



## RETURNING STUDENT GUIDE TO A HASSLE-FREE REGISTRATION - 2025

### ONLINE ADMINISTRATIVE REGISTRATION – Opens from Monday 22 January 2025

Administrative registration will open on ROSS from the 13 January 2025. Once your initial fee and other requirements such as residence allocation and, where relevant, visa requirements are complete, you will be able to complete a full administrative registration from the 13 January 2025.

### CURRICULUM APPROVAL

Curriculum Approval will be done in two phases:

**Phase 1:** A limited period of online Curriculum Approval will be available for the following students:

Faculty of Commerce: all returning students, who are not waiting for supplementary results.

Faculty of Humanities: all returning students. However, if your online curriculum is not approved by the Faculty Office you will be required to attend the face-to-face curriculum approval on the dates indicated below.

Faculty of Law: all returning students

Faculty of Pharmacy: Curriculum approval is automatically done by the Faculty.

Faculty of Science: all returning students

Faculty of Education: Online Curriculum Approval **will not** be available for Faculty of Education students. All Education candidates are required to do face to face curriculum approval on Friday 9 February.

Students will login to ROSS and select subjects online. If the subject choices are declined, the student will be provided with feedback and allowed to make further choices (except for Humanities – see above). If the subject choices are all in order, the curriculum will be approved.

**Phase 2:** A period of face-to-face Curriculum Approval will be available for **all students of all Faculties** who did not participate in Phase 1 Curriculum Approval or who did not receive approval for their curriculum during phase 1.

Education	BLT, Education building	Friday 7 February (09h00 – 16h00)
Humanities	Barratt complex	Friday 7 February (09h00 – 16h00) and Saturday 8 February (9h00 – 12h00)
Science	Eden Grove Blue	Friday 7 February (14h00 – 16h00) and Saturday 8 February (9h00-12h00)
Law	Law Department	Thursday 6 February (09h00 – 16h00) and Friday 7 February (09h00 – 16h00)

Commerce	Eden Grove Red	Friday 7 February (14h00 – 16h00) and Saturday 8 February (09h00 – 13h00)
Pharmacy		Curriculum approval is automatically done by the faculty. Students should not report to the faculty for curriculum approval.

Curriculum approval will close on 28 February 2025 (two weeks after the start of term).

### **Initial Fee Clearance – 17 January 2025 (final deadline for residence allocation confirmation)**

The 2025 Fees booklet will be published on the website early in December 2023. Please ensure that this information is forwarded to the person responsible for your fees and that they are made aware of the deadline.

Ensure that your Initial Fee is cleared by the person paying your fees or that your sponsor has confirmed renewal of your sponsorship. You can check your clearance through ROSS or by contacting the Student Bureau (046) 6038276 or the Student Fees Office (046)6038153. Or if you would like written confirmation email [student-fees@ru.ac.za](mailto:student-fees@ru.ac.za) or [registrar@ru.ac.za](mailto:registrar@ru.ac.za) and expect a response within 48-72 hours.

If you have problems meeting the Initial Fee deadline, please contact the Student Fees Office in writing. Please note that the Fees Office is the only office that can authorise extensions to the deadline.

### **Residence Allocations (where relevant)**

Residence Allocations will be allocated on a daily basis as Initial Fees are cleared. If you have missed the initial fee deadline of 17 January 2025 your residence allocation will automatically be cancelled. You will be put on a waiting -list thereafter if you wish to apply for residence.

### **Administrative Registration**

In order to register administratively you need:

1. South African Students
  - a. Registration fee clearance – all students.
2. International Students
  - a. Passport with a study visa valid for the whole year.
  - b. Proof of medical aid cover offered or recognised by the University – these documents should be emailed to [internationaloffice@ru.ac.za](mailto:internationaloffice@ru.ac.za) prior to administrative registration being cleared.

### **KEEP YOUR STUDENT CARD**

You are required to present your current student card when on campus. If you do not keep your card, you will have to obtain a replacement card and pay the standard card replacement fee.

### **LATE REGISTRATION**

All students whose courses begin on Monday, 10 February 2025 will be charged a late registration fee if they have not administratively registered **AND completed curriculum approval** by 12h00 on Saturday 8 February 2025.

**The fee will be waived only in exceptional circumstances. Reasons which would be acceptable would be such as those which would lead to a successful aegrotat examination application.**

Requests for a fee waiver, together with supporting documentation, should be addressed to the Manager: Academic Administration.

You are reminded that students are not allowed to start courses after the end of the second week of lectures, and so your late registration cannot be later than 21 February 2025.

#### **CHECKING REGISTRATION**

It is always wise to check your registration on ROSS to double-check the subjects for which you have registered.