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SENIOR STUDENTS - REGISTRATION 2019

This notice is being sent to all students who were registered as students in 2018, regardless of whether they are going to register again in 2019, or not, or whether they have readmission to study in 2019, or not.

1. REGISTRATION

14 – 31 Jan Self registration (e-Registration)	By registering themselves, seniors can avoid the NARGA registration process. Any computer with internet access may be used. Students who do not have access to a computer, may make use of the computer-user area that will be made available for them. This computer-user area in the Neelsie Students' Centre will be available from 21 to 31 Jan, 08:00 – 16:00 (excluding 26 en 27 January), with officials in attendance to render assistance. <u>NB:</u> 1. If students do not use self registration (e-registration), they will have to follow the normal registration programme in NARGA. 2. Module changes after registration should be done via the e-registration programme on my.sun.ac.za 3. Students who are not yet registered when the normal NARGA registration ends on 31 January, will have to pay a late registration levy of R500-00.
29 – 31 Jan NARGA Registration	Students who do not use the self registration option, register as follows: Senior under- and postgraduate students on the Stellenbosch Campus register in accordance with the registration schedule further on in this notice in the Faculty of Science's computer users area (NARGA) in Administration Building Block A. <u>Please note:</u> It is very important that you should not neglect to register, even if you have doubts about the modules that you want to follow, since changes to the original registration can be done later, if necessary, up to 15 February 2019. Students who do not use self registration, would not be allowed to register outside their allotted faculty timeslots as indicated on the registration schedule further on in this notice.
1 Feb Module changes – only specific faculties	Students in the Faculties of Arts and Social Sciences, Science and Economic and Management Sciences, who want to change their modules after self registration, or registration in NARGA, get a special opportunity to have the changes being brought about on Friday 1 February between 08:00 and 12:00 in NARGA, before the classes start on Monday 4 February.
1 - 15 Feb LATE REGISTRATION R500 LEVY	Senior undergraduate and honours students who are not registered by Thursday 31 January, will be allowed to register during normal office hours with their Faculty Officers in Administration Building Block A until Friday 15 February, on condition that class attendance commenced timeously, and with payment of R500 late registration levy.

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2. NON-SOUTH AFRICAN CITIZENS

All students 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. OUTSTANDING DOCUMENTS

Students who have not yet presented their proof of admission documents (original Senior Certificate and/or certificates of other education authorities) will only be allowed to register if they submit their **original** outstanding proof of admission documents prior to or at registration.

4. MASTERS AND DOCTORAL STUDENTS

Masters and doctoral students have to register as students at the start of each year for the full period of their studies until the degree is awarded, and registration can be done until **31 January**. Registration can be done personally, by mail or self registration. Those who register by mail are requested to complete the relevant form(s) that are sent to all masters and doctoral students who were registered for the programme for at least a year. Students who register personally, must do so in accordance with the registration schedule further on in this document.

New 100% thesis Masters and Doctoral students can register until 29 March 2019.

5. LAST DAY FOR CHANGES TO MODULES

Module changes will be permitted until **15 February 2019**. Any changes after this date, for which permission were obtained from a Faculty Officer, will be subject to a R100 levy. See also 7 (Proof of registration) in this regard. **Please also note the special opportunity for module changes** in certain faculties, prior to the commencement of classes on **4 February**, at 1 above.

6. FEES PAYABLE AT REGISTRATION

See the enclosed notice for fees payable at registration. A visit to the cashiers during registration can be avoided by depositing the required amount into the account of the University in accordance with the information in the notice.

7. 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. Please read the document carefully, as it contains important information. If any mistakes regarding the registered programme and/or modules occur, it need to be corrected in the student portal at my.sun.ac.za, or with the relevant Faculty Officer in Administration Building Block A, before or on **Friday 15 February**.

8. STUDENT CARD

If you are still in possession of your student card of 2018 and are going to continue using it, you need not have it activated for 2019, as it will be activated automatically after you have registered for 2019 and paid the first instalment of your fees for the year. If you are not in possession of your student card of 2018 any more, or you want a new card with a new photo, you must act as follows:

Replacement of student card

14 Jan – 5 Feb, in the Neelsie Student Centre

6 Feb and later, in Administration Building Block A, IT Hub

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.

9. COMPLIANCE WITH MODULE REQUIREMENTS

During and after registration, as well as at the start of the second semester, students must ensure that they comply with all the pass, prerequisite and co-requisite requirements for the modules that they have registered for. Please consult the various faculty brochures in this regard.

10. CLASS, TEST AND EXAMINATION TIMETABLES

The class, test and examination timetables will only be available in the student portal on the website of the University at my.sun.ac.za. A special pamphlet with information about how to access it will be available at the Information Desk in Administration Building Block A 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.

11. KEEPING OF MOTOR VEHICLE AT STELLENBOSCH

If you wish to park a private motor vehicle on University grounds, it 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.

12. HAWKING OR DISTRIBUTION OF ADVERTISING MATERIAL

No hawking or distribution of advertising material will be permitted in the immediate environment of Administration Building Block A during the registration period.

JG du Toit
for **REGISTRAR**

December 2018

NARGA

REGISTRATION SCHEDULE 2019 SENIOR STUDENTS

TUESDAY AFTERNOON 29 JANUARY

Engineering Students must make use of e-Registration. Only students with problems may register in NARGA during this timeslot.	14:00 – 15:00
Law LLB, LLM, LLD, Postgraduate Diplomas	14:00 – 15:00
Arts and Social Sciences BA (Law)	14:00 – 15:00
Economic and Management Sciences BCom (Law), BAccLLB	14:00 – 15:00
Theology BTh (including EDP), BDiv, MDiv, MTh, MPhil, PhD; Postgraduate Diplomas	14:00 – 15:00

WEDNESDAY MORNING 30 JANUARY

Arts and Social Sciences BA (Humanities) (Surnames A-M) BA (Humanities) (Surnames N-Z) BA (Social Dynamics) (Surnames A-M) BA (Social Dynamics) (Surnames N-Z) BA (Language and Culture) (Surnames A-M) BA (Language and Culture) (Surnames N-Z) BA (Socio-Informatics) (Surnames A-M) BA (Socio-Informatics) (Surnames N-Z) BA (Develop and Environment) (Surnames A-M) BA (Develop and Environment) (Surnames N-Z) BA (Pol, Philos and Econ Studies)(PPE) (A-M) BA (Pol, Philos and Econ Studies)(PPE) (N-Z) B in Social Work BA (International Studies) BA (Human Resource Management) All Hons, M and PhD programmes All Postgraduate Diplomas Music (A-H) Music (I-R) Music (S-Z) BA (Sport Science) BA in Visual Arts BA (Drama and Theatre Studies) NB: The same registration schedule applies to EDP students.	08:00 – 09:00 09:00 – 10:00 08:00 – 09:00 09:00 – 10:00 08:00 – 09:00 09:00 – 10:00 08:00 – 09:00 09:00 – 10:00 08:00 – 09:00 09:00 – 10:00 08:00 – 10:00 09:00 – 10:00 09:45 – 10:30 09:45 – 10:30 09:45 – 10:30 09:45 – 10:30 09:45 – 10:30 08:00 – 09:00 09:00 – 10:00 10:00 – 11:00 10:00 – 10:30 11:00 – 12:00 11:30 – 12:00
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WEDNESDAY AFTERNOON 31 JANUARY

Education PGCE AdvDipl BEd (General Education) All other postgraduate programmes	14:00 - 15:30 14:00 - 15:30 14:00 - 15:30 14:00 - 15:30
Agrisciences BScAgric (all programmes and EDP) BSc in Food Science (all programmes) BAgricAdmin All Postgraduate Diplomas and Hons, M and PhD programmes in Agriculture BSc in Forestry (Forestry and Wood Science) and EDP, Hons, M en PhD programmes in Forestry BSc in Conservation Ecology	14:00 - 15:30 14:00 - 15:30 14:00 - 15:30 14:00 - 15:30 14:00 - 15:30 14:00 - 15:30

THURSDAY MORNING 31 JANUARY

Economic and Management Sciences BAcc BCom (Management Acc, Financial Acc) BCom, BCom (Act Sci, Econ Sci, Industrial Psych, International Business, Manag Sci, Math Sci) All Postgraduate Diplomas and Hons, M and PhD programmes NB: The same registration schedule applies to EDP students.	08:00 - 09:30 08:00 - 09:30 09:00 - 11:30 10:00 - 11:30
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THURSDAY AFTERNOON 31 JANUARY

Science BSc (all programmes and EDP) (surnames A - I) BSc (all programmes and EDP) (surnames J - R) BSc (all programmes and EDP) (surnames S - Z) Hons, M and PhD programmes	14:00 - 14:30 14:30 - 15:00 15:00 - 16:00 14:00 - 15:00
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