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STELLENBOSCH
UNIVERSITY

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2020

Registration Guide



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THIS 2020 REGISTRATION GUIDE PROVIDES THE REGISTRATION INFORMATION FOR THE FOLLOWING STUDENTS:

1. *New students (students registering for the first time for a specific degree, diploma or certificate).*
2. *Returning students (students who were registered at SU the previous year and have been admitted in 2020).*



TABLE OF CONTENTS

A. Self-registration (e-registration)	1
1. Self-registration (e-registration) schedule	1
1.1 New students	1
1.2 Returning students	1
B. Assisted registration	2
1. Requirements for assisted registration	2
1.1 New students	2
1.2 Non-South African citizens	2
2. Documents you must provide at registration	3
2.1 New students	3
2.2 Returning students	3
3. Where to register (new and returning students)	4
Venue	4
4. Assisted registration schedule	4
4.1 New students	4
4.2 Returning students	5
C. Master's and doctoral students	8
1. Returning master's and doctoral students	8
2. New 100% thesis/dissertation master's and doctoral students	8
D. Late registration	8
1. New students	8
2. Returning students	8
3. Late registration levy	8
E. Registration fees	9
1. Compulsory payment on or before registration	9
2. Request for payment arrangement	9
3. Payment of outstanding fees	10
4. Payment methods	10
5. Section for Student Fees: Contact details and office hours	11
F. Modules	12
1. Module requirements	12
a) New students	12
b) Returning students	12
2. Changing modules	12
a) When, where and how	12
b) Levy for late changes to modules	12
G. Changing programmes	13
1. New and returning students	13
H. Student card	13
1. New students	13
2. Returning students	13
a) Activation of student card	13
b) New card	14
I. Class, test and examination timetables	14
1. New students and returning students	14
a) Access to class, test and examination timetables	14
b) Class timetable: Modules divided into more than one group	14
J. Keeping of motor vehicles at Stellenbosch	15
1. New and returning students	15

A. SELF-REGISTRATION

(e-registration)

Please note that you must print out your **proof of registration** after completion of the self-registration process.

I. Self-registration (e-registration) schedule

I.1 New students

Date	15–28 January 2020
Who	Only students who have obtained the National Senior Certificate (NSC) of the South African school system or IEB examinations. Excluding new postgraduate Engineering students and new Bachelor of Engineering: Data Engineering focus group (Electrical & Electronic) students.
Note	You may use the computer user area available at the Neelsie Student Centre (see map at the end of this guide) from 20-28 January 2020, 08:00 to 16:00 to do your self-registration. Officials will be available to assist on the following days: 20–24 January 2020 and 27–28 January 2020 (excluding 25–26 January 2020). If you are unable to make use of self-registration, you may make use of the assisted registration process from 27 to 28 January 2020.

I.2 Returning students

When	15–30 January 2020
Who	Returning undergraduate and postgraduate students (All Engineering students (excluding postgraduate students) must make use of e-registration.)
How	If you do not have access to a computer, you may use the computer user area available at the Neelsie Student Centre (see map at the end of this guide), which will be available from 20-30 January 2020, 08:00 to 16:00 with officials in attendance to render assistance (excluding 25–26 January 2020).
Note	If any mistakes regarding the registered programme and/or modules occur, they need to be corrected on the student portal at my.sun.ac.za or with the relevant faculty officer in Administration Building Block A before or on Friday 14 February.



B. ASSISTED REGISTRATION



At registration, each student is provided with a printed **proof of registration**, which indicates the programme and modules registered for which the student is registered.

1. Requirements for assisted registration

If you are a new student, you must ensure that you comply with all the admission requirements of your chosen programme of study before you arrive at SU.

1.1 New students

If you are a first-year new student, you do not need to apply for your matriculation exemption certificate prior to registration for the 2020 academic year; however, you need to ensure that you meet the exemption requirements and confirm that registration will be in order by sending your final results to:

If you have international citizenship and were schooled in a foreign school system	Ms C Talmarkes at ctalmarkes@sun.ac.za
If you have South African citizenship and were schooled in a foreign school system	Ms C Grove-Le Guillou at chantalg@sun.ac.za

1.2 Non-South African citizens

All students who are not South African 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 of Home Affairs. The permit must be valid for 2020. If you cannot provide the permit at registration, you will not be permitted to register.



2. DOCUMENTS



you must provide at registration

2.1 New students

Please note that copies of certificates, even if they are certified as true copies of the originals, will not be accepted if the original documents are not shown.

a) National Senior Certificate or IEB examinations

If you wrote the final school examination at the end of 2019, you must provide:

- the original Advice of Results of the NSC or IEB examinations that was received from the relevant education authority and a photocopy thereof.

If you wrote the final school examinations prior to the end of 2019, you must provide:

- the original Advice of Results of the NSC or IEB examinations that was received from the relevant education authority and a photocopy thereof; and
- your original NSC and a photocopy thereof.

b) Other school systems

If you studied in a different school system than the South African NSC or IEB systems, you must provide at registration:

- the original school-leaving certificate of the school system concerned and a photocopy thereof; and
- the original certificate of university exemption, issued by the South African Matriculation Board, and a photocopy thereof.

If you are still waiting for a result, an arrangement for conditional registration will be made.

c) Other universities

If you are a first-year new student who studied at other universities, you must provide:

- the abovementioned certificates; and
- your original academic record and certificate of good conduct and photocopies thereof.

If you are a postgraduate new student who studied at other universities, you must provide:

- your original academic record and degree certificate and photocopies thereof.

2.2 Returning students

Outstanding documents

Returning students who have not yet presented their proof of admission documents (original NSC 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.

3. WHERE TO REGISTER

(new and returning students)

Venue

Stellenbosch University, Stellenbosch Campus, Ryneveld Street, Administration Building Block A (computer user area – NARGA). See [map](#) at the end of this guide.

4. ASSISTED REGISTRATION SCHEDULE

4.1 New students

Faculty	Programme	Date	Time
Education	<ul style="list-style-type: none"> BEd (Foundation and Intermediate phases) 	27 January	08:00–09:00
Engineering	<ul style="list-style-type: none"> BEng Please note that new postgraduate Engineering students, as well as new Bachelor of Engineering: Data Engineering focus group (Electrical & Electronic) students, will only be able to register via the assisted-registration process. 	27 January	08:30–09:30
Law	<ul style="list-style-type: none"> LLB BCom (Law) BAccLLB BA (Law) 	27 January	09:00–10:30
Theology	<ul style="list-style-type: none"> BDiv BTh 	27 January	10:30–11:30

Faculty	Programme	Date	Time
AgriSciences	<ul style="list-style-type: none"> BScAgric BAgric (Agri-Business Management) BSc in Food Science BSc in Forestry (Forestry and Wood Science) BSc in Conservation Ecology 	27 January	10:30–11:30
Science	<ul style="list-style-type: none"> BSc (all programmes as well as EDP) 	27 January	13:30–15:00
Economic and Management Sciences	<ul style="list-style-type: none"> BCom (all programmes as well as EDP) BAcc 	27 January	14:30–16:00
Arts and Social Sciences	<ul style="list-style-type: none"> BA (Humanities) BA (Social Dynamics) BA (Language and Culture) BA (Development and Environment) BA (Socio-Informatics) B in Social Work BA (Human Resource Management) BA (PPE) BA (International Studies) 	28 January	08:30–11:00
	<ul style="list-style-type: none"> BA (Drama and Theatre Studies) BA in Visual Arts BA (Sport Science) 	28 January	09:00–09:30
	<ul style="list-style-type: none"> Music 	28 January	09:00–10:00

4.2 Returning students

Please note that you will not be allowed to register for your programme outside of the date and time indicated in the following registration schedule.

If any mistakes regarding the registered programme and/or modules occur, they need to be corrected on the student portal at my.sun.ac.za or with the relevant faculty officer in Administration Building Block A before or on Friday 14 February.

Faculty	Programme	Date	Time
Economic and Management Sciences	<ul style="list-style-type: none"> • BCom (Law) • BAccLLB 	28 January	14:00–15:00
	<ul style="list-style-type: none"> • BAcc • BCom (Management Accounting, Financial Accounting) • The same registration schedule applies to EDP students. 	30 January	08:00–09:30
	<ul style="list-style-type: none"> • BCom • BCom (Actuarial Science, Economic Sciences, Industrial Psychology, International Business, Management Science, Mathematical Sciences) • The same registration schedule applies to EDP students. 	30 January	09:00–11:30
	<ul style="list-style-type: none"> • All postgraduate diplomas, honours and master's programmes 	30 January	10:00–11:30
Engineering	<ul style="list-style-type: none"> • Students must make use of e-registration. • Please note that all postgraduate Engineering students will only be able to register via the assisted-registration process. • Only students with problems may register in NARGA during this timeslot. 	28 January	14:00–15:00



ASSISTED REGISTRATION SCHEDULE CONTINUED

Faculty	Programme	Date	Time
Arts and Social Sciences	<ul style="list-style-type: none"> • BA (Law) 	28 January	14:00–15:00
	<ul style="list-style-type: none"> • BA (Humanities) • BA (Social Dynamics) • BA (Language and Culture) • BA (Socio-Informatics) • BA (Development and Environment) • BA (Political, Philosophical and Economic Studies – PPE) • BA (PPE) • B in Social Work • BA (International Studies) • BA (Human Resource Management) • All honours and master's programmes • All postgraduate diplomas 	29 January	08:00–10:30
	<ul style="list-style-type: none"> • Music 	29 January	08:00–11:00
	<ul style="list-style-type: none"> • BA (Sport Science) • BA in Visual Arts • BA (Drama and Theatre Studies) 	29 January	10:30–11:00
Law	<ul style="list-style-type: none"> • LLB • LLM • LLD • Postgraduate diplomas 	28 January	14:00–15:00



ASSISTED REGISTRATION SCHEDULE CONTINUED

Faculty	Programme	Date	Time
Education	<ul style="list-style-type: none"> • PGCE • Advanced Diploma in Education • BEd (General Education) • All other postgraduate programmes 	29 January	14:00–15:30
AgriSciences	<ul style="list-style-type: none"> • BScAgric (all programmes and EDP) • BSc in Food Science (all programmes) • BAgricAdmin • All postgraduate diplomas and honours, master's and doctoral programmes in Agriculture • BSc in Forestry (Forestry and Wood Science) and EDP • Honours, master's and doctoral programmes in Forestry • BSc in Conservation Ecology 	29 January	14:00–15:30
Science	<ul style="list-style-type: none"> • BSc (all programmes and EDP) • Honours and master's programmes 	30 January	14:00–16:00
Theology	<ul style="list-style-type: none"> • BTh (including EDP) • BDiv • MDiv • MTh • MPhil • Doctoral studies, postgraduate diplomas 	29 January	08:00–15:30



C. MASTER'S AND DOCTORAL STUDENTS



1. Returning master's and doctoral students

Returning master's 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. Registration can be done until **30 January** according to the registration schedule.

You can make use of the assisted registration, self-registration or register via email. Those who register via e-mail are requested to complete the relevant form(s) that are sent to all master's and doctoral students who were registered for the programme for at least a year.

2. New 100% thesis/dissertation master's and doctoral students

New 100% thesis/dissertation master's and doctoral students can register until **27 March 2020**.

D. LATE REGISTRATION



1. New students

All first-year new students who did not register before or on Tuesday **28 January** 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 until Friday **14 February** during normal office hours with their faculty officer in Administration Building Block A, on condition that class attendance commenced timeously and upon payment of a late registration levy.

2. Returning students

Senior undergraduate and honours students who are not registered by Thursday **30 January** will be allowed to register during normal office hours with their faculty officers in Administration Building Block A until Friday **14 February**, on condition that class attendance commenced timeously and upon payment of a late registration levy.

3. Late registration levy

All students who register after the deadline for their programme indicated on the registration schedule for the different student groups must pay a **late registration levy of R500**.



E. REGISTRATION FEES



I. Compulsory payment on or before registration

a. The following amounts are payable on or before registration:

Compulsory first instalment of study fees	Amount
Undergraduate degree	R13 931
Postgraduate degree	R10 159
Postgraduate diploma/certificate	R10 159
Compulsory first instalment of residence fees	
	R13 600
Compulsory first instalment for a student in a residence (Total amount)	
Undergraduate student in residence (R13 931 + R13 600)	R27 531
Postgraduate student in residence (R10 159 + R13 600)	R23 759

- b. No separate student account will be distributed during registration reflecting the above amounts. The applicable amounts automatically become due and payable once you register online or physically at the University.
- c. International students, non-residential International students and Namibian students are liable for the full tuition fees on the day of registration.

2. Request for payment arrangement

If the bursary, loan or policy of a student is not sufficient to cover the full compulsory first instalment and a student can provide proof that they did apply for a study loan, then the following down-payment arrangement can be made, subject to acceptance of the stipulations of the agreement:

- a. The first compulsory total instalment (study and residence fees) can be settled in equal instalments as indicated below by no later than 31 March.
- b. The first instalments, as indicated below, is payable immediately. The block will only be lifted once the first instalment reflects on the student account and the completed form is processed by the Student Fees Section.
- c. If a payment arrangement is made in January, the equal instalments are:



REGISTRATION FEES CONTINUED

January to March 2020	
Undergraduate student	R4 644 × 3
Postgraduate student	R3 387 × 3
Undergraduate residence student	R9 177 × 3
Postgraduate residence student	R7 920 × 3

d. If a payment arrangement is made in February, the equal instalments are:

February to March 2020	
Undergraduate student	R6 966 × 2
Postgraduate student	R5 080 × 2
Undergraduate residence student	R13 766 × 2
Postgraduate residence student	R11 880 × 2

The payment arrangement form will only be available on request in January 2020 at Student Fees and use of the payment arrangement is subject to approval from the Student Fees Section.

3. Payment of outstanding fees

All outstanding amounts must be settled before a student will be allowed to register for 2020. Please note that the University may not enter into any payment arrangements with regard to outstanding debt.

4. Payment methods

a) Online payments (EFT or credit cards)

Online payments (EFT or credit cards) are possible on the web page for Student Fees at www.maties.com.

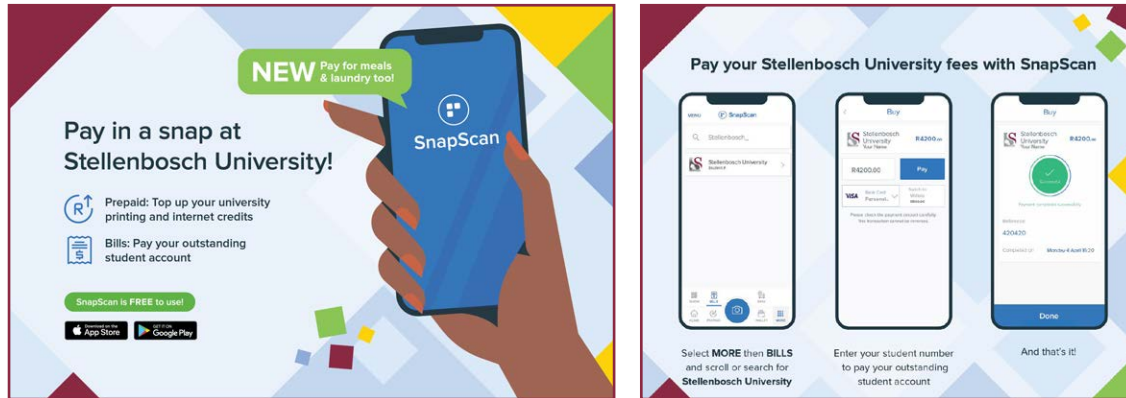
- Click on “Fees”
- Select “Student Fees online payments”
- Follow the instructions and pay by credit card or EFT (electronic transfer)



REGISTRATION FEES CONTINUED

b. SnapScan

SnapScan is a mobile application that enables cashless payments. The in-app payment mechanisms will be available for students to do bill payments for their student fees accounts, as well as for pre-paid services, which include meals, printer and laundry services. Benefit of app payments: The receipt is processed immediately, resulting in no delay during the registration period regarding payment of compulsory first instalment(s).



5. Section for Student Fees: Contact details and office hours

Office hours: Mondays to Fridays, 08:00 to 16:30

Office hours for payment at cashiers: Mondays to Fridays, 08:00 to 15:30

Telephone numbers during registration: 021 808 9523/9522/4386/9521

E-mail (with regard to student fees): studentaccounts@sun.ac.za



F. MODULES



1. Module requirements

a) New students

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.

b) Returning students

Please note that you must ensure that you comply with all the pass, prerequisite and co-requisite requirements for the modules for which you have registered. Please consult the various faculty brochures in this regard.

2. Changing modules

a) When, where and how

Deadline	Who	Where/How
31 January (08:00–12:00)	This is a special arrangement only applicable to students from the Faculty of Arts and Social Sciences, Faculty of Science and the Faculty of Economic and Management Sciences	Administration Building Block A, NARGA computer venue
14 February	Students from all faculties (excluding the Faculty of Arts and Social Sciences, Faculty of Science and the Faculty of Economic and Management Sciences)	Changes must be made on the e-registration platform at my.sun.ac.za

b) Levy for late changes to modules

Module changes can be brought about until **14 February 2020**.

Any module changes after this date, for which permission were granted by the relevant faculty officer, are subject to a levy of R100.



G. CHANGING PROGRAMMES



1. New and returning students

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) after self-registration or NARGA registration get a special opportunity to have the changes brought about on **Friday 31 January** between **08:00 and 12:00** in NARGA, in other words before the classes start on **Monday 3 February**.

H. STUDENT CARD



Please note the information regarding misuse of the student card in Part I (General) of the University yearbook in the chapter on Admission and Registration.

1. New students

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.

After registration, you need to present your proof of registration fees payment at the following venues to obtain your student card:

When	Where
15 January – 4 February	The Neelsie Student Centre (Building B, see map at the end of this guide)
5 February to later	Administration Building Block A, IT Hub (see map at the end of this guide)

2. Returning students

a) Activation of student card

If you are still in possession of your student card of 2019 and are going to continue using it, you need not have it activated for 2020, as it will be activated automatically after you have registered for 2020 and paid the first instalment of your fees for the year.



b) New card

If you are not in possession of your student card of 2019 anymore, or you want a new card with a new photo, you can obtain this as follows:

When	Where
15 January – 4 February 2020	The Neelsie Student Centre
5 February to later	Administration Building Block A, IT Hub

I. CLASS, TEST AND EXAMINATION TIMETABLES

I. New students and returning students

a) Access to class, test and examination timetables

The class, test and examination timetables will only be available on the student portal at 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 3 February**, the day of commencement of classes. Information regarding timetables will also be provided to new students during certain sessions of the Welcoming Programme.

b) 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). The classes of these groups are scheduled at different times on the timetable.

First-year students following such modules will be able to obtain their group allocation on the student portal, my.sun.ac.za, as from **Thursday 30 January**.

More information in this regard will be provided during the Welcoming Programme. Attendance of all sessions of this programme is therefore of paramount importance.



J. KEEPING OF MOTOR VEHICLES



at Stellenbosch

I. New and returning students

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.

