

Central University of Technology, Free State

Registration Student Guide

BLOEMFONTEIN & WELKOM CAMPUS



**Central University of
Technology, Free State**

SEMESTER 1 & YEAR STUDENTS

2017



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, as a university of Technology:

- delivers high-quality, appropriate Science, Technology, Engineering and Mathematics (STEM) academic programmes supported by applied research, including those in Management, Education and Humanities
- engages with the community for mutually beneficial development;
- promotes access with success in attracting potentially successful students and supporting them to become employable and job-creating graduates;
- attracts and retains high-quality students expert staff and support their development and well-being; and
- forges strategic partnerships that are mutually beneficial.

Core Values

Customer services;
Integrity
Diversity
Innovation
Excellence

FOREWORD BY THE REGISTRAR

It is my pleasure to extend a hearty welcome to all CUT students to the 2017 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 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

Registration Guidelines for 2017 Academic year.....	5
Payment of Tuition fees	5
Minimum Initial Payment- Registration	5
Minimum Initial Payment - Residence.....	Error! Bookmark not defined.
Banking Details information	6
Terms and conditions of account payments:	6/7
Semester students	6/7
On-line registration process	7
Registration Dates.....	8/9
International Students	10
National Benchamrk Test.....	11
NBT test dates	12
Step by Step guidelines for Online Registration	13

Registration Guidelines for 2017 Academic year:

The registration procedures for the 2017 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 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. I-Enabler Pin**
- 6. On-Line Registration**
- 7. Issuing of Student Card, Residence and Parking Registration**
- 8. Network Registration**

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 terms of the rules of the University. Students will be permitted to enrol 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.

Minimum Initial Payment- Registration

Please Note that the 2017 fee information has not been finalised as yet, all students will be informed as soon as this information has been concluded. For further information on MINIMUM INITIAL PAYMENT, please call the following numbers:

(051) 507-3758

(051) 507-3759

(051) 507-3760

Students are also advised to check our university website timeously for updates on fee matters: www.cut.ac.za

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

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 : Standard Bank Ltd
Branch Name : Maitland West
Branch Code : 632005
Account Number : 0470151560
Account Name : Central University of Technology, Free State
Reference : **YOUR STUDENT NUMBER OR ID NUMBER**

OR

Bank : Standard Bank Ltd
Branch Name : Brandwag
Branch Code : 055534
Account Number : 240454405
Account Name : Central University of Technology, Free State
Reference : **YOUR STUDENT NUMBER OR ID 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.

Terms and conditions of account payments:

The following conditions of payment are applicable:

2.4.1 Year students

Students who are enrolled for year learning programmes can be granted 9 (nine) months to pay off their accounts (total registration fee for the year in equal instalments over 9 (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)

2.4.2 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 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.*

3. On-line registration process

Steps to follow in completing the on-line registration processes

3.1 Make your way to any computer 009, 010, 011 or 012 in the **Student Academic Support Centre (Bloemfontein Campus)** or computer lab 110 & 111 in the **Academic Support Centre (Welkom 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 pg 13)

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

NB: Senior Students – Pin will be communicated either via SMS or Student E-MAIL address.

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)** or in computer lab 110 or 111 in the **Academic Support Centre (Welkom Campus)**.

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

NB: Please ensure that you are registered for the correct subjects!!!

4. REGISTRATION DATES

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

DATE	ACTIVITY
04th, 05th, 06th and - 09th Jan 2017	ALL CAMPUSES Review of admission status for provisionally admitted applicants. Communicating final admission statuses to provisionally admitted applicants Revisiting waiting list to identify those who have passed Communicating final admission statuses to waitlisted applicants Walk-in administration
REGISTRATION OF ALL FIRST YEARS ALL CAMPUSES Venue: Boet Troskie Hall (Bloemfontein Campus) & Student Support Centre (Welkom Campus)	
10 Jan, Tues.	FACULTY OF ENGINEERING & INFORMATION TECHNOLOGY: Civil Engineering; Mechanical Engineering; Building; Information Technology; Electrical, Electronic & Computer Systems Engineering; All ECPs in Engineering & IT
11 Jan, Wed.	FACULTY OF MANAGEMENT Human Resource Management; Marketing; Office Management and Technology; AAT; Public Management; Accountancy; Financial Information Systems; Hospitality Management; Tourism and Event Management
11 Jan, Wed	Academic Induction for First Years Faculty of Engineering & Information Technology
12 Jan, Thurs.	FACULTY OF HUMANITIES B Ed SP & FET, PGCE (First Time Enrolment at CUT), Language Practice, N Dip Design and Studio Art
12 Jan, Thurs	Academic Induction for All First Years Faculty of Management Sciences
13 Jan, Fri.	Faculty of Health and Environmental Sciences Biomedical Technology, Clinical Technology, Environmental Health, Somatology, Agricultural Management, Dental Assisting Bachelor of Radiography (Diagnostic)
13 Jan, Fri.	Academic Induction for All First Years Faculty of Humanities
16 Jan, Mon	Academic Induction of All First Year Students Faculty of Health and Environmental Sciences
21 Jan, Sat	General orientation for all first year: Bloemfontein and Welkom Campuses

BLOEMFONTEIN AND WELKOM CAMPUS	
Registration of ALL Senior Students Venue: Boet Troskie Hall (Bloemfontein Campus)/ Student Support Centre (Welkom Campus)	
13 Jan, Fri.	Faculty of Health & Environmental Sciences: Agricultural Management, Biomedical Technology, Clinical Technology, Dental Assisting, Emergency Medical Care, Environmental Health, Fire Technology, Radiography and Somatology
16 Jan, Mon.	Faculty of Humanities B Ed FET (all specialisations), PGCE (Returning Students), B Ed Hons, N Dip Language Practice N Dip Photography, Fine Art, Clothing, Fashion, Graphic Design, Jewellery Design, Design & Studio Art
17 Jan, Tue.	FACULTY OF ENGINEERING & INFORMATION TECHNOLOGY: Civil Engineering; Mechanical Engineering; Building; Information Technology; Electrical, Electronic & Computer Systems Engineering; All ECPs in Engineering & IT
18 Jan, Wed.	Faculty of Management Sciences: Human Resource Management; Marketing; Office Management and Technology; AAT; Business Administration; Project Management; Public Management; Accountancy; Financial Information Systems; Hospitality Management; Tourism and Event Management; Cost and Management Accounting; Internal Auditing

19th Jan, Feb. – 24 Feb, Fri.	Late Registration and course control: NB: No changes will be allowed after these dates
26 th Jan, Thurs	Official Opening Day – Welkom Campus
28 th Jan, Sat.	Official Opening Day – Bloemfontein Campus
30 th Jan, Mon	First day of Lecturers 2017

Important Dates: Course control dates starts on the 19th January until the 24th February.

Please note that no addition or cancellation of subjects will be accepted after the 24th February 2017.

Please note:

1. Class Attendance is compulsory
2. 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 note the following requirements:

- 51.1 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 be for a period of 12 months.
- 5.1.4 International Students pay their tuition and residence in full prior to registration.

NB: All documents must be certified copies

5.2 Contact Details – International Office

Mr D Bokaba

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

Ms C. Sejake

International Student Advisor
Room 121, Advancement and Marketing building
Telephone number: +27 (51) 507 3885
E-mail: 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
E-mail: joseph.brown@absa.co.za

Ms Clara Van Wyk

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

Ms Elmarie Olwagen

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

6. NATIONAL BENCHMARK TEST (NBT)

6.1 WHAT ARE THE NATIONAL BENCHMARK TESTS?

The National Benchmark Tests (NBTs) are 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 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 R85.00 and an applicant who writes both Academic and Quantitative Literacy (AQL) and Mathematics (MAT) pays R170.00. 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?

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

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

2016/2017 INTAKE CYCLE TEST DATES

NBT Test Dates	Last Day to Register Online	Last Day to Pay Fees	Results Available to Institutions	Results Available to Writers
10-Sep-2016	21-Aug-2016	18-Aug-15	03-Oct-2016	10-Oct-2016
01-Oct-2016	11-Sep-2016	18-Sep-15	24-Oct-2016	31-Oct-2016
15-Oct-2016	25-Sep-2016	02-Oct-2016	07-Nov-2016	14-Nov-2016
26-Nov-2016	06-Nov-2016	13-Nov-2016	14-Dec-2016	14-Dec-2016
03-Dec-2016	13-Nov-2016	20-Nov-2016	19-Dec-2016	19-Dec-2016
07-Jan-2017	18-Dec-2016	18-Dec-2016	30-Jan-2017	06-Feb-2017

*Sunday test session **Friday test session

Further questions may be directed to the Registrar, Ms N Dlamini at Imasupe@cut.ac.za.

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.

Please check your proof of registration for correctness of your subjects.

Congratulations! You have successfully completed your registration as a bona fide student of the Central University of Technology.

Please Note: You can only ADD SUBJECTS ONLINE BUT CANNOT CANCEL after you have completed your registration