



Dear BEd student

## INFORMATION PROGRAMME

A very warm and friendly welcome from the Faculty of Education to 2020.

All students will have to register online for 2020. Lectures commence on Monday, 3 February 2020. You are advised, to register online as from 3 January 2020, and before 3 February 2020. If you are not registered by then, you will not get access to Campus.

Your programme information and modules (subjects) are on the Faculty's web page:  
[www.up.ac.za/faculty-of-education/2018](http://www.up.ac.za/faculty-of-education/2018) 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year BEd students.

The class time table for 2020 is available at:

[http://upnet.up.ac.za/tt/groenkloof\\_timetable.html](http://upnet.up.ac.za/tt/groenkloof_timetable.html)

or

[http://upnet.up.ac.za/tt/hatfield\\_timetable.html](http://upnet.up.ac.za/tt/hatfield_timetable.html)

## REGISTRATION PROCESS

- **Registration:** Online registration for senior undergraduate students open on 3 January 2020. All undergraduate students must register **before 3 February 2020**.
- **Fees payable prior to registration:**
  - Residence deposit: R5 700
  - Registration fees: R5 000
  - International levy: R3 470
- **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](http://www.up.ac.za/fees-and-funding).
- **Bursary holders:**

Bursary holders must submit proof of the bursary award to the Student Service Centre on

Groenkloof Campus or via email to [ssc@up.ac.za](mailto: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
<b>Ref: Student number</b>	<b>Ref: Student number</b>

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](mailto:ssc@up.ac.za).

➤ **Payments at cashiers:**

Payments can be made at the cashiers at the Student Services Centre on the Groenkloof Campus or directly into one of the University bank accounts.

➤ **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 to the Student Service Centre on the Hatfield Campus before they will be allowed to register.

➤ **Student card:**

After registration your old student card will be updated automatically for access for 2020. You do not have to apply for a new card. If your card was lost you can apply for a new card at the Student Service Centre on Groenkloof Campus. Proof of registration is required.

## HOW TO REGISTER ONLINE

**Before you register online:** Check your programme information/yearbook according to the year that you registered as a first year e.g. for second year students use 2019 yearbook, third year students use 2018 and fourth year students use 2017 yearbook. See: <http://www.up.ac.za/new-students-undergraduate/article/268887/yearbook-information>, for your programme information and electives.

➤ **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 final Gr 12

Certificate outstanding, fees outstanding to be paid, library material/books outstanding or exclusion based on poor academic performance, 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:** Your old student card will be automatically updated for access based on your registration or a new card if needed can be collected at the Student Support Service Centre on Groenkloof Campus from 3 February 2020.

Also visit the Faculty of Education's web page: [www.up.ac.za/faculty-of-education/](http://www.up.ac.za/faculty-of-education/) for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year BEd students, for further information.

You can also contact our Call Centre: 012 420 4670.

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