

Central University of Technology, Free State

**Registration Student Guide
BLOEMFONTEIN CAMPUS**



Central University of
Technology, Free State

SEMESTER 2 STUDENTS

2017

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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;
- Forges strategic partnership.

Core Values

Customer services;

Integrity

Diversity

Innovation

Excellence

1. Registration Guidelines for 2017 Semester II

The registration procedures for the 2017 academic year (Semester II) 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 scheduled per academic qualification.

The academic administrative registration processes that have been identified for the forthcoming academic year are listed below:

- 1. International Students Compliance Checkpoint**
- 2. Financial Clearance**
- 3. Administration Control**
- 4. Faculty Administration**
- 5. On-line registration**
- 6. Issuing of Student Card, Residence and Parking disc registration**

- 7. Network Registration**

1.1 Payment of Tuition fees

Fees are determined by the university 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 term of the rules of the University. Students will be permitted to register only if they have deposited the fees into the Central University of Technology, Free State bank account. No cash will be accepted on campus by the University Cashiers. All students must produce a deposit slip for the under-mentioned amounts.

1.2 Minimum Initial Payment- Registration (excluding international students)

Before the student is permitted to register at CUT, the University requires such student to effect a minimum payment of **R6 165.00** (Registration and Tuition fees). Please note that all applicable fees must be deposited into the CUT bank account at least 72 hours (3 working days) prior to your date of registration.

Students failing to have minimum credit balances of **R6 165.00** in their account will not be permitted to register, unless the student is in receipt of a Bursary or Financial Aid in the academic year.

1.3 Minimum Initial Payment - Residence

Student applying for a place in the University residences are required to pay minimum initial deposit as follows:

- a) Semester Students – **R 2 200.00**

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

2. Banking Details information

Approved methods of payment

1. Cheque
2. Credit Card (at University Cashiers).
3. Direct deposit/ Internet banking into CUT bank account.

Banking Details are as follows:

Bank : ABSA BANK
Branch Name : Maitland West
Branch Code : 632005
Account Number : 0470151560
Account Name : Central University of Technology, Free State
Reference : **STUDENT NUMBER OR ID NUMBER/ PASSPORT NUMBER**

OR

Bank : STANDARD BANK LTD
Branch Name : Brandwag
Branch Code : 055534
Account Number : 240454405
Account Name : Central University of Technology, Free State
Reference : **STUDENT NUMBER OR ID NUMBER/PASSPORT NUMBER**

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

2.1 Terms and conditions of account payments:

The following conditions of payment are applicable:

2.1.1 Semester students

Students who are enrolled for semester learning programmes can be granted 4 (four) months to pay off their accounts (total registration fee for the semester in equal instalments over 4 (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 August (25 % of the total registration fee)
- End of September (50 % of the total registration fee)
- End of October (75 % of the total registration fee)
- End of November (full and final settlement due)

N.B If the financial requirements as per the under-mentioned terms and conditions are not met, the student will not be allowed to proceed with registration for the learning programme for the specified year or semester of study. Students with a bursary or student loan will be required to produce an approved official letter from the donor/sponsor, confirming the amount covered by the sponsorship for that year. The under-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.

3. On-line registration process

Steps to follow in completing the on-line registration processes

3.1 Make your way to any computer lab in **the Student Academic Support Centre Bloemfontein Campus** to **register online on campus**.

3.2 **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 page 11).

NB: Generic Pin code: FOR ALL NEW STUDENTS is 10101 please remember to change your pin after registration

3.3 Collect your **student card, internet access form and/or parking disc** (if applicable) in the **Student Academic Support Centre, ground floor reception area (Bloemfontein Campus)**

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

4. REGISTRATION DATES

Please register yourselves online on the specified time slot allocated for your programme.

Senior students = 17th – 21st July 2017 - Bloemfontein and Welkom

New students = 24th – 28th July 2017 – Bloemfontein campus only

REGISTRATION AND SUBJECT ADDITION BY SENIOR STUDENTS ONLY	
Monday 17 July 2017	Bloemfontein Campus: Faculty of Health and Environmental Sciences Welkom Campus: Faculty of Humanities
Tuesday 18 July 2017	Bloemfontein Campus: Faculty of Humanities Welkom Campus: Faculty of Humanities
Wednesday 19 July 2017	Bloemfontein Campus: Faculty of Management Welkom Campus: Faculty of Management
Thursday 20 July 2017	Bloemfontein Campus: Faculty of Engineering and Information Technology Welkom Campus: Faculty of Management
Friday 21 July 2017	Bloemfontein Campus: Faculty of Engineering and Information Technology

REGISTRATION OF NEW STUDENTS	
Monday - Friday 24 – 28 July 2017	Bloemfontein Campus: Faculty of Engineering and Information Technology

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

Important Dates

COURSE CONTROL DATES
18 July – 11 August 2017: course verification for all faculties

Please note that no addition or cancellation of subjects will be accepted after the 11th August 2017.

CUT accepts no responsibility for any incorrect enrolments after course verification week.

Please note:

- Class attendance is compulsory.
- The medium of instruction is English.

5. International Students

5.1 Introduction

All international students, who have been accepted for an academic programme of study at the Central University of Technology, please take note of the following registration requirements.

NB: All documents must be certified copies.

5.1.1 A valid passport

5.1.2 A study visa, issued specifically for CUT.

5.1.3 A proof of Medical Insurance Cover, recognized in South Africa-Momentum, Compcare or Discovery are recommended medical aids at CUT. Medical Aids must me for a period of 12 Months

5.1.4 International students pay their Tuition and Residence fees in **FULL**.

5.2 Contact details – International Office

For more information regarding the issues relevant to International students, please contact the following office:

Mr D Bokaba
International Student Support Services Officer
Telephone number: 27 (051) 507 3912
Email Address: dbokaba@cut.ac.za

Ms C. Sejake
International Student Advisor
Telephone number: 27 (051) 507 3885
Email Address: msejake@cut.ac.za

6. NATIONAL BENCHMARK TEST (NBT)

6.1 WHAT ARE THE NATIONAL BENCHMARK TESTS?

The National Benchmark Tests (NBTs) are compulsory assessments for first year applicants into Higher Education Institutions. The NBTs were designed to measure a writer's ability to transfer understanding of Academic Literacy, Quantitative Literacy, and Mathematics to the demands of tertiary coursework. There are two tests. The AQL combines Academic Literacy and Quantitative Literacy in one multiple-choice test. Each section is a total of three hours' writing time. The second test is Mathematics (MAT), which is also multiple-choice and three hours in duration.

6.2 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, extended programmes or for identifying other additional academic support.

6.3 NATIONAL BENCHMARK TEST (NBT) REQUIREMENTS AT CUT

It should be noted that all new first year students at CUT, should have written the National Benchmarking Test (NBT) before registration. All faculties' applicants should have written the Academic and Quantitative Literacy Test. Applicants to the Faculty of Health and Environmental Sciences, the Faculty of Engineering and Information Technology and some departments of the Faculty of Humanities should also have written the Mathematics 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 where the NBT will be conducted.

6.4 NBT IMPORTANT INFORMATION

Applicants should register for a test date at least a 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 Academic and Quantitative Literacy (AQL) pays R80.00 and an applicant who writes both Academic and Quantitative Literacy (AQL) and Mathematics (MAT) pays R160.00. The applicant needs only write the test once, even if they are applying to more than one university. All universities to which one applies will be able to access the applicant's 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: www.nbt.ac.za

NBT contact information

Tel: +27 (0)21 650 3523

Website: www.nbt.ac.za

Where can I write the NBTs?

Below find the test dates as well as cut off dates for registration and payment.

2017/ 2018 NBT DATES

NBT Test Dates	Last Day to Register Online	Last Day to Pay Fees	Results Available to Institutions	Results Available to Writers
20-May-2017	02-May-2017	08-May-2017	12-Jun-2017	19-Jun-2017
3-Jun-2017	14-May-2017	21-May-2017	26-Jun-2017	03-Jul-2017
17-Jun-2017	28-May-2017	04-Jun-2017	10-Jul-2017	17-Jul-2017
24-Jun-2017	04-Jun-2017	11-Jun-2017	17-Jul-2017	24-Jul-2017
1-Jul-2017	11-Jun-2017	18-Jun-2017	24-Jul-2017	31-Jul-2017
15-Jul-2017	25-Jun-2017	02-Jul-2017	07-Aug-2017	14-Aug-2017
29-Jul-2017	09-Jul-2017	16-Jul-2017	21-Aug-2017	28-Aug-2017
12-Aug-2017	23-Jul-2017	30-Jul-2017	04-Sep-2017	11-Sep-2017
26-Aug-2017	06-Aug-2017	13-Aug-2017	18-Sep-2017	26-Sep-2017
9-Sep-2017	20-Aug-2017	27-Aug-2017	02-Oct-2017	09-Oct-2017
16-Sep-2017	27-Aug-2017	03-Sep-2017	09-Oct-2017	16-Oct-2017
30-Sep-2017	10-Sep-2017	17-Sep-2017	23-Oct-2017	30-Oct-2017
7-Oct-2017	17-Sep-2017	24-Sep-2017	30-Oct-2017	06-Nov-2017
14-Oct-2017	30-Sep-2017	01-Oct-2017	06-Nov-2017	13-Nov-2017
25-Nov-2017	05-Nov-2017	12-Nov-2017	19-Nov-2017	13-Dec-2017
2-Dec-2017	12-Nov-2017	19-Nov-2017	18-Dec-2017	18-Dec-2017
6-Jan-2018	17-Dec-2017	17-Dec-2017	29-Jan-2018	05-Feb-2018

Further questions may be directed to the Deputy Registrar, Ms Ntokozo Dlamini at imasupe@cut.ac.za.

*NB: Remember to Register yourself on the NBT website and choose a testing venue closest to where you live.

STEP BY STEP GUIDELINES FOR ONLINE REGISTRATION

Select “**Rules and Regulations**” on the left.

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 don't agree, please request assistance from the Office of the University Registrar. **Please take note the acceptance to the Rules and regulations is mandatory and serves as your electronic signature. This indicator is stored on your Student File and can be used as Legal Agreement in a dispute/disciplinary matter.**

Select “**Submit Registration**” on the left

Select your “**Employment Status**” in the drop down list in the field “Employment Status”

Click on “**save and continue**” or “**save and continue later**” or “**Restart Process**” button

Select your subjects, by ticking the box next to each subject/

- Ensure you select all the **Compulsory subjects**;
- Select balance from the subjects from list of electives
- Note that you may not register for subjects where the pre-requisites has not been met. These subjects will be indicated with the **X** button.

Click on “**save and continue**” or “**save and continue later**” or “**Restart Process**” button.

Click on “**save and continue**” button if you are absolutely sure that have selected the right subjects and offering types and periods of study.

Click on “**Print Cost Details**” button should you want to print the Registration Costs.

Click on the “**Accept Registration**” button to finalize the registration process.

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 the Central University of Technology.

Please Note: No amendments can be made after you have completed your registration

Departmental Enquiries	Contact Person
N Dip Mechanical Engineering N Dip Information Technology N Dip Building HC Construction Management BED: (FET) Technology BED: (FET) Natural Science Design and Studio Art HC Renewable Energy	Mrs KD Leeuw-Okafor (051) 507 3021
HC Dental Assisting Dip Somatology NHC Accounting NHC Financial Information Systems N Dip Financial Information Systems Dip HR/ N Dip HR DIP Marketing/ N Dip Marketing N Dip Internal Auditing N Dip Cost and Management Accounting	Ms Portia Pompie (051) 507 3726
N Dip Civil Engineering N Dip Computer Systems Bsc Hydrology BED: (FET) Mathematics BED: (FET) Econ and Management Sciences BED: (FET) Computer Science Dip Public Management HC Community Development Dip Office Management	Ms M Burger (051) 507 3784
N Dip Agricultural Management Dip Biomedical Technology Dip Clinical Technology Bachelor of Radiography N Dip Electrical Engineering BED: (FET) Languages	Ms E Chadinha (051) 507 3062
Dip Tourism Dip Hospitality Advanced Dip Agricultural Extension Advanced Dip in Logistics and Transport Management All B Tech Studies	Mr S Kambule (051) 507 3028
All Masters and Doctoral studies	Ms ST Sepeng (051) 507 3725