

## **ONLINE REGISTRATION: Second semester 2018**

Online registration will be open from 2 July to 27 July 2018.

Your initial upfront down payment must be paid before you can proceed with your registration. Please note that electronic transfers/direct bank deposits may take up to two business days to reflect in Nelson Mandela University's bank account.

Registration will be blocked until the payment reflects on the student account.

Sponsorships: the confirmation of sponsorship for 2018 must be submitted to the Student Accounts section two working days before you register online. Proof of payment and sponsorship letters can be e-mailed to [studentaccounts@mandela.ac.za](mailto:studentaccounts@mandela.ac.za).

The Student Accounts Guide can be accessed at [www.mandela.ac.za/studentaccountsguide](http://www.mandela.ac.za/studentaccountsguide)

### **UPFRONT DOWN PAYMENT PAYABLE BEFORE 2018 REGISTRATION CAN COMMENCE**

#### **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

<b>RESIDENCES</b>	R5100
-------------------	-------

**International students must complete pre-registration before proceeding with registration. In order to obtain financial and administrative clearance please email proof of payment, proof of medical aid and study permit (this is only required if you renewed your study permit) to [intfees@mandela.ac.za](mailto:intfees@mandela.ac.za) . You will then receive an email from the relevant admissions officer to proceed with registration. Please indicate Registration 2018 in the subject line.**

### **Steps to follow to register online for 2018**

Follow this link: [www.mandela.ac.za/Registration](http://www.mandela.ac.za/Registration). Select **register online** and login.

You can request a PIN if you don't have one by following the instructions on the screen. The PIN will be sent to your Nelson Mandela University email address.

1. Select registration. This can be found at the top left of your screen.
2. Select declaration by applicant. Please read and acknowledge the content and then select I accept. You have to complete this process before you will be allowed to continue with your registration. **This is only applicable if this is your first online registration.**
3. Select next step. Your qualification information for 2018 will be displayed. Leave the answer to the prompt should we create a meal account for you as "no". Enter your employment status by selecting a value from the list. Select save and continue.
4. The modules for this qualification will be displayed. Make your selection by selecting the text box on the left. Select save and continue once you have selected the modules for which you want to register. Note: you may only register for 120 credits or the annual total of your programme for any specific academic year. Select continue and view modules selected.
5. Select accept registration in order to finalise your registration. You can view your academic record or you can select next step and then select proof of registration to print or view your registration details for 2018.

### **Residence registration**

Students who have been provisionally re-admitted, must in addition to the registration down payment, pay the residence down payment towards their accommodation fees. **On-campus residence students can register online for residence. You can do this from home or at the nearest facility where internet access is available or from a suitable mobile device.**

**Port Elizabeth Campus students:** For more information please forward an email to [resadmissions@mandela.ac.za](mailto:resadmissions@mandela.ac.za) or contact us on 041-5041416 or 041-5043690.

**George Campus students:** Contact number is 044-8015192 or email: [Siphokazi.Nodude2@mandela.ac.za](mailto:Siphokazi.Nodude2@mandela.ac.za)

### **Student cards**

Returning students: your student card will be renewed once you are registered as a student for 2018.

<b>George Campus:</b>	Mopani hall
<b>Missionvale Campus:</b>	Protection Services, main administration building 501, room 0026
<b>North Campus:</b>	K-Project building, room 007
<b>South Campus:</b>	Xanadu main residence

**Lecture timetables** (if applicable)

Timetable details are published on the Nelson Mandela University website. Under *academic* and *courses on offer* select *module browser*. Enter the module name or code. Scroll down and select *view lecture timetable for this module*. Once you are registered, you can also 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](mailto:cto@mandela.ac.za) providing your student number as well as the qualification name.

George Campus: If you have any queries please send an email to [george.timetable@mandela.ac.za](mailto:george.timetable@mandela.ac.za)

**Parking Discs – 2018**

The model (year) and make, colour and vehicle registration number must be provided if you apply for a parking disc for the first time.

**Port Elizabeth Campuses:** North Campus (Security Office)

**George Campus:** Protection Services

The model (year) and make, colour and vehicle registration number must be provided if you apply for a parking disc for the first time. Fines will be issued to vehicles not displaying the 2017 discs.

**Prospectuses**

The General Prospectus as well as all faculty prospectuses are available from the Nelson Mandela University website.

**Possible problems with online registration**

If the system encounters any problems with your registration, it will display an error message and you must then select the *notify institution and view errors* button. This will notify us of your problem and we will forward it to the correct person for their attention. If the problem has been resolved, you may then select the *try again* button. You may also contact your Faculty Administrator or the Contact Centre on 041-5041111 if you experience any problems.

George Campus students can contact the Academic Coordinator on any of the following numbers:

044-8015566

044-8015048 or

044-8015155

**ACADEMIC ADMINISTRATION**