



FACULTY OF HUMANITIES: SENIORS AND POSTGRADUATES

Dear University of Johannesburg Student

REGISTRATION: 2012

2011-11-15

1. REGISTRATION ARRANGEMENTS

The "Online Registration Guide" which contains information relating to the online registration process 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 available online at www.uj.ac.za under registrations and on the last page of this letter. For more information contact our call centre on (011) 559 4555. No student may attend lectures in a module or course if he/she is not registered for it.

1.1 When

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

1.2 Where

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

1.3 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). Students who did not submit the required documentation during 2011 will not be allowed to register in 2012.

1.4 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.

2. 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.

3. **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:	<u>284 0189 565</u>

***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.

3.1 **Library fines**

Students will not be able to register if they have any outstanding library books or library fines. Library blocks may be verified on the student portal under Registration Verification and payments should be made at the Library on campus.

4. **TIMETABLE**

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

4.1 **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.

5. **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.

6. **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.

7. **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.**

8. **INTERNATIONAL STUDENTS**

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

9. **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.

10. **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 attached 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).

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

We wish you every success in your studies.

2012 REGISTRATION SCHEDULE: POSTGRADUATES

CAMPUS	COURSE	STUDENT TYPE	DATE	TIME
APK	Masters & Doctorate	Postgraduate	2012/01/23	08:00 - 13:00
APK	BA Hons Development Studies	Postgraduate	2012/01/23	13:30 - 14:00
APK	BA Hons Semitic Languages and Cultures	Postgraduate	2012/01/23	14:00 - 14:30
APK	BA Hons Greek	Postgraduate	2012/01/23	14:00 - 14:30
APK	BA Hons Latin	Postgraduate	2012/01/23	14:00 - 14:30
APK	BA Hons Sociology	Postgraduate	2012/01/23	14:30 - 15:00
APK	BA Hons African Languages	Postgraduate	2012/01/23	14:30 - 15:00
APK	BA Hons English	Postgraduate	2012/01/23	15:00 - 15:30
APK	BA Hons French	Postgraduate	2012/01/23	15:00 - 15:30
APK	BA Hons Biblical Studies	Postgraduate	2012/01/23	15:00 - 15:30
APK	BA Hons Psychology	Postgraduate	2012/01/24	08:00 - 09:00
APK	BA Hons Afrikaans	Postgraduate	2012/01/24	09:00 - 09:30
APK	BA Hons Historical Studies	Postgraduate	2012/01/24	09:00 - 09:30
APK	BA Hons Anthropology	Postgraduate	2012/01/24	09:00 - 09:30
APK	BA Hons Industrial Sociology	Postgraduate	2012/01/24	09:30 - 10:00
APK	BA Hons Social Work / Social Science	Postgraduate	2012/01/24	09:30 - 10:00
APK	BA Hons Journalism	Postgraduate	2012/01/24	10:00 - 10:30
APK	BA Hons Probation Services	Postgraduate	2012/01/24	10:30 - 11:00
APK	BA Hons Public Management and Governance	Postgraduate	2012/01/24	11:00 - 12:00
APK	BA Hons Marketing Communication	Postgraduate	2012/01/24	12:00 - 13:00
APK	BA Hons Philosophy	Postgraduate	2012/01/24	12:00 - 13:00
APK	BA Hons Corporate Communication	Postgraduate	2012/01/24	13:00 - 13:30
APK	BA Hons Communication Theory	Postgraduate	2012/01/24	13:30 - 14:00
APK	BA Hons Politics	Postgraduate	2012/01/24	14:00 - 15:00
APK	BA Hons Audiovisual Communication	Postgraduate	2012/01/24	15:00 - 15:30
APK	BA Hons Applied Linguistics and Literary Theory	Postgraduate	2012/01/24	15:00 - 15:30

2012 REGISTRATION SCHEDULE: SENIOR STUDENTS

CAMPUS	COURSE	STUDENT TYPE	DATE	TIME
APK	BA (General) 2nd & 3rd years	Senior Students	2012/01/25	09:30 - 10:00
APK	BA (International Studies) 2nd & 3rd years	Senior Students	2012/01/25	15:00 - 15:30
APK	BA (Theology) 2nd & 3rd years	Senior Students	2012/01/25	09:30 - 10:00
APK	BA Child and Family Psychology 2nd & 3rd years	Senior Students	2012/01/25	09:30 - 10:00
APK	BA Language Practitioners 2nd & 3rd years	Senior Students	2012/01/25	08:00 - 09:30
APK	BA Languages 2nd & 3rd years	Senior Students	2012/01/25	08:00 - 09:30
APK	BA Politics 2nd years	Senior Students	2012/01/25	13:00 - 14:00
APK	BA Politics 3rd years	Senior Students	2012/01/25	14:00 - 15:00
APK	BA Politics, Philosophy & Economics 2nd & 3rd years	Senior Students	2012/01/25	13:00 - 14:00
APK	BA Public Management and Governance 2nd years	Senior Students	2012/01/25	10:00 - 11:30
APK	BA Public Management and Governance 3rd years	Senior Students	2012/01/25	11:30 - 13:00
APK	BA Social & Marketing Research 2nd & 3rd years	Senior Students	2012/01/25	15:00 - 15:30
APK	BA Sociology 2nd & 3rd years	Senior Students	2012/01/25	15:00 - 15:30
APK	BA (Development Studies) 2nd & 3rd years	Senior Students	2012/01/26	14:30 - 15:30
APK	BA (Development Studies) Extended 2nd & 3rd years	Senior Students	2012/01/26	10:30 - 12:30
APK	BA (Humanities) Extended 2nd & 3rd years	Senior Students	2012/01/26	10:30 - 12:30
APK	BA (Journalism) Extended 2nd & 3rd years	Senior Students	2012/01/26	10:30 - 12:30
APK	BA Corporate Communication 2nd years	Senior Students	2012/01/26	12:30 - 14:30
APK	BA Humanities 2nd years	Senior Students	2012/01/26	08:00 - 09:30
APK	BA Humanities 3rd years	Senior Students	2012/01/26	09:30 - 10:30
APK	BA (Geography) 2nd & 3rd years	Senior Students	2012/01/27	15:00 - 15:30
APK	BA Corporate Communication 3rd years	Senior Students	2012/01/27	10:30 - 13:00
APK	BA Journalism 2 (surnames A-M)	Senior Students	2012/01/27	13:00 - 14:00
APK	BA Journalism 2 (surnames N-Z)	Senior Students	2012/01/27	14:00 - 15:00
APK	National Diploma (Public Relations and Communication) 2nd & 3rd years	Senior Students	2012/01/27	08:00 - 10:30
APK	BA Audiovisual 2nd years	Senior Students	2012/02/01	13:30 - 15:30
APK	BA Marketing Comm. 2nd years (surnames A-M)	Senior Students	2012/02/01	08:00 - 09:30
APK	BA Marketing Comm. 2nd years (surnames N-Z)	Senior Students	2012/02/01	09:30 - 11:00
APK	BA Marketing Comm. 3rd years	Senior Students	2012/02/01	11:00 - 13:30
APK	B Social Work 2nd & 3rd years / BA Social Work 2nd & 3rd years	Senior Students	2012/02/02	12:30 - 15:30
APK	BA Audiovisual 3rd years	Senior Students	2012/02/02	08:00 - 10:30
APK	BA Journalism 3rd years (surnames A-M)	Senior Students	2012/02/02	10:30 - 11:30
APK	BA Journalism 3rd years (surnames N-Z)	Senior Students	2012/02/02	11:30 - 12:30
APK	BA Psychology 2nd years	Senior Students	2012/02/03	10:00 - 13:00
APK	BA Psychology 3rd years	Senior Students	2012/02/03	13:00 - 15:30
APK	National Diploma (Public Relations and Communication) EXTENDED 2nd & 3rd years	Senior Students	2012/02/03	08:00 - 10:00
SWC	BA (Public Management and Governance)	Senior Students	2012/02/02	08:00 - 15:00
SWC	BA (Public Management and Governance)	Senior Students	2012/02/02	08:00 - 15:00
SWC	BA Community leadership	Senior Students	2012/02/02	08:00 - 15:00