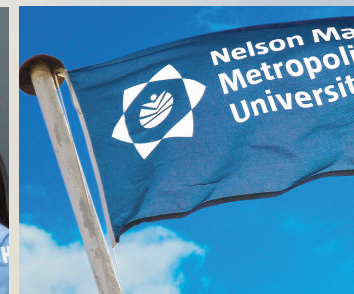


FIRST YEAR



REGISTRATION GUIDE

2017

PO Box 77000 • Nelson Mandela Metropolitan University
Port Elizabeth • 6031 • South Africa



www.nmmu.ac.za

Welcome to NMMU – and a new chapter in your life.

This booklet is aimed at helping you through the first pages of the new chapter in terms of registering for university.

In short, it's the Who, What, Where, When and How of registration at NMMU. From getting financial assistance to registering for your diploma or degree at the right venue, it's all here.

We trust this venture is a good one for you!

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Important general information

How much must I pay before I can register?

2017 down payment amounts payable before registration can commence

This amount will be credited towards your student fees account.

DEGREE PROGRAMMES, POSTGRADUATE DIPLOMAS AND OCCASIONAL STUDIES

Full-time students	R6700
Part-time students	R3800

DIPLOMA/CERTIFICATE PROGRAMMES

Full-time students	R4700
Part-time students	R3000

RESIDENCES (students at all campuses)	R4800
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INTERNATIONAL STUDENTS ARE REQUIRED TO PAY ALL FEES IN FULL PRIOR TO REGISTRATION.

Payments

Stamped deposit slips and electronic fund transfers (EFTs) into NMMU's bank account will be accepted as valid proof of payment. EFTs must indicate that the transaction was successfully processed.

Internet and direct bank payments do NOT reflect immediately on your student account and processing may take up to four days. Down payments must therefore be made four days prior to registration. Registration will be blocked until the payment reflects on the student account. Queries will be attended to only after the four days have expired. A copy of the bank deposit slip/internet proof of payment is required. After the queried payment has been identified on NMMU's bank statement, the student will be able to continue with registration.

There are no NMMU Cashier at the registration venues but a EFT facility is available. Due to the location of the Cashier (Administration building), you are advised to pay before proceeding to the registration venues at the Mopani building.

Payment methods

Cashier Pay Points at all campuses

Payments made at NMMU Cashier Pay Points in respect of your registration down payment will immediately reflect as a credit on your student account. All cheque payments must be made payable to NMMU and crossed "not transferable". Altered or post-dated cheques will not be accepted. Verify that the amount paid and student number reflects correctly on your receipt.

Card payments

Card payments in respect of application and tuition fees can be made via the NMMU website under Online Payment of Fees or at

<https://paymentgateway.nmmu.ac.za/>.

If access to the internet is not available, a credit card instruction form is obtainable from the NMMU cashiers at contact number 044 801 5003.

Upon receipt of the completed instruction form, the payment will be processed. The completed credit card instruction form must be emailed to studentaccounts@nmmu.ac.za. Budget plan payments are acceptable.

No "cash back" transactions are allowed on credit card payments.

Debit cards

No "cash back" transactions are allowed on debit card payments. Debit cards can only be accepted if presented by the card holder.

Postal and money orders (purchased from the Post Office)

These are to be made payable to NMMU. When purchasing postal orders it is essential that you complete your details on the back of the postal order before posting it to NMMU. **Your student number must be included in the covering letter.**

Electronic fund transfers

If you choose to pay NMMU directly via electronic fund transfer (EFT), it is important that you indicate your STUDENT NUMBER as your deposit reference. This will enable NMMU to associate the payment with your student account.

The beneficiary must be **NMMU** for electronic payments. Kindly ensure that the bank details of NMMU and your student number are captured correctly. Electronic banking is at the payer's own risk. The proof of payment presented to NMMU **must** indicate that the transaction was successfully processed. Post-dated payments are not acceptable.

Direct deposits (at any bank)

Direct deposits can only be acknowledged if you state your **STUDENT NUMBER** as a reference on your deposit slip. Your student number will enable NMMU to associate the payment with **your** student account. The beneficiary must be **NMMU**. Verify that the amount paid, bank account and student number reflect correctly on your deposit slip.

NMMU banking details for down payments:

Bank: Standard Bank
Branch: Rink Street, Port Elizabeth
Branch code: 050417
Account name: NMMU
Account no: 080265855
Reference: Your student number (very important)
Email payment confirmation to: studentaccounts@nmmu.ac.za

Bank payments do NOT reflect immediately on your student account. Allow four (4) business days for processing. A copy of the direct deposit or electronic payment should be in your possession for enquiry purposes. Post-dated payments are not acceptable.

NMMU does not issue receipts for direct deposits and electronic payments made via the bank account or for payments received by mail.

The 2017 Student Accounts Guide contains all the rules and regulations pertaining to student fees and will be handed to students at the registration venue.

It is also available on the NMMU website at:

www.nmmu.ac.za/studentaccountsguide

International students: Kindly refer to the Fees Guide for International Students. For more information, please contact the International Office:

Tel +27-(0)41-5042161 or email international@nmmu.ac.za

Sponsorships

Confirmation of sponsorship for 2017 must appear on official company letterhead and must be addressed to NMMU. The letter of authority must be submitted annually to the Student Accounts section **before registration, but not later than 11 January 2017.**

Letters of authority will only be accepted from pre-approved companies and are subject to the approval of NMMU.

Sponsorship and bank loan confirmation letters must indicate that payments will be made directly to NMMU and must contain your student number. An application for a loan or bursary is not acceptable.

This letter must confirm sponsorship. Sponsorship letters may not contain commitment conditions and conditions that are subject to academic performance. The signee may not be the student. Such letters will not be accepted.

The sponsorship amount should exceed the down payment required upfront for 2017. You will be expected to pay the difference before registration if the sponsorship amount is less than the down payment required. Clearance must be obtained from the Student Accounts section before registration.

A copy of the letter should be in your possession at registration.

Fax number for sponsorship confirmation letters: 044 801 5031

NMMU administered awards/grants/bursaries

The award/grant/bursary amount should cover the upfront down payment required for 2017. In all instances where the award/grant/bursary amount is less than the required down payment, you will be expected to pay the difference before registration AND obtain clearance from the Student Accounts section. If the award/grant/bursary amount exceeds the required upfront down payment, automatic clearance for registration is granted. A copy of the award/grant/bursary letter should be in your possession during registration.

NSFAS loans (administered by NMMU on behalf of NSFAS)

Successful NSFAS candidates with a family contribution of less than R8000 are

not required to make a down payment before registration. Automatic clearance for registration is granted provided that all previous debt, where applicable, has been settled in full. In some instances, residence fees will not be covered by the NSFAS loan and the student will be required to make the residence down payment.

Residence students

Please note that you have to pay:

- ♦ The down payment towards your tuition fees **and**
- ♦ The down payment towards your accommodation fees.
The relevant amounts are published in the 2017 Student Accounts Guide and are available on the NMMU website.
- ♦ A breakage deposit is applicable to all residence students. The relevant amount will be debited to your student account. The amounts vary per residence and are published in the 2017 Student Accounts Guide and on the NMMU website.

Lectures commence

Monday, 06 February 2017 (all full-time and part-time students)

Opening of residences

Friday, 20 January 2017

Residence registration will take place at the various registration venues as part of the academic registration process. There will be signs to indicate where you should go. **On-campus residence students can also register online for residence.**

Student cards and parking permits

The parking permit is free but compulsory for your safety. You must have the following details regarding the vehicle: model (year) and make, colour of the vehicle and the vehicle registration number.

Lecture timetables

You will receive a lecture timetable when you register. This will also indicate where you have to go for your lectures.

Official notices

NMMU's preferred way of officially communicating with students is via e-mail. Each student will receive an e-mail address for his/her personal use. **Please read your e-mails on a regular basis.** It will be accepted that you have received an official communication if such communication has been e-mailed to you.

My Stuff

You can access your own data on the NMMU Student Information System on the Student Portal. This data is protected by your PIN, student number and date of birth, and includes only your exam results, progress reports, financial statement and academic record. You can also close this access by selecting the **Opt Out** option.

You can update your own address and/or telephone numbers.

Once you are registered as a student, you may follow the following steps to access your information:

If you login from home/off-campus

- ◆ Logon to the NMMU website – www.nmmu.ac.za
- ◆ Scroll to the bottom of the screen and click Student Portal (bottom right of the screen).
- ◆ Follow the steps from the second bullet, from the procedure listed below.

If you login from any PC on campus:

- ◆ Go to the Student Portal (all registered students have access to the Student Portal).
- ◆ Click *my information*.
- ◆ Scroll down and click *ITS Student Web access*.
- ◆ Click *go to ITS Student Web*.
- ◆ You will now get to a screen where you have to enter your student number and PIN (you can request a PIN if you don't have a PIN number – follow the instructions on the screen). Click on *login*.
- ◆ Click *Student Administration* (on the left of the screen).
- ◆ Click *address detail*. Your address details will be displayed. Please note that the **postal address** is used for your examination results, the **study address** is your local address (where you stay while attending university). The **account address** is the address to which you want your account to be sent and not the address of your sponsor/employer.
- ◆ Click on the address you want to change. You can now make the necessary changes and click *save*.
- ◆ You can also change your telephone numbers, cell number and personal e-mail address by selecting the *personal contact detail* option. This option is just below the *address detail* option.

NMMU Mobile Portal

To view the mobile version of the NMMU student portal, enter <http://newportal.nmmu.ac.za> into your internet-enabled device's browser. You will be prompted for a username and password. Enter your NMMU username (nmmu\s1234567) and password. The mobile version of the student portal will be loaded.

Checklist for registration

VERY IMPORTANT (if you are currently completing Grade 12 in 2016)

- ◆ Remember to fax (044 805 6767) or e-mail (Natalie.DuPlessis@nmmu.ac.za) your final school results to the Admissions section by 06 January 2017(excluding international students).
- ◆ Upfront down payment/s must be paid by 11 January 2017. If you paid via the bank after 11 January 2017, did you email a copy of your payment confirmation to studentaccounts@nmmu.ac.za for clearance before reporting to the registration venue?
- ◆ Copy of the bank payment(s) must be in your possession.
- ◆ If you are sponsored for 2017, did you email a copy of your confirmation letter to studentaccounts@nmmu.ac.za by 11 January 2017?
- ◆ Copy of the sponsorship/award/bursary/grant/loan confirmation letter must be in your possession.
- ◆ Does your sponsorship/award/bursary/grant/loan cover your required down payment fully? If not, did you pay the difference before registration?
- ◆ Do you comply with the minimum admission requirements and conditions as stipulated in your letter of provisional acceptance?

*Note: You have to report to the venue for online registration as stipulated below. **You will not be allowed to enter the venue outside of the specified time-slot.** We strive to provide you with the best possible service and therefore need your co-operation to adhere to the dates and time-slots as indicated below. **You may also lose your place to study at NMMU if you fail to register on the relevant dates, as stipulated below.***

Registration programme – 2017: GEORGE CAMPUS

Venue for registration: Furntech Building

Monday, 23 January 2017

International Students	
First Years and Senior Students in all programmes	08:30-15:00

Venue for registration: Furntech Building

Monday, 23 January 2017

FACULTY OF SCIENCE: SCHOOL OF NATURAL RESOURCE MANAGEMENT	
Diploma and Extended Programmes in Forestry and Wood Technology	08:30-10:30
Higher Certificate: Veldfire Management (full-time)	10:30-11:30
Extended Programmes in Nature Conservation, Game Ranch Management and Agricultural Management	11:30-12:30
Diploma in Nature Conservation and Game Ranch Management	13:00-15:00
Diploma in Agricultural Management	15:00-16:00

Tuesday, 24 January 2017

FACULTY OF BUSINESS & ECONOMIC SCIENCES	
BCom – General Accounting and Accounting for Chartered Accountants	08:00-09:30
BCom – General	09:30-10:30
Diploma programmes in Management, Marketing & Tourism Management	10:30-12:30
Higher Certificate: Business Studies	12:30-13:30
Extended Programmes in BCom General Accounting & General	13:30-14:30
Extended Programmes in Management, Marketing and Tourism Management	14:30-16:00

Tuesday, 24 January 2017

FACULTY ENGINEERING, THE BUILT ENVIRONMENT & INFORMATION TECHNOLOGY	
Higher Certificate in IT User Support Services	12:30-13:30

Registration procedure

Steps to follow

Steps	What	Where
Step 1	Make your down payment or submit your sponsorship confirmation letter by 11 January 2017.	Cashiers Student Accounts Administration building
Step 2	Report to the registration venue.	Furntech Building
Step 3	Register online and print your proof of registration.	Furntech Building
Step 3	Residence registration (if applicable)	Furntech Building
Step 4	Issuing of student card. You will receive a diary, prospectus and Student Accounts Guide.	
Step 5	Parking permits (if applicable). Please remember to bring your motor vehicle registration number. You also have to provide details regarding the make of the vehicle.	

Additional steps to follow – international students only

All international students are required to participate in a pre-registration process before registration can take place. Pre-registration is the process of checking that students meet the legal requirements for registration (i.e. valid passport, valid study permit and valid medical aid).

- **All new international students are required to complete pre-registration before the registration date. Please refer to the registration programme in this guide.**

Step 1	Report to the International Office desk to collect yellow registration clearance form.	Furntech Building
Step 2	Obtain financial clearance. Please bring proof of payment. All international students are required to pay all fees in full prior to registration.	
Step 3	Obtain medical clearance. Provide proof of medical aid if obtained prior to registration.	
Step 4	Submit the following documents: <ul style="list-style-type: none"> ▪ Your original school leaving certificate ▪ Original transcripts and course descriptions where other qualifications were obtained ▪ Original TOEFL or IELTS results (where applicable) ▪ Valid passport and a valid study permit 	
Step 5	Continue with the registration process and follow the steps as set out above (steps 2 to 5 listed above).	

Registration queries

It is in your own best interest to ensure that all requirements are met before proceeding to the registration venue.

- ♦ **If your registration has been blocked for financial reasons:**

You will be referred to the Student Accounts station in the registration venue. A staff member will provide the necessary information. You will have to leave the registration venue to pay your down payment/s. Copies of payments made via NMMU's bank account are required at all times. A confirmation letter of sponsorship/award/bursary/grant or loan is required at all times.

- ♦ **If your registration has been blocked for administrative reasons:**

Your ID number or other documentation might be outstanding. You will be referred to the Admissions station in the registration venue. A staff member will assist you.

- ♦ **If you don't comply with the minimum admission requirements:**

Please contact the Admissions Section should you discover that you no longer meet the minimum admission requirements. The Admissions Section will re-assess your application. The Admission Office's number is 044-801 5194.

Other important dates

Normal examination periods

First Semester: Wednesday, 31 May - Tuesday, 20 June

Second Semester: Monday, 2 November – Wednesday, 22 November

Re-examination periods

First Semester: Thursday, 9 January – Tuesday, 24 January

Second Semester: Monday, 10 July – Friday, 14 July

Student recess periods

14 April – 23 April

23 June – 16 July

23 September – 1 October

23 November

General rules

You are responsible for consistently familiarising yourself with the general rules, financial rules and appropriate faculty rules of this institution. The general rules and Student Disciplinary Code are published in the General Prospectus which is issued to you at registration. Student rules are also included in the Institutional Regulatory Code which can be accessed via the Student Portal on the NMMU intranet. Financial rules are published in the Student Accounts Guide which is issued to you at registration and it can be accessed via the Student Portal at www.nmmu.ac.za/studentaccountsguide.

Academic activities, including examinations and graduation, take place from Monday to Saturday.

Registration queries – contact numbers

If you have concerns or queries contact the faculty administration staff. The prefix to their number is 044-801, then dial the extension number.

Faculty/Position	Name	Building/Room number	Ext.
Faculty Administrator	Mrs Elise Labuschagne	Mopani Building, Room 0008	5048
Faculty Administrator	Mrs Magda Eybers	Mopani Building, Room 0006	5566

Late registration

Students who register late will be liable for payment of a late registration penalty.

NOTE: Because of limited facilities and resources, NMMU can only accommodate a specific number of students for modules presented by certain departments. It is therefore in your own best interest to register on the relevant dates, as indicated in this guide.