



December 2016

ONLINE REGISTRATION: 2017

Online registration will be open from 16 January to 10 March 2017; however, **students who register after 10 March will be liable for payment of a late registration penalty.**

Your student account for previous years must be fully settled and your initial upfront down payment must be paid before you can proceed with your registration. Please note that electronic transfers/direct bank deposits may take up to four business days to reflect in NMMU's bank account. Registration will be blocked until the payment reflects on the student account.

Sponsorships: The confirmation of sponsorship for 2017 must be submitted to the Student Accounts section two working days before you register online. Proof of payment and sponsorship letters can be e-mailed to studentaccounts@nmmu.ac.za or faxed to 044 801 5031. The Student Accounts Guide can be accessed at www.nmmu.ac.za/studentaccountsguide

UPFRONT DOWN PAYMENT PAYABLE BEFORE 2017 REGISTRATION CAN COMMENCE

This amount will be credited towards your student fees account.

DEGREE PROGRAMMES AND RELATED OCCASIONAL STUDIES

Full-time students	R6700
Part-time students	R3800

DIPLOMA / CERTIFICATE PROGRAMMES AND RELATED OCCASIONAL STUDIES

Full-time students	R4700
Part-time students	R3000

RESIDENCES (students on all campuses)	R4800
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International students must complete pre-registration before proceeding with registration. Proof of payment must be sent to intfees@nmmu.ac.za and proof of medical aid must be sent to relevant international officers or to international@nmmu.ac.za. Please indicate Registration 2017 in the subject line. Pre-registration will take place at the Furntech Building.

Registration programme

Available on www.nmmu.ac.za

Steps to follow to register online for 2017

Follow this link: www.nmmu.ac.za/Registration. Select **register online**.

You will now get to a screen where you have to enter your student number and PIN. You will receive an sms containing your PIN by 13 January 2017 or you can request a PIN if you don't have one by following the instructions on the screen. The PIN will be sent to your NMMU email address.

1. Select registration. This can be found at the top left of your screen.
2. Select declaration by applicant. Please read and acknowledge the content and then select I accept. You have to complete this process before you will be allowed to continue with your registration. This is only applicable if this is your first online registration.
3. Select next step.
4. Your qualification information for 2017 will be displayed. Leave the answer to the prompt should we create a meal account for you as "no". Enter your employment status by selecting a value from the list. Select save and continue.
5. The modules for this qualification will be displayed. Make your selection by selecting the text box on the left. Select save and continue once you have selected the modules for which you want to register. Note: you may only register for 120 credits or the annual total of your programme for any specific academic year. Select continue and view modules selected.
6. Select accept registration in order to finalise your registration. You can view your academic record or you can select next step and then select proof of registration to print or view your registration details for 2017.

Residence registration

Students who have been provisionally re-admitted, must pay the down payment towards their accommodation fees.

On-campus residence students can also register online for residence. You can do this from home or at the nearest facility where internet access is available or from a suitable mobile device.

George Campus students: please report to the Residence Administrator's office at the Kiepersol Building for residence registration. The contact number is 044-8015192.

Email: Siphokazi.Nodude2@nmmu.ac.za

Student cards

Returning students: Your student card will be renewed once you are registered as a student for 2017.

New students: Student card stations in the registration venues from 23 January – 3 February 2017.

From 6 February 2017:

Room 113, First floor, Mopani Building

Lecture timetables (if applicable)

Timetable details are published on the NMMU website. Under *courses on offer* select *degrees, diplomas and certificates* and select *module browser*. Select the module and then click on the link to view the timetable for that module. Once you are registered, you can also make use of the student portal to view your lecture timetable under the *Timetable* link. Please note that the South Campus personal timetable on the intranet will only be available/updated 24 hours after you have registered. Should you not be able to find the timetable details for your module/s, please forward an email to cto@nmmu.ac.za providing your student number as well as the qualification name you are registered for.

George Campus: If you have any queries please send an email to George.Timetable@nmmu.ac.za

Parking Discs - 2017

Vehicle Registration Desk during the normal registration period and from Protection Services thereafter. The model (year) and make, colour and vehicle registration number must be provided if you apply for a parking disc for the first time. Fines will be issued to vehicles not displaying the 2017 discs.

Prospectuses, diaries

The General Prospectus as well as all faculty prospectuses are available from the NMMU website. Student diaries are available at the information counters. Please provide your proof of registration when collecting a diary.

Front Office, Room 0012, Ground floor, Mopani Building

Possible problems with online registration

If the system encounters any problems with your registration, it will display an error message and you must then select the *notify institution and view errors* button. This will notify us of your problem and we will forward it to the correct person for their attention. If the problem has been resolved, you may then select the *try again* button. You may also contact your Faculty Administrator or the Contact Centre on 041-5041111 if you experience any problems.

George Campus students can contact the Academic Coordinator on any of the following numbers: 044-8015566; 044-8015048 or 044-8015155

**ACADEMIC ADMINISTRATION
NMMU, GEORGE CAMPUS**