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06 February 2024

Dear HillCross College Student,

Please find very important information for your attention and action:

### **1. REGISTRATION FOR THE JANUARY ACADEMIC SEMESTER**

The following documentation should be submitted upon finalization of registration:

- Certified ID Copy
- Proof Of Residence
- Certified Sponsor's ID copy (where applicable)
- Certified Matric Results
- Signed 2024 study contract

### **2. CONFIRMATION OF REGISTRATION**

Following the finalization of registration, a CONFIRMATION OF REGISTRATION LETTER is issued to student. The Confirmation of registration letter is an official document providing proof of registration of the student at the college.

### **3. LEARNING MATERIALS & STUDENT ID CARD**

As part of the college policy, learning material & student card fee are compulsory.

The student card costs R250 while the cost of the learning material will be dependent on the program of study. Each student is required to send an ID sized picture to generate the student card which will be dispatched with their study material upon arrival.

Payment of study material should be done to place an order for each student's study material.

For the learning material to be issued, the following must be noted:

- For SETA courses a deposit of 50% of the total amount per semester will be required, and
- For NATED courses, a deposit of 70% of the total amount per semester will be required.

Study material will only be dispatched to students who have submitted all the application documents. Also, please note that the payment for the study material once ordered are not refundable.

#### **4. LEARNING PORTAL ACCESS & MODULE ALLOCATION**

Distance/Online students will be allocated modules on the e-Learning portal as per the current semester.

Distance/Online students are advised to download and read the e-Learning portal guide (this is for all students to familiarise themselves with the HillCross College Student Portal)

- Students will be notified on when to log into the portal using the attached link: [online.hillcrosscollege.com](https://online.hillcrosscollege.com).
- Those who are unable to access/login to the portal must immediately contact the student support on [studentservices@hillcrosscollege.com](mailto:studentservices@hillcrosscollege.com)

#### **5. COMMENCEMENT OF CLASSES FOR ODL STUDENTS**

Classes will officially commence on the 15<sup>th</sup> of February for Distance/Online students. A link of the Academic Calendar will be sent to all students via sms.

All Distance/Online students are required to attend the 2024 academic orientation. The orientation will be held virtually. Every Distance/Online student will be given a link to join and attend the session.

Prior to the commencement of classes, all online students will be mandatorily required to write the online aptitude tests

After completing the attitude tests. Students will be then added to the WhatsApp groups specific for each module enrolled in. This is for students to have access to interact with their lecturer and other students, and ask questions relevant to the module.

#### **6. MAKING CONTACT WITH THE COLLEGE**

Students are encouraged to contact the college via email at [studentservices@hillcrosscollege.com](mailto:studentservices@hillcrosscollege.com) or use our WhatsApp number:

- 060 52 33391- Student Advisor
- 081 068 8964 – Administration
- 064 053 2866 – Academics
- 063 328 4005 - Accounts

We wish you success with your academic journey this semester at HillCross College of Higher Education

Kind regards,  
Administration Department