

Welcome to the University of Lusaka. Being new on campus can get hectic, but don't worry; we are here to **HELP!** This brochure contains important facts to note. If you lose this brochure you can still access it via your student portal or our Facebook page @unilusofficial. Lets GET STARTED!

ACADEMIC



REGISTRATION - There are two kinds of registration, the **first registration** is for the semester. This is done at the start of the semester after paying **50% (or above)** of the fees. The **second registration** is for the end of semester examinations. To qualify for exam registration the student should pay the semester fees in full.

*Late registration fee for semester and examination registration is K100 per week and increases weekly

EXAMINATION - During exams, students must produce their **registration form**, (to be printed from the portal and stamped in Accounts) university **identity card (ID)** and **National Registration Card (NRC)** to be allowed entry into the examinations room.

ACCOUNTS



PAYMENT METHODS

BANK DEPOSIT - Make a deposit into our UNILUS A/C and present the deposit slip to Accounts. Our **Bank details** can be found on our website (www.unilus.ac.zm). *Make sure your student number is accurate upon deposit.*

*Note - Accounts doesn't accept physical cash or cheque payments

PAYBILLS (ONLINE PAYMENT) - Go to www.unilus.ac.zm, under the PAYMENTS tab go to ONLINE PAYMENTS.

The PAYBILLS platform uses **VISA** and has 3 easy steps. Follow the instructions. *(If you need extra HELP, get in touch with our Accounts Dep.)*

IT DEPARTMENT



STUDENT PORTAL

Make the student portal your new best friend. The portal gives you access to academic materials, exam results, account, announcement, on-line payment and registration. Its purpose is make your academic life efficient and convenient.

LIBRARY



To access the library facilities, you must register with the Library department during your first semester registration process.

The library has an assorted collection of academic books, newspapers and electronic materials.

- Students need to present their student ID card to be allowed to borrow materials
- Students can borrow a book for up to 7 days.
- A penalty of K5 per day will accumulate if the prescribed borrowing time for the book is exceeded without renewal or return.
- The libraries have study cubes available for use by students.
- The Library Operating Time (Semester Time) 08:30 – 20:30hrs (Monday to Friday) 09:00 – 17:00hrs (Saturday & Sunday) Unless in special circumstances, the Library will remain closed on Public Holidays.

***CAUTION*: Never leave your valuables unattended to in the library.**

DISTANCE LEARNING



ASSIGNMENTS

Distance students access assignments via the students portal. Completed assignments are either sent via the post office or uploaded to the portal. **(Follow the submission instructions provided by the lecture)**

STUDENT COUNSELLOR



The Student Counsellor's office is always open to assist with student affairs. The Counsellor is professionally qualified in guidance and counselling. All matters discussed with the Counsellor have a Student-Counsellor confidentiality, so feel free to seek advice.

The counsellor is also available to assist students from outside of Lusaka or outside Zambia with contacts for accommodation.

STUDENT UNION



The UNILUS Student Union is dedicated to representing and serve the student populous.

The Union has a UNILUS Facebook group and page. Kindly join and like in order to stay updated on affairs.

EXTRA NOTES

- *The University does not refund fees once paid.*
- *Academic Calendars and Class time tables are available on our website (www.unilus.ac.zm)*
- *The University does not offer deferred Final Examinations.*
- *Written requests for a change in mode of study (Full Time/Part Time/Distance) will be granted to students who make their request within two weeks after the commencement of the semester.*
- *It is mandatory that all students attend at least 80% of classes during the semester. A student may be disqualified from taking an exam by virtue of poor class attendance.*