

Central University of Technology, Free State

Student Registration Guide BLOEMFONTEIN & WELKOM CAMPUS



SEMESTER 2

2018



Central University of Technology, Free State

Vision

The vision of CUT is as follows:

By 2020, Central University of Technology, Free State shall be an engaged university that focuses on producing quality social and technological innovations in socio-economic developments, primarily in the Central region of South Africa.

Mission

In aspiring to fulfil its vision, CUT:

- delivers high-quality, appropriate Science, Engineering and Technology (SET) academic programmes supported by applied research;
- engage with the community for mutually beneficial development;
- promotes access with success in attracting high-quality students, and support them to become employable graduates;
- attracts and retains expert staff, and support their development and well-being; and
- forges strategic partnership.

Core values

Customer services
Integrity
Diversity
Innovation
Excellence



FOREWORD BY THE REGISTRAR

It is my pleasure to extend a hearty word of welcome to all Central University of Technology, Free State (CUT) students to the 2018 academic year. You must have come here to pursue your goals, and the primary one, I assume, is to learn and finally graduate. Before you get me wrong, learning is not limited to reading. Your holistic personal development goes hand in hand with learning. This means you are encouraged to participate in educational, sporting and many other social activities at CUT. The golden rule, however, is maintaining a healthy balance.

I once saw an acronym: RACE. It is very appropriate and fitting for your circumstances as young people in pursuit of growth. **Respect** yourself, your family name, authority and all those with whom you will interact. At all times, display a positive **Attitude**. **Co-operate** with all those whom you will interact, be it in class, in residences, on the sports field or anywhere, but reserve your right to express your disagreement politely and without fear. **Excellence** in all your endeavors should be your driving force. Along with RACE, live according to the CUT values of customer service, integrity, diversity, innovation and excellence, in addition to your own family values. Remember, CUT is your home away from home.

Have a wonderful, productive and memorable time at CUT. When in doubt, please ask. We are here to serve you.

Kind regards

DR N MRWETYANA
REGISTRAR



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1. Registration guidelines for the 2018 academic year

The registration procedures for the 2018 academic year have been reviewed by the Office of the Registrar in order to streamline various administrative processes. In an attempt to reduce the contact time, the registration dates are scheduled per academic qualification, linked to each day during the week.

The following academic administrative registration processes that have been identified for the forthcoming academic year:

1. international student compliance checkpoint;
2. financial clearance;
3. administration control;
4. faculty administration;
5. iEnabler pin;
6. online registration;
7. issuing of student card, and residence and parking registration; and
8. network registration.

2. Payment of tuition fees

Fees are determined by the CUT Council on annual basis, and are subject to revision without prior notice. At the time of registration, students undertake to pay all fees due on time, and in terms of the rules of the University. Students will only be permitted to enrol at the University if they have deposited the fees into the CUT's bank account. No cash will be accepted on campus by the University cashiers. All students must produce proof of payment of the amounts indicated in section 3 below.

3. Minimum initial payment upon registration

Please note that information on the 2018 fee has not been finalised. All students will be informed as soon as this information has been concluded. For further information on the minimum initial payment, please call:

- (051) 507-3760
- (051) 507-3759
- (051) 507-3758

Students are also advised to visit the University's website timeously for updates on fee-related matters: www.cut.ac.za

SHOULD YOU REQUIRE A QUOTATION OF THE FULL AMOUNT PAYABLE FOR THE SEMESTER/YEAR, PLEASE CONTACT US AT TEL. NO. (051) 507-3760/ 3759/ 3758.

4. International student financial registration guide

4.1 Introduction

The rules around the acceptance of international students are legislated by the South African Home Affairs, thus the Central University of Technology, Free State, as an institution that exists within the ambits of South Africa and governed by the Higher Education Act has to comply with these. The guidelines given below seek to accommodate the international students, with the necessary study permits, that cannot afford settle the cost of their studies for the year in full as stipulated by the CUT Policy on International Students.

4.2 The Process

4.2.1 Normal Category

All international students (new entrants and returning) are required to pay 100% of the cost of their study for the year upon registration.

4.2.2 Deviation from the normal category

- i. Where an international student has applied for a concession to the normal process, a 50% of the cost of the study for the year will be required to be paid upon registration.
- ii. Where the international student cannot afford a deposit of 50% of the cost of study a reduced deposit to a minimum of R10, 000 can be negotiated.
- iii. All the above concessions (2.2i. & 2.2ii.) are to be supported by the following:-
 - a. An affidavit acknowledging the debt and committing to settle the debt by 30 June 2018 with clear monthly payments.
 - b. Where the international student has a South African Citizen as a guardian, in addition to the affidavit a debit order to be signed to service the debt, the last debit order should be no later than 30 June 2018.
- iv. The requests for concessions are to be submitted to the CFO's office for consideration.

4.3 Conclusion

The CFO's office will process the requests within two (2) days of receipt of submission and the outcomes will also be communicated on a daily basis.

Mrs Precious Dube
Chief Financial Officer

5. Banking details

Approved methods of payment include:

1. cheques;
2. credit card (at University Cashiers); and
3. direct deposits/electronic funds transfers (EFTs) into CUT's bank account.
 - Using the listed beneficiary on the bank,
 - Creating your own beneficiary.

Deposit the application fee into the Central University of Technology, Free State's bank account. The deposit slip must accompany the application form.



The no hassle no fuss way.

CUT is listed as a beneficiary. Search for Central University of Technology, Free State (or FS) or CUT, FS.

If the beneficiary option is not available, use the following banking details:

5.1 South African Citizen payment

Bank	: First National Bank
Account Name	: Central University of Technology FS Student Fee Account
Branch Name	: Bloemfontein
Branch Code	: 230134
Account Number	: 62684987418
Account Type	: Cheque account
Account Name	: Central University of Technology FS Student Fee Account
Reference	: YOUR STUDENT NUMBER OR IDENTITY (ID) NUMBER OF APPLICANT

***Students/prospective students (new applications)/alumni who are in possession of a student number should preferably use the student number as reference.**

5.2 International payment

Bank	: First National Bank
Account Name	: Central University of Technology FS Foreign Account
Branch Name	: Bloemfontein
Branch Code	: 230134
Account Number	: 62684988036
Account Type	: Cheque account
Account Name	: Central University of Technology FS Student Fee Account
Reference	: YOUR STUDENT NUMBER OR PASSPORT NUMBER OF APPLICANT

***Students/prospective students (new applications)/alumni who are in possession of a student number should preferably use the student number as reference.**

NB: NO CASH will be handled by CUT cashiers during the registration period. Only credit cards, debit cards and cheque payment will be accepted BY THE University cashiers during this time.

6. Terms and conditions of account payments

The following conditions of payment are applicable:

6.1 Year students

Students who are enrolled for year learning programmes may be granted nine months to pay off their accounts (i.e. total registration fee for the year in equal instalments over nine months), extending from the end of February of the current year of registration until the end of October of the same year.

The payment dates for year students are:

- End of February (10 % of the total registration fee);
- End of March (20 % of the total registration fee);
- End of April (30 % of the total registration fee);
- End of May (40% of the total registration fee);
- End of June (50 % of the total registration fee);
- End of July (60 % of the total registration fee);
- End of August (70 % of the total registration fee);
- End of September (80 % of the total registration fee);
- End of October (90 % of the total registration fee);
- End of November (full and final settlement due).

6.2 Semester students

Students who are enrolled for semester learning programmes may be granted four months to pay off their accounts (i.e. total registration fee for the semester in equal instalments over four months), extending from the end of February of the current year of registration until the end of May of the same year.

The payment dates for the first semester are:

- End of February (25 % of the total registration fee);
- End of March (50 % of the total registration fee);
- End of April (75 % of the total registration fee);
- End of May (full and final settlement due).

If the financial requirements as per the above-mentioned terms and conditions are not met, the student will not be able to proceed with registration. Students with a bursary or student loan will be required to produce an approved official letter from the donor/sponsor at the financial clearing desk, confirming the amount covered by the sponsorship for that year. The above-mentioned terms and conditions are only applicable to the individuals (students/parents/guardians) who are personally accountable/responsible for the payment of the student fees.

7. Residence registration process

Registration guidelines for 2018 residence registrations

Residence applications

Only new first-year students may still apply for residence accommodation in January 2018, if they are accepted to study at CUT. Submit the application form, together with proof of academic acceptance, to the Residence Life Office at CUT. If space is not available in a residence, your name will be placed on a waiting list.

Application fee: **R290-00**

2018 residence registrations

1. On the day of your arrival, get your Availability Form from the Warden, Assistant Residence Manager, or House Committee member on duty at the residence in which you were placed. Ensure that the form is completed in full (e.g. room number, dates, signatures, etc.).
2. Sort out your study- and residence-related finances in the Boet Troskie Hall. Submit the residence Availability Form, and get a stamp of approval, indicating that your residence-related finances are in order. Keep the form to register for residence accommodation after academic registration.
3. After academic registration, go to the Student Support Centre. Provide your proof of academic registration, as well as your stamped Availability Form, to register as a residence student.

Minimum initial payment – residence

Students who has been accepted for accommodation in the University's residences are required to pay the following minimum initial deposit:

- Year students – **R2 200.00**
- Semester students – **R2 200.00**

Residences open

- First-years Sunday, 15 July 2018 at 08:00
- Seniors Sunday, 15 July 2018 at 08:00

SHOULD YOU REQUIRE A QUOTATION OF THE FULL AMOUNT PAYABLE FOR THE YEAR/SEMESTER, PLEASE CONTACT US AT TEL. (051) 507 3760 / 3759 / 3758.

8. Online registration process

The following steps should be followed in completing the on-line registration processes:

1. Make your way to any computer in laboratory 009, 010, 011 or 012 in **the Student Academic Support Centre (Bloemfontein Campus)** or computer laboratory 110 & 111 in **the Student Academic Support Centre (Welkom Campus)** to register online on campus.
2. Alternatively, you may utilise your own resources (computer and internet) to register online off campus.

PLEASE REFER TO THE ENCLOSED STEP-BY-STEP GUIDELINES FOR ONLINE REGISTRATION (refer to pg. 14)

NB: The generic pin code: FOR ALL NEW STUDENTS is 10101. Please remember to change your pin after registration.

NB: The pin FOR SENIOR STUDENTS will be communicated either via short message service (SMS) or student e-mail.

Senior Students

Senior students who have to register for only one subject to complete their qualification, should please consult with their Head of Department(HoD) or faculty administrator prior to registration.

3. Collect your **e-Calendar, student card, internet access form** and/or **parking disc** (if applicable) in the **Artec Hall**, or in computer lab 110 or 111 in the **Student Academic Support Centre (Welkom campus)**.

YOU MUST PRODUCE YOUR PROOF OF REGISTRATION BEFORE YOU WILL BE ISSUED WITH A STUDENT CARD AND E-CALENDAR.

“ENSURE THAT YOU ARE REGISTERED FOR THE CORRECT SUBJECT/S!”

9. Registration Dates

Please register on the date specified for your programme in the table below.

DATE	ACTIVITY
REGISTRATION AND SUBJECT ADDITION BY <u>SENIOR</u> STUDENTS ONLY AT ALL CAMPUSES Venue: Boet Troskie Hall and Student Academic Support Centre (Bloemfontein campus) & Student Academic Support Centre (Welkom campus)	
Mon., 9 Jul.	FACULTY OF HUMANITIES BEd Senior Phase (SP) and Further Education and Training (FET) (Languages), BEd SP and FET (Computer Sciences), BEd SP and FET (Economics and Management Sciences), BEd SP and FET (Mathematics), BEd SP and FET (Natural Sciences), BEd SP and FET (Technology), Postgraduate Certificate in Education (PGCE) & BEd Hons (first-time enrolment at CUT), Language Practice and Media Studies, Design and Studio Art.
Tue., 10 Jul.	FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES Biomedical Technology, Clinical Technology, Environmental Health, Somatology, Agricultural Management, Dental Assisting, Radiography.
Wed., 11 Jul.	FACULTY OF MANAGEMENT SCIENCES Human Resource Management; Marketing, Office Management and Technology, Accounting Technician (AAT), Public Management, Community Development, Internal Auditing, Financial Information Systems, Cost and Management Accounting, Hospitality Management, Tourism and Event Management.

Thu., 12 Jul.	FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY(IT) Civil Engineering, Mechanical Engineering, IT, Computer Networking, Electrical Engineering, Electronic Engineering, Renewable Energy Technologies, Quantity Surveying, Construction Management, BSc Hydrology and Water Management, Logistics and Transport, All extended curriculum programmes (ECPs) in Engineering and IT.
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REGISTRATION OF ALL <u>NEW</u> STUDENTS	
Venue: Boet Troskie Hall and Student Academic Support Centre (Bloemfontein campus)	
Fri., 13 Jul.	FACULTY OF ENGINEERING AND IT Civil Engineering, Mechanical Engineering and Electrical Engineering.
Mon - Fri., 16 – 03 Aug.	Late registration.
Mon., 16 Jul.	First day of lecturers/classes for second quarter.

COURSE CONTROL DATES
09 Jul. to 03 Aug. 2018: Course control for all students from all faculties.
(Subject additions, cancellations, and late registrations.)

***Please verify your proof of registration immediately to ensure that your instructional offerings have been captured correctly.**

***NB: No additions will be allowed after the registration period has been concluded.**

10. International students

10.1 Introduction

All International students who have been accepted to an academic programme of study at CUT should please take note of the following requirements:

Pre-registration requirements

NB: All documents must be certified copies.

1. A valid passport;
2. A valid study visa, issued specifically for CUT;
3. A proof of medical aid cover, registered & recognized in South Africa. CUT recommends Momentum or Compicare. Medical aid cover must strictly be for a period of 12 months. (Undergraduates January – December);
4. signed Personal Credential Disclosure (MIE) Form, to be issued to you by the International Office.
5. International Students pay their tuition and residence in full prior to registration. (refer to 4.2 for banking details).

10.2 Contact Details – International Office

Mr D Bokaba

International Student Support Services Officer
Room 125, Advancement and Marketing building
Telephone number: +27 (51) 507 3912
Email: dbokaba@cut.ac.za

Ms C. Sejake

International Student Advisor
Room 121, Advancement and Marketing building
Telephone number: +27 (51) 507 3885
Email: msejake@cut.ac.za

For medical aid applications, queries and guidance please contact the following consultants:

Mr Joseph Brown

ABSA Medical Aid Consultant
+27 (51) 401 0780
Email: joseph.brown@absa.co.za

Ms Clara Van Wyk

ABSA Medical Aid Consultant
Tel +27 (51) 401 0530
Email: clara.vanwyk@absa.co.za

Ms Elmarie Olwagen

ABSA Medical Aid Consultant
Tel +27 (51) 401 0651
Email: elmarie.olwagen@absa.co.za

11. National Benchmark Test (NBTs)

11.1 What are NBTs?

NBTs are assessments for first-year applicants to higher education institutions (HEIs) that were designed to measure a writer's ability to transfer his/her understanding of academic literacy, quantitative literacy, and mathematics to the demands of tertiary coursework.

There are two NBTs. The Academic and Quantitative Literacy (AQL) test combines academic literacy and quantitative literacy in one multiple-choice test. Each section comprises a total of three hours' writing time. The second test is the Mathematics (MAT), which also comprises multiple-choice questions and is three hours in duration.

11.2 How does CUT use NBT results?

Although the NBTs address content typically taught in secondary school, they provide different and complementary information to the 'school-leaving' examinations. CUT uses the NBT results in addition to school academic performance and examination results for placement in development courses or ECP's, or to identifying other additional academic support that may be required by a student.

11.3 NBT requirements at CUT

It should be noted that all new first-year students at CUT should have written the NBT prior to registration.

Applicants to all faculties should have written the AQL test.

Applicants to the Faculty of Health and Environmental Sciences, the Faculty of Engineering and IT, and some departments of the Faculty of Humanities should also have written the MAT test.

Costs for these tests are for the prospective students' account. Prospective students are advised to obtain information about the centres closes to their homes, as well as the dates on which these tests will be conducted. CUT will also serve as one of the centres at which the NBT will be conducted.

11.4 Important NBT-related information

Applicants should register for a test date at least one month prior to a test date. Seats are limited at venues. If one does not register and pay for the test(s) in advance, one may not be allowed to write on the test date.

An applicant who writes AQL test pays R85.00, whilst an applicant who writes both the AQL and MAT tests pays R170.00. You need only write the test once, even if you are applying to more than one university. All universities to which you apply will be able to access your test results.

CUT applicants are advised to write the test between June and September.

For more details on the test(s), please visit the NBT website.

NBT contact information:

Tel: +27 (0)21 650 3523

Website: www.nbt.ac.za

12. When can I write the NBTs?

Please note that all venues and test dates are subject to change.

Please visit the NBT website at www.nbt.ac.za for available test dates.

Further enquiries may be directed to the Deputy Registrar: Academic Administration, Ms N Dlamini, at thlapho@cut.ac.za.

13. Step-by-step guidelines for online registration

1. Log in with your student number and the pin provided to you.
 2. Select “**Rules and Regulations**” on the left.
 3. Read the document and take note of the contents thereof. If you agree to the rules and regulations, click on the “**I accept**” button at the bottom of the page.
- If you do not agree, please request assistance from the Office of the Registrar.

Please take note that acceptance to the rules and regulations is mandatory, and serves as your electronic signature. This indicator is stored in your student file, and can be used as a legal agreement in a dispute/disciplinary matter.

4. Select “**Submit Registration**” on the left.
5. Select your employment status in the drop-down list in the field “**Employment Status**”.
6. Click on “**Save and Continue**”; “**Save and Continue Later**”; or “**Restart Process**”.
7. Select your subjects by ticking the box next to each subject.
 - Ensure you **select all the compulsory subjects**.
 - Select the balance of the subjects from the list of electives.
 - **Note that you may not register for subjects where the pre-requisites have not been met.** These subjects will be indicated with the **X** button.
8. Click on “**Save and Continue**”; “**Save and Continue Later**”; or “**Restart Process**”.
9. Click on “**Save and Continue**” if you are absolutely sure that you have selected the right subjects, offering types and periods of study.
10. Click on “**Print Cost Details**” if you want to print the registration costs.
11. Click on the “**I Accept Registration**” button to finalize the registration process.
12. Click on “**Proof of Registration**” at the bottom to print your proof of registration.

Congratulations! You have successfully completed your registration as a bona fide student of CUT!

Collect your Proof of Registration at the Printers.

****DOUBLE-CHECK THAT YOU ARE REGISTERED FOR THE CORRECT SUBJECTS.**