College of Humanities
Process 2014 and Important Dates

- On-line (Self Help) registration commences on **Tuesday 7 January 2014**.
  This unassisted on-line registration, on and off campus will continue until **Friday 21 February 2014** (the very last day for late registration).
- Deadline for the exclusion appeal process is **Thursday 9 January 2014**.
- The Final date for payment of all fees required for registration is **Thursday 20 February 2014**.
- The Final day for registration, change of curriculum and extended DP application is **Friday 21 February 2014**.
- Lectures commence on Monday **10 February 2014**.

Registration Process per School

PLEASE NOTE THE FOLLOWING:

1. All students who are cleared for registration (that is with no registration or financial holds) may register **off campus** from **7 January 2014** when the on-line registration system is opened.

2. Students with no registration holds (i.e. RISK, outstanding document hold, etc) but have outstanding fees, can **provisionally** capture their module choices on-line and will be automatically registered once they receive the necessary financial clearance.

3. Students with academic warnings and registration holds should first receive academic and curriculum advice from the Schools before capturing their module choices on-line, and will be automatically registered once they receive the necessary financial clearance.

EDGEWOOD CAMPUS

New Students;

- **Orientation on Monday, 3 February 2013**
- **Register on Tues, 4 February 2013**

Returning Students Register;

- **2nd Year – Register on 05 February 2014**
- **3rd Years – Register on 06 February 2014**
- **4th Years – Register on 07 February 2014**

REGISTRATION 07 JANUARY - 08 FEBRUARY 2014		
STUDENTS	**DATE**	**VENUE**
On Line registration for all students with no holds and who have financial clearance.	7 January – 08 February 2014	Any off campus internet venue or available computer LAN on Campus
Assisted On Line registration for First year students **only**.	4 February 2014 09:00 – 18:00*	LAN 5 and LAN 6
Assisted On Line registration for Second year students **only**	5 February 09:00 – 16:00*	LAN 5 and LAN 6
Assisted On Line registration for Third year students **only.**	6 February 09:00 – 16:00*	LAN 5 and LAN 6
Assisted On Line registration for Fourth year students **only.**	07 February 09:00-16:00	LAN 5 and LAN 6
Individual academic and curriculum advice by the Schools	27 – 31 January From 10:00 - 15:00*	In the specific schools offices

HOWARD COLLEGE CAMPUS

New Students;

- **Orientation on Monday, 3 February 2013**
- **Register on Tues, 4 February 2013**

Returning Students Register;

- **Surnames A- M on Wed, 5 February 2014**
- **Surnames N - Z on Thurs, 6 February 2014**
- **All students to finalize their registration on Fri, 7 February 2014**

REGISTRATION 07 JANUARY - 14 FEBRUARY 2013		
STUDENTS	**DATE**	**VENUE**
On Line registration for all students with no holds and who have financial clearance.	7 January - 14 February	Any off campus internet venue or available computer LAN on Campus
Assisted On Line registration for first year students **only**.	Tues, 4 February 09:00 - 15:00*	**ORANGE & PURPLE LAN**
Assisted On Line registration for Returning students **Surnames A – M only.**	Wed, 5 February 09:00 - 15:00*	**ORANGE & PURPLE LAN**
Assisted On Line registration for third year students **Surnames N - Z only.**	Thurs, 6 February 09:00 - 15:00*	**ORANGE & PURPLE LAN**
Individual academic and curriculum advice by the Schools	20 – 31 January From 10:00 - 15:00*	**SHEPSTONE FOYER**
All students to finalise their registration	Fri, 7 February 2104	**ORANGE & PURPLE LAN**

PIETERMARITZBURG CAMPUS

New Students;

- **Orientation on Monday, 3 February 2013**
- **Register on Tues, 4 February 2013**

Returning Students Register;

- **Surnames A- M on Wed, 5 February 2014**
- **Surnames N - Z on Thurs, 6 February 2014**
- **All students to finalize their registration on Fri, 7 February 2014**

REGISTRATION 07 JANUARY - 07 FEBRUARY 2014		
STUDENTS	**DATE**	**VENUE**
On Line registration for all students with no holds and who have financial clearance.	7 January - 08 February	Any off campus internet venue or available computer LAN on Campus
Individual academic and curriculum advice by the Schools	20 – 31 January From 10:00 - 15:00*	In the specific schools offices
Assisted On Line registration for first year students **only**.	4 February 09:00 - 16:00*	LAN - NAB227
Assisted On Line registration for Returning students **Surnames A – M only.**	5 February 09:00 - 16:00*	LAN - NAB227
Assisted On Line registration for third year students **Surnames N- Z only.**	6 February 09:00 - 16:00*	LAN - NAB227

All students to finalise their registration	Fri, 7 February 2104	LAN - NAB227

Parent's Day and Orientation

Parents Day will be held on **Saturday, 1 February** at **9h00** in the following venues;

- **Edgewood Campus, Exhibition Centre,**
- **Howard College Campus, Students Union,**
- **Pietermaritzburg Campus, Students Union,**

Orientation will be held on **Monday, 3 February** at **9h00** in the following venues;

- **Edgewood Campus, Exhibition Centre,**
- **Howard College Campus, Students Union,**
- **Pietermaritzburg Campus, Students Union,**

Student Support

Academic Development Officer

Edgewood	Samu Mngomezulu	Room S516, Main Tutorial Building, Edgewood	Mngomezulus1@ukzn.ac.za
Howard College	Meli Sibisi	Howard College, MTB, Room G067	hdss-mentorship@ukzn.ac.za
Pietermaritzburg	Mbalenhle Gwacela	Veranda Room, Student Counselling Bldg, Main Campus	Gwacela@ukzn.ac.za

Student Support is offered as follows:

Howard College	Vinotha Moodley	031 2602668	Moodleyv28@ukzn.ac.za
Pietermaritzburg	Angie Bydawell	033 260 5233	Bydawell2@ukzn.ac.za
Edgewood	Lindi Ngubane	031 2063653	Ngubanel@ukzn.ac.za

Student Funding is offered as follows:

Help Desk	Kalnisha Thomas	Student Funding, 4 level, Denis Shepstone Building	thomask@ukzn.ac.za

Student Housing

Edgewood Campus	Ms June-Rose Cele Mr Julian King	celej3@ukzn.ac.za kingj@ukzn.ac.za
Howard College	Mrs Sanelisiwe Ntuli	ntulis3@ukzn.ac.za
Pietermaritzburg Campus	Ms Elizabeth Matizamhuka Mrs Thandi Sibisi	Matizamhuka@ukzn.ac.za sibisit@ukzn.ac.za

Contact Details of Academic Leaders

School of Applied Human Sciences		
Teaching & Learning (HC and Pmb)	Dr B. Simpson	Simpson@ukzn.ac.za
School of Arts		
Teaching & Learning (HC and Pmb))	Prof S Ngubane	Ngubanes@ukzn.ac.za
School of Built Environment and		
Teaching & Learning (HC)	Dr M Ngcoya	Ngcoyam2@ukzn.ac.za
School of Education		
Teaching & Learning (EW and Pmb)	Dr S Ntombela	Ntombelas1@ukzn.ac.za
School of Religion, Philosophy & Classics		
Teaching & Learning (HC)	Prof J Hilton	Hilton@ukzn.ac.za
Teaching & Learning (Pmb)	Dr H Matisonn	Matisonnh@ukzn.ac.za
School of Social Sciences		
Teaching & Learning (HC and Pmb)	Prof R Hoskins	HoskinsR@ukzn.ac.za

UNIVERSITY OF KWAZULU-NATAL
INYUVESI YAKWAZULU-NATALI

2014 Self Help 0N-LINE REGISTRATION PROCESS

*For all students who have paid and been cleared for registration, you can register **off campus** from the **7 January 2014**.*

WEBSITE ADDRESSES

The website addresses 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 to the degree of choice (must be a firm offer), have obtained financial clearance, have been cleared and all system holds removed on your student account as per the university's rules and policies.

For returning students who may have fees/documents outstanding or academic holds, you can select your modules then "save and pend" the registration. The selected modules will be released once the outstanding fees have been paid and/or certified outstanding documents submitted. The selected modules will only be released (for those students with academic term decisions), once the approver signs them off on the self-help registration system.

Foreign students must to be cleared by the International Office, on the local campus before they will be allowed to register.

STEP 2

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

STEP 3

Enter your student number

STEP 4

Enter your initial password (write it down before you) click the 'login' button

STEP 5

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

STEP 6

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

STEP 7

If you have made any mistakes click (once only) 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. **Please remember that final dates for payment of registration fees and the final date for registration as per sessional dates still apply.**

STEP 8

New students <u>only</u> must proceed to Risk Management Services, **with their ID book**, to obtain student cards.
NOTE: Returning students will be allowed a grace period (two weeks from the start of lectures) to get their cards validated.