



NEW FIRST YEAR UNDERGRADUATE STUDENT REGISTRATION INFORMATION (2021)

Dear prospective UJ student,

Well done on your successful completion of the 2020 academic year. Without a doubt, it was a challenging year for everyone, but you persevered against all odds. Please take note of the following important information and dates for the 2021 academic year.

1. REGISTRATION DETAILS

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

Programmes generally fill up in the first week or two of registration. Therefore register as early as possible. Spaces cannot be guaranteed.

Note that the registration dates may be adjusted. If so, this will be 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.

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

Please note that any previous studies **MUST** be declared to UJ. A non-declaration of previous studies serves as sufficient reason for the cancellation of registration (please refer to the *Returning student registration information* letter).

Only registered students may participate in academic activities.

2. FINAL ADMISSION

- UJ will receive all final Grade 12 results from the Department of Basic Education. It is unnecessary for you to email or submit a hardcopy of your results to the University unless requested to do so.
- Once selections have been finalised, UJ will inform you of your admission status by SMS or email.
- No notice regarding your application status is official and binding on the University unless it has been sent by email to you from the University's official email server.
- Should you not have received an email regarding your application status by Wednesday, 24 February, 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: receiving this letter does not imply in any way that you have been or will be admitted for the 2021 academic year. You will receive a separate letter indicating your admission status (after the release of the final grade 12 results). You can also check your admission status on the UJ website.

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 residence must pay:	R 6 470.00
• Residence students who are provisionally selected/waiting list students only pay:	R 3 870.00

Payment methods:

- **Credit cards (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>

Students presenting a bank deposit slip as proof of payment will be required to have made the payment **at least five working days before 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.

Please keep your proof of payment for at least two (2) years. No refunds will be considered without it.

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

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

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 the paid tuition fees and/or residence fees (where applicable) may be processed, except for the registration fee and ICT levy.
- Cancellation after 20 March 2021 (see point 3.3.2 below).

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. 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 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	Department of Mining Doornfontein campus
	dinos@uj.ac.za	Department of Electrical Science Kingsway campus
	thokom@uj.ac.za	Department of Civil Engineering Technology Doornfontein campus
	bnkosi@uj.ac.za	Department of Civil Engineering Science Kingsway campus
	halwar@uj.ac.za	Department of Construction Management Doornfontein campus
	tkekae@uj.ac.za	Department of Quality and Operations Management Doornfontein campus
	mnonhlanhla@uj.ac.za	Department of Mechanical Science Kingsway campus
	mmatapam@uj.ac.za	Department of Electrical Technology Department of Urban and Regional Planning Doornfontein campus
	hazell@uj.ac.za	Department of Mechanical and Industrial Engineering Doornfontein campus
	nkhensanin@uj.ac.za	School of Engineering Management Bunting Road campus
	matomer@uj.ac.za	Department of Chemical Engineering and Department of Metallurgy Doornfontein 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	
	ljaloyi@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 15:30 at the following venues:

CAMPUS	DATE	VENUE
APB	23 February – 05 March 2021	Bring your own device venue, Con Cowan Building
APK	23 February – 05 March 2021	D1 Lab 208
DFC	23 February – 05 March 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 and ID with you when visiting the campus to collect 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://www.uj.ac.za/studyatUJ/Documents/Electronic%20Devices.pdf>

8. ACADEMIC REGULATIONS

The Academic Regulations for 2021 are available on the following link <https://tinyurl.com/UJregulations> and provide essential guidance to administrative issues you might encounter. It is vital that each student read and familiarise themselves 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 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 are 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 stimulating and relevant. You are encouraged 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, is 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 also 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 the following link to the student finance web page <https://tinyurl.com/UJFinance> and select bursaries.

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:

- Registration must happen during the formal registration period;
- Payment must be received for the applicable registration amount, which includes a non-refundable registration fee and ICT levy;
- The conditional registration agreement must be signed (in addition to the standard registration agreement). The document is available on the registration page of the UJ website;
- Submission of all required documents; and
- Where required, the attendance of in-person classes 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 has been assisting with off-campus clearance from Monday 11 January 2021. The University would like to encourage students to make use of the off-campus clearance and registration process.

Temporary Residence Visa holders (i.e., Study, Work (postgraduate part-time), Critical Skills Visa, and Relative with an 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 per the Medical Schemes Act.

First time registering students with a Temporary Resident Visa (i.e., Study, Work (postgraduate part-time)), with an endorsement to study at the University of Johannesburg or Diplomatic will need to submit certified copies of passport and/or a 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,	+27 (0) 11 559 2096	tshepangm@uj.ac.za
Mrs Mampou Ngqumshe	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
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 can take place. 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 must sign the agreement form available on www.uj.ac.za/registrations. Kindly submit the completed form to the Faculty/College office to unblock you for registration.

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>

17. 30GB STUDENT DATA ALLOWANCES

In response to the Covid-19 pandemic, students registered for undergraduate studies in a formal (subsidised) programme currently qualify for university-funded data allowances towards online teaching and learning. The UJ Data allowance size is 30GB (10GB anytime plus 20GB night owl data) for a period of 30 days, and is allocated monthly. The following South African Service Providers are applicable: Cell C, MTN, Telkom* and Vodacom. (We recommend you purchase a prepaid sim card if you are not with one of these service providers.)

Students are urged to capture their number on uLink, "Covid-19 Services", "Data allowance" as soon as they are registered. Data purchases for first years will commence on 26 February. It remains the student's responsibility to manage the use of this data wisely to last for the full 30 days. UJ provides this data as a courtesy to students and may stop or amend the qualifying criteria at any time.

* Students on the Telkom network need to take into account: Telkom has a limited schedule for accepting and allocating data. Resultingly, Telkom data allocations can take as long as 11 days. Telkom students also need to consider that this allowance is not applicable to students roaming on another network's cell phone towers.

LECTURES WILL COMMENCE ON MONDAY 8 MARCH 2021.

Best wishes for a successful and enjoyable journey at UJ.

Sincerely,

Prof Kinta Burger
Registrar
University of Johannesburg