

WAT EBW-STUDENTE MOET WEEET	WHAT EMS STUDENTS NEED TO KNOW
<p><b>Registrasie</b></p> <ul style="list-style-type: none"> <li>• Die registrasietydperk begin aan die einde van Januarie. Daar is 'n twee weke lange vensterperiode waarin jy jou modules (via e-registrasie) en selfs jou program (via Studente-administrasie) kan verander.</li> <li>• As jy gewoon voortgaan met jou studieprogram, kan jy via die e-registrasieskakel jou modules registreer.</li> <li>• Indien jy navrae het en/of dalk jou program wil verander, moet jy eerder die NARGA-registrasie vir EBW-studente bywoon. (Dis gewoonlik tussen 26 en 30 Januarie.) Inligting hieroor is beskikbaar by SunLearn of by <a href="http://www.sun.ac.za">www.sun.ac.za</a>. Hierdie registrasieproses verg geduld, want konsultasie neem tyd. Wees asb. geduldig in die registrasielokaal.</li> <li>• Die wysigingstydperk vir modules en programme is tot en met 2 weke na klasse begin het (vir alle veranderings in eerstesemester- en jaarmodules).</li> <li>• Die wysigingstydperk vir alle tweedesemester-modules is vanaf die begin van die tweede semester tot die einde van die 2de week van die semester, gewoonlik einde-Julie (afhangende van die aanvangsdatum van die 2de semester).</li> </ul>	<p><b>Registration</b></p> <ul style="list-style-type: none"> <li>• The registration period commences at the end of January. There is a two-week window period in which you may change your modules (via e-registration), and even your programme (via Student Administration).</li> <li>• If you continue with your current study programme, you may register your modules via the e-registration link.</li> <li>• Should you have queries and/or wish to change your programme, you should attend the NARGA registration for EMS students. (It's usually between 26 and 30 January.) Information in this regard is available at SunLearn or at <a href="http://www.sun.ac.za">www.sun.ac.za</a>. Manual registration requires patience as consultation takes time. Please be patient in the registration venue.</li> <li>• Module and programme changes have to be made no later than 2 weeks after classes have commenced (in the case of all changes of first-semester and year modules).</li> <li>• Second semester changes have to be made from the beginning of the second semester until the end of the 2<sup>nd</sup> week of the semester, usually at the end of July (depending on the commencement date of the 2<sup>nd</sup> semester).</li> </ul>
<p><b>Staking van modules</b></p> <ul style="list-style-type: none"> <li>• Daar is ook 'n stakingstydperk tot einde April waarin studente modules kan staak. In die geval van eerstesemester-modules is studente verantwoordelik vir die totale koste, maar by jaarmodules word die tweedesemesterkoste op studenterekennings teruggeskryf.</li> <li>• Staking van tweedesemester- en jaarmodules moet teen die einde van September gedoen word. Studente sal verantwoordelik wees vir die volle studentegelde.</li> </ul>	<p><b>Discontinuation of modules</b></p> <ul style="list-style-type: none"> <li>• There is also a discontinuation period until the end of April, in which time students may discontinue modules. In the case of first semester modules, students will be responsible for the full cost, but in the case of year modules, student accounts will be credited with the fees for the second semester.</li> <li>• Discontinuation of 2<sup>nd</sup> semester and year modules must be done by the end of September. Students will be responsible for the full study cost.</li> </ul>
<p><b>Staking van studies in geheel</b></p> <ul style="list-style-type: none"> <li>• Indien jy voel die studies raak te veel ondanks al die beskikbare hulpmiddele, oorweeg dit om jou studies teen einde-Julie heeltemal te staak. Indien jy jou studies in hierdie tydperk staak, sal die HEMIS-</li> </ul>	<p><b>Discontinuation of all studies</b></p> <ul style="list-style-type: none"> <li>• If you are struggling despite all the available resources, consider complete discontinuation of studies no later than the end of July. Should you discontinue your studies within this period, the HEMIS</li> </ul>

<p>krediete nie teen jou tel wanneer jy die jaar daarna die EBW-graad wil voortsit nie. Dan registreer jy net en gaan voort met jou studies.</p> <ul style="list-style-type: none"> <li>• Onthou asb om die amptelike stakingsdokument via Kliëntediens aan te vra (tel. 021 808 9111 of info@sun.ac.za). Let wel: Die bankbesonderhede moet met 'n amptelike stempel deur die betrokke bank bevestig word.</li> </ul>	<p>credit requirements will not be held against you if you want to continue the EMS degree the following year. You will simply have to register and continue with your studies.</p> <ul style="list-style-type: none"> <li>• Remember to request an official discontinuation document via Client Services (021 808 9111 or info@sun.ac.za). Please note: The banking details have to be verified with an official stamp from the applicable bank.</li> </ul>
<p><b>Wie kan my help met algemene akademiese administrasie?</b></p> <ul style="list-style-type: none"> <li>• Indien jy hulp benodig, gesels gerus met EBW se Studenteadministrasie-beamptes in die Admin A-gebou, lokale 2036, 3001A &amp; 3009.</li> </ul> <p><b>Koshuisnavrae: Het ek genoeg Hemis-krediete om in die koshuis te bly?</b></p> <ul style="list-style-type: none"> <li>• Vir algemene verblyfnavrae, gaan na die navrae-toonbank by Admin A.</li> </ul> <p><b>Wat kos my studies?</b></p> <ul style="list-style-type: none"> <li>• Studentegelde is behulpsaam met navrae oor studente-rekeninge. Jy kan ook by <a href="http://www.maties.com">www.maties.com</a> kyk.</li> </ul>	<p><b>Who can assist with general academic administration?</b></p> <ul style="list-style-type: none"> <li>• If you need assistance, please consult the EMS Student Administration officers in the Admin A building, rooms 2036, 3001A &amp; 3009.</li> </ul> <p><b>Residence enquiries: Do I have sufficient Hemis credits to continue staying in my residence?</b></p> <ul style="list-style-type: none"> <li>• For general residence enquiries, go to the enquiries desk at Admin A.</li> </ul> <p><b>How much are my study fees?</b></p> <ul style="list-style-type: none"> <li>• Student Fees will be able to assist with student account queries; alternatively consult <a href="http://www.maties.com">www.maties.com</a>.</li> </ul>
<p><b>Akademiese kredietvereistes (HEMIS)</b></p> <ul style="list-style-type: none"> <li>• Dis belangrik om aan die minimum kredietvereistes te voldoen. As eerstejaarstudent moet jy minstens die helfte (50%) van jou totale krediete slaag om outomaties weer te kan registreer.</li> <li>• BV: Die totale krediete van die BCom-program op eerstejaarsvlak is 120. Vir outomatiese voortsetting van jou program, moes jy minstens 60 krediete ná jou November-eksamens geslaag het.</li> <li>• Alle tweede- en derdejaarstudente, hetsy akademies of histories, moet daarop let dat die minimum HEMIS-krediete vir 'n student afhang van die aantal modules waarvoor die student geregistreer is.</li> <li>• Indien jy vir jou volle tweede jaar van studie geregistreer is, sal die toepaslike minimum kredietvereiste van 128 vir die BCom-program geld. Jy moet dus minstens die helfte van 128 slaag om outomaties met jou studies voort te gaan.</li> <li>• Daar is vergunnings indien jy verkies om vir 'n beperkte getal modules in 'n gegewe jaar te registreer. Indien jy bv. binne die BRek-program jou FinRek 178 herhaal, word die krediete bepaal volgens die suksesvolle</li> </ul>	<p><b>Academic credit requirements (HEMIS)</b></p> <ul style="list-style-type: none"> <li>• It is important to meet the minimum credit requirements. As a first-year student you need to pass at least half (50%) of your total credits to be able to register automatically.</li> <li>• EG: The credit total of the BCom degree programme on first-year level is 120. You need to pass at least 60 credits by the end of your November exams to proceed automatically with your programme</li> <li>• All second- and third-year students, whether academically or historically, must note that the minimum HEMIS credit requirements will depend on the number of modules for which a student is enrolled.</li> <li>• If you are enrolled for your full second year of study, then the applicable minimum of 128 credits within the BCom programme will be required. You will therefore have to pass at least half of 128 to proceed automatically.</li> <li>• Allowances are made should you register for a limited number of modules in a given year. If, for example, you are repeating FinAcc 178 as part of the BAcc programme, the credits will be determined by the</li> </ul>

voltooiing van die modules waarvoor geregistreer is: FinRek 178 (24 krediete), Sake-etiek 214 (8 krediete), Ouditkunde 288 (24 krediete), en Handelsreg 292 (24 krediete).

- BCom (Aktuariële Wetenskap): Indien modules herhaal word om jou kansen te verbeter op vrystelling van die Aktuariële Vereniging (*Actuarial Society*), tel module-krediete nie weer nie. Die krediete van 'n module wat reeds geslaag is, tel net een keer.
- As jy dalk Wiskunde- of Aktuariële Wetenskap-modules in die programme BCom (Aktuariële Wetenskap) of BCom (Wiskundige Wetenskap) moet herhaal, word kredietvereistes bepaal volgens die modules waarvoor jy mag inskryf, met die uitsluiting van modules wat herhaal word ter verbetering van punte.
- Dis beter om vir 'n realistiese kredietlading te registreer en jou modules te slaag, as om krediete te probeer inhaal. Wees realisties oor jou werklading om jou sukses te verseker.
- Stres is 'n realiteit. Om jouself te beskerm, fokus op minder en slaag jou modules eerder as op 'n magdom modules wat jy nie kan baasraak nie.
- Indien jy nie aan die minimum HEMIS-kredietvereistes voldoen nie, moet jy om hertoelating aansoek doen.
- Studente wat om hertoelating aansoek moet doen, sal vanaf 20 Desember hertoelatingsdokumente per e-pos ontvang. Voltooide hertoelatingsdokumente moenie later as 6 Januarie per e-pos teruggestuur word nie.
- Terugvoer ten opsigte van hertoelating sal eers vanaf 21 Januarie gegee word via die registrateurskantoor.

successful completion of the modules for which you are enrolled: FinAcc 178 (24 credits), Business Ethics 214 (8 credits), Auditing 288 (24 credits), and Mercantile Law 292 (24 credits).

- BCom (Actuarial Science): Should modules be repeated to improve your chances of exemption from the Actuarial Society, module credits do not count again. The credits of a module that has been passed, only count once.
- When repeating Mathematics or Actuarial Science modules in the BCom (Actuarial Science) or BCom (Mathematical Sciences) programmes, credit requirements are calculated in accordance with those modules for which you may enrol, with the exclusion of modules that you are repeating to improve your results.
- It is much wiser to register for a realistic credit load and pass your modules, than to try and catch up with credits. Be realistic about your work load to ensure your success.
- Stress is a reality. To protect yourself, focus on – and pass – fewer modules rather than being unable to cope with too many modules.
- If you do not meet the minimum HEMIS credit requirements, you will have to reapply.
- Students who have to reapply, will receive readmission documentation from 20 December by e-mail. Completed readmission documentation must be returned by e-mail no later than 6 January.
- You will receive feedback regarding readmission from 21 January via the registrar's office.