Welcome to the College of Humanities

BE SURE TO VISIT THE COLLEGE WEBSITE REGULARLY. IT CONTAINS IMPORTANT INFORMATION ABOUT THE COLLEGE, SCHOOLS AND ALL THE SERVICES OFFERED TO YOU.

www.coh.ukzn.ac.za

You belong here

You will belong to ONE of these Schools. It will be your HOME School even though you may do subjects and modules from other Schools or Colleges.

Do you know which School is your Home School?

HINT: Your MAJOR subjects usually determine which School you belong to. If you have MAJOR subjects that belong to two different Schools, then have a look at the other subjects/modules that you are registered for – the School under which the bulk of your subjects/modules fall under will be your Home School.
CONGRATULATIONS on your admission to the COLLEGE OF HUMANITIES 
You have made an excellent choice!

This booklet has information to help you find your way around and to get to know the different people who are here to assist you. So hold onto it and use it throughout your first year.

Let’s start with a bit of information about the College and UKZN (have a look at the diagram on the inside of the front cover).

➤ There are four Colleges in UKZN. The College of Humanities is the largest of the four Colleges.

➤ Each College has a leader called a Deputy Vice-Chancellor and Head of College.

➤ The College of Humanities has students on the:

  • Howard College Campus (Durban);
  • Edgewood campus (Pinetown, Durban); and
  • Pietermaritzburg campus.

On which campus are you? Circle or highlight your campus on the page on the left.

➤ There are six Schools in the College of Humanities. Each School has a leader called a Dean and Head of School. The six schools in the College of Humanities are:

  • School of Applied Human Sciences
  • School of Arts
  • School of Built Environment and Development Studies
  • School of Education
  • School of Religion, Philosophy and Classics
  • School of Social Sciences
Now let’s move on to
UNDERSTANDING YOUR DEGREE

First, some explanations and technical terms:

This will likely be your first degree. We call it an UNDERGRADUATE DEGREE. Some degrees are called GENERAL degrees – you choose which modules or subjects you will study. Other degrees are more STRUCTURED and most of what you will study is already selected for you.

Each degree should have at least TWO MAJOR SUBJECTS. A SUBJECT (e.g. Psychology, Sociology, Drama and Performance Studies) consists of related course material that may be spread over several modules at one or more levels of study. A MAJOR SUBJECT is usually studied from first-year through to third-year level. Each major subject in a general degree will make up about one third of the curriculum for the degree as a whole. You may not select more than one major from another College.

A MODULE is any separate course of study for which you obtain credits when you successfully complete the module. Some modules have a PREREQUISITE module. A prerequisite module is a module that has to be passed with at least the minimum mark in order to study some other specified module.
LEVEL: Modules and subjects are graded in terms of their level of study. Level 100 modules can be taken in any year, Level 200 modules can only be started once you have already passed at least 80 credits, and Level 300 modules can only be started once you have already passed at least 224 credits in at least four subjects, including at least 64 credits at the second level.

Most undergraduate degrees in the College of Humanities are three-year degrees, but there are some that take four years to complete.

Each year is made up of two semesters. You will write examinations at the end of each semester. So three-year degrees are made up of six semesters and four-year degrees have eight semesters.

Each time you pass a module/subject, you earn credits. You need to accumulate a certain number of credits each year in order to progress to the following year of study. (Think of credits as points you earn towards your degree).

To be more precise, to qualify for a Bachelors’ degree, you must accumulate a total of 384 credits to complete a three-year GENERAL or STRUCTURED degree, and 512 credits to complete a four-year STRUCTURED degree.

At least 96 credits at levels one and two and 128 credits at Level three. You must register for additional modules to make sure you accumulate a minimum of 384 credits for a three-year degree.
➤ Four-year degrees have an additional minimum requirement of 128 credits in the fourth year of study.

➤ Of these, at least 192 credits shall be from two major subjects (32 credits per subject at the first level, 32 credits per subject at the second level, and 64 credits per subject at the third level).

➤ No curriculum shall include first-level modules to the value of more than 160 credits.

➤ At least 64 first-level credits and at least 64 second-level credits must be from subjects offered by the Home School.

➤ Modules must be selected in such a way that, across the degree as a whole, one gains at least 16 credits in each of at least four different subjects (inclusive of major subjects).

➤ Students registered for the general Bachelor of Arts must complete 16 credits in a language that was not their first language in Grade 12.

➤ ALL students must register for isiZulu (ZULN – 16 credits). Students who have studied Zulu in matric are exempted.

Let’s have a look at how you would accumulate these credits for each year.

With the help of an advisor (someone from Student Academic Services or a lecturer), try to work out your degree structure. Write down the modules and subjects that you are likely to study in the blocks on the adjacent page. Discuss your plan with the advisor before you register.
<table>
<thead>
<tr>
<th>Year 1 (Level 1 courses)</th>
<th>Year 2 (Level 2 courses)</th>
<th>Year 3 (Level 3 courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st semester</strong></td>
<td><strong>2nd semester</strong></td>
<td><strong>1st semester</strong></td>
</tr>
<tr>
<td>16 credits (Major 1)</td>
<td>16 credits (Major 1)</td>
<td>16 credits (Major 1)</td>
</tr>
<tr>
<td>16 credits (Major 2)</td>
<td>16 credits (Major 2)</td>
<td>16 credits (Major 2)</td>
</tr>
<tr>
<td>16 credits (Elective)</td>
<td>16 credits (Elective)</td>
<td>16 credits (Elective)</td>
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<tr>
<td>16 credits (Elective)</td>
<td>16 credits (Elective)</td>
<td>16 credits (Elective)</td>
</tr>
<tr>
<td><strong>64 credits</strong></td>
<td><strong>128 credits</strong></td>
<td><strong>192 credits</strong></td>
</tr>
</tbody>
</table>

**ON A SERIOUS NOTE...**

All students are expected to know the rules of the University and the academic rules of the particular degree that s/he is registered for. You will find all this information in the 2017 College Handbook, which is available online.

Go to: www.ukzn.ac.za
Click on: > Student Portal, > College Handbooks > College of Humanities

This guide does not replace the College Handbook.
If you are registered for a B. Education degree, the credit breakdown is a little different. Have a look:

<table>
<thead>
<tr>
<th>1st semester</th>
<th>2nd semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td>16 credits</td>
<td>16 credits</td>
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<tr>
<td>16 credits</td>
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<tr>
<td>16 credits</td>
<td>16 credits</td>
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<tr>
<td>8 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td><strong>72 credits</strong></td>
<td><strong>64 credits</strong></td>
</tr>
</tbody>
</table>

➤ **Academic Literacy in Education (ALE)** is a compulsory module for all students.

➤ Students who register for Basic Maths in Semester 1 should register for one of the **Foundation** modules in **Semester 2** if not taken in first year.

➤ Students must do **TWO English Communication modules** – ALE & ELC OR ALE & English Comm110.

➤ Students must do **TWO Second Language Communication modules** – e.g. isiZulu Comm110/ Conv111 & isiZulu Comm120/Conv121.

➤ Students must do at least **ONE Foundation module**: Africa in a Globalising World, Diversity and Learning, Understanding Science, Making History, Mathematics110, Critical Inquiry in ECD, Perspectives on Human Nature.
Remember to also check the timetable before registering. You can view the timetable online at http://timetable.ukzn.ac.za

Below, you will find a blank timetable. Your mentor will explain how to use it.

<table>
<thead>
<tr>
<th>TIME</th>
<th>PERIOD</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.45-8.30</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.40-9.25</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.35-10.20</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>10.30-11.15</td>
<td>4</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>11.25-12.10</td>
<td>5</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12.20-13.05</td>
<td>6</td>
<td></td>
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</tr>
<tr>
<td>13.15-14.00</td>
<td>7</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>14.10-14.55</td>
<td>8</td>
<td></td>
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</tr>
<tr>
<td>15.05-15.50</td>
<td>9</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.00-16.45</td>
<td>10</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>16.45-17.30</td>
<td>11</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
THE ACADEMIC MONITORING AND SUPPORT PROGRAMME (AMS)

The University has a special system to monitor and support the academic progress of all students. The Academic Monitoring and Support Programme (AMS) is here to support you through monitoring your academic performance and developing support programmes as needed.

At the beginning of each semester, you will receive a code with a corresponding colour to help you track your performance. This code is based on your performance in the exams, as well as the University progression rules. Here is a description of each colour and code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Colour</th>
<th>Description/ Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Academic Performance</td>
<td>Blue</td>
<td>This is to signal to you that you are on track to pass your degree CUM LAUDE or SUMMA CUM LAUDE. These are special first class passes – a great academic achievement!</td>
</tr>
<tr>
<td>Good Academic Standing</td>
<td>Green</td>
<td>New students who register for the first time and have not transferred from another College of the University are initially deemed to be of good academic standing and coded green. A student remains coded green provided s/he has passed at least 75% of the maximum expected credit load to date and also has passed 70% or more of the normal credit load this semester.</td>
</tr>
</tbody>
</table>
| At Risk                     | Orange | A student who is at risk is required to participate in a compulsory developmental programme, including academic counselling, a possible modified curriculum, as well as student counselling for personal, life skills and/or career counselling. A student may be deemed ‘at risk’ when:  
  • His/her performance is above the applicable minimum progression requirements but is not at the level of ‘green’, that is, s/he has not passed 75% of the maximum expected credits to date.  
  • Fewer than 70% of the normal credit load has been passed in the current semester.  
  • Credits are below the applicable minimum progression requirements but the student has been registered for one semester only – the student is placed on academic probation with specific and realistic conditions, even if such a student is performing (orange) provided s/he continues to meet the set probation requirements that are reviewed each semester. |

Always strive to be here! 

This means that you are doing well in meeting the minimum progression criteria – an acceptable place to be. 

This is a warning. You need to go back to ‘green’. See your AMS co-ordinator.
A student will be coded red when his/her performance falls below the applicable minimum progression requirements and s/he has been registered for two semesters or more. The first time a student becomes ‘red’, s/he is placed on strict academic probation. After compulsory academic and personal or career counseling, s/he may be permitted to continue in the same qualification or may be advised to redirect to another qualification in the same or another College.

A student will become ‘red’ for a second time if s/he does not achieve the probation conditions set in the previous semester or if, after improving performance for a period, the student again drops below the required levels. In this case, the student must appeal to be readmitted to the same or a different qualification or College. If a student is readmitted following a successful appeal, s/he is placed on final probation with specific conditions to be met and continued academic support.

If a student who was severely underperforming (‘red’) responds to interventions, achieves probation requirements and eventually works back to good academic standing (‘green’), s/he will be considered rehabilitated and the previous period as ‘red’ will not be considered should s/he subsequently lapse.

If a student does not respond to such interventions and s/he continues to underperform, s/he must appeal for readmission and may or may not be readmitted on final probation. If readmitted and still the student does not respond to interventions while on final probation, s/he will be excluded. No further appeals are allowed.

Students who transfer between qualifications carry their history and academic status with them. Students will normally only be accepted into a new qualification if they are able to complete the new degree in the maximum time permitted for this degree, which includes the semesters they have already spent at UKZN and for which they may have generated credits towards the new degree.

<table>
<thead>
<tr>
<th>Code</th>
<th>Colour</th>
<th>Description/ Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underperforming</td>
<td>Red</td>
<td>A student will be coded red when his/her performance falls below the applicable minimum progression requirements and s/he has been registered for two semesters or more. The first time a student becomes ‘red’, s/he is placed on strict academic probation. After compulsory academic and personal or career counseling, s/he may be permitted to continue in the same qualification or may be advised to redirect to another qualification in the same or another College. A student will become ‘red’ for a second time if s/he does not achieve the probation conditions set in the previous semester or if, after improving performance for a period, the student again drops below the required levels. In this case, the student must appeal to be readmitted to the same or a different qualification or College. If a student is readmitted following a successful appeal, s/he is placed on final probation with specific conditions to be met and continued academic support. If a student who was severely underperforming (‘red’) responds to interventions, achieves probation requirements and eventually works back to good academic standing (‘green’), s/he will be considered rehabilitated and the previous period as ‘red’ will not be considered should s/he subsequently lapse. If a student does not respond to such interventions and s/he continues to underperform, s/he must appeal for readmission and may or may not be readmitted on final probation. If readmitted and still the student does not respond to interventions while on final probation, s/he will be excluded. No further appeals are allowed. Students who transfer between qualifications carry their history and academic status with them. Students will normally only be accepted into a new qualification if they are able to complete the new degree in the maximum time permitted for this degree, which includes the semesters they have already spent at UKZN and for which they may have generated credits towards the new degree.</td>
</tr>
</tbody>
</table>
Here are the details for the AMS Office on your campus:

Name of office: Mentorship and Academic Monitoring & Support (AMS)

What do they do? Monitor and support your academic performance through a variety of programmes using a holistic approach.

Where to find them:

Howard College: Student Union Building (SU) 2nd Level, Room 205 OR Memorial Tower Building (MTB), Ground Floor, Room 067

Pietermaritzburg: House 6, Milner Road (Next to Student Support Services)

Edgewood: Main Tutorial Block, CU132

Who are they?

Howard College: Zanele Hlophe – 031 260 2685/1468 – Hlophez2@ukzn.ac.za/hdss-mentorship@ukzn.ac.za

Pietermaritzburg: Nomzamo Nxumalo – 033 260 6429 – amsp@ukzn.ac.za

Edgewood: Victor Nnadozie – 031 260 3086 – Nnadozie@ukzn.ac.za

Aside from the AMS Office, there are many other people here to assist you.
Let’s start with your Mentors

Each first-year student is assigned to a mentor. You might have had a mentor at school when you were in Grade 1 or Grade 8. You might have been a mentor yourself! A mentor is also a student who has already successfully completed their first year. So s/he knows what it’s like to be at University for the first time. They know the campus, who to go to and where to go to for help. They also know what the challenges are and what you should know. See your mentor as a special kind of friend who can point you in the right direction when things might get a bit confusing or overwhelming. Your mentor will help you with workshops on Time Management, Exam Preparation and Stress Management, to name a few.

Do you know the name of your mentor?__________________________________________

Academic Development Officers

Each School has an Academic Development Officer (ADO). The ADO is here to help you monitor your academic progress throughout your year and to develop a plan of action to support you should you run into some problems. IF you do experience any problems that affect your academic progress, you are encouraged to speak with your ADO as soon as possible. This way, we can offer the best possible support early enough.

Find out who the ADO for your School is: ____________________________________________

Where is her/his office?________________________________________________________________

Make a note of her/his consultation times:______________________________________________
**Tutors**

A tutor is here to help you with a specific course, especially those that might be more challenging. Tutors are students too but have usually completed their undergraduate degree – so they have mastery in a particular course. Your School will let you know who the tutors are for the courses you are registered for.

Aside from your mentors, ADOs and tutors, your lecturers (they are your teachers) are an important resource as well. Get to know who your lecturers are – their names, where their offices are and their consultation times. Keep the lines of communication open – they are here to help you as well.

**Other important College people**

There are many other people in the College who are not linked to any School but are here to assist you with other specialist support. These include the **Writing Place, Student Funding, Student Academic Services, and Student Support Services (Counselling & Careers)**. You will find an office on each campus. On the adjacent page, you will find a brief description of each office, where to find them on each campus, and important contact numbers. Remember to visit the College website – each of the offices has its own page with detailed information and further resources. Important notices are also updated on these web pages – so visit regularly.
Name of office: The Writing Place – a super cool place to learn the art of academic writing!

What do they do?
As the name suggests, The Writing Place is about writing! But this is not just any type of writing. At University you will need to write (and think!) in a particular kind of way – we call this academic writing. When we talk about thinking, we mean critical thinking (and here again, this means a special way of thinking). Academic writing and critical thinking are important skills for students to have and includes many aspects. At the Writing Place you will get one-on-one support from a Writing Place tutor to help you to understand, develop and improve these skills. This includes support with understanding academic concepts such as plagiarism, how to structure your essays and assignments, answering all parts of an essay question, how to use grammar correctly, and how to reference correctly. All you need to do is bring along a draft of your essay or assignment.

Where to find them

Howard College: EG Malherbe (Main) Library, 1st Floor
Pietermaritzburg: Old Main Building (OMB), Basement
Edgewood: Main Tutorial Building, 2nd Floor, Wing 2, S202

Who are they?

Howard College: Jessica Dore – 031 260 2943 – dore@ukzn.ac.za
Pietermaritzburg: Nomzamo Nxumalo – 033 260 6429 – amsp@ukzn.ac.za
Edgewood: Victor Nnadozie – 031 260 3086 – Nnadozie@ukzn.ac.za
Name of office: **Student Funding – a very important and busy place for students!**

**What do they do?**
The friendly staff at the Student Funding offices are here to help you with all your funding (loans, bursaries and scholarships) applications and queries. They make sure that you have completed your forms correctly and have all the required documents. PLUS they have information on scholarship and bursary opportunities.

**Where to find them?**
- **Howard College:** Dennis Shepstone Building, Level 4
- **Pietermaritzburg:** House 5, Milner Road (next to the FNB ATM)
- **Edgewood:** Admin Building, Ground Floor

**Who are they?**
- **Howard College:** Sphesihle Malinga – 031 260 2929
- **Pietermaritzburg:** Busi Dlamini – 033 260 5758
- **Edgewood:** Sibongiseni Mbeje – 031 260 3757

Name of office: **Student Academic Services – another very important and busy place for students!**

**What do they do?**
The friendly staff at the Student Academic Services offices are here to help you with all your academic administrative matters. Here you will get help with registration, structuring your degree correctly, making changes to your curriculum, etc.
Where to find them

**Howard College:** College Office, MTB Building, Room G056
**Pietermaritzburg:** House 8, Milner Road, (next to Clinic)
**Edgewood:** Admin Building, Ground Floor

Who are they?

**Howard College:** Anusha Reddy – 031 260 1123 – reddya@ukzn.ac.za
**Pietermaritzburg:** Lwazi Dlomo – 033 260 6480 – dlomol1@ukzn.ac.za
**Edgewood:** Nomsa Ndlovu – 031 260 3867 – ndlovua@ukzn.ac.za

Name of office: **Student Support Services (Personal and Career Counselling)** Your ‘safe space’ at University

What do they do?

With the start of university life comes exciting possibilities – new friends, new experiences, increased independence, young ‘adult’ status… the list goes on. Of course, there are bound to be challenges too (all quite ‘normal’ and to be expected) – the responsibility for your own learning and well-being, meeting deadlines, dealing with content that is different to the subjects you studied at school, uncertainty about your career choice, poor study habits, being away from home, adjusting to a new environment, partner problems, peer pressure to do something you might not wish to do… here again we could have a long list! The student counsellors at Support Services offices are registered psychologists who offer a **free and confidential service** to help you to adjust to your new environment, navigate it successfully, and work with any challenges you might experience.
PLUS: The Student Support Services has a **Career Development Officer (CDO)** who links you with the world of work from year 1! Think career exhibitions, employment and bursary opportunities, and workshops to develop and market your skills and yourself!

Where to find them

**Howard College:** Brown house right next to Gate 1

**Pietermaritzburg:** House 6, Milner Road (next to Clinic)

**Edgewood:** Dining Hall (next to Clinic)

**CDO:** Based in Dennis Shepstone Building, Level 4 but visits all campuses

Who are they?

**Howard College:** Vinotha Moodley – 031 260 2668 – moodleyv28@ukzn.ac.za

**Pietermaritzburg:** Mike Murray – 033 260 5233 – murray@ukzn.ac.za

**Edgewood:** Lindi Ngubane – 031 260 3653 – ngubanel@ukzn.ac.za

Rethabile Oliphant – 031 260 3779 – oliphants@ukzn.ac.za

**CDO:** Edista Ngubane – 031 260 1429 – ngubane@ukzn.ac.za

In addition to the services listed above for Humanities students only, there are also a number of services for ALL students of UKZN. These include:

**Disability Support Unit, HIV/AIDS Programme, Campus Clinic, and Sports Union**

**Name of office:** Disability Support Unit

**What do they do?**

The Disability Support Unit provides services for current and prospective students with
permanent and temporary impairments/disabilities to access the University.

1. Assistance during registration and orientation.
2. Assistance to access National Student Financial Aid through the Disability bursary allocation.
3. Assistance to access essential assistive devices, e.g. wheelchairs and other devices.
4. Assessments for reasonable academic accommodations, including time concessions for students with learning disabilities.
5. Access to residences that are barrier free.
6. Independence training services for visually impaired students.
7. Sign language services for deaf students.
9. Access to student LANS for students with disabilities.
10. Specialised disability counselling and support.
11. Facilitate access to a range of rehabilitation services on and off campus, including access to Campus Health Clinics.

Where to find them:

**Howard College:** Dennis Shepstone Building, Level 5
**Pietermaritzburg:** House 2, Milner Road (next to Student Fees)
**Edgewood:** Dining Hall (next to Clinic)

Who are they?

**Howard College:** Nevil Balakrishna – 031 260 3070 – balakrishna@ukzn.ac.za
**Pietermaritzburg:** Yanga Futshane – 033 260 5129 – Futshane@ukzn.ac.za
**Edgewood:** Rosh Subrayen 031 260 3665 – subrayen@ukzn.ac.za
Now for **SOME IMPORTANT BASICS**

**BASIC SELF-CARE**

**Nutrition:** Eat a healthy diet. This means cutting down on processed food that is high in refined sugar and fat, and eating more whole foods. This can be difficult with a low budget and time constraints. But try to plan ahead – simple, nutritious meals. This might be a sandwich, fruit and water. Better still, make your own sandwiches to bring with you to campus instead of buying take-aways. Eat fruit and vegetables as they will build your immune system. Drink lots of water. Avoid energy drinks – they are just bad for you. Speak to a nurse at the campus clinic for more advice on nutrition. There are also many sites on the Internet that are also helpful. Here are a few that you might find helpful: www.nutritionsociety.co.za; www.heartfoundation.co.za; www.mayoclinic.org; www.berkerleywellness.com/healthy-eating.

**Rest:** Get enough sleep. This means at least 6-8 hours of sleep per night. Your body and mind need this rest to recharge and work at its optimum level.

**Exercise:** Regular exercise has so many benefits for you. It helps to keep your body healthy and your mind too. It helps to relieve stress and should be seen as a pleasurable activity. Try to walk or jog on campus or use the sports facilities available.

**Relaxation:** While your priority at University should be your studies, it is important to have balance in your life. This means including some ‘me’ time. Spend time with friends – just chatting or doing something fun like watching a movie together, meditating, reading, listening to music...
whatever works for you. But remember; ALWAYS keep focused on your number one priority – your studies.

**SAFETY:** Be safe at all times. Be vigilant of your surroundings. Remember, when you have your earphones on, you block out sound from your environment. Walk in groups when working late at the library or going to your room. Keep all your possessions in view and on your person as far as possible. Keep your student card safe. Party responsibly. Don't accept drinks from others. Don’t have unprotected sex.

Should you have an emergency, you can call Risk Management Services (RMS):

- **Howard College:** 031 260 3777
- **Pietermaritzburg:** 033 260 5211
- **Edgewood:** 031 260 3493

**KNOW YOUR RIGHTS:** The University strives to be a safe place where the rights of every person are upheld. This means that every single student and staff member has a role to play. Don’t harass others – verbally, physically or sexually. If anyone harasses you, report the incident to Risk Management Services (RMS) or Student Support Services. Students who have experienced any violation of their rights may seek recourse via the Proctor’s office. The University Proctor is Advocate Wendy Moeketse. The Proctor’s office is tasked with all student disciplinary matters and upholding the rights of all students.

**AVOID STRESS:** Here, time management is crucial. Plan ahead. Sets goals. Break your tasks into small units of work. Make the most of your time – this means that what you do with your time should count. Don’t bunk lectures. Take notes, read and engage with your study material. Form study groups. WORK CONSISTENTLY.
First-Year

**CHECKLIST**

<table>
<thead>
<tr>
<th>HAVE I...?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met my mentor?</td>
</tr>
<tr>
<td>Discussed my degree with an academic advisor?</td>
</tr>
<tr>
<td>Taken a tour of the campus?</td>
</tr>
<tr>
<td>Found out where all the buildings where my lectures will be held are?</td>
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<tr>
<td>Found out where all the support offices are?</td>
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<tr>
<td>Found out where the library is?</td>
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<tr>
<td>Found out where the computer LANs are?</td>
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<tr>
<td>Found out where RMS is?</td>
</tr>
<tr>
<td>Attended library orientation?</td>
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<tr>
<td>Attended computer training?</td>
</tr>
<tr>
<td>Attended all workshops:</td>
</tr>
<tr>
<td>Basic academic writing</td>
</tr>
<tr>
<td>Adjustment to university including: independence, peer pressure, loneliness/alienation, diversity, self-care, health, safety, substance abuse, sex education</td>
</tr>
<tr>
<td>Being a successful student (study skills, making the most of lectures, time management principles, motivation, learning styles)</td>
</tr>
<tr>
<td>Stress management and exam preparation</td>
</tr>
</tbody>
</table>

Now all that’s left is to WISH YOU WELL WITH YOUR STUDIES!

*Have fun, be safe and broaden your minds as you move towards your goal of successfully completing your degree in the least amount of time.*

*Remember* to always check your student email and the University’s student notices for bursary, scholarship, employment and other opportunities.

We look forward to meeting you soon.

*The Humanities Team*
A warm welcome to all our first-year students!

Note that this programme is compulsory for all first-year students. You will be allocated to a mentor who will guide you throughout this programme.

<table>
<thead>
<tr>
<th>Day, Date &amp; Time</th>
<th>Activity</th>
<th>Venue</th>
<th>Person to Look Out for</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Week Orientation</strong></td>
<td></td>
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<tr>
<td>30 January Day 1 09h00</td>
<td>Welcome</td>
<td>Rick Turner Students Union (HC)</td>
<td>Deputy Vice-Chancellor and Head of College, Professor Cheryl Potgieter (HC) Professor Stephen Mutula, Dean and Head of School (PMB)</td>
</tr>
<tr>
<td></td>
<td>Welcome – Student Representative Council (SRC) Leader</td>
<td>SRC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to key first-year support and their roles: • Mentors • ADOs • Tutors</td>
<td>AMS Co-ordinators ADOs Tutors Mentors</td>
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<tr>
<td></td>
<td>Allocation to mentors</td>
<td>AMS Co-ordinators Mentors</td>
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<td></td>
<td>Mentor briefing with groups</td>
<td>AMS Co-ordinators Mentors</td>
<td></td>
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<tr>
<td></td>
<td>Campus tour</td>
<td>AMS Co-ordinators Mentors</td>
<td></td>
</tr>
<tr>
<td>31 January – 3 February Days 2-5 09h00</td>
<td>Registration process Curriculum advice &amp; career counselling Campus tours</td>
<td>Rick Turner Students Union (HC) Student Union</td>
<td>AMS Co-ordinators Mentors Student Academic Services All Schools Student Support Services</td>
</tr>
<tr>
<td><strong>Extended First-Year Programme</strong></td>
<td></td>
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<tr>
<td>6 February – 3 March (Your mentors will give you further details)</td>
<td>Library orientation Computer training Basic academic writing</td>
<td>Main libraries Computer LANs TBC</td>
<td>Library staff &amp; mentors ICS staff &amp; mentors Writing Place staff &amp; mentors</td>
</tr>
<tr>
<td>6 March – 7 April</td>
<td>Adjustment to university Being a successful student</td>
<td>Various venues</td>
<td>Mentors &amp; Student Support Services counsellors</td>
</tr>
<tr>
<td>18 April – 5 May</td>
<td>Stress management and Exam Prep</td>
<td>Various venues</td>
<td>Mentors &amp; Student Support Services counsellors</td>
</tr>
<tr>
<td>8–12 May</td>
<td>Completion of online survey</td>
<td>Online</td>
<td>Mentors &amp; Student Support Services counsellors</td>
</tr>
<tr>
<td>August (second semester)</td>
<td>Learning Enhancement Checklist (LEC)</td>
<td>Online</td>
<td>Student Support Services counsellors &amp; Mentors</td>
</tr>
</tbody>
</table>