# NORTHERN TECHNICAL COLLEGE
# FIRST-YEAR MAY INTAKE – SELF SPONSORED STUDENTS
# TERM 2 REGISTRATION FLOWCHART – 2026

**STEP 1**

**COMPUTER NUMBER VERIFICATION AND TUITION FEE PAYMENT**

- Check the **NOTICE** boards for your Computer Number. If you cannot find it, visit the Student Affairs Help Desk for assistance.
- Pay your **TUITION FEES** using the ZANACO Bill Muster USSD. Code *115# on your mobile phone.

**STEP 2**

**DOCUMENT VERIFICATION**

Report to the New Library (Upper Deck). Proceed to the Departmental desk for verification of your original **Acceptance Letter**, **NRC**, and **Grade 12 results**

**STEP 3**

Report to **New Library (Upper Deck)**

Registry Desk for Collection of enrolment forms.

**STEP 4**

**ONLINE CLASS REGISTRATION**

Do your online class registration at **sis.nortec.edu.zm**

If you experience any challenges, visit the **IT Help Desk at the New Library (Upper Deck).**

**STEP 5**

**SUBMISSION OF REQUIREMENTS**

Submit 2 reams of A4 white bond paper (Rota trim/Typex) and Double sockets (Tropical) at the Stores Office.

**STEP 6**

If your name appears on Accommodation List proceed to make payments Using ZANACO Bill Muster USSD Code on Mobile Money ***115#**

**STEP 7**

**STUDENT IDENTITY CARD COLLECTION**

Proceed to get a Student Identity Card at the New Library.

**STEP 8**

**TEVETA ORIENTATION AND ONLINE REGISTRATION (HQAA)**

Report to the OLD LIBRARY, to complete the TEVETA online registration and orientation.

**STEP 9**

**SUBMISSION OF ENROLMENT FORMS**

Submit enrolment forms at Registry Desk at Upper Library

**STEP 10**

**DEPARTMENTAL ORIENTATION & TIMETABLE CHECK**

Proceed to departmental orientation and check class timetable.