



REGISTRATION INFORMATION 2019

1. REGISTRATION DETAILS

Registration commences **on 07 January 2019** for returning Diploma, Degree, Honours and Course Work Masters students **until 01 February 2019**.

Full research Masters and Doctoral students can register **until 01 March 2019**.

You will only be able to register off-campus and 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.

Students who have second semester modules outstanding will be required to register during the registration period in January 2019.

Please note the registration system has been set up to register previous year's failed compulsory modules.

Undergraduate:

Students in contact programmes who interrupt their studies are required to apply for special permission from the relevant Faculty to continue their studies. Continuation of studies, after an interruption, is not guaranteed and may be subject to conditions as some qualifications are being phased out. For a full list of programmes being phased out please consult your respective faculty yearbook. www.uj.ac.za/faculties

Post Graduate:

Students in masters and doctoral programmes must apply for abeyance before interruption of studies in accordance with the Academic Rules and Regulations. Failure to re-register without approval will result in the cancellation of studies.

Access registration at uj/registration and follow the step by step guide.

NO STUDENT MAY ATTEND LECTURES FOR A MODULE OR PROGRAMME IF HE/SHE IS NOT REGISTERED FOR IT. SIMILARLY, NO STUDENT MAY RECEIVE POSTGRADUATE RESEARCH SUPERVISION UNLESS THEY ARE FORMALLY REGISTERED FOR THE RESEARCH MODULE AND PROGRAMME.

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

2. 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 a credit is being requested. Credit transfer requests must be discussed and approved by the relevant programme advisor.

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

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 2019.

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

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.

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.

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

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 15 February: total remission of tuition fees with the exception of the registration fee and ICT levy.
- Cancellation after 15 February 2019 as indicated in paragraph 3.1.2

3.1.2 **Cancelation 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

4. **ONLINE COURSE CHANGES**

- Students will be able to add or cancel modules on the online registration system.
- Additions of modules can only be done during the registration period. No further additions of modules will be permitted.
- Students with 2nd semester modules outstanding must also register during the January registration period.
- In order to change or cancel a qualification, students will be required to complete the hard copy cancellation form. Failure to complete this form and ensuring that it reaches the relevant faculty officer 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 determined by the University.
- Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement of fees paid.

5. FACULTY/GENERAL REGISTRATION TEL & EMAIL 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:	Undergraduate	
	ASK_CBE@uj.ac.za	Kingsway campus
	suek@uj.ac.za	Bunting Road campus
	mzntozini@uj.ac.za	Soweto campus
	Honours/Postgraduate	
	lbobi@uj.ac.za	Kingsway campus
	iseeletse@uj.ac.za	Kingsway campus
	Masters/Doctorate	
	cellof@uj.ac.za	Kingsway campus
	nathanielm@uj.ac.za	Kingsway campus
Faculty of Art, Design and Architecture	amaritz@uj.ac.za	Bunting Road campus
	hselolo@uj.ac.za	Bunting Road campus
Faculty of Education	eduqueriesswc@uj.ac.za	Soweto campus
	eduqueriesapk@uj.ac.za	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	Doornfontein campus
Faculty of Humanities	rmosia@uj.ac.za	Kingsway campus
	edwardl@uj.ac.za	Kingsway campus
	makgabam@uj.ac.za	Kingsway campus
	ambozana@uj.ac.za	Kingsway campus
	lvandenberg@uj.ac.za	Kingsway campus
	gumedek@uj.ac.za	Kingsway campus
	evanwyk@uj.ac.za	Kingsway campus
	dbotman@uj.ac.za	Soweto campus
Faculty of Law	thokozilem@uj.ac.za	Kingsway campus
Faculty of Science	web-science@uj.ac.za	Kingsway campus
	tinyiko@uj.ac.za	Doornfontein campus

6. HANDHELD DEVICES FOR STUDENTS

For minimum specifications and information on handheld devices please use the following link uj/devices

7. **APPEALS**

Should you want to appeal the academic exclusion (F7 or 7F), you have to submit an appeal to your College / Faculty by using the following link: [UJF7_Appeal](#) and follow the steps indicated to submit your appeal.

Appeals can only be submitted for your faculty as follow:

College of Business and Economics:	14 December 2018 until Wednesday, 18 January 2019
Faculty of Art, Design and Architecture	14 December 2018 until Wednesday, 11 January 2019
Faculty of Education	14 December 2018 until Wednesday, 18 January 2019
Faculty of Engineering and the Built Environment	14 December 2018 until Wednesday, 18 January 2019
Faculty of Health Science	14 December 2018 until Wednesday, 18 January 2019
Faculty of Humanities	14 December 2018 until Wednesday, 18 January 2019
Faculty of Law	14 December 2018 until Wednesday, 18 January 2019
Faculty of Science	14 December 2018 until Wednesday, 18 January 2019

PLEASE NOTE: Students who have not been promoted to the following year of study can consult with the relevant Faculty Officer to enquire about adding modules after registration.

The following students will not be able to register:

- Students with some form of exclusion due to a transgression.
- Students with an academic exclusion (F7/7F/BF/DF) - result code.

8. **ACADEMIC REGULATIONS**

The Academic Regulations for 2019 will be available on the UJ Web and ULink.

9. **YEARBOOK 2019**

2019 Yearbooks will be available on College / Faculty web pages. [uj/faculties](#)

10. **TIMETABLES – Only applicable to undergraduate continuing students**

- The campus-specific 2019 undergraduate lecturing and final assessment (exam) timetables, plus test dates will be available online from January 2019 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 2019 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.

11. **MERIT BURSARIES – Only applicable to undergraduate continuing students**

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.

12. INTERNATIONAL STUDENTS

The Division for Internationalisation will be assisting with off-campus clearance from Monday 07 January 2019. 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 (i.e. Study, Work (postgraduate part-time), Relative with endorsement to study at the University of Johannesburg or Diplomatic) holders 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 on the basis of 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 2019 will need to submit certified copies of passport, valid visa.

Asylum Seekers and Refugees with permit that are valid will need to submit a certified copy of the permit.

Documents to be forwarded to intadmissions@uj.ac.za

Contact details:

	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	Auckland Park, Kingsway Campus	+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

LECTURES WILL COMMENCE ON MONDAY 4 FEBRUARY 2019.

We wish you every success in your studies.

Kinta Burger (Prof)
Registrar
University of Johannesburg