



2026

Registration Guide

A step-by-step guide to help you prepare, register, and start your academic year strong.

Contents

Before you start:.....	4
Need Assistance	5
On Campus	5
Emeris FAQ BOT	5
Student Portal Registration Process.....	6
1. Welcome	7
2. Student Information Systems (SIS) and Single Sign On (SSO).....	7
3. Module selection	7
3.1. Returning Students	8
3.2. First Year Students	8
Faculty of Law	8
Faculty of Humanities	9
Faculty of Education.....	9
Faculty of Science and Technology.....	10
4. Important Financial Information	10
4.1. Fee Estimate/Quotation.....	10
4.2. Payment Methods.....	10
4.2.1. PAYU	10
4.2.2. Debit Orders	11
4.2.3. International Payments	11
4.3. Bursaries and Student Loans	11
4.3.1. Bursaries	11
4.2.3. Student Loans	11
5. Registration Confirmation/ Proof of Registration.....	11
6. Emeris Books.....	12
6.1. Emeris Student Cards	12
7. Contract Amendments and Transfers.....	13

8. Assessment Accommodation Support.....	13
9. Applying for an Academic Credit	13
10. Emeris Sports Club Registration	14
10.1. How do you register for the Emeris Sports Club?	14

Before you start:

- When you register with us, you **accept the terms and conditions**, and the fees as revised for each relevant academic year. You also accept our rules (including all regulations, policies and codes), which you can read on The Independent Institute of Education website [here](#)
- To ensure a smooth and hassle-free registration process, we kindly request that you prepare the following documents in advance: a copy of your fee payer's national ID document or passport.
- Review the below diagram to assist you with your registration and the steps you must follow.
- Read this document containing important information regarding the registration process.
- Watch the registration video, which can be paused at any time to ensure you follow the process correctly. The video link is available [here](#).

Need Assistance

Assistance with registration is possible in two ways:

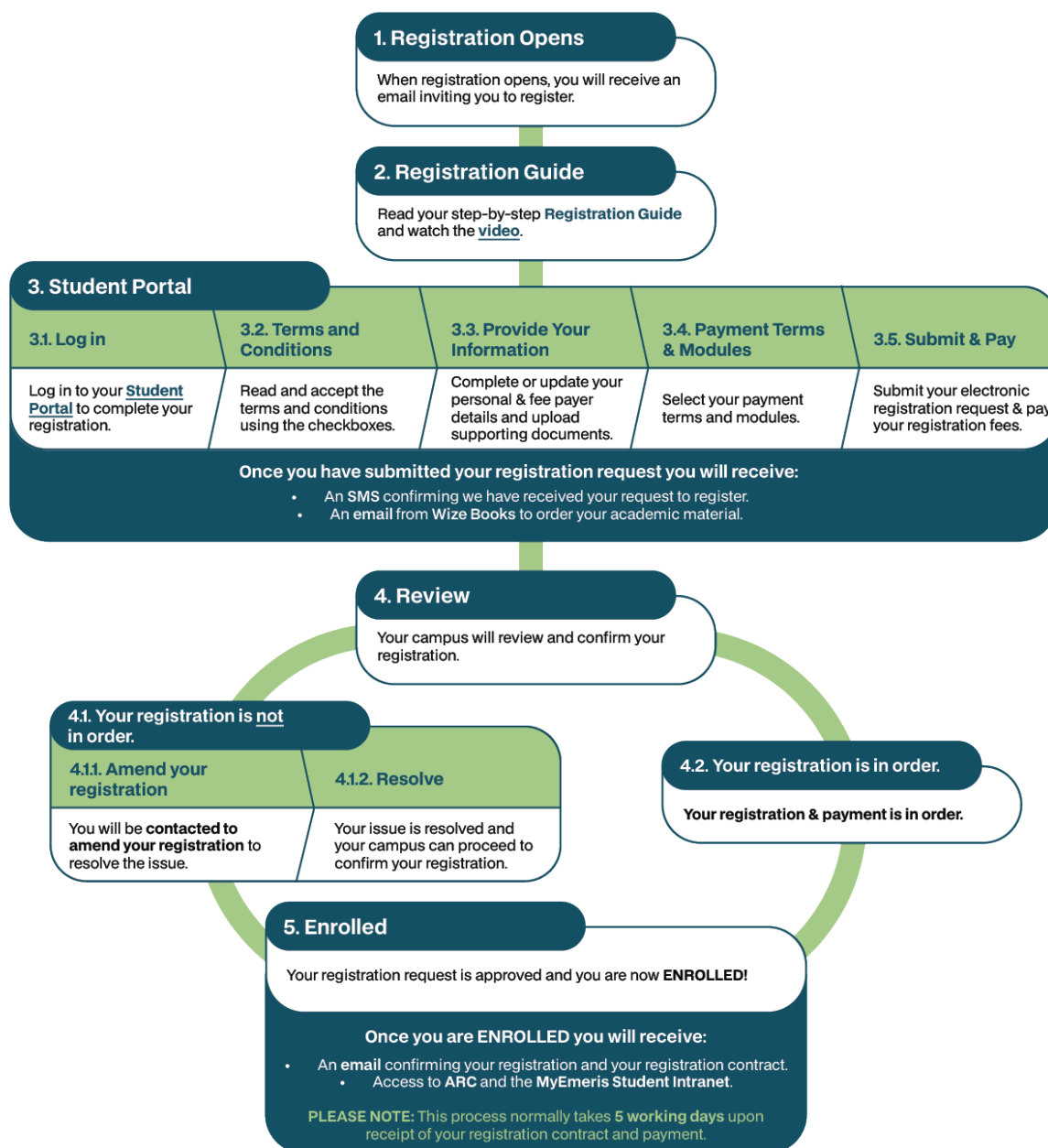
On Campus

- The campus has dedicated registration assistants who are available during campus operating hours to assist you with your registration.

Emeris FAQ BOT

- For assistance on a variety of registration related Frequently Asked Questions make use of the Emeris FAQ BOT pop up in your registration portal.
- Should you still require assistance select the “call me back” option on the BOT and a Registration Support Agent will call you back during the following operating hours:
 - **Monday – Friday:** 08:00 – 17:00
 - **Saturday:** 08:00 – 12:00

Student Portal Registration Process



You can use the **Emeris FAQ BOT** to assist with any queries during the registration process.

1. Welcome

Dear Student,

If you are reading this, it means you have received an invitation to register for 2026 at Emeris, Westville.

You have two options to complete your registration process:

- **On-campus registration:** If you choose to register on campus, dedicated registration staff and venues are available to assist you.
- **Online registration:** If you prefer to register from home, follow the step-by-step registration guide in the email. You can also watch the registration video and use the Registration Support FAQ BOT to help you with the process.

2. Student Information Systems (SIS) and Single Sign On (SSO)

All Student Information Systems use the same username, which is your ST number and password. This is called your Single Sign-On (SSO) credentials, which you will use to access all the systems.

For new students, you will receive information and onboarding sessions during O' Week, where you will learn about the different Student Information Systems and how to use them.

3. Module selection

Depending on your qualification and year of study, your qualification is made up of **MANDATORY** and **OPTIONAL** modules. All Year 1 modules are listed as **MANDATORY** modules, except for electives listed as **OPTIONAL** modules on the selection screen.

A **prerequisite module** is a module you need to complete before you can proceed with another module, while a **corequisite module** is a module that you can proceed with in conjunction with another module.

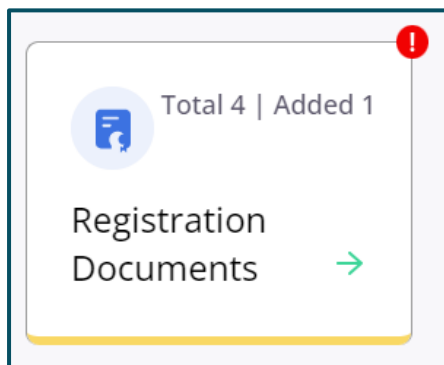
All modules in your qualification need to be completed for you to meet the minimum requirements to graduate.

3.1. Returning Students

A **late registration fee** will be levied to returning students only, should we not receive your request for registration and minimum payment **on or before 02 February 2026**. Students registering for a new qualification are exempt from this fee.

Your module basket will be populated based on your academic progression through your qualification.

If you require assistance in selecting any repeat, outstanding, or replacement modules for 2026, you can consult the Academic Progression Document (APD). This document is available in the registration section of your student profile for module selection. The **absence** of an Academic Progression Document (APD) **does not impact your ability** to continue with your registration.



3.2. First Year Students

In instances where qualifications have elective modules, you will need to choose between some elective modules, these are:

Faculty of Law

Bachelor of Laws Year 1 electives at offer (choose 1 subject A and B module):

- Business Management 1A (BMNG5121) & 1B (BMNG5122) OR
- Psychology 1A (PSYC5121) & 1B (PSYC5122)

Faculty of Humanities

Higher Certificate in Communication Practice (Two disciplines on offer: Education and Communication)

Option 1: Education-choose all modules below

- Applied Communication Techniques (APCT5131)
- Communication Science 1A (COSC5121)
- Digital and Academic Literacies (DIAL5111)
- English Language Practice A (ENLP5111)
- Design Thinking and Problem-Solving (DTPS5111)
- Mathematics Fundamentals (MAFU5112)
- Work Integrated Learning (XCOP5112)

And choose 1 elective language from the below list:

- First Additional Language Afrikaans (FAFR5112) OR
- First Additional Language IsiZulu (FALZ5112)

OR

Option 2: Communication-choose all modules below

- Applied Communication Techniques (APCT5131)
- Communication Science 1A (COSC5121)
- Digital and Academic Literacies (DIAL5111)
- English Language Practice A (ENLP5111)
- Design Thinking and Problem-Solving (DTPS5111)
- English Language Practice B (ENLP5112)
- Fundamentals of Media Studies (FOMS5112)
- Work Integrated Learning (XCOP5112)

Bachelor of Arts Honours in Psychology electives on offer (choose one from the below list)

- Developmental Psychology (DPSY8111) OR
- Community Psychology (CPSY8111)

Faculty of Education

Due to the complexity of the registration process of these programmes, we require all 1st year students on the IIE BED programmes (once matric results have been released) to consult with an Admission Officer Student Recruitment on campus regarding module choices prior to registration.

Faculty of Science and Technology

School of Computer Science:

For the IIE Bachelor of Information Sciences Honours you must choose two (2) of the three (3) available electives in the second semester: Artificial Intelligence (AINT8412) **OR** Emerging Technologies (EMTE8412) **OR** User Interface Design and Usability (UIDU8412).

4. Important Financial Information

4.1. Fee Estimate/Quotation

Need a Fee Estimate/ Quotation for a loan or bursary? You are to generate your own [here](#).

- **New Students:** Use of your fact sheet to select your applicable modules to generate your Fee Estimate/ Quotation.
- **Returning students:** Use of your Academic Progression Document (APD) to select and generate your own Fee Estimate/ Quotation.

Most banking institutions and sponsors require that your fee estimate be accompanied by proof of banking details. You can request a confirmation of banking details from your Student Advisor or Student Relations Specialist. Alternatively, this information is available on our website: click [here](#).

4.2. Payment Methods

We offer two payment options: **Full Settlement** and **10 Month** payment plans.

Regardless of the payment option you choose, **entering the Fee Payer's ID number is compulsory**. If you select the **10-Month Payment Plan**, you must also **submit a copy of the Fee Payer's ID document** during the registration process to proceed.

If a **company sponsor** will be paying your fees, you are required to **provide the official company sponsorship documentation**.

4.2.1. PAYU

During registration, you will be directed to the **PAY U portal**, which is embedded within the registration process and **payment must be made at the point of registration**. It is important to note that you **will not be able to submit your registration until payment is completed**.

For the **Full Settlement** option, the total amount is due at registration.
For the **10-Month Payment Plan**, the **first instalment** is due **on or before registration**.

4.2.2. Debit Orders

If you select the **10-Month Payment Plan**, a **debit order is mandatory**. Debit orders are processed on the **1st, 15th, and 25th of each month**. Please complete the debit order details by providing the following information: Your Name, Bank, Branch Code, Type of Account, Account Name and Account Number. Debit orders are available for South African and international students with South African bank accounts.

4.2.3. International Payments

International payments can be processed in one of two ways: **via your local bank** using the **SWIFT code ABSAZAJJ** or **directly online** – you can start the payment process [here](#).

4.3. Bursaries and Student Loans

4.3.1. Bursaries

Bursary information for both new and returning students is available in the Registration Portal, the Registration Support FAQ Bot, and on our website [here](#)

Emeris offers a variety of bursaries and awards.

- New students: Book an appointment with a Student Advisor at your nearest campus to learn more.
- Returning students: Further details are available through the Student Relations Centre.

Please note that application for all bursaries listed on the website must be submitted by 1 March 2026.

4.2.3. Student Loans

Need financial help? Explore funding options that make your education more accessible. Emeris has partnered with two trusted services to help you fund your future:

1. Student Hero, a finance facilitation service that can help you explore funding options across multiple financial institutions. Apply [here](#).
2. Capitec Education Finance provides education term loans to support your studies. Apply [here](#).

5. Registration Confirmation/ Proof of Registration

Once you have submitted your registration request and payment, your campus will finalise your registration. The finalisation of your registration may take up to **5 working days** from receipt of your registration request.

By receiving the final confirmation of registration, it means that you:

1. Have met the entrance criteria and selected all the required modules,
2. Uploaded all the correct documents,

3. You are now enrolled and will be granted access to your student systems.

Please take note of the following timelines:

- A confirmation/ proof of registration email will be sent to you and may take up to **5 working days** from receipt of your registration request.
- You will receive an email containing your unique link to Wize Books to order your textbooks (within 48 hours of receipt of your registration request)
- Your timetable (one week prior to your lectures commencing)
- For new students, we will provide you with information regarding your institutional “My Emeris” email, Student Systems and Wi-Fi access during Orientation- O’ Week.
- For returning students, check communication received from 5 January 2026 with regards to important information on accessing your Emeris email address.

6. Emeris Books

[Emeris Books](#), powered by Wize Books, is the preferred textbook/academic material supplier for Emeris students and will open on **12 January 2026**.

If you have already submitted your registration request, keep an eye out for an email from Wize Books that contains your UNIQUE log-in link. Once you log in, you will find your prepopulated cart based on the modules you selected during registration. It’s important to double-check that the correct modules are selected before placing your order.

To log in, you will need to use your new student number (beginning with ST) and your ID number. **Please note that we strongly advise you to wait until you receive final confirmation of your registration from us before placing your order.** This will help avoid any potential delays in the process. **Also, please remember not to share your UNIQUE log-in link with anyone else as it is unique to you.** Without this link, you will be unable to log in.

6.1. Emeris Student Cards

All new and returning Emeris students will need to order an Emeris Student Card for 2026. Emeris Student Cards are ordered via the Emeris Books portal, powered by Wize Books.

Once you log in, your student card will already be prepopulated in your cart, and the system will prompt you to take a photo. Once you have taken your photo, completed your order, you will get access to your campus, and Emeris Books will deliver your student card together with your textbooks. There is no cost for new or returning Emeris students for the issuing of the Emeris student card for 2026.

7. Contract Amendments and Transfers

Should you wish to make an amendment to your registration contract, including your module selection, please do so prior to clicking Submit and accepting the T&C's.

Once you have submitted your registration request, **any** changes to your registration will need to be raised via Emeris Assist.

Please take note of the following important deadlines:

****Application for inter-campus transfers: 20 February 2026**

****Contract amendments: 27 February 2026**

8. Assessment Accommodation Support

Student support and assistance is fundamental to ensuring student success and consequently, students who by virtue of different abilities that are a result of physical, mental or cognitive difficulties have the right, to access services that will provide them with equal opportunities to succeed. To determine the necessary eligibility and accommodations required, early disclosure is imperative. Early disclosure ensures all assessment applications are processed, and all support plans are implemented to ensure equitable and conducive learning environments. To complete the application, attach all necessary supporting documents (recent educational psychologists report or a letter from the school governing body (IEB, WCED or GDE), or relevant report from a healthcare specialist) with confirmation of approval of assessment accommodations.

Applications for assessment accommodations should be submitted prior to academic week four (4) to ensure sufficient processing and consideration of all applications.

Should you need any assistance, please feel free to contact the campus

9. Applying for an Academic Credit

If you need to apply for a credit, please go to **Emeris Assist**, and choose either **Internal** or **External** Credits. Your application will be carefully reviewed, and you will receive a response via Emeris Assist.

Please note that credit applications will only be considered between 12 January 2026 and 24 February 2026. It is important to ensure that you upload all necessary documentation to support your application.

If you are applying for external credits, please note that an evaluation fee of R250 per module will be charged.

10. Emeris Sports Club Registration

Students wishing to play sport at Emeris need to **register to become a member of the Emeris Sports Club**. The basic membership fee is **R400** and will automatically be added onto your student account upon completing the **Emeris Sports Club Membership Form** on the **MyEmeris** (Student Intranet). This is a **NON-REFUNDABLE FEE** and includes the following:

- **FREE ACCESS to participate in sports offered at each Emeris campus.** There are TWO main categories of clubs offered by Emeris Sports Club:
 1. **Campus Sports Clubs** – a unique list of sports is offered by each Emeris campus. These include clubs such as e-sports, chess, action netball etc.

R400 fee is a basic membership fee which allows you access to ALL campus level sports clubs offered at your campus. It is a once off annual fee that is non-refundable.

2. **Major Sports Clubs** – these are Centers of Excellence for national clubs offered by Emeris, and these clubs are affiliated to national or provincial federations. Should you wish to become a member of a major Sports Club (e.g. Emeris Athletics Club, Emeris Cricket Club etc.) you will be

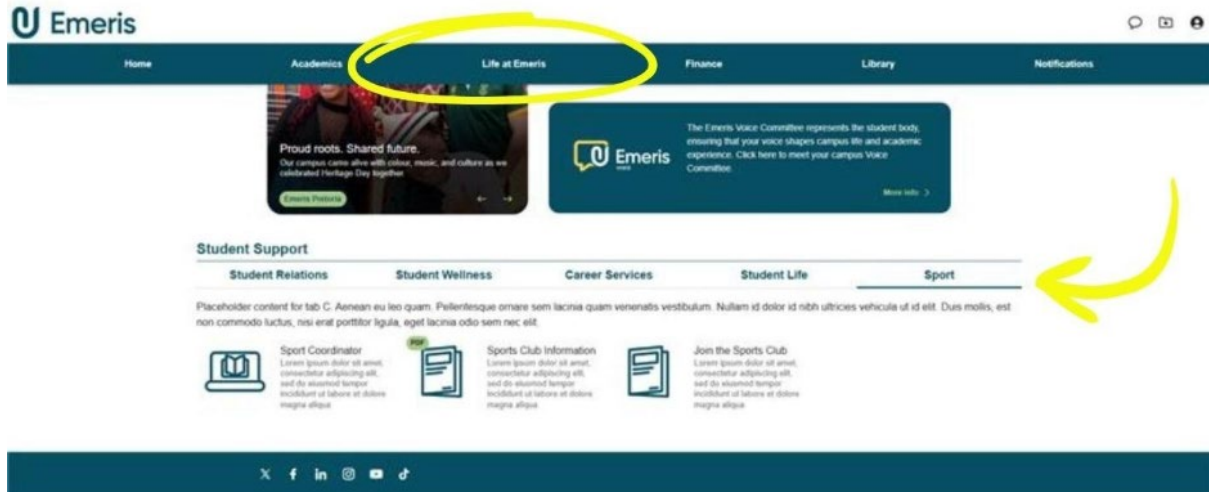
The Major Sports Clubs fees are determined by each Club's Committee and are based on, but not limited to, the affiliation and league fees of the local provincial or national federations.

required to complete an **additional membership form** and be required to **pay additional club membership fees**.

- A LIMITED EDITION 2026 Emeris Sports Club T-shirt

10.1. How do you register for the Emeris Sports Club?

To become a member, you will be required to complete the Emeris Sports Club Membership Form which is located on [MyEmeris](#)



Follow the Step-by-Step process below to register and become a member of the Emeris Sports Club.

- **STEP 1:** Log into MyEmeris and look for the Sports icon which is available under the Life at Emeris tile, and once inside the Sports Section click on Emeris Sports Club Membership Form.
- **STEP 2:** Complete the Emeris Sports Club Membership Form and add all the sports you wish to participate in for the 2026 academic year – there is no limit!

***Should you wish to get more information per Sports Club – please check the Sports Sections on MyEmeris for the information sheet per club or chat to your Sports Coordinator,*

- **STEP 3:** By clicking SUBMIT and accepting the Emeris Sports Club Terms and Conditions you will then automatically be billed for the non-refundable Sports Club fee of R400 to your main student account.
- **STEP 4:** Join each Sports Club WhatsApp group. An email will be sent to your Emeris Student email account confirming your Sports Club Membership. **WhatsApp links to each campus sports club will be included in the email.** Please ensure that you join the WhatsApp Groups for the sports that you signed up for, so you can have access to all the latest information about practices, matches and socials for each sports club.
- **STEP 5:** Collect your 2026 Sports Club Shirt during Sports Week and get involved and get active with the Emeris Sports Club.