

Office of the Director: Academic Administration

Student Responsibilities

The following serves as a reminder of the responsibilities you confirmed in your registration declaration. These responsibilities are applicable to **all UCT students** and remain in place for the duration of your studies. It is your responsibility to uphold the below to ensure accurate records, effective communication, and compliance with University requirements.

Use and Monitoring of myUCT Email

- The University uses your official myUCT student email account to communicate with you.
- Check your myUCT email account frequently, as this is the University's official communication channel.
- Ensure your mailbox has sufficient space; a full inbox will prevent you from receiving important notices.
- If you choose to auto-forward your myUCT email to another account, you remain responsible for receiving all official communication.

Maintaining Up-to-Date Personal and Academic Information

You are responsible for regularly checking and maintaining the following information yourself via Student Self Service. UCT will not accept responsibility for consequences of incorrect, outdated, invalid or missing information:

1. Contact Details

- Update your addresses, phone numbers, and emergency contacts whenever they change.
- This ensures that communication from the University reaches you and that staff can contact you when necessary.

2. Bank Account Information

- Maintain correct banking details.
- All allowances, bursary payments, and refunds are processed electronically and will be paid into the account you have captured.
- No cash payments are made to students.

3. Course Registrations

- Verify that your course registrations are correctly reflected.
- Be aware that late changes may incur fee penalties and that no changes or refunds will be permitted after published deadlines.

4. Fee Account

- Monitor your fee account regularly.
- Statements are sent to the fee payer email address you provide. If this is not maintained, statements will default to your myUCT email.

5. General Student Compliance

- You are responsible for adhering to all University rules, policies, and procedures as published in the University and Faculty Handbooks.
- Submitting fraudulent, falsified, or invalid documents in any University process



constitutes an offence and may result in disciplinary action, including the termination of your registration.

- International students (where applicable) must complete Pre-Registration (Step 14) before registering and must ensure that all visa, passport, and medical aid documents submitted to the University are valid, accurate, and compliant.

6. Password and Account Security

- Do not share your UCT network password with anyone.
- Always log out or secure your device when unattended.
- You are responsible for any activity conducted using your credentials.

7. Accessing Student Self Service:

Student [Self-Service](#) is available from the [Students UCT Website](#) as follows:

- Current Students> Online resources > Undergraduate
- Current Students> Online resources > Postgraduate & postdoctoral
- Log in using your UCT student number and UCT network password

8. Accessing Academic Results and Records

- End-of-year results will be released on the date published in the University Academic Calendar.
- After release, access your results via View Grades on Student Self-Service.
- You may download your Academic Record directly from Student Self-Service.
- For official transcripts, submit a request to the Student Records Office (transcripts@uct.ac.za) and make the required payment.

The Academic Administration Office wishes you well for the academic year ahead. For any administrative queries or assistance, please contact your Faculty Office.

Ms Tabile Loqo
Director: Academic Administration
