



UNIVERSITY OF CAPE TOWN

STUDENT SERVICES AND SUPPORT

2014

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University of Cape Town
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7701 RONDEBOSCH

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Accounts and Fees (021) 650-1704; 650-4076

Student Records: General Enquiries (021) 650-3595
reg-records@uct.ac.za

Internet: Website: <http://www.uct.ac.za>
Student fees: fd-fees@uct.ac.za

Office Hours: Fees and Cash Offices 09h00 - 15h30
General Offices 08h30 - 12h30
13h30 - 16h30

The Admissions Office and Student Records Office are located in the Masingene Building, Middle Campus, and are open from 08h30 to 16h30. The Cashier's Office is located in Kramer Building, Middle Campus, and is open from 09h00 to 15h30.

This handbook is part of a series that consists of

- Book 1:** Undergraduate Prospectus
- Book 2:** Authorities and Information of Record
- Book 3:** General rules and Policies
- Book 4:** Academic Calendar and Meetings
- Book 5:** Student Support and Services
- Books 6-11:** Handbooks of the Faculties of Commerce, Engineering and the Built Environment, Health Sciences, Humanities, Law, Science
- Book 12:** Student Fees
- Book 13:** Bursary and Loan Opportunities for Undergraduate Study
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The University has made every effort to ensure the accuracy of the information in its handbooks. However, we reserve the right at any time, if circumstances dictate, to

- (i) make alterations or changes to any of the published details of the opportunities on offer; or
- (ii) add to or withdraw any of the opportunities on offer.

Our students are given every assurance that changes to opportunities will only be made under compelling circumstances and students will be fully informed as soon as possible.

ACADEMIC DEVELOPMENT PROGRAMME (ADP)

Location: Level 5, Hoerikwaggo Building
Phone: 021 650-2251
E-mail: janine.peters@uct.ac.za

The ADP is a division of the University's Centre for Higher Education Development (CHED)*.

The Academic Development Programme was established in 1980 as part of the University's commitment to meeting the needs of students from diverse educational and linguistic backgrounds. To help students to develop their academic potential, the ADP offers a variety of programmes in conjunction with Faculties and academic departments:

- the foundational courses in the extended (4-year) BSc degree;
- the Academic Support Programme for Engineering in Cape Town (ASPECT);
- two extended programmes in the Faculty of Commerce (BCom and BBusSc);

The ADP also contributes substantially to the extended programmes offered in the Faculties of Humanities, Law and Health Sciences ('intervention programmes').

See faculty handbooks for details.

In addition, the ADP initiated and manages a number of projects:

- The Writing Centre offers workshops and one to one consultations to help students improve their academic writing;
- In addition to running the Writing Centre, the Language Development Group provides a range of academic literacy courses and interventions for undergraduate and postgraduate students;

- The Numeracy Centre provides specialised courses and interventions in a number of programmes to enhance the students' quantitative literacy;
- The Alternative Admissions Research Project offers the National Benchmark Tests (NBTs), which have become an important element of student admissions and placement;

As a service to students, the ADP's popular guidebook, *Studying at University*, is available online at <http://www.ldg.uct.ac.za/news/?id=12&t=int> and from the UCT Bookshop.

*CHED was established in 1999, as part of UCT's revised faculty structure. It incorporates a range of educational operations and contributes to improving the quality of teaching and learning at UCT in partnership with faculties and the Department of Student Affairs.

ACCESS CONTROL SERVICES (& CARD PRODUCTION CENTRE)

Location: Properties & Services Building, Upper Campus

Phone: 021 650-3030/3996/4357

Operating Hours: 08h00 – 16h00 Monday – Friday, throughout the academic year

Student ID Card Services: First time entering students are eligible to one **free ID** card after registration. Proof of registration is required before a card will be issued.

Lost Card replacement procedure: It is imperative that the loss of a card is reported immediately to the Card production centre **and request for it to be disabled**. A new card may be obtained at a cost of R60. This payment must be

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made at the Cashier's office in the Kramer Building. Proof of payment is required before a replacement card is issued.

Remote Card making services: During January and February and by arrangement, remote card making facilities are introduced at the following sites: Barnard Fuller Building, Health Sciences, the Graduate School of Business.

Elective Students are classified as third party members of the University and must therefore complete a "Third Party ID Application Form" in the sponsoring faculty or department before getting a student card.

Note:

Your student ID card is a multi purpose card and is used:

1. as an ID Card whenever on campus – card must be carried on your person at all times.
2. for access to labs and other facilities pertinent to your needs
3. as a Library Card
4. for 8Shuttle – UCT Student and Staff transporting services
5. when purchasing photocopying and printing credits in and around the various campuses.
6. for access to your residence if residing in any of the UNIVERSITY OF CAPE TOWN residences
7. for Meal Bookings in case of resident students.

ADMISSIONS OFFICE

Location: Level 4, Masingene Building, Middle Campus

Phone: 021 650-2128

Fax: 021 650-3736

E-mail: admissions@uct.ac.za

The goal of the Admissions Office is to ensure that UCT enrolls talented students

from diverse backgrounds. The Admissions Office:

- provides application forms, assistance with application procedures and an online application service
- provides prospective undergraduate and postgraduate students with detailed degree programme information
- arranges departmental and faculty Open Days and recruitment events, as well as campus tours for prospective students and their parents.

Delivers talks to high school learners, organises UCT evenings at schools, participates in career exhibitions around the country and works with student societies in planning and organising recruitment drives for new students.

BANKS (ATM)

- ABSA (ATM), Library, Chancellor Oppenheimer Building, Upper Campus
- First National Bank (ATM), Leslie Social Science Building, Upper Campus
- Nedbank, (ATM) Leslie Social Science Building, Upper Campus
- Standardbank (ATM), Library, Chancellor Oppenheimer Building and Leslie Social Sciences Building, both on Upper Campus, and Leo Marquard Hall, Lower Campus

BAXTER THEATRE CENTRE

Location: Main Rd, Rondebosch

Phone: 021 685-7880

Fax: 021 689-1880

Restaurant bookings: 021 685-7880

Web site: www.baxter.co.za

Venue bookings for functions and conferences: 021 680-3988

The Baxter offers a wide variety of entertainment from comedy, drama, musicals, and ballets to jazz and classical concerts. There are student specials and other discounts which are advertised regularly on the UCT E-mail notice board and the Baxter's website. A printed diary is available in the foyer of the Baxter.

Discounts include:

- student discounts
- special prices for block bookings
- fund-raising discounts for residences, sports clubs and societies (including snacks afterwards).

The Baxter's restaurant is open Monday to Saturday for lunch 12h30 to 14h30 and dinner 18h00 to 21h30.

CAFETERIAS, RESTAURANTS & TRADERS

Lower Campus

- The 5th Position, School of Dance, Lower Campus
- Veronica's, College of Music, Lower Campus
- Shuttle Terminus, at shuttle service by Leo Marquard: Hall

Middle Campus

- The Cafeteria, Kramer Law Building, *Phone: 021 686-5917*
- Revelation Café, School of Economics Building, - drinks, snacks, light meals, etc.
- Vegetarian Kiosk, West Entrance, Wilfred and Jules Kramer Law Building

Upper Campus

- Café Quencha, Level 3, Leslie Social Science Building, *Phone: 021 686-9570*
- Leslie Social Sciences Building, Level 3, After hours kiosk (halaal)
- Java Junction, Level 3, Leslie Social Science Building -- cof, snacks
- Leslie Social Science, Ground Floor, Vegetarian Kiosk
- Glasshouse, Menzies Building -- coffee, snacks, light meals
- Kaplan Centre Cafeteria, Kaplan Centre, Library Road, next to Oppenheimer Institute -- full kosher cafeteria, *Phone: 021 650-2688*
- Moot Room, Humanities Graduate School Building, - coffee, snacks, light meals, etc.
- Purple Haze, Centlivres Building -- coffee, snacks, light meals, etc.
- UCT Club, Sports Centre. *Phone: 021 650-3161* -- full sit-down restaurant and licensed bar (Undergraduate students must be accompanied by a postgraduate student or member of staff.)
- Super Sandwich, University Avenue, next to NSLT, University Avenue North Road (halaal toasted sandwiches)
- MacHarry's, University Avenue, next to Molecular Biology Building, University Avenue North Road
- Rainbow Takeaways, University Avenue, next to NSLT: Chinese food

Cissy Gool Food Court, Steve Biko Students' Union, Level 3

- Afrikwazeen (halaal) -- Africa's food closer to you, drinks, etc.
- Campus Café (halaal) -- sweets, drinks, etc.
- Budget Rolls (halaal)

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- Varsity Foods (halaal) – fast foods, burgers, wraps, drinks, etc.
- Pandaland – sushi and health foods
- Dan's Health Shop – fruit and veg kiosk

Health Sciences

- Barnard Fuller Building (halaal), Campus Food Hall – drinks, snacks, light meals, etc.
- Ideas Café, IIDMM Building – drinks, snacks, light meals, etc.
Phone: 021 686-9570

Sports Centre

- Sally's Corner – sandwiches, snacks, etc.
- UCT Club, Sports Centre - full sit-down restaurant and licensed bar (Undergraduate students must be accompanied by a postgraduate student or member of staff.)
Phone: 021 650-3161

CAMPUS COPY & PRINT

Location: Helpdesk Leslie Commerce, Upper Campus
Phone: 021 650 4813

Location: Bremner, Lower Campus
Phone: 021 650-2150

Location: Beattie, Upper Campus
Phone: 021 650-3177

Location: Masingene Building, Middle Campus
Phone: 021 650-4071

Location: Leslie, Upper Campus
Phone: 021 650-2461

Location: Medical School
Phone: 021 406-6085

Location: Graduate School of Business
Phone: 021 406-1326

Student Document Centre

Location: Chancellor Oppenheimer Building, Upper Campus
Phone: 021 650-3372/3124
Fax: 021 685-2728

Hours: Term:
08h00 - 18h30 Mondays – Fridays
09h00 - 17h00 Saturdays

Hours: UCT Student Holidays:
08h00 - 16h00 Mondays – Friday;
Closed Saturdays

Services provided include desktop editing, digital printing, Litho printing, colour copying, course readers, One Step mailing, punching/drill, business cards, letterheads and complement slips, specialised printing, laminating, book binding, scanning, collating, stapling and much more.

Money is credited to the student card, which can then be used at photocopying machines at any library on campus. Binding of books, theses, etc. can also be done through the Chancellor Oppenheimer Student Document Centre, Upper Campus.

CAMPUS PROTECTION SERVICES

Location: "Burnage", Woolsack Road, off Main Road, Rondebosch (next to Leo Marquard Residence)
Fax: 021 689-7563

The Campus Protection Services (CPS) provides a 24-hour security service for students. The staff respond to emergency calls and reports of theft, harassment and other crimes.

The Investigations Manager is responsible for investigating all crimes at UCT. The CPS is also responsible for crime awareness and safety, detection and extinguishing of fires and helps with the control of traffic at UCT.

Telephones of satellite offices:

021 650-2222/3 – Main Office
 021 650-2121/4080 – Upper Campus
 021 650-3022/5759 – Kramer Building
 021 650-2120 – Bremner Building
 021 406-6100/6109 – Medical School
 021 480-7101 – Hiddingh Campus
 021 650-3856 – Forest Hill
 021 650-3996/4357 – Access Control

021 650-4429 (Crime Reporting Hotline)

021 650-2225 – Head of Operations
 021 650-4654 – Operations Administrator
 021 650-4525 – Crime Prevention Manager
 021 650-2226 – Crime Investigations Manager
 021 650-3312 – Traffic Services

All satellite services are open 24 hours a day and the rest from 08h00 to 16h30.

Lost & Found Office: Room 104 Robert Leslie Social Science Building.

Hours: 12h00 - 14h00.

CAREERS SERVICE

Enquiries: Careers Service reception, Level 1, Hoerikwaggo, North Lane, Upper Campus
Phone: 021 650-2497
Fax: 021 650-4696

The Careers Service offers information, advice and opportunities to students to support their career planning, job search preparation and ongoing personal and professional development.

The office is home to a well-equipped Careers Resource Centre with several workstations and customized online, print and take-away resources. Daily careers consultations are available for all registered students and may be booked online or at the reception.

By accessing the Career Service's online portal, *MyCareer* at <https://mycareer.uct.ac.za/>, students have

24/7 access to information, advice and opportunities suited to them.

Services and resources include:

- Information - career choice and planning, employability, job search tools (CVs, cover letters) and strategies, application processes (interviews, psychometric testing), accepting job offers, postgraduate study advice, gap year and working abroad resources.
- Advice – careers consultations, career talks, CV consultations, career programmes for undergraduates and workshops for postgraduate students.
- Opportunities - access to part-time work experience, graduate jobs and internships, Career Fairs, Employer Presentations and Showcases.

The Careers Service is open from 08h30 – 16h30 throughout the year, student vacations included.

The office is located on the ground floor in the Hoerikwaggo Building, North Lane, Upper Campus.

For more information, visit www.careers.uct.ac.za

CHAPLAINCIES

UCT does not have chaplains. Each religious denomination makes its own arrangements.

The following chaplaincies offer students counselling and an environment where they can meet their peers and co-religions. The Anglican and Roman Catholic chaplaincies also offer accommodation for students.

- Anglican, Father Matthew Esau, 13, Stanley Road, Middle Campus. Tel. 021 685-2686
- Methodist, 2 Chapel Lane, Rosebank. Tel. 021 686-3271
- Roman Catholic Kolbe House, Lovers Walk. Tel. 021 685-7370

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- Chaplain: Father Graham Pugin,
8 The Alms, York Road, Rosebank.
Tel. 083 5877 322
- His People, Tel. 021 686-4910

UCT WORSHIP CENTRE

An inter-faith facility is situated in the Old Students Union Building. It provides facilities for Christian, Jewish and Muslim worship. Certain student religious societies use the chapel for services on a regular basis.

CHILD GUIDANCE CLINIC

Location: Isaac Albow Building, Chapel Road, Rosebank

Phone: 021 650-3900

Hours: 08h30 – 13h00 & 14:00 – 16:00

(Appointments may be made out of clinic hours.)

The Clinic is a teaching unit, which offers psychological help to children or young people, adults, and families, through the services of staff and students.

All those in training work under the close supervision of senior staff, who have specialised in clinical psychology. Students experiencing emotional problems may also be referred to the clinic by Student Counselling Services or can call the clinic directly.

Fees depend on means and are worked out between the client and the clinic consultant.

COMMISSIONERS OF OATHS

Certification of copies of documents is done at the main desk in the foyer of the Masingene Building, Middle Campus and at Medical School.

A comprehensive list of Commissioners of Oaths is available at the main desk in the foyer of the Bremner Building.

All Faculty Managers, heads of administrative departments and offices, the Registrar, Deputy Vice-Chancellors and the Vice-Chancellor are Commissioners of Oaths.

DEPARTMENT OF STUDENT AFFAIRS (DSA)

The Department of Student Affairs services students in a variety of capacities with the overall goal of both supporting their studies and enhancing the student experience. See the cluster details below for details.

Location: Steve Biko Students' Union, Level 7

Phone: 021 650-3535

Fax: 021 650-5011

E-mail: nadierah.pienaar@uct.ac.za

The DSA administers the policy of the University Council relating to student affairs including the administration and supervision of related staff and financial matters.

Student Affairs at UCT comprises the following high level clusters and divisions:

Office of the Executive Director

Comprising the following:

- Executive Directorate
- Finance
- Secretariat

Student Development

Comprising the following divisions:

- Student Governance & Leadership
- Student Orientation & Advocacy Services
- Student Sports and Recreation

Student Financial Aid & Administration

Comprising the following divisions:

- Administration
- Student Financial Aid

Student Housing & Residence Life

Comprising the following divisions:

- Student Housing
- Student Residence Life
- Student Housing Admissions & Advocacy Services (SHAAS)
- Commercial Enterprises
- Finance
- Off Campus Student Accommodation Services (OCSAS)

Student Wellness Service

Comprising the following divisions:

- Student Wellness Service
- DSA Projects

The Executive Director: DSA has overall accountability for these Clusters. Apart from being a point of general reference, the Office of the Executive Director provides several direct services to students and clusters.

STUDENT DEVELOPMENT

Location: Steve Biko Students' Union, Level 6

Phone Enquiries and Appointments:

021 650-3924/5389

E-mail: Edwina.Brooks@uct.ac.za

The focus of this cluster is to provide a student centred service within the co-operative governance model through the delivery of specific developmental programmes for SRC, faculty councils, class representatives, the Student Assembly, societies, development agencies, Day House Committee and the student population at large. Such delivery takes place through three divisions namely, Student Governance and Leadership, Student Orientation and Advocacy and Student Sport and Recreation.

Application for permission for student-

run events where alcohol is served or sold on or off-campus to be made to the Director, Student Development.

Division: Student Governance & Leadership

Location: Steve Biko Students' Union, Level 5 and 7, Steve Biko Students' Union

Phone Enquiries and Appointments:

SRC: 021 650-3537/3538

Societies: 021 650-3541

The Division: Student Governance and Leadership is Unit within the Student Development Cluster of the Department of Student Affairs. The Division:

- Provides ongoing support and advice to the SRC, the Student Assembly and undergraduate and postgraduate Student Faculty Councils, societies and development agencies (RAG, UCT Radio, Varsity and UBUNYE). Co-ordinates the training and development of students and student leaders at UCT;
- Co-ordinates the annual Student Leadership Awards Programme, and administer various other student leadership bursary and/or scholarship programmes;
- Runs the SRC and Student Faculty Council Elections;
- Services key committees, e.g. Student Societies and Organisations Committee, University Student Affairs Committee and ad-hoc structures when required to do so.
- Offers information and advice to groups wishing to establish registered student societies.
- Provides administrative support services to societies and development agencies through a Helpdesk and Printing Service on Level 5, Steve Biko Students' Union.

Division: Student Orientation & Advocacy Service (SOAS)

Location: Level 2, Otto Beit Student Union

Phone Enquiries: 021 650-5082

The SOAS is a walk-in, one-stop information, advice and referral centre for students and visitors to the University.

It is also a centre from which university-wide orientation activities for undergraduate students are developed, organised and co-ordinated.

The SOAS deals with students' needs and queries ranging from giving directions in the navigation of the campus (e.g. finding offices, buildings, people, venues, etc) to advise and referrals to other UCT services. Another component of SOAS is the Advocacy Service that offers lay counselling to students as well as advocating for them on issues relating to campus life.

The SOAS is a good starting place for parents, students, alumni and general visitors to UCT seeking assistance with the learning more about the University of Cape Town policies and procedures as well as information about the campus and its departments or simply wishing to visit the campus.

It provides access to printed information (Brochures, pamphlets, forms, notices, handbooks) and other university publications.

Division: Student Sport & Recreation

Location: Sports Centre, Rugby Road

Phone: 021 650-3564

Sport is organised by student committees assisted by professional sports administrators. UCT offers some 35 different competitive sports and recreational activities.

To participate in organised sport or physical recreation, students are required to register with the relevant club(s) and to pay a subscription fee, which can be debited to their fee account

Registration for sport is done on an annual basis and takes place on the plaza during Orientation Week and thereafter, at reception at the department of Sport & Recreation in the Sports Centre, located on Upper Campus

STUDENT FUNDING & ADMINISTRATION

The Student Funding and Administration is responsible for the provision and administration of student financial aid and the provision of administrative support to the Department of Student Affairs and Student Organisations.

Division: Administration

Location: Steve Biko Students' Union, Level 5

Phone: 021 650-4916

Fax: 021 650-4052

Email: Asanda.Makumese@uct.ac.za

The Administration Division's role is to provide administrative support to the Department of Student Affairs and students' organizations – SRC, Development Agencies, Faculty Councils, House Committees and Societies. The division provides procurement services to DSA and student organizations and ensuring that the students operate within the UCT financial policy framework. It promotes good governance principles and operational efficiencies.

Division: Student Financial Aid

Location: Kramer Building, Level 3

Phone: 021 650-2128

Fax: 021 650-5043

E-mail: FinancialAid@uct.ac.za

Student Financial Aid provides financial assistance to students and applicants that meet the qualifying criteria. The funding policy caters for a broader range of eligible students. The assistance provided is in the form of National Student Financial Aid Scheme loans and UCT administered bursaries. Information about financial assistance and awards offered by outside organisations is available in Handbook No 13, Bursary and Loan Opportunities for Undergraduate Study. For further information contact Student Financial Aid.

The Postgraduate Funding Office administers financial assistance for postgraduate students.

STUDENT HOUSING & RESIDENCE LIFE

Location: Avenue House, No 5-9 Avenue Road Mowbray

Admission Enquiries: (021) 650-2102 / 2429 / 5309 / 3010 / 2969 / 4591

Vacation Accommodation: (021) 650-1050 / 1051 / 1052 / 1073

The Student Housing and Residence Life Office is responsible for administering the residence system. Dates for application to residence should normally be made before 31 October for new students and before 15 August for returning students.

The Campus Accommodation and Letting Section (CAL) operate vacation Accommodation. Within its scope of services, CAL provides catering and self-catering vacation accommodation, accommodation for Summer Term

students and for conference and group bookings. CAL also assists with inquiries for private student accommodation and acts as host to large national student sporting bodies utilising the University's facilities.

Residences

UCT regards a student's experience in residence as an integral part of educating for life. Students in the residences are assisted in numerous ways:

- Fellow students elect the house committee, of which the warden is a member, annually. This team is responsible for the academic and social needs and interests of the students, framing the rules, administering the house funds and ensuring the smooth running of the residence.
- The **warden** is there to create and nurture a supportive social community in which students can pursue their academic objectives and achieve personal growth. The warden is therefore concerned with all aspects of residence life. The warden is supported by a team of **subwardens**, who are senior students employed by the University, to whom students can go for assistance. Residence tutors and mentors provide additional support.
- The Residence Life team have the additional responsibility of designing leadership training and other development programmes in consultation with students. The aim of these programmes is to promote *an* optimal living and learning environment - meaning a healthier, happier and more productive way of living and learning in the residences.
- Residence **supervisors** manage housekeeping matters, such as maintenance, keys, access cards, telephones and other essentials for comfortable living.

The Student Housing and Residence Life Office produces a booklet containing

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useful general information for the residence community. This booklet is issued to all housing applicants.

The rules for students in residence are set out in handbook 3, *General rules and policies*. Questions regarding these rules may be directed to a Warden or to the Student Tribunal Co-ordinator. There are 38 student residences, ranging in size from 30-person houses to 800-person halls. Catering residences offer the convenience of three nutritious meals per day.

Legend:

♂ – Male

♀♀ – Female

♂&♀♀ – Co-ed (Male & Female)

First Tier: Catering Residences

♂ Male

- **Clarendon House** (264 students)
Anzio Road, Observatory
Warden: Mr Neil Foster
Reception: 021 406-6598
Students: 021 406-6774/5/6/7
- **College House** (119 students)
Main Road Rondebosch
Warden: Dr Tirivanhu Chinyoka
Residence Facilities Officer: 021 650-3934
Reception: 021 650-3935
Students: 021 689-4335/6/7
- **Kilindini** (32 students)
Main Road, Rosebank
Warden: Dr Tirivanhu Chinyoka
Residence Facilities Officer: 021 650-3934
Reception: 021 650-3935
Students: 021 689-9846 / 021 650-3951
- **Kopano** (367 students)
Show Road, Lower Campus, Rondebosch
Warden: Professor Evance Kalula
Assistant Warden: Mr Tim Low
Residence Facilities Officer: 021

650-3938

Reception: 021 650-3939

Students: 021 689-4721/2/3

- **Leo Marquard Hall** (419 students)
Lower Campus, Rosebank
Warden: Mr Daniel Munene
Assistant Warden: Mr Khwezi Bonani
Residence Facilities Officer: 021 650-3954
Reception: 021 650-3955
Students: 021 685-3001/4005/3052/3051/3053/4011/4019/4048
- **Smuts Hall** (235 students)
Residence Road, Upper Campus
Warden: Professor Robert Tait
Residence Facilities Officer: 021 650-3963
Reception: 021-650 3964
Students: 021 689-8731
- **University House** (108 students)
, Mowbray
Warden: Mr Frans Mamabolo
Residence Facilities Officer: 021 650-3972
Reception: 021 650-3973
Students: 021 685-1919/1924/1943

♀♀ Female

- **Baxter Hall** (233 students)
Off Chapel Road, Rosebank
Warden: Associate Professor Sinegugu Duma
Residence Facilities Officer: 021 650-3931
Reception: 021 650-3932
Students: 021 689-8901
- **Carinus** (301 students)
Anzio Road, Observatory
Warden: Ms Nafisa Mayat
Assistant Warden:
Residence Facilities Officer: 021 406-6655
Reception: 021 406-6654
Students: 021 448-5872/4298/9306/8389
- **Fuller Hall** (231 students)
Residence Road, Upper Campus
Warden: Ms Chao Mulenga

Residence Facilities Officer: 021 650-3941

Reception: 021 650-3942

Students: 021 689-8506

- **Graça Machel Hall** (382 students)
Show Road, Lower Campus North, Rosebank
Warden: Mrs Sashni Chetty
Assistant Warden: Mrs Joy Erasmus
Residence Facilities Officer: 021 650-5573
Reception: 021 650-5570
- **Tugwell Hall** (406 students)
Lower Campus, Rosebank
Warden: Mrs Shamla Naidoo
Assistant Warden: Ms Laureen Rautenbach
Residence Facilities Officer: 021 650-3969
Reception: 021 650-3970
Students: 021 685-5111/2/3/4/5

φ&φφ Co-ed

- **Dullah Omar Hall** (48 students)
Main Road Rosebank
Warden: Mr Patrick Rezandt
Reception: 021 650-3944
- **Forest Hill & G-Block** (120 students)
Warden: Associate Professor Edward Ojuka
Assistant Wardens: Vacant, Mr Gcinumzi Haduse, Ms Asanda Makumese
Residence Facilities Officer: 021 650-2781
Reception: 021 650-3952
- **Glendower Residence (Glenres)** (139 students)
Main Road, Rosebank
Warden: Mr Patrick Rezandt
Residence Facilities Officer: 021 650-3944
Reception: 021 650-3945
Students: 021 689-9521/9587
- **Rochester House** (321 students)
Browning Road, Observatory
Acting Warden: Ms Chao Mulenga
Assistant Warden: Ms Claudia Kalil

Residence Facilities Officer: 021 442-5501

Reception: 021 442-5500

Students: 021 442-5513

- **Varietas** (146 students)
Matopo Road, Mowbray
Warden: Professor Anwar Mall
Residence Facilities Officer: 021 650-3967
Reception: 021 650-3960
Students: 021 685-7801/7812

Second Tier: Catering Residences

φ&φφ Co-ed

- **Groote Schuur Residence** (64 students)
Main Road, Rondebosch
Warden: Mr Glenn von Zeil
Residence Facilities Officer: 021 650-3947
Reception: 021 650-3948
Students: 021 689-9880/95/685-7625
- **Medical Residence** (103 students)
(2nd to 6th Year Medical students;
Senior Paramedical students)
Adjoins Medical School, Anzio Road,
Warden: Professor David Jacobs
Residence Facilities Officer: 021 406-6494
Reception: 021 406-6532
Students: 021 448-4239/40/73/74

Second Tier: Self- catering Residence

φ&φφ Co-ed

- **Forest Hill Complex**, including Meulenhof (former Mill Court), 5 blocks (606 students)
Main Road, Mowbray
Warden: Associate Professor Edward Ojuka

Assistant Warden: Mr Gcinumzi Haduse, Vacant, Ms Asanda Makumese

Residence Facilities Officer: 021 650-2781

Reception: 021 650-3952

- **Groote Schuur Mansions** (65 students)
Main Road, Rondebosch
Warden: Mr Glenn von Zeil
Residence Facilities Officer: 021 650-3947
- **Liesbeeck Gardens** (434 students)
Durban Road, Mowbray
Warden: Ms Nomakhaya Kamwendo
Acting Warden: Dr Tirivanhu Chinyoka
Assistant Warden: Mr Gaontebale Nodoba
Residence Facilities Officer: 021 650-3958
Reception: 021 650-3958
- **Obz Square** (411 students)
129 Cnr Main & Penzance Road, Observatory, 7925
Warden: Dr Muthama Muasya
Assistant Warden: Ms Yaliwe Clarke
Reception: 021 404-7791
- **The Woolsack** (206 students)
Off Woolsack Drive, Middle Campus
Warden: Dr John Akokpari
Residence Facilities Officer: 021 650-3977
Reception: 021 650-3978
Students: 021 685-4050/51/91/92/93/94

Third Tier: Self-catering Accommodation

φ&φφ Co-ed

- **North Grange** (49 students)
Main Road, Mowbray
Warden: Mr Mlenga Jere
Residence Facilities Officer: 021 685-0550

- **Forest Hills (F)** (42 students) Main Road, Mowbray
Warden: Mr Mlenga Jere
Residence Facilities Officer: 021 685-0550
Students: 021 689-9944
- **Obz Square** (325 students)
129 Cnr Main & Penzance Road, Observatory, 7925
Warden: Dr Kevin Thomas
Assistant Warden: Mr Athi Matinise
Reception: 021 404-7791
- **Rondeberg Flats** (30 students)
Main Road, Rondebosch
Warden: Mr Mlenga Jere
Residence Facilities Officer: 021 685-0550
- **T B Davie Court** (27 students)
Main Road, Rondebosch
Warden: Mr Mlenga Jere
Residence Facilities Officer: 021 685-0550
- **Free-standing houses** (30 students)
Rondebosch, Rosebank, Mowbray area
Warden: Mr Mlenga Jere
Facilities Officer: 021 685-0550
- **J P Duminy Court** (42 students)
Main Road, Rosebank
Warden: Mr Mlenga Jere
Residence Facilities Officer: 021 685-0550

STUDENT WELLNESS SERVICE

Location: Ivan Toms Building, 28 Rhodes Avenue, Mowbray

Telephone: (021) 650-1020 (health appointments); (021) 650-1017 (counselling appointments)

Clinic Hours: Mon – Wed; 08h30 – 16h30 Thurs 09h30 – 16h30 Fri 08h30 – 16h30

Services offered by the Health Team:

- Clinical consultations offered with either a Nurse or Medical Practitioner in a confidential, holistic Primary Health Care setting. All staff are qualified, accredited Medical or Nurse Practitioners.
- Emergencies will be assessed by a practitioner and referred appropriately.
- Dispensary - medication is sold at cost price, on a strictly cash basis. Patients must consult a practitioner before they purchase medication. We do not operate as a pharmacy.
- HIV Pre and Post Test Counselling is offered free to all students
VCT available at the following sites:
SWS - appointment required and is approximately one hour.
Drop – in service at Sports Centre. No appointment required and consultation is 20 minutes. Open on Monday to Fridays 10.30 – 15.00.
Rapid HIV test result available 15 minutes after counselling.
Information is confidential.
- Some of the problems for which we can provide assistance include:
 - Reproductive health i.e. STI, pregnancy, contraception, PAP smears;
 - Managed Medical conditions-Asthma, Diabetes, Hypertension, HIV, Tuberculosis;
 - Extra-time assessments and Deferred exams/academic appeals;
 - Accident insurance/sports injury claims - insurance to

cover accidental injury;

- Referrals - physiotherapists, dentists, X-Rays, Tertiary Hospitals, Private Hospitals and specialists;
- Travel advice - Malaria prophylaxis and prevention;
- Minor surgical procedures suturing, incision and drainage of abscesses;

Do you have to pay?

Consultations with a Nurse Practitioner are R25 cash but free to students on financial aid.

Consultations with a Medical Practitioner are charged at Medical Aid Rates. Strictly by appointment. All missed appointments not cancelled within 12 hours are charged for.

- Students receiving a financial aid package from UCT do not pay to see a Medical Practitioner when referred by a nurse practitioner but they are still responsible for paying cash for their medication.
- HIV testing, STI medication and basic contraceptives are free.

Services offered by the Counselling Team:

- Counselling and psychological therapy is offered by qualified, experienced and accredited psychologists. It is not only giving advice or providing solutions. It is more a process through which one person helps another through purposeful conversations in a confidential, professional, supportive and understanding atmosphere;
- During the first, and possibly second, appointment - sessions are

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50 minutes long - the psychologist will explore the client's difficulties with them and reach a thorough understanding of their challenges;

- The psychologist will then share his/her initial understanding of the situation and, in collaboration with the client, design a way forward. This may include agreeing to a course of focused, active and brief-term individual therapy, which usually consists of 6 to 8 sessions;
- We offer mostly individual therapy, but a student may also attend group therapy. This is an opportunity to work on problems in a confidential environment with peers;
- Some of the problems for which we can provide assistance include: adjusting to UCT homesickness, stress and anxiety such as exam and social anxiety, depression and suicidal feelings, personal development, relationship issues, academic appeals and disciplinary hearings, rape and sexual assault, harassment, family problems and troubling past experiences, loss of someone close to the student, applications for concessions for learning difficulties
- Any other emotional, family, social or personal problem.

Appointments

- An appointment can usually be arranged within a day or two
- We are busier just before exam times, but will have psychologists on standby for emergencies
- To make an appointment contact us either by telephone or visit our offices and speak to our receptionist.

Do you have to pay?

Fees are on a sliding scale from R20 to R120 and are highly negotiable.

Emergency numbers Psychiatric Crisis & Emergency Support

C23 Psychiatric Emergency Unit Grootse

Schuur Hospital
(021) 404-2175

Life Line
(021) 461-1111 /3

Suicide Helpline
0800 567 567

Childline (Freecall)
0800 055 555

RapeCrisis
(021) 447-9762

DISABILITY SERVICE

Location: Level 4, Steve Biko Students' Union, North Lane, Upper Campus

Phone: 021 650-2427

Fax: 021 650-3794

E-mail: Reinette.popplestone@uct.ac.za

Website:

www.uct.ac.za/services/disability

The University is committed to working towards the creation of a discrimination free and inclusive environment, which encourages disabled students' full, independent and effective participation in the mainstream of UCT life. We work together with students and staff to facilitate the removal of barriers facing disabled students and staff.

Some examples of our work include:

- Advocacy and counselling on disability issues
- Support in transforming attitudinal barriers that may be encountered
- Access to inaccessible venues and Designated disabled parking
- Access to lecture and study material in alternative format for people with sensory impairments
- Fully accessible transport between Residences and lectures
- Accessible residential accommodation
- Resource centre: literature and material related to disability studies and disability research.

- Facilitation of extra time applications and/or other accommodations around exams for students with disabilities

Students with Specific Learning and psychosocial disabilities can also access support at the Disability Service.

DISCRIMINATION & HARASSMENT OFFICE (DISCHO)

Location: The Cottage, Lovers Walk,
Lower Campus

Phone: 021 650-3530

Website: <http://www.uct.ac.za/org/discho>

If you are feeling harassed or being discriminated against, tell DISCHO about it.

Assistance is available

DISCHO, is a group of supportive people who can help with complaint, such as Student Support Officers (SSOs), Sexual Harassment Advisors (SHAs) and Anti-Discrimination Advisors (ADAs). These support people will help you with your complaint. They will discuss your options and support the decision you make to resolve the matter.

Complaint Mechanism

- UCT policies provide for different ways of resolving a complaint
- The complainant can choose an option
- The applicable disciplinary procedure governing the respondent will be followed

At DISCHO, all efforts will be made to ensure that complainants do not feel that their grievances are ignored or trivialised, or fear reprisals.

Where and How to find DISCHO?

Director: Mr Francois Botha

Phone: 021 650-5948

E-mail: Francois.Botha@uct.ac.za

Legal Counsellor: Ms Rashieda Khan,
Phone: 021 650-3530

E-mail: Rashieda.Khan@uct.ac.za

Location: The Cottage, Lovers Walk,
Lower Campus South.

Services Offered

- Office of first report for sexual offenses & racial discrimination
- Advise support and court preparation in related procedures such as domestic violence applications/ trials and sexual offences
- Assistance and support in student tribunals and disciplinary hearings
- Fair treatment and assistance for both complainants and respondents
- Workshops and awareness campaigns

DISCHO will:

- Treat all complaints and interviews as confidential
- Endeavour to have all matters resolved satisfactorily
- Make reasonable attempts to finalise matters as quickly as possible
- Liaise and refer matters to other support services, such as counseling, mediation and No Contact Orders
- Be available after hours for incidents of rape.

HELP UCT put a STOP to discrimination and harassment!!!

EDUCARE CENTRE

Location: Nursery Road, Upper Campus

Phone: 021 650-3522

Hours: 7h30 to 17h30

E-mail: marilyn.petersen-sanders@uct.ac.za

Started on campus by the Women's Movement in 1978, the Centre provides pre-primary facilities for the children of staff and students, and has an enrolment of over 85 children. It is situated in a pleasant mountainside setting, with ample outdoor play areas.

The Centre caters for six groups: from infants/toddlers (3 months to 3 years) to pre-primary (3 to 5 years). It is open throughout the year and closes only for two weeks between Christmas and New Year.

The Centre employs highly trained staff. Each class teacher has a co-worker. A structured programme is followed and extra-mural activities, which compliments the curriculum. Fees are on a sliding scale according to parents' income.

FACULTY OFFICES

UCT has six Faculties (listed below). The staff of the Office of the Faculty in which you are registered are able to answer queries about:

- curricula (degree programmes)
- adding or withdrawing from courses
- matric exemption
- supplementary/deferred exams
- transferring to another degree
- leave of absence procedures
- credits/exemptions
- or any administrative problems you might have within the faculty.
- Your Faculty should always be notified of any change in your address.

Academic advisers / student advisers or curriculum advisers advise students on how to complete their curricula and on any problems they might have with their curricula. They may be contacted directly or through the Faculty Office.

Each Faculty publishes a Faculty handbook, which lists its rules for degrees, descriptions of its programmes, outlines of courses, names of academic and administrative staff, the lecture timetable (in some cases) and other important information such as minimum requirements for admission to the next year of study.

FACULTY OF COMMERCE

Location: Leslie Commerce Building, Engineering Mall, Upper Campus

Phone:

Undergraduate: 021 650-4375/5748

Postgraduate: 021 650-4371

General Enquiries: 021 650-2696

Fax: 021 650-4369

E-mail: com-faculty@uct.ac.za

Website: www.commerce.uct.ac.za

EDUCATION DEVELOPMENT UNIT

Phone: 021 650-3866

Website: www.commerce.uct.ac.za/EDU

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

Location: 5th Level, New Engineering Building, Ring Road, Upper Campus

Phone: 021 650-2699

Fax: 021 650-3782

E-mail: ebe-faculty@uct.ac.za

Website: www.ebe.uct.ac.za

FACULTY OF HEALTH SCIENCES

Location: Barnard Fuller Building, Medical School, Anzio Road, Observatory

Phone Enquiries: 021 406-6346/

Fax: 021 447-8955

E-mail: fh-s-admiss@uct.ac.za

Website: www.health.uct.ac.za

FACULTY OF HUMANITIES

Location: Beattie Building,
Upper Campus

Phone:

Undergraduate: 021 650-2717

Fax: 021 686-7469

E-mail: hum-ugrad@uct.ac.za

Postgraduate: 021 650-2691

Fax: 021 650-5751

E-mail: hum-postgrad@uct.ac.za

Website : www.humanities.uct.ac.za

FACULTY OF LAW

Location: Wilfred and Jules Kramer
Building, Middle Campus

Phone: 021 650-5648/3086/7

Fax: 021 650-5608

E-mail: law-studies@uct.ac.za

Website : www.law.uct.ac.za

FACULTY OF SCIENCE

Location: Room (A) 200, Level 2, PD
Hahn Building, Chemistry Road, Upper
Campus

Phone

Undergraduate: 021 650-2712/3023

Postgraduate: 021 650-2713

Fax: 021 650-2710

E-mail: sci-science@uct.ac.za

Website : www.science.uct.ac.za

GRADUATE SCHOOL OF BUSINESS (GSB)

Location: Breakwater Campus

Enquiries: Career Services Office, Room
G25, Breakwater Campus

Phone: 021 406-1911/1491/1338/9

Fax: 021 406-1070/0865449614

E-mail: info@gsb.uct.ac.za /

admissions@gsb.uct.ac.za

Website: www.gsb.uct.ac.za

FEES OFFICE

Location: Level 3, Wilfred & Jules
Kramer Law Building, Middle Campus

Phone: 021 650-1704

Fax: 021 650-4768

Office Hours: 09h00 – 15h30 (except
Thursdays 09h30 – 15h30)

E-mail: fnd-feeeng@uct.ac.za

Website: <http://www.uct.ac.za/apply/fees>

Student Internet Self Service is accessed

at: <http://studentsonline.uct.ac.za>

Alternatively, using the UCT website, navigate to either current students > Undergraduates > student administration, or Current Students > Postgraduates > Student Administration and select "Student Administration Self Service". Log in using your UCT student number and network password.

The Fees Office deals with enquiries regarding students' academic fee accounts. Enquiries about residence fees should be directed to the Student Housing Office. The International Academic Programmes Office handles enquiries regarding international tuition fees. The Human Resource Department handles enquiries regarding staff tuition rates.

External bursary, loan and scholarship refunds are made through the Fees Office, after deduction of fees due in accordance with sponsors' instructions.

Dates for payment of fees can be found in the Student Fees handbook. This information is also available on the UCT website (see above). All fees should be paid at the Cashier's Office, Level 3, Wilfred & Jules Kramer Law Building, (hours as above) or by cheque to the Cashier's Office or by direct bank transfer. *Credit card payments* can be made at the Cashiers Office by the cardholder; on-line directly to the student fee account via the UCT website URL: <http://payonline.uct.ac.za>, or by completing the Credit Card form and faxing it to the Cashiers Office: +27 21 650 5093. Forms can be obtained from the Cashiers or Fees Office, the back of the Student Fees Booklet on our website.

Students are responsible for maintaining their address on the web via the Student Self Service bar on the UCT website (see above). Students who qualify for graduation must check at the Fees Office for any outstanding balances on their fee accounts, or check their fee accounts on the web via the Student Self Service bar on the UCT website (see above).

FINANCIAL AID

(see Student Financial Aid:
Undergraduate – page 8,
Postgraduate – page 24)

HIV & AIDS UNIT (HAICU)

Location: Ivan Toms Building, 28
Rhodes Avenue, Mowbray (Located next
to the Student Wellness Service)

Phone: 021 650-1006

Fax: 021 650-3600

Website: www.haicu.uct.ac.za

The UCT HIV and AIDS Programme aims to prevent the further spread of HIV on campus and supports students living with HIV and AIDS. It does this by providing information and skills transference through:

- A peer education programme called ACEs (AIDS Community Educators)
- Interactive workshops
- Media and awareness events
- Curriculum integration

Get in touch with **HAICU**, or join our peer education and mentoring project, ACEs (AIDS Community Educators).

For your information, UCT has a policy on HIV Infection and AIDS, which you can access at: http://www.uct.ac.za/downloads/uct.ac.za/about/policies/hiv_aids_policy.pdf

Information, counselling and advice:

If you need.....

- More information about HIV and AIDS
- To talk to someone who will listen

in confidence

- To be referred to a health care professional

... you can visit the HAICU office or give a call on (021) 650-1006.

We are available to you if you are worried about being tested and want to know what will happen.... If you are not sure how to respond to a friend or family member who has disclosed their positive status to you... if you had unprotected sex and need to know more about HIV or other sexually transmitted infections?

If you would like to have an HIV test, please visit the Drop-in Service at the Sports Centre, Upper Campus. Alternatively you can book a one hour appointment with the Student Wellness Services (SWS).

INSURANCE

Location: Room 307, Bremner Building

Phone: 021 650-2204

Fax: 021 650-5683

All students are covered under the Group Personal Insurance scheme, which provides cover for students against UCT-related personal injuries resulting from accidental causes. Further information can be obtained from the Student Insurance Administrator, Student Wellness Service, Ivan Toms Building, Mowbray (*Phone:* 021 650 1020).

There is a full statement of the conditions attached to the scheme in Handbook 3 *General rules and policies*.

The owner of a motor vehicle is personally liable for any damage that he or she may cause to other persons or their property.

UCT will under no circumstances accept responsibility for loss or damage to students' possessions and does not offer or sponsor any sort of personal effects insurance plan for students. Students are urged to take out their own "householder" insurance, especially if they are bringing computers and/or other expensive electronic equipment with them.

INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)

Location: Level 3, Masingene Building,
Middle Campus

Phone: 021 650-2822/3740

Fax: 021 650-5667

E-mail: int-iaapo@uct.ac.za

Web site:

<http://www.uct.ac.za/about/iaapo/overview/welcome/>

IAPO handles all enquiries regarding admission and fees for Semester Study Abroad students, International Occasional students and Affiliates, as well as enquiries regarding fees for Full Degree international students. The office provides assistance and support on non-academic issues to all international and SADC students, including those studying for UCT undergraduate and postgraduate degrees.

In addition, IAPO:

- Provides a central contact point for all international students
- Assists students with visas and study permit information
- Provides information and assistance on housing matters, including off-campus housing resources list, specifically for international students
- Serves as a resource centre for UCT staff and students on international universities and education opportunities abroad
- Manages the University Science, Humanities and Engineering Partnerships in Africa (USHEPiA) programme and the Intra-ACP European Commission funded Africa Regional International Staff/Student Exchange (ARISE): Food Security and Sustainable Wellbeing mobility scheme. Through these targeted

interventions UCT provides access to higher education for postgraduate students on the continent and maintains and enhances linkages with higher education institutions and research networks worldwide

- Creates international opportunities for UCT staff and students and promotes internationalisation at UCT

JAMMIE SHUTTLE

Location: Tugwell Terminus, Baxter Road, Rondebosch

Phone: 021 685-7135

Fax: 021 685-7138

Email: jshuttle@uct.ac.za

A unique shuttle service, called the Jammie Shuttle, is available free to all UCT students and staff members. A fleet of 26 buses operate according to a strictly controlled schedule.

Shuttles are available for hire to the UCT community. Students and staff can also book shuttle rides to and from the airport. Each bus is fitted with a monitoring system that allows its location to be constantly checked.

The benefits of using the service are obvious – no cost to the passenger, no battling with traffic and parking, you can use the time to chat to friends and read, and you're doing your bit for the environment. The scheduled service is available on weekdays, weekends and holidays, during both term time and vacation. It also includes a late-night service.

Timetables and route maps are available on the UCT website at <http://www.uct.ac.za/students/services/jammie/maps/>.

The Jammie Shuttle service is only available to the UCT Community, therefore passengers are assured of safe, friendly, clean and comfortable transport at all times. The buses are environmentally friendly and equipped to

cater for sight and hearing-impaired students.

LIBRARIES

UCT's main library is the Chancellor Oppenheimer Library. It forms a U-shape around Jameson Hall on the Upper Campus. If you are an undergraduate in Science, Engineering, Commerce, or the Humanities, most of your material will be found in the main library. There are also branch libraries for Law, Music, Health Sciences, Art, and Drama.

You should look at the Libraries' home page at <http://www.lib.uct.ac.za> for all kinds of tips, links, rules and services; but you can also get a real, live library tour from a real, live librarian in the main library or at your special subject library. These tours will teach you how to find things in the Libraries and show you the resources on offer. We run the tours at the start of each academic year, but librarians are ready to help you with questions at any time.

Our Libraries offer much more than books. We have Internet access, full-text databases which allow you to search hundreds of journals with one query, videos, tapes DVDs and CDs.

We also have an online catalogue, which lets you search our Libraries and other tertiary libraries in the Western Cape. Librarians are always available to show you these resources and help you to use them.

You can borrow up to 6 items at a time if you are an undergraduate or 12 if you are a postgraduate. You need your student card to gain access to the Libraries and to borrow items, and you can also use it to make photocopies and print in all Libraries. You will find the Libraries' Rules in Book 3 of the University's handbook series, General Rules and Policies, or on the Libraries' web page.

In the **Hours of Opening** given below:

Term-time includes the mid-semester breaks in April and September. **Vacations** mean both the mid-year and end-of-year vacations.

Chancellor Oppenheimer Library

Location: Upper Campus

Phone Enquiries:

Information Desk: 021 650-3703/4

Loans Desk: 021 650-3118/3120

Most materials in Commerce, Engineering, Humanities or the Sciences are likely to be here. In addition to books, we have journals (magazines), which provide very detailed and current information, DVDs, CDs, videos and electronic databases. These databases allow you to search for journal articles as well as books.

You can borrow material at the **Loans Desk** in the Hub (Phone: 021 650-3118/3120).

The **Inter-Library Loans Department** is also in the Hub (Phone: 021 650-3113) and can obtain materials from other libraries if you need them.

The most important place in the Library if you are an undergraduate is likely to be the **Short Loans Centre** in the Hub (Phone: 021 650-3117). Here your lecturers put the most important readings for your courses. These can be issued for up to three hours during the day, or overnight for use at home.

Another useful section is the **Knowledge Commons** (Phone: 021 650-4313) near the entrance, which offers PCs, staff assistance and group study areas. These provide you with a "one-stop-shop" for access to printed and electronic learning and research resources, plus office software to process your work.

Term-time: Mon-Thurs: 08h00-22h00;

Fri: 08h00-18h00; Sat: 09h00-17h00.

Opening hours are extended during study week and exams.

Vacations: Mon-Fri: 08h30-17h00; Sat: 09h00-12h30

Bolus Herbarium Library

<http://www.lib.uct.ac.za/bolus/>

Location: H W Pearson Botany Building, University Avenue, Upper Campus

Phone: 021 650-3774

The library of the herbarium contains a comprehensive collection of works relating to South African systematic and geographical botany, and numerous European and American serial publications and botanical works.

Term-time: Mon-Fri: 08h45-16h00

Vacations: Mon-Fri: 09h00-13h00

Brand van Zyl Law Library

<http://www.lib.uct.ac.za/law/>

Location: Wilfred & Jules Kramer Law School, Middle Campus

Phone: 021 650-2708

In addition to a comprehensive collection of legal materials, this branch houses the Brand van Zyl Collection of antiquarian Roman and Roman-Dutch law books.

Term-time: Mon-Thurs: 08h00-22h00;

Fri: 08h00-17h00; Sat: 09h00-17h00

Vacations: Mon-Fri: 08h30-17h00; Sat: 09h00-12h00

Built Environment Library

<http://www.lib.uct.ac.za/architecture/>

Location: Centlivres Building, Upper Campus

Telephone Enquiries: 021 650-2370

In addition to books and periodicals on architecture, urban and regional planning, construction economics and management, this branch has collections of slides, photographs, drawings, plans, CDs, tape-slides, videos and trade literature.

Term-time: Mon-Thurs: 08h30-18h00;

Fri: 08h30-17h00; Sat: 09h00-13h00

Vacations: Mon-Fri: 08h30-13h00, 14h00-17h00

Government Publications

<http://www.lib.uct.ac.za/govpubs/>

Location: Level 4 South, Chancellor Oppenheimer Library, Upper Campus

Phone: 021 650-3177

This department houses a centralised collection of official documents,

primarily from southern African countries.

Term-time: Mon-Fri: 08h00-17h00; Sat: 09h00-13h00

Vacations: Mon-Fri: 08h30-17h00; Sat: 09h00-12h30

Hiddingh Hall Library

<http://www.lib.uct.ac.za/hiddingh/>

Location: Hiddingh Campus, Orange Street, Cape Town

Phone: 021 480-7135/7139

This branch library serves the Departments of Drama, History of Art and Fine Art. The physical collection comprises books, videos, and journals. Facilities include PCs and Macs, wireless network, printer and photocopiers, audio visual viewing room and access to UCT Libraries e-books, e-journals and electronic research databases.

Term-time: Mon- Thurs: 08h30-18h00;

Fri: 08h30-17h00; Sat: 10h00-13h00

Vacations: Mon-Fri: 08h30-17h00

Institute of Child Health Library

<http://www.lib.uct.ac.za/ich/>

Location: Red Cross Children's Hospital, Rondebosch

Phone: 021 658-5353

This is a branch of the Health Sciences Library specialising in all aspects of paediatrics.

Term-time: Mon-Fri: 09h00-17h30

Vacations: Mon-Fri: 09h00-17h00

Jewish Studies Library

<http://www.lib.uct.ac.za/jewish/>

Location: Rachel Bloch House, Engineering Mall, Upper Campus

Phone: 021 650 3779

This library contains books and periodicals relating to Jewish life and civilisation.

(Closed on Saturdays and Jewish holidays.)

Term-time: Mon-Fri: 08h30-15h00

Vacations: Mon-Fri: 08h30-13h00,
14h00-15h00

Health Sciences Library

<http://www.lib.uct.ac.za/medical/>

Location: Anzio Road, Observatory

Phone: 021 406-6138

This branch serves the joint staff of the Faculty of Health Sciences and UCT teaching hospitals and students in the health sciences. It is housed in a separate building adjacent to the Faculty of Health Sciences and contains material relating to health sciences.

Term-time: Mon-Thurs: 08h30-22h00;
Fri: 08h30-18h00; Sat: 08h30-12h30

Vacations: Mon-Fri: 08h30-17h00; Sat:
08h30-12h30

Research Commons

<http://www.lib.uct.ac.za/researchcommons/>

Location: Level 6 South, Chancellor
Oppenheimer Library, Upper Campus

Telephone Enquiries: 021 650-4473

The Research Commons is a well-appointed facility specifically designed to cater for the information and workspace needs of senior postgraduates, Postdoctoral Research Fellows and academic staff. The Research Commons offers spacious workstations with high-end PCs and an excellent selection of software applications; laptops for use within the Commons; high-speed internet connections; printing, scanning, and copying facilities; a seminar room for collaborative work; and a comfortable lounge where users can relax and network with colleagues. Experienced library staff are on hand to assist with patrons' information needs and to arrange consultations with subject specialists as needed.

Term-time: Mon-Thurs: 08h30-19h00;
Fri: 08h30-18h00; Sat: 09h00-13h00

Vacations: Mon-Fri: 08h30-17h00; Sat:
09h00-12h30

Research Wing

In order to deliver specialist services to postgraduate students and researchers, the Libraries have recently created a Research Wing extending over three floors in the Chancellor Oppenheimer Library. Here you will find subject librarians available for consultations on all stages of your research, special research collections, and a well-equipped, quiet, comfortable haven for study, research, and writing. You can scan, photocopy, and print here too.

Special Collections

<http://www.lib.uct.ac.za/specialcollection/s/>

Location: Jagger Library Building,
Chancellor Oppenheimer Library, Upper
Campus

Phone: 021 650-4089

There are several research collections in Special Collections, primarily of use for postgraduates. Undergraduate access is by arrangement.

Term-time: Mon-Fri: 08h30-18h00; Sat:
09h00-13h00

African Studies Collection

This extensive collection provides research and reference resources on Africa, with Southern Africa coverage being particularly strong. The collection includes books and journals, pamphlets, maps and posters.

Manuscripts and Archives

A rich collection of original research material relating to the political, social, cultural and economic history of South Africa and of the Western Cape in particular. The collections include UCT departmental, staff and student publications and photographs.

Rare Books & Special Collections

These collections consist of various collections of a rare or specialised nature, including the Kipling collection and the Antarctic collection.

Visual Archives

Collections of work by leading South African photographers, as well as a large collection of film, both archival and commercial.

W H Bell Music Library

<http://www.lib.uct.ac.za/music/>

Location: College of Music, Rosebank

Phone: 021 650-2624/2229

This branch library serves the South African College of Music and the School of Dance. It has an extensive collection of books, periodicals and recordings related to music and dance.

Term-time: Mon-Thurs: 08h30-19h00;

Fri: 08h30-17h00; Sat: 09h00-12h00

Vacations: Mon-Fri: 08h30-13h00,
14h00-17h00

MEDIA LIAISON

Location: Department of
Communication, and Marketing
Welgelegen, Middle Campus

Phone: 021 650-5675

Fax: 021 650-4846

Website:

<http://www.uct.ac.za/services/communication/contact/>

The Media Liaison section is part of the Department of Communication and Marketing and is responsible for liaison with the media and for the production of the *Monday Paper*, *UCT News*, and various information materials about the University. Media Liaison staff are available to give students advice on planning publications and publicising student events.

UCT's Home Page (<http://www.uct.ac.za>) is maintained by this section.

The Monday Monthly and Online Daily News

Phone: 021 650-5816

Fax: 021 650-3780

E-mail: newsdesk@uct.ac.za

Online Daily News continuously appears on the UCT website during term time and covers

news, events and developments on campus for the campus community and beyond.

The *Monday Monthly* is a print publication that takes an in-depth look at events, research, opinions and news emerging from the UCT community. The paper includes a free classified ads section and a list of current events. The *Monday Monthly* is accessible through the Internet at UCT's Website, which is located at <http://www.uct.ac.za>.

Marketing

Location: Department of
Communication, and Marketing
Welgelegen, Middle Campus

Phone: 021 650-3759

Fax: 021 650-3780

Website:

<http://www.uct.ac.za/services/communication/markprom/>

The marketing section is responsible for the university's strategic corporate marketing programmes. It supports this through paid-for advertising, promotional campaigns and management of UCT's overall brand implementation.

The section also supports faculties, departments and students within UCT with advice and support in marketing and promoting their initiatives.

Online Communication

Location: Department of
Communication, and Marketing
Welgelegen, Middle Campus

Phone: 021 650-3757

Fax: 021 650-3780

Website:

<http://www.uct.ac.za/services/communication/ocu/>

The Online Communications section (OC) provides support to the UCT community for web development and management in a number of specific areas:

- Consultation on web development
- UCT's web policy
- the management of the UCT corporate website

The Online Communications section and ICTS are working on the Web Renewal

Project, which aims to put in place an official UCT web content management system. Before embarking on any web development please consult the UCT's web policies and the [ICTS website](#) for more information on the project and the options that are available to UCT staff and students.

Varsity

(see *Student Societies*, p. 31)

MEDICAL EMERGENCIES – ER24 PARAMEDIC SERVICE

Phone: 084124 / UCT internal 8110

UCT has an agreement with ER24 for a 24-hour emergency call-out service to all campuses.

In the event of a medical emergency, ER24 will provide trained personnel to transport the affected person to hospital if required. The cost for this transport will be for that individual's medical aid or personal account.

The following features are included in this service:

- Medical staff are available 24 hours a day, seven days a week, to offer medical advice.
- A 24-hour counselling service is available in the event of trauma, poisoning, emergencies related to suicide, substance abuse, bereavement or rape.
- 24-hour response to any emergency.
- All calls are confidential. Campus Protection Services (CPS) will be informed that an ER24 call has been received on campus, but the nature of the call will not be revealed.

Steps to follow in a medical emergency:

- The call can be initiated by the individual who is ill or injured, or any other concerned person.
- When you make your call, please provide the following information:
 - What is wrong?
 - Where is the person?
 - Who is with the person?
 - Are there any hazards or dangers in the area?
- ER24 will advise on any immediate actions to be taken. It will dispatch an ambulance if necessary.
- ER24 will advise CPS of the call and verify that an ambulance is on the way.
- CPS will meet the ambulance at an identified point and escort it to the exact location.

Queries or comments regarding the services to be forwarded to

BAS-HealthandSafety@uct.ac.za.

POST OFFICE (RHODES GIFT)

Location: Students' Union Interspace Building, Upper Campus, University Avenue North, between Otto Beit and Computer Sciences Building

Address: Rondebosch, Cape Town, 7707

Postmaster: 021 685-5460

Fax: 021 689-7817

Trading Hours:

Monday to Friday – 08h00 to 16h30

Wednesday – 08h30 to 16h30

Closed Weekends and Public Holidays

The Post Office offers the following services:

Mail: postage stamps, envelopes, international mail, registered mail, post boxes, postal parcels, philately.

Logistics: courier service

Banking: savings, transactional, investment.

Other retails service: money transfers, social grant pay-outs, account payments,

airtime, faxing and photocopying, certification of documents.

Card and coin public telephones are available outside the post office and in the Chancellor Oppenheimer Building.

POSTGRADUATE CENTRE & FUNDING OFFICE (PGC&FO)

Location: Level 3 Otto Beit Student Union

Phone : 021 650-3622

Fax: 021 650-4352

E-mail: pgfunding@uct.ac.za

The PGC&FO, which is part of the Department of Research and Innovation administers several different categories of financial assistance for research-related postgraduate degrees and, to a lesser extent, for Honours and course-work postgraduate degrees. In addition to this the PGC&FO manages the registration and administrative processes for the postdoctoral sector.

The PGC&FO publishes a detailed listing of funding opportunities in handbook 14, *Financial Assistance for Postgraduate Study and Postdoctoral Research*, in UCT's series of handbooks. Students and prospective students who wish to apply for financial assistance are required to complete a separate formal application. Information and application forms can be downloaded from the PGC&FO website at:

<http://www.uct.ac.za/apply/funding/postgraduate/applications/>.

Financial assistance offered to UCT students through the PGC&FO is available only to students who are not in full-time employment. Because it is not possible to provide full-cost bursaries or loans, students who are financially needy are required to seek financial assistance from alternative and external sources.

A limited number of scholarships are available to international and refugee students each year. Students and prospective students are cautioned, however, that these awards do not cover the full cost of attendance and are advised to seek external financial support.

Prospective international postgraduate students are required to apply to the appropriate academic department at UCT before applying for funding through the PGC&FO. Applications for UCT International and refugee Scholarships must be submitted by the closing date of 31 July in the year preceding the intended year of registration.

SCHOOL FOR LEGAL PRACTICE

Location: Ground Floor, Burge House, 14 Belmont Office Parks, Belmont Road, Rondebosch

Phone: 021 650-4481

Fax: 021 650-4484

Web Address:

http://www.law.uct.ac.za/about/legal_practice/

The School for Legal Practice caters for postgraduate law students who have to fulfil practical requirements for their course of study. Thus, it assists by providing candidate attorneys for the University court system at no cost. Appointments are made only at 10h00 or at 12h00 on weekdays. The School does not assist staff.

SHAWCO (THE STUDENTS' HEALTH & WELFARE CENTRES ORGANISATION)

General Student Enquiries: Zukiswa Mathebula,

Location: Steve Biko Building, Level 5, Upper Campus

Phone/fax: 021 650-4522

E-mail: zukiswa.mathebula@uct.ac.za

Website: www.shawco.org

SHAWCO provides a unique opportunity for community involvement, personal development and work readiness to ALL students. Get involved in volunteering, research or service-learning, and have a life-changing experience while changing another person's life forever!

SHAWCO Head Office:

Braemar Cottage

Faculty of Health Sciences

Anzio Road, Observatory 7925

Phone: 021 406-6740

Fax: 021 406-6741

E-mail: info@shawco.org

Andrew Kinnear, a medical student, started SHAWCO in 1943 as a UCT volunteer organisation with the assistance of Dr Golda Selzer of the University of Cape Town's medical school. The Organisation now has more than 1800 dedicated student volunteers per year who continue to serve and learn with community in a variety of meaningful ways. SHAWCO is divided into two main sectors: Education and Health, with a third staff sector which coordinates the SHAWCO community centres, project support, transport, community relations, administrative oversight, enterprise development and funding.

SHAWCO Education: The Education Sector operates out of five historic community centres with a rich history of community engagement. There are two centres in Khayelitsha, and centres in Manenberg, Nyanga and Kensington.

The 12 student volunteer projects run both out of the centres and out of schools throughout Cape Town. Projects work with age groups that range from pre-school kids to grade 12s. Projects are predominantly academic, focusing on life orientation, numeracy and literacy at a junior level, and subject-specific tutoring for senior school.

Other projects have special-interest focuses, such as sport and health, arts and legal awareness. Through these projects SHAWCO hopes to empower scholars to think critically and creatively, to provide safe and productive after-school activities and to improve understanding of concepts taught in the school curriculum.

SHAWCO Health runs mobile health clinics in several areas of Cape Town. At the moment SHAWCO Mobile Clinics operate in over four informal settlements spread across Cape Town. There are also occasional one-off clinics for flood victims, or other groups in need of medical attention.

UCT RAG - Remember And Give

- is a fundraising arm of SHAWCO and consist of a vibrant group of students that raises money through sponsorships and corporate events. More information is available on page 30.

SPORTS INJURIES CLINIC

Location: The Sports Centre (Upper Level), Rugby Road

Phone: 021 650-3560 or 021 686-7777

Fax: 021 685-7810

Office Hours: Mon-Fri 08h00 - 17h00

The Sports Injuries Clinic is an independent facility where sports injuries

as well as other complaints such as back and neck complaints can be diagnosed, treated and rehabilitated by physiotherapists, biokineticists. The Clinic treats UCT students and staff and members of the public.

If necessary, referrals are made to other medical practitioners. Appointments are generally 45 minutes long, inclusive of treatment and exercises.

Medical aid rates are charged.

Students without medical aid can submit a claim to the UCT Supplementary Health Fund for minimal financial cover. Students may only claim if accidentally injured while participating in a UCT sports event or training session, or if injured on campus.

STA TRAVEL

Location: 14 Main Road, Rondebosch

Phone: 021 686-6800

Fax: 021 685-4044

E-mail: uct@statravel.co.za

We are an international company with over 400 branches in 21 countries and Travel Help Desks in over 75 countries. STA Travel does offer travel arrangements at affordable prices for students and young people. The STA Travel Blue Ticket is the world's most flexible, re-routable and usable airline ticket valid for up to 15 months. With the STA Travel ISIC Card you qualify for numerous discounts in travel, entertainment, concert tickets, restaurants and plenty more.

The STA Travel IBS and Youth Hostel accommodation is affordable and has been selected and tested by young people for young people. With the STA Travel Work and Holiday options we offer numerous packages to ensure the best, most trouble-free working holiday ever and our exclusive STA Travel Youth Travel Insurance is designed with the young traveller in mind.

STUDENT DISCIPLINE

Location: Registrar's Legal Secretariat, Room 145, Brenner Building

Phone: 021 650-2191

Fax: 021 650-2138

The Legal Counsellor administers the University's system of student disciplinary tribunals and can advise students on disciplinary issues and related matters.

The rules relating to student discipline at the University, namely disciplinary jurisdiction and procedures, are contained in Handbook 3 *General rules and policies*.

STUDENT FACULTY COUNCILS

Each faculty has an undergraduate and postgraduate Student Faculty Council, which is elected on an annual basis by, and composed of, registered undergraduate or postgraduate students who have completed at least one semester within that faculty.

Student Faculty Councils form a crucial link between the students, academics and staff members within their faculties and are tasked with representing their student body on numerous faculty committees and structures, such as the Faculty Board and the Dean's Advisory Committee.

They are to serve the interests of students within their faculties, primarily by coordinating class or departmental representatives and creating environments conducive to fostering academic excellence, but also through initiatives in the areas of transformation, safety and wellness, and social responsiveness.

All Faculty Councils have pigeonholes at the Societies Centre, Level 5, Steve Biko Students' Union Building, Upper

Campus. In addition, please see their individual office contact details below.

COMMERCE STUDENTS' COUNCIL

Location: Level 3, Leslie Social Science Building

E-mail: csc@myuct.ac.za

POSTGRADUATE COMMERCE STUDENTS' COUNCIL

E-mail: pgcsc@myuct.ac.za

ENGINEERING & THE BUILT ENVIRONMENT STUDENTS' COUNCIL

Location: Office 3.37, Level 3, Menzies Building

Phone: 021 650-3548

E-mail: ebesc@myuct.ac.za

POSTGRADUATE ENGINEERING & THE BUILT ENVIRONMENT STUDENTS' COUNCIL

Location: Office 3.38, Level 3, Menzies Building

E-mail: pgebesc@myuct.ac.za

HEALTH SCIENCES STUDENTS' COUNCIL

Location: Ground Floor, Barnard Fuller Building

Phone: 021 406-6429

E-mail: hscc@myuct.ac.za

POSTGRADUATE HEALTH SCIENCE STUDENTS' COUNCIL

Location: Medical Alumni Club, Level 2, Barnard-Fuller Building

E-mail: pghssc@myuct.ac.za

HUMANITIES STUDENTS' COUNCIL

Location: 27B Beattie Building

Phone: 021 650- 2139

E-mail: hsc@myuct.ac.za

POSTGRADUATE HUMANITIES STUDENTS' COUNCIL

E-mail: pghsc@myuct.ac.za

LAW STUDENTS' COUNCIL

Location: Level 2, Kramer Law Building

Phone: 021 650-4723

E-mail: lsc@myuct.ac.za

POSTGRADUATE LAW STUDENTS' COUNCIL

Location: Office 5.16 Kramer Law Building

E-mail: pglsc@myuct.ac.za

SCIENCE STUDENTS' COUNCIL

Location: Office 4.18, P.D.Hahn Building

E-mail: ssc@myuct.ac.za

POSTGRADUATE SCIENCE STUDENTS' COUNCIL

E-mail: pgssc@myuct.ac.za

STUDENT LEARNING CENTRES

Multi-purpose Student Learning Centres provide students with access to study facilities for informal small group work, computer micro-laboratories and other study resources, as well as facilities for social and cultural activities and office space for student government and student societies

Upper Campus Student Learning Centre (UCSLC)

Location: 4th Floor, Steve Biko Students' Union building, Upper Campus

Phone: 021 650-5005

Hours: Mon - Thurs: 08h00 - 002h00, Fri: 08h00 - 18h00,

Vacation Hours: Mon – Fri, 09h00 – 16h00

This lab is divided into four areas:

Discretionary use area	36 PCs
Jeanette Curtis Schoon Room (Teaching Lab 1)	20 PCs
Dulverton (Teaching Lab 2)	20 PCs
Dulverton (Teaching Lab 3)	20 PCs

The teaching labs can be booked for teaching in units of 20, 40 or a maximum of 60 PCs.

The discretionary use area is accessible to all UCT students:

- Fitted, entry-level computers, for individual work and training;
- Nashua printer/copier available - owned and maintained by Campus Copy & Print;

3 mini-labs (classrooms) fitted with data projectors and whiteboards, available for computer-based training, revision and practice sessions.

Forest Hill Student Learning Centre

Location: Forest Hill Residence, next to the Campus Control Office.

Phone Enquiries: 021 650 4236

Hours: Mon - Thurs: 12h00 - 02h00, Fri: 12h00 - 22h00, Sat and Sun: 13h00 - 22h00

This lab comprises:

- A computer laboratory, fitted with 40 entry-level computers, for individual and group project work and training;

- A photocopier;
- A high capacity laser printer;
- This lab is restricted to Forest Hill students only.

Baxter Student Learning Centre

Location: Cecil Road, next to Baxter Hall

Phone: 021 650-4126

Hours: Mon - Thurs 10h00 - 24h00; Fri 10h00 - 22h00; Sat - Sun 10h00 - 22h00

This Centre contains:

- three workrooms available for group work, seminars and quiet study;
- a multi-purpose classroom fitted with 23 computers, three whiteboards and a data projector for computer-based training, meetings and presentations;
- a computer laboratory fitted with 56 entry-level computers and 10 CD-ROM drive computers for individual and group project work and training;
- a high capacity laser printer;
- a social space

Students and staff must have a valid student card and an access card in order to use the Centre. Access cards are obtainable at the UCT Access Control point in the Robert Leslie Social Sciences Building for a refundable deposit of R25. Students can register for courses in computer literacy and other computer-based courses at the UCSLC.

STUDENT RECORDS OFFICE

Location: Grond Floor, Level 4, Masingene Building, Middle Campus
Phone: 021 650-3595

Office Hours: 08h30 - 16h30

E-mail: reg-records@uct.ac.za

The Enquiries Counter, staffed by the Student Records Office, assists students

in a number of administrative areas, including:

- academic transcripts
- re-admissions
- certificates of registration
- identification of students who fail to produce their student cards at examinations
- travel concession forms

Students applying for deferred exams can obtain the necessary forms at the Enquiries Counter.

STUDENTS' REPRESENTATIVE COUNCIL

Location: Steve Biko Students' Union, Level 7

Phone: 021 650-3537/8/9; 021 650-3665; 021 650-5000/2

Fax: 021 650-5051

E-mail: Zola.Tame@uct.ac.za

Hours: Mon – Fri, 08h30 - 16h30

The student body elects the Students Representative Council (SRC) annually. UCT SRC consists of 17 members. Its role is to address any problems that you might encounter during your time at UCT, from accommodation to parking to academic exclusion. The SRC will also run several projects in the students' interest, where your participation will be much needed. Feel free to pop in to the SRC offices during the week.

Student Assembly

The Student Assembly (SA) is the advisory and debating organ of the UCT student body, with the SRC as its executive. The SA is comprised of all members of the SRC and of elected constituents of student societies, faculty councils, sports codes, house committees and other sectors.

STUDENT SOCIETIES

Societies Contact Point: Societies Centre, Level 5, Steve Biko Students' Union

Phone: 021 650-3541

There are over 70 societies that cater for students' cultural, religious and special interests. They include the Student YMCA, UCT Choirs, UCT Toastmasters and *Varsity Newspaper*. *Varsity* is a 100% student produced newspaper, which provides information and comment on events on campus, and affords hands-on training in aspects of the media. Detailed information on societies may be obtained from the Student Development Office or the SRC.

No student may resign from a society after registering as a member. Instead, membership of a student society expires automatically at the end of the year. Membership fees will be debited to the student's fee account or may be paid in cash.

Society registration forms are available from the societies stalls on the Plaza during Orientation Week and, after that, from the Student Development and Services Treasury. The procedure for forming a student society at UCT may be obtained from the Student Development Office.

TRAFFIC OFFICE

Location: P&S Building (off Ring Road)

Phone:

Administration Office: 021 3640/3312

Traffic Operations Control: 021 650 3314

Visitor Reception Information Kiosk: 021 650-3121

Medical School Traffic Office: 021 650 6581

Students, from their second year onwards, may park on campus in unmarked bays for students. Bays for disabled students can be obtained through

the Disability Unit. (A valid doctor's certificate is required.)

The parking areas that you are allowed to use are indicated on the parking disc, which is purchased from the Traffic Administration Office after you have registered. Cash, credit card and debit card may purchase parking discs only.

First year students are not allowed to bring a motor vehicle, other than a motorbike, on to University property. This rule is strictly observed except in certain cases such as physical disability.

The Traffic Court operates from the same office as the Traffic Administration. Fines are paid at the Traffic Administration Office. Information on set of student traffic rules is available at the Traffic Administration Office.

UBUNYE

Location: Level 6, Steve Biko Students' Union.

UBUNYE is a student-run development agency that co-ordinates three community development projects utilising student volunteers to participate in local educationally disadvantaged schools.

The three projects are:

Township Debating League: teaching debating in schools to promote critical thinking, life skills and general knowledge. Learners also participate in local and provincial debating tournaments.

Inkanyezi: promotes life skills, personal development and career development for high school learners through mentorship, information and skills workshops.

Teach Out: provides supplementary teaching and tutoring in Mathematics, Science, Biology and English.

UCT GRADUATE SCHOOL OF BUSINESS CAREERS SERVICE OFFICE

Location: Breakwater Campus

Enquiries: Career Services Office, Room G25, Breakwater Campus

Phone: 021 406-1340

Fax: 021 406-1070/0865449614

E-mail: info@gsb.uct.ac.za

The facility is available to all students registered for the Masters of Business Administration, Executive MBA, Postgraduate Diploma in Business Administration and Associate in Management Programmes, offered at the Graduate School of Business.

Services include:

The Graduate School of Business at UCT offers an exciting suite of programmes to choose from depending on your personal needs and career development plans. Our full-time programme or modular MBA the Executive MBA, Associate in Management (AIM) and Post Graduate Diploma in Business Administration (PDBA), all provide a strong emphasis on personal development and growth, understanding business and leadership in emergent markets and the challenges of transforming organisations.

UCT LAW CLINIC

Location: 3.13 Kramer Law School Building, Middle Campus

Phone: 021 650-3775

Fax: 021 650-5665

E-mail: uctlawclinic@uct.ac.za

Hours: 08h30 - 16h00

UCT's Law Clinic provides legal advice and legal services to indigent members of the community who cannot afford an attorney or legal representative. A

supervising attorney supervises Law students, see clients at Retreat Library, Athlone Library and Ocean View Community Centre strictly during term times, after hours (in the early evening). For assistance and appointments, call the offices. The Clinic can only take on matters for which it has the capacity and often make referrals where necessary. Criminal matters are excluded.

UCT RADIO

Location: Studio, Level 3, Robert Leslie Building, Upper Campus.

Phone: 021 650-3550

Fax: 021 686-1870

UCT Radio broadcasts 24 hours a day, 7 days a week, over a 20-km radius from UCT. It caters to a variety of tastes and is wholly run by students. News bulletins are broadcast every hour on the hour between 06h00 and 18h00 daily. Students can join the staff of UCT Radio to gain practical skills in broadcasting, news reading, DJ-ing, marketing and advertising. Advertising on UCT Radio costs between R70 and R150, depending on the time the advertisement is run.

UCT RAG

General Student Enquiries: Jean Barratt, Project Coordinator

Steve Biko Students' Union, Level 5, Upper Campus

Phone: 021 650-3525/6

Fax: 021 650-3527

E-mail address: hr@uctrag.co.za

Website: www.uctrag.co.za

UCT RAG is a fundraising organisation that is involved in student life and committed to development. It is run by a group of 80 enthusiastic and dedicated volunteers, who with the help of the Project Co-ordinator and RAG secretary organise a variety of events throughout the year. These RAG committee members are chosen from a pool of over 150 applicants and are among the most

dynamic of student leaders at UCT. RAG is generally viewed as the most visible society at UCT. Each RAG member is committed to making his or her project a success and each year we are noticing new levels of professionalism in each event. All the money that RAG raises is donated at the end of each year to SHAWCO (Students' Health And Welfare Centres Organisation). Funds raised by RAG are allocated to SHAWCO's student-run projects in education and health.

RAG events can be divided into three categories:

- The Student events, which include the orientation week parties, the exciting RAG Olympics and the slightly more upmarket Day at the Races among others.
- Corporate events, which are becoming increasingly more popular, and the most successful of which are the Golf Day on the Rondebosch Golf Course.
- The Community events, which have become symbolic of the public image of RAG. The sale of Sax Appeal is eagerly anticipated each year by the large majority of Cape Town's residents.

UCT RAG has 3 key objectives that the Executive strives to achieve every year, and they are: to raise as much money as possible, to develop the skills of the students who work on the committee, and to provide entertaining events for the target market while ensuring RAG members have fun. It is with these aims in mind that the committee shapes the way that RAG functions and keeps the individuals motivated. Partnerships with RAG's major sponsors like Pick 'n Pay Peninsula Beverages and SAB are vital components in ensuring that everything runs smoothly and RAG is hoping to develop many more relationships like this in the future.

RAG is a dynamic organisation that brings new levels of personal growth to the students who become involved with it. Its functioning is dependant on the

dedication of the volunteers who have time after time proven that being a student is all about shared adventures and learning the rewards of teamwork and commitment.

UCT STORE

Location: Level 3 Steve Biko Students' Union next to Food Court.
Phone: 021 650-2485/6/7
Fax: 021 650-5771

Stokist of UCT prescribed, recommended and reference text books.

We are geared to service the needs of students, alumni, staff and departments.

You will find an extensive range of:

- *UCT Branded apparel and memorabilia
- *Stationary, digital and technical stationery
- *Gifts and pharmaceuticals

Additional in store facilities include:

- *Account
- *Eduloan
- *ATM
- *Airtime

VARSIITY NEWSPAPER

Contact Point: Societies Centre, Level 5, Steve Biko Students' Union
Email: editorial@varsitynewspaper.co.za
Phone: 021 650 3543

Varsity is the official student-run newspaper at UCT. Established in 1942, it is recognised as an important development agency on campus. The newspaper comes out every second Tuesday, with 12 editions in the year.

Varsity strives to represent the student voice on many issues. It covers various aspects of student life under four sections - news, opinions, features and sports.

Members of the Varsity collective are all UCT students who have chosen to be part of the team on an entirely voluntary basis. Students are encouraged to

contribute articles to the newspaper regularly, or on an ad hoc basis. In addition to sharpening their journalistic skills, students can also be involved in the operations side of the newspaper such as advertising, marketing, finance, design skills, operations and HR.

WRITING CENTRE

Location: Level 6, Steve Biko Students' Union building, Upper Campus
Phone: 021 650 5021
E-mail: Gadija.Arend@uct.ac.za
Online Booking:
www.uct.mywconline.com
Facebook: UCT Writing Centre
Hours: Mon – Fri 09h00 – 16h00

The Writing Centre offers a free consultancy service to undergraduate and postgraduate students as individuals or in small groups at any stage of their writing of assignments, theses, reports, articles. This is not an editing or typing service, but a learning experience directed towards helping students to improve the quality of their writing. Towards this end, the Centre contributes to research into the nature of academic writing in various disciplines and assists academic staff to teach writing within the particular disciplines.

Students may use the Writing Centre as often as they wish. They may leave drafts by arrangement with consultants at the Centre or make appointments with consultants to discuss the topic.