



SALA UG: REGISTRATION AND STUDENT RECORDS

2020 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
9. **STEP 9:** Collection of First Year Student Packages at the Multipurpose Centre (**Building 8**). Students are requested to produce their proof of registration and student cards for registration status verification.

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