



# Registration 2024

## Important Information



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## Before you start:

- To ensure a smooth and hassle-free registration process, we kindly request that you prepare the following documents in advance: a copy of your fee payer's national ID document or passport as well as proof of account details (no older than three months)
- Review the below diagram to assist you with your registration and the steps you must follow.
- Read this document containing important information regarding the registration process.
- Be sure to watch the registration video, which can be paused at any time to ensure you follow the process correctly. The video link is available [here](#).
- Consult the student handbook available on the website and accessible [here](#) for a complete overview of information regarding your 2024 studies.

## Need Assistance?

Assistance with registration is possible in two ways:

### On Campus

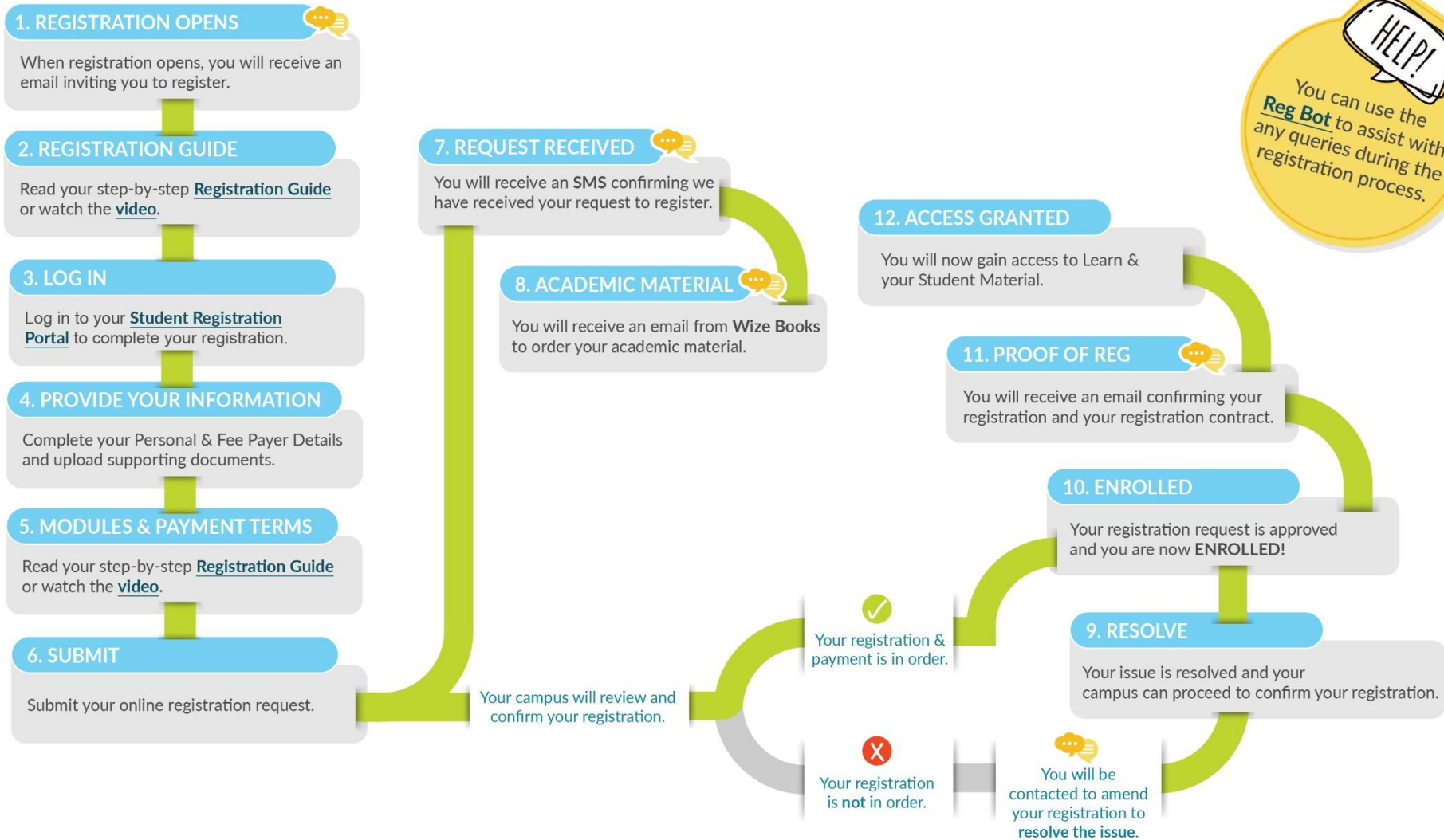
- The campus has dedicated registration venues and registration assistants that are available during campus operating hours to assist you with your registration.

### Via the Registration FAQ BOT

- For assistance on a variety of **registration** related Frequently Asked Questions make use of the Reg BOT pop up in your registration portal.
- Should you still require assistance select the “call me back” option on the BOT and a Registration Support Agent will call you back during the following operating hours:

**Monday – Friday 08:00 – 17:00**  
**Saturday 08:00 – 13:00**

# 2024 Student Portal Registration Process



# 1. Welcome

Dear Student,

If you are reading this, it means you have received an invitation to register for 2024 at IIE's Varsity College Pietermaritzburg.

You have two options to complete your registration process:

- **On-campus registration:** If you choose to register on campus, dedicated registration staff and venues are available to assist you.
- **Online registration:** If you prefer to register from home, follow the step-by-step registration guide in the email. You can also watch the registration video and use the Registration Support FAQ BOT to help you with the process.

## 2. Student Information Systems (SIS) and Single Sign On (SSO)

All Student Information Systems use the same username, which is your ST number and password. This is called your Single Sign-On (SSO) credentials, which you will use to access all the systems.

For new students, you will receive information and onboarding sessions during O' Week, where you will learn about the different Student Information Systems and how to use them.

## 3. Module selection

Depending on your qualification and year of study, your qualification is made up of **MANDATORY** and **OPTIONAL** Modules. All Year 1 modules are listed as **MANDATORY** modules, except for electives listed as **OPTIONAL** modules on the selection screen.

A prerequisite module is a module you need to complete before you can proceed with another module, while a corequisite module is a module that you can proceed with in conjunction with another module.

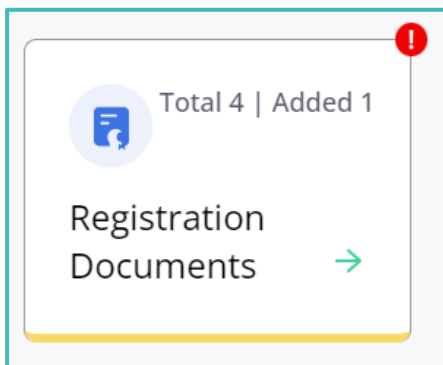
**All modules in your qualification need to be completed for you to meet the minimum requirements to graduate.**

### 3.1. Returning Students

**\*A late registration fee will be levied to returning students only, should we not receive your request for registration and minimum payment on or before 02 February. Students registering for a new qualification are exempt from this fee\***

Your module basket will be populated based on your academic progression through your qualification.

If you require assistance in selecting any repeat, outstanding, or replacement modules for 2024, you can consult the Academic Progression Document (APD). This document is available in the registration section of your student profile for module selection. The **absence** of an Academic Progression Document (APD) **does not impact your ability** to continue with your registration.



### 3.2. First Year Students

In instances where qualifications have elective modules, you will need to choose between some elective modules, these are:

**BA (Law) Year 1 elective at offer:**

- Criminology

## Bachelor of Education (Intermediate Phase & Foundation Phase)

Due to the complexity of the registration process of these programmes, we require all 1<sup>st</sup> year students on the IIE BED programmes (once matric results have been released) to consult with an academic within the School of Education on campus regarding module choices prior to registration.

## Bachelor of Arts Honours in Psychology Year 1 Electives at offer:

- Community Psychology
- Development Psychology

## 4. Important Financial Information

### 4.1. Fee Estimate/Quotation

Need a Fee Estimate/ Quotation for a loan or bursary? You are to generate your own [here](#).

- **New Students:** Use of your fact sheet to select your applicable modules to generate your Fee Estimate/ Quotation.
- **Returning students:** Use of your Academic Progression Document (APD) to select and generate your own Fee Estimate/ Quotation.

Most banking institutions and sponsors will require the fee estimate to be accompanied with proof of banking details. The proof of banking details letter for your chosen campus can be requested from your Student Advisor or Customer Relations Officer.

### 4.2. Payment Methods

We offer two payment options: **Full Settlement** and **10 Monthly** payment plans.

Regardless of the payment option you choose, you will need to provide your **fee payer ID Document** and your fee payer **Proof of Account** (no older than three months) details during the registration process in order to proceed with your registration.

Where a company sponsor is the fee payer, you will need to provide the **company sponsorship** documentation.

#### 4.2.1. PAYU

You will be directed to the **PAY U** portal which is **embedded** within the registration process, and payment must take place at the **point of registration**. It is important to note that you will not be able to submit your registration until payment is made. The Full settlement, or 1<sup>st</sup> instalment for the 10-month option, is due on/before registration.



### 4.2.1. Debit Orders

Debit Orders are run on the **1<sup>st</sup>, 15<sup>th</sup> or 25<sup>th</sup>** of each month. A debit order is mandatory if you select the 10-month payment plan. Please complete the debit order details when registering - you will be required to provide us with your Name, Bank, Branch Code, Type of Account, and Account Name and Number. Debit orders are available for South African and international students with South African bank accounts. Unpaid/Returned Debit Orders will incur an **administration charge** of R300.

### 4.2.3. International Payments

**International payments** may be processed either via your local bank using the **swift code ABSAZAJJ** to the campus banking details, or you can start the payment process [here](#).

## 4.3. Bursaries and Student Loans

### 4.3.1. Bursaries

Bursaries available to new and returning students are explained in the registration portal, the Registration Support FAQ BOT or on the website [here](#)

### 4.2.3. Student Loans

Student Hero: Need the financial assistance to take that next step towards securing your tertiary studies? We are supported by Student Hero. Student Hero is a finance facilitation service that can easily connect you to banks and financial service providers through a single platform. What does this mean? At no cost to you, Student Hero will approach multiple financial institutions with the aim of securing finance at the best terms for you, on your behalf. To learn more, click [here](#)

## 5. Registration Confirmation/ Proof of Registration

Once you have submitted your registration request and payment, your campus will finalise your registration. The finalisation of your registration may take up to **5 working days** from receipt of your registration request.

**By receiving the final confirmation of registration, it means that you:**

1. Have met the entrance criteria,
2. Uploaded all the correct documents,
3. You are now enrolled and will be granted access to your student systems.

**Please take note of the following timelines:**

- A confirmation/ proof of registration email will be sent to you, may take up to **5 working days** from receipt of your registration request.
- You will receive an email containing your unique link to Wize Books to order your textbooks (within 48 hours of receipt of your registration request)
- Your timetable (one week prior to your lectures commencing)
- For new students, we will provide you with information regarding your institutional vconnect email, Student Systems and Wi-Fi access during Orientation- O' Week.

## 6. Wize Books

Wize Books is the preferred textbook supplier to all Independent Institution of Education students. The Wize Books Portal, which is used for ordering academic material, will be opening on **January 11th, 2024**. If you have already submitted your registration request, keep an eye out for an email from Wize Books that contains your UNIQUE log-in link. Once you log in, you will find your prepopulated cart based on the modules you selected during registration. It's important to double-check that the correct modules are selected before placing your order.

To log in, you will need to use your new student number (beginning with ST) and your ID number. Please note that we strongly advise you to wait until you receive final confirmation of your registration from us before placing your order. This will help avoid any potential delays in the process. **Also, please remember not to share your UNIQUE log-in link with anyone else as it is unique to you.** Without this link, you will be unable to log in.



## 6.1. Student Cards

### New Students

The issuing of 2024 Student Cards will be done via the Wize Books portal. Once you log in, the student card will already be prepopulated in your cart and it will prompt you to take a photo. Once you have completed the process, completed your order, this process will register you to get access to your campus and Wize Books will deliver your student card together with your textbooks.

### Returning Students

If you have already received a card in 2023, you do not need to order a new card. However, if you have lost your 2023 card, you can easily order a replacement card by searching for “**Card**” in the search box in STEP 2 while on the Wize Books platform.

Please note that there is a cost associated with replacement cards, so please take care of your student card. Your student card will remain valid throughout the duration of your studies subject to our standard terms and conditions. If you have any questions or concerns, do not hesitate to reach out to our support team.

## 7. Contract Amendments and Transfers

Should you wish to make an amendment to your registration contract, you are able to do so prior to selecting your modules and clicking submit.

Once you have submitted your registration request, **any** changes to your registration will need to be raised via VC Assist. The **deadline** to add or drop Semester 1 modules is 12 February 2024.

- To add or drop modules, or contract queries click [here](#).
- For payment term changes or changes to debit order details click [here](#).
- To transfer to another IIE campus click [here](#).

### TRANSFER APPLICATION DEADLINES FOR SEMESTER 1 2024

- New contact and distance students: 12 February 2024
- Returning contact students: 23 February 2024
- Distance returning students: 16 February 2024

## 8. Assessment Support Relating to Learning Concessions and Needs

If you need to apply for a support concession, please visit [VC Assist](#) and submit your application there. Select "Assessment Support Relating to Learning Concessions and Needs" as the query type, complete the application, and attach all the necessary supporting documents. In case you need any help, please feel free to contact the campus.

## 9. Applying for an Academic Credit

If you need to apply for a credit, please go to [VC Assist](#), select the Student Hub, and choose either **Internal** or **External** Credits. Your application will be carefully reviewed, and you will receive a response via VC Assist.

Please note that credit applications will only be considered between January 11<sup>th</sup> 2024 and March 15<sup>th</sup> 2024. It is important to ensure that you upload all necessary documentation to support your application.

If you are applying for external credit, please note that an evaluation fee of R250 per module will be charged.

## 10. VC Sports Club Registration

Students wishing to play sport at Varsity College need to register and become a member of the VC Sports Club. The membership fee is R350 and can be added onto your student account during your registration process on the student portal. This is a **NON-REFUNDABLE FEE** and includes the following:

- Free access to participate in activities offered by the sports clubs at their respective campus. The only additional fees payable would be for any club that requires affiliation to a national federation e.g. VC Athletics Club, the club member will be required to pay additional membership fees that will be payable at a later stage.
- 2024 IIE Varsity College Sports Club t-shirt

## 10.1. How do you register for the VC Sports Club?

Please follow the TWO step process to register and become a member of the VC Sports Club.

- **STEP 1:** During the main student registration process the IIE VARSITY COLLEGE SPORTS CLUB must be added under the **Bursary Request and Additional Services**. By raising this request, your Sports Club fee will be added to your account.

Registration > Raise Request

Raise Request

Request Category\* Sport Club Request Type\* Sport Club Amount 350

Please provide a motivation for your Bursary Application\*

Please provide a motivation for your Bursary Application

Submit & Pay

- **STEP 2:** Scan the QR code to complete the Sports Club Registration Form which indicates the different sports offered on campus.



**\*Important Note: Membership for some clubs require affiliation to a national federation e.g. SAFA, KZNRU, in this case, if you sign up for these clubs you will be required to pay an additional membership fee in order to be fully registered for these clubs.**