



## REGISTRATION OF NEWCOMERS IN 2017

All newcomer students, i.e. students who are registering for the first year of a specific degree or diploma (**excluding postgraduate degrees and diplomas**) should report on **Thursday 19 January 2017** for the start of the official Welcoming Programme.

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

Newcomers who were allocated place in a university residence, must report at their residences in accordance with the time frames as 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

<b>12 Jan – 24 Jan</b> Self registration (e-registration)	Newcomers can avoid registration in NARGA by registering themselves. Only students who have obtained the National Senior Certificate of the SA school system or IEB-exams will be able to register themselves. Any computer with internet access may be used. Students who do not have access to a computer may use 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 <b>16 to 24 January, 08:00 – 16:00</b> with officials in attendance to render assistance (excluding 21 and 22 Jan).  <b>NB:</b> 1. If students did not/could not make use of self registration (e-registration), the normal registration programme in NARGA must be used. 2. Module changes after registration should be done via the e-registration programme on <a href="http://my.sun.ac.za">my.sun.ac.za</a>
<b>23, 24 Jan</b> NARGA Registration	All newcomers who did not/could not use the self registration option, register in accordance with the registration schedule further on in this notice at Stellenbosch in the computer user area of the Faculty of Science (NARGA) in Block A of the Administration Building. Use the northern entrance to this building.
<b>27 Jan</b> 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 (this is not always possible) or modules after self registration or NARGA registration - get a special opportunity to have the changes being brought about on <b>Friday 27 January</b> between <b>08:00 and 12:00</b> in NARGA, in other words before the classes start on <b>Monday 30 January</b> .
<b>27 Jan - 10 Feb</b> <b>LATE</b> <b>REGISTRATION</b> (R500 LEVY)	All newcomers who did not make use of self registration or NARGA registration and who are not registered before or on Tuesday 24 January, will probably not be allowed to register, as programmes are already full at that stage. Students for whom there are still place available will be allowed to register from 27 January till <b>Friday 10 February</b> during normal office hours with their faculty officer in

	Administration block A, if class attendance commenced timeously and with payment of a <b>late registration levy of R500</b> .
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## 2. NON-SOUTH AFRICAN CITIZENS

All newcomers who are not SA citizens, must show at registration either a permanent residence permit or a study permit, which should have been obtained previously from the South African Department for Home Affairs. The permit must be valid for 2017. If you have failed to obtain the permit, you will not be permitted to register.

## 3. SUBMISSION OF ADMISSION DOCUMENTS AT NARGA REGISTRATION

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

### National Senior Certificate (NSC) or IEB examinations

At registration in NARGA, each newcomer who wrote the final school examinations at the end of 2016 must submit the original 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 2016 must, apart from the Advice of Results, also provide their original Senior Certificate, together with a photocopy thereof, at registration.

### Other 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](http://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](http://my.sun.ac.za), or at the relevant faculty officer, Administration Building, Block A, before or on **Friday 10 February 2017**.

Registered students who follow modules for which they did not register on or before **10 February 2017** will, if the necessary permission to register for the module(s) is granted, be liable to pay a levy of R100.

## 6. STUDENT CARD

 Each registered student must obtain a student card and a notice indicating how it must be obtained is attached. You will have to enter into an agreement with the University that you will not provide your student card to another person for use in any way. An e-mail in this regard will be directed to you early in January.

**The acknowledgment will be a pre-requirement for registration. This acknowledgment can be done via the self registration application or visit [my.sun.ac.za](http://my.sun.ac.za) >>undergraduate >>administration >>student card agreement**

## **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](http://my.sun.ac.za) A special brochure with information about how to access it 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 a copy and determine your class timetable well before **Monday 30 January**, the day of commencement of classes. Information regarding timetables will also be provided to newcomers during 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](http://my.sun.ac.za), as from **Thursday 26 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**

Many modules have other modules that apply as pass, prerequisite and co-requisite requirements for the particular modules, before they can be followed. 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 VEHICLE AT STELLENBOSCH**

If you wish to park a private motor vehicle on University premises, the vehicle must be registered 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 2016

## DATES AND TIMES OF REGISTRATION 2017

### Self registration (e-Registration)

By registering themselves, newcomers can avoid the registration process in NARGA. Only students who have obtained the National Senior Certificate in the SA school system or the IEB system will be able to register themselves. 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 **16 to 24 Jan 2017** (excluding 21 and 22 January), with officials in attendance to render assistance.

See attached notice on e-registration (self registration). Newcomers who did not/could not register themselves, register in NARGA according to the schedule below.

### NARGA REGISTRATION

#### MONDAY MORNING 23 JANUARY

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

#### MONDAY AFTERNOON 23 JANUARY

<b>Science</b> BSc (all programmes, as well as EDP)	13:30 – 15:00
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#### MONDAY AFTERNOON 23 JANUARY

<b>Economic and Management Sciences</b> BCom (all programmes, as well as EDP) BAcc BAccLLB	14:30 – 16:00
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#### TUESDAY MORNING 24 JANUARY

<b>Arts and Social Sciences</b> BA (Humanities) BA (Social Dynamics) BA (Language and Culture) BA (Development and Environment) BA (Socio-Informatics) BA in Visual Arts B of Social Work Music BA (Drama) BA (Human Resource Management) BA (Sport Science) BA (PPE) BA (International Studies) BA (EDP) (all programmes)	08:00 - 09:00 08:00 - 09:00 08:00 - 09:00 08:00 - 09:00 08:00 - 09:00 09:30 - 10:30 09:30 - 10:30 09:30 - 10:30 09:30 - 10:30 09:30 - 10:30 09:30 - 10:30 09:30 - 10:30 10:00 - 10:30 10:30 – 11:30
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## STUDENT CARD 2017

Option 1	Option 2
<p><b>I will register in NARGA</b></p> <p><b>23, 24 January</b></p>	<p><b>I will register myself</b></p> <p><b>12 – 24 January</b></p>
<p><u>Step 1: Register</u></p> <p>Register at Administration Block A (NARGA) – <b>A</b> on map;</p> <p>Pay your fees;</p> <p>Have your proof of payment ready for step 2 below.</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 <b>16 - 24 Jan – B</b> on map)</p> <p>Pay your fees;</p> <p>Have your proof of payment ready for step 2 below.</p>
<p><u>Step 2: Obtain your student card</u></p> <p>16 Jan – 8 Feb: Neelsie Students' Centre (<b>B</b> on map). 9 Feb and later: Administration Block A, IT Hub (<b>A</b> on map).</p>	<p><u>Step 2: Obtain your student card</u></p> <p>16 Jan – 8 Feb: Neelsie Students' Centre (<b>B</b> on map). 9 Feb and later: Administration Block A, IT Hub (<b>A</b> on map).</p>

