

Central University of Technology, Free State

**Registration Student Guide
BLOEMFONTEIN & WELKOM CAMPUS**



YEAR & SEMESTER 1 STUDENTS

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;
- Forges strategic partnership.

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 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 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 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 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

2. 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.

3. Minimum Initial Payment- Registration

Please Note that the 2018 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 contact the following numbers:

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

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.

4. Banking Details information

Approved methods of payment

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

4.1 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 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.**

4.2 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.

5. Terms and Conditions of account payments

The following conditions of payment are applicable:

5.5.1 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)

5.5.2 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.*

6. Residence Registration Process: residence students

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: **R580-00**

2018 residence registrations

- i) 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.).
- ii) 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.
- iii) 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, 14 January 2018 at 08:00

Seniors Sunday, 18 January 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.

7. On-line Registration Process

Steps to follow in completing the on-line registration processes

- 7.1 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.
- 7.2 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. 15)

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 EMAIL address.

Senior Students

If you have one subject outstanding to complete your qualification, please consult your Head of Department or faculty administrator to get approval to register.

- 7.3 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 AND E-CALENDAR.

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

8. Registration Dates

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

DATE	ACTIVITY
REVIEW OF ADMISSION STATUSES AND WALK-INS Venue: Boet Troskie Hall (Bloemfontein Campus) Student Admin Block (Welkom Campus)	
08 Jan, Mon. - 12 Jan, Fri.	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 & Student Academic Support Centre (Bloemfontein Campus) Student Support Centre (Welkom Campus)	
15 Jan, Mon.	FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES Biomedical Technology, Clinical Technology, Environmental Health, Somatology, Agricultural Management, Dental Assisting, Radiography
16 Jan, Tues.	FACULTY OF MANAGEMENT SCIENCES Human Resource Management; Marketing, Office Management and Technology, AAT, Public Management, Community Development, Internal Auditing, Financial Information Systems, Cost & Management, Hospitality Management, Tourism and Event Management.
17 Jan, Wed.	FACULTY OF HUMANITIES B Ed SP & FET(Languages), B Ed SP & FET (Computer Sciences), B Ed SP & FET (Economics and Management Sciences), B Ed SP & FET(Mathematics), B Ed SP & FET (Natural Sciences), B Ed SP & FET(Technology), PGCE & Bed Hons (First Time Enrolment at CUT), Language Practice & Media Studies, Design and Studio Art.
18 Jan, Thurs.	FACULTY OF ENGINEERING & INFORMATION TECHNOLOGY: Civil Engineering, Mechanical Engineering, Information Technology, Computer Networking, Electrical & Electronic Engineering, Renewable Energy, Quantity Surveying, Construction Management, BSC Hydrology, Logistics and Transport, All ECPs in Engineering & IT.
ORIENTATION FOR ALL FIRST YEARS	
23 Jan, Tues.	Orientation for Faculty of Health & Environmental Sciences
24 Jan, Wed.	Orientation for Faculty of Management Sciences
25 Jan, Thurs.	Orientation for Faculty of Humanities
26 Jan, Fri.	Orientation for Faculty of Engineering & Information Technology

29 Jan – 2 Feb, Mon – Fri.	General Orientation in Both Campuses for All First Year Students
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BLOEMFONTEIN AND WELKOM CAMPUS	
Registration of ALL Senior Students Venue: Boet Troskie Hall & Student Academic Support Centre (Bloemfontein Campus) Student Support Centre (Welkom Campus)	
19 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.
22 Jan, Mon.	FACULTY OF HUMANITIES B Ed FET (all specialisations), PGCE (Returning Students), B Ed Hons, Language Practice, Language Practice & Media Studies, Photography, Fine Art, Clothing, Fashion, Graphic Design, Jewellery Design, Design & Studio Art.
23 Jan, Tue.	FACULTY OF ENGINEERING & INFORMATION TECHNOLOGY Civil Engineering, Mechanical Engineering, Construction Management, Quantity Surveying, Information Technology, Electrical, Electronic & Computer Systems Engineering.
24 Jan, Wed.	FACULTY OF MANAGEMENT SCIENCES Human Resource Management, Marketing, Office Management and Technology, Business Administration, Project Management, Public Management, Community Development, Accountancy, AAT, Financial Information Systems, Hospitality Management, Tourism and Event Management, Cost and Management Accounting, Internal Auditing.
19 Jan-31 Aug.	Registration of <u>first time</u> entry POSTGRADUATE (Masters and Doctoral Studies)
25 Jan, Thurs – 02 Mar, Fri.	Late Registration
31 Jan, Wed.	Official Opening Day – Welkom Campus
02 Feb, Fri.	Official Opening Day – Bloemfontein Campus
05 Feb, Mon	First day of Lecturers/ Classes start for first quarter

COURSE CONTROL DATES
25 Jan – 02 March 2018: Course control for all faculties
(Subject additions, Cancellations, Course changes and Late Registration).

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

*NB – No additions after closing of Registration.

9. International Students

9.1 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:

Pre-registration requirements:

NB: All documents must be certified copies

- 9.1.1 A valid passport.
- 9.1.2 A valid Study Visa, issued specifically for CUT
- 9.1.3 A proof of Medical Aid Cover, registered & recognized in South Africa, Momentum or Compcare are recommended medical aids at CUT. Medical Aids must strictly be for a period of 12 months (Undergraduates January – December).
- 9.1.4 Signe the MIE Personal Credential Information Form, to be issued to you by International Office.
- 9.1.5 International Students pay their tuition and residence in full prior to registration. (refer to 4.2 for banking details).

9.2 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

10. National Benchmark Test (NBT)

10.1 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.

10.2 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.

10.3 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.

10.4 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

11. When can I write the NBTs?

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

Below find the test dates for registration and payment.

2017/2018 INTAKE CYCLE TEST DATES

01-Oct-2017	7-Oct-2017	14-Oct-2017	23-Oct-2017	30-Oct-2017
05-Nov-2017	06-Nov-2017	12-Nov-2017	13-Nov-2017	19-Nov-2017
25-Nov-2017	2-Dec-2017	13-Dec-2017	17-Dec-2017	18-Dec-2017
6-Jan-2018	29-Jan-2018	05-Feb-2018		

*Sunday test session **Friday test session

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

12. Step by Step Guidelines for Online Registration

Login with your student number and pin provided.

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 have 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 “**I 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.

Collect your Proof of Registration at the Printers.

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