



UNIVERSITY OF
KWAZULU-NATAL
INYUVESI
YAKWAZULU-NATALI

College of Agriculture, Engineering and Science

Registration Information

2019

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Welcome to the College of Agriculture, Engineering and Science. Thank you for choosing UKZN.

From the classroom to the laboratory to out in the field, the College of Agriculture, Engineering and Science is committed to the University of KwaZulu-Natal's vision of Inspiring Greatness. It strives to play a transformational role in the development of South Africa and the continent while providing a meaningful contribution to global knowledge production.

The College enjoys a long association with excellence in the areas of teaching, research and community outreach. Our lecturers, many of whom have received 'Excellence in Teaching' awards, enjoy international recognition and are hardworking people dedicated to their students. Research centres operate at the cutting edge of technology and enjoy support from external organisations and funders. The College boasts the highest research output of the entire University and has a number of 'A' and 'B' rated scientists. Success in the area of community work is largely owing to staff and students' diplomatic approach, altruism and philosophy of mutual benefit.

It extends over three of the five campuses of the university: Howard College, Pietermaritzburg and Westville.

The College, led by Professor Albert Modi, comprises the following Schools:

School of Engineering

Based on the Howard College and Pietermaritzburg Campuses

School of Agricultural, Earth and Environmental Sciences

Based on the Westville, Howard College and Pietermaritzburg Campuses

School of Chemistry and Physics

Based on the Westville and Pietermaritzburg Campuses

School of Life Sciences

Based on the Westville and Pietermaritzburg Campuses

School of Mathematics, Statistics and Computer Science

Based on the Westville and Pietermaritzburg Campuses



College of Agriculture, Engineering & Science

Important Dates

Please consult the university website: www.ukzn.ac.za for further details on registration.

PROCESS	DATE
On line (Self Help) registration for Masters and PhD's	Monday, 07 January – Wednesday, 27 February (returning students)
Parents' Day	Saturday, 26 January 2019
Orientation	Monday, 28 January – Wednesday 30 January 2019
On line registration for all Undergraduate, Honours and Postgrad Diploma programmes	Monday, 07 January – Friday, 01 March
Deadline for the exclusion appeal process	Monday, 21 January 2019
Lectures commence	Monday, 04 February 2019
Final date for requests for extended DP's	Friday, 01 March 2019
Final date for submitting curriculum changes	Friday, 01 March 2019
The Final date for payment of all fees required for registration	Friday, 01 March 2019
Final date for 1 st Semester registration	Friday, 01 March 2019

FEE/FINANCIAL INFORMATION

Please note that the initial registration fee is **R3750.00** and the initial residence deposit is **R2750.00**. NB: This is only applicable to local/SA and refugee students.

International students: please note that full fee payments are required upfront before registration. This information is published in the fee brochure and is also available on the website (<http://www.ukzn.ac.za/student-fees>). This information applies to all international students. The university reserves the right to charge you these fees.

Note: the onus is upon the student to read and understand this information.

Please refer to the university registration website: <http://www.ukzn.ac.za/student-fees> for in-depth information on fees and fee related matters.

There are four easy ways to pay your fees and register:

1. ONLINE: using a debit or credit card via the Click-to-Pay links on www.ukzn.ac.za
2. DIRECT DEPOSIT: at any Standard Bank branch
3. EFT: Electronic Funds Transfers can be made at any bank but allow up to 2 days for clearance
4. REGISTER ONLINE FROM 7 JANUARY 2019: visit Student Central on www.ukzn.ac.za after you've paid.

The University bank account details are as follows:

Local Students –Self Funded ONLY	Bank : Standard Bank - Student Deposit Type of Account : Business Current Account Branch : Westville Branch Code : 045426 Account Number : 053081072 Reference Number : Enter Student Number
International Students	Bank : Standard Bank Type of Account : Business Current Account Branch : Westville Branch Code : 045426 Account Number : 053082826 Reference Number : Enter Student Number
Funded Students	Bank : Standard Bank - Main Account Branch : Westville Branch Code : 045426 Account Number : 053080998 Reference Number : Name of Organisation-Student Number

ACADEMIC REGISTRATION:

Local students: Please access Registration 2019 on the University website and use the relevant schedules listed below to guide you on details.

International students: Please note that in addition to the information in this booklet there are additional requirements for you in order to gain clearance for academic registration.

Please access the ff <http://ukzninternational.ukzn.ac.za/registration.aspx>.UKZN

FIRST SEMESTER

Monday, 04 February – Friday, 13 June

EASTER VACATION

Saturday 13 April – Monday 22 April

WINTER VACATION

Friday 14 June – Sunday 07 July

SECOND SEMESTER

Monday 08 July – Wednesday 20 November

MID-TERM BREAK

Saturday 14 September – Tuesday 24 September

PRE-SEMESTER:			
	Tue, 01 – Fri, 04 Jan	Wed, 02 Jan	University opens
	Mon, 07 – Fri, 11 Jan	Mon, 07 Jan	(Programme specific) Self-help registration system opens
	Mon, 14 – Fri, 18 Jan		
	Mon, 21 – Sat, 26 Jan	Mon, 21 Jan	Deadline for submission of Exclusion Appeals
			Deadline for applications for remarks
		Fri, 25 Jan	CEACOM (College Exclusion Appeals Com.) meetings
		Sat, 26 Jan	Parents' Day
	Mon, 28 Jan– Sat, 02 Feb	Mon, 28 Jan– Fri, 01 Feb	Orientation and on-campus registration of students
		Thu, 31 Jan	AEACOM (Academic Exclusion Appeals Com.) meetings

SEMESTER 1:			
1	Mon, 04 – Fri, 08 Feb	Mon, 04 Feb	First Semester commences
			Lectures commence
2	Mon, 11 – Fri, 15 Feb		
3	Mon, 18 – Fri, 22 Feb		
4	Mon, 25 Feb – Fri, 01 Mar	Wed, 27 Feb	Registration deadline for returning Research Masters & Doctoral students
		Fri, 01 Mar	Final date for minimum fee payment required for student registration
			Final date for 1 st Semester registration
			Final date for requests for extended DPs
	Final date for submitting curriculum changes		
5	Mon, 04– Fri, 08 Mar	Fri, 08 Mar	Final day for capturing graduation decisions onto ITS for the students who had outstanding requirements. (Honours, Bachelors, Diplomas and Certificates)
6	Mon, 11 – Fri, 15 Mar		
7	Mon, 18 – Fri, 22 Mar	Mon, 18 Mar	Final day for capturing graduation decisions onto ITS (Masters and Doctoral Studies)
		<i>Thu, 21 Mar</i>	<i>Human Rights Day (Public Holiday)</i>
8	Mon, 25 – Fri 29 Mar	Fri, 29 Mar	Final date for withdrawal from a module
			Final date for withdrawal from the University (Semester 1)
			Final timetable for main & supplementary exams released
9	Mon, 01 – Sat, 06 Apr	Mon, 01 – Sat, 06 Apr	Graduation Ceremonies (WVL)
		<i>Tue, 02 Apr</i>	<i>To follow Friday's timetable (Compensatory day)</i>
10	Mon, 08 – Fri, 12 Apr	Mon, 08 – Tue, 09 Apr	Graduation Ceremonies (PMB)
Sat, 13 Apr – Mon, 22 Apr		EASTER VACATION (STUDENT MID-TERM BREAK)	
		<i>Fri, 19 Apr</i>	<i>Good Friday (Public Holiday)</i>
		<i>Mon, 22 Apr</i>	<i>Family Day (Public Holiday)</i>
11	Tue, 23 – Sat, 27 Apr	<i>Sat, 27 Apr</i>	<i>Freedom Day (Public Holiday)</i>

12	Mon, 29 Apr – Fri, 03 May	Mon, 29 Apr	Final date for payment of 60% of fees for year registrations or 100% for semester 1 registrations
		Tue, 30 Apr	Last day for submission of theses/dissertations to the Post-Grad Admin Office for possible 2019 September Graduation
			Final date for submission of 1 st Semester Examination Question Papers (Main & Supps) to the Exams Dept.
		Wed, 01 May	<i>Workers' Day (Public Holiday)</i>
13	Mon, 06 – Fri, 10 May	Wed, 08 May	DP refusals published
		Thu, 09 May	Lectures end
		Fri, 10 – Tue, 14 May	Study period
14	Mon, 13 – Fri, 17 May	Mon, 13 May	Final date for submission of DP Appeals to School Offices
		Wed, 15 May	First Semester Exams commence (incl. Saturday)
15	Mon, 20 – Sat, 25 May		Exam week
16	Mon, 27 May – Sat, 01 Jun	Thu, 30 May	First Semester Exams end
		Fri, 31 May – Tue, 04 Jun	Break between exams
17	Mon, 03 – Sat, 08 Jun	Wed, 05 Jun	<i>Eid-Al-Fitr (condoned absence) (no exams)</i>
		Thu, 06	1 st Semester Supplementary Exams commence
18	Mon, 10 – Fri, 14 Jun	Thu, 13 Jun	Supplementary Exams end
			First Semester ends
Semester 1: <ul style="list-style-type: none"> Teaching days: Monday 13 , Tuesday 14 , Wednesday 13 , Thursday 13 , Friday 12 : 65 days Compensatory day: (Tuesday 02 April, follows Friday's timetable) Study leave: 5 days; Main Examinations: 14 days; Supplementary Exams: 7 days; 			

Fri, 14 Jun – Sun, 07 Jul	MID-YEAR BREAK (Winter Vacation)	
	<i>Mon, 17 Jun</i>	<i>Youth Day (Public Holiday) (Observed)</i>
	Mon, 24 Jun	Supplementary Exam marks to be captured on SMS by 12h00
	Sat, 29 Jun	Release of 1 st semester results after Exam Boards at 00:01 am

SEMESTER 2:			
1	Mon, 08 – Fri, 12 Jul	Mon, 08 Jul	Second Semester commences
			Lectures commence
		Wed, 10 Jul	Deadline for submission of Exclusion Appeals
		Fri, 12 Jul	CEACOM meetings (College Exclusion Appeals Com.)
			Deadline for applications for re-marks
2	Mon, 15 – Fri, 19 Jul	Tue, 16 Jul	AEACOM meeting (Academic Exclusion Appeals Com.)
		<i>Wed, 17 Jul</i>	<i>To follow Friday's timetable (Compensatory day)</i>
		Fri, 19 Jul	Final date for payment of all fees required for student registration (2 nd semester).
			Final date for registration – 2 nd Semester
			Final date for requests for extended DPs
		Final date for submitting curriculum changes	
3	Mon, 22 – Fri, 26 Jul		
4	Mon, 29 Jul – Fri, 02 Aug		
5	Mon, 05 – Fri, 09 Aug	<i>Fri, 09 Aug</i>	<i>National Women's Day (Public Holiday)</i>
6	Mon, 12 – Fri, 16 Aug	<i>Mon, 12</i>	<i>Eid-Al-Adhah (condoned absence)</i>
7	Mon, 19 – Fri, 23 Aug		
8	Mon, 26 – Fri, 30 Aug	Tue, 27 Aug	Final day for capturing graduation decisions onto ITS (all qualifications incl. doctoral studies)
		Fri, 30 Aug	Final date for payment of all fees
9	Sun, 02 – Fri, 06 Sep		
10	Mon, 09 – Fri, 13 Sep	Wed, 11 – Thu, 12 Sep	Spring Graduations (All ceremonies held in WVU)
		Fri, 13 Sep	Final date for withdrawal from the University (Sem. 2)
			Final date for withdrawal from a module
			Final timetable for main and supplementary examinations released
Sat, 14 Sep – Tue, 24 Sep		STUDENT MID-TERM BREAK	
		<i>Tue, 24 Sep</i>	<i>Heritage Day (Public Holiday)</i>

11	Wed, 25 – Fri, 27 Sep		
12	Sun, 29 Sep – Fri, 04 Oct	Sun, 29 – Tue, 01 Oct	Rosh Hashanah (condoned absence)
13	Mon, 07 – Fri, 11 Oct	Tue, 08 – Wed, 09 Oct	Yom Kippur (condoned absence)
		Tue, 08 Oct	Final date for submission of 2 nd Semester Examination Question Papers (Main & Supps) to the Exams Dept.
14	Mon, 14 – Fri, 18 Oct	Tue, 15 Oct	DP refusals published
		Wed, 16 Oct	Lectures end
		Thu, 17 – Mon, 21 Oct	Study period
		Fri, 18 Oct	Final date for submission of DP Appeals to School Offices
15	Mon, 21 – Sun, 27 Oct	Tue, 22 Oct	Second Semester Exams commence (incl. Saturday)
		Sun, 27 Oct	Diwali/Deepavali (Condoned absence) (no exams)
16	Mon, 28 Oct – Sat, 02 Nov	Mon, 28 Oct – Sat, 02 Nov	Exam week
		Fri, 01 Nov	Final date for submission of College handbooks for 2019
17	Mon, 04 – Sat, 09 Nov	Wed, 06 Nov	Second Semester Exams end
		Thu, 07 – Mon, 11 Nov	Break between Exams
18	Mon, 11 – Sat, 16 Nov	Tue, 12 Nov	2 nd Semester Supplementary Exams commence
19	Mon, 18 – Fri, 22 Nov	Wed, 20 Nov	2 nd Semester Supplementary Exams end
			Second Semester ends
		Fri, 22 Nov	Last day for submission of theses/dissertations to the Post-Graduate Administrative Offices for possible April 2019 Graduation
Semester 2: Teaching days: Monday 13 , Tuesday 13 , Wednesday 14 , Thursday 13 , Friday 12 : 65 days Compensatory days: (Wednesday, 17 July, follows Friday's timetable) Study leave: 5 days; Examinations: 14 days; Supplementary Exams: 7 days			
YEAR-END BREAK:			
	Mon, 02 – Fri, 06 Dec	Tue, 03 Dec	Supplementary marks to be captured on SMS by 12h00
	Mon, 09 – Fri, 13 Dec	Tue, 10 Dec	Release of 2 nd semester results after Exam Boards (00:01 am)
	Mon, 16 – Fri, 20 Dec	Mon, 16 Dec	Day of Reconciliation (Public Holiday)
		Fri, 20 Dec	University Offices close

FUNDED STUDENTS (FINANCIAL AID; BURSARIES AND SCHOLARSHIPS)

Please note that there are College Financial Aid Advisors on each Campus to assist funded students.

Loans

Automatic clearance will apply to students who have been awarded a Financial Aid package.

Bursaries and Scholarships from UKZN

An award equal to or greater than the minimum required deposits will allow automatic clearance.

Students to submit their Merit Award voucher to the College Office - Student Funding for payment.

Sponsored Students

A letter from the sponsor, confirming the funding, addressed and payable to the University of KwaZulu-Natal, must reach the College Office - Student Funding well in advance prior to registration.

Bank Loan Students/Private Funding

Original bank letters, confirming the loan amount, payable directly to the University of KwaZulu-Natal must be presented to the **Student Fees Office**.

CAMPUS	NAME	BUILDING	EMAIL AND TEL NO
Howard College Westville	Nonkululeko Mkhize Senior Funding Advisor	All 3 buildings below	Mkhizen3@ukzn.ac.za 031-260 8753
Howard College	Funding Advisors: Linda Mdunge Gerald Naicker Assistant Advisor: Vacant	1 st Floor Electrical, Electronic and Computer Engineering Building	mdungel@ukzn.ac.za 031-260 1502 Naickerge@ukzn.ac.za 031-260 7064
Westville	Funding Advisors: Lindiwe Mdongolo Eric Mkhize Assistant Advisor Sanele Nxumalo	2 nd Floor OR Tambo building	Kumalo@ukzn.ac.za 031-260 1488 Mkhizemb@ukzn.ac.za 031 260 8779 Nxumalos3@ukzn.ac.za 031 260 7705
Pietermaritzburg	Help Desk Funding Advisors: Macia Ntamote	Admin building	mariemuthoo@ukzn.ac.za 033-260 5837

COLLEGE ACADEMIC ADMINISTRATIVE OFFICES

CAMPUS	NAME	CONTACT E-MAIL	PH NOS
Howard College	Kagiso Molekwa Niloshnee Govender Zethu Mjwara	engineering@ukzn.ac.za	0312608038 0312607873 0312603218 0312601220
Westville Campus	Kishalia Ruthnam Bonga Maphanga Sinothando Cele	sciencewst@ukzn.ac.za	0312608047 0312607979 0312608847
Pietermaritzburg Campus	Jothi Manickum Michelle Francis Jabulile Gama	sciencepmb@ukzn.ac.za	0332606116 0332605420 0332605195

PLEASE NOTE THE FOLLOWING:

- It is requested that all students (excluding 1st years) who have no registration or financial holds register as early as possible on the on-line registration system which will be open from the **7 January 2019**.
- Students please note terminology in the schedule below:
 - First years** refers to new students (first time to UKZN).
 - On-line** refers to data capture of your registration done directly onto the student system called Student Central.
 - Holds** refers to blocks on the system that prevent you from completing your registration i.e. financial holds or academic warnings and registration holds. Students with these holds should :
 - attend an academic and curriculum advice session in your School in order to discuss your performance and curriculum. This may include a modified curriculum with set targets, and participation in academic initiatives.
 - attend counseling with the Student Support Services staff on your campus. This will be done by means of the The Learning Enhancement Checklist (LEC) Assessment:
 - The LEC is a computerised, diagnostic tool which identifies barriers to academic success and serves as an early warning intervention strategy
 - It is an independent self-screening measure used to unpack self-reported problems into identifiable indicators
 - Its aims are to promote student empowerment through self-awareness, increased self-responsibility and self-efficacy for academic success
 - It increases retention and throughput and it offers College support for **all students with academic holds** (this is part of the College's academic monitoring system's policy).

It is **compulsory for all AES students with academic holds to do the LEC assessment**, unless you can produce proof that you have done the assessment previously (in which case you need to make an appointment to see a student counsellor individually). In order to register, you will have to attend the assessment at the one of the following times and provide proof thereof.

LEC DATES AND TIME

<u>DATE</u>	<u>TIME</u>	<u>VENUE HOWARD COLLEGE</u>
25/01/2019	13h00-14h30	DC LAN - 4 th Floor, Desmond Clarence building
28/01/2019 Registration Starts	13h00-14h30	DC LAN - 4 th Floor, Desmond Clarence building
29/01/2019	13h00-14h30	DC LAN - 4 th Floor, Desmond Clarence building
30/01/2019	13h00-14h30	DC LAN - 4 th Floor, Desmond Clarence building
31/01/2019	13h00-14h30	DC LAN - 4 th Floor, Desmond Clarence building
01/02/2019	13h00-14h30	DC LAN - 4 th Floor, Desmond Clarence building
06/02/2019 Lectures start	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building
08/02/2019	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building
13/02/2019	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building
15/02/2019	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building
20/02/2019	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building
22/02/2019	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building
26/02/2019	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building
28/02/2019	12h20-13h15	DC LAN - 4 th Floor, Desmond Clarence building

<u>DATE</u>	<u>TIME</u>	<u>VENUE PMB</u>
24/01/19	12h30-14h00	Science Block - PMB G47
25/01/19	12h30-14h00	Science Block - PMB G47
30/01/19	12h30-14h00	Science Block - PMB G47
31/01/19	12h30-14h00	Science Block - PMB G47
01/02/19	12h30-14h00	Science Block - PMB G47
04/02/19	12h30-14h00	Science Block - PMB G47
05/02/19	12h30-14h00	Science Block - PMB G47
06/02/19	12h30-14h00	Science Block - PMB G47
07/02/19	12h30-14h00	Science Block - PMB G47
08/02/19	12h30-14h00	Science Block - PMB G47
11/02/19	12h30-14h00	Science Block - PMB G47
13/02/19	12h30-14h00	Science Block - PMB G47
15/02/19	12h30-14h00	Science Block - PMB G47
18/02/19	12h30-14h00	Science Block - PMB G47
20/02/19	12h30-14h00	Science Block - PMB G47
22/02/19	12h30-14h00	Science Block - PMB G47
25/02/19	12h30-14h00	Science Block - PMB G47
27/02/19	12h30-14h00	Science Block - PMB G47
01/03/19	12h30-14h00	Science Block - PMB G47

<u>DATE</u>	<u>TIME</u>	<u>VENUE WESTVILLE</u>
28/01/19	9h30-11h00	Grey LAN Westville
02/02/19	9h30-11h00	Grey LAN Westville
04/02/19	9h30-11h00	Grey LAN Westville
06/02/19	9h30-11h00	Grey LAN Westville
08/02/19	9h30-11h00	Grey LAN Westville

11/02/19	9h30-11h00	Grey LAN Westville
13/02/19	9h30-11h00	Grey LAN Westville
15/02/19	9h30-11h00	Grey LAN Westville
20/02/19	9h30-11h00	Grey LAN Westville
22/02/19	9h30-11h00	Grey LAN Westville
27/02/19	9h30-11h00	Grey LAN Westville
01/03/19	9h30-11h00	Grey LAN Westville

HOWARD COLLEGE CAMPUS
SCHOOL OF ENGINEERING
(HOWARD COLLEGE CAMPUS AND PMB CAMPUS)

REGISTRATION 2019			
STUDENTS	DATE	TIME	VENUE
On line (Self Help) registration for all new 1 st year students registering for the 1 st time in 2017	07 January – 01 March	8h:00-15h:30	Any off campus internet venue
On line (Self Help) registration for Masters and PhD's	07 January – 27 February	8h:00-15h:30	Any off campus internet venue
Access Students	28-30 January	13h00-15h00	UNITE BUILDING
Orientation for first years (including Engineering Access)	28-30 January	9:00-13:00	UNITE BUILDING
Assisted on line registration for returning Agricultural Engineering students – PMB Campus only	28 January	8:30-12:30	G46, Science Building
Advice and Assisted On Line registration for First years	29 January	13:00-15:00	UNITE BUILDING
Advice and Assisted On Line registration for Electrical, Electronic			

and Computer Engineering Students with negative term decisions (PROB, FPRR)	29 and 30 January	8:30-12:30	UNITE BUILDING
Advice and Assisted On Line registration for Mechanical Engineering Students with negative term decisions (PROB, FPRR)	29 and 30 January	8:30-12:30	UNITE BUILDING
Advice and Assisted On Line registration for Agric, Civil, & Land Surveying & Property Development Students with negative term decisions (PROB, FPRR)	31 January and 01 February	08h30 – 12:30	UNITE BUILDING
Advice and Assisted On Line registration for Chemical Engineering Students with negative term decisions (PROB, FPRR)	31 January and 01 February	08h30 – 12h30	UNITE BUILDING
ON LINE REGISTRATION CONTINUES	Mon 04 Feb – Fri 01 Mar	8:30-15h30	College office Electronic, Electrical and Computer Engineering Building, Ground Floor

WESTVILLE CAMPUS

SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES

SCHOOL OF CHEMISTRY & PHYSICS

SCHOOL OF LIFE SCIENCES

SCHOOL OF MATHEMATICS, STATISTICS & COMPUTER SCIENCE

REGISTRATION 2019			
STUDENTS	DATE	TIME	VENUE
On line assisted registration for all new 1 st year students (registering for the 1 st time in 2019)	28 January – 01 February	8h00-15h30	F BLOCK (GIS LAN)
On line (Self Help) registration for Masters and PhD's	07 January – 01 March	8h00-15h30	Any off campus internet venue
ACADEMIC ADVICE will be made available in F BLOCK (GIS LAN): Mon 28 Jan - Fri 1 Feb			
ACADEMIC ADVICE CONTINUES MON 04 FEB-FRI 01 MARCH IN THE RESPECTIVE SCHOOLS			
Orientation for ALL first year students. Academic advice for first years	28-30 January	8h30-15h30	Orientation - MH Joosub (Main Hall)
Orientation for Access Students	28 January	09h00-13h00	T5 - T Block
On Line registration for returning undergraduate and Honours students with no registration holds.	07 January – 01 March	8h30-15h30	F Block, GIS LAN
Negative term decisions (RISK, RSK2, PROB, FPRR) students are required to attend one of the compulsory LEC assessments sessions in order for the registration hold to be lifted	28 January – 01 February	8h30-15h30	F Block, GIS LAN LEC venue-see LEC table
ON LINE REGISTRATION CONTINUES	Mon 04 Feb – Fri 01 Mar	8h30-15h30	College office, 3 rd floor, OR Tambo Building.

PIETERMARITZBURG CAMPUS

SCHOOL OF AGRICULTURAL, EARTH AND ENVIRONMENTAL SCIENCES
SCHOOL OF CHEMISTRY & PHYSICS,
SCHOOL OF LIFE SCIENCES
SCHOOL OF MATHEMATICS, STATISTICS & COMPUTER SCIENCE

REGISTRATION 2019

STUDENTS	DATE	TIME	VENUE
On line registration for all new 1 st year students registering for the 1 st time in 2019	28 January – 01 February	08h00-15h30	G46 &G47
On line (Self Help) registration for Masters and PhD's	07 January – 27 February	8h00-15h30	Any off campus internet venue
<p>ACADEMIC ADVICE will be made available in Council Chamber from: Monday, 28 Jan to Friday, 01 Feb</p> <p>ACADEMIC ADVICE CONTINUES MON 04 FEB-FRI 01 MAR IN THE RESPECTIVE SCHOOLS</p>			
Orientation for ALL first year students. Academic advice for first years	28-30 January	9h:00-15h30	Orientation – Colin Webb Hall
Registration for BAgric (Rural Resource Management) for first years.	21 January – 01 February	8h30-15h30	G46 Science Building
Access Students	29 January – 01 February 2018	09h00-12h00	F15 Science Building
On Line registration for returning undergraduate and Honours students with no registration holds.	07 January – 01 March	8h30-15h:30	G46 AND G47 Science Building
Negative term decisions (RISK, RSK2,	28 January – 01 February		Registration venue: G46 AND G47 Science Building

PROB, FPRR) students are required to attend one of the compulsory LEC assessments sessions in order for the registration hold to be lifted			LEC venue-see LEC table
ON- LINE REGISTRATION CONTINUES	Mon 04 Feb –Fri 01 Mar	8:30-15h30	College office, Admin Building

PARENTS' DAY AND ORIENTATION

Parents' Day will be held on **Saturday, 26 January** at **9h00** in the following venues;

- Westville Campus: MH Joosub Hall
- Howard College Campus: UNITE/School of Engineering Building
- Pietermaritzburg Campus: Colin Webb Hall

Orientation will be held from **Monday, 28 January to Wednesday, 30 January** at **9h00** at the following venues: (Please refer to campus schedules for more details)

- Westville Campus: MH Joosub Hall
- Howard College Campus: UNITE/School of Engineering Building
- Pietermaritzburg Campus: Colin Webb Hall

SELF HELP ON-LINE REGISTRATION PROCESS

WEBSITE ADDRESS

The website address for the Self-help (on-line) registration is: <http://www.sc.ukzn.ac.za>

ON-LINE REGISTRATION STEPS

The following steps are integral to the successful completion of your registration.

STEP 1

Compliance with all of the pre-registration requirements i.e. you have been fully admitted (a firm offer) to the desired degree, have obtained financial clearance, and have cleared and/or removed all system holds on your student account as per the University's rules and policies.

STEP 2

Go to the website address <http://sc.ukzn.ac.za>

STEP 3

Enter your student number

STEP 4

Enter your initial/existing password and click on login

STEP 5

Go to the administration tab and choose register on I-Enabler and click on continue

STEP 6

Click on UKZN web registration on the left of the screen and complete each of the steps sequentially

STEP 7

Please remember that final dates for payment of registration fees and the final date for registration as per sessional dates still apply.

If you have made any mistakes click on cancel subject and choose your subjects again. Press either 'Restart Process' to start over, or "Previous" to change the selection in the prior screen.

STEP 8

New students must proceed to Risk Management Services, **with their ID book**, to obtain student cards.

Student Parking

Before vehicles may be parked on campus, parking fees must be paid. Students may log on to www.rms.ukzn.ac.za and select Online-Forms (Student Parking Discs) to complete their parking applications.

First year students may only apply after acquiring a student card and having it validated for the year. Payment for parking will automatically be debited from the student account. A student parking disc is valid for a period of one academic year. Persons bringing vehicles onto campus are responsible for familiarizing themselves with the current traffic rules, which may be viewed on the RMS website. Any serious or persistent failure to observe the traffic rules could result in the withdrawal of parking privileges and / or disciplinary action.

The following areas may be used for parking:

Howard College	<input type="checkbox"/> Shepstone Parking Lot (can be accessed through Gate 2 on 75th Anniversary Rd or Gate 8 on Rick Turner / Francois Rd) <input type="checkbox"/> Student Parking on Princess Alice Rd <input type="checkbox"/> Gate 4 on Francois Rd
Pietermaritzburg	<input type="checkbox"/> Main Campus (returning students only) <input type="checkbox"/> Commerce Parking (all students) <input type="checkbox"/> Agriculture (all students) <input type="checkbox"/> Golf Rd (Post-Grad students only) <input type="checkbox"/> William O'Brien Parking (all students)
Westville	<input type="checkbox"/> New Students Parking <input type="checkbox"/> Outer Ring Road Parking <input type="checkbox"/> Ash Parking <input type="checkbox"/> K Parking

SPORTS REGISTRATION

Sports Registration for first year and returning students takes place in late January / early February in conjunction with the academic registration. Once you have completed your academic registration and you have received your student card, you may proceed to the Sports Administration Office on your campus.

The following sports and activities are presently offered at the Howard College and Pietermaritzburg campuses: athletics, aerobics, basketball, ballroom dancing, canoeing, chess, cricket, cycling, hockey, karate, mountaineering, netball, rowing, rugby, soccer, softball, squash, swimming, tennis, underwater sports, volleyball, water polo and yachting. Howard College, which has its own indoor sports complex, also offers gymnastics, surfing and badminton, while Pietermaritzburg also offers waterskiing, golf and boxing. The Westville campus boasts a well-equipped and modern indoor sports complex and an Olympic-size swimming pool. The following sports are offered on the Westville campus: athletics, aerobics, badminton, basketball, boxing, ballroom dancing, chess, cricket, gymnastics, golf, hockey, karate, netball, soccer, softball, squash, swimming, table tennis, tennikoit, volleyball and weightlifting. All sport is administered by the Sport Administration Office on each campus. University sport is affiliated to SASSU (South African Student Sports Union) and many opportunities are provided for competition at regional and national level, culminating in the World Student Games which are held biennially. Bursaries are available for top performers. Any student who is selected for provincial or national representation can apply to the Sports Administration for financial assistance.

For more information please contact:

Campus	Telephone
Howard College	(031) 260 2281
Pietermaritzburg	(033) 260 5189
Westville	(031) 260 7362

ACADEMIC DEVELOPMENT OFFICERS

ADO Responsibilities:

- Implement and monitor academic support programmes; such as supplemental instructions (SI), hot seat, and mentorship.
- Evaluate pass rates for individual courses so as to identify risk courses which require support programmes, such as SI.
- Recruit, and train tutors and SI leaders for the above programmes.
- Provide academic counselling to students (one-on-one meetings or through workshops).
- Evaluate students' performance and identify those students at risk, and arrange meetings with them to provide counselling.
- Analyze students' performance after exams, and evaluate the significance of support programmes.
- Gather information from Class Representatives and address any teaching problems with the lecturers

List of ADO

Westville

Boby Varghese School of Life Sciences	varghese@ukzn.ac.za	X1592
Dalia Varghese School of Maths, Stats & Comp Sc	varghesed@ukzn.ac.za	X8392
Rogerant Tshibangu School of Chemistry & Physics School of AEES	tshibangur@ukzn.ac.za	X7747

Howard

Godfrey Marumure School of Engineering	marumureg@ukzn.ac.za	X2781
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Pietermaritzburg

Sithobile Zungu School of Life Sciences	zungus2@ukzn.ac.za	X6393
Ashwin Manival School of AEES School of Chemistry & Physics	manivala@ukzn.ac.za	X5026

STUDENT SUPPORT (Counselling) is offered as follows:

	Name	Building	Email:
Westville	Helpdesk Ms Heather Singh	Pmb Campus	Aessupport@ukzn.ac.za 033- 260 5695
	Vacant	Room 10, 4th floor OR Tambo	031-260 7056
	Ms Kike Adewusi	Room 18, 4th floor OR Tambo	adewusi@ukzn.ac.za 031-260 2089
	Ms Ronelle Msomi	Room 16, 4th floor OR Tambo	Msomir1@ukzn.ac.za 031-260 7158
	Mr Sineliso Thabethe and Ms Sarah Schofield (Interns)	Room 17, 4 th floor OR Tambo	031-260 7572
Howard College	Helpdesk Ms Heather Singh	Pmb Campus	Aessupport@ukzn.ac.za 033-260 5695
	Ms Prashna Singh	Room 345, 3 rd floor, Desmond Clarence	Singhp3@ukzn.ac.za 031-260 1455
	Ms Phili Khumalo	Room 344, 3 rd floor, Desmond Clarence	khumaloph@ukzn.ac.za 031-260 1594
	Mr Sineliso Thabethe and Ms Sarah Schofield (Interns)	Room 344, 3 rd floor, Desmond Clarence	031-260 2635
Pietermaritzburg	Helpdesk Ms Heather Singh	Ground floor, Admin building	singhh@ukzn.ac.za 033-260 5695
	Ms Shelley Barnsley	Room 1, Ground floor, Admin	Barnsley@ukzn.ac.za 033-260 5697
	Ms Rossella Meusel	Room 3, Ground floor, Admin	meuselr@ukzn.ac.za 033-260 5696
	Mr Sanele Zuma	Room 5, Ground floor, Admin	zumas2@ukzn.ac.za 031-260 5709
	Mr Mzamo Zondi (Intern)	Room 103, 1 st Floor, Admin	033-260 6550

Please consult our website: <https://aessupport.ukzn.ac.za>

Find us on Facebook (UKZN-CAES-Student Support Services)

STUDENT HOUSING

All students that have been accepted into residence for 2019 will be required to pay a deposit of R2750.

Howard College	Thembile Mdhladhla	Mdhladhlag@ukzn.ac.za
Westville Campus	Ms Elizabeth Matizamhuka	Matizamhuka@ukzn.ac.za
Pietermaritzburg Campus	Mrs Thandi Sibisi	sibisit@ukzn.ac.za

ACADEMIC LEADERS: TEACHING AND LEARNING

Names	Office address	Email Address
School of Agricultural, Earth & Environmental Sciences		
Prof Steve Worth	Room 111, Rabie Saunders Building, Pmb	worths@ukzn.ac.za 033 260 6159
School of Chemistry & Physics		
Dr Mathew Akerman	Chemistry 36B Pietermaritzburg Main Campus	akermanm@ukzn.ac.za 033 260 5293
School of Engineering		
Prof Jules Raymond Tapamo	Electronic Engineering / UNITE Building, Howard College Campus	tapamoj@ukzn.ac.za 031 260 2751/1580
School of Life Sciences		
Prof Ademola Olaniran	Microbiology, F Block, Level 3, Westville Campus	olanirana@ukzn.ac.za 031 260 7400
School of Mathematics, Statistics & Computer Science		
TBA	TBA	<u>TBA</u>