



## NOTICE TO STAFF AND STUDENTS 2025 REGISTRATION

### 1. REGISTRATION PROCEDURE

- a. Registration activities for returning undergraduate students and postgraduates students, commence on **06 January 2025 and end on 17 January 2025**.
- b. Registration, for all students who have been financially cleared, will be online on and off campus.
- c. Students are expected to use their own gadgets (laptops or smart cellular phones) to register.
- d. Services such as lifting of academic blocks in respect of returning students, as well as confirmation of correct choice of modules, will be provided by staff from the Enrolment Management Office and the Schools during office hours.
- e. Students can use the self-help portal (iEnabler) on the website to check if they have academic and/or financial blocks.
- f. International students will not be allowed to register before they are cleared by the International Office in respect of compliance with the applicable South African legislation and regulations. The International Office can be contacted on 012 521 6001. Emails should be sent to: [eunice.modiba@smu.ac.za](mailto:eunice.modiba@smu.ac.za)
- g. Students may **ONLY** attend lectures, tutorial, practical and clinical components of those modules for which they are registered.
- h. Students are responsible for the composition of their programme of study in compliance with the General Rules and the rules and the rules of the relevant school or schools concerned. When registering for each module, students must ensure that there is no clash on the official timetable and that the selected components of the programme are in accordance with the module prerequisites and the prescribed sequence and composition of modules as required for specific years of study.

### 2. STUDENT FEES AND CLEARANCE

For any financial block please do not hesitate to consult the Financial Aid Office on 012 521 4614/4500/4317 or email: [financialaid@smu.ac.za](mailto:financialaid@smu.ac.za) / [tebogo.shole@smu.ac.za](mailto:tebogo.shole@smu.ac.za) and [ramodiana.molete@smu.ac.za](mailto:ramodiana.molete@smu.ac.za)

### 3. APPLICATION FOR RESIDENCE

- a. Student Residences will open on 6 January 2025.
- b. Pre-allocation of returning students will start in the week of 4 – 8 December 2024.
- c. No unregistered student will be allowed in the residences.

### 4. CALL CENTRE / INFORMATION DESK

There will be a Call Centre / Information Desk to attend to provide assistance during office hours. Students can call the following numbers for assistance: 012 521 4204/ 4319/4644/5057. Kindly send your enquiries to the following email addresses: [Alfred.mabuse@smu.ac.za](mailto:Alfred.mabuse@smu.ac.za) / [sendra.mokoena@smu.ac.za](mailto:sendra.mokoena@smu.ac.za)

### 5. SUMMARY OF IMPORTANT ACADEMIC DATES

JANUARY 2025		
Monday	6	• University re-opens: academic and support staff report for duty
Monday	6	• Registration commences for all returning (undergraduate & Postgraduate) students.
Monday	07	• Commencement of the 2025 academic year for returning students: • Lectures, clinical sessions, practicum sessions commence for registered returning students
Friday	17	• Last Day: Registration ends for all returning (undergraduate & Postgraduate) students.

FEBRUARY 2025		
Friday	7	<b>Closing date for:</b> • Late registration for all undergraduate and postgraduate students Changing of courses and/or modules
Thursday	13	• Submission of Academic Exclusions Appeals 13

For more information, kindly contact Deputy Registrar: Academic Administration, Mr Sylvester Khohliso at [sylvester.khohliso@smu.ac.za](mailto:sylvester.khohliso@smu.ac.za)



MR S KHOHLISO

DEPUTY REGISTRAR: ACADEMIC ADMINISTRATION

Date: 25 November 2024