

First-Year Orientation Guide 2017

George Campus

Growing tomorrow

NMMU CAMPUSES

South Campus (Summerstrand)

North Campus (Summerstrand)

Second Avenue Campus

Missionvale Campus

Bird Street Campus

George Campus

IMPORTANT!

The way forward

Read this guide before you arrive on campus to have an idea of what to expect.

Contact us

If you are unsure about anything, do not hesitate to contact us:

Tel: +27 044 - 801 5081

E-MAIL: Charles.Persence@nmmu.ac.za or Melita.Potjo@nmmu.ac.za

or see: Useful contact details @ NMMU in this guide

Please note: Registration information can be found in the Registration Guide.



How2_nmmu: Thrive



@how2_nmmu

THIS IS YOUR NMMU!



Orientation

Go to our Orientation website for more exciting information: <http://orientation.nmmu.ac.za/>

How What Where? Where

Did you know?

Students who attend orientation have a greater chance of succeeding at university.

Orientation is not just that thing where they show you where the places are.

It is much, much more ...

PLAN YOUR PERSONAL ORIENTATION PROGRAMME HERE!

Add dates and times.

My personal orientation programme (Check your programme dates and venues.)		
Date and time	Event	Venue
Academic Orientation		
	Welcoming Ceremony and Faculty Meet & Greet	
	Registration	
	Meet your Lecturer	
	How2@nmmu	

FOR YOUR OWN SAFETY AND SECURITY

Save this number on your phone
Emergency number (Campus Security)
044 - 801 5183

FIRST-YEAR ORIENTATION GUIDE FOR PARENTS

Message from the how2@nmmu orientation team

Dear Parents

Welcome to the NMMU community! We invite you to be our partner in ensuring that your son/daughter benefits from his/her time spent at NMMU.

We realise that the transition from school to university can be quite challenging for both parents and students. To ease your family into this new life phase, we would like to invite you and your son/daughter to attend the official Welcoming Ceremony and Faculty Meet & Greet on 21 January 2017.

IMPORTANT:

Please check for the detailed Welcoming Ceremony and Faculty Meet & Greet programme under the faculty in which your son/daughter will be studying.

Check in which faculty your son's/daughter's course is offered. You will find this information in this Guide. Check carefully on which campus and in which venue your Welcoming Ceremony and Faculty Meet & Greet will be held.

NB: Please be advised to arrive early to avoid traffic congestion and park in the parking area closest to your Faculty Meet & Greet.

*A Native American adage suggests that parents
owe their children two things*

ROOTS & WINGS

By **helping** your son or daughter to *maintain connections*
to home through caring and *supportive* communication,
you give them roots.

***Your belief in their ability to succeed,
along with your constant encouragement,
gives them wings.***

GUIDELINES FROM THE ORIENTATION TEAM

How to help your son or daughter succeed

Here are specific things you can do to help your son or daughter achieve academic success:

- ▶ **Encourage them to attend the first-year orientation programme.** Events in this programme provide a critical link between high school and first-year university and are designed to help first-year students build a support network, access campus resources and understand the intellectual expectations of university. Research indicates that students who participate in orientation programmes settle into university life more quickly than those who don't.
- ▶ **Encourage them to treat academic efforts like a full-time job.** If a full-time student can commit to a 35 to 40-hour academic week (hours in class and hours spent studying), he/she increases his/her likelihood of being successful. Research has shown that students who see university as a part-time job do not fare as well.
- ▶ **Share the idea that intellectual work can be fun.** University is a major responsibility, but it is also an exciting opportunity for students to experience new ideas. Encourage your son/daughter to take courses that interest him/her. Lecturers and student counsellors can assist in finding courses that both fulfil the requirements for the degree/diploma and spark the student's intellectual curiosity.
- ▶ **Share that attending class is the first and most important component of student success.** Irrespective of whether or not a lecturer has an attendance policy, it is of vital importance that all lectures are attended. Some courses have very specific attendance requirements that affect the student's year mark. University is expensive and students should strive to get their money's worth from the experience.
- ▶ **Encourage him/her to get involved in campus activities** since this helps them to network, build relationships and develop leadership skills. This also improves their marketability in terms of future employment.
- ▶ **Encourage him/her to develop an attitude for success.** A positive attitude will add considerably to the student's success. Parents have significant influence over the new university student's sense of self-confidence and self-worth. To maintain your son's/daughter's confidence, your communications with him/her should always be encouraging.
- ▶ **Encourage him/her to seek help from the Financial Aid office** should additional finance for studies be required.
- ▶ **Encourage him/her to identify problem areas at an early stage and to seek help to overcome them.** Typical examples of problems are:

- Stress experienced from feeling overwhelmed
- Adapting to a new learning and living environment
- Homesickness
- Feeling lonely before friendships and activities become established
- Difficulty managing money
- The challenge of dealing with new-found freedom

Remind your son/daughter about the importance of attending orientation!

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General guide to NMMU

Contact your Orientation Coordinator

WELCOME TO NELSON MANDELA METROPOLITAN UNIVERSITY!

For more information with regard to your orientation programme, please contact:

Charles Persence
Orientation Coordinator, George Campus
E-mail: Charles.Persence@nmmu.ac.za
Tel: 044 - 801 5051

Melita Potjo
Orientation Coordinator, George Campus
E-mail: Melita.Potjo@nmmu.ac.za
Tel: 044 - 801 5056



Welcome from the Dean of Teaching and Learning



A warm welcome to students in the Class of 2017.

You have every reason to feel proud of the fact that you are one of only a few young adults in your age group that has the opportunity to study at university.

However, very soon you will discover that there's a big jump from being a learner in Grade 12 to being a student at NMMU. One of the most important challenges you will have to master is adjusting to how learning works at university and the greater independence that is required of you, which comes along with the responsibility to exercise your freedom of choice wisely.

NMMU is deeply committed to equity and redress in terms of access to university studies and equity of outcomes. As a result, NMMU has adopted an "access for success" approach and has a number of mechanisms in place to broaden access and enhance success. NMMU's approach to student success has its roots in a 'student lifecycle approach'. Consequently, student support and development is linked to the main stages of the student lifecycle, namely:

- ▶ Pre-entry advice and career/programme guidance
- ▶ Admissions, registration and orientation
- ▶ Negotiating the first year of studies
- ▶ Progressing and thriving through the study programme
- ▶ Preparing for the world of work and life in the 21st century

While a number of development and enrichment opportunities, activities and programmes are provided to students across all years of study, NMMU intentionally focuses on growing your success in the first year of your studies to lay a firm foundation on which you can build. Among the activities that we offer first-years are:

1. A How2@nmmu orientation programme, offered before lectures start, to help you to settle into your academic studies and to become part of our campus communities. So, choose to participate in this programme.

2. In keeping with our “online first approach” to student support and development, we have a range of resources and videos on websites such as <http://orientation.nmmu.ac.za/>; <http://counselling.nmmu.ac.za/> or click on the Academic Success section of the Keys to Success site on the Student Portal: <http://academicsuccess.nmmu.ac.za/>

3. An important component of effective learning in the 21st century and for you to develop as a lifelong learner is to expand the way that you use technology to enhance your learning. This involves more than just learning to use a device (e.g., smartphone, tablet, laptop) effectively. Being a digitally literate citizen involves, for example, developing competence in searching for and reading online articles and reports; “using digital reproduction to create new, meaningful materials from existing ones; constructing knowledge from a nonlinear, hypertextual navigation; evaluating the quality and validity of information; and have a mature and realistic understanding of the “rules” that prevail in the cyberspace” (Eshet-Alkalai, 2004, p. 93) . NMMU has many ways to assist you to develop your digital literacy. For example, all our programmes include a computer literacy module and our Library and Information Services offer a range of opportunities to both enhance your information literacy and to develop and maintain academic integrity when navigating sources and resources in cyberspace.

Please approach these modules and opportunities as being critically important to your development as a 21st century citizen and not as being something that is on the margins of your university studies and thus unimportant.

4. Peer learning opportunities such as Supplemental Instruction (SI), tutorials, mentoring, the How2 Buddy programme, and the peer helper initiative, provide you with small group learning experiences facilitated by trained senior students. As first-year classes are often large, some of the most meaningful learning happens when you meet in small groups with your peers.

5. As you progress through your studies, grab hold of opportunities to develop yourself holistically both in your learning programme as well as in co-curricular activities outside of the classroom (e.g., get involved in student societies, leadership development, sport, being a peer learning facilitator, community engagement projects, and so on). NMMU has a unique Co-curricular Record (CCR) in which the learning outcomes that you develop through co-curricular activities is formally acknowledged. This means that when you graduate you not only have a transcript of your formal academic activities, but you also have one of your co-curricular learning, which can enhance applications for jobs, prestigious scholarships, and so on. Equally important is the fact that co-curricular activities help you to develop to be the best person that you can be. You need to take responsibility to build the entries on your CCR from your first year onwards aligned to aspects that you want to develop in yourself.

For you to get maximum benefit from your time at NMMU, you need to play an active role by:

- ▶ Taking responsibility and being accountable.
- ▶ Attaining a sense of belonging to the NMMU community/communities.
- ▶ Being open to personal growth and purpose development.
- ▶ Contributing to dynamic learning opportunities.
- ▶ Navigating your learning.

You are at the start of a very exciting moment in your life’s journey. Good luck! Make the most of it.

“It is what we make out of what we have, not what we are given, that separates one person from another.” - Nelson Mandela

Professor Cheryl Foxcroft
Dean of Teaching and Learning/Chair of Student Orientation Committee

Message from the Vice-Chancellor

Welcome to Nelson Mandela Metropolitan University (NMMU). On behalf of all our staff and students, it gives me great pleasure to invite you to become part of the university community. By registering at NMMU, you are joining the ranks of one of South Africa's most vibrant, exciting and creative higher education institutions. At NMMU, we place a great premium on excellence, innovation and service to the public to promote a more equal, fairer and democratic social order in South Africa, the wider African continent and world.

The core purpose of a university is knowledge production and its use to make a difference in society. We want our students and our scholars to use this knowledge for the promotion of public good, social justice, equality and dignity in a world that has become increasingly unequal and fragmented. Globalisation, new advances in science and technology and the information and telecommunications revolution have opened up vast new frontiers for human development. But it has also created new challenges, reinforced old inequalities and introduced new threats to the natural environment. Universities are uniquely placed to pursue new knowledge and skills to grapple with the ambiguities, uncertainties, promises and perils held in the "light and shadows" of human "progress".

We hope you will use this unique opportunity to acquire the richest possible educational experience

—one that is technically rigorous and socially compassionate — to create a more socially-just, equal society and a sustainable planet for all.

At NMMU, we promote and celebrate original thinking, critical reflection and the search for ideas that can change the world for the better of all its inhabitants. We hope you will take full advantage of this unique opportunity in your life to rise to the best that lies within you.

NMMU offers a rich and diverse spectrum of academic programmes organised into seven faculties spread across our six campuses in Port Elizabeth and George. Here, you will find some of the best and most dedicated staff members who will be more than willing to assist and guide you in



your journey from first to final year of study. Our aim is to foster a student-centred learning experience and we encourage you to make full use of the many opportunities at NMMU.

Naturally, your primary mission is to study with the purpose of fulfilling all the requirements for conferring a qualification at the end of your period of study. Towards this end, the university offers a wide range of learning resources — modern library facilities, online computer networks with vast databases, enrichment and remedial support programmes, student counselling services, tutoring and advisory services. We would encourage you to make full use of these services, ensuring you have optimal support in pursuit of your academic responsibilities.

At the same time, your life as a student also extends beyond the classroom context, and university life seeks to assist you in developing all dimensions of human life, including sports, recreational, cultural and aesthetic interests. There are more than 70 clubs and societies active on campus and I strongly encourage you to participate in your choice of these, to contribute to your personal development and enjoyment.

Above all, enjoy the adventure ahead, make the best of it, and I sincerely hope to see you some day at Graduation. All the very best!

Professor Derrick Swartz
Vice-Chancellor

Welcome to the NMMU George Campus



Welcome to one of the most beautiful campuses in the world!

Here, in the heart of nature, you can discover and realise your dreams through dedication to your studies. As knowledge catalysts, we educate sustainable futures leaders who make a difference in and for the world.

Our expertise in business, education, science and technology prepares our students to make a critical contribution towards society. Our friendly staff are always willing to go the extra mile for all students who enjoy the dedicated care they receive in smaller classes. Furthermore, we strongly embrace diversity and inclusion as key elements that enhance excellence in academics, sport and culture at our campus. We place a very high premium on individual attention and support for our students, as an important dimension of our approach to widening access for success in life and work.

Our unique values of integrity, excellence, ubuntu, taking responsibility as well as respect for diversity and the environment are central to our lives. We care for one another and will soon know each of you by name. We will be here to provide the help you may require, and share the joy you will experience in celebrating achievement. We set high standards for ourselves, within a fun learning environment, and believe that through dedication and discipline

you will succeed with your assignments, tests and examinations.

The staff on our campus are ready and willing to provide you with the guidance and mentorship that is needed for genuine success and significance. We have an excellent library and academic literacies centre, with compassionate counselling and health services, including superb expertise across all operations, which are geared towards maximum student support and development. Please utilise these resources that are available, to make a positive difference in your lives.

We encourage all students to fully participate in academic, sport and cultural activities for a vibrant campus life. You may also wish to serve on the student council, contribute to various societies and clubs or connect to the many community initiatives through the university. Remember that you can lead from wherever you are, with whatever you may have, to make society better.

We look forward to seeing you on campus for a high quality education experience that will change your life forever.

Best wishes.

Prof Quinton Johnson
Campus Principal

More about NMMU

Welcome to our new generation university – Nelson Mandela Metropolitan University or NMMU as we fondly call it.

It is an institution inspired by the greatest leader of the modern world, a people-centred nucleus of activity, where innovation, creativity, technology and diversity thrive.

At NMMU, we advocate the importance of life-long learning – an education for life. NMMU is about helping you to reach your full potential and assisting you in making your dreams and aspirations become a reality. By enrolling at our institution, you have already taken the first step to seeing beyond the present, to unlocking your future so that you can create the “tomorrow” that you want.

Our vision

To be a dynamic African university, recognised for its leadership in generating cutting-edge knowledge for a sustainable future.

Our mission

To offer a diverse range of quality educational opportunities that will make a critical and constructive contribution to regional, national and global sustainability.

Our values

Respect for diversity

Excellence

Ubuntu

Integrity

Respect for the natural environment

Taking responsibility

Our enthusiasm at NMMU lies in laying the groundwork for life-long learning, by providing you with a first-class education. NMMU wants to help you reach your full potential and assist you in making your dreams and aspirations become a reality.

You are one of over 25 000 students spread across six campuses, five of which are in Port Elizabeth and the other in George. We have seven faculties, tip-top facilities and offer a lifestyle that is the envy of many.

NMMU prides itself on the following:

- ▶ Beautiful natural surroundings – we are the only Southern African university situated in a nature reserve; we are close to the beach while the George Campus at nestles at the foot of the magnificent Outeniqua mountains
- ▶ Internationally-recognised quality programmes that are designed for self-development and employability
- ▶ Academic support programmes to ensure that you achieve your goals
- ▶ Bursary opportunities for undergraduate and postgraduate studies
- ▶ Computer labs for student use with free internet and e-mail
- ▶ Partnerships with local, national and international companies
- ▶ Partnerships with various educational institutions abroad
- ▶ Nurturing innovation and entrepreneurship – creating new job opportunities, teaching our students to become entrepreneurs themselves and developing new technologies and processes that can contribute to a better life for all



diversity



**respect for the natural
environment**



excellence



integrity



ubuntu



**taking
responsibility**

Glossary

Getting to grips with university jargon

As you start university so you will be confronted with a whole new vocabulary – words like semester, DP and VC. To make things easier, we've compiled a glossary of terms to help you understand what's happening around you.

For a more comprehensive list please go to Information and Tools on the student portal.

APS	Admission Point Score – points allocated to your school subjects for admission to tertiary institutions
BA	Bachelor of Arts degree
BCom	Bachelor of Commerce degree
BSc	Bachelor of Science degree
BTech	Bachelor of Technology degree
Credit	The recognition obtained when a student passes examinations or tests to comply with conditions needed for completion of a qualification
Dean	Head of a faculty
DP	Duly performed certificate – some academic departments have minimum requirements for course work and class marks, before you are allowed to write the exam. If you have achieved these minimum requirements, you “get” a DP – usually indicated on a class list posted on a notice board before exams start.
DVC	Deputy Vice-Chancellor - those who are second in charge. NMMU has three of them.
Faculty	A collection of schools and departments focusing on similar fields of study e.g. Faculty of Science
Faculty administrator	Assists with registration, cancellation of modules
HOD	Head of Department – in charge of a specific academic department
MBA	Master's degree in Business Administration
Module	A self-contained unit of learning that forms part of the course
NSFAS	National Student Financial Aid Scheme, a loan scheme to enable students to borrow money for their studies
Orientation	A period that gives newcomers an opportunity to familiarise themselves with their new university
Postgraduate	What you become when you complete your degree
Registrar	Responsible for student administration and institutional governance.
RPL	Recognition of Prior Learning, the acknowledgement of the knowledge a student possesses as a result of prior learning
Senate	The body that governs academic policies and procedures in respect of teaching, learning, research and academic functions
Semester	First half of the academic year
SRC	Student Representative Council
Undergraduate	If you are doing your first degree, diploma or certificate
VC	Vice-Chancellor, the highest managerial position of a tertiary institution

thrive

How to ~~survive~~ in 1st year

10 guidelines that you should follow to make the best of your time at varsity:

- 1 Go to all orientations including the campus tour.
- 2 Get organised by buying an organiser, a big wall calendar, etc. to help you know when assignments are due.
- 3 Go to class and don't skip the 07:45am lecture. You'll receive vital information about what to expect in tests, changes in due dates, etc.
- 4 Seek a balance between social and academic life.
- 5 Get involved on campus like joining a society and making plenty of friends.
- 6 Take advantage of the study resources on campus like tutors (SI) or form study groups.
- 7 Take responsibility for yourself and your actions.
- 8 Make connections with students in your classes.
- 9 Prioritise your life and stick to deadlines.
- 10 Keep track of your money by creating a budget.



What the students say!



What advice would you give someone starting at NMMU?

1. Get involved. The more you put in, the more you get out.
2. Keep a sense of humour. When you're lost, lonely or don't have a clue as to what your lecturer is rambling on about, smile because at least you're at university and you will have something to laugh about after you've graduated.
3. Keep your eye on the prize – and that should be your qualification.
4. Rely on your intuition. Your gut instinct will tell you if something is good or bad for you.
5. Ask. At varsity you're encouraged and expected to ask questions. Get used to doing it because it will help you for the rest of your life.
6. Maintain a balance. All work and no play makes Frik, Matt or Thabo a dull boy.
7. Embrace diversity. Relish the opportunities of meeting students oh-so different to yourself.
8. Volunteer. Try something new. Offer your help. You'll be amazed by what you learn and who you meet.
9. Be responsible. For every action there's a consequence.
10. Eat, drink and be merry – in moderation. You want to remember the good times, don't you?

"I have found my transition into this new life as an NMMU student to be pleasant, exciting and reaffirming, solely because of the How2 Buddy orientation programme ... The How2 sessions took away my fear of leaving Johannesburg and coming into a new environment with absolutely no idea of what to expect

... By the end of the programme, I had made new friends, knew more about NMMU and felt a greater sense of belonging as if I was becoming part of a very large, caring family ... The programme really helped me adjust by not only making me familiar with my surroundings, lecturers and module content but also giving me the confidence and motivation that I needed to know that I can make it and be successful in my academic pursuits ... Thank you, buddies." **Mpembe Bolha, Human Movement Science**

"The study environment has shifted so drastically that the transition from high school to varsity is rather frightening! However, [thanks to] the reassurance we received from the How2 buddies and the advice bestowed upon us, I am able to say that I have personally found the transition enjoyable. The methods described in the How2 programme have allowed me to thrive and stay ahead of deadlines ... The programme equipped me with the necessary confidence to tackle the challenges of university life! ... The programme was a great success for me personally, and helped me settle in as a student here at this wonderful institution." **Brynn Burmester, Bachelor of Arts**

"The university's orientation programme as a whole, I would think, made every student feel delighted and proud, as I do myself, to call ourselves Madibaz of Nelson Mandela Metropolitan University." **Athina le Roux, Education**

"I enjoyed meeting new people and learning more about my faculty and what is expected from me as a student. I also enjoyed interacting with my fellow students." **Anonymous first-year student**

Troubleshooting guide

(With some fun and some serious causes and solutions!)

PROBLEM	POSSIBLE CAUSE	SOLUTION
Nervous about being at varsity	<ul style="list-style-type: none"> Not sure if I'll make it; not sure what to expect I'm the first person in my family to come to varsity Don't know anyone 	<ul style="list-style-type: none"> Attend orientation; find your How2 buddy; go to Student Counselling See above Join How2 to make friends quickly; add us on Facebook
Missed orientation	<ul style="list-style-type: none"> What's orientation??? Not cool to attend orientation Got better things to do Not registered yet Was busy with Admission or Financial Aid Did not have bus/taxi fare I have a part-time job; had to work No place to stay yet Couldn't find the orientation venue 	<ul style="list-style-type: none"> Contact the orientation team; inbox us. WHAT???!? Ja, surfing 101 will help you pass! Get moving! Join a group asap Find out about late orientation Heard of swapping shifts? Should've planned ahead? Ever heard of asking?
Failed a test, module or exam	<ul style="list-style-type: none"> What test??? Were we writing today? Didn't attend most lectures Turned up at wrong venue Allocated too little time to study Didn't understand the work Didn't have the right notes Don't have a good study method Babelas (SA slang for hangover) 	<ul style="list-style-type: none"> Use your free NMMU diary - write in it! This is not a correspondence university – attend class Make sure you know the venue, join the campus tour in How2! You can't watch ALL the series ALL the time ... Attend time management workshop - see Keys to Success on Student Portal Talk to lecturer; Join SI; form study group; talk to mentor or buddy Its high time you got organized Attend note-taking workshop Attend study workshop - see Keys to Success on Student Portal Zero sucks!
Missed a test or an exam	<ul style="list-style-type: none"> Oops! Had the wrong date/time Sick Grandma was sick Test clashed with your hot date Huh? No teachers to remind me? My cat went missing 	<ul style="list-style-type: none"> Double check ahead of time Provide medical certificate Sorry, no excuse Score points with g/friend - but how will that help you pass Chem 101? You're a big boy now! Use your diary O sucks, hey!
Missed lectures	<ul style="list-style-type: none"> Eish, 7:45 is too early! Not an important subject 	<ul style="list-style-type: none"> Partying until 03:00 the night before is not an option Get up earlier All subjects are important. Attend all classes!
Feeling homesick	<ul style="list-style-type: none"> No friends Different culture Missing Mama's food Missing my boyfriend 	<ul style="list-style-type: none"> Join How2 to make friends quickly Talk to a student counsellor Attend Homesickness Workshop Join a club or society Attend Diversity Workshop You'll survive ... Absence makes the heart grow fonder
Don't have the finances to pay for the rest of my course	<ul style="list-style-type: none"> Course fees don't come cheap Did not make provision long ago Parents do not have the means 	<ul style="list-style-type: none"> Pop in at Financial Aid for assistance Get a loan or bursary, or a part-time job

Didn't do well in assignment	<ul style="list-style-type: none"> · Wasn't sure what to do · Oops, didn't know I was supposed to reference · Didn't know lecturers subtract marks for late submission · Academic terminology not clear – haaibo, can't lecturers speak plain English? · Lost course outline 	<ul style="list-style-type: none"> · Speak to your lecturer ahead of time · Visit the Writing Centre · Plagiarism is a BIG no, no! · Read referencing rules – see Infowise · Get organised! · Use your free NMMU diary · Talk to other students or SI Leader · Read, read, read ... · Being organised contributes to success
Don't know what to expect in tests/exams	<ul style="list-style-type: none"> · Didn't attend lectures · Lecturer was vague about test 	<ul style="list-style-type: none"> · Speak to lecturer, buddy, mentor or seniors · Get hold of old question papers (library or intranet)
Don't understand section of the work	<ul style="list-style-type: none"> · Didn't attend class · Lecturer doesn't explain the work properly 	<ul style="list-style-type: none"> · Life's tough, hey ... attending lectures is your job, old chap. · Consult lecturer & other students · Attend SI · Prep for class - pre & post read
Don't know where to find notes on NMMU intranet	<ul style="list-style-type: none"> · Don't know how to use the intranet or the NMMU portal 	<ul style="list-style-type: none"> · Attend How2 · Ask lab assistant for help
Didn't get a DP	<ul style="list-style-type: none"> · What's a DP? · Didn't hand in assignment · Failed class tests · Poor attendance 	<ul style="list-style-type: none"> · Find out sooner rather than later · Yeah, you should have done it! · See you next year bud. · So you didn't know you get marks for attending lectures?
Excluded from exam (EBEIT)	<ul style="list-style-type: none"> · Received a warning! · Failing your subjects 	<ul style="list-style-type: none"> · See a student counsellor at your campus · Join a study group or attend a study skills workshop
Poor study skills	<ul style="list-style-type: none"> · Don't know what your learning style is · This is not high school – parrot fashion does not work · Studying the night before is not studying 	<ul style="list-style-type: none"> · Speak to a student counsellor · Attend a study skills workshop
Not checking your NMMU e-mails	<ul style="list-style-type: none"> · Do we have e-mail? · Not sure how · Using your personal e-mail (Gmail etc.) 	<ul style="list-style-type: none"> · So now you know ... · Ask your buddy or lab assistant · Failing to check NMMU mail will result in missing out on important information
Don't know photocopying system	<ul style="list-style-type: none"> · Not familiar with NMMU system 	<ul style="list-style-type: none"> · Ask your How2 buddy
Not enjoying my course	<ul style="list-style-type: none"> · Don't understand the work or course · It's not what I thought it would be · Not my first choice · Not challenging enough 	<ul style="list-style-type: none"> · See your buddy or SI leader · See a Student Counsellor
Wrong course choice	<ul style="list-style-type: none"> · A girl I liked was doing the course ... · Because my dad said so · Didn't have enough information · Followed the money instead of my passion 	<ul style="list-style-type: none"> · She's dating your best friend – look where that got you! · Dads can be tough. See a Student Counsellor · See a Student Counsellor · Eish!
Will I get a job when I graduate?	<ul style="list-style-type: none"> · That depends ... · Poor academic record · Poor planning for after graduation · No work experience 	<ul style="list-style-type: none"> · Develop personal skills beyond the classroom · Develop yourself holistically · Get good general knowledge · Join a club or society; become buddy, mentor or SI leader · Work hard from first year · Develop yourself from first year · Get a part time job; visit Graduate Placement office

Social Media Guidelines for Students

You may not realize it, but responsible use of social media is a very important issue. When communicating on social media channels, you are potentially putting yourself out there for the world to see – not just your friends as you may think. Here are some guidelines to help you to act responsibly as an NMMU student.



Do

- ▶ Post your accomplishments and achievements
- ▶ Display your passions!
- ▶ Show your service
- ▶ Share your travels



Don't

- ▶ Indicate any illegal activity
- ▶ Expose too much skin
- ▶ Parade your personal displays of affection
- ▶ Be overly negative

Facebook privacy settings

Do you know how to change your Facebook privacy settings? Have you ever considered the fact that people you don't even know are able to view your Facebook profile and every status update, comment, or photo you post or get tagged in? Have you ever considered the fact that your lecturers, professors, advisors, parents, employers, etc. can view everything you post on Facebook?

Ten points to remember when posting on social media channels:

1. Will anyone really care about this content besides me?
2. Will I offend anyone with this content? If so, who? And does it matter?
3. Is this appropriate for a social portal, or would it best be communicated another way?
4. How many times have I already posted something today?
5. Did I use the spell check?
6. Will I be OK with absolutely anyone seeing this?
7. Is this post too vague? Will everyone understand what I'm saying?
8. Am I using this as an emotional dumping ground? Should I maybe use a different outlet?
9. Am I using too many abbreviations in this post and starting to sound like a teenager?
10. Is this reactive communication or is it well thought-out?

NB! If you bring the university into ill-repute in your social media posts, you may find yourself with disciplinary action being taken against you. So please think before you post and remember that your personal brand could be at stake!



Like us on Facebook (NMMU4U)



Follow us on Twitter (NMMU4U)



Watch us on YouTube (NMMUonTube)

Safety and Security @NMMU

While the university does its best to ensure your safety on campus, you also have a role to play. Be watchful of your belongings, do not display valuable items in public and take precautions to avoid placing yourself at risk.

Theft is the most common crime on campus. The best means of prevention is to reduce or remove the opportunity.

Criminals are particularly interested in students since students tend to have expensive laptop computers, cell phones and i-pods and other gadgets – and all of these things are light, portable and very easy to sell and convert into cash. So don't make yourself a vulnerable and easy victim.

NMMU is fully committed to maintaining a stable and safe environment to allow students to study with peace of mind. However, your safety is also largely your responsibility. Take care.

ANONYMOUS CRIME LINE NUMBER 041- 5049998

Emergencies

044 - 801 5183 – George Campus

064 - 178 3343 (SMS or WhatsApp)

Save this number on your mobile phone

Road Safety @NMMU

Traffic on campus is very busy. Pedestrians are more vulnerable than motorists.

Take care when you cross the road.

Cross at the pedestrian crossing.

Don't just walk across; check for oncoming vehicles.

Only start walking when the motorist has stopped.

Be courteous and say thank you!

HOW2@NMMU PROGRAMME

George Campus Orientation Programme – 2017

NMMU GEORGE CAMPUS *Growing tomorrow*

FACULTY OF BUSINESS & ECONOMIC SCIENCES (BES)

Higher Certificate in Business Studies Extended Programme: Dip (Management)
Extended Programme: Dip (Tourism Management)
Extended Programme: Dip (Marketing)
Extended Programme: BCOM (General Accounting)
Extended Programme: BCOM (General)

Dip: Management
Dip Tourism Management
Dip: Marketing

BCom (CA)
BCom (General Accounting)
BCom (General)

AdvDip (Business Studies: Management Practice)
(A minimum of 15 students need to be registered for the programme to ensure the viability thereof.
The Faculty reserves the right not to offer the programme and applicants will be informed accordingly)

FACULTY OF SCIENCE

SCHOOL OF NATURAL RESOURCE MANAGEMENT (SNRM)

Extended Programme: NDip: Agricultural Management
Extended Programme: NDip: Forestry
Extended Programme: NDip: Game Ranch Management
Extended Programme: NDip: Nature Conservation
Extended Programme: NDip: Wood Technology

Higher Certificate: Veldfire Management

NDip: Agricultural Management
NDip: Forestry
NDip: Game Ranch Management
NDip: Nature Conservation
NDip: Wood Technology

FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY (EBEIT)

Higher Certificate in IT in User Support Services

FACULTY OF LAW

Postgraduate Diploma in Labour Law Practice

NMMU GEORGE CAMPUS: ORIENTATION PROGRAMME – 2017

Saturday 21 January

Time	Faculty and groups	Event	Venue
09:00-11:00	All first-year students and parents	VC welcome session	Expo Hall

Monday 23 January

Time	Faculty and groups	Event	Venue
08:30-15:30	Faculty of Science (SNRM)	Registration of first year students	302 0003
08:30-15:30	All International students	Registration	302 0003

Tuesday 24 January

Time	Faculty and groups	Event	Venue
08:30-15:30	Faculty of Business and Economic Sciences (BES) + EBEIT (Higher Certificate: IT)	Registration of first year students	302 0003
09:00-10:00	SNRM programme meetings All SNRM students	Nature Conservation Game Ranch Man	301 0053
		Agriculture	301 0047
		Forestry	Mopani hall
		Wood Technology	301 0101
		Veld Fire Man	301 0120
10:00-12:00	Faculty of Science (SNRM) (groups a-p)	Student welcome and introduction to campus	301 0053
12:00-13:00	Faculty of Science (SNRM) (groups a-p)	Student Council welcome	301 0053
14:00-15:30	Faculty of Science (SNRM) (groups a-p)	Student welcome and introduction to campus continued	301 0053
19:00	All first-year students	Residence activity	Mopani Hall

10:00-12:00 How2Buddy Programme intro and ...

14:00-15:30 Support Services - Clinic, Library, Residence, Sport; Academic administration, Finance office; HEADS - counsellors, Academic Literacies Writing Development; security; campus discipline

Wednesday 25 January

Time	Faculty and groups	Event	Venue
09:00-10:00	BES programme meetings ALL BES + EBEIT students	BCOM	301 0053
		Management Sciences Diploma	302 0003
		Higher Certificate: Business Studies	301 0046
		Higher Certificate: IT	307 0001
10:00-12:00	BES + EBEIT (HC:IT) (groups q,r,s,t,u,v,w,x,y,z,aa,bb,cc)	Student welcome and introduction to campus	301 0053
12:00-13:00	BES + EBEIT (HC:IT) (groups q,r,s,t,u,v,w,x,y,z,aa,bb,cc)	Student Council welcome	301 0053
14:00-16:00	SNRM first year only (groups a-p)	English Proficiency Assessment	301 0053; 307 0001; Mopani Hall; 301 0122
14:00-15:30	BES + EBEIT (HC:IT) (groups q,r,s,t,u,v,w,x,y,z,aa,bb,cc)	Student welcome and introduction to campus continued	301 0053
19:00	All first-year students	Residence activity	Mopani Hall

10:00-12:00 How2Buddy Programme intro and ...

14:00-15:30 Support Services - Clinic, Library, Residence, Sport; Academic administration, Finance office; HEADS - counsellors, Academic Literacies Writing Development; security; campus discipline

Thursday 26 January

Time	Faculty and groups	Event	Venue
08:00-09:00	SNRM (groups a-p)	Academic Writing Workshop A	301 0053
09:10-10:10	SNRM (groups a-p)	NMMU & green values - Tamsyn Taylor Living in the wild – Martin Loubser	301 0053
10:40-11:40	BES + EBEIT (HC:IT) (groups q,r,s,t,u,v,w,x,y,z,aa,bb,cc)	Academic Writing Workshop A	301 0053
14:00-15:00	BES HC: Business Studies + EBEIT (HC:IT) (groups aa,bb,cc)	NMMU & green values - Tamsyn Taylor Living in the wild – Martin Loubser	301 0053
19:00	All first-year students	Residence activity	Mopani Hall

Friday 27 January

Time	Faculty and groups	Event	Venue
08:00-13:00	All first-year students	How2@nmmu programme	301 0053
14:00-16:00	All first-year students	Student Council/House Committee activity	301 0053

Monday 30 January

Time	Faculty and groups	Event	Venue
08:00-10:00	SNRM all groups a) to p)	Academic Writing Workshop B	301 0053
10:30-12:30	BES HC: Business Studies + EBEIT (HC:IT) (groups aa,bb,cc) BES (groups q,r,s,t,u,v,w,x,y,z)	Academic Writing Workshop B	301 0053
14:00-15:00	SNRM all groups a) to p)	Academic Writing Workshop C	301 0053
15:00-16:00	BES HC: Business Studies + EBEIT (HC:IT) (groups aa,bb,cc) BES (groups q,r,s,t,u,v,w,x,y,z)	Academic Writing Workshop C	301 0053

Monday 30 January: ROTATION WORKSHOPS

09:00-10:00

BES groups q + r	BES groups s + t	BES groups u + v
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	Library

10:00-11:00

SNRM groups 1 a + b	SNRM groups 1 c + d	SNRM groups 1 e + 2 f
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	Library

11:00-12:00

BES groups u + v	BES groups q + r	BES groups s + t
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	Library

12:00-13:00

SNRM groups 3 m + n	SNRM groups 3 k + l	SNRM groups 1 c + d
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

14:00-15:00

BES groups s + t	SNRM groups 2 g + h	SNRM groups 1 k + l
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

15:00-16:00

SNRM groups 2 i + j	SNRM group 1 e + 2 f	BES groups q + r
HIV		Library
Venue	Venue	Venue
301 0046		library

Tuesday 31 January

Time	Faculty and groups	Event	Venue
08:00-10:00	BES HC: Business Studies + EBEIT (HC:IT) (groups aa,bb,cc) BES (groups q,r,s,t,u,v,w,x,y,z)	Academic Writing Workshop D	301 0053
11:00-13:00	SNRM all groups a) to p)	Academic Writing Workshop D	301 0053

Tuesday 31 January: ROTATION WORKSHOP

09:00-10:00

SNRM groups 3 k + l	SNRM groups 1 c + d	SNRM groups 1 a + b
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

12:00-13:00

SNRM groups 1 e + 2 f		SNRM groups 1 c + d
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

10:00-11:00

BES + EBEIT groups y,z,aa	BES HC:BS + EBEIT bb + cc	BES groups w + x
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

14:00-15:00

SNRM group 3 o + p	SNRM groups 1 a + b	SNRM groups 3 m + n
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

11:00-12:00

BES HC:BS + EBEIT bb + cc	BES groups w + x	BES + EBEIT groups y,z,aa
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

Wednesday 1 February

Time	Faculty and groups	Event	Venue
09:00-15:00	Faculty of Sciences (SNRM)	Senior students registration	Expo Centre
08:00-13:00	All first-year students	How2 Buddy programme	with group leader
14:00-16:00	All first-year students	Sport	
19:00	All first-year students	Residence activity	Mopani Hall

Thursday 2 February

Time	Faculty and groups	Event	Venue
08:00-10:00	SNRM all groups a) to p)	Academic Writing Workshop E	301 0053
11:00-13:00	BES HC: Business Studies + EBEIT (HC:IT) (groups aa,bb,cc) BES (groups q,r,s,t,u,v,w,x,y,z)	Academic Writing Workshop E	301 0053
09:00: 15:00	Faculty of Business and Economic Sciences	Senior students registration	Expo Centre
19:00	All first-year students	Residence activity	Mopani Hall

Thursday 2 February: ROTATION WORKSHOP

10:00-11:00 10:00-11:00

BES groups u + v	SNRM groups 3 m + n	SNRM group 3 o + p
ICT	ICT	Library
Venue	Venue	Venue
302 0009	302 00098	Library

12:00-13:00

SNRM groups 2 i + j	SNRM groups 2 g + h
ICT	Library
Venue	Venue
302 0009	library

11:00-12:00

SNRM groups 2 g + h	SNRM group 3 o + p	SNRM groups 2 i + j
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

14:00-15:00

BES groups w + x	BES + EBEIT groups y,z,aa	BES HC:BS + EBEIT bb + cc
HIV	ICT	Library
Venue	Venue	Venue
301 0046	302 0009	library

Friday 3 February

Time	Faculty and groups	Event	Venue
08:00-13:00	All first-year students	First year hike	
14:00-16:00	All first-year students	First Year braai	Student Recreation Centre

Saturday 4 February

Time	Faculty and groups	Event	Venue
08:00	All first year students	Mosselbay trip	

Sunday 5 February

Time	Faculty and groups	Event	Venue
19:00	Optional	Church Service	

ACADEMIC WRITING WORKSHOPS

Workshop A:	What does being a student at NMMU mean to you?	1hr
Workshop B:	You, your lecture and your lecturer	2hrs
Workshop C:	Plagiarism and paraphrasing	1hr
Workshop D:	Learning styles	2hrs
Workshop E:	Successful group work at university	2hrs

HOW2BUDDY GROUPS

SNRM group 1:	sub-groups a,b,c,d,e	Nature Conservation Game Ranch Management
SNRM group 2:	sub-groups f.g.h.i.j	Agriculture
SNRM group 3:	sub-groups k,l,m,n,o,p	Forestry Wood Tech Veld Fire Management
BES:	sub-groups q,r,s,t,u,v,w,x,y,z	
BES HC: Business Studies	sub-groups bb, cc	
EBEIT (HC: IT):	group aa	

Compulsory academic programme

How2@nmmu kick-off

The programme content is geared to help you adjust successfully to the academic challenges of university life.

Date & time	Where	What
Friday 27 January 08:00-13:00	NMMU George Campus	How2@nmmu Programme By the end of today, you will know: <ul style="list-style-type: none">▶ what it takes to be a successful student▶ where to find your venues – campus tour▶ how to use the library and computer labs▶ how to make sense of university terminology▶ how to read the timetable▶ what resources are available to help you▶ how to deal with university challenges▶ many of your classmates!

Checklist

Please bring the following with you:

- ▶ This First-Year Orientation Guide
- ▶ NMMU diary (received at registration)
- ▶ Pencil / pen and paper
- ▶ An enquiring mind and a participation-oriented attitude!

the lawns or in the cafeteria or wherever suits your group, to chat about your concerns or challenges and your successes, and to learn from other students in your group. Your How2 Leader will also chat with you via e-mail (you will all have e-mail), Facebook and/or MXit to find out how you are doing, and to support you in any way.

How2@nmmu Leaders Orientation Leaders

Students wearing blue How2@nmmu T-shirts are available to help you with any request or concern that you may have. Please feel free to approach them. They have been equipped to assist you.

How2@nmmu Information Booths

These booths will be set-up on the campuses during the first week of lectures on campus.

Career Help Desks

These desks will operate during the registration period. Career peers at these help desks will mainly assist students with career-related issues. They will work very closely with the Student Counselling, Career and Development Centres.

Orientation Website

Refer to the Orientation Website for further information: www.nmmu.ac.za

How2@nmmu programme

On the day of the How2@nmmu programme, you will be divided into small groups of about 20 first-year students, all doing the same course as you. Your group will be led by a senior student doing the same course. This is your How2 buddy. He/she will take you through a programme of academic orientation, during which you will meet other students doing the same course as you. This is important for networking and support. You will learn about the kind of terminology used at university, such as DP, faculty, etc. You will be assisted with your timetable and informed about all the support services available to help you achieve success. You will be taken on a tour of the campus and will learn about the particular challenges that go with your course – and much, much more.

Buddy programme

This is an exciting new addition to the How2 programme! Your How2 Leader will “buddy” you for the first few weeks of the year to support you in your adjustment to university life. You will meet informally once every fortnight (for lunch, coffee, etc.) on

Useful contact details at NMMU

Concerns	Contact person / resource	Telephone
General enquiries	Willize Venter: Reception, Admin Building	044 801 5111
Registration queries	Magda Eybers: Mopani Elise Labuschagne: Mopani	044 801 5566 044 801 5048
	David Alexander: Mopani Senior Manager: Academic Administration	044 801 5008
Account queries	Stacey Swigelaar: Admin Building	044 801 5098
	Zandile Mpange: Admin Building	044 801 5053
Residences	Khululwa Mvango: Entrance Hall, Outeniqua Ladies Residence	044 801 5034
Off Campus Accommodation	Sefoko Ramoshaba	044 801 5029
Marketing and Corporate Relations	Alet van Tonder: Admin Building	044 801 5139
Medical services	Sister Mietjie Kock: NMMU George Clinic Doctor visits on Thursdays	044 801 5062
HIV/AIDS Counselling	Antoinette Piet: NMMU George Clinic	044 801 5126
Private patients	Contact Lamprecht Clinic, York Street	044 874 6770
Outpatient services	George Provincial Hospital	044 874 5122
	Municipal Clinics	044 874 9215
Academic problems	Contact your Director of School (DoS) or Programme Co-ordinator	044 801 5561
	Management Sciences Diploma: Dr Marianne Doubell	044 801 5586
	B.Com: Catherine Fourie	044 801 5575
	Natural Resource Management: Prof Jos Louw	044 801 5019
	Student Counselling Career and Development Centre (SCCDC): Room 008, Mopani	044 801 5051
Student Counselling and Career Development Centre	The SCCDC office provides student counselling services on the George Campus. Appointments can be made through Ms Ilona Joshua on 044 - 801 5047 or by e-mailing Ilona.joshua@nmmu.ac.za	

Counselling services include personal, study, life-skills and career counselling.

All counselling interviews are private and confidential.

There is a Career Resource Centre where career and bursary information is available.

Development services include leadership training, academic skills, new student orientation, life skills training, career skills and personal development.

Concerns	Contact person / resource
Academic and financial administration	Staff from the financial and academic administration departments are available to assist with queries.
Transport	There is a bus service between town and Saasveld, see notice boards for details. This service runs regularly during the day.
Refreshments	Regular meals and snacks can be bought from the dining room or cafeteria – either using a prepaid account or on a cash basis. Catering queries can be directed to the catering manager, Ms Annelise Muller on 044 801 5032 . Arrangements to deposit funds into the meal account should be made through the Finance Office, Zandile Mpange on 044 801 5053 .
Accommodation	The main residences on campus are, Outeniqua (women), Oukraal (men), Kalander (men), Kamassi, Umdoni, Phoenix plus a number of houses that are used for student accommodation. The residence manager, Khululwa Mvango, can be contacted for further information on 044 801 5034 . The residence manager, assisted by the House Committee, looks after student needs.

Student finance	Students are responsible for financing their own fees. Limited bursaries and study loans are available. For more information contact Karen Hendricks at the Financial Aid office on 044 801 5130 .
Library	The library is open from 07:30-20:00 Mondays to Fridays and 09.00-13.00 on Saturdays. Librarian: Ndileka Mtshizana, on 044 801 5004 . A student card must be presented to access the library.
Computer facilities	There is 24-hour computer access which is monitored by security. To access these facilities, a student card must be presented. Additional ICT information can be obtained from Garth Smit 044 801 5044 or garth.smit@nmmu.ac.za

Student life

Interests	Contact person / resource
Student societies and life	An excellent way to make friends and develop your knowledge, skills and experience is to join one of the many student societies or clubs. These are run by students for students and are open to all students who subscribe to the specific aims of the society. If you wish to know more about a particular society, contact the society leaders or the Senior Manager: Student Affairs, Sefoko Ramoshaba, on 044 801 5029 . Watch the notice boards for news of societies' activities.
Sport on campus	All George Campus students are members of the sports club which gives them access to all the sports facilities. Students are encouraged to participate in sporting activities for the sake of their physical well-being, to develop leadership skills and to meet fellow students. Contact the Sport Officer Hugo Loubser on 044 801 5037 for further queries.

Societies and clubs

Societies	
One Life Christian Centre	Theatrical Society
SFA (Student Forestry Association)	Women Empowerment
Agricultural Society	DJ Entertainment Society
Speakers' Club	Chess Club
NMMU George Choir	Discover Life Society
Shofar	Methodist Student Society
Super Ed	Dance Society
Green Campus Forum	Pool Club

Political Societies
SASCO (South African Student Congress)
DASO (Democratic Alliance Student Organization)

Caring for you

What we can do for you

Accommodation

NMMU George Campus (Manager):
044 801 5034/5136

Off Campus Accommodation: 044 801 5029

There is no better way to get involved in student life than by living in res. It is your opportunity to make new friends from many different and diverse backgrounds. You will benefit from the numerous services and facilities offered in the residences, social and sporting activities, peer help and life skills training.

If you have any queries regarding fees, catering or any other concerns, please contact the residence manager.

For more information on accommodation (on campus) please visit our website: www.nmmu.ac.za/studenthousing

Arts and Culture

NMMU George Campus: 044 801 5029

Arts and Culture is a vibrant unit that could make a substantial contribution to the enhancement of your higher education experience, contributing to your total development and enrichment of campus life through the introduction of multiple cultural activities. You can join a number of organizations promoting the arts

Campus Health Service

NMMU George Campus: 044 801 5062

Medical assistance is available at George Campus. When you are not feeling well or in need of information about any health-related issue, visit the various health services. A comprehensive primary health care service is available on every NMMU campus. Various free services are available, e.g. HIV testing, contraceptives, etc. A minimal fee is charged for some of the services, including the services of the medical doctor. All services are rendered by registered health care professionals. Please phone the number above to make an appointment.

Financial Aid

NMMU George Campus: 044 801 5130

The Financial Aid office is there to assist students financially. Not all students qualify for assistance and financial aid is granted on the basis of certain financial and academic criteria. If you would like to apply for financial aid, please see the information below:

Do you know about our Scholar Merit Award?

Scholar merit is an automatic award based on your final Matric or National Senior Certificate (NSC) results and is calculated according to a points system. For enquiries, please contact the Financial Aid office.

Questions about your student fees or account?

If you are unsure of the financial status of your student account, please visit the Student Accounts department. Make sure you have checked the due dates for payment of accounts and cancellation of modules.

How does not paying your account affect you?

- ▶ You may not be allowed to re-register.
- ▶ Your exam results / diploma / degree may be withheld.
- ▶ Your account may be referred to external debt collectors with costs.
- ▶ You may be evicted from residence.

Financial Planning

Ensure that you have sufficient money on arrival as your bursary might not cover certain expenses such as food, transport and rent. You must have cash for services like printing and photocopying throughout the year. Please read all documentation sent to you by the Financial Aid office. If you are unsure about anything, please contact them. It is important to come prepared.



Library and Information Services

NMMU George Campus: 044 801 5004

NMMU has libraries on each of the five campuses in Port Elizabeth and on George Campus. All registered students and staff at NMMU are entitled to free membership of the Library and Information Services (LIS). Students must present their student cards annually at the circulation desk to register as library users.

Registered library users have access to the following in all its campus libraries:

- ▶ Short loan collection of books, articles and class notes that are high in demand.
- ▶ Study collection with multiple copies of prescribed textbooks.
- ▶ Inter-branch loans of library material between the different campus libraries.
- ▶ Computer work stations for accessing library catalogues, full-text databases and online journals.
- ▶ Assistance and training in finding information for assignments and research.
- ▶ Self-service photocopiers and areas for reading, studying, viewing and listening.

A range of guides, posters and the library website (www.nmmu.ac.za/library) provides further information about services, facilities and information resources.

Sexual harassment

044 8015051/044 8015034/044 801 5062

NMMU is firmly committed to providing an environment that fosters mutual respect and is free from all forms of discrimination and harassment,

including sexual harassment. To this end a Sexual Harassment Policy is in place that governs the prevention and resolution of sexual harassment, behaviour which is not tolerated by the university.

Any member of the NMMU community who experiences sexual harassment is encouraged to express his / her complaint without fear of prejudice. The allegation will be investigated and a decision taken on the most appropriate course of action. Strictest confidentiality will be maintained.

Sport

George: 044 801 5037

While the primary function of NMMU is academic, the value of the holistic development of students and the establishment of a culture of participation and competition is central to the institution's focus on the well-being of students.

Thus, the Sport Bureau offers a wide variety of competitive and recreational sport programmes for students and staff, as well as the wider university community. These provide all with the opportunity to participate in sport and recreation ranging from informal and social games for fun and enjoyment to highly competitive leagues where skills are tested against the best in the province and country.

Make your dream come true by joining the following clubs offered on the George campus:

Athletics (includes track & field, trails & road running, and -athlons)	Rock climbing
Cricket	Soccer
Hockey	Squash
Netball	Tennis
Rugby	Adventure Sports (includes surfing and mountain biking)

The NMMU Sport Bureau provides club members with excellent sport facilities, scientifically-based coaching programmes and organizational and administrative support. For a sport club application form or more information, contact the Sport Bureau at: 044 801 5037

Student Counselling, Career and Development Centre (SCCDC)

NMMU George Campus: 044 801 5051
After-hours crisis helpline: 064 178 3343

Who are we?

A team of trained health science professionals: counselling, educational and clinical psychologists, health educators, social workers and graduate interns who are training in these positions.

What can we offer you?

- ▶ A free confidential, professional individual and group counselling service
- ▶ Self-help programmes and workshops for students and staff members on all campuses
- ▶ A wide variety of pamphlets and videos
- ▶ Numerous programmes presented and packaged in relation to:
 - academic issues
 - career choice and planning
 - personal, social and emotional issues
 - wellness

Peer Helping

(Contact Student Counselling above)

Peer helping is based on the fact that students often seek out their friends when they are experiencing frustrations, worries or concerns. Naturally, these friends wish to help them, yet often don't know how. The Peer Help Programme has been developed to train and supervise students in refining their natural helping skills. Students are trained and supervised to provide listening, understanding and support to their peers. They get opportunities to put this training into practice by providing assistance to other students in decision-making around life-style enhancement, career development and academic

success. With the assistance of peer helpers, students are empowered to deal with loneliness, academic skills, career-related issues, HIV/Aids, employability and other issues that may interfere with their joy, development and learning.

Students with disabilities

NMMU South Campus: 041 504 2562
E-mail: ruth.sauls@nmmu.ac.za

NMMU would like to ensure that you do not experience any unfair discrimination as a result of your particular disability while you are a student at this university. The university will strive to make reasonable adjustments concerning accessibility, accommodation, examinations and other academic concessions, to meet your needs. Currently, services available involve the recording of study materials, special work areas in the libraries equipped with magnification software, and help in acquiring assistive devices.

As each case needs to be individually assessed, please register your special needs with the university's senior disability officer, Ruth Sauls, as early as possible (preferably the year prior to registration and application). At your first appointment, please provide medical documentation from an appropriate treating professional. The goal of the consultations between students and the Disability Office is to identify the impact of a disability on study and to maximise opportunities for equitable and independent participation. Strictest confidentiality will be maintained.

What can we offer you?

- ▶ Confidential, professional individual consultation sessions.
- ▶ Workshop and information sessions for students on all campuses.
- ▶ A link to support organisations and networks relevant to your disability.
- ▶ Training on specialised software.

Please familiarise yourself with NMMU's Policy on Disability, copies of which are freely available from the above office or on the website: www.nmmu.ac.za. Bursaries for students with disabilities are available on an annual basis, upon application, through the Financial Aid office.

Where to go for help:

The Student Counselling, Career and Development Centre on your campus:	044 801 5047
The Campus Health Service on your campus	044 801 5062
Residences – Mrs Khululwa Mvango	044 801 5034
Student Affairs – Mr Sefoko Ramoshaba	044 801 5029

Student Governance and Development

NMMU George Campus: 044 801 5029

This department contributes towards the holistic development of students. Our core functions are the training and development of student leadership, the coordination of student life and events, supporting student governance structures such as the SRC, the Student Housing Council; faculty representatives, the Sports Council, Oppidani and Rag. We also provide advice on which society to join, which club membership fees are payable and other general information. Our caring and supportive staff will guide you to the correct persons in order to assist you with club / society / SRC or any other student-related matter.

Supplemental Instruction (SI)

NMMU George Campus: 044 504 2118

What is SI?

SI is a student academic assistance programme that increases student performance and retention. Fundamental features are that it is voluntary, student-driven, cost-effective, and focuses on high-risk courses rather than high-risk students. The SI facilitators are senior students themselves (near peers), who have successfully completed the course concerned and have received intensive training in the principles of non-directive facilitation of small groups. They offer regular, out-of-class, peer-facilitated sessions after attending the lectures, thereby integrating content with learning skills and study strategies. The programme is offered to all students in the selected courses, predominantly at first year level, and is embedded within the context of the discipline. The programme attempts to address students' needs in a holistic approach.

What happens during SI sessions?

The SI sessions integrate how-to-learn with what-to-learn. Students who attend the SI sessions discover the appropriate application of study strategies as they review content material, e.g. note-taking, graphic organisation, questioning techniques, vocabulary acquisition and test preparation. Students have the opportunity to become actively involved in the subject material as the SI leaders use the text, supplementary readings and lecture notes as vehicles for learning skill instruction. SI sessions are attended on a voluntary basis and no effort is made to separate students based on academic ability. Since it is introduced on the first day of class and is open to all students in the class, SI is not viewed as remedial.

Where is it offered?

SI is currently only available in selected courses on South, North, Second Ave and George campuses. Departmental notice boards and lecture announcements will tell you where to find your sessions.

Writing Centre (Academic Literacies)

NMMU George Campus: 044 801 5105

The Writing Centre offers free advice on assignment writing by giving:

- ▶ One-on-one writing consultations (phone or e-mail for an appointment).
- ▶ E-mailed comments on drafts.
- ▶ Workshops on academic writing (in collaboration with lecturers).

The Writing Centre does not just proofread but also looks at the content, intentions and structure of your writing. If you need a proof-reader, the Writing Centre can provide a list of outside editors who offer this service at a fee.

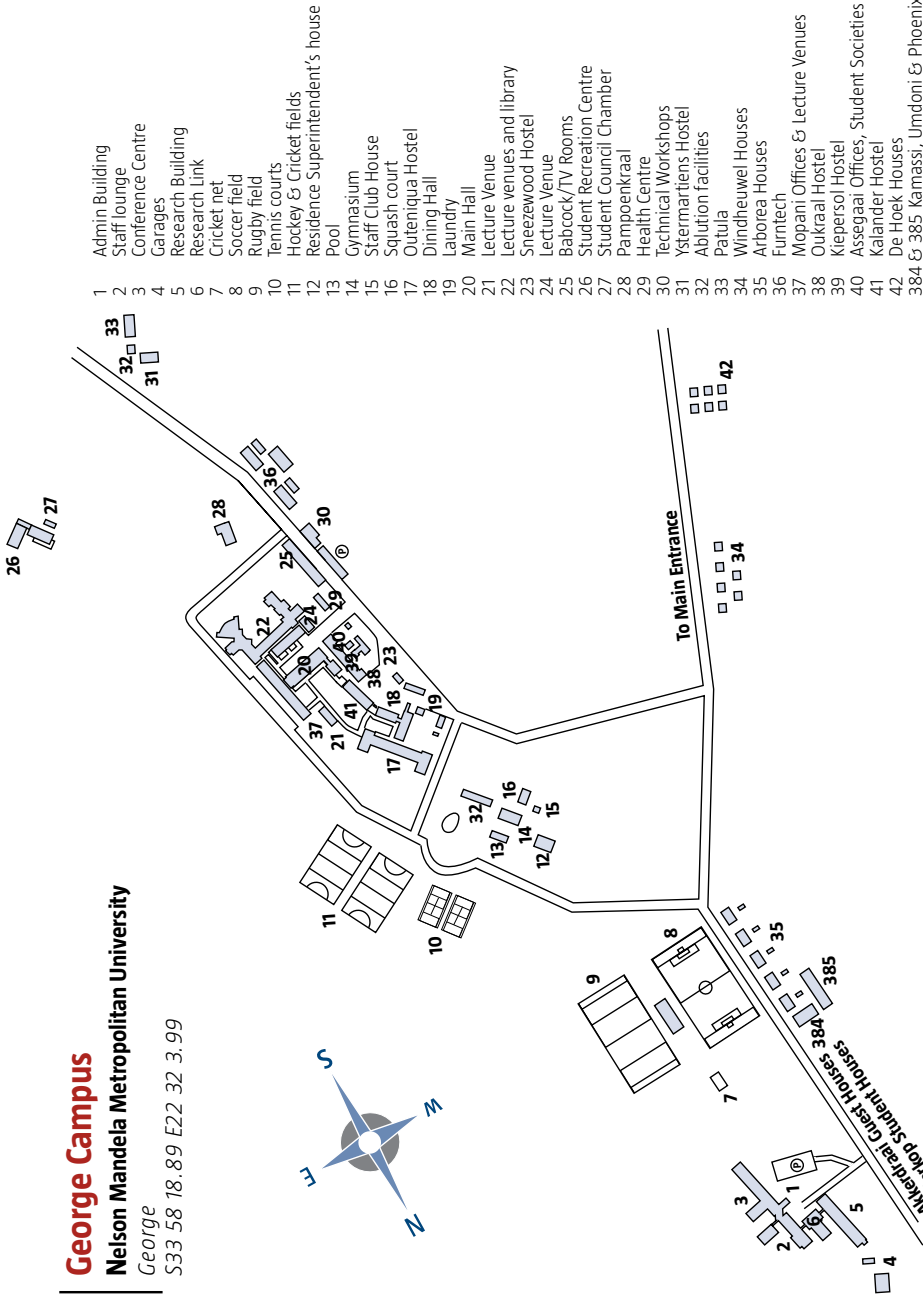
Finding your way around

George Campus

Nelson Mandela Metropolitan University

George

S33 58 18.89 E22 32 3.99



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Acknowledgements

The orientation coordinators wish to acknowledge the contribution of all staff (academic, academic support, administrative and technical) in producing this guide.

The First-Year Orientation Guide is a product of our collaborative efforts intended to send the following message to every single new student:

“We welcome you, we care and therefore we have spent much time preparing for your arrival to ensure your SUCCESS FOR TOMORROW.”

Disclaimer

The information in this First-Year Guide, as provided by relevant NMMU stakeholders, is correct at the time of publication.

Everything you need



Adaptors

Books

Calculators

Discounts

eBooks

Freebies

General Books



Headphones



Ink Refills



Journals



Keyboards



Laptops



Magazines



Notebooks



Office Supplies



Pens



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Hardcover Books



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PORT ELIZABETH, NMMU, University Way
Tel: (041) 583 3171; Email: vspe@vanschaik.com

PORT ELIZABETH, NMMU, Second Avenue
Tel: (041) 504 3752; Email: vspe@vanschaik.com

MISSIONVALE, Nelson Mandela Metropolitan University
Tel: (041) 504 1103; Email: vsmissionvale@vanschaik.com

GEORGE, Nelson Mandela Metropolitan University
Tel: (044) 801 5088; Email: vsgeorgecampus@vanschaik.com

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