Nelson Mandela Metropolitan University

PHow2@ First-Year Orientation Guide

or tomorrow

Port Elizabeth & George

Experience It!







First-Year Orientation Guide 2015

George Campus

Growing tomorrow

NMMU CAMPUSES

South Campus (Summerstrand) North Campus (Summerstrand) Second Avenue Campus **Missionvale Campus Bird Street Campus** George Campus

IMPORTANT!

The way forward Read this guide before you arrive on campus to have an idea of what to expect.

Contact us If you are unsure about anything, do not hesitate to contact us:

Tel: +27 044 - 801 5081 E-MAIL: Pieter.vanrensburg@nmmu.ac.za or see: Useful contact details @ NMMU in this guide

Please note: Registration information can be found in the Registration Guide.

📑 Join us on the How2 Facebook page



THIS IS YOUR NMMU!



Orientation

Go to our Orientation website for more exciting information: http://orientation.nmmu.ac.za/



How What Where where

Did you know?

Students who attend orientation have a greater chance of succeeding at university.

Orientation is not just that thing where they show you where the places are.

It is much, much more ...

PLAN YOUR PERSONAL ORIENTATION PROGRAMME HERE!

Add dates and times.

My personal orientation programme (Check your programme dates and venues.)			
Date and time	Event	Venue	
	Academic Orientation		
	Welcoming Ceremony and Faculty Meet හ Greet		
	Registration		
	Meet your Lecturer		
	How2@nmmu		
	Nelson Mandela Champion Within (NMCW)		

FOR YOUR OWN SAFETY AND SECURITY

Save this number on your phone Emergency number (Campus Security) 044 - 801 5183

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FIRST-YEAR ORIENTATION GUIDE FOR PARENTS

Message from the how2@nmmu orientation team

Dear Parents

Welcome to the NMMU community! We invite you to be our partner in ensuring that your son/daughter benefits from his/her time spent at NMMU.

We realise that the transition from school to university can be quite challenging for both parents and students. To ease your family into this new life phase, we would like to invite you and your son/daughter to attend the official Welcoming Ceremony and Faculty Meet & Greet on Saturday 24 January 2015.

IMPORTANT:

Please check for the detailed Welcoming Ceremony and Faculty Meet ϖ Greet programme under the faculty in which your son/daughter will be studying.

Check in which faculty your son's/daughter's course is offered. You will find this information in this Guide. Check carefully on which campus and in which venue your Welcoming Ceremony and Faculty Meet \mathfrak{B} Greet will be held.

NB: Please be advised to arrive early to avoid traffic congestion and park in the parking area closest to your Faculty Meet & Greet.

A Native American adage suggests that parents owe their children two things

ROOTS & WINGS

By **helping** your son or daughter to *maintain connections* to home through caring and *supportive* communication, you give them roots.

Your belief in their ability to succeed, along with your constant encouragement, gives them wings.

GUIDELINES FROM THE ORIENTATION TEAM

How to help your son or daughter succeed

Here are specific things you can do to help your son or daughter achieve academic success:

- >Encourage them to attend the first-year orientation programme. Events in this programme provide a critical link between high school and first-year university and are designed to help first-year students build a support network, access campus resources and understand the intellectual expectations of university. Research indicates that students who participate in orientation programmes settle into university life more quickly than those who don't.
- Encourage them to treat academic efforts like a full-time job. If a full-time student can commit to a 35 to 40-hour academic week (hours in class and hours spent studying), he/she increases his/her likelihood of being successful. Research has shown that students who see university as a part-time job do not fare as well.
- Share the idea that intellectual work can be fun. University is a major responsibility, but it is also an exciting opportunity for students to experience new ideas. Encourage your son/daughter to take courses that interest him/her. Lecturers and student counsellors can assist in finding courses that both fulfil the requirements for the degree/diploma and spark the student's intellectual curiosity.
- Share that attending class is the first and most important component of student success. Irrespective of whether or not a lecturer has an attendance policy, it is of vital importance that all lectures are attended. Some courses have very specific attendance requirements that affect the student's year mark. University is expensive and students should strive to get their money's worth from the experience.
- Encourage him/her to get involved in campus activities since this helps them to network, build relationships and develop leadership skills. This also improves their marketability in terms of future employment.
- Encourage him/her to develop an attitude for success. A positive attitude will add considerably to the student's success. Parents have significant influence over the new university student's sense of self-confidence and self-worth. To maintain your son's/daughter's confidence, your communications with him/her should always be encouraging.
- > Encourage him/her to seek help from the Financial Aid office should additional finance for studies be required.
- Encourage him/her to identify problem areas at an early stage and to seek help to overcome them. Typical examples of problems are:
 - Stress experienced from feeling overwhelmed
 - · Adapting to a new learning and living environment
 - Homesickness
 - Feeling lonely before friendships and activities become established
 - Difficulty managing money
 - The challenge of dealing with new-found freedom

Remind your son/daughter about the importance of attending orientation!

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General guide to NMMU

Contact your Orientation Coordinator

WELCOME TO NELSON MANDELA METROPOLITAN UNIVERSITY! For more information with regard to your orientation programme, please contact:

Pieter van Rensburg Orientation Coordinator, George Campus E-mail: Pieter.vanrensburg@nmmu.ac.za Tel: 044 - 801 5081



Welcome from the Dean of Teaching and Learning

A warm welcome to students in the Class of 2015

You have every reason to feel proud of the fact that you are one of only a few young adults in your age group that has the opportunity to study at university.

However, very soon you will discover that there's a big jump from being a learner in Grade 12 to being a student at NMMU. One of the most important challenges you will have to master is adjusting to how learning works at university and the greater independence that is



required of you, which comes along with the responsibility to exercise your freedom of choice wisely.

First-year students tell me that the orientation programme that we offer before lectures start really helped them to settle into their academic studies and to become part of our campus communities. So, choose to participate in orientation activities rather than not to. Also, as you progress through your studies, grab hold of opportunities to develop yourself holistically both in your learning programme as well as in co-curricular activities outside of the classroom (e.g. get involved in student societies, leadership development, being a peer learning facilitator, community projects, and so on).

You are at the start of a very exciting moment in your life's journey. Good luck and make the most of it.

"It is what we make out of what we have, not what we are given, that separates one person from another." - Nelson Mandela

Professor Cheryl Foxcroft Dean of Teaching and Learning/Chair of Student Orientation Committee



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. At NMMU, we place a great premium on excellence, innovation and service to the public to promote a more equal, fairer and democratic social order in South Africa, the wider African continent and world.

The core purpose of a university is knowledge production and its use to make a difference in society. We want our students and our scholars to use this knowledge for the promotion of public good, social justice, equality and dignity in a world that has become increasingly unequal and fragmented. Globalisation, massive and ongoing changes in science and technology have created vast new opportunities for human progress, but it has also been accompanied by growing levels of inequality across the world today. We hope our students will use the opportunity of studying at our university to acquire the richest possible educational experience - one that is technically rigorous and socially compassionate - to create a world in which the fruits of these changes can be brought to the benefit of all citizens in our respective countries.

At NMMU, we promote and celebrate original thinking, critical reflection and the search for ideas that can change the world for the better of all its inhabitants. 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 six 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.

Naturally, your primary mission is to study with the purpose of fulfilling all the requirements for



conferring a qualification at the end of your period of study. Towards this end, the university offers a wide range of learning resources – modern library facilities, online computer networks with vast databases, enrichment and remedial support programmes, student counselling services, tutoring and advisory services. We would encourage you to make full use of these services, ensuring you have optimal support in pursuit of your academic responsibilities.

At the same time, 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 many clubs and societies, as well as the Student Representative Council (SRC) and affiliated organisations, and we strongly encourage you to participate in these bodies with the view of developing and stimulating all your faculties.

Above all, enjoy the adventure ahead, make the best of it, and I sincerely hope to see you some day at Graduation. All the very best!

Prof Derrick Swartz Vice-Chancellor

Welcome to the NMMU George Campus



Welcome to one of the most beautiful campuses in the world!

Here, in the heart of nature, you can discover and realise your dreams. As knowledge catalysts for the exploration and management of natural resources, we strive to strengthen the green economy and create a more sustainable future.

Our expertise in business, education, science and technology for earth stewardship, prepares our students to make a critical contribution towards life and work. Our friendly staff are always willing to go the extra mile for all students who enjoy the dedicated attention they receive in smaller classes. Furthermore, we strongly embrace diversity as a key element that enhances excellence in academics, sport and culture at our campus. We place a very high premium on individual attention and support for our students, as an important dimension of our approach to help ensure access and success for all of you.

Our unique values of integrity, excellence, ubuntu, taking responsibility as well as respect for diversity and the environment are central to our lives. We care for one another and will soon know each of you by name. We will be here to provide the help you may require, and share the joy you will experience in celebrating achievement. We set high standards for ourselves, within a fun learning environment, and believe that through dedication and discipline you will succeed with your assignments, tests and examinations.

The staff on our campus are ready and willing to provide you with the guidance and mentorship that is needed for genuine success. We have an excellent library and writing centre, with compassionate counselling and health services, all of which are geared towards maximum student support and development. Please utilise these facilities that are available, to make a positive difference in your lives.

We encourage all students to fully participate in academic, sport and cultural activities for a vibrant campus life. You may also wish to serve on the student council, contribute to various societies and clubs or connect to the many community initiatives through the university. Remember that you can lead from wherever you are, with whatever you may have, to make society better.

We look forward to seeing you on campus for a high quality education experience that will change your life forever.

Best wishes.

Prof Quinton Johnson

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 seeing beyond the present, to unlocking your future so that you can create the "tomorrow" that you want.

Our vision

To be a dynamic African university, recognised for its leadership in generating cutting-edge knowledge for a sustainable future.

Our mission

To offer a diverse range of quality educational opportunities that will make a critical and constructive contribution to regional, national and global sustainability.

Our values

Respect for diversity Excellence Ubuntu Integrity Respect for the natural environment Taking responsibility

Our enthusiasm at NMMU lies in laying the groundwork for life-long learning, by providing you with a first-class education. NMMU wants to help you reach your full potential and assist you in making your dreams and aspirations become a reality.

You are one of over 25 000 students spread across six campuses, five of which are in Port Elizabeth and the other in George. We have seven faculties, tip-top facilities and offer a lifestyle that is the envy of many.

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 while 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 emplovability
- Academic support programmes to ensure that vou achieve vour goals
- Bursary opportunities for undergraduate and postgraduate studies
- Computer labs for student use with free internet and 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 and developing new technologies and processes that can contribute to a better life for all



diversitv



respect for the natural environment



excellence



integrity





responsibility

ubuntu



Glossary

Getting to grips with university jargon

As you start university so you will be confronted with a whole new vocabulary – words like semester, DP and VC. To make things easier, we've compiled a glossary of terms to help you understand what's happening around you.

For a more comprehensive list please go to Information and Tools on the student portal.

APS	Admission Point Score – points allocated to your school subjects for
	admission to tertiary institutions
BA	Bachelor of Arts degree
BCom	Bachelor of Commerce degree
BSc	Bachelor of Science degree
BTech	Bachelor of Technology degree
Credit	The recognition obtained when a student passes examinations or tests to comply with conditions needed for completion of a qualification
Dean	Head of a faculty
DP	Duly performed certificate – some academic departments have minimum requirements for course work and class marks, before you are allowed to write the exam. If you have achieved these minimum requirements, you "get" a DP – usually indicated on a class list posted on a notice board before exams start.
DVC	Deputy Vice-Chancellor - those who are second in charge. NMMU has three of them.
Faculty	A collection of schools and departments focusing on similar fields of study e.g. Faculty of Science
Faculty administrator	Assists with registration, cancellation of modules
HOD	Head of Department – in charge of a specific academic department
МВА	Master's degree in Business Administration
Module	A self-contained unit of learning that forms part of the course
NSFAS	National Student Financial Aid Scheme, a loan scheme to enable students to borrow money for their studies
Orientation	A period that gives newcomers an opportunity to familiarise themselves with their new university
Postgraduate	What you become when you complete your degree
Registrar	Responsible for student administration and institutional governance.
RPL	Recognition of Prior Learning, the acknowledgement of the knowledge a student possesses as a result of prior learning
Senate	The body that governs academic policies and procedures in respect of teaching, learning, research and academic functions
Semester	First half of the academic year
SRC	Student Representative Council
Undergraduate	If you are doing your first degree, diploma or certificate
vc	Vice-Chancellor, the highest managerial position of a tertiary institution



thrive How to survive in 1st year

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



What the students say!



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What advice would you give someone starting at NMMU?

- Get involved. The more you put in, the more you get out.
- 2. Keep a sense of humour. When you're lost, lonely or don't have a clue as to what your lecturer is rambling on about, smile because at least you're at university and you will have something to laugh about after you've graduated.
- Keep your eye on the prize and that should be your qualification.
- 4. Rely on your intuition. Your gut instinct will tell you if something is good or bad for you.
- Ask. At varsity you're encouraged and expected to ask questions. Get used to doing it because it will help you for the rest of your life.
- 6. Maintain a balance. All work and no play makes Frik, Matt or Thabo a dull boy.
- 7. Embrace diversity. Relish the opportunities of meeting students oh-so different to yourself.
- 8. Volunteer. Try something new. Offer your help. You'll be amazed by what you learn and who you meet.
- 9. Be responsible. For every action there's a consequence.
- 10.Eat, drink and be merry in moderation. You want to remember the good times, don't you?

"I have found my transition into this new life as an NMMU student to be pleasant, exciting and reaffirming, solely because of the How2 Buddy orientation programme ... The How2 sessions took away my fear of leaving Johannesburg and coming into a new environment with absolutely no idea of what to expect ... By the end of the programme, I had made new friends, knew more about NMMU and felt a greater sense of belonging as if I was becoming part of a very large, caring family ... The programme really helped me adjust by not only making me familiar with my surroundings, lecturers and module content but also giving me the confidence and motivation that I needed to know that I can make it and be successful in my academic pursuits ... Thank you, buddies."- Mpembe Bolha, first-year student, Human Movement Science

"The study environment has shifted so drastically that the transition from high school to varsity is rather frightening! However, [thanks to] the reassurance we received from the How2 buddies and the advice bestowed upon us, I am able to say that I have personally found the transition enjoyable. The methods described in the How2 programme have allowed me to thrive and stay ahead of deadlines ... The programme equipped me with the necessary confidence to tackle the challenges of university life! ... The programme was a great success for me personally, and helped me settle in as a student here at this wonderful institution." - **Brynn Burmester, Bachelor of Arts**

"The university's orientation programme as a whole, I would think, made every student feel delighted and proud, as I do myself, to call ourselves Madibaz of Nelson Mandela Metropolitan Univeristy." - Athina le Roux, Education

"I enjoyed meeting new people and learning more about my faculty and what is expected from me as a student. I also enjoyed interacting with my fellow students." - Anonymous first-year student

Troubleshooting guide

(With some fun and some serious causes and solutions!)

PROBLEM	POSSIBLE CAUSE	SOLUTION
Nervous about being at varsity	 Not sure if I'll make it; not sure what to expect I'm the first person in my family to come to varsity Don't know anyone 	 Attend orientation; find your How2 buddy; go to Student Counselling See above Join How2 to make friends quickly; add us on Facebook
Missed orientation	 What's orientation??? Not cool to attend orientation Got better things to do Not registered yet Was busy with Admission or Financial Aid Did not have bus/taxi fare I have a part-time job; had to work No place to stay yet Couldn't find the orientation venue 	Contact the orientation team; inbox us. WHAT???!!! Ja, surfing 101 will help you pass! Get moving! Join a group asap Find out about late orientation Heard of swopping shifts? Should've planned ahead? Ever heard of asking?
Failed a test, module or exam	• What test??? Were we writing today? • Didn't attend most lectures • Turned up at wrong venue • Allocated too little time to study	 Use your free NMMU diary - write in it! This is not a correspondence university attend class Make sure you know the venue, join the campus tour in How2! You can't watch ALL the series ALL the time Attend time management workshop -
	• Didn't understand the work • Didn't have the right notes • Don't have a good study method • Babelas (SA slang for hangover)	see Keys to Success on Student Portal • Talk to lecturer; Join SI; form study group; talk to mentor or buddy • Its high time you got organized • Attend note-taking workshop • Attend study workshop - see Keys to Success on Student Portal • Zero sucks!
Missed a test or an exam	• Oops! Had the wrong date/time • Sick • Grandma was sick • Test clashed with your hot date • Huh? No teachers to remind me? • My cat went missing	Double check ahead of time Provide medical certificate Sorry, no excuse Sore points with g/friend - but how will that help you pass Chem 101? You're a big boy now! Use your diary O sucks, hey!
Missed lectures	• <i>Eish,</i> 7:45 is too early! •Not an important subject	Partying until 03:00 the night before is not an option Get up earlier All subjects are important. Attend all classes!
Feeling homesick	• No friends • Different culture • Missing Mama's food • Missing my boyfriend	Join How2 to make friends quickly Talk to a student counsellor Attend Homesickness Workshop Join a club or society Attend Diversity Workshop You'll survive Absence makes the heart grow fonder
Don't have the finances to pay for the rest of my course	• Course fees don't come cheap • Did not make provision long ago • Parents do not have the means	• Pop in at Financial Aid for assistance • Get a loan or bursary, or a part-time job



Didn't do well in assignmentWasn't sure what to doSpeak to your lecturer ahead of tim Visit the Writing CentreOops, didn't know I was supposed to referenceOops, didn't know I was supposed to referencePlagiarism is a BIG no, no!Out it know lecturers subtract marks for late submissionRead referencing rules – see Infow Get organized!Academic terminology not clear – haaibo, can't lecturers speak plain English?Use your free NMMU diaryLost course outline- Joidn't attend lectures Lecturer was vague about testSpeak to lecturer, buddy, mentor or se Get hold of old question papers (lib or intranet)Don't know what section of the work- Didn't attend class Lecturer doesn't explain the work properlySpeak to lecturer & other students Speak to lecturer & other students Speak to lecturer & other students Speak to lecturer & other students or intranet)Don't know where to find notes on NMMU intranet- Don't know how to use the intranet or the NMMU portal- Din't know how to use the intranet or the NMMU portal- Find out sooner rather than later Yeah, you should have done it! See you next year bud. So you didn't know you get marks to attending lectures?Didn't get a DP- What's a DP? - Didn't hand in assignment - Failed class tests - Poor attendance- Find out sooner rather than later - See you next year bud. - So you didn't know you get marks to attending lectures?Excluded from exam (EBEIT)- Received a warning! - Failing your subjects- See a student counsellor at your can - Sein a study group or attend a stud skills workshop
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exam (EBEIT) · Failing your subjects · Join a study group or attend a stud skills workshop
skills workshop
Poor study skills · Don't know what your learning style is · Speak to a student counsellor
• This is not high school – parrot fashion • Attend a study skills workshop
does not work
Studying the night before is not studying
Not checking your · Do we have e-mail? · So now you know …
NMMU e-mails · Not sure how · Ask your buddy or lab assistant
Using your personal e-mail (gmail etc) Failing to check NMMU mail will resu
missing out on important informatio
Don't know Not familiar with NMMU system Ask your How2 buddy
photocopying
system
Not enjoying my · Don't understand the work or course · See your buddy or SI leader course
·It's not what I thought it would be ·See a Student Counsellor
• Not my first choice
• Not challenging enough
Wrong course · A girl I liked was doing the course · She's dating your best friend – look
choice where that got you!
Because my dad said so Dads can be tough. See a Student
Counsellor
Didn't have enough information See a Student Counsellor
Eish!
Will I get a job • That depends • Develop personal skills beyond the
when I graduate? classroom
• Develop yourself holistically
Develop yourself holistically Get good general knowledge
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Develop yourself holistically Oet good general knowledge Join a club or society; become budd mentor or SI leader Poor academic record Work hard from first year

Social Media Guidelines for Students

You may not realise it, but responsible use of social media is a very important issue. When communicating on social media channels, you are potentially putting yourself out there for the world to see – not just your friends as you may think. Here are some guidelines to help you to act responsibly as an NMMU student.

<u>ک</u>

Do

- Post your accomplishments and achievements
- Display your passions!
- Show your service
- Share your travels



- Don't
- Indicate any illegal activity
- Expose too much skin
- Parade your personal displays of affection
- Be overly negative

Facebook privacy settings

Do you know how to change your Facebook privacy settings? Have you ever considered the fact that people you don't even know are able to view your Facebook profile and every status update, comment, or photo you post or get tagged in? Have you ever considered the fact that your lecturers, professors, advisors, parents, employers, etc. can view everything you post on Facebook?

Ten points to remember when posting on social media channels:

- 1. Will anyone really care about this content besides me?
- 2. Will I offend anyone with this content? If so, who? And does it matter?
- 3. Is this appropriate for a social portal, or would it best be communicated another way?
- 4. How many times have I already posted something today?
- 5. Did I use the spell check?
- 6. Will I be OK with absolutely anyone seeing this?
- 7. Is this post too vague? Will everyone understand what I'm saying?
- 8. Am I using this as an emotional dumping ground? Should I maybe use a different outlet?
- 9. Am I using too many abbreviations in this post and starting to sound like a teenager?
- 10. Is this reactive communication or is it well thought-out?

NB! If you bring the university into ill-repute in your social media posts, you may find yourself with disciplinary action being taken against you. So please think before you post and remember that your personal brand could be at stake!

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Like us on Facebook (NMMU4U)



Follow us on Twitter (NMMU4U)

Watch us on YouTube (NMMUonTube)

Safety and Security @NMMU

While the university does its best to ensure your safety on campus, you also have a role to play. Be watchful of your belongings, do not display valuable items in public and take precautions to avoid placing yourself at risk.

Theft is the most common crime on campus. The best means of prevention is to reduce or remove the opportunity.

Criminals are particularly interested in students since students tend to have expensive laptop computers, cell phones and i-pods and other gadgets – and all of these things are light, portable and very easy to sell and convert into cash. So don't make yourself a vulnerable and easy victim.

NMMU is fully committed to maintaining a stable and safe environment to allow students to study with peace of mind. However, your safety is also largely your responsibility. Take care.

ANONYMOUS CRIME LINE NUMBER 041- 5049998

Emergencies

044 - 801 5183 – George Campus Save this number on your mobile phone

Road Safety @NMMU

Traffic on campus is very busy. Pedestrians are more vulnerable than motorists.

Take care when you cross the road. Cross at the pedestrian crossing. Don't just walk across; check for oncoming vehicles. Only start walking when the motorist has stopped. Be courteous and say thank you!

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HOW2@NMMU PROGRAMME George Campus Orientation Programme – 2015 NMMU GEORGE CAMPUS Growing tomorrow

FACULTY OF BUSINESS & ECONOMIC SCIENCES (BES)

Higher Certificate: Information Communication Technology (End User Support) Extended Programme: NDip: Management Extended Programme: NDip: Marketing Extended Programme: NDip: Tourism Management

NDip: Management NDip: Marketing NDip: Tourism Management

BCom (CA) BCom (General Accounting) BCom (General – Business Management or Economics) BCom (Extended programme)

FACULTY OF SCIENCE

SCHOOL OF NATURAL RESOURCE MANAGEMENT (SNRM)

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

Higher Certificate: Veldfire Management

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

FACULTY OF EDUCATION

Postgraduate Certificate in Education, Further Education & Training (PGCE - FET)

NMMU GEORGE CAMPUS ORIENTATION PROGRAMME – 2015

Saturday 24 January

When	What	Where
09:00-11:00	VC welcome session: All first-year students and parents	Mopani building

Sunday 25 January

When	What	Where
	Settle into residences	

Monday 26 January

When	What	Where
08:30-15:30	Registration of first-year Faculty of Science: School of Natural Resource Management (SNRM) students	Main Hall, Mopani
	(SNRM) students	
	Register for How2@nmmu groups	

Tuesday 27 January

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When	What	Where
08:30-15:30	Registration of first-year Faculty of Business & Economic Sciences (BES) students	Main Hall, Mopani
	Register for How2@nmmu groups	
09:00-12:30	Faculty of Science students' welcome and introduction to the campus	0011
12:30-13:00	Student Council welcome	0011
14:00-15:00	Forestry, Wood Technology and Agriculture: Writing Centre Workshop 1A Nature Conservation and Game Ranch Management:	003
	Writing Centre Workshop 1B	002
15:15-16:15	Forestry, Wood Technology and Agriculture: Writing Centre Workshop 1B	002
	Nature Conservation and Game Ranch Management: Writing Centre Workshop 1A	003
19:00	Residence welcome	0011

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Wednesday 28 January		
When	What	Where
09:00-12:30	Faculty of Business & Economic Sciences students' welcome and introduction to campus	0011
12:30-13:00	Student Council welcome	0011
14:00-16:00	English Proficiency Assessment: All first-year students except B.Com students	0011; 002; 003; 004
19:00	Residence activity	Mopani

Thursday 29 January		
When	What	Where
08:00-09:00	SNRM students: NMMU & green values	0011
	B.Com: Note-taking BES Diploma: Lecture etiquette	002 003
09:10-10:10	SNRM students: HIV/AIDS	0011
	B.Com: Lecture etiquette BES Diploma: Note-taking	003 002
10:10-10:40	Break	
10:40-11.40	Faculty of Business & Economic Sciences (B.Com & BES Diploma): NMMU & green values	0011
	Forestry, Wood Technology & Agriculture: Note-taking Nature Conservation & Game Ranch Management: Lecture etiquette	002 003
11:50-12:50	Faculty of Business & Economic Sciences: HIV/AIDS Forestry, Wood Technology & Agriculture: Lecture etiquette Nature Conservation & Game Ranch Management: Note-taking	0011 003 002
14:00-15:00	B.Com: Writing Centre Workshop 1A BES Diploma: Writing Centre Workshop 1B	003 002
15:15-16:15	B.Com: Writing Centre Workshop 1B BES Diploma: Writing Centre Workshop 1A	002 003
19:00	Residence activity	

Friday 30 Janu=WhenWhatWhere08:00-13:00How2@nmmu programme for all first-year studentsTBA13:00-13:45BreakImage: Colspan="2">Image: Colspan="2" Image: Colspan="" Image: Colspan="2" I

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Tuesday 03 February		
When	What	Where
08:00-16:00	All first-year students: Various Academic Development workshops introducing you to academic writing skills, how to use the library and computer networks and health issues. Details to be handed out at How2 session	To be announced at How2 session

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Wednesday 04 February		
When	What Where	
	SNRM: Senior students register	
08:00-10:00	All first-year students: Various Academic Development workshops introducing you to academic writing skills, how to use the library and computer networks and health issues. Details to be handed out at How2 session.To be announced How2 session	
13:00-14:00	Break	
14:00-16:00	Free afternoon. Residence outing	
19:00	Residence activity	

Thursday 05 February		
When	What	Where
	Faculty of Business & Economic Sciences and Faculty of Education: Senior students register	
08:00-10:00	Nelson Mandela the Champion within. All BES students	0011
11:00-13:00	Nelson Mandela the Champion within. All SNRM students	0011
08:00-13:00	All first-year students: Various Academic Development workshops introducing you to academic writing skills, how to use the library and computer networks and health issues. Details to be handed out at How2 sessionTo be announce How2 session	
19:00	Residence activity	

Friday 06 February		
08:00-13:00	Hike	
13:00-15:00	First-year braai	Rec centre

Saturday 07 February		
14:00	First-year concert	Main Hall, Mopani
Sunday 08 February		
19:00	Church service	003
Monday 09 February		
07:45	Lectures begin	Time table

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 හ time	Where	What
Friday 30 January	NMMU George	How2@nmmu Programme By the end of today, you will know:
08:00-13:00	Campus	 what it takes to be a successful student where to find your venues – campus tour how to use the library and computer labs how to make sense of university terminology how to read the timetable what resources are available to help you how to deal with university challenges many of your classmates!

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 participationoriented attitude!

How2@nmmu programme

On the day of the How2@nmmu programme, you will be divided into small groups of about 20 first-year students, all doing the same course as you. Your group will be led by a senior student doing the same course. This is your How2 buddy. He/she will take you through a programme of academic orientation, during which 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 and informed about all the support services available to help you achieve success. You will be taken on a tour of the campus and will learn about the particular challenges that go with your course - and much, 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

Useful contact details at NMMU

Concerns	Contact person / resource	Telephone
General enquiries	Mrs Willize Venter: Reception, Admin Building	044 801 5111
Registration gueries	Mrs Magda Eybers: Mopani Mrs Elise Labuschagne: Mopani	044 801 5566 044 801 5048
Registration queries	Mr David Alexander: Mopani Senior Manager: Academic Administration	044 801 5008
Account queries	Mrs Stacey Swigelaar: Admin Building Mrs Enid Rhode: Admin Building	044 801 5098 044 801 5053
Residences	Mrs Vuyiswa Mentile-Gozongo: Entrance Hall, Outeniqua Ladies Residence	044 801 5034
Off Campus Accommodation	mpus Mr Sofoko Pamochaba	
Marketing and Corporate	Mrs Alet van Tonder: Admin Building	044 801 5098
Relations	Mr Pieter Botha: Admin Building	044 801 5038
Medical services	Sister Mietjie Kock: NMMU George Clinic Doctor visits on Thursdays	044 801 5062
HIV/AIDS Counselling	Ms Antoinette Piet: NMMU George Clinic	044 801 5126
Private patients	Contact Lamprecht Clinic, York Street	044 874 6770
Outpatient services	George Provincial Hospital Municipal Clinics	044 874 5122 044 874 9215
Academic problems	Contact your Director of School (DoS) or Programme Co-ordinator Management Sciences Diploma: Dr Marianne Doubell B.Com: Ms Jane Fountain Natural Resource Management: Prof Jos Louw	044 801 5561 044 801 5586 044 801 5019
	Student Counselling Career and Development Centre (SCCDC): Room 008, Mopani	044 801 5051
Student Counselling and Career Development Centre	The SCCDC office provides student counselling services on the George	

Counselling services include personal, study, life-skills and career counselling. All counselling 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 regularly during the 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. Catering queries can be directed to the catering manager, Ms Annelise Muller on 044 801 5032 . Arrangements to deposit funds into the meal account should be made through the Finance Office, Enid Rhode on 044 801 5053 .
Accommodation	The main residences on campus are, Outeniqua (women), Oukraal (men), Kalander (men), Kamassi, Umdoni, Phoenix plus a number of houses that are used for student accommodation. The residence manager, Vuyiswa Mentile- Gozongo, can be contacted for further information on 044 801 5034 . The residence manager, assisted by the House Committee, looks after student needs.

Student finance	Students are responsible for financing their own fees. Limited bursaries and study loans are available. For more information contact Karen Hendricks at the Financial Aid office on 044 801 5130 .
Library	The library is open from 07:30-20:00 Mondays to Fridays and 09.00-13.00 on Saturdays. Librarian: Ndileka Mtshizana, 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 Garth Smit 044 801 5044 or garth.smit@nmmu.ac.za

Student life

Interests	Contact person / resource
Student societies and life	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. If you wish to know more about a particular society, contact the society leaders or the Senior Manager: Student Affairs, Sefoko Ramoshaba, on 044 801 5029 . Watch the notice boards for news of societies' activities.
Sport on campus	All George Campus students are members of the sports club which gives them access to all the sports facilities. 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. Contact the Sport Officer Hugo Loubser on 044 801 5037 for further queries.

Societies and clubs

Societies		
One Life Christian Centre	Theatrical Society	
SFA (Student Forestry Association)	Women Empowerment	
Agricultural Society	DJ Entertainment Society	
Speakers' Club	Chess Club	
NMMU George Choir	Discover Life Society	
Shofar	Methodist Student Society	
Super Ed	Dance Society	
Green Campus Forum	Pool Club	

Political Societies	
SASCO (South African Student Congress)	

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Caring for you

What we can do for you

Accommodation

NMMU George Campus (Manager): 044 801 5034/5136

Off Campus Accommodation: 044 801 5029

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.

If you have any queries regarding fees, catering or any 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 multiple 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 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. Please phone the number above to make an appointment.

Financial Aid

NMMU George Campus: 044 801 5130

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 the information below:

Do you know about our Scholar Merit Award?

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 points system. For enquiries, please contact the Financial Aid office.

Questions about your student fees or account?

If you are unsure of the financial status of your student account, please visit the Student 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 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

044 8015051/044 8015034/044 801 5062

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.

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.

Sport

George: 044 801 5037

While the primary function of NMMU is academic, the value of the holistic development of students and the establishment 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 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:

Athletics (includes track	Rock climbing
& field, trails & road	Soccer
running, and -athlons)	Squash
Cricket	Tennis
Hockey	Adventure Sports
Netball	(includes surfing and
Rugby	mountain biking)

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: 044 801 5037

Student Counselling, Career and Development Centre (SCCDC)

NMMU George Campus: 044 801 5051 After-hours 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 for students and staff members on all campuses
- ▶ A wide variety of pamphlets and videos
- Numerous programmes presented and packaged in relation to:
 - academic issues
 - career choice and planning
 - personal, social and emotional issues
 - 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 often don't know how. 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 their peers. They get opportunities to put this training into 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.sauls@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 strive to make reasonable adjustments concerning accessibility, accommodation, examinations and other academic concessions, to meet your needs. Currently, services available involve the recording of study materials, special work areas in the libraries equipped with magnification software, and help in acquiring assistive devices.

As each case needs to be individually assessed, please register your special needs with the university's senior disability officer, Ruth Sauls, as early as possible (preferably the year prior to registration and application). 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. Strictest confidentiality will be maintained.

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

The Student Counselling, Career and Development Centre on your campus:	044 801 5051
The Campus Health Service on your campus	044 801 5062
Residences – Mrs Vuyiswa Mentile-Gozongo	044 801 5034
Student Affairs – Mr Sefoko Ramoshaba	044 801 5029

Student Governance and Development

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 advice on which society to join, which club membership fees are payable and other general information. Our caring and supportive staff will guide you to the correct persons in order to assist you with club / society / SRC or any other studentrelated matter.

Supplemental Instruction (SI)

NMMU George Campus: 044 504 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 highrisk 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 They offer regular, out-of-class, peeraroups. 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 integrate how-to-learn with what-tolearn. Students who attend the SI sessions discover the 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 it 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 (Academic Literacies)

NMMU George Campus: 044 801 5105

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

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

The Writing Centre does not just proofread 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.

General

Academic calendar 2015

Lecture blocks

 Block 1:
 Monday 09 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:Thursday 8 January – Friday 16 JanuarySecond Semester:Monday 13 July – Friday 17 July

Graduation Ceremonies

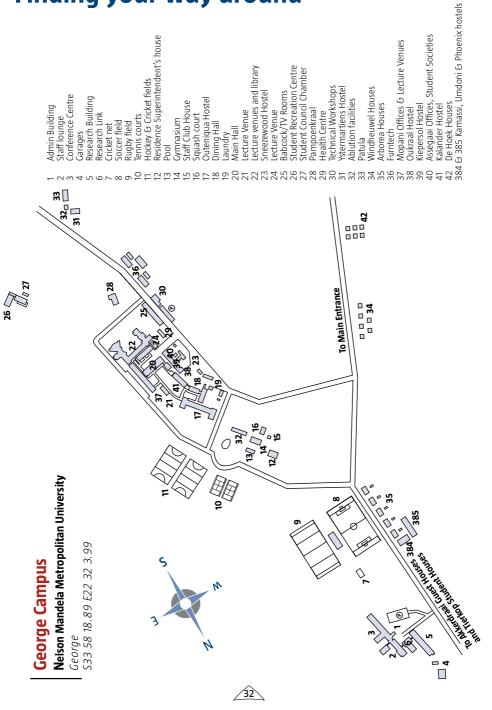
Friday 10 April (George) Tuesday 14 April – Tuesday 21 April (Port Elizabeth) Saturday 12 December – Tuesday 15 December (Port Elizabeth)

Student recess periods

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



Finding your way around



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 efforts 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."

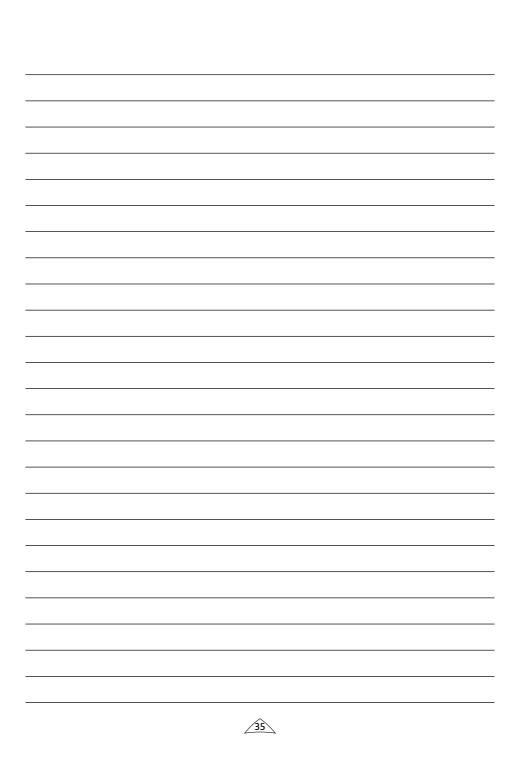
Disclaimer

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

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Notes

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CAMPUS SURVIVAL 101

Some things you'll need to make a roaring success of your varsity life



We know that your first year on campus can be overwhelming. With our wide range of academic & other books, stationery, electronics, computer accessories, lifestyle products and e-textbooks, Van Schaik Bookstore is the best new friend you'll make this year. Come on over and find everything you need.

George

Student Recreation Centre, Marula House, George Campus Nelson Mandela Metropolitan University Telephone: (044) 801 5088; Email: vsgeorgecampus@vanschaik.com

