I’m Good!

HOW CAN WE HELP YOU?
Prescribed books. Which Department to Contact. Why access the Student Portal? Contact Sessions

WHERE DO I FIND MY TEXTBOOKS?
Question: Who can take Textbooks out of the Library?
Answer: NOBODY. You should purchase them.
Question: Why?
Answer: Because you should use them all year for assignments and to study for exams.
Question: Where do I find the titles of my Textbooks?
Answer: 1) In your package of study material
2) On the Student Portal
Question: How do I find my textbooks on the Student Portal?
Answer: Go to Lyceum Student Portal. Log in. Click on the subject you want the textbook for. Click on Prescribed textbook. Write down the Title, Author, ISBN, and Publisher.
Click on the subject you want the textbook for. Click on Prescribed textbook. Write down the Title, Author, ISBN, and Publisher. Contact the publisher (email, phone) or any bookshop near you or go to Google, find the publisher, type in the ISBN, title or author of the book you are looking for to find the price.

WHICH DEPARTMENT DOES WHAT?

ASSESSMENT
All matters pertaining to examinations, assignments, registration for examinations and contact sessions, re-marking, exam venues.
examenquiries@lyceum.co.za
lyceumassignments@lyceum.co.za
Fax: 0865292079

ACADEMIC
Need help with assignment, don’t understand study material, want to speak to lecturer.
academiconquiries@lyceum.co.za
011 712 2294

FINANCE
Account balance, payment matters
financeenquiries@lyceum.co.za
011 712 2253

STUDENT ENROLMENT
Enquire about Lyceum programmes
info@lyceum.co.za
0860 100 705
011 712 2040

STUDENT REGISTRATION
Study material not received, incorrect study material received
studymaterialenquiries@lyceum.co.za
011 712 2177

THE LIBRARY
Which books are available at the library, who can take books out, how to use the Student Portal and by special arrangement the Librarian will train you on basic computer usage.
library@lyceum.co.za
011 712 2007

STUDENT SUPPORT
Certification, graduation, any other problem

! STUDENT ID CARD
Students receive a Student ID Card upon registration that they can present:
*Where proof of being a student is required
*At the Lyceum library to use books
*At clubs, restaurants, cinemas etc. that allow student discount

CONTACT SESSIONS
When can I attend Contact Sessions?
A month before the May or October examinations
Where are Contact Sessions held?
Johannesburg, Pretoria, Cape Town, Polokwane and Durban

DO I HAVE TO REGISTER FOR CONTACT SESSIONS?
No, not necessary
Where do I find the dates and venues for Contact Sessions?
On the Student Portal

NB: Access the Student Portal frequently because that is where you find important information
Diploma in Management
SAQA ID 62949 NQF Level 6 Credits 380

Students can diversify in various fields of specialisation:
Cost and Management Accounting (Financial Manager, Financial Executive, Senior Accountant)
Financial Accounting  (Financial Officer, Accountant, Financial Consultant)
Public Administration  (Manager within local, provincial and national government, Public Administration Officer, Supervisor and Administration Clerk in the Public sector and quasi-government organisations)
Public Relations (Public Relations Manager, Media Consultant, Journalist, Brand Manager)
Marketing Management (Marketing Manager, Sales Manager, Advertising Consultant, Brand Manager)
Human Resource Management  (Human Resource Manager, Recruitment Consultant, Personnel and Talent Officer, Business Manager)
General Management  (Manager, Entrepreneur)

Diploma in Criminal Justice
SAQA ID 79466 NQF Level 6 Credits 374

This programme is career directed. Apart from following a career as a private law enforcement officer, successful candidates will also be able to articulate to related fields of study such as criminology, policing, traffic and metropolitan police services. Learners studying towards this programme will find that the acquisition of the numerous competencies in the programme will add value to their understanding of any of these sectors and functioning in the workplace.

CAREER FIELDS
Learners could pursue a career in:
South Africa Police Services
Private Security Companies
Municipalities (Security)
Risk Management Companies
Criminology

ADMISSION REQUIREMENTS
Minimum entry requirement: National Senior Certificate or equivalent
The Student Registration Department is always a hive of activity with staff diligently registering students on the Student Management System, issuing study material and documentation related to study material. They are also watchdogs for the College because they can only capture students' data on the system after they have ensured that the contract adheres to contact— academic— and financial requirements and if not refer it back to Recruitment for correction.

Hereunder is Bobby on the left and a couple of shots of her staff busy working.

Managing the Student Registration Department requires good management, where Bobby Senekal excels. Her staff need the capability to attend to details and to work long hours under pressure. Not only does this Department register you on the Student Management System, they assemble your study material, label it, register it and dispatch it to the address you entered on your Contract. So, make sure that all your information is correct on your Contract. Also ensure that you change your personal contact information or anything else that changes after you joined Lyceum because urgent notifications, assessment results and mail, e-mail and cellphone contact depends on it.
Contact Info for Help with Academic Matters
If you experience problems with your studies, contact the Academic Dept at academicenquiries@lyceum.co.za.

Submitting of Assignments
Submit your assignments to:
086 509 2079 or e-mail assignments to lyceumassignments@lyceum.co.za

Website E-mail address:
info@lyceum.co.za

Important Dates for Oct 2017 examinations

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Lyceum examination sessions</td>
<td>2-30 Oct 2017</td>
</tr>
<tr>
<td>Closing date Assignment</td>
<td>9 Jun 2017</td>
</tr>
<tr>
<td>Closing date exam registration</td>
<td>30 June 2017</td>
</tr>
<tr>
<td>Closing date amendment exam venue</td>
<td>8 Sept 2017</td>
</tr>
<tr>
<td>Results released</td>
<td>11 Dec 2017</td>
</tr>
<tr>
<td>Remark results released</td>
<td>31 Jan 2018</td>
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Important Dates for May 2018 examinations

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lyceum examination sessions</td>
<td>1-29 May 2018</td>
</tr>
<tr>
<td>Closing date Assignment</td>
<td>16 Jan 2018</td>
</tr>
<tr>
<td>Closing date exam registration</td>
<td>2 Feb 2018</td>
</tr>
<tr>
<td>Closing date amendment exam venue</td>
<td>6 Apr 2018</td>
</tr>
<tr>
<td>Results released</td>
<td>6 Jul 2018</td>
</tr>
<tr>
<td>Remark results released</td>
<td>17 Aug 2018</td>
</tr>
</tbody>
</table>

The above information is in your Student Support Manual. Please read carefully and carry out the instructions regarding examination registration and payment, assignments and contact sessions.