MUST-READ BEFORE REGISTRATION 2024 | LEES ASB DIÉ INLIGTING VÓÓR REGISTRASIE 2024

Registrar's Division <noreply@sun.ac.za>
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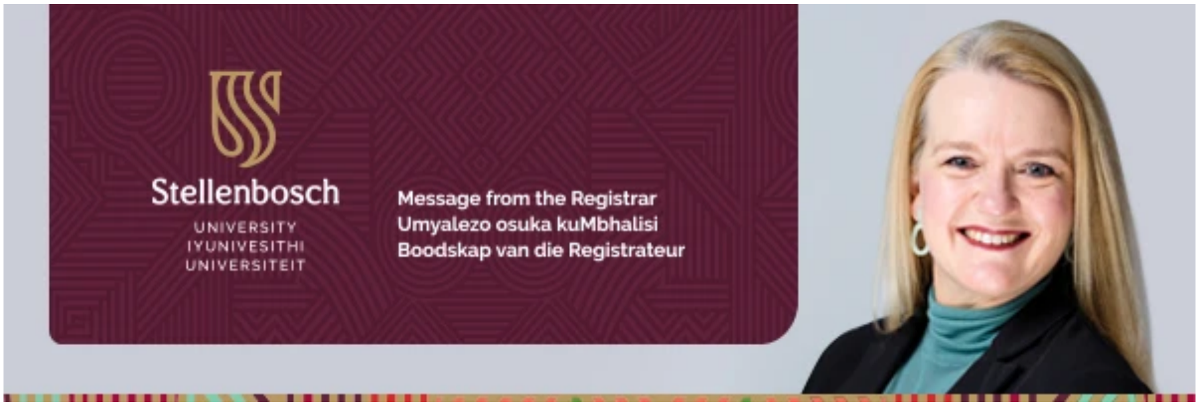

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ESSENTIAL INFORMATION FOR REGISTRATION 2024

Disclaimer

This communication is being distributed to all individuals who have received conditional and final acceptance for the 2024 academic year, in addition to those students who were registered in 2023. We wish to emphasise to conditionally accepted applicants that this correspondence does not signify your final acceptance to Stellenbosch University (SU). Your final admission status will be determined after evaluating your final results in January 2024. For all prospective first-time-entering undergraduate students (those enrolling in a specific programme for the first time), it is imperative to ensure full compliance with the admission requirements of your chosen programme of study before departing for Stellenbosch. We also encourage you to regularly visit the University's ***registration website*** *to stay informed about any updates and important information.*

Dear students and prospective students

We look forward to welcoming you to our respective campuses for the beginning of the new academic year, some arriving for the first time and others to continue your academic journey. For most of you classes will commence on 12 February 2024 after the **welcoming programme** for our first-time-entering undergraduate students and the **registration** of all new and returning students.

This year marks a historic moment when all our students will register via SUNStudent, our new student information and administration system, for the first time. While some senior students in the Faculty of Medicine and Health Sciences have been registering online since 2 January already, most of our 32 000+ students will register, starting today until 8 February.

Having been able to test the functions and processes in our new system during the first two weeks of January, we anticipate a smooth transition. However, we are keenly aware that the implementation of such a complex and multi-faceted system together with the simultaneous registration of thousands of students may result in unforeseen challenges and online self-registration delays.

Please bear with us in the event of unanticipated delays or glitches. We are confident that the long-term benefits of the new system will outweigh the temporary inconvenience and frustration that the transition might bring. Thank you for your understanding and helping us to successfully implement SUNStudent.

Our support team is on standby to assist if you experience any difficulties or require further information or support. Use the **registration website** as your primary source of information — vital communication and updates relating to the registration period will be posted there. We also encourage open communication and feedback via info@sun.ac.za.

Returning students who registered via the legacy student information system in previous years, should expect a completely new registration process. Hence, it is important that you take note of the checklist and additional information below and take the time to read the **online registration guide** before you attempt registration this year. In case you missed it, I also include the link to an earlier communiqué regarding **Registration 2024** distributed on 19 December 2023.

Wishing you all a rewarding and successful academic year.

Kind regards

Dr Ronel Retief
Registrar

Checklist: registration tips

Install MFA on your device in order to register

All new and returning students must have a multi-factor authentication (MFA) app installed on their phones or tablets before they can register. This is a compulsory requirement from Microsoft. Download the Microsoft Authenticator Application on your Android, Apple or Huawei phone or tablet. To accommodate some Huawei and other mobile devices that do not have access to Microsoft Authenticator, SU has added the Google Authenticator app to our system. Refer to the **registration website** for information and user guides.

Consult the Registration website

For your convenience, our teams have compiled comprehensive registration information (also where to get assistance) and user guides that are available on the **Stellenbosch University registration website**. If you familiarise yourselves with all the information relevant to your academic journey, you will experience little uncertainty or frustration.
Consult the Registration Schedule in advance

Do not leave your registration to the last minute. Consult the Registration Schedule well in advance in case you need assistance to register. The dates and timeslots are allocated per faculty, and the schedule is different for first-time students and returning students.

Read the online registration guide

The online registration guide takes you through the self-registration process step by step and helps you to complete the screens correctly.

Returning students should note that in SUNStudent, information is displayed differently from what you were accustomed to in the previous registration system, for example, the proof of registration page. Refer to the online registration guide for detailed information.

Online registration

Students are encouraged to register yourselves online. Please note that your internet connection speed and loadshedding may also have an impact on your online registration experience.

Assisted registration

In some instances online self-registration may not be possible, e.g., for transferring students and debtors (students with outstanding fees), or due to outstanding documents or an academic result other than "pass". Assisted registration is available on specific dates for each faculty as indicated in the Registration schedule.

No access to the SUNStudent Portal?

The factors listed below may prevent a student from accessing the SUNStudent Portal for registration:

- Outstanding admissions documents
- Re-admission denied
- International student data not approved
- Disciplinary steps
- Outstanding fees

Assistance will be available to students who cannot access the student portal at the following venues (please take note of the Registration schedule for your faculty's assisted registration dates):

> **Stellenbosch campus**
> All students except those in the Faculty of Medicine and Health Sciences): NARGA computer user area in the Admin A building.
> Students in the Faculty of Medicine and Health Sciences on the Stellenbosch campus: Ms Jabu Zim, Room 3020, Admin A building.
>
> **Tygerberg campus**
> Computer user area (GERGA) in the Education Building

How to register on Stellenbosch residence placement waiting list

All SU student accommodation is currently full. We will have an indication of available places when classes commence on 12 February 2024.

First-time students who would like to register on the residence placement waiting list for the Stellenbosch campus, please follow the steps for applicants (prospective students) below. Please keep in mind that the waiting list closes on 31 January 2024, and a new waiting list for registered students then opens on 1 February 2024.

If you have not been placed by then and still want to be considered, please register on the new February waiting list by following the steps for current students below.

If you are an applicant (prospective student)

1. Go to **https://student.sun.ac.za/**
2. Sign in on your applicant portal
3. Click on “Student Accommodation”
4. Click on “Apply for Waiting List”
5. Choose “Application Waiting List” under waiting list type
6. Save

Your position on the waiting list will be available on **my.sun.ac.za**. Select Undergraduate > Accommodation > Waiting list ranking.

If you are a current student:

1. Go to **https://student.sun.ac.za/**
2. Sign in on your student portal
3. Click on “Services & Communities”
4. Click on “Apply for Waiting list”
5. Select the residence of choice
6. Save

If you want to cancel your placement in university accommodation on the Stellenbosch campus, please send an email to: info@sun.ac.za.

Also visit our **private accommodation website** for more information on private accommodation.

NOODSAAKLIKE INLIGTING VIR REGISTRASIE 2024

Vrywaring

Hierdie kommunikasie word aan alle individue gestuur wat voorwaardelik óf finaal vir die akademiese jaar 2024 aanvaar is, asook studente wat in 2023 geregistreer was. Voorwaardelik aanvaarde aansoekers moet asseblief nie hierdie korrespondensie as ’n bevestiging van finale toelating tot die Universiteit Stellenbosch (US) beskou nie. Jou finale toelatingstatus sal in Januarie 2024 ná ’n evaluering van jou finale uitslae bepaal word. Alle voornemende voorgraadse nuwelingstudente (diegene wat vir die eerste keer vir ’n spesifieke program inskryf) moet seker maak dat hulle aan ál die toelatingsvereistes van hulle gekose studieprogram voldoen voordat hulle Stellenbosch toe kom. Ons moedig jou ook aan om gereeld die Universiteit se ***registrasiewebtuiste*** *te besoek om op hoogte te bly van enige belangrike inligting en aankondigings.*

Beste studente en voornemende studente

Ons sien daarna uit om julle, sommiges vir die eerste keer en ander om julle akademiese reis voor te sit, aan die begin van die nuwe akademiese jaar op ons onderskeie kampusse te verwelkom. Vir die meeste van julle sal klasse op 12 Februarie 2024 begin, na afloop van die **verwelkomingsprogram** vir nuweling- voorgraadse studente en die **registrasie** van alle nuwe en terugkerende studente.

Vanjaar se registrasie is 'n geskiedkundige mylpaal aangesien al ons studente vir die eerste keer deur middel van SUNStudent, ons nuwe studente-inligting- en administratiewe stelsel, sal registreer. Hoewel sommige senior studente in die Fakulteit Geneeskunde en Gesondheidswetenskappe al sedert 2 Januarie 2024 aanlyn kon registreer, sal die meeste van ons 32 000+ studente van vandag af begin registreer tot 8 Februarie.

Ons verwag 'n gladde oorskakeling aangesien ons die funksies en prosesse in ons nuwe stelsel gedurende die eerste twee weke van Januarie kon toets. Ons is egter terdeë daarvan bewus dat die inwerkingstelling van so 'n komplekse stelsel met veelvoudige fasette saam met die gelyktydige registrasie van duisende studente, onvoorsiene uitdagings en vertragings in die aanlyn self-registrasie kan meebring.

Ons vra julle geduld indien daar onvoorsiene vertragings of knelpunte ontstaan. Ons is oortuig dat die langtermynvoordele van die nuwe stelsel die moontlike tydelike ongerief en frustrasie van die oorskakeling sal oortref. Dankie vir julle begrip en julle hulp om SUNStudent suksesvol in werking te stel.

Ons ondersteuningspan is gereed om te help as julle enige probleme ondervind of verdere inligting of ondersteuning sou nodig kry. Gebruik die **registrasiewebwerf** as julle primêre inligtingsbron — noodsaaklike inligting en die jongste verwikkelinge wat met registrasie verband hou, sal daar opgelaai word. Ons moedig ook oop kommunikasie en terugvoer aan via info@sun.ac.za.

Terugkerende studente wat in die verlede deur middel van die ou studente-inligtingstelsel geregistreer het, moet hulle voorberei op 'n heeltemal nuwe registrasieproses. Daarom is dit belangrik om kennis te neem van die kontrolelys en bykomende inligting hieronder. Maak tyd om die **aanlyn registrasiegids** te lees voordat julle vanjaar registreer. Hiermee die skakel na my vorige epos van 19 Desember 2023 oor **Registrasie 2024**, ingeval julle dit nie toe raakgesien het nie.

Ek wens julle 'n verrykende en suksesvolle akademiese jaar toe.

Vriendelike groete

Dr Ronel Retief
Registrateur

Kontrolelys: registrasiewenke

Installeer MFA op jou toestel om te kan registreer

Alle nuwe en terugkerende studente moet, voordat hulle kan registreer, ’n applikasie op hulle foon of tablet afgelaai hê wat gebruikers se identiteit volgens veelvoudige faktore bevestig (Eng. MFA - multi-factor authentication). Microsoft stel dit as ’n verpligte vereiste. Laai die Microsoft Authenticator (MA) applikasie (app) af op jou Android-, Apple- of Huawei-foon of tablet. Om Huawei- en ander mobiele toestelle te akkommodeer wat nie toegang tot Microsoft Authenticator het nie, het die US die Google Authenticator-app by ons stelsel gevoeg. Besoek die **registrasie-webwerf** vir inligting en gebruikersgidse.

Neem kennis van die registrasiewebwerf

Ons spanne het vir julle gerief omvattende registrasie-inligting (ook waar om hulp te vra) en gebruikersgidse saamgestel. Dit is op die Universiteit Stellenbosch se **registrasiewebwerf** beskikbaar. As julle kennis neem van al die inligting wat met julle akademiese reis verband hou, sal julle min onsekerheid of frustrasie ervaar.

Neem betyds kennis van die registrasierooster

Moenie julle registrasie tot op die nippertjie uitstel nie. Kyk vroegtydig na die **registrasierooster** ingeval julle hulp nodig kry om suksesvol te registreer. Die datums en tydgleuwe word per fakulteit toegeken, en die rooster loop verskillend vir nuwelingstudente en terugkerende studente.

Lees die aanlyn registrasiegids

Die aanlyn **registrasiegids** neem jou stap vir stap deur die self-registrasieproses en help jou om die skerms korrek te voltooi.

Terugkerende studente moet daarop let dat inligting soos byvoorbeeld die bewys-van-registasie-dokument anders in SUNStudent vertoon as in die vorige registrasiestelsel waaraan julle gewoond was. Verwys na die aanlyn registrasiegids vir volledige inligting.

Aanlyn registrasie

Studente word aangemoedig om self aanlyn te registreer. Let asseblief daarop dat die spoed van jou internet-konneksie en beurtkrag jou ervaring van aanlyn registrasie kan beïnvloed.

Ondersteunde registrasie

In sommige gevalle sal dit nie vir studente moontlik wees om self aanlyn te registreer nie, byvoorbeeld studente wat oorgeplaas word, studente met uitstaande skuld of uitstaande dokumente, of ’n akademiese uitslag wat nie ‘slaag’ aandui nie. Ondersteunde registrasie is op spesifieke datums vir spesifieke fakulteite beskikbaar soos in die **registrasierooster** aangedui word.

Geen toegang tot die SUNStudent-portaal nie?

Onderstaande faktore kan ’n student se toegang tot die SUNStudent-portaal blokkeer:

- Uitstaande toelatingsdokumente
- Hertoelating geweier

- Internasionale student se data is nie goedgekeur nie.
- Dissiplinêre stappe
- Uitstaande studiegeld

Administratiewe hulp is by die volgende lokale beskikbaar vir studente wat nie toegang het tot die studenteportaal nie (neem asseblief kennis van die registrasierooster vir jou fakulteit se datums vir ondersteunde registrasie):

Stellenbosch-kampus
Alle studente buiten dié in die Fakulteit Geneeskunde en Gesondheidswetenskappe: NARGA-rekenaargebruikersentrum in die Admin A-gebou
Studente in die Fakulteit Geneeskunde en Gesondheidswetenskappe op die Stellenbosch-kampus: Me Jabu Zim, Kamer 3020, Admin A-gebou.

Tygerberg-kampus
Rekenaargebruikersentrum (GERGA) in die Onderwys-gebou

Hoe om op die Stellenbosch-waglys vir koshuisplasing te registreer

Alle US-studentehuisvesting is tans vol. Ons sal wanneer klasse op 12 Februarie 2024 begin, kan bepaal hoeveel plek daar moontlik beskikbaar is.

Nuwelingstudente wat op die waglys vir koshuisplasing op die Stellenbosch-kampus wil registreer, kan die stappe hieronder volg vir aansoeker (applicant/prospective student). Let daarop dat dié waglys op 31 Januarie 2024 sluit, en dat 'n nuwe waglys vir geregistreerde studente op 1 Februarie 2024 oopgestel word.

As jy teen daardie tyd nog nie koshuisverblyf gekry het nie, maar nog vir plasing oorweeg wil word, kan jy die stappe volg vir 'n huidige student (current student) om vir die nuwe Februarie-waglys te registreer.

If you are an applicant (prospective student)*

1. Go to **https://student.sun.ac.za/**
2. Sign in on your applicant portal
3. Click on "Student Accommodation"
4. Click on "Apply for Waiting List"
5. Choose "Application Waiting List" under waiting list type
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Your position on the waiting list will be available on **my.sun.ac.za**. Select Undergraduate > Accommodation > Waiting list ranking.

If you are a current student:

1. Go to **https://student.sun.ac.za/**
2. Sign in on your student portal
3. Click on "Services & Communities"
4. Click on "Apply for Waiting list"
5. Select the residence of choice
6. Save

*Digitale platform is slegs in Engels beskikbaar.

Stuur asseblief ’n epos na info@sun.ac.za as jy jou universiteitsverblyf op die Stellenbosch-kampus wil kanselleer.

Besoek gerus ook ons webblad vir inligting oor **privaat verblyf**.