



## REGISTRATION INFORMATION : 2008

### HOWARD COLLEGE CAMPUS

CONTACT TELEPHONE NUMBERS	
ENGINEERING : 031 260 2221 031 2601220	APPLICATIONS & INFORMATION: 031 260 2212 CASHIERS : 031 260 2257/3251 DISABILITY UNIT : 031 260 3070 UKZN INTERNATIONAL : 031 2602819 STUDENT FUNDING CENTRE : 031 260 2231 STUDENT COUNSELLING : 031 260 2668 STUDENT FEES : 031 260 1299/3583 STUDENT HOUSING : 031 260 2028/1294 SRC : 031 260 1329/1465 RISK MANAGEMENT SERVICES : 031 260 2818
HEALTH SCIENCES (NURSING): 031 260 2375 031 260 2499	
HUMANITIES, DEVELOPMENT: 031 260 3300 & SOCIAL SCIENCES : 031 260 3139	
LAW : 031 260 2151	

UNIVERSITY BANKING DETAILS	
<b>Local Students</b>	
Bank :	First National Bank
Branch :	Durban Corporate Branch
Branch Code :	223626
Account Number :	5087 0095 682
Reference Number :	<b>Student Number must be entered</b>
<b>International Students</b>	
Bank :	First National Bank
Branch :	Durban Corporate Branch
Branch Code :	223626
Account Number :	6201 7326 168
Swift Code :	FIRNZAJJ
Reference Number :	<b>Student Number must be entered</b>
<b>Sponsored Students</b>	
Bank :	First National Bank
Branch :	Durban Corporate Branch
Branch Code :	223626
Account Number :	50871932 932
Reference Number :	<b>SFC – Name organisation</b>
Fax proof of deposit :	031 2602673
Please fax proof of deposit & student details to allocate payment to student account/s	

## FINANCIAL CLEARANCE

[Refer to the Student Fees Booklet for further details]

STUDENTS WHO HAVE PAID THEIR INITIAL REQUIRED DEPOSITS AND HAVE CLEARED THEIR OUTSTANDING FEE BALANCES PRIOR TO THEIR REGISTRATION\* MAY PROCEED DIRECTLY TO COMPLETE ACADEMIC REGISTRATION WITHOUT HAVING TO QUEUE AT THE FINANCIAL AID AND/OR STUDENT FEES OFFICES.

### INITIAL REGISTRATION FEE DEPOSIT

[Please refer to the fees booklet for further details]

### HOW DO YOU KNOW YOU HAVE FEE CLEARANCE?

- The block on the top right-hand side of the Registration Form is blank **OR**
- The fees outstanding indicator in the top right hand block is manually endorsed with an official Student Fee clearance stamp and signature.
- Students who choose to register on-line must also obtain financial clearance before proceeding to register.

### SELF- FUNDED STUDENTS

The following payment options are available:

- Direct deposit payable into University of KwaZulu-Natal Bank Account for the payment of outstanding fees and the initial payment. Fee clearance will be automatically effected on the day the bank transfers the deposit to the University Bank Account (normally 3 full working days after the deposit date).
- Internet deposit payable into University of KwaZulu-Natal Bank Account, for payment of outstanding fees and the initial payment. Fee clearance will be automatically effected on the day the bank transfers the deposit to the University Bank Account (normally 5 to 7 full working days after the deposit date).
- Cash/Cheques payable to University of KwaZulu-Natal and presented to the Cashier for payment of outstanding fees and the initial deposit. Fee clearance will be automatically effected within the hour.
- Credit Card payments can be made at our Cashier, or fax full details to **031 2601669**, in which case fee clearance will be automatically effected within the hour.

**NB:** *No manual clearance will be effected on the day of registration, and deposit slips unfortunately cannot be accepted as proof of payment.*

### FINANCIAL AID STUDENTS

#### Loans

- Automatic Clearance will apply to students whose loan documents are collected from, signed and returned to the Student Funding Centre offices, Shepstone level 4.

#### Bursaries and Scholarships from UKZN

- An award equal to or greater than the minimum required deposits will allow automatic clearance.

#### Sponsored Students

- A letter from the sponsor, confirming the funding, addressed and payable to the University of KwaZulu-Natal, must reach the Student Funding Centre Offices well in advance prior to registration.

#### Bank Loan Students

- Bank letters, confirming the amounts of the loan, payable directly to the University of KwaZulu-Natal, must be received by Student Fees. Where a bank makes payment directly to student, minimum initial deposit is required.

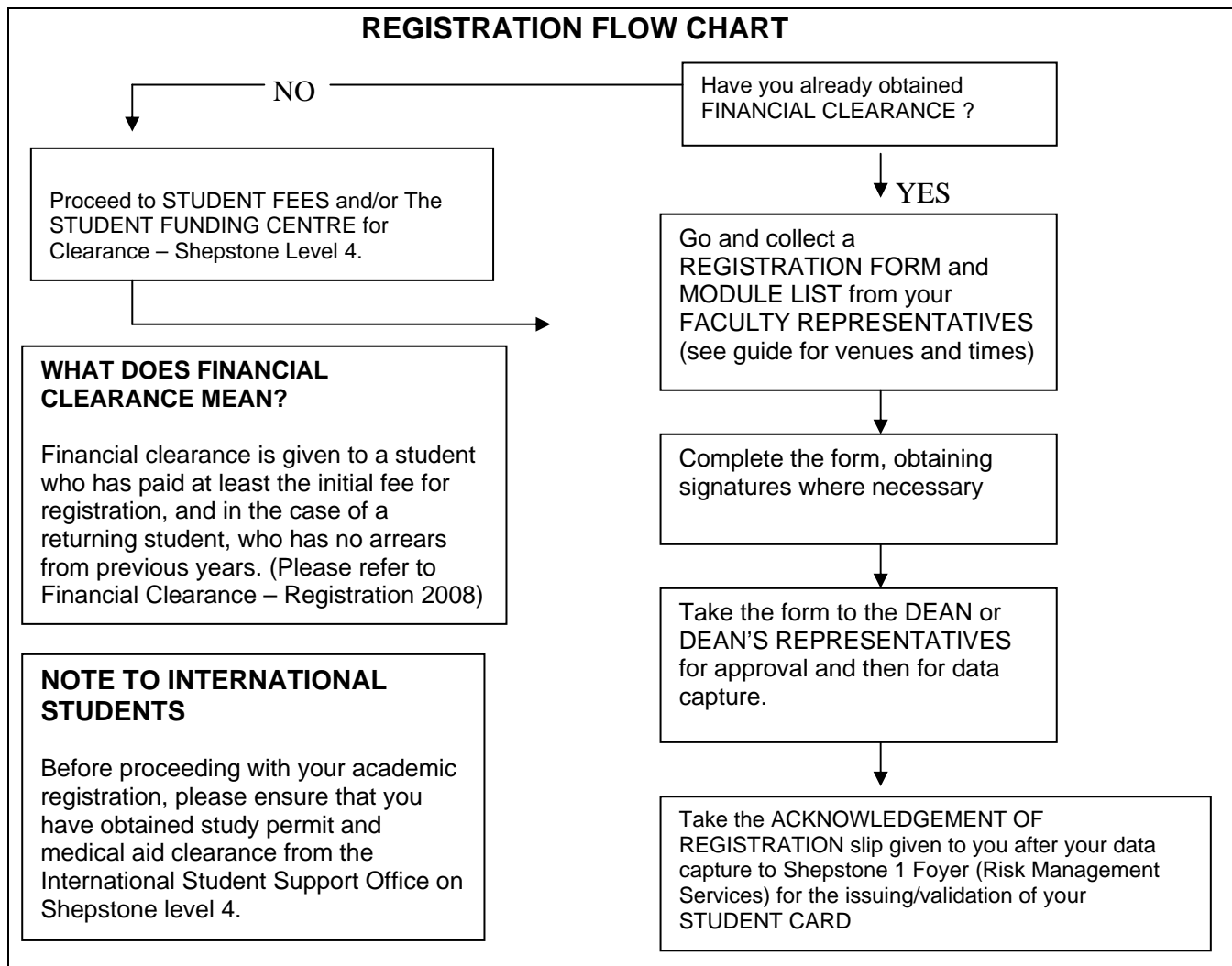
### IMPORTANT GENERAL NOTES

Please note that Cashiers, Student Funding Centre, Student Fees, Student Housing and Student Academic Administration are all located on level 4 of the Denis Shepstone Building. Cashiers, Student Funding Centre, Student Fees, Student Housing and Student Academic Administration will be open on Saturday, 2 February 2008 from 08h30 to 15h00, to assist you with financial and residence aspects of the registration procedures. Kindly note: the following sections will also be open on Saturday, 09 February 2008: Cashiers, Student Fees, Student Housing, and Student Academic Administration. (Student Housing will also be open on Sunday, 03 February 2008). Please Note : No academic registration will take place on Parents' Day, 02 February 2008.

### FINANCIAL AID CLEARANCE (LOANS AND BURSARIES)

A Student Funding Advisor will be available at Shepstone Level 4, for financial clearance for **All Howard College Campus Faculties**.

## HOWARD COLLEGE CAMPUS REGISTRATION PROCEDURES



### REGISTRATION FORMS/MODULE CODE LIST

You must collect your registration form and module code list from the Faculty Registration Venue on your allocated day for registration.

### ENGINEERING STUDENTS

Please note that registration for Engineering students will take place at the Science Lecture Theatre Complex. Student Fees, and Student Funding Centre are all located on level 4 of Denis Shepstone building. After the registration process, once your data has been captured all students will have to go to Shepstone 1 foyer to have their student cards issued or validated. The Faculty Office is based on level 2 of the Science Lecture Theatre Complex .

### RISK MANAGEMENT SERVICES

#### STUDENT ID CARDS:

#### **1st year Students ALL Faculties:**

On completing your academic registration, present your Acknowledgement of Registration slip, together with your ID Document to Risk Management Services where a student id card will be issued.

#### **Returning Students ALL Faculties:**

On completing your academic registration, present your Acknowledgement of Registration slip together with your Student ID Card to Risk Management Services for revalidation and updating.

#### **PARKING: Parking fees apply to all access controlled parking areas:**

Students must be in possession of a valid student card before applying for a parking disc. Apply on-line by accessing the following address <http://innerweb.ukzn.ac.za/res.htm> click on Student Parking Disc and follow the step-by-step instructions. Parking fee are automatically debited to your student fee account.

## **STUDENT PARKING AREAS: A valid parking disc is required for vehicle access to the following areas.**

- Jubilee Car Park – Princess Alice Ave – 1<sup>st</sup> Year Students and others
- 75th Anniversary Avenue North and South – 2<sup>nd</sup> year and more senior student
- Bio-Science Car Park - 2<sup>nd</sup> year and more senior student
- Shepstone Student Car Park - 2<sup>nd</sup> year and more senior student

## **RESIDENCE PARKING:**

Residence students can apply on line <http://innerweb.ukzn.ac.za/res.htm> for their Residence parking disc. No charge is levied for this facility however; a valid student ID card and Acknowledgement of Residence slip from Student Housing is required before a disc may be issued. A Residence parking disc does not grant vehicle access to the PAID student parking areas.

## **INFORMATION**

- Students may not be granted vehicle access to main campus for drop-off/pick-up purposes unless special circumstances exist i.e. disability.
- A student DROP OFF and PICK UP ZONE is located mid way along PRINCESS ALICE AVENUE where a pedestrian bridge takes students safely across the road and onto campus.
- The delivering and collecting of students at the main entrances to the Howard College campus is discouraged. Congestion created by vehicles stopping and turning impedes staff and visitor vehicles from entering campus.

## **INTERNATIONAL STUDENTS**

Before proceeding with your academic registration, please ensure that you have obtained study permit and medical aid clearance from the International Student Support Office on Shepstone Level 4.

## **RESIDENCE STUDENTS**

Residence students must obtain residence clearance from the Student Fees and Student Funding Offices, register academically with their Faculties, and then report to the Residence Office which will be based at Student Union Building during Registration week (04 – 09 February 2008). It is rather important that all residence students arrive during the office hours (08:00 – 16:00).

## **SPORTS REGISTRATION**

Keep an eye open for stands outside Shepstone building (04 - 08 February 2008). There will be lots of sports demos and fun happenings! For further information contact:  
Sports Administration, 3rd Floor Student Union Building, Durban, Telephone: (031) 260 2281 or 260 2197

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

The Howard College Student Representative Council (SRC), will operate a satellite office from Room C415b, Level 4, Shepstone Building between 04 and 08 February 2008, from 08h30 to 15h30. The SRC can also be found at on the ground floor of Rick Turner Building (Student Union Building).

## **SURVIVAL STRATEGIES FOR 1<sup>st</sup> YEARS – REGISTER FOR OUR WORKSHOPS NOW!**

Join us in our new fun, FREE interactive workshops on how to cope with the upcoming year! The transition from high school to university is not an easy one, so come learn how to survive or even better to thrive! Learn to manage your time effectively (so there's time for fun and academic work), to manage stress and prepare for tests and exams...Check us out on Shepstone Level 6 to find out more and register with us, so we can let you know throughout the year when the workshops will be run. Take charge of your life NOW and get ahead of the game! Don't wait till it's too late.

## **FACULTY OF HUMANITIES, DEVELOPMENT & SOCIAL SCIENCES**

### **UNDERGRADUATE DEGREES AND DIPLOMAS**

#### **1. ON-LINE REGISTRATION**

**Venue :** Shepstone Building, Level 6 LANs

**Date & Time:** For information on these and other matters related to on-line registration, please call 031 2602999.

**On-line registration will be available for the following degrees for first-year and returning students:**

BA (General Studies); BA (Cognitive Science); BA (Cultural and Heritage Tourism)  
BSocSc (General Studies); BSocSc (Geography and Environmental Management); BSocSc (Industrial, Organisational and Labour Studies); BSocSc (Psychology)  
Bachelor of Community and Development Studies; Bachelor of Social Work

**Students registering for qualifications not listed above, Westville pipeline students, and students who are not able to register on-line must follow the guidelines below for regular registration.**

## 2. REGULAR REGISTRATION

### A Humanities Access Programme

Venue : Shepstone Building, Room E212

Date & Time: Tuesday 05 February : 13h00 – 15h30

### B Architecture (including Housing)

Venue : Collect registration forms from **Shepstone, Level 8, Venice Room**

Date & Time: **New 1<sup>st</sup> Years:**

Monday & Tuesday 04 & 05 February : 08h30 - 12h00 13h30 - 15h00

**Returning Students:**

Wednesday & Thursday 06 & 07 February : 08h30 - 12h00 13h30 - 15h30

### C Music (including Music Foundation)

Venue : Collect registration forms from School of Music, Francis Stock Building

Date & Time: **New 1<sup>st</sup> Years:**

Monday & Tuesday 04 & 05 February: 08h30 - 12h00 13h30 - 15h00

**Returning Students:**

Wednesday & Thursday 06 & 07 February: 08h30 - 12h00 13h30 - 15h30

Friday 08 February : 08h30 - 12h00 13h30 - 15h30

### D All Undergraduate HC and Westville Degrees except Access, Architecture and Music

Venue : Collect registration forms from TB Davis Building, upper foyer.

Date & Time: **New 1<sup>st</sup> Years**

Monday 04 February: A – M 08h30 - 12h00 N – Z 13h30 - 15h00

Tuesday 05 February: A – M 08h30 - 12h00 N – Z 13h30 - 15h00

**Returning/Senior Students - Registration will be conducted strictly in alphabetical order of surname. Please do not attempt to register out of sequence.**

<u>Wednesday, 06 February</u>	<u>Thursday, 07 February</u>	<u>Friday, 08 February</u>	<u>Saturday</u>
A – C 08h30 - 10h30	K – M 08h30 - 10h30	P – R 08h30 - 10h30	A – Z 08h30 – 12h30
D – F 10h30 - 12h00	M 10h30 - 12h00	S – V 10h30 - 12h00	
G – J 13h30 - 15h30	N – O 13h30 – 15h30	W – Z 13h30 – 15h30	

## ALL POSTGRADUATE DEGREES

Honours, Masters and PhD students must register in the **Postgraduate Office, (G006 Ground Floor, Memorial Tower Building) (MTB)**. See schedule below:

### Masters & PhD Students

Venue : Collect registration forms from the Postgraduate Office, Room G006, MTB

Date & Time: Tuesday 29 January 08h30 - 12h00 13h30 - 15h00

TO

Friday 01 February 08h30 - 12h00 13h30 - 15h00

### Honours Students

Venue : Collect registration forms from the Postgraduate Office, Room G006, MTB

Date & Time: Monday 04 February 08h30 - 12h00 13h30 - 15h00

TO

Friday 08 February 08h30 - 12h00 13h30 - 15h00

## FACULTY OF HEALTH SCIENCES (NURSING)

Where? Collect registration forms from **SCHOOL OF NURSING, Desmond Clarence Building, 5<sup>th</sup> Floor**

When? **BACHELOR OF NURSING**

**COLLECT REGISTRATION FORMS:**

**First Years** : Monday 21 January 09h00 to 11h00

**Second Years** : Monday 21 January 09h00 to 11h00

**Third Years** : Monday 21 January 09h00 to 11h00

**Fourth Years** : Monday 21 January 09h00 to 11h00

**REGISTRATION: 4<sup>TH</sup> – 9<sup>TH</sup> FEBRUARY**

When? **BACHELOR OF NURSING (ADVANCED PRACTICE) REGISTRATION:**

Thursday 24 January 09h00 to 11h00

Friday 25 January 09h00 to 11h00

**When?** **POSTGRADUATE STUDENTS REGISTRATION:**  
Monday Tuesday Wednesday Thursday Friday  
4 February 5 February 6 February 7 February 8 February  
**Time?** **09h00 to 11h00 (this applies for the week)**

## FACULTY OF ENGINEERING

**Where?** Science Lecture Theatre Complex (Faculty Office situated on Level 2)  
**When ?** **Fourth Years** **Third Years** **Second Years** **First Years**  
Monday Tuesday Wednesday Thursday  
4 February 5 February 6 February 7 February  
**Time?** **08h30 to 15h30 (this applies for the week)**

## FACULTY OF LAW

**Venue:** Monday, 4 February : Howard College Theatre  
Tuesday, 5 February to Friday, 8 February : Shepstone 14, Shepstone Level 6

### First Year Students:

Monday 4 February 08h00 to 16h00 Venue: Howard College Theatre

**All First year students must collect registration forms from Shepstone 14 at 08h00 and be seated in the Theatre by 09h00.**

### Second Year Students:

Tuesday 5 February 09h00 to 16h00 Venue: Shep 14, Level 6, Shepstone Building

### Third Year Students:

Wednesday 6 February 09h00 to 16h00 Venue: Shep14, Level 6, Shepstone Building

### Fourth Year Students:

Surnames A-M Thursday 7 February 09h00 to 12h00 Venue: Shep 14, Level 6, Shepstone Bldg

Surnames N-Z Friday 8 February: 09h00 to 12h00 Venue: Shep 14, Level 6, Shepstone Bldg

## SESSIONAL DATES: 2008

<p><b>FIRST SEMESTER</b> [11 February – 14 June]  <b>Supplementary Examinations:</b> 10 January – 17 January  <b>Lectures Commence:</b> Monday, 11 February  <b>Final date for curriculum changes:</b> Friday, 22 February  <b>Easter Vacation:</b> 20 March – 30 March  <b>Final date for withdrawal from a module:</b>  Friday, 11 April  <b>Final date for withdrawal from the University:</b>  Friday, 11 April  <b>Lectures End:</b> Thursday, 22 May  <b>Examinations:</b> Friday, 30 May – Saturday, 14 June</p> <p><b>WINTER VACATION</b> [16 June – 27 July]  <b>First Semester Supplementary Examinations:</b>  Tuesday, 15 July – Tuesday, 22 July</p>	<p><b>PUBLIC HOLIDAYS</b>  <b>Tuesday, 01 January:</b> New Year's Day  <b>Friday, 21 March:</b> Human Rights Day  <b>Friday, 21 March:</b> Good Friday  <b>Monday, 24 March:</b> Family Day  <b>Sunday, 27 April:</b> Freedom Day  <b>Monday, 28 April:</b> Public Holiday  <b>Thursday, 01 May:</b> Worker's Day  <b>Monday, 16 June:</b> Youth Day  <b>Saturday, 09 August:</b> National Women's Day  <b>Wednesday, 24 September:</b> Heritage Day  <b>Tuesday, 16 December:</b> Day of Reconciliation  <b>Thursday, 25 December:</b> Christmas Day  <b>Friday, 26 December:</b> Day of Goodwill</p>
<p><b>SECOND SEMESTER</b> [28 July – 22 November]  <b>Lectures Commence:</b> Monday, 28 July  <b>Final date for curriculum changes:</b> Friday, 08 August  <b>Final date for withdrawal from a module:</b>  Friday, 05 September  <b>Final date for withdrawal from the University:</b>  Friday, 05 September  <b>Mid-Term Break:</b> 20 September – 28 September  <b>Lectures End :</b> Friday, 31 October  <b>Examinations :</b> Friday, 07 November – Saturday, 22 November  <b>Lectures End:</b> Friday, 31 October  <b>Examinations:</b>  Thursday, 06 November – Saturday, 21 November</p>	<p><b>DAYS OF CONDONED ABSENCE</b>  30 September : Rosh Hashanah  02 October : Eid-ul-Fitr  09 October : Yom Kippur  28 October : Diwali / Deepavali  09 December : Eid-ul-Adha  Exams and tests are not to be held on days of condoned absence.</p>