



2021: GENERAL REGISTRATION/SUBJECT ADDITION INFORMATION:

IMPORTANT NOTICE: STUDENTS WHO WERE INACTIVE (DID NOT REGISTER) DURING 2021 SHOULD CONTACT DISTANCE EDUCATION UNIT URGENTLY BEFORE ATTEMPTING TO REGISTER. FAILURE TO DO SO WILL RESULT IN AUTOMATIC CANCELLATION OF THE SUBJECTS YOU REGISTERED, WITHOUT ANY ATTENDANCE TO YOU BY THE DISTANCE EDUCATION UNIT.

PLEASE NOTE THAT ONCE OFF REGISTRATIONS WERE IMPLEMENTED WITH EFFECT FROM JANUARY 2016, WHICH IMPLIES THAT YOU SHOULD REGISTER ONCE IN THE BEGINNING OF THE YEAR FOR BOTH THE 1ST AND 2ND SEMESTERS.

IF YOU FAIL ONE OR MORE PRE-REQUISITE SUBJECTS IN THE 1ST SEMESTER THE 2ND SEMESTER FOLLOW UP SUBJECTS RELEVANT TO THE PRE-REQUISITE SUBJECTS YOU FAILED WILL BE CANCELLED BY TUT DISTANCE EDUCATION.

- 1. The details below apply specifically to distance education students.
2. Dip, N Dip & B Tech Traffic and Policing: Online registrations/subject additions commences on the 4th of October 2021 and closes on the 15th of October 2021. No late subject additions will be accommodated.
3. Dip Fire Technology: The commencement date for registrations for 2021 is 27 July 2021 and the closing date is 10 September 2021. No late registrations will be accommodated.
4. All relevant TUT Rules and Regulations Part 1 and Part 9 of the TUT Prospectus apply to distance education students. Please consult the relevant documents at https://www.tut.ac.za/faculties/humanities/departments/distance-ed/programmes
5. The University accepts no responsibility for any service, event, situation, or agreement that is not contractually based according to the set TUT requirements.
6. RE-ADMISSIONS
- Students who were inactive or not registered prior and up to the 1st semester of 2021, have to apply for re-admission for 2022 and will only be allowed to register for 2022 after and if their re-admission applications were approved by the Academic Department.
- The closing date for submission of Re-admission applications for 2022 is 30 September 2021.
- Completed and signed re-admission application forms should be scanned and e-mailed to DEU at the relevant e-mail addresses as indicated in paragraphs 14 and 15 in the table below.
7. REGISTRATION FEES PAYABLE UP FRONT, BEFORE REGISTRATION:
- An initial deposit of R1500-00 before attempting to register has to be paid.
- Senior students should pay all outstanding subject registration fees relevant to all previous semester(s) before attempting to register for 2021.
- Dip, N Dip & B Tech Traffic and Policing students: The initial deposit is not relevant to subject additions for the 2nd semester.

If you still owe money and a debit balance appears on your financial statement, you will not be allowed to register for 2021.

TUT banking details are as follows:

Tshwane University of Technology Absa Bank
Cheque account number: 405 314 2603
Branch code: 32 32 45
Reference number = Student number
Finances: Student Accounts contact details appear at the bottom this of page

Tshwane University of Technology Standard Bank
Cheque account number: 011 414 154
Branch code: 01 03 45
Reference number = Student number
Finances: Student Accounts contact details appear at the bottom this of page

- Fire Technology Students: Please note that payment will only reflect on your student account after three (3) working days. You will not be able to register online before the three (3) working days expired, which implies that you should pay not later than 6 September 2021.
8. APPROVED BURSARIES: E-MAIL YOUR BURSARY APPROVAL LETTER TO THE FINANCIAL AID DEPARTMENT TOGETHER WITH THE REQUEST TO ARRANGE FOR THE FINANCIAL BLOCK TO BE LIFTED FROM YOUR STUDENT ACCOUNT IN ORDER TO ENABLE YOU TO REGISTER ONLINE.
- Mr Thapelo Ntho: Tel. 0123824289: E-mail nthot@tut.ac.za
- Ms Refilwe Martha Twala: Tel. 0123824220: E-mail twalarm@tut.ac.za
- Mr G Nkwana: Tel. 0123822845: E-mail nkwanas@tut.ac.za
9. PROOFS OF PAYMENTS/OTHER FINANCIAL ISSUES: STUDENT ACCOUNTS CONTACT DETAILS:
- Kristof Odendaal: Tel. 012 382 5505: E-mail odendaalk@tut.ac.za
- Prudence More: Tel. 012 382 5501: E-mail: moremp@tut.ac.za

ONLINE REGISTRATIONS: IMPERATIVE FOR ALL DISTANCE EDUCATION STUDENTS	
12.ONLINE REGISTRATION PROCESS:	
12.1 Access and login	
a)	Go to www.tut.ac.za
b)	Click on SEARCH on top of the right hand side of the TUT home page, then click on ONLINE REGISTRATION underneath the search box.
c)	Enter your student number and pin code under REGISTERED USERS . New students who never registered any subjects before will only be able to activate their TUT4life e-mail addresses after they registered online for the 1st time.
d)	Senior Students: Before attempting to request a pin and/or add subjects online: Please activate your TUT4life e-mail addresses on the TUT Website.
e)	If your pin number is lost, click on Request a Pin and it will be e-mailed to you.
13.1 Registration steps	
a) Step 1: Rules and Regulations:	
i.	Click on Registration and then on Memorandum of Agreement .
ii.	Read through the Memorandum of Agreement , scroll down and click on Accept conditions .
iii.	Verify Qualification name.
iv.	Select your employment status
v.	Click Save and Continue and then click on Add Subjects to registration
vi.	Select your subjects:
vii.	(Please note: National Diploma students may not register for more than two (2) subjects per semester and B Tech students are allowed to register/add up to four (4) subjects per semester, if available.) Diploma (DPTP19 and DPP020) students should register 12 subjects for the 1st year.
viii.	Click on Save and Proceed .
ix.	Verify the selected subjects. If you wish to change a subject, click Restart Process and start from the beginning.
x.	Click on Accept Registration .
b) Step 2: Proof of Registration:	
i.	Proof of registration will be displayed on screen.
ii.	PRINT AND EMAIL THE PROOF OF REGISTRATION TO THE E-MAIL ADDRESSES AS INDICATED IN PARAGRAPHS 14 AND 15 IN THE TABLE BELOW.
c) Step 3: Activate your TUT4life email and verify your personal information (address, communication details etc.) on the following link: https://ienabler.tut.ac.za/pls/prodi41/w99pkg.mi_login	
i.	After Registering, please activate your TUT4life email.
ii.	Confirm via email to KleingeldL@tut.ac.za that your TUT4life email has been activated. (Note: Your student number should be included in all correspondence to TUT).
iii.	Your private email address will be replaced with your TUT4life email address. All communication will be emailed to your TUT4life email address. Please visit your TUT4life email frequently to ensure that you do not miss any important information.
ENSURE THAT WE HAVE YOUR CORRECT DETAILS –BIOGRAPHICAL AND COMMUNICATION (E.G. TUT4LIFE E-MAIL ADDRESS AND CELL PHONE NUMBER) DETAILS.	
14. B TECH , DIPLOMA AND NATIONAL DIPLOMA: POLICING: CONTACT DETAILS: E-mail address: mokwenav@tut.ac.za	
15. B TECH, DIPLOMA AND NATIONAL DIPLOMA: ROAD TRAFFIC AND MUNICIPAL POLICE MANAGEMENT: CONTACT DETAILS: E-mail address: grobleri@tut.ac.za	
16. <u>A COPY OF YOUR ID DOCUMENT MUST BE ATTACHED TO ALL E-MAILED AND FAXED ENQUIRIES/REQUESTS/APPLICATIONS. FAILURE TO ATTACH THE ID DOCUMENT COPY WILL RESULT IN YOUR ENQUIRY TO BE DISCARDED WITHOUT ANY NOTICE.</u>	
NOTE: THE PROSPECTUS AND STUDENT RULES AND REGULATIONS APPEARS ON THE TUT WEBSITE. Please read the Rules and Regulations and familiarize yourself with rules and regulations which may impact on registration and examination.	