

CAES 2nd Semester Registration Plan
Change of curriculums / Readmissions
SECOND SEMESTER, 2020

Important Dates are as follows:

7 September 2020 until 18 September 2020	Back Office registration – no online registration
19 September until 02 October 2020	Change of curriculums - electronically
18 September until 02 October 2020	LEC online counselling
18 September until 02 October 2020	Academic counselling by ADOs
21 September 2020	Online teaching begins
2 October 2020	Final date for withdrawal of modules UG, Hons, PGDip and CWM

Senate agreed that applications for re-admission from 2019 excluded students could be accepted [but the applications go through the same vetting process as all other applications].

No late registrations (and noted financial clearance is a precursor to academic registration) should be accepted, and that the College's enrolment figures to date will need to be considered.

There will be no exclusions, all students who receive a FMPA or XNFA will automatically receive a RSPC and must attend online LEC and student academic counselling.

All students with negative term decisions must attend LEC as per the dates above and contained in the letters they receive.

The procedure is as follows:

- a. Readmission applications to be directed to contacts below. Deadline for readmission applications is **Friday, 11 September 2020, no applications will be entertained after this date.**

Contact details

Howard College – engineering@ukzn.ac.za

PMB – sciencepmb@ukzn.ac.za

Westville – sciencewst@ukzn.ac.za

Negative Term Decision students

- b.
 - > ADOs/ALs/DOS/designated academic staff in schools to work out curriculums for negative term decisions as per spreadsheets provided by the College Office, send to School ALT where modules reside for approval.
 - > ALT will approve/modify suggested curriculum.
 - > ADOs to inform students of the modules selection via email from 18th September and thereafter return completed curriculum input latest by 25 September to the College PAO. This will be considered Academic Counselling.
 - > Students who do not consent to modules suggested by School must contact the relevant campus ADO by email or via one on one zoom session.
 - > Emails will be noted as verification of curriculums and be kept for audit purpose in each student's file.

> If students are informed timeously and they do not respond on or before 2 October 2020, they will not be registered.

Students on Good Standing - Green

- c. > These students should already be registered for 2nd semester, if they are wanting to change modules, they will complete a change of curriculum and return to the dedicated email address per campus. Students who are only registered for semester 1 and not registered for semester 2 will register via change of curriculum as well.
- > College office will collate and send through to relevant School PAAO's via email in batches for approval from the ALT.
- > Once approved by ALT, forms must be sent back to College office (relevant campus College office, PAAO) via email for capture.
- > College office will arrange for modules outside the College to be approved and seek approval for certain modules within the College from the relevant ALT, eg, Chemistry. **A list will be requested from the Schools for such modules.**

- d. Forms can be accessed via the homepage slider and green bar under the slider:
<https://caes.ukzn.ac.za/registration-semester-2/>

UKZN application form – to be used for readmission

Change of Curriculum

Exemptions and Credits

Breaking of Rules / Concession

Change of qualification

Change of Major

Forms must be returned to the relevant campus once completed via the email addresses below:

Contact details

Howard College – engineering@ukzn.ac.za

PMB – sciencepmb@ukzn.ac.za

Westville – sciencewst@ukzn.ac.za