

Law: Continuing Education Programmes

FREQUENTLY ASKED QUESTIONS

1. Q – What are the Fees for the year?

A – The fees for our programmes range between R 15 000 and R 26 000. The Fees are determined in November for the next academic year.

2. Q – When can I apply to study at the Law: CEP?

A - Applications for the courses and short learning programmes generally open from mid-to end of August for the next academic year. Send an email to lawcep@uj.ac.za for more information regarding programmes, fees, opening and closing dates.

3. Q – Can I make a Paper Application? Or can you send me an Application Form?

A - For a quicker and easier application process for first-time (*new*) applicants use the link below:

Short Web application:

https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012_startup

And the **RETURNING** student web link is:

https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login

For returning students, applicants would require their student numbers and PIN to apply using the link above. If they have forgotten their PINS, then they would have to call the UJ Call Centre on 011 559-4555 to update their biographical contact details e.g. email address and cell number.

For both processes above the “**token**” that must be used is **LAWSLP**.

4. Q – If classes are Online, are the classes on Teams or Zoom?

A – We use the Blackboard Platform for teaching and learning. Once you have registered for your course, you will have access to Blackboard by signing in to uLink using your Student Number and a 14 character Password which you will create.

5. Q – How do I cancel my enrolment?

A - Fill out the form below and e-mail it to your relevant course coordinator. Note that cancellation rules apply.



Law _ CEP
Deregistration Qualifi

6. Q - What form do I need and how would I collect study materials and Certificates from the CEP office?

A – Your course coordinator will email you informing you that there are study materials, or your completion certificate has to be collected.

Complete the attached Collection Form and e-mail it to lawcep@uj.ac.za to have the parcel ready.



Collection Form -
CEP Law August 2021

You may also make use of the following options:

- **Personally collect** your Books on weekdays between **08:00 and 15:30**. You must bring two copies of your '**Proof of Registration**' with you. See the collection address below.
- **Send someone** to collect on your behalf on weekdays between **08:00 and 15:30**. You must send the completed '**Form of Proxy**' with the person.



Proxy Form CEP Law
Feb 2022.pdf

- Make use of **PostNet**. This will be for your own arrangement and cost.
- Make use of a **Courier Service**. This will be for your own arrangement and cost.

Courier services may collect your books on weekdays between **08:00 and 15:30**. **The Courier must provide your Surname and Initials and the Name of the Course when collecting any parcels on your behalf.**

Collection Address to be provided to Courier Company:

University of Johannesburg

Kingsway Campus

Cnr. University Road and Kingsway

Auckland Park

Office A-614

A Ring (Purple Block, 6th Floor)

Contact: Mrs Prudence Pullen-Lalla 011 – 559 3739 or email lawcep@uj.ac.za

7. Q - How do I claim my refund after having a credit on my student fee statement?

A – See attachment below.



STUDENT REFUNDS
NOW ONLINE STEP B

8. Q - What are the due dates and amounts for my fees payment?

A - Once a Tax Invoice is issued, the first minimum payment/deposit must be made on registration. The next payment would then be 60% of the outstanding balance which needs to be paid on or before the 30 April and the final payment is the remaining 40% of the outstanding fees which is due on or before the 31st August.

9. Q - What happens if I do not pay my fees according to the deadline dates?

A - Your marks for your examinations will be withheld and you will not receive a Certificate until your fees are paid in full. If your fees remain unpaid you will be handed over for collection and this may result in a negative credit record.

10. Q - How do I download my digital certificate?

A - Digital certificates can be downloaded from <https://digitalcertificates.uj.ac.za/>

11. Q - How does a third party verify an academic record, transcript supplement and/or confirmation letter?

A - Academic Record, Transcript Supplement and/or a Confirmation letter at a cost, and request us to send these documents directly (electronically/ via courier) to the third party for verification and authentication. Online platform link: <https://webapps.uj.ac.za/QualificationVerification/Default>

Verification of an alumnus of UJ on behalf of a third party, please email: ujverifications@uj.ac.za.

12. Q - How do I change my details?

A - Fill out the form below and mail to: lawcep@uj.ac.za



change of
Biographical Details for

13. Q - Who can I contact to find out more about requirements and programme selection?

A - Please email lawcep@uj.ac.za and your mail will be directed to the relevant course coordinator who will assist you.

14. Q - Does getting a student number mean I have been accepted?

A - No. Getting a student number does not imply that you have been accepted for the proposed programme. Acceptance into a programme will be confirmed in a separate admission letter. Always quote the student number in all correspondence with the university/your course coordinator.

15. Q - If I am admitted to the programme, does it mean that I am registered?

A - No, once you have been admitted to a programme, there is an Online Registration process to be done approximately 4 days after the First minimum payment has been made. Your Course Coordinator will inform you when the Registration Cycle will be opened for your programme and advise you to register.

16. Q - I am studying at another university. I want to inquire if I can apply for a transfer to your university?

A – This is only possible for some of our programmes at the CEP Department. Please make enquiries with the relevant Course Coordinator.

17. Q - I have been registered (after being admitted to the programme) with the University for the coming year but unfortunately will not be able to make it. How do I defer my registration to the following year?

A - Unfortunately, you have to reapply for the next academic year. Deferment of admission to the next intake is not automatic.

18. Q - My admission letter states that I have been conditionally/provisionally accepted, what does that mean?

A - This means that your admission is final only on if you meet the final requirements stated in the letter of admission sent to you for the course, or you may have documents outstanding.

19. Q - Who accredits UJ's qualifications and who is the awarding body?

A - All higher education institutions in South Africa may not offer a programme unless such a programme has been accredited by the Higher Education Quality Committee (HEQC). Accreditation refers to a recognition status granted to an institution after an HEQC evaluation indicates that it meets minimum standards of quality in its programmes. This is to protect students against poor quality programmes. All full qualifications awarded by UJ are fully accredited by the Council on Higher Education (CHE) and the Higher Education Quality Committee (HEQC). Therefore, the university is the awarding body.

Important Links:

- Applications information – <https://www.uj.ac.za/studyatUJ/Pages/default.aspx> (Add Short App form)

This form may only be used in cases where the applicant has exceeded the number of Online Applications.



Current Application
Form.pdf

- IEnabler for returning students
https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login
- Check your status – <https://student.uj.ac.za/status.aspx>
- uLink – <https://ulink.uj.ac.za/index.html>
- Student Finances/NSFAS – <https://www.uj.ac.za/studyatUJ/Student-Finance/Pages/default.aspx>
- Fundi Study Loans
https://www.fundi.co.za/StudyLoan?qclid=CjwKCAjw1ICZBhAzEiwAFvFhFgUthJPS9XhiWMW66Ht9UNNJ-uSaAsFXTa5NY0LQ0XCND8fvM71_hoCZ5sQAvD_BwE
- Registration info - <https://www.uj.ac.za/studyatUJ/Pages/Registration.aspx>
- First Year Seminar – <https://www.uj.ac.za/teachinglearning/teaching-and-learning/academic-development-and-support/first-year-seminar/>

APPLICATION INFORMATION

ACADEMIC APPLICATIONS

<https://www.uj.ac.za/studyatUJ/sec/Pages/Academic%20Application.aspx> (Use CEP Link)

ONLINE APPLICATION RELATED ENQUIRIES

onlineapp@uj.ac.za

0800 233 723

APPLICATION DOCS

You can send **certified** copies of your documents to the following email address, please use your UJ student number as the subject line, you do not need to include anything else in the email.

ujappdocs@listsrv.uj.ac.za

- Ensure documents are split per category (ID, certificate, academic record, etc.) and not in one PDF.
- When uploading documents ensure that the scanned file is a maximum of 512 KB.
- Ensure that your documents are scanned in any of the following file types – tiff, pdf, jpg, gif or png.

OLD STUDENT NUMBER

Even though you are submitting a new application you still need to use your old student number as the first time you apply you get a student number that acts as your UJ ID forever. The old application will however have no bearing on the new application.

APPLYING VIA THE STUDENT PORTAL – HOW TO ADD A SECOND CHOICE

Using your student number and 5-digit PIN, log into the following returning applicant web link to complete your online application:

https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login

Once logged into the system, click on Academic/Residence Application as per the print screen below. Thereafter, click on POPIA (if *not* already accepted), accept it and then click on Academic/Residence Application. Then click on “Show” under the *Academic Applications* category.



UNIVERSITY OF JOHANNESBURG

Student Web

- ✓ E-Academic Record
- ✓ Update Address/Contact Details
- ✓ **Academic/Residence Application**
 - Proforma Rules and Regulations
 - POPIA
 - Upgrading Grade 12 Results?
 - Enter Previous Studies at
- Another Institution
 - Uploading of Documents
- Required
 - Academic/Residence Application**
 - Registration
 - Changes to Registration
 - Residence Registration
 - Proforma Statement
 - Cheque and Credit Card
- Payment
 - NSFAS and Bursary Allowances
 - Online Refund
 - AOD (Acknowledgment of Debt)

Biographical Information
Note: Please contact the UJ Biographics Division at biographics@uj.ac.za sho
[Show Biographical](#)

Address Information
Note: Address Update notes for returning student applications
[Show Addresses](#)

Contact Information
Note: Contact Update notes for returning student applications
[Show Contact Information](#)

Contact Persons Information
Note: Address Update notes for returning student applications
[Show Contact Persons](#)

Disabilities
Note: Disability notes for returning student applications
[Show Disabilities](#)

School Leaving Subjects
Note: School Subject notes for returning student applications
[Show School Leaving Subjects](#)

Previous Studies
Note: Previous Study notes for returning student applications
[Show Previous Studies](#)

Academic Applications
Note: Academic Application notes for returning student applications
[Show Academic Applications](#)

Residence Applications
Note: Residence Application notes for returning student applications
[Show Residence Applications](#)

After clicking on show, a list of all your previous applications will show and a button on the bottom right named ‘Add New Academic Application’. Click on “Add New Academic Application” as per screenshot below.

Academic Applications

Note: Academic Application notes for returning student applications

[Hide Academic Applications](#)

Academic Year	Academic Preference	Qualification	Description	Admission Status
2020	1	H1C1Q	BCommons in IT Management	HONOURS ADMITTED
2019	1	B1CISQ	BCOM IN INFORMATION SYSTEMS	SENIORS ADMITTED
2018	1	B1CISQ	BCOM IN INFORMATION SYSTEMS	SENIORS ADMITTED
2017	1	B1CISQ	BCOM (INFORMATION SYSTEMS)	SENIORS ADMITTED
2016	1	BC0014	BCOM (ACCOUNTING)	CANCELLED
2016	3	B1CISQ	BCOM (INFORMATION SYSTEMS)	ADMITTED

[Add New Academic Application](#)

Ensure you are on the correct academic year by clicking on the drop down and choosing the year you wish to apply for.

Please note that you may not need to capture a “Qualification Specific Token” unless it is provided to you. So please leave this field empty. Also note that the token is *not the same* as the qualification code provided in the prospectus, by the institution.

You may search for the qualification by using a few letters of the qualification name (viz. Acc for Accounting) or using the qualification code on the yellow highlighted space shown below:

University of Johannesburg Monday, 27th January 2020

Process Trail: [Qualification](#)

Choice of Programme or Qualification

Student Number: [REDACTED]
Name: MSS [REDACTED]

Note: Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a * must be completed.

Academic Year: 2020 ▾

Enter a Qualification Specific Token if Applicable: [REDACTED]

Find A Programme or Qualification Containing: [REDACTED]

Restrict the Search to: Do not restrict any programme ▾

[Search](#) [Return to the Application Process](#)

Once you have added in your application choices, ensure that certified copies of all supporting documents that may be required, are individually scanned and emailed to ujappdocs@listsrv.uj.ac.za with your student number in the subject line. Once all documents are attached to your application, it will be forwarded for selection.

HOW TO UPLOAD DOCUMENTS

In order to upload documents you can log on the portal via this link:
https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login

Once logged in go to ‘*Academic/Residence Application*’ just go to ‘*Upload Documents*’ and click on **Show**.



Student Web

- ✓ E-Academic Record
- ✓ Update Address/Contact Details
- ▲ Academic/Residence Application
 - Proforma Rules and Regulations
 - POPIA
 - Upgrading Grade 12 Results?
 - Enter Previous Studies at
- Another Institution
 - Uploading of Documents
- Required
 - Academic/Residence Application
 - ✓ Registration
 - ✓ Changes to Registration
 - ✓ Residence Registration
 - ✓ Proforma Statement
 - ✓ Cheque and Credit Card
- Payment
 - ✓ NSFAS and Bursary Allowances
 - ✓ Online Refund
 - ✓ AOD (Acknowledgment of Debt)
 - ✓ Fee Statement

[Show Biographical](#)

Address Information
Note: Address Update notes for returning student applications
[Show Addresses](#)

Contact Information
Note: Contact Update notes for returning student applications
[Show Contact Information](#)

Contact Persons Information
Note: Address Update notes for returning student applications
[Show Contact Persons](#)

Disabilities
Note: Disability notes for returning student applications
[Show Disabilities](#)

School Leaving Subjects
Note: School Subject notes for returning student applications
[Show School Leaving Subjects](#)

Previous Studies
Note: Previous Study notes for returning student applications
[Show Previous Studies](#)

Academic Applications
Note: Academic Application notes for returning student applications
[Show Academic Applications](#)

Residence Applications
Note: Residence Application notes for returning student applications
[Show Residence Applications](#)

Upload Documents
Note: Upload Document notes for returning student applications
[Show Upload Documents](#)

Then you will be able to click on Upload Documents

Upload Documents
Note: Upload Document notes for returning student applications
[Hide Upload Documents](#)

Certificate

AC	ACADEMIC RECORD
ID	IDENTITY DOCUMENT
NC	SCHOOL LEAVING RESULTS
PS	Degree/Diploma Certificate

[Upload Documents](#)