

NELSON MANDELA
UNIVERSITY



First Year
Registration Guide
2019

Welcome to Nelson Mandela University – and a new chapter in your life.

This booklet is aimed at helping you through the first pages of this new chapter, in terms of registering for University.

In short, it's the Who, What, Where, When and How of registration at Nelson Mandela University. From getting financial assistance to registering for your diploma or degree at the right venue, it's all here.

We trust this venture is a good one for you!

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1. IMPORTANT GENERAL INFORMATION

2019 down payment amounts payable before registration can commence

This amount will be credited towards your student fees account.

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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INTERNATIONAL STUDENTS ARE REQUIRED TO PAY ALL FEES IN FULL PRIOR TO REGISTRATION.

INTERNATIONAL STUDENTS: Please refer to your *Estimation of Fees* included in your acceptance package.

1.1 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.

Payment methods:

➤ Cashier Pay Points

Payments made at 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 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** 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 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’) as a 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 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 payment 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 payment confirmation: 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

International students: Please refer to your *Estimation of Fees* in your acceptance package. For enquiries please contact the International Office at +27 (0) 415042161 or email intfees@mandela.ac.za

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

Letters of authority will only be accepted from pre-approved companies and are subject to the approval of Nelson Mandela University.

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.

The sponsorship amount should exceed the down payment required upfront 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 at registration.

Email sponsorship confirmation to studentaccounts@mandela.ac.za.

International students: Email 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 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 during 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*. The relevant amounts are published in the *2019 Student Accounts Guide* and are available on the Nelson Mandela University website.
- ◆ 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* and on the Nelson Mandela University website.

1.2 Lectures commence

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

1.3 Opening of residences

Sunday, 27 January 2019

Residence registration will take place at the various registration venues as part of the academic registration process. **On-campus residence students can also register online for residence.**

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.

1.5 Lecture timetables

You will receive a lecture timetable when you register. This will also indicate where you have to go for your lectures.

1.6 Official notices

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

1.7 My Stuff

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

Once you are registered as a student, you may follow the following steps to access your information:

If you login from home/off-campus:

- ◆ Logon to the website – www.mandela.ac.za
- ◆ Select **Mails and Portals**, then select Student Portal.
- ◆ Follow the steps on the screen.

2. CHECKLIST FOR REGISTRATION

VERY IMPORTANT

- ◆ Upfront down payment/s must be paid by 10 January 2019. If you paid via the bank **after** 10 January 2019, did you email a copy of your payment confirmation to studentaccounts@mandela.ac.za for clearance **before** reporting to the registration venue?
- ◆ Copy of the bank payment(s) must be in your possession.
- ◆ If you are sponsored for 2019, did you email 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 payment fully? If not, did you pay the difference before registration?
- ◆ Do you comply with the minimum admission requirements and conditions as stipulated in your letter of provisional acceptance?

*Note: You have to report to the venue for online registration as stipulated below. **You will not be allowed to enter the venue outside of the specified time-slot.** We strive to provide you with the best possible service and therefore need your co-operation to adhere to the dates and time-slots as indicated below. **You may also lose your place to study at Nelson Mandela University if you fail to register on the relevant dates, as stipulated below.***

3. REGISTRATION PROGRAMME

3.1 GEORGE CAMPUS: Venue for registration: Main Hall, Mopani Building

Monday, 28 January 2019

International Students	
First Years and Senior Students in all programmes	08:30-13:00

Tuesday, 29 January 2019

FACULTY OF SCIENCE: SCHOOL OF NATURAL RESOURCE MANAGEMENT	
Diploma and Extended Programmes in Forestry and Wood Technology	08:00-12:30
Higher Certificate: Veldfire Management (full-time)	10:30-12:30
Information Session prior to registration	
Diploma and Extended Programmes in Nature Conservation and Game Ranch Management	12:30-14:30
Diploma and Extended Programmes in Agricultural Management	14:30-16:30

Wednesday, 30 January 2019

FACULTY OF BUSINESS & ECONOMIC SCIENCES	
BCom (General Accounting); BCom (Accounting)	08:00-10:30
Extended Programmes in BCom (General Accounting)	08:00-10:30
BCom (General), all programmes	09:30-11:30
Extended Programmes in BCom (General), all programmes	09:30-11:30
Diploma programmes in Management, Marketing and Tourism Management	10:30-12:30
Higher Certificate: Business Studies	11:30-14:00
Extended Programmes in Management, Marketing and Tourism Management	14:30-15:30
FACULTY ENGINEERING, THE BUILT ENVIRONMENT & INFORMATION TECHNOLOGY	
Higher Certificate in IT User Support Services	11:30-14:00

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.	Cashiers Student Accounts
Step 2	Report to the registration venue. Register online and print your proof of registration and lecture timetable.	Refer to registration programme
Step 3	Residence registration (if applicable)	Computer Lab
Step 4	Issuing of student card. You will receive a diary. The <i>General Prospectus</i> and <i>Faculty Prospectus</i> are available from the Nelson Mandela University website.	Registration venue
Step 5	Parking permits (if applicable). Please remember to bring your motor vehicle registration number. You also have to provide details regarding the make of the vehicle.	Registration venue

4.2 Additional steps to follow – international students only

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 new international students are required to complete pre-registration before the registration date. 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 from our Accounts Office.	Main Hall
Step 2	Obtain medical clearance. Provide proof of medical aid if obtained prior to registration.	Main Hall
Step 3	Report to “ New Registration ” station and submit the following documents: <ul style="list-style-type: none"> ▪ Yellow financial clearance form ▪ Original school leaving certificate ▪ Original transcripts and course descriptions of previous qualifications ▪ Original TOEFL or IELTS results (where applicable) ▪ Valid passport and a valid study visa 	Main Hall

Step 4	Continue with the registration process and follow the steps 2 to 5 as set out above under “ Steps to follow ”	
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4.3 Registration queries

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

- ◆ **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 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 number or other documentation might be outstanding. You will be referred to the Admissions Station in the registration venue. A staff member will assist you.
- ◆ **If you do not comply with the minimum admission requirements:**
Please contact the Admissions Section should you discover that you no longer meet the minimum admission requirements. The Admissions Section will re-assess your application. The Contact Centre’s number is 041 504-1111.

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* and it can be accessed via the Student Portal at the following web address: www.mandela.ac.za/studentaccountsguide.

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

7. REGISTRATION QUERIES – CONTACT NUMBERS

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

Faculty/Position	Name	Building/Room number	Ext.
Faculty Administrator	Elise Labuschagne	Mopani Building, Room 0008	5048
Faculty Administrator	Tamara Kungune	Mopani Building, Room 0006	5566

8. OTHER CONTACT INFORMATION

Contact Centre: 041-504 1111

International Office: +27 (0) 41 504 2161

9. LATE REGISTRATION

Students who register late will be liable for payment of a late registration penalty. ***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 on the relevant dates, as indicated in this guide.***

