

2020 Registration

creating futures





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Every effort has been made to ensure the accuracy of the information in this publication; however, the University reserves the right at any time, if circumstances require, to make changes to any of the published details.

Important information

Timetables

Lecture timetables and other relevant documents are obtainable from the departments. Consult these documents for information about starting dates, times and venues.

Change of address

It is your responsibility to update your personal information (such as address and cellphone number) online through the SOS system at www.cput.ac.za/sos. If there are details that you cannot change there (e.g. surname), then report to the Application and Registration Centre on campus.

General enquiries

Call one of these numbers if you experience any problems or need assistance:

Call centre: +27 (0)86 123 2788/ +27 (0)21 959 6767

Term dates 2020

Third term 17 August – 2 October 2020

Fourth term 19 October – 24 December 2020

The registration process

Off-campus payment options

INITIAL PAYMENTS: ALL CAMPUSES

Students who are unable to pay the upfront payment of R3 500 for tuition and R1 500 for residence accommodation, **will be allowed to register without the upfront payment.**

Those who have already made the upfront payment will not be refunded, but the payment will contribute towards your 2020 fees.

PLEASE READ THE SMALL PRINT
Even when an applicant has paid the deposit required upon acceptance, the University cannot reserve a place if they do not register on the date and at the time communicated to them in the registration schedule.

TERMS OF PAYMENT: TUITION FEES

Outstanding fees may be paid from February to November in monthly instalments of 10% of the fees for year courses, or from February to June in monthly instalments of 20% of the fees for semester courses. Payment can also be made by a debit order over ten months from February to November. No interest will be charged if the debit order is strictly adhered to.

Debit orders can be drawn on all types of bank accounts (current, savings and transmission), as well as debit cards. Debit order forms are available from the Student Debtors Department, or online at www.cput.ac.za/study/fees.

A discount of 5% for year courses will be allowed if payment is received by the end of February and 2.5% per semester for semester courses will be allowed if payment is received by the end of February for semester 1, and the end of August for semester 2. For further information, email the Student Debtors Department at studentaccounts@cput.ac.za.



Off-campus financial clearance process

In order to ensure compliance with COVID-19 level restrictions for Higher Education institutions, no on-campus support will be available.

Students with financial blocks must make contact with CPUT via email to: Pam Malawu (bentelep@cput.ac.za) and/or Thembile Kunene (kunenet@cput.ac.za).

CPUT will assess the outstanding debt, the academic record, and discuss a payment arrangement. Once the arrangement has been established, CPUT will remove the financial block and communicate as such to the student.

The following documentation is required for payment arrangements:

- ID document of student
- ID document and 3 months bank statements of person responsible for account payment

Off-campus payments

All students must pay their fees into the University's bank account either by direct deposit or by electronic payment. Regretfully, no on-campus payments are possible at this time.

PLEASE NOTE

- Your name and student number must be clearly indicated on the deposit slip.
- Please bring your copy of the bank deposit slip on the day of registration.
- Allow three working days for the transaction to be processed and reflected on your student account.

The University's banking details are as follows:

Bank: Absa Bank
 Branch: Public Sector Cape Town
 Account name: Cape Peninsula University of Technology
 Account Type: Current account
 Branch code: 632005
 Account no: 4053548487
 SWIFT code: ABSA ZAJJ (for payments made outside South Africa)

The above two methods of payment will be reflected immediately on your account and you can proceed with online registration.

DO NOT HAND OVER MONEY OR YOUR REGISTRATION FORM TO ANYONE WHO CLAIMS TO BE ABLE TO REGISTER ON YOUR BEHALF

Sponsorship

If an employer or bursar is responsible for paying your registration and tuition fees, then you must provide a letter from them (on an official letterhead) as written confirmation that the account will be settled.

Students registering off-campus must email the letter, preferably well in advance of the registration date, to:

Mphumzi Rululu at rululum@cput.ac.za

Please ensure that the letter is addressed to the Cape Peninsula University of Technology, and that the dates are correct.

Residence accommodation is subject to availability, in terms of the rules, and will be allocated at the campus where the student will be studying.



Your checklist for registration

Exemption/recognition forms can be obtained from the Faculty Office. Applications for exemption or recognition must be submitted by 30 September 2020. These applications will be reviewed by a panel, and you should follow up to find out whether the application was successful.

No late applications will be accepted.

a. Online registrations:

Please take note that you will be given certain dates to register – this is your WEBR Status.

You can register from the Start Date until the End Date, but try to register as soon as possible, as classes may fill up.

First check these dates if you are having problems registering - if you get the message, ***“the institution has not permitted the use of this option to you as yet”*** then this could be because you are trying to register before or after these dates.

PLEASE READ THE SMALL PRINT

Even when an applicant has paid the deposit required upon acceptance, the University cannot reserve a place if he/she does not register on the date and at the time communicated to him/her in the registration schedule.

If your qualification is not yet full, then these dates may be extended, so keep checking at: **“Academic Registration” > “Registration Restrictions”**.

| WEBR Status | | | | |
|--|------------------------|-----------|-------------|-------------|
| Note: You will only be able to register <u>between</u> the Start Date and End Date dates shown below. (NTE_00030) | | | | |
| Status | Action | Exclusion | Start Date | End Date |
| ALLOW WEB REGISTRATION | Allow Web Registration | | 10-JAN-2018 | 30-JAN-2018 |

Please refer to the faculty contact details further down in the booklet should you still be unable to register online.

b. International students:

- Refugee/ Asylum Seeker and Permanent Residence permit holders, please refer to the off-campus international clearance information further on in this booklet.

Registration guide

In order to ensure compliance with COVID-19 level restrictions for Higher Education institutions, only off-campus registrations will be possible. Therefore no on-campus venue and support will be available.

You can register from the comfort of your own home, or wherever you have Internet access.

Students who wish to receive assistance can contact the Call Centre or forward an email to: **David Evans at evansd@cput.ac.za**

Specifications for your computer: Internet Explorer 7 or higher, with Adobe Acrobat Reader 7 or higher. No other browsers are certified for online registration at CPUT.

There is an online registration support document for students that will help you deal with possible problems. This document is available at <http://www.cput.ac.za/sos> under the heading **Registration**.

Upfront payments

You are required to make an upfront payment before you register online:

- At any branch of Absa Bank or via Internet banking:
ABSA: Account No. 405 354 8487; Branch code: 632005
(In this case you will have to wait 72 hours before proceeding with registration.)

NB: Remember to use your student number as reference for all methods of payment.

Make sure you get your subject choice form before you start the registration process (to assist you with subject selection) from www.cput.ac.za/sos – click on the **“Subject Choice Form”** link, and browse to your faculty/ department.

**NO LATE
REGISTRATION
WILL BE ALLOWED**



NOTE: Once you have completed your registration, it is very important that you check the following on your Proof of Registration printout:

- The **Registered for Period**.
- The **Course, Offering Type** and **Campus**.
- The **Subject Code** and **When the subject is offered**.
- The **Exam Year** and **Month**.

If you fail to make corrections before the amendment cut-off dates, you will be liable for the fees, and the subjects concerned will appear on your academic record as a **FAIL**.

Note that where you have failed lower level subjects that are pre-requisites for the higher level subjects, the higher level subject will be automatically deregistered in July. It is the student's responsibility to check that the remaining subjects are correct for the second semester, and to make any amendments if necessary.

PLEASE PRINT OUT YOUR PROOF OF REGISTRATION as evidence that you have completed the registration process, as well as to get your student card.

It is also critical that you check that you have registered for the correct courses for your academic programme and your level.

PROOF OF REGISTRATION
To Whom It May Concern

It is hereby confirmed that the under mentioned person is a registered student at the Cape Peninsula University of Technology.

Student Number: [REDACTED]
Name: [REDACTED]
Registered for Period: 16-JAN-2015 - 15-DEC-2015
Course: NDELCS ND: ENG: ELECTRICAL (CONTROL SYSTEMS) 01 FULL-TIME: BELLVILLE

| Subject | Description | Qual. | Class Group | Exam Year | Exam Month | Cancel | Offering Type | Amount |
|-----------|--|--------|-------------|-----------|------------|--------|---------------|---------|
| DES300S | 1 SEMESTER ONE (JAN-JUN) DESIGN PROJECT 3 | NDELCS | A | 2015 | 6 | N | 01 | 2880.00 |
| Subtotal: | | | | | | | | 2880.00 |

The 8-step online registration guide

Step 1

- Go to the **Students** tab on the CPUT website and click on the **Student Online Services (SOS)** link, or use the direct link www.cput.ac.za/sos
- Click on **Login** to SOS.

Registered Users

Please use the login screen below if you already have the appropriate login information. If not, please contact your system administrator.

☒ Student
 ☐ Personnel
 ☐ Other
 ☐ Alumni

Student Number

Pin (5 numeric digits. Do not start with a 0.)

Step 2

- **Registered Users** will appear.
- Select **Student** and type in your student number and personal identification number (PIN).
- Click on **Login** if you know your pin, otherwise click on **Request a PIN**. Your pin will be directed to your cell phone number.
- You may also access your pin by clicking on <https://opa.cput.ac.za/scripts/itspin/getpin.php>. Enter your Student Number, ID or Passport Number, and Full Name. If you entered the information correctly, your PIN will be displayed on the page. Now use this PIN to login to the Student Online Serves (SOS) system www.cput.ac.za/sos.
- You are now on the first page of the ITS iEnabler Online Registration. Click on the **blue question mark** next to any item for more information.

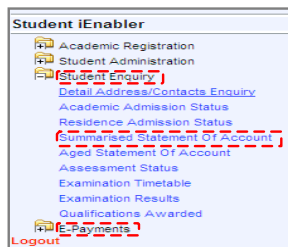
You can check where you are in the process, as well as go back a step, by using the process trail at the top of the web page. Just click on one of the underlined words and you will go back or forward to that point.

Process Trail: [Qualification](#) » [Study Choice](#) » [Subject](#) » [Details](#) » [Cost](#) »



Step 3

- Select **Student Enquiry** on the left.
- Go to **Summarised Statement of Account**.
Verify that the upfront payment of R3 500 shows as a credit on your account. **Contact Student Debtors and supply proof of payment if payment was made at least 72 hours earlier, and the payment does not show.**
- Select **E-Payments** on the left, to pay by credit card (Visa or MasterCard only).
- Follow the steps on screen and click on **Pay Now**.
- Go back to **Summarised Statement of Account** if you want to verify that the payment reflects on your account.



Step 4

- Select **Student Administration** on the left.

PERSONAL INFORMATION UPDATE

- Select **Personal Information Update** on the left to verify your personal details.
- You are only allowed to update the fields with a white border, for example:
Alternate surname:
- Click on **Save** at the bottom of the page once you have updated any personal information.

To change any other personal details you have to submit a formal request to the Admissions and Registration Centre (ARC) on campus.

PERSONAL CONTACT DETAILS

- Select **Personal Contact Detail** on the left to verify your contact details.
- If your contact details are not correct, select **Communication Type** to change existing contact details.
- If you want to add contact details, select **New Record**.
- Select **Save** at the bottom of the page to save your changes. Verify correctness.

ADDRESS VALIDATION

- Select **Address Validation** on the left to verify your address details.
- If address details are not correct, select **Address Type** to change them.
- If you want to add new details, click on **New Record** to add new contact details.
- Click on **Save** at the bottom of the page to save your changes. Verify correctness.

Step 5

- Select **Academic Registration** on the left.

RULES AND REGULATIONS

- Select **Rules and Regulations** and read through the rules and regulations.
- Click on the **I Accept** button at the bottom. (You may have to scroll down to see it.)



Please note that acceptance of the Rules and Regulations is compulsory and serves as your electronic signature. This indicator is stored in your student file, and will be used as a legal agreement in any dispute or disciplinary matter. If you do not accept the Rules and Regulations, the system will not allow you to continue.

Step 6

- Select **Submit Registration** on the left.
- Verify that the qualification details displayed for you are correct. All fields indicated with an asterisk (*) must be completed.
- Select your **Employment Status** from the drop-down list.
- Click on **Save and Continue** or **Save – Continue later** or **Restart Process**
- Select **Submit Registration >> Possible Subject Selection**.

Note:

- Select 'NO' in field 'Should we Create a Meal Account for you'
- All fields indicated with a * must be completed.
- Click on 'Save and Continue' button to proceed with registration process
- Click on 'Restart Process' button to restart registration process

Academic Year: 2014
Qualification: NDMATC - ND: MATH TECHNOLOGY: CHEMICAL INDUSTRY
How am I going to study for this qualification: 01 - FULL-TIME: BELLVILLE CAMPUS
When am I going to study for this qualification: 0 - YEAR (JAN-NOV)
My intended study period: 1 - YEAR ONE
Should we Create a Meal Account for you:
Your Employment Status:

- Select your subjects by ticking the box next to each subject. Please note the following:
 - You may not register for subjects where the **prerequisite** has not been met. These subjects will be indicated with a red button.
 - Where **module subjects** are offered (e.g. Financial Accounting 1A and 1B), please ensure that you include the **mother subject or main subject** (e.g. Financial Accounting 1M). Refer to the subject choice form.



- Students must select **subjects for second semester** – this is a once-off registration for six months.
- Refer to your subject guidance form for more information.

| Other Subjects Available for Selection | | | |
|---|------------|--------------|------------------|
| Subjects | Compulsory | Study Period | Academic Credits |
| <input type="checkbox"/> ABS100S - APPLIED BUILDING SCIENCE 1 | Yes | 1 - YEAR ONE | .166 |
| <input type="checkbox"/> CMM100S - COMMUNICATIONS 1 | Yes | 1 - YEAR ONE | .083 |
| <input type="checkbox"/> CNT100S - CONSTRUCTION MANAGEMENT 1 | Yes | 1 - YEAR ONE | .166 |
| <input type="checkbox"/> COA100S - COMPUTER APPLICATIONS 1 | Yes | 1 - YEAR ONE | .083 |
| <input type="checkbox"/> CTM100S - CONSTRUCTION TECHNOLOGY 1 | Yes | 1 - YEAR ONE | .166 |
| <input type="checkbox"/> QSU100S - QUANTITY SURVEYING 1 | Yes | 1 - YEAR ONE | .166 |
| <input checked="" type="checkbox"/> CTM200S - CONSTRUCTION TECHNOLOGY 2 | Yes | 2 - YEAR TWO | .167 |

Subject CNT100S - CONSTRUCTION MANAGEMENT 1 must be completed before this subject may be selected.
 Subject QSU200S - QUANTITY SURVEYING 2 must be completed before this subject may be selected.

Buttons: Save and Continue, Save - Continue later, Restart Process

(Mandatory Step 2 of 5) Next Step

ACADEMIC PERIOD SELECTION

- Select **ONE** academic period which represents when you would like to study for each of the chosen subjects. Consult the **Subject Choice Form** to select the appropriate academic period, then click **Continue**.

On the next screen:

Note: Please select **ONE** Academic Period which represents when you would like to study for each of the chosen subjects.

Selected Subjects and Academic Period

Note: Please select **ONE** Academic Period which represents when you would like to study for each of the chosen subjects.

| Selected Subjects and Academic Period | |
|--|--|
| MTM100M - MATHEMATICS 1: FULL-TIME: BELLVILLE CAMPUS | Academic Period Selection <input checked="" type="radio"/> 16-JAN-2014 Until 15-DEC-2014 - YEAR (JAN-NOV) <input type="radio"/> 23-JUN-2014 Until 15-DEC-2014 - SEMESTER TWO (JUL-NOV) |
| STA100M - STATISTICAL METHODS 1: FULL-TIME: BELLVILLE CAMPUS | Academic Period Selection <input checked="" type="radio"/> 16-JAN-2014 Until 15-DEC-2014 - YEAR (JAN-NOV) <input type="radio"/> 23-JUN-2014 Until 15-DEC-2014 - SEMESTER TWO (JUL-NOV) |

Buttons: Save and Continue, Save - Continue later, Restart Process

- Verify the selected subjects for the whole year. If you wish to change a subject, click the previous item on the process trail at the top of the web page.
- When you have verified your subjects, as well as the semester you will be studying, click on the **Continue** button.

| Planned Subject Detail | | | | |
|--------------------------------------|----------------------------------|--------------------|-----------------|------------------|
| Subjects | Mode of Study | Academic Period | Attendance Type | Academic Credits |
| ABS100S - APPLIED BUILDING SCIENCE 1 | 01 - FULL-TIME: BELLVILLE CAMPUS | 0 - YEAR (JAN-NOV) | N - NORMAL EXAM | .166 |
| CMM100S - COMMUNICATIONS 1 | 01 - FULL-TIME: BELLVILLE CAMPUS | 0 - YEAR (JAN-NOV) | N - NORMAL EXAM | .083 |
| CNT100S - CONSTRUCTION MANAGEMENT 1 | 01 - FULL-TIME: BELLVILLE CAMPUS | 0 - YEAR (JAN-NOV) | N - NORMAL EXAM | .166 |
| COA100S - COMPUTER APPLICATIONS 1 | 01 - FULL-TIME: BELLVILLE CAMPUS | 0 - YEAR (JAN-NOV) | N - NORMAL EXAM | .083 |
| CTM100S - CONSTRUCTION TECHNOLOGY 1 | 01 - FULL-TIME: BELLVILLE CAMPUS | 0 - YEAR (JAN-NOV) | N - NORMAL EXAM | .166 |
| QSU100S - QUANTITY SURVEYING 1 | 01 - FULL-TIME: BELLVILLE CAMPUS | 0 - YEAR (JAN-NOV) | N - NORMAL EXAM | .166 |

Note:

- To make amendments use the **'Process Trail'** at the top of the page that will take you to the appropriate page
- Click **'Restart Process'** button to restart the registration process.
- Click on **'Print Registration Details'** should you want to print the details to a printer connected to your device.
- Click on **'Continue'** button to display and/or print Registration Costs.

Buttons: (Mandatory Step 2 of 5) Next Step

Submit Registration >> Registration Costs

- Select the **Print Cost Details** button to print the registration costs.
- If you are satisfied with the subject selection, and want to complete your registration, select the **Accept Registration** button. (If you want to change anything, go back using the process trail at the top of the page.)

Note: Once you click on this button your registration is final, and you will be liable for any fees.

You may use the **Add Subjects to a Registration** option if you would like to make changes to your subjects.

Add Subjects to a Registration

Student Number:
 Name:

Note: To Setup: Refer to (GOPS-21) - External Body = INE. External Code Type = 010 if not setup the default message is: Below is a list of current enrolments. Please click on the qualification code to add subjects to the selected enrolment (new)

| Academic Year | Academic Period | Mode of Study | Qualification | Description |
|---------------|-----------------|---------------|---------------|--|
| 2014 | 0 | 01 | NDMATC | ND: MATH TECHNOLOGY: CHEMICAL INDUSTRY |

- Double click on the blue highlighted qualification, **NDMATC** in this example, and a screen like the following will appear.



Process Track Qualification Subject Choice

Possible Subject Selection

Student Number:

Name:

| | |
|-----------------|-----------------------------------|
| Year | 2014 |
| Qualification | NDACHE AND ENGINEERING MECHANICAL |
| Mode of Study | BT - FULL-TIME BELLVILLE CAMPUS |
| Academic Period | 1- YEAR (JAN NOV) |
| Period of Study | 1- YEAR ONE |

Note:

- Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail.
- Where module subjects are offered (e.g. Chemistry 1A and 1B), please ensure that you include the main module subject (e.g. Chemistry 1B) otherwise you may not be able to register for the modules. (See subject term)
- When all of your selections have been made, click the 'Save and Continue' button to proceed with the registration process.
- Select the 'Restart Process' button should you want to restart the registration process.
- If you fail a pre-requisite subject for the second semester, the subjects will automatically be designated. It is against the regulations of the department and institution to attend lectures for a subject if the pre-requisite subjects has not been passed.
- If you experience any qualification/subject related registration problems, please report to the relevant Faculty Office.

| Subject | Compulsory | Credits |
|---|------------|---------|
| <input checked="" type="checkbox"/> FLM2005 - FLUID MECHANICS 2 | Yes | 003 |
| <input checked="" type="checkbox"/> MOM2005 - MECHANICS OF MACHINES 2 | Yes | 003 |
| <input checked="" type="checkbox"/> STL2015 - STRENGTH OF MATERIALS 2 | Yes | 003 |

| Subject | Compulsory | Study Period | Credits |
|--|------------|--------------|---------|
| <input checked="" type="checkbox"/> COM1005 - COMMUNICATION STUDIES 1 | No | 1- YEAR ONE | 003 |
| <input type="checkbox"/> COM2015 - COMMUNICATION STUDIES 2 | No | 1- YEAR ONE | 003 |
| <input checked="" type="checkbox"/> ELC1015 - ELECTROTECHNOLOGY 1 | No | 1- YEAR ONE | 003 |
| <input checked="" type="checkbox"/> MAT2005 - MATHEMATICS 2 | No | 1- YEAR ONE | 003 |
| <input type="checkbox"/> MES1005 - ENGINEERING MATERIALS AND SCIENCE 1 | No | 1- YEAR ONE | 003 |
| <input checked="" type="checkbox"/> MMG2015 - MECHANICAL MANUFACTURING ENGINEERING 2 | No | 1- YEAR ONE | 003 |
| Subject MMG1015 - MECHANICAL MANUFACTURING ENG 1 THEORY (MOD A) must be completed before this subject may be selected. | | | |
| <input type="checkbox"/> MNE1005 - MAINTENANCE ENGINEERING 1 | No | 1- YEAR ONE | 003 |
| <input type="checkbox"/> MNG1005 - MANAGEMENT SKILLS 1 | No | 1- YEAR ONE | 003 |
| <input type="checkbox"/> PIB1015 - PRODUCTION ENGINEERING 1 MECHANICAL | No | 1- YEAR ONE | 003 |

Save and Continue Save - Continue later Restart Process

- Select the subject(s) and click **Save** and **Continue** or **Save – Continue later**.

Step 7

PROOF OF REGISTRATION

- Select **Proof of Registration** on the left to print your proof of registration (which enables you to collect your student card on campus).

PROOF AND STATEMENT

- Select **Proof and Statement (pdf)** on the left if you want to print a proof and statement.

PROCESS STATUS

- Click **Process Status** to check whether you have completed all the compulsory steps of the registration process.

Congratulations! You have successfully completed your registration.

Step 8

ISSUING OF STUDENT CARD

New first-year students will be issued with a 2020 student card at the respective campus of registration listed below.

Returning students need to retain their 2019 student card for the 2020 academic year and onwards. R100 replacement fee is chargeable for lost cards.

STUDENT CARD POINTS

Bellville Campus Information Centre (close to Main Entrance gates)
Granger Bay Campus Security Office, (next to Student Cafeteria)

NB: Even when an applicant has paid the deposit required upon acceptance, the University cannot reserve a place if he/she does not register on the date and at the time communicated to him/her in the registration schedule



Support contact details during 2020 registration

CALL CENTRE (GENERAL ENQUIRIES)

Queries related to admission status verification, how to access the online registration facility, registration dates, problems accessing the online registration link, etc.

CONTACT 086 123 2788/ 021 959 6767

FACULTIES (REGISTRATION-RELATED MATTERS)

Queries related to registrations, difficulty registering for specific subjects (online). See contact details per faculty, per campus in the registration schedule in this document.

STUDENT DEBTORS (FINANCE-RELATED MATTERS)

Queries related to financial impediments preventing registration, e.g. students with sponsorship letters.

Pam Malawu
Thembile Kunene

Email bentelep@cput.ac.za
Email kunenet@cput.ac.za

ADMISSIONS & REGISTRATION CENTRE (Application-related matters)

Queries related to applications, e.g. acceptance letters and late application.

BELLVILLE CAMPUS

Marilyn Daries
Thandi Malaza
Thumeka Silo
Sizwe Mngxunyeneni

Email dariesm@cput.ac.za
Email malazat@cput.ac.za
Email silot@cput.ac.za
Email mngxunyenis@cput.ac.za

DISTRICT SIX CAMPUS

Aurelia Africa
Celest Januarie
Gail Dinnis
Pamela Gwayana
Shehaam Samodien

Email africaa@cput.ac.za
Email januariec@cput.ac.za
Email dinnisg@cput.ac.za
Email gwayanap@cput.ac.za
Email samodiensh@cput.ac.za

RESIDENCE MATTERS

Queries related to residence applications, space, etc.

DISTRICT SIX:
BELLVILLE:

Chantal Botes
Mawande Mfecane

Email botesco@cput.ac.za
Email mfecanem@cput.ac.za





Off-campus manual registration process

(QUALIFICATIONS ARE UNABLE TO REGISTER ONLINE)

Manual registration is only applicable to the following qualifications:

Marine Engineering Non-Diploma (NDPMME)

Maritime Studies Non-Diploma (CLASS 4)

Due to the COVID-19 Level restrictions for Higher Education institutions, the manual registration procedure will be conducted as follows:

All accepted students in the above two qualifications must email Natally Booysen at booyseenn@cput.ac.za with the email subject line containing **“Registration for Non-Diploma Maritime/Marine”**.

NB: Students register at the following campuses:

- Student who were accepted at the Bellville Campus, must register at that campus.
- Students who were accepted at the District Six Campus, or any of the service points in Cape Town, must register at that campus.
- Students who were accepted at the Granger Bay Campus must register at that campus.





International students

REGISTRATION PROCEDURE: INTERNATIONAL STUDENTS

In order to ensure compliance with COVID-19 level restrictions for Higher Education institutions, International clearance will not be conducted on-campus. International related support and enquiries will be conducted from staff off-campus.

You are required to submit the following documentation electronically (certified copies of the original documents, with the stamped certification date not older than 3 months) via e-mail to the contact details below:

- Your refugee permit or study permit (receipts will not be accepted) made out to the Cape Peninsula University of Technology.
- Your passport.
- Proof of comprehensive medical aid cover (valid for 12 months) and valid in South Africa.
- Deposit slips.
- Your acceptance registration letter
- No international student will be registered without proof of above-mentioned documents.
- No international student will be registered without a valid visa (receipts will not be accepted) and a South African medical aid cover (valid for 12 months). The University reserves the right to verify the authenticity of all documentation. Disciplinary action will be taken should it be proved that fraudulent documents were submitted.
- Part-time International students with work permits MUST also submit a South African Medical Aid cover (valid for 12 months) in order to be registered. This applies to returning students as well.

CONTACT DETAILS

Ms B Sichwaru
Bellville Campus students
sichwarub@cput.ac.za

Ms H Mbolekwa
District Six/ Granger Bay Campus
students:
mbolekwap@cput.ac.za

MONEY MATTERS

Returning international students with outstanding debt will not be allowed to register.

R1 500 International administration levy (non-refundable, once-off payment for all students registering for the first time – except refugees and students with permanent residence in South Africa).

- Students who are unable to pay the upfront payment of R3 500 for tuition, and R1 500 for residence accommodation, will be allowed to register without the upfront payment.
- International students (excluding students from Africa or Mauritius or refugees) pay double the official University course fees.
- All international students (except refugees) are required to pay 50% or R5 000 of the anticipated fees for the year, the balance of the fees for the year is to be paid in May and September 2020 for the second semester programmes.

MEDICAL AID COVER (*not applicable to refugees*)

If you are an international student, you need a valid study visa to study at CPUT (receipts will not be accepted), as well as proof of valid South African medical aid cover (valid for 12 months).

- International students (excluding refugees) who choose to use one of the preferred medical schemes (Momentum Health, CompCare and Discovery) should make provision for approximately **R4 308 per month for 6 months'** medical cover (the minimum acceptable duration according to the Department of Home Affairs).

MEDICAL AID COVER PAYMENT OPTIONS

Pay your contributions directly into the medical aid scheme's bank account. For details of the various medical aid options and their banking details, please consult the Guide for International Students.

Your student number must be clearly indicated on the deposit slip.

PLEASE NOTE

You will not be registered if the fees listed above have not been paid.

Please bring your copy of the bank deposit slip on the day of registration.

If you have not paid the full deposit and fee prior to your arrival at the University, you should contact the medical aid scheme directly:

| | |
|-----------------------------------|--------------------------------------|
| MOMENTUM HEALTH | Call Centre no: 0860 11 24 93 |
| COMP CARE | Call Centre no: 0861 222 777 |
| DISCOVERY 360 KEYCARE PLUS | Call Centre no: 0860 99 88 77 |

Link for further information and application to CompCare NetworX:
<http://www.studentplan.co.za/>

Link for further information and application to Momentum Health:
<http://momentumhealth.co.za>

Link for further information and application to Discovery 360 Keycare Plus for students:
<http://www.360students.co.za>





Financial aid

WHAT IS FINANCIAL AID?

Financial assistance is awarded to academically deserving and financially needy students to help pay for study-related costs (fees, accommodation, books, etc.).

TYPES OF FINANCIAL AID

a) University-administered awards (bursaries)

- These are financed by donors who make funds available for the University to administer according to set criteria.
- University-administered awards are only for students in their second, third and fourth years.
- Applicants must be South African citizens, have a very good academic record, be assessed as financially needy and make a contribution towards their studies. The size of awards varies.

b) National Student Financial Aid Scheme (NSFAS) (bursaries or loans)

- This is the South African government student loan and bursary scheme.
- NSFAS loans are available for both financially needy and academically deserving students. The criteria are set out in the application form and NSFAS brochure.

c) Merit bursaries

- First-year students who obtained an A-aggregate in Grade 12 in the year preceding their first registration at the University are eligible for these bursaries. They are only available during the first year of registration.

d) Nominated awards

- Off-campus agencies (companies, NGOs, etc.) award bursaries or scholarships to students who apply directly to them.

WHAT TO DO IF YOU NEED FINANCIAL ASSISTANCE

Students studying at Bellville, Tygerberg and Groote Schuur

Application forms will be made available during the orientation programme. Alternatively, go to the Financial Aid Office on the ground floor in the Library Extension to obtain a bursary or loan application form for financial assistance from one of the bursary office staff members. Complete the application form and return it, along with the necessary documentation.

ENQUIRIES

NSFAS

Tel 021 959 6349/ 6594 /6238

University-administered awards

Tel 021 959 6578

Nominated awards

Tel 021 959 6493/ 6578

Students studying at District Six and Granger Bay

Application forms will be available at the Financial Aid Office on Level 5 of the Administration Building (entrance via the Student Centre), District Six Campus, Administration Building. Obtain a bursary/loan application form from the Financial Aid help desk.

ENQUIRIES

NSFAS

Tel 021 460 3853/ 3059/ 3831/ 8341

International & Short Course funding

Tel 021 460 8398

Students who receive nominated awards should submit their award letters to the Financial Aid Office for processing. They should complete and return the application form before the closing date, along with the necessary documentation.

PLEASE READ THE SMALL PRINT

Even when an applicant has paid the deposit required upon acceptance, the University cannot reserve a place if he/she does not register on the date and at the time communicated to him/her in the registration schedule.

Please note the following:

- Always adhere to closing dates – late applications or late submission of required documents will result in forfeiture of financial assistance.
- Not all applicants can be assisted – students are advised to apply widely for financial aid.
- Consult notice boards in the vicinity of the Financial Aid Office on your campus, your MyCPUT e-mail address and the CPUT website regularly for important information regarding financial assistance.
- All new applications (school leavers) must be submitted to NSFAS (www.nsfas.org.za).
- See criteria on all the above in the application form.

SECOND SEMESTER AMENDMENTS

Already registered 2020 students must please consult their faculty for dates and procedures for addition/ cancellation of second semester subjects. Also refer to the registration information forwarded to you by your faculty.

Closing date for second semester amendment is 6 October 2020.

Please consult your faculty for further detail.

Closing date for cancellation of studies is 2 November 2020.



Registration dates

Note: Due to COVID-19 level restrictions in Higher Education, no on-campus support and registration is possible. Students must register off-campus.

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

BELLVILLE CAMPUS (including Saldanha Campus)

| REGISTRATION PROGRAMMES | OFF-CAMPUS REGISTRATION DATES (Internet registration) | |
|--|---|--------------------|
| | Start online date | End online date |
| DEPARTMENT: CHEMICAL ENGINEERING | | |
| ND: ENGINEERING: CHEMICAL (NDCHME) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: CHEMICAL (EXTENDED) (NDCHEX), (NDCHMX) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: CHEMICAL (BTPCHM) | 21-Aug-20 | 28-Aug-20 |
| DEPARTMENT: CIVIL ENGINEERING & SURVEYING | | |
| ND: ENGINEERING: CIVIL (EXTENDED) (NDCIFX) (NDCIVX) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: CIVIL (NDCIVL) | 21-Aug-20 | 28-Aug-20 |
| B TECH: CARTOGRAPHY (BTPCAR) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING : CIVIL (CONSTRUCTION MANAGEMENT) (BTPCVC) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: CIVIL (TRANSPORT) (BTPCVT) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: CIVIL (URBAN ENGINEERING) (BTPCVU) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: CIVIL (WATER) (BTPCVW) | 21-Aug-20 | 28-Aug-20 |
| B TECH: SURVEYING (BTPSUR) | 21-Aug-20 | 28-Aug-20 |

Note: All programmes listed here have been phased out; and are available to senior students only.

BELLVILLE CAMPUS (including Saldanha Campus)

| REGISTRATION PROGRAMMES | OFF-CAMPUS REGISTRATION DATES (Internet registration) | |
|--|---|--------------------|
| | Start online date | End online date |
| DEPARTMENT: ELECTRICAL, ELECTRONIC & COMPUTER ENGINEERING | | |
| ND: ENGINEERING: COMPUTER SYSTEMS (NDECOM) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (COMPUTER SYSTEMS) (EXTENDED) (NDEL CX) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (ELECTRONIC COMMUNICATION) (NDEL CM) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (CONTROL SYSTEMS) (NDEL CS) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (INDUSTRIAL) (NDEL IE) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (INDUSTRIAL) (EXTENDED) (NDEL IX) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (POWER ELECTRONICS) (NDEL PE) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (POWER SYSTEMS) (NDEL PS) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING: ELECTRICAL (POWER SYSTEMS) (EXTENDED) (NDEL PX) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: ELECTRICAL (ELECTRONIC COMMUNICATION) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: ELECTRICAL (COMPUTER SYSTEMS) (BTPECP) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: ELECTRICAL (CONTROL SYSTEMS) (BTPECS) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: ELECTRICAL (INDUSTRIAL) (BTPEIE) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: ELECTRICAL (POWER ELECTRONICS) (BTPEPE) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: ELECTRICAL (POWER SYSTEMS) (BTPEPS) | 21-Aug-20 | 28-Aug-20 |
| DEPARTMENT: INDUSTRIAL & SYSTEMS ENGINEERING | | |
| B TECH: ENGINEERING: INDUSTRIAL (BTINDS) | 21-Aug-20 | 28-Aug-20 |
| B TECH: QUALITY (BTQITY) | 21-Aug-20 | 28-Aug-20 |

Note: All programmes listed here have been phased out; and are available to senior students only.



Note: Due to COVID-19 level restrictions in Higher Education, no on-campus support and registration is possible. Students must register off-campus.

BELLVILLE CAMPUS (including Saldanha Campus)

| REGISTRATION PROGRAMMES | OFF-CAMPUS REGISTRATION DATES (Internet registration) | |
|---|---|--------------------|
| | Start online date | End online date |
| DEPARTMENT: MECHANICAL ENGINEERING | | |
| ND: ENGINEERING: MECHANICAL (Phased out - Senior Students only) (NDMCHE) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING : MECHANICAL (MECHATRONICS) (Phased out - Senior Students only) (NDMECH) | 21-Aug-20 | 28-Aug-20 |
| ND: ENGINEERING : MECHANICAL (EXTENDED) (Phased out - Senior Students only) (NDMEFX) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: MECHANICAL (Phased out - Senior Students only) (BTPMCH) | 21-Aug-20 | 28-Aug-20 |
| B TECH: ENGINEERING: MECHANICAL (MECHATRONICS) (Phased out - Senior Students only) (BTMECH) | 21-Aug-20 | 28-Aug-20 |

GRANGER BAY CAMPUS

DEPARTMENT: MARITIME STUDIES

| | | |
|--|-----------|-----------|
| ND: ENGINEERING: MECHANICAL: MARINE ENGINEERING (Phased out - Senior Students only) (NDMCME) | 21-Aug-20 | 28-Aug-20 |
| ND: MARITIME STUDIES (Phased out - Senior Students only) (NDMRM) | 21-Aug-20 | 28-Aug-20 |
| ND: MARITIME STUDIES (EXTENDED) (Phased out - Senior Students only) (NDMRX) | 21-Aug-20 | 28-Aug-20 |
| MARITIME STUDIES: NON-DIPLOMA (CLASS4) | 21-Aug-20 | 28-Aug-20 |
| NON-DIPLOMA: ENGINEERING: MECHANICAL: MARINE ENGINEERING (NDPMME) | 21-Aug-20 | 28-Aug-20 |

Do

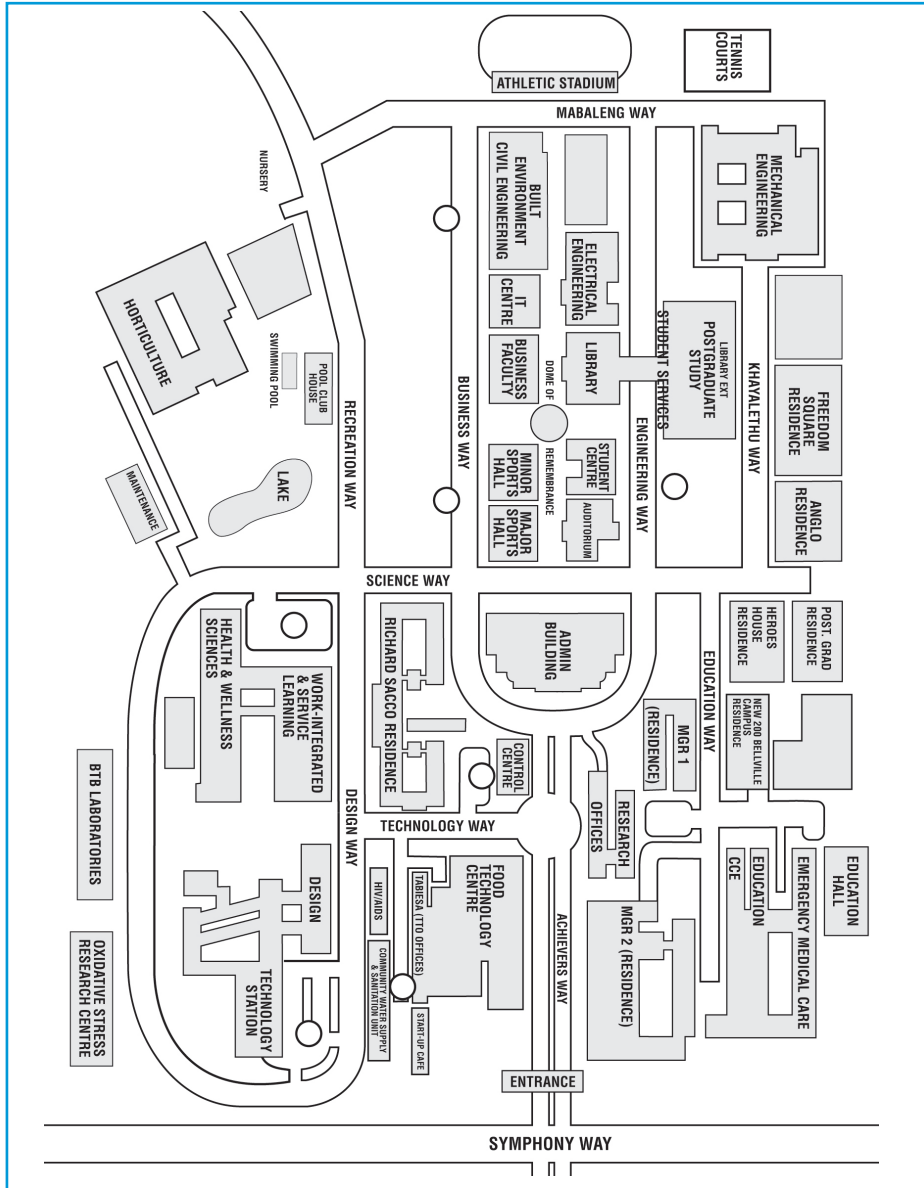
- ✓ Thoroughly check your proof of registration to ensure that you are registered for the correct subjects, qualification and the correct year.
- ✓ Make sure that credits obtained in other post-school institutions have been submitted to the Faculty Office for processing.
- ✓ After registration, regularly check that your name appears on the class list.
- ✓ Submit any amendments (additions or cancellations) before the last day of registration.
- ✓ Check that all subjects or credits obtained in previous years appear on your registration form.

Do NOT

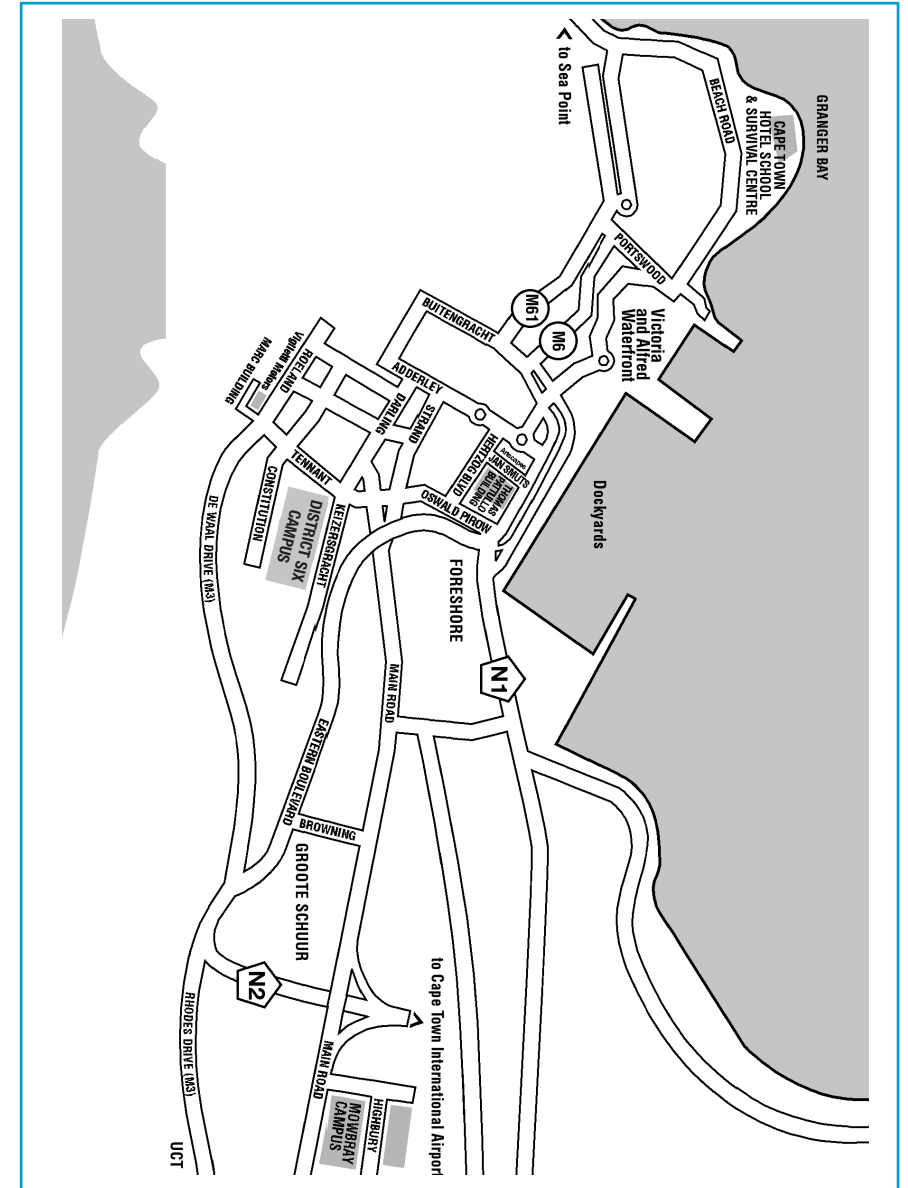
- ✗ Submit fraudulent information or certificates.
- ✗ Pay money to anyone except the cashiers.
- ✗ Attend classes if you are not registered, *except with written permission from the Dean (which will lapse the day after late registration).*
- ✗ Register for more than one qualification without the permission of Senate.
- ✗ Register for subjects that clash.
- ✗ After the last day of registration, participate in any academic activities if not officially registered.



BELLVILLE CAMPUS MAP



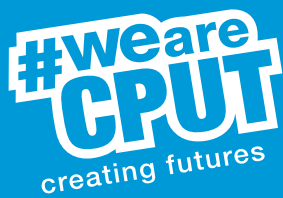
DISTRICT SIX/ GRANGER BAY/ MOWBRAY CAMPUSES



Apply for a postgraduate qualification at CPUT.

IF not NOW, WHEN?

MTECH: Agriculture
 MTECH: PUBLIC MTECH: Quantity, Surveying
 MANAGEMENT MTECH: Engineering
 MEMC: MASTER OF EMERGENCY MEDICAL CARE
 TOURISM MANAGEMENT DTECH: CHEMISTRY
 MTECH: Engineering: Mechanical MTECH: QUALITY
 DTECH: DESIGN
 DTECH: OFFICE MANAGEMENT
 DTECH: Radiography
 MTECH: PUBLIC MTECH: Business
 Information Systems
 MTECH: Technology
 Biomedical
 MTECH: Nursing
 Administration
 MTECH: Horticulture
 MTECH: Food
 Technology
 MED: EDUCATION
 MTECH: ENGINEERING: ELECTRICAL
 MTECH: RADIOGRAPHY
 MTECH: FOOD TECHNOLOGY
 MTECH: SPORT
 DTECH: Information
 MTECH: FOOD TECHNOLOGY
 Technology
 MTECH: INTERNAL AUDITING
 MTECH: Engineering: Civil
 Human Resource Management
 MTECH: Business
 DTECH: DESIGN
 MTECH: Design



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