



2022: GENERAL REGISTRATION/SUBJECT ADDITION INFORMATION TRAFFIC AND POLICING

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.

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 the year subjects, 1st semester and 2nd semester subjects.

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 Unit.

1. The details below apply specifically to distance education students.
2. **Diploma and National Diploma Traffic and Policing 2022:**
 - **Newly admitted students:** Online registrations commences on 21 January 2022 and closes on 09 February 2022.
 - **Senior Students:** Online registrations commences on 10 February 2022 and closes on 25 February 2022.

(No late registrations/subject additions 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 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 14 January 2022.**
 - 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 ATTEMPTING TO REGISTER:**
STUDENTS WITHOUT APPROVED BURSARIES: REGISTRATION FEES OF R1500-00 (INITIAL DEPOSIT) IS PAYABLE UP FRONT, BEFORE REGISTRATION FOR 2022:
 - Senior students should pay all outstanding subject registration fees relevant to previous semester(s) before attempting to register for 2022.

If you still owe money and a debit balance appears on your financial statement, you will not be allowed to register for 2022. 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

- **Please note that payment will only reflect on your student account after three (3-6) working days. You will not be able to register online before the three (3-6) working days expired, which implies that:**
 - **Newly admitted students should pay not later 3 February 2022.**
 - **Senior Students should pay not later than 21 February 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. **PROOF OF PAYMENT/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. 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.

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.