Student registration: quick reference guide for 2025

Process step	Action required	SUNStudent portal system steps	User Guide reference	Tips | comments | reminders
Preparing for online registration	(i) Install MFA on your device BEFORE you register. (ii) Read the complete online registration guide. (iii) Take note of registration procedures and schedule	Register for MFA Online registration guide	Preparing for online registration: page 1	Use **Google Chrome** as web browser
Navigate to the online registration portal	Go to homepage on SU website and proceed to 2025 Fees & Registration page	Click on Registration and Fees to find the links marked **Register online** for access to the Registration portal; and the **Online registration guide**.	**STEP 1 &2:** Navigate to the online **registration portal:** page 1	Open the online registration guide to assist you with the registration process.
Log on to Registration portal	Proceed to the SUNStudent Registration Portal sign-in page for students	**https://student.sun.ac.za/**	**Step 3:** Log on to the **Registration Portal**: page 2	SU log-on credentials will be sent to new students via email confirming admission status. Use schedule to see registration dates: **registration schedule.**
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:** page 2	Read terms and conditions
Navigate in portal to Registrations	Go to **Registrations**	**Academics** >> **Registrations**	**STEP 6 & 7:** On navigation pane, click on **Academics**, then **Registrations:** page 3	

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Update all personal information	Review the form and update data in all fields. Take special note of **Correspondence Language** and **Preferred language of teaching**.	Under **Profile Update** tab, select >> **Personal Information** >> **Update** >> **Next & Submit**	**STEP 8 - 10:** Update personal information under **Profile Update**; click **Next & Submit**: page 3	Personal information should always be updated to ensure that students receive important information.
Update next of kin information	Review and update next of kin of information	Under **Profile Update** tab, select: >> **Next of Kin** >> **Update** >> **Next & Submit**	**STEP 11 & 12:** Update **Next of Kin** information; click on **Next & Submit**: page 3	Make changes, if necessary, by using **Edit** or **Add Details** buttons
Update address information	Review and update address information	Under **Profile Update** tab, select >> Address >> Update >> Next & Submit	**STEP 13 & 14:** Under **Profile Update** tab, update **Address** information and click on **Next & Submit**: page 4	Confirm **Postal address** and **Residential Address**. Click **Modify** to make changes or **Add Address** if you need to add an address.
Update Fee Payer details	Add or update **Fee Payer** information	Under **Profile Update** tab, select >> Address >> Update >> Next and Submit	**STEPS 15 - 17:** Under **Profile Update**, **Add** or **Update Fee Payer Details**; click on **Next & Submit**: page 5	Take careful note of the required contact information the **Fee Payer** screen and 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. Successfully completed semesters will be marked as **passed**.	Under **Registrations** tab, select >> **Period registration** >> Search >> Click on **line item** to register for first semester >> **Enroll**	**STEPS 1 - 4:** Period Registration: page 6	If **Period Enrollment Status** column lists period as **Pending**, and **Registration Status** column displays **Open**, proceed with registration.

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Module Registration	Select and Enroll all modules	Under **Registrations** select >> **Module Registration** >> **Show Repeat Modules** or **Show Backlog Options** >> Search >> Select **all modules** >> **Enroll**	**STEPS 1 -7: Module Registration**: page 7	Note requirements for **maximum** and **minimum** credits. Inserted document under **Additional Requisite** column shows co-requisites for each module.
	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 enrolled, you can de-enroll those modules.	Under **Registrations** select >> Module Registration >> **Show Repeat Modules** or **Show Backlog Options** >> Search >> Select **incorrect modules** >> **De-Enroll**	**STEP 8 & 9: Module Registration**: page 8	Please ensure that your module selection is correct. Refer to **Guidelines/ Instructions for Course Registration**

Once the registration process has been finalised, students will receive a **confirmation of registration**, with an attachment and module selection via their **Stellenbosch University email.**