

STEP 1: Preparing for online registration

All **new** and **returning** students, please note:

(i) Install MFA on your device in order 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 [registration website](#) for more information and links to the user guides.

(ii) Read this entire online registration guide

Read this *Online Registration Guide* before you try to register via SUNStudent. This guide also applies to returning students who registered via the previous e-registration system. The new SUNStudent software differs markedly from the old student information system. Visit the [registration website](#) for more information and links to helpful documents. **Please use Google Chrome.**

What will **prevent** you from registering online?

- ❌ Any outstanding documentation — it can be submitted via info@sun.ac.za
- ❌ Not complying with prescribed readmission criteria — click [HERE](#) for information
- ❌ Any outstanding fees or international applications with a hold
- ❌ Academic record of the previous year showing that the student did not pass
- ❌ You cannot register using your mobile phone



On-campus assisted registration: NARGA: 29 January – 8 February 2024

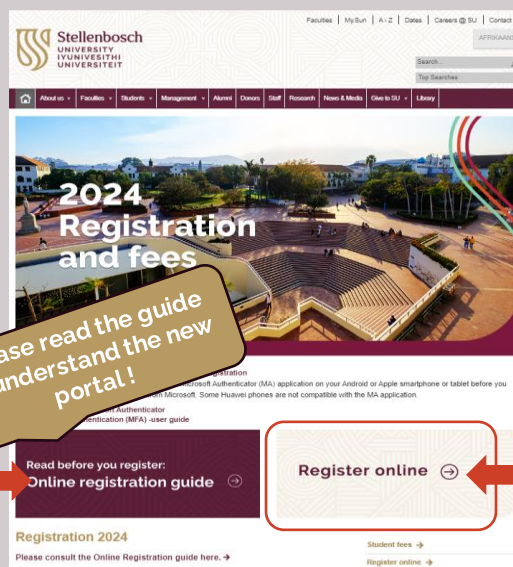
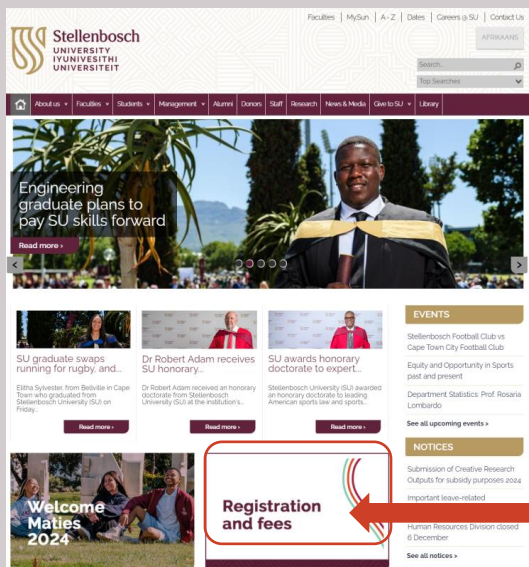
- NARGA computer user area in the Admin A building in Ryneveld Street for all Stellenbosch campus students.
- Please consult the [registration schedule 2024](#) on the SU website. Note that specific dates and timeslots are allocated for each faculty.

Who cannot register online?

- ❌ Students registering for an occasional programme (previously referred to as special students or non-degree programmes) cannot register online.

Navigate to the online registration portal

Visit the [SU website](#) and click on [Registration and Fees](#) to find the link to the portal marked 'Register Online'

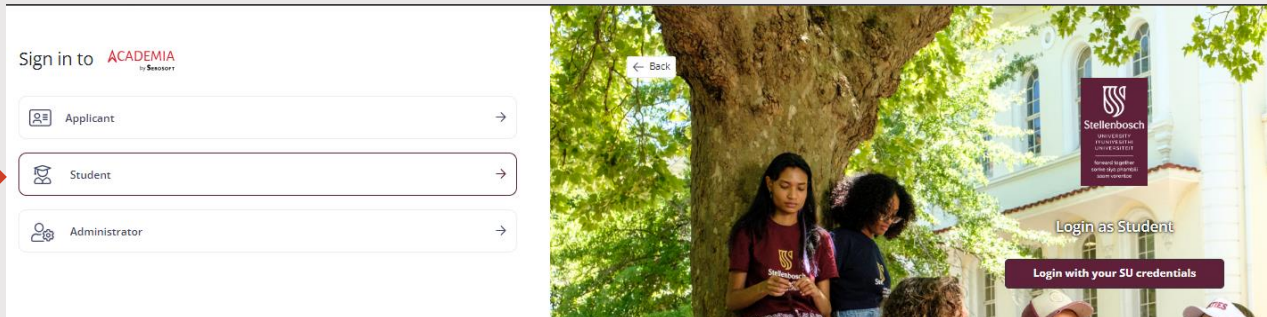


The mobile version (for phones) of the registration portal will be available for future registration cycles, but not for this round. Please use Google Chrome on your device.

STEP 2: Log on to the Registration Portal

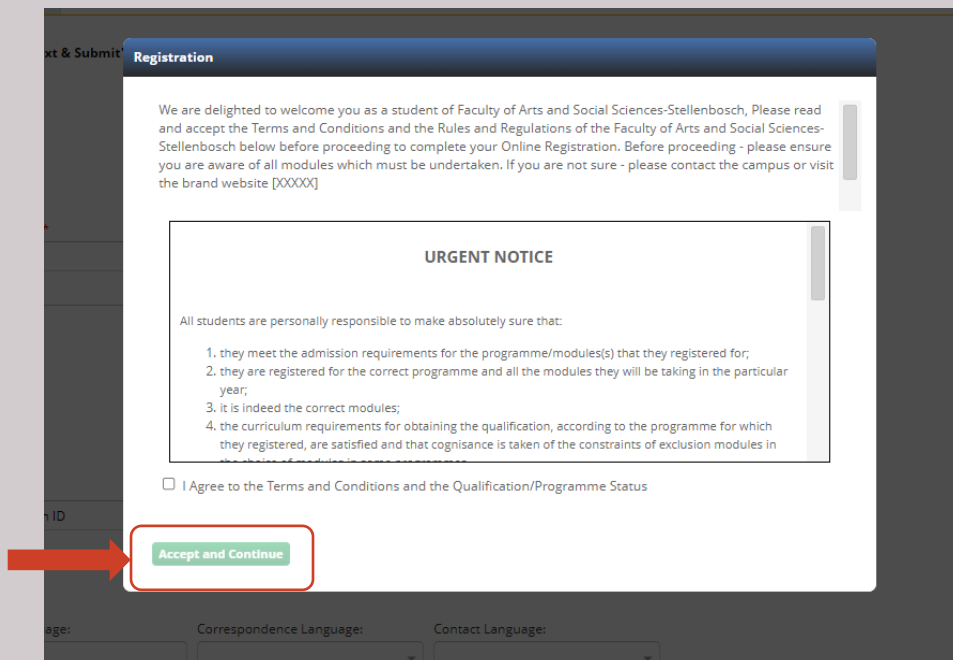
Use the **GOOGLE CHROME** web browser, and proceed to the SUNStudent Registration Student Portal sign-in page: <https://student.sun.ac.za/>

- ✓ New students will receive a communication explaining how to log on to the student portal once admission has been granted.
- ✓ Current students can only log on to the student portal with their SU credentials (e.g. studentnumber@sun.ac.za)



Select the '**I agree to the Terms & Conditions and the Qualifications/Programme Status**';

Then click on the '**Accept and Continue**' button.



The SU log-on credentials (e.g., 123456@sun.ac.za) will be provided to new students in an email confirming their admission status. Please note that self-registration via the Registration Portal will only become accessible on the applicable dates as indicated in the [registration schedule](#).

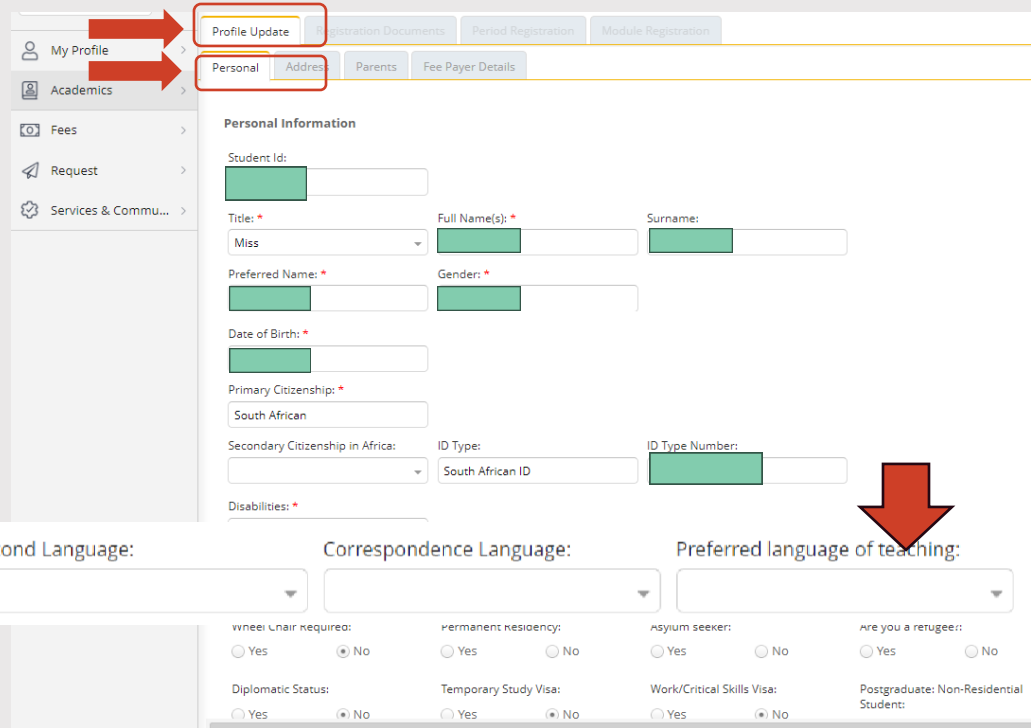


STEP 3: Review Profile Update tabs - 1

Under '**Profile update**' and below '**Personal**' tab, various information sections are visible:

- **Update/check** 'mobile number'

- **Essential field** Indicate your **preferred language of teaching**



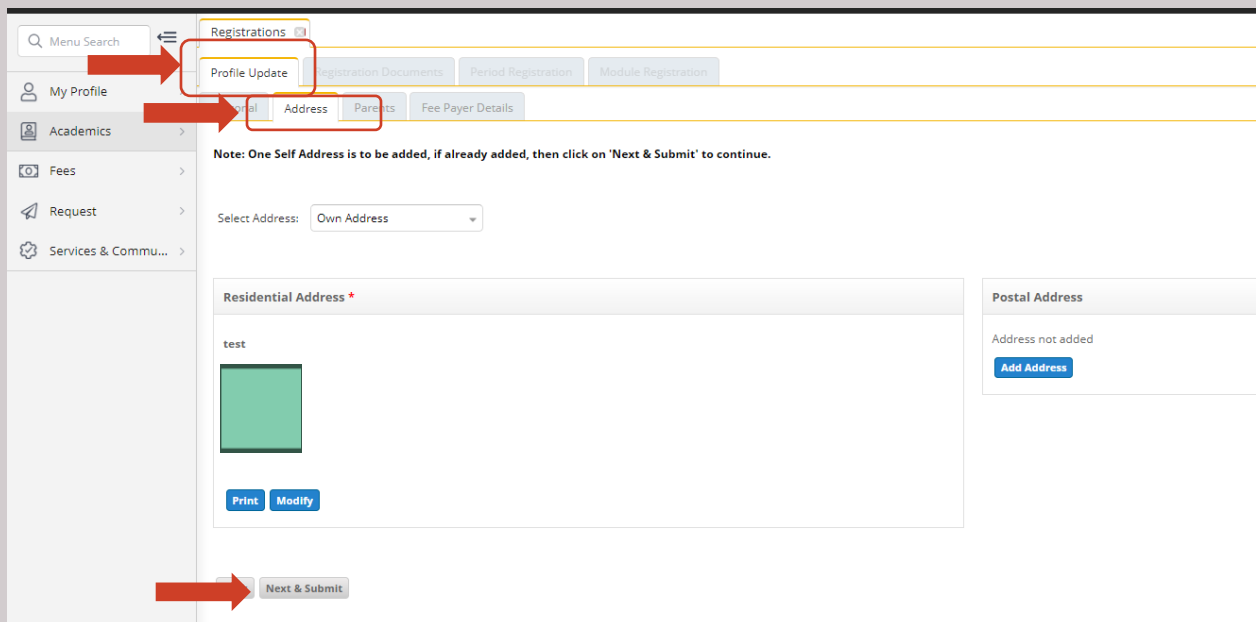
The screenshot shows the 'Profile Update' form with the 'Personal' tab selected. The 'Personal Information' section includes fields for Student Id, Title (Miss), Full Name(s), Surname, Preferred Name, Gender, Date of Birth, Primary Citizenship (South African), Secondary Citizenship in Africa, ID Type (South African ID), ID Type Number, and Disabilities. Below this is the 'Language' section with dropdown menus for Home Language (English), Second Language, Correspondence Language, and Preferred language of teaching. A red arrow points to the 'Preferred language of teaching' dropdown. A legend indicates that green boxes represent redacted personal information.

Under '**Address**' tab:

Please confirm your '**Postal and Residential Addresses**'

Click on '**Modify**' to make changes

Click on '**Next and Submit**'



The screenshot shows the 'Address' tab in the 'Profile Update' form. It features a 'Select Address' dropdown set to 'Own Address'. A note states: 'Note: One Self Address is to be added, if already added, then click on 'Next & Submit' to continue.' Below this is a 'Residential Address' section with a text input field containing 'test', a redacted image placeholder, and 'Print' and 'Modify' buttons. To the right is a 'Postal Address' section with the text 'Address not added' and an 'Add Address' button. A 'Next & Submit' button is located at the bottom of the form.



Personal information should always be updated to ensure that students receive important information, and that communication is clear and accurate.

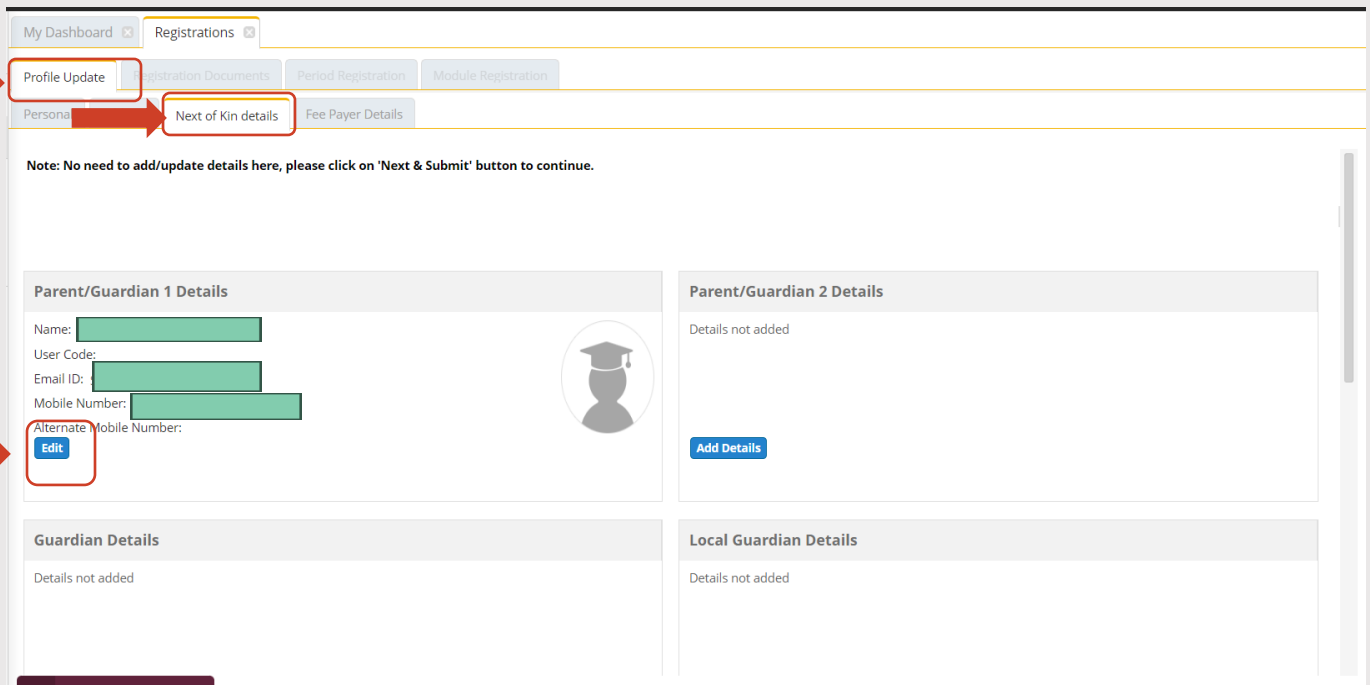
STEP 3: Review Profile Update tabs - 2

Under **'Next of Kin / Parents'** tab

Complete details of at least one parent/guardian

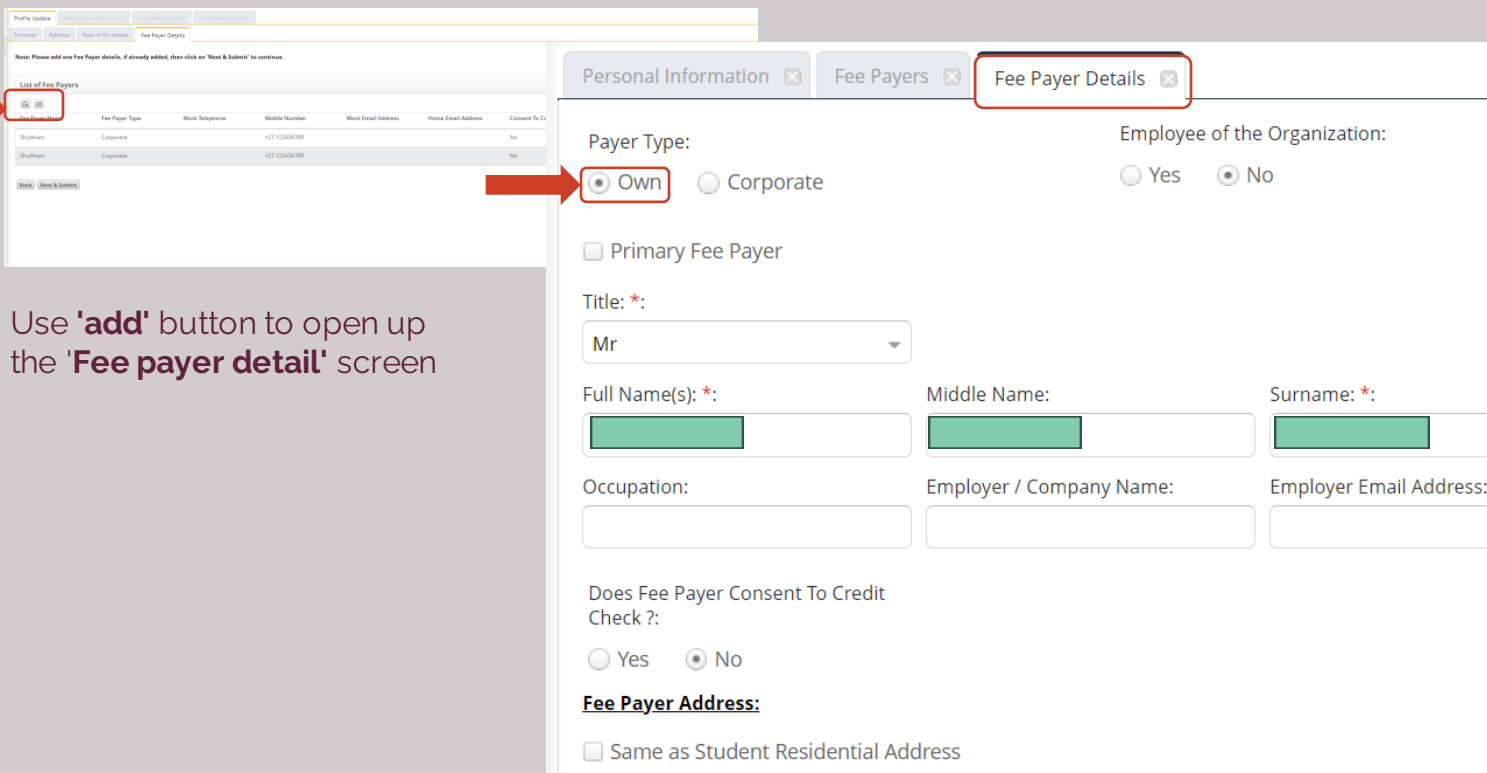
Make changes, if necessary, by using the **'Edit'** or **'Add Details'** buttons

Click on **'Next and Submit'**



Under the **'Fee Payer Details'** tab:

- **'Own'**: if the student will pay for their own expenses or if you have a loan from a bank
- **NSFAS-funded students**: Please do not select the **'Corporate'** option, but instead provide your own personal details.



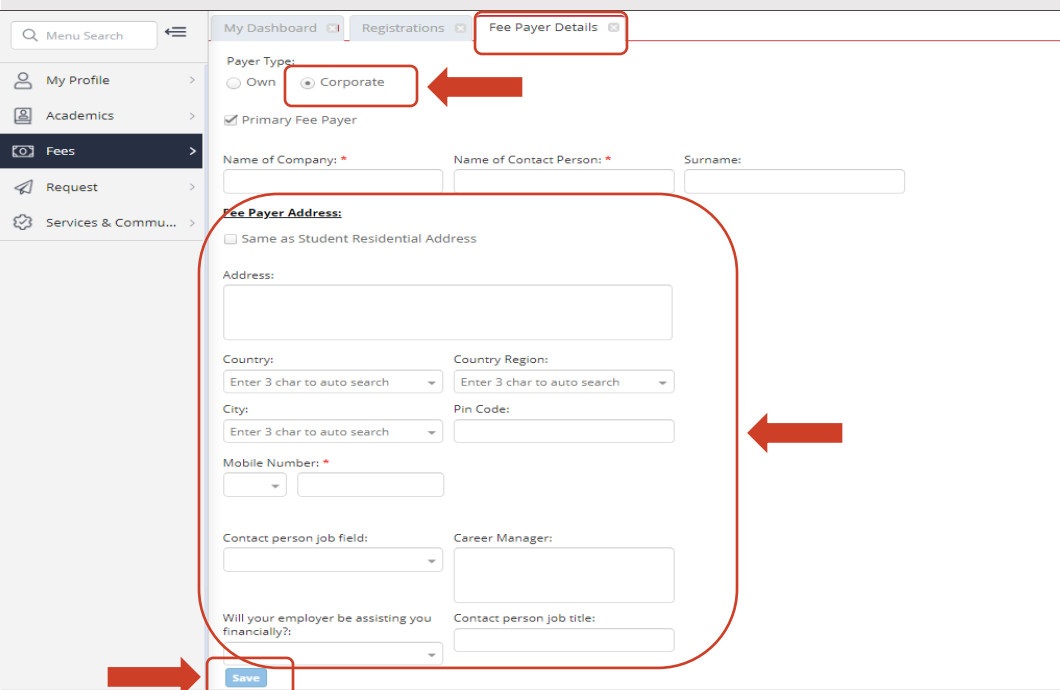
Use **'add'** button to open up the **'Fee payer detail'** screen



If the fee payer details are incomplete, the registration process cannot continue. Parent/Next of Kin details cannot be deleted; the information can only be edited.

STEP 3: Review Profile Update tabs - 3

1. **'Corporate'** - if their studies are sponsored by a confirmed bursary
2. Complete the mandatory fields marked with an orange asterisk* and click on **'Next and Submit'**



Please take careful note of the required contact information on the **'Fee payer'** screen - the **'Corporate'** section

- **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.
- **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.

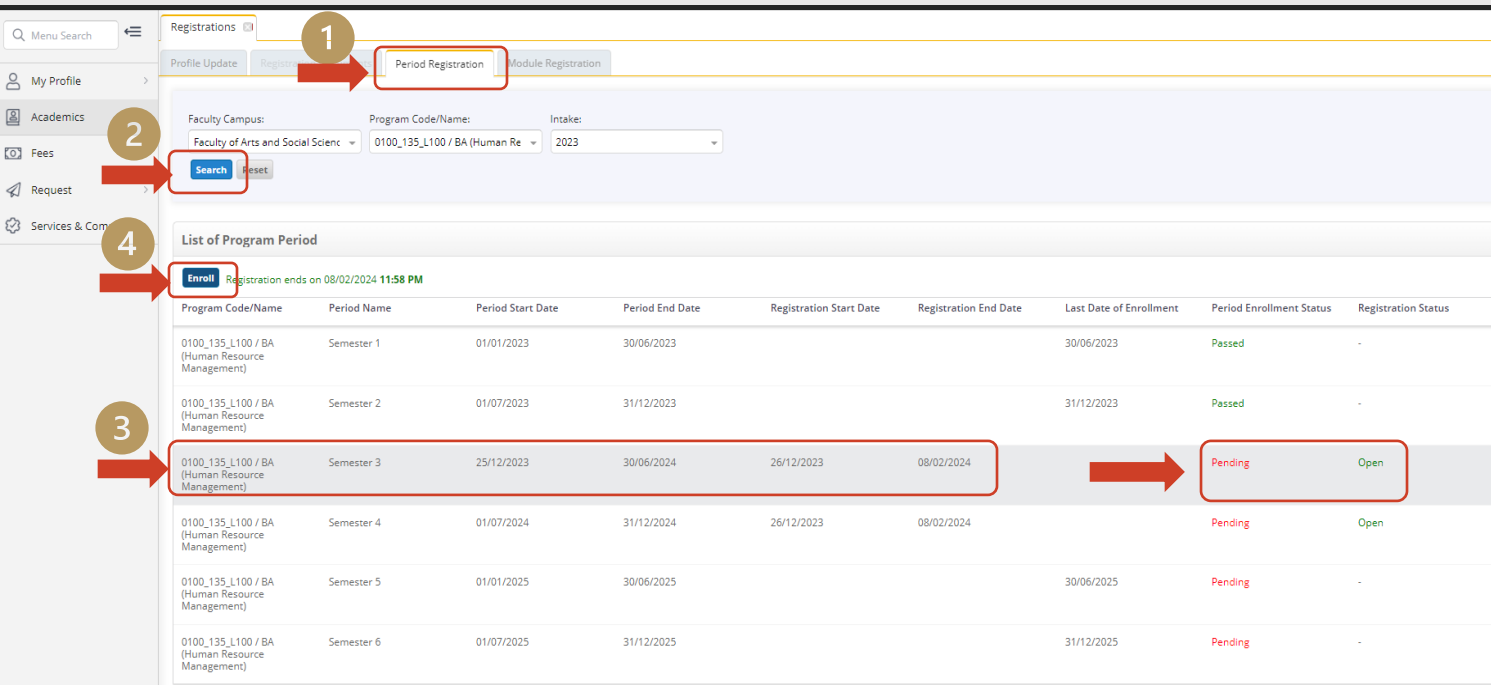


If the fee payer details are incomplete, the registration process cannot continue.

Parent/next of kin details cannot be deleted; the information can only be edited.

STEP 4: Register for the academic period

- Under the **'Period Registration'** tab, start the online registration process. **'Faculty Campus and programme code/Name'** will be pre-populated.
- Click on **'Search'** – details will display in table below.
- Click on the line item to be registered for the first semester. If the **'Period Enrollment Status'** column lists the period as **Pending**, and the **'Registration Status'** column displays **Open**, continue with registration.
- Click on **'Enroll'**.



1. Click on 'Period Registration' tab.

2. Click on 'Search' button.

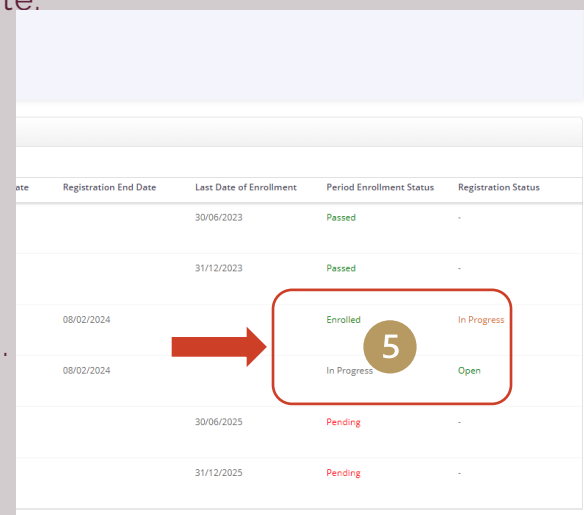
3. Click on the line item for Semester 3.

4. Click on 'Enroll' button.

Program Code/Name	Period Name	Period Start Date	Period End Date	Registration Start Date	Registration End Date	Last Date of Enrollment	Period Enrollment Status	Registration Status
0100_135_L100 / BA (Human Resource Management)	Semester 1	01/01/2023	30/06/2023			30/06/2023	Passed	-
0100_135_L100 / BA (Human Resource Management)	Semester 2	01/07/2023	31/12/2023			31/12/2023	Passed	-
0100_135_L100 / BA (Human Resource Management)	Semester 3	25/12/2023	30/06/2024	26/12/2023	08/02/2024		Pending	Open
0100_135_L100 / BA (Human Resource Management)	Semester 4	01/07/2024	31/12/2024	26/12/2023	08/02/2024		Pending	Open
0100_135_L100 / BA (Human Resource Management)	Semester 5	01/01/2025	30/06/2025			30/06/2025	Pending	-
0100_135_L100 / BA (Human Resource Management)	Semester 6	01/07/2025	31/12/2025			31/12/2025	Pending	-

- After enrollment, the **current** semester will indicate: **ENROLLED** under the **'Period Enrollment Status'** column; and **IN PROGRESS** under **'Registration Status'** column.

- The semester for the year will indicate: **IN PROGRESS** under the **'Period Enrollment Status'** column; and **OPEN** under the **'Period Enrollment Status'** column.



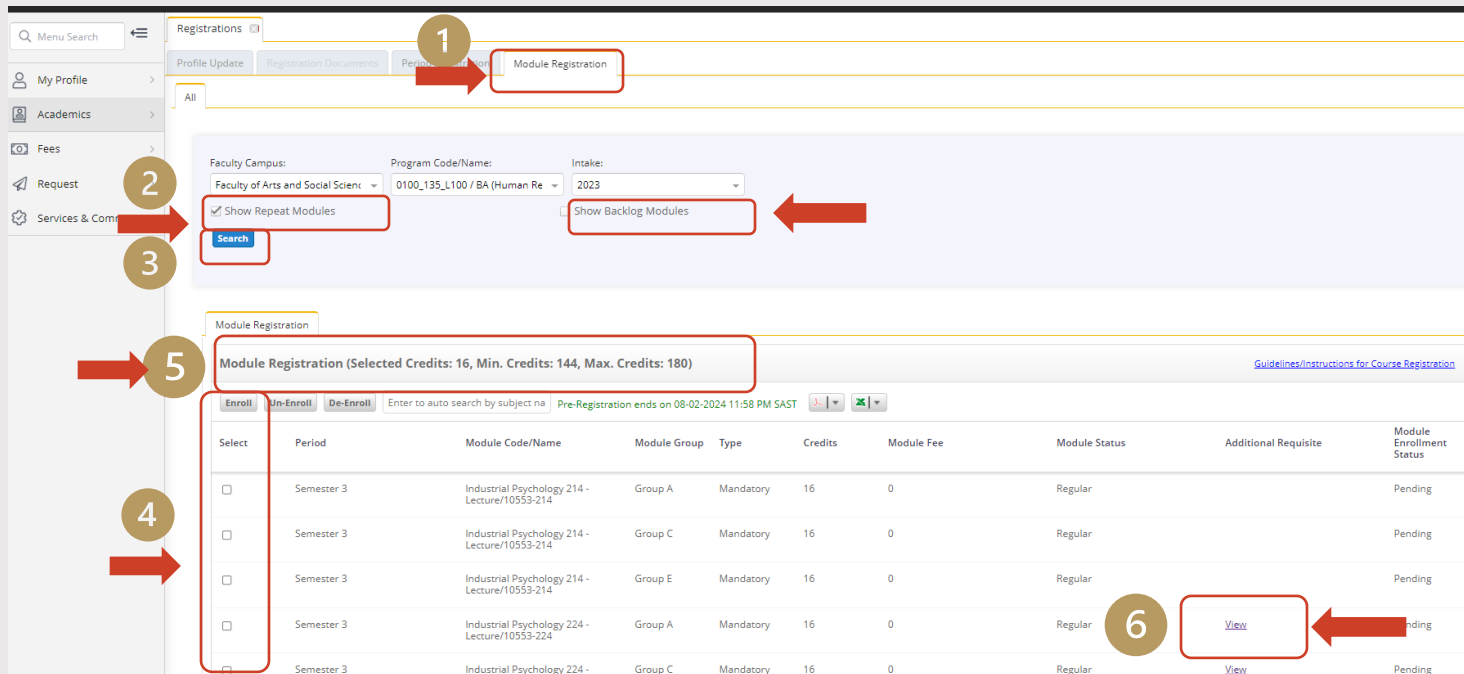
Date	Registration End Date	Last Date of Enrollment	Period Enrollment Status	Registration Status
		30/06/2023	Passed	-
		31/12/2023	Passed	-
08/02/2024			Enrolled	In Progress
08/02/2024			In Progress	Open
	30/06/2025		Pending	-
	31/12/2025		Pending	-



Select only the odd numbered (e.g., line 1, 3, 5) semester line. Even numbered semester lines will be included automatically. Semesters successfully completed will be marked as "passed". If you are admitted for more than one programme, please select additional faculty campus and programme in drop-down menu after registering for the first programme.

STEP 5: Register for the academic modules - 1

1. Under the **'Module Registration'** tab, all regular and failed modules will be listed in table below.
2. Select **'Show Repeat Modules'** or **'Show Backlog Options'**.
3. Click **'Search'** to see different lists in the table below.
4. For both semesters, select all modules with a mark and click on the **'Enroll'** button at the top of the table.



The screenshot shows the 'Module Registration' tab selected. Callout 1 points to the 'Module Registration' tab. Callout 2 points to the 'Show Repeat Modules' checkbox. Callout 3 points to the 'Search' button. Callout 4 points to the 'Enroll' button in the table header. Callout 5 points to the 'Module Registration (Selected Credits: 16, Min. Credits: 144, Max. Credits: 180)' header. Callout 6 points to the 'View' link in the 'Additional Requisite' column.

Select	Period	Module Code/Name	Module Group	Type	Credits	Module Fee	Module Status	Additional Requisite	Module Enrollment Status
<input type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture/10553-214	Group A	Mandatory	16	0	Regular		Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture/10553-214	Group C	Mandatory	16	0	Regular		Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture/10553-214	Group E	Mandatory	16	0	Regular		Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 224 - Lecture/10553-224	Group A	Mandatory	16	0	Regular	View	Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 224 - Lecture/10553-224	Group C	Mandatory	16	0	Regular	View	Pending

5. Please note the maximum and minimum credits requirements.

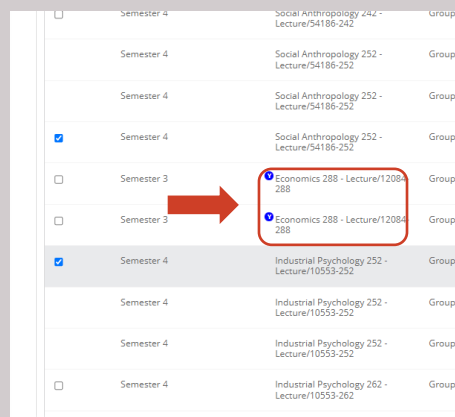
6. The inserted document under the "Additional Requisite" column will indicate co-requisites for the modules.

6

```


Requisites Criteria
Co-Requisite Criteria:
{
  "MODULE REQUISITE": "CO-REQUISITE",
  "MODULE CODE": "13463-214 - Lecture",
  "MODULES": [
    {
      "MODULE CODE": "13463-114 - Lecture"
    }
  ],
  "AND": [
    {
      "MODULE CODE": "13463-144 - Lecture"
    }
  ]
}
    
```

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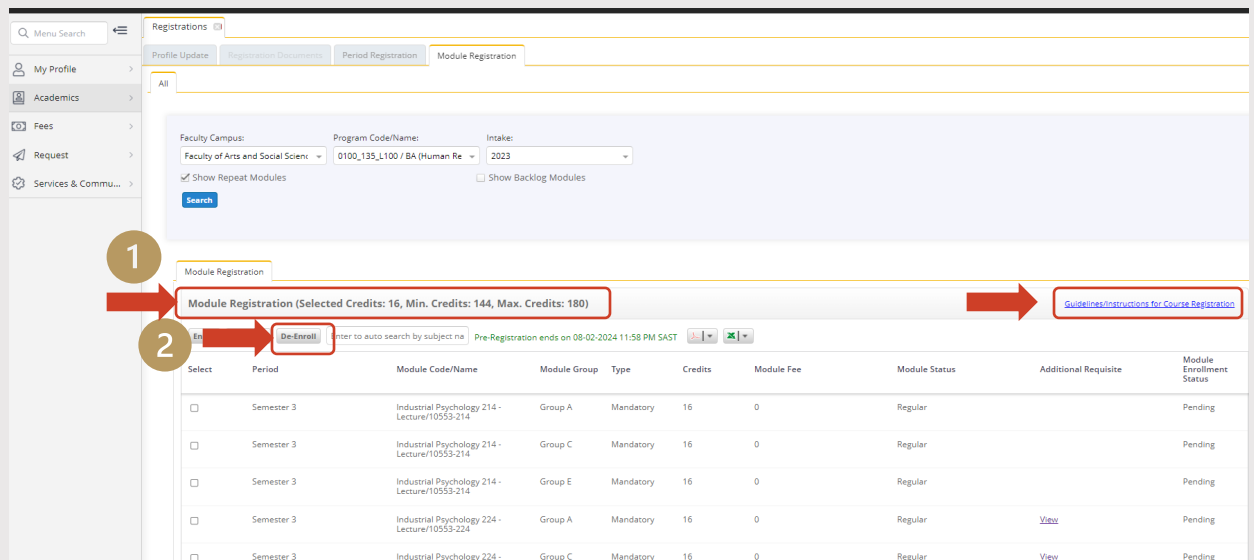
The screenshot shows a list of modules. A red box highlights the entry for 'Economics 288 - Lecture/12084-288' in Semester 3, which has a blue 'Y' next to its name, indicating it is a year module. A red arrow points from this entry to the 'Requisites Criteria' document shown in the previous block.

7. Year modules are marked with a **'Y'** next to the module name.

-  Regular modules = combining all optional and mandatory modules
- Repeat modules = all failed modules
- Backlog modules = all outstanding modules from the previous year still to be completed

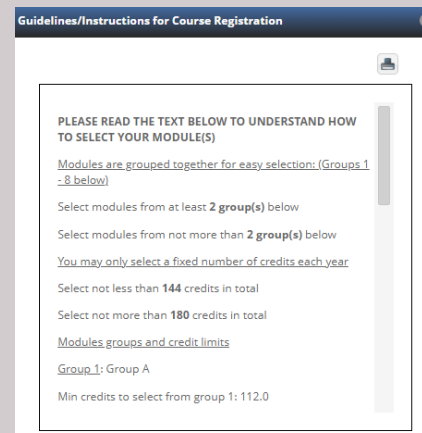
STEP 5: Register for the academic modules - 2

1. The credit calculator indicates how many credits have been selected, as well as the minimum and the maximum credits that can be selected.
2. If modules are selected and enrolled, the de-enrol option can be used to remove modules.



Select	Period	Module Code/Name	Module Group	Type	Credits	Module Fee	Module Status	Additional Requisite	Module Enrollment Status
<input type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture/10553-214	Group A	Mandatory	16	0	Regular		Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture/10553-214	Group C	Mandatory	16	0	Regular		Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture/10553-214	Group E	Mandatory	16	0	Regular		Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 224 - Lecture/10553-224	Group A	Mandatory	16	0	Regular	View	Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 224 - Lecture/10553-224	Group C	Mandatory	16	0	Regular	View	Pending

Advice for module selection can be accessed under:
“Guidelines/Instructions for Course Registration”



PLEASE READ THE TEXT BELOW TO UNDERSTAND HOW TO SELECT YOUR MODULE(S)

Modules are grouped together for easy selection (Groups 1 - 8 below)

Select modules from at least **2 group(s)** below

Select modules from not more than **2 group(s)** below

You may only select a fixed number of credits each year

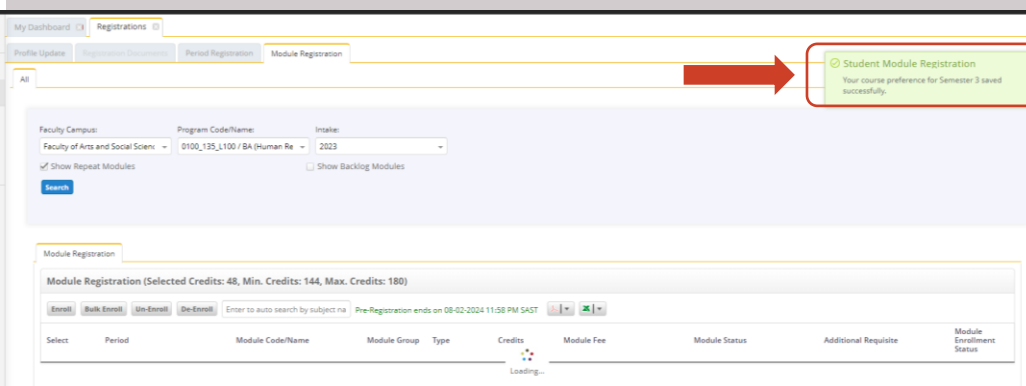
Select not less than **144** credits in total

Select not more than **180** credits in total

Modules groups and credit limits

Group 1: Group A

Min credits to select from group 1: 112.0



Student Module Registration
Your course preference for Semester 3 saved successfully



Students cannot select more than the maximum listed credits. Once the registration is finalised, students will receive a confirmation of registration, with an attached document and module selection via their SU email.

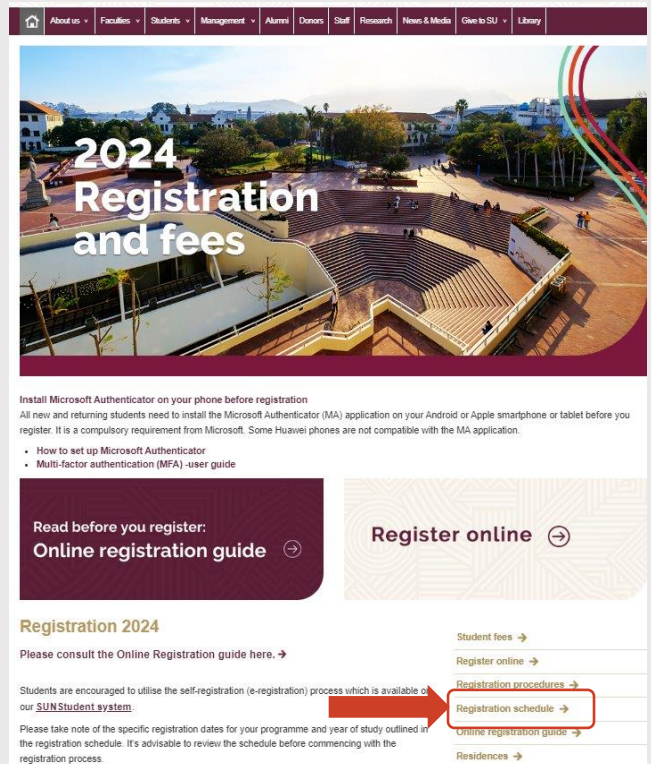
Please ensure your module selection is correct. Remember, it is your responsibility to ensure you are registered correctly.

STEP 6: Assisted registration on the Stellenbosch campus

Students who are unable to complete self-registration via the portal, have the following in-person options:

NARGA: 29 January – 8 February 2024

- NARGA computer user area in the Admin A building in Ryneveld Street for all Stellenbosch campus students.
- Please consult the [registration schedule 2024](#) on the Stellenbosch University website

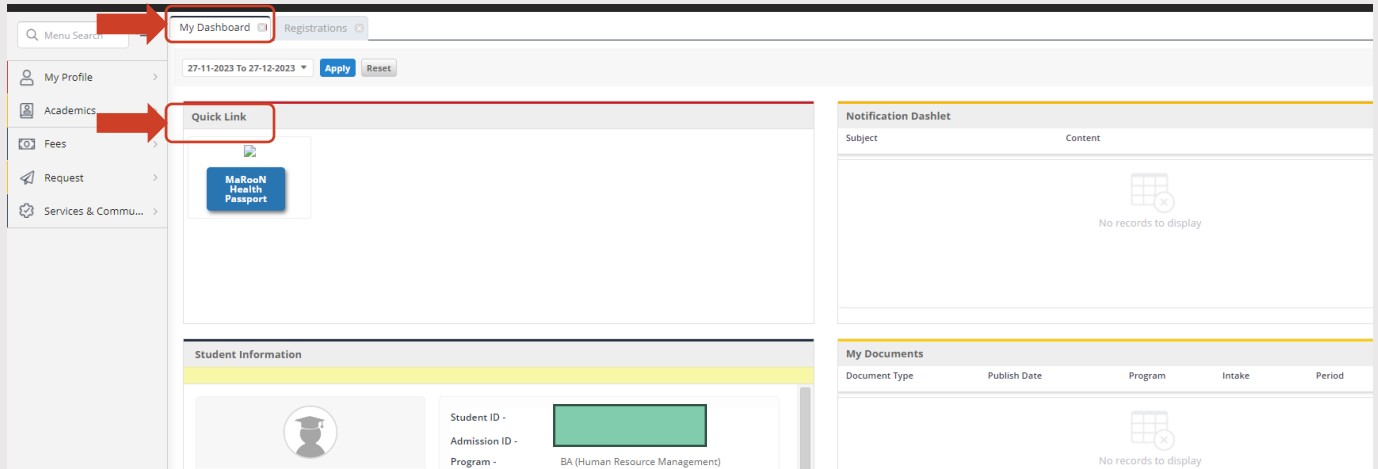


Venue in Admin A building: **until 26 January 2024**

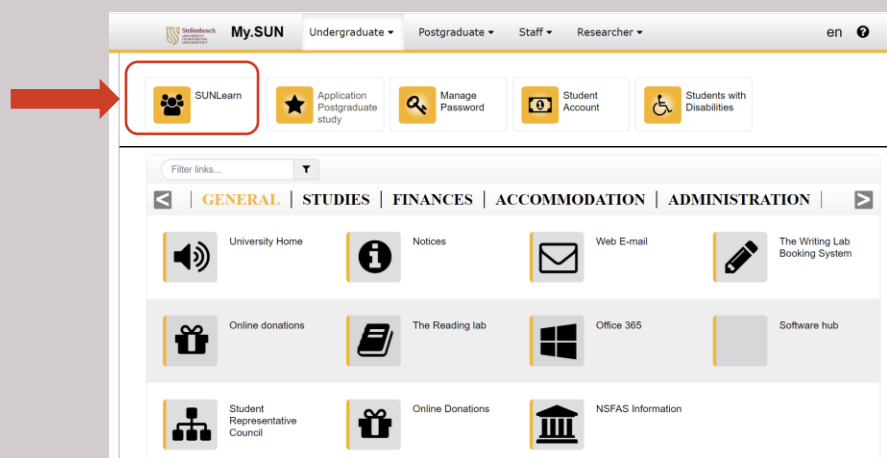
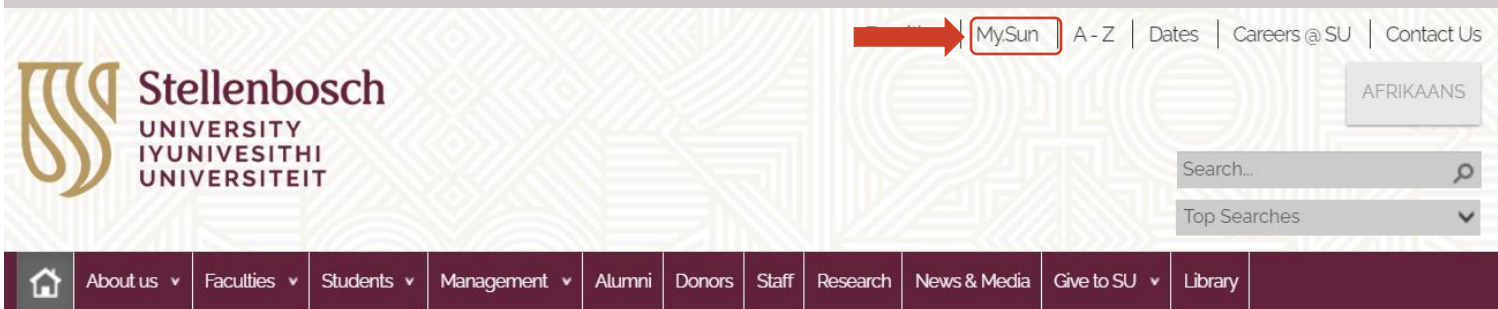
- Students (*excluding Faculty of Medicine and Health Sciences*) on the Stellenbosch campus can visit the venue in the Admin A building, Ryneveld Street, if you would like assistance with the online self-registration process. From 29 February 2024 students should follow the NARGA assisted registration process as indicated above if they need registration support.


STEP 7: Find proof of registration

Proof of registration can be viewed in the **'My Dashboard'** section of the Registration Portal.



Registered students will be able to access [SUNLearn](#) where all the information related to their respective programmes and modules can be viewed.



 Once registration has been completed successfully, each student will receive an email confirmation of registration, with an attached document and module selection.



New Student Information System – Key change (1)

In the **previous** registration 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 new SUNStudent implementation, only the programme name is displayed to indicate the programme that the student has enrolled for without the year of study.

In SUNStudent, proof of registration will indicate the programme name. 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.

Example: MBChB or B Occupational Therapy, Faculty of Medicine and Health Sciences
Programme: BSc Dietetics: intake 2020

(The table below is an example of a student who passed all study years without having to repeat any modules)

Semester detail	Programme Year	Registration year (not on proof of registration)	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



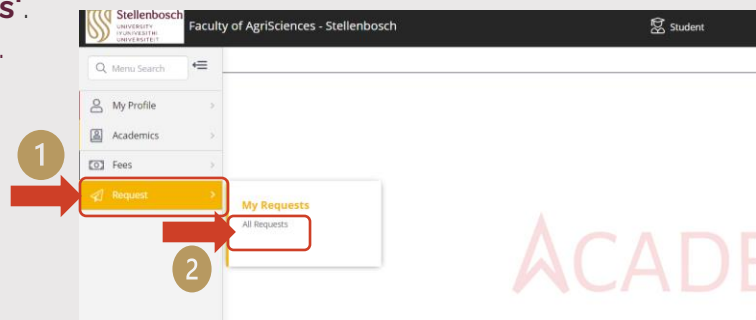
New Student Information System – Key change (2)

The example below shows an academic programme which allows for simultaneous enrolment in failed modules (which are now repeated) and new modules in the same year in accordance with the maximum allowed credits.

Semester detail	Programme Year	Registration year (not on proof of registration)	Module details
Semester 1	Pass Year 1	Academic Year 2021	Semester 1 modules
Semester 2	Pass Year 1	Academic Year 2021	Semester 2 modules
Semester 3	Fail Some modules in Year 2	Academic Year 2022	Semester 3 modules
Semester 4	Fail Some modules in Year 2	Academic Year 2022	Semester 4 modules
Semester 5	Enroll for failed modules plus possible semester 5 modules	Academic Year 2023	Enroll for failed modules plus some semester 5 modules
Semester 6	Enroll for failed modules plus possible semester 6 modules	Academic Year 2023	Enroll for failed modules plus some semester 6 modules
Semester 7	Enroll for failed/backlog modules plus possible semester 7 modules	Academic Year 2024	Enroll for failed/backlog modules plus possible semester 7 modules
Semester 8	Enroll for failed/backlog modules plus possible semester 8 modules	Academic Year 2024	Enroll for failed/backlog modules plus possible semester 8 modules

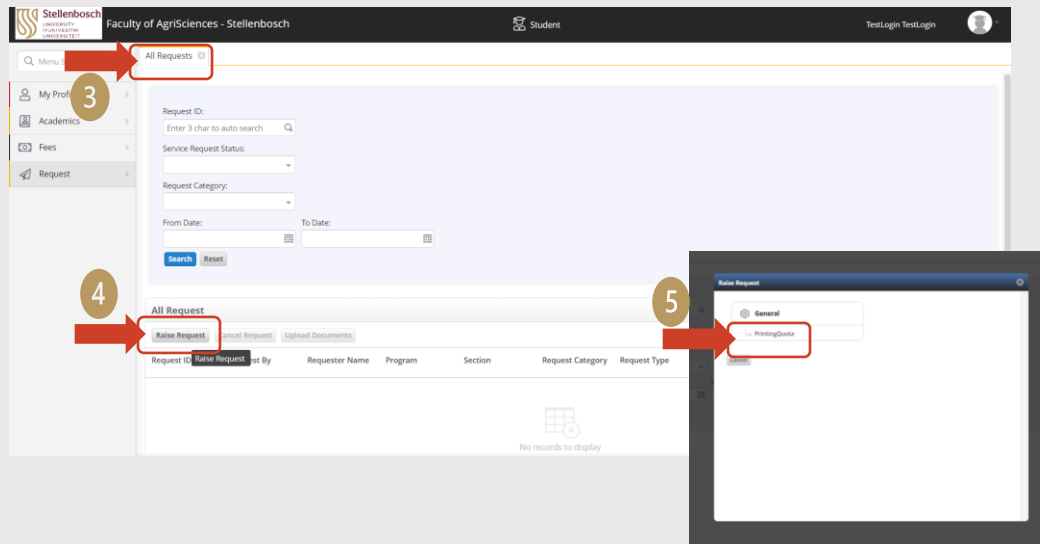
STEP 8: How to log service requests: Printing Services

1. On the left side of the screen select **'Requests'**.
2. Click on **'All Requests'** in the opened window.
3. In the **'All Requests'** tab the previously raised service requests can be viewed in the top half of the screen.



4. For a new service request, click on **'Raise Request'** button.

5. In the pop-up window, click on **'Printing Quota'**.



6. Select **'Printing Services'** in the **'Request Category'** field

7. Enter an **'Amount'** for printing services

8. Click on **'Upload & Submit'**

9. In the additional screen that opens, click on **'Save'**

10. A successful service request for printing will reflect on student account

