REGISTRATION: PRETORIA CAMPUS IN PRETORIA WEST

Registration enquiries

Question	**Answer**
I want to register. What should I do?	• Have you already applied for the next registration period? Yes ..... No .....
Where can I get my PIN to register online?	• New students will receive it in their admission letter or at the relevant registration counter. • Senior student will get it on the proof of registration or at the relevant registration counter.
My PIN is blocked. How can I reset it?	• You can phone one of the numbers on the website of your faculty or you can do it at a registration counter.
Where and how can I cancel or add subjects?	• You can add subjects online at relevant departmental labs or at the relevant registration counters by completing and submitting the adding/cancellation form. • You can't cancel subjects online. You have to do it at a registration counter.
Must I register every year or per semester?	• Faculty of Management Sciences: Register per year and add subjects in second semester. • Faculty of Engineering and the Built Environment: Register every semester.
I registered online. Why don't my subjects show?	• You didn't follow all the online steps.
I registered online. Must I pay for my proof of registration?	• No, not in the registration period, when you will get proof of registration at the relevant counter. • After the registration period you will have to pay R8,50 for proof of registration.

Do I have to pay the full amount of my class fees after paying the R1 500 registration fee?	• No. You have the whole year to pay the fees. • Engineering students' first-semester fees must be paid before they register for the second semester.
Do I have to pay R1 500 every semester to register?	• No, but Engineering students' first-semester fees must be paid before they register for the second semester.
I have paid my R1 500 registration fee at a bank today. Is it possible to register today as well?	• No. Fees paid at ABSA Bank take two to three days to show on TUT's account, and payments at Standard Bank take three to four days to show on TUT's account.
How will I know which subjects to choose when I register?	• First-year students get a Prospectus at their department with their enrolment form. • Senior student also receive a Prospectus at their department with their enrolment form.
There is an error on my blue form. Where do I go to have it fixed?	• Biographical information can be rectified at the Admissions Department with certified copies of the relevant documents. • Address, e-mail and contact numbers can be changed on the blue form and will be scanned through to the Admissions Department. • Exam mark errors, all enquiries can be rectified at Student Cervices.
Why am I excluded?	• Exclusion can be academically (Student Services), financially (Department of Finance) or you can be excluded by the Admissions Department.
Where do I get my student card?	• Take your proof of registration to Building 4, Room G65.
Do I have to pay for my student card?	• Only if you lost your original card and have to get a replacement.

Can someone else register on my behalf?	• Yes, as long as you have signed the registration form.
Why do I have to register on a scheduled date?	• To avoid queuing and congestion at the registration counters.
I'm a B Tech student. Why am I blocked from registering online?	• Your National Diploma is probably still outstanding. You can't register for a B Tech before your National Diploma has been issued.
What options do I have if I don't want to queue?	• You can register online.
Why does the subject fee not show on the proof of registration?	• The subject fee was not loaded on the system.
I am academically blocked. Can I change to another course?	• No, first appeal at your department against the exclusion.
Can I add a subject from another course?	• Yes, if both the departments approve.
I'm doing a block course. Why can't I register online?	• The subject codes differ or your marks are not on the system. Please contact the Administration office with the message that appears on your screen.