

**UNIVERSITY OF CAPE TOWN FACULTY OF HUMANITIES
2023 UNDERGRADUATE REGISTRATIONS: ALL STUDENTS**

PROVISIONAL TIMETABLE: 28/12/2022. DATES AND TIMES ARE SUBJECT TO CHANGE.

GENERAL DEGREES

General Degrees (BSocSc/BA) and Extended General Degrees (BSocSc/BA)			
ONLINE REG	<i>Mon 9 to Fri 20 January</i>	<i>Online registration via Peoplesoft for students who do not need curriculum advice</i>	Venue
<p>IN-PERSON REG Please note that you MUST attend in your correct designated timeslot by day and surname.</p> <p><i>If you start your registration on the correct day but cannot complete it, you must return to complete it on Wednesday 8th, NOT on the next registration day.</i></p> <p><i>If you have compelling reason (illness, major event) to be unable to make your designated time, you must be given permission to register in the overflow slot, please email denzyl.pillay@uct.ac.za</i></p>	Tuesday 24 January	08:00 - 12:00 Local* Returning (A - D) 12:00 - 15:00 Local* Returning (E - H)	Foyer and Mezzanine, Leslie Sciences Building, Upper Campus
	Wednesday 25 January	08:00 - 12:00 Local* Returning (I - Ma) 12:00 - 15:00 Local* Returning (Mb-Mz)	
	Friday 27 January	08:00 - 12:00 Local* Returning (N-R) 12:00 - 15:00 Local* Returning (S-Z)	
	Monday 30 January	08:00 - 11:00 New (Orientation Prog 1†) (A - H) 11:00 - 13:30 New (Orientation Prog 1†) (I - M) 13:30 - 15:00 New (Orientation Prog 1†) (N - Z)	
	Tuesday 31 January	08:00 - 12:00 Out-of town** Returning (A - D) 12:00 - 15:00 Out-of town** Returning* (E - H)	
	Wednesday 1 February	08:00 - 12:00 Out-of town** Returning (I-Ma) 12:00 - 15:00 Out-of town** Returning (Mb-Mz)	
	Thursday 2 February	12:00 - 15:00 Out-of town** Returning (N - R) 08:00 - 12:00 Out-of-town** Returning (S - Z)	
	Monday 6 February	08:00 - 12:00 New (Orientation Prog 2) †† (A - G) 12:00 - 15:00 New (Orientation Prog 2) †† (H -Ma)	
	Tuesday 7 February	08:00 - 12:00 New (Orientation Prog 2) †† (Mb-P) 12:00 - 15:00 New (Orientation Prog 2) †† (Q - Z)	
	Wednesday 8 February	08:00 - 15:00 Overflow session (completing from previous sessions OR by permission)	

*Local students: students resident in Cape Town or who are otherwise in town before residences open.

**Out-of-town students: students in residence or whose accommodation is only available later.

† first-year students who attended the first orientation programme

†† first-year students who attended the second orientation programme

UPPER CAMPUS PROGRAMMES

BA Film and Media Production specialisation

All Years	(HB054)	Monday 6 February	09:00 - 12:00	AC Jordan 4A or 4B
Social Work Degree				
Returners	(HB063)	Monday 23 January	N/A	Online
1 st Year		Thursday 26 January	N/A	Online
PPE Degree				
Returners	(HB027)	Monday 23 January	N/A	Online
1 st Year		Thursday 26 January	N/A	Online

NON-DEGREE REGISTRATION

NON - DEGREE				
Occasional	(HZ001)	Monday 16 January	N/A	Online
SSA	(HZ091/2)	Monday 23 January	N/A	Online

PERFORMING/CREATIVE ARTS

FINE ART- Degrees				
1 st Years	(HB008)	Monday 6 February	09:00 - 11:00	MLT and Bertram PC lab
Returning	(HB008 & HB064)	Tuesday 7 February	10:00 – 12:00 (2 nd year)	Michaelis Gallery and Bertram PC lab
			13:00 – 14:00 (3 rd year)	
			14:00 – 15:00 (4 th year)	
THEATRE & PERFORMANCE - Degree & Diploma				
2 nd - 4 th Year	(HB014 & HU020)	Tuesday 31 January and Wednesday 1 February	10:00 - 16:00	Dance Campus, Hiddingh
1 st Years	(HB014 & HU020)	Friday 3 February	10:00 - 11:30	Beattie Lab, Upper Campus
Music - Degrees & Diploma				
Returners	ALL - Degrees & Diplomas	Monday 6 February	10:00 - 13:00	Room C6, SACM
		Tuesday 7 February		
1 st Years	ALL - Degrees & Diplomas	Wednesday 8 February	10:00 - 13:00	Room C6, SACM
		Thursday 9 February		

REGISTRATION INFORMATION FOR STUDENTS

- Please note that registration is an official activity in the academic calendar and students are obliged to attend in their scheduled slot; we do not accept vacation plans as reasons to miss official registration, any more than we would for a test or exam.
- Students attempting to register outside their scheduled timeslot without permission will not be accommodated; general degree students who arrive for registration on the wrong day will not be accommodated.
- A late registration fee of R2000 will automatically be charged to the account of any student who registers late. Waiver of the fee will be considered by the Dean only in the most exceptional of circumstances which must be fully motivated in writing.
- Students must bring printouts of their academic record and completed hard copy registration forms to in-person registration sessions.
- All new International and SADC students must get fee clearance, present their study permits and health insurance details the day before they are scheduled to register at the IAPO office, Masingene Building, Middle Campus;

NEW STUDENTS

- All new students to attend Registration after attending the Orientation programme; BRING A PEN, YOUR ID AND OFFER LETTER as well as a copy of your SCHOOL LEAVING RESULTS.

RETURNING STUDENTS

- Only a few handbooks will be available for reference in the venue. The handbooks are available online for Returners (and to New students at Orientation). No hardcopy handbooks will be handed out at the venue.

FORMAL LECTURES WILL START ON MONDAY, 13th FEBRUARY 2023. ALL VENUES ARE TO BE CONFIRMED AT THE DEPARTMENTS.

UNIVERSITY OF CAPE TOWN FACULTY OF HUMANITIES
2023 REGISTRATION SCHEDULE
(24 January 2023 – 10 February 2023)

PROVISIONAL TIMETABLE: 11/01/2023 - DATES AND TIMES ARE SUBJECT TO CHANGE.

Important Notices

- **Curriculum Advice** – This will take place in-person at venues to be advised. After obtaining advice you will need to upload your curriculum form into Peoplesoft as a **service request**. Please consult the tables below for the advising and submission dates. It is very important that you check your UCT email account for updates during January and February and ensure that you start obtaining your advice EARLY in the advising date range, even if the final date for submission of forms is later. You should also aim to upload your forms near the start of the submission date range to ensure that your form is captured before the start of term. First year students should get their UCT email account set up well in advance of registration, to ensure that they receive the important information they will need for orientation and registration.
- **Orientation** starts on 23 January for local students, and 30th January for out-of-town students (residences open 29th January)
- **Data Capturing:** Fine Art and Theatre and Dance 1st year students and Social Work and PP 1st year and returning students will register via “Programme Enrolment”. A “task” will be sent to you once you are made active for the year, and you will enrol yourself by following a set of steps and making your selection from a pre-set list of courses. For all other programmes students will complete an activity guide online to provide registration information, and will then complete and submit a curriculum form (after obtaining advice if needed) and upload it via a “Service Request” to Peoplesoft, where it will be checked and the data will be captured. Incomplete, unsigned or incorrect forms will be rejected and students will be notified to re-submit a complete and correct form.
- **International and SADC students:** All new and returning international and SADC students must report to the International Academic Programmes Office (IAPO) via prereg@uct.ac.za and obtain pre-registration clearance by presenting their proof of payment of fees, passport, study visa and proof of medical insurance prior to registering.
- **Outstanding Fees:** Students with fee debts cannot be registered, and they should liaise with the Fees Office regarding clearance of debt prior to registration. The Fees Office can be contacted on fnd-feeeng@uct.ac.za.
- **Late registration:** A late registration fee of R2000 will automatically be charged to your fee account if you register after the dates specified below. Only the Dean can waive the late registration penalty and only in exceptional circumstances which must be fully motivated in writing.
- **Initial fee payments:** An initial fee payment is required by Friday, 3 February 2023. If payment is not received on or before the due date, a late payment fee of 10% of the unpaid amount will be charged.

HUMANITIES UNDERGRADUATE REGISTRATION 2023

FIRST-TIME ENTRANTS

Programme Code	Programme	Type of Registration	Face-to-Face Advising Dates	Dates to submit service requests or complete Programme Enrolment on Peoplesoft
HB001	Bachelor of Social Science	Service Requests	From 26 Jan 2023	Asap up to 8 Feb 2023
HB003	Bachelor of Arts	Service Requests	From 26 Jan 2023	Asap up to 8 Feb 2023
HB061	Bachelor of Arts (4 year programme)	Service Requests	From 26 Jan 2023	Asap up to 8 Feb 2023
HB062	Bachelor of Social Science (4 year programme)	Service Requests	From 26 Jan 2023	Asap up to 8 Feb 2023
HB027	BSocSci in PPE	Programme Enrolment	From 26 Jan 2023	Asap up to 8 Feb 2023
HB063	Bachelor of Social Work	Programme Enrolment	From 26 Jan 2023	Asap up to 8 Feb 2023
HB008	Bachelor of Arts in Fine Art*	Programme Enrolment	6 Feb 2023	Asap up to 8 Feb 2023
HB010	Bachelor of Music*	Service Requests	8 Feb – 9 Feb 2023	Asap up to 9 Feb 2023
HB014	Bachelor of Arts in Theatre and Performance*	Programme Enrolment	3 Feb 2023	Asap up to 8 Feb 2023
HU020	Diploma in Theatre & Performance*	Programme Enrolment	3 Feb 2023	Asap up to 8 Feb 2023
HU021	Diploma in Music Performance*	Service Requests	8 Feb – 9 Feb 2023	Asap up to 9 Feb 2023
HU051	Adv Dipl in Adult & Comm Ed and Training**	Service Requests	From 31 Jan 2023	Asap up to 8 Feb 2023
HU052	Higher Cert in Adult & Comm Ed and Training**	Service Requests	From 31 Jan 2023	Asap up to 8 Feb 2023
HZ001	Occasional Students Undergraduate	Service Requests	In advance by e-mail	Asap up to 8 Feb 2023
HZ091	Semester Abroad 1 st semester	Programme Enrolment	In advance by email and online approval	Asap up to 8 Feb 2023

*Performing and creative arts – for more details email the departments : TDP- Shabnam.pansari@uct.ac.za, Music – music@uct.ac.za, Fine Art – admissions@fineart.uct.ac.za.

**Adult & Community Ed and Training: Wadeeah.Fisher@uct.ac.za

HUMANITIES UNDERGRADUATE REGISTRATION 2023

RETURNING STUDENTS – NOTE THAT AN EARLY REGISTRATION WINDOW WILL OPEN FROM 16 JANUARY UNTIL 25 JANUARY FOR RETURNING STUDENTS WHO FEEL THEY DO NOT NEED ACADEMIC ADVICE AND CAN SUBMIT A SERVICE REQUEST STRAIGHT ONTO PEOPLESOFT FOR ONLINE APPROVAL.

Programme Code	Programme	Type of Registration	Face-to-Face Advising Dates	Dates to submit service requests or complete Programme Enrolment on Peoplesoft
HB001	Bachelor of Social Science	Service Requests	From 23 Jan 2023	Asap up to 8 February 2023
HB003	Bachelor of Arts	Service Requests	From 23 Jan 2023	Asap up to 8 February 2023
HB061	Bachelor of Arts (4 year programme)	Service Requests	From 23 Jan 2023	Asap up to 8 February 2023
HB062	Bachelor of Social Science (4 year programme)	Service Requests	From 23 Jan 2023	Asap up to 8 February 2023
HB027	BSocSci in PPE 2 nd and 3 rd year	Programme Enrolment	From 23 Jan 2023	Asap up to 8 February 2023
HB054	BA Film & Media Production	Service Requests	6 February 2023	Asap up to 8 February 2023
HB063	Bachelor of Social Work 2 nd , 3 rd & 4 th year	Programme Enrolment	From 23 Jan 2023	Asap up to 8 February 2023
HB008	Bachelor of Arts in Fine Art*	Service Requests	7 Feb 2023	Asap up to 8 February 2023
HB010	Bachelor of Music*	Service Requests	6 Feb – 7 Feb 2023	Asap up to 8 February 2023
HB014	Bachelor of Arts in Theatre and Performance*	Service Requests	31 Jan to 1 Feb 2023	Asap up to 8 February 2023
HB034	Bachelor of Music Foundation*	Service Requests	6 Feb – 7 Feb 2023	Asap up to 8 February 2023
HU020	Diploma in Theatre & Performance*	Service Requests	31 Jan to 1 Feb 2023	Asap up to 8 February 2023
HU021	Diploma in Music Performance*	Service Requests	6 Feb – 7 Feb 2023	Asap up to 8 February 2023
HU035	Diploma in Music Performance foundation*	Service Requests	6 Feb – 7 Feb 2023	Asap up to 8 February 2023
HU043	Adv Cert in Senior Phase Teaching**	Service Requests	From 31 Jan 2023	Asap up to 8 February 2023
HU045	Adv Cert in Intermediate Phase Teaching**	Service Requests	From 31 Jan 2023	Asap up to 8 February 2023
HU048	Adv Cert in Foundation Phase Teaching**	Service Requests	From 31 Jan 2023	Asap up to 8 February 2023
HU051	Adv Dipl in Adult & Comm Ed and Training**	Service Requests	From 31 Jan 2023	Asap up to 8 February 2023
HU052	Higher Cert in Adult & Comm Ed & Training**	Service Requests	From 31 Jan 2023	Asap up to 8 February 2023
HU053	Adv Dipl in School Leadership & Management	Service Requests	From 31 Jan 2023	Asap up to 8 February 2023

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