



UNIVERSITY of the
WESTERN CAPE

REGISTRATION & ORIENTATION GUIDE 2020



**i am
UWC**

To do list...

- ☐ 1. Accept offer
- ☐ 2. Register
- ☐ 3. Check your time table
- ☐ 4. Collect your Student Card
- ☐ 5. Attend Orientation
- ☐ 6. Get to Class

RECYCLED PAPER



WELCOME TO UNIVERSITY OF THE WESTERN CAPE

It is with pleasure that we welcome you to UWC an engaged university, facing the future in a way that transcends the past and embracing the complex reality of transformation and global technological advances. We are committed to excellence in teaching, learning and research, to nurturing the cultural diversity in South Africa, and to responding in critical and creative ways to the needs of society in transition.

Professor Tyrone Pretorius
Rector & Vice-Chancellor





1ST YEAR REGISTRATION GUIDE

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UWC STUDENT CITIZENSHIP 1

During 2020 we would like to invite you to become a UWC Student Citizen.

Some of your responsibilities for obtaining full Student Citizenship:

- Abide by the university rules and policies as indicated in the General Calendar Part 1 and your faculty calendar.
You will receive this at registration.
- Take ownership of your academic administrative affairs. Consult your respective Faculty Office and the Student Administration Helpdesk.
- Attend curriculum advising before registration.
- Visit the university website (www.uwc.ac.za) and click on **"View All Programmes"** for more information on your curriculum structure and module content.
- Plan and manage your finances.
- Ensure that you do not have any class timetable clashes.
- Note the deadlines in the university calendar for administrative processes.
- Keep copies of correspondence with the university and official documents received.
- Always use your student number when corresponding with the university.
- Update your personal and contact information on UWC student portal or at the Student Administration Helpdesk.
- Activate student card for access to university facilities and services.
- Check your UWC student email account regularly.

TIPS FOR A NEW STUDENT

Leave home a little earlier. With about 5 000 students and their parents arriving on campus, traffic becomes congested, even on the main routes into campus. Parking is not always available close to specific venues, so allow for sufficient time for parking and reaching a venue on foot.

Remember that January / February is mostly very hot; therefore make provision for cool clothing, comfortable shoes, bottled water and a sun hat as you will be touring our wonderful campus on foot.



ORIENTATION INFORMATION 2

ORIENTATION FOR FULLTIME STUDENTS ONLY

We invite all new first-year, Fulltime, undergraduate students to the Orientation Programme. Attendance is compulsory on all days.

Welcome by the Rector - FULLTIME students only

The welcome by the Rector on Monday, 27 January 2020 in the Main Hall launches the Orientation Programme. The starting times for the various faculties are listed below and the programme ends at 15h30 for all students:

09h00 Arts, Education and Dentistry

11h00 Economic & Management Sciences, and Natural Sciences

13h00 Community & Health Sciences, and Law.

Kindly arrive at least 90 minutes before your respective session. You cannot attend any other session. Each welcome session will be followed by the Faculty welcome. Orientation then continues until 15h30 for students.

Separate activities have been arranged for Parents after their Official welcome.

ORIENTATION WEEK

Orientation starts at 9h00 and ends at 15h30 on Tuesday-Friday, 28-31 January 2020.

We will share details of the Programme with students after the Welcome session on the Monday.

ORIENTATION FOR PART-TIME STUDENTS ONLY

New first-year, part-time students must attend their official welcome by the Rector at **09h00 on Saturday, 1 February 2020**, lecture hall **GH1**. This will be followed by separate faculty welcomes, orientation and registration.

REGISTRATION INFORMATION

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Online Registration: 10 January to 01 February

Assisted: 20 January to 01 February

New first year students

Faculty	Date	Venues
Faculty of Community & Health Sciences	20 - 21 January 2020	Faculty office Thinthana lab
Faculty of Economic & Management Sciences	20 - 21 January 2020	BOE Lab IPS LAB Postgraduate Lab
Faculty of Dentistry	22 January 2020	Dentistry Faculty Tygerberg
Faculty of Education	22 January 2020	Undergraduate Education Lab Postgraduate Education lab
Faculty of Law	22 January 2020	Law Resource Centre
Faculty of Arts	23 - 24 January 2020	Thinthana Lab Arts Post Graduate Lab
Faculty of Natural Sciences	23 - 24 January 2020	Life Sciences Computer lab

*Faculty of Arts First Year Students

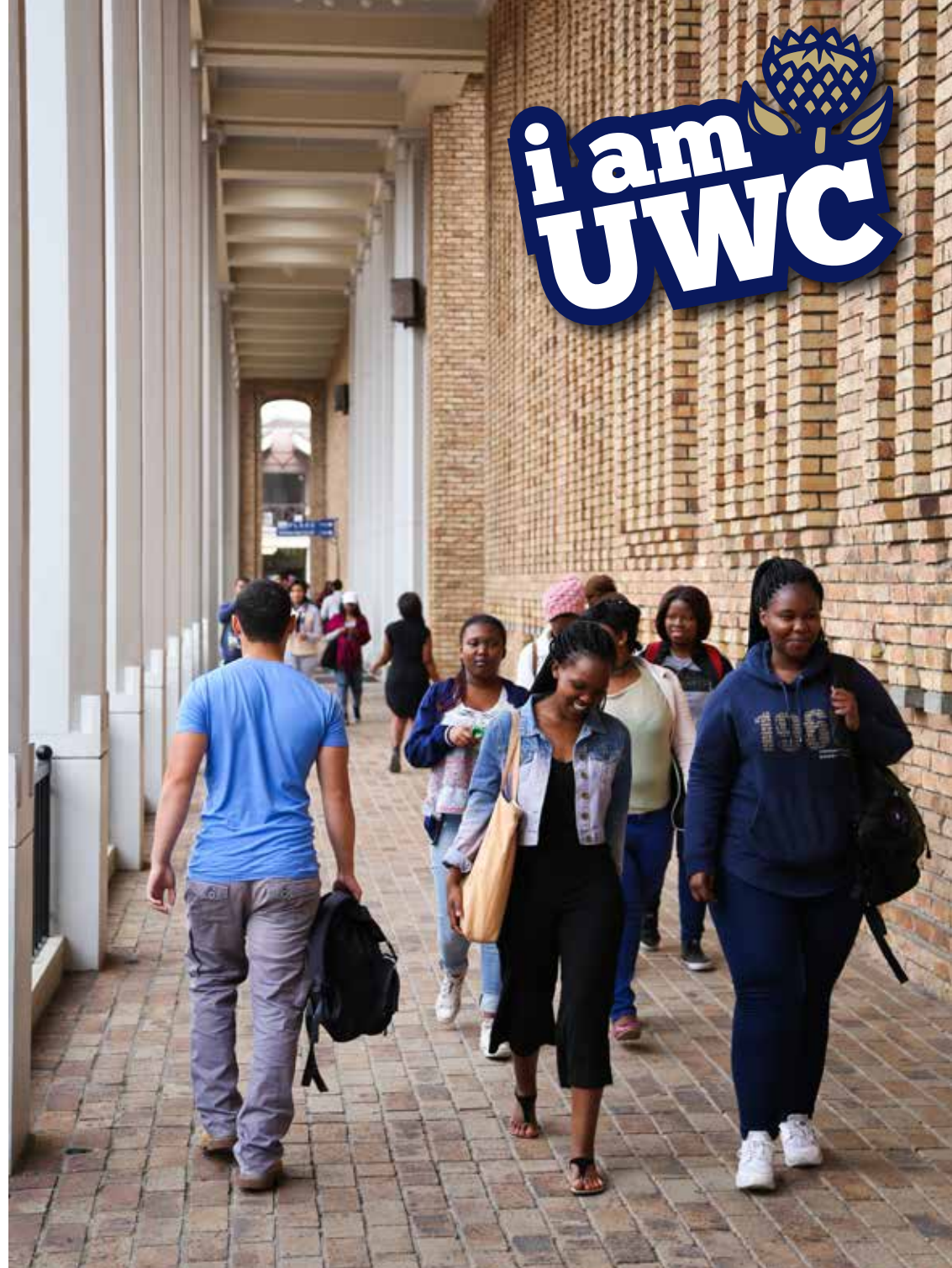
Curriculum Advising for Faculty of Arts will take place on the 22nd of January at 09:00 in the Main Hall. This consultation is compulsory for all 1st Year students.

Senior / Returning students

Faculty	Date	Venues
Faculty of Community & Health Sciences	27 - 29 January 2020	Faculty office Thinthana lab
Faculty of Economic & Management Sciences	23 - 28 January 2020	BOE Lab IPS LAB Postgraduate Lab
Faculty of Dentistry	23 January 2020	Dentistry Faculty Tygerberg
Faculty of Education	23 - 24 January 2020	Undergraduate Education Lab Postgraduate Education lab
Faculty of Law	23 - 24 January 2020	Law Resource Centre
Faculty of Arts	27 - 29 January 2020	Thinthana Lab Arts Post Graduate Lab/Main Hall
Faculty of Natural Sciences	27 Jan - 30 Jan 2020	Life Sciences Computer lab

*Faculty of Arts Senior Students

ASSISTED REGISTRATION for Senior students will take place on the 27th of January from 09:00 to 16:00 in the Main Hall - This consultation is compulsory for senior students.



3.1 STEPS TO BECOMING A REGISTERED STUDENT AT UWC

Before you begin your academic year at UWC, you will need to complete your registration with the University.

ACCEPT your selection offer online (<http://student.uwc.ac.za/>) or by calling the UWC Contact Centre (+27 21 959 3900/01).

SOUTH AFRICAN STUDENTS:

- If you have applied for financial aid from the National Student Financial Aid Scheme (NSFAS), kindly consult the NSFAS Application Portal for your application outcome (www.nsfas.org.za). New first year students may also apply for UWC Financial Aid and First Year Merit Award once they have received their final acceptance and student numbers.
- Full cost-bursary/scholarship holders must consult the Financial Aid Office Helpdesk at +27 21 959 9753/2737 to obtain registration clearance.

INTERNATIONAL STUDENTS:

- All international students are required to pay the full tuition and residence fees upfront, on every year of registration.
- All students who have permanent African citizenship will be required to pay the same tuition fees as South African citizens unless the study programmes for which they are enrolling are marketed at a specific price.
- International students without African citizenship will be required to pay the international fees as published.
- All fees are RAND (ZAR) denominated.
- Please consult our website for detailed registration guidelines (www.uwc.ac.za/Registrar/ISSO). You may also contact the International Student Services Office at isso@uwc.ac.za

REGISTER ONLINE (<http://student.uwc.ac.za/>) from 10 January or on campus from 20 January 2020
PLEASE CHECK OUR WEBSITE FOR MORE DETAILS

3.2 REGISTRATION

There are two different options available for you to officially register as a student, namely self-registration (online registration) or the assisted registration process.

We encourage all students to register online.

3.2.1 ONLINE REGISTRATION PROCESS

- Log-on to the Student Portal by visiting www.uwc.ac.za and selecting Online Services at the top of the home page.
- Select Student Portal and it will take you to the Student Authentication Screen.
- To login enter your Student Number and ID number or Passport number.
- Follow the registration steps on the main menu.

Please refer to online registration guide for detailed information on how to register online

3.2.2 ASSISTED REGISTRATION

- Please see table on page 3 for faculties, dates & venues.
- Complete the exemption process and payment (only if applicable)
- Your proof of registration will be emailed to your valid student email account.
- For instruction on how to activate your student email account refer to UWC website www.uwc.ac.za

3.3 STUDENT CARD

- After you have registered collect your student card in the Main Hall or Faculty venue
- As a new student you will also receive a goodie bag from the University.

3.4 SUBMIT YOUR COMPULSORY DOCUMENTS

Kindly note that you will need the following for registration purposes:

3.4.1 SOUTH AFRICAN STUDENTS

1. Your Identity Document (original or certified copy) to be uploaded to <http://studentdocumentupload.uwc.ac.za/> (for 2019 matriculants only).
Use your new student number when uploading.
2. Application for exemption and proof of payment (only if applicable)
For more information contact maoctober@uwc.ac.za

3.4.2 INTERNATIONAL STUDENTS

1. Foreign Advice of Results
2. Confirmation of Studies (HESA/USAF)
3. Your Passport (original or certified copy)
4. A certified copy of your Study Permit
5. Proof of medical cover (SA Medical cover only)
6. SAQA Documentation (Postgraduate students)

For more information around these and other matters pertaining to International Students Services Office website:

www.uwc.ac.za/registration/isso/pages/default.aspx or contact

International Students Services Office

Tel: +27 (21) 959 2115

Email: isso@uwc.ac.za

Office situated at Student Administration, Admin Building West Wing

FINANCIAL MATTERS 4

4.1 FINANCIAL AID

National Student Financial Aid Scheme (NSFAS)

NSFAS is a statutory body, funded primarily by South Africa's National Department of Education, providing academically but financially needy students who wish to study at one of South Africa's public higher education institutions. Consult Nsfas website for information on the online NSFAS application process at www.nsfas.org.za

UWC Financial Aid office administers internal and external bursaries which includes UWC Bursaries Corporate funding, Semi-state and State funding. Bursaries are available to fulltime South African undergraduate students and are normally allocated for one academic year at a time. Application forms for new first-year students are available during Registration and Orientation.

All bursary information is available on the university website.

Contact Details

Tel: +27 (21) 959 9753

Email: finaid@uwc.ac.za

Office situated at UWC Prefabs behind Student Administration Building

Operating Hours

Office Hours: 08H30 -16h30 (Extended hours during registration period)

4.2 STUDENT FINANCES

Students should make allowance for the following expenses in their financial plans:

- Tuition fees
- Text books and Stationary
- Residence Fees (where accommodation is applicable)
- Personal Expenses
- Meals/food (where applicable)
- Traveling (to and from University)

The council of the University of the Western Cape reserves the right to amend all fees without prior notice. Tuition fees are charged per module within a prescribed programme. Students who register for more or fewer than prescribed will be charged accordingly.

To calculate an estimation of what your modules will cost you visit the university website (www.uwc.ac.za) and click on **"Quotes & Pro-forma Invoices"** link to view the costs associated with the modules. Please consult the student finance department or the website for the terms of payment.

The Student Finance Department comprises of 3 operational areas which are:

- Student Accounts and
- Student Credit Management (SCM)
- Cash Office

PLEASE NOTE

- All payment transactions (e.g. cash payments) must be completed at the cashiers. No cash must be handed to any person on campus other than at the cashiers.



4.3 STUDENT ACCOUNTS

The Student Accounts department is responsible for:

- Student fee quotations (online) <https://quote.uwc.ac.za/default>
- General Account enquiries
- Refund requests
- Fee adjustments
- Account billings

Contact Details

Ground floor
Administration Building
Counter no 6
Tel: +27 (21) 959 2154 / +27 (21) 959 3108
Fax: +27 (21) 959 3512
Email: studaccount@uwc.ac.za

4.4 STUDENT CREDIT MANAGEMENT (SCM)

The Student Credit Management office manages the collection of tuition fees owed to the University of the Western Cape and is responsible for:

- Financial clearance for registration
- Management and collection of arrear tuition fees

Payment arrangement facilities available:

- **Debit Order: Requirements** – copy of ID, proof of residence, proof of income, 3 months bank statement
- **PERSAL: Requirements** – recent pay advice, copy of ID (pertains to government employees only)

All Students seeking assistance with financial clearance for registration for the new academic year are required to visit Student Credit Management.

4.5 CASH OFFICE (CASH/CARD PAYMENTS)

Contact Details

3rd Floor, Student Centre, UWC
Tel: +27 (21) 959 3558 / +27 (21) 959 3816
Fax: +27 (21) 959 3438
Email: scm@uwc.ac.za
Cash Office Operating Hours: Monday – Friday: 08h30 – 16h30
Contact Details: +27 (21) 959 2698 / 3399

Office hours are from 8h30 - 16h30 Monday - Friday

4.6 PAYMENT METHODS

All payments must be made payable to the "University of the Western Cape". Fees may be paid using the following methods:

- Cash, debit card, credit card or cheque at our Cashiers on the Ground Floor West Wing building
- Electronic Funds Transfer (EFT)
- Credit card payment will be accepted – online at www.uwc.ac.za
- Postal order or foreign drafts using the account details given below

4.7 BANKING DETAILS

Bank: ABSA Bank
Name of Account: U. W. C STUDENT DEPOSIT ACCOUNT
Branch: Public Sector Western Cape
Address: 1st Floor, Tygerpark 4, Willie Van Schoor Drive, Bellville, 7530
Account No: 40 4960 4740
Branch Code: 632005
Swift Code: ABSAZAJJ

SOUTH AFRICAN STUDENTS

Deposit Reference: Student No, Surname and Names (e.g. 2000001, Brown, Peter John)

INTERNATIONAL STUDENTS

Reference / Remittance: Complete in Field 70 Purpose of Payment, Student No, Surname and Names (e.g. 2000001, Brown, Peter John)



PLEASE NOTE

1. Payments may take up to 2 business days for local and 7 business days for international to reflect on our system.
2. Credit Card payments may take up to 10 business days to reflect on our system.
3. Deposit slips or UWC receipts must be retained in case any queries should arise.
4. Please ensure that you use your student number in all future communication with the University
5. A service levy or R70.00 will be raised on cheques dishonoured by the bank.

CONTACT INFORMATION

For all payment (credit card) related enquiries use the following contacts:

Tel: +27 (21) 959 2479
Fax: +27 (21) 959 1556 / 2986
Email: finance@uwc.ac.za

RESIDENCE 5

The Residential Service Department allocates and manages accommodation in university residences. We house an average of 3300 students across 12 residences. 8 residences are situated on-campus. Our residences are named after great modern day heroes and heroines.

We provide a shuttle service between the 4 residences which are situated off-campus and the university main campus. Residences are grouped into clusters. Computer labs are available at the residences. Computer labs are accessible after working hours to enable students to type assignments, do research and social networking.

There are various extramural activities organized annually which include inter residences sport tournaments, covering various sport codes. The Residence Community also hosts a Mini Olympics, which is an annual event in the Residence Community calendar. Dance, drama, inter-residences debating competitions are some of the other activities which are also established.

Contact Details

Tel: +27 (21) 959 2569 or +27 (21) 959 2999

Fax: +27 (21) 959 2671 or +27 (21) 959 2671

Email: resservices1@uwc.ac.za or jwanza@uwc.ac.za

Kovacs

Experience the benefits of staying on campus with Kovacs, greatly reducing travel time and costs. The robust access control system offers peace of mind and a safer living location. For costs and payment options, FAQ's and the online application, visit our website at www.kovacsuwc.co.za

Contact Details

Tel: +27 (21) 959 9500

Fax: +27 (21) 959 9501

Email: kovacs@uwc.ac.za



SUPPORT SERVICES 6

6.1 CENTRE FOR STUDENT SUPPORT SERVICES (CSSS)

The Centre for Student Support Services (CSSS) seeks to develop an exciting, stimulating and supportive campus environment which enhances student learning on multiple levels. The focus is to engage students' potential in order to assist them in achieving their personal and academic goals, and to develop responsible and responsive citizens for the future.

The CSSS provides broad student-centered development and professional services, programs, training opportunities and resources aimed at enhancing students' academic experiences, graduate attributes and quality of life.

Our dynamic, multidisciplinary team actively create an enabling environment to enhance the student experience for holistic student development and success.

Contact Details

Tel: +27 (21) 959 2299

Fax: +27 (21) 959 2882

E-mail: mljaftha@uwc.ac.za

6.2 CAMPUS HEALTH & WELLNESS CENTRE

The Campus Health & Wellness Centre (operated by Dr. Bagwandeem & Associates) is a dispensing medical practice, staffed by doctors, primary health care nurses and counselors. Conveniently located on the 1st floor of the Community Health Sciences Building, the Health Center provides an extensive range of services to both students and staff on campus.

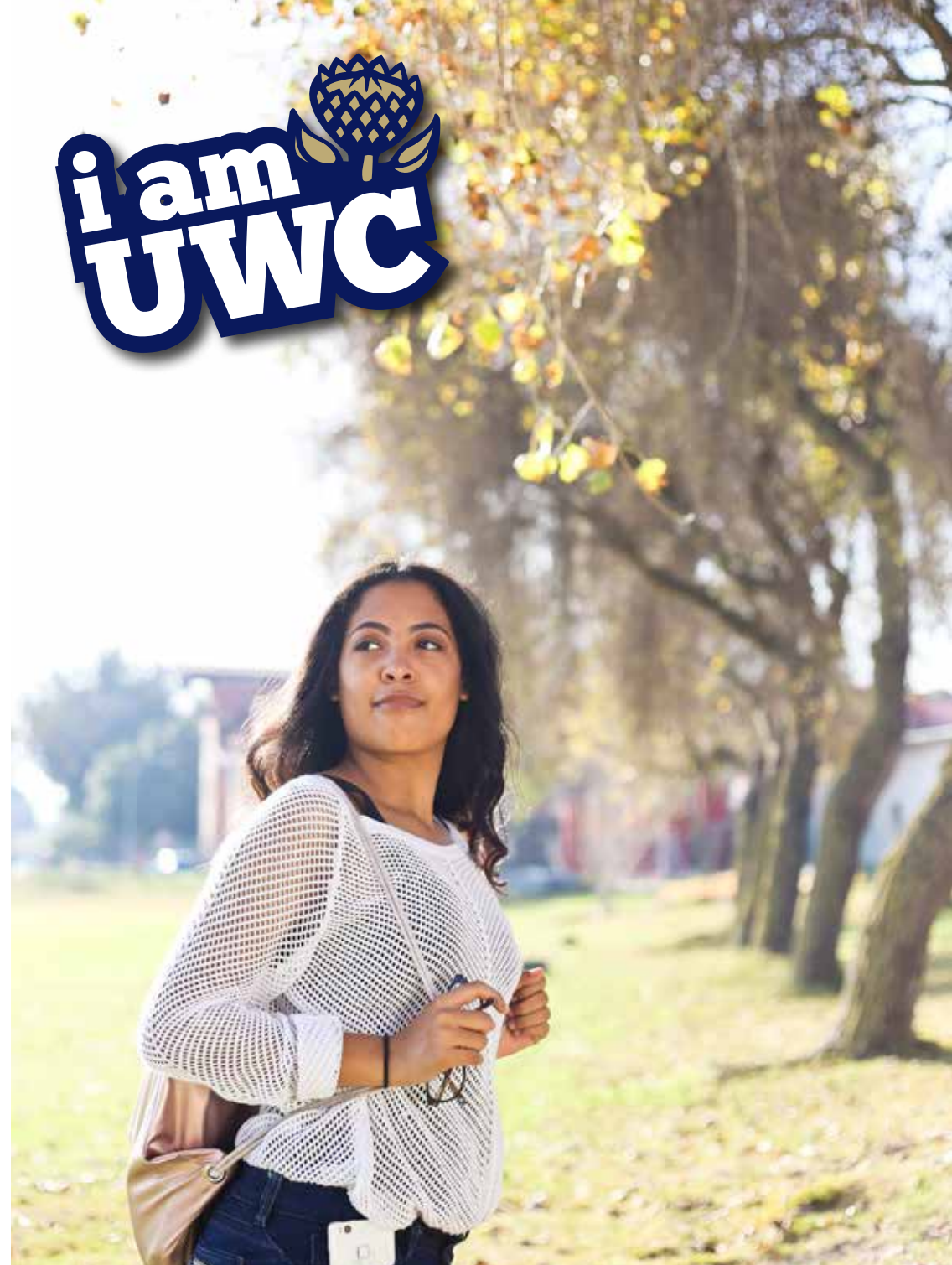
OPERATING HOURS

	Academic Period	Vacation Period
Monday - Friday	08h30 - 16h30	08h30 - 16h30
Public Holidays and weekends	CLOSED	CLOSED

Staff and students who wish to see the doctors and nurses at the clinic can now conveniently book an appointment through the website www.doctorsvisit.co.za. The website provides all the available times and dates via an online calendar. The booking service is free of charge, and appointments can be made 24/7.

Contact Details

Tel: +27 (21) 959 2875/6



6.3 OFFICE FOR STUDENTS WITH DISABILITIES

The Office for Students with disabilities is dedicated to promoting equality, oppose unfair discrimination, ensure reasonable adjustment to campus, facilitate learning and encourage participation of all students in university life. Students with disabilities include those who might not directly identify themselves as disabled but who might face discrimination in everyday life because of their impairment.

THE OSwD facilitates access to campus services, resources and academic materials for students with special needs or disabilities e.g students who are blind, deaf, wheelchair users, mobility impaired, having learning disabilities and/or chronic medical conditions. Each student is individually assessed (Preferably before they apply) and a programme designed to foster the development of each student to their full potential.

Services and interventions

- Ensure that venues are accessible to persons with mobility impairment
- Provide academic material in braille, large print, electronic format and audio
- Arrange that tests and exams are written at OSwD
- Arrange for an amanuensis to assist students who are unable to write/type themselves
- Liaise with lectures, tutors, administrators, and staff at the library, residences and other departments and fellow students to foster an understanding of the challenges faced by students with disabilities
- Monitor the physical environment and new developments to ensure safety and accessibility to the campus community and visitors

Contact Details

Tel: +27 (21) 959 3586

Email: eabrahams@uwc.ac.za

Head of Unit
Laetitia Permall
Director: CSSS



SPORT ADMINISTRATION 7

Sport at the University of the Western Cape has, as everything else associated with this institution, grown rapidly over the past five decades when the university was established in 1959. From one sport offered in 1965, UWC boasts 22 sporting codes today and our athletes consistently excel on the field of play.

This we have achieved through strategic investment in our infrastructure, facilities and coaching staff. Because at UWC we believe that we must strive to be excellent in all our activities, be it in the realm of learning and teaching, research and innovation or on the sports field.

The result of our investment and commitment to our athletes is shown in UWC being ranked in the Top 6 tier of South African university sport.

But what we are most proud of is the development of our student athletes across many codes, particularly the five – cricket, rugby, football, athletics and swimming – that we have identified as our flagship disciplines.

At UWC, we believe in our students' potential to develop their skills and broaden their horizon and we extend this philosophy to our entire campus community. It is for this reason that we place significant emphasis on our ongoing plans to foster a health and wellbeing culture on campus.

Ours is an abiding commitment to developing sports within the University because it plays a vital role in the full educational experience of all students at UWC.



CONTACT DETAILS

Name	Room	Department	Email
Trout, Clement	E 2318	Cricket, Basketball and Chess	ctrout@uwc.ac.za
Barends, Hayward	E 2023	Brand & Project Coordinator	hmbarends@uwc.ac.za
Bavuma, Zoleka	E4150	High Performance Administrator	zbavuma@uwc.ac.za
Bentley, Glen	E 2017	Manager: Support Services, Athletics	gbentley@uwc.ac.za
Cloete, Elmien	E 2791	Rugby, Volleyball	edcloete@uwc.ac.za
Gagayi, Mandla	E 2207	Director	mgagayi@uwc.ac.za
Hess, Brent	E 3534	High Performance Coordinator	bhess@uwcc.ac.za
Heyns, Adrian	E 2980	Netball, Dance Sport	aheyns@uwc.ac.za
Langeveld, Avril	E9732	Administrative Officer	alangeveld@uwc.ac.za
Le Roux, Eugene	E3142	Rugby Office	
Kensley, Colin	E3675	Support Services	ckensley@uwc.ac.za
Makinana, Simpiwe	E	Squash Courts	smakinana@uwc.ac.za
Mgulwa, Nadia	E 2548	Cheerleading, Hockey, Karate	nmuglwa@uwc.ac.za
Orderson, Derick	E 2018	Aquatics, Table Tennis, Rowing	dorderson@uwc.ac.za
Security Front Office	E4319		
Sobekwa, Hassan	E 2056	Football, Boxing	msobekwa@uwc.ac.za
Sport Council	E3131		sportcouncil@uwc.ac.za
Wrangmore, Andrew	E 3449	UWC GYM	awrangmore@uwc.ac.za

Faculty of Community
& Health Sciences

Faculty of Dentistry
(Off Campus Tygerberg Hospital)

Faculty of Law

Student Admin

Main Hall

Faculty of Economic &
Management Sciences

Faculty of Education

Faculty of Arts

Faculty of Natural
Sciences



GENERAL DATES 9

The University offices open on Monday 6 January 2020 and close on Wednesday the 23 December 2020.

TERM DATES

First term:	Monday, 3 February – Thursday, 19 March
Second term:	Monday, 30 March – Friday, 26 June
Third term:	Monday, 20 July – Friday, 18 September
Fourth term:	Monday, 28 September – Wednesday, 9 December

FIRST SEMESTER

Classes:	Monday, 3 February – Thursday, 19 March Monday, 30 March – Friday, 15 May
Study period:	Saturday, 16 May – Tuesday, 19 May
Assessment:	Wednesday, 20 May – Wednesday, 10 June
Re-assessment:	Wednesday, 17 June – Friday, 26 June
Graduation Dates:	Wednesday, 1 – 9 April 2020

SECOND SEMESTER

Classes:	Monday, 20 July – Friday, 18 September Monday, 28 September – Tuesday, 27 October
Study period:	Wednesday, 28 October – Sunday, 1 November
Assessment:	Monday, 2 November – Wednesday, 25 November
Re-assessment:	Monday, 30 November – Wednesday, 9 December
Graduation Dates:	Monday, 24 August – Tuesday, 25 August 2019 11 December

IMPORTANT CLOSING DATES

First semester module amendment process
Recognition of internal and external credits
New first years at UWC administered Financial Aid
De-registration for 2020 - Rule A.3.1.18 (a)
Applications for Special Assessment – Rule A.5.2.7 (b)
Second semester module amendment process
Recognition of External Credits (1st semester modules)
Applications for students to change programmes (internal transfers)

*Refer to General Calendar for closing dates

CONTACT INFORMATION 10



Physical Address

University of the Western Cape
Robert Sobukwe Rd
Bellville
7535

Postal Address

University of the Western Cape
Private Bag x17
Bellville
7535

GENERAL CONTACT DETAILS

UWC Contact Centre 021 959 3900/01/02

Faculty Helpdesk:

Faculty of Arts	021 959 2152
Faculty of Community & Health Sciences	021 959 2852
Faculty of Economic & Management Sciences	021 959 3164
Faculty of Law	021 959 3291
Faculty of Dentistry	021 937 3000
Faculty of Natural Science	021 959 3426
Faculty of Education	021 959 2276

Library	021 959 2073
Centre for Student Support Services	021 959 2299
Financial Aid Helpdesk	021 959 9753
Student Credit Management Helpdesk	021 959 3558
Student Enrolment Management Unit	021 959 2405
Campus Protection Services	021 959 2100
Residence	021 959 2569
Kovacs	021 959 9500

