

SENIOR STUDENT



REGISTRATION GUIDE

2017

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



www.nmmu.ac.za



We look forward to welcoming you back to NMMU.

Please glance through this guide to see
where and when you need to
register for 2017

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Important general information

Online registration

Note: You can do your own online registration from your own device. Registration sessions have been scheduled for students who may require assistance with their module selection.

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\123456789) and password. The mobile version of the Student Portal will be loaded.

Student cards

Please note that you are no longer required to renew your student card. This will be done automatically once you are registered as a student for 2017.

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. Students who register online may send an e-mail to parking@nmmu.ac.za. Please include your student number and the details of your vehicle as specified above. A parking permit will be printed and sent to the drop-off point on that campus.

Down payment amounts

2017 down payment amounts before registration can commence

This amount will be credited towards your student fees account.
Previous debt for returning students must be settled.

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 before registration.

Payments

Please note that only NMMU receipts issued at the official NMMU cashier pay points, bank-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 cashier pay point facilities at the registration venues. Due to the location of the cashier pay points, you are advised to pay before proceeding to the registration venues.

Payment methods

Cashier pay points at all campuses
Payments made at the 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 NMMU cashiers at contact number 041-5044291. Upon receipt of the completed instruction form, the payment will be processed. The completed card instruction form must be e-mailed to studentaccounts@nmmu.ac.za.

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

Debit cards

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

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 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)
E-mail 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. Sponsorship documentation for current registration will only be considered if all outstanding debt is paid in full prior to registration.

The sponsorship amount should be equal to or exceed the upfront down payment required 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 during registration.

E-mail sponsorship confirmation to studentaccounts@nmmu.ac.za

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 NMMU 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 at 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 academic registration is granted provided that all previous debt 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. An indicator is linked to successful NSFAS candidates.

Residence students

Please note that you have to pay:

- ◆ the down payment towards your tuition fees **and**
- ◆ the down payment towards your accommodation fees
- ◆ 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 or are available on the NMMU website.

Lectures commence

Lectures for all faculties commence

Monday, 6 February 2017 (all full-time and part-time students)

Postgraduate students should consult the respective head of department/ programme co-ordinator to establish dates for lecture blocks.

Opening of residences for returning students

25 January 2017

On-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device.

Official notices

NMMU's preferred way of officially communicating with students is via e-mail. Each student will receive an NMMU e-mail address for his/her personal use. All NMMU communication will be sent to this address. 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 your NMMU student e-mail address.

My Stuff

You can access your own data on the NMMU Student Information System via the Student Portal. This data is protected by your pin, student number and date of birth and

includes your exam results, progress reports, financial statement and academic record. You can select to close this access by selecting the **Opt Out** option.

Checklist for registration

- Upfront down payment/s must be paid by 11 January 2017.
- For returning students, all outstanding debt must be paid in full.
- **Copy of the relevant bank payment(s) must be in your possession.**
- 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?
- If you are sponsored for 2017, did you email a copy of your confirmation letter to studentaccounts@nmmu.ac.za section 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 payments fully? If not, did you pay the difference before registration?
- Nursing Science programmes: Professional board payment receipts must be produced at registration.

Registration programme

Furntech building

Wednesday, 18 January 2017

BTech Forestry & Wood Technology

All full-time and part-time students	08:00 – 09:00
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Furntech building

Monday, 23 January 2017

All International Students

First Years and Senior Students	08:30 – 15:00
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Wednesday, 1 February 2017

Faculty of Education

BEd (FET) all students	09:30 – 10:30
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Thursday, 2 February 2017

Faculty of Business and Economic Sciences

BCom All Extended programmes	08:30 – 09:30
<i>BCom: Accounting & General Accounting</i>	09:45 – 11:00
BCom: General plus Business Management & Economics	11:30 – 13:00
Advanced Diploma (Business Studies: Management Practice)	10:00 – 12:00
H Cert (Business Studies)	12:00 – 13:00
Dip (Tourism Management) plus Extended programme	14:00 – 15:00
Dip (Marketing) plus Extended programme	15:00 – 16:00
Dip (Management) plus Extended programme	15:00 – 16:00

Thursday, 2 February 2017

Faculty of Engineering, the Built Environment & Information Technology

H Cert in IT in User Support Services	08:30 – 09:30
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Friday, 3 February 2017

Faculty of Science

Dip (Forestry)	08:00 – 10:00
Dip (Wood Technology)	09:00 – 10:00
Dip (Nature Conservation)	10:00 – 11:00
Dip (Game Ranch Management)	11:00 – 12:00
Dip (Agricultural Management)	11:00 – 12:00
BTech (Nature Conservation)	12:00 – 13:00
BTech (Game Ranch Management)	12:00 – 14:00
BTech (Agricultural Management)	14:00 – 15:00
H Cert in Veldfire Management	15:00 – 16:00

Registration procedure

Steps	What	Where
Step 1	Make your down payment or submit your sponsorship confirmation letter by 11 January 2017.	Cashiers Student Accounts (if you are on campus)
Step 2	Report to the online registration venue. Assistance will be available to complete your registration process.	Furntech building
Step 3	Proceed to the “proof of registration” station. Please check your registered modules on your proof of registration very carefully for any discrepancies. Ensure that all your modules for 2017 have been captured. You can also make use of the student portal to view your lecture timetable under the <i>timetable</i> link.	Furntech building
Step 4	You will receive a diary. The General Prospectus and Faculty Prospectus are available from the NMMU website. Students who registered online from home may collect a diary form our information counters.	Furntech building
Step 5	Residence registration (if applicable) On-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device.	Furntech building
Step 6	Parking permits (if applicable). Please remember to bring your motor vehicle registration number. You also have to provide details regarding the make and colour of the vehicle.	Furntech building

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).

Registration will take place from Monday, 23 January 2017. All international students are required to complete pre-registration before registration. Please refer to the registration programme in this guide.

Step 1	Collect yellow registration clearance form from the Finance Office	Furntech building
Step 2	Report to Absa Health Desk to obtain medical clearance (provide proof of medical aid if obtained prior to registration).	Furntech building
Step 3	Report to Senior Registration station and submit the following documents: Original documents where required Valid passport and a valid study permit Receive your registration form	Furntech building

Step 4	Continue with the registration process and follow the steps as set out above (steps 2 to 6).	
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Registration queries

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 the outstanding debt and/or 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 document might be outstanding or you might have been excluded for academic reasons. You will be referred to the *Student Records* station in the registration venue. A staff member will provide you with the details. Please note that letters are sent to students who have been excluded on academic grounds.

Students who were registered provisionally in 2016, having been granted ordinary conditional exemption from the matriculation examination, must contact the Admissions Section prior to registration.

This is only applicable to degree programmes and in cases where full matriculation exemption was not granted.

If some of your modules do not appear on your personal timetable:

Timetable details are published on the NMMU website. Under *courses on offer* select *degrees, diplomas and certificates* and select *module browser*. Select the module and then select the link to view the timetable for that module. Once you are registered, you can also make use of the student portal to view your lecture timetable under the *Timetable* link. Please note that the South Campus personal timetable on the intranet will only be available/updated 24 hours after you have registered. Should you not be able to find the timetable details for your module/s, please forward an email to elisel@nmmu.ac.za providing your student number as well as the qualification name you are registered for.

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

Other important dates

Normal examination periods

First Semester: Wednesday, 31 May – Tuesday, 20 June 2017

Second Semester: Thursday, 2 November – Wednesday, 22 November 2017

Re-examination periods

First Semester: Monday, 9 January – Tuesday, 24 January 2017

Second Semester: Monday, 10 July – Friday, 14 July 2017

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 (electronic version on a CD). 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 can be accessed via the Student Portal at <http://www.nmmu.ac.za/Apply/Funding-your-studies/General-Financial-information>

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

Registration queries – contact details

If you have concerns or queries, contact the Faculty Administration staff or the appropriate department.

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.*