University of Fort Hare

Together in Excellence

REGISTRATION *student* GUIDE

2013

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1. MESSAGE FROM THE UNIVERSITY REGISTRAR

It gives me great pleasure to welcome you to the current academic year. Our first challenging activity is registration. To make your registration process easier, we have compiled a user friendly guide. We invite you to read it carefully. Should you need further guidance, please feel free to contact your Faculty Manager.

During registration I advise you to ascertain the accuracy of the course codes for the courses you intend selecting. Your Faculty Managers are more than willing to render that service.

More importantly, after registration, read your proof of registration carefully. The responsibility of ensuring that your registration is accurate rests with the student. Correct any errors on the spot.

Please note that the final date for registration is the 22nd February 2013 and the final date for adding and canceling courses, as well as changing degrees, is Friday the 1st March 2013.

On behalf of Student Academic Administration, I urge you to comply with the regulations that regulate these activities. Compliance ensures efficiency of administration. From our side, we intend reciprocating by rendering a quality service to you.

Enjoy your academic year and when in doubt, please feel free to contact me.

Yours sincerely

N Mrwetyana (PhD)
Registrar

2. REGISTRATION GUIDELINES FOR 2013 ACADEMIC YEAR

2.1 REGISTRATION GUIDE FOR 2013

The registration procedures for the 2013 academic year have been reviewed by the Registrar's Division in order to stream-line the various administrative processes. In an endeavour to reduce the contact time, the registration dates have been scheduled per academic qualifications linked to morning and afternoon sessions. The morning sessions will commence at 08:00 to 13:00 and afternoon sessions will be conducted during 13:00 to 16:30. Students are encouraged to adhere to the dates as reflected in the appended schedule for the East London and Alice campuses.

The academic administrative registration processes that have been identified for the forthcoming academic year are listed as follows:

1. ***Payment of Tuition Fees***
2. ***Academic Selection***
3. ***Academic Registration***
4. ***Residence Registration***
5. ***Issuing of a Student Identity Card***

In order to gain a better understanding of the various processes, please find the respective activities detailed hereunder in section 3, for information purposes.

2.2 PAYMENT OF TUITION FEES

2.2.1 Introduction to payment of fees

In order to enable prospective students to register and study at the University of Fort Hare during 2013, the following guidelines are provided for information purposes.

Fees are determined by the University Council on an annual basis and are subject to revision without prior notice. Students with outstanding balances on their fees accounts:

(i) will not be permitted to graduate;
(ii) will not receive examination results;
(iii) will not receive an academic transcript;
(iv) will not be permitted to re-register in the following year;
(v) will not be permitted to write examinations;
(vi) will not be allowed into residences;
(vii) will be charged interest on outstanding accounts; and
(viii) will be handed over to a debt collection agency for collection.

2.2.2 Tuition Fees payable to the Institution

At the time of registering, students undertake to pay all fees due on time and in terms of the rules of the University. Failure to do so will result in the above sanctions being applied. Students are advised to familiarize themselves with the ***'Fees Payable to the University'*** section of the University General Prospectus.

2.2.3 Minimum Initial Payment (MIP)

Before any student is permitted to register at the University, the University requires such a student to affect a ***Minimum Initial Payment (MIP) of R2800.00*** by no later than 3 days (72 hours) prior to registration. This amount will be credited to the student account.

Students failing to have a minimum credit balance of ***R2800.00*** in their student account will not be permitted to register.

Students applying for a place in a University residence are also required to pay an amount of ***R850.00*** as payment towards residence fees for the year. This amount is payable before the ***31st December 2012*** in order to secure a place in residence. Should a student not be allocated a place in residence this amount will be allocated to tuition fees or refunded to the student should he/she not register.

2.2.4 Bursary/Student Loans/NSFAS

All students who have been allocated a student bursary/NSFAS loan for the 2013 academic year must produce a copy of the Bursars letter to the ***Student Fees Section within 3 days (72 hours)*** in order to enable clearing of the relevant account and enable registration.

Students are advised that the amount received from NSFAS will not cover all costs related to studies and should therefore not rely on these funds to settle their obligations to the University. Final NSFAS allocations are made in June/July each year and the responsibility to settle debt remains that of the student.

NSFAS students are invited to collect their Loan Agreement Forms at the ABC hall in East London and at the Financial Aid Bureau in Alice, together with a copy of their fee statement received at the Sports Complex.

2.2.5 Methods of Payment

Direct deposits/internet payments

Direct deposits/internet payments can be made into the University's bank account the details of which are as follows:

Bank:	**Standard Bank**
Branch:	**Alice**
Branch Code:	**050119**
Account Number:	**28 210 1357**
Swift Code:	**SBZAZAJJ**
Account Name:	**University of Fort Hare Student Deposit**
Reference:	**Student Number**
	Or
Bank:	**First National Bank**
Branch:	**FNB Corporate**
Branch Code:	**21 01 21**
Swift Code:	**FIRNZAJJ889**
Account Name:	**University of Fort Hare**
Account No:	**621 5099 2016**
Reference:	**Student Number**

It is important for all students to use their ***student number*** as the reference number when effecting payment via internet or at direct deposits.

A payment of US$ 900 foreign levy, for non-SADC country international students, is payable to the institution.

Debit and credit card payments

Debit and credit card payments for student fees are accepted and payments can be made via the Cashiers office by the card holder.

2.3 ACADEMIC SELECTION

2.3.1 Qualification and Course Selection

Students are invited to visit the Faculty Academic representative in order to collect their ***Registration Form*** and ***Course Enrolment Form***. The Faculty Representative will assist each student with the identification of their academic programme and course selection and endorse both forms accordingly.

2.3.2 Verification of Biographical Data

Once students have collected these forms from the Faculty Representative, they are requested to verify the biographical details (names, identity number, address and academic record) so as to ensure that all relevant data has been captured accurately on the database.

2.4 ACADEMIC REGISTRATION

Students will then proceed to the academic registration point, together with their ***Letter of Acceptance***, ***Registration Form*** and ***Course Enrolment Form***, where their qualification and course details will be captured and registered for the 2013 academic year.

Students will be presented with two copies of the relevant ***"Proof of Registration Form",*** which will reflect qualification details as well as all semester 1 and semester 2 courses. It is important for all students to check and verify that the qualification and course details have been captured accurately. All students will be requested to sign the 2nd copy of the ***"Proof of Registration Form"*** which will be retained for record purposes.

2.5 RESIDENCE REGISTRATION

2.5.1 Hostel Students

All students wishing to register for hostel accommodation must present the necessary ***Residence Registration Form*** to the Residence officials and registered accordingly. The Student Identity Card will reflect all hostel particulars for access control purposes.

2.5.2 Hostel Deposit

An amount of ***R850.00*** must be deposited into the institutions bank account by no later than the ***31st December 2012***. (*Please refer to 2.2.5 above for details*)

2.5.3 Oppidan Students

It is important for all oppidan (day) students to register as such, so that their Student Identity Card can be endorsed accordingly, for access control purposes into the various campus venues.

2.6 ISSUING OF STUDENT IDENTIFICATION CARD

All registered students will proceed to the Student Card Section where they will be issued with a ***"Student Identity Card",*** which will reflect their student number, name and qualification and residence details.

2.7 STUDENT WEB ONLINE REGISTRATION – SELECTED UNDERGRADUATE QUALIFICATIONS, HONOURS, MASTERS AND DOCTORATE STUDENTS

As part of our ongoing commitment to improving our service, all selected undergraduate qualifications, all honours, Master's and PhD students are invited to *e-register* online in one of the following venues during the scheduled dates and times as reflected in section 3 of the guide.

Date	***Alice Campus – Postgraduate Student Web Online Registration – Great Hall***
Monday – 4th February 2013 – Friday 8th February 2013	All ***Honours, Master's and PhD students*** from all faculties to register via the Student Web Online registration system in the following venue: **Great Hall - Alice campus** (09:00 – 15:00)

Date	***East London Campus – Postgraduate Student Web Online Registration - Baobab Lab – Ground Floor ELCO Building***
Monday – 4th February 2013 – Friday 8th February 2013	All ***Honours, Master's and PhD students*** from all faculties to register via the Student Web Online registration system (09:00 – 15:00)

2.8 SUBMISSION OF NATIONAL SENIOR CERTIFICATE / SENIOR CERTIFICATE

All registered students are requested to submit certified copies of the National Senior Certificates / Senior Certificates to the Student Administration offices in Alice or East London by no later than the 30th April 2013.

3. REGISTRATION DATES FOR 2013

3.1 Alice Campus registration dates for the 2013 academic year.

Date	***Alice Campus – Registration***
Tuesday – 22nd January 2013	All 1st year students: B Com, B Acc and B Admin including all Bhisho campus students, (08:00 – 16:30) All B HMS 1st Year students, (08:00 – 16:30) All B Sc, B Agric and B Sc Agric 1st year students, (08:00 – 16:30)
Wednesday – 23rd January 2013	All 1st year B Arts, B Social Science, B Social Work, B Fine Arts, B Applied Communication, B Library and Information Science students (08:00 – 16:30)
Wednesday – 23rd January 2013	***Student Online Registration – Alice campus – Great Hall (09:00 – 15:00)*** ***All final year B Social Science (HRM) students;*** ***All 4th Year B Social Work students;*** ***All 3rd Year B Applied Communication students.***
Thursday – 24th January 2013	All B Science senior students, (08:00 – 16:30) All B HMS senior students, (08:00 – 16:30)
Thursday – 24th January 2013	***Student Online Registration – Alice campus – Great Hall (09:00 – 15:00)*** ***All B Com, B Admin senior students; including all Bhisho campus students***
Friday – 25th January 2013	All B Ed 1st year students, (08:00 – 16:30) All B Sc Agric and B Agric Senior students, (08:00 – 16:30) – *except final years for B Agric (Agric Econ), B Agric (Agric Ext), B Sc Agric (Livestock Prod) and B Sc Agric (Agric Econ)*
Monday – 28th January 2013	All Senior B Ed 2nd and 3rd Year students (08:00 – 16:30) All BA, B Fine Arts, Senior students, B Applied Communication, B Library and Information Science students (08:00 – 16:30)
Monday – 28th January 2013	***Student Online Registration – Alice campus – Great Hall (09:00 – 15:00)*** ***Only the following final year students:*** ***B Agric (Economic), B Agric (Extension), B Sc Agric (Livestock Production), B Sc Agric (Agric Economics) M Science (Course Work) students***

Tuesday – 29th January 2013	All B Social Work 2nd and 3rd Year (SWK) students (08:00 – 16:30)
Wednesday – 30th January 2013	All B Theology, B Social Science (Plain) students (08:00 – 16:30)
Wednesday – 30th January 2013	***Student Online Registration – Alice campus – Great Hall (09:00 – 15:00) B Ed 4th Year, B Ed (Hons), PGCE students (FET).***
Thursday – 31st January 2013	***All Honours, Masters and PhD students from all faculties to register via the Student Online registration system in the following venue: Great Hall (09:00 – 15:00)***
Friday – 1st February 2013	***All Honours, Masters and PhD students from all faculties to register via the Student Online registration system in the following venue: Great Hall (09:00 – 15:00)***
Alice Campus – Postgraduate Student Web Online Registration – Great Hall	
Monday – 4th February 2013 – Friday 8th February 2013	***<u>Continue:</u>*** ***All Honours, Masters and PhD students from all faculties to register via the Student Web Online registration system in the following venue: Great Hall (09:00 – 15:00)***
East London - Registration	
Date	***East London Campus – Student Web Online Registration – Baobab Lab – Ground Floor ELCO Building***
Monday – 4th February 2013 – Friday 8th February 2013	***All Honours, Masters and PhD students, from all faculties, to register via the Student On-line registration system (09:00 – 15:00)***
Monday – 4th February 2013	All Nursing Science 1st year students, (08:00 – 16:30) All B Ed 1st year students, (08:00 – 16:30) All 1st year B Soc Science, B Arts, B Social Work, B Music students, (08:00 – 16:30)
Tuesday – 5th February 2013	All 1st year students: B Com and B Econ, (08:00 – 16:30) All 1st year students: LLB, (08:00 – 16:30) All Senior 2nd and 3rd Year B Ed students (GET), (08:00 – 16:30)

Tuesday – 5th February 2013	***Student Web Online Registration – Baobab Lab (09:00 – 15:00) B Social Work 4th Year final year students (SWK).***
Wednesday - 6th February 2013	All LLB Senior Students - (08:00 – 16:30)
Wednesday - 6th February 2013	***Student Web Online Registration – Baobab Lab (09:00 – 15:00) All M Phil, MSc Geography and M Curr students All Senior students: B Com, B Acc, B Econ: (Full Time and Part Time)***
Thursday – 7th February 2013	All B Arts, B Social Science Senior students, (08:00 – 16:30) All Nursing Science Senior students, (08:00 – 16:30)
Thursday – 7th February 2013	***Student Web Online Registration – Baobab Lab (09:00 – 15:00) B Ed 4th Year, B Ed (Hons), PGCE and PGDHET students.***
Friday - 8th February 2013	B Social Work 2nd and 3rd Year (SWK) students (08:00 – 16:30)
Wednesday – 13th February 2013 – Friday 15th February 2013	*Registration: East London Campus: (09h00 – 15h00)* In–Service Programmes and all ACE Programmes Student Administration Offices – ELCO Building

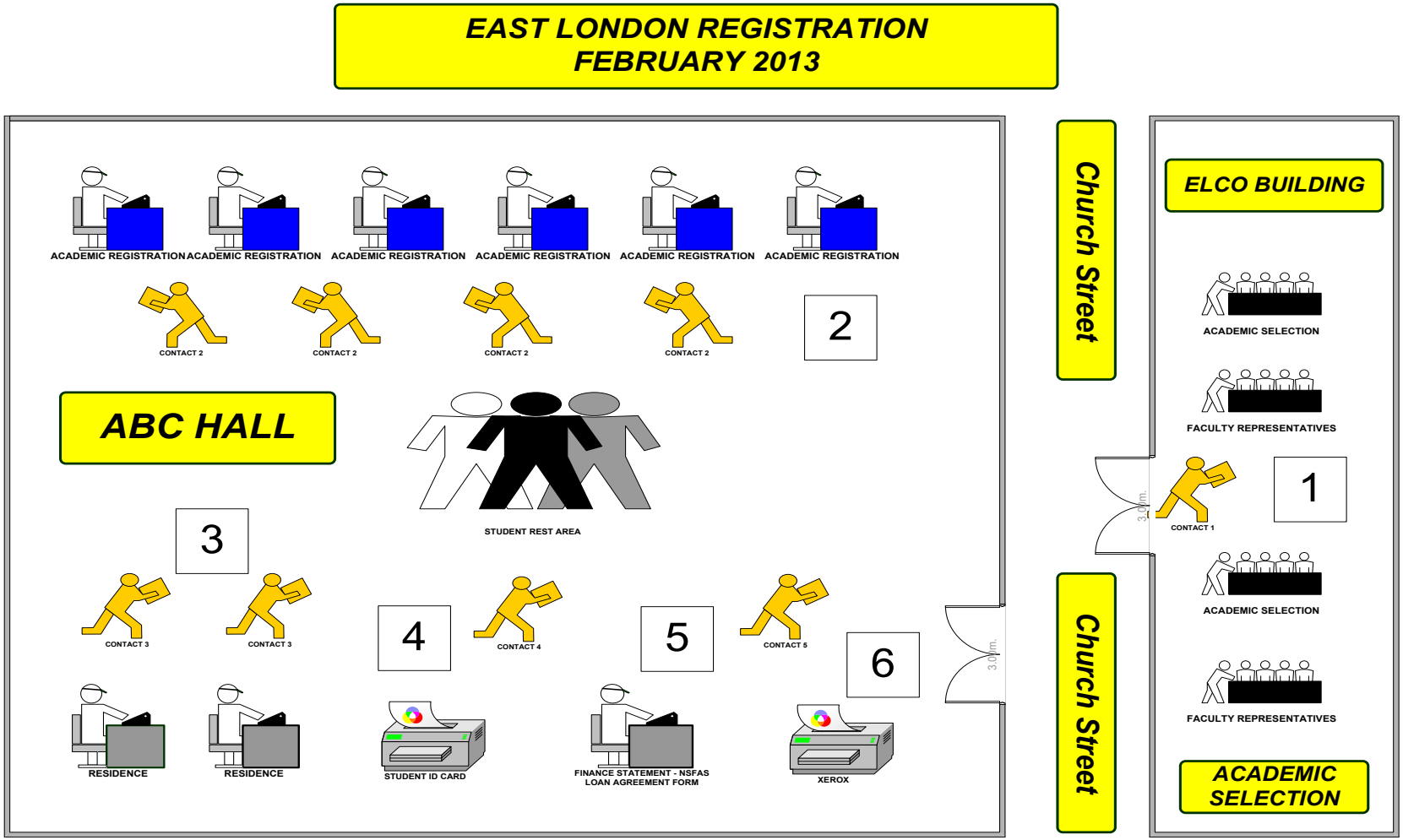
1. Late Registration date is scheduled for Friday, 22nd February 2013 (all campuses).

2. Final date for Submission of Applications for Degrees and Course Changes and Cancellations for 2013 *(all undergraduate and honours qualifications)* is scheduled for Friday, 1st March 2013 (all campuses).

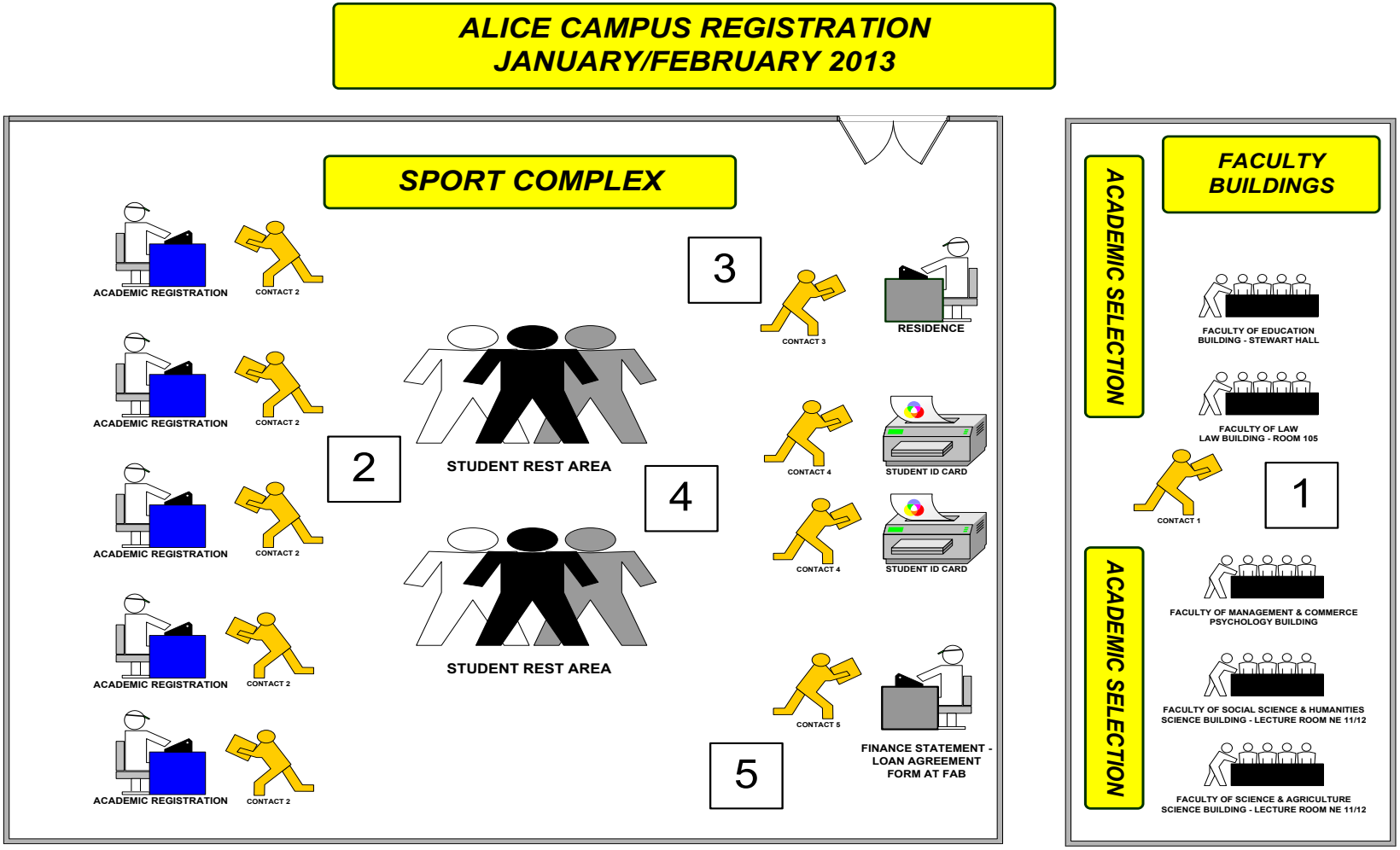
3. Closing date – registration for all Masters and PhD candidates is the 31st March 2013.

4. REGISTRATION VENUES FOR EAST LONDON AND ALICE CAMPUSES

4.1 EAST LONDON CAMPUS FLOOR-PLAN FOR REGISTRATION DURING FEBRUARY 2013.



4.2 ALICE CAMPUS FLOOR-PLAN FOR REGISTRATION DURING JANUARY AND FEBRUARY 2013.



5. ORIENTATION PROGRAMME DATES FOR 2013

5.1 Congratulations on your acceptance to the University of Fort Hare. Please note that orientation programme starts on the following dates:

- ***East London Campus: 11 – 14 February 2013***
- ***Alice Campus: 28 – 31 January 2013***

It is important that you attend this programme as it will assist you to make choices for the educational opportunities and initiate you to the intellectual, cultural and social climate of the institution.

Should you need any other information, please contact The Student Affairs Division on +27 (040) 602 2430 / 2166 between 08:00 – 16:30 on Monday to Thursday and 08h00 – 15h30 on Fridays.

CONTENTS

Orientation Programme entails the following:

Section A: Useful Information about University of Fort Hare

- Message from the Vice-Chancellor
- Message from the Registrar
- Message from the Dean of Students
- Message from the Student Representative Council President
- Caring for you at the University of Fort Hare
- Who to see when in need of help at all the various campuses; Alice, Bhisho and East London

Section B: Key Academic Programmes

- Five Faculties at The University of Fort Hare – Meet your Faculty Staff Members How to get help with career choices
- Teaching and Learning Centre
- Library Services
- Residential Life
- Health and Welfare
- Sport and Recreation
- Student Representative Council (SRC)
- Student Counselling Services
- Student Development and Judicial Services

Do not miss this opportunity to make friends as you settle in, and have lots of fun.

6. BASIC COMPUTER LITERACY (BCL)

6.1 INTRODUCTION

It has been found in the past that there are a number of students entering the University of Fort Hare (UFH) for the first time who have not had an opportunity to use a computer. This lack of computer knowledge has been found to arise due to a lack of exposure during the schooling years to computers. In an attempt to rectify this potential problem all 1st year students are required to complete a competency assessment in basic computer literacy after/during their registration at UFH. This is to ensure that new students are able to adequately make use of the various electronic teaching mediums available on the UFH network.

6.2 DETERMINING LEVEL OF COMPETENCY

A student is considered competent if they successfully complete a task sheet with specific requirements. The tasks take at most two hours to complete for some and for others less time. The student on completion of the tasks and assessed as competent, is complete with their BCL commitment.

If a student does not successfully complete the task list, then they are required to attend information and practical sessions on specific computer related topics in an attempt to improve their level of competency. Typically, this will take at most ten hours, and can be done over one or more days. *Schedules of sections to be covered will be circulated during registration.* After attending these information sessions and the completion of the practical tasks students will once more be assessed. There will be no further assessments, if they are still not competent.

6.3 BCL vs. COMPUTER LITERACY

Q: If I am found competent for the BCL am I then exempt from doing Computer Literacy, if it is on my degree structure?

A: No. The BCL and the Computer Literacy course linked to your degree structure assess very different types of competencies. For BCL we are attempting to determine your basic ability to use a computer, and in Computer Literacy we teach you how to use various productivity tools, such as word processing and spreadsheets. After which we assess you on those tools.

6.4 FURTHER INFORMATION

At the time of registration, notices will be placed in the various Registration venues detailing the BCL schedule. The competency assessment and practical sessions will be done in the Great Hall Computer Lab (Alice) and Mthiza Computer Lab (East London). This is your starting point.

The Department of Information Systems can be contacted from the 14 January 2013 for queries – on +27 (043) 704 7073, or via email at Infosys@ufh.ac.za.

7. SPECIFIC REQUIREMENTS FOR A STUDY PERMIT - INTERNATIONAL STUDENTS

7 INTRODUCTION

As a student from outside South Africa, who has been accepted for an academic programme of study at the University of Fort Hare, please note the following:

7.1 SPECIFIC REQUIREMENTS FOR A STUDY PERMIT

7.1.1 An official letter from the university confirming provisional acceptance and duration of course;

7.1.2 A study permit, which will be issued by the South African High Commission/ Embassy or Consulate in your country of origin/residence;

7.1.3 A proof of Medical Insurance Cover, recognized in South Africa.

7.1.4 International Qualification must be verified by SAQA.

7.1.5 A payment of R1000 for SADC students and R3000 for non-SADC students, is payable to the institution.

7.2 CONTACT PARTICULARS - INTERNATIONAL AFFAIRS

For more information pertaining to the issues relevant to international students, please contact the following office:

Mr. A Johnson
Director: International Affairs
University of Fort Hare
P/Bag X1314
Alice 5700

Telephone +27 (040) 602 2244/2221 – Alice campus
Telephone +27 (043) 704 7328 – East London campus

Ms. C.S. Jacobs
Administrator: International Affairs
Telephone +27 (043) 704 7328 – East London campus
Email address- cjacobs@ufh.ac.za

Ms C N Kukubo
Senior Administrator: International Affairs
Telephone + 27 (040) 602 2244 – Alice campus
Email address- ckukubo@ufh.ac.za

8. NATIONAL BENCHMARK TESTS (NBT) – 2013 INTAKE

8.1 NATIONAL BENCHMARK TESTS

All prospective students applying to study at Fort Hare must first write the National Benchmark Test (NBT) before they will be admitted to a Faculty and placed within a programme and will not be allowed to register until they have written the NBT.

The University of Fort Hare uses the National Bench Mark Tests to complement first-year students' Grade 12 results and provide a profile of student competencies that the university uses to make decisions about the placement of students into an appropriate programme

Your NBT results and your Matric results may be used for one or both of the following purposes:

- **Access:** to make decisions about whether or not you may be admitted to the programme for which you applied.
- **Placement:** if you have already been admitted based on your school results, to help you select the most appropriate programme to achieve your goals.

8.1.1 What does NBT involve?

There are two tests. Each test has a time allocation of three hours. The one test is an Academic and Quantitative Literacy (AQL) Test and the other test is a Mathematics Test also called the Cognitive Academic Mathematical Proficiency (CAMP) Test.

- **All prospective applicants will be required to write the Academic & Quantitative Literacy Test (AQL)**

- **Prospective applicants to the following Faculties will be required to write the Mathematics Test (CAMP):**
  - **Faculty of Science and Agriculture**
  - **Faculty of Management and Commerce**

PLEASE NOTE:

These tests are written under exam conditions and you are therefore required to comply with the rules and regulations explained to you by the test administrators.

*You will **NOT** be permitted to use a calculator for any of the tests. However, you will be provided with scrap paper to work out your answers.*

8.1.2 Frequently asked questions (FAQ)

What must I bring to the test venue?

- Your ID Book together with a photocopy of your ID. The venue administrator will keep the copy of your ID.
- Your receipt as proof that you have paid the testing fee. The venue administrator will stamp the receipt and hand it back to you.
- An HB pencil and a black ballpoint pen (not a fibre tipped pen)
- An eraser
- A pencil sharpener

How can I prepare for the test?

- The tests are based on knowledge and skills that you should already have, so there is nothing you can learn to prepare for the test.
- The best way to prepare yourself is to have a good night's rest before the testing, eat a healthy breakfast and make sure that you arrive for the testing in good time.

What happens on the day of testing?

- You will meet the test administrators at the test venue at least 15 minutes before testing is scheduled to begin.
- Administrators will identify the tests you will be required to write and show you where to sit.
- The test administrators will check your identity book for security reasons.
- After each test, question papers and answer sheets will be collected, and you will be given a break before continuing with the next one.

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How do I register to write?

- You may register online OR by cellphone. We recommend that you register online.
- To register on line you have to access the website ***www.nbt.ac.za*** Read the instructions; then click on "Register to Write". Your acknowledgement and EasyPay barcode will be available for you to download immediately after you click on submit. You can take this downloaded letter to any EasyPay paypoint near you to pay the testing fee
- To register on your cell phone, access the website *www.nbt.ac.za/mobile* and follow the prompts. To access your acknowledgement/EasyPay letter you may: (1) enter your email address and the acknowledgement letter will be sent automatically
- Call centre : 021 650 3523

Where do I pay for my test?

The following fee is payable before writing the test:

- R175.00 for both AQL and CAMP Test
- R100.00 for AQL test only

Where do I pay? - After successfully registering for the test you will receive a unique EasyPay number which must be used to pay the testing fee at any EasyPay point. You can pay the testing fee at any one of the following EasyPay points:

Best Electric;
Checkers;
Lewis;
Lifestyle Living;
Pick 'n Pay;
Selected Spar, Score and Boxer stores;
Shoprite;
Woolworths;
MNT Banking's MobileMoney product via cellular handsets (MTN Subscribers only) Call Centre 0831 2265 to open an account;
Internet on ***www.easypay.co.za*** (click on options to Pay Bills or Buy Prepaid)

8.2 QUERIES

For more information on the tests, please contact the following contact numbers:

East London Campus:

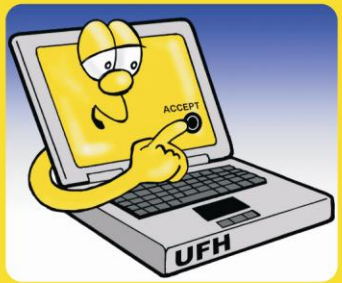
Ms Nomi Kema - Tel: +27 (043) 704 7075

Alice Campus:

Ms Sandi Mabeqa - Tel: + 27 (040) 602 2616

Step by Step Guidelines for Online Registration

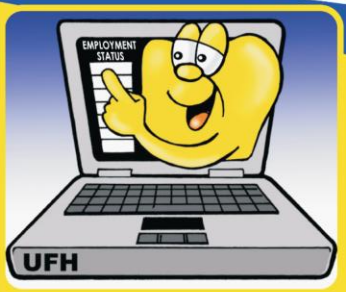
University of Fort Hare
Together in Excellence



1 Select *"Rules and Regulations"* on the left. Read the document and take note of the contents thereof.

Please take note the acceptance to the Rules and Regulations is mandatory and serves as your electronic signature. This indicator is stored on your Student File and can be use as a Legal Agreement in a dispute/disciplinary matter. Select *"Submit Registration"* on the left.

Once you have read the rules and agreed to the Rules and Regulations, click on the *"I accept"* button at the bottom of the page.



2 Select your *"Employment Status"* in the drop down list in the field "Employment Status".

Click on *"Save and Continue"* or *"Save – Continue later"* or *"Restart Process"* button.

3 Select your subjects, by ticking the box next to each subject.

Ensure that you select all compulsory subjects;

Select balance of courses from list of electives;

Note that you may not register for subjects where the pre-requisite has not been met. These subjects will be indicated with a Click on *"Save and Continue"* or *"Save – Continue Later"* or *"Restart Process"* button. Click on the *"Save and Continue"* button if you are absolutely sure that you've selected the right subject, Offering Type and Period of Study.

4 Click on *"Print Cost Details"* button should you want to print the Registration Costs.

5 Click on the *"Accept Registration"* button to continue with the registration process.

Congratulations! You have successfully completed your registration as a ***bona fide*** student of the University of Fort Hare.

Should you have any queries with your Online Registration, kindly consult the Student Administration Office on (040) – 602 2122 in Alice, or alternatively on (043) 704 7004 in East London.

University of Fort Hare
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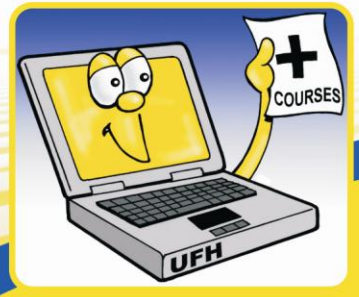
Step by Step Guidelines for Online Registration



6 Should you want to add a course, kindly continue by clicking on *"Add a course to a Registration"* on the left.

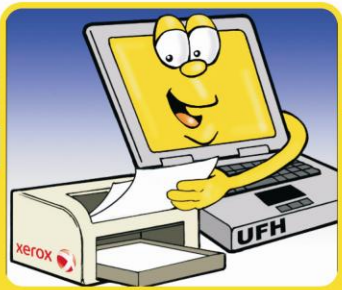
Click on Qualification Code.

Select your course(s), by ticking the box next to each course. Note that you may not register for course(s) where the pre-requisite has not been met. These courses will be indicated with a (x) button.

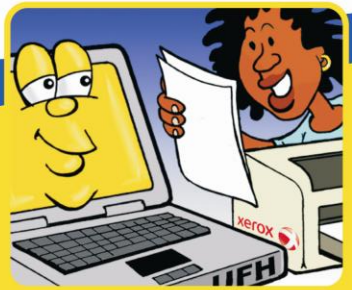
Click on *"Save and Continue"* or *"Save – Continue Later"* or *"Restart Process"* button.

Click on the *"Save and Continue"* button if you are absolutely sure that you've selected the right course(s), Offering Type and Period of Study. Click on *"Print Cost Details"* button should you want to print the Registration Costs.

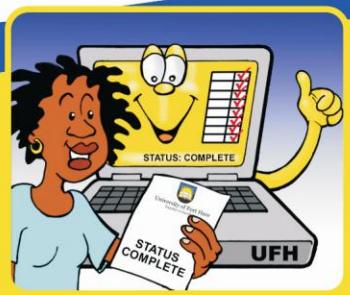
Click on the *"Accept Registration"* button to continue with the registration process.



7 Click on *"Proof of Registration"* on the left should you want to re-print your proof of registration.



8 Click on *"Proof and Statement"* on the left should you want to re-print a proof and statement.



9 Process Status gives you an indication whether you have completed all the compulsory steps of the registration process.

10 Click on *"Student Administration"* on the left. Select *"Personal information Update"* on the left to verify your personal details.

You are only allowed to update those fields with a white border (e.g.)

Maiden Names :

Click on *"Save"* should you want to update any of the above information.

Please request for assistance from the Student Administration Office should you want to change any other personal details.

Select *"Personal Contact Detail"* on the left to verify your contact details.

Click on *"New Record"* button should you want to edit your contact details.

Click on the *"Communication Type"* should you want to view and/or change existing contact details.

Click on *"Save"* should you want to save your changes.