

NELSON MANDELA
UNIVERSITY



Senior Student
Registration Guide
2019

We look forward to welcoming you back to Nelson Mandela University.

**Please glance through this guide to see
when you need to register for 2019.**

CONTENTS

	Page
1. Important general information	1
1.1 Online registration	1
1.2 Nelson Mandela University Mobile Portal	1
1.3 Student cards	1
1.4 Parking permits	1
1.5 Down payment amounts	2
1.6 Payments	2
1.7 Lectures commence	6
1.8 Opening of residences	6
1.9 Official notices	6
1.10 My Stuff	6
2. Checklist for registration	7
3. Programme for assisted online registration	7
4. Registration procedure	8
4.1 Steps to follow	9
4.2 International students	9
4.3 Registration queries	10
5. Other important dates	11
6. General Rules	11
7. Contact details	11
7.1 Other contact information	11
8. Late registration	11

1. IMPORTANT GENERAL INFORMATION

1.1 Online registration

Important note: You can do your own online registration from your own device. Registration sessions have been scheduled for students who may require assistance with their module selection.

Admitted on-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device.

1.2 Nelson Mandela University Mobile Portal

To view the mobile version of the University Student Portal, enter <http://newportal.mandela.ac.za> into your internet-enabled device's browser. You will be prompted for a username and password. Enter your Nelson Mandela University username (mandela\s123456789) and password. The mobile version of the Student Portal will be loaded.

1.3 Student cards

Please note that you are no longer required to renew your student card. This will be done automatically once you are registered as a student for 2019.

1.4 Parking permits

The parking permit is free but compulsory for your safety. You must have the following details regarding the vehicle: make, year, colour of the vehicle and the vehicle registration number.

Students who register online may send an e-mail to parking@mandela.ac.za. Please include your student number and the details of your vehicle as specified above. A parking permit will be printed and sent to the drop-off point on George campus.

1.5 Down payment amounts

2019 Down payment amounts before registration can commence

This amount will be credited towards your student fees account.
Previous debt for returning students must be settled.

DEGREE PROGRAMMES, POSTGRADUATE DIPLOMAS AND OCCASIONAL STUDIES

Full-time students	R 7 700
Part-time students	R 4 400

DIPLOMA/CERTIFICATE PROGRAMMES

Full-time students	R 5 400
Part-time students	R 3 500

RESIDENCES (students at all campuses)	R 5 500
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INTERNATION STUDENTS

- ◆ **International students are required to pay all fees in full before registration.**
- ◆ **Please request your estimation of fees from the International Student Accounts Office +27(0) 41 504 2161 or you can email: intfees@mandela.ac.za.**

1.6 Payments

Please note that only Nelson Mandela University receipts issued at the official cashier pay points, bank-stamped deposit slips and electronic fund transfers (EFTs) into Nelson Mandela University's bank account will be accepted. EFTs must indicate that the transaction was successfully processed.

Internet and direct bank payments do NOT reflect immediately on your student account and processing may take up to TWO (2) working days. Down payments must therefore be made two (2) working days prior to registration. Registration will be blocked until the payment reflects on the student account. Queries will be attended to only after the two (2) working days have expired. A copy of the bank deposit slip/internet proof of payment is required. After the queried payment has been identified on Nelson Mandela University's bank statement, the student will be able to continue with registration. There are no cashier pay point facilities at the registration venues. Due to the location of the cashier pay points, you are advised to pay before proceeding to the registration venues.

1.6.1 Payment methods

➤ Cashier pay points

Payments made at the Nelson Mandela University cashier pay points in respect of your registration down payment will immediately reflect as a credit on your student account. All cheque payments must be made payable to Nelson Mandela University and crossed “not transferable”. Altered or post-dated cheques will not be accepted. Verify that the amount paid and student number reflects correctly on your receipt.

➤ Card payments

Card payments in respect of application, printing and tuition fees can be made via the Nelson Mandela University website under Online Payment of Fees or at <https://paymentgateway.mandela.ac.za/>.

Card payments (in person) will only be accepted if presented by the cardholder him/her-self.

Budget plan payments are acceptable.

No “cash back” transactions are allowed on credit card payments.

➤ Postal and money orders (purchased from the Post Office)

These are to be made payable to Nelson Mandela University. When purchasing postal orders, it is essential that you complete your details on the back of the postal order before posting it to Nelson Mandela University. **Your student number must be included in the covering letter.**

➤ Electronic fund transfers

If you choose to pay Nelson Mandela University directly via electronic fund transfer (EFT), it is important that you indicate your **STUDENT NUMBER** (without the “s” prefix) as your deposit reference. This will enable us to associate the payment with **your** student account.

The beneficiary must be **Nelson Mandela University** for electronic payments. Kindly ensure that the bank details of Nelson Mandela University and your student number (without the “s” prefix) are captured correctly. Electronic banking is at the payer’s own risk. The proof of payment presented to Nelson Mandela University **must** indicate that the transaction was successfully processed. Post-dated payments are not acceptable.

➤ **Direct deposits (at any bank)**

Direct deposits can only be acknowledged if you state your **STUDENT NUMBER** (without the “s” prefix) as reference on your deposit slip. Your student number will enable us to associate the payment with your student account. The beneficiary must be **Nelson Mandela University**. Verify that the amount paid, bank account and student number (without the “s” prefix) reflect correctly on your deposit slip.

Nelson Mandela University banking details for down payments:

Bank: Standard Bank
Branch: Rink Street, Port Elizabeth
Branch code: 051001
Account name: Nelson Mandela Uni-Student dep
Account number: 080265855
Reference: Your student number (very important)
Email confirmation to: studentaccounts@mandela.ac.za

Bank payments do NOT reflect immediately on your student account. Allow two (2) working days for processing. A copy of the direct deposit or electronic payment should be in your possession for enquiry purposes. Post-dated payments are not acceptable.

Payments made from outside South Africa:

Bank: Standard Bank
Bank address: Rink Street, Port Elizabeth, South Africa
Account name: Nelson Mandela University – Main
Account number: 080263011
Bank swift code: SBZA ZAJJ
Internet banking code: 051001
Reference: Your student number
Email confirmation to: intfees@mandela.ac.za

Nelson Mandela University does not issue receipts for direct deposits and electronic payments made via the bank account or for payments received by mail. The *2019 Student Accounts Guide* contains all the rules and regulations pertaining to student fees and can be viewed at www.mandela.ac.za/studentaccountsguide.

➤ **Sponsorships**

Confirmation of sponsorship for 2019 must appear on official company letterhead and must be addressed to Nelson Mandela University. The letter of authority must be submitted annually to the Student Accounts Section **before registration, but not later than 10 January 2019**. Letters of authority will only be accepted from pre-approved companies and are subject to the approval of Nelson Mandela University.

If your confirmation letter is submitted/presented after 10 January 2019, the processing thereof may take up to two (2) working days.

Sponsorship and bank loan confirmation letters must indicate that payments will be made directly to Nelson Mandela University and must contain your student number

(an application for a loan or bursary is not acceptable). This letter must confirm sponsorship. Sponsorship letters may not contain commitment conditions and conditions that are subject to academic performance. The signee may not be the student or a relative. Such letters will not be accepted. Sponsorship documentation for current registration will only be considered if all outstanding debt is paid in full prior to registration.

The sponsorship amount should be equal to or exceed the upfront down payment required for 2019. You will be expected to pay the difference before registration if the sponsorship amount is less than the down payment required. Clearance must be obtained from the Student Accounts Section before registration.

A copy of the letter should be in your possession during registration. E-mail sponsorship confirmation to studentaccounts@mandela.ac.za.

If your confirmation letter is submitted/presented after 10 January 2019, the processing thereof may take up to two (2) working days.

International students: E-mail sponsorship letter prior to registration for approval to intfees@mandela.ac.za.

➤ **Nelson Mandela University administered awards/grants/bursaries**

The award/grant/bursary amount should cover the upfront down payment required for 2019. In all instances where the award/grant/bursary amount is less than the required down payment, you will be expected to pay the difference **before** registration **AND** obtain clearance from the Student Accounts Section. If the Nelson Mandela University award/grant/bursary amount **exceeds** the required upfront down payment, automatic clearance for registration is granted. **A copy of the award/grant/bursary letter should be in your possession at registration.**

➤ **NSFAS loans (administered by Nelson Mandela University on behalf of NSFAS)**

Successful NSFAS candidates with an accepted NSFAS status is not required to make a down payment before registration.

➤ **Residence students**

Please note that you have to pay:

- ◆ The down payment towards your tuition fees; **AND**
- ◆ The down payment towards your accommodation fees. International students should refer to the estimation of fees for payment guidelines.
- ◆ A breakage deposit is applicable to all residence students. The relevant amount will be debited to your student account. The amounts vary per residence and are published in the *2019 Student Accounts Guide* or are available on the Nelson Mandela University's website.

1.7 Lectures commence

Lectures for all faculties commence

Monday, 11 February 2019 (all full-time and part-time students)

Postgraduate students should consult the respective head of department/
programme co-ordinator to establish dates for lecture blocks.

1.8 Opening of residences

The residences will open for senior students on Sunday, 10 February 2019. Alternatively you may book into residence one day prior to the scheduled date for your registration. Please refer to the registration programme on page 8.

1.9 Official notices

Nelson Mandela University's preferred way of officially communicating with students is via e-mail. Each student will receive a Nelson Mandela University e-mail address for his/her personal use. All communication will be sent to this address. Please read your e-mails on a regular basis. It will be accepted that you have received an official communication if such communication has been e-mailed to your Nelson Mandela University student e-mail address.

1.10 My Stuff

You can access your own data on the Nelson Mandela University Student Information System via the Student Portal. This data is protected by your PIN, student number and date of birth and includes your examination results, progress reports, financial statement and academic record. You can select to close this access by selecting the **Opt Out** option.

2. CHECKLIST FOR REGISTRATION

- ◆ Upfront down payment/s must be paid by 10 January 2019.
- ◆ For returning students, all outstanding debt must be paid in full.
- ◆ **Copy of the relevant bank payment(s) must be in your possession.**
- ◆ If you paid via the bank after 10 January 2019, did you e-mail a copy of your payment confirmation to studentaccounts@mandela.ac.za for clearance before reporting to the registration venue?
- ◆ If you are sponsored for 2019, did you e-mail a copy of your confirmation letter to studentaccounts@mandela.ac.za by 10 January 2019?
- ◆ If your confirmation letter is submitted/presented after 10 January 2019, the processing thereof may take up to two (2) working days.
- ◆ **Copy of the sponsorship/award/bursary/grant/loan confirmation letter must be in your possession.**
- ◆ Does your sponsorship/award/bursary/grant/loan cover your required down payments fully? If not, did you pay the difference before registration?

3. PROGRAMME FOR ASSISTED ONLINE REGISTRATION

Note: You can do your own online registration from your own device. Registration sessions have been scheduled for students who may require assistance with their module selection. Admitted on-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device.

3.1 GEORGE CAMPUS: Computer Lab, Building 349, Room 0003

Monday, 21 January 2019

Science	
BTech (Forestry) All full-time and part-time students	08:00 – 09:00
BTech (Wood Technology) All full-time and part-time students	08:00 – 09:00

Monday, 28 January 2019

International Students	
All first year and senior students for all programmes	08:30 – 13:00

Thursday, 7 February 2019

Science	
Dip (Forestry) & Extended programme	08:00 – 10:00
Dip (Wood Technology) & Extended programme	09:00 – 10:00
Dip (Nature Conservation) & Extended programme	10:00 – 11:00
Dip (Game Ranch Management) & Extended programme	11:00 – 12:00
Dip (Agricultural Management) & Extended programme	11:00 – 12:00
BTech (Nature Conservation)	12:00 – 13:00
BTech (Game Ranch Management)	12:00 – 14:00
BTech (Agricultural Management)	14:00 – 15:00
H Cert in Veldfire Management	15:00 – 16:00

Friday, 8 February 2019

Business and Economic Sciences	
BCom All extended programmes	08:30 – 09:30
BCom (Accounting)	09:45 – 11:00
BCom (General Accounting)	09:45 – 11:00
BCom (General)	11:30 – 13:00
BCom (General : Business Management)	11:30 – 13:00
BCom (General : Economics)	11:30 – 13:00
AdvDip (Business Studies : Management Practice)	10:00 – 12:00
AdvDip (Business Studies : Marketing Management)	10:00 – 12:00
AdvDip (Business Studies : Tourism Management)	10:00 – 12:00
HCert (Business Studies)	12:00 – 13:00
Dip (Tourism Management); Dip (Tourism Management) extended programme	14:00 – 15:00
Dip (Marketing); Dip (Marketing) extended programme	15:00 – 16:00
Dip (Management); Dip (Management) extended programme	15:00 – 16:00
Engineering, the Built Environment and Information Technology	
HCert (IT) (User Support Services)	12:00 – 13:00

4. REGISTRATION PROCEDURE

4.1 Steps to follow:

Steps	What	Where
Step 1	Make your down payment or submit your sponsorship confirmation letter by 10 January 2019.	<ul style="list-style-type: none"> ◆ Cashiers ◆ Student Accounts (if you are on campus)
Step 2	Report to the online registration venue. Assistance will be available to complete your registration process.	◆ Computer Laboratory
Step 3	Proceed to the “proof of registration” station. <u>Please check your registered modules on your proof of registration very carefully for any discrepancies.</u> Ensure that all your modules for 2019 have been captured. You can also make use of the student portal to view your lecture timetable under the <u>timetable link</u> .	◆ Main Hall
Step 4	You will receive a diary. The <i>General Prospectus</i> and <i>Faculty Prospectus</i> are available from the Nelson Mandela University’s website. Students who registered online from home may collect a diary from our information counters.	◆ Main Hall
Step 5	Residence registration (if applicable): On-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device.	◆ Computer Laboratory
Step 6	Parking permits (if applicable): Please remember to bring your motor vehicle registration number. You also have to provide details regarding the make, year and colour of the vehicle.	◆ Main Hall

4.2 International students: Pre-registration procedure

All international students are required to participate in a **pre-registration process before registration** can take place. Pre-registration is the process of checking that students meet the legal requirements for registration (i.e. valid passport, valid study permit and valid medical aid). Pre-registration will take place from Wednesday, 16 January 2019 until Friday, 8 February 2019.

All international students are required to complete pre-registration before registration. Please refer to the *Registration Programme* in this guide.

Step 1	Obtain financial clearance from the International Student Accounts Office. Please bring your proof of payment to obtain financial clearance. You will receive a yellow form with a clearance stamp.	◆ Main Hall
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Step 2	Report to Absa Health Desk to obtain medical clearance (provide proof of medical aid if obtained prior to registration).	◆ Main Hall
Step 3	Report to Pre-Registration Station and submit the following documents: ◆ Yellow financial clearance form ◆ Original documents where required ◆ Valid passport and Study Visa	◆ Main Hall
Step 4	Continue with the registration process and follow the steps 2 to 6 as set out above under 4.1 Steps to follow.	

4.3 Registration queries

◆ If your registration has been blocked for financial reasons:

You will be referred to the Student Accounts Station in the registration venue. A staff member will provide the necessary information.

You will have to leave the registration venue to pay the outstanding debt and/or your down payment/s.

Copies of payments made via Nelson Mandela University's bank account are required at all times.

A confirmation letter of sponsorship/award/bursary/grant or loan is required at all times.

◆ If your registration has been "blocked" for administrative reasons:

Your ID document might be outstanding or you might have been excluded for academic reasons. You will be referred to the Student Records Station in the registration venue. A staff member will provide you with the details. Please note that letters are sent to students who have been excluded on academic grounds.

Students who were registered provisionally in 2019, having been granted ordinary conditional exemption from the matriculation examination, must contact the Admissions Section prior to registration.

This is only applicable to degree programmes and in cases where full matriculation exemption was not granted.

◆ If some of your modules do not appear on your personal timetable:

Once you are registered, you can make use of the student portal to view your lecture timetable under the *Timetable* link. Please note that the South Campus personal timetable on the intranet will only be available/updated 24 hours after you have registered. Should you not be able to find the timetable details for your module/s, please forward an email to cto@mandela.ac.za providing your student number as well as the qualification name.

It is in your own best interest to ensure that all requirements are met before proceeding with online registration.

5. OTHER IMPORTANT DATES

Lecture blocks

First teaching block: Monday, 11 February – Friday, 5 April
Second teaching block: Monday, 8 April – Tuesday, 28 May
Third teaching block: Monday, 22 July – Friday, 6 September
Fourth teaching block: Monday, 9 September – Friday, 1 November

6. GENERAL RULES

You are responsible for consistently familiarising yourself with the General Rules, Financial Rules and appropriate Faculty Rules of this Institution. The General Rules and Student Disciplinary Code are published in the *General Prospectus*. Student Rules are also included in the Institutional Regulatory Code which can be accessed via the Student Portal on the Nelson Mandela University intranet.

Financial Rules are published in the *Student Accounts Guide* which can be accessed via the Student Portal at www.mandela.ac.za/studentaccountsguide.

Academic activities, including examinations and graduation, take place from Monday to Saturday.

7. CONTACT DETAILS

If you have concerns or queries, contact the Faculty Administration staff or the appropriate department. The prefix to their number is 041-504, followed by the extension number.

Name	Building/Room number	Extension
Elise Labuschagne	Mopani Building, Room 008	5048
Tamara Kungune	Mopani Building, Room 006	5566

7.1 Other contact information

Contact Centre: 041 504-1111
International Office: +27 (0) 41 504-2161

8. LATE REGISTRATION

Students who register late will be liable for payment of a late registration penalty.

NOTE: Because of limited facilities and resources, Nelson Mandela University can only accommodate a specific number of students for modules presented by certain departments. It is therefore in your own best interest to register online on or before the relevant dates, as indicated in this guide.

