



REGISTRATION INFORMATION 2018

1. INTERNATIONAL STUDENTS

The Division for Internationalisation will be assisting with off-campus clearance from Monday 08 January 2018. The University would like to encourage students to make use of the off-campus registration process including the international off-campus clearance. Returning international students, who were cleared for the 2017 academic year on the basis of a Permanent Resident Permit or a Refugee Permit expiring on or after 31 December 2018, will be granted international clearance without resubmission of any documentation.

Asylum Seeker Permit holders with a valid permit that will expire on or after 31 March 2018 will also be cleared without resubmission of any documentation. Temporary Residence Visa (i.e. Study, Work (postgraduate part-time), Relative with endorsement to study at the University of Johannesburg or Diplomatic) holders that are valid till 31 December 2018 and beyond will only need to submit proof of valid medical aid cover registered and administered in South Africa in accordance with the Medical Schemes Act.

First time registering and the students whose Temporary Resident Visa (i.e. Study, Work (postgraduate part-time), relative with endorsement to study at the University of Johannesburg or Diplomatic) expired on 31 December 2017 or set to expire before 31 December 2018 will need to submit certified copies of a valid passport and visa together with the proof of the medical aid cover registered and administered in South Africa. Asylum Seekers and Refugees with a Refugee permit that will expire before 31 March 2018 will need to submit a certified copy of the permit. All the required documents to be sent to intadmissions@uj.ac.za

Contact details:

Mr Tshepang Marumo (APK – SWC)
International House, Madibeng Building
Auckland Park, Kingsway Campus
Tel no: +27 (0) 11 559 2096
tshepangm@uj.ac.za

Mrs Mampou Ngqumshe (APK)
International House, Madibeng Building
Tel no: +27 (0) 11 559 4517
mampoum@uj.ac.za

Mr Thabang Mothebe (DFC)
Ground Floor, Maropeng Building
Tel no: +27 (0) 11 559 6510
thabangm@uj.ac.za

Ms Palesa Makwela (APB)
International Admissions Office
Ground Floor, Con Cowen Building
Tel no: +27 (0) 11 559 1027
pmakwela@uj.ac.za

2. ONLINE REGISTRATION

Registration commences **on 08 January 2018 and closes on 26 January 2018.**

However, please note that in the case of popular qualifications, registration will be open only until **19 January 2018**. Please refer to [UJ/POPULAR-PROGRAMMES](#) to verify if the qualification that you intend to register for is listed as a popular qualification.

The University cannot guarantee your place if you do not register on/or before the closing date of registration. Note that the registration dates may be adjusted in which case it will be formally communicated to you.

No on-campus facilities will be available for registration. All registrations are done online and off-campus, for which you may use a tablet/handheld device or any other computer facility at your disposal.

Follow this link [UJ/REG](#) to access registration information and follow the step by step guide.

Students may not attend lectures or any contact sessions in a module, receive study material or supervision, or have access to any electronic study material or be assessed in a module if they are not registered students at the University for the relevant module.

ADMISSION STATUS - APPLICANTS CURRENTLY IN GRADE 12

It is important to note that receipt of a *First Year Seminar programme* or *Registration Information* does not mean that you have been fully admitted for studies in 2018.

- UJ will receive the final Grade 12 results from the Department of Education in early January 2018. Once we have finalised our final selections, we will inform you of your admission status by sms/email.
- Should you not have received an SMS or email by Saturday 6 January 2018, please verify your admission status online at [UJ/STATUS](#) or contact our call centre on (011) 559 4555.

3. PAYMENTS

All students, including students whose fees are paid by sponsors or employers, have to pay the following minimum amounts:

Full-time/part-time:

- | | |
|-------------------------------|------------|
| • Tuition fees only: | R 3 870.00 |
| • Tuition and Residence fees: | R 6 470.00 |

Payment methods:

Credit card

Credit card (E-payments) will reflect on your UJ student account immediately.

- For online E-payments please use the following link: <https://ulink.uj.ac.za/index.html>

Bank Deposit

FNB Bank deposit payments will reflect on your UJ student account within 15 minutes.

Students who make payments at FNB branches must ensure that their names and student numbers are clearly written in block letters on the deposit slip. Please file the deposit documentation in a safe place.

Should you have any queries regarding the payment not reflecting on your UJ student account, therefore preventing you from registering, you can email studentaccounts@uj.ac.za to submit an enquiry – insert your student number as the email subject.

- Visit any FNB Branch to make a payment into the UJ Tuition Fee Account.
- The teller should select the UJ tuition fees account for payment.
- Use your valid UJ student number as reference.

Electronic Fund Transfers (EFT's)

EFT's must be made 72 hours before the registration period closes to ensure that the payment reflects on your UJ student account.

EFT's made from outside the country borders may take even longer. It is recommended that foreign students effect payment at least ten days before the registration period closes.

- The 'UJ FNB Tuition Fee' account is available as a pre-defined beneficiary on the electronic platforms of all the major South African banks. Search for the predefined beneficiaries on your own electronic banking platform.
- Select UJ FNB Tuition Fee account and save that as a beneficiary to make payment.
- Use your valid UJ student number as reference.

- **Banking Details for Electronic Payments:**

- Account Name : University of Johannesburg
- Bank : FNB
- Branch : Auckland Park
- Branch Code : 210 - 554
- Account Number : 62615873199
- Swift code : FIRNZ AJJ

ATM

ATM payments will reflect on your UJ student account within 15 minutes.

- Use any FNB ATM that can accept cash.
- Select the cardless services option on the ATM.
- Deposit the cash.
- FNB Recipient Name - key in UJ and then space.
- Select UJ tuition fees account

Debit Cards

Debit cards are only accepted if you pay in person at the UJ Student Finance Divisions available on each campus.

Please keep proof of payments for at least two (2) years. No refunds will be approved without it. In addition no refunds will be made during the month of January 2018.

Students who do not comply with these requirements will not be able to complete the registration process until the payment reflects on the student account.

It is also advisable that students who made payment have a copy of the deposit slip/proof of payment should it be required.

3.1 FINANCIAL LIABILITY UPON TOTAL CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES

3.1.1 Total cancellation of studies

- Cancellation on or before 16 February: total remission of tuition fees with the exception of the registration fee and ICT levy.
- Cancellation after 16 February 2018 as indicated in paragraph 3.1.2

3.1.2 Cancellation of modules

First semester modules:

- Cancellation on or before 16 February: No fees payable
- Cancellation on or before 30 March: 50% credit is granted
- Cancellation after 30 March: No credit is granted

Second semester modules:

- Cancellation on or before 3 August: No fees payable
- Cancellation after 3 August: No credit is granted

Year Modules:

- Cancellation on or before 16 February: No fees payable

- Cancellation on or before of 30 March 75% credit is granted
- Cancellation on or before 3 August: 50% credit is granted
- Cancellation after 3 August: No credit is granted

3.2 ONLINE COURSE CHANGES

- Students will be able to add or cancel modules on the online registration system. In order to change or cancel a qualification, students will be required to complete the cancellation documents. Failure to complete these documents will result in students being liable for the fees of the relevant year.
- Telephonic cancellations will not be accepted.
- Students cancel their studies in a particular programme or module by official notification thereof before the date as indicated above. This notification is submitted to the relevant faculty officer.
- Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement of money.

4. REGISTRATION SUPPORT

The following registration support is available during weekdays 07:30 – 16:00

- Call Centre on 011 559 4555 or Online chat facility
- Email to College / Faculty (see point 5)

5. FACULTY EMAIL SUPPORT

COLLEGE / FACULTY	EMAIL ADDRESSES
College of Business and Economics: The UJ College of Business and Economics was formed in July 2017, when the former Faculty of Management merged with the former Faculty of Economic and Financial Sciences. Although applications were done in 2017 according to the former Faculty structures, registrations in 2018 will be in accordance with the new structure of the College.	karinp@uj.ac.za - Kingsway campus lavernl@uj.ac.za - Kingsway campus suek@uj.ac.za - Bunting Road campus mzntozini@uj.ac.za - Soweto campus oratilewem@uj.ac.za - Soweto campus
Faculty of Art, Design and Architecture	fadaadmin@uj.ac.za – Bunting Road Campus
Faculty of Education	eduqueries@uj.ac.za – Soweto and Kingsway campus
Faculty of Engineering and the Built Environment	pearln@uj.ac.za - Doornfontein campus thokom@uj.ac.za - Kingsway campus
Faculty of Health Science	web-healthscience@uj.ac.za
Faculty of Humanities	gumedek@uj.ac.za - Kingsway campus phumziles@uj.ac.za - Bunting Road campus tmotaung@uj.ac.za - Soweto campus
Faculty of Law	thokozilem@uj.ac.za - Kingsway campus
Faculty of Science	web-science@uj.ac.za - Kingsway campus smitshane@uj.ac.za - Doornfontein campus

6. STUDENT ACCESS CARDS

Student/access cards can be collected (after you have registered) from Monday 08 January 2018 until Friday 02 February 2018 between 08:00 to 16:00 at the following venues:

CAMPUS	DATE	VENUE
APB	08 Jan – 02 Feb 2018	Con Cowan Building, Computer Lab F
SWC	08 Jan – 02 Feb 2018	GNA09, Robert Sobukwe Building
DFC	08 Jan – 02 Feb 2018	Samsung Venue, 2 nd Floor, Q-K building (Perskor Building)
APK	08 Jan – 19 Jan 2018	D1 Lab K08
APK	22 Jan – 02 Feb 2018	D1 Lab 208

7. FIRST YEAR SEMINAR (FYS): 30 January – 2 February 2018

The First Year Seminar serves to introduce the student to the University and the programme that you will register into. The programme with commencement dates for the FYS will be available on [UJ/FYS](#)

- The First Year Seminar is a substantial initiative in introducing new students to the services and resources available at the university. It aims to welcome new students and to convey the values and traditions of the institution.
- At UJ the FYS is compulsory for all first year students.

8. HANDHELD DEVICES FOR FIRST-YEAR STUDENTS

For minimum specifications and information on handheld devices please use the following link [UJ/DEVICES](#)

9. ONLINE SURVEYS FOR IMMEDIATE COMPLETION

Those of you who presently have access to technology can start joining UJ's digital world right away by simply completing our two compulsory online surveys. The Student Profile Questionnaire gives us the base-line knowledge about our entrants needed for effective teaching; and the Computer Skills Test verifies whether you will be adequately equipped for UJ's digital world, or whether you will be required to participate in essential computer training after registration. To take these surveys, simply go to [uconnect.uj.ac.za](#) and select the Surveys icon.

10. ACADEMIC REGULATIONS

The Academic Regulations for 2018 is available on the following link [UJ/REGULATIONS](#).

11. YEARBOOK 2018

2018 Yearbooks will be available on College / Faculty web pages. [UJ/FACULTIES](#)

12. AFRICAN INSIGHTS

African Insights is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student's academic record will reflect the successful completion of the module. These credits do not count towards the completion of their chosen qualifications. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online.

13. TIMETABLES

- The campus-specific 2018 undergraduate lecturing and final assessment (exam) timetables, plus test dates will be available online from January 2018 using one of the following links:
 - [Bunting Road Campus \(APB\)](#)
 - [Doornfontein Campus \(DFC\)](#)
 - [Kingsway Campus \(APK\)](#)
 - [Soweto Campus \(SWC\)](#)
- Other timetable related documents (e.g. the 2018 UJ Academic Calendar, the various timetable formats and information regarding lecturing timetable switches) will be included.
- Personalised lecturing timetables are accessible via uLink after registration.

14. 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. Merit bursary allocations will take place only after the Autumn Recess.

15. TRANSFER STUDENTS

Please note that credit transfer requests will need to be discussed with the relevant lecturer. An official academic record is required together with the syllabus outline for the module for which a credit is being requested.

17. AGREEMENT BETWEEN UNDERAGE STUDENTS (YOUNGER THAN 18 YEARS) AND THE UNIVERSITY

All underage applicants will be required to enter into an agreement with the University before registration in January 2018. A copy of the agreement is available on the registration website (under registrations) for completion.

If you are under the age of 18 on 08 January 2018, you and your parent/guardian should sign the agreement form available on www.uj.ac.za/registrations, submit this completed form to the Faculty.

LECTURES WILL COMMENCE ON MONDAY 5 FEBRUARY 2018.

We wish you every success in your studies.

Kinta Burger (Prof)
Registrar
University of Johannesburg