



SERVICE CATELOGUE FOR THE OFFICE OF THE REGISTRAR

Name	Services	Contact Details
<p>1. Mrs L Hlatshwayo Head: Enrolment Management</p>	<ul style="list-style-type: none"> • Applications for admission (from undergraduate and postgraduate prospective students) • Registration (undergraduate and postgraduate students) • Interruption of studies • Cancellation/Addition of modules • Proof of registration services • Unblocking of students • Module exemptions/credits 	<p>Mmule.hlatshwayo@smu.ac.za</p>
<p>2. Ms M Jiyane Head: Assessment and Certification</p>	<ul style="list-style-type: none"> • Academic records • Release of the academic results • Confirmation letters • Degree Certificates • Duplicate certificates • Examination timetable • Graduation statuses 	<p>Martha.jiyane@smu.ac.za</p>
<p>3. Ms Charlotte Besselaar</p>	<ul style="list-style-type: none"> • Dissertation/theses enquiries or administration • Application for extension of time for Masters and doctoral degrees 	<p>Charlotte.Besselaar@smu.ac.za</p>
<p>4. Mr Henno Croucamp Deputy Registrar: Governance and Records Management</p>	<ul style="list-style-type: none"> • Elections of members to serve on governance structures and/or bodies of the University • Requests for official records of the University including policies, academic rules of the University, etc. 	<p>HCroucamp@smu.ac.za</p>

<p>5. Mr Baatile Poo Deputy Registrar: Academic Administration (acting)</p>	<ul style="list-style-type: none"> • Signing of HPCSA forms • Signing of bursary application forms, where applicable • Handling of degree/diploma certificates for students or former students with outstanding fees 	<p>Baatile.Poo@smu.ac.za</p>
<p>6. Ms Monica Maseko Senior Committee Officer or Ms Tshepo Dorcus Malemela: Records Officer</p>	<ul style="list-style-type: none"> • Academic exclusion applications • Academic exclusion outcomes 	<p>Monica.Maseko@smu.ac.za</p>
	<ul style="list-style-type: none"> • Decisions of PGC on applications and related matters 	<p>Dorcus.Malemela@smu.ac.za</p>
<p>7. Mr Thapelo Mamuno Legal Advisor</p>	<ul style="list-style-type: none"> • Legal services • Student Disciplinary cases (concluded and/or pending) 	<p>Thapelo.Mamuno@smu.ac.za</p>