Student Registration

Process Step	Action Required	SUNStudent Portal System Steps	User Guide Reference	Tips / Comments / Reminders
Preparing for Online Registration	(i) Install MFA on your device in order to register (ii) Read this entire online registration guide	None	**Preparing for Online Registration** p 1	Use google chrome
Navigate to the online registration portal	Go to SU website	SU website and click on Registration and Fees to find the link to the portal marked 'Register Online' Open the Online registration To find the guide click on "Online Registration guide"	**STEP 1&2: Navigate to the online registration portal** p. 1	Open the Online registration Guide to assist you with the process.
Log on to the Registration Portal	Proceed to the SUNStudent Registration Student Portal sign-in page:	**https://student.sun.ac.za/**	**STEP 3: Log on to the Registration Portal** p2	Use the GOOGLE CHROME web browser, The SU log-on credentials (will be provided to new students in an email confirming their admission status. Use schedule to see Registration Dates **registration schedule.**

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Accept Terms and Conditions	Select the 'I agree to the Terms & Conditions and the Qualifications/Programme Status'	Click on the **'Accept and Continue'** button.	**STEP 4 & 5: Accept Terms and Conditions** p2	Read terms and Conditions
Navigate in portal to Registrations	Go to Registrations	Academics>>Registrations	**STEP 6 & 7: On Navigation pane Click on Academics and then on Registration** p3	
Update Personal information	Please review the form and make any necessary updates to the data. **(Correspondence Language, Preferred language of teaching, Student Status (Mandatory),** Phone Number, Bank Details)	Under Profile Update tab select >> Personal Information>>Update>> Next and Submit	**STEP 8 -10: Under the Profile Update tab - Update Personal information then Click on Next and Submit** p3	Personal information should always be updated to ensure that students receive important information.
Update Next of Kin information	Review or Update next of Kin information	Under Profile Update tab select >>Next of Kin>>Update>> Next and Submit	**STEP 11 & 12: Update Next of Kin information then Click on Next and Submit** p3	Make changes, if necessary, by using the 'Edit' or 'Add Details' buttons

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Update Address information	Review or Update address information	Under Profile Update tab select >>Address>>Update>> Next and Submit	**STEP 13 & 14: Under the Profile Update tab - Update Address information then Click on Next and Submit** p4	Please confirm your 'Postal and Residential Addresses' Click on 'Modify' to make changes or Add Address if you need to add an address
Update Fee Payer Details	Add or Update Fee Payer Details	Under Profile Update tab select >>Address>>Update>> Next and Submit	**STEP 15 -17: Under the Profile Update tab – Add or Update Fee Payer Details then Click on Next and Submit** p5	Take careful note of the required contact information on the 'Fee payer' screen complete all fields
Period Registration	Select only the odd numbered (e.g., line 1, 3, 5) semester line. Even numbered semester lines will be included automatically. Semesters successfully completed will be marked as "passed".	Under Registrations select >> Period registration Tab>>search>> Click on the line item to be registered for the first semester>>Enroll	**Step 1-4: Period Registration** p6	If the 'Period Enrollment Status' column lists the period as **Pending**, and the 'Registration Status' column displays **Open**, continue with registration.

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Module Registration	Select and Enroll all modules	Under Registrations select >> Module Registration Tab>>Select 'Show Repeat Modules' or 'Show Backlog Options'>>Search>>Select all modules >>Enroll	**STEP 1 -7: Module Registration** P7	**Please note** Maximum and minimum credits requirements. The inserted document under the "Additional Requisite' column will indicate co-requisites for the modules. Year Modules are marked with a **"Y"**
	Regular modules = combining all optional and mandatory modules Repeat modules = all failed modules Backlog modules = all outstanding modules from the previous year still to be completed			
Module Registration De-Enroll	If incorrect modules were selected and it was enrolled, you can De-enroll these modules	Under Registrations select >> Module Registration Tab>>Select 'Show Repeat Modules' or 'Show Backlog Options'>>Search>>Select incorrect modules >>De-Enroll	**STEP 8 & 9: Module Registration** P8	Please ensure your module selection is correct. Use the Guidelines/Instructions for Course Registration

Once the registration is finalised, students will receive a **confirmation of registration**, with an attached document and module selection via their **SU email**.