



REGISTRATION INFORMATION 2020

1. REGISTRATION DETAILS

Registration commences **from 08 January 2020 to 31 January 2020** for returning/continuing students in respect of Diploma, Degree, Honours and Course Work Masters programmes.

Full research Masters and Doctoral students have up until 28 February 2020.

Access registration at <https://tinyurl.com/UJregistration> and follow the step by step guide.

You will only be able to register off-campus. 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 such detail will be formally communicated to you.

Students who have only second semester modules that are outstanding will only be required to register during the registration period in January 2020.

Please take note in the case of compulsory modules that have not been passed in the previous year the registration system has been set up to register one's compulsory modules again.

Undergraduate:

Students in contact programmes who interrupt their studies are required to apply for special permission from the relevant Faculty/College to continue their studies. Continuation of studies, after an interruption, is not guaranteed and may be subject to conditions, since certain 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

Postgraduate:

Students in honours, 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.

STUDENTS MAY NOT ATTEND LECTURES FOR A MODULE OR PROGRAMME IF THEY ARE 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 is 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 discussed and approved by the relevant Faculty Office.

3. PAYMENTS

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

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. Please note that 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 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

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.
- 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.

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	
	dheyneke@uj.ac.za or iseeletse@uj.ac.za	Kingsway campus
	Masters/Doctorate	
cellof@uj.ac.za or nathanielm@uj.ac.za	Kingsway campus	
Faculty of Art, Design and Architecture	amaritz@uj.ac.za or hselolo@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	Doomfontein campus
	thokom@uj.ac.za	Kingsway campus
Faculty of Health Science	web-healthscience@uj.ac.za	Doomfontein campus
Faculty of Humanities	rmosia@uj.ac.za or edwardl@uj.ac.za	Kingsway campus
	nmangole@uj.ac.za or mmackay@uj.ac.za	Kingsway campus
	ambozana@uj.ac.za or lvandenberg@uj.ac.za	Kingsway campus
	rjordan@uj.ac.za or evanwyk@uj.ac.za	Kingsway campus
	tmotaung@uj.ac.za or mercials@uj.ac.za	Kingsway campus
	ifadal@uj.ac.za or suzettef@uj.ac.za	Kingsway campus
	dbotman@uj.ac.za	Kingsway / Soweto Campus
Faculty of Law	thokozilem@uj.ac.za	Kingsway campus
Faculty of Science	Undergraduate	
	web-science@uj.ac.za	Kingsway campus
	tinyikos@uj.ac.za	Doomfontein campus
	Honours	
	ljbalozi@uj.ac.za	Kingsway campus
	Masters/Doctoral	
melissah@uj.ac.za	Kingsway campus	

6. HANDHELD DEVICES FOR STUDENTS

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

7. APPEALS

Should you want to appeal the academic exclusion (F7 or 7F), you may submit an appeal to your College/Faculty by following the link: <https://tinyurl.com/UJappeals> and steps indicated, to submit your appeal.

Appeals may only be submitted to the relevant College/Faculty as follows:

College of Business and Economics:	14 December 2019 until Wednesday, 18 January 2020
Faculty of Art, Design and Architecture	14 December 2019 until Wednesday, 18 January 2020
Faculty of Education	14 December 2019 until Wednesday, 18 January 2020
Faculty of Engineering and the Built Environment	14 December 2019 until Wednesday, 18 January 2020
Faculty of Health Science	14 December 2019 until Wednesday, 18 January 2020
Faculty of Humanities	14 December 2019 until Wednesday, 18 January 2020
Faculty of Law	14 December 2019 until Wednesday, 18 January 2020
Faculty of Science	14 December 2019 until Wednesday, 18 January 2020

PLEASE NOTE: Students who have not been promoted to the following year of study should 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 2020 will be available on the <https://tinyurl.com/UJregulations> and ULink.

9. YEARBOOK 2020

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

10. TIMETABLES – Only applicable to continuing undergraduate students

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:

<ul style="list-style-type: none">• Bunting Road Campus (APB)	<ul style="list-style-type: none">• Doornfontein Campus (DFC)
<ul style="list-style-type: none">• Kingsway Campus (APK)	<ul style="list-style-type: none">• Soweto Campus (SWC)

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.

11. MERIT BURSARIES – Only applicable to undergraduate continuing students

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.

12. 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

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 Ngqumshe	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

LECTURES WILL COMMENCE ON MONDAY 3 FEBRUARY 2020.

We wish you every success in your studies.

Kinta Burger (Prof)
Registrar
University of Johannesburg