



University of Fort Hare  
*Together in Excellence*

# REGISTRATION GUIDE FOR THE 2018 ACADEMIC YEAR



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FOR THE  
2018 ACADEMIC YEAR**



**University of Fort Hare**  
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**DEPARTMENT OF  
ACADEMIC SUPPORT SERVICES**

## 1. INTRODUCTION

After being informed that your application to study at the University of Fort has been successful, you will be informed of the date in which your particular qualification will be registered (see attached calendar). The registration procedures for the 2018 academic year have been reviewed by the Registrar's Division in order to streamline the various administrative processes. In an endeavour to reduce the contact time, the registration dates have been scheduled per academic qualifications linked to morning and afternoon sessions. Please ensure you are available at the stipulated venue on the stipulated date. The morning sessions will commence at 08:00 to 13:00 and afternoon sessions will be conducted from 13:00 to 16:30. A schedule of these dates appears on **page 11 for Registration in 2018**. Please go through the list and identify the date on which you are to register. Please note that if you do not register on the said date, after 5 days, your space will be offered another applicant.

The academic administrative registration processes that have been identified for 2018 are listed as follows:

1. *Payment of Tuition Fees*
2. *Academic Selection*
3. *Academic Registration*
4. *Residence Registration*
5. *Issuing of a Student Identity Card*

In order to gain a better understanding of the various processes, please find the respective activities detailed hereunder for information purposes.

## 2. PAYMENT OF TUITION FEES

In order to enable prospective students to register and study at the University of Fort Hare during 2018, the following guidelines are provided for information purposes. Fees are determined by the University Council on an annual basis and are subject to revision without prior notice. Students with outstanding balances on their fees accounts:

- a) *will not be permitted to graduate;*
- b) *will not receive examination results;*
- c) *will not receive an academic transcript;*
- d) *will not be permitted to re-register in the following year;*
- e) *will not be permitted to write examinations;*
- f) *will not be allowed into residences;*
- g) *will be charged interest on outstanding accounts; and*
- h) *will be handed over to a debt collection agency for collection.*

### 2.1 Tuition Fees payable to the Institution

At the time of registering, students undertake to pay all fees due on time and in terms of the rules of the University. Failure to do so will result in the above sanctions being applied. Students are advised to familiarize themselves with the ***Fees Payable to the University*** section of the University General Prospectus.

#### 1.1.1 Minimum Initial Payment (MIP)

Before any student is permitted to register at the University, the University requires such a student to pay a **Minimum Initial Payment (MIP) of R3500.00** by no later than 3 days (72 hours) prior to registration. This amount will be credited to the student's account. Students failing to have a minimum credit balance of **R3500.00** in their student account will not be permitted to register.

Students applying for a place in the University residence are also required to pay an amount of **R1500.00** as payment towards residence fees for the year. This amount is payable before the **31st of December 2017** in order to secure a place in residence. Should a student not be allocated a place in residence, this amount will be allocated to tuition fees or refunded to the student should he/she not register.

## 1.1 Bursary/Student Loans/NSFAS

All students who have been allocated a student bursary/NSFAS loan for the 2018 academic year must produce a copy of the Bursars letter to the **Student Fees Section 3 days (72 hours) prior registration** in order to clear the relevant account and enable registration.

NSFAS applications are now done directly to them by login into [www.nsfas.org.za](http://www.nsfas.org.za). **VERY IMPORTANTLY**, please ensure that you apply for your funding through NSFAS as they will be closing on 30 November 2017. The University of Fort Hare in January 2018 **does not** handle NSFAS applications.

## 1.2 Methods of Payment

### 2.3.1 Direct deposits/internet payments

Direct deposits/internet payments may be made into the University's bank account, and the details are as follows:

**Bank: Standard Bank**

**Branch: Alice Branch**

**Code: 050119**

**Account Number: 28 210 1357**

**Swift Code: SBZAZAJJ**

**Account Name: University of Fort Hare Student Deposit**

**Reference: Student Number**

**OR**

**Bank: First National Bank**

**Branch: FNB Corporate**

**Branch Code: 21 01 21**

**Swift Code: FIRNZAJJ889**

**Account Name: University of Fort Hare**

**Account No: 621 5099 2016**

**Reference: Student Number**

It is important for all students to use the *student number* as the

reference number when effecting payment via internet or at direct deposits. Payment of R3500.00 foreign levy for non-SADC country international students is payable to the institution. Payment of R1500.00 foreign levy, for SADC country international students, is payable to the institution.

### **2.3.2 Debit and credit card payments**

Debit and credit card payments for student fees are accepted, and payments can be made via the Cashiers office by the card holder.

## **3. QUALIFICATION AND COURSE SELECTION**

Students are invited to visit the Faculty Academic representative in order to collect their **Registration Form** and **Course Enrolment Form on the designated day**. The Faculty Representative will assist each student with the identification of their academic programme and course selection and endorse both forms accordingly.

### **1.1 Verification of Biographical Data**

Once students have collected these forms from the Faculty Representative, they are requested to verify the biographical details (names, identity number, address and academic record) so as to ensure that all relevant data has been captured accurately on the database.

### **3.2 Registration Processes**

Students will then proceed to the academic registration point, together with their **Letter of Acceptance, Registration Form** and **Course Enrolment Form**, where their qualification and course details will be captured and registered for the 2018 academic year.

Students will be presented with two copies of the relevant **“Proof of**

**Registration Form**”, which will reflect qualification details as well as all semester 1 and semester 2 courses. It is important for all students to check and verify that the qualification and course details have been captured accurately. All students will be requested to sign the 2nd copy of the **“Proof of Registration Form”** which will be retained for record purposes.

## 4. RESIDENCE REGISTRATION

### 1.1 Hostel Students

All students wishing to register for hostel accommodation must present the necessary **Residence Registration Form** to the Residence officials and register accordingly. The Student Identity Card will reflect all hostel particulars for access control purposes.

### 1.2 Hostel Deposit

An amount of **R1500.00** must be deposited into the institution’s bank account by no later than the **31<sup>st</sup> of December 2017** (*Please refer to the fees section above for details*)

#### 1.2.1 Oppidan Students

It is important for all oppidan (day) students to register as such so that their Student Identity Card can be endorsed accordingly for access control purposes into the various campus venues.

## 5. ISSUING OF STUDENT IDENTIFICATION CARD

All registered students will proceed to the Student Card Section where they will be issued with a **“Student Identity Card”** which will reflect their student number, name and qualification and residence details.



## 6. STUDENT WEB ON-LINE REGISTRATION – SELECTED UNDERGRADUATE QUALIFICATIONS, HONOURS, MASTER’S AND DOCTORATE STUDENTS

As part of our ongoing commitment to improving our service, **some selected undergraduate**, Honours, Masters and PhD students are invited to *e-register* online in specified venues during scheduled dates at registration.

**NB:** On their own, the above-mentioned postgraduate students may register up to the 31st of March 2018.

## 7. ORIENTATION PROGRAMME FOR 2018

Orientation begins from the student registration period in mid-January 2018. It is important that you attend this programme as it will assist you to make choices for your educational opportunities and initiate you to the intellectual, cultural and social climate of the institution. Should you need any other information, please contact the Student Affairs Division on (040) 602 2430 / 2166 between 08:00 – 16:30 on Monday to Thursday and 08h00 – 15h30 on Fridays.

Do not miss this opportunity to make friends as you settle in and have lots of fun!!

## 8. BASIC COMPUTER LITERACY (BCL)

### 8.1 Introduction

It has been found in the past that there are a number of students entering the University of Fort Hare (UFH) for the first time who have not had an opportunity to use a computer. This lack of computer knowledge has been is due to a lack of exposure to computers during the schooling years. In an attempt to rectify this potential problem, all 1st year students

are required to complete a competency assessment in basic computer literacy after/during their registration at UFH. This is to ensure that new students are able to adequately make use of the various electronic teaching mediums available on the UFH network.

## **8.2 Determining the Level of Competency**

A student is considered competent if he/she successfully completes a task sheet with specific requirements. The tasks take, at most, two hours to complete for some and less for others. The student, upon completion of the tasks and assessed as competent, has completed the BCL commitment.

If a student does not successfully complete the task list, then he/she is required to attend information and practical sessions on specific computer related topics in an attempt to improve the level of competency. Typically, this will take, at most, ten hours and can be done over one or more days. Schedules of sections to be covered will be circulated during registration. After attending these information sessions and the completion of the practical tasks, students will once more be assessed. There will be no further assessments if they are still not competent.

## **8.3 BCL vs. COMPUTER LITERACY**

**Q:** If I am found competent for the BCL, am I then exempt from doing Computer Literacy if it is on my degree structure?

**A:** No. The BCL and the Computer Literacy course linked to your degree structure assess very different types of competencies. For BCL, we are attempting to determine your basic ability to use a computer. Computer Literacy, we teach you how to use various productivity tools such as word processing and spreadsheets, after which we assess you.

## **9. FURTHER INFORMATION**

At the time of registration, notices will be placed in the various Registration venues detailing the BCL schedule. The competency assessment and practical sessions will be done in the Johnnic lab (Alice) and Umthiza Computer Lab (East London). This is your starting point. The Department of Information Systems can be contacted from 12 January 2018 for queries – on 043-704 7073, or via email at [infosys@ufh.ac.za](mailto:infosys@ufh.ac.za).

## **10. INTERNATIONAL STUDENTS**

As a student from outside South Africa who has been accepted for an academic programme of study at the University of Fort Hare, please note the following:

### **10.1 Specific Requirements For A Study Permit**

- a) An official letter from the university confirming provisional acceptance and duration of course;
- b) A study permit, which will be issued by the South African High Commission/ Embassy or Consulate in your country of origin/residence;
- c) Proof of Medical Insurance Cover, recognized in South Africa; and
- d) An International Qualification that must be verified by SAQA.

### **10.2 Contact Particulars - International Affairs**

For more information pertaining to issues relevant to international students, please contact the following office:

## Mr Mbeko B.S. Mnyatheli

Manager: International Programmes

Telephone + 27 (040) 602 2221 – Alice campus

Telephone + 27 (043) 704 7328 – East London campus

Cell +27 (0)79 218 2018

Email address - [mmnyatheli@ufh.ac.za](mailto:mmnyatheli@ufh.ac.za)

Or

Ms Quinter Onyango ([gonyango@ufh.ac.za](mailto:gonyango@ufh.ac.za)) and Ms Carol Kukubo ([ckukubo@ufh.ac.za](mailto:ckukubo@ufh.ac.za))

## 11. NATIONAL BENCHMARK TESTS (NBT)

Prospective students applying to study at the University of Fort Hare must first write the National Benchmark Test (NBT) before being admitted to a Faculty and placed within a programme. This is particularly important for those applying to study B. Comm. Accounting

The University of Fort Hare uses the National Benchmark Tests to complement first-year students' Grade 12 results and provide a profile of student's competencies. This allows the university to make decisions about the placement of students into an appropriate programme.

Your NBT results and Matric results may be used for one or both of the following purposes:

- **Access:** to make decisions about whether or not you may be admitted to the programme for which you applied; and
- **Placement:** if you have already been admitted based on your school results, to help you select the most appropriate programme to achieve your goals.

## What does NBT involve?

There are two tests involved and each test has a time allocation of three hours. One test is an Academic and Quantitative Literacy (AQL) Test and the other is a Mathematics Test called the Cognitive Academic Mathematical Proficiency (CAMP) Test.

- a) **All prospective applicants will be required to write the Academic & Quantitative Literacy Test (AQL)**
- b) **Prospective applicants to the following Faculties will be required to write the Mathematics Test (MAT):**
  - **Faculty of Science and Agriculture**
  - **Faculty of Management and Commerce**

## PLEASE NOTE:

These tests are written under exam conditions, and you are therefore required to comply with the rules and regulations explained to you by the test administrators.

*You will **NOT** be permitted to use a calculator for any of the tests. However, you will be provided with scrap paper to work out your answers.*

## Frequently asked questions (FAQ)

### What must I bring to the test venue?

- Your ID Book together with a photocopy of your ID. The venue administrator will keep the copy of your ID.
- Your receipt as proof that you have paid the testing fee. The venue administrator will stamp the receipt and hand it back to you.
- An HB pencil and a black ballpoint pen (not a fibre tipped pen)
- An eraser
- A pencil sharpener

## How can I prepare for the test?

- The tests are based on knowledge and skills that you should already have, so there is nothing you can learn to prepare for the test.
- The best way to prepare yourself is to have a good night's rest the night before the test, eat a healthy breakfast and make sure that you arrive for the testing in good time.

## What happens on the day of testing?

- You will meet the test administrators at the test venue at least 15 minutes before testing is scheduled to begin.
- Administrators will identify the tests you will be required to write and show you where to sit.
- The test administrators will check your identity book for security reasons.
- After each test, question papers and answer sheets will be collected, and you will be given a break before continuing with the next one.

## How do I register to write?

- a) You may register online OR by cell phone. We recommend that you register online.
- b) To register online, you have to access the website [www.nbt.ac.za](http://www.nbt.ac.za). Read the instructions then click on "Register to Write". Your acknowledgement and EasyPay barcode will be available for you to download immediately after you click on submit. You can take this downloaded letter to any EasyPay paypoint near you to pay the testing fee.
- c) To register on your cell phone, access the website [www.nbt.ac.za/mobile](http://www.nbt.ac.za/mobile) and follow the prompts.

- d) To access your acknowledgement/EasyPay letter you may enter your email address, and the acknowledgement letter will be sent automatically

**Call centre: +27 (021) 650 3523**

### **Where do I pay for my test?**

The following fee is payable before writing the test:

- R195.00 for both AQL and MAT Test
- R110.00 for AQL test only
- R250.00 for a Re-mark

### **Where do I pay for my test?**

After successfully registering for the test, you will receive a unique EasyPay number which must be used to pay the testing fee at any EasyPay point. You can pay the testing fee at any one of the following EasyPay points:

- Best Electric;
- Checkers;
- Lewis;
- Lifestyle Living;
- Pick n Pay;
- Selected Spar, Score and Boxer stores;
- Shoprite;
- Woolworths; and
- MNT Banking's MobileMoney product via cellular handsets (MTN Subscribers only) Call Centre 0831 2265 to open an account.

Internet on [www.easypay.co.za](http://www.easypay.co.za) (click on options to Pay Bills or Buy Prepaid)

## NBT QUERIES

For more information on the tests, please contact the following staff member:

Ms Nomi Kema - Tel: +27 (043) 704 7075

### REGISTRATION SCHEDULE FOR 2018: EAST LONDON, ALICE AND BHISHO CAMPUSES

#### JANUARY

Day	Date	Event	Time and qualifications
Monday	15	<b>1<sup>st</sup> day of registration in the East London campus</b>	<b>08: 00-16:30</b> All 1 <sup>st</sup> year Education students All 1 <sup>st</sup> year B Social Science, B Arts, B Social Work, B Music students <b>08:00-13:30</b> All 1 <sup>st</sup> year Nursing Science



Tuesday	16		<b>08: 00-16:30</b> All Senior 2 <sup>nd</sup> and 3 <sup>rd</sup> year Nursing Science All 1 <sup>st</sup> year students :B Commerce and B Economics All 1 <sup>st</sup> year LLB students All 1 <sup>st</sup> year B Commerce Law students
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<p>Wednesday</p>	<p>17</p>		<p><b>08:00-16:30</b></p> <p>All Senior B Arts, B Social Science,</p> <p>B Music, B Social Science (Human Settlement)</p> <p><b>08:00 – 14:00</b></p> <p>All Senior students: B Commerce programme (full time)</p> <p>All Senior students: B Accounting</p> <p>All Senior students: Economics programme (full time)</p> <p><b>14:00-16:30</b></p> <p>All Part time Senior Students: B Commerce, B Accounting</p> <p>B Economics (Part Time)</p>
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Thursday	18		<p><b>08:00-16:30</b> All Senior LLB students (2<sup>nd</sup> year &amp; 3<sup>rd</sup> year students only)</p> <p><b>10:00 -12:30</b> 4<sup>th</sup> year students only</p> <p><b>13:00 – 16:30</b> All Commerce Law Senior students</p> <p><b>08:30 – 13:00</b> All Senior students B Social Work</p>
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Friday	19	<p><b>Last day of registration in the East London campus</b></p>	<p><b>08:30-09:30</b></p> <p>All Senior students: B Education GET</p> <p><b>10:00-16:30</b></p> <p>2<sup>nd</sup> year students only</p> <p>3<sup>rd</sup> year students only</p> <p>4<sup>th</sup> year students only</p> <p><b>09:00-15:00</b></p> <p>All Honours, Masters and PhD students from all faculties to register via the Student Web On-line registration system in the following venue:</p> <p>Baobab Lab (East London Campus Ground Floor, Elco Building )</p>
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Monday	22	<b>Setting up for registration at the Alice campus</b>	<b>No registration</b>
Tuesday	23	<b>1<sup>st</sup> day of Registration in Alice Campus</b>	<p><b>08:00-16:30</b>  All 1<sup>st</sup> year B Science students  All 1<sup>st</sup> year B Education students  All 1<sup>st</sup> year B Agriculture: Mainstream and Foundation</p> <p><b>08:00 -16:00</b>  All 1<sup>st</sup> year B Science  Agriculture: Mainstream and Foundation  All 1<sup>st</sup> year BHS</p>

Wednesday	24		<p><b>08:00-16:30</b>  All 1<sup>st</sup> year students: B  Arts, B Social Science,  Human Settlement,  B Social Work, B  Fine Arts, B Applied  Communication, B  Library and Information  Science, B Music</p> <p><b>13:30-16:30</b>  All 1<sup>st</sup> year students: B  Commerce  All 1<sup>st</sup> year students: B  Accounting  All 1<sup>st</sup> year students: B  Administration</p>
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Thursday	25		<b>08:00-16:30</b> All Senior B Science students All Master's: Science (Course Work) students All Senior students: B Commerce All Senior students: B Accounting All Senior students: B Administration B Administration (Honours) B Social Science (Development) (Honours)
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Friday	26		<p><b>08:00 -11:30</b>  All Senior students: B Arts  All Senior students: B Theology</p> <p><b>11:30-16:00</b>  All Senior students: B Social Science (Plain)  All Senior students: B Music</p>
Monday	29		<p><b>08:00-16:00</b>  All Senior B Agriculture students  All Senior students: Qualification -70001 &amp; 70401  All Senior students Qualification – 70002 &amp; 70402  All Senior BHS in HMS students</p>



Tuesday	30		<p><b>09:00-16:30</b>  School for Initial Teacher Education (SITE): PGCE students (FET)  All Senior students : B Education -2<sup>nd</sup> and 3<sup>rd</sup> year</p>
Wednesday	31		<p><b>08:00-13:00</b>  All Senior B Social Science students  All Senior B Fine Arts students  All Senior B Applied Communication students</p> <p><b>13:30-16:30</b>  All Senior B Library and Information Science students  All Senior B Social Science (HRM/) students  All Human Settlements students</p>

## FEBRUARY

Day	Date	Event	Time and qualifications
Thursday	1		<p><b>08:00 -08:15</b></p> <p>All Senior B Science Agriculture students</p> <p>All Senior students: Qualifications 71501 &amp; 71401</p> <p>All Senior students: Qualifications 71521 &amp; 71421</p> <p>All Senior students: Qualifications 71503, 71403</p> <p>All Senior students: Qualifications 71506,71507,71509,71406,71407 and 71409</p>
Friday	2	<b>Last day of registration in Alice</b>	<p><b>09:00-15:00</b></p> <p>All Honours Masters and PhD students from all faculties to register via the Student Web On-line registration system in the following venue</p> <p>Great Hall – Alice Campus</p>
Monday	5		

Tuesday	6	<b>1st day of registration in Bhisho campus</b>	<p><b>08:30-14:00</b></p> <p>All students for the ff: Higher Cert in Public Admin for Community Service(60514) Advanced Cert in Public Admin for Community Service (60514)</p> <p><b>14:00 – 16:00</b> B Admin (Public Administration ) (62005) B Admin (HRM)</p>
Wednesday	7	<b>Last day of registration in Bhisho campus</b>	<p><b>08:00- 12:00</b></p> <p>PG DIP In Public Sector Monitoring and Evaluation (60516)</p> <p><b>13:30 – 16:00</b> All Honours &amp; Master's programme in Public Admin students</p>

***2018 Registration Guide Compiled by:  
Dr Rose Khanyi Masha  
Deputy Registrar: Academic Administration***

### **ALICE (MAIN CAMPUS)**

Private Bag x1314 | King William's Town Road | Alice | 5700 | RSA  
Tel: +27(0)40 602 2533 | Fax: +27(0)40 653 1007

### **BHISHO CAMPUS**

Private Box 1153 | King William's Town | 5600 | Independence Avenue  
| 5600 | Bhishe | 5600 | RSA | Tel: +27(0)40 639 2445 | Fax: +27(0)40 639 2447

### **EAST LONDON CAMPUS**

Private Bag x9083 | 50 Church Street | East London | 5201 | RSA  
Tel: +27(0)43 704 7400 | Fax: +27(0)43 704 7095  
v/c dial up: +27(0)43 704 7743 / 7144

