



NEW UNDERGRADUATE REGISTRATION INFORMATION 2021

1. REGISTRATION DETAILS

Registration commences on 23 February 2021 and closes on 05 March 2021 (**only online, off campus registration will be allowed**).

Programmes generally fill up in the first 2 weeks of registration, therefore spaces cannot be guaranteed.

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 <https://tinyurl.com/UJregistration> to access registration information and follow the step by step guide.

IF STUDENTS ARE NOT REGISTERED FOR MODULE(S) AT THE UNIVERSITY, THEY MAY NOT:

- **ATTEND LECTURES OR ANY CONTACT SESSIONS;**
- **RECEIVE STUDY MATERIAL OR SUPERVISION;**
- **HAVE ACCESS TO ANY ELECTRONIC STUDY MATERIAL; OR**
- **BE ASSESSED FOR THE MODULE(S)**

Please review your **Proof of Registration**. This is to ensure that your qualification and all the module registration(s) are complete and correct.

Please note that if you have previous studies you **MUST** declare this to UJ or stand to lose your place (and please refer to the *Returning student registration information* letter).

2. FINAL ADMISSION

- All applicants completing their final Grade 12, or upgrading their final Grade 12 in November/December 2020 - UJ will receive all final Grade 12 results from the Department of Basic Education in February 2021. It is not necessary for you to email or submit a hardcopy of your results to the University, unless requested to do so specifically.
- Once selections have been finalised in February 2021, UJ will inform you of your admission status by sms or by email.
- No notice regarding your application status is official and binding on the University unless it has been sent by e-mail to you from the University's official e-mail server.
- Should you not have received an email regarding your application status by Wednesday 24 February 2021, you can verify your admission status online at <https://student.uj.ac.za/status.aspx> or contact our call centre on (011) 559 4555.

PLEASE NOTE in receiving this letter does not imply in any way that you have been and/or will be admitted in the 2021 academic year.

3. PAYMENTS

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

Full-time/part-time Tuition fees only: **R 3 870.00**

Residence fees

- Only students who were allocated a space in a residence must pay: **R 6 470.00**
- Residence students who are provisionally selected/waiting list students only pay: **R 3 870.00**

Please keep your proof of payment 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 2021.

Students presenting a bank deposit slip as proof of payment, will be required to have made the payment **at least 5 working days prior to the registration date**. 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.

Payment methods:

- 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>
- Alternative payment methods: <https://tinyurl.com/UJpaymentmethods>

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

3.2 Please note that should you decide to discontinue or withdraw from your qualification or study programme you must cancel your registration at the university.

3.3 The following cancellation rules will apply:

3.3.1 Total cancellation of studies

- Cancellation on or before 20 March 2021: In this case a total refund of one's paid tuition fees and/or residence fees (where applicable) may be processed with the exception of the registration fee and ICT levy
- Cancellation after 20 March 2021 as indicated in point 3.3.2

3.3.2 Cancellation of modules

First semester modules:	Second semester modules:
• Cancellation on or before 20 March: No fees payable	• Cancellation on or before 01 August: No fees payable
• Cancellation on or before 12 April: 50% credit is granted	• Cancellation after 01 August: No credit is granted
• Cancellation after 12 April: No credit is granted	

Year Modules:
• Cancellation on or before 20 March: No fees payable
• Cancellation on or before 12 April: 75% credit is granted
• Cancellation on or before 01 August: 50% credit is granted
• Cancellation after 01 August: No credit is granted

3.4 CHANGES TO REGISTRATION

- 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 request form. Failure to do so will result in students being liable for the fees for the relevant year.
- Telephonic cancellations will not be accepted.
- Requests for cancellation of studies or modules should be submitted to the relevant faculty officer.
- Students who fail to officially notify the University before the prescribed dates will forfeit any claim to be reimbursed.

4. REGISTRATION SUPPORT

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

- Call Centre on 011 559 4555
- Online chat facility www.uj.ac.za
- Email to College / Faculty

COLLEGE / FACULTY	EMAIL ADDRESSES	CAMPUS
College of Business and Economics	askcbe@uj.ac.za or lnuku@uj.ac.za or jsimelane@uj.ac.za	Kingsway campus
	suek@uj.ac.za or andronican@uj.ac.za	Bunting Road campus
	bobbyk@uj.ac.za or matebogom@uj.ac.za	Soweto Campus
Faculty of Art, Design and Architecture	amaritz@uj.ac.za or hseolo@uj.ac.za	Bunting Road campus
Faculty of Education	eduqueries@uj.ac.za	All campuses
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	Doornfontein campus
Faculty of Humanities	tmotaung@uj.ac.za (Surnames A-F)	Kingsway campus
	lvandenberg@uj.ac.za (Surnames G-K)	Kingsway campus
	ambozana@uj.ac.za (Surnames L-MAB)	Kingsway campus
	dbotman@uj.ac.za (Surnames MAC-MAQ)	Kingsway campus
	mercials@uj.ac.za (Surnames MAR-ME)	Kingsway campus
	ifadal@uj.ac.za (Surnames MF-MOM)	Kingsway campus
	edwardl@uj.ac.za (Surnames MON-NC)	Kingsway campus
	mmackay@uj.ac.za (Surnames ND-NT)	Kingsway campus
	rjordan@uj.ac.za	Kingsway campus
	aphiwes@uj.ac.za (Surnames NU-SEK)	Kingsway campus
	hapes@uj.ac.za (Surnames SEL-TSH)	Kingsway campus
	stheunissen@uj.ac.za (Surnames TSI-Z)	Kingsway campus
	rmosia@uj.ac.za (Transcripts)	Kingsway campus
	evanwyk@uj.ac.za (Extended BA Degrees)	Kingsway campus
Faculty of Law	thokozilem@uj.ac.za	Kingsway campus
Faculty of Science	Undergraduate and Advanced Diplomas	
	Web-science@uj.ac.za	

	Honours
	ljbaloyi@uj.ac.za
	Masters/Doctoral
	melissah@uj.ac.za

5. **STUDENT ACCESS CARDS**

Student access cards may be collected on-campus (after you have registered) from Tuesday 23 February 2021 until Friday 05 March 2021 between 08:00 to 16:00 at the following venues:

CAMPUS	DATE	VENUE
APB	23 Feb – 05 Mar 2021	Bring your own device venue, Con Cowan Building
APK	23 Feb – 05 Mar 2021	D1 Lab 208
DFC	23 Feb – 05 Mar 2021	Samsung Venue, 2 nd Floor, Q-K building
SWC	23 Feb – 05 Mar 2021	GNA09, Robert Sobukwe Building

Please bring your proof of registration with when coming to campus for your student card

6. **FIRST YEAR SEMINAR (FYS)**

The First Year Seminar will be held via an online platform. Participating in online orientation will require access to a computer, tablet, or smartphone with internet capabilities. **Attendance is compulsory for all first years.** For more information go to www.uj.ac.za/fys. The purpose is to welcome and introduce students to the university environment, the expectations of the qualification enrolled for, various resources available to them and meeting lecturers.

7. **HANDHELD DEVICES FOR FIRST-YEAR STUDENTS**

For minimum specifications and information about handheld devices please use the following link <https://tinyurl.com/UJdevices>

8. **ACADEMIC REGULATIONS**

The Academic Regulations for 2021 is available on the following link <https://tinyurl.com/UJregulations> and provide important guidance to administrative issues you might encounter. It is important that each student read and familiarise oneself with the Academic Regulations.

9. **FACULTY RULES AND REGULATIONS (YEARBOOKS) 2021**

2021 Faculty Rules and Regulations (Yearbooks) are available on College / Faculty web pages. <https://www.uj.ac.za/faculties/>

10. **AFRICAN INSIGHTS AND ARTIFICIAL INTELLIGENCE IN THE 4IR**

All first-year undergraduate students at the University of Johannesburg will be expected to complete ONE of the following Short Learning Programmes: (1) 'African Insights', an introduction to the intellectual traditions and debates in Africa, or (2) 'Artificial Intelligence in the 4IR'. The programmes are fully online and available on <https://ulink.uj.ac.za/>. On successful completion, you will receive an electronic certificate, and this achievement will reflect on your academic record. Both programmes are exciting, stimulating and relevant. You are urged to complete both programmes, although completion of only one is compulsory. You may choose which one to complete.

11. **TIMETABLES**

The 2021 undergraduate lecturing and final assessment (exam) timetables, plus test dates will be available at the following link <https://tinyurl.com/UJTimeTable>

Other timetable related documents (e.g. the 2021 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.

12. MERIT BURSARIES

Merit bursaries will be granted based on final Grade 12 results. All other merit bursaries will automatically be allocated to your student account. For more information please follow this link to the student finance web page <https://tinyurl.com/UJFinance> and select the bursaries link.

13. TRANSFER STUDENTS

Please note that places for transfer students are very limited. An official academic record is required together with the syllabus outline for the module for which credit is requested. Credit transfer requests must be approved by the relevant module lecturer. Please contact the College/Faculty office for assistance.

14. INTERNATIONAL STUDENTS

Undergraduate and Postgraduate students who are abroad and will still be in their home countries during the registration period may be allowed to register conditionally under the conditions explicated below. (International students who are in South Africa at the time of registration are not eligible for conditional registration).

Requests for conditional registration are approved by the Registrar and the relevant executive dean.
Conditions:

- Must register during the formal registration period;
- Must pay the applicable registration amount, which includes a non-refundable registration fee and ICT levy;
- Must sign the conditional registration agreement (in addition to the standard registration agreement). The document is available on the registration page of the UJ website: and
- Must provide all required documents and be able to attend classes in person from 1 April 2021.

Please note that non-compliance with the conditions listed above by 31 March will result in a cancellation of registration by the Faculty. The standard cancellation rules in respect of fees will apply. Conditionally registered students are not eligible for placement in residences. Upon full registration, students may be considered for placement in UJ residence, should there be spaces available.

The Division for Internationalisation will be assisting with off-campus clearance from Monday 11 January 2021. The University would like to encourage students to make use of the off-campus registration process, including the international off-campus clearance.

- Temporary Residence Visa holders (i.e. Study, Work (postgraduate part-time), Critical Skills Visa, and Relative with endorsement to study at the University of Johannesburg or Diplomatic Permit), Special Dispensation (i.e. ZEP) will 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 students with a Temporary Resident Visa (i.e. Study, Work (postgraduate part-time), relative with endorsement to study at the University of Johannesburg or Diplomatic) will need to submit certified copies of passport, and/or valid visa.
- Permanent Residence Permit holders, Asylum Seekers and Refugees with valid permits will be required to submit a certified copy of the permit
- Documents to be forwarded to mampoum@uj.ac.za

Contact person	Campus	Office	Tel	Email
Mr Tshepang Marumo	APK & SWC	International House Madibeng Building, Auckland Park, Kingsway Campus	+27 (0) 11 559 2096	tshepangm@uj.ac.za
Mrs Mampou Nggumshe	APK		+27 (0) 11 559 4517	mampoum@uj.ac.za
Mr Thabang Mothebe	DFC	Ground Floor, Maropeng Building	+27 (0) 11 559 6510	thabangm@uj.ac.za
Ms Palesa Makwela	APB	International Admission Office Ground Floor Con Cowan Building	+27 (0) 11 559 1027	pmakwela@uj.ac.za
Ms Shantelle Sass	APK	International House Madibeng Building, Auckland Park, Kingsway Campus	+27 (0) 11 559 7780	ssass@uj.ac.za

15. AGREEMENT BETWEEN UNDERAGED STUDENTS (YOUNGER THAN 18 YEARS) AND THE UNIVERSITY

All underaged applicants will be required to enter into an agreement with the University before registration in February 2021. A copy of the agreement is available on the registration website (under registrations) for completion.

If you are under the age of 18 on 23 February 2021, you and your parent/guardian should sign the agreement form available on www.uj.ac.za/registrations. Kindly submit the completed form to the Faculty/College office.

16. ACADEMIC CALENDAR

The University of Johannesburg Academic Calendar can be accessed at the following link <https://www.uj.ac.za/about/Documents/Academic%20Calendar%20for%202021.pdf>

LECTURES WILL COMMENCE ON MONDAY 8 MARCH 2021.

We wish you every success in your studies.

Kinta Burger (Prof)
Registrar
University of Johannesburg