



2024

Registration Guide

FOREWORD BY THE REGISTRAR

Dear Student,

Welcome to the 2024 academic year at Walter Sisulu University (WSU).

Effective application and registration processes are the foundation of a positive student experience. The first point of contact with the University remains critical for a prospective student as you try to learn more about the University, your academic department, faculty, and general administrative support offices. Following proper procedures in whatever you do during registration will get you to the point of your first day in the University classroom. WSU is prepared to accompany you on your life-changing academic journey.

WSU's application and registration processes for First-Time Entering students are entirely online. Your admission is selected online and no one can influence it. The final status awarded is based on points earned and ranked with other applicants for the top number of students to be enrolled against space availability. Do not pay money to anyone who offers to help you get into any of the university qualifications and/or be allocated to a residence. For all payments, obtain a university bank account through the university website and retain the proof of payment.

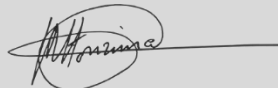
All returning students must adhere to the registration activities and dates outlined. Organise and prepare yourself ahead of time as you complete your registration activities and adhere to the deadlines. This will allow classes to begin as scheduled in the University's academic calendar.

All undergraduate and postgraduate students are guided by the

Registration Booklet for the 2024 Academic Year, which contains important information such as:

- a. Registration dates and related closing dates
- b. Online registration guidelines
- c. On-campus online registration labs
- d. Registration and financial assistance
- e. Registration and student housing
- f. Orientation dates
- g. Class schedules are available from departmental secretaries.
- h. Campus Safety Services
- i. Student Life

As I welcome you to WSU as a new or returning student, I hope you find the information in this booklet useful. If you require additional information or clarification on any information contained in the booklet, please use the contact information provided for each service point.



Dr Lulamile Ntonzima
University Registrar

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REGISTRATION GUIDELINES FOR THE 2024 ACADEMIC YEAR

The registration procedures for the 2024 academic year have been reviewed by the Office of the Registrar in order to streamline various administrative processes. In an attempt to ease the contact time, the registration dates are scheduled as per the calendar dates in the general prospectus.

NB: Please note that registration is done online on first come first served basis subject to availability of space.

The following academic administrative registration processes have been identified for the forthcoming academic year:

- i. International student pre-registration compliance check and clearance.
- ii. International students without a valid study permit, passport and proof of medical aid cover will not be allowed to register by the University.
- iii. Fees and Financial Aid pre-registration clearance.
- iv. Online academic registration.
- v. Online residence registration.
- vi. Issuing of student card.

Compulsory registration documents:

Certified copies of the following documents must be uploaded/ submitted on the day of registration.

- a. Copy of bar-coded identity document (ID) or passport.
- b. Copy of Grade 12 NSC final results or equivalent.
- c. Copy of degree certificate (if applicable).
- d. Copy of academic record (if applicable).
- e. Copy of Certificate of Conduct from previous institution (if applicable).

Please follow the voice note guideline to register online: Click on <https://youtu.be/rP5Z3aevakU?si=2HLE7NBW5rnErydh>

TUITION FEES

Fees are determined by the WSU Council on annual basis, and are subject to revision.

Financial clearance for registration

1. NSFAS Funded Students

1.1. First time entering students (FTENs) & New Applicants

FTENs with confirmed NSFAS funding AND enrolled for a funded qualification will be cleared to register, after the University has confirmed funding eligibility directly with NSFAS. The University does not process financial clearance using information submitted by students. Students should note that it may take up to 2 to 3 days for the University to verify and process NSFAS funding. Once the funding status has been verified and processed, students will be notified by SMS and the funding status will be updated on the WSU student portal https://students.wsu.ac.za/student_portal/index.php.

Students should regularly check their funding status on the NSFAS portal <https://my.nsfas.org.za/Application/selfservice.jsp> and should note that NSFAS funding status may change after initial confirmation of funding i.e. a student could be unfunded by NSFAS during the course of the year. Although FAB will assist, funding queries should be directed to NSFAS. In the event of a conflict between the funding status on the student portal and the NSFAS portal, the status on the NSFAS funding portal takes precedence.

1.2. Funded qualifications

To be eligible for NSFAS funding, a student must be enrolled for a funded qualification such as a Diploma programme or first time degree programme. Post graduate programmes such as Advanced Diplomas, Honours qualifications, PGCE and second qualifications are not funded. For a full list of unfunded programmes students should check with FAB or the DHET funding guidelines. What this means is that a student may be funded on the NSFAS portal but not be approved for NSFAS funding if they are enrolled for an unfunded qualification.

1.3. NSFAS late applications

Students should note that NSFAS may not open a late application window. Accordingly, students who are eligible for NSFAS funding and did not apply for NSFAS funding will be required to pay MIP/treated as unfunded students.

1.4. Returning students

Returning students are students who had confirmed funding in the prior year.

For returning students to be funded by NSFAS in 2024 academic year, they should meet academic criteria (pass 50% of enrolled subjects), and should be within N+ rule as set out by NSFAS. The years of enrolment are measured for all the years of study at any public institution of higher learning, and not only from the time a student was enrolled at WSU.

The N+ rule evaluation is completed by NSFAS using registration and qualification data submitted by the Institution and HEMIS data from DHET. The data used by NSFAS during the 2023 academic year in completing the N+1 evaluation will be published on the NSFAS funding portal. The N+ rule is not an institution decision and therefore can only be amended by NSFAS with input from the Institution where appropriate.

The following should also be noted regarding the N+ rule:

- Years of study for a previous qualification and/or at a prior institution are included in the calculation of years of study whether the qualification was completed or not.
- Years that a student are not funded are included in the calculation.

Should there be a delay in the finalization of funding decisions by NSFAS for returning students, FAB will determine students NSFAS funding eligibility for registration purposes taking into account:

- Academic results for 2024
- N+ information
- Enrolled qualification for 2024

The funding status should be accessed on the WSU student portal https://students.wsu.ac.za/student_portal/index.php, and on the NSFAS portal <https://my.nsfas.org.za/Application/selfservice.jsp>.

NSFAS returning students will be cleared to register after their funding eligibility has been verified and processed.

1.5. NSFAS Appeals

Students who appeal a NSFAS funding decision cannot be cleared to register until their funding appeal has been approved by NSFAS. Appeals are now being handled directly by NSFAS.

All funding appeals should be submitted within the deadlines communicated by NSFAS. **Late applications may not be considered by NSFAS.**

2. Bursary Funded students

A letter of funding applies to cases where fees are paid by a sponsor or a funder other than NSFAS. The University does not involve itself in disputes between a sponsor and beneficiary.

- The following shall apply to letters of funding:
- The University will only accept letters of funding from approved sponsors.
- The University reserves the right to verify the validity and authenticity of letters of funding from new sponsors. The verification of letters of funding may take up to 3 days.
- **The University will request a surety / acknowledgement of debt from private companies which do not have an existing MoA with the University.**
- The letters of funding should be signed by a duly authorized official and on an official letterhead and should be sent directly by the funder (including letters from HR for subsidies) from an official email address to bursaries@wsu.ac.za.
- The University will not accept letters of funding from students or staff to prevent fraud. The letter of funding should include contact details of the person signing the letter for verification purposes.
- Financial clearance will only be processed after the necessary verification has been completed by FAB and for students with no outstanding debt. **Students with outstanding debt will be required to pay a % of prior year outstanding debt as per MIP schedule unless if a funder commits to settle the prior year debt.**
- Proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration clearance.
- The letter of funding should indicate what is covered by the funding, e.g. tuition, residences, books, meals, international students levy, etc.
- Students will be notified when they have been approved to register.

3. Self-funded students & students funded by Fundi

Self-funded local students are required to pay the MIP as per the Council approved MIP schedule, unless if a student has been approved to register by the Special Cases Committee.

Tuition fees MIP

The amounts payable are set out below:

South African Citizens and Students with Permanent Residence

Outstanding debt	Amount payable
Nil or credit balance	Refer to MIP schedule
0 – R50 000	Refer to MIP schedule
+R50 000	Refer to MIP schedule

International Students

Outstanding debt	Amount payable
Nil or credit balance	R15 000 deposit
R0 – R999 999 999	100% of outstanding debt plus R15 000 deposit

Students should note that prior year NSFAS credit balances cannot be used for registration purposes. Similarly, prior year bursary credit balances cannot be used towards MIP without the written permission of the sponsor.

Residence fees MIP

The MIP for residences is as follows:

Type of residence	Amount payable
University Owned residence	40% of the fees or R12 000
Leased residence	100% of the fees or R30 000

4. Special cases registration

The University allows qualifying students to register without paying MIP following approval by the Special Cases committee at each Campus as per the Council approved Quotas.

All special cases applications should be submitted to the Campus Special cases committee. The Institutional Office does not process special cases applications.

5. Payment mechanisms

The following payment mechanisms are available:

- Bank Deposits and Electronic Funds Transfer
- Card and POS payments (at selected sites)

The following payment mechanisms are not accepted:

- Cash Payments
- Cheque, Postal Orders and Telegraphic Postal Orders

The processing time for payments made provided the correct reference and the designated bank account are used is as follows:

Method of Payment	Processing time
Cash deposits	30 minutes to an hour
EFT payments from FNB	
Card and POS payments	
EFT from other banks	48 hours

Payments from other banks should be made at least two days prior to registration to avoid delays.

Payments by international students must be made in Rand and deposited into the University Bank Account. Provision should be made for bank costs. Further information on the payment mechanisms is below:

5.1. Cash Payments

The University no longer accepts any cash payments at the cashier's windows (for security reasons). Students are therefore requested not to attempt to make cash payments at the cashier's windows or to any University official. The University will not be held liable for any loss as a result of cash paid to University officials in contravention of this notice.

5.2. Bank Deposits and Electronic Funds Transfer

Fees should be paid directly into the University bank account either by cash deposit or electronic funds transfer (EFT).

The banking details to be used are:

Bank:	FNB
Account name:	WSU Student Fees Account
Account type:	Current
Account No.	52640012812
Branch code:	210521
Recipient ref:	(Student number) – no spaces or extra characters

Failure to use the correct reference or making deposits into other University banking accounts will cause delays in the verification of payments made, and consequently cause delays with financial clearance.

In the event that a student has made a payment with an incorrect reference or has made a payment into the incorrect University bank account, they should send proof of payment / deposit slips and student number to studentdeposits@wsu.ac.za.

5.3. Proof of Payment

The University does not accept proof of payments (bank deposit slips and ATM deposit slips) for financial clearance purposes as these can be fraudulent. Proof of payment should however be retained and should be submitted to studentdeposits@wsu.ac.za if the designated bank account or a correct reference was not used. Financial clearance will only be processed when payments made have been receipted and allocated to a student account.

5.4. Cheque, Postal Orders and Telegraphic Postal Orders

Cheque Payments, Postal Orders and Telegraphic Postal Orders are no longer accepted as a payment method.

5.5. POS payments

Debit and credit card payment facilities will be available at selected sites. Students are requested to check with the Campus finance teams at which sites the facilities will be available.

Students are also advised to visit the University's website timeously for updates on fee-related matters: www.wsu.ac.za

RESIDENCE APPLICATION AND REGISTRATION PROCESS

RESIDENCE APPLICATIONS

Please note that there are limited places in university residence and admission to study at WSU does not guarantee a place in residence. Places are awarded on a first come first served basis.

As from 01 December 2023, new students and returning students may apply online for residence accommodation by clicking the following link <https://iweb.wsu.ac.za/pls/prodi41/w99pkg.mi>.

Returning and prospective students need to apply for a residence using the link above which will allow students to show interest in accommodation for the year 2024. The university will allocate students to residences either on Campus or off Campus based on pre-defined criteria as set out in the policy on room allocations to students. **Preference will be given to students who reside in places that are far from the university by at least 50km.**

As per section 9 of the Policy on room allocations to students, Funded students (NSFAS, Bursaries, and Grants) who may not meet other criteria listed, shall be catered for both on-campus and off-campus accommodation. Self-paying students who wish to be accommodated in privately owned residences will be accommodated upon payment of the residence MIP.

The residence officer will approve the allocation and the student will get a system notification with an attachment which is a signed allocation approval form/letter which he/she will allow for key collection

Students are reminded to comply with rules and regulations, code of conduct as well as the student disciplinary code as per the WSU policies and general prospectus.

2024 RESIDENCE REGISTRATIONS

Registration for residence accommodation can only take place after academic registration.

Residences Open

First Year Students: Sunday, 28 January 2024

Returning Students: Sunday, 04 February 2024

Contact details for residences:

Campus	Contact person	Contact details
Mthatha	Mr Xolani Nkosana/ Mr Manelisi Mampana	nkosana@wsu.ac.za / mmampana@wsu.ac.za Tel: 047 502 2517/1972
Butterworth	Ms Tabisa Nyangule	tnyangule@wsu.ac.za Tel: 043 401 6315
Buffalo City	Mr Sandile Ntwanambi	ntwanambis@wsu.ac.za Tel:043 702 9379 / 9323
Komani	Mr Nande Kundayi / Lavisa Nomkwanana	nkundayi@wsu.ac.za / lnomkonwanwa@wsu.ac.za Tel: 040 842 6983 / 043 708 5491



INTERNATIONAL STUDENTS' REGISTRATION REQUIREMENTS

The rules around the acceptance of international students are legislated by the South African Home Affairs Department, thus WSU as an institution that exists within the ambit of South Africa and governed by the Higher Education Act has to comply with these. The guidelines given below seek to accommodate the international students, with the

necessary compliance requirements in order to register successfully as a WSU student.

All International students who have been accepted to an academic programme of study at WSU should please take note of the following pre-registration requirements:

NB: All supporting documents must be certified.

- a. A valid passport;
- b. A valid study visa, endorsed specifically for WSU and must cover the duration of their study period.
- c. A proof of medical aid cover, registered & administered in South Africa.
- d. A valid asylum seeker permit, refugee identity document or permanent residence permit.

Contact Details for International Office

Zolisa
Ntozakhe
Admin
Assistant
Tel: (+27)43 702 9267
international@wsu.ac.za



ONLINE REGISTRATION PROCESS

The following steps should be followed in completing the on-line registration processes:

1. Register online off campus.

For those students who may not have access to online resources, demarcated computer labs shall be available on campus for use during the registration period as follows:

Campus	Offering site	Computer lab
Buffalo City	Chiselhurst	FF4
	College Street	B7
	Potsdam	C9 and C10
Butterworth	Ibika	Great Hall; AG07; AG14; EG18 and D40
Komani	Whittlesea	Lab C25
Mthatha	Nelson Mandela Drive Zamulungisa	Great Hall Utility Hall

NB: All students need to be financially cleared before they can register online.

International Students need to be cleared for international compliance before they can register online.

ONLINE REGISTRATION DATES:

Category	Start date	End date
Returning students	Wednesday, 10 January 2024	Friday, 02 February 2024
First Time Entering/ New students	Monday, 22 January 2024	Friday, 26 January 2024
Amendments to registration records. Subject cancellations Subject addition	Monday, 05 February 2024	Friday, 01 March 2024

NB: No subject/ module additions and cancellation will be allowed after the scheduled period has been concluded.

Students must follow the following steps to be able to register online:

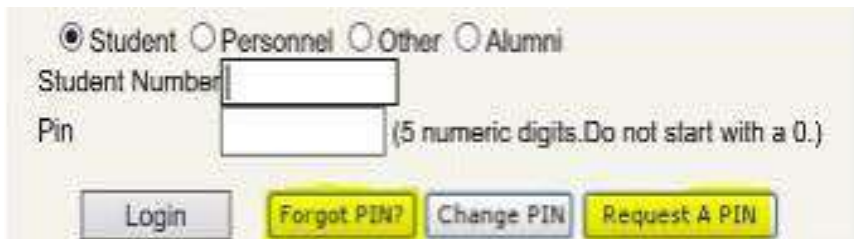
NB: Please note that registration is done online on first come first served basis subject to availability of space.

1. Academic admission:

- You must first be admitted to a qualification
- Confirm your admission status on the website using this link <http://status.wsu.ac.za/status/statuscheck.php>

2. Student number and PIN:

- You must have a valid student number and an activated PIN to be able to login on the online system.
- Forgot your pin or requesting a new pin? Click on link and pin shall be sent to your email address:
<https://status.wsu.ac.za/reset/index.php>



The screenshot shows a web form with the following elements:

- Radio buttons for user type: Student, Personnel, Other, Alumni
- Text input field for "Student Number"
- Text input field for "Pin" with a note: "(5 numeric digits. Do not start with a 0.)"
- Four buttons: "Login" (grey), "Forgot PIN?" (yellow), "Change PIN" (grey), and "Request A PIN" (yellow)

3. To register online click on:

https://ie.wsu.ac.za/pls/prodi41/w99pkg.mi_login

4. It remains the student's responsibility to ensure that:

- They have registered for the correct qualification.
- They have selected and registered the correct subjects/ modules.
- They have the correct proof of registration.
- They have a valid student card for the current year.

5. International Students

All international students must comply with the legislation of the South African Home Affairs Department.

Compulsory pre-registration clearance for International Students:

- A valid passport.
- A valid study visa endorsed specifically for WSU to cover the duration of your study period.
- Proof of medical aid cover, registered and administered in South Africa.
- A valid asylum seeker permit, refugee identity document or permanent residence permit.

The International students' clearance is administered through the Internationalization and Partnerships Directorate. All queries should be directed to: international@wsu.ac.za

Step-by-step guidelines for online academic registration

1. Log in with your student number and the pin provided to you.
2. Select "**Rules and Regulations**" on the left.
3. Read the document and take note of the contents thereof. If you agree to the rules and regulations, click on the "**I accept**" button at the bottom of the page.

Please take note that acceptance to the rules and regulations is mandatory, and serves as your electronic signature. This indicator is stored in your student file and can be used as a legal agreement in a dispute/disciplinary matter.

4. Select "**Submit Registration**" on the left.
5. Select your employment status in the drop-down list in the field "**Employment Status**".
6. Click on "**Save and Continue**".
7. Select your subjects/ modules by ticking the box next to each subject/ module.

*** Ensure you select all the relevant subjects/ modules.**

8. **Note that you may not register for subjects/ modules where the pre- requisites have not been met.** These subjects/ modules will be indicated with the X button. Click on "**Save and Continue**".



9. Click on **"Save and Continue"** if you are absolutely sure that you have selected the correct subjects/ modules, offering types and periods of study.
10. Click on the **"I Accept Registration"** button to finalize the registration process.
11. Click on **"Proof of Registration"** to print your proof of registration.

Congratulations! You have successfully completed your academic registration as a bona fide student of Walter Sisulu University!

12. Collect your Proof of Registration and check that you are registered for the correct subjects/ modules. If not, seek help before you proceed to the next step.



Residence online registration process

Returning students who had re-applied for residence must also register online for their pre-allocated rooms.

- a. Click on the residence registration icon.
- b. Accept registration and print proof of residence registration.

Residence Room Allocation Process Flow

Action	Option on Active System	Responsible Person
1. Submit residence provisionally acceptance letter and proof of registration	Manual	Registered Student
2. Student pay deposit / fees (OR obtain financial clearance WHERE APPLICABLE)	System	Registered Student
3. Submit receipt/proof of payment for residence	System	Finance
4. Student register for residence	Student iEnabler or Back-office	Student or Residence officer
5. Student submit proof of residence registration	Student iEnabler or Back-office	Student or Residence officer
6. Student complete and submit inventory form	Manual	Student and residence officer
7. Keys issued to a student	Manual	Residence Manager

PRINTING OF YOUR STUDENT CARD

- a. Produce your proof of registration to the dedicated Admissions and Registration service desk at your campus.
- b. Verify and collect your 2024 student card.



ORIENTATION DATES

Orientation is a transitional process of new first year student from basic education to higher education to adjust to a new learning environment. Orientation seeks to provide new first year students with enabling and adjustment interventions as they navigate a new learning environment.

Please take note of the scheduled orientation dates which are compulsory to attend.

FTEN Orientation		
Campus	Start date	End date
All campuses	Monday, 29 January 2024	Friday, 2 February 2024
link for data provision	https://students.wsu.ac.za/mobileverify/	



ACADEMIC ADVISING SUPPORT

The academic advising office can assist you with the following:

1. At the time of registration if you are having challenges relating to locating service you need.
2. When you are not sure about what the course you have enrolled in will enable you to do after completing it.
3. Provide you with the information about the different services that you will require during your time at the University.
4. If having learning challenges, they will refer you to offices that will help you to ensure that you succeed such as the Writing Centre, Learning and Teaching with Technologies, ICTs, Library, Peer to peer help and many others.
5. They can assist you make the right decisions when selecting your majors in line with your career ambitions.
6. Help you with building your academic schedule to ensure that you succeed at University.
7. Help you with skills such as study techniques at University, presentation skills, time management, note taking and many others.
8. They have senior students called Buddies, whom you can freely contact for assistance on issues relating to your university studies.
9. They will help you understand the University graduate attributes that the University expects you to have by the time you leave the University.

NAME	CONTACT DETAILS		
	Office Number	Cell Number	Email Address
Ms Kulukazi Madikizela	043 708 5285	084 465 9327	kmadikizela@wsu.ac.za
Ms Okuhle Nkondlwana	043 708 5398	073 743 8119	onkondlwana@wsu.ac.za
Ms Rosa Kalake	047 401 6071	076 229 9664	tkalake@wsu.ac.za
Ms Remaketse Lekhehle	040 842 6867	073 250 7725	rlekhehle@wsu.ac.za
Ms Tembela Mthengi	047 502 2848	083 966 5785	tmthengi@wsu.ac.za
Ms Nolwandle Nongauza	047 501 1506	082 260 8436	nnongauza@wsu.ac.za
Ms Nomvuyo Nyembezi	047 501 1513	073 123 9062	nnyembezi@wsu.ac.za

ACADEMIC RULES AND REGULATIONS

Please familiarize yourselves with the University Important dates, academic rules and student code of conduct available in the General Calendar 2024 booklet as well as Faculty and qualification specific rules and regulations available in the Faculty calendars.

GENERAL REGISTRATION ENQUIRIES

Campus	Contact person	Contact number
Buffalo City (BCC)	Ms N Maneli	043 - 7094039
Butterworth	Ms N Jako	047 - 4016048
Komani	Ms B Mzamo	040 - 8426806
Mthatha	Ms S Holomisa Ms J Diwu	047 - 5022448 047 - 5011527

UNIVERSITY CALL CENTRE – TELEPHONE LINES

Campus	Contact number
Buffalo City (BCC)	043 708 5200/ 043 709 4000/ 9200
Butterworth	047 401 6000
Komani	040 842 6800
Mthatha	047 502 2111 (NMD Site) 047 501 1400 (Zamulungisa site)
International Office	043-7029267; 047-5022087

UNIVERSITY CALL CENTRE - WHATSAPP LINES

Campus	Contact number
Buffalo City (BCC)	072345 3166
Butterworth	0648791113
Komani	0648255780
Mthatha	0606687289

CAMPUS SECURITY SERVICES CONTACT DETAILS

Campus	Contact details
BCC	043-7085320; 0716084476
Butterworth	047-4016477; 0723369925
Komani	040-8426884; 040-8422414; 0834286372
Mthatha	047-5022349; 047-5022754; 047-5011461; 0825385386

STUDENT AFFAIRS STUDENT COUNSELLING UNIT

Services offered and contact details

- Student counseling (Face to face and online)
- Individual and group counseling
- Career assessment
- Psychometric assessments
- Induction workshops targeting first year students
- Sessions on transition to university environment
- Student development programmes
- Peer education, peer helping and residence mentorship programmes
- Information sharing sessions about support services offered in the university

Campus	Senior Student Counsellor	Contact details
Buffalo City	Mrs Nomangwane Mzamo-Mrwetyana	043 702 5442 nmzamo-mrwetyana@wsu.ac.za
Butterworth	Mr N. Sidinile	0846006319 nsidile@wsu.ac.za
Komani	Ms N. Daweti	072 283 7818 ndaweti@wsu.ac.za
Mthatha	Ms K. Ntakana	071 308 9815 kntakana@wsu.ac.za



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