



Registration Guide 2022



@WalterSisuluUni
Walter Sisulu University
www.wsu.ac.za

WSU

Walter Sisulu University

In pursuit of excellence



Our Vision

An impactful, technology-infused African University.



Our Mission

Through its core business, WSU responds to societal needs in ethical, scholarly, sustainable, and entrepreneurial ways, and delivers future-ready graduates.



Our Core Values

Walter Sisulu University's core values are:

- Honesty and Integrity
- Quality and Excellence
- Respect
- Ubuntu



Our Purpose

In pursuit of excellence, Walter Sisulu University addresses societal challenges by:

- Producing relevant, innovative, and impactful research,
- Championing sustainable and just development, and
- Graduating versatile individuals.



Our Slogan

- In pursuit of excellence

FOREWORD BY THE REGISTRAR

Dear Student

Welcome to Walter Sisulu University (WSU) for the 2022 academic year.

Good student experience begins with effective application and registration processes. To a prospective student, the first point of interaction with the University remains critical as you try to learn or know more about the University, your academic department, faculty and the general administrative support offices. Therefore, following correct procedures in whatever you do during registration, will take you to the point of your day-one in the University classroom. WSU is ready to walk with you in your life changing academic journey.

All returning students must pay attention to the outlined registration activities and scheduled dates. Plan and prepare yourself on time as you complete your registration activities and stick to the given due dates. This will enable the start of classes as stated in the University academic calendar.

The Registration Booklet for 2022 Academic Year guides all undergraduate and postgraduate students and it contains an important such as:

- a. Registration dates and related closing dates
- b. Online registration guidelines
- c. On-campus online registration labs
- d. Registration and financial support
- e. Registration and student accommodation
- f. Orientation dates
- g. Class time tables – available from Departmental secretaries
- h. Campus Security Services
- i. Student Affairs

As I welcome you into WSU as either a returning student or new student, I trust that you will find the information contained in the booklet useful. If you need more information and/or clarity on any of the matters raised in the booklet, make use of contacts given for each service point.

Yours



Dr Lulamile Ntonzima
University Registrar

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REGISTRATION GUIDELINES FOR THE 2022 ACADEMIC YEAR

The registration procedures for the 2022 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 as per the calendar dates in the general prospectus.

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

- i. International student pre-registration compliance check and clearance.
- ii. International students without a valid study permit, passport and proof of medical aid cover will not be allowed to register by the University.
- iii. Fees and Financial Aid pre-registration clearance.
- iv. Online academic registration.
- v. Online residence registration.
- vi. Issuing of student card.

Compulsory registration documents:

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

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

Please follow the voice note guideline to register online: Click on http://itsapp.cle.intra.wsu.ac.za:7771/pls/prodi03/w99pkg.mi_login





TUITION FEES



Fees are determined by the WSU Council on annual basis, and are subject to revision.

Financial clearance for registration

1. NSFAS Funded Students

1.1. First time entering students (FTENs) & New Applicants

FTENs with confirmed NSFAS funding AND enrolled for a funded qualification will be cleared to register, after the University has confirmed funding eligibility directly with NSFAS. The University does not process financial clearance using information submitted by students. Students should note that it may take up to 2 to 3 days for the University to verify and process NSFAS funding. Once the funding status has been verified and processed, students will be notified by SMS and the funding status will be updated on the WSU student portal https://students.wsu.ac.za/student_portal/index.php.

Students should regularly check their funding status on the NSFAS portal <https://my.nsfas.org.za/Application/selfservice.jsp> and should note that NSFAS funding status may change after initial confirmation of funding i.e. a student could be unfunded by NSFAS during the course of the year. Although FAB will assist, funding queries should be directed to NSFAS. In the event of a conflict between the funding status on the student portal and the NSFAS portal, the status on the NSFAS funding portal takes precedence.

1.2 Funded qualifications

To be eligible for NSFAS funding, a student must be enrolled for a funded qualification such as a Diploma programme or first time degree programme. Post graduate programmes such as Advanced Diplomas, Honours qualifications, PGCE and second qualifications are not funded. For a full list of unfunded programmes students should check with FAB or the DHET funding guidelines. What this means is that a student may be funded on the NSFAS portal but not be approved for NSFAS funding if they are enrolled for an unfunded qualification.

1.3 NSFAS late applications

Students should note that NSFAS may not open a late application window. Accordingly, students who are eligible for NSFAS funding and did not apply for NSFAS funding will be required to pay MIP/treated as unfunded students.

1.4 Returning students

Returning students are students who had confirmed funding in the prior year.

For returning students to be funded by NSFAS in 2022 academic year, they should meet academic criteria (pass 50% of enrolled subjects), and should be within N+ rule as set out by NSFAS. The years of enrolment are measured for all the years of study at any public institution of higher learning, and not only from the time a student was enrolled at WSU.

The N+ rule evaluation is completed by NSFAS using registration and qualification data submitted by the Institution and HEMIS data from DHET. The data used by NSFAS during the 2021 academic year in completing the N+1/N+2 evaluation will be published on the NSFAS funding portal. The N+ rule is not an institution decision and therefore can only be amended by NSFAS with input from the Institution where appropriate.

The following should also be noted regarding the N+ rule:

- Years of study for a previous qualification and/or at a prior institution are included in the calculation of years of study whether the qualification was completed or not.
- Years that a student are not funded are included in the calculation.

Should there be a delay in the finalization of funding decisions by NSFAS for returning students, FAB will determine students NSFAS funding eligibility for registration purposes taking into account:

- Academic results for 2021
- N+ information
- Enrolled qualification for 2022

The funding status should be accessed on the WSU student portal https://students.wsu.ac.za/student_portal/index.php, and on the NSFAS portal <https://my.nsfas.org.za/Application/selfservice.jsp>.

NSFAS returning students with no outstanding debt will be cleared to register after their funding eligibility has been verified and processed. NSFAS funded students with outstanding debt may be required to sign an AoD form before being cleared to register.

1.5 Students with outstanding debt

Pre-completed AoDs forms will be sent to qualifying students by email with a link of where the AoDs will be uploaded. Students should not go FAB to collect or sign AoD



forms but can direct queries by email to aod2021@wsu.ac.za. This email address should only be used for enquiries and not to submit AoDs.

The following should be noted about AoDs:

- The AoD form should be properly completed and signed by the student. Forms that are not properly completed and signed will be rejected by NSFAS.
- **AoD forms do not clear outstanding debt immediately. The AoDs are subject to verification and audit by NSFAS before outstanding debt can be cleared.**

1.6 NSFAS Appeals

Students who appeal a NSFAS funding decision cannot be cleared to register until their funding appeal has been approved by NSFAS.

Although the institution administers returning student funding appeals, the final funding decision rests with NSFAS. **Students should also note that as per funding guidelines, there are limited grounds for appealing the NSFAS funding decision.** Appeals that do not fall within the grounds for appeal specified by NSFAS will not be recommended by the Institution's appeals committee.

FTEN appeals should be submitted directly to NSFAS. Returning Student appeals should be submitted to FAB office.

All funding appeals should be submitted within the deadlines communicated by NSFAS. **Late applications may not be considered by NSFAS.**

2. Bursary Funded students

A letter of funding applies to cases where fees are paid by a sponsor or a funder other than NSFAS. The University does not involve itself in disputes between a sponsor and beneficiary.

- The following shall apply to letters of funding:
- The University will only accept letters of funding from approved sponsors.
- The University reserves the right to verify the validity and authenticity of letters of funding from new sponsors. The verification of letters of funding may take up to 3 days.
- **The University will request a surety / acknowledgement of debt from private companies which do not have an existing MoA with the University.**
- The letters of funding should be signed by a duly authorized official and on an official letterhead and should be sent directly by the funder(including letters



- from HR for subsidies) from an official email address to bursaries@wsu.ac.za.
- The University will not accept letters of funding from students or staff to prevent fraud. The letter of funding should include contact details of the person signing the letter for verification purposes.
- Financial clearance will only be processed after the necessary verification has been completed by FAB and for students with no outstanding debt. **Students with outstanding debt will be required to pay a % of prior year outstanding debt as per MIP schedule unless if a funder commits to settle the prior year debt.**
- Proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration clearance.
- The letter of funding should indicate what is covered by the funding, e.g. tuition, residences, books, meals, international students levy, etc.
- Students will be notified when they have been approved to register.

3. Self-funded students & students funded by Fundi

Self-funded local students are required to pay the MIP as per the Council approved MIP schedule, unless if a student has been approved to register by the Special Cases Committee.

Tuition fees MIP

The amounts payable are set out below:

South African Citizens and Students with Permanent Residence

Outstanding debt	Amount payable
Nil or credit balance	R4 400
0 – R50 000	R4 400 plus 10% of outstanding debt
+R50 000	R4 400 plus 25% of outstanding debt

International Students

Outstanding debt	Amount payable
Nil or credit balance	R15 000 deposit
R0 – R999 999 999	100% of outstanding debt plus R15 000 deposit

Students should note that prior year NSFAS credit balances cannot be used for registration purposes. Similarly, prior year bursary credit balances cannot be used towards MIP without the written permission of the sponsor.



Residence fees MIP

The MIP for residences is as follows:

Type of residence	Amount payable
University Owned residence	40% of the fees or R12 000
Leased residence	100% of the fees or R30 000

4. Special cases registration

The University allows qualifying students to register without paying MIP following approval by the Special Cases committee at each Campus as per the Council approved Quotas.

All special cases applications should be submitted to the Campus Special cases committee. The Institutional Office does not process special cases applications.

5. Payment mechanisms

The following payment mechanisms are available:

- Bank Deposits and Electronic Funds Transfer
- Card and POS payments (at selected sites)

The following payment mechanisms are not accepted:

- Cash Payments
- Cheque, Postal Orders and Telegraphic Postal Orders

The processing time for payments made provided the correct reference and the designated bank account are used is as follows:

Method of Payment	Processing time
Cash deposits	30 minutes to an hour
EFT payments from FNB	
Card and POS payments	
EFT from other banks	48 hours

Payments from other banks should be made at least two days prior to registration to avoid delays.

Payments by international students must be made in Rand and deposited into the University Bank Account. Provision should be made for bank costs.

Further information on the payment mechanisms is below:



5.1 Cash Payments

The University no longer accepts any cash payments at the cashier's windows (for security reasons). Students are therefore requested not to attempt to make cash payments at the cashier's windows or to any University official. The University will not be held liable for any loss as a result of cash paid to University officials in contravention of this notice.

5.2 Bank Deposits and Electronic Funds Transfer

Fees should be paid directly into the University bank account either by cash deposit or electronic funds transfer (EFT).

The banking details to be used are:

Bank:	FNB
Account name:	WSU Student Fees Account
Account type:	Current
Account No.	52640012812
Branch code:	210521
Recipient ref:	(Student number) – no spaces or extra characters

Failure to use the correct reference or making deposits into other University banking accounts will cause delays in the verification of payments made, and consequently cause delays with financial clearance.

In the event that a student has made a payment with an incorrect reference or has made a payment into the incorrect University bank account, they should send proof of payment / deposit slips and student number to studentdeposits@wsu.ac.za.

5.3 Proof of Payment

The University does not accept proof of payments (bank deposit slips and ATM deposit slips) for financial clearance purposes as these can be fraudulent. Proof of payment should however be retained and should be submitted to studentdeposits@wsu.ac.za if the designated bank account or a correct reference was not used. Financial clearance will only be processed when payments made have been receipted and allocated to a student account.

5.4 Cheque, Postal Orders and Telegraphic Postal Orders

Cheque Payments, Postal Orders and Telegraphic Postal Orders are no longer accepted as a payment method.



5.5 POS payments

Debit and credit card payment facilities will be available at selected sites. Students are requested to check with the Campus finance teams at which sites the facilities will be available.

Students are also advised to visit the University's website timeously for updates on fee-related matters: www.wsu.ac.za





RESIDENCE APPLICATION AND REGISTRATION PROCESS



RESIDENCE APPLICATIONS

Please note that there are limited places in University residence and admission to study at WSU does not guarantee a place in residence. Places are awarded on a first come first served basis.

New students and returning students may apply for residence accommodation in January 2022 online. Link to be published on the University website closer to the registration dates.

Returning and prospective students need to apply for a residence using the link above which will allow students to show interest in accommodation for the year 2022. The university will allocate students to residences either on Campus or off Campus based on pre-defined criteria as set out in the policy on room allocations to students. **Preference will be given to students who reside in places that are far from the university by at least 50km.**

As per section 9 of the Policy on room allocations to students, Funded students (NSFAS, Bursaries, and Grants) who may not meet other criteria listed, shall be catered for both on-campus and off-campus accommodation. Self-paying students who wish to be accommodated in privately owned residences will be accommodated upon payment of the residence MIP.

The residence officer will approve the allocation and the student will get a system notification with an attachment which is a signed allocation approval form/letter which he/she will allow for key collection

Students are reminded to comply with rules and regulations, code of conduct as well as the student disciplinary code as per the WSU policies and general prospectus.

2022 RESIDENCE REGISTRATIONS

Registration for residence accommodation can only take place after academic registration.

Residences Open

New students: 1 February 2022

Returning students: 5 February 2022

Contact details for residences:

Campus	Contact person	Contact details
Mthatha	Mr Luyanda Tshangana	047 502 2597/1972 mthresidence@wsu.ac.za
Butterworth	Ms Tabisa Nyangule	047 401 6315 Student Village: 047 401 6008 btwresidence@wsu.ac.za
Buffalo City	Mr Sandile Ntwanambi	043 702 9379/9323 043 708 5347/5491 bccresidence@wsu.ac.za
Komani	Ms Kanyisa Mbali	040 842 6983 qtnresidence@wsu.ac.za



INTERNATIONAL STUDENTS' REGISTRATION REQUIREMENTS

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

All International students who have been accepted to an academic programme of study at WSU 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 WSU;
- 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

Zolisa Ntozakhe
Admin Assistant
Tel: (+27)43 702 9267
international@wsu.ac.za



ONLINE REGISTRATION PROCESS

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

1. **Register online off campus.**
2. For those students who may not have access to online resources, demarcated computer labs shall be available on campus for use during the registration period as follows:

Campus	Offering site	Computer lab
Buffalo City	Chiselhurst	FF4
	College Street	B7
	Potsdam	C9 and C10
Butterworth	Ibika	AG07; AG14; EG18 and D40
Komani	Whittlesea	Lab C25 and Lab D14
Mthatha	Nelson Mandela Drive Zamulungisa	Sasol library lab CLTD lab

3. NB: All students need to be financially cleared before they can register online.

International Students need to be cleared for international clearance before they can register online.

ONLINE REGISTRATION DATES:

Category	Start date	End date
First Time Entering/ New students	Monday, 24 January 2022	Friday, 28 January 2022
Returning students	Tuesday, 18 January 2022	Friday, 04 February 2022
Amendments to registration records. <ul style="list-style-type: none"> • Subject cancellations • Subject addition 	Monday, 07 February 2022	Friday, 25 February 2022
NB: No subject/ module additions and cancellation will be allowed after the scheduled period has been concluded.		

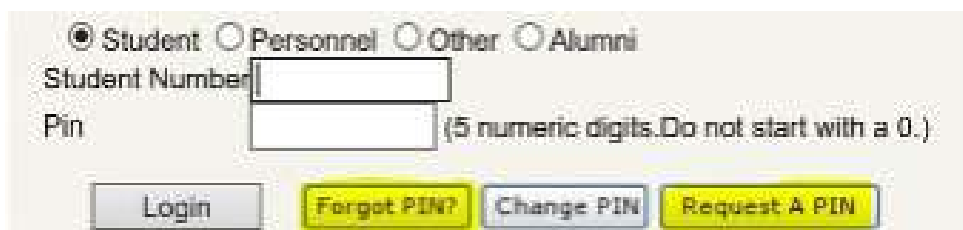
Students must follow the following steps to be able to register online:

1. Academic admission:

- You must first be admitted to a qualification
- Confirm your admission status on the website using this link <http://status.wsu.ac.za/status/statuscheck.php>

2. Student number and PIN:

- You must have a valid student number and an activated PIN to be able to login on the online system.
- Forgot your pin or requesting a new pin? Click on link and pin shall be sent to your email address: http://itsapp.cle.intra.wsu.ac.za:7771/pls/prodi03/w99pkg.mi_login



Student Personnel Other Alumni

Student Number

Pin (5 numeric digits. Do not start with a 0.)

3. It remains the student's responsibility to ensure that:

- They have registered for the correct qualification
- They have selected and registered the correct subjects/ modules
- They have the correct proof of registration
- They have a valid student card for the current year

4. International Students

All international students must comply with the legislation of the South African Home Affairs Department.

Compulsory pre-registration clearance:

- A valid passport
- A valid study visa endorsed specifically for WSU
- Proof of medical aid cover, registered and administered in South Africa to cover the duration of your study period.
- A valid asylum seeker permit, refugee identity document or permanent residence permit.

The International students' clearance is administered through the Community Engagement and Internationalization Directorate. All queries should be directed to: international@wsu.ac.za



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 Walter Sisulu University!

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



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.

Residence Room Allocation Process Flow

Action	Option on Active System	Responsible Person
1. Submit residence provisionally acceptance letter and proof of registration	Manual	Registered Student
2. Student pay deposit / fees (OR obtain financial clearance WHERE APPLICABLE)	System	Registered Student
3. Submit receipt/proof of payment for residence	System	Finance
4. Student register for residence	Student iEnabler or Back-office	Student or Residence officer
5. Student submit proof of residence registration	Student iEnabler or Back-office	Student or Residence officer
6. Student complete and submit inventory form	Manual	Student and residence officer
7. Keys issued to a student	Manual	Residence Manager



PRINTING OF YOUR STUDENT CARD

- a. Produce your proof of registration to the dedicated Admissions and Registration service desk at your campus.
- b. Verify and collect your 2022 student card.



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.

FTEN Orientation		
Campus	Start date	End date
All campuses	Monday, 31 January 2022	Friday, 4th February 2022
link for data provision	https://students.wsu.ac.za/mobileverify/	

ACADEMIC RULES AND REGULATIONS

Please familiarise yourselves with the University Important dates, academic rules and student code of conduct available in the General Calendar 2022 booklet as well as Faculty and qualification specific rules and regulations available in the Faculty calendars.

GENERAL REGISTRATION ENQUIRIES

Campus	Contact person	Contact number
Buffalo City (BCC)	Ms N Maneli	043 - 7094039
Butterworth	Ms N Jako	047 - 4016048
Komani	Ms B Mzamo	040 - 8426806
Mthatha	Ms S Holomisa Ms J Diwu	047 - 5022448 047 - 5011527

UNIVERSITY CALL CENTRE – TELEPHONE LINES

Campus	Contact number
Buffalo City (BCC)	043 708 5200/ 043 709 4000/ 9200
Butterworth	047 401 6000
Komani	040 842 6800
Mthatha	047 502 2111 (NMD Site) 047 501 1400 (Zamulungisa site)

UNIVERSITY CALL CENTRE - WHATSAPP LINES

Campus	Contact number
Buffalo City (BCC)	072 345 3166
Butterworth	064 987 2297
Komani	076 672 7659
Mthatha	066 150 7412

CAMPUS SECURITY SERVICES CONTACT DETAILS

Campus	Contact details
BCC	0716084476/ 043 - 7085320
Butterworth	047- 4016477
Komani	0834286372
Mthatha	047 - 5022349



STUDENT AFFAIRS STUDENT COUNSELLING UNIT



Services offered and contact details

- Student counseling (Face to face and online)
- Individual and group counseling
- Career assessment
- Psychometric assessments
- Induction workshops targeting first year students
- Sessions on transition to university environment
- Student development programmes
- Peer education, peer helping and residence mentorship programmes
- Information sharing sessions about support services offered in the university

Campus	Senior Student Counsellor	Contact details
Buffalo City	Ms P. Mahali	0727235075 pmahali@wsu.ac.za
Butterworth	Mr N. Sidinile	0846006319 nsidile@wsu.ac.za
Komane	Ms N. Daweti	072 283 7818 ndaweti@wsu.ac.za
Mthatha	Ms K. Ntakana	071 308 9815 kntakana@wsu.ac.za

