

## CUT REGISTRATION 2019, 1<sup>st</sup> Semester: CHECK LIST

To register successfully, follow the steps below (tick them off as you go!).

✓	<p><b>STEPS</b></p> <p><b>NEW APPLICANTS(Walk-in's)?</b></p> <ol style="list-style-type: none"> <li>1. For Engineering Faculty go to <ul style="list-style-type: none"> <li>• BHP Building, Ground Floor, Room 003 – Electrical Engineering</li> <li>• BHP Building, Ground Floor, Room 005 – Civil Engineering</li> <li>• BHP Building, Ground Floor, Room 007 – Mechanical Engineering and Building</li> </ul> </li> <li>For Health Sciences Faculty go to <ul style="list-style-type: none"> <li>• IDea Gym Hall</li> </ul> </li> <li>For Humanities Faculty go to <ul style="list-style-type: none"> <li>• Artec Hall</li> </ul> </li> <li>For Management Sciences Faculty go to <ul style="list-style-type: none"> <li>• Artec Hall</li> </ul> </li> <li>2. Go to Student Academic Support Centre to apply online for a student number</li> <li>3. Pay application fee at cashiers (R100.00).</li> <li>4. Return to Student Academic Support Centre to complete your application process and submit all certified supporting documents and walk-in form at the Admin Officer.</li> <li>5. Come register on specific date at the Student Academic Support Centre.</li> </ol>
	<p><b>1.ALL INTERNATIONAL STUDENTS</b></p> <ol style="list-style-type: none"> <li>1. Go to Boet Troskie Hall and find the International compliance checkpoint.</li> </ol>
	<p><b>2.NEEDING FINANCIAL CLEARANCE?</b></p> <ol style="list-style-type: none"> <li>1. Go to Boet Troskie Hall.</li> </ol>
	<p><b>3.COLLECTION OF TIMETABLE?</b></p> <ol style="list-style-type: none"> <li>1. Go to Faculty in Boet Troskie Hall.</li> <li>2. Collect your correct time table and subjects from your faculty points.</li> </ol>
	<p><b>4.ONLINE REGISTRATION (ALL STUDENTS) AT STUDENT ACADEMIC SUPPORT CENTRE LABS</b></p> <ol style="list-style-type: none"> <li>1. Outstanding documentation? Submit at administration control in Student Academic Support Centre.</li> <li>2. Forgotten your pin? Obtain the new PIN in the foyer at Student Academic Support Centre.</li> <li>3. Do your online registration and print your proof of registration.</li> </ol>
	<p><b>5.YOU SHOULD HAVE THE FOLLOWING DOCUMENTS AFTER ONLINE REGISTRATION (ALL STUDENTS)</b></p> <ol style="list-style-type: none"> <li>1. Collect your <b>Proof of Registration</b> at the printers in the Student Academic Support Centre and ensure that you are correctly registered.</li> <li>2. Collect your e-calendar from Artec Hall.</li> <li>3. Make your Student Card at Artec Hall.</li> </ol>
	<p><b>6.THE FINAL STEPS - ALL STUDENTS</b></p> <ol style="list-style-type: none"> <li>1. Parking Registration done at Artec Hall.</li> <li>2. Register for your Network PASSWORD in order to access blackboard and student e-mails at Student Academic Support Centre.</li> </ol>
	<p><b>7.RESIDENCE STUDENTS</b></p> <ol style="list-style-type: none"> <li>1. If you are accepted for residence collect your “Residence Availability” form from the residence you are placed in.</li> <li>2. Get your financial stamp on the “Residence Availability” form at the Boet Troskie Hall to confirm that your finances are in order.</li> <li>3. Continue with Residence Registration at the Student Support Centre by providing your “Proof of Academic Registration” and stamped “Residence Availability” form at the Residence registration desk.</li> </ol>
	<p><b>YOU HAVE COMPLETED YOUR REGISTRATION SUCCESSFULLY</b></p>