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## REGISTRATION OF NEWCOMERS IN 2019

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 24 January 2019** 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 programme of study, BEFORE they leave for Stellenbosch.**

### 1. REGISTRATION

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| <b>14 Jan – 29 Jan</b><br>Self registration<br>(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>21 to 29 January, 08:00 – 16:00</b> with officials in attendance to render assistance (excluding 26 and 27 Jan).<br><br><b>NB:</b><br>1. If students did not/could not make use of self registration (e-registration), the normal registration programme in NARGA must be used.<br>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>28, 29 Jan</b><br>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.   |
| <b>1 Feb</b><br>Programme and/or<br>module changes –<br>specific faculties<br>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 at this stage) or modules after self registration or NARGA registration - get a special opportunity to have the changes being brought about on <b>Friday 1 February</b> between <b>08:00 and 12:00</b> in NARGA, in other words before the classes start on <b>Monday 4 February</b> .  |
| <b>30 Jan - 15 Feb</b><br><b>LATE</b><br><b>REGISTRATION</b><br>(R500 LEVY)        | All newcomers who did not make use of self registration or NARGA registration and who are not registered before or on <b>Tuesday 29 January</b> , will probably not be allowed to register, as programmes are normally already full at that stage. Students for whom there are still place available, will be allowed to register till <b>Friday 15 February</b> during normal office hours with their Faculty Officer in  |

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|  | 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 2019. If you cannot show the permit, you will not be permitted to register.

## 3. SUBMISSION OF ADMISSION DOCUMENTS AT NARGA REGISTRATION

**Important**

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

At **registration in NARGA**, each newcomer who wrote the final school examinations at the end of 2018 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 2018 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 have studied 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. For newcomers who are still waiting for a result, an arrangement for **conditional registration** will be made.

### **PLEASE NOTE: OTHER SCHOOL SYSTEMS**

First-year undergraduate students do not need to apply for their matriculation exemption certificate prior to registration of the 2019 academic year, however, you need ensure you meet the exemption requirements by sending your final results to [ctalmarkes@sun.ac.za](mailto:ctalmarkes@sun.ac.za) if you have International citizenship with foreign school system, OR [chantalg@sun.ac.za](mailto:chantalg@sun.ac.za) if you have South African citizenship with foreign school system, in order to obtain confirmation that registration will be in order.

### 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.

Postgraduate newcomers who have studied at other universities must provide their original academic record and degree certificate, 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 true 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 read the document carefully, as it contains important information.

If any mistakes pertaining to the registered programme and/or modules 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 15 February 2019**.

Registered students who follow modules for which they did not register on or before **15 February 2019** will, if the necessary permission to register for the module(s) is granted, be liable to pay a levy of R100. See also 7 below in this regard.

## 6. STUDENT CARD



Each student must obtain a student card after he/she has registered. The student card is needed for a variety of activities and must always be in your possession when you are on campus. Please note the important notice regarding misuse of the student card in Part 1 (General) of the University yearbook in the chapter on Admission and Registration, paragraph 4.2.3.

A notice indicating how the student card must be obtained after registration, is herewith included.

## 7. LAST DAY TO CHANGE MODULES

Module changes can be brought about until **15 February 2019**. Any module changes after this date, for which permission were granted by the relevant faculty officer, are subject to a levy of R100. Also see 5 above in this regard. **Please note the special opportunity for module changes** in certain faculties, before the commencement of classes on Monday 4 February, at 1 above.

## 8. 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 and during the registration programme. Please ensure that you obtain a copy and determine your class timetable well before **Monday 4 February**, the day of commencement of classes. Information regarding timetables will also be provided to newcomers during certain sessions of the Welcoming Programme.

## 9. CLASS TIMETABLE: MODULES DIVIDED INTO MORE THAN ONE GROUP

For some first year modules there are more than one group, for example Chemistry 114 (Group 1) and Chemistry 114 (Group 2), etc. The classes of these groups are scheduled on different times on the timetable. 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 31 January**. More information in this regard will be provided during the Welcoming Programme, attendance of all sessions of which is therefore of paramount importance.

## 10. 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 available in the yearbooks of the faculties.

## 11. 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.

# DATES AND TIMES OF REGISTRATION FOR 2019 NEWCOMERS

## SELF REGISTRATION (E-REGISTRATION)

By registering themselves, newcomers can avoid the registration process in NARGA. Any computer with internet access may be used. Login at [my.sun.ac.za](http://my.sun.ac.za) >>undergraduate >>administration >>e-registration

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 **21 to 29 Jan 2018, 08:00 – 16:00** (excluding 26 and 27 January), with officials in attendance to render assistance.

See the schedule below for the registration of newcomers in NARGA, who did not/could not register themselves.

## NARGA REGISTRATION

### MONDAY MORNING 28 JANUARY

| FACULTY AND PROGRAMMES  | TIME  |
|---|---|
| <b>Education</b>  |   |
| BEd (Foundation and Intermed Phases)  | 08:00 – 09:00   |
| <b>Engineering</b>  |   |
| BEng  | 08:30 – 09:30   |
| <b>Law</b>  |   |
| LLB<br>BCom (Law), BAccLLB<br>BA (Law)  | 09:00 – 09:30<br>09:30 – 10:00<br>10:00 – 10:30                                   |
| <b>Theology</b>   |   |
| BDiv<br>BTh   | 10:30 – 11:30   |
| <b>AgriSciences</b>   |   |
| BScAgric<br>BAgric (Agri-Business Management)<br>BSc in Food Science<br>BSc in Forestry (Forestry and Wood Sc)<br>BSc in Conservation Ecology | 10:30 – 11:30<br>10:30 – 11:30<br>10:30 – 11:30<br>10:30 – 11:30<br>10:30 – 11:30 |

### MONDAY AFTERNOON 28 JANUARY

|                                      |               |
|--------------------------------------|---------------|
| <b>Science</b>                       |               |
| BSc (all programmes, as well as EDP) | 13:30 – 15:00 |

### MONDAY AFTERNOON 28 JANUARY

|   |               |
|---|---------------|
| <b>Economic and Management Sciences</b>       |               |
| BCom (all programmes, as well as EDP)<br>BAcc | 14:30 – 16:00 |

### TUESDAY MORNING 29 JANUARY

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

## STUDENT CARD 2019

| Option 1   | Option 2  |
|--|---|
| <p><b>I will register in NARGA</b></p> <p><b>28, 29 January</b></p>  | <p><b>I will register myself</b></p> <p><b>14 – 29 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>21 - 29 Jan, 08:00 – 16:00, excluding 26 and 27 Jan</b> – <b>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>14 Jan – 5 Feb: Neelsie Students' Centre (<b>B</b> on map).<br/>6 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>14 Jan – 5 Feb: Neelsie Students' Centre (<b>B</b> on map).<br/>6 Feb and later: Administration Block A, IT Hub (<b>A</b> on map).</p>  |

