

Caring for you

What we can do for you

Accommodation

On-campus accommodation

You have chosen to live in well-resourced, professionally staffed, homely accommodation located on a premier site next to the sea. Here you will meet students from a variety of backgrounds and where you will be challenged intellectually, culturally and in the sports arena. Expect to learn a variety of new and exciting skills which will enhance your personal development. Our university residences are a haven for hardworking, diligent, creative and progressive young people. For any queries concerning fees, catering and other concerns, please contact the Residence Admissions and Placements office or visit our website www.nmmu.ac.za/studenthousing for more exciting and current updated information.



STUDENT HOUSING		
Central Admissions Office	For All Residence Enquiries & Applications	041 504 1415 041 504 3690
Campus	Name of residence	Contact numbers
South	Xanadu (first-year males)	Manager: 041 504 4547
	Unitas Main (senior males)	041 504 2405
	Unitas Annex (senior females)	041 504 2405
	Melodi (first-year females)	041 504 2402
	Veritas (senior females)	041 504 2485
	Renaissance Postgraduate Student Village (mixed gender)	Manager: 041 504 3941
North	Lebombo (Junior females)	Manager: 041 504 9107
	Letaba (Junior males)	Manager: 041 504 3049
	Sanlam Student Village	
	Indwe (Senior females)	Manager: 041 504 4506
	Ikamva (Senior males)	Manager: 041 504 4746
	Protea (mixed gender)	Manager: 041 504 3572
Second Avenue	Oceana (separate housing for males & females)	Manager: 041 504 3839
George	Residence Halls	Manager: 044 801 5034
	Residential Houses	Manager: 044 801 6136

Call the relevant Manager for general enquiries or visit our website: nmmu.ac.za/studenthousing

Off-campus accommodation

Students requiring off-campus accommodation may call:		
Campus	Contact person	Contact numbers
Port Elizabeth	E-mail: offcampus.accommodation@nmmu.ac.za	Tel: 041 504 4735/6 Fax: 041 504 9661 082 416 3673 (emergencies)



Arts and Culture

South Campus:	041 504 2508
George Campus:	044 801 5029

Arts and Culture is a vibrant unit that makes a substantial contribution to the enhancement of your university experience, contributing to your holistic development and enrichment of campus life. The department provides you with the opportunity to express your talents by joining a wide range of interactive, cultural and active societies. These societies are diverse and include performing arts, dancing, music, drama and choirs.

Campus Health Service

South Campus:	041 504 2174
North Campus:	041 504 1149
George Campus:	044 801 5062
Missionvale Campus:	041 504 1374
Second Avenue Campus:	041 504 3762

Medical assistance is available on your campus. When you are not feeling well or are in need of information about any health-related issue, visit Campus Health Services. A comprehensive primary health care service is available on every NMMU campus. Various free services are available e.g. HIV testing and treatment, contraceptives, etc. All services are provided by registered health care professionals. Please phone the numbers above to make an appointment to consult with us.

Centre For Teaching, Learning & Media (CTLM)

Our vision is

- ▶ To support and challenge students to develop academic strategies and behaviours in order to become confident, independent and successful learners.
- ▶ To create learning communities that will connect, collaborate, co-create and help you become co-responsible towards your academic success.
- ▶ To support student academic development through programmes such as SI training, How2 buddy training, mentor and tutor training, and ongoing Keys to success sessions.

Our office is located on North campus, R Block, R106. Contact **Ms Ronelle Plaatjes** on telephone number **041 - 504 9055**

Co-Curricular Record



While in University, it is important to not only achieve your goals related to your academics, but also to develop yourself in ways that will help you be a potential employee that employers want to hire. You are encouraged to develop yourself in 16 key areas believed to be traits attractive to employers, both locally and globally. These learning outcomes include:

Whether it be through campus leadership positions like How2 Buddies, BtC and Res Mentors or involvement in experiences like societies or community involvement sites, co-curricular activities provide you opportunities in which you can develop these key skills. Additionally, you can receive formal recognition for the learning achieved through these out-of-the classroom activities with the NMMU Co-Curricular Record (CCR). The CCR serves as a companion to your Academic Record and formally acknowledges your participation in approved co-curricular activities, including the learning outcomes achieved through participation. It is never too early to start developing yourself for your future career. For more information on the CCR, please contact Jennifer Winstead at Jennifer.Winstead@nmmu.ac.za.

NMMU Contact Centre

041 504 1111

This one-stop information hub will handle enquiries on study programmes for prospective and current students, support admissions processes, registration support, student account enquiries, information on exam rules; venues and dates and time, graduation support, access assessment bookings, student

orientation, student records and general university and faculty support in directing enquiries to the correct department or employee.

info@nmmu.ac.za • www.nmmu.ac.za

Financial Aid

The Financial Aid office is there to assist students financially. Not all students qualify for assistance and financial aid is granted on the basis of certain financial and academic criteria. If you would like to apply for financial aid, please visit one of the following offices:

FINANCIAL AID OFFICES

Campus	Office	Telephone
North	New Admin Building	041 504 3096
Missionvale	Building G38	041 504 1242
George	Finance Office	044 801 5098/5563

Do you know about our Scholar Merit scheme?

Scholar merit is an automatic award. It is based on your final Matric or National Senior Certificate results and is calculated according to a point system. For enquiries please phone the Financial Aid offices or visit our university website (www.nmmu.ac.za) for further information pertaining to bursaries & our student merit awards.

Questions about your student fees or account?

If you are not sure about the financial status of your student account, please visit the Student Fees Accounts department. Make sure you have checked the due dates for payment of accounts and cancellation of modules.

How does not paying your account affect you?

- ▶ You may not be allowed to re-register
- ▶ Your exam results / diploma / degree may be withheld
- ▶ Your account may be referred to external debt collectors with costs
- ▶ You may be evicted from residence.

Financial planning

Ensure that you have sufficient money on arrival as your bursary might not cover certain expenses such as food, transport and rent. You must have cash for services like printing and photocopying throughout the year. Please read all documentation sent to you by the Financial Aid office. If you are unsure about anything, please contact them. It is important to come prepared.

Graduate Placement and Co-operative Education

The following offices operate on the South and North campuses to assist with the placement of students for:

- ▶ Permanent employment (for graduates)
- ▶ Experiential learning
- ▶ Service learning
- ▶ Internships and learnerships
- ▶ Internal student assistant positions
- ▶ Ad Hoc placements

Offices	Contact person
South Campus ground floor, main building, Graduate and Student Placement	041 - 504 2951
North Campus – R block, room 12, Co-operative Education and Service Learning	041 - 504 3540



Join our Facebook Page @ NMMU
Graduate and Student Placement

HIV/AIDS Unit

NMMU South Campus

Director: Dr Rosemary Chimbala Kalenga
041 504 2344

Admin assistant: Anri van der Merwe
041 504 2876

The unit strives to be recognised for its leadership role in driving a sustainable comprehensive response to mitigate the health, and socio-economic impact of HIV & Aids on students, staff and the broader community through governance, teaching and

learning, research, community engagement and service provision.

Programmes developed, supported or facilitated by the unit are informed by evidence-based research and have a comprehensive approach encompassing the domains of prevention, treatment, care and support.

Local and international students are encouraged to enquire about and become involved in the various research projects that the unit undertakes.

Library and Information Services

South Campus:	041 504 2281
North Campus:	041 504 3410
George Campus:	044 801 5004
Second Avenue Campus:	041 504 3851
Missionvale Campus:	041 504 1269
Business School:	041 504 2044

NMMU has six libraries, five of which are situated on the Port Elizabeth campuses, and one on the George campus.

All registered students and staff at NMMU are entitled to free membership of the Library and Information Services (LIS). Students must present their student cards annually at the Circulation Desk to register as library users.

Registered library users have access to the following services at all libraries:

- ▶ Short loan collection of books, articles and class notes that are in high demand
- ▶ Study collection with multiple copies of prescribed textbooks
- ▶ Inter-branch loans of library material between the different campus libraries
- ▶ Interlibrary Loans (This service is only available to registered masters and doctoral students and staff)
- ▶ Computer work stations for accessing Online Library Catalogue, full-text electronic databases and online journals
- ▶ Assistance with and training in finding information for assignments and research
- ▶ Self-service photocopiers/printers and areas for reading, studying, viewing and listening

A range of Library and Information Services Guides, Posters and the Library Website (library.nmmu.ac.za) provide further information about services, facilities and information resources.



Office for International Education

NMMU South Campus

Tel: 041 504 2161

E-mail: international@nmmu.ac.za

www.international.nmmu.ac.za

www.facebook.com/NMMUInternationalOffice

The NMMU Office for International Education (OIE) is on South Campus. Its main objectives are to comprehensively internationalise the campus and to bring the benefits of internationalisation to local students and the local community by establishing mutually beneficial partnerships with like-minded universities across the globe. All this is done to build global links for our university, add to NMMU's diversity and provide both our local and international students with the opportunity to extend their academic, research and social networks beyond borders.

The OIE assists international students and visitors to feel welcome and looked-after during their time at NMMU. In addition, the OIE provides study-abroad opportunities to South African second- to final-year students registered at NMMU.

The OIE thrives on building relationships and strongly objects to acts of xenophobia. It encourages all students to appreciate diversity, and for this reason facilitates various fun food and cultural days such as Africa Day, Indian Day, Chinese Day and more at the on-campus restaurant, Rendezvous Campus Cafe.

Services offered by the OIE:

International student finance:

- ▶ Facilitates payment of fees, membership and accommodation
- ▶ Cheque requests

International student admissions:

- ▶ Provides documentation for visa renewal

- ▶ Liaises with faculty, residences and departments at NMMU on behalf of our international students/ guests
- ▶ Assists with student academic and wellness support

Engagement:

- ▶ Cultural functions and excursions
- ▶ Incoming short programmes
- ▶ Community service
- ▶ Research

Marketing:

- ▶ Recruitment of international students to NMMU programmes
- ▶ Promoting opportunities abroad for South African students
- ▶ Management of international partnerships and student mobility

International student orientation – please refer to this booklet and your enclosed programme

Peer Helping

North Campus:	041 504 3222
South Campus:	041 504 2511
Second Avenue Campus:	041 504 3854
Missionvale Campus:	041 504 1106

Peer helping is based on the well-researched fact that students often seek out their friends when they experience frustrations, concerns, or when they have to make decisions. The Peer Help Programme equips carefully selected and trained students to further develop and refine their natural helping skills. Peer Helpers get trained and supervised to provide listening, understanding and support to fellow students (their peers) – and to refer them to available resources. They are also provided with opportunities to put this training to practice by assisting other students in decision-making on matters such as life-style enhancement, career development and employability, as well as learning and academic skills. Peer helpers can also assist and empower students to deal with issues related to loneliness, problem relationships and health (such as HIV/Aids-issues). The ultimate aim of Peer Helping is to assist students in creating beneficial living and learning environments, making their university life as meaningful and enjoyable as it is meant to be!

Postal Services

Mail items:

Mail items for students in residence will be accepted, sorted and delivered to the different residences.

Addresses for residences:

Unitas – PBag 6054, Port Elizabeth, 6000

Melodi – PBag 6057, Port Elizabeth, 6000

Veritas – PBag 6053, Port Elizabeth, 6000

Xanadu – PBag 6056, Port Elizabeth, 6000

Post Grad Student Village – PO Box 1600, Port Elizabeth, 6000

Oceana Residence – PO Box 13357, Humewood, 6013

Sanlam Student Village – PBag X6011, Port Elizabeth, 6000

Lebombo Residence – PBag X6011, Port Elizabeth, 6000

Letaba Residence – PBag X6011, Port Elizabeth, 6000

Courier items:

Courier items or parcels addressed to students in the residences will be kept in safe custody. Notifications will be sent to the student by e-mail to inform the student where to collect the item. Proof of identification must be submitted upon receiving the item.

Sexual harassment

NMMU is firmly committed to providing an environment that fosters mutual respect and is free from all forms of discrimination and harassment, including sexual harassment. To this end a sexual harassment policy is in place that governs the prevention and resolution of sexual harassment, behaviour which is not tolerated by the university.

Any member of the NMMU community who experiences sexual harassment is encouraged to express his / her complaint without fear of prejudice. The allegation will be investigated and a decision taken on the most appropriate course of action. Strictest confidentiality will be maintained.

Where to go for help:

The Campus Health Service on your campus:

South 041 504 2174

North 041 504 1149

Second Ave 041 504 3762

Missionvale 041 504 1374

George 044 801 5062

Sport

“Success in Sport, Success in Academics, Success in Life”

While the primary function of NMMU is academic, the value of the holistic development of students and establishing of a culture of participation and competition is central to the institution’s focus on the well-being of students.

Madibaz Sport offers a wide variety of competitive and recreational sport programmes for students and staff, as well as for the wider university community. These provide opportunities to participate in sport and recreation ranging from informal and social games for fun and enjoyment, to highly competitive leagues where skills are tested against the best in the province and country. In addition, through the various high performance programmes and academies of sport, NMMU plays a major role in the process of developing elite and potentially elite players.

Athletics Athlons (tri-, bi-, du- and biathlon) Basketball Chess Cricket Cycling	Golf Hockey Judo Karate Netball Rugby Rock climbing*	Rowing Shooting* Soccer Squash Surfing Swimming Table tennis	Tennis Underwater hockey Volleyball Water polo Fitness and aquatics Centre
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* George Campus only

Madibaz Sport provides club members with excellent sport facilities, scientifically-based coaching programmes and organisational and administrative support.

For an application form or more information contact the Madibaz Sport (formerly the Sport Bureau) at:
Port Elizabeth: 041- 504 2165 or George: 044 – 801 1511





Student Counselling, Career and Development Centre (SCCDC)

George Campus:	044 801 5051 / 801 5168
South Campus:	041 504 2511
North Campus:	041 504 3222
Second Avenue Campus:	041 504 3854
Missionvale Campus:	041 504 1106

Who are we?

We are professionally qualified and experienced Student Counsellors who are registered psychologists and educators. Our team also includes supervised national and international graduate interns-in-training. A team of Peer Helpers (students trained in communication and helping skills) is also available to support you.

We offer you:

- ▶ A free, private, confidential, individual professional counselling service
- ▶ Numerous group programmes presented in collaboration with your lecturers, other staff and Peer Helpers and packaged in relation to: academic issues, career choice and planning, wellness and personal, social and emotional concerns
- ▶ An Orientation Programme for new students
- ▶ A variety of self-help pamphlets, web-based materials and DVDs on most of the topics mentioned above.

Student Governance and Development

North Campus:	041 504 3229
South Campus:	041 504 3351
Second Avenue Campus:	041 504 3894
Missionvale Campus:	041 504 1235
George Campus:	044 801 5029

This department contributes towards the holistic development of students. Its core functions are the training and development of student leadership, the coordination of student life and events and supporting student governance structures such as the Student Representative Council (SRC). All students are invited to join a society of choice; the 76 societies are categorised as academic, religious, developmental, social responsibility and political.

BtC – Beyond the Classroom Leadership Development

The leadership training and development unit of Student Governance and Development (SGD) believes that all students, (not just those who hold formal leadership positions) are potential leaders.

This unit offers workshops that assist in the development of creative, independent, community-minded students who will contribute towards a positive living and learning community and assist in the creation of a vibrant student life and experience at NMMU. Join the Beyond the Classroom (BtC) Leadership programme which starts early in March. Contact kelliott@nmmu.ac.za (041 504 3470) for further details.

Students with disabilities

NMMU South Campus: 041 504 2313
E-mail: disability@nmmu.ac.za
Embizweni, ground floor, office number 57

NMMU would like to ensure that students with disabilities do not experience unfair discrimination due to their particular challenges. This unit strives to ensure that reasonable accommodation, reasonable adjustment concerning accessibility, examinations and other academic concessions are made to meet your needs. Services currently available include portable devices for recording of study materials and enhancing quality of hearing devices, on-loan wheelchairs for hard-to-negotiate areas, special work areas in the libraries and general computer laboratories equipped with magnification and scanning software, and a wheelchair-friendly vehicle to assist with specific transportation needs.

As every case needs to be individually assessed, please register your special needs with the university's Disability Unit as soon as possible, preferably the year prior to registration and application. At your first appointment you will need to provide medical documentation from an appropriate professional. The goal of the consultations between students and the Disability Unit is to identify the impact of disability on the student and to maximize opportunities for independent participation.

We offer:

- Confidential, professional individual consultation sessions
- Workshop and information sessions for students
- A link to support organisations and networks relevant to your disability
- Training on assistive devices and software

Familiarise yourself with NMMU's Policy on Persons living with Disability, copies of which are available at this unit or on the NMMU Portal. Bursaries for students with disabilities are available on an annual basis, upon application through the Financial Aid Office.

Supplemental Instruction

All faculties and George campus:

Liesl Smith: 041 504 2118

What is SI?

SI is a student academic assistance programme that increases student performance and retention. The SI facilitators are senior students themselves, who have successfully completed the course concerned. They offer regular, out-of-class, peer-facilitated sessions after attending the lectures. The programme is offered to all students in the selected courses, predominantly at first-year level.

Where is it offered?

SI is currently only available in selected courses at the South, North, Second Ave, Missionvale and George campuses. Departmental notice boards and lecture announcements will tell you where to find your sessions. You can also find out more from 10 -0115/17 (M&P Building), South Campus.

The University Shop corporate gift and clothing store

Sanlam Student Village (Main Store):

shop@nmmu.ac.za or 041 504 4371

Mon - Fri 09:00 - 15:30

Missionvale Student Centre:

shopmv@nmmu.ac.za or 041 - 504 1369

Tue - Thur 11:00 - 13:00

The University Shop is a project of the NMMU Alumni Association and was established as a brand development tool. By wearing NMMU branded items, students, staff, alumni and friends can show their affinity and support for the institutional brand. You can visit the one-stop shop for all NMMU branded clothing, bags, folders and stationery. The best sellers include hoodies, backpacks, caps, golf and t-shirts and pens.

Writing Centres

South Campus: Room 12, Building 10,

Lower Ground Floor: 041 504 2686.

Linda.Mostert@nmmu.ac.za

Room 14, Building 10, Lower Ground Floor:

041 504 2927. Gino.Fransman@nmmu.ac.za

Second Avenue Campus: Room 015, Building 410:

041 504 3773. Shena.Lamb@nmmu.ac.za

George Campus: Room 003, Mopani Building,
Saasveld Road: 044 801 5105.

Shann.Kieswetter@nmmu.ac.za

Consultants in the Writing Centres work with your lecturers on the teaching and learning of the different kinds of writing as well the audience, purpose, structure and style of each.

Once they have agreed a writing development strategy with your lecturer, you can phone or email them for an appointment or can email your draft writing to them for advice and feedback.

To email your draft to them, go to your NMMU Student Portal and click on their logo to get to the website. At the bottom of the first page, click 'Fill in the registration form' and, after completing the form, upload your draft (with your lecturer's instructions).

Writing Centres do not offer an editing service. If you need an editor, there is a list of editors (with details of how much they charge) on our website.

