



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Education

January 2018

Dear first year BEd student

INFORMATION PROGRAMME

A very warm and friendly welcome to the Faculty of Education.

This document serves to provide you with information regarding your first weeks at the University of Pretoria. Also see the separate **Orientation Programme, from 29 January – 2 February 2018**, that you must attend on Groenkloof Campus.

A complete programme will also be posted on the University of Pretoria's web page. Go to www.up.ac.za, New Students, Undergraduate Students.

Students who have been allocated a space in residence may move in as from Friday, 26 January 2018. Residence information have been communicated with you already.

Lectures commence on Monday, 5 February 2018. The syllabus of the BEd programmes and the lecture time table will be discussed with you during the course of the Orientation week. You are advised, to register online as from 08 January 2018.

Your programme information and modules (subjects) are on the Faculty's web page: www.up.ac.za/faculty-of-education/2018 First Year BEd students.

Please download the programme information and bring to the Orientation week that will take place during the week of 29 January - 2 February 2018.

REGISTRATION PROCESS

- **Registration:** Online registration for 1st year students open on 10 January 2018. All undergraduate students must register **before 30 January 2018**. If you are experiencing problems with the online registration process, you can phone, 012 420 5347, or send an email to: registration@up.ac.za, or register before **30 January 2018** on LC de Villiers, Sports Campus of the University of Pretoria.

- **Contracts:** All first year students have to upload signed contracts on the Student Portal. If not done yet, the original signed document can be submitted at LC de Villiers, Sports Campus before registration can take place. The Sports Campus at LC de Villiers will be open from 10 January 2018 – 09 February 2018.

- **Fees payable prior to registration:**

Residence deposit: R5 700
 Registration fees: R5 000
 International levy: R2 700

- **Registration fee:**

You will not be able to register online unless your registration fee of R5 000 has been paid. Please note that the full registration fee needs to be paid and that no arrangements can be made to pay the registration fee in instalments. If you qualify for NSFAS or any bursary that will exempt you from the registration fee, please visit the university web page: www.up.ac.za/fees-and-funding.

- **Bursary holders:**

Bursary holders must submit proof of the bursary award at the Sports Campus at LC De Villiers, or send via email to ssc@up.ac.za in order to clear the financial block on the student's record. Please note that a student remains responsible for the student account if the bursary sponsor does not pay the account.

- **UP's bank accounts detail:**

ABSA	Standard Bank
Branch: Hatfield	Branch: Hatfield
Branch code: 632005	Branch code: 011545
Account number: 214 000 0054	Account number: 012 602 604
Swift code: ABSAZAJJ	Swift code: SBZAZAJJ
Ref: Student number	Ref: Student number

There is a minimum clearance period of 5 days before the payment becomes effective and a student will be able to register.

- **Credit card payments:**

Payments can be made online at: <http://www.up.ac.za/credit-card-payments>.
 Should any problems be experienced with credit card payments, please phone +27(0)12 420 3111 or email your query to ssc@up.ac.za.

- **Proof of registration:**

You are only regarded as a registered student once your proof of registration appears on the portal. The payment of a deposit, an initial payment or tuition fee does not constitute registration.

- **International students:**

International students must submit copies of their passports, study visas and medical aid together with the international form at the Sports Campus at LC De Villiers, before they will be allowed to register.

- **Student card:**

After registration, a student must obtain a student card at the Sports Campus at LC De Villiers, as soon as you are registered. Proof of registration is required.

HOW TO REGISTER ONLINE

Avoid long queues and register online.

- **Before you register online:** Download and print your BEd Programme information from the Faculty's web page: www.up.ac.za/faculty-of-education/2018 First year BEd students. You can register for the following Core and Fundamental modules (*compulsory*); according to your Phases:

Foundation Phase	Intermediate Phase	Senior and FET Phase
Fundamental modules	Fundamental modules	Fundamental modules
• AIM 111,121	• AIM 111,121	• AIM 111,121
• JLZ 110,120 or	• JLZ 110,120 or	• JLZ 110,120 or
• JLZ 111,121	• JLZ 111,121	• JLZ 111, 121
Core modules	Core modules	Core modules
• OPV 112,122	• OPV 112,122	• OPV 112,122
• JGS 121	• JPS 121	• JPS 121
• JGL 110	• JLW 181	
• JMB 124	• JLE 181	
• JFP 111		
• JLK 110,120		

Do not add any **electives**, since it will be discussed and can still be added during the Orientation sessions that will take place in the week of 29 January – 02 February 2018. See the orientation programme also posted on the Faculty's webpage with this document. for your scheduled sessions, according to your specific BEd programme. **You must attend all sessions scheduled from 29 January – 02 February 2018 on Groenkloof Campus, c/o George Storrer- and Leyds Streets, Faculty of Education, University of Pretoria.**

Please note that some subjects have Gr 12 subjects passed with a specific result as a prerequisite, e.g. Mathematics.

You can also access the online yearbook that will indicate the content of the subjects (modules) and the prerequisites if any, before registering online:

<http://www.up.ac.za/en/yearbooks/2018/programmes>

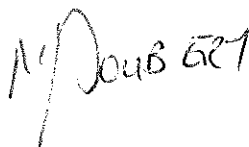
- Please note that the online registration link in the UP Student Centre will be available to first-year students from 08 January 2018.
- **Final 2018 NSC Grade 12 Results:**
Conditionally admitted students should note that the University of Pretoria will be processing the final 2017 Grade 12 results from 5 to 6 January 2018. Please access your portal (MyTuks Login), from 8 January 2018 to confirm your final admission status. The University of Pretoria opens on 08 January 2018 for online registration. If you cannot register online you can visit LC de Villiers Sports Campus from 10 January 2018 for assistance with registration.
- **Online registration guidelines:**
Step 1: Login to the University portal, click on the UP Student Centre link and check whether you have any holds on your record. The holds refer to your contract, ID document,

or Gr 12 results outstanding, that need to be submitted before you will be allowed to register.

- **Step 2:** GO to the University of Pretoria's web page: <http://www.up.ac.za/online-registration>.
- **Step 3:** Watch the video to get specific instructions on how to use the online registration program.
- **Step 4:** Print your proof of registration.
- **Step 5:** Collect your student card on the Sports Campus, LC de Villiers before Friday 2 February 2018.

Also, visit the Faculty of Education's web page: [www.up.ac.za/faculty-of-education /](http://www.up.ac.za/faculty-of-education/)
2018 First year BEd students.

You can also contact our Call Centre: 012 420 4670, if you have any other enquiries.



Mrs MH Joubert
Assistant Director
Student Administration