

2010 First Year Orientation Guide

Finding tomorrow

GEORGE CAMPUS
Growing tomorrow

NMMU CAMPUSES

- ▶ **NMMU South Campus (Summerstrand)**
- ▶ **NMMU North Campus (Summerstrand)**
- ▶ **NMMU Second Avenue Campus**
- ▶ **NMMU Missionvale Campus**
- ▶ **NMMU Bird Street Campus**
- ▶ **NMMU George Campus (Saasveld)**

IMPORTANT!

Read through the First Year Orientation Guide before you arrive on campus so that you know what to expect. If you are unsure about anything, do not hesitate to contact us – refer to the *Useful contact details @ NMMU* section in this guide or contact the orientation coordinator via e-mail or telephone. See contact details under *Message from the Orientation Coordinator*

All students will receive a **FREE** NMMU Diary at registration!

CONTENTS

SECTION 1: GENERAL INTRODUCTION TO NMMU	
1. Message from the Orientation Coordinator	3
2. Message from the Vice-Chancellor	4
3. Message from the George Campus Principal	5
4. More about NMMU	6
5. What the first-year students said!	7
6. How to survive the first year!	8
7. My personal orientation programme	9
SECTION 2: GEORGE CAMPUS ORIENTATION PROGRAMME	
8. Overview of George Campus academic programmes	10
9. Orientation Programme	11
SECTION 3: USEFUL CONTACT DETAILS @ NMMU	14
SECTION 4: STUDENT LIFE	
10. Societies and Clubs	16
SECTION 5: CARING FOR YOU	
11. Accommodation	17
12. Arts and Culture	17
13. Campus Health Service	17
14. Financial Aid	18
15. Financial Planning	18
16. Library and Information Services	18
17. Sexual harassment	19
18. Sport	19
19. Student Counselling, Career and Development Centre	20
20. Students with disabilities	20
21. Student Development and Governance	21
22. Supplemental Instruction	22
23. Writing Centre	22
SECTION 6: GENERAL	
25. Academic Calendar 2010	23
26. Acknowledgments & Disclaimer	24
27. Campus map	25

SECTION 1

GENERAL INTRODUCTION TO NMMU

Message from the How2@nmmu Orientation Coordinator

Dear first-year students

Welcome to Nelson Mandela Metropolitan University (NMMU).

Coming to university for the first time is often an exciting, life-changing experience. However, it can also be challenging and stressful. The transition often involves major changes like leaving friends and family for the first time, coming to grips with a new course and independent study, to new ways of doing things and to new expectations.



It is normal to experience some difficulties while adjusting to your new life at university. Our job is to get you off to a good start in adjusting successfully to the demands of Higher Education.

We have spent a great deal of time preparing for you. The Orientation Programme for first years is called How2@nmmu: how2 do things at NMMU, how2 succeed at university, and so on. This is an important kick-off for you and it is compulsory to attend all Academic Orientation events.

Your How2 Orientation Leader, a senior student doing the same course as you, will guide you through a programme of academic orientation. You will meet students who will be studying the same course as you and you will meet the lecturers who will be teaching you. The How2 Leaders will be easily identifiable by their blue T-shirts and are willing and ready to answer any questions you may have. It is our job to ensure that you have a positive experience during your orientation.

There are academic, social and cultural events planned for you, some to help you understand how you can study and learn in a university setting, and some just to have fun and meet new people.

The programme is only the start of activities that have been designed to assist you in adjusting successfully to university. Your How2 Leader will 'buddy' you for the first few weeks of the semester to support you in the challenges you may face along the way.

By attending orientation you will have a head start, since you will meet new friends and staff, and be familiar with what is expected of you. See you there!

Warm regards
Shereene Knipp

E-mail: shereene.knipp@nmmu.ac.za
Tel: 041 – 5043222

George Campus:
Dave Jenkins
E-mail: dave.jenkins@nmmu.ac.za
Tel: 044 – 801 5047

Message from the Vice-Chancellor

Welcome to Nelson Mandela Metropolitan University (NMMU)! On behalf of all our staff and students, it gives me great pleasure to invite you to become part of the university community. By registering at NMMU, you are joining the ranks of one of South Africa's most vibrant, exciting and creative higher education institutions – which prioritises excellence, innovation and service to the many development challenges facing the world today.



The core purpose of NMMU is knowledge production and its use to *make a difference*. We place great value on the ability of knowledge - through teaching, research and community engagement – to transform the world for the betterment of the human condition. We want our students to acquire the richest possible educational experience that is technically rigorous and socially compassionate. We celebrate original thinking, critical reflection and the search for new ideas. We hope you will take full advantage of this unique opportunity in your life to rise to the best that lies within you.

NMMU offers a rich and diverse spectrum of academic programmes organised into seven faculties spread across our campuses in Port Elizabeth and George. Here, you will find some of the best and most dedicated staff members who will be more than willing to assist and guide you in your journey from first to final years of study. Our aim is to foster a *student-centred learning experience* and we encourage you to make full use of the many experiences at NMMU.

Your primary mission is, naturally, to study with the purpose of fulfilling all the requirements for conferring a qualification at the end of your period of study. To this end, the university offers a wide range of learning resources – modern library facilities, online computer networks with vast data-bases, enrichment and remedial support programmes, student counselling services, tutoring and advisory services. We would encourage you to make full use of these services in ensuring you having optimal support in pursuit of your *academic responsibilities*.

However, your life as a student also extends *beyond the classroom* context, and university life seeks to assist you in developing all dimensions of human life, including sports, recreational, cultural and aesthetic interests. There are a large number of clubs and societies, as well as the Student Representative Council and affiliated organisations, and we strongly encourage you to participate in these bodies with the view of developing and stimulating your personal development.

Above all, enjoy the pleasure of expanding the frontiers of your knowledge and see this as the start of a new chapter in your life that will make a difference. All the very best!

Professor Derrick Swartz
Vice-Chancellor

Welcome to the George Campus at Saasveld

Well done! You've moved ahead, taken the plunge and joined us to live and learn on our lovely George Campus at Saasveld. Don't worry if you're feeling a little bit confused and scared but also excited: it's perfectly normal. You'll soon discover that your lecturers and other professional staff care deeply about your personal growth and your education. We will of course help improve your knowledge and skills, but take note:



learning on the George Campus is about much more than just filling your head with facts. We therefore also want to make sure that you leave the campus with three deep-rooted values: respect for yourself, respect for other people (especially those who are different to you), and respect for the environment; excellence - going for greatness, broadening your world view, and always doing your best; and humaneness, the warm spirit of caring, empathy and reaching out to others.

Your lecturers and other professional staff are here to set an example, to treat you as an individual, and to help you go from strength to strength. We see ourselves as your role models and are here to open doors for you. From your side, we expect you to take responsibility for three things:

- Firstly, appreciate your NMMU education as one step in a life-long cycle of learning. See the next few years as a very special experience and a privilege, and make the most of every opportunity to learn, both in and outside of the classroom. Take the opportunity to learn about life and to fearlessly go beyond the narrow boundaries of your chosen programme.
- Secondly, take your education seriously. Attend all lectures and practicals, try your best at every assignment, test and exam, and work together with your lecturers and fellow students.
- Thirdly, learn to trust and be trusted by holding on to the highest standards of leadership. Be honest, reliable, show respect for others, respect other life on earth, and, beyond all, respect yourself.

Have fun, go for it, and make the most of your journey with us! We're delighted that you've chosen the George Campus at Saasveld.

Prof Christo Fabricius
Campus Principal

MORE ABOUT NMMU

Welcome to our new generation university – Nelson Mandela Metropolitan University or NMMU as we fondly call it. It is an institution inspired by the greatest leader of the modern world, a people-centred nucleus of activity, where innovation, creativity, technology and diversity thrive.

At NMMU we advocate the importance of life-long learning – an education for life. NMMU is about helping you to reach your full potential and assisting you in making your dreams and aspirations become a reality. By enrolling at our institution you have already taken the first step to see beyond the present, to unlock your future so that you can create the “tomorrow” that you want.

NMMU prides itself on the following:

- ▶ beautiful natural surroundings – we are the only Southern African university situated in a nature reserve; we are close to the beach (and magnificent surfing spots); the George Campus at Saasveld nestles at the foot of the magnificent Outeniqua mountains;
- ▶ internationally recognised quality programmes that are designed for self-development and employability;
- ▶ academic support programmes to ensure that you achieve your academic goals;
- ▶ free personal, career and academic assessment and counselling;
- ▶ bursary opportunities for undergraduate & postgraduate studies;
- ▶ computer labs for student use with free internet & e-mail;
- ▶ partnerships with local, national and international companies;
- ▶ partnerships with various educational institutions abroad;
- ▶ nurturing innovation and entrepreneurship – creating new job opportunities, teaching our students to become entrepreneurs themselves, developing new technologies and processes that can contribute to a better life for all.

What the first year students said!

'It helped me a lot. Now I don't feel so lost.'

'It helped me feel more at home and comfy!! After today I feel a lot more secure & settled'

'It was quite interesting and most helpful'

'I enjoyed the day & tour, can't wait to start studying!'

'It was very helpful and enjoyable. It was worth the time I sacrificed.
Thank you.'

'Orientation was well prepared and informative'

'Worth attending'

'Couldn't have done it without a How2 programme'



How to survive the first year!

10 rules that you should follow to make the best of your time at varsity:

- Go to all orientations including the campus tour.
- Get organized by buying an organiser, a big wall calendar, etc. to help you know when assignments are due.
- Go to class and don't skip the 07:45 am lecture. You'll receive vital information about what to expect on tests, changes in due dates, etc.
- Seek a balance between social and academic life.
- Get involved on campus like joining a society and make plenty of friends.
- Take advantage of the study resources on campus like tutors (SI) or form study groups.
- Take responsibility for yourself and your actions.
- Make connections with students in your classes.
- Prioritise your life and stick to deadlines.
- Keep track of your money by creating a budget.

My Personal Orientation Programme		
Date and Time	Event	Place
Academic Orientation		
(Check your Programme)	Welcoming Ceremony and Faculty Meet & Greet	(Check your programme)
	Registration	
	Subject Meetings	
	How2@nmmu	
Social, Cultural and Sport Events		

NOTES

HOW2@NMMU PROGRAMME

**SECTION 2
GEORGE CAMPUS
ORIENTATION PROGRAMME – 2010**

**NMMU GEORGE CAMPUS (Saasveld)
*Growing tomorrow***

SCHOOL OF BUSINESS & SOCIAL SCIENCES

Extended Programme: Management
Extended Programme: Marketing
Extended Programme: Tourism Management

NDip: Marketing
NDip: Management
NDip: Tourism Management

BCom (CA)
BCom (General Accounting)
BCom (General)
BCom (Extended programme)

FACULTY OF EDUCATION

BEd (FET) Mathematics, Accounting, Economics and Business Management
Bed (IP) Language and Social Studies

SCHOOL OF NATURAL RESOURCE MANAGEMENT

Extended Programme: Agricultural Management
Extended Programme: Forestry
Extended Programme: Game Ranch Management
Extended Programme: Nature Conservation
Extended Programme: Wood Technology

NDip: Agricultural Management
NDip: Forestry
NDip: Game Ranch Management
NDip: Nature Conservation
NDip: Wood Technology

**NMMU GEORGE CAMPUS
ORIENTATION PROGRAMME – 2010**

Monday 25 January

WHEN	WHAT	WHERE
08:30 – 15:30	Registration of first year Business and Social Science (B&SS) and Education students (first year & seniors).	Saasveld Hall
	Register for How2@nmmu groups	
	International students register	
15:30-16:30	Welcome and information session for parents and students in Education and B&SS programmes.	Lecture Theatre

Tuesday 26 January

08:30 - 16:00	Registration of first year Natural Resource Management (NRM) students	Saasveld Hall
	Register for How2@nmmu groups	
09:00-12:30	B&SS and Education students welcome and introduction to Campus	Lecture Theatre
12:30-13:00	B&SS and education students welcome by Student Council	Lecture Theatre
13:00-14:00	Lunch break	
14:00-15:30	B&SS and education students meet academic staff	Venues to be announced
15:30-16:30	Welcome and information session for parents and students in NRM programmes	Lecture Theatre
19:00	Welcome to all first-year residence students	Mopani

Wednesday 27 January

09:00-12:30	NRM students welcome and introduction to Campus	Lecture Theatre
12:30-13:00	NRM students welcome by Student Council	Lecture Theatre
13:00-14:00	Lunch break	
14:00-15:30	NRM students meet academic staff	Venues to be announced
19:00	Movie evening at Saasveld	Lecture Theatre

Thursday 28 January 2009

08:30 – 16:00	Registration of Senior SBSS and Education students	Saasveld Hall
08:30 – 13:00	How2@nmmu programme for all first-year students	Mopani – meet Lecture Theatre
13:00 – 13:45	Lunch	
13:45 – 16:00	All first-year students write English Proficiency Assessment	Venues in Mopani
18:30	Student evening: Student Council and House Committee	Mopani

Friday 29 January

WHEN	WHAT	WHERE
09:00 – 15:00	Registration of senior NRM students	Saasveld Hall
09:00 – 15:00	First-year day walk from Saasveld	Meet at swimming pool
17:00	First-year braai	Sports Centre

Saturday 30 January

08:00 – 17:00	Trip to coastal town: all first-years welcome	
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Sunday 31 January

09:00 – 12:00	Bus leaves for town: church/shopping	
19:00 – 20:00	Interdenominational church service	Mopani

Monday 1 February

08:00	Classes begin	
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Thursday 4 February

12.00	Official opening	Rugby Pavilion
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Saturday 13 February

09:00 – 17:30	Campus Life Day: sport and societies day – first years versus seniors	Saasveld
17:30 till late	Social function	Sports Centre

COMPULSORY ACADEMIC PROGRAMME HOW2@NMMU KICK-OFF!

The programme content is geared to help you adjust successfully to the academic challenges of university life.

Date & Time	Where	What
Thurs 28 January 08:30 – 13:00	Saasveld	How2@nmmu Programme By the end of today, you will know: <ul style="list-style-type: none"> • what it takes to be a successful student • where to find your venues- campus tour • how to use the library and computer labs • the university terminology • how to read the timetable • the resources available to help you • how to deal with university challenges • many of your classmates

At this meeting you will be divided into groups of 20, according to the programme you are studying in your faculty. A trained senior student called a How2 Leader, will facilitate a specially-devised programme for each group.

CHECKLIST

Please bring the following with you:

- This First Year Orientation Guide
- NMMU Diary (received at registration)
- Pencil / pen and paper
- An enquiring mind and a participation-oriented attitude!

How2@nmmu Programme

On the day of the How2@nmmu programme (called How2 for short), you will be divided into small groups of about 20 first-year students doing the same course as you. Your group will be led by a senior student doing the same course. This is your How2 Leader. He/she will take you through a programme of academic orientation – you will meet other students doing the same course as you. This is important for networking and support. You will learn about the kind of terminology used at university such as DP, faculty etc; you will be assisted with your timetable, you will learn about all the support services available to help you achieve success, you will be taken on a tour of the campus, you will learn about the particular challenges that go with your course, and much more.

Buddy Programme

This is an exciting new addition to the How2 Programme! Your How2 Leader will buddy you for the first few weeks of the year to support you in your adjustment to university life. You will meet informally once every fortnight (for lunch, coffee, etc) on the lawns or in the cafeteria or wherever suits your group, to chat about your concerns or challenges and your successes, and to learn from other students in your group. Your How2 Leader will also chat with you via e-mail (you will all have e-mail), Facebook and/or MXit to find out how you are doing, and to support you in any way.

How2@nmmu Leaders – Orientation Leaders

Students wearing blue How2@nmmu T-shirts are available to help you with any request or concern that you may have. Please feel free to approach them. They have been equipped to assist you.

How2@nmmu Information Booths

These booths will be set-up on the campuses during the first week of lectures on campus.

Career Help Desks

These desks will operate during the registration period. Career peers at these help desks will mainly assist students with **career related issues**. They will work very closely with the Student Counselling, Career and Development Centres.

Orientation Website

Refer to the Orientation Website for further information: www.nmmu.ac.za

SECTION 3 USEFUL CONTACT DETAILS @ NMMU

Concerns	Contact person / Resource	Telephone
General enquiries	Ms Willize Groenewald: Reception, Admin Building	044 - 801 5111
Registration problems	Mrs Magda Eybers: Mopani Mrs Elize Labuschagne: Mopani	044 – 801 5566 8015048
	Mr Dekker Vermeulen: Room 10, Admin Building	044 – 801 5008
Account queries	Ms Stacey Swigelaar: Admin Building Ms Enid Rhode: Admin Building	044- 8015098 801 5053
Residences	Mrs Vuyiswa Mentile-Gozongo: Room 19 (Mopani)	044 - 801 5034
Marketing and Corporate Affairs	: Admin Building Mr Pieter Botha: Admin Building	044 – 8015007 801 5038
Medical services	Saasveld Clinic: Sister Mietjie Kock Doctor visits on Thursdays	044 – 801 5062
Private patients	Contact Lamprecht Clinic, York Street	044 - 874 6770
Outpatient services	George Provincial Hospital Municipal Clinics	044 - 874 5122 801 9215
General problems	Contact your Director of School (DoS) or Programme Leader DoS: Business & Social Science Mrs Marianne Doubell DoS: Natural Resource Management Dr Jos Louw	044- 8015561 044- 8015019
	Mr Dave Jenkins: Room 008, Mopani	044 – 801 5051
Student Counselling and Career Development Centre	Dave Jenkins provides student counseling services on the George Campus. Appointments can be made through Ilona Visagie on 044- 801-5047 or e-mailing dave.jenkins@nmmu.ac.za	

Counseling services include personal, study, life skills and career counseling. All counseling interviews are private and confidential.

There is a Career Resource Centre where career and bursary information is available.

Development services include leadership training, academic skills, new student orientation, life skills training, career skills and personal development.

Concerns	Contact person / Resource
Academic and financial administration	Staff from the financial and academic administration departments are available to assist with queries.
Transport	There is a bus service between town and Saasveld - see notice boards for details. This service runs 3 times a day.
Refreshments	Regular meals and snacks can be bought from the dining room or cafeteria - either using a prepaid account or on a cash basis. To use the prepaid account contact the catering manager, Mrs Jantjie Fourie, to deposit money into your account. Tel: 044- 801 5032
Accommodation	Main residences on campus Outeniqua (women), Oukraal (men) and Kalandar (men) plus a number of houses are used for student accommodation. The residence manager, Mrs Vuyiswa Mentile-Gozongo, can be contacted for further information on 044-801 5034 . The residence manager is assisted by the House Committee in looking after student needs.
Student finance	Students are responsible for financing their own fees. Limited bursaries and study loans are available. For further information contact Ms Mzikazi Noholoza on 044- 801 5029 .
Library	The library is open from 07:30 - 20:00 Mondays to Fridays and 09.00 - 13.00 on Saturdays. The librarians are: Mrs Bertina Odendaal and Mrs Hilde van Wyk. They can be contacted on 044 801-5004. A student card must be presented to access the library.
Computer facilities	There is 24-hour computer access which is monitored by security. To access these facilities a student card must be presented. Additional ICT information can be obtained from Mr Garth Smit 044-8015044 or garth.smit@nmmu.ac.za

SECTION 4 STUDENT LIFE

Interests	Contact person / Resource
Student society and life	<p>An excellent way to make friends and develop your knowledge, skills and experience is to join one of the many student societies or clubs. These are run by students for students and are open to all students who subscribe to the specific aims of the society.</p> <p>Contact the society leaders or Ms Mzikazi Noholoza from Student Governance & Development on 044 - 801 5029 if you wish to know more about a particular society. Watch the notice boards for news of societies' activities.</p>
Sport on campus	<p>All George Campus students are members of the sports club which gives them access to all the sports facilities. An annual registration fee is paid by all students.</p> <p>Students are encouraged to participate in sporting activities for the sake of their physical well-being, to develop leadership skills and to meet fellow students.</p> <p>Contact the sports officer, Mr Hugo Loubser, on 044 - 801 5037 for further queries.</p>

Societies on George Campus

Societies	
1.	Christian Centre
2.	STA (Saasveld Timber Association)
3.	Business and Leadership Society
4.	Poetry Society
5.	Choir
6.	Agricultural Society
7.	Arts & Culture

Political Societies	
1.	SASCO (South African Student Congress)

SECTION 5
CARING FOR YOU
What we can do for you

Accommodation

NMMU George Campus (Manager): 044 - 801 5034

There is no better way to get involved in student life than by living in res. It is your opportunity to make new friends from many different and diverse backgrounds. You will benefit from the numerous services and facilities offered in the residences, social and sporting activities, peer help and life skills training.

Should you have any queries concerning fees, catering and other concerns, please contact the residence manager.

For more information on accommodation (on campus) please visit our website:

www.nmmu.ac.za/studenthousing

Arts and Culture

NMMU George Campus: 044 - 801 5029

Arts and Culture is a vibrant unit that could make a substantial contribution to the enhancement of your higher education experience, contributing to your total development and enrichment of campus life through the introduction of a multiplicity of cultural activities. You can join a number of organisations promoting the arts

Campus Health Service

NMMU George Campus: 044 - 801 5062

Medical assistance is available at George Campus! When you are not feeling well or are in need of information about any health-related issue, visit the various health services. A comprehensive primary health care service is available on every NMMU campus. Various free services are available e.g. HIV testing, contraceptives, etc. A minimal fee is charged for some of the services, including the services of the medical doctor. All services are rendered by registered health care professionals e.g. professional nurses, medical doctors and registered counsellors. Please phone the numbers above to make an appointment to consult us with any problem

Financial Aid

NMMU George Campus: 044 - 801 5029

The Financial Aid office is there to assist students financially. Not all students qualify for assistance and financial aid is granted on the basis of certain financial and academic criteria. If you would like to apply for financial aid, please see information below:

Do you know about our Scholar Merit?

Scholar merit is an automatic award. It is based on your final Matric or National Senior Certificate (NSC) results and is calculated according to a point system. For enquiries please phone the Financial Aid office.

Questions about your student fees or account?

If you are not sure of the financial status your student account, please visit the Student Fees Accounts department. Make sure you have checked the due dates for payment of accounts and cancellation of modules.

How does not paying your account affect you?

- You may not be allowed to re-register.
- Your exam results / diploma / degree may be withheld.
- Your account may be referred to external debt collectors with costs.
- You may be evicted from residence.

Financial Planning

Ensure that you have sufficient money on arrival as your bursary might not cover certain expenses such as food, transport and rent. You must have cash for services like printing and photocopying throughout the year. Please read all documentation sent to you by the Financial Aid office. If you are unsure about anything, please contact them. It is important to come prepared.

Library and Information Services

NMMU George Campus: 044 - 801 5004

NMMU has libraries on each of the five campuses in Port Elizabeth and on George Campus. All registered students and staff at NMMU are entitled to free membership of the Library and Information Services (LIS). Students must present their student cards annually at the circulation desk to register as library users.

Registered library users have access to the following in all its campus libraries:

- Short loan collection of books, articles and class notes that are high in demand.
- Study collection with multiple copies of prescribed textbooks.
- Inter-branch loans of library material between the different campus libraries.
- Computer work stations for accessing library catalogues, full-text databases and online journals.
- Assistance with and training in finding information for assignments and research.

- Self-service photocopiers and areas for reading, studying, viewing and listening.

A range of guides, posters and the library website (www.nmmu.ac.za/library) provides further information about services, facilities and information resources

Sexual Harassment

NMMU is firmly committed to providing an environment that fosters mutual respect and is free from all forms of discrimination and harassment, including sexual harassment. To this end a Sexual Harassment Policy is in place that governs the prevention and resolution of sexual harassment, behaviour which is not tolerated by the university.

Sport

George: 044 - 8015037

While the primary function of NMMU is academic, the value of the holistic development of students and the establishing of a culture of participation and competition is central to the institution's focus on the well-being of students.

Thus, the Sport Bureau offers a wide variety of competitive and recreational sport programmes for the students and staff, as well as the wider university community. These provide all with the opportunity to participate in sport and recreation ranging from informal and social games for fun and enjoyment, to highly competitive leagues where skills are tested against the best in the province and country.

Make your dream come true by joining the following clubs offered on the George campus:

Cricket	Rock climbing
Golf	Soccer
Mountain Biking	Squash
Hockey	Surfing
Netball	Tennis
Rugby	Volleyball

The NMMU Sport Bureau provides club members with excellent sport facilities, scientifically-based coaching programmes and organisational and administrative support. For a sport club application form or more information contact the Sport Bureau at: **044-8015037**

Student Counselling, Career and Development Centre (SCCDC)

NMMU George Campus: 044 - 801 5051

24-hour crisis helpline: 082 428 5009

Who are we? A team of trained health science professionals: counselling, educational and clinical psychologists, health educators, social workers and graduate interns who are training in these positions.

What can we offer you?

- A free confidential, professional individual and group counselling service.
- Self-help programmes and workshops to students and staff members on all campuses.
- A wide variety of pamphlets and videos.
- Numerous programmes presented and packaged in relation to:
 - academic issues
 - personal, social and emotional issues
 - Career choice and planning
 - wellness

Peer Helping

(Contact Student Counselling above)

Peer helping is based on the fact that students often seek out their friends when they are experiencing frustrations, worries or concerns. Naturally, these friends wish to help them, yet they often do not know how to do it or what to do. The Peer Help Programme has been developed to train and supervise students in refining their natural helping skills. Students are trained and supervised to provide listening, understanding and support to fellow students (their peers). They get opportunities to put this training to practice by providing assistance to other students in decision-making around life-style enhancement, career development and academic success. With the assistance of peer helpers, students are empowered to deal with loneliness, academic skills, career-related issues, HIV/Aids, employability and other issues that may interfere with their joy, development and learning.

Students with Disabilities

NMMU South Campus: 041 - 504 2562

E-mail: ruth.barends@nmmu.ac.za

NMMU would like to ensure that you do not experience any unfair discrimination as a result of your particular disability while you are a student at this university. The university will thus strive to make reasonable adjustments concerning accessibility, accommodation, examinations and other academic concessions, to meet your needs. Currently services available involve recording of study materials, special work areas in the libraries equipped with magnification software and assistance with acquiring assistive devices.

As each case needs to be individually assessed, please register your special needs with the university's senior disability officer, **Ms Ruth Barends, as early as possible**, preferably the year prior to registration and application, so that you can be assisted. At your first appointment please provide medical documentation from an appropriate treating professional. The goal of the consultations between students and

the Disability Office is to identify the impact of a disability on study and to maximise opportunities for equitable and independent participation.

What can we offer you?

- Confidential, professional individual consultation sessions.
- Workshop and information sessions for students on all campuses.
- A link to support organisations and networks relevant to your disability.
- Training on specialised software.

Please familiarise yourself with NMMU’s Policy on Disability, copies of which are freely available from the above office or on the website [NMMU Portal](#).

Bursaries for students with disabilities are available on an annual basis, upon application, through the Financial Aid office.

Any member of the NMMU community who experiences sexual harassment is encouraged to express his / her complaint without fear of prejudice. The allegation will be investigated and a decision taken on the most appropriate course of action. Strictest confidentiality will be maintained.

Where to go for help:	
The Student Counselling, Career and Development Centre on your campus:	The Campus Health Service on your campus:
<ul style="list-style-type: none"> • George: 044 - 8015051 	<ul style="list-style-type: none"> • George: 044 - 8015062
Residences Mrs Vuyiswa Mentile-Gozongu (044-8015034)	

Student Development and Governance

NMMU George Campus: 044 - 801 5029

This department contributes towards the holistic development of students. Our core functions are the training and development of student leadership, the coordination of student life and events, supporting student governance structures such as the SRC, the Student Housing Council; faculty representatives, the Sports Council, Oppidani and Rag. We also provide sound advice on which society to join, which club membership fees are payable and other general information. Our caring and supportive staff will be only too glad to guide you to the correct persons in order to assist you with club / society / SRC or any other student-related matter

Supplemental Instruction (SI)

NMMU George Campus: 041 - 504 2118

What is SI?

SI is a student academic assistance programme that increases student performance and retention. Fundamental features are that it is voluntary, student-driven, cost effective, and focuses on high risk courses rather than high risk students. The SI facilitators are senior students themselves (near peers), who have successfully completed the course concerned and have received intensive training in the principles of non-directive facilitation of small groups. They offer regular, out-of-class, peer-facilitated sessions after attending the lectures, thereby integrating content with learning skills and study strategies. The programme is offered to all students in the selected courses, predominantly at first-year level, and is embedded within the context of the discipline. The programme attempts to address students' needs in a holistic approach.

What happens during SI sessions?

The SI sessions integrates how-to-learn with what-to-learn. Students who attend the SI session discover appropriate application of study strategies as they review content material, e.g., note-taking, graphic organisation, questioning techniques, vocabulary acquisition, and test preparation. Students have the opportunity to become actively involved in the subject material as the SI leaders use the text, supplementary readings, and lecture notes as vehicles for learning skill instruction. SI sessions are attended on a voluntary basis and no effort is made to separate students based on academic ability. Since SI is introduced on the first day of class and is open to all students in the class, SI is not viewed as remedial.

Where is it offered?

SI is currently only available in selected courses on South, North, Second Ave and George campuses. Departmental notice boards and lecture announcements will tell you where to find your sessions.

Writing Centre

NMMU George Campus: 044 - 801 5505

The Writing Centre offers free advice on assignment writing by giving:

- One-to-one writing consultations (phone or e-mail for an appointment)
- e-mailed comments on drafts; and
- Workshops on academic writing (in collaboration with lecturers).

The Writing Centre does not just proof-read but also looks at the content, intentions and structure of your writing. If you need a proof-reader, the Writing Centre can provide a list of outside editors who offer this service at a fee.

SECTION 6 GENERAL

ACADEMIC CALENDAR: 2010

LECTURE BLOCKS

- Term 1:** Monday 1 February – Friday 19 March
Term 2: Tuesday 23 March – Thursday 20 May
Term 3: Monday 19 July – Friday 3 September
Term 4: Monday 6 September – Friday 29 October

NORMAL EXAMINATION PERIODS

- First Semester:** Monday 24 May – Friday 11 June
Second Semester: Wednesday 3 November – Friday 26 November

RE-EXAMINATION PERIODS

- First Semester:** Monday 11 January – Friday 15 January
Second Semester: Monday 12 July – Friday 16 July

STUDENT RECESS PERIODS

- 1 January – 31 January
2 April – 11 April
12 June – 18 July
24 September – 3 October
27 November – 31 December

Acknowledgements

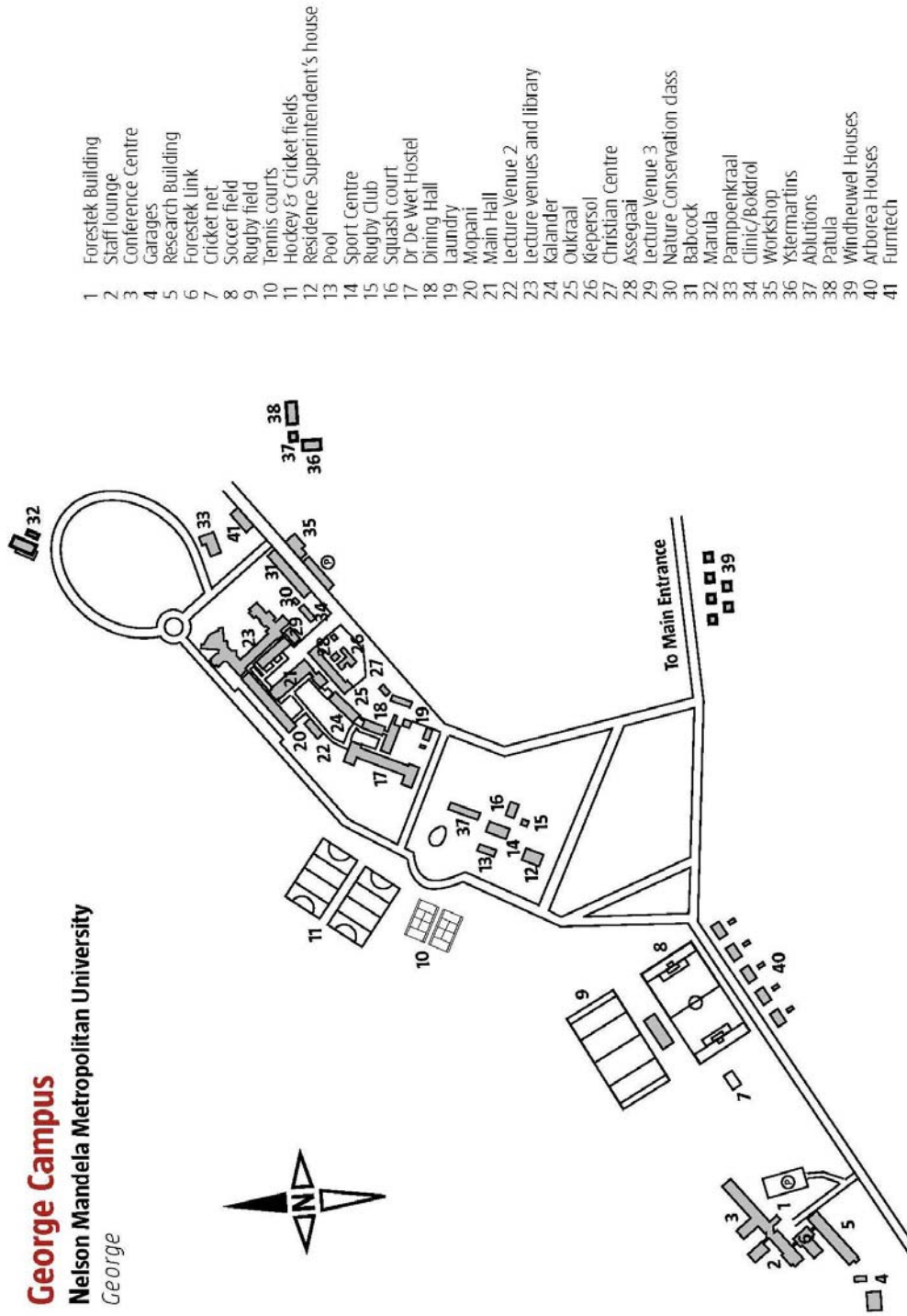
The orientation coordinators wish to acknowledge the contribution of all staff (academic, academic support, administrative and technical) in producing this guide.

The First Year Orientation Guide is a product of our collaborative effort intended to send the following message to every single new student:

“We welcome you, we care and therefore we have spent much time preparing for your arrival to ensure your *SUCCESS FOR TOMORROW.*”

DISCLAIMER: The information in this First Year Guide, as provided by relevant NMMU stakeholders, is correct at the time of publication.

George Campus
Nelson Mandela Metropolitan University
George



- 1 Forestek Building
- 2 Staff lounge
- 3 Conference Centre
- 4 Carages
- 5 Research Building
- 6 Forestek Link
- 7 Cricket net
- 8 Soccer field
- 9 Rugby field
- 10 Tennis courts
- 11 Hockey & Cricket fields
- 12 Residence Superintendent's house
- 13 Pool
- 14 Sport Centre
- 15 Rugby Club
- 16 Squash court
- 17 Dr De Wet Hostel
- 18 Dining Hall
- 19 Laundry
- 20 Mopani
- 21 Main Hall
- 22 lecture venue 2
- 23 lecture venues and library
- 24 Kalandar
- 25 Oukraal
- 26 Kiepersol
- 27 Christian Centre
- 28 Assegaaal
- 29 lecture Venue 3
- 30 Nature Conservation class
- 31 Babcock
- 32 Marula
- 33 Pampoenkraal
- 34 Clinic/Bokdrol
- 35 Workshop
- 36 Ystermartins
- 37 Ablutions
- 38 Patula
- 39 Windheuwel Houses
- 40 Arborea Houses
- 41 Furnitech