

## **ONLINE REGISTRATION FOR RETURNING STUDENTS: SECOND SEMESTER 2017**

Online registration will be open from 1 July to 28 July 2017, however, **students who register after 14 July 2017, will be liable for payment of a late registration fee.**

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](mailto:studentaccounts@nmmu.ac.za). The Student Accounts Guide can be accessed at [www.nmmu.ac.za/studentaccountsguide](http://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, 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 on all campuses)	R4800
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**International students must complete pre-registration (submit proof of study permit, proof of medical aid and pay prescribed fees) before proceeding with registration.**

### **Steps to follow to register online for 2017**

Follow this link: [www.nmmu.ac.za/Registration](http://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 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.

Please report to the Residence Admission and Placement office at the Sanlam Student Village for residence registration. For more information please forward an email to [studenthousing@nmmu.ac.za](mailto:studenthousing@nmmu.ac.za) or contact us on 041-5041416 or 041-5043690.

**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.**

### **Student cards**

Port Elizabeth Campuses:

North Campus: K-Project Building, Room 007

South Campus: Xanadu Main Residence

Missionvale Campus: Building 501 [next to Cashier]

### **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](mailto:cto@nmmu.ac.za) providing your student number as well as the qualification name you are registered for.

### **Parking Discs - 2017**

Main entrance, L Block, North Campus.

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**

The General and Faculty Prospectuses can be downloaded from the NMMU website.

### **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**