Course Registration Process

Registration

- You will register your interest for courses via our Student Learning Portal or paper application form. This is a self-referral process, all registrations must be completed by you, the student.
- After you have registered your interest online, you will receive an email.
- JRC will input any paper application forms we receive into our student portal booking system.

Booked

- JRC will book students onto courses on a first come first serve basis.
- After you have been booked onto a course, you will receive an email confirming course details.
- Any student that does not have an email address will receive this information via post.
- If our courses are full, you will receive a waiting list email. Should we have any cancellations you will be contacted.
- One week before the course begins, you will be emailed with a course reminder.
- One day before the course begins, you will be emailed with a course reminder.
- For online courses, you will also receive an email 2 hours prior to every session.

We do our best to book all students onto their registered courses every semester.

If you have any queries, please contact us.