



## **REGISTRATION INFORMATION 2020**

### **1. REGISTRATION DETAILS**

Registration commences on 08 January 2020 and closes on 31 January 2020.

**Programmes generally fill up before 17 January 2020, 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.

**STUDENTS MAY NOT ATTEND LECTURES OR ANY CONTACT SESSIONS FOR 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 AT THE UNIVERSITY FOR THE RELEVANT MODULE.**

Please review your Proof of Registration, to ensure that your modules/qualification registration is complete and correct.

### **2. FINAL ADMISSION**

You will receive a notice to access the **First Year Seminar programme** and/or **Registration Information**. It is important to note, that this does not mean that you have been fully admitted for studies in 2020.

- Applicants currently in grade 12 - UJ will receive the final Grade 12 results from the Department of Education early January 2020. Therefore, it is not necessary for you to submit your results in hardcopy or email to the University unless requested to do so specifically.
- Once selections have been finalised, we will inform you of your admission status by sms/email.
- Should you not have received an SMS or email by Saturday 11 January 2020, please verify your admission status online at <https://tinyurl.com/UJstatus> or contact our call centre on (011) 559 4555.

### **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 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 2020.

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 not to continue with your studies you have to cancel your registration at the university. The following cancellation rules will apply:**

### 3.2.1 Total cancellation of studies

- Cancellation on or before 15 February: 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 15 February 2020 as indicated in point 3.2.2

### 3.2.2 Cancellation of modules

First semester modules:	Second semester modules:
• Cancellation on or before 15 February: No fees payable	• Cancellation on or before 2 August: No fees payable
• Cancellation on or before 29 March: 50% credit is granted	• Cancellation after 2 August: No credit is granted
• Cancellation after 29 March: No credit is granted	

Year Modules:
• Cancellation on or before 15 February: No fees payable
• Cancellation on or before of 29 March 75% credit is granted
• Cancellation on or before 2 August: 50% credit is granted
• Cancellation after 2 August: No credit is granted

### 3.3 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 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 notify the University officially before the prescribed dates will forfeit any claim to the reimbursement.

## 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

COLLEGE / FACULTY	EMAIL ADDRESSES	CAMPUS
College of Business and Economics:	<a href="mailto:ask_cbe@uj.ac.za">ask_cbe@uj.ac.za</a> or <a href="mailto:lnuku@uj.ac.za">lnuku@uj.ac.za</a> or <a href="mailto:jsimelane@uj.ac.za">jsimelane@uj.ac.za</a>	Kingsway campus
	<a href="mailto:suek@uj.ac.za">suek@uj.ac.za</a> or <a href="mailto:andronican@uj.ac.za">andronican@uj.ac.za</a>	Bunting Road campus
	<a href="mailto:bobbyk@uj.ac.za">bobbyk@uj.ac.za</a> or <a href="mailto:matebogom@uj.ac.za">matebogom@uj.ac.za</a>	Soweto campus
Faculty of Art, Design and Architecture	<a href="mailto:amaritz@uj.ac.za">amaritz@uj.ac.za</a> or <a href="mailto:hselolo@uj.ac.za">hselolo@uj.ac.za</a>	Bunting Road campus
Faculty of Education	<a href="mailto:eduqueries@uj.ac.za">eduqueries@uj.ac.za</a>	All campuses
Faculty of Engineering and the Built Environment	<a href="mailto:patriciak@uj.ac.za">patriciak@uj.ac.za</a>	Doornfontein campus
	<a href="mailto:dinos@uj.ac.za">dinos@uj.ac.za</a>	Kingsway campus
Faculty of Health Science	<a href="mailto:web-healthscience@uj.ac.za">web-healthscience@uj.ac.za</a>	Doornfontein campus
Faculty of Humanities	<a href="mailto:rmosia@uj.ac.za">rmosia@uj.ac.za</a> or <a href="mailto:edwardl@uj.ac.za">edwardl@uj.ac.za</a>	Kingsway campus
	<a href="mailto:nmangole@uj.ac.za">nmangole@uj.ac.za</a> or <a href="mailto:mmackay@uj.ac.za">mmackay@uj.ac.za</a>	Kingsway campus
	<a href="mailto:ambozana@uj.ac.za">ambozana@uj.ac.za</a> or <a href="mailto:lvandenberg@uj.ac.za">lvandenberg@uj.ac.za</a>	Kingsway campus
	<a href="mailto:rjordan@uj.ac.za">rjordan@uj.ac.za</a> or <a href="mailto:evanwyk@uj.ac.za">evanwyk@uj.ac.za</a>	Kingsway campus
	<a href="mailto:tmotaung@uj.ac.za">tmotaung@uj.ac.za</a> or <a href="mailto:mercials@uj.ac.za">mercials@uj.ac.za</a>	Kingsway campus
	<a href="mailto:ifadal@uj.ac.za">ifadal@uj.ac.za</a> or <a href="mailto:suzettef@uj.ac.za">suzettef@uj.ac.za</a>	Kingsway campus
	<a href="mailto:dbotman@uj.ac.za">dbotman@uj.ac.za</a>	Kingsway/ Soweto Campus
Faculty of Law	<a href="mailto:thokozilem@uj.ac.za">thokozilem@uj.ac.za</a>	Kingsway campus
Faculty of Science	<a href="mailto:web-science@uj.ac.za">web-science@uj.ac.za</a>	Kingsway campus
	<a href="mailto:tinyikos@uj.ac.za">tinyikos@uj.ac.za</a>	Doornfontein campus

## 6. **STUDENT ACCESS CARDS**

Student/access cards may be collected on-campus (after you have registered) from Wednesday 08 January 2020 until Friday 31 January 2020 between 08:00 to 16:00 at the following venues:

CAMPUS	DATE	VENUE
APB	08 Jan – 31 Jan 2020	Con Cowan Building, Computer Lab F
APK	08 Jan – 17 Jan 2020	D1 Lab K08
APK	21 Jan – 31 Jan 2020	D1 Lab 208
DFC	08 Jan – 01 Jan 2020	Samsung Venue, 2 <sup>nd</sup> Floor, Q-K building
SWC	08 Jan – 01 Jan 2020	GNA09, Robert Sobukwe Building

## 7. **FIRST YEAR SEMINAR (FYS)**

The First Year Seminar commences on 28 Jan and will end on 31 Jan. Attendance is compulsory for all first years. The purpose is to welcome and introduce students to the university environment, the expectations of the qualification enrolled for, as well as to various resources available and meeting lecturers and other students. Programmes can be downloaded at [www.uj.ac.za/fys](http://www.uj.ac.za/fys).

## 8. **HANDHELD DEVICES FOR FIRST-YEAR STUDENTS**

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

## 9. **ACADEMIC REGULATIONS**

The Academic Regulations for 2020 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 the Academic Regulations.

## 10. **YEARBOOK 2020**

2020 Yearbooks will be available on College / Faculty web pages. <https://www.uj.ac.za/faculties/>

## 11. **AFRICAN INSIGHTS**

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. On successful completion, you will receive an electronic certificate, and this achievement will also appear 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.

## 12. **TIMETABLES**

The campus-specific 2020 undergraduate lecturing and final assessment (exam) timetables, plus test dates will be available online from January 2020 at one of the following links:

• <a href="#">Bunting Road Campus (APB)</a>	• <a href="#">Doornfontein Campus (DFC)</a>
• <a href="#">Kingsway Campus (APK)</a>	• <a href="#">Soweto Campus (SWC)</a>

Other timetable related documents (e.g. the 2020 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.

## 13. **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.

#### 14. **TRANSFER STUDENTS**

Please note that space 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.

#### 15. **INTERNATIONAL STUDENTS**

The Division for Internationalisation will be assisting with off-campus clearance from Wednesday 08 January 2020. 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) set to expire before or after 31 December 2020 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 [intadmissions@uj.ac.za](mailto:intadmissions@uj.ac.za)

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

#### 16. **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 January 2020. 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 2020, you and your parent/guardian should sign the agreement form available on [www.uj.ac.za/registrations](http://www.uj.ac.za/registrations). Kindly submit the completed form to the Faculty/College office.**

**LECTURES WILL COMMENCE ON MONDAY 3 FEBRUARY 2020.**

We wish you every success in your studies.

Kinta Burger (Prof)  
Registrar  
University of Johannesburg



## COLLEGE OF BUSINESS AND ECONOMICS

### **BCOM EXTENDED DEGREES 2020**

Please note that this letter is applicable only to **candidates who are granted full and final admission** the following qualifications:

- BCom Accounting Extended Auckland Park Kingsway (APK)
- BCom Finance Extended Auckland Park Kingsway (APK)
- BCom Economics and Econometrics Extended Auckland Park Kingsway (APK)
- BCom Business Management Extended Auckland Park Kingsway (APK)

Key information in the table below was extracted from the First Year Seminar (FYS) programme. The FYS programme includes various activities for new first year students in order to orientate them to the university environment and qualifications for which they are registered. The programme with commencement dates for the FYS will be available on [www.uj.ac.za/fys](http://www.uj.ac.za/fys). The table below contains specific sessions extracted from the full FYS programme. These are very important sessions which must not be missed. This does not mean that the other activities of the First Year Seminar are not important. The First Year Seminar 2020 is compulsory.

<b>CBE – FYS Programme 2020</b>			
<b>SCHOOL OF ECONOMICS</b>			
<b>FIRST YEAR SEMINAR PROGRAMME 2020</b>			
<b>AUCKLAND PARK KINGSWAY CAMPUS (APK)</b>			
<b>(Coordinator: Prof Sivan Chetty)</b>			
<b>BCom Extended degrees</b>			
<b>(Accounting, Economics &amp; Econometrics, Finance- &amp; Business Management)</b>			
<b>Friday, 31 January 2020</b>			
<b>TIME</b>	<b>ACTIVITY</b>	<b>PRESENTER</b>	<b>VENUE</b>
08:30 – 09:00	Arriving and settling in	Departmental Personnel	E Les 200
09:00 – 11:30	Academic programme information session	Prof S Chetty	
11:30 – 12:00	LUNCH BREAK		
<b>Academic programme: Modules, First Year Lecture and Note-taking</b>			
12:00 – 12:30	Mastering of Academic and Professional Skills (APS0X00) & Note-taking	Prof S Chetty & Lecturers	E Les 200
12:30 – 13:00	Language for the Economic Sciences (LES0X00)	Prof S Chetty & Lecturers	
13:00 – 13:30	Mathematical Applications in Economics and Business (MAEB0A1; MAEB0B1)	Prof S Chetty & Lecturers	
13:30 – 14:00	Economic and Business Environment (EBE00A1)	Prof S Chetty & Lecturers	
14:00 – 14:30	Economic and Business Environment (EBE00B1)	Prof S Chetty & Lecturers	
14:30 – 15:00	Financial, Recording, Analysis and Management (FRAM0A1)	Prof S Chetty & Lecturers	
15:00 – 15:30	Financial, Recording, Analysis and Management (FRAM0B1)	Prof S Chetty & Lecturers	

The sessions indicated in the table above are particularly important for: the provision of essential information on aspects such as the extended programme modules, timetable, groupings and venues; and the first lecture for each module.

The University cannot guarantee your place if you do not register on/or before Friday, 17 January 2020. **Those who do not register on or before Friday, 17 January 2020 will be removed from the list of prospective registrations and be replaced by candidates from the waiting list. Enrolment in the extended degrees for 2020 is limited to 360 students.**

Please familiarise yourself well with the contents of the accompanying registration letter.

Lectures commence on **Monday, 03 February 2020**.

We wish you every success in your studies for 2020.

Kind regards

**Mrs Kathleen de Buys**

**FACULTY OFFICER II**

Office Number: A – Ring 220

Email: [kdebuys@uj.ac.za](mailto:kdebuys@uj.ac.za)