

GEORGE CAMPUS
SECOND SEMESTER 2017

REGISTRATION GUIDE

Important general information

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

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

We trust that this venture is a good one for you.

How much must I pay before I can register?

2017 Down payment amounts payable before you can register for 2017

This amount will be credited towards your student fees account.

DIPLOMA PROGRAMMES

Full-time students

R 4700

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

Payments

Please note that only NMMU receipts issued at the official NMMU Cashier Pay Points, bank stamped deposit slips and electronic fund transfers into NMMU's bank account will be accepted as valid proof of payment. Electronic fund transfers must indicate that the transaction was successfully processed.

It remains your responsibility to ensure that sufficient time is allowed for the payment to reach NMMU timeously as electronic transfers and direct deposits may take up to 4 business days to reflect on NMMU's bank account. A copy of the payment advice should be in your possession during registration.

There are no NMMU Cashier Pay Point facilities at the registration venues. Due to the location of the Cashier Pay Points in other buildings on campus, you are advised to pay before proceeding to the registration venues.

Payment methods

Cashier Pay Points

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. Kindly verify that the amount paid and student number reflects correctly on your receipt.

Credit card payments

Credit 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 044-801 5053.

Upon receipt of the completed instruction form, the payment will be processed. The fax number for the credit card instruction form is 041-801 5031. 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) 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. **The student number must be included in the covering letter.**

Electronic fund transfers

If you choose to pay NMMU directly via electronic fund transfer, 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 the **STUDENT NUMBER** as a reference on your deposit slip. The 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)
FAX payment receipt to: 041-5042858

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 2017 Student Accounts Guide contains all the arrangements pertaining to student fees and will be handed to students at the registration venue. It is available on the NMMU website at: www.nmmu.ac.za/studentaccountsguide

International students: Kindly refer to the Fees Guide for International Students. For more information please contact the International Office at Tel +27 415042161 or email international@nmmu.ac.za

When do I start attending lectures?

- **All Faculties: Monday, 17 July 2017 at 07:45**

Student cards; parking permits

Please note that students registering will report to Room 113, first floor, Mopani Building for the issuing of a student card. The issuing of parking permits will also be done in Room 113. The parking permit is free but compulsory for 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.

Checklist for registration

IMPORTANT

- ◆ Upfront down payment/s must be paid before 08 July 2017. If you paid via the bank after 07 July 2017, did you fax or submit a copy of your payment to fax number 044-801 5031 at the Student Accounts section for clearance before reporting to the registration venue?
- ◆ Copy of the bank payment(s) must be in your possession.
- ◆ If you are sponsored for 2017, did you submit or fax a copy of your confirmation letter to fax number 044-801 5031 at the Student Accounts section before 07 July 2017?
- ◆ Copy of the sponsorship / award / bursary / grant / loan confirmation letter must be in your possession.
- ◆ Original advice of results (final school results), highest Technical College results and ID or birth certificate (you have to submit these documents when you register).

Registration programme

GEORGE CAMPUS

FACULTY/PROGRAMME	REGISTRATION		
	Date	Time	Venue
BUSINESS & ECONOMIC SCIENCES			301 - 0006
Diploma:			
- Management	14/7	14:00 - 16:00	Room 0006, Mopani Building

Other important dates

Normal examination periods: 2017

Second semester: Thursday, 2 November – Wednesday, 22 November

Re-examinations / Special examinations: Monday, 11 December – Wednesday, 13 December

Student recess periods

- 23 September – 01 October
- 23 November – 31 December

General rules

You are responsible for consistently familiarising yourself with the general rules, financial rules and the 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 can be accessed via the student portal at 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 044 801, then dial the extension number.

Faculty / Position	Name	Campus	Building / Room number	Ext.
Faculty of Business and Economic Sciences & Education				
Coordinator: Academic Administration	Magda Eybers	George	301 – 0006 (Mopani Building)	5566
Faculty of Science				
Coordinator: Academic Administration	Elise Labuschagne	George	301 – 0008 (Mopani Building)	5048

Other contact information

Contact Centre in Port Elizabeth: 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 date as indicated in this guide.