

Section A Contact and banking details

1. Contact details and office hours

The offices of the Directorate Music are situated on the 5th level of the OR Tambo Administration Building, Unisa Main Campus, Muckleneuk Ridge, Pretoria. The offices are open Monday to Friday from 07h45 to 15h00 for music examination registrations and enquiries.

All written enquiries in connection with music examinations and related matters should be addressed to The Director, Directorate Music, PO Box 392, Unisa 0003.

Physical address: Preller Street, Muckleneuk Ridge, Pretoria (-25.7675638,28.1996419)

The web address of the Directorate Music is www.unisa.ac.za/music

Email address for examination entries: musicexamregistrations@unisa.ac.za

Email address for music publications only: musicpublicationsales@unisa.ac.za

Specific enquiries may be directed to the following personnel:

Type of enquiry	Telephone number	Email	Contact Person
ADMINISTRATION Entry forms, circulars, invigilators, music examination centres, examination results, certificates, transfers, change of address, change of music teachers, incorrect spelling of names and refunds.	012 429 4034	geysepgi@unisa.ac.za	Mr PGJ Geyser
	012 429 4695	moroblu@unisa.ac.za	Ms Ursula Makgale (teachers with surname starting with A-J)
	012 429 2800	modistk@unisa.ac.za	Ms Thalitha Modiselle (teachers with surname starting with K-S)
	012 429 2656	maonydp@unisa.ac.za	Mr Philly Maonye (teachers with surname starting with T-Z)
LOGISTICS Special requests and dates regarding Practical music examinations. Music examiners.	012 429 2583	isaaccl@unisa.ac.za	Ms Collette Isaacs
PROFESSIONAL Syllabi, teacher accreditation, alternative pieces and all other professional matters; Orders of music publications and <i>Musicus</i> .	012 429 2615	adamssa@unisa.ac.za	Mr Sean Adams Acting Deputy Director (Professional)
	012 429 2913	ndalaat@unisa.ac.za	Mr Aubrey Ndala
THEORY OF MUSIC Requirements and exemptions	012 429 2615	adamssa@unisa.ac.za	Mr Sean Adams Acting Deputy Director (Professional)
GENERAL Music Scholarship Competitions and other enquiries not mentioned above.	012 429 2615	adamssa@unisa.ac.za	Mr Sean Adams Acting Deputy Director (Professional)

2. Unisa banking information

Unisa's banking details are as follows:

Bank:	First National Bank
Account holder:	UNISA Income Account
Account no:	627 9962 5200
Account type:	Cheque
Branch name:	Sunny Park
Branch code:	250645
Swift code:	FIRNZAJJ (for international deposits)
Reference:	Refer to page 9, par. 10

3. Communication

When submitting an enquiry, always include your [music teacher registration number](#), [email address](#) and [cell phone number](#) to ensure a response within 48 hours.

When registering students, please indicate your preferred street address for courier deliveries of certificates.

Always inform the Directorate Music of changes in your contact information to ensure that you receive all the important communiqués.