time for a Certificate at the College.

**“Study”** means the academic activity aimed at acquiring an academic qualification at the College including the use of College facilities in the prescribed manner, but excluding facilities for accommodation and recreation;

**“MIS”** means Management Information System.

## **POLICY**

3.1 It is the responsibility of the Registration Section to ensure that all students have complied with the conditions as stipulated in this policy. Registration Section is headed by the Administrator and Administrative Assistant.

3.2 All students registering at the College are required to meet the minimum admission requirements of the institution, as prescribed in the Admission policy of the College.

3.3. Students are registered for a specific course once:

- They have verified the accuracy of their bio graphical information on the registration form (Enrolment Form)
- They have completed their registration form (Enrolment Form)
- The information has been captured on College database MIS, and
- A proof of Registration certificate has been generated and issued to the student.

3.4 Noted students are required to register in both Semesters/ Trimester, in January, June and September.

## **4. REGISTRATION**

### **4. 1 Setup of Academic Information on MIS**

4.1.1 The correctness and accuracy of the academic information on the system is the responsibility of the Registration Section. It is imperative that the Administrator ensure that all academic information recorded on the MIS is captured accurately.

4.1.2 The Registration Section is responsible for the printing and dissemination reports to the Administrator. The data is to be validated and verified annually by the Administrator and deviation from any approved course content are to be rectified immediately by the registration section.

4.1.3 The Registration Section is responsible for the ongoing maintenance of the MIS and to ensure that all academic qualification course information is correctly recorded.

4.1.4 In the event of the restructuring of a qualification or amending any course content, it is the responsibility of the Administrator to inform the Director accordingly. The MIS will be amended accordingly and the section advised of the rectification.

4.1.5 Once Student is registered is also registered in each Whatsapp group for Online Learning and Assignments

4.1.6 Hard copies, Textbooks and e-books are issued to a registered student.

4.1.7 Free WI-FI Password is issued to every Student.

