



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Education

Dear first year BEd student of 2022

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.

It is compulsory to attend the Orientation programme that will take place online, from 14 February 2022 – 17 February 2022 at <https://www.up.ac.za/orientation>. UPO109 module will be available online on Monday, 14 February 2022.

During this week, you will receive all the information about the programme and subjects that you are registered for and virtually meet all the staff that will be involved with your studies for the next four years. Students who have been allocated a space in residence may move as advised. Residence information have been communicated already.

Lectures commence on Monday 21 February 2022. The BEd programmes, subjects and the lecture timetable will be discussed with you during the course of the Orientation week.

REGISTRATION PROCESS

Registration: Online registration for 1st year students opens on 16 December 2021. All undergraduate students must register by 21 February 2022. 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

➤ **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 Banking Details:**

| 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 Hillcrest 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 Hillcrest Campus at LC De Villiers, as soon as you are registered. Proof of registration is required.

MODULES TO REGISTER ONLINE

You can register for the following Core and Fundamental modules (*compulsory*), according to phases:

| Foundation Phase | Intermediate Phase | Senior and FET Phase |
|-----------------------------------------|--------------------------------------|---------------------------------------|
| Fundamental modules | | |
| <input type="checkbox"/> AIM 111,121 | <input type="checkbox"/> AIM 111,121 | <input type="checkbox"/> AIM 111,121 |
| <input type="checkbox"/> JLZ 110,120 or | <input type="checkbox"/> JLZ 110,120 | <input type="checkbox"/> JLZ 110,120 |
| <input type="checkbox"/> JLZ 111,121 | <input type="checkbox"/> JLZ 111,121 | <input type="checkbox"/> JLZ 111, 121 |
| | | |
| Core modules | | |
| <input type="checkbox"/> OPV 112,122 | <input type="checkbox"/> OPV 112,122 | <input type="checkbox"/> OPV 112,122 |
| <input type="checkbox"/> JGS 121 | <input type="checkbox"/> JPS 121 | <input type="checkbox"/> JPS 121 |
| <input type="checkbox"/> JGL 110 | <input type="checkbox"/> JLW 181 | |
| <input type="checkbox"/> JMB 124 | <input type="checkbox"/> JLE 181 | |
| <input type="checkbox"/> JFP 111 | | |
| <input type="checkbox"/> JLK 110,120 | | |

NB: Electives may be registered soon after the Orientation sessions.

Please note that the online registration link in the UP Student Centre will be available to first-year students from 16 December 2021.



- **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/onlineregistration>.
- **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 at the Hillcrest Campus, LC de Villiers before 25 February 2022.

Ms Thandi Mngomezulu
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