LUSAKA SOUTH
UNIVERSITY COLLEGE
Dream. Explore. Aquire

REGISTRATION PROCESS

✓ Application Form Received from Client

✓ Acceptance Letter Sent to Client Accompanied by;
    1. Program Catalogue
    2. Academic Calendars
    3. Registration Form

✓ Registration Form submitted from Prospective Student accompanied by Proof of Payment

✓ Academic Office Clears Registration form (Allocate Courses, Student Number and Create Account) and Submit to Finance Office with Proof of Payment (Receipt)

✓ Finance Office Clears Registration Form (Confirm Funds and inputs on Student Account) and issue Proof of Registration

✓ ICT Officer enrolls Student/s on e-learning portal and attach courses as per Proof of Registration

✓ Classes Commence

By: Management