

Step-by-step Registration Process First Years

Late Registration 15 -19 March 2021

STEP 1: ONLINE REGISTRATION

- Present **Firm Offer** letter to Security

School and Programmes	Venue	School Registrar	e-mail address
School of Economic and Management Sciences (Diploma in RBM)	Moroka Residence Classroom BA111 (First floor, next to exam hall)	Ms Charmell Cardoso	charmell.cardoso@spu.ac.za
School of Education (B.Ed Senior Phase and FET, B.Ed Intermediate Phase)	T-Block (next to William Pescod)	Mr Jeffrey Thomas	jeffrey.thomas@spu.ac.za
School of Humanities (BA, Higher Certificate in Heritage Studies, Higher Certificate in Court Interpreting)	C-Block (Academic Building) Second Floor	Ms Simoné Williams	simone.williams@spu.ac.za
School of Natural and Applied Sciences (B.Sc, B.Sc Data Science, Diploma in ICT)	C005 (Behind Library) Ground Floor	Ms Nobulali Mathimba	nobulali.mathimba@spu.ac.za

- Student will print **proof of registration** in venue (3 copies)
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STEP 2: STUDENT CARD

VENUE: OLD LIBRARY (C-BLOCK, GROUND FLOOR)

Student to present **Proof of Registration** before student card will be issued.



STEP 3: LAPTOP

VENUE: IT Department (situated at the side of Moroka Residence next to Scanlan street)

Student to present **Student Card** before laptop will be issued.

Laptops issued only between 12h00 and 15h00.



STEP 4: RESIDENCE REGISTRATION

VENUE: EXAM HALL (MOROKA RESIDENCE BUILDING)

Student to produce **Proof of Registration** for FINAL registration in Residence.

DONE WITH REGISTRATION – JOIN ORIENTATION ACTIVITIES