

## FIRST YEAR



## REGISTRATION GUIDE

2017

PO Box 77000 • Nelson Mandela Metropolitan University  
Port Elizabeth • 6031 • South Africa



[www.nmmu.ac.za](http://www.nmmu.ac.za)

## **Welcome to NMMU – and a new chapter in your life.**

This booklet is aimed at helping you through the first pages of the new chapter in terms of registering for university.

In short, it's the Who, What, Where, When and How of registration at NMMU. From getting financial assistance to registering for your diploma or degree at the right venue, it's all here.

*We trust this venture is a good one for you!*

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## Important general information

### How much must I pay before I can register?

#### **2017 down payment amounts payable before registration can commence**

This amount will be credited towards your student fees account.

##### **DEGREE PROGRAMMES, POSTGRADUATE DIPLOMAS AND OCCASIONAL STUDIES**

Full-time students	R6700
Part-time students	R3800

##### **DIPLOMA/CERTIFICATE PROGRAMMES**

Full-time students	R4700
Part-time students	R3000

<b>RESIDENCES</b> (students at all campuses)	R4800
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**INTERNATIONAL STUDENTS ARE REQUIRED TO PAY ALL FEES IN FULL PRIOR TO REGISTRATION.**

## Payments

Stamped deposit slips and electronic fund transfers (EFTs) into NMMU's bank account will be accepted as valid proof of payment. EFTs must indicate that the transaction was successfully processed.

**Internet and direct bank payments do NOT reflect immediately on your student account and processing may take up to two days. Down payments must therefore be made two days prior to registration. Registration will be blocked until the payment reflects on the student account. Queries will be attended to only after the two days have expired. A copy of the bank deposit slip/internet proof of payment is required.** After the queried payment has been identified on NMMU's bank statement, the student will be able to continue with registration.

There are no NMMU Cashier Pay Point facilities at the registration venues. Due to the location of the Cashier Pay Points, you are advised to pay before proceeding to the registration venues.

## Payment methods

### Cashier Pay Points at all campuses

Payments made at NMMU Cashier Pay Points in respect of your registration down payment will immediately reflect as a credit on your student account. All cheque payments must be made payable to NMMU and crossed "not transferable". Altered or post-dated cheques will not be accepted. Verify that the amount paid and student number reflects correctly on your receipt.

### Card payments

Card payments in respect of application and tuition fees can be made via the NMMU website under Online Payment of Fees or at

<https://paymentgateway.nmmu.ac.za/>.

If access to the internet is not available, a credit card instruction form is obtainable from the NMMU cashiers at contact number 041-5044291.

Upon receipt of the completed instruction form, the payment will be processed. The completed credit card instruction form must be emailed to [studentaccounts@nmmu.ac.za](mailto:studentaccounts@nmmu.ac.za). Budget plan payments are acceptable.

No "cash back" transactions are allowed on credit card payments.

### Debit cards

No "cash back" transactions are allowed on debit card payments. Debit cards can only be accepted if presented by the card holder.

### Postal and money orders (purchased from the Post Office)

These are to be made payable to NMMU. When purchasing postal orders it is essential that you complete your details on the back of the postal order before posting it to NMMU. **Your student number must be included in the covering letter.**

### Electronic fund transfers

If you choose to pay NMMU directly via electronic fund transfer (EFT), it is important that you indicate your STUDENT NUMBER as your deposit reference. This will enable NMMU to associate the payment with your student account.

The beneficiary must be **NMMU** for electronic payments. Kindly ensure that the bank details of NMMU and your student number are captured correctly. Electronic banking is at the payer's own risk. The proof of payment presented to NMMU **must** indicate that the transaction was successfully processed. Post-dated payments are not acceptable.

### Direct deposits (at any bank)

Direct deposits can only be acknowledged if you state your **STUDENT NUMBER** (without the 's') as a reference on your deposit slip. Your student number will enable NMMU to associate the payment with **your** student account. The beneficiary must be **NMMU**. Verify that the amount paid, bank account and student number reflect correctly on your deposit slip.

**NMMU banking details for down payments:**

Bank: Standard Bank  
Branch: Rink Street, Port Elizabeth  
Branch code: 051001  
Account name: NMMU  
Account no: 080265855  
Reference: Your student number (very important)  
Email payment confirmation to: [studentaccounts@nmmu.ac.za](mailto:studentaccounts@nmmu.ac.za)

**Bank payments do NOT reflect immediately on your student account. Allow two (2) business days for processing.** A copy of the direct deposit or electronic payment should be in your possession for enquiry purposes. Post-dated payments are not acceptable.

NMMU does not issue receipts for direct deposits and electronic payments made via the bank account or for payments received by mail.

The 2017 Student Accounts Guide contains all the rules and regulations pertaining to student fees and will be emailed to students.

It is also available on the NMMU website at:

[www.nmmu.ac.za/studentaccountsguide](http://www.nmmu.ac.za/studentaccountsguide)

International students: Kindly refer to the Fees Guide for International Students. For more information, please contact the International Office:  
Tel +27-(0)41-5042161 or email [international@nmmu.ac.za](mailto:international@nmmu.ac.za)

## **Sponsorships**

Confirmation of sponsorship for 2017 must appear on official company letterhead and must be addressed to NMMU. The letter of authority must be submitted annually to the Student Accounts section **before registration, but not later than 11 January 2017.**

Letters of authority will only be accepted from pre-approved companies and are subject to the approval of NMMU.

Sponsorship and bank loan confirmation letters must indicate that payments will be made directly to NMMU and must contain your student number. An application for a loan or bursary is not acceptable.

This letter must confirm sponsorship. Sponsorship letters may not contain commitment conditions and conditions that are subject to academic performance. The signee may not be the student. Such letters will not be accepted.

The sponsorship amount should exceed the down payment required upfront for 2017. You will be expected to pay the difference before registration if the sponsorship amount is less than the down payment required. Clearance must be obtained from the Student Accounts section before registration. **A copy of the**

letter should be in your possession at registration.

E-mail sponsorship confirmation to [studentaccounts@nmmu.ac.za](mailto:studentaccounts@nmmu.ac.za)

### **NMMU administered awards/grants/bursaries**

The award/grant/bursary amount should cover the upfront down payment required for 2017. In all instances where the award/grant/bursary amount is less than the required down payment, you will be expected to pay the difference before registration AND obtain clearance from the Student Accounts section. If the award/grant/bursary amount exceeds the required upfront down payment, automatic clearance for registration is granted. A copy of the award/grant/bursary letter should be in your possession during registration.

**NSFAS loans** (administered by NMMU on behalf of NSFAS)  
Successful NSFAS candidates with a family contribution of less than R8000 are

not required to make a down payment before registration. Automatic clearance for academic registration is granted. In some instances residence fees will not be covered by the NSFAS loan and the student will be required to make the residence down payment.

### **Residence students**

#### **Please note that you have to pay:**

- ◆ The down payment towards your tuition fees **and**
- ◆ The down payment towards your accommodation fees.  
The relevant amounts are published in the 2017 Student Accounts Guide and are available on the NMMU website.
- ◆ A breakage deposit is applicable to all residence students. The relevant amount will be debited to your student account. The amounts vary per residence and are published in the 2017 Student Accounts Guide and on the NMMU website.

### **Lectures commence**

**Monday, 6 February 2017** (all full-time and part-time students)

### **Opening of residences**

**Friday, 20 January 2017**

Residence registration will take place at the various registration venues as part of the academic registration process. **On-campus residence students can also register online for residence.**

### **Parking permits**

The parking permit is free but compulsory for your safety. You must have the following details regarding the vehicle: model (year) and make, colour of the vehicle and the vehicle registration number.



## Lecture timetables

You will receive a lecture timetable when you register. This will also indicate where you have to go for your lectures.

## Official notices

NMMU's preferred way of officially communicating with students is via e-mail. Each student will receive an e-mail address for his/her personal use. Please read your e-mails on a regular basis. It will be accepted that you have received an official communication if such communication has been e-mailed to you.

## My Stuff

You can access your own data on the NMMU Student Information System on the Student Portal. This data is protected by your PIN, student number and date of birth, and includes only your exam results, progress reports, financial statement and academic record. You can also close this access by selecting the **Opt Out** option.

Once you are registered as a student, you may follow the following steps to access your information:

### If you login from home/off-campus

- ◆ Logon to the NMMU website – [www.nmmu.ac.za](http://www.nmmu.ac.za)
- ◆ Scroll to the bottom of the screen and click Student Portal (bottom right of the screen).
- ◆ Follow the steps from the second bullet, from the procedure listed below.

### If you login from any PC on campus:

- ◆ Go to the Student Portal (all registered students have access to the Student Portal).
- ◆ Click *my information*.
- ◆ Scroll down and click *ITS Student Web access*.
- ◆ Click *go to ITS Student Web*.
- ◆ You will now get to a screen where you have to enter your student number and pin (you can request a pin if you don't have a pin number – follow the instructions on the screen). Click on *login*.
- ◆ Click *Student Administration* (on the left of the screen).
- ◆ You can change your contact details by selecting the *personal contact detail* option.

## NMMU Mobile Portal

To view the mobile version of the NMMU student portal, enter <http://newportal.nmmu.ac.za> into your internet-enabled device's browser. You will be prompted for a username and password. Enter your NMMU username (nmmu\s123456789) and password. The mobile version of the student portal will be loaded.



## Checklist for registration

### VERY IMPORTANT

- ◆ Upfront down payment/s must be paid by 11 January 2017. If you paid via the bank after 11 January 2017, did you email a copy of your payment confirmation to studentaccounts@nmmu.ac.za for clearance before reporting to the registration venue?
- ◆ Copy of the bank payment(s) must be in your possession.
- ◆ If you are sponsored for 2017, did you email a copy of your confirmation letter to studentaccounts@nmmu.ac.za by 11 January 2017?
- ◆ Copy of the sponsorship/award/bursary/grant/loan confirmation letter must be in your possession.
- ◆ Does your sponsorship/award/bursary/grant/loan cover your required down payment fully? If not, did you pay the difference before registration?
- ◆ Do you comply with the minimum admission requirements and conditions as stipulated in your letter of provisional acceptance?
- ◆ Nursing Science programmes: Professional board payment receipts must be produced at registration.

*Note: You have to report to the venue for online registration as stipulated below. **You will not be allowed to enter the venue outside of the specified time-slot.** We strive to provide you with the best possible service and therefore need your co-operation to adhere to the dates and time-slots as indicated below. **You may also lose your place to study at NMMU if you fail to register on the relevant dates, as stipulated below.***

## Registration programme

**MISSIONVALE CAMPUS: venue for registration: Building 519, Room 0030**

### Monday, 23 January 2017

<b>HEALTH SCIENCES</b>	
<b>Information session: room 008</b>	<b>09:30</b>
Registration:	
BNur Extended programme	10:30-11:00
<b>LAW</b>	
<b>Information session: room 008</b>	<b>12:00</b>
Registration:	
HCert (Criminal Justice): registration	12:30-13:00
<b>ENGINEERING, THE BUILT ENVIRONMENT &amp; INFORMATION TECHNOLOGY</b>	
HCert (IT) User Support Services	14:30-15:30
B (Human Settlement Development)	14:30-15:30

### Tuesday, 24 January 2017

<b>EDUCATION</b>	
<b>Information session: room 008</b>	<b>08:00-08:30</b>
BEd (Foundation Phase)	08:30-09:30

### Wednesday, 25 January 2017

<b>BUSINESS &amp; ECONOMIC SCIENCES</b>	
BCom Extended programmes	08:00-08:30
BA (Development Studies)	09:30-10:00
Dip (Economics) Extended programme	11:00-11:30
Dip (Management)	11:30-12:00
Dip (Management) Extended programme	13:00-13:30
HCert (Accountancy)	14:00-14:30
HCert (Business Studies)	14:30-15:30
Dip (Tourism Management) Extended programme	15:30-16:00
Dip (Marketing) Extended programme	15:30-16:00
Dip (Logistics) Extended programme	15:30-16:00

**NORTH CAMPUS: venue for registration: Heinz Betz hall**

### Monday, 23 January 2017

<b>BUSINESS &amp; ECONOMIC SCIENCES</b>	
Dip (Accountancy)	08:00-09:00
Dip (Management)	09:00-10:00
Dip (Human Resources Management)	10:00-11:00
Dip (Human Resources Management) Extended programme	11:00-11:30
Dip (Logistics)	11:30-12:30
Dip (Inventory & Stores Management)	12:30-13:00
Dip (Economics)	13:00-14:00
Dip (Tourism Management)	14:00-15:00
Dip (Marketing)	15:00-16:00

### Tuesday, 24 January 2017

<b>ARTS</b>	
B (Visual Arts)	08:30-09:00
Dip (Public Management)	09:00-09:30

Dip (Public Management) Extended programme	09:30-10:00
<b>SCIENCE</b>	
Dip (Polymer Technology)	10:00-10:30
Dip (Chemical Process Technology)	10:00-10:30
Dip (Analytical Chemistry)	10:00-10:30
Dip (Agricultural Management)	10:00-10:30
<b>HEALTH SCIENCES</b>	
B (Environmental Health)	10:30-11:00
BHSc (Medical Laboratory Science)	10:30-11:00
B (Radiography in Diagnostics)	11:00-11:30
B (Emergency Medical Care)	11:00-11:30
<b>Information session for nursing students</b>	<b>12:00</b>
Registration:	
BNur	13:00-14:00
Dip (Nursing Education)	13:00-14:00
Dip (Nursing Administration)	13:00-14:00
Dip (Community Nursing)	13:00-14:00
Dip (Nephrology Nursing)	13:00-14:00

### Wednesday, 25 January 2017

<b>ENGINEERING, THE BUILT ENVIRONMENT &amp; INFORMATION TECHNOLOGY</b>	
Dip (Information Tech: Software Development)	08:00-09:00
Dip (Information Tech: Communication Networks)	09:00-09:30
Dip (Information Tech: Support Services)	09:00-09:30
BEng (Mechatronics)	09:30-10:00
Dip (Building)	10:00-10:30
Dip (Engineering: Electrical)	10:30-11:00
Dip (Engineering: Electrical) Extended programme	11:00-11:30
Dip (Engineering: Mechanical)	11:30-12:30
Dip (Operations Management)	12:30-13:00
Dip (Engineering: Industrial)	12:30-13:00
Dip (Engineering: Civil)	14:00-15:00
BSc (Construction Studies)	14:00-15:00
BSc (Construction Economics)	14:00-15:00

## SOUTH CAMPUS: venue for registration: Sport Centre

### Monday, 23 January 2017

<b>ARTS</b>	
Dip Mus	08:00-09:00
BMus programmes	08:00-09:00
Dip (Journalism)	08:00-09:00
BA (Media, Communication & Culture)	08:00-09:00
<b>Information session for BAdmin students</b>	<b>08:30</b>
Registration:	
BAdmin	09:30-10:00
BAS (Bachelor of Architectural Studies)	09:30-10:00
Dip (Public Relations Management)	10:00-10:30
Dip (Architectural Technology)	10:00-10:30
Dip (Interior Design)	10:00-10:30
<b>Information session for BA students</b>	<b>10:00</b>
Registration:	
BA surnames A – M	11:00-12:00
<b>Information session for BA students, surnames N – Z</b>	<b>11:30</b>
Registration:	

BA surnames N – Z	12:30-13:30
<b>EDUCATION</b>	
<b>Information session</b>	13:00-13:30
BEd (Intermediate Phase: Language)	13:30-14:00
<b>Information session</b>	14:00-14:30
BEd (Intermediate Phase: Science & Mathematics)	14:30-15:00
<b>Information session</b>	15:00-15:30
BEd (FET)	15:30-16:00

## **Tuesday, 24 January 2017**

<b>BUSINESS &amp; ECONOMIC SCIENCES</b>	
BCom (General Accounting)	08:00-08:30
BCom (Accounting) surnames A – M	08:30-09:00
BCom (Accounting) surnames N – Z	09:00-10:00
BCom (General) All programmes	10:00-11:00
BCom (Business Management) programmes	10:00-11:00
BCom (Accounting Science) programmes	11:00-12:00
BA (Human Resource Management)	11:00-12:00
BCom (Industrial Psychology & HR Management)	11:00-12:00
BCom (Financial Planning)	11:00-12:00
BCom (Economics & Stats)	11:00-12:00
BCom (Information Systems) All Programmes including Computer Science	12:00-12:30
BCom (Law)	12:00-12:30
BCom (Logistics and Transport Economics)	12:00-12:30
<b>LAW</b>	
LLB	14:00-15:00
LLB Extended programme	15:00-16:00
BA (Law)	15:00-16:00

## **Wednesday, 25 January 2017**

<b>HEALTH SCIENCES</b>	
HCert (Pharmacy Support)	08:00-09:00
<b>Information session for B Social Work</b>	<b>09:00</b>
Registration:	
B Social Work	10:00-11:00
BSc (Dietetics)	10:00-11:00
B Pharm surnames A – M	11:00-11:30
B Pharm surnames N – Z	11:30-12:00
<b>Information session for B Human Movement Science</b>	<b>11:30</b>
Registration:	
B Human Movement Science	12:00-12:30
B Health Science (Biokinetics)	12:00-12:30
BA Psych All programmes surnames A – M	12:30-13:00
BA Psych surnames N – Z	13:00-13:30
Dip (Sport Management)	13:30-14:00
<b>SCIENCE</b>	
<b>Compulsory pre-registration information session for all BSc students to be held on 20 January 2017 in Life Sciences building, room 002. Registration takes place on 25 January</b>	<b>10:00</b>
BSc (General)	14:00-15:00
BSc Extended programmes	14:00-15:00
BSc (Physical Science and Mathematics)	14:00-15:00
BSc (Human Movement Science & Biochemistry)	14:00-15:00

BSc (Information Systems)	14:00-15:00
BSc (Biochemistry, Chemistry & Microbiology)	15:00-16:00
BSc (Computer Science)	15:00-16:00
BSc (Geosciences)	15:00-16:00
BSc (Materials Development)	15:00-16:00
BSc (Biological Sciences)	15:00-16:00
BSc (Environmental Sciences)	15:00-16:00

## OTHER CENTRES

**Friday, 3 February 2017**

SCIENCE	
<i>Addo Rangers Lapa</i>	
Dip (Game Ranch Management)	10:00
BTech (Game Ranch Management)	10:00

## Registration procedure

### Steps to follow

Steps	What	Where
Step 1	Make your down payment or submit your sponsorship confirmation letter by 11 January 2017.	Cashiers Student Accounts
Step 2	Report to the registration venue. Register online and print your proof of registration and lecture timetable.	Refer to registration programme
Step 3	Residence registration (if applicable)	Registration venue
Step 4	Issuing of student card. You will receive a diary. The General Prospectus and Faculty Prospectus are available from the NMMU website.	Registration venue
Step 5	Parking permits (if applicable). Please remember to bring your motor vehicle registration number. You also have to provide details regarding the make of the vehicle.	Registration venue

### **Additional steps to follow – international students only**

All international students are required to participate in a pre-registration process **before registration** can take place. Pre-registration is the process of checking that students meet the legal requirements for registration (i.e. valid passport, valid study permit and valid medical aid). Pre-registration will take place from Wednesday, 18 January until Friday, 3 February 2017.

- **All new international students are required to complete pre-registration before the registration date. Please refer to the registration programme in this guide.**

Step 1	Collect yellow registration clearance form from the Finance Office.	International Office, Room 109, Building 87, South Campus
Step 2	Report to Absa Health Desk to obtain medical clearance. Provide proof of medical aid if obtained prior to registration.	Room 003, Building 11, South Campus
Step 3	Report to “New Registration” station and submit the following documents: <ul style="list-style-type: none"><li>▪ Your original school leaving certificate</li><li>▪ Original transcripts and course descriptions where other qualifications were obtained</li><li>▪ Original TOEFL or IELTS results (where applicable)</li><li>▪ Valid passport and a valid study permit</li></ul>	Room 005, Building 11, South Campus
Step 4	Continue with the registration process and follow the steps as set out above (steps 2 to 5 listed above).	

## Registration queries

It is in your own best interest to ensure that all requirements are met before proceeding to the registration venue.

- ◆ **If your registration has been blocked for financial reasons:**

You will be referred to the Student Accounts station in the registration venue. A staff member will provide the necessary information. You will have to leave the registration venue to pay your down payment/s. Copies of payments made via NMMU's bank account are required at all times. A confirmation letter of sponsorship/award/bursary/grant or loan is required at all times.

- ◆ **If your registration has been blocked for administrative reasons:**

Your ID number or other documentation might be outstanding. You will be referred to the Admissions station in the registration venue. A staff member will assist you.

- ◆ **If you don't comply with the minimum admission requirements:**

Please contact the Admissions Section should you discover that you no longer meet the minimum admission requirements. The Admissions Section will re-assess your application. The Contact Centre's number is 041-5041111.

## Other important dates

### Lecture blocks

Monday, 6 February – Friday, 24 March

Monday, 27 March – Friday, 26 May

Monday, 17 July – Friday, 1 September

Monday, 4 September – Friday, 27 October

## General rules

You are responsible for consistently familiarising yourself with the general rules, financial rules and appropriate faculty rules of this institution. The general rules and Student Disciplinary Code are published in the General Prospectus. Student rules are also included in the Institutional Regulatory Code which can be accessed via the Student Portal on the NMMU intranet. Financial rules are published in the Student Accounts Guide and it can be accessed via the Student Portal at [www.nmmu.ac.za/studentaccountsguide](http://www.nmmu.ac.za/studentaccountsguide).

Academic activities, including examinations and graduation, take place from Monday to Saturday.



## Registration queries – contact numbers

If you have concerns or queries contact the faculty administration staff. The prefix to their number is 041-504, then dial the extension number.

Faculty/Position	Name	Campus	Building/Room number	Ext.
<b>Faculty of Arts</b>				
Manager: Faculty Admin Faculty Administrators	Drucilla Nzioki	South	Embizweni, Room 057	3252
	Nadeema Azem	South	Embizweni, Room 055	2802
	Khaya Nzuzo	South	Embizweni, Room 057	4608
	Noxolo Mngonyama	South	Embizweni, Room 054	2855
	Noluvo Bobi	South	Embizweni, Room 056	3478
<b>Faculty of Business and Economic Sciences</b>				
Managers: Faculty Admin Faculty Administrators	Addie Smith	Second Ave	Ground floor, Room 017	3802
	Thembeke Jonono	South	Bldg 7 ground floor, Room 8	2120
	Mandisa Mazinyo	Second Ave	Ground floor, Room 019	3707
	Fundi Ngubo	Second Ave	Ground floor, Room 019	3706
	Sandiswa Maswana	South	Bldg 7 ground floor, Room 30	2801
	Manelisi Klaas	South	Bldg 7 ground floor, Room 7	2939
	Tammy Bulembu	South	Bldg 7 ground floor, Room 29	2248
	Xolani Sipoyo	Second Ave	Ground floor, Room 019	3804
<b>Faculty of Education</b>				
Manager: Faculty Admin Faculty Administrator	Ridaa Salie	South	Bldg 11, Room 6A	2125
	Jackie Hay	South	Bldg11, Room 6B	4568
<b>Faculty of Engineering, the Built Environment and Information Technology</b>				
Manager: Faculty Admin Faculty Administrators	Jonathan Dorothy	North	C Block, Room C112A	3447
		North	C Block, Room C113A	3480
	Jason Ah Tow	North	C Block, Room C113B	3660
	Hildegard Boshoff	North	C Block, Room C112B	3446
	Vatiswa Mbola	North	C Block, Room C112	3995
<b>Faculty of Health Sciences</b>				
Manager: Faculty Admin Faculty Administrators	Nouwaal Isaacs	South	M&P Bldg, Room 0123	2121
	Vanessa Heunis	South	M&P Bldg, Room 0121	2957
	Marilyn Afrikaner	South	M&P Bldg, Room 0120	2956
	Heloise Levack	South	M&P Bldg, Room 0122	2749
<b>Faculty of Law</b>				
Manager: Faculty Admin Faculty Administrator	Nikki Terblanche	South	Embizweni, Room 0104	2588
	Dieketso Billie	South	Embizweni, Room 0104	2474
<b>Faculty of Science</b>				
Manager: Faculty Admin Faculty Administrators	Lynette Roodt	South	Bldg. 127, Room 002	2268
	Fiona Claassen	South	Bldg. 127, Room 002	2679
	Yvonne Tembo	South	Bldg. 127, Room 002	9922
<b>Missionvale Campus</b>				
Faculty Administrator	Denise Gert	Missionvale	Registration hall, Room 0116	1178

**Other contact information:** Contact Centre: 041-5041111

## Late registration

Students who register late will be liable for payment of a late registration penalty.

**NOTE:** Because of limited facilities and resources, NMMU can only accommodate a specific number of students for modules presented by certain departments. It is therefore in your own best interest to register on the relevant dates, as indicated in this guide.