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First Year Registration Guide

2015

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?

2015 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	R 6200
Part-time students	R 3500

DIPLOMA / CERTIFICATE PROGRAMMES

Full-time students	R 4300
Part-time students	R 2800

BTECH, MTECH, DTECH & MBA PROGRAMMES

Full-time students	R 4300
Part-time students	R 2800

RESIDENCES (students at all campuses)	R 4500
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International students are required to pay all fees in full before registration.

Payments

Please note that only NMMU receipts issued at the official NMMU Cashier Pay Points, bank stamped deposit slips and electronic fund transfers into NMMU's bank account will be accepted as valid proof of payment. Electronic fund transfers 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 4 days. Down payments must therefore be made 4 days prior to registration. Registration will be blocked until the payment reflects on the student account. Queries will be attended to only after the 4 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.

Credit card payments

Credit 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 fax number for the credit card instruction form is 041-5041701. 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) 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. **The student number must be included in the covering letter.**

Electronic fund transfers

If you choose to pay NMMU directly via electronic fund transfer, 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 the **STUDENT NUMBER** as a reference on your deposit slip. The 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: 050417
Account name: NMMU
Account no: 080265855
Reference: Your student number (very important)
FAX payment receipt to: 041-5042858

Bank payments do NOT reflect immediately on your student account. Allow four (4) 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 2015 Student Accounts Guide contains all the rules and regulations pertaining to student fees and will be handed to students at the registration venue.

Also available on the NMMU website at:

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 415042161 or email international@nmmu.ac.za

Sponsorships

The confirmation of sponsorship for 2015 must be on an 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 14 January 2015.**

Letters of authority will only be accepted from pre-approved companies and is 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 2015. 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.**

Fax number for sponsorship confirmation letters: 041-5042858

NMMU administered awards/grants/bursaries

The award/grant/bursary amount should cover the upfront down payment required for 2015. 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 to 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 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. **A copy of the NSFAS confirmation letter should be in your possession at all times.**

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 2015 Student Accounts Guide and are available on the NMMU website.
- ◆ a breakage deposit applicable to new residence students. The relevant amounts are published in the 2015 Student Accounts Guide and are available on the NMMU website.

When do I start attending lectures?

Monday, 9 February 2015 (all full-time and part-time students)

Opening of residences

Friday, 23 January 2015

Residence registration will take place at the various registration venues as part of the academic registration process, except North Campus residence students who will register in the auditorium which is next to the cafeteria. There will be signs to indicate where you should go.

Student cards; parking permits

Please note that students registering at North Campus in the Heinz Betz Hall or the EBEIT lab will report to the auditorium at North Campus for the issuing of a student card. There will be signs to indicate where you should go. The auditorium is next to the cafeteria at North Campus. Residence registration (for North Campus students) and the issuing of

parking permits will also be done in the auditorium. 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

The 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 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 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.

You can update your own address and/or telephone numbers.

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
- ◆ 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).
- ◆ Click *address detail*. Your address details will be displayed. Please note that the **postal address** is used for your examination results, the **study address** is your local address (where you stay while attending university). The **account address** is the address to which you want your account to be sent and not the address of your sponsor/employer.
- ◆ Click on the address you want to change. You can now make the necessary changes and click *save*.
- ◆ You can also change your telephone numbers and cell number by selecting the *personal contact detail* option. This option is just below the *address 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\s1234567) and password. The mobile version of the student portal will be loaded.

Checklist for registration

VERY IMPORTANT (if you are currently completing Grade 12 in 2014)

- ◆ Remember to fax or e-mail your final school results to the Admissions section by 9 January 2015 (excluding international students).
- ◆ Upfront down payment/s must be paid by 14 January 2015. If you paid via the bank after 14 January 2015, did you fax or submit a copy of your payment to fax number 041-5042858 at the Student Accounts section for clearance before reporting to the registration venue?
- ◆ Copy of the bank payment(s) must be in your possession.
- ◆ If you are sponsored for 2015, did you submit or faxed a copy of your confirmation letter to fax number 041-5042858 at the Student Accounts section by 14 January 2015?
- ◆ 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 registration as stipulated below. **You will not be allowed to enter the venue outside 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 mentioned below. **You may also lose your place to study at NMMU if you fail to register on the dates as stipulated below.***

Registration programme

MISSIONVALE CAMPUS

Monday, 26 January 2015

HEALTH SCIENCES	
<i>Sport Centre</i>	
BCur Extended programme	10:30-11:30
LAW	
<i>Online registration Building 519, Room 0009</i>	
HCert (Criminal Justice)	12:30-13:30
PG Dip (Criminal Justice Practice)	12:30-13:30

Tuesday, 27 January 2015

ENGINEERING, THE BUILT ENVIRONMENT & INFORMATION TECHNOLOGY	
<i>Online registration Building 519, Room 0009</i>	
HCert (IT) User Support Services	09:00-10:00
B (Human Settlement Development)	10:00-11:00
EDUCATION	
<i>Online registration Building 519, Room 0009</i>	
ACE programmes	13:00-14:00

Wednesday, 28 January 2015

BUSINESS & ECONOMIC SCIENCES	
<i>Sport Centre</i>	
BCom Extended programme All programmes	08:30-09:30
Dip (Economics) Extended programme	10:30-11:30
BA (Development Studies)	11:30-12:30
Dip (Management)	13:30-14:30
Dip (Management) Extended programme	13:30-14:30
HCert (Accountancy)	15:30-16:30
HCert (Business Studies)	15:30-16:30
Dip (Tourism Management) Extended programme	16:00-17:00
Dip (Marketing) Extended programme	16:00-17:00
Dip (Logistics) Extended programme	16:00-17:00

NORTH CAMPUS

Monday, 26 January 2015

BUSINESS & ECONOMIC SCIENCES	
<i>Heinz Betz Hall</i>	
Dip (Financial Information Systems)	09:00-09:30
Dip (Management)	09:30-11:00
Dip (Human Resources Management)	11:00-13:00
Dip (Human Resources Management) Extended programme	11:00-13:00
Dip (Logistics)	14:00-15:30
Dip (Inventory & Stores Management)	14:00-15:30
Dip (Economics)	15:30-17:00
Dip (Tourism Management)	15:30-17:00
<i>EBEIT lab</i>	
Dip (Accountancy)	08:00-09:30
Dip (Marketing)	13:00-14:00

Tuesday, 27 January 2015

ARTS	
Heinz Betz Hall	
B (Visual Arts)	08:30-09:30
EBEIT lab	
Dip (Public Management)	09:30-10:30
Dip (Public Management) Extended programme	09:30-10:30
SCIENCE	
EBEIT lab	
Dip (Polymer Technology)	10:30-11:30
Dip (Chemical Process Technology)	10:30-11:30
Dip (Analytical Chemistry)	10:30-11:30
Dip (Agricultural Management)	11:30-12:30
HEALTH SCIENCES	
Heinz Betz Hall	
BCur	14:00-15:00
Dip (Nursing Education)	15:00-16:00
Dip (Nursing Administration)	15:00-16:00
Dip (Nephrology Nursing)	15:00-16:00
Dip (Community Nursing)	15:00-16:00
EBEIT lab	
B (Environmental Health)	13:30-14:30
Dip (Biomedical Technology)	13:30-14:30
B (Radiography in Diagnostics)	13:30-14:30
B (Emergency Medical Care)	14:30-15:30

Wednesday, 28 January 2015

ENGINEERING, THE BUILT ENVIRONMENT & INFORMATION TECHNOLOGY	
Heinz Betz Hall	
Dip (Engineering: Electrical) Extended programme	11:00-12:00
EBEIT lab	
Dip (Information Tech: Software Development)	08:00-09:00
Dip (Information Tech: Communication Networks)	09:00-10:00
Dip (Information Tech: Support Services)	09:00-10:00
BEng (Mechatronics)	10:00-11:00
Dip (Building)	11:00-12:00
Dip (Engineering: Electrical)	12:00-13:00
Dip (Engineering: Mechanical)	13:00-14:00
Dip (Operations Management)	14:00-15:00
Dip (Engineering: Industrial)	14:00-15:00
Dip (Engineering: Civil)	15:00-16:00
BSc (Construction Studies)	16:00-17:00
BSc (Construction Economics)	16:00-17:00

SOUTH CAMPUS (please note that the Conference room is situated at the Vodacom Sport Centre)

Monday, 26 January 2015

ARTS	
Vodacom Sport Centre	
BA	10:00-13:00
Adv Cert (Education: Arts & Culture)	12:00-13:00
Dip Mus (Education)	13:00-14:00

BMus All programmes	13:00-14:00
B Admin	14:00-15:30
BA (Media, Communication & Culture)	14:00-15:30
Conference room	
Dip (Journalism)	13:00-14:00
BAS (Bachelor of Architectural Studies)	13:00-14:00
Dip (Public Relations Management)	13:00-14:00
Dip (Architectural Technology)	14:00-15:00
Dip (Interior Design)	14:00-15:00
EDUCATION	
Conference room	
BEd (Intermediate Phase: Language)	15:00-16:00
BEd (Intermediate Phase: Science & Mathematics)	16:00-17:00

Tuesday, 27 January 2015

BUSINESS & ECONOMIC SCIENCES	
Vodacom Sport Centre	
BCom (General Accounting)	08:00-09:30
BCom (Accounting)	09:30-11:30
BCom (Marketing Man)	11:30-12:30
BCom (General) All programmes	11:30-12:30
BCom (Logistics and Transport Economics)	11:30-12:30
BCom (Business Management) All programmes	11:30-12:30
BCom (SMME)	12:30-13:30
BCom Rat All programmes	12:30-13:30
Conference room	
BA (Human Resource Management)	08:00-09:30
BCom (Industrial Psychology & HR Management)	08:00-09:30
BCom (Financial Planning)	08:00-09:30
BCom (Economics & Stats)	11:30-12:30
BCom (Information Systems) All Programmes including Computer Science	12:30-13:30
BCom (Law)	12:30-13:30
LAW	
Vodacom Sport Centre	
LLB	14:00-16:00
BA (Law)	16:00-17:00
LLB Extended programme	16:00-17:00

Wednesday, 28 January 2015

HEALTH SCIENCES	
Conference room	
BSc (Dietetics)	08:00-09:00
B Social Work	08:00-09:00
HCert (Pharmacy Support)	09:00-10:00
Adv Cert (Pharmacy Technical Support)	09:00-10:00
B Pharm surnames A – M	10:00-10:30
B Pharm surnames N - Z	10:30-11:30
B Human Movement Science	11:30-12:30
BPsych All programmes	11:30-12:30
BA Psych	12:30-13:30
Dip (Sport Management)	13:30-14:00

SCIENCE	
<i>Vodacom Sport Centre</i>	
BSc (General)	12:00-13:00
BSc Extended programme	12:00-13:00
BSc (Human Movement Science & Biochemistry)	12:00-13:00
BSc (Information Systems)	12:00-13:00
BSc (Biochemistry, Chemistry & Microbiology)	12:00-13:00
BSc (Computer Science)	13:00-14:00
BSc (Geosciences)	13:00-14:00
BSc (Materials Development)	13:00-14:00
BSc (Biological Sciences)	13:00-14:00
BSc (Environmental Science)	13:00-14:00
EDUCATION	
<i>Conference room</i>	
BEd (FET)	14:00-15:00
BEd (Foundation Phase)	15:00-16:00

OTHER CENTRES

Friday, 6 February 2015

SCIENCE	
<i>Addo Rangers Lapa</i>	
Dip (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 14 January 2015.	Cashiers Student Accounts
Step 2	Report to the registration venue.	
Step 3	Receive your registration form (except online registrations).	Registration venue
Step 4	Report to the faculty registration station in the registration venue. A staff member will help you complete the registration form (except online registrations). There will be assistance available for students who register online.	Registration venue
Step 5	Check all your details printed on the form. Make sure that we have your correct addresses, ID number, etc. Indicate your cell phone number Please change any incorrect details on the form by writing the correct details next to the printed information. Students who register online will receive an e-mail to verify their biographical information.	Registration venue

Step 6	Proceed to the data capturing station. Your registration details will be captured at this point (except online registrations).	Registration venue
Step 7	Proceed to the “proof of registration” station. Please check your registered modules on your proof of registration very carefully for any discrepancies. Report any errors immediately to the person who entered your registration details on the system. Ensure that all your modules for 2015 have been captured. You will also receive your lecture timetable. Students who register online will get a proof of registration and a timetable in the venue where they register.	Registration venue
Step 8	You will receive a diary, prospectus and Student Accounts Guide.	Registration venue
Step 9	Residence registration (if applicable).	Registration venue (except North Campus students to follow the signs to the auditorium)
Step 10	Issuing of student card.	Same as above
Step 11	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.	Same as above

Additional steps to follow – international students only

All international students are required to participate in the pre-registration process before registration can take place. Pre-registration is the process of checking that students meet the legal requirements for registration (valid passport, valid study permit and valid medical aid). Pre-registration will take place from Tuesday, 20 January until Saturday, 7 February 2015.

- **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.	Building 11, South Campus (opposite Office for International Education)
Step 2	Report to the International Finance Office to obtain financial clearance. Please bring proof of payment. All international students are required to pay all fees in full prior to registration.	Room 110, Building 87, South Campus (Office for International Education)
Step 3	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 4	Report to “New Registration” station and submit the following documents: <ul style="list-style-type: none">▪ Your original school leaving certificate▪ Original transcripts and course descriptions where other qualifications were obtained▪ Original TOEFL or IELTS results (where applicable)▪ Valid passport and a valid study permit	Room 005, Building 11, South Campus
Step 5	Continue with the registration process and follow the steps as set out above (steps 4 – 11 listed above)	

Registration queries

It is therefore in your own 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 payments. A copy of payments made via NMMU's bank account is 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

Block 1:	Monday, 9 February – Friday, 27 March
Block 2:	Tuesday, 7 April – Wednesday, 27 May
Block 3:	Monday, 20 July – Friday, 4 September
Block 4:	Monday, 14 September – Friday, 30 October

Normal examination periods

First semester:	Wednesday, 3 June – Tuesday, 23 June
Second semester:	Friday, 6 November – Thursday, 26 November

Re-examination periods

First semester:	During January – dates for 2016 published in 2015
Second semester:	Monday, 13 July – Friday, 17 July

Student recess periods

28 March – 6 April
24 June – 19 July
5 September – 13 September
27 November – 31 December

General rules

You are responsible for consistently familiarising yourself with the general rules, financial rules and the appropriate faculty rules of this institution. The general rules and Student Disciplinary Code are published in the General Prospectus which is issued to you at

registration. 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 which is issued to you at registration and it can be accessed via the student portal at 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.
Faculty of Arts				
Manager: Faculty Admin Faculty Administrators	Drucilla Blaauw	South	Embizweni, room 056	3252
	Nadeema Azem	South	Embizweni, room 055	2802
	Mandie Muller	South	Embizweni, room 053	4608
	Noxolo Mngonyama	South	Embizweni, room 054	2855
Faculty of Business and Economic Sciences				
Managers: Faculty Admin Faculty Administrators	Addie Smith	Second Ave	Ground floor, room 017	3802
	Thembeke Jonono	South	Blg 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	Blg 7 ground floor, room 30	2801
	Manelisi Klaas	South	Blg 7 ground floor, room 7	2939
	Tammy Bulembu	South	Blg 7 ground floor, room 29	2248
	Danistia Gert	Second Ave	Ground floor, room 019	3804
Faculty of Education				
Manager: Faculty Admin Faculty Administrator	Ridaa Salie	South	Blg 11, room 6A	2125
	Jackie Hay	South	Blg11, room 6B	4568
Faculty of Engineering, the Built Environment and Information Technology				
Manager: Faculty Admin Faculty Administrators	Jonathan Dorothy	North	C Block, room C112A	3447
	Jorinda Botha	North	C Block, room C113A	3480
	Jason Ah Tow	North	C Block, room C113B	3660
	Hildegard Boshoff	North	C Block, room C112B	3446
	Lungiswa Bobi	North	C Block, room C112	3995
Faculty of Health Sciences				
Manager: Faculty Admin Faculty Administrators	Nouwaal Isaacs	South	M&P Blg, room 0123	2121
	Vanessa Heunis	South	M&P Blg, room 0121	2957
	Marilyn Afrikaner	South	M&P Blg, room 0120	2956
	Heloise Levack	South	M&P Blg, room 0122	2749
Faculty of Law				
Manager: Faculty Admin Faculty Administrator	Nikki Terblanche	South	Embizweni, room 0104	2588
	Dieketso Billie	South	Embizweni, room 0104	2474
Faculty of Science				
Manager: Faculty Admin Faculty Administrators	Lynette Roodt	South	P&C Blg, room 0102	2268
	Fiona Claassen	South	P&C Blg, room 0101	2679
	Linda Koen	South	P&C Blg, room 0101	9922
Missionvale Campus				
Faculty Administrator	Vatiswa Mbola	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 dates as indicated in this guide.