



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Education

Fakulteit Opvoedkunde
Lefapha la Thuto

Dear BEd student

A very warm and friendly welcome from the Faculty of Education to 2019!

This document serves to provide you with information regarding your registration and programme information for 2019.

All the information is also available on this webpage:

www.up.ac.za/faculty-of-education/study/registration 2019/2nd, 3rd and 4th year BEd students

All students will have to register online for 2019. Lectures commence on **Monday 4 February 2019**. You are advised, to register online as from 3 January 2019, and before 4 February 2019.

Compulsory advisement sessions will take place during the week of 5 February 2019 - 8 February 2019, for students to confirm their programmes and module choices. See the table on page 3 for the scheduled times according to your BEd teaching phase group. You can attend any of the sessions scheduled for your teaching phase group, but you must at least attend one of the sessions. Advisement will not be done at the offices of student administration. The academic package coordinators and staff from student administration will be available in the Normaal Hall to assist you during the scheduled times.

The Class Time Table for 2019 is available at:

http://upnet.up.ac.za/tt/groenkloof_timetable.html or

https://upnet.up.ac.za/tt/hatfield_timetable.html

REGISTRATION PROCESS

- **Registration:** Online registration for senior undergraduate students open on 3 January 2019. All undergraduate students must register **before 4 February 2019**.
- **Fees payable prior to registration:**
 - Residence deposit: R5 700
 - Registration fees: R5 000
 - International levy: R2 700
- **Registration fee:**



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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 to the Student Service Centre on Groenkloof Campus or Hillcrest (Sports) Campus, or 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

➤ **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 at Hillcrest (Sports) campus before they will be allowed to register.

➤ **Student card:**

After registration your old student card will be updated automatically for access for 2019. 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.



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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. if you will be a second year student in 2019, the 2018 yearbook will apply to you, if you are a third year student in 2019, the 2017 yearbook will apply and if you are a fourth year student, the 2016 yearbook will apply.

See: <https://www.up.ac.za/yearbooks/home> for your programme information and electives. A short version of the BEd programmes and elective modules are also available on the faculty's webpage:

www.up.ac.za/faculty-of-education/study/registration 2019/
2nd, 3rd and 4th year BEd students/
2018/2017/2016 Programme information

- Your electives can also be discussed and confirmed during the compulsory advisement sessions and can still be changed during the advisement sessions that are scheduled in the week of 5 February – 8 February 2019.
- **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 4 February 2019.

Also visit the Faculty of Education's web page:

www.up.ac.za/faculty-of-education/study/registration 2019/
2nd, 3rd and 4th year BEd students

You can also contact the Faculty of Education's Call Centre: 012 420 4670.



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2nd year, 3rd year and 4th year BEd advisement schedule from Tuesday 5 February 2019 – Friday 8 February 2019.

All sessions will take place in the Normaal Hall on Groenkloof Campus			
Day	Date	Time	BEd Teaching Phase
Tuesday	05/02/2019	10:00 – 12:00	2 nd , 3 rd and 4 th year BEd Foundation Phase Teaching students
Tuesday	05/02/2019	14:00 – 16:00	2 nd , 3 rd and 4 th year BEd Intermediate Phase Teaching students
Wednesday	06/02/2019	10:00-12:00	2 nd , 3 rd and 4 th year BEd Senior Phase and FET teaching students
Wednesday	06/02/2019	14:00 – 16:00	2 nd , 3 rd and 4 th year BEd Senior Phase and FET teaching students
Thursday	07/02/2019	10:00-12:00	2 nd , 3 rd and 4 th year BEd Foundation Phase Teaching students
Thursday	07/02/2019	14: 00-16:00	2 nd , 3 rd and 4 th year BEd Intermediate Phase Teaching students
Friday	08/02/2019	10:00 – 12:00	2 nd , 3 rd and 4 th year BEd Senior Phase and FET teaching students

Mrs MH Joubert
Assistant Director
Student Administration