



Registration Guide – How to Register via your Student Portal

Abstract

This How-To-Guide will demonstrate to how to register online via your Student Portal.

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Please do not attempt to register without reading this guide first as important campus and programme specific information has been included for your benefit, and errors in registration can lead to delays in the processing of your registration.

1. Welcome

Dear Student,

If you are reading this step-by-step registration guide, you have received an invite to register for 2023 at The IIE's Varsity College Online. Registration will take place in your Student Portal. Your log in credentials to your Student Portal were included in the email that you received – inviting you to register for 2023.

You have the option to register:

- By following this guide and the registration video
- By following this guide and the registration video and making use of the Registration Support Centre (RSC)

Please see below a diagram to assist you with your registration and the steps you must follow.

For a step-by-step guide on the reg process, please watch the video below. You can pause the video at any time to make sure you follow the process correctly. The link for the video is available [here](#)

In addition, please see below for some extra information regarding the registration process. We recommend that you read this first. Important information is in the student handbook available on the website and accessible [here](#)



To assist our students with any troubleshooting and registration related queries, we have set up a Registration Support Centre (RSC).

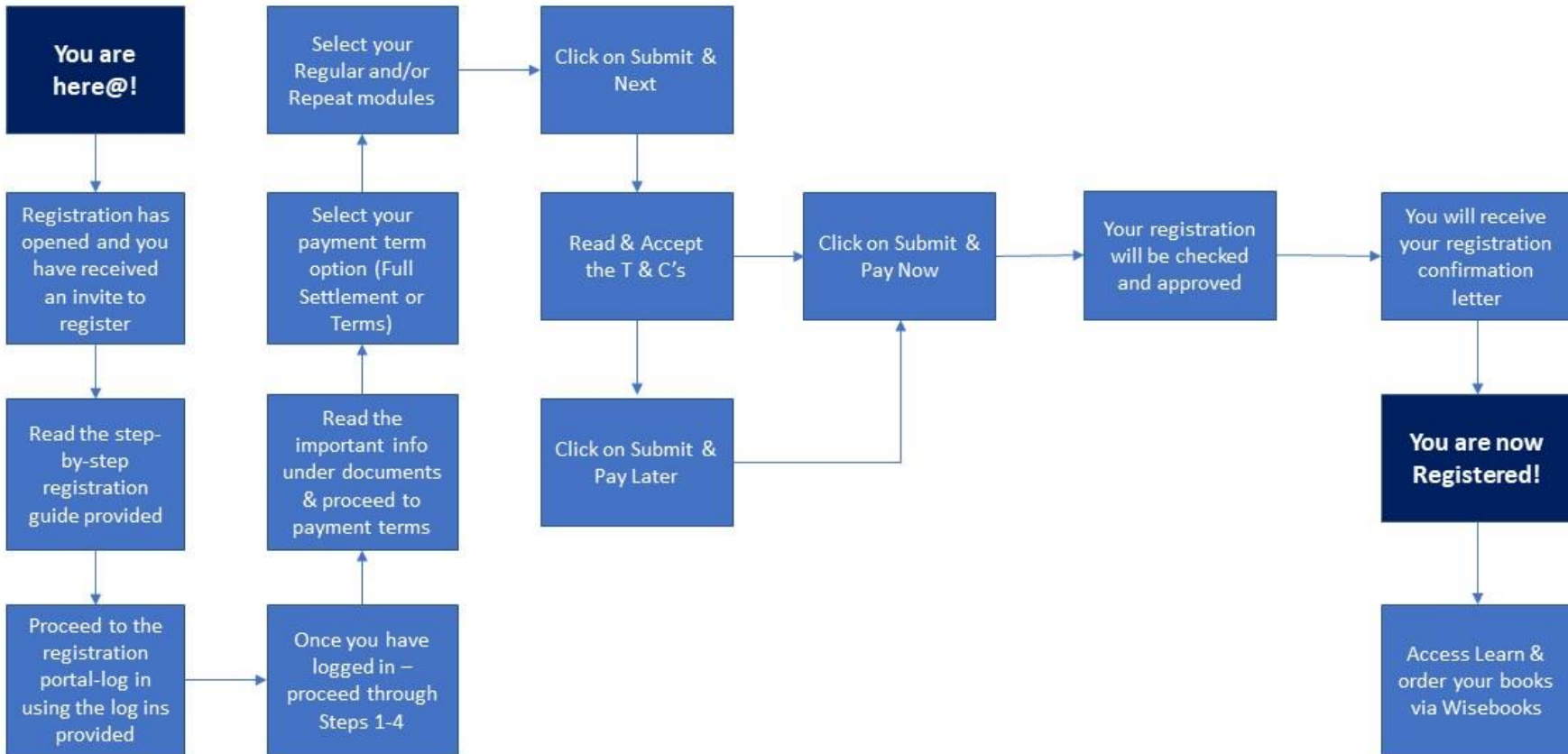
To contact the RSC, please book an appointment on their Calendly calendar and a support agent from our dedicated Registration Support Centre will contact you.

- Smangele Senosi - <https://calendly.com/ssenosi/registration-support-consultation>
- Leeam Kgama - <https://calendly.com/lkgama/registration-support-consultation>
- Refilwe Setsiba - <https://calendly.com/rsetsiba/registration-support-consultation>

The RSC will operate during the following times:

- 1 June – 31 July 2023:
 - Mon-Friday from 8am- 5pm

2023 Student Portal Registration Process



2. Important information for choosing modules

Please review the list below for your qualification of choice and qualification codes.

Qualification Name	Qualification Code
The IIE's Bachelor of Arts	BAG0701
The IIE's Bachelor of Commerce in Entrepreneurship	BENT0701
The IIE's Bachelor of Commerce	BM0701
The IIE's Higher Certificate in Business Principles and Practice	HBPO501
The IIE's Higher Certificate in Human Resource Practices	HHR0501
The IIE's Higher Certificate in Logistics and Supply Chain Management	HCSL0501

Returning students need to consult the academic progression document that has been uploaded in the registration document section on your student profile for module selection. This would have been completed in consultation with an academic staff member or Online Success Navigator.

First year students registering for a qualification for the first time with The Independent Institute of Education (The IIE), please refer to the Annexure A to ensure the correct module selection.

Should you need assistance, please book an appointment with our VC Online RSC via their Calendly calendars.

3. Important Financial Information

VERY IMPORTANT: In order to proceed with the registration process, you will need to upload the fee payer ID document

3.1 Bill of Costs

Should you require a Bill of Costs to apply for a loan or bursary, you are able to generate your own Bill of Costs [here](#)

For new students, make use of your fact sheet to select and generate your Bill of Costs. For returning students, make use of your Academic Progression Document to select and generate your own Bill of Costs.

3.2 Payment Methods

If you have reviewed the fee schedule you will know that multiple payment terms are available. You may also choose how you would like to make payment. These are as follows:

3.2 a) 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 deposit for the 6-month option is due on/before registration.

3.2 b) Debit Orders

Debit Orders are run on the 1st, 15th or 25th of each month. If you have selected the 6-month payment plan, a debit order is mandatory. Please complete the debit order details when registering - you will be required to provide us with your Name, your Bank, your Branch Code, the Type of Account and the Account Name and Number. Debit orders are available for South African students, and international students with South African bank accounts. Unpaid/Returned Debit Orders will incur an administration charge of R300.

You are welcome to email the Proof of payment to Varsity College Online Finance (FinanceOnline@varsitycollege.co.za).

4. Student Information Systems and Single Sign On (SSO)

All Student Information Systems use the same username (ST number) and password, this is what is referred to as your Single Sign On (SSO)

For NEW students, you will receive information and onboarding on the various Student Information Systems during Orientation & Onboarding week. Keep a look out for communication via your VC connect email address and SMS.

5. Your Registration Confirmation

Once you have completed your registration and payment, your campus will finalise your registration. Thereafter you will receive the following:

- A confirmation of registration email (within 72 hours of finalisation)
- The link to Wizebooks to order your textbooks (within 72 hours of finalisation)
- Your SSO (Single Sign On) username (ST number) and password, which will be used to sign into your Student Information Systems
- Your institutional vcconnect email and Wifi

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

1. have met the entrance criteria,
2. uploaded all the correct documents,
3. your minimum payment due (deposit or full settlement) was received by us.

6. WizeBooks

Wizebooks is the preferred supplier of to Varsity College students. They have a customer centric solution that enables you to order books online which are delivered to you. Once you have submitted your registration, you will receive an invitation to order your books through Wizebooks. Your prepopulated cart will be based on the modules you selected when you registered so, please ensure that the correct modules are selected.

You will be required to log in using your new student number (starting with ST) and your ID number. We recommend that you do not order your books until you have received final confirmation of your registration from us in order to prevent a possible delay in the process.

The issuing of 2023 Student Cards will be done via the Wizebooks portal. When ordering your 2023 academic material, you will be required to upload a clear head and shoulders photo to be used on your student card. Your student card will then be delivered to you along with your academic material from Wizebooks.

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 selected your modules, clicked submit and made payment any module and/or fee related contract changes will need to be done by raising a query on [VC Assist](#)

Should you wish to transfer, or make an amendment to your contract, adjust your payment terms, amend your debit order and- please proceed to [VC Assist](#) - complete the form and raise your request.

8. Assessment Support Relating to Learning Concessions and Needs

As mentioned above - should you need to apply for this support concession – please proceed to [VC Assist](#) and make your application. Select the query type **Assessment Support Relating to Learning Concessions and Needs**, complete the application, and submit your application together with the supporting documentation required. Should you need assistance - please contact the Online Centre.

9. Applying for an Academic Credit

Should you need to apply for a credit – please proceed to [VC Assist](#) – select **Student Hub** and select Internal or External Credits. Your application will be considered, and you will receive a response via VC Assist. Credit applications will be considered from the 26 May to 30 June 2023. Please ensure that you upload all the documentation to support your application. External credit application will carry a R250 evaluation fee per module.

10. Need assistance with registration?

Please contact your Registration Support Centre (RSC) if you have any questions during the registration process.

Annexure A

Important Qualification specific information for NEW students

First year students registering for a qualification for the first time with The Independent Institute of Education (The IIE), please find below the recommended 2023 academic journeys. Should you require additional modules, please contact our RSC for support.

Undergraduate Qualifications

IIE's Bachelor of Commerce in Entrepreneurship

Semester 1 (July 2023)		Semester 2 (Jan 2024)	
Module Code	Module Name	Module Code	Module Name
BMAN5121	Business Management 1	ENTR5112	Entrepreneurship 1
APCT5121	Applied Communication Techniques	MAKT5112	Introduction to Marketing Theory and Practice
PMIC5111	Economics 1A	ACBP5121*	Accounting 1A
		PMAC5112	Economics 1B

IIE's Bachelor of Commerce – Strategic or Marketing Core Discipline

Semester 1 (July 2023)		Semester 2 (Jan 2024)	
Module Code	Module Name	Module Code	Module Name
APCT5121	Applied Communication Techniques	MAKT5112	Introduction to Marketing Theory and Practice
BMNG5121	Business Management 1A	BMNG5122	Business Management 1B
PMIC5111	Economics 1A	PMAC5112	Economics 1B

IIE's Bachelor of Commerce – Financial Management or Finance and Accounting Core Discipline

Semester 1 (July 2023)		Semester 2 (Jan 2024)	
Module Code	Module Name	Module Code	Module Name
ACBP5121*	Accounting 1A	ACBP5122*	Accounting 1B
APCT5121	Applied Communication Techniques	MAKT5112	Introduction to Marketing Theory and Practice
BMNG5121	Business Management 1A	BMNG5122	Business Management 1B

IIE's Bachelor of Arts

Semester 1 (July 2023)		Semester 2 (Jan 2024)	
Module Code	Module Name	Module Code	Module Name
ENGL5121	English 1A: Introduction to English Studies	ENGL6122	English 1B: Introduction to English Studies
COSC5121	Communication Science 1A: Interpersonal Communication	COSC5132	Communication Science 1B: Intercultural Communication
PSYC5121	Psychology 1A: Introduction to Psychology	PSYC5122	Psychology 1B: Introduction to Psychology

IIE's Higher Certificate in Business Principles and Practice

Semester 1 (July 2023)		Semester 2 (Jan 2024)	
Module Code	Module Name	Module Code	Module Name
BMAD5121	Business Management and Administration A	BMAD5112	Business Management and Administration B
DIAL5111	Digital and Academic Literacies	INAC5111	Introduction to Accounting 1A
IQTT5111	Introduction to Quantitative Thinking and Techniques	PRMA5122	Project Management and Administration

IIE's Higher Certificate in Human Resource Practices

Semester 1 (July 2023)		Semester 2 (Jan 2024)	
Module Code	Module Name	Module Code	Module Name
BUSM5112	Business Management B	HURM5122	Human Resource Management
DIAL5111	Digital and Academic Literacies	INRE5122	Industrial relations
IQTT5111	Quantitative Thinking and Techniques	PAAS5122	Payroll Administration and Systems

IIE's Higher Certificate in Logistics and Supply Chain Management

Semester 1 (July 2023)		Semester 2 (Jan 2024)	
Module Code	Module Name	Module Code	Module Name
DIAL5111	Digital and Academic Literacies	BUSM5111	Business Management 1A
FIMA5111	Financial Management for Non-Financial Managers 1	LOSC5122	Logistics and Supply Chain Management 1B: Purchasing Management
LOSC5121	Logistics and Supply Chain Management 1A: Introduction	OPMG5122	Operations Management