Registration Portal

Student

Preparing for online registration

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

(i) Install MFA on your device BEFORE you 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: 27 January – 7 February 2025

- NARGA computer user area in the Admin A building in Ryneveld Street for all Stellenbosch campus students.
- Please consult the registration schedule **for 2025** on the SU website. Note that specific dates and timeslots are allocated for each faculty.

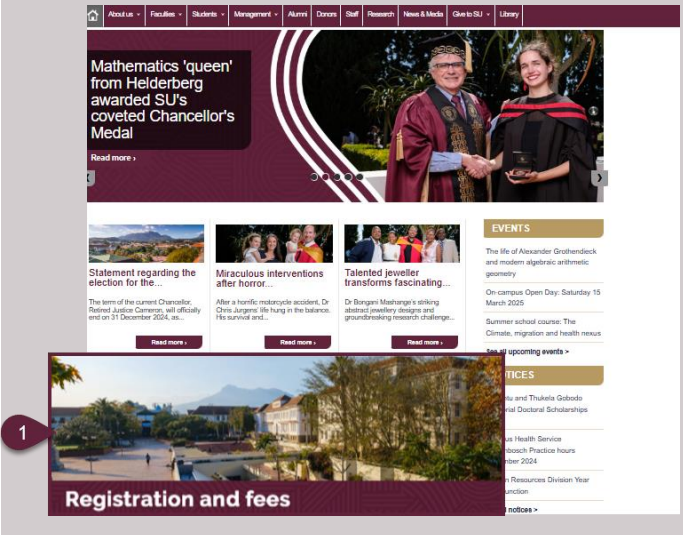
Who cannot register online?

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

STEP 1&2: 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'**

Open the Online registration guide to assist you with the process.



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.

Google

Registration Portal

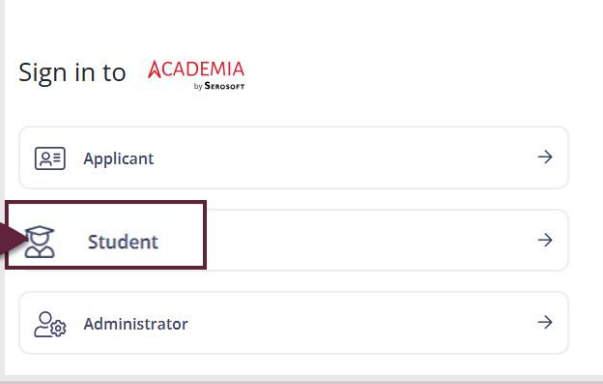
Student

STEP 3: 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.

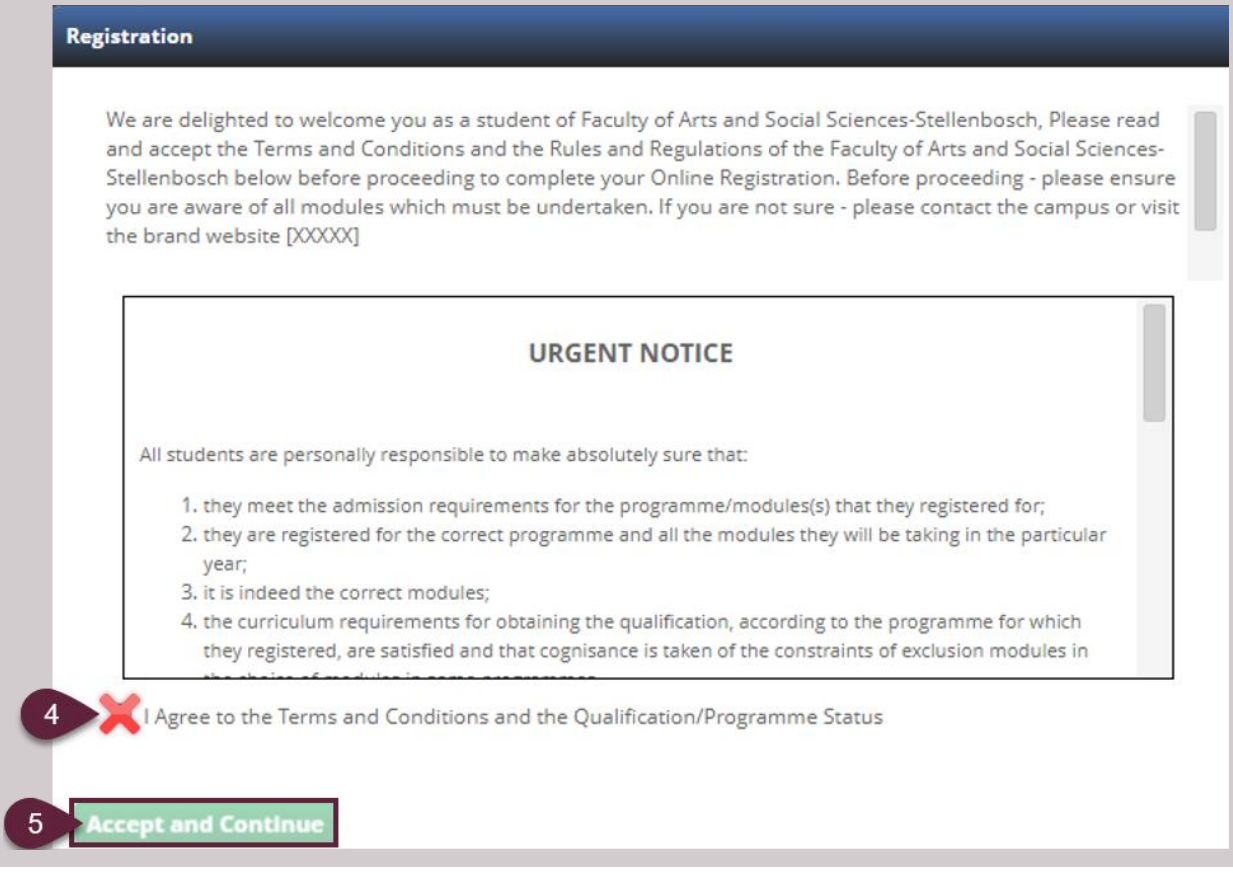
✓ Current students can only log on to the student portal with their SU credentials (studentnumber@sun.ac.za)



STEP 4 & 5: Accept Terms and Conditions

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

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

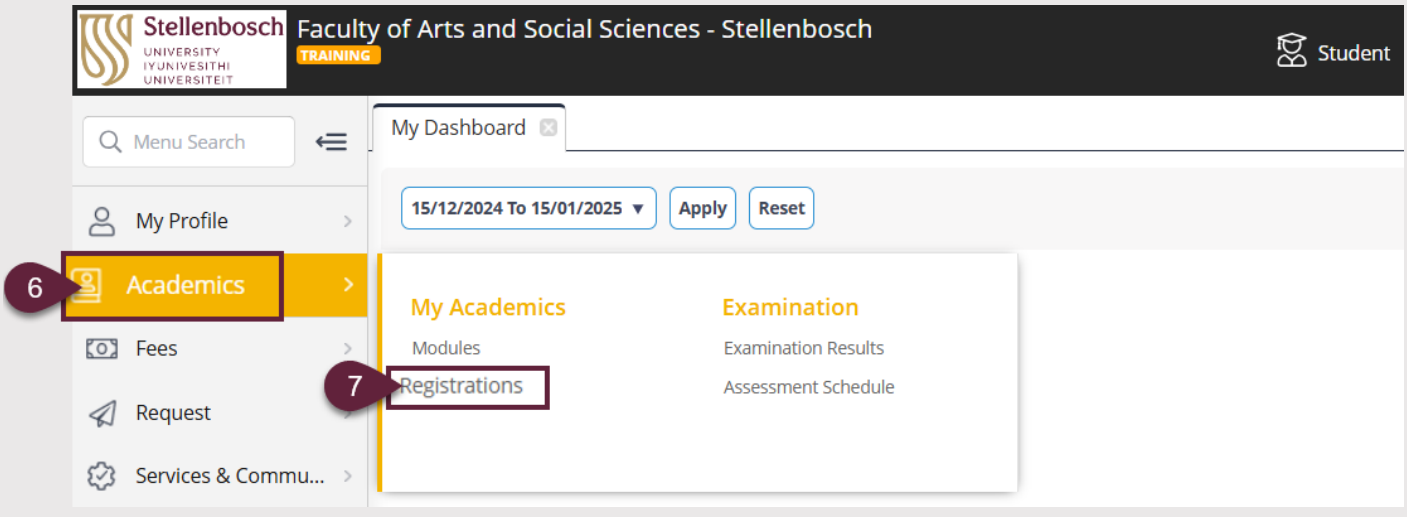


The SU log-on credentials (e.g., 123456@sun.ac.za) will be provided to new students in an email confirming their admission status.
Please note that self-registration via the Registration Portal will only become accessible on the applicable dates as indicated in the **registration schedule**.

Registration Portal

Student

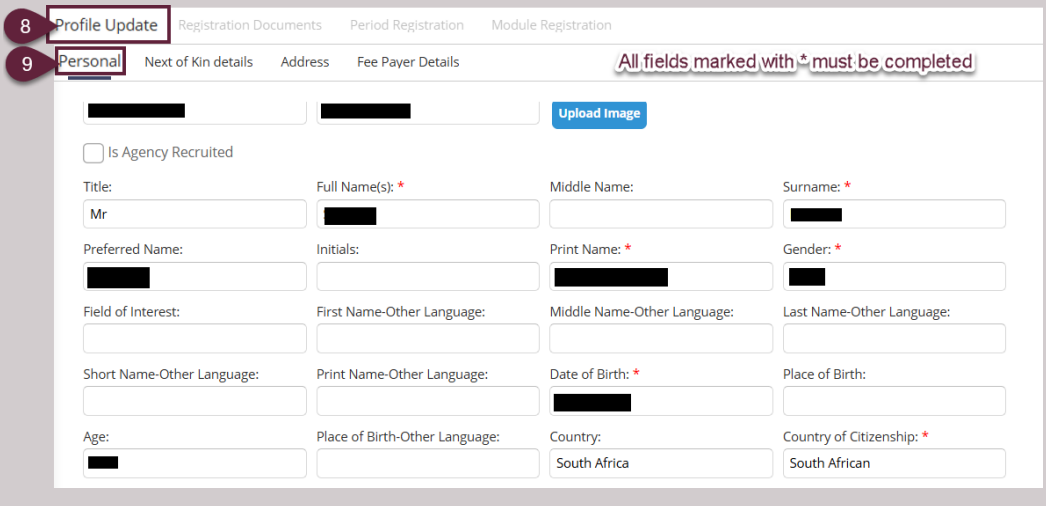
STEP 6 & 7: On Navigation tab, click on Academics and then on Registrations



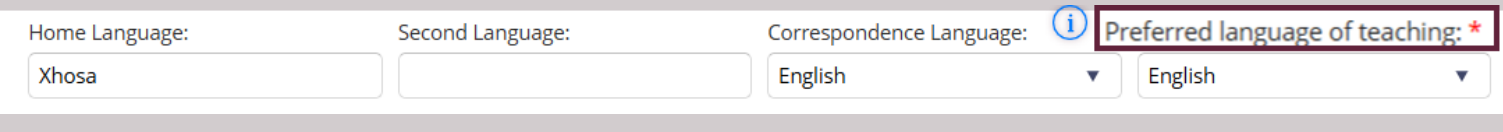
STEPS 8 - 10: Under the Profile Update tab - update Personal information, then click on Next and Submit

Note: Please review the form and make any necessary updates to the data. (Correspondence Language, Preferred language of teaching (Mandatory), Phone Number, Bank Details)

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



- **Essential field**: indicate your **preferred language of teaching**



- When completed click on **'Next & Submit'**

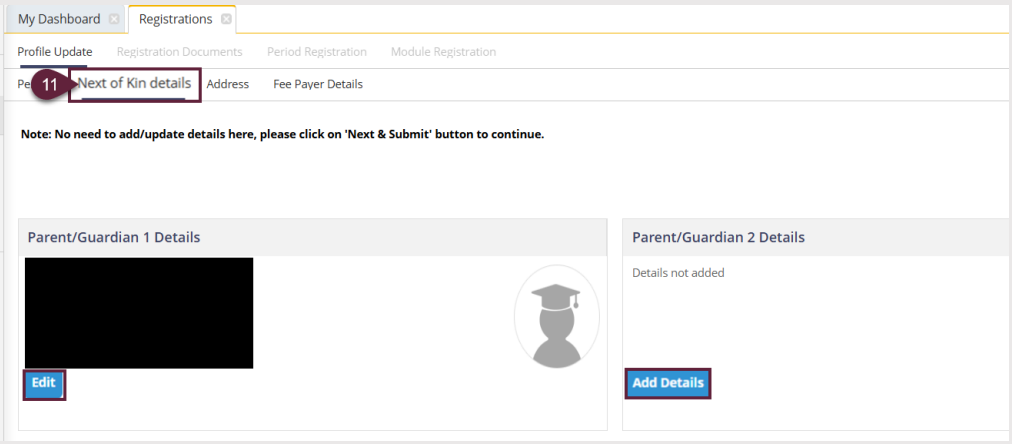
Personal information should always be updated to ensure that students receive important information, and that communication is clear and accurate.
Use the SU email address issued when admission was granted.

Registration Portal

Student

STEP 11 & 12: Under the Profile Update tab - update Next of Kin details, then click on Next & Submit

Complete details of at least one parent/guardian

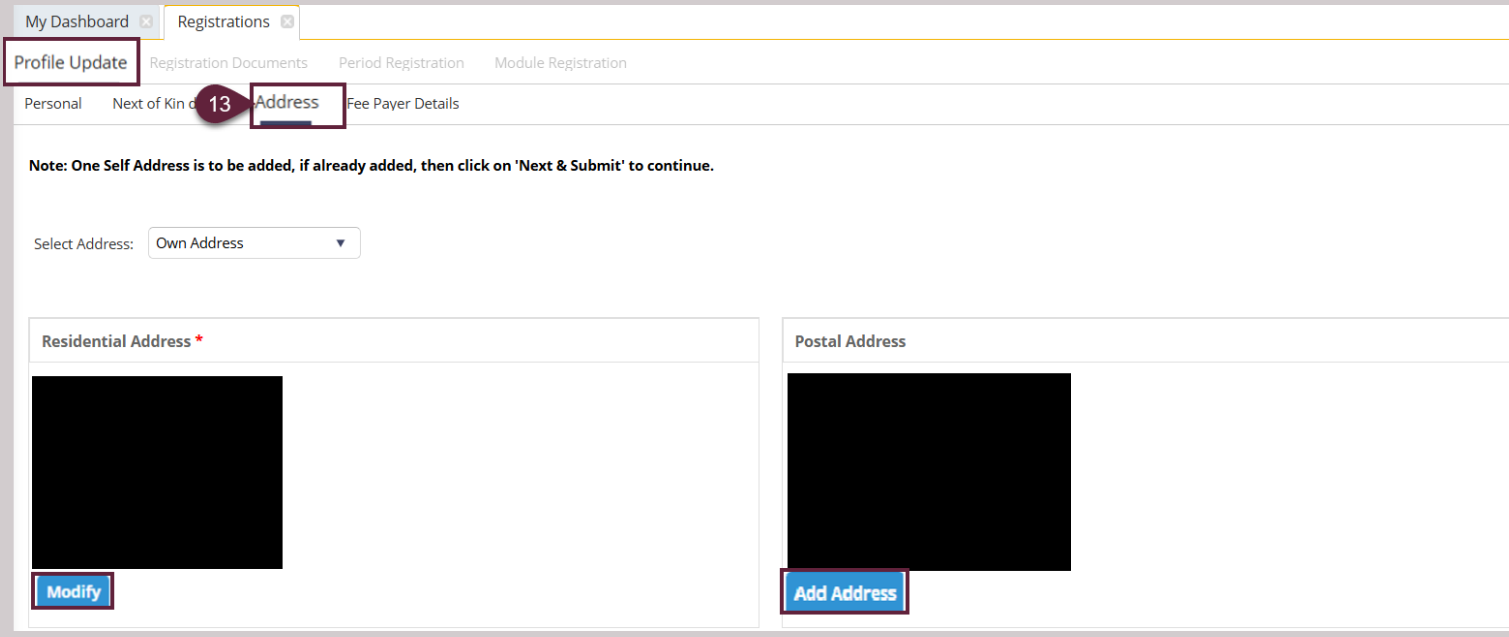


Make changes, if necessary, by using the **'Edit'** or **'Add Details'** buttons

When completed, click on '**Next & Submit**'

STEP 13 & 14: Under the Profile Update tab - update Address information, then click on Next & Submit

Please confirm your **Postal Address** and **Residential Address**
Click on **Modify** to make changes or **Add Address** if you need to add an address



When completed, click on **Next & Submit**

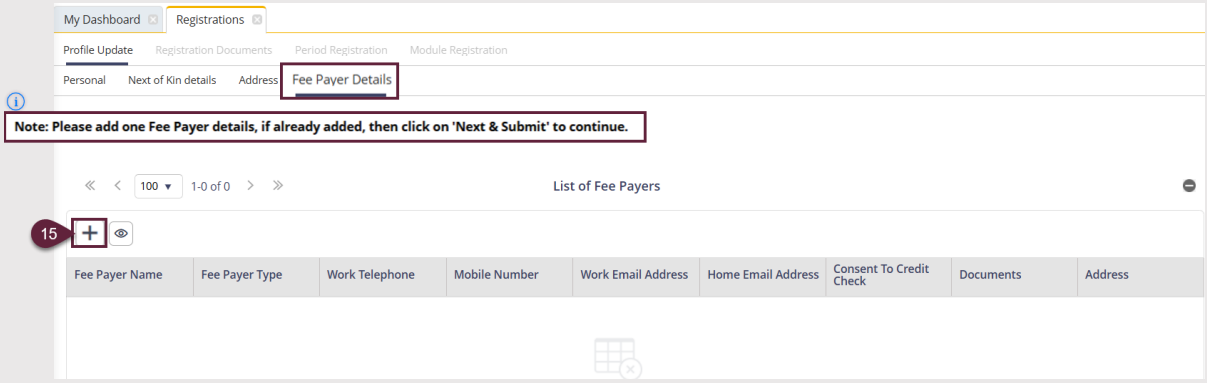
Personal information should always be updated to ensure that students receive important information, and that communication is clear and accurate.

Registration Portal

Student

STEPS 15 – 17: Under the Profile Update tab – add or update Fee Payer Details, then click on Next & Submit

15. Click on **+ (add** button) to open up the **Fee payer detail** screen



16. On **Fee Payer** screen, complete form as follows:

A. Select radio button **Own** if:

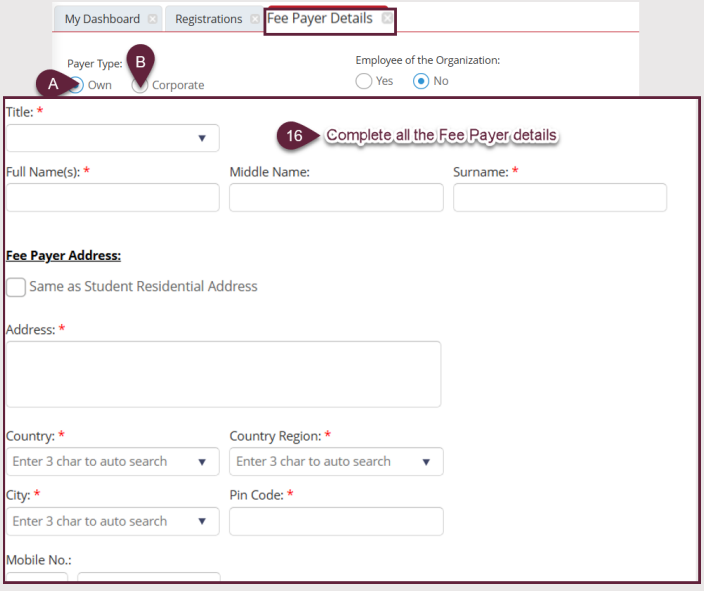
- student will pay for **own expenses**;
- student has a **loan** from a bank; or
- student is **NSFAS-funded.** Please **DO NOT** select the **Corporate** option. Provide your own personal details.

B. Select radio button **Corporate** if:

- Student is recipient of a **private bursary.** 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, please provide the funder's details under the **Corporate** option.

All other students: If you do not fall into one of the categories above, select **Own** and provide the details of the parent/guardian/student responsible for the payment of the student fees.

Take careful note of the required contact information on the **Fee payer** screen. Complete all fields.



17. When completed, click on 17 **Next & Submit**

This is the end of updating **Personal information.** Continue with **Period Registration.**

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

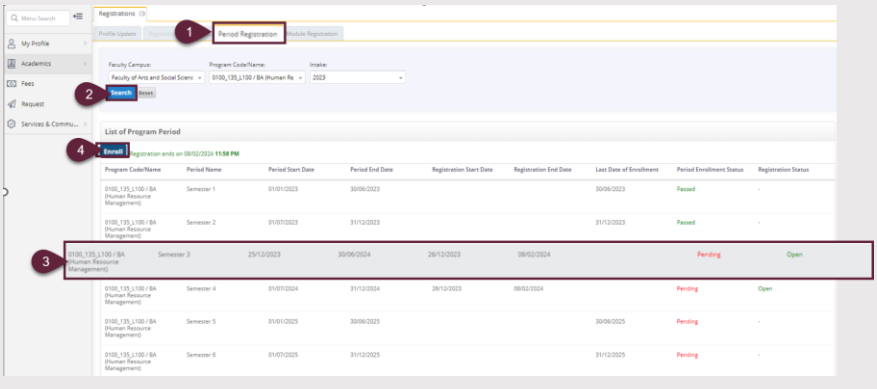
Registration Portal

Student

Period Registration

STEPS 1 - 4:

1. Click on the **Period Registration** tab to start the online registration process.
   Faculty Campus and **Programme Code/Name** will be pre-populated.
2. Click on **Search** — details will display in table as shown below.
3. 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.
4. Click on **Enroll.**

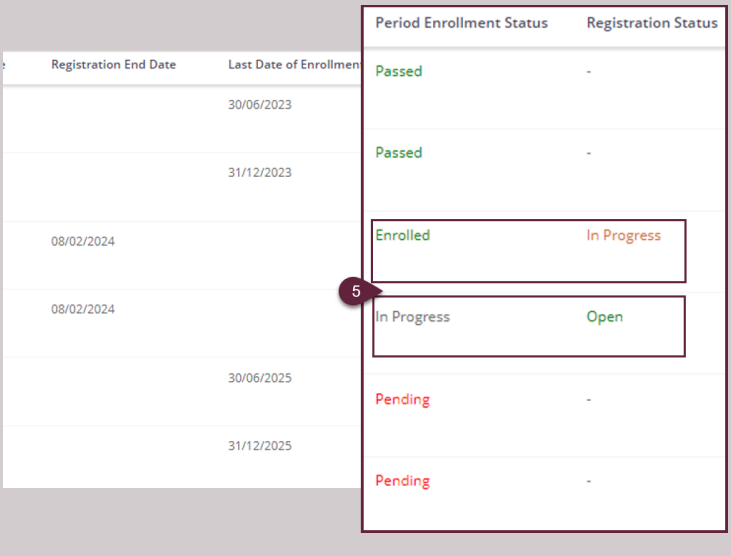


STEP 5: View **status** after enrolled

The semester enrolled for the future (e.g., semester 2 in first year) will state IN PROGRESS under **Period Enrollment Status** and OPEN under **Registration Status**

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.



This is the end of **Period Registration**. Proceed to **Module Registration**.

Select only the odd-numbered (e.g., lines 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.

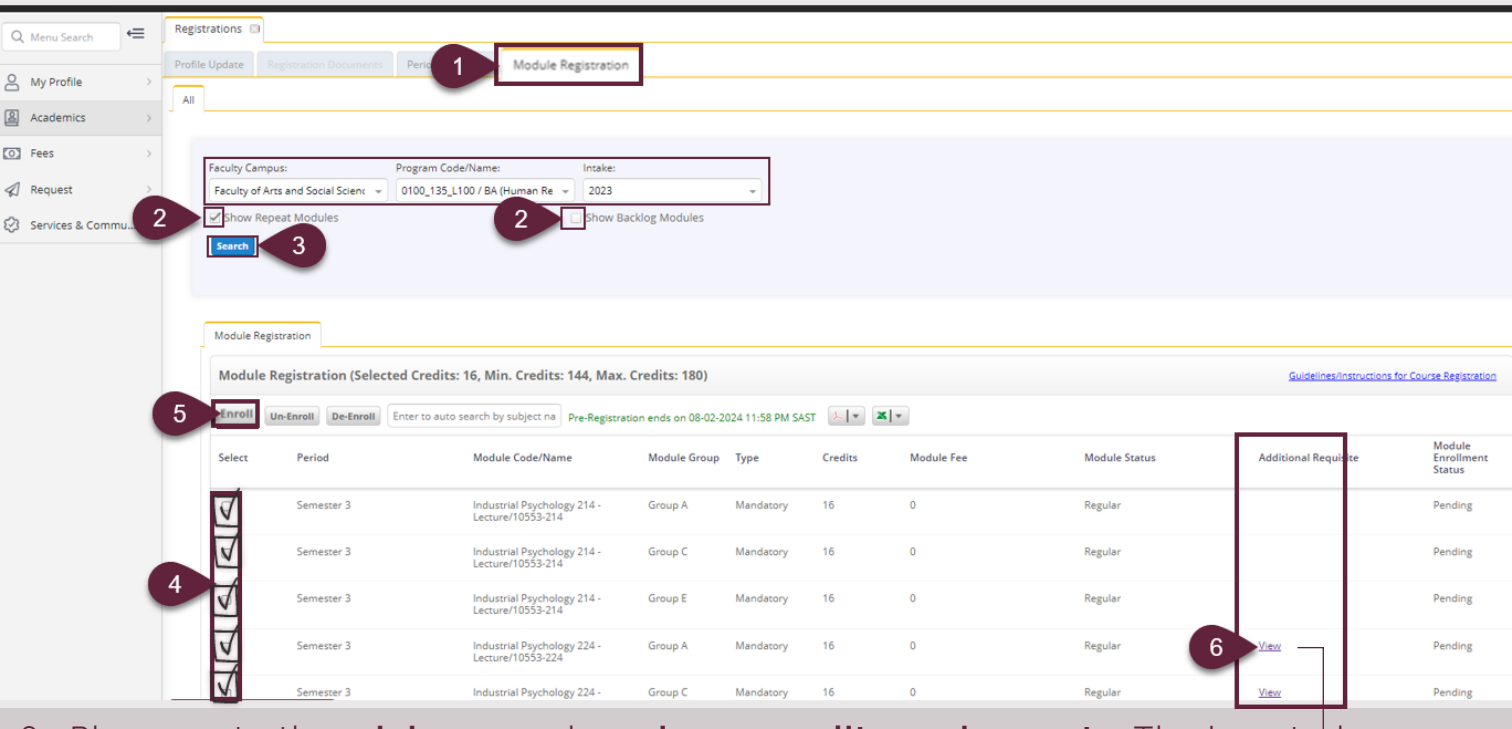
Registration Portal

Student

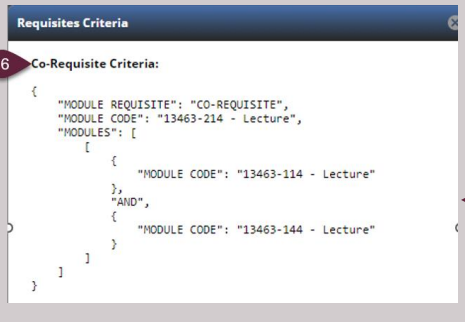
Module Registration

STEPS 1 - 7:

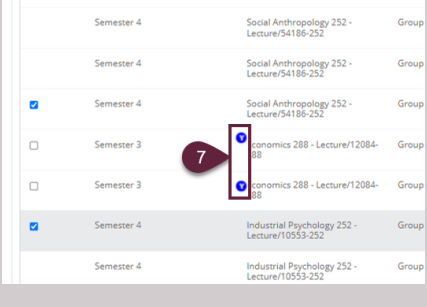
1. Click on the **Module Registration** tab. The **Faculty Campus** and **Intake year** will be populated automatically. All regular and failed modules will be listed as in table below.
2. Select **Show Repeat Modules** or **Show Backlog Options**.
3. Click **Search** to see different lists as in the table below.
4. For both semesters, select all modules with a mark.
5. Click on the **Enroll** button at the top of the table.



6. Please note the **minimum** and **maximum credit requirements**. The inserted document under the **Additional Requisite** column will indicate co-requisites for the modules.



7. Please note **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

Registration Portal

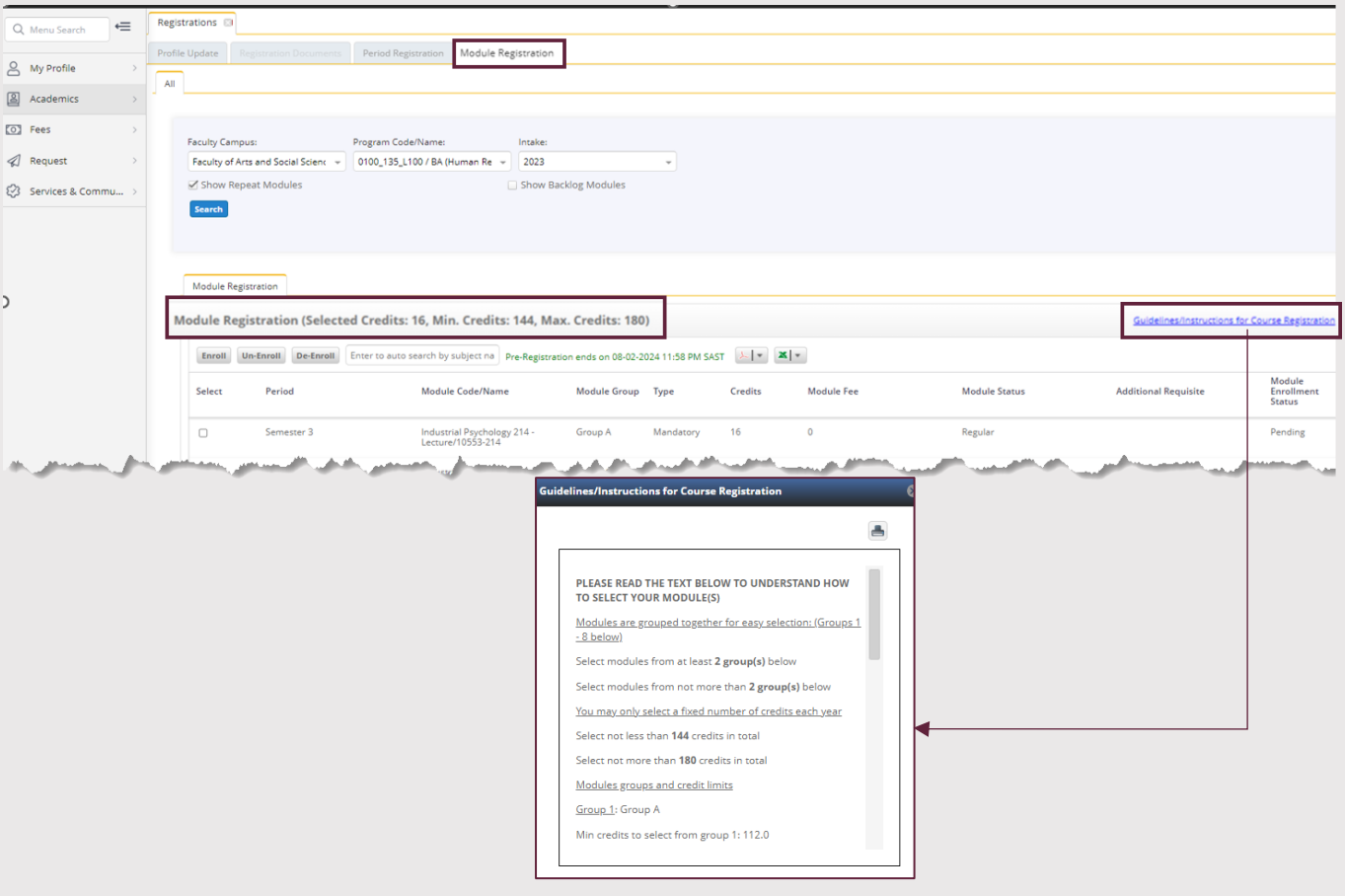
Student

Module Registration (De-Enroll)

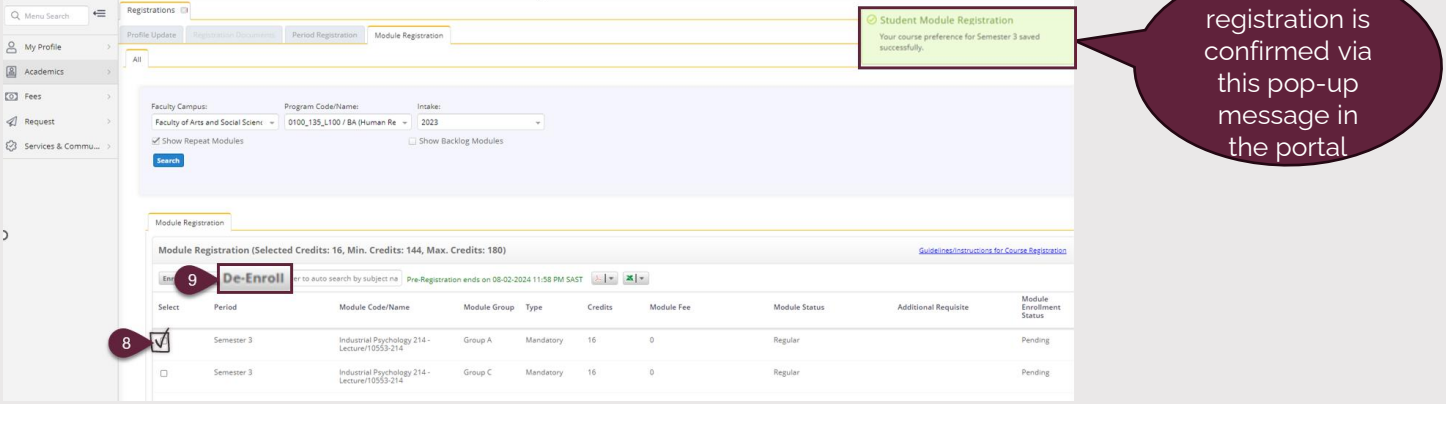
The **Module registration** screen will display after you have enrolled.

The credit calculator will indicate how many credits have been selected, as well as the minimum and the maximum credits that can be selected.

Advice for module selection can be accessed under **Guidelines/Instructions for Course Registration**.



STEP 8 & 9: If modules have been selected and enrolled, the de-enroll option can be used to remove modules. Select modules that need to be de-enrolled and then click on the **De-Enroll** button.



Students cannot select more than the maximum listed credits. **Please ensure your module selection is correct. Remember, it is your responsibility to ensure you are registered correctly.**

Once the registration is finalised, students will receive a **confirmation of registration**, with an attachment and module selection via their **Stellenbosch University email address**