



SEFAKO MAKGATHO  
HEALTH SCIENCES UNIVERSITY

## Registration Guide 2020

## Vision

To be the benchmark institution providing holistic health sciences education that meets the health needs of the individual, the family, the community and the population.

## Mission

- Provide high quality primary health care oriented health sciences research, education and services.
- Deploy educational approaches that include evidence base methods for curriculum development and delivery that are rooted in the community.
- Promote interdisciplinary research, education and skills training that recognizes the cross-disciplinary nature of holistic health care provision.
- Produce a cadre of health professionals with the transformative leadership capacity to identify, analyse and address the health needs of the individual, the family, the community and the population.
- Create an environment that supports innovation and harnesses the power of new technologies to address the health needs of the community.

## Motto

“Knowledge for Quality Health Services”



## FOREWORD BY THE REGISTRAR

Dear Student

Welcome to Sefako Makgatho Health Sciences University (SMU) for the 2020 academic year.

The registration booklet you have is a comprehensive guide to all undergraduate and postgraduate students available at SMU. In order to make your life easier during registration, we have ensured that the booklet contains such information as:

- a. Registration dates and related closing dates
- b. Face-to-face and online registration guidelines
- c. Information about the semester 1 and 2 for the 2020 academic year
- d. Registration venue(s)
- e. Orientation dates
- f. Payment options, and up-front payment required both undergraduate and returning students
- g. Support contact details during registration, including but not limited to general enquiries, call centre and school-related registration.

As we welcome you into SMU as either a returning student or new student, we trust that you will find the information contained in the booklet useful. If you need more information and/or clarity on any of the issues raised in the booklet, kindly feel free to contact our information centre at 012 – 521 6130/ 5057.

Yours Sincerely

**DR JM Mabelebele**  
**Registrar**



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## 1. Registration guidelines for the 2020 academic year

The registration procedures for the 2020 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 per academic qualification, linked to each day during the week. Please report for registration between 08h00am and 15h30pm on the day scheduled for your qualification and period of study (refer to registration dates in this guiding booklet)

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

- i. International student compliance checkpoint;
- ii. Financial clearance;
- iii. School administration for curriculum advice;
- iv. iEnabler pin (if forgotten);
- v. Online academic registration;
- vi. Online residence registration for returning students;
- vii. Application for residence for new students
- viii. Issuing of student card

### Compulsory registration documents:

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

- a) Copy of bar-coded identity document or ID card or passport.
- b) Copy of Grade 12 NSC 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).

**NB:** International students **without** a valid study permit, passport and proof of medical aid cover will not be allowed to register by the University.



## 2. Payment of tuition fees

Fees are determined by the SMU Council on annual basis, and are subject to revision. Students will only be permitted to enrol at the University if they have deposited the registration fee into the university's bank account. No cash will be accepted at the sports complex registration venue. Students are requested to make payments three (03) days prior to their scheduled registration date and they must produce proof of payment.

## 3. Minimum initial payment towards registration

The University has approved a registration fee of **R4 500** for the 2020 academic year. For further information on fees and quotations, please call:

- Ms Tebogo Shole: 012 – 521 4614
- Mr Ramodiana Molete: 012 – 521 5954

***Students are also advised to visit the University's website timeously for updates on fee-related matters: [www.smu.ac.za](http://www.smu.ac.za)***

## 4. Payment terms of fees

- 1<sup>st</sup> installment is payable before registration unless an acceptable confirmation from a sponsor is attached.
- Half (50%) of the balance of all outstanding fees, to be paid not later than 31<sup>st</sup> May.
- Fees must be paid in full by the 31<sup>st</sup> August each year.
- Students who settle the total outstanding balance (100%) before the 31<sup>st</sup> May receives 5% discount on tuition. (Only student without bursaries or financial assistance receives the discount).
- Students are liable to pay 100% of the fees before the cut-off date.
- The University will grant 5% discount as a refund subject to any other fees or charges or contingency fees being deducted first.

**NB: International students, Elective term students and Occasional students are required to pay all their fees upon registration.**



## 5. University's banking details

<b>Account name</b>	<b>Sefako Makgatho Health Sciences University</b>
<b>Bank</b>	<b>Standard Bank</b>
<b>Account number</b>	<b>071 244 395</b>
<b>Branch Number</b>	<b>Thibault Square</b>
<b>Branch Number</b>	<b>020909</b>
<b>Reference</b>	<b>YOUR student number</b>
<b>Swift code</b>	<b>SBZAZAJJ</b>

### Payment Methods

Direct deposit, Cashier point and EFT

### Contact details Finance (student debtors)

Tebogo Shole: 012 - 521 4614  
Emily Msiza: 012 - 521 4735  
Mothibedi Motsepe: 012 - 521 4500  
Frans Teffo: 012 - 521 4317

## 6. Guidelines for 2020 residence registration process

### Residence applications

**Only new first-year students** may still apply for residence accommodation in January 2020, if they are accepted to study at SMU. Submit the application form, together with proof of academic acceptance, to the Residence desk.

### 2020 residence registrations

1. On the day of your arrival, new students must collect the residence application form from the residence desk.
2. Sort out your study registration at the Sports Complex registration venue and obtain a hardcopy proof of registration.
3. Application and registration for residence accommodation can only take place after academic registration.

**NB: There are limited places in University residence and admission to study at SMU does not guarantee a place in residence. Please note that places are awarded on a first come first served basis.**

## Residences Open

Returning students: Sunday, 05 January 2020  
New students: Wednesday, 15 January 2020 (**only B Pharmacy I**)  
New students: Wednesday, 22 January 2020 (**all other first time entering new students**)

### Contact details for residence:

Mr Lethabo Kudumane  
Room S530 Central Office  
Clinical Pathology Building  
Tel.: 012 – 521 3742

## 7. International students' registration requirements

The rules around the acceptance of international students are legislated by the South African Home Affairs Department, thus SMU 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 an SMU student.

All International students who have been accepted to an academic programme of study at SMU 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 SMU;
- c) A proof of medical aid cover, registered & administered in South Africa and must cover the duration of their study period.
- d) A valid asylum seeker permit, refugee identity document or permanent residence permit.

### Contact Details for International Office

Ms Eunice Modiba  
Advocacy and Diversity Officer  
Residence Information Centre  
Telephone number: +27 (012) 521 5834  
Email: [eunice.modiba@smu.ac.za](mailto:eunice.modiba@smu.ac.za)



## 8. Online registration process

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

1. Make your way to the Sports Complex to **register online on campus**.
2. International Students unfortunately cannot proceed with online registration **before** clearance by the International Office compliance officer at the Sports Complex registration venue.

Please refer to the step-by-step guidelines for online registration on page 14

### Generic iEnabler PIN code for all new students

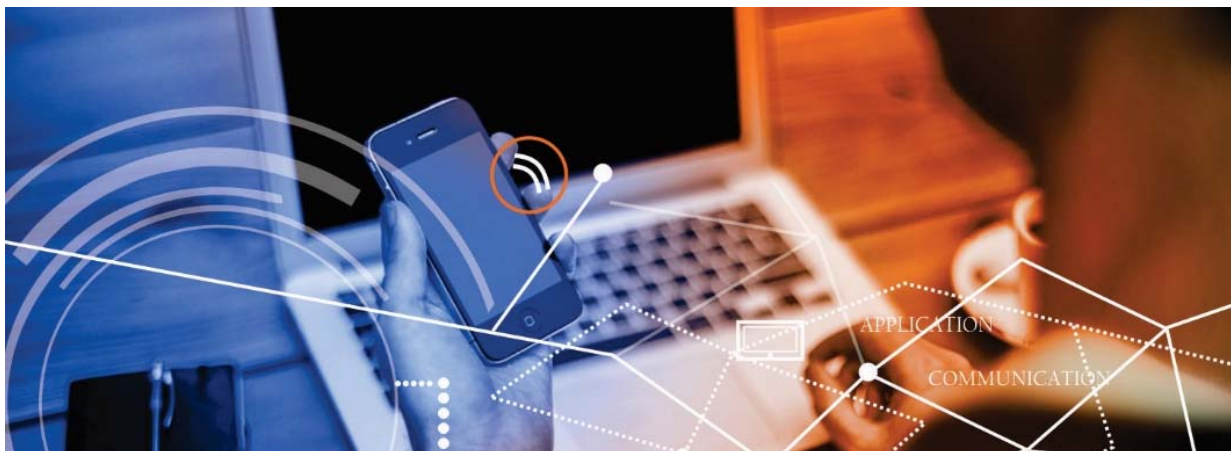
The generic iEnabler pin code which is required during online registration is **1976 for all new students**. Please remember to change your pin after registration.

**NB:** The pin code **for returning students** will be communicated to them via short message service (SMS).

## 9. School of Science and Technology Students' registration process

In order to ensure that students select and register for the correct subjects/modules required in their BSc **major field of study and electives**, as well as maintain a clean study record, Science and Technology students should seek academic course advice and assistance from the School of Science and Technology desk at the sports complex **before** registering. They can only register on-line after being cleared by the School of Science and Technology.

**“Ensure that you are registered for the correct subjects/ modules!”**



## **10. Registration with the South African Nursing Council (SANC)**

After a successful academic registration, **all nursing** students need to register with the South African Nursing Council (SANC). You are also required to pay a once off amount of R220.00 as well as R432.00 per annum for indemnity. *The nursing department in the School of Health Care Sciences will assist the students with the SANC registration process.*

You are also required to bring along the following items as uniform:

### **Ladies:**

- a) Formal navy blue skirts or pants
- b) Formal white shirt. No clinical coat
- c) Formal navy blue skirts or pants stockings
- d) Black/ brown/ blue closed comfortable shoes. No open toe shoes, stilettos and sneakers are allowed.
- e) Navy blue jacket or sweater in winter with no beanies or hats.

### **Gentlemen:**

- a) Formal navy blue trousers
- b) Formal white shirt. No clinical coat and tie
- c) Black/ brown/ blue closed comfortable shoes. No open toe shoes and sneakers are allowed.
- d) Navy blue jacket or sweater in with no beanies or hats.

## **11. Registration with the Health Professions Council of South Africa (HPCSA)**

Students who are successfully registered for the qualifications below are reminded that in addition to registering as a student of Sefako Makgatho Health Sciences University, they must also register with HPCSA.

In order to enable the University to arrange for registration with the HPCSA on behalf of the students, they must provide the University with the following on the day of registration:

- a) Proof of payment for R275 deposited into the HPCSA account at ABSA, account no. 0610000169 and use the ID number as a reference.
- b) Certified ID copy or birth certificate.

The HPCSA registration forms will be available at the sports complex registration venue.

Qualification	Period of study
MBChB	First and Final year (including ECP II and VII)
B Rad (Diagn)	First year
BSc (Physiotherapy)	First year
BSc (Dietetics)	First year
B Occupational Therapy	First year
B Speech Lang Path & Audio	First year
B Dental Surgery	First year
B Oral Hygiene	First year
B Dental Therapy	First year

For more information on HPCSA please visit [www.hpcsa.co.za](http://www.hpcsa.co.za)

## 12. Registration with the South African Pharmacy Council.

B Pharm students are also required to register with the South African Pharmacy Council. Details can be obtained from the School.

### Contact details for School of Pharmacy

Ms Simangele Mahlangu

012 – 521 5866

[Simangele.mahlangu@smu.ac.za](mailto:Simangele.mahlangu@smu.ac.za)



### 13. Registration Dates

Please register on the date specified for your programme in the table below.

<b>Monday, 06 January 2020</b>	<b>University Opens Registration venue – Sports Complex</b>	
	<b>Returning students</b>	<b>New students</b>
<b>Tuesday, 07 January 2020</b>	<b>Registration for:</b> B Rad (diagn) II, III BDS II, III, IV, V BSc (DIET) II, III, IV BSc (PHYSIO) II, III, IV BPHARM II, III, IV B OCC THER II, III, IV BNSA II, III, IV MBChB V, VI BNSc II, II B SLP&A IV	N/A
<b>Wednesday, 08 January 2020</b>	<b>Registration for:</b> MBChB II, III, IV BDS II, III, IV, V BDT II, III BOH II, III	N/A
<b>Thursday, 09 January 2020</b>	<b>Registration continues for:</b> MBChB II, III, IV	N/A
<b>Monday, 13 January 2020</b>	<b>Registration for:</b> B SLP&A II, III, IV BSc II, III	N/A
<b>Tuesday, 14 January 2020</b>	<b>Registration continues for:</b> B SLP&A II, III, IV BSc II, III	N/A
<b>Wednesday, 15 January 2020</b>		<b>Registration for BPHARM (First time entering students)</b>
<b>Thursday, 16 January 2020</b>		<b>Registration continues for BPHARM (First time entering students)</b>
<b>Monday, 20 January 2020</b>	<b>Registration for all returning ECP II students</b>	N/A

<b>Wednesday, 22 January 2020</b>		Registration for <b>all first time entering undergraduate</b> students commences (excluding BPHARM)
<b>Thursday, 23 January 2020</b>		Registration <b>continues</b> for <b>all first time entering undergraduate</b> students (excluding BPHARM)
<b>Friday, 24 January 2020</b>		Registration for <b>all first time entering</b> students <b>ends</b> for the 2020 academic year
<b>Friday, 31 January 2020</b>	Registration for <b>all returning</b> Undergraduate and Postgraduate students <b>ends</b>  Registration for all MMed and other postgraduate students	
<b>NB: Friday, 28 <u>February</u> 2020</b>	<b>Closing date for:</b> Cancellation of courses and/ or modules Changing of courses and/ or modules Exemption from attending a course or module Submission of applications for exemption from courses passed at other universities Interruption of studies  <b>Closing date for:</b> Late registration for all undergraduate and postgraduate students	

**\*Please note:**

- **Verify your proof of registration immediately to ensure that your instructional offerings have been captured correctly.**
- **No subject/ module additions and cancellation will be allowed after the registration period has been concluded.**

#### 14. 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 Sefako Makgatho Health Sciences University!***

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

### **15. 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.

### **16. Printing of your student card**

- a) Produce your proof of registration to the protection service desk
- b) Verify and collect your 2020 student card.

### **17. Orientation Dates**

Orientation is a process of adjustment or alignment of oneself to surroundings or circumstances. In this case, aligning self to the university environment and activities.

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

<b>Date</b>	<b>Activity</b>
Monday, 27 January 2020	Orientation for all first time entering students <b>commences</b>
Wednesday, January 2020	Orientation for all first time entering students <b>ends</b>

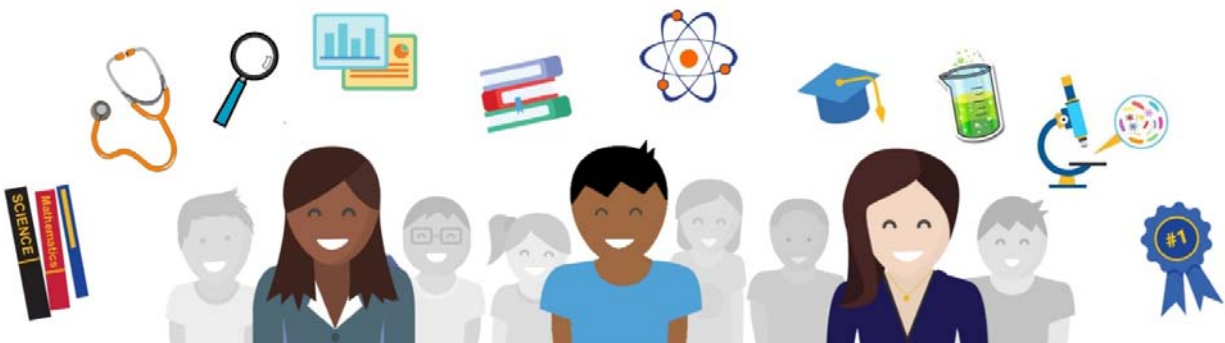
### **18. Academic rules and regulations**

Please familiarise yourselves with the University Important dates, academic rules and student code of conduct available in the **General Calendar 2020** booklet as well as School and qualification specific rules and regulations available in the School calendars.

## 19. Enquiries

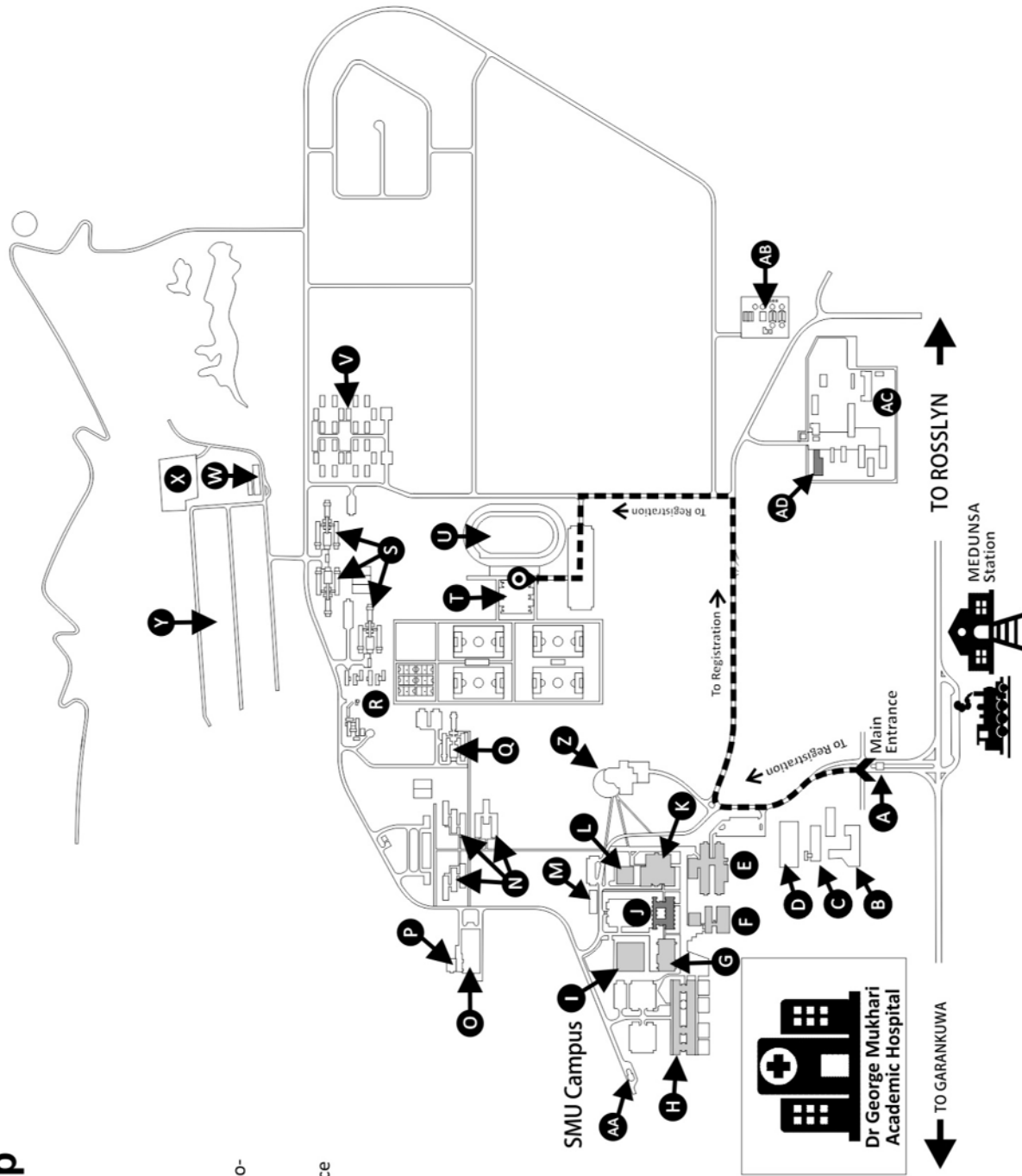
- a) **General registration enquiries** – please contact:  
012 – 521 4979/ 4058/ 4135/ 4135/ 4137/ 4204/ 4319
- b) **School of Health Care Sciences enquiries** – please contact:  
012 – 521 3298/ 4699
- c) **School of Medicine enquiries** – please contact:  
012 – 521 5853/ 3999/ 4321
- d) **School of Oral Health Sciences enquiries** – please contact:  
012 – 521 4802/ 4803/ 4801
- e) **School of Pharmacy enquiries** – please contact:  
012 – 521 5866/ 4649
- f) **School of Science and Technology enquiries** – please contact:  
012 – 521 3362/ 4304/ 4371/ 6438

*Wishing you a  
memorable student experience  
at GMU!*



# SMU Campus Map

- A Main Gate/Security
- B Safety and Security
- C MEDICOS
- D Pharmacovigilance
- E Dentistry & Dental Hospital
- F Health Care Sciences
- G Library & Medical Illustration & Audio-Visual Services (MIAAVS)
- H Clinical Pathology Building (CP)
- I Skills Centre, POME & Nursing Science
- J Basic Sciences Building (BMS)
- K Natural Sciences Building (NSB)
- L New Auditorium & Amphitheatre
- M ATM's
- N Student Residences
- O Reprographics, Assets & Stores
- P Technical Services
- Q Student Residence
- R Public Health
- S Student Residences
- T Indoor Sports Complex
- U Athletics Pavillion
- V Student Housing
- W Garden Services
- X Nursery
- Y Student Housing
- Z Student Cafeteria
- AA Psychology Department
- AB Water Purification Works
- AC Maths & Stats
- AD ICT



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# MY NOTES

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A series of 20 horizontal dashed lines for writing notes.



