

APPLYING TO REFORMED CHURCH UNIVERSITY

STAGE ONE: APPLICATION

Application Requirements:

1. Personal details including a functional email address.
2. Educational qualifications.
3. A non-refundable application fee of USD \$5.00 (or ZWL equivalent at inter-bank rate) for local students and USD \$10.00 for international students.

NB: a) click [here](#) for banking details

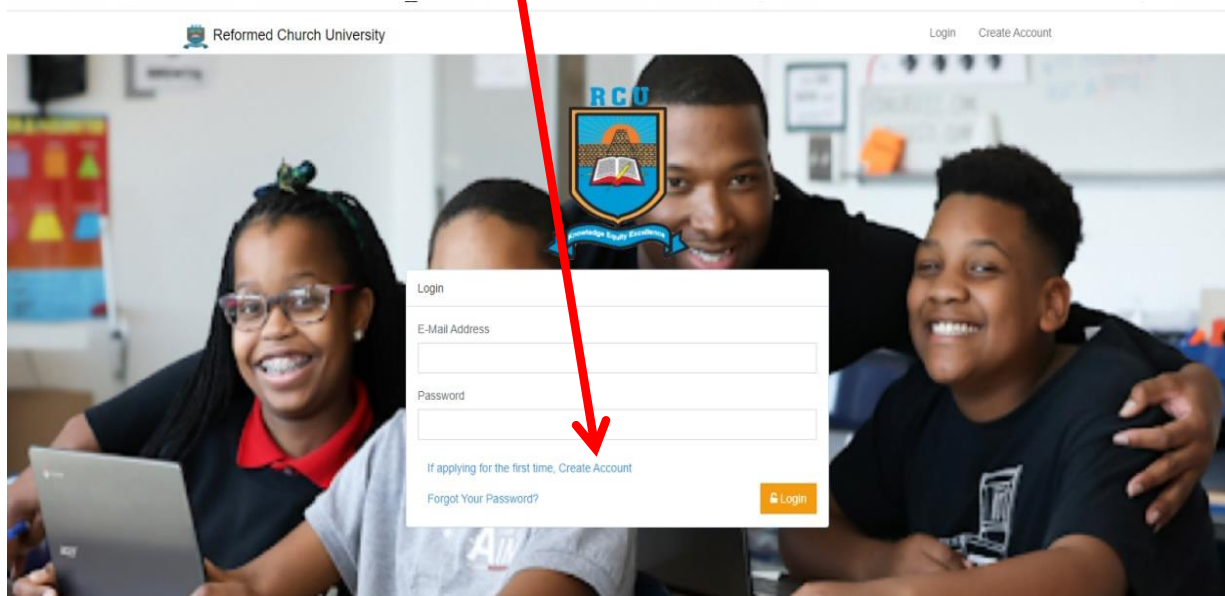
b) For more information on [international students requirements](#) please click [here](#).

4. Applicants must complete all sections of the form carefully and legibly.

How to Apply

Step1: Create an Account

- To be able to apply online, you need to create an application account first.
- To create an account [click here](#)



- Fill in all the sections to create an account and click REGISTER (Orange button) to submit.

Register

Name

E-Mail Address

National ID

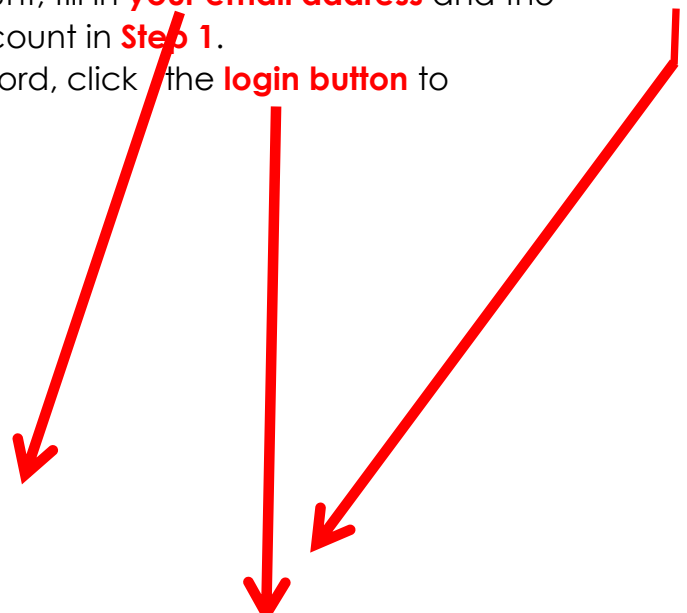
Password

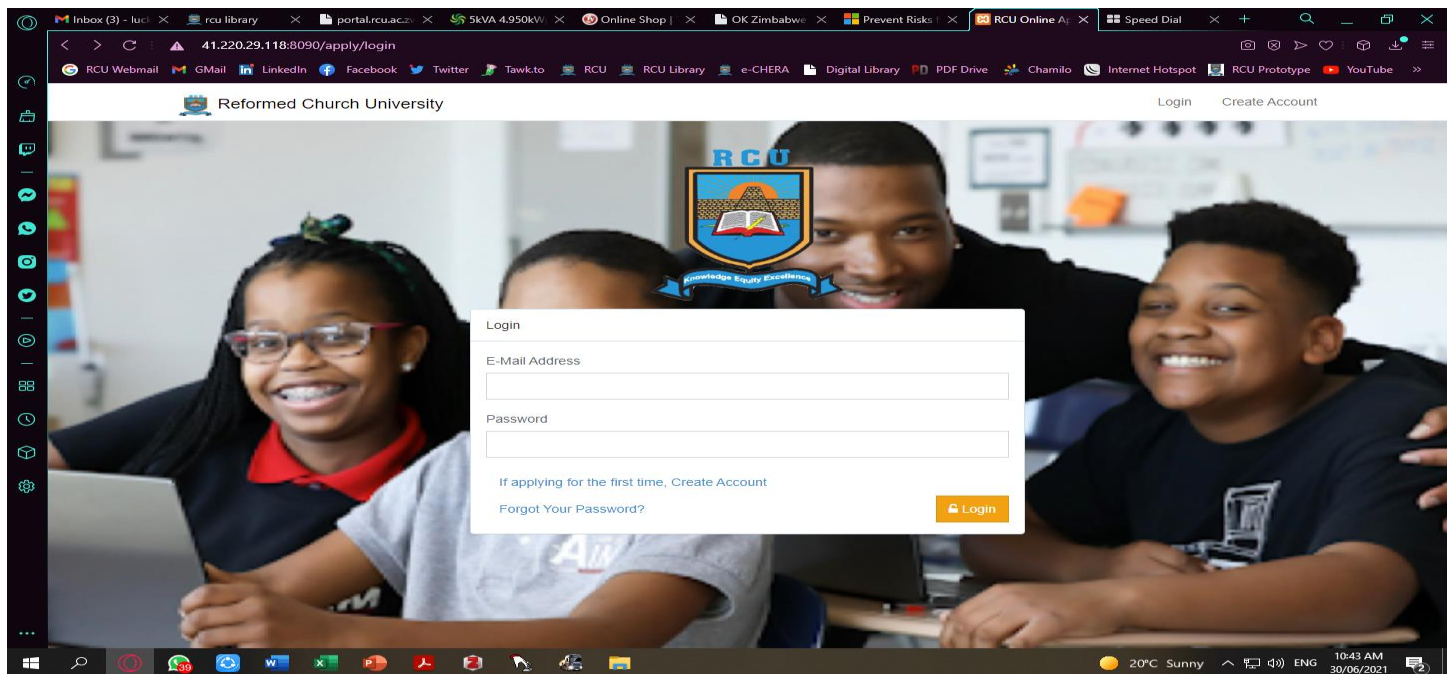
Confirm Password

Register

Step 2: Login to Your Application Account

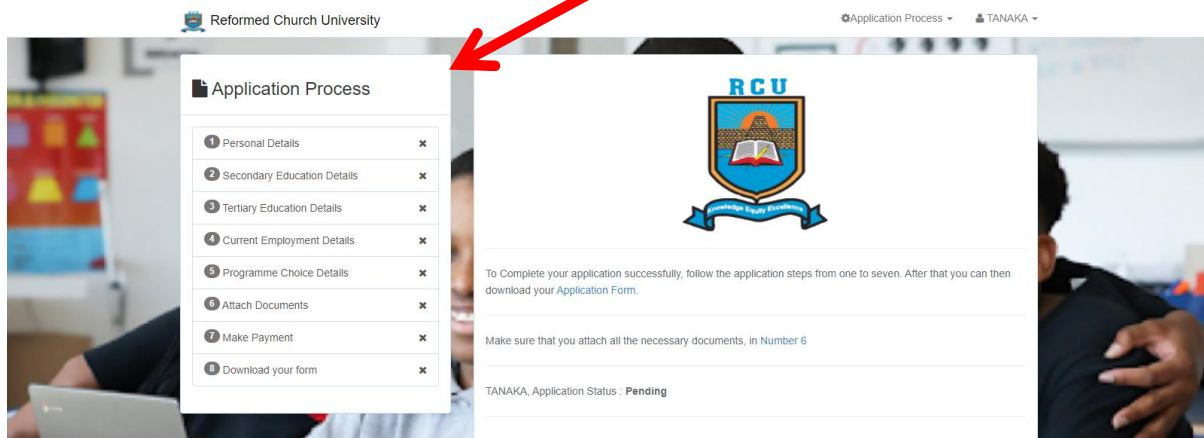
- To log in to your online application account, fill in **your email address** and the **password** that you used to create an account in **Step 1**.
- After filling your email address and password, click the **login button** to proceed.





Step 3: Complete the Online Application Form

- After logging in, the system will provide a step-by-step application process.
- Provide all the required details in all 7 steps of the application process.



Congratulations you have completed the application process. You can now wait to hear from us. Please constantly check your email for feedback.

STAGE TWO: FEES PAYMENT

- After you have been admitted to RCU, you then proceed to make a payment for your tuition fees. (**commitment fee which is part of your fees**)
- At least 50% of your fees must be paid for you to be registered.
- Take note that, early registration attracts a discount.
- Fees for undergraduate **conventional** local students is **USD \$300.00** whilst fees for **block** local students is USD **\$350.00**
- Fees for **full time international students** is **USD \$1100.00** whilst fees for **block international** students pay **USD \$1100.00** (for details fees break down refer to the fees structure table below).
- Fees for post graduate programs is **USD \$400.00**

NB: The amounts above can be paid as cash, or via bank transfer, zipit or ecocash equivalent at **inter-bank rate**. You can pay for the application form using the banking and ecocash details below.

NB: Fees must be paid into the university accounts as detailed below:

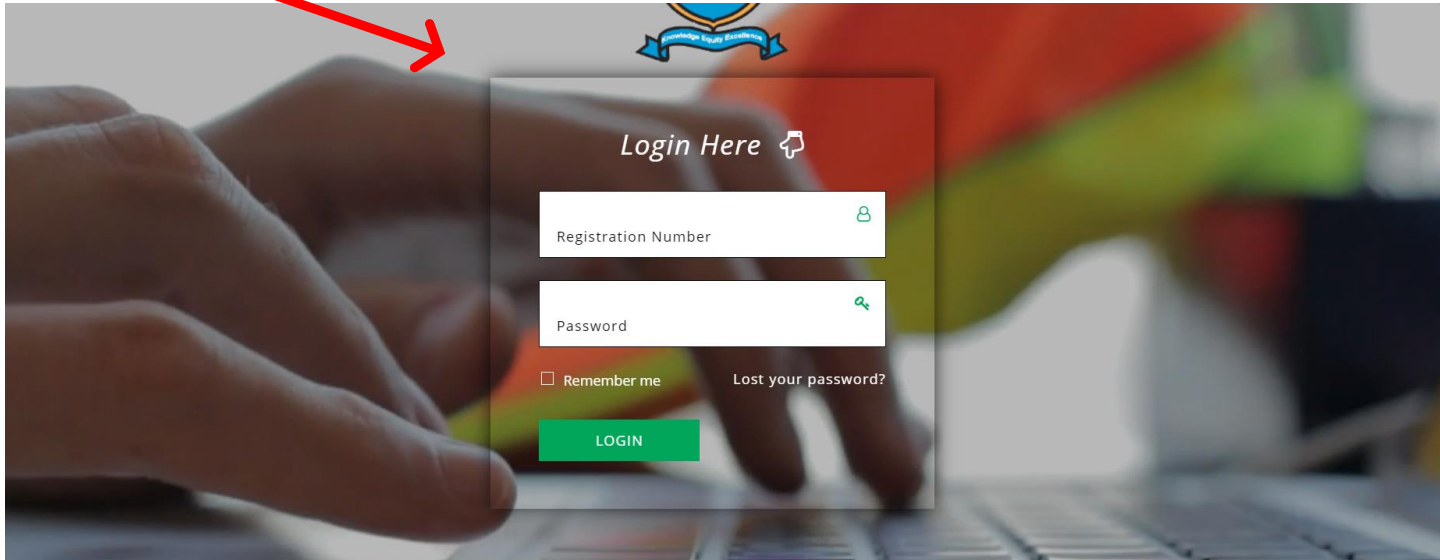
BANKING DETAILS

<p>Bank Transfer Details: ZWL/RTGS</p> <p>Account Name: Reformed Church University Bank: ZB Bank Zimbabwe Account #: 4564679129200 Branch Name: Masvingo Branch Code</p>	<p>Bank Transfer Details: ZWL/RTGS</p> <p>Account Name: Reformed Church University Bank: CBZ Bank Account #: 02524191060018 Branch Name: Masvingo Branch code:</p>	<p>Bank Transfer Details: ZWL/RTGS</p> <p>Account Name: Reformed Church University Bank: CABS Account #: 1006254676 Branch Name: Masvingo Branch code:</p>
<p>USD</p> <p>Account Name: Reformed Church University Bank: ZB Bank Zimbabwe Account #: 4564-679129-405 Branch Name: Masvingo Branch Code:</p>	<p>Rands</p> <p>Account Name: Reformed Church University Bank: ZB Bank Zimbabwe Account #: 4564-679129-406 Branch Name: Masvingo Branch Code:</p>	<p>Ecocash</p> <p>*151*2*1*47499*amount*student number#</p>

- After your account has been settled with the accounts office you may now proceed to register.

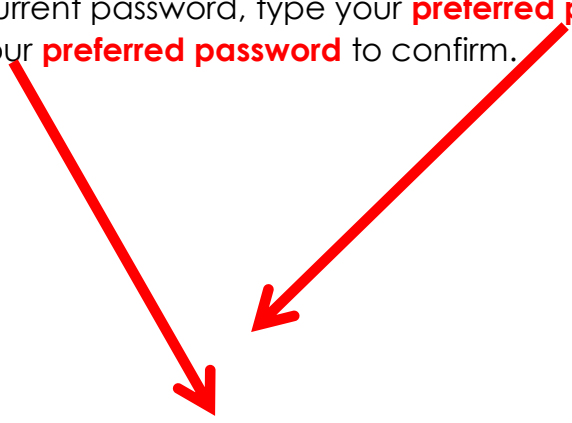
STAGE THREE: REGISTRATION

Step 1: Visit the RCU students' portal at <http://portal.rcu.ac.zw:8090/> and a login page like this will appear.



Step 2: Enter your student Number and password

- Enter your **student number** and your **password** in the spaces provided. When logging in for the first time use the default password **student101** (Change to your password of choice)
- When changing to a new password enter the default password (**student101**) as shown in the box below.
- After you have entered the current password, type your **preferred password** in the next field and retype your **preferred password** to confirm.




First Time Login - Set Up New Password

Current Password

Password

Confirm Password



- After confirming your password, click submit.

Step 3: Open your Portal Dashboard


- After logging in, a dashboard as indicated below will appear.



The dashboard consists of five main sections:

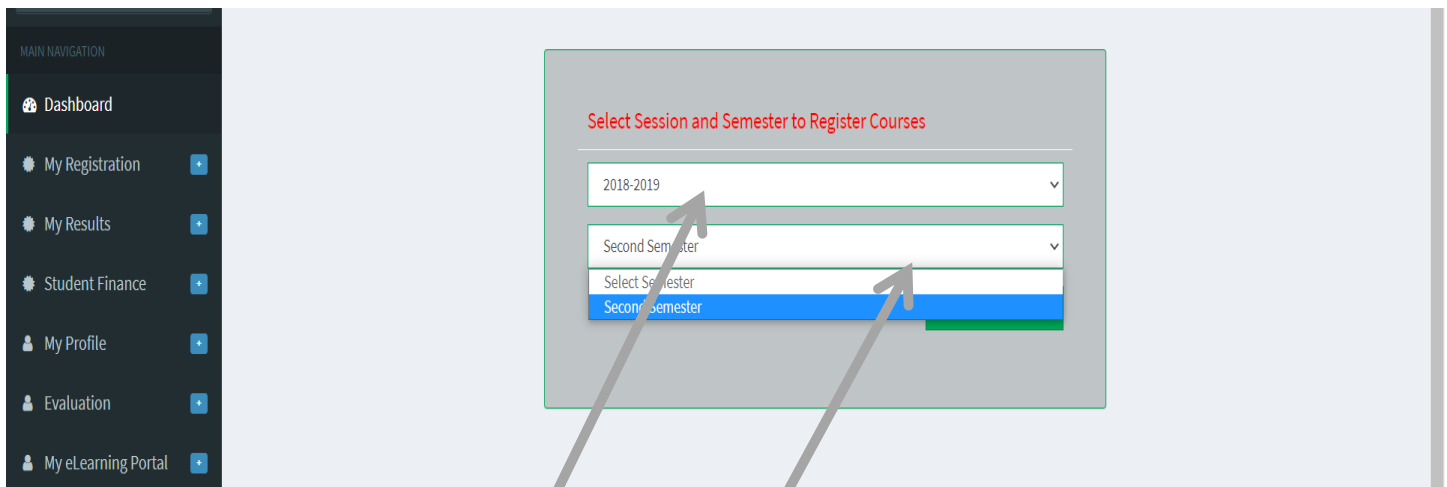
- MY COURSES** (Orange): View Registered Courses
- E-LEARNING (E-CHERA)** (Red): Access E-learning
- MY FEES BALANCE** (Green): You Can Now Pay Your Fees ... Fees Statement
- MY RESULTS** (Light Blue): Number of your Results released View Current Results
- MY REGISTRATION STATUS** (Dark Blue): Unregistered Status of your registration Online Registration

Please Note: On **My Registration Status** if the status is **Unregistered** it means that you have not yet registered for the current semester and if the status is **Registered** it means you are registered for that Current semester.



Step 4: Open the Registration Form

- Click on the **Online Registration** button and registration form as presented below will appear.



The screenshot shows a user interface with a dark sidebar on the left containing navigation links: Dashboard, My Registration, My Results, Student Finance, My Profile, Evaluation, and My eLearning Portal. The main content area is light blue and features a form titled "Select Session and Semester to Register Courses". The form has two dropdown menus. The first dropdown is set to "2018-2019" and the second is set to "Second Semester". A blue highlight is visible under the "Second Semester" option in the second dropdown. Two grey arrows point from the text below to the two dropdown menus.

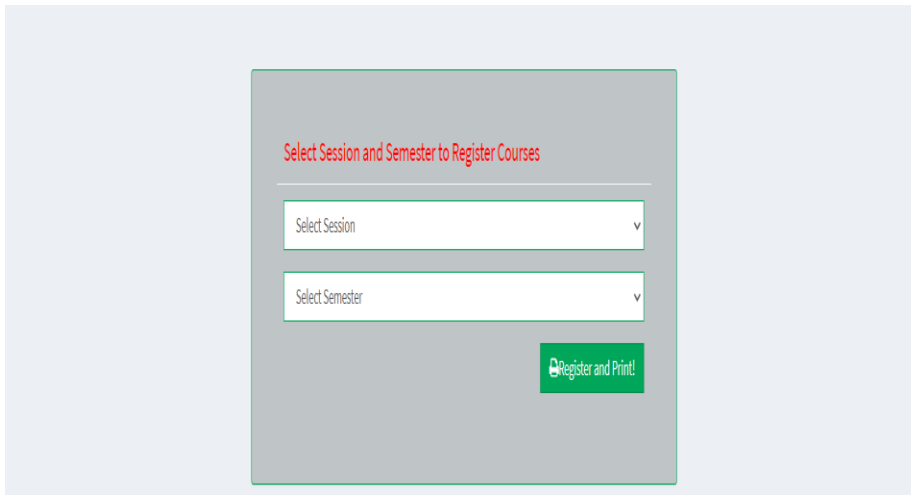
Step 5: Select your Session and Semester

- On the above form shown, **2** important fields are presented
 - a. **Session** – is a matter of when your academic year commenced and when it ends for example if you began your academic year 2 (2.1) in 2020 August and finishing it in May 2021 (2.2) this means that your session will be 2020-2021 or if you started your academic year 1 in 2021 March and Finishing in December 2021 your session will be 2021-2021.
 - b. **Semester** - select the semester which you are registering for, for example if you are currently doing level 1.2 your semester will be **second semester** or if doing level 1.1 your semester will be **first semester**

Please Note: The system automatically picks your current Session and Semester. Should you face any challenges or system errors in that, please send an email to admissions@rcu.ac.zw and ict@rcu.ac.zw for assistance.

Step 6: Register and Print

- Click on the green button, register and print.



Step 7: View and Conform Your Modules

- After clicking register and print, you will be presented with a page which shows your modules or courses for your current semester as shown below.
- Verify and confirm your modules.



MAIN NAVIGATION

- Dashboard
- My Registration
- Online Registration
- View Registered Courses
- View My Courses
- My Results
- Student Finance
- My Profile
- Evaluation
- My eLearning Portal

Current Courses Retake Courses

These Courses Where Recommended by your adviser so register them accordingly

Show entries Search:

Course Code	Course Title	Credits	Course Status	Select
HECD409	Models of Early Childhood Development Curriculum	4	Core	<input checked="" type="checkbox"/>
HECD410	Creative Expression in Early Childhood Development	4	Core	<input checked="" type="checkbox"/>
HECD411	Guidance, Counselling and Life Skills in Early Childhood Development	4	Core	<input checked="" type="checkbox"/>
HECD412	Multicultural Education in Early Childhood Development	4	Core	<input checked="" type="checkbox"/>
HECD420	Dissertation	4	Core	<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/> Register!

Please Note: verify modules before registering. If there is a missing module or a wrong module, please send an email with the following details:

- a. Student number
- b. Program
- c. Department
- d. Level
- e. Missing Courses

The email should be sent to the respective department:

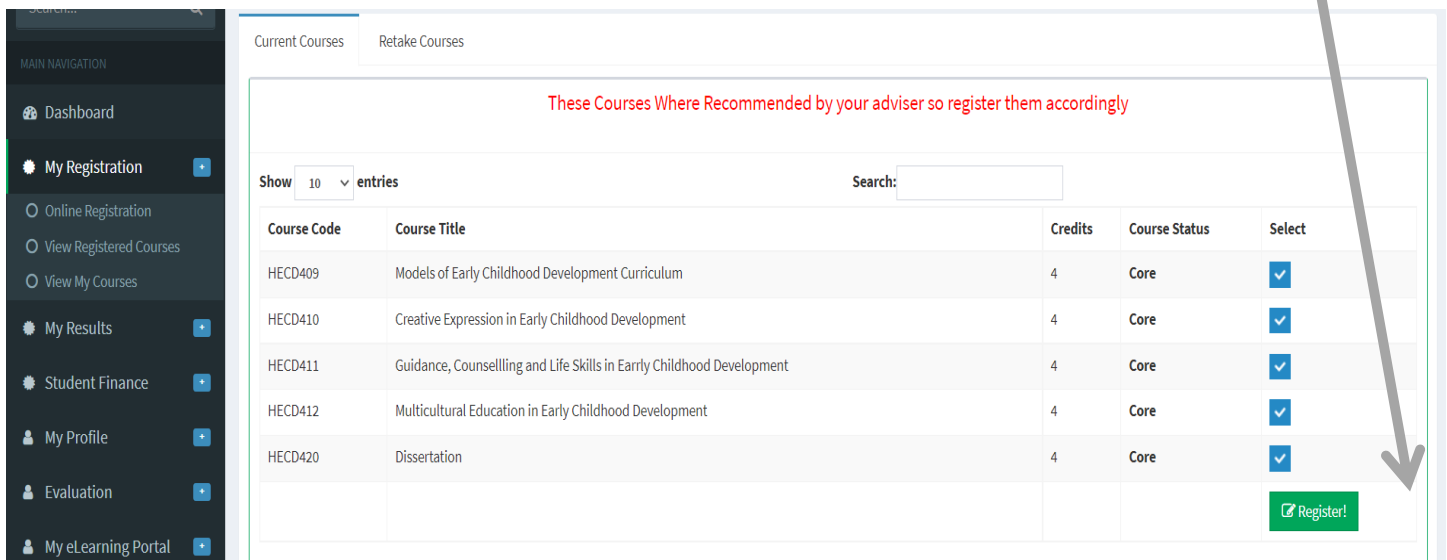
Education: dzvitiv@rcu.ac.zw Cc ict@rcu.ac.zw

Special Needs Education: maugaraa@rcu.ac.zw Cc ict@rcu.ac.zw

Commerce: mhizhar@rcu.ac.zw Cc ict@rcu.ac.zw

Step 8: Register

- After confirming and verifying your modules, proceed to register by clicking the green button.



The screenshot shows a student registration interface. On the left is a dark sidebar with navigation options: Dashboard, My Registration, Online Registration, View Registered Courses, View My Courses, My Results, Student Finance, My Profile, Evaluation, and My eLearning Portal. The main content area has tabs for 'Current Courses' and 'Retake Courses'. A red message states: 'These Courses Where Recommended by your adviser so register them accordingly'. Below this is a table with columns: Course Code, Course Title, Credits, Course Status, and Select. The table lists five courses, each with a blue checkmark in the 'Select' column. At the bottom right of the table is a green button labeled 'Register!' with a checkmark icon. A large grey arrow points from the top right towards the 'Register!' button.

Course Code	Course Title	Credits	Course Status	Select
HECD409	Models of Early Childhood Development Curriculum	4	Core	<input checked="" type="checkbox"/>
HECD410	Creative Expression in Early Childhood Development	4	Core	<input checked="" type="checkbox"/>
HECD411	Guidance, Counselling and Life Skills in Early Childhood Development	4	Core	<input checked="" type="checkbox"/>
HECD412	Multicultural Education in Early Childhood Development	4	Core	<input checked="" type="checkbox"/>
HECD420	Dissertation	4	Core	<input checked="" type="checkbox"/>

Step 9: Confirm Registration Success

- After clicking on the green register button, a success message will appear confirming and congratulating you that you have been successfully registered.