University of Fort Hare
Together in Excellence

2024
ACADEMIC YEAR
REGISTRATION
GUIDE

Academic Administration,
Registrar's Division

Contents

1. PAYMENT OF TUITION FEES

Fees are determined by the University Council on an annual basis and subject to revision without prior notice.

1.1 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. Students are advised to familiarize themselves with the *Fees Payable to the University* section in 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** prior to registration. This amount will be credited to the student's account.

1.1.2 Bursary/Student Loans/NSFAS

All students who have been allocated a student bursary/NSFAS loan must produce a copy of the Bursar's letter to the *Student Fees Section prior to registration* to clear the relevant account and enable registration.

NSFAS applications are done directly to NSFAS by logging in to www.nsfas.org.za. VERY IMPORTANTLY, please ensure that you apply for your funding through NSFAS before their closing date. The University of Fort Hare does not administer NSFAS applications.

1.2 Methods of Payment

1.2.1 Direct deposits/internet payments

Direct deposits/internet payments may be made into the University's bank account; see the details below; no payment is done on UFH premises:

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**

It is important for all students to use their *student number* as the reference number when effecting payment via internet or making direct deposits. Payment of **R3500.00** foreign levy for non-SADC countries or international students is payable to the institution. Payment of R1500.00 foreign levy, for SADC countries international students, is payable to the institution.

Students with outstanding balances on their fee accounts:

a) *will not be permitted to re-register;*
b) *will not receive examination results;*
c) *will not be allowed into residences;*
d) *will be charged interest on outstanding accounts; and*
e) *will be handed over to a debt collection agency for collection.*

2. REGISTRATION PROCESSES

For 2024, all faculties will be registering via **Online registration**.

At the University of Fort Hare, **both semesters are registered during the Jan/Feb registration cycle.** Please note that once this registration cycle is closed, you cannot register later in the year. That is why it is important for all students to check and verify that their qualification and module details have been captured accurately in the *"Proof of Registration Form"* available on each student's IENABLER.

3. RESIDENCE REGISTRATION

All residence registration is done online at the University of Fort Hare.

4. ISSUING OF STUDENT IDENTIFICATION CARDS

Once registered, students proceed to the Student Card Section where they will be issued with a *"Student Identity Card"* to reflect their student number, name, qualification and residence details (where applicable).

5. MASTERS AND PHD STUDENTS REGISTRATION

Masters and PhD students' registration, due to the lengthy process of their selection and the late registration closing date afforded them, may register up to the 31st of March 2024.

- Importantly, **Online Registration for quotas that are filled may be closed earlier than this date as determined by space availability and the university's discretion of enrolment quotas. It is, therefore, vital that applicants follow registration processes earlier because this is highly competitive.**

6. ORIENTATION PROGRAMME FOR 2024

The orientation programme assists 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!!

East London campus: 30 Jan – 3 Feb 2024
Alice Campus: 29 Jan -3 Feb 2024

*There is no First-Year student registration in Bhisho in 2023

7. INTERNATIONAL STUDENTS

An International student is a student from outside South Africa who has been accepted for an academic programme of study at the University of Fort Hare. There are various vital compliance documents required prior to registration of all International students listed below.

7.1 Required documents for International students

a) A study permit issued by the South African High Commission/ Embassy or Consulate in your country of origin/residence;

b) Proof of Medical Insurance Cover, recognized in South Africa; and

c) SAQA verification of an International qualification.

7.2 Contact Particulars - International Affairs

For more information pertaining to support offered to international students, please contact the following staff members:

Mr Ordinance Makhubela (omakhubela@ufh.ac.za)
Ms Caroline Kukubo (ckukubo@ufh.ac.za)
Mr Mongezi Mpoli (mmpoli@ufh.ac.za)

8. LAPTOP SPECIFICATIONS TO STUDY AT UFH

Due to COVID-19 protocols, teaching is highly likely to follow a Blended approach (Online and Physical); therefore, it is necessary to have a laptop to fit the requirements of your studies. You need to have a laptop with the following specifications:

HP 250
Minimum Technical Specification to be met or exceeded:
- Part#: 6EB32ES
- UMA CeleroN4000 250 G7
- 15.6 HD AG SVA 220
- 4GB 1D DDR4 2400
- 500GB 5400
- W10p64NationalAcademicEMarket
- No ODD
- 1-year HP warranty

- Jet keyboard TP Imagepad with numeric keypad
- AC 1x1+BT 4.2
- Dark Ash Silver Textured with VGA Webcam no Optical Drive / DIB
- Clamshell bag (optional)

ACER Extensa 215
Minimum Technical Specification to be met or exceeded:
- Part#: NX.EFTEA.00D
- Acer Extensa EX215-31-C5B4 Intel Celeron
- Shale Black 15 PC+ABS Texture
- 3-pin 45W AC adapter
- Intel® Celeron™ N4020 Processor
- OB4GB Memory
- 500GB 5.4KS HDD
- No ODD
- 15.6" HD Acer ComfyView LED LCD
- Wireless+ BT
- HD Camera with 2Mic
- UMA | Windows 10 Home Academic
- Vendor issued 1 year Acer Educare Warranty with Exchange - Part #: SV.WNBA0.Z02
- Clamshell bag (optional)

9. IMPORTANT STUDENT ADMISSION CONTACT DETAILS

ALICE (MAIN CAMPUS)
Private Bag x1314 | King William's Town Road | Alice | 5700 | RSA Tel: +27(0)40 602 2328

BHISHO CAMPUS: all Bhisho campus queries need to be directed to Alice

EAST LONDON CAMPUS
Private Bag x9083 | 50 Church Street | East London | 5201 | RSA Tel: +27(0)43 704 7081 v/c dial up: +27(0)43 704 7743 / 7144

10. 2024 REGISTRATION SCHEDULE

PERIOD	ACTIVITY
15 Jan -19 Jan 2024	Registration for continuing students in Nursing and Rehabilitative Sciences commences
22 Jan– 03 Feb 2024	**Registration** opens for Undergraduate, Honours, Postgraduate Diplomas and Masters by Coursework.
22 Jan – 31 Mar 2024	Registration opens for Masters by Research and PhD qualifications.
05 Feb – 20 Feb 2024	Late Registration: Undergrad,Honours,and Masters by Coursework Programmes Addition &Cancellation of Modules Cycle

BREAKDOWN OF REGISTRATION VENUE UTILIZATION FOR 1ST YEAR STUDENTS

EAST LONDON CAMPUS: 22 JAN - 03 FEB 2024							
Day	Date	Venue & 50% capacity	Time and qualifications	Holding room & 50% capacity	Security staff	Cleaning staff	Admissions and faculty staff
Monday	22	Baobab Lab 100 seats	**08h00-16h00** All Education Continuing students	Port view 90 seats	3	2	5
		2 X Accounting Labs 45 seats + 25 seats	**08h00 – 16h00** All Accounting Continuing students	Postgrad class 80 seats F22: 50 seats	3	2	2
Tuesday	23	2 X Accounting Labs	**08h00- 16h00** All Accounting Continuing students	Postgrad class 80 seats F22: 50 seats	2	2	2
		Baobab Lab	**08h00 – 16h00** All Commerce Continuing students/Information System/Economics	Port view 150 seats	2	2	2
Wednesday	24	Baobab Lab 100 seats	**08h00 – 16h00** All Social Science and Humanities Continuing students /Social Science/Social Work	Port view 150 seats	3	2	2
			14h30 – 16h00 All B Arts, B Music Continuing students	Port view 150 seats	3	2	2

Day	Date	Venue	Time / Students	Venue			
Thursday	25	Baobab Lab 100 seats	**08h00 – 16h00** All Law Continuing students/Bcom Law, LLB	Port view 150 seats	3	2	2
Friday	26	Baobab Lab 100 seats	**08h00 – 16h00** All continuing students from all Faculties who missed their registration sessions	Port view 150 seats	3	2	2
Saturday	27	Baobab Lab	**08h00 – 16h00** All continuing students from all Faculties who missed their registration sessions	Port view 150 seats	3	2	2
Monday	29	Baobab Lab 100 seats	**08h00-16h00** All 1st year B Education students	Port view 150 seats	4	4	4
		2 X Accounting Labs	**08h00-16h00** All 1st year Accounting	Postgrad class 80 seats			
Tuesday	30	2 X Accounting Labs	**08h00-16h00** All 1st year Accounting	Postgrad class 80 seats	4	4	4
		Baobab lab 100 seats	**08h00-16h00** All 1st year Bachelor of Commerce All 1st year Bachelor of Economics All 1st year Bachelor of Information system	Port view 150 seats			
Wednesday	31	Baobab Lab	**08h00-16h00** All 1st year LLB students All 1st year B Com Law students	Port view 90 seats	4	4	3
Thursday	01	Baobab Lab	**08h00-16h00** All 1st year Bachelor of Social Science / Social Work **14h30-16h00** All 1st year B Arts,B Music students	Port view 150 seats	3	3	3

Friday	02	Baobab Lab	**08h00-16h00** All 1st year Health Science students	Port view 90 seats	4	3	3
Saturday	03	Baobab Lab	**08h00-16h00** All 1st year students from all Faculties who missed their registration sessions	Port view 90 seats	4	4	4

NB : Honours /Post graduate Diploma and Masters by Coursework may register remotely from 22nd January -3rd February 2024 and use campus venues only when necessary.

Masters by Research and PhDs will register remotely from 22nd January to 31st March 2024 and use campus venues only when necessary.

ALICE CAMPUS (INCLUDES BHISHO STUDENTS): 22 JAN – 03 FEB 2024							
Day	Date	Venue & 50% capacity	Time and qualifications	Holding room & 50% capacity	Security staff	Cleaning staff	Admissions and faculty staff
Monday	22	Great Hall 50 seats or Language Lab	**08h00 -16h00** All Education continuing students	Green auditorium 150 seats	4	3	4
Tuesday	23	Great Hall 50 seats or language Lab	**08h00 -16h00** All Management & Commerce continuing students	Green auditorium 150 seats	4	3	4
Wednesday	24	Great Hall 50 seats	**08h00 -16h00** All Social Science & Humanities continuing students /Social Science/Social Work/Bachelor of Applied Communication/Bachelor of Library &Information Science/Human Settlement	Green auditorium 150 seats	4	3	4
			14h30 – 16h00 All B Arts, B Fine Art/Diploma in Fine Art /Theology continuing students	Green Auditorium 150 seats	4	3	4
Thursday	25	Great Hall 50 seats	**08h00 -16h00** All Bachelor of Science continuing students	Green auditorium 150 seats	4	3	4
Friday	26	Great Hall 50 seats	**08h00-16h00** All B Human Movement Sciences continuing students All Agriculture continuing students	Science Block 50 seats	4	3	4
Saturday	27	Great Hall 50 seats	**08h00 -16h00** All continuing students from all Faculties who missed their registration sessions	Green auditorium 150 seats	4 4	3 4	4 4

Monday	29	Sport Complex (Manual Registration)	**08h00 -16h00** All 1st year Education students	Brown Auditorium	4	3	4
Tuesday	30	Great Hall or Language Lab 150 Seats	All 1st year Management & Commerce students	Green Auditorium 150 seats	4	3	4
Wednesday	31	Great Hall 150 Seats	**08h00-16h00** All 1st Year Science & Agric students	Green Auditorium 150 seats	4	3	4
Thursday	01	Great hall or Language Lab 150 seats	**08h00-16h00** All 1st year Bachelor of Social Science / Social Work/	Brown Auditorium 150 seats	4	3	4
			14h30-16h00 BSoc Science in Communication/ BSoc Science in Human Settlement	Science Block 50 seats	4	3	4
Friday	02	Great Hall or Language Lab 150 Seats	**08h00-16h00** All 1st year B Arts, B Fine Art /Dip in Fine Art /B Theology,	Green auditorium 150 seats	4	3	4
		Sport Complex		Brown Auditorium	4	3	4
Saturday	03	Great Hall or Language Lab 150 Seats	**08h00-16h00** All 1st year students from all Faculties who missed their registration sessions	Green Auditorium 150 seats	4	3	4
			All 1st year students from all Faculties who missed their manual registration sessions.	Brown Auditorium	4	3	4

NB: Honours /Post graduate Diploma and Masters by Coursework may register remotely from 22nd January -03rd February 2024 and use campus venues only when needed.

Masters by Research and PhD's will register remotely from 22nd January to 31st March 2024 and use campus venues only when needed.

11. FREQUENTLY ASKED QUESTIONS

What dates does 2024 Registration take place on?

PERIOD	ACTIVITY
22 Jan – 03 Feb 2024	Registration for all undergrad, Honours and Coursework Masters students
22 Jan – 31 Mar 2024	Registration for all Research Masters and Phd students
05 Feb-20 Feb 2024	Late Registration :Undergrad,Honours,and Masters by Coursework Programmes Addition & Cancellation of Modules Cycle

I am a new student and do not know how to register, what do I do?

All 1st year new students are encouraged to come on campus to register. Refer to East London and Alice schedules for dates and venues.

Where do I pay my fees?

Refer to page 4. You need to pay a minimum of R3500.00 for you to be able to register. You also need to pay an additional minimum of R1500.00 for you to be able to register for residence.

Where do I register for residence?

All Residence registration is Online. New students will be registered on campuses while continuing students will register remotely. Refer to page 19 for a step by step guide on residence registration.

How do I register Online?

Refer to page 16 below for a step-by-step guide on Online Registration.

2024 REGISTRATION DESIGNATED EMAIL ADDRESSES

- Office of the International Affairs for all compliance related matters: 2024RegInternationalOffice@ufh.ac.za

- Finance related queries: 2024RegFinance@ufh.ac.za

- Bursaries and NSFAS related queries: 2024RegFinancialAid@ufh.ac.za

- Registration and all related matters: 2024RegAdmissions@ufh.ac.za

- Residence related queries: 2024RegResidences@ufh.ac.za

- All ITS related queries: ITSSupport@ufh.ac.za

- Online Registration Support: 2024OnlineRegSupport@ufh.ac.za

Faculty Email addresses

- Faculty of Law: 2024RegLaw@ufh.ac.za

- Faculty of Management and Commerce: 2024RegManagementCommerce@ufh.ac.za

- Faculty of Education: 2024RegEducation@ufh.ac.za

- Faculty of Health Sciences: 2024RegHealthSciences@ufh.ac.za

- Faculty of Social Sciences and Humanities: 2024RegSocialSciences@ufh.ac.za

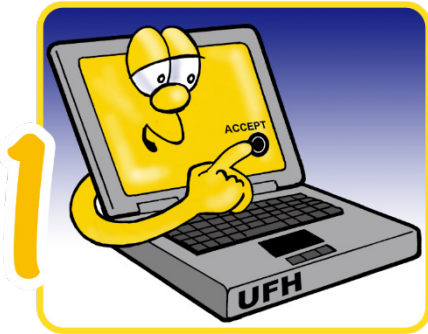- Faculty of Science and Agriculture: 2024RegScienceAgric@ufh.ac.za

12. YOUR NSFAS APPLICATION & UFH REGISTRATION JOURNEY

You've come a long way, and you're almost ready to begin your journey at the University of Fort Hare. Let's recap the process, and where we are standing at this moment in time:

NSFAS
National Student Financial Aid Scheme

University of Fort Hare
Together in Excellence

1 You applied to the NSFAS Scheme

1 You applied to study at UFH

2 NSFAS validated your application with SASSA and Home Affairs

3 NSFAS verified all the documents you submitted for application to the scheme

4 You have been accepted to study at UFH

5 NSFAS checked your academic results and admission status at UFH to ensure you meet the requirements

UFH Registration

6 Use the UFH registration guide and and Prospectuses to register at UFH

7 UFH will send your registration templates to NSFAS after registration

8 NSFAS will receive your registration documents from UFH and will generate a bursary agreement form

9 You sign the NSFAS bursary agreement

10 NSFAS pays allowances to UFH, and the university releases payment

11 Your studies start at UFH

13. STEP BY STEP GUIDELINES FOR ONLINE REGISTRATION

Select **"Rules and Regulations"** on the left. Read the document and take note of the contents thereof.

Please take note the acceptance to the Rules and Regulations is mandatory and serves as your electronic signature. This indicator is stored on your Student File and can be used as a Legal Agreement in a dispute/ disciplinary matter. Select **"Submit Registration"** on the left.

Once you have read the rules and agreed to the Rules and Regulations, click on *the* **"I accept"** button at the bottom of the page.

Select your **"Employment Status"** in the drop down list in the field "Employment Status".

Click on **"Save and Continue" or "Save - Continue later"** or **"Restart Process"** button.

Select your subjects, by ticking the box next to each subject.

Ensure that you select all compulsory subjects;

Select balance of courses from list of electives;

Note that you may not register for subjects where the pre-requisite has not been met. These subjects will be indicated with a Click on **"Save and Continue"** or **"Save - Continue Later"** or **"Restart Process"** button. Click on the **"Save and Continue"** button if you are absolutely sure that you've selected the right subject, Offering Type and Period of Study.
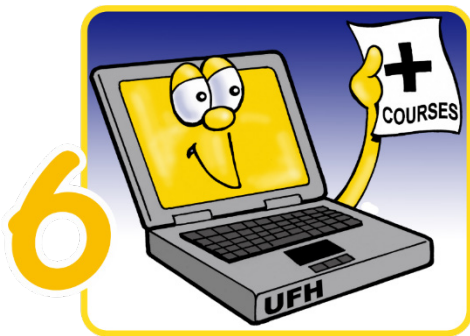

Click on **"Print Cost Details"** button should you want to print the Registration Costs.

Click on the *"Accept Registration"* button to continue with the registration process.

Congratulations! You have successfully completed your registration as a *bona fide* student of the University of Fort Hare.

Should you want to add a course, kindly continue by clicking on *"Add a course to a Registration"* on the left.

Click in Qualification Code.

Select your course(s), by ticking the box next to each course. Note that you may not register for course(s) where the pre-requisite has not been met. These courses will be indicated with a **x** button.

Click on *"Save and Continue"* or *"Save - Continue Later"* or *"Restart Process"* button.

Click on the *"Save and Continue"* button if you are absolutely sure that you've selected the right course(s), Offering Type and Period of Study. Click on *"Print Cost Details"* Button should you want to print the Registration Costs.
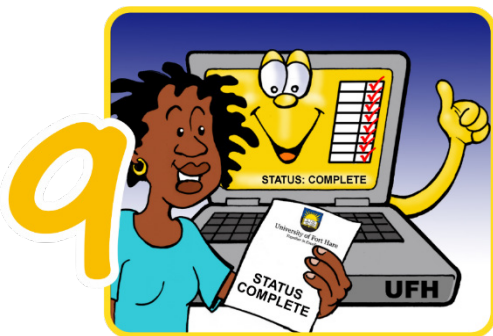
Click on the *"Accept Registration"* button to continue with the registration process.

Click on *"Proof of Registration"* on the left should you want to re-print your proof of registration.

Click on *"Proof of Statement"* on the left should you want to re-print your proof of statement.

Click on "Proof of Statement" on the left should you want to re-print your proof of statement.

Process Status gives you an indication whether you have completed all the compulsory steps of the registration process.

Click on **"Student Administration"** on the left. Select **"Personal information Update"** on the left to verify your personal details.

You are only allowed to update those fields with a white border (e.g.)

Maiden Names: [   ]

Click on **"Save"** should you want to update any of the above information.

Please request for assistance from the Student Administration Office should you want to change any other personal details.

Select **"Personal Contact Detail"** on the left to verify your contact details.

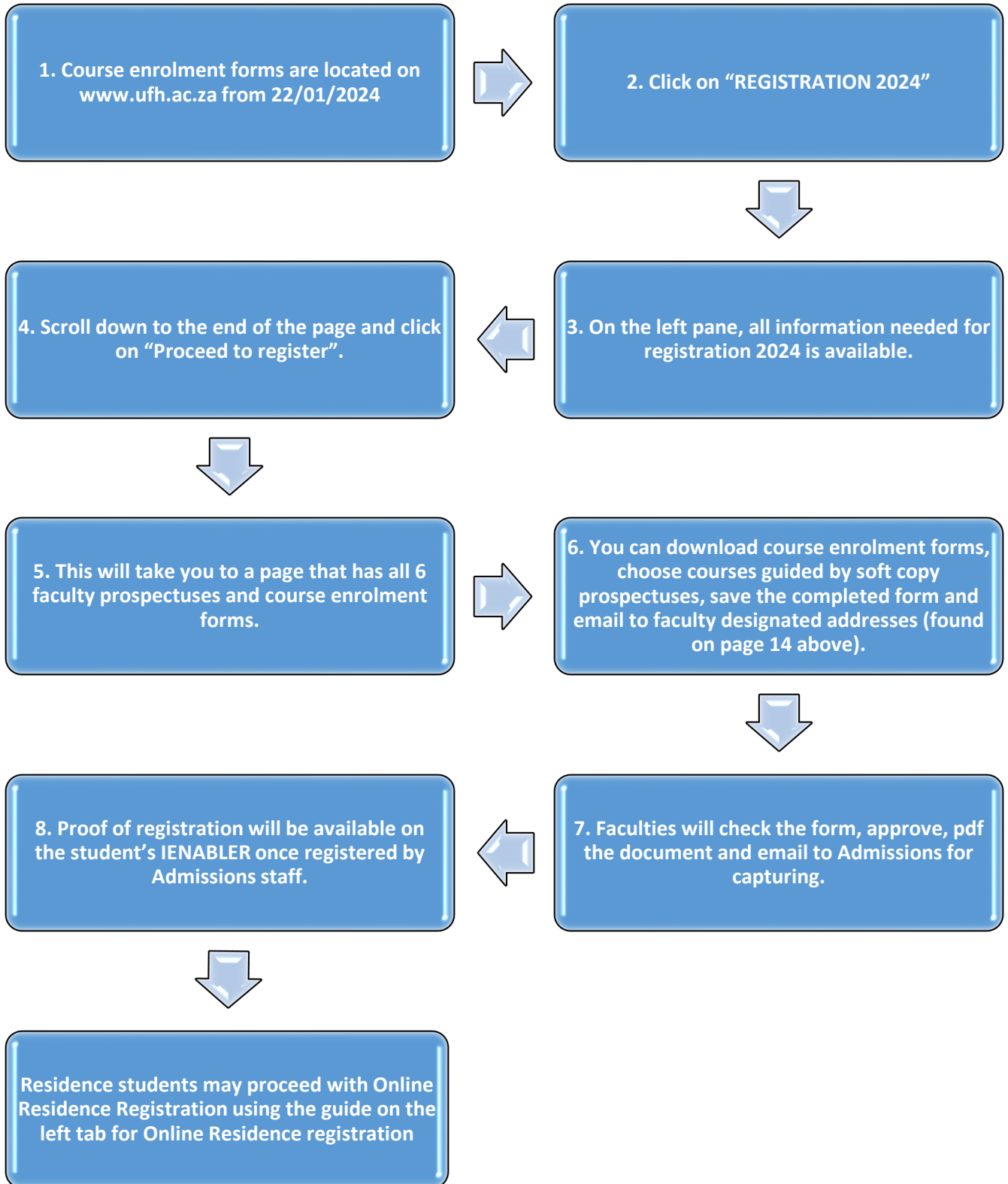Click on **"New Record"** button should you want to edit your contact details.

Click on the **"Communication Type"** should you want to view and/ or change existing contact details.

Click on **"Save"** should you want to save your changes.

Should you have any queries with your Online Registration, kindly email Online Registration Support: **2024OnlineRegSupport@ufh.ac.za**

# 14. STEP BY STEP GUIDE ON TRADITIONAL REGISTRATION

VERY IMPORTANT: ALL REGISTRATION IS ONLINE AND TRADITIONAL REGISTRATION SHOULD ONLY BE USED AS A LAST RESORT WHEN EXPERIENCING ONLINE REGISTRATION CHALLENGES FROM 22 JAN 2024.
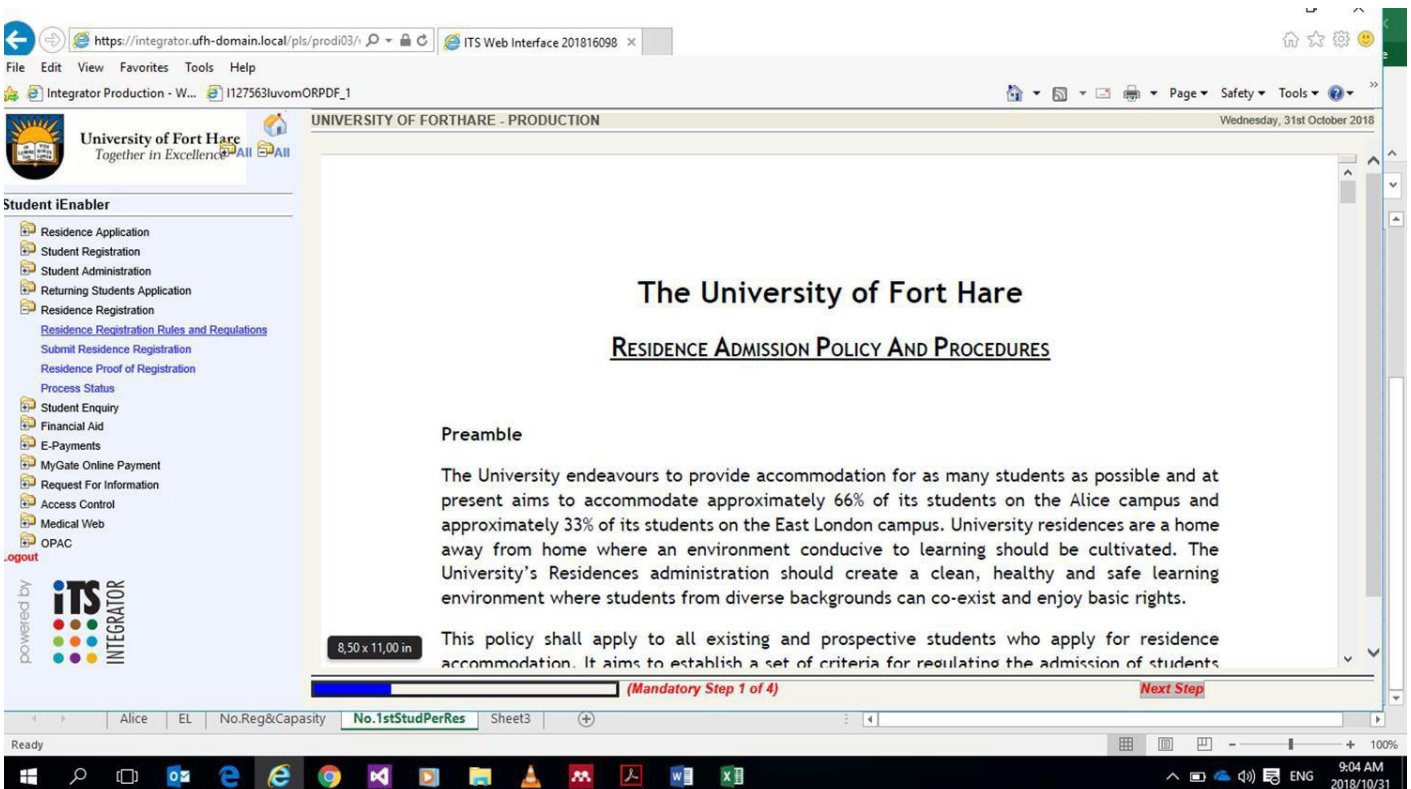
1. Course enrolment forms are located on www.ufh.ac.za from 22/01/2024

2. Click on "REGISTRATION 2024"

3. On the left pane, all information needed for registration 2024 is available.

4. Scroll down to the end of the page and click on "Proceed to register".

5. This will take you to a page that has all 6 faculty prospectuses and course enrolment forms.

6. You can download course enrolment forms, choose courses guided by soft copy prospectuses, save the completed form and email to faculty designated addresses (found on page 14 above).

7. Faculties will check the form, approve, pdf the document and email to Admissions for capturing.

8. Proof of registration will be available on the student's IENABLER once registered by Admissions staff.

Residence students may proceed with Online Residence Registration using the guide on the left tab for Online Residence registration

15. RESIDENCE ONLINE REGISTRATION GUIDE

1. Log in using your Student number and pin
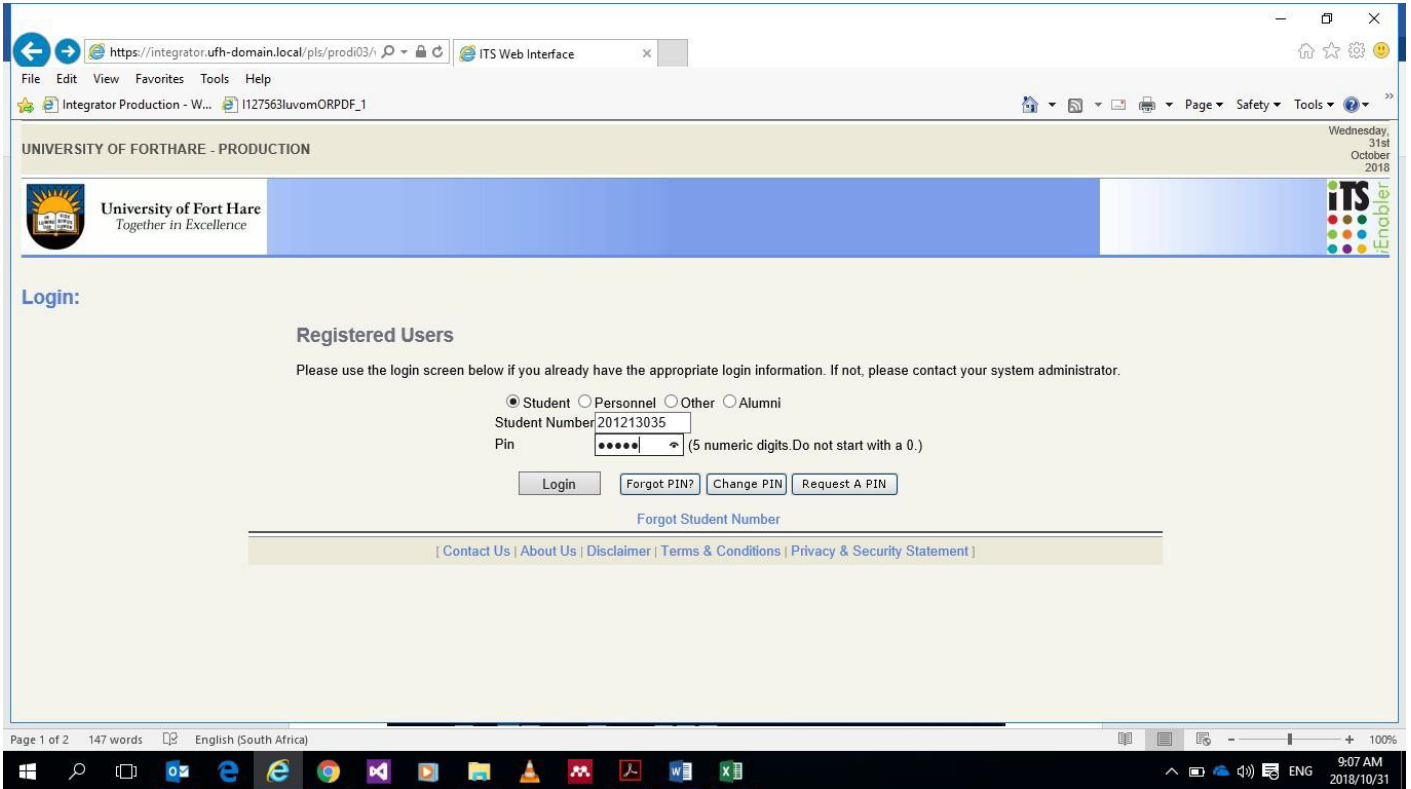
2. Residence rules: read and accept these

3. **Residence and room allocation: click on the year and accept the charge or fee**

4. **Proof of residence: you can print or save it on your phone/PC**

5. **Last step: you can log out now**