



REGISTRATION OF NEWCOMERS IN 2016

All newcomer students, i.e. students who are registering for the first year programme of a specific degree or diploma (**excluding postgraduate degrees and diplomas**) should report on **Thursday 21 January 2016** for the start of the official Welcoming Programme.

The Welcoming Programme is available at <http://www.sun.ac.za/welcome>

Newcomers who were allocated a place in a university residence can report at their residences in accordance with the time frames as determined and communicated by individual residences.

PLEASE NOTE: It is the responsibility of all newcomers to ensure that they comply with ALL the admission requirements of their chosen programmes of study, BEFORE they leave for Stellenbosch.

1. REGISTRATION

14 Jan – 26 Jan Self registration (e-Registration)	Newcomers can by registering themselves avoid long queues during the NARGA registration. Any computer with internet access may be used. Students who do not have access to a computer may make use of the computer-user area that will be made available for newcomers on the Stellenbosch Campus especially for this purpose. This computer-user area, Neelsie Students' Centre (See map included – B), will be available for newcomers from 18 to 26 January, 08:00 – 16:00 with officials in attendance to render assistance (excluding 23, 24 Jan). <u>NB:</u> 1. ONLY students who have obtained the National Senior Certificate of the SA school system or IEB-exams will be able to register themselves. 2. Module changes after registration should be done via the e-Registration programme on my.sun.ac.za 3. Students who do not make use of self registration (e-Registration) have to follow the normal registration programme in NARGA.
25, 26 Jan NARGA Registration	All newcomers who did not use the self registration option register in accordance with the registration schedule on the last page of this notice at Stellenbosch in the computer user area of the Faculty of Science (NARGA) in Block A of the Administration Building. Only the northern entrance to this building may be used.
29 Jan Programme and/or module changes – specific faculties only	Students in the Faculties of Arts and Social Sciences, Science and Economic and Management Sciences - who want to change their programmes and/or modules after self registration or NARGA registration - get a special opportunity to have the changes being brought about on Friday 29 January between 08:00 and 12:00 in NARGA, in other words before the classes start on Monday 1 February .
LATE REGISTRATION	All newcomers who did not make use of self registration or the faculty specific NARGA time slot and who are not registered before or on Tuesday 26 January, will not be allowed to register for 2016, as all study programmes will be full by 26 January.

2. NON-SOUTH AFRICAN CITIZENS

All newcomers who are not SA citizens, must show at registration either a permanent residence permit or a study visa, which should have been obtained previously from the South African Department for Home Affairs. The permit/visa must be valid for 2016. If you have failed to obtain the permit/visa, you will not be permitted to register.

3. SUBMISSION OF ADMISSION DOCUMENTS AT NARGA REGISTRATION

A blue callout box with a red border and a red arrow pointing to the left, containing the word "Important".

Important

National Senior Certificate or IEB examinations

At registration in NARGA, each newcomer who wrote the final school examinations at the end of 2015 must submit the original Matriculation symbols (Advice of Results) of the National Senior Certificate or IEB examinations, that was received from the relevant education authority, together with a photocopy thereof.

Newcomers who wrote the final school examinations prior to the end of 2015 must, apart from the Advice of Results, also provide their original Senior Certificate, together with a photocopy thereof, at registration.

Different school systems

Newcomers who matriculated in a different school system than the South African National Senior Certificate or IEB systems, must provide the original school leaving certificate of the school system concerned, as well as a photocopy thereof, as well as the original certificate of university exemption, issued by the South African Matriculation Board, as well as a photocopy thereof, at registration.

Other universities

Newcomers who studied at other universities must, apart from the abovementioned certificates, also provide their original academic record and certificate of good conduct, as well as photocopies thereof, at registration.

 **NB:** Your attention is drawn to the fact that copies of certificates, even if it is certified as a copy of the original, will not be accepted if the original document is not shown.

4. FEES PAYABLE AT REGISTRATION

See the attached notice for fees payable at registration. Newcomers can avoid a visit to the cashiers during registration by depositing the required amount into the account of the University in accordance with the information in the notice.

5. PROOF OF REGISTRATION

At registration, each student is provided with a printed proof of registration, that indicates the programme and modules that were registered for. Students utilizing the process of self registration, must print the proof of registration out of the student portal: my.sun.ac.za Please scrutinize the document carefully, as it contains important information.

If any mistakes occur, it need to be corrected in the student portal, my.sun.ac.za, or at the relevant Faculty Secretary, Administration Building, Block A before or on **Friday 12 February 2016**.

Registered students who follow modules for which they did not register on or before **12 February 2016** will, if the necessary permission to register for the module(s) is granted, be liable to pay a levy of R100.

6. STUDENT CARD

All registered students must obtain a student card and a notice indicating how it must be obtained is attached.

7. CLASS, TEST AND EXAMINATION TIMETABLES

The class, test and examination timetables will only be available in the student portal at my.sun.ac.za A special pamphlet with information regarding the accessment thereof will be available at the Information Desk in Block A of the Administration Building before, during and after the registration programme. Please ensure that you obtain the pamphlet and determine your class timetable well before **Monday 1**

February, the day of commencement of classes. Information regarding timetables will also be provided to newcomers during certain sessions of the Welcoming Programme.

8. CLASS TIMETABLE: MODULES DIVIDED INTO MORE THAN ONE GROUP

Some first year modules are divided into more than one group, for example Chemistry 114 (Group 1) and Chemistry 114 (Group 2) etc. These groups will appear on the timetable at different times. First year students following such modules will be able to obtain their group allocation in the student portal, my.sun.ac.za, as from **Thursday 28 January**. More information in this regard will be provided during the Welcoming Programme, attendance of all sessions of which is therefore of paramount importance.

9. MODULE REQUIREMENTS

Before, during and after registration, as well as at the start of the second semester, students must make sure that they satisfy all the pass, prerequisite and co-requisite requirements for the particular modules that they register for. It is only necessary for first year students to be aware of possible co-requisite requirements to be met when they choose their first year modules in the beginning of the year, but at the start of the second semester pass and prerequisite requirements might be applicable. Information in this regard is to be found in the yearbooks of the faculties.

10. KEEPING OF MOTOR VEHICLES AT STELLENBOSCH

Students wishing to park private motor vehicles on University premises must register these vehicles electronically at the relevant University division. See the webpage at <http://www.sun.ac.za/mobility-parking> for full information on transport, parking, instructions and dealing with transgressions.

JG du Toit
for THE REGISTRAR

December 2015

DATES AND TIMES OF REGISTRATION 2016

Self registration (e-Registration)

By registering themselves, newcomers can avoid the long queues that are experienced at the NARGA registration process. Any computer with internet access may be used. Newcomers who do not have access to a computer, may make use of the computer-user area that will be made available for newcomers on the Stellenbosch Campus especially for this purpose from **18 to 26 Jan 2016** (excluding 23, 24 Jan), with officials in attendance to render assistance.

Newcomers who could not register themselves, register in NARGA according to the schedule below.

NARGA REGISTRATION

MONDAY MORNING 25 JANUARY

FACULTY AND PROGRAMMES	TIME
Education	
BEd (General Education)	08:00 – 08:45
Engineering	
BEng	08:30 – 09:30
Law	
LLB	09:00 – 09:30
BCom (Law), BAacLLB	09:30 – 10:00
BA (Law)	10:00 – 10:30
Theology	
BDiv, BTh	10:30 – 11:00
Agrisciences	
BScAgric	10:30 – 11:30
BAgricAdmin	10:30 – 11:30
BSc in Food Science	10:30 – 11:30
BSc in Forestry and Wood Science	10:30 – 11:30
BSc in Conservation Ecology	10:30 – 11:30

MONDAY AFTERNOON 25 JANUARY

Science	
BSc (all programmes) (Surnames A – H)	13:30 – 14:00
(Surnames I – P)	14:00 – 14:30
(Surnames Q – Z)	14:30 – 15:00

MONDAY AFTERNOON 25 JANUARY

Economic and Management Sciences	
BAcc, BCom (Management Acc), BCom (Financial Acc) (Surnames A – M)	15:00 – 15:30
(Surnames N – Z)	15:30 – 16:00

TUESDAY MORNING 26 JANUARY

Arts and Social Sciences	
BA (Humanities)	08:00 - 09:00
BA (Social Dynamics)	08:00 - 09:00
BA (Language and Culture)	08:00 - 09:00
BA (Development and Environment)	08:00 - 09:00
BA (Socio-Informatics)	08:00 - 09:00
BA in Visual Arts	09:30 - 10:30
B of Social Work	09:30 - 10:30
Music	09:30 - 10:30
BA (Drama)	09:30 - 10:30
BA (Human Resource Management)	09:30 - 10:30
BA (Sport Science)	09:30 - 10:00
BA (PPE)	09:30 - 10:30
BA (International Studies)	10:00 - 10:30
Economic and Management Sciences	
BCom (all programmes) excluding: BCom (Law), BAacLLB, BAcc, BCom (Manag Acc), BCom (Fin Acc)	
(Surnames A – H)	11:00 – 11:30
(Surnames I – P)	11:30 – 12:00
(Surnames Q – Z)	12:00 – 12:30

Very important

STUDENT CARD 2016

The process to obtain your student card, depending on the option to register as a student that you have used, is explained below.

Option 1	Option 2
<p>I will register at NARGA</p> <p>25, 26 January</p>	<p>I will register myself</p> <p>14 – 26 January</p>
<p><u>Step 1: Register</u></p> <p>Register at Administration Block A (NARGA) – A on map</p> <p>Pay your fees if outstanding</p> <p>Receive proof of payment</p>	<p><u>Step 1: Register</u></p> <p>Register at any computer with internet access.</p> <p>(A venue at the Neelsie Students' Centre will be available for newcomers at Stellenbosch from 18 - 26 Jan – B on map)</p> <p>Pay your fees if outstanding</p>
<p><u>Step 2: Student card collection</u></p> <p>18 Jan – 5 Feb: Neelsie Students' Centre (B on map) 8 Feb and later: Administration Block A, IT Hub (A on map)</p>	<p><u>Step 2: Student card collection</u></p> <p>18 Jan – 5 Feb: Neelsie Students' Centre (B on map) 8 Feb and later: Administration Block A, IT Hub (A on map)</p>

