

## SALA UG: REGISTRATION AND STUDENT RECORDS

### 2019 ACADEMIC REGISTRATION PROCESS

1. **STEP 1:** First year students enter the Great Hall and proceed to Galleries
2. **STEP 2:** Ushers will lead students to the relevant financial clearance gallery e.g. Chairs in **STEP 2A: Bursaries & NSFAS, Chairs in STEP 2B Cash receipts & deposit slips.**
3. **STEP 3:** Students proceed to stage 3 for collection of registration form & any admissions or student records query
4. **STEP 4:** Student's waiting area for the relevant faculty for academic advising on modules to be registered
5. **STEP 5:** Ushers shows the students the relevant faculty for academic advising on modules to be registered
6. **STEP 6A:** International students proceed to international desk for confirmation of documents and then go to stage 4 for registration and print two (2) proof of registration  
**STEP 6B:** National/South African students proceed to the Lab **A1-129** for registration, proof of registration and **Lab A1- 132** student cards
7. **STEP 7:** In a case where students needs campus residence proceed to residence office.
8. **STEP 8:** Students continue with the creation of student card on stage 6B and exit to **ADC** for collection of study guides

**Please recheck your proof of registration and verify with the Faculty signed Registration Form before you leave the lab.**

Original Documents\Registration Process.Docm  
14 November 2018

File Reference: Registration Process Floor Plan