

Central University of Technology, Free State

**Student Registration Guide
BLOEMFONTEIN & WELKOM CAMPUS**



SEMESTER 1 & YEAR STUDENTS

2020



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 2020 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

Table of Contents

1. Registration guidelines for 2020 academic year	5
2. Financial Registration Guide	Error! Bookmark not defined.
3. Banking Details.....	6
4. Residence registration process	8
5. Online registration process.....	9
6. Registration dates.....	10/11
7. International students	12
8. National Benchmark Test NBT's)	12
9. When can I write the NBT's?	12
10. Step-by-step guidelines for online registration	13

1. Registration guidelines for the 2020 academic year

The registration procedures for the 2020 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. Financial Registration guide

Please refer to the CUT website to access the financial registration guide.

3. 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:

3.1 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.**

3.2 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.

4. Residence registration process

Registration guidelines for 2020 residence registrations

Residence applications

Only new first-year students may still apply for residence accommodation in January 2020, 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.

2020 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 **Artec 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. Kindly contact residence at 051 507 3157 for amounts.

Year students
Semester students

Residences open

First-years Sunday, 12 January 2020 at 08:00

Seniors Thursday, 16 January 2020 at 08:00 – Health & Environmental Health Students
 Sunday, 19 January 2020 at 08:00 – Humanities students
 Monday, 20 January 2020 at 08:00 – Engineering students
 Tuesday, 21 January 2020 at 08:00 – Management students

SHOULD YOU REQUIRE A QUOTATION OF THE FULL AMOUNT PAYABLE FOR THE YEAR/SEMESTER, PLEASE CONTACT US AT TEL. (051) 507 3760 / 3759 / 3758 amoleme@cut.ac.za; mchacha@cut.ac.za ; pkulan@cut.ac.za

5. 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.
3. **Attention: New International Students** can unfortunately not be able to do an online registration without having done their compliance check with the International Office at Artec Hall, alternatively contact the International Office for guidance +27 51 507 3798/3885 msejake@cut.ac.za

PLEASE REFER TO THE ENCLOSED STEP-BY-STEP GUIDELINES FOR ONLINE REGISTRATION (refer to pg. 15)

We're proposing to change the generic PIN once you are logged in.

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).

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.

New students ONLY

Collect your **e-Calendar, student card, internet access form** and/or **parking disc** (if applicable) in the **Artec Hall (Bloemfontein campus)**, 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!

6. Registration Dates

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

DATE	ACTIVITY
<p>REVIEW OF APPLICATIONS FOR ALL FIRST YEAR STUDENTS AT ALL CAMPUSES Venue: Artec Hall (Bloemfontein campus) AND Student Admin Block (Welkom campus)</p>	
<p>Mon., 06 Jan. to Fri., 10 Jan.</p>	<p>ALL CAMPUSES – REVIEW OF APPLICATION STATUSES OF NEW APPLICANTS</p> <ul style="list-style-type: none"> • Review of admission statuses of provisionally admitted applicants. • Communicating final admission statuses to provisionally admitted applicants. • Revisiting the waiting list, to identify those who have passed. • Communicating final admission statuses to waitlisted applicants.
<p>REGISTRATION OF ALL <u>FIRST</u> YEAR STUDENTS AT ALL CAMPUSES BLOEMFONTEIN AND WELKOM CAMPUS Venue: Artec Hall and Student Academic Support Centre (Bloemfontein campus) & Student Academic Support Centre (Welkom campus)</p>	
<p>Mon., 13 Jan.</p>	<p>FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES Biomedical Technology, Clinical Technology, Environmental Health, Somatology, Agricultural Management, Dental Assisting, Radiography.</p>
<p>Tue., 14 Jan.</p>	<p>FACULTY OF MANAGEMENT SCIENCES Human Resource Management; Marketing, Office Management and Technology, Public Management, Community Development, Internal Auditing, Financial Information Systems, Cost and Management Accounting, Hospitality Management, Tourism Management.</p>
<p>Wed., 15 Jan.</p>	<p>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.</p>
<p>Thu., 16 Jan.</p>	<p>FACULTY OF ENGINEERING, BUILDING AND INFORMATION TECHNOLOGY 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, Building and IT.</p>

ORIENTATION FOR ALL FIRST-YEAR STUDENTS	
Tue., 14 Jan.	Orientation for Faculty of Health and Environmental Sciences students.
Wed., 15 Jan.	Orientation for Faculty of Management Sciences students.
Thu., 16 Jan.	Orientation for Faculty of Humanities students.
Fri., 17 Jan.	Orientation for Faculty of Engineering, Building and Information Technology students.
Mon., 27 Jan. to Fri., 31 Jan.	General Orientation for all first-year students at both campuses.

REGISTRATION OF ALL <u>SENIOR</u> STUDENTS	
BLOEMFONTEIN AND WELKOM CAMPUS	
Venue: Artec Hall and Student Academic Support Centre (Bloemfontein campus) & Student Academic Support Centre (Welkom campus)	
Fri., 17 Jan.	FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES Agricultural Management, Biomedical Technology, Clinical Technology, Dental Assisting, Environmental Health, Radiography, Somatology.
Mon., 20 Jan.	FACULTY OF HUMANITIES BEd FET (all specialisations), PGCE (returning students), BEd Hons, Language Practice, Language Practice and Media Studies, Photography, Fine Art, Clothing, Fashion, Graphic Design, Jewellery Design, Design & Studio Art.
Tue., 21 Jan.	FACULTY OF ENGINEERING, BUILDING AND INFORMATION TECHNOLOGY Civil Engineering, Mechanical Engineering, Construction Management, Quantity Surveying, IT, Electrical, Electronic and Computer Systems Engineering.
Wed., 22 Jan.	FACULTY OF MANAGEMENT SCIENCES Human Resource Management, Marketing, Office Management and Technology, Business Administration, Project Management, Public Management, Community Development, Accountancy, Financial Information Systems, Hospitality Management, Tourism Management, Cost and Management Accounting, Internal Auditing.
Fri., 17 Jan. to Mon., 31 Aug.	Registration of <u>first time</u> entry POSTGRADUATE (master's and doctoral students).
Thu., 23 Jan. – Fri., 28 Feb.	Late registration.
Wed., 29 Jan.	Official Opening – Welkom campus
Fri., 31 Jan.	Official Opening – Bloemfontein campus
Mon., 03 Feb.	First day of lecturers/classes for first quarter.

COURSE CONTROL DATES	
Thu., 23 Jan. to Fri., 28 Feb. 2019: Course control for all students from all faculties.	
(Subject additions, cancellations, course changes 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.**

7. 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 Compcare. Medical aid cover must strictly be for a period of 12 months. (Undergraduates/Postgraduates 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 5.2 for banking details).

10.2 Contact Details – International Office

Ms C. Sejake

International Student Advisor
Room 121, Advancement and Marketing building
Telephone number: +27 (51) 507 3885/3798
Email: msejake@cut.ac.za

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

Mr Joseph Brown

Sanlam Medical Aid Consultant
Tel +27 (51) 400 3801
Email: joseph.brown@sanlam.co.za

Ms Clara Van Wyk

Sanlam Medical Aid Consultant
Tel +27 (51) 400 3806
Email: clara.vanwyk@sanlam.co.za

Ms Elmarie Olwagen

Sanlam Medical Aid Consultant
Tel +27 (51) 400 3804
Email: elmarie.olwagen@sanlam.co.za

8. National Benchmark Test (NBTs)

8.1 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.

8.2 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.

8.3 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 closest 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.

8.4 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

9. When can I write the NBTs?

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

The test dates are indicated in the table below.

2019/2020 INTAKE CYCLE TEST DATES

NBT Test Dates 2019 for 2020 Intake	Last Day to Register Online 2020 Intake	Last Day to Pay Fees 2020 Intake	Results Available to Institutions 2020 Intake	Results Available to Writers 2020 Intake (by 12h00 on date)
6-Jul	18-Jun	24-Jun	29-Jul	05-Aug
13-Jul	23-Jun	01-Jul	05-Aug	12-Aug
*14-Jul	23-Jun	01-Jul	05-Aug	12-Aug
27-Jul	7-Jul	15-Jul	19-Aug	26-Aug
3-Aug	14-Jul	22-Jul	26-Aug	02-Sep
*4-Aug	14-Jul	22-Jul	26-Aug	02-Sep
24-Aug	4-Aug	12-Aug	16-Sep	23-Sep
7-Sep	18-Aug	26-Aug	30-Sep	07-Oct
14-Sep	25-Aug	02-Sep	07-Oct	14-Oct
28-Sep	8-Sep	16-Sep	21-Oct	28-Oct
5-Oct	15-Sep	23-Sep	28-Oct	04-Nov
*6-Oct	15-Sep	23-Sep	28-Oct	04-Nov
12-Oct	22-Sep	30-Sep	04-Nov	11-Nov
23-Nov	3-Nov	11-Nov	17-Dec	17-Dec
30-Nov	10-Nov	18-Nov	17-Dec	17-Dec
*1-Dec	10-Nov	18-Nov	17-Dec	17-Dec
4-Jan	8-Dec	18-Dec	27-Jan	03-Feb
*Sunday test session				
** Friday test session				

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

10. 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.**