UNISA
GAUTENG
REGION

OUR SERVICES

Define tomorow.

UNISA | university of south africa
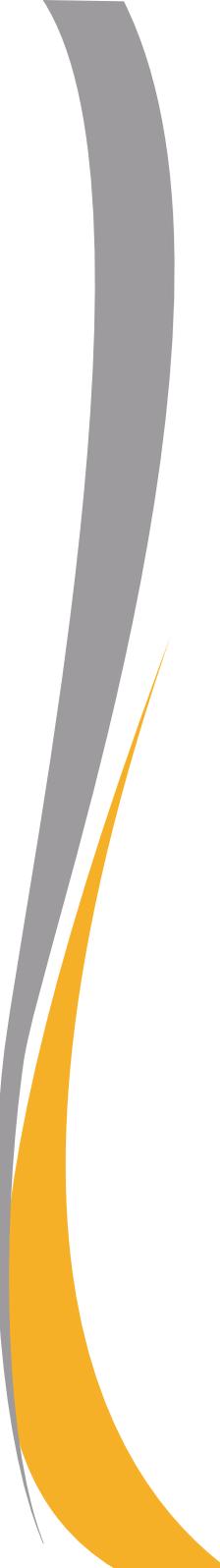
ABOUT
GAUTENG REGION

Located at the centre of the country, Gauteng Region provides a menu of student support services to a collective student population of just over 100 000 through its various regional services centres located in almost all corners of the Gauteng province.

Regions, through their regional services centre, are mostly the first point of contact or entry for a student when he or she visits or calls Unisa. The majority of services that a student requires are found at regional service centres.

OUR VISION

The African University shaping futures in the service of humanity

OUR MISSION

Unisa is a comprehensive, open distance learning institution that produces excellent scholarship and research, provides quality tuition and fosters active community engagement. We are guided by the principles of lifelong learning, student centredness, innovation and creativity. Our efforts contribute to the knowledge and information society, advance development, nurture a critical citizenry and ensure global sustainability.

OUR VALUES

- Ethical and collective responsibility
- Integrity
- Innovation and excellence
- Responsive student-centredness
- Dignity in diversity

OUR SERVICES
CONTACT DETAILS

COUNSELLING

The function of Counselling Services in the region is to contribute to students' development and academic success in an open distance e-learning (ODeL) environment through career, academic and personal counselling. The unit provides face-to-face counselling, telephonic counselling and e-counselling.

TO BOOK FOR ONLINE COUNSELLING
https://tinyurl.com/DCCDOnlineSession

COUNSELLING CONTACT DETAILS
https://tinyurl.com/ContactDCCD

LIBRARY

The function of Library Services is to provide clients with information resources that would assist them in their studies or research.

TO LEARN MORE ABOUT THE LIBRARY SERVICES AND RELATED RESOURCES

https://bit.ly/3EjeEdX

STUDENT ADMINISTRATION (i.e. APPLICATIONS AND REGISTRATION)

The function of Student Administration is to offer the following services: application and admissions, student funding; registration; assessment administration (assignments and examinations); graduations; general student administration; and student governance. It also has self-help facilities.

FOR MORE INFO ON APPLICATIONS AND REGISTRATION RELATED INFO

https://bit.ly/2YipznC

What is it like to a Unisa student

ADDITIONAL SERVICES & RESOURCES

MICRO TEACHING SERVICES

Micro-teaching is a focused teacher-training approach that allows
student teachers or pre-service teachers to practise teaching with a
small group of learners in a controlled environment. It supports the
development of specific teaching skills, builds confidence, and
refines instructional techniques before engagement in a live
classroom. The Region supports the College of Education by
facilitating micro-teaching lessons as part of its commitment to
strengthening teacher development and teaching excellence.

SUPPORT FOR STUDENTS WITH DISABILITIES

Our region has facilities for people with disabilities in its
computer labs and library. Should you have special needs,
please feel free to contact your nearest regional service centre.

ARCSWID

https://bit.ly/3vPRcBa

WORK-INTEGRATED LEARNING

Besides providing referral letters to students for their work-integrated learning, the region also provides workshops (on employability skills and other relevant topics) and activities such as career fairs which are aimed at supporting Unisa students.

STUDY FACILITIES

The region has venues of different sizes that students can use for study purposes, meetings and related dis-cussions.

TECHNOLOGY ENHANCED LEARNING SUPPORT

The Technology Enhanced Learning Support service integrates technology into teaching and learning to enhance students' learning experience. Services offered to students include: access to computer laboratories and computers; technical support, including Wi-Fi configuration and academic software installations; computer literacy/skills, myExam, and myUnisa training; activation of myUnisa and myLife e-mail accounts; digital learning advising; and use of myUnisa tools.

ACADEMIC LITERACIES

Academic Literacies services are divided into Reading and Writing and Quantitative Literacy. The Reading and Writing component assists students in sharpening their skills as first language and additional language speakers of English with generic and discipline-specific writing. Quantitative Literacy assists students with numeracy skills. The service is available to both undergraduate and postgraduate students. Support is also available for specific modules in the form of one-on-one consultations and group sessions.

IMPORTANT NOTICE

The Gauteng Region has some good news to share! Did you know that Ormonde Conference Centre is fully operational ?

LOCATION: UNISA Ormonde Conference Cen 2 Vinton Rd, Ormonde, Johannesburg South close to Gold Reef City & NASREC

NB: This follows the closure of the Johannesburg Regional Service Centre (JRSC) at 120 Fox Street.

- OUR SERVICES INCLUDE:

- Applications and Registration
- Student Funding (NFSAS etc.)
- Student Cards
- Academic Support Services
- Counselling Services
- Computer Labs
- Library Services (Full online and telephonic support)
- Student Enquiries
  Location:

REGIONAL STUDENT REPRESENTATIVE COUNCIL (RSRC)

The region has an active RSRC that plays a valuable role in student activities in the region. The RSRC is a committee of student leaders who are elected by the students to represent them and to ensure that the student voice is considered in matters of governance and whenever important decisions are made. If there is anything you wish to bring to the attention of the RSRC, you can contact them as follows:

Visit www.unisa.ac.za/src for more information on the SRC

ADDITIONAL TIPS WHEN COMMUNICATING WITH THE UNIVERSITY

The Gauteng Region has created a myUnisa site to facilitate improved communication between students and the University. This project is a direct response to the Vice Chancellor's call for all staff members to partner with her to ensure the success of the academic project. It is envisaged that the project will further enhance student success, which will result in the University's improved brand and reputation.

STUDENTS MAY ACCESS THIS MYUNISA SITE BY FOLLOWING THESE STEPS:

01. Click on *cas.unisa.ac.za* to log in at the top right-hand corner.

02. Enter your username and password and click on "Login".

03. Find the site tab on the myUnisa top navigation and click on the tab to go to the site. (You will see two or more tabs in a row across the upper part of the screen.)

- Always use your myLife e-mail address when communicating with the University.
- Always use your student number as a reference in the subject line.
- Always send an enquiry to one e-mail address only.
- Failure to adhere to the above might cause unnecessary delays in the Unisa response.
- Provide your contact details and a full description of the challenge you are experiencing.
- Include a print screen error message where applicable.

Download Unisa's Student App and access admin functions via your phone.
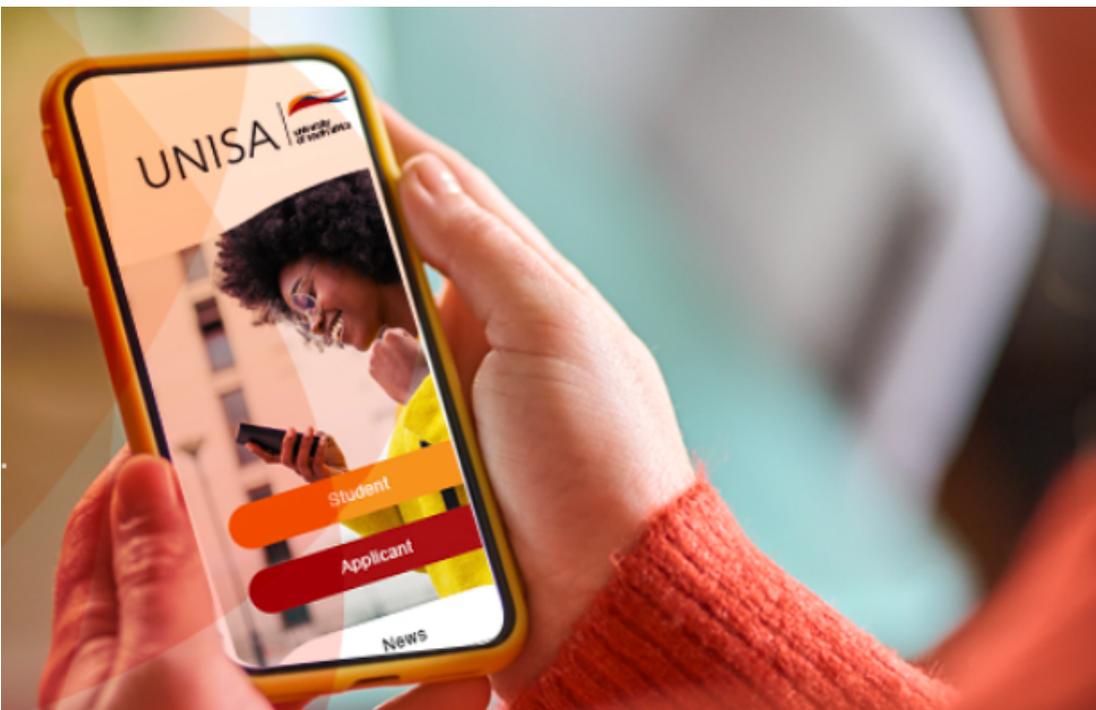
Do you need to quickly check when an assessment is due? What about accepting the invitation to that all-important graduation ceremony? **The Unisa Student App is your answer!**

Download the Student App now and access Unisa admin functions via your smartphone. It also has communication features, which will allow you to receive important messages from Unisa.

The process is simple

Download the App from the Apple iStore, Google Play Store or the Huawei AppGallery and login in with your student number and Unisa password.

Have a look at some of the functions currently available on the App:

- **Applications**: Track the status of your application, upload documents, pay the application fee, view the MOOC flag, and accept or decline Unisa's offer.
  Registration: Track the status of your registration (temporarily registered or fully registered)
  Pay your study fees
  Study material: Track the study material sent via courier
  Assessments & exams: View your assessment information, apply for an exam remark or an aegrotat
  Graduations: Accept or decline your graduation invitation, view your qualification and address information, and add or edit the guests attending your graduation ceremony
  Access the self-help, Chatbot and L**ive chat functions**

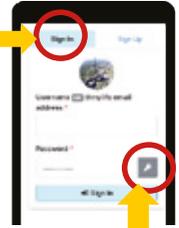* **Additional functionality will be added to this App in later**

How to use the **Student Booking APP** **Registered Students**

1 Visit http://www.unisa.ac.za/access
on your phone or PC
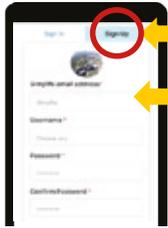
1 Click on **"Sign Up"**

2 Register with your **myLife e-mail address**
and a password of your choice

3 Access your **myLife account** and verify
your registration

2 Sign-in

NB If you forgot your password,
use the key button

3 Complete a Booking

Welcome
Logout

1 Select date (limited to today and tomorrow)

Date of visit (limited to today and tomorrow, no weekends): *

2 Specify reason for booking

Specify reason for booking

3 Select time slot (Morning or Afternoon)

Morning slot (08h00 - 11h30)
Afternoon slot (12h30 - 15h30)

Only accessible
campuses/
regions are listed

4 Select a campus/region

Campus *
Select an accessible campus

5 Select a building/facility

Building *
Select an accessible building

Only accessible
buildings/
facilities are
listed

6 Confirm absence of listed
Covid-19 symptoms

7 Submit booking

Submit

Booking is
confirmed
or rejected

NB

Number of booking slots available are regulated
Be considerate and do not overbook
Delete a booking when not going

NB

If confirmed take
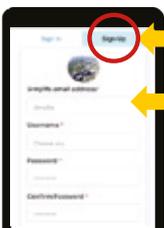**screenshot of confirmation**

4

AT CAMPUS ENTRANCE GATES

1 Follow signs to Screening Points — Will not be allowed to enter if NOT screened

ENTRANCE — Screening Points

2 Produce Student card for scanning

3 Body temperature is scanned and recorded

4 Access campus

5

AT BUILDING ENTRANCES

1 Produce Student card for scanning

2 Booking is confirmed

3 Access Building or facility

1

Visit http://www.unisa.ac.za/book on your phone or PC

1 Click on **"Sign Up"**

2 Register with an **e-mail address** and a password of your choice

3 Access your **email account** and verify your registration

2

Sign-in

NB

If you forgot your password, use the key button

3 **Complete a Booking**

Welcome
Logout

1 **Select date** (limited to today and tomorrow)

Date of visit (limited to today and tomorrow; no weekends): *

2 **Specify reason for booking**

Specify reason for booking

3 **Select time slot** (Morning or Afternoon)

Morning slot (08h00 - 11h30)
Afternoon slot (12h30 - 15h30)

Only accessible campuses/ regions are listed

4 Select a campus/region

Campus *
Select an accessible campus

5 Select a building/facility

Building *
Select an accessible building

Only accessible buildings/ facilities are listed

6 Confirm absence of listed Covid-19 symptoms

7 Submit booking

Submit

Booking is confirmed or rejected

NB

Number of booking slots available are regulated
Be considerate and do not overbook
Delete a booking when not going

NB

If confirmed take screenshot of confirmation

4

AT CAMPUS ENTRANCE GATES

1 Follow signs to Screening Points
Will not be allowed to enter if **NOT** screened

ENTRANCE ← Screening Points

2 Produce screenshot of booking

3 Body temperature is scanned and recorded

4 Access campus

5

AT BUILDING ENTRANCES

1 Produce screenshot of booking

2 Security confirms booking

3 Access Building or Facility

Define tomorow.

UNISA | university of south africa

REGIONAL HEAD OFFICE

OFFICIAL HOURS: 7:45 – 16:00

The regional head office is located in Sunnyside, Pretoria and can be contacted via telephone and e-mail

www.unisa.ac.za

012 441 5756

Building 14, Sunnyside Campus

Corner Steve Biko & Justice Mahomed Street Sunnyside Pretoria

gautengtl@unisa.ac.za

Ekurhuleni Centre:

Corner R51 & Brazil Street, Daveyton
Ekurhuleni.GR@unisa.ac.za

Florida Regional Service Centre:

2nd Floor, Phapha Building, Science Campus
Corner Christiaan de Wet and Pioneer Street,
Florida
Florida.GR@unisa.ac.za

UNISA Ormonde Conference Centre:

2 Vinton Rd, Ormonde, Jhb South
Johannesburg.GR@unisa.ac.za

Vaal Centre:

1st Floor, Hangar Building
Corner Voortrekker & Rhodes Avenue, Vereeniging
Vaal-GR@unisa.ac.za