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Message from the Deputy Registrar (Tygerberg Campus)
Umyalezo osuka kwiSekela Mbhalisi (kwikhampasi yaseTygerberg)
Boodskap van die Adjunkregistrateur (Tygerberg-kampus)

forward together • sonke siya phambili • saam vorentoe

MEDICINE AND HEALTH SCIENCES · EYENZULULWAZI NGEZONYANGO NEMPILO · GENEESKUNDE EN GESONDHEIDSWETENSKAPPE

Note: This notice is sent to all 2023 FMHS registered students. Please ignore the notice if you will not be returning to SU in 2024 due to discontinuation of studies, interruption of studies, academic exclusion or if you have successfully completed your qualification in 2023.

15 January 2024

Dear Student

Welcome back to campus if you have returned to academic activities for this year and if you are returning later this month, we look forward to welcoming you back soon.

As of this morning, 1643 Faculty of Medicine and Health Sciences students have registered on the new registration platform on SUNStudent.

From the feedback of students who have attempted self-registration since 2 January, we have identified the following information that will enable a better registration experience:

1. **Install MFA on your device to register:**
   You must install a multi-factor authentication (MFA) app - that verifies user identity - on your phone or tablet before you can register. Visit the university's dedicated **registration website** for more information and links to the user guides.

2. **Read the REGISTRATION GUIDE before you register here.** It is important that you familiarise yourself with the online registration process before you attempt registering online.

3. **If you are blocked from registering yourself, complete the FMHS registration form** and send it to **fmhsregistration@sun.ac.za**.
   - **Click here** for the FMHS registration form.
   - Please expect a 24-hour response time on registration form submissions.

4. If you have any questions or challenges with the online self-registration process, please contact us at **fmhsregistration@sun.ac.za** or visit us on campus:
   4.1. **Tygerberg Campus:** Ms Megan Jantjies in Gerga 2, 3rd floor, Education Building on Monday 15 January 2024 and Tuesday, 16 January 2024 from 09:30- 15:00, or Ms Vanessa Joseph room 1058, Centre for Academic Administration, 1st Floor, Clinical Building, 8:30 – 16:00.
   4.2. **Stellenbosch Campus:** Ms Jabulile Zim in Room 3020, 3rd Floor, Admin A Building, 8:30 – 16:00.

5. **How to complete the fee payer section during your online registration:**
   Please take careful note of what contact information is required on the fee payer screen, as detailed below:
   5.1. **NSFAS-funded students:** Please do not select the corporate option, but instead provide your own personal details.

5.2. **Private bursary students:** If you have an official bursary promissory letter (a promise or assurance that you will be funded) that includes all the details of the funder, then please provide the funder details under the corporate option.

5.3. **Students with a student/study loan:** If you have a loan from a bank, then please provide your own personal details.

5.4. **All other students:** If you do not fall into one of the categories above, then please provide the details of the parent/guardian/student responsible for the payment of the Student Fees account.

6. **Understanding proof of registration:**

In the previous registration system ("Legacy system"), students would see the programme name and academic year listed as part of the programme name on the proof of registration document. For example: MBChB II or B Occupational Therapy II
The "II" displayed as part of the programme name and was also an indication of progression in the programme.

With the SUNStudent implementation only the programme name is now displayed to indicate the programme that the student has enrolled for without the year of study:

Example: MBChB or B Occupational Therapy

The modules will be displayed along with the semester for which these modules are enrolled for. The combination of the intake year and semester will be an indication of progression, if the student is still in the normal duration of the programme:

BSc Dietetics: intake 2020

Semester detail	Programme Year	Registration year	Module details
Semester 1	Year 1	Academic Year 2020	Semester 1 modules
Semester 2	Year 1	Academic Year 2020	Semester 2 modules
Semester 3	Year 2	Academic Year 2021	Semester 3 modules
Semester 4	Year 2	Academic Year 2021	Semester 4 modules
Semester 5	Year 3	Academic Year 2022	Semester 5 modules
Semester 6	Year 3	Academic Year 2022	Semester 6 modules
Semester 7	Year 4	Academic Year 2023	Semester 7 modules
Semester 8	Year 4	Academic Year 2023	Semester 8 modules

If a student has failed the year, the intake year will shift, and the student will enroll for the failed modules offered in the same semesters of the new intake:

BSc Dietetics: intake 2020

Semester detail	Programme Year	Registration year	Module details
Semester 1	Pass Year 1	Academic Year 2020	Semester 1 modules
Semester 2	Pass Year 1	Academic Year 2020	Semester 2 modules
Semester 3	Fail Year 2	Academic Year 2021	Semester 3 modules
Semester 4	Fail Year 2	Academic Year 2021	Semester 4 modules
Intake changes to 2021			
Semester 3	Repeat year 2	Academic Year 2022	Enroll only failed modules
Semester 4	Repeat year 2	Academic Year 2022	Enroll only failed modules

Pass year 2			
Semester 5	Year 3	Academic Year 2023	Semester 5 modules
Semester 6	Year 3	Academic Year 2023	Semester 6 modules
Semester 7	Year 4	Academic Year 2024	Semester 7 modules
Semester 8	Year 4	Academic Year 2024	Semester 8 modules

7. **Loading printing, COB, and laundry quota**
7.1. Loading of COB or Laundry must be done via your My.Sun portal. If you experience any challenges with loading these services, the following link can be used to log a problem: **Click here.**
7.2. Loading of printing quota can be done via SUNStudent, by selecting the "Request" option, followed by selecting raised request and selecting the printing services option.
   7.2.1. If any problems occur with the loading of printing quotas, email Ms Lesanne Matthee, **lm@sun.ac.za** to assist. Please ensure that you specify the type of quota to be loaded as well as the amount required.

8. **Student accommodation placement at Tygerberg Campus**
All the SU student accommodation places are currently full. We will have an indication regarding available places by the end of January after all the Tygerberg classes have started.
- If you wish to be placed on the residence placement waiting list for the Tygerberg Campus, please email: **amscholtz@sun.ac.za**.
- If you want to cancel your placement in university accommodation on the Tygerberg Campus, please send email to: **info@sun.ac.za** and **amscholtz@sun.ac.za**.

For the latest communication updates regarding registration click **here.**

Should you experience any further challenges or have general registration enquiries, kindly contact fmhsregistration@sun.ac.za to enable us to resolve issues as quickly as possible. Thank you for your collaboration to help us improve the registration experience as we go forward on the new SUNStudent system.