



FACULTY OF HUMANITIES

Dear Prospective University of Johannesburg Student

REGISTRATION: 2012

2011-11-15

We would like to welcome you in advance to the University of Johannesburg and draw your attention to the following.

Ons verwelkom u by voorbaat by die Universiteit van Johannesburg en vestig u aandag op die volgende.

Re rata go le amogela Yunibesithing ya Johannesburg e sa le nako, le go goga šedi ya lena go tše di latelago.

Siyanemukela eNyuvesi yaseJohannesburg, sicela niphose amehlo kulokhu okulandelayo.

1. ADMISSION STATUS

It is important to note that receipt of a **Welcoming Programme** or **Registration Schedule** does not mean that you have been accepted as a student. You must still comply with all the admission requirements.

- 1.1 After your final results have been released, you will be informed via SMS (**6th, 7th or 8th of January 2012**) whether you have met the required final admission criteria or not.
- 1.2 Should you not have received an SMS please verify your admission status online at www.uj.ac.za or contact our call centre on (011) 559 4555 on 9 January 2012.
- 1.3 If you have not received an **SMS** and cannot verify your admission status online, but you meet all the final requirements for the qualification you applied for, please submit certified copies of your statement of symbols for verification from Monday, 9 January 2012, until Thursday, 12 January 2012 at the AW Muller Stadium on the Auckland Park Bunting Road Campus.

THE FOLLOWING INFORMATION WILL ASSIST YOU IN CALCULATING YOUR APS / M- SCORE:

CALCULATION OF APS SCORE (POST 2008)		CALCULATION OF M-SCORE (PRIOR TO 2008)	
APS RESULTS	PERCENTAGE	HIGHER GRADE	STANDARD GRADE
7	80-100%	A = 5	A = 4
6	70-79%	B = 4	B = 3
5	60-69%	C = 3	C = 2
4	50-59%	D = 2	D = 1
3	40-49%	E = 1	E = 0
2	30-39%		
1	20-29%		

DEGREES THAT REQUIRE MATHEMATICS (APS = 3 MINIMUM OR HIGHER GRADE = E /STANDARD GRADE = D)
<ul style="list-style-type: none"> • MARKETING COMMUNICATION • POLITICS, PHILOSOPHY AND ECONOMICS • SOCIAL AND MARKETING RESEARCH • INTERNATIONAL STUDIES

***Please note:** The rating of **LIFE ORIENTATION** will be divided by 2 when calculating the APS, i.e. $7 \div 2 = 3.5$ (round off to 4)

TABLE OF MINIMUM APS REQUIREMENTS:

BA DEGREES					
LANGUAGE OF TEACHING & LEARNING (ENGLISH)	OTHER RECOGNIZED LANGUAGE	MATHS	MATHS LITERACY	LIFE ORIENTATION	OTHER 3 SUBJECTS
5	4	3	4	4	4 FOR 2 SUBJECTS, 3 FOR REMAINING SUBJECT
NATIONAL DIPLOMA: PUBLIC RELATIONS AND COMMUNICATION					
LANGUAGE OF TEACHING & LEARNING (ENGLISH)	OTHER RECOGNIZED LANGUAGE	MATHS	MATHS LITERACY	LIFE ORIENTATION	OTHER 3 SUBJECTS
4	3	2	3	4	3 FOR 2 SUBJECTS, 2 FOR REMAINING SUBJECT

2. ORIENTATION PROGRAMME

- 2.1 The O! Week 2012 orientation programme is **compulsory** for all first-year students, and serves to introduce the student to the University and Faculty programme that the student will register into. See www.uj.ac.za/orientation for more details.
- 2.2 Carefully read the programme, which you will receive on the first day of orientation (as per the summary programme attached). It contains full details of reporting at residences, the orientation programme, registration, etc. Also note that you must register on the day and time indicated in the brochure if you are unsuccessful registering off campus (e.g. from home)
- 2.3 The Orientation Programme is included in the last section of this letter.

3. ALLOCATION OF PLACES

The University cannot guarantee your place if you do not register in your allocated registration timeslot. Students planning to register from home or from the office should preferably register before or on the allocated timeslot. **No late registrations will be allowed.**

4. PAYMENTS

All students, including students whose fees are paid by sponsors/employers should make the minimum payment at least **FIVE (5) WORKING DAYS PRIOR** to registration regardless of whether you study with a bursary or loan. Should payments be made direct to the bank account of the University, the deposit must be made **FIVE (5) WORKING DAYS PRIOR** to your registration date into the UJ's bank account. Payments made via the web (student portal) with a credit / cheque card can be made during the online registration process:

Full-time/part-time:

- First minimum payment for non-residence student - **R3350.00**
- First minimum payment for residence student - **R5490.00**
- International student levy – **R1500.00**
- The minimum payment includes a non-refundable registration fee of **R490.00**, a non-refundable ICT levy of **R1025.00** and the first instalment towards your total fees.

BANKING DETAILS FOR ELECTRONIC PAYMENTS:

Account Name: University of Johannesburg
Bank: ABSA Bank
Branch: Auckland Park
Branch Code: 632005
Account Number: **284 0189 565**

***IMPORTANT NOTE: Use the student number as a reference for any form of deposit.**

Fax a copy of the deposit slip to 011 559 2866. Please keep proof of payments for at least two (2) years. No refunds will be approved without it.

Those who do not comply with these requirements will not be able to complete the registration process until the payment reflects on the student account. **Students will not be unblocked with a bank deposit slip if they did not make the payment 5 working days in advance.**

It is also advisable that students who made payment in time bring a copy of the deposit slip with them on the day of registration.

5. **REGISTRATION ARRANGEMENTS**

The "Registration Guide" which contains information relating to the online registration process, campus maps and contact details is available online at www.uj.ac.za under registrations.

If you are unsuccessful with the online registration process off site you are welcome to visit the faculty on your specific registration date and time to assist you with the registration process.

The full on campus assisted registration schedule is included in the **last section of this letter** and also available online at www.uj.ac.za under registrations. Alternatively contact our call centre on (011) 559 4555 for more information. No student may attend lectures in a module or course if he/she is not registered for it.

5.1 **When**

Please register on dates provided in the registration schedule on the last page of this letter. **No late registrations will be allowed.**

5.2 **Where**

Registration takes place on the Auckland Park Kingsway Campus in **D Lab 109**. Registration on the Soweto Campus is in **GNAB02**.

5.3 **Documents**

All students, including those from other Universities, must submit certified copies of their degree certificates, complete academic records, certificates of good conduct from their former institutions, entrance certificates and ID documents. (Only A4 certified copies will be accepted).

5.4 **Degree/ Diploma Requirements**

It is the responsibility of the student to ensure that he/she meets all the requirements for degree/ diploma purposes. Please ensure that you are registered correctly and understand all regulations pertaining towards the fulfilment of degree/ diploma requirements.

6. **TIMETABLE**

The timetable with the lecture, examination and test dates will be available online on the student portal after registration.

6.1 Timetable Clashes

It is the responsibility of all students to ensure that there are no timetable clashes between subjects. This applies to class and exam timetable clashes.

7. MEDIUM OF TUITION

The University is a multilingual institution that supports the Gauteng Province's preferred languages, namely English, Afrikaans, isiZulu and Sesotho sa Leboa (Sepedi or Northern Sotho). At present, academic programmes are offered in English on all four campuses and in Afrikaans for selected programmes on the Auckland Park Kingsway Campus.

8. MERIT BURSARIES

The University wishes to confirm that merit bursaries will be awarded according to a formula. If you qualify for a merit bursary according to the criteria contained in the Bursary Brochure, please contact the Bursary Division with a certified copy of your statement of symbols during registration in January.

9. TRANSFER STUDENTS

Students transferring from another university to the University of Johannesburg are required to register on the dates and times allocated to senior students. **The schedule is included in the last section of this information letter.**

10. NATIONAL BENCHMARK TEST (NBT)

All provisionally accepted prospective students are required to write the applicable NBT tests. Please ensure that you write the test before registration takes place. See www.uj.ac.za/nbt for more information or phone the NBT call centre on (021) 650-3523.

11. INTERNATIONAL STUDENTS

All international students must note that they should first go to the International Office with all required documents before they proceed with registration.

Required Documentation:

- Passport (Please bring your original passport with you)
- Study Permit (with the condition to study only at UJ) **OR** Endorsed Work Permit to study part-time at UJ only.
- Medical Insurance confirmation letter (Only South African based Medical Aid and no cards)
- Full fees proof of payment (NB: Must be paid 5 days before registration date and no cash on the campus will be accepted)
 - Only bank guaranteed cheques will be accepted on campus
 - Sponsored students must first go to the student finance office with their sponsorship letters for approval before registration date.

12. PRINTING AND COPYING FACILITIES

Printing, copying and scanning facilities for students, operated by Konica Minolta, are available in computer labs and libraries. Printing is facilitated through "follow me printing". Therefore, print jobs can be retrieved from any computer lab and library on the campus where the print instruction was sent from. At the beginning of 2012, a R100 credit will be loaded onto each student's card for subsidised programmes to pay for copies and prints. Thereafter, students **prepay** for copies and prints. To load money onto their accounts, students must register on <https://uj.pcounterwebpay.com>. Therefore, printing will be moving to a cashless environment.

13. AGREEMENT BETWEEN UNDERAGE STUDENTS (LESS THAN 18 YEARS OLD) AND THE UNIVERSITY

All underage applicants will be required to enter into an agreement with the University before registration in January 2012. A copy of the agreement is available on the website (under registrations) for completion.

If you are under the age of 18 on 23 January 2012, you and your parent/guardian must sign the agreement form and submit this during the timeslot allocated for document verification during the faculty orientation period in January 2012 (see point 1.3 for the date, venue and time).

14. Lectures commence on **MONDAY, 06 FEBRUARY 2012.**

We wish you every success in your studies.

CONTACT DETAILS: FACULTY OF HUMANITIES

TEL NO: (011) 559-2197

E-MAIL: kaylenek@uj.ac.za

**University of Johannesburg
Faculty of Humanities**

**ORIENTATION PROGRAMME
2012**

27th JANUARY 2012

DEAN'S WELCOME

PROGRAMME AND REGISTRATION INFORMATION SESSIONS

Please note that the Dean's Welcome as well as the general programme and registration information sessions take place on the AUCKLAND PARK KINGSWAY CAMPUS (APK). All students who have been accepted to register in the faculty of Humanities are required to attend these important preparatory sessions.

Activity	Time	Venue
Arrival and settling in (ALL HUMANITIES STUDENTS)	8:00-9:00	Auditorium
Welcome by the Executive Dean, Prof R Ryan	9:00-9:30	Auditorium
How to Register On-line	9:30-10:30	Auditorium
Break	10:30-11:00	
Subject and Programme Information sessions	11:00-13:00	See your group and venue information below

Group	Degree	Programme Coordinator	Venue
1.	BA Audiovisual Communication [130] BA Journalism [130]	Prof Michele Tager	D LES 102
2.	BA Corporate Communication [150] BA Marketing Communication [120] ND Public Relations [180]	Prof Sonja Verwey & Ms René Benecke	E LES 200
3.	BA Development Studies [120]	Prof David Moore	D LES 202
4.	BA Humanities [185] BA Humanities Extended [150]	Prof Ronél Johl & Dr Hellen Khoali	D LES 101
5.	BA International Studies [30] BA Politics [110] BA Politics, Philosophy and Economics [30]	Prof Chris Landsberg	D LES 201
6.	BA Language Practitioners [15] BA Languages [10]	Prof Anne-Marie Beukes Prof Lionel Posthumus	D LES 301
7.	BA Psychology [400]	Prof Zelda Knight	AUDITORIUM
8.	BA Public Management and Governance [350]	Prof Christelle Auriacombe	C LES 101
9.	BA Geography [100] BA Social & Marketing Research [30]	Prof Scheepers Prof Tina Uys	D LES 105
10.	B Social Work [120] BA Community Service and leadership [60]	Prof Hanna Nel	D LES 103

AUCKLAND PARK KINGSWAY CAMPUS

Please note that all the orientation sessions are compulsory. All students who have been accepted to register in the faculty of Humanities are required to attend these important sessions in preparation for your life and studies on campus.

Date	Activity	Time	Venue
2012-01-31	APK e-tag (EduLink Training) – APK Groups 1-5 WHO SHOULD ATTEND: BA Audiovisual Communication [130] BA Journalism [130] BA Corporate Communication [150] BA Marketing Communication [120] BA Development Studies [120] BA Humanities [185] BA Humanities Extended [150] BA International Studies [30] BA Politics [110] BA Politics, Philosophy and Economics [30]	12:30-14:30	E-Les Foyer, APK
2012-01-31	APK e-tag (EduLink Training) – APK Groups 6-10 WHO SHOULD ATTEND: BA Language Practitioners [15] BA Languages [10] BA Psychology [400] BA Public Management and Governance [50] BA Geography [100] BA Social & Marketing Research [30] B Social Work [120]	14:45-16:45	E-Les Foyer, APK
2012-02-01	APK c-tag (Computer Literacy for those not yet proficient)	13:00-16:00	E-Les Foyer, APK
2012-02-01	PsyCaD Survival Skills for First Years Library ADC Lunch and O! Week Buzz WHO SHOULD ATTEND: BA Audiovisual Communication [130] BA Journalism [130] BA Corporate Communication [150] BA Marketing Communication [120] BA Development Studies [120] BA Humanities [185] BA Humanities Extended [150] BA International Studies [30] BA Politics [110] BA Politics, Philosophy and Economics [30] BA Language Practitioners [15] BA Languages [10] BA Psychology [400] BA Public Management and Governance [50] BA Geography [100] BA Social & Marketing Research [30] B Social Work [120]	9:00-10:00 10:00-10:30 11:00-11:30 12:00-14:00	Auditorium Auditorium Auditorium Student Centre

SOWETO CAMPUS

Please note that all the orientation sessions are compulsory. All students who have been accepted to register in the faculty of Humanities are required to attend these important sessions in preparation for your life and studies on campus.

THOSE WHO SHOULD THESE SESSIONS ON SWC: **BA Public Management and Governance [350] & BA Community Service and leadership [60]**.

Date	Activity	Time	Venue
2012-01-31	SWC e-tag (Edulink Training)	14:45-16:45	GNB202, SWC
2012-02-01	SWC e-tag (Edulink Training)	09:00-11:00	GNB202, SWC
2012-02-01	SWC C-tag (Computer Literacy for those not yet proficient)	13:00-16:00	GNB202, SWC
2012-02-01 PLEASE NOTE THAT THIS EVENT IS ONLY FOR STUDENTS WHO WILL STUDY ON THE SOWETO CAMPUS	PsyCaD Survival Skills for First Years Library ADC Lunch and O! Week Buzzz	9:00-10:00 10:00-10:30 11:00-11:30 12:00-14:00	B3 B3 B3 Student Centre

AUCKLAND PARK BUNTING ROAD CAMPUS

Please note that all the orientation sessions are compulsory. All students who have been accepted to register in the faculty of Humanities are required to attend these important sessions in preparation for your life and studies on campus.

THOSE WHO SHOULD THESE SESSIONS ON APB: **ND Public Relations [180]**.

Date	Activity	Time	Venue
2012-01-31	APB e-tag (Edulink Training)	10:15-12:15	Intersection of D Block Red and F Block Red, APB
	APB C-tag (Computer Literacy for those not yet proficient)	13:00-16:00	Intersection of D Block Red and F Block Red, APB
2012-02-02 NOTE THAT THIS EVENT ON APB CAMPUS IS FOR ND PUBLIC RELATIONS STUDENTS	ADC Library PsyCaD Survival Skills for First Years Lunch and O! Week Buzzz Academic Orientation	9:00-9:30 9:30-10:00 10:00-11:00 12:00-13:00 13:00-16:00	LH 201 LH 201 LH201 Student Centre Bred 20 and LH 201

FIRST YEAR 2012 REGISTRATION SCHEDULE (HUMANITIES FACULTY):

CAMPUS	DEGREE/ COURSE	STUDENT TYPE	DATE	TIME
APK	BA (Audiovisual Communication)	1st Year Students	2012/01/30	08:00 - 09:30
APK	BA (Geography)	1st Year Students	2012/01/30	15:00 - 16:00
APK	BA (International Studies)	1st Year Students	2012/01/30	09:30 - 10:30
APK	BA (Journalism)	1st Year Students	2012/01/30	10:30 - 12:00
APK	BA (Language Practitioners)	1st Year Students	2012/01/30	09:30 - 10:30
APK	BA (Languages)	1st Year Students	2012/01/30	09:30 - 10:30
APK	BA (Psychology)	1st Year Students	2012/01/30	12:00 - 14:00
APK	BA Extended (BAEX6)	1st Year Students	2012/01/30	14:00 - 15:00
APK	BA (Public Management and Governance)	1st Year Students	2012/01/30	15:00 - 16:00
APK	National Diploma (Public Relations and Communication) EXTENDED	1st Year Students	2012/01/30	08:00 - 09:30
APK	B Social Work	1st Year Students	2012/01/31	14:30 - 16:00
APK	BA (Corporate Communication)	1st Year Students	2012/01/31	10:00 - 12:00
APK	BA (Development Studies)	1st Year Students	2012/01/31	12:00 - 13:00
APK	BA (Humanities)	1st Year Students	2012/01/31	13:00 - 14:30
APK	BA (Marketing Communication)	1st Year Students	2012/01/31	08:00 - 10:00
APK	BA (Politics)	1st Year Students	2012/01/31	13:00 - 14:30
APK	BA (Politics, Philosophy & Economics)	1st Year Students	2012/01/31	13:00 - 14:30
APK	BA (Social and Marketing Research)	1st Year Students	2012/01/31	12:00 - 13:00
APK	National Diploma (Public Relations and Communication)	1st Year Students	2012/01/31	08:00 - 10:00
SWC	BA Community leadership	1st Year Students	2012/01/30	08:00 - 15:00
SWC	BA (Public Management and Governance)	1st Year Students	2012/01/31	08:00 - 15:00

***NOTE:** APK – Auckland Park Kingsway Campus
SWC – Soweto Campus