

# FIRST YEAR



## REGISTRATION GUIDE

**2016**

- PO Box 77000
- Nelson Mandela Metropolitan University
- Port Elizabeth
- 6031
- South Africa

- [info@nmmu.ac.za](mailto:info@nmmu.ac.za)
- [www.nmmu.ac.za](http://www.nmmu.ac.za)

## **Welcome to NMMU – and a new chapter in your life.**

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

In short, it's the Who, What, Where, When and How of registration at NMMU. 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!*

**Welcome to NMMU – 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 NMMU. 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!**

# CONTENTS

	Page
<b>Important general information</b>	1
How much must I pay before I can register?	1
Lectures commence	4
Opening of residences	4
Student cards and parking permits	4
Lecture timetables	5
Official notices	5
My Stuff	5
<b>Checklist for registration</b>	6
<b>Registration programme</b>	7
MISSIONVALE CAMPUS	7
NORTH CAMPUS	7
SOUTH CAMPUS	8
OTHER CENTRES	10
<b>Registration procedure</b>	10
Steps to follow	10
Additional steps to follow – international students only	11
Registration queries	12
<b>Other important dates</b>	12
<b>General rules</b>	12
<b>Registration queries – contact numbers</b>	13
<b>Other contact information</b>	14
<b>Late registration</b>	14

## Important general information

### How much must I pay before I can register?

#### 2016 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	R6200
Part-time students	R3500

#### DIPLOMA/CERTIFICATE PROGRAMMES

Full-time students	R4300
Part-time students	R2800

<b>RESIDENCES</b> (students at all campuses)	R4500
--	-------

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

### Payments

Stamped deposit slips and electronic fund transfers (EFTs) into NMMU's bank account will be accepted as valid proof of payment. 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 four days. Down payments must therefore be made four days prior to registration. Registration will be blocked until the payment reflects on the student account. Queries will be attended to only after the four days have expired. A copy of the bank deposit slip/internet proof of payment is required.** After the queried payment has been identified on NMMU's bank statement, the student will be able to continue with registration.

There are no NMMU 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 at all campuses

Payments made at NMMU 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 NMMU 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 and tuition fees can be made via the NMMU website under Online Payment of Fees or at

<https://paymentgateway.nmmu.ac.za/>.

If access to the internet is not available, a credit card instruction form is obtainable from the NMMU cashiers at contact number 041-5044291.

Upon receipt of the completed instruction form, the payment will be processed. The completed credit card instruction form must be emailed to studentaccounts@nmmu.ac.za. Budget plan payments are acceptable.

No "cash back" transactions are allowed on credit card payments.

### Debit cards

No "cash back" transactions are allowed on debit card payments. Debit cards can only be accepted if presented by the card holder.

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

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

### Electronic fund transfers

If you choose to pay NMMU directly via electronic fund transfer (EFT), it is important that you indicate your STUDENT NUMBER as your deposit reference. This will enable NMMU to associate the payment with your student account.

The beneficiary must be **NMMU** for electronic payments. Kindly ensure that the bank details of NMMU and your student number are captured correctly. Electronic banking is at the payer's own risk. The proof of payment presented to NMMU **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** as a reference on your deposit slip. Your student number will enable NMMU to associate the payment with **your** student account. The beneficiary must be **NMMU**. Verify that the amount paid, bank account and student number reflect correctly on your deposit slip.

**NMMU banking details for down payments:**

Bank: Standard Bank  
Branch: Rink Street, Port Elizabeth  
Branch code: 050417  
Account name: NMMU  
Account no: 080265855  
Reference: Your student number (very important)  
Email payment confirmation to: [studentaccounts@nmmu.ac.za](mailto:studentaccounts@nmmu.ac.za)

**Bank payments do NOT reflect immediately on your student account. Allow four (4) business 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.

NMMU does not issue receipts for direct deposits and electronic payments made via the bank account or for payments received by mail.

The 2016 Student Accounts Guide contains all the rules and regulations pertaining to student fees and will be handed to students at the registration venue.

It is also available on the NMMU website at:

[www.nmmu.ac.za/studentaccountsguide](http://www.nmmu.ac.za/studentaccountsguide)

International students: Kindly refer to the Fees Guide for International Students. For more information, please contact the International Office:  
Tel +27-(0)41-5042161 or email [international@nmmu.ac.za](mailto:international@nmmu.ac.za)

## **Sponsorships**

Confirmation of sponsorship for 2016 must appear on official company letterhead and must be addressed to NMMU. The letter of authority must be submitted annually to the Student Accounts section **before registration, but not later than 13 January 2016.**

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

Sponsorship and bank loan confirmation letters must indicate that payments will be made directly to NMMU 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. Such letters will not be accepted.

The sponsorship amount should exceed the down payment required upfront for 2016. 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.**

**Fax number for sponsorship confirmation letters:** 041-5042858

### **NMMU administered awards/grants/bursaries**

The award/grant/bursary amount should cover the upfront down payment required for 2016. 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 NMMU on behalf of NSFAS)

Successful NSFAS candidates with a family contribution of less than R9000 are not required to make a down payment

### **Lectures commence**

**Monday, 8 February 2016** (all full-time and part-time students)

### **Opening of residences**

**Friday, 22 January 2016**

Residence registration will take place at the various registration venues as part of the academic registration process, except for North Campus residence students who will register in the auditorium which is next to the cafeteria. There will be signs to indicate where you should go. **On-campus residence students can also register online for residence.**

### **Student cards and parking permits**

Please note that students registering at North Campus will report to the auditorium at North Campus for the issuing of their student cards. There will be signs to indicate where you should go. The auditorium is next to the cafeteria at North Campus. The issuing of parking permits will also be done in the auditorium. The parking permit is free but compulsory for

before registration. Automatic clearance for academic registration is granted. In some instances residence fees will not be covered by the NSFAS loan and the student will be required to make the residence down payment. **A copy of the NSFAS confirmation letter should be in your possession at all times.**

### **Residence students**

**Please note that you have to pay:**

- ◆ The down payment towards your tuition fees **and**
- ◆ The down payment towards your accommodation fees.  
The relevant amounts are published in the 2016 Student Accounts Guide and are available on the NMMU 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 2016 Student Accounts Guide and on the NMMU website.

your safety. You must have the following details regarding the vehicle: model (year) and make, colour of the vehicle and the vehicle registration number.

### **Lecture timetables**

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

### **Official notices**

NMMU's preferred way of officially communicating with students is via e-mail. Each student will receive an e-mail address for his/her personal use. 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 you.

### **My Stuff**

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

### **You can update your own address and/or telephone numbers.**

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 NMMU website – [www.nmmu.ac.za](http://www.nmmu.ac.za)
- ◆ Scroll to the bottom of the screen and click Student Portal (bottom right of the screen).
- ◆ Follow the steps from the second bullet, from the procedure listed below.

#### **If you login from any PC on campus:**

- ◆ Go to the Student Portal (all registered students have access to the Student Portal).
- ◆ Click *my information*.
- ◆ Scroll down and click *ITS Student Web access*.
- ◆ Click *go to ITS Student Web*.
- ◆ You will now get to a screen where you have to enter your student number and pin (you can request a pin if you don't have a pin number – follow the instructions on the screen). Click on *login*.
- ◆ Click *Student Administration* (on the left of the screen).
- ◆ Click *address detail*. Your address details will be displayed. Please note that the **postal address** is used for your examination results, the **study address** is your local address (where you stay while attending university). The **account address** is the address to which you want your account to be sent and not the address of your sponsor/employer.
- ◆ Click on the address you want to change. You can now make the necessary changes and click *save*.
- ◆ You can also change your telephone numbers, cell number and personal e-mail address by selecting the *personal contact detail* option. This option is just below the *address detail* option.

## NMMU Mobile Portal

To view the mobile version of the NMMU student portal, enter <http://newportal.nmmu.ac.za> into your internet-enabled device's browser. You will be prompted for a username and password. Enter your NMMU username (nmmu\1234567) and password. The mobile version of the student portal will be loaded.

## Checklist for registration

### VERY IMPORTANT (if you are currently completing Grade 12 in 2015)

- ◆ Remember to fax or e-mail your final school results to the Admissions section by 8 January 2016 (excluding international students).
- ◆ Upfront down payment/s must be paid by 13 January 2016. If you paid via the bank after 13 January 2016, did you email a copy of your payment confirmation to studentaccounts@nmmu.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 2016, did you email a copy of your confirmation letter to studentaccounts@nmmu.ac.za by 13 January 2016?
- ◆ 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?
- ◆ Nursing Science programmes: Professional board payment receipts must be produced at registration.

*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 NMMU if you fail to register on the relevant dates, as stipulated below.***

## Registration programme

### MISSIONVALE CAMPUS: venue for registration: Building 519

#### Monday, 25 January 2016

<b>HEALTH SCIENCES</b>	
Information session: room 008	09:30-10:30
BNur Extended programme: registration in room 0029	10:30-11:30
<b>LAW</b>	
Information session: room 008	12:00-12:30
HCert (Criminal Justice): registration in room 0029	12:30-13:30

#### Tuesday, 26 January 2016

<b>ENGINEERING, THE BUILT ENVIRONMENT &amp; INFORMATION TECHNOLOGY</b>	
Information session for HCert (IT) User Support Services: room 008	08:30-09:00
HCert (IT) User Support Services: registration in room 0030	09:00-10:00
B (Human Settlement Development): registration in room 0029	11:00-12:00

#### Wednesday, 27 January 2016

<b>BUSINESS &amp; ECONOMIC SCIENCES: registration in room 0030</b>	
BCom Extended programme; All programmes	08:30-09:30
Dip (Economics) Extended programme	10:30-11:00
BA (Development Studies)	11:00-11:30
Dip (Management)	12:30-13:00
Dip (Management) Extended programme	13:30-14:00
HCert (Accountancy)	14:00-14:30
HCert (Business Studies)	14:30-15:30
Dip (Tourism Management) Extended programme	15:30-16:30
Dip (Marketing) Extended programme	15:30-16:30
Dip (Logistics) Extended programme	15:30-16:30

### NORTH CAMPUS: venue for registration: EBEIT Laboratory

#### Monday, 25 January 2016

<b>BUSINESS &amp; ECONOMIC SCIENCES</b>	
Dip (Accountancy)	08:00-09:00
Dip (Management)	09:30-10:30
Dip (Human Resources Management)	10:30-11:30
Dip (Human Resources Management) Extended programme	11:30-12:00
Dip (Logistics)	12:00-13:00
Dip (Inventory & Stores Management)	13:30-14:00
Dip (Economics)	14:00-15:00
Dip (Tourism Management)	15:00-16:00
Dip (Marketing)	16:00-17:00

#### Tuesday, 26 January 2016

<b>ARTS</b>	
B (Visual Arts)	08:30-09:30
Dip (Public Management)	09:30-10:30
Dip (Public Management) Extended programme	09:30-10:30
<b>SCIENCE</b>	
Dip (Polymer Technology)	10:30-11:30
Dip (Chemical Process Technology)	10:30-11:30
Dip (Analytical Chemistry)	10:30-11:30
Dip (Agricultural Management)	11:30-12:30

<b>HEALTH SCIENCES</b>	
B (Environmental Health)	12:30-13:00
BHSc (Medical Laboratory Science)	12:30-13:00
B (Radiography in Diagnostics)	13:00-13:30
B (Emergency Medical Care)	13:00-13:30
<b>Information session for nursing students (Venue: Heinz Betz Hall)</b>	<b>13:30-14:30</b>
Registration:	
BNur	14:30-15:30
Dip (Nursing Education)	14:30-15:30
Dip (Nursing Administration)	14:30-15:30
Dip (Community Nursing)	14:30-15:30

### Wednesday, 27 January 2016

<b>ENGINEERING, THE BUILT ENVIRONMENT &amp; INFORMATION TECHNOLOGY</b>	
Dip (Information Tech: Software Development)	08:00-09:00
Dip (Information Tech: Communication Networks)	09:00-10:00
Dip (Information Tech: Support Services)	09:00-10:00
BEng (Mechatronics)	10:00-11:00
Dip (Building)	11:00-12:00
Dip (Engineering: Electrical)	12:00-13:00
Dip (Engineering: Electrical) Extended programme	13:00-13:30
Dip (Engineering: Mechanical)	13:30-14:30
Dip (Operations Management)	14:30-15:00
Dip (Engineering: Industrial)	15:00-16:00
Dip (Engineering: Civil)	15:00-16:00
BSc (Construction Studies)	15:00-16:00
BSc (Construction Economics)	16:00-16:30

### SOUTH CAMPUS: venue for registration: Sport Centre, Conference Room

#### Monday, 25 January 2016

<b>ARTS</b>	
Dip Mus (Education)	08:00-09:00
BMus All programmes	08:00-09:00
Dip (Journalism)	08:00-09:00
BA (Media, Communication & Culture)	09:00-10:00
<b>Information session for BAdmin students: Chancellor's room, Sport Centre</b>	<b>08:00-09:00</b>
Registration:	
BAdmin	09:00-10:00
BAS (Bachelor of Architectural Studies)	10:00-11:00
Dip (Public Relations Management)	10:00-11:00
Dip (Architectural Technology)	10:00-11:00
Dip (Interior Design)	10:00-11:00
<b>Information session for BA students, surnames A – K: main area, Sport Centre</b>	<b>10:00-11:00</b>
Registration:	
BA surnames A – K	11:00-12:00
<b>Information session for BA students, surnames L – M: main area, Sport Centre</b>	<b>11:00-12:00</b>
Registration:	
BA surnames L – M	12:00-13:00
<b>Information session for BA students, surnames N – Q: main area, Sport Centre</b>	<b>12:00-13:00</b>
Registration:	
BA surnames N – Q	13:00-14:00
<b>Information session for BA students, surnames R – Z: main area, Sport Centre</b>	<b>13:00-14:00</b>
Registration:	
BA surnames R – Z	14:00-15:00

<b>EDUCATION</b>	
BEd (Intermediate Phase: Language)	15:00-16:00
BEd (Intermediate Phase: Science & Mathematics)	16:00-17:00

## **Tuesday, 26 January 2016**

<b>BUSINESS &amp; ECONOMIC SCIENCES</b>	
BCom (General Accounting)	08:00-09:00
BCom (Accounting) surnames A – M	09:00-10:00
BCom (Accounting) surnames N – Z	10:00-11:00
BCom (General) All programmes	11:00-12:00
BCom (Business Management) All programmes	12:00-13:00
BCom (Accounting Science) All programmes	12:00-13:00
BA (Human Resource Management)	12:00-13:00
BCom (Industrial Psychology & HR Management)	12:00-13:00
BCom (Financial Planning)	13:00-14:00
BCom (Economics & Stats)	13:00-14:00
BCom (Information Systems) All Programmes including Computer Science	13:00-14:00
BCom (Law)	13:00-14:00
BCom (Logistics and Transport Economics)	13:00-14:00
<b>LAW</b>	
LLB surnames A – M	14:00-15:00
LLB surnames N – Z	15:00-16:00
LLB Extended programme	16:00-17:00
BA (Law)	16:00-17:00

<b>EDUCATION</b>	
BEd (FET)	08:00-09:00

## **Wednesday, 27 January 2016**

<b>HEALTH SCIENCES</b>	
HCert (Pharmacy Support)	08:00-09:00
Adv Cert (Pharmacy Technical Support)	09:00-10:00
<b>Information session for B Social Work: main area, Sport Centre</b>	09:00-10:00
Registration:	
B Social Work	10:00-11:00
BSc (Dietetics)	10:00-11:00
B Pharm surnames A – M	11:00-11:30
B Pharm surnames N – Z	11:30-12:00
<b>Information session for B Human Movement Science: main area, Sport Centre</b>	<b>11:30-12:00</b>
Registration:	
B Human Movement Science	12:00-12:30
BPsych All programmes surnames A – M	12:30-13:00
BPsych surnames N – Z	13:00-13:30
Dip (Sport Management)	13:30-14:00
<b>SCIENCE</b>	
<b>Compulsory pre-registration information session for all BSc students to be held on 22 January 2016 in building 123, room 0007</b>	<b>10:00-14:00</b>
Registration:	
BSc (General)	13:30-14:00
BSc Extended programmes	13:30-14:30
BSc (Physical Science and Mathematics)	13:30-14:30
BSc (Human Movement Science & Biochemistry)	13:30-14:30
BSc (Information Systems)	13:30-14:30
BSc (Biochemistry, Chemistry & Microbiology)	14:30-15:30

BSc (Computer Science)	14:30-15:30
BSc (Geosciences)	15:30-16:00
BSc (Materials Development)	15:30-16:00
BSc (Biological Sciences)	15:30-16:00
BSc (Environmental Sciences)	15:30-16:00
<b>EDUCATION</b>	
BEd (Foundation Phase)	16:00-17:00

## OTHER CENTRES

**Friday, 5 February 2016**

<b>SCIENCE</b>	
<i>Addo Rangers Lapa</i>	
Dip (Game Ranch Management)	10:00

## Registration procedure

### Steps to follow

Steps	What	Where
Step 1	Make your down payment or submit your sponsorship confirmation letter by 13 January 2016.	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)	<u>South Campus:</u> Sport Centre <u>North Campus:</u> Auditorium <u>Missionvale</u> <u>Campus:</u> Building 519, Room 009
Step 4	Issuing of student card. You will receive a diary, prospectus and Student Accounts Guide.	Same as above
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.	Same as above

### **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 Tuesday, 19 January until Saturday, 6 February 2016.

- **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	Collect yellow registration clearance form.	Building 11, South Campus (opposite Office for International Education)
Step 2	Report to the International Finance Office to obtain financial clearance. Please bring proof of payment. All international students are required to pay all fees in full prior to registration.	Room 110, Building 87, South Campus (Office for International Education)
Step 3	Report to Absa Health Desk to obtain medical clearance. Provide proof of medical aid if obtained prior to registration.	Room 003, Building 11, South Campus
Step 4	Report to “New Registration” station and submit the following documents: <ul style="list-style-type: none"> <li>▪ Your original school leaving certificate</li> <li>▪ Original transcripts and course descriptions where other qualifications were obtained</li> <li>▪ Original TOEFL or IELTS results (where applicable)</li> <li>▪ Valid passport and a valid study permit</li> </ul>	Room 005, Building 11, South Campus
Step 5	Continue with the registration process and follow the steps as set out above (steps 2 to 5 listed above).	

## 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 NMMU'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 don't 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 041-5041111.

## Other important dates

### Lecture blocks

Monday, 8 February – Friday, 1 April  
Monday, 4 April – Wednesday, 25 May  
Monday, 11 July – Friday, 26 August  
Monday, 5 September – Friday, 21 October

### Normal examination periods

First Semester: Monday, 30 May – Monday, 20 June  
Second Semester: Thursday, 27 October – Wednesday, 16 November

### Re-examination periods

First Semester: Thursday, 7 January – Friday, 15 January  
Second Semester: Monday, 4 July – Friday, 8 July

### Student recess periods

19 March – 28 March  
21 June – 10 July  
27 August – 4 September  
17 November – 31 December

## 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 which is issued to you at registration. Student rules are also included in the Institutional Regulatory Code which can be accessed via the Student Portal on the NMMU intranet. Financial rules are published in the Student Accounts Guide which is issued to you at registration and it can be accessed via the Student Portal at [www.nmmu.ac.za/studentaccountsguide](http://www.nmmu.ac.za/studentaccountsguide).

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

## Registration queries – contact numbers

If you have concerns or queries contact the faculty administration staff. The prefix to their number is 041-504, then dial the extension number.

Faculty/Position	Name	Campus	Building/Room number	Ext.
<b>Faculty of Arts</b>				
Manager: Faculty Admin Faculty Administrators	Drucilla Nzioki	South	Embizweni, Room 056	3252
	Nadeema Azem	South	Embizweni, Room 055	2802
	Mandie Muller	South	Embizweni, Room 053	4608
	Noxolo Mngonyama	South	Embizweni, Room 054	2855
<b>Faculty of Business and Economic Sciences</b>				
Managers: Faculty Admin Faculty Administrators	Addie Smith	Second Ave	Ground floor, Room 017	3802
	Thembeke Jonono	South	Bldg 7 ground floor, Room 8	2120
	Mandisa Mazinyo	Second Ave	Ground floor, Room 019	3707
	Fundi Ngubo	Second Ave	Ground floor, Room 019	3706
	Sandiswa Maswana	South	Bldg 7 ground floor, Room 30	2801
	Manelisi Klaas	South	Bldg 7 ground floor, Room 7	2939
	Tammy Bulembu	South	Bldg 7 ground floor, Room 29	2248
Danistia Gert	Second Ave	Ground floor, Room 019	3804	
<b>Faculty of Education</b>				
Manager: Faculty Admin Faculty Administrator	Ridaa Salie	South	Bldg 11, Room 6A	2125
	Jackie Hay	South	Bldg11, Room 6B	4568
<b>Faculty of Engineering, the Built Environment and Information Technology</b>				
Manager: Faculty Admin Faculty Administrators	Jonathan Dorothy	North	C Block, Room C112A	3447
	Jorinda Botha	North	C Block, Room C113A	3480
	Jason Ah Tow	North	C Block, Room C113B	3660
	Hildegarde Boshoff	North	C Block, Room C112B	3446
	Vatiswa Mbola	North	C Block, Room C112	3995
<b>Faculty of Health Sciences</b>				
Manager: Faculty Admin Faculty Administrators	Nouwaal Isaacs	South	M&P Bldg, Room 0123	2121
	Vanessa Heunis	South	M&P Bldg, Room 0121	2957
	Marilyn Afrikaner	South	M&P Bldg, Room 0120	2956
	Heloise Levack	South	M&P Bldg, Room 0122	2749
<b>Faculty of Law</b>				
Manager: Faculty Admin Faculty Administrator	Nikki Terblanche	South	Embizweni, Room 0104	2588
	Dieketso Billie	South	Embizweni, Room 0104	2474
<b>Faculty of Science</b>				
Manager: Faculty Admin Faculty Administrators	Lynette Roodt	South	P&C Bldg, Room 0102	2268
	Fiona Claassen	South	P&C Bldg, Room 0101	2679
	Linda Koen	South	P&C Bldg, Room 0101	9922
<b>Missionvale Campus</b>				
Faculty Administrator	Dunyiswa Faye	Missionvale	Registration hall, Room 0116	1178

## **Other contact information**

Contact Centre: 041-5041111

## **Late registration**

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

***NOTE: Because of limited facilities and resources, NMMU 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.***