

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!

CONTENTS

	Page
IMPORTANT GENERAL INFORMATION	1
How much must I pay before I can register?	1
Lectures commence	5
Opening of residences	5
Parking permits	5
Lecture timetables	5
Official notices	5
My Stuff	5
CHECKLIST FOR REGISTRATION	6
REGISTRATION PROGRAMME	
George Campus	7
REGISTRATION PROCEDURE	8
Steps to follow	8
Additional steps to follow – international students only	8
Registration queries	9
OTHER IMPORTANT DATES	9
GENERAL RULES	9
REGISTRATION QUERIES – CONTACT NUMBERS	10
OTHER CONTACT INFORMATION	10
LATE REGISTRATION	10

Important general information

How much must I pay before I can register?

2018 down payment amounts before registration can commence

This amount will be credited towards your student fees account.

DEGREE PROGRAMMES, POSTGRADUATE DIPLOMAS AND OCCASIONAL STUDIES

Full-time students	R7200
Part-time students	R4100

DIPLOMA/CERTIFICATE PROGRAMMES

Full-time students	R5000
Part-time students	R3300

RESIDENCES	R5100
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International students: 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

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 days. Down payments must therefore be made two 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 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 at all campuses
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/>

Credit cards

If access to the internet is not available, a credit card instruction form is obtainable from the Nelson Mandela University cashiers at contact number 044-801 5053. Upon receipt of the completed instruction form, the payment will be processed. The completed credit card instruction form must be emailed to studentaccounts@mandela.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 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) 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.

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 2018 Student Accounts Guide contains all the rules and regulations pertaining to student fees and will be emailed to students.

It is also available on the Nelson Mandela University website 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 2018 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 2018**.

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 2018. 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 2018. 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 a family contribution of less than R8000 per month are not required to make a down payment 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.

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 2018 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 2018 Student Accounts Guide and on the Nelson Mandela University website.

Lectures commence

Monday, 5 February 2018 (all full-time and part-time students)

Opening of residences

Sunday, 21 January 2018

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.**

Parking permits

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.

Official notices

Nelson Mandela University'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 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 exam 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
- ◆ 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).
- ◆ You can change your contact details by selecting the *personal contact detail* option.

Nelson Mandela University Mobile Portal

To view the mobile version of the Nelson Mandela 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.

Checklist for registration

VERY IMPORTANT

- ◆ Upfront down payment/s must be paid by 10 January 2018. If you paid via the bank after 10 January 2018, 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 2018, did you email a copy of your confirmation letter to studentaccounts@mandela.ac.za by 10 January 2018?
- ◆ 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 Nelson Mandela University if you fail to register on the relevant dates, as stipulated below.**

Registration programme – 2018: GEORGE CAMPUS

Venue for registration: Main Hall, Mopani Building

Wednesday, 17 January 2018

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

Venue for registration: Main Hall, Mopani Building

Tuesday, 23 January 2018

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	11:30-12:30
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, 24 January 2018

FACULTY OF BUSINESS & ECONOMIC SCIENCES	
BCom – General Accounting and Accounting for Chartered Accountants	08:00-10:30
Extended Programmes in BCom General Accounting	08:00-10:30
BCom – General (including Business Management and Economics)	09:30-11:30
Extended Programmes in BCom General General (including Business Management and Economics)	09:30-11:30
Diploma programmes in Management, Marketing & 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

Wednesday, 24 January 2018

FACULTY ENGINEERING, THE BUILT ENVIRONMENT & INFORMATION TECHNOLOGY	
Higher Certificate in IT User Support Services	11:30-14:00

Registration procedure

Steps to follow

Steps	What	Where
Step 1	Make your down payment or submit your sponsorship confirmation letter by 10 January 2018.	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 General Prospectus and Faculty Prospectus 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

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, 17 January until Friday, 2 February 2018.

- **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 	Main Hall

	qualifications <ul style="list-style-type: none"> ▪ Original TOEFL or IELTS results (where applicable) ▪ Valid passport and a valid study visa 	
Step 4	Continue with the registration process and follow the steps 2 to 5 as set out in the registration procedure.	

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 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

First teaching block: Monday 5 February – Friday 23 March
 Second teaching block: Monday 26 March – Thursday 24 May
 Third teaching block: Monday 16 July – Friday 31 August
 Fourth teaching block: Monday 3 September – Friday 26 October

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 www.mandela.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	Building/Room number	Ext.
Faculty Administrator	Mrs Elise Labuschagne	Mopani Building, Room 0008	5048
Faculty Administrator	Mrs Tamara Kungune	Mopani Building, Room 0006	5566

Other contact information

Contact Centre, Port Elizabeth Campuses: 041-5041111

International Office, Port Elizabeth: +27 (0) 41 504 2161

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 on the relevant dates, as indicated in this guide.