

### **ONLINE REGISTRATION: 2018**

Online registration will be open from 15 January to 29 March 2018.

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 two business days to reflect in Nelson Mandela University's bank account. Registration will be blocked until the payment reflects on the student account.

Sponsorships: the confirmation of sponsorship for 2018 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@mandela.ac.za](mailto:studentaccounts@mandela.ac.za). The Student Accounts Guide can be accessed at [www.mandela.ac.za/studentaccountsguide](http://www.mandela.ac.za/studentaccountsguide)

### **UPFRONT DOWN PAYMENT PAYABLE BEFORE 2018 REGISTRATION CAN COMMENCE**

To assist with budgeting, the down payment amount for your studies will be between R5000 and R8000. This amount will be credited towards your student fees account.

**International students must complete pre-registration before proceeding with registration. In order to obtain financial and administrative clearance please email proof of payment, proof of medical aid and study permit (this is only required if you renewed your study permit) to [intfees@mandela.ac.za](mailto:intfees@mandela.ac.za). You will then receive an email from the relevant admissions officer to proceed with registration. Please indicate Registration 2018 in the subject line.**

### **Registration programme**

You can register from anywhere by logging on to the Student Portal or the Nelson Mandela University website. You can also report to any of the venues listed below to register online:

<b>George Campus:</b>	<b>Mopani Building</b>
<b>North Campus:</b>	<b>Heinz Betz Hall</b>
<b>Missionvale Campus:</b>	<b>Building 519, Room 0009</b>
<b>Second Avenue Campus:</b>	<b>Absa Lab</b>
<b>South Campus:</b>	<b>Conference Room, Sport Centre (until 2 February)</b>
	<b>Aberdare lab</b>

### **Steps to follow to register online for 2018**

Follow this link: [www.mandela.ac.za/Registration](http://www.mandela.ac.za/Registration). Select **register online** and login.

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 Nelson Mandela University 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 2018 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 2018.

### **Residence registration**

Students who have been provisionally re-admitted, must in addition to the registration down payment, pay the residence down

payment towards their accommodation fees.

**Port Elizabeth Campus students:** 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 [resadmissions@mandela.ac.za](mailto:resadmissions@mandela.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.**

**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@mandela.ac.za](mailto:Siphokazi.Nodude2@mandela.ac.za)

### **Student cards**

Returning students: your student card will be renewed once you are registered as a student for 2018.

**George Campus:** Mopani hall  
**Missionvale Campus:** Protection Services, main administration building 501, room 0026  
**North Campus:** K-Project building, room 007  
**South Campus:** Conference room, Sport Centre (until 2 February). Xanadu main residence from 5 February

### **Lecture timetables** (if applicable)

Timetable details are published on the Nelson Mandela University website. Under *academic* and *courses on offer* select *module browser*. Enter the module name or code. Scroll down and select *view lecture timetable for this 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@mandela.ac.za](mailto:cto@mandela.ac.za) providing your student number as well as the qualification name.

George Campus: If you have any queries please send an email to [george.timetable@mandela.ac.za](mailto:george.timetable@mandela.ac.za)

### **Parking Discs - 2018**

**Port Elizabeth Campuses:** Your 2017 parking disc will be valid until March 2018. Please ensure that you collect your 2018 vehicle disc BEFORE this date at our offices situated on North Campus (Security Office).

**George Campus:** 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 Nelson Mandela University website. Student diaries are available at the information counters. Please provide your proof of registration when collecting a diary.

Missionvale Campus: Admissions counter, Registration Hall  
 South Campus: Room 142, First Floor, Embizweni Building  
 George Campus: Front Office, Room 0012, 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**