

NELSON MANDELA
UNIVERSITY



Senior Student
Registration Guide
2019

We look forward to welcoming you back to Nelson Mandela University.

**Please glance through this guide to see
when you need to register for 2019.**

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1. IMPORTANT GENERAL INFORMATION

1.1 Online registration

Important note: You can do your own online registration from your own device. Registration sessions have been scheduled for students who may require assistance with their module selection.

Admitted on-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device.

1.2 Nelson Mandela University Mobile Portal

To view the mobile version of the 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.

1.3 Student cards

Please note that you are no longer required to renew your student card. This will be done automatically once you are registered as a student for 2019.

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.

Students who register online may send an e-mail to parking@mandela.ac.za. Please include your student number and the details of your vehicle as specified above. A parking permit will be printed and sent to the drop-off point on that campus.

1.5 Down payment amounts

2019 Down payment amounts before registration can commence

This amount will be credited towards your student fees account.
Previous debt for returning students must be settled.

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 |
|--|---------|

International students are required to pay all fees in full before registration.

2019 Down payment amounts before registration can commence

Previous debt for returning students must be settled. This amount will be credited towards your student fees account.

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.
Fees are payable prior to registration.

1.6 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.

1.6.1 Payment methods

➤ Cashier pay points

Payments made at the 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 (in person) 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** (without the “s” prefix) 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 (without the “s” prefix) 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” prefix) as 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 (without the “s” prefix) 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 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 confirmation to: 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.

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

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

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. Sponsorship documentation for current registration will only be considered if all outstanding debt is paid in full prior to registration.

The sponsorship amount should be equal to or exceed the upfront down payment required 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 during registration. E-mail sponsorship confirmation to studentaccounts@mandela.ac.za.

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

International students: E-mail 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 Nelson Mandela University 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 at 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.
- ◆ 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* or are available on the Nelson Mandela University's website.

1.7 Lectures commence

Lectures for all faculties commence

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

Postgraduate students should consult the respective head of department/
programme co-ordinator to establish dates for lecture blocks.

1.8 Opening of residences

The residences will open for senior students on Sunday, 10 February 2019. Alternatively you may book into residence one day prior to the scheduled date for your registration. Please refer to the registration programme from page 6 to 13.

1.9 Official notices

Nelson Mandela University's preferred way of officially communicating with students is via e-mail. Each student will receive a Nelson Mandela University e-mail address for his/her personal use. All communication will be sent to this address. 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 your Nelson Mandela University student e-mail address.

1.10 My Stuff

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

2. CHECKLIST FOR REGISTRATION

- ◆ Upfront down payment/s must be paid by 10 January 2019.
- ◆ For returning students, all outstanding debt must be paid in full.
- ◆ **Copy of the relevant bank payment(s) must be in your possession.**
- ◆ If you paid via the bank after 10 January 2019, did you e-mail a copy of your payment confirmation to studentaccounts@mandela.ac.za for clearance before reporting to the registration venue?
- ◆ If you are sponsored for 2019, did you e-mail 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 payments fully? If not, did you pay the difference before registration?
- ◆ Nursing Science programmes: Professional Board payment receipts must be produced at registration.

3. PROGRAMME FOR ASSISTED ONLINE REGISTRATION

Note: You can do your own online registration from your own device. Registration sessions have been scheduled for students who may require assistance with their module selection. Admitted on-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device.

3.1 MISSIONVALE CAMPUS: Building 519, Room 0030

Tuesday, 29 January 2019

| Law | |
|--|---------------|
| HCert (Criminal Justice) | 09:00 – 10:00 |
| Education | |
| BEd (Foundation Phase) 2 nd year students | 11:00 – 12:00 |
| 3 rd year students | 12:00 – 13:00 |
| 4 th year students | 13:00 – 14:00 |
| BEdHons, all programmes | 13:00 – 14:00 |
| PG Dip, all programmes | 13:00 – 14:00 |
| Adv Cert (Technical and Vocational Teaching) | 13:00 – 14:00 |

3.2 NORTH CAMPUS: Heinz Betz Hall

Thursday, 31 January 2019

| Engineering, the Built Environment & Information Technology | |
|--|---------------|
| Dip (Engineering: Electrical) Extended Programme | 08:00 – 09:00 |
| Dip (Engineering: Electrical), surnames A – M | 08:00 – 09:00 |
| surnames N – Z | 09:00 – 10:00 |
| BTech (Engineering: Electrical) | 10:00 – 11:00 |
| BEngTech (Electrical Engineering) | 10:00 – 11:00 |
| Dip (Engineering: Civil) | 11:00 – 12:00 |
| BTech (Engineering: Civil) | 11:00 – 12:00 |
| BEngTech (Civil Engineering) | 12:00 – 13:00 |
| BTech (Quantity Surveying) | 12:00 – 13:00 |
| Dip (Building), surnames A – L | 12:00 – 13:00 |
| surnames M - Z | 13:00 – 14:00 |
| BTech (Construction Management) | 13:00 – 14:00 |
| BSc (Construction Studies) | 14:00 – 15:00 |
| BSc Hons (Construction Management) | 14:00 – 15:00 |
| BSc Hons (Quantity Surveying) | 14:00 – 15:00 |
| BSc (Construction Economics) | 14:00 – 15:00 |
| B (Human Settlement Development) | 15:00 – 15:30 |

Friday, 1 February 2019

| Engineering, the Built Environment & Information Technology | |
|--|---------------|
| HCert (IT) User Support Services | 08:00 – 09:00 |
| Dip (Information Technology: Software Development), surnames A – L | 08:00 – 09:00 |
| surnames M – N | 09:00 – 10:00 |
| surnames O – Z | 10:00 – 11:00 |
| BTech (Information Technology: Software Development) | 11:00 – 12:00 |
| Dip (Information Technology: Support Services), surnames A – M | 11:00 – 12:00 |
| surnames N – Z | 12:00 – 13:00 |
| Dip (Information Technology: Communication Networks) | 13:00 – 14:00 |
| BTech (Information Technology: Communication Networks) | 13:00 – 14:00 |
| B (Information Technology) | 13:00 – 14:00 |
| HCert Mechatronic Engineering | 14:00 – 15:00 |
| BEng (Mechatronics) | 14:00 – 15:00 |
| BEngTech (Marine) | 14:00 – 15:00 |

| | |
|--|---------------|
| BTech (Management) | 10:00 – 11:00 |
| HCert (Business Studies) | 10:00 – 11:00 |
| Adv Dip (Business Studies), all programmes | 11:00 – 12:00 |
| Dip (Management), surnames A – L | 12:00 – 13:00 |
| surnames M – N | 13:00 – 14:00 |
| surnames O – Z | 14:00 – 15:00 |
| Dip (Management) Extended Programme | 15:00 – 16:00 |

Thursday, 7 February 2019

| Business and Economic Sciences | |
|---|---------------|
| Dip (Logistics), surnames A – G | 08:00 – 09:00 |
| surnames H – L | 09:00 – 10:00 |
| surnames M – N | 10:00 – 11:00 |
| surnames O – Z | 11:00 – 12:00 |
| Dip (Logistics) Extended Programme | 11:00 – 12:00 |
| BTech (Logistics) | 11:00 – 12:00 |
| Dip (Tourism Management) | 12:00 – 13:00 |
| Dip (Tourism Management) Extended Programme | 12:00 – 13:00 |
| BTech (Tourism Management) | 12:00 – 13:00 |
| BCom (Hospitality Management) | 12:00 – 13:00 |
| Dip (Marketing) | 13:00 – 14:00 |
| Dip (Marketing) Extended Programme | 14:00 – 15:00 |
| BTech (Marketing) | 14:00 – 15:00 |
| Dip (Inventory & Stores Management) | 15:00 – 16:00 |

Friday, 8 February 2019

| Science | |
|---|---------------|
| Dip (Agricultural Management) | 08:00 – 09:00 |
| BTech (Agricultural Management) | 08:00 – 09:00 |
| Dip (Chemical Process Technology) | 09:00 – 10:00 |
| BSc Hons (Formulation Science) | 09:00 – 10:00 |
| Dip (Analytical Chemistry) | 09:00 – 10:00 |
| Dip (Polymer Technology) | 09:00 – 10:00 |
| Health Sciences | |
| Pre-registration All nursing students | 08:00 |
| BCur Extended Programme | 10:00 – 12:00 |
| BCur | 12:00 – 13:00 |
| Dip (Nursing Education), Dip (Nursing Administration) | 13:00 – 14:00 |
| Dip (Nephrology Nursing) | 13:00 – 14:00 |
| BCur Hons, all programmes | 13:00 – 14:00 |
| MCur (Coursework), all programmes | 13:00 – 14:00 |
| Dip (Environmental Health) | 13:00 – 14:00 |
| BTech (Environmental Health) | 13:00 – 14:00 |
| B (Environmental Health) | 13:00 – 14:00 |
| BTech (Biomedical Technology) | 14:00 – 15:00 |
| BHSc (Medical Laboratory Science) | 14:00 – 15:00 |
| B (Emergency Medical Care) | 14:00 – 15:00 |
| BR (Diagnostics) | 14:00 – 15:00 |
| BTech (Radiography: Diagnostic) | 14:00 – 15:00 |

| | | |
|--------|---|---|
| | The <i>General Prospectus</i> and <i>Faculty Prospectus</i> are available from the Nelson Mandela University's website. Students who registered online from home may collect a diary from our information counters. | <ul style="list-style-type: none"> ◆ <u>Missionvale Campus:</u> Admissions Counter, Registration Hall Building ◆ <u>South Campus:</u> Room 142, First Floor, Embizweni Building |
| Step 5 | Residence registration (if applicable): On-campus residence students can register online for residence. You can do this from home or the nearest facility where internet access is available or from a suitable mobile device. | ◆ Residence Admission and Placement Office: Sanlam Student Village |
| Step 6 | Parking permits (if applicable): Please remember to bring your motor vehicle registration number. You also have to provide details regarding the make, year and colour of the vehicle. | ◆ Registration venues |

4.2 International students: Pre-registration procedure

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 international students are required to complete pre-registration before registration. 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. | ◆ International Office, Room 109, Building 87, South Campus |
| Step 2 | 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 3 | Report to " Pre-Registration Station " and submit the following documents: <ul style="list-style-type: none"> ◆ Yellow financial clearance form ◆ Original documents where required ◆ Valid passport and Study Visa | ◆ Room 005, Building 11, South Campus |
| Step 4 | Continue with the registration process and follow the steps 2 to 6 as set out above under " 4.1 Steps to follow ". | |

4.3 Registration queries

◆ **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 the outstanding debt and/or 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 document might be outstanding or you might have been excluded for academic reasons. You will be referred to the Student Records Station in the registration venue. A staff member will provide you with the details. Please note that letters are sent to students who have been excluded on academic grounds.

Students who were registered provisionally in 2019, having been granted ordinary conditional exemption from the matriculation examination, must contact the Admissions Section prior to registration.

This is only applicable to degree programmes and in cases where full matriculation exemption was not granted.

◆ **If some of your modules do not appear on your personal timetable:**

Once you are registered, you can 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 providing your student number as well as the qualification name.

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

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* which 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.

7. CONTACT DETAILS

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

| Faculty/Position | Name | Campus | Building/Room number | Ext. |
|---|--------------------|-------------|------------------------------|------|
| Faculty of Arts | | | | |
| Manager: Faculty Admin Faculty Administrators | Drucilla Nzioki | South | Embizweni, Room 057 | 3252 |
| | Nadeema Azem | South | Embizweni, Room 055 | 2802 |
| | Khaya Nzuzo | South | Embizweni, Room 057 | 4608 |
| | Noxolo Mngonyama | South | Embizweni, Room 054 | 2855 |
| | Noluvo Bobi | South | Embizweni, Room 056 | 3478 |
| Faculty of Business and Economic Sciences | | | | |
| Managers: Faculty Admin Faculty Administrators | Addie Smith | Second Ave | Ground floor, Room 017 | 3802 |
| | Mandisa Mazinyo | Second Ave | Ground floor, Room 019 | 3707 |
| | Fundi Ngubo | Second Ave | Ground floor, Room 019 | 3706 |
| | Manelisi Klaas | South | Bldg 7 ground floor, Room 7 | 2939 |
| | Tammy Bulembu | South | Bldg 7 ground floor, Room 29 | 2248 |
| | Xolani Sipoyo | Second Ave | Ground floor, Room 019 | 3804 |
| Faculty of Education | | | | |
| Manager: Faculty Admin Faculty Administrator | Ridaa Salie | South | Bldg 11, Room 6A | 2125 |
| | Jackie Hay | South | Bldg11, Room 6B | 4568 |
| Faculty of Engineering, the Built Environment and Information Technology | | | | |
| Manager: Faculty Admin Faculty Administrators | Jonathan Dorothy | North | C Block, Room C112A | 3447 |
| | 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 |
| Faculty of Health Sciences | | | | |
| 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 |
| Faculty of Law | | | | |
| Manager: Faculty Admin Faculty Administrator | Nikki Terblanche | South | Embizweni, Room 0104 | 2588 |
| | Dieketso Billie | South | Embizweni, Room 0104 | 2474 |
| Faculty of Science | | | | |
| Manager: Faculty Admin Faculty Administrators | Lynette Roodt | South | P&C Bldg, Room 0102 | 2268 |
| | Fiona Claassen | South | P&C Bldg, Room 0101 | 2679 |
| | Yvonne Tembo | South | P&C Bldg, Room 0101 | 9922 |
| Missionvale Campus | | | | |
| Faculty Administrator | Dorian Webster | Missionvale | Registration hall, Room 0116 | 1178 |

7.1 Other contact information

Contact Centre: 041 504-1111
International Office: +27 (0) 41 504-2161

8. 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 online on or before the relevant dates, as indicated in this guide.*

