



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Education

Fakulteit Opvoedkunde
Lefapha la Thuto

Dear first year Higher Certificate in Sports Science Education Student of 2019

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 28 January 2019 – 1 February 2019 that you must attend on Groenkloof Campus, c/o George Storrer- and Leyds Streets, Groenkloof, Faculty of Education, University of Pretoria.

The orientation programme is available on this webpage:

[www.up.ac.za/faculty-of-education/study/registration 2019/Higher Certificate in Sports Science Education](http://www.up.ac.za/faculty-of-education/study/registration%202019/Higher%20Certificate%20in%20Sports%20Science%20Education)

It is **compulsory** to attend the Orientation programme. During this week you will receive all the information about the programme and subjects that you are registered for, and meet all the staff that will be involved with your studies for the next year.

The syllabus of the Higher Certificate in Sport Sciences Education and the time table will be discussed with you during the course of the orientation week. You are advised, to register online before 28 January 2019.

REGISTRATION PROCESS

- **Registration:** Online registration for 1st year students open on 9 January 2019. All undergraduate students must register **before 28 January 2019**. 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 **28 January 2018** on the Hillcrest (Sports) Campus of the University of Pretoria, South Street, Hatfield, Pretoria (GPS coordinates: S25° 45' 10" E28° 14' 46"). Assisted online registration will be available at the Hillcrest Campus from 10 January 2019 until 26 January 2019. Gates will be open 08:00 to 15:30.
- **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 Hillcrest Campus (Sports Campus) before registration can take place.
- **Fees payable prior to registration:**
 - Residence deposit: R5 700
 - Registration fees: R5 000
 - International levy: R2 700



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➤ **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 Hillcrest Campus (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

➤ **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 (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 Hillcrest Campus (Sports Campus) at LC De Villiers, as soon as they are registered. Proof of registration is required.

HOW TO REGISTER ONLINE

Avoid long queues and register online.



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You must register for all the following modules (subjects).

UPO 109	Academic orientation
JLZ 150	Literacies in Education
JLZ 151	Literacies in Education
JLO 150	Life Orientation
JMB 114	Human Movement Studies and Sport Management
JMB 116	Human Movement Studies and Sport Management
JMB 125	Human Movement Studies and Sport Management
JXE 151	Exercise and training principles
JXE 143	Fundamental nutrition
JXE 141	Sports Injuries
JRC 150	Sport practical (Basic)
JRM 111	Foundations of Recreation and Sports Management
JXP 151	Coaching professionalism

➤ **Final 2018 NSC Grade 12 Results:**

Conditionally admitted students should note that the University of Pretoria will be processing the final 2018 Grade 12 results from 5 to 6 January 2019. Please access your portal (MyTuks Login), to confirm your final admission status.

If you cannot register online you can come to the Hillcrest Campus, at LC de Villiers Sport Facilities, South Street, Hatfield, Pretoria, for assistance with registration from 10 January 2019.

Online registration guidelines: <https://www.up.ac.za/new-students>

- **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 Hillcrest Campus, LC de Villiers Sport Facilities, before 28 January 2019.



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Also, visit the Faculty of Education's web page:

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You can also contact the Faculty of Education's Call Centre: 012 420 4670, if you have any other enquiries.

We wish you all the best with the start of your academic career as a Tukkie!

A handwritten signature in black ink, appearing to read 'M Joubert'.

Mrs MH Joubert
Assistant Director
Student Administration