

University providing quality education // Mission: To provide globally competitive graduates, relevant for the human capital needs of our country, by providing quality education which upholds high standards of research and academic excellence.

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# 2024

## REGISTRATION

## INFORMATION FOR RETURNING STUDENTS



**UNIVERSITY OF  
ZULULAND**

A NODE FOR AFRICAN THOUGHT

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# THE UNIVERSITY OF ZULULAND

## LOOKS FORWARD TO WELCOMING YOU BACK

### AS A SENIOR STUDENT IN 2024!

#### REGISTRATION PROCESS

Registration will be done ONLINE and OFF CAMPUS, for which you may use a hand held device or computer facility at your disposal.

You will :

- Access the website, **[www.unizulu.ac.za](http://www.unizulu.ac.za)**
- Go to **Student Zone** and click on **Registration 2024**
- **Click** to Register
- **Log in** using your **student number** and **user pin**
- Follow **all** the **Registration steps**
- **Print your Proof of Registration** - Student Admin Office can assist you with this.

In order to register online, returning students will need to have:

- Settled arrear fees
- Fulfilled the requirements for promotion to the next level of study in the relevant programme
- Submitted all outstanding documentation (ID, matric/senior certificate, proof of residence) for student files.

#### REGISTRATION DATES

Registration for senior students commences on \*\*\*

**PLEASE ENSURE THAT YOU REGISTER DURING THIS PERIOD.**

#### INTERNATIONAL STUDENTS

In terms of the Immigration Act, international students must provide:

- Valid passport and UNIZULU study permit
- SAQA verification certificate (Post-graduate students if one is not on your file)
- Letter proving adequate medical insurance cover,

Documents should be emailed to: [cebekhulub@unizulu.ac.za](mailto:cebekhulub@unizulu.ac.za) **before** you will be able to register in 2024.

All international students will be blocked from registering until all required documents are in order.

## WHO WILL NOT BE ABLE TO REGISTER ONLINE?

The following students will not be able to register online;

- Students with some form of exclusion due to a transgression
- Students whose finance has not been cleared  
i.e. fees are owed, financial plans not approved and implemented.
- International students who do not comply with the above

If, for any other reason, you encounter problems registering online, you will need to contact Student Administration or your Faculty to complete your registration. See support contact details on page 5.

## CELLPHONE NUMBERS

If you have changed your cellphone number please ensure that you have updated it on iEnabler. It is very important that your cell number is correct at all times on the system as the University will use this number to communicate with you. It is also very important that we have a next-of-kin contact number on the system. Please ensure that there is one for you.

## FINANCE

Students not owing prior fees will be cleared for registration. Students owing fees may obtain Payment Plan forms by sending an email to [paymentplans@unizulu.ac.za](mailto:paymentplans@unizulu.ac.za) before the 2023 academic year ends so they can be cleared to register.

## NSFAS AND BURSARIES

Students receiving NSFAS will be flagged for registration, after NSFAS has approved that they meet the criteria to be funded. Returning students must pass 55% of their modules in order to meet NSFAS criteria and be successful in obtaining funding for 2024.

The N+ Rule sets the limit for the duration that a student may receive financial aid from NSFAS for a programme (N+1 applies to all students and N+2 applies to students with disabilities).

Once a bursary has been confirmed with the funder, students with bursaries will be cleared for registration.

## UNIVERSITY'S BANK ACCOUNT DETAILS

**Account Name:** University of Zululand  
**Bank:** ABSA Bank, Empangeni  
**Branch code:** 632005  
**Type of Account:** Current Account  
**Account No:** 1880000051  
**Reference:** Your Student Number

## PLEASE DO NOT GIVE CASH TO ANYONE!

## STUDENT HOUSING

Students that successfully made applications to be considered for space at the residences in 2024, will be placed at the residences after the release of the examination results and that will be prior to the start of registration. Students are reminded that placements at the residences depend on meeting all the qualifying requirements. After the placements, students will be required to register academically before they can register for residence. Students are advised to register their room right after completing their academic registration in 2024. Students who delay registering rooms allocated to them will forfeit them to other qualifying students without further notification. The capacity of residences at the University cannot, unfortunately, accommodate all of its qualifying students.

## STUDENT CARDS

It is imperative that you get a student card once registered. 2024 student cards can be processed and collected from the Student Card Office on the Campus that you will be studying on. Proof of Registration and ID will need to be produced.

## SUBMISSION OF MATRIC/SENIOR CERTIFICATES

Second and Third year students, if you matriculated in 2021 and 2022 respectively and have not yet submitted your matric/national senior certificate, please do so as soon as possible at the Student Card Office (opposite FAB offices), (KwaDlangezwa Campus Students) or at Office A2-13 (Richards Bay Campus Students).

## OLD MINISTERIAL MODULE & PROGRAMME CODES

Students enrolled with old ministerial modules and programme codes (eg. ACOM141, CACC301, ELLG112, SMTH111) will still be able to continue with their studies in 2024.

## IMPORTANT DATES AFTER REGISTRATION

- Lectures start  
\*\*\*
- Modification of registration of undergraduate modules and programmes starts  
\*\*\*
- Modification of registration of undergraduate modules and programmes ends  
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## CHATBOT

Please keep a look out for the CHATBOT icon on the Registration webpage. CHATBOT will assist to answer some of your registration queries without you having to speak to a person!

## STEP BY STEP GUIDE FOR ONLINE REGISTRATION



Select **"Registrations"** on the left. Read the Registration Rules and click **"I accept"**



Select your **"Employment Status"** in the drop down list in this field. **"Save and Continue"**  
If you are a **Final Year Student** click **YES**, if not click **NO**.



Click **"Qualification Code"** Then Select **"Register for this Qualification"** Select your subjects, by ticking the box next to each subject. Ensure that you select all compulsory subjects. Select balance of modules from list of electives. Note that you may not register for modules where the prerequisite has not been met. These subjects will be indicated with a red dot. Click **"Save and Continue"** if you are absolutely sure that you have selected the right module, offering type and period study.



The screen will show the breakdown of your fees. Click **"Accept Registration"** to continue with the registration process



**"Proof of Registration"** will be displayed. Click **"Print"** should you have access to a printer OR print your Proof of Registration on Campus



Your online registration is complete



Congratulations and well done!



# REGISTRATION SUPPORT

The following Registration Support will be available during weekdays 07h30-16h00 during the Registration period:

	TELEPHONE NUMBER	EMAIL ADDRESS
<b>KwaDlangezwa Campus Programmes</b>		
Faculty of Humanities & Social Sciences	035-902 6036 035-902 6572	xulunp@unizulu.ac.za; xothongox@unizulu.ac.za
Faculty of Commerce, Admin & Law	035-902 6040 035-902 6539	sikhakhanej@unizulu.ac.za; mpofum@unizulu.ac.za
Faculty of Education	035-902 6035 035-902 6023	mtshalim@unizulu.ac.za; mtotywap@unizulu.ac.za
Faculty of Science, Agriculture & Engineering	035-902 6574 035-902 6282	zungub@unizulu.ac.za; ndlovuj@unizulu.ac.za
Finance Office	035-902 6906 035-902 6293	sikhosanav@unizulu.ac.za; mashiyanej@unizulu.ac.za
Payment Plans	035-902 6287	paymentplans@unizulu.ac.za
NSFAS	035-902 6689 035-902 6308 035-902 6309	cakwen @unizulu.ac.za; nyemben@unizulu.ac.za; mulaudzit@unizulu.ac.za
Bursary Office	035-902 6305 035-902 6307	mazikob@unizulu.ac.za mthiyanem@unizulu.ac.za
ICT for Pins	035-902 6015 035-902 6018	labs@unizulu.ac.za
Protective Services	035-902 6599 035-902 6479	yolelom@unizulu.ac.za
Student Housing	035-902 6179	mngunit@unizulu.ac.za
International Student Office	035-902 6548	cebekhulub@unizulu.ac.za
Student Card Office	035-902 6078	
Campus Clinic Emergency	59289(speed dial)	
<b>Richards Bay Campus Programmes</b>	035-902 6950 035-902 6923 035-902 6924 035-902 6977	khumalonm@unizulu.ac.za adlamk@unizulu.ac.za; radebee@unizulu.ac.za; munianv@unizulu.ac.za
Finance & NSFAS Office	035-902 6954	mafundityalap@unizulu.ac.za
ICT for Pins	035-902 6854	Rbay-labs@unizulu.ac.za
Protective Services	035-902 6970	lukheler@unizulu.ac.za
Student Card Office	035-902 6977	munianv@unizulu.ac.za
Student Housing	035-902 6911	mthalanem@unizulu.ac.za



## UNIVERSITY OF ZULULAND

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### Applications: Central Applications Office

Sharecall: +27 (086)086 0226

International Calls +27 (031) 268 4444

Email: [enqgeneralcao.ac.za](mailto:enqgeneralcao.ac.za)

Fax: +27 (086)622 8823 or +27 (031) 268 4422

Website: [www.cao.ac.za](http://www.cao.ac.za)



**UNIZULU INFORMATION:** Student Admissions  
KwaDlangezwa Campus: +27 (035) 902 6790/6030  
Richards Bay Campus: +27 (035) 902 6923  
Email: [admissions@unizulu.ac.za](mailto:admissions@unizulu.ac.za)  
Website: [www.unizulu.ac.za](http://www.unizulu.ac.za)

ISSUED BY COMMUNICATIONS AND MARKETING DIVISION Ground Floor, Administration Building, KwaDlangezwa Campus  
Tel: +27 (0) 35 902 6668 Email: [cmd@unizulu.ac.za](mailto:cmd@unizulu.ac.za) Web: [www.unizulu.ac.za](http://www.unizulu.ac.za)

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