Welcome to the Faculty of Humanities at UCT

Arriving on campus can be a bit confusing. You knew what you were doing at school, but you don’t know much about university. This booklet will work together with the Orientation Programme to:

✓ Collate the important information into one place
✓ Help you start your university experience on the right track
✓ Put you in touch with people who can assist you along the way

Why is university so different from school?

• You are now an adult, in charge of your own experiences, making decisions and driving your own studies and life as a student
• Here, no-one is going to tell you exactly what to do, or how to best approach your studies
• Sometimes you will be warned about deadlines, pitfalls or opportunities along the way, but not always. You need to learn to watch out for these yourself
• No-one is checking up on you, you have to check up on yourself
• All of the information you need is available! The University has a number of services offering advice and support, but you have to track these down

In this booklet we have compiled an outline of all the key information and services you may need to start your studies. Hang onto this booklet, keep it safe and don’t lose it. Even if you don’t read it all during Orientation, you may find yourself coming back to it for information throughout the year.

Work hard, enjoy campus life, make UCT your own!

Studies show that participating in an Orientation Programme can seriously improve your chances of academic success in your first year.
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   I’d like to move into a residence, how do I do that?
   How do I obtain my official academic transcript from UCT?
   What is the SRC?
   Where do I sign up for UCT clubs and societies?
   Am I allowed to park my car on campus?
   What is UCT Radio?
   What does RAG do?
   Where can I print and photocopy documents on campus?
   Where can I find help with writing essays?
1. Basics: the Faculty, our campus and Orientation

The Orientation Programme

Orientation will provide you with signposts to guide you through the first year of your studies. You may feel a bit overloaded with information by the end of it all, but everything we cover is important. This includes:

- Preparation for Registration, curriculum advice sessions and talks on how to choose your courses
- Talks from different departments to introduce you to the courses available
- A guide to resources, policies and rules in the Faculty
- An introduction to the Faculty staff who will be available to help you through your studies
- Tours of the UCT library and of Upper Campus
- Introductions to UCT’s computer labs and computer systems
- Introductions to the student clubs, societies and other extra-curricular activities on campus
- Workshops on issues you might have to face in adjusting to campus life, including diversity and safety
- Preparation for the sometimes tricky task of balancing your studies with all the other activities university life has to offer

Your Orientation programme will include around 400 first-year students who are divided into groups under the guidance of Orientation Leaders (OLs) – senior students who are trained to help new students through the learning process.
Ongoing Orientation
Orientation is a packed five days and there are important details which we simply cannot fit into this time. In addition, as you go through your first few weeks of lectures you will realise that there are new areas of knowledge which you are missing. For this reason, the Orientation Programme is extended into the first semester of 2018. During Wednesday lunch-times each week, you can attend Ongoing Orientation sessions which will cover particular topics for part of the session. OLs will be available for these sessions to answer questions and help you to address issues which have come up in your student life. The Ongoing Orientation Programme is included in your folder material.

What do you need to do?
1. Arrive, on time, for all four days of your Orientation programme and for the continuing orientation sessions. This is very good practice for navigating your lecture schedule.
2. Avoid serious partying during Orientation Week. It’s very difficult to take in important information when you’re hungover or short of sleep! There will be plenty of time for parties later, and Orientation is a unique opportunity to collect information efficiently: you will have to work a lot harder to find this stuff out for yourself later in the term.
3. Know your applicant number. This is your student number, and should appear on your offer letter. It is made up of the first three consonants of your surname and the first three letters of your first name, followed by three numbers. You also need to know what programme you have been accepted for. If you are unsure, ask your OL for advice on how to check.
4. Know the password for your UCT login, which was sent to you with your acceptance letter. You will use this for your UCT email, Peoplesoft access and Vula.
5. Follow the programme: be alert to where you need to be and when.
6. Be aware of the Ongoing Orientation programme events in the first quarter of the year; make sure you know where and when they are happening, and the topics that they cover.
7. Complete the orientation evaluation once the programme ends.
8. Participate, ask questions, take notes — not necessarily on all the details, but on where to find the help you need in future.
9. Take the opportunity to learn about issues and choices you may face as a student: be open-minded, and prepare to take responsibility for your choices.
10. Start to think of yourself as a UCT student — this is your campus, own it!
11. Make friends, enjoy the activities, have fun!

Your Humanities Orientation support team

- **Coordinator Undergraduate Affairs:** focuses on the academic aspects of the Faculty’s Orientation Programme and Curriculum Advice
- **Student Recruitment and Engagement Manager:** coordinates the Humanities Orientation Programme
- **Student Development Officer:** coordinates Student mentorship programmes in the Faculty, psycho-social support, advice and referral of students with non-academic problems
- **Orientation Leaders (OLs):** senior students who have helped design and implement your Orientation programme and, who will guide you through the activities. If you are worried about anything during these first few weeks at UCT, ask one of your OLs for help. If they can’t answer your question, they will know where you can go to get an answer. Please note that your OL is not able to advise you on curriculum
- **Curriculum Advisors:** academic staff members who have been trained to know how the degree structure and rules work. They will help you plan your course choices. You will need to see a Curriculum Advisor during orientation if you are in the General BA/BSocSci Degree programmes but only at registration for other programmes.
- **Faculty Office:** deal with all the administrative detail of your acceptance and registration. You may need to consult staff in this office when you arrive if you have outstanding issues on your application
- **Visiting speakers:** the Orientation Programme is partly presented by members of various offices and organisations on campus, who will introduce you to their services and functions. You will see representatives from university management, the SRC and other student organisations, the Faculty, Student Affairs and other services
The Faculty Office

The staff members in the Faculty Office will assist you with all the administrative aspects of your university career – not just this year but until you have completed your degree. If you are worried about your studies or not sure whom to approach for help, please remember that the staff in the Undergraduate Faculty Office are there to assist you. They can often sort things out within a few minutes and if you need specialised assistance, they can refer you to the right people in other parts of the university.

You will find the Humanities Undergraduate Faculty Office in Room 110, Beattie Building, on the far side of the ground floor foyer. The office hours are 08:00 to 12:30 and 13:30 to 16:30, except on Thursdays, when they open at 9.30am.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Lance van Sittert</td>
<td>Deputy Dean for Undergraduate Affairs</td>
</tr>
<tr>
<td>Beattie room 242</td>
<td>Oversees curriculum issues for undergraduate students</td>
</tr>
<tr>
<td></td>
<td>Checks and signs the change of curriculum forms, credit/ exemption forms, and concession forms</td>
</tr>
<tr>
<td></td>
<td>Authorises taking more than four courses a semester</td>
</tr>
<tr>
<td>Tracy Goslar</td>
<td>Faculty Manager</td>
</tr>
<tr>
<td>Beattie room 113</td>
<td>Overall responsibility for the operational management of the Faculty’s academic administration (recruitment, admissions, registration, orientation, examiners, marks processing and graduation)</td>
</tr>
<tr>
<td></td>
<td>Appeals and special requests for consideration by the Dean must be channelled through the Faculty Manager</td>
</tr>
<tr>
<td>Musa Gcilitshana</td>
<td>Deputy Faculty Manager</td>
</tr>
<tr>
<td>Beattie room 111</td>
<td>Manages the Postgraduate &amp; Undergraduate administration section:</td>
</tr>
<tr>
<td></td>
<td>- Applications</td>
</tr>
<tr>
<td></td>
<td>- Registration</td>
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<tr>
<td></td>
<td>- Scholarships</td>
</tr>
<tr>
<td></td>
<td>- Graduation</td>
</tr>
<tr>
<td>Dr Jessica Tiffin</td>
<td>Coordinator: Undergraduate Affairs</td>
</tr>
<tr>
<td>Beattie room 105.2</td>
<td>Gives curriculum advice and runs the academic aspect of Orientation</td>
</tr>
<tr>
<td></td>
<td>Trains and oversees the academics who act as Curriculum Advisors</td>
</tr>
<tr>
<td></td>
<td>Authorises taking more than 4 courses per semester</td>
</tr>
<tr>
<td></td>
<td>Assists transfer students with credit/ exemption forms to transfer credits from other institutions</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
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<td>--------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Bhavani Krishna</td>
<td>Student Development Officer</td>
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<td></td>
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<tr>
<td>Neliswa Sigonyela</td>
<td>Student Recruitment and Engagement Manager</td>
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<tr>
<td>Tazneem Davids</td>
<td>Administration Reception Desk</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Celeste Wilson</td>
<td>Systems and Records Manager</td>
</tr>
</tbody>
</table>

Comments? Complaints? Is anything about your experience with Faculty Undergraduate Office making you especially happy or sad? Email: hum-comments@uct.ac.za We take your comments seriously.
UCT’s Jammie Shuttle

You have probably seen the blue Jammie Shuttle buses, the free transport service available to all UCT students and staff. These travel between residences, the various UCT satellite campuses and some public transport terminuses close to the University. The buses run frequently to a schedule, which covers both weekdays and weekends, term time, vacations and day and night. You can find the timetables online: www.students.uct.ac.za/students/services/transport-parking/jammie-shuttle/routes-timetables or on the notice boards at the shuttle stops. The fleet of 26 buses is equipped to cater for sight and hearing-impaired students. There is also a dedicated vehicle for disabled passengers.

Route maps and timetables
Please take careful note of routes that you use as the shuttles do not always display the route destination, but they always display the route number. The Jammie shuttle timetable changes from year to year, and there are different timetables for term-time and the vacation periods respectively. Jammie shuttle routes include:

- Claremont, Mowbray, Sandown Road and Great Westerford (Rondebosch)
- Residences: Tugwell / Marquard, Forest Hill, Clarinus, Rochester, Obz Square and Liesbeek
- Satellite campuses: Bremner (Middle Campus), the Medical School and Health Sciences Faculty (Observatory) and the Hiddingh Hall campus (CBD)

Each route stops at specific Jammie shuttle bus stops so please consult the website as well as the TV monitors on campus for the current details. Residences and satellite campuses usually have only one stop, but there are four stops on Upper Campus. Visit: www.students.uct.ac.za/students/services/transport-parking/jammie-shuttle/routes-timetables

Upper Campus Jammie Shuttle stops

<table>
<thead>
<tr>
<th>South Stop</th>
<th>Far south end of University Avenue, across the road from the boom</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Stop</td>
<td>Far north end of University Avenue</td>
</tr>
<tr>
<td>Jammie Bike</td>
<td>Jammie Bike is a new pilot project designed to encourage non-motorised access to campus. Students may rent bicycles for travel to campus. For more information on Jammie Bike, visit: <a href="http://www.students.uct.ac.za/students/services/transport-parking/jammie-bike">www.students.uct.ac.za/students/services/transport-parking/jammie-bike</a></td>
</tr>
</tbody>
</table>
### Venues and buildings

**Main Upper Campus lecture venues**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>A C Jordan</td>
<td>A University Ave South central, corner of Plaza</td>
</tr>
<tr>
<td>Beattie</td>
<td>B University Ave South</td>
</tr>
<tr>
<td>Centre for African Studies</td>
<td>CAS Oppenheimer Building, Engineering Mall South</td>
</tr>
<tr>
<td>Centlivres</td>
<td>CL University Ave South</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Che South Lane, above the library Computer</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CS University Ave North</td>
</tr>
<tr>
<td>Environmental &amp; Geographical Science</td>
<td>EGS North Lane, above the library</td>
</tr>
<tr>
<td>New Engineering Building</td>
<td>NEB University Ave South</td>
</tr>
<tr>
<td>Geological Sciences</td>
<td>Geol University Ave South</td>
</tr>
<tr>
<td>P.D. Hahn</td>
<td>Hahn Between Chemistry Mall and Ring Rd</td>
</tr>
<tr>
<td>Hlanganani</td>
<td>Hlang Top floor, above the Library entrance</td>
</tr>
<tr>
<td>Hoerikwaggo</td>
<td>Hoeri North Lane (below Ring Rd)</td>
</tr>
<tr>
<td>Hiddingh</td>
<td>Hid Orange Street, city centre</td>
</tr>
<tr>
<td>Kramer Law Building</td>
<td>Kramer Middle Campus, below the freeway rugby field</td>
</tr>
<tr>
<td>Leslie Commerce</td>
<td>LC Above Leslie Social Science, between Engineering Mall and Library Rd.</td>
</tr>
<tr>
<td>Leslie Social Science</td>
<td>LS University Ave South</td>
</tr>
<tr>
<td>Building</td>
<td>Location</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Maths</td>
<td>M</td>
</tr>
<tr>
<td>Menzies</td>
<td>Menz Engineering Mall, above Geological Sciences</td>
</tr>
<tr>
<td>Neville Alexander</td>
<td>N</td>
</tr>
<tr>
<td>New Science Lecture Theatre (now Chris Hani Building)</td>
<td>NSLT University Ave North</td>
</tr>
<tr>
<td>Molecular Biology</td>
<td>MB</td>
</tr>
<tr>
<td>RW James</td>
<td>James University Ave North, end building</td>
</tr>
<tr>
<td>New Snape Building</td>
<td>Snape Engineering Mall, above Menzies</td>
</tr>
<tr>
<td>Zoology</td>
<td>Zoo University Ave North</td>
</tr>
</tbody>
</table>
Humanities departments

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>A C Jordan Bldg, 5th floor</td>
<td>Tel: +27 21 650 3678/9</td>
</tr>
<tr>
<td>Archaeology</td>
<td>Beattie Bldg, 2nd floor</td>
<td>Tel: +27 21 650 2353</td>
</tr>
<tr>
<td>*Centre for African Studies</td>
<td>Harry Oppenheimer Bldg, levels 3</td>
<td>Tel: +27 21 650 2308</td>
</tr>
<tr>
<td>Centre for Film and Media Studies</td>
<td>A C Jordan Bldg, 1st floor</td>
<td>Tel: +27 21 650 3373</td>
</tr>
<tr>
<td># Classics</td>
<td>Beattie Bldg, 2nd floor</td>
<td>Tel: +27 21 650 2895</td>
</tr>
<tr>
<td>Dance - School of</td>
<td>Ballet School, Lovers’ Walk</td>
<td>Tel: +27 21 650 2398/9</td>
</tr>
<tr>
<td>Drama</td>
<td>Hiddingh Campus</td>
<td>Tel: +27 21 480 7121</td>
</tr>
<tr>
<td>Education - School of</td>
<td>Neville Alexander Bldg, 5th floor</td>
<td>Tel: +27 21 650 2769</td>
</tr>
<tr>
<td>English Language and Literature</td>
<td>A C Jordan Bldg, ground floor</td>
<td>Tel: +27 21 650 5472</td>
</tr>
</tbody>
</table>
### External departments offering undergraduate majors

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics - School of New Economics</td>
<td>New Economics Bldg, Middle Campus</td>
<td>Tel: +27 21 650 5751</td>
</tr>
<tr>
<td>Environmental and Geographical Science</td>
<td>EGS Bldg</td>
<td>Tel: +27 21 650 2873</td>
</tr>
<tr>
<td>Mathematics and Applied Mathematics</td>
<td>Mathematics Bldg</td>
<td>Tel: +27 21 650 3192</td>
</tr>
</tbody>
</table>

* Sections in the School of African & Gender Studies, Anthropology and Linguistics (AXL)

# Section in the School of Languages
2. Academics

Registration

Process
At the start of each year you will register formally for the courses you will take in that year (for both first and second semester). Once your choice of courses is on the system, your fee account will be updated automatically to reflect the charges for the courses you have chosen.

Registration is a carefully monitored process. A Curriculum Advisor or your programme convenor will discuss your choices with you and make sure they conform to degree rules and that you have the necessary entry requirements for each course you wish to take.

However, you are responsible for your own registration and, for making sure that your registration enables you to complete your degree. You cannot blame a Curriculum Advisor later on if it turns out you made an error or the wrong decision.

What happens at Registration?
1. Arrive for Registration at your designated time, which is timetabled by degree and year of study, by location (Cape Town or out-of-town student) and also by surname. This is to reduce the length of the queues, so please make sure you register at the right time.
2. Collect two forms: the registration form + the curriculum form from the administrators. The registration form is printed out with your details, including your school leaving results and any previous years of study at UCT. The curriculum form is blank.
3. Fill out both forms:
   - **Registration form**: check to make sure your details are correct, make any corrections necessary in the grey and sign it.
   - **Curriculum form**: fill in your personal details and the details of the courses you wish to take, divided by semester,
and including the course number, the class number and the course name; sign it. You will then queue to see a Curriculum Advisor, who will discuss your academic plan with you and check your choices, entrance requirements and other rules. They will sign the form, and your registration card slip. You will then join a queue for the Dean’s table, where a senior academic will double-check your choices and sign the form.

4. Take both the forms to the data capture venue, where a data capturer will enter your details into Peoplesoft while you wait.

5. If you do not yet have a registration card, take the registration card slip to Access Control in the basement of the Robert Leslie Building, and they will take your photograph and make a student card for you.

6. Within 24 hours of registering, DOUBLE CHECK your registration details by accessing your unofficial transcript on Peoplesoft. If there are any errors in your registration, you will need to go to the Faculty Office in order to have them corrected. Please note that we cannot always correct errors after the first week of term, so make sure you sort it out early.
| **STEP 1:** | Collect registration + curriculum forms + Handbook  
Check before proceeding:  
If DOH sticker on reg form, proceed to  
DOH table for signature |
| **STEP 2:** | Curriculum advice +  
Curriculum Advisor’s signature |
| **STEP 3:** | Dean’s Table |
| **STEP 4:** | Data Capture |
| **STEP 5:** | If you don’t have a student card by the end of orientation, you will need to book a student card session online through the card booking calendar, linked from the UCT website. |
| **STEP 6:** | Check your registered courses online |
| **Welcome:** | Classes start Monday, 19 February 2018 |
Registration timetable
You MUST register within the approved registration period every year; you must do it in person, no-one else can do it for you. If you have excellent reason to register late, you may be able to arrange a concession with the Faculty Manager, but you may still pay a R2000 or more late Registration fee.

2018 Registration timetable for new students

Performing and Creative Arts:

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>DATE</th>
<th>TIME</th>
<th>VENUE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Art</td>
<td>Wed 7 February</td>
<td>09:00 - 16:00</td>
<td>Hiddingh Campus</td>
</tr>
<tr>
<td>Drama</td>
<td>Thur 8 February</td>
<td>12:30 - 13:30</td>
<td>Hiddingh Campus</td>
</tr>
<tr>
<td>Music</td>
<td>Wed 14 February</td>
<td>09:00 - 09:30 (A-D)*</td>
<td>South African College of Music</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09:30 - 10:00 (E-H)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00 - 10:30 (I-M)</td>
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<td></td>
<td></td>
<td>10:30 - 11:00 (N-R)</td>
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<td></td>
<td></td>
<td>11:00 - 11:30 (S-U)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>11:30 - 12:00 (V-Z)</td>
<td></td>
</tr>
<tr>
<td>Dance</td>
<td>Thurs 8 February</td>
<td>12:30 - 13:30</td>
<td>Hiddingh Campus</td>
</tr>
</tbody>
</table>

*Groups are divided by surname, please attend the correct registration session

Structured programmes:

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>DATE</th>
<th>TIME</th>
<th>VENUE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work</td>
<td>Mon 12 February</td>
<td>10:00 - 13:00</td>
<td>Sports Centre</td>
</tr>
<tr>
<td>PPE</td>
<td>Mon 12 February</td>
<td>09:00 - 10:00</td>
<td>Sports Centre</td>
</tr>
</tbody>
</table>
General Degrees (3 and 4-year):

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>DATE</th>
<th>TIME</th>
<th>GROUPS BY Surname</th>
<th>VENUE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSoSc/BA</td>
<td>Wed 7 Feb</td>
<td>09:00 - 11:00</td>
<td>Orientation Programme 1 (A-I)*</td>
<td>Sports Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:00 - 13:30</td>
<td>Orientation Programme 1 (J-N)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13:30 - 15:00</td>
<td>Orientation Programme 1 (O-Z)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tues 13 Feb</td>
<td>09:00 - 12:00</td>
<td>Orientation Programme 2 (A-I)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 - 14:30</td>
<td>Orientation Programme 2 (J-N)</td>
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<tr>
<td></td>
<td>Wed 14 Feb</td>
<td>09:00 - 12:00</td>
<td>Orientation Programme 2 (O-Z)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 - 15:00</td>
<td>Overflow general degree registration</td>
<td></td>
</tr>
</tbody>
</table>

*Groups are divided by surname, please attend the correct registration session. If you cannot attend or finish your registration in your correct session, you must attend the overflow session on Wednesday 14th February, do NOT simply arrive in another group’s session. Please respect the scheduling categories, it’s the only way we can marshal the huge volume of students to avoid unnecessary queues.

Registration process
- Bring a pen, your ID and offer letter or student card to Registration.
- All returning International and SADC students must go to the IAPO office in Masingene Building, Middle Campus on the day before they are scheduled to register, for fee clearance and to present their study permits and health insurance details.
- A late registration fee of R2000 will automatically be charged to the account of any student who registers after Wednesday 14 February.
- Please attend Registration in your designated timeslot. Your registration forms will not be handed out at the venue at other times.

Your student card

You are provided with a UCT student card when you register for your first year of studies, and will use it throughout your university career; if you lose it you will need to pay for a replacement. You need a UCT student card to access:
- The library
- Campus buildings after hours
- The computer labs
- Printing services in the computer labs
- Photocopy services in the library or the copy shop

Where do you obtain your UCT student card?
The Access Control service administers the database information and makes your cards.
During Registration: you will be given an opportunity to obtain a student card during the orientation programme. If you miss this chance, you will need to book online for a slot in the card centre in the basement of the Robert Leslie Social Science building.

March - December: go to Properties and Services Building, behind the Traffic Office, South end of Madiba Circle (Upper Campus)

Course timetable

There are eight lecture periods in the UCT day, with a break for lunch (known as Meridian) in the middle. Lecture periods are 45 minutes long, and start on the hour, so you have 15 minutes between lectures to get to your next lecture venue.

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
<td>First period</td>
</tr>
<tr>
<td>9.00</td>
<td>Second period</td>
</tr>
<tr>
<td>10.00</td>
<td>Third period</td>
</tr>
<tr>
<td>11.00</td>
<td>Fourth period</td>
</tr>
<tr>
<td>12.00</td>
<td>Fifth period</td>
</tr>
<tr>
<td>1.00</td>
<td>Meridian (lunch)</td>
</tr>
<tr>
<td>2.00</td>
<td>Sixth period</td>
</tr>
<tr>
<td>3.00</td>
<td>Seventh period</td>
</tr>
<tr>
<td>4.00</td>
<td>Eighth period</td>
</tr>
<tr>
<td>5.00</td>
<td>Ninth period</td>
</tr>
</tbody>
</table>

How courses are scheduled

- Each course has a particular lecture time slot, and may schedule lectures on anything from 2 to 5 days a week
- You will not be allowed to register for two courses which have the same official lecture time. This is one of the things which a Curriculum Advisor will check when assisting you to construct a curriculum
- Some courses have additional tutorial periods, which may be in the same period as the

In addition to the weekly lectures, some of your courses will require you to attend tutorials. These are small group discussion sessions designed to help you understand the course content better. In most instances attendance of tutorials is mandatory.
lectures but on different days, or may be in different periods. When allocating you to a tutorial slot for a course, a department is obliged to respect the lecture times of other courses: they cannot schedule you for a tutorial on top of an official lecture for another course.

Curriculum Advisors

These are academic staff members who have received special training so that they understand exactly what is involved in putting together Humanities degrees and programmes. They can explain the curriculum rules, the implications of any of your proposed choices and answer any other questions about your degree which might be bothering you.

A Curriculum Advisor can help you:

- Decide on your study choices, either in preparation for Registration or during the year
- Make official changes to your courses through a change of curriculum form
- Check your preparation for graduation, and making sure you’ve fulfilled degree requirements
- Negotiate faculty and university processes such as concessions, leave of absence or deferred exams

General Degrees Curriculum Advice

Advice for students in both the 3-year and the 4-year versions of the general BA or BSocSc is provided by a team of academics led by Dr. Tiffin.

Dr. Jessica Tiffin is the Coordinator of Undergraduate Affairs and team leader for the Curriculum Advisors in the Faculty. Dr Tiffin and the advisors are available throughout the semester to discuss your curriculum issues and to help you change courses if you need to. Advisor consultation times are available from the Faculty’s Undergraduate reception desk as well as from the Humanities website at: www.humanities.uct.ac.za/hum/undergraduate/students/studentadvisors

2018 General Degree Curriculum Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr P Anderson</td>
<td>English Language and Literature Department</td>
</tr>
<tr>
<td>Associate Professor T Bosch</td>
<td>Centre for Film and Media Studies</td>
</tr>
<tr>
<td>Dr S Bowerman</td>
<td>AXL – Linguistics Section</td>
</tr>
<tr>
<td>Dr J Grossman</td>
<td>Sociology Department</td>
</tr>
<tr>
<td>Dr E Hurst</td>
<td>Education Development Unit</td>
</tr>
<tr>
<td>Dr Z Jolobi</td>
<td>Political Studies Department</td>
</tr>
</tbody>
</table>
Curriculum advice for most structured degree programmes is usually provided by the convenor of that course, sometimes with assistance from other academics. The convenor of a programme is the academic staff member responsible for overseeing the programme, its rules and its students.

### 2018 Structured degree programme convenors

<table>
<thead>
<tr>
<th>Programme</th>
<th>Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film and Media Production</td>
<td>Dr. Martha Evans, Centre for Film and Media Studies, A C Jordan Building, Room 114</td>
</tr>
<tr>
<td>Bachelor of Social Work</td>
<td>Ms. Fatima Williams, Social Development, Leslie Social Sciences, Room 5.13</td>
</tr>
<tr>
<td>Philosophy, Politics and Economics:</td>
<td>Dr. Gregory Fried, Philosophy, Leslie Social Sciences, Room 6.31</td>
</tr>
<tr>
<td>Bachelor of Arts in Theatre and Performance:</td>
<td>Associate Professor Mark Fleishman with Ms. Sara Matchett, Rosedale Building, Hiddingh Campus, Room 2.03</td>
</tr>
<tr>
<td>Bachelor of Arts in Fine Art:</td>
<td>Ms. Svea Josephy, Michaelis School of Fine Art, Hiddingh Hall.</td>
</tr>
<tr>
<td>Music degrees:</td>
<td>Ms Sheila Taylor (enquiries), South African College of Music, Room S3</td>
</tr>
</tbody>
</table>

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Structured degree programme advice

**Film and Media Production:**
Dr. Martha Evans, Centre for Film and Media Studies, A C Jordan Building, Room 114

**Bachelor of Social Work:**
Ms. Fatima Williams, Social Development, Leslie Social Sciences, Room 5.13

**Philosophy, Politics and Economics:**
Dr. Gregory Fried, Philosophy, Leslie Social Sciences, Room 6.31

**Bachelor of Arts in Theatre and Performance:**
Associate Professor Mark Fleishman with Ms. Sara Matchett, Rosedale Building, Hiddingh Campus, Room 2.03

**Bachelor of Arts in Fine Art:**
Ms. Svea Josephy, Michaelis School of Fine Art, Hiddingh Hall.

**Music degrees:**
Ms Sheila Taylor (enquiries), South African College of Music, Room S3
Changing your curriculum

Hate a course? Made the wrong choice? Accidentally signed up for the wrong course code? DON’T PANIC! It is often possible to drop courses and pick up new ones, as long as you do it early enough in the course. You are charged for a course as soon as you register for it, so deadlines for dropping and adding courses are set by the UCT Fees Office and are very strictly kept.

Drop and add deadlines

Usually, if you want to receive a fee refund for a registered course you are dropping, you must drop it in the first week of lectures:

- You cannot add a new course after the first week of lectures of that course
- You can remove a course from your record after the first week, but will still have to pay the course fee
- Later in a course, you cannot remove it from your record: if you tell the Faculty you wish to stop attending the course, it will be marked INC for incomplete, on your record

Specific deadlines apply to all the above circumstances: please consult table below.

2018 course change deadlines

<table>
<thead>
<tr>
<th></th>
<th>Last date to add a course</th>
<th>Last date to drop a course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full fee refund</td>
<td>Refund of half fee</td>
</tr>
<tr>
<td>W or H courses (whole year)</td>
<td>23 February 2018</td>
<td>23 February 2018</td>
</tr>
<tr>
<td>F courses (first semester)</td>
<td>23 February 2018</td>
<td>23 February 2018</td>
</tr>
<tr>
<td>S courses (second semester)</td>
<td>27 July 2018</td>
<td>27 July 2018</td>
</tr>
</tbody>
</table>

For additional information on the fee implications of course changes, please consult the latest UCT Fees Handbook. You can download this booklet from: [www.uct.ac.za/apply/fees/](http://www.uct.ac.za/apply/fees/)
How to change registration details
Changing your registration for courses is a Faculty-level process, not a departmental process. In order to drop and add courses to your record, you must:
1. Fill in a change of curriculum form.
2. Have it checked and signed by a Curriculum Advisor or your Programme Convenor, and
3. Submit the form to the Faculty Office before the relevant deadline.
Forms are available at the Humanities undergraduate reception, or you can download them from the Humanities website. Always remember to bring a printout of your unofficial transcript when you see a Curriculum Advisor, as they will need to check if the course fits into your timetable, and if you meet all the entry requirements.

<table>
<thead>
<tr>
<th>1. General Degree students (3 or 4-year):</th>
<th>see a Curriculum Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Structured degree programme students</td>
<td>see your Programme Convenor</td>
</tr>
</tbody>
</table>

The Faculty provides a bank of General Degree advisors who are available downstairs in the Beattie foyer throughout the first week of both the first and second semesters. In any other week of the year you will need to find advisors in their offices according to the schedule. Always remember to check your Peoplesoft record the day after you have submitted a change of curriculum form, to make sure the change has been captured correctly. If it has not, you will need to go in to the Faculty Office immediately to sort out the error.

The Early Assessment Report
Normally the grade enquiry page of your UCT Peoplesoft record will only reflect the final mark for any course you complete, which will aggregate your term marks from essays and tests with your exam results. However, in the first semester of your first year you will also see an Early Assessment Report (a mid-term grade), which is a sort of half-way indicator of how the course is going.

- This mark will be based on any work you have submitted to the course in the first six weeks of term: exactly what goes into it depends on the course, but you should have this explained to you as part of the course material.
- This is not a final mark, it’s more of an indicator, a half-way-point in your course, so there is absolutely no need to panic about it. You are not being judged as passing or failing at this stage, and the mid-term mark will not appear on your final transcript. Simply, the mark gives you (and us) some sort of idea of where you are in the course: if you have managed to learn some of the rather different skills we are asking of you, or if you are still grappling with the process.
- The Faculty will monitor first-year marks, and if you fail three or four of your first semester courses a Curriculum Advisor will email you and ask you to come in for a discussion of why things might be going wrong, and to outline the services available in the Faculty which might help you.
Duly Performed Certificates

DP stands for “Duly Performed”. It means you have completed the coursework and attendance requirements for a course and are permitted to write the exam. University course marks are made up of a combination of classwork results and exam results. Each course will have different requirements, which will be made clear to you at the start of the course, on handouts or on Vula; there are also details in the Faculty Handbook.

Your coursework requirements may include attendance at lectures or tutorials, and the hand-in and/or achieving passing marks in exercises, essays or tests. You need to be given DP for a course in order to write the exam. If you do not fulfil the coursework requirements for an individual course, you will be marked as DPR – Duly Performed Refused – which means you are not permitted to write the exam for that course.

DP lists usually go up in departments in the last couple of days of term. If you write an exam even though you have been refused DP, the exam will not be marked. A DPR mark on your record counts as a fail, and contributes a 0 towards your overall average in your year or degree.

How do you avoid a DPR?
1. Attend all your tutorials and hand in all your work! If you have very good reasons for missing tutorials or handing in work late, you can sometimes negotiate late submissions with a department, but it helps to arrange this IN ADVANCE!
2. If you do not look as though you are going to meet DP requirements in the first six weeks of the course, it is often better to deregister from the course than to have the DPR mark appear on your record. Please remember the UCT Fees Office deadlines for dropping courses, above

DP appeals
This is a departmental process and not a Faculty one. If you have good reason and can show extenuating circumstances, you can appeal to your course convenor to have a DP restored. If you are unhappy with their response, you can appeal to the HoD. If you are still denied your DP and you feel that the department is treating you unfairly, you can make a written submission to the Deputy Dean in Undergraduate Affairs.

All appeals must be lodged before the exam!
Examination information
Exams take place at the end of the first and the second semesters; you usually have a few days for consolidation after the end of lectures, before exams start. An exam timetable is published online and on noticeboards several months in advance; it is based on the lecture timetable, so you should not end up with courses scheduled for the same exam slot. Exams can take place at 8am, 12.30pm or 5pm, according to the schedule. You are responsible for obtaining your own exam timetable, and are likely to be failed for the course if you misread the timetable and miss an exam.

Deferred exams
You may be taken ill over the exam period, or have some personal disaster occur which makes it impossible for you to write. In this case you need to apply for a deferred exam through the UCT Student Records Office in the Administration building on middle campus. The rules for deferred exam applications are on the Student Records website at: www.uct.ac.za/students/records/examrequests

It is important to remember that you must apply for a Deferred exam within seven days of the date of the exam, and you will only be granted a deferred exam if you have been given DP for the course (i.e. if all your coursework is up-to-date).
- Deferred exams for the November exam period usually take place in January;
- Deferred exams for the June period may take place in January of the following year, or departments may arrange them informally during the second semester.

Supplementary exams
Supplementary exams are a chance to re-write the exam based on the fact that your marks were just below a pass, usually in the 45-49% range. Supplementary exams are not offered by departments in the Humanities. Since so much of Humanities learning is skill-based rather than learning-based, it is unlikely that students will acquire the necessary skills in the short period between the exam and the supplementary. However, if you are taking courses from the Commerce, Science or Law faculties you may be granted supplementary exams; these are written in January.

If you pass a course as a result of a supplementary exam you are not given an average for the course, but a Supplementary Pass code, which allows the course to count as a credit with a notional mark of 50%.
Progression and exclusion

What happens if you fail courses?
Generally speaking, the world does not end if you fail a course. You have to fail a fairly significant number of them in order to be in danger of losing your place at the university; one or two is usually not an issue.

- If you fail a course which is required for a major or a programme, you will have to repeat that course – sometimes this will mean that your degree will take an extra year, as you cannot progress to higher level courses unless you have passed the lower level ones
- There is nothing to stop you from registering for a course a second time, but you cannot register for it a third time, so failing a course once is not a problem, but failing it twice is
- In addition, if you are failing a course which is a required part of your major or programme, you may wish to talk to a Curriculum Advisor about whether your choice of programme or major is actually right for you, and what other options you have
- If you fail a course which is an elective, you will need to make up the credit, but you need not repeat the same course; if you failed it because you did not enjoy it, it’s often a good idea to look for something else instead
- If you are on Financial Aid, please be aware that this funding will be withdrawn if you fail more than half of the courses you undertake in one year

Progression rules
In order to be permitted to return for your next year of study, you must pass a minimum number of courses. The Faculty works this out as a cumulative total; for each year of study there is a total number of courses you must have passed, adding together all your course credits since your first year. The rules for this are in the 2018 Faculty Handbook, but for three-year General Degrees the important information is as follows:

- By the end of your first year you will be permitted to continue as long as you have passed a total of 3 semester credits
- By the end of your second year you will be permitted to continue as long as you have passed a total of 5 semester credits across your two years of study
- By the end of your third year you will be permitted to continue as long as you have passed a total of 11 semester courses, including 2 senior credits, since the start of your degree
If you are in a structured degree programme the rules may be slightly different: some programmes have specific courses you must pass in order to be allowed to continue, and the Extended Degrees, which have a lighter course load, have a slightly lower progression total. Please consult the 2018 Faculty Handbook.

The process of judging progression takes place at the end of every year, after exam results have been released. Faculty committees meet and assess the record of every student, and your transcript (accessible on Peoplesoft as an unofficial transcript) will be coded to reflect your status at the end of your list of courses for the year. You may see the following statements:

<table>
<thead>
<tr>
<th>Status pending:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academically eligible to continue:</strong></td>
<td>Unconditionally permitted to return in the following year</td>
</tr>
<tr>
<td><strong>Concession (FEC) to continue:</strong></td>
<td>You may return to study in the following year, but you are being given a warning that you will need to pass more courses in your next year of study or you may slide into the exclusion category</td>
</tr>
<tr>
<td><strong>Status pending:</strong></td>
<td>Continue if SUPP/DE exams passed. You have a mark or marks outstanding - a supplementary or deferred exam, or a Summer Term course. Your total course count for your degree is close enough to the exclusion borderline that the outcome of this exam or course will make the difference between readmission and exclusion. If you pass the exam(s) or course, you will be permitted to continue with an FEC caution (see above). If you fail the exam(s) or course, you will be academically excluded (see below)</td>
</tr>
<tr>
<td><strong>Readmission refused on academic grounds:</strong></td>
<td>You have not passed enough courses to reach the required threshold and are being ACADEMICALLY EXCLUDED. This means that you may not return to study in the following year</td>
</tr>
</tbody>
</table>

**Academic exclusion and appeals**

To be academically excluded means that you have passed too few courses to be allowed to continue: the Faculty has assessed your record and judged that you have a poor chance of completing your studies and it is not in your best interests to carry on. Don’t panic! You still have many other options:

1. For a start, an exclusion can be the jolt you need to really think about what you are doing here.
2. University study is not the only way to succeed in life, and while your acceptance into university means you clearly have intelligence and the ability to work hard, not everyone is suited to the way the academic life is structured.
3. You may be able to think of other institutions where you could study and other ways you could achieve your goals.

4. Apart from suiting you better, they may be cheaper – university study is very expensive.

Often, however, a student’s lack of success is not due to their inability to handle the courses in academic terms. There may be external factors which get in the way such as: illness, physical or psychological; family crises; disastrous life events such as car accidents or other injury or trauma; financial issues. If you are committed to your studies at UCT and can show a clear reason why external factors have prevented your success but will be resolved in future years, you can appeal against your exclusion.

The appeals committee meets in January; it considers a detailed application from excluded students, including your circumstances, your motivation for returning and your undertaking that whatever went wrong in your previous year is being addressed and will not interfere in future studies.

- You will submit supporting documentation to back up your argument, which may be doctors’ or psychologists’ notes, police reports, etc.
- You may approach Dr. Jessica Tiffin in the Faculty Office for a curriculum report if you need to demonstrate that you can still complete your degree within the maximum time allowed to you.
- The committee is made up of senior academics and health professionals from UCT Student Wellness. They will assess whether you actually have a good chance of succeeding if permitted to continue, and may decide to reverse the exclusion decision.

If re-admitted you will be given a semester’s probation. If you have not passed most of your courses by the end of that semester, the exclusion will re-activate and your second semester registration will be dropped. This is to stop you from wasting more money and time if there is not a good chance of success.

Appeals against exclusion are handled by the Student Records Office, who can give you the necessary forms, although these are usually sent to you with the notification of your exclusion. Appeals usually need to be submitted by the end of the year, but check with Records for deadlines. You can find details on the re-admissions process on the UCT website at: www.uct.ac.za/students/undergraduates/readmission
Leave of Absence

We hope that your studies will be very successful. Unfortunately, sometimes circumstances intervene, and you may find yourself unable to study owing to illness or injury, psychological conditions or life events such as family deaths or illness. In this case we have Faculty Leave of Absence procedures which are designed to allow you to stop studying for a semester or more, without this affecting your degree. Please note the following:

- Leave of Absence is only for an entire semester and affects all courses in that semester: you cannot apply for leave of absence for only some of your courses, or only for a month. If you need to be absent for a few weeks, you will have to negotiate with your tutors, lecturers, course convenor and department to be permitted to miss tutorials, and to catch up any work. Do this IN ADVANCE if at all possible, as you are more likely to be accommodated than if you turn up after an extended period of unexplained absence

- You cannot apply for Leave of Absence retroactively, i.e. at the end of semester for that same semester. You must apply as soon as you realise there is a problem. We cannot grant Leave of Absence after the last quarter of the course. In other words, before the last 15 teaching days of the course

Procedure and implications of Leave of Absence
(Below is the official document issued by the Registrar’s Office)

Leave of absence is granted at the discretion of the Dean or Faculty Manager. To apply for leave of absence you must write to the Faculty Manager setting out the circumstances, and attach substantiating documentation. If you are applying on medical grounds you will need a medical certificate. Members of the clinical staff in the Student Wellness Services do not have discretion to grant you leave of absence. While a member of the clinical staff (or your own doctor) may discuss a leave of absence with you as part of managing your condition, they will not request or instruct the Faculty to grant you leave of absence. They will only provide a medical opinion.

Ordinarily, the Faculty will NOT consider an application to backdate leave of absence, or grant it retrospectively. This means that if you are going to apply for leave of absence you must do it when the condition that prevents you from continuing your studies is diagnosed. If you choose not to apply for leave of absence at that point, but approach the Faculty for a back-dated leave of absence towards the end of the semester, it will not be granted. (This applies even if you stopped attending classes earlier.)

Leave of absence is ordinarily granted only if you apply before the last quarter of the semester (ie before the end of week 9). It will not be granted after the course has ended. If you become ill at the end of the semester and cannot sit the exams, you should apply for a deferment of your exams.
Leave of absence is not granted for short periods during the semester. For example, if you are ill for a two-week period during the semester but intend to return and complete the semester, you need to make arrangements with the course conveners or Heads of Departments concerned. In the Faculty of Commerce this ‘short leave’ arrangement is described on the Commerce web site. Leave of absence is thus appropriate only if you intend to suspend your studies for the remainder of the semester or year, and is granted for a period from the date of application to the end of the semester or year. If you are on leave of absence it means you cannot participate in any academic activity, or remain in student housing. You cannot get leave of absence from some courses but continue with others. You cannot make use of any of the services or facilities available to students while on leave of absence. Please note your fee liability if you take LoA. If you are granted leave of absence after the advertised LoA fee rebate dates, you remain liable for the full fee for the semester or year. (See Student Fees 2.7 for LoA rebate dates.)

If LoA is granted on medical grounds, your faculty will need confirmation that you are fit to resume your studies. You will be given detail of how to apply to the “Fit for Study Panel” in advance of your return. If this panel finds you fit, you will be allowed to return to resume your studies without reapplying after the period of leave of absence if you are in good academic standing. Your academic record is not prejudiced by taking leave of absence as current course enrolments are removed from the record. Results posted before you take leave of absence remain on your record and are considered by the FEC. If you have been denied readmission by the Faculty Examination Committee (FEC) based on the results on system prior to the point where you went on leave of absence, you will need to appeal to the Readmissions Appeal Committee. (If you cancel your registration rather than apply for leave of absence, you will need to reapply.)

The rules relating to leave of absence are set out in General Rules and Policies under G16. Please read them carefully and discuss your situation with your Faculty Manger.

K van Heerden
Deputy Registrar: Academic Administration
Transcripts

It is absolutely essential that you are able to check your own curriculum, to see which courses you are officially registered for. There are two kinds of transcript which you have access to, although only the first will be important as you start your studies.

1. Unofficial transcript
This is an informal transcript, and is not suitable for things like job applications or applications for postgrad study or bursaries – it’s a way for you to check your own record. You can access your unofficial transcript from PeopleSoft, using your student number login and password. It lists your record in previous years with the marks you have achieved, and the courses for which you are registered in the current year. Your final marks for courses are transferred from your grade enquiry to your unofficial transcript at the end of every year. It is vital to access your unofficial transcript on PeopleSoft just after you have registered, and after you make any change in your curriculum, in case there are any errors in the capture of your courses. If a mistake has crept in, you need to sort it out with the Faculty Office immediately! It is also important that you print out your unofficial transcript whenever you see a Curriculum Advisor for any reason: they cannot give you advice unless they can see your record.

2. Official transcript
This is the formal, UCT-authenticated transcript which you will need for applications, informing your sponsors of your progress, etc. You request an official transcript from the UCT Student Records Office in the Student Administration Building on Middle Campus; you pay a small fee, but are given multiple colour copies which are stamped and authenticated. Mostly you will use this service once you have actually graduated.

Fast fact
PeopleSoft will only print the visible part of your record. To print your complete unofficial transcript from PeopleSoft, hit <CTRL A> to highlight your whole record, then select ‘print selection’.

Third Term courses

In addition to the usual first-semester and second-semester courses, a small number of first-year and second-year courses are repeated in a very compressed format during the mid-year and year-end vacations.

These are called Third Term Courses
- Winter Term runs over the mid-year vac (this year mid-June to mid-July), and Summer Term in the summer vac (this year mid-November to mid-December).
• Courses in these spaces are identical to the same course during the semester and cost the same per course, but are compressed into 4 weeks instead of 12
• Because they are so intensive, you can only take one Summer or Winter term course at a time
• You can sign up for Third Term courses during registration, or on a change of curriculum form signed by a Curriculum Advisor
• Third Term is a very useful space to catch up credits you may have failed, or to take courses which may clash with other subjects during the term, but please remember it’s a limited number of courses and there is no guarantee that the particular subject you need to take will be available. For more information on Summer and Winter Term courses, see page 63
• For more information on Third term Courses, visit: www.humanities.uct.ac.za/summer-and-winter-courses

Computer skills and facilities

As a UCT student you will be required to make extensive use of computers in your courses: to type up your essays; for official UCT contact via email; to access Vula (the course information resource), Peoplesoft and other UCT databases, and for researching essays. This means that you have access to the various computer labs on the UCT campus, some of which are set aside for Humanities students.

During orientation, you will be asked to complete an assessment on computer skills and depending on your score, you might be asked to do a short computer skills course (essentially what to do in the lab) or a longer course, which will give you the knowledge to use the software you will need to type up and present assignments.

Computer Lab user rules
1. All users of the labs need their student cards. Your card will be encoded according to your course codes and that will determine where you have access. No one will be allowed in without their student card.
2. Tutors’ assistance is limited. Their duty is to ensure the smooth running of the lab with regard to networks, hardware and maintenance. They do not teach students how to use the applications available in the labs.
3. Students must be aware of the lab rules. These are very clearly displayed on all notice boards in the labs. Ignorance of these rules will not be accepted as an excuse.
4. Students found to be disobeying any rules will be brought before the Faculty Computer Committee, and at very least, their access will be denied and their account disabled.
Email
- It is important that you learn to access your UCT email account; even if you have a personal account you prefer to use, set your UCT account to auto-forward to the one you actually read. The University will use your official UCT email address to send you important academic and administrative information, and you are expected to read it. We will not accept “I didn’t read my email” as an excuse for missing a deadline.
- You can access UCT email on any of the computer lab computers on campus. You can also access it from home, via the web.
- You can find the web login by going to the main UCT web page, www.uct.ac.za, and following the drop-down menus through Current Students -> Online Resources -> Undergraduates. Email is the myUCT item, and there are instructions immediately below it.

Peoplesoft
This is the UCT academic record database; it allows you to log into your personal UCT data record, using your UCT student number and network password, and allows you to check:
- Your address details (you can update this)
- Your timetable for each semester
- Your unofficial transcript, listing the courses for which you are officially registered
- Your grade enquiry: your course marks before they appear on the unofficial transcript at the end of the year
- Your graduation information: when you’re about to graduate at the end of your degree

Find Peoplesoft by going to the main UCT web page, www.uct.ac.za, clicking on the Students tab and following the drop-down menus through Current Students > Online Resources > Undergraduates. The first item is Student Administration Self-Service (UCT Peoplesoft).

Vula
This is the UCT course support system; it allows you to log in with your UCT student number and network password, and find automatic tabs created for each course you are registered for. Here you can:
- Access course information and announcements
- Join in chat sessions with other students in the same course
- Sign up for tutorials (in some departments)
- Fill in course evaluations (in some departments)

VULA is UCT’s online student collaboration and learning site. It contains course and research sites for UCT students and academics. To access VULA go to: www.vula.uct.ac.za
Examinations Office
The UCT Examinations Office publishes the exam timetable every semester. You can log in with your student number and access your timetable for the courses for which you are registered. To find examination information, visit: http://www.students.uct.ac.za/students/current-students/exams

Web access
While you can access the web from any of the UCT labs, please note that access to social networking sites such as Facebook is limited during working hours to save bandwidth.

UCT Libraries
Remember that the UCT Library has a number of online databases as well as access to online journals and other research information. See Library entry on page 42 of this booklet.

ICT support for undergraduates
Undergraduate student information and communication technology (ICT) support is mainly handled within the Faculty computer labs. Find more detailed information at: www.icts.uct.ac.za under the Student Computing menu, or see the ICTS section on next page.

The Faculty will use your UCT email address (yourstudentnumber@my.uct.ac.za) for ALL OFFICIAL COMMUNICATIONS. It is up to you to read your UCT email regularly, or link it to your personal email. We do not accept non-reading of UCT email as a reason for missing important information about your degree.
The Student Technology Programme allows students at UCT to purchase personal laptops and tablets at reduced prices.

All you need to do is:

1. Go to the STP website at www.stp.ac.za.
2. Browse the laptops and tablets on offer.
3. Add your product to your cart and go to checkout.
4. Log on by selecting your university and UCT credentials.
5. Pay for your order by credit card or EFT.
6. Submit delivery address and arrange for delivery with the vendor.

For more information visit www.icts.uct.ac.za/student-technology-programme or www.stp.ac.za
www.icts.uct.ac.za

https://outlook.com/myuct.ac.za
• Email
• Calendar
• 1TB Cloud Storage

www.icts.uct.ac.za/computing-labs
• Computer labs across campus
• Access to useful course or faculty-relevant software

www.icts.uct.ac.za/wireless-at-UCT
Connect to the eduroam wireless network on your PC or devices

www.icts.uct.ac.za/Google
• Access via Google with your UCT credentials
• Google apps
• 10 TB Cloud storage

https://ictsdownloads.uct.ac.za
Download free site-licenced software e.g. NVivo, SPSS, Statistica, McAfee

https://outlook.com/myuct.ac.za
• Download and use on up to 5 devices
• Mac and Windows
• Valid until you graduate

https://csirt.uct.ac.za/
• Get security advice
• Report all cybersecurity incidents to csirt@uct.ac.za

https://password.uct.ac.za
• Set up password
• Reset password
• Change password

http://stp.ac.za/
Purchase personal laptops and tablets at reduced prices
Use technology responsibly

- Keep your antivirus up to date. If you use McAfee, updates occur automatically.
- Use the Internet responsibly and in moderation.
- Respect all ICT policies (available on the ICTS website).
- Obey all student computing lab rules.

- Don’t share your username or password.
- Don’t use the Internet for anything illegal (streaming, sharing, downloading copyrighted content, etc).
- Don’t connect too many devices to the WiFi. The more you use, the slower the connection for you and everyone around you.

![Instagram](https://vula.uct.ac.za)
- Course resources
- Recorded lectures
- Collaboration

![Twitter](https://studentsonline.uct.ac.za)
- Student admin
- Fees info
- Marks

![Facebook](https://www.ccp.uct.ac.za)
- Copy
- Print
- Scan

![LinkedIn](https://www.icts.uct.ac.za/)
- Campus maps
- Timetables
- Course and test results

![YouTube](http://lynda.uct.ac.za)
- Learn on your PC and mobile device free
- 4000+ online courses
- Subject matter experts

![Facebook](https://www.icts.uct.ac.za/)
- Microsoft courses with videos and learning materials
- Prep courses for Microsoft Professional Certification

Make security a top priority! Secure your devices physically and online: www.icts.uct.ac.za/security. Report stolen devices to the police (107) and CPS (021 650 2222): www.icts.uct.ac.za/protect-your-devices

@UCT_ICTS
@UCT_news
www.facebook.com/icts.uct/
www.facebook.com/uct.ac.za
The Writing Centre

The Writing Centre is a student oriented space which provides assistance with academic writing (essays and assignments). The centre is open to students from all disciplinary backgrounds and tertiary levels and offers one-on-one consultation services. Since writing is one of the primary means of assessment at university level, it is important that there is a service available to assist you to improve your academic performance.

✓ At the centre, you will be able to discuss your writing challenges with an attentive, critical but non-judgemental reader
✓ Assistance is offered for referencing, proposal formats, report writing and poster design
✓ The Writing Centre does not provide an editing service
✓ Students can visit the centre at any stage of the writing process, but are encouraged to come as early as possible. In order to fully benefit from consultations, it is important that you come prepared with a rough agenda in mind. It is always useful to bring along assignment topics, questions, instructions and other useful material such as reading lists

Contact the Writing Centre

Level 6, Steve Biko Students Union Building, Upper Campus (above the bookshop and food court). Contact (021) 650 5021. The simplest way to book an appointment at the Writing Centre is to register and make use of the online booking system. The Centre is in open from 09h00 until 16h00, Monday to Friday. Visit: www.writingcentre.uct.ac.za
The entrance to the Chancellor Oppenheimer Library is inside the Otto Beit Building, next to Jameson Hall. Library website: www.lib.uct.ac.za. At the Library you will find:

- Books by subject, author or title
- Journals by journal title and
- Videos and DVDs

You can find the catalogue on the Library home page at: www.lib.uct.ac.za. The catalogue will give you the shelf number of the book or journal. The library uses shelf numbers to keep similar subjects together. A shelf number is like a book’s street address - it tells you where it lives in the library.

**Using Short Loan**

Your lecturers often put your most important books and photocopies on short loan so that more people can use them. The Short Loans Centre is on Level 4 in the Main Library. Short Loan items are stamped out only for 1 hour or for 3 hours or overnight. You must return Short Loan items on time to the Short Loans Centre. Visit: www.lib.uct.ac.za/shortloans.

**Using our electronic databases**

You can use our electronic databases like a chunk of Google to find journal articles on your subjects. These articles are very useful when working on assignments since they are respectable academic sources – but can be located as though they were web pages. Most of our databases let you download the whole article and save, print or email it to yourself.

To access the databases, go to the UCT Libraries home page which will take you to a list of all our databases. You can search the databases by keywords or authors names, just as you can search the library catalogue. UCT Library has many specialist databases for specific subjects (history, psychology etc). Please ask the librarians for assistance in finding the best ones for a particular essay topic.

UCT libraries have a tool called PRIMO, which enables you cross-search several databases on your subject, all at once.

**Off-campus access**

You do not have to be on campus to use our electronic databases. There is a link from the UCT Libraries home page. Log in with your student number and network password.
Referencing and plagiarism

You will do a lot of reading as a Humanities student, and will write a lot of essays. It is extremely important that you develop skills in understanding the arguments written by other people, and responding to them in your own writing. Academic writing is a dialogue, a conversation, and in that dialogue it must always be absolutely clear which ideas are your own, and which ideas come from other people.

What is plagiarism?

- If you use someone else’s ideas in your essays without making the source clear, you are plagiarising.
- Plagiarism is probably the worst academic crime you can commit: it means you are stealing ideas, thoughts and/or words from someone else, and pretending that they are your own ideas.
- Academic writing has very clear, strict rules about referencing, so that the difference between your own ideas and those of someone else is always obvious. There are different levels of plagiarising, and different ways in which the referencing process can go wrong; some are deliberately dishonest, others are the result of carelessness or ignorance about correct referencing.

How to recognise plagiarism

- If you copy another student’s essay and submit it under your own name, you are plagiarising.
- If you submit an essay to a course which contains material directly copied from an essay you wrote for a different course, you are actually plagiarising. University rules say you can’t do this, and it’s another form of intellectual dishonesty. It’s another way to make one piece of work have two conflicting identities.
- If you summarise a critic’s opinion from an article and don’t say that it’s their argument and not your own, you are plagiarising.
- If you cut and paste from a website or copy from an article and don’t name the author and source, both when you use the material and in your bibliography at the end of your essay, you are plagiarising.
- If you use a critic’s exact wording but don’t put it in quotation marks you are still plagiarising, even if you do reference them by name.

What happens if you are found plagiarising?

A. Unwitting plagiarism

You may be guilty of unwitting plagiarism. This means that you are plagiarising without realising it, out of ignorance or carelessness. These are obviously skills you will need to learn as you study, and which have probably not been taught at school. For this reason the University will not usually
respond to plagiarism in first year with the same severity it will if you persist into subsequent years of study or, even worse, into postgraduate writing. If you plagiarise unwittingly, you may face different responses depending on the policy of the department for whom you are writing the essay. Possible consequences include:
1. You may be required to rewrite the essay.
2. You may lose marks.
3. You may be given 0 for the essay.

In all cases your name will also be added to a list sent to the Faculty Manager, and you will be required to attend a Faculty workshop addressing the skills you are lacking.

B. Deliberate plagiarism
You may be guilty of deliberate plagiarism. If you repeatedly plagiarise in your work it will suggest that this is not unwitting plagiarism; you will have had lots of opportunity to learn the correct skills, but have not done so. In this case we are forced to assume you are doing it on purpose. Alternatively, you may steal ideas from other works so extensively and so little attempt at referencing that it is obvious you are doing it deliberately.

Deliberate plagiarism is an extremely serious academic crime. Possible consequences include:
1. You will receive 0 for the essay, and quite probably for the whole course.
2. You will be charged in the University Court.
3. If you are found guilty, your sentence could range from community service to expulsion from the university.
4. The guilty verdict and sentence will reflect on your official transcript as a conviction for academic dishonesty, and there is no way of removing it.

How do I avoid plagiarism?
1. Pay attention in lectures and tutorials! You are briefed about these skills in all the courses you attend, particularly at first year level.
2. Practise good time management. It’s very easy to slip into plagiarism when you’re writing essays in a hurry at the last minute, and are struggling to find for something to say without having taken time to think about it properly.
3. Many departments require you to use Turnitin, an online service which allows you to submit the Word or text file of your essay and have it automatically compared to a database. If you have significant, unquoted words in common with other sources or other student essays, it will return a report showing a high likelihood of plagiarism.
4. You are given a booklet on referencing as part of your Orientation material; read it and use it! There also are many resources available on referencing, citation and avoiding plagiarism – the UCT Library website is a good place to start.
3. Constructing your curriculum

This section will give you a quick, very broad overview of the probable structure of your degrees. It is not a comprehensive guide. For details, you will need to consult the Faculty Handbook, which is another essential compendium of information.

There are some basic rules:

1. This year you may only register for courses with a 1000 coding (except for languages other than English where you meet the entrance requirements).
2. You will not be allowed to register for two courses which have the same lecture time. The Faculty Handbook gives you the course codes, course names and the time (lecture period) when each course is scheduled, both under the course descriptions and in the timetable at the end of the handbook.

Faculty Handbook resources

You are given a blue Faculty Handbook during Orientation in your first year, and at Registration in subsequent years. We will not replace this if you lose it; however, it is also available on the UCT website to download as a PDF file. The Faculty Handbook is divided into the following sections:

- General information
- General curriculum rules
- Programmes leading to General Degrees
- Programmes leading to Structured Degrees
- Faculty rules
- Courses offered in each department
- An index
- Class numbers and lecture period for all courses

General Curriculum Rules

The first part of the Faculty Handbook details the Faculty rules regarding degrees, such as:

- How many courses you can register for each year
- How long you have to complete your degree
• How many courses at first year and senior level you need for the degree
• How many introductory courses you have to complete
• The subjects you can choose for your majors
• How many Humanities courses you must complete
• How many courses you may include from other faculties
• Additional study courses
• Which named programmes lead to the BA and BSoSc degrees

Departmental entries
All Humanities academic departments in the Faculty of Humanities are listed in alphabetical order in the Faculty Handbook. If you would like additional information any of the courses you are going to study, please consult the relevant department entry in the current Faculty Handbook. Under each department entry you will find:
• The name of the department
• Details as to where you can find the department
• The staff – with their qualifications
• Special information about the department
• The department e-mail address
• The requirements for the various majors offered in that department
• Detailed entries on each course
• The course code and the full name of the course
• Whether it is a first semester, second semester or whole year course
• The lecture period and how many lectures per week
• The convenor or course co-ordinator
• Entrance requirements
• The course outline
• Assessment – how many exam papers and how much your class work counts towards your final mark
• Duly Performed (DP) requirements – what you have to complete to be allowed to write the exam
Overview: degree structures

There are two types of degree curricula leading to a Bachelor of Arts degree or a Bachelor of Social Science degree:
1. General Degree and
2. Structured degrees.

General Degree Programmes:
The majority of students in the Faculty register for one of the three-year General Degrees.
- Bachelor of Arts (3 or 4 year plan)
- Bachelor of Social Science (3 or 4 year plan)

A Bachelor of Arts (BA) or Bachelor of Social Science (BSocSc) degree is a flexible structure in which students can choose their own courses from a wide selection, following certain rules over the three or four years of the degree, and ending up with a major, in two or more subjects. The full list of available Arts and Social Science majors is available in the UCT Prospectus as well as on the Humanities website www.humanities.uct.ac.za/hum/undergraduate/degrees

Structured degree programmes:
Structured degrees are special combinations of disciplines and courses, which have been designed to provide you with a particular knowledge and skills base. Every structured degree is made up of specific, pre-set courses for each year of study, and every year of study builds on the knowledge and skills developed during the previous year. With the exception of the BSocSc in Philosophy, Politics and Economics (which takes a minimum of three years), all structured degrees extend over four years.
- Bachelor of Arts in Fine Art
- Bachelor of Arts in Theatre and Performance
- Bachelor of Music
- Bachelor of Music in Dance
- Bachelor of Social Science in Philosophy, Politics and Economics
- Bachelor of Social Work

Specialised degrees:
The Faculty also offers a number of specialisations. These are General Degrees which offer specialised curricula in particular subject areas or disciplines, and which may have additional or higher admission requirements.
- Bachelor of Arts specialising in Film and Media Production
- Bachelor of Arts specialising in Music Education
- Bachelor of Music specialisations are listed in the UCT Prospectus and on the Humanities website
How do I know which degree I’m doing?
The Offer Letter from the Faculty of Humanities will indicate which degree you have been accepted for. The right-hand column in the header information, under your Applicant Number and the year, says “Programme:” and will then specify the degree (e.g. Bachelor of Social Sciences). Be careful: you may have been accepted to a different degree to the one for which you applied. If you are in a general Bachelor of Social Sciences or Bachelor of Arts degree your majors will not be specified, as you will need to demonstrate that you meet entry requirements for some specific majors.

Course structures
In each degree you must complete a specific number of courses. These may be First Semester, Second Semester, Whole Year or Half Courses.

- First Semester Courses run from February until June. They are coded with an F, for example POL1004F = Introduction to Politics
- Second Semester Courses run from July until November. They are coded with an S, for example SOC1005S = Individual and Society
- Whole Year Courses run through the whole year starting in February and ending in November. Coded with a W, they are the equivalent in credit value to two semester courses, but you are unlikely to register for any of them in your first year
- Half Courses run from February until November. Coded with an H, for example ECO1110H = Microeconomics. They are the equivalent of a semester course, but stretched out across the whole year, so they represent half a credit per semester

The course code gives you important information about the course itself.

The first three letters are the department code - ELL is English Language and Literature The first number after the letters is the year of study: 1000-level courses are the first-year, 2000 are second-year, etc

The next three digits are arbitrary, they number the course within the departments range of offerings, and identify the particular course: 1013 is Literature: How and Why? The final letter tells you the semester and weighting of the course, in this case a first-semester course, a single semester credit.

In your first year of study you will generally study eight semester courses (four in each semester), or their equivalent. The Extended programmes and Performing and Creative Arts degrees have slightly different structures. Second and third year courses are called senior courses.
Entrance Requirements
Please refer to your Offer Letter from the Faculty of Humanities, so that you know the degree/diploma programme for which you have been accepted. This does not guarantee you admission to other programmes. If you wish to change degree/diploma programmes, you need to check the University of Cape Town’s Prospectus to see if you have the entrance requirements for the new programme.

<table>
<thead>
<tr>
<th>Structured degrees</th>
<th>Social Work; PPE; Theatre and Performance; Dance; Music; Fine Art</th>
<th>These automatically guarantee you access to certain courses. If you are in a structured degree programme, check the Faculty Handbook for the list of first-year courses for which you’ll be registering. For example, being in the Bachelor of Social Work guarantees admission to PSY1001W.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Degrees</td>
<td>BA and BSoCSc programmes and extended versions</td>
<td>These do not automatically guarantee you access to all the courses offered in the Faculty. You still have to meet entrance requirements for every course for which you wish to register.</td>
</tr>
</tbody>
</table>

Look carefully (in the Faculty Handbook) at the departmental entries for individual first-year courses. Each course specifies entrance requirements in its course outline. These requirements are also known as prerequisites. Prerequisites for courses in a Major are provided in the Handbook underneath the table for each major.

Without the correct entrance requirements / prerequisites, you cannot register for a course. This rule applies to both General Degree Programmes and structured degree programmes. Always make sure you check course prerequisites in the Faculty Handbook.

Most of the first-year, first-semester courses in the Faculty have no entrance requirements: anybody who has an offer of a place in a degree programme can register for the course. Some examples:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Entrance Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELL1013F (Literature: How and Why?)</td>
<td>No entrance requirements</td>
</tr>
<tr>
<td>AXL1400F (Words, Deeds, Bones and Things)</td>
<td>No entrance requirements</td>
</tr>
</tbody>
</table>

Some first-year courses require particular Matric subject passes or higher points scores; others do not. In addition, there are a few courses (Politics, Languages) which require you to have passed the first-semester course before you may register for the second-semester one. Second-year and third-year courses generally require you to have passed specific courses at lower levels before you may register for higher-level courses.
Specific course entry requirements
Some courses have specific (and sometimes complicated) entrance requirements. If you do not meet these requirements, you cannot register for the course. For example:

Economics (ECO1010F/S Microeconomics) has the following Maths score requirements:
- Admission by the Faculty of Humanities and
- NSC Maths (60%)

For ECO1010F/S Microeconomics, you must have NSC Mathematics at Level 5. Economics does NOT accept Maths Literacy.

Dance courses require an audition.

Languages: you can study the English language and literature through the Department of English Language and Literatures, but you may also study other South African or foreign languages. The School of Languages and Literatures offers the following options, although be aware that not all languages can be studied as a major.

- African Languages and Literatures: Xhosa, Sotho
- Afrikaans
- Arabic Language and Literature
- Chinese
- Classics: Greek, Latin and Classical Culture
- French
- German
- Hebrew Language and Literature
- Italian
- Portuguese
- Spanish
- Business French
A Curriculum Advisor will help you work out which language courses you can do. At UCT first-year language courses are for students who have never spoken or learned a language before; if you do have some skills in a language, you may be able to go straight into the second-year courses. Entrance to language courses depends on two things:

1. If you already have a foreign language as a home language or if you are bilingual. You may not take first-year courses in a particular language if you already speak that language, but must go straight into second-year courses. In the case of French, if you are fully fluent you may go straight into third-year courses and take Additional courses to complete the major in a subsequent year. If your home language is any of the Nguni languages, you may also not take first-year courses in other Nguni languages.

2. If you have a passing mark in Matric or A-level or an equivalent in a particular language in the last three years, you must go straight into the second-year courses.

You may find that you have informal experience in a language, or non-school certifications, or may have completed a Matric equivalent more than three years ago. Sometimes the only way to work out which level you should be starting at is for you to go and see the head of the relevant language section – they will assess your skills, and will give you a concession in writing to start at the correct level.

Law courses in the major may only be taken from your second year of study, and in order to be eligible you must get an overall average of 65% in your first year, calculated on a full course load of 8 semester courses. For this reason the Law major is not open to students in the extended general degree programme, as you only do 6 courses in your first year. If you want to major in Law you should indicate this on your registration form. If you think you might want to study Law, attend their Academic Information Talk and plan your curriculum very carefully in consultation with your curriculum advisor. Please note that the six Law courses in themselves make up the 8 non-Humanities credits which are permissible in a Humanities General Degree; all your other courses must be Humanities courses, unless you wish to take more than the 20 semester course minimum required by the degree.

Music courses require previous practical and theoretical experience; students must also write a Theory of Music Entrance Test, and in many cases you will be required to perform an audition.

Psychology has specific Maths requirements for its first-year course.

1. If you are registering for Social Work, in which PSY1004F and PSY1005S are specified courses, you automatically gain entrance to PSY1004F and PSY1005S. Students admitted to PSY1004F and PSY1005S in this category will not necessarily have access to all PSY courses.
2. If, however, you are registering for a General Degree and wish to gain admission to PSY1004F and PSY1005S, you must meet a minimum qualification in Mathematics.

3-year General Degrees: only students who have at least 50% on Maths (NSC) (not Maths Literacy) OR a score of proficient (70% or higher) on the NBT QL, have unconditional access to PSY1004F.

- If you do not meet the Matric or equivalent Mathematics requirement and you score less than 70% on the Quantitative portion of the National Benchmark Test, you will be permitted to register for PSY1004F concurrently with MAM1014F in your first semester, and PSY1005S concurrently with MAM1016S in your second semester.

4-year General Degrees: you may not register for Psychology in your first year of study, but must register for MAM1022F and MAM1016S; if you pass both of these, you may register for Psychology in your second year of study.
Choosing subjects if you’re planning to be a school teacher

In order to teach you must complete your Undergraduate degree (either a BA or BSocSc) and a Postgraduate Certificate in Education. You must construct your curriculum with care to make sure that you are eligible for entry to the education certificate. Please consult a Curriculum Advisor who will help you to choose at least five full years of approved teaching subjects in your degree. The requirements are also set out under the School of Education entry in the Faculty Handbook. In addition, please visit the UCT School of Education website: www.education.uct.ac.za

Concessions on entry requirements

The Faculty Handbook lays out the entry requirements for each particular course. However, you may find that your exact qualifications or situation aren’t quite covered by the rules; alternatively, you may feel you have good reason to disregard a particular aspect of the requirements. (Hint: this never applies to the Maths requirements for Economics or Psychology, which are very strictly enforced).

If this is the case, you have the right to approach the Head of Department of a particular subject, and to explain your circumstances and ask to be allowed to relax the requirements slightly. The procedure for this is as follows:

1. Download the correct concession form (remember that there are three different concession forms) from the Humanities website, at: www.humanities.uct.ac.za/hum/undergraduate/students/concessions/overview. Fill in the form, being sure you give clear details on the exact concession you are requesting, and motivate fully for the exception. A Curriculum Advisor can often help you with this.
2. Approach the secretary of the department concerned, and ask to speak to the Head of Department. If the HoD is available they will often see you straight away; if not, the secretary will make an appointment for you.
3. Obtain the HoD’s signature on the concession form supporting the concession. If the HoD feels that the concession is not appropriate and refuses to support it, unfortunately that is their right and you will have to stick to the rules.
4. Take the signed form either to registration or to a Curriculum Advisor to do a change of curriculum form, so that you can officially add the course to your record. They will take the concession form in with your registration/change of curriculum form, and it will be stored in your file in the undergraduate office.
5. Within a day or so of adding the course, check your unofficial transcript on Peoplesoft to make sure it has been correctly captured.
6. Work hard at the course, to justify the HoD’s faith in you!

Augmented courses

Some of the larger first-year courses have an augmented structure which offers additional opportunities to explore course material via extra tuts, reading and writing workshops or online exercises.
• This additional course provision is contained in a separate course code for which students must register in addition to the normal course code; they are known as Plus courses
• While Plus courses are assessed, they show on the transcript as a pass/fail code which does not affect the student’s average mark, and the Plus tuts etc do not introduce additional material to the course – they simply provide more space in which to explore it
• Students in the four-year version of the General Degree will automatically be placed in the additional Plus course if one exists for the subject(s) they have selected
• While students in the three-year General Degree may occasionally be given access to Plus tutorials if they require the additional support, the Plus course code will not be added to their transcript. (This is to conform with complicated government regulations regarding the funding they provide for the Extended degree programmes)

In 2018, the available augmented courses are as follows:

<table>
<thead>
<tr>
<th>1000 &amp; 2000 Level subject course</th>
<th>4-year (extended) General Degree students take note:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AXL1101S Understanding Gender +</td>
<td>The above are the additional co-requisite augmented courses if you are registered in the extended (4-year) version of the general degree. Please make sure that you register for these additional courses if you take the corresponding mainstream course.</td>
</tr>
<tr>
<td>AXL1202F Representations in Africa +</td>
<td></td>
</tr>
<tr>
<td>AXL1304F Introduction to Language Studies +</td>
<td></td>
</tr>
<tr>
<td>AXL1305S Introduction to Applied Language Studies +</td>
<td></td>
</tr>
<tr>
<td>AXL1402F Words, Deeds, Bones and Things +</td>
<td></td>
</tr>
<tr>
<td>AXL1403S Introduction to Anthropology +</td>
<td></td>
</tr>
<tr>
<td>DRM1029F Introduction to Theatre &amp; Performance A +</td>
<td></td>
</tr>
<tr>
<td>DRM1030S Introduction to Theatre &amp; Performance B +</td>
<td></td>
</tr>
<tr>
<td>ELL1009F Literature: How and Why?+</td>
<td></td>
</tr>
<tr>
<td>ELL1010S Image, Voice, Word +</td>
<td></td>
</tr>
<tr>
<td>FAM1009F Media and Society +</td>
<td></td>
</tr>
<tr>
<td>FAM1010S Analysing Film and TV +</td>
<td></td>
</tr>
<tr>
<td>HST1015F Worlds in Contact +</td>
<td></td>
</tr>
<tr>
<td>HST1016S Empires and Modernities +</td>
<td></td>
</tr>
<tr>
<td>POL1009F Introduction to Politics +</td>
<td></td>
</tr>
<tr>
<td>POL1010S Introduction to Politics B +</td>
<td></td>
</tr>
<tr>
<td>PSY1006F Intro to Psychology Part 1 +</td>
<td></td>
</tr>
<tr>
<td>PSY1007S Intro to Psychology Part 2 +</td>
<td></td>
</tr>
<tr>
<td>REL1015F Religions Past and Present +</td>
<td></td>
</tr>
<tr>
<td>REL1016S Judaism, Christianity and Islam +</td>
<td></td>
</tr>
<tr>
<td>SOC1006F Introduction to Sociology +</td>
<td></td>
</tr>
<tr>
<td>SOC1007S Individual and Society +</td>
<td></td>
</tr>
<tr>
<td>SLL1004F/S Word Power +</td>
<td></td>
</tr>
</tbody>
</table>
General Degrees

1. Bachelor of Arts (BA).
2. Bachelor of Social Science (BSocSc).

These Bachelor’s degrees have the same structure and rules, and only your choice of majors decides if you have a BA or BSocSc. You can swap between these degrees very easily if you change your mind about your majors. You can complete the BA or BSocSc degrees as part of either a three-year or a four-year programme. Students who are part of the four-year (extended) programme will need to complete extra courses.

Extended General Degrees

The Humanities Extended Degree Programme (EDP) caters for first year students in the general BA or BSocSc who, although they do not meet the Faculty’s entrance requirements (in terms of NSC points), have demonstrated the potential to succeed academically with additional academic support (for example through their National Benchmark Test scores). Most of the students on the program attended high schools that lacked the human and financial resources required to adequately prepare them for university and so the Faculty aims to give them additional assistance, especially in their first year of study, to ensure their success.

- The four-year version of the General Degree follows the same rules as the three-year, although with fewer courses per semester since the required courses are spread out over an extra year, and with two additional foundation courses (22 courses in the degree as a whole)
- In addition to the two foundation courses (not counting towards the 20 required by the degree) which students must take in their first year, they must sign up for the Plus versions of their courses wherever those are available.
- All first year EDP students are assigned to a student mentor with whom they are expected to meet once per week. Mentors offer friendship, advice and support to students and know where to refer students if the problems are serious
- The detailed rules and requirements for the four-year programme are laid out in a separate booklet which students in that programme will receive during Orientation

Planning your degree

When you consult a Curriculum Advisor during Orientation and before Registration you will already have had a look through the Faculty Handbook and have attended the academic info talks, so you should have some idea about what you want to study in 2018.

While you chat, your Curriculum Advisor will help you to fill in a Curriculum Planning Form – a sort of personal timetable and curriculum map that will lay out your courses for 2018 and your options for the following years. You can find a blank planning form in your Orientation folder.
It will make your registration much quicker and easier if you bring this preliminary planning form along with you when you register.

Your Curriculum Advisor will:
1. Explain the entrance requirements (prerequisites) for various courses.
2. Refer you to departmental advisors for more information about course content.
3. Recommend courses that will support your chosen majors.
4. Show you your degree structure for the next three (or four) years.
5. Make sure none of your chosen courses clash.

PLEASE REMEMBER that, while the curriculum advisor is there to assist you, the responsibility for your course choices is YOURS. Make sure you understand the degree rules and the implications of your choices. If you are confused about any aspect of your curriculum, ASK. If you arrive at the end of your degree and find that you have not chosen the correct courses for degree requirements, you cannot blame the advisor. You sign to take this responsibility every time you sign a curriculum form.

Degree structure
Below are the minimum requirements for a General Degree. Refer to the Faculty Handbook, Rule FB8 for complete details.

- Minimum duration: 3 years
- Minimum number of courses: 20 semester courses (22 for the Extended Degree students)
- Minimum number of senior courses: 10 semester courses (or equivalent)
- Minimum number of majors: 2, including at least one Humanities major subject
- At least 12 semester courses offered by departments established in the Faculty of Humanities, including the School of Economics
- In addition to the courses specified above, students in the four-year version of the degree must pass at least two foundation courses. Foundation courses do not count towards the 20 courses required for the degree overall, so Extended Degree students must pass 22 semester credits

Recommended curriculum structure

<table>
<thead>
<tr>
<th>3-year plan</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First year:</strong></td>
<td>8 semester courses (4 per semester)</td>
</tr>
<tr>
<td><strong>Second year:</strong></td>
<td>6 semester courses (3 per semester). If you fail one or two courses in your first year, you can easily do four per semester in your second year.</td>
</tr>
<tr>
<td><strong>Third year:</strong></td>
<td>6 semester courses (3 per semester)</td>
</tr>
</tbody>
</table>
Major subjects
In General BA and BSocSc degree programmes, you choose two majors (specialised subjects you study for three years) from a list offered by the Faculty of Humanities and by departments in other Faculties. The requirements for each major are specified in the Handbook under the department which offers that major (e.g. the major in Film Studies can be found under the Centre for Film and Media Studies). The full list of degree majors offered in the Faculty of Humanities can be found on page 59 of this book.

The major is made up of certain courses which are set out in a grid, followed by the prerequisites. The major in Film and Television Studies looks like this:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year: FAM1001F Media and Society</td>
<td>FAM1000S Analysing Film and TV</td>
</tr>
<tr>
<td>Second year: FAM2004F Introduction to the History of Cinema</td>
<td>FAM2013S Television Drama: Theories and Genres</td>
</tr>
<tr>
<td>Third year: FAM3005F Film in Africa</td>
<td>FAM3003S Advanced Film Studies</td>
</tr>
</tbody>
</table>

Prerequisites:
(i) For FAM2004F: FAM1000S
(ii) For FAM2013S: FAM1000S and FAM2004F
(iii) For FAM3005F: FAM1000S, FAM2004F and FAM2013S
(iv) For FAM3003S: FAM1000S, FAM2004F, FAM2013S and FAM3005F
All of the courses listed in the grid have to be passed for you to complete the major in Film Studies.

- In your first year, you will take FAM1001F (Media + Society) and FAM1000S (Analysing Film and TV)
- In your second year, you will take FAM2004F (Introduction to the History of Cinema) and FAM2001S (Film Narrative)
- You will complete the major in your third year by taking FAM3005F (Film in Africa and South Africa) and FAM3003S (Advanced Film Studies)

Note the prerequisites which are listed below the grid – they specify what courses you need to pass in order to gain entry into the next year’s courses. For example, you must pass both first-year FAM courses and FAM2004F (Introduction to the History of Cinema) before you can take FAM2001S (Film Narrative).

Lists of majors

- Choose at least two majors from the lists below
- At least one must come from a department established in the Faculty of Humanities (including the School of Economics). Majors from departments outside the Faculty of Humanities are listed separately
- If both majors come from the Bachelor of Arts list, the degree is a BA
- If both majors come from the Bachelor of Social Science list, the degree is a BSocSc
- If one major comes from the BA list and one from the BSocSc list, the degree is either a BA or a BSocSc
- If a major comes from outside the Faculty of Humanities, the degree corresponds to the Humanities major
Arts majors
African Languages & Literatures
Afrikaans
Arabic Language & Literature
Art History and Discourse of Art
Business French
Chinese Studies
Classical Studies
Dance
Drama
English
Film & Television Studies
French

Social Science majors
African Studies
Anthropology
Economics
Gender Studies
Industrial Sociology
Philosophy

Politics and Governance
Psychology
Religious Studies
Social Development
Sociology

Majors offered through other Faculties
* Applied Biology
* Applied Mathematics
  Applied Statistics
  Archaeology
* Astrophysics
* Biochemistry
* Chemistry
* Computer Science
* Ecology & Evolution
  Environmental & Geographical Science
* Genetics

* Geology
* Human Physiology
  Informatics
  Law
* Marine Biology
* Mathematics
* Mathematical Statistics
* Ocean and Atmosphere Science
  Organisational Psychology
  Physics

* Humanities recognises these Science majors, but they require additional courses (e.g. Maths, Chemistry, Physics) and if you wish to take one, you will probably have to take more than 20 courses overall in order to meet the requirement for 12 Humanities courses.

• The following combinations of majors are not allowed: French and Business French or Sociology and Industrial Sociology
• Majors in Applied Statistics, Law, Mathematical Statistics and Mathematics or any starred Science majors are not available to students in the 4-year General Degree programme
First year check list:

- 3-year degree: No more than 4 courses per semester
- 4-year degree: No more than 3 courses per semester
- All 1000-level courses unless you are continuing with a language you did in Matric OR you are a transfer student
- NO Commerce elective courses in your first year
- If you are planning on a Law major, ALL your 8 first-year courses should be Humanities courses
- You cannot take these first year courses (see Science major courses with asterix) unless you meet the entrance requirements and are also taking the Maths or Stats courses (check the rules for majors)
Structured degree programmes

If you register for a structured degree programme, most of your courses will be prescribed, although you may have some chance to choose electives from a limited set of possibilities. **Structured degree programmes do not use major structures**: in order to graduate from a structured degree programme you must pass the specific courses, or in some cases a choice from two or three, laid out in the programme curriculum. There is very little freedom of choice in a structured degree programme, although you may be able to slightly direct your specialisations within the electives on offer.

Structured degrees are of two main types:

1. Those which are based on Upper Campus programmes, so that you will have most of your courses in common with students in the General Degrees.
2. The Performing and Creative Arts degrees, which are entirely separate, running mostly their own courses on their own satellite campuses, and with only one or two shared with General Degree students.

In your first year of study you will generally study eight semester courses (four courses in each semester), although courses in the Performing and Creative Arts have different course weightings and you may find yourself doing more or less. Details of programme requirements are contained in the Faculty handbook.

Upper Campus programmes
Curriculum details and structures for these programmes can be found in the Faculty Handbook in the page locations specified below.

- **BA specialising in Film and Media Production**
  You will not be in this programme in your first year, but may wish to plan to move into it in your second year of study. Most of the F&MP courses are the same as those taken by General Degree students, but from halfway through second year F&MP students may take the specialised production courses (video production, web production, radio production, etc) which are not available to General Degree students. However, the academic courses taken by the programme students are the same as those within the general degree majors in Film Studies or Media & Writing. Selection to the F&MP programme takes place at the end of the second semester of the student’s second year; selection is made on the basis of the student’s performance in the first-year and second-year first-semester Film and Media courses, and on a submitted portfolio of work. If you wish to apply for the programme in second year, make sure you take the two first-year FAM courses in your first year of study.
• **BSocSc in Philosophy, Politics and Economics**
All PPE courses are available to students in the General Degrees, and the PPE degree’s first year is identical to that of a General Degree student planning to major in Politics, Philosophy and Economics. From second year onward, however, there is not space to continue all three majors, and PPE students choose to focus on one or two of the subjects; they usually end up with the equivalent of one or possibly two majors, which is perfectly legal within the programme.

• **Bachelor of Social Work**
The BSW programme is a four-year degree which enables graduates to register as a social worker. Students in the BSW take many of the same courses in Sociology, Psychology and Social Development as the General Degree students in those majors, but from second-year onwards also take the practical fieldwork and counselling courses which are only available to students in the Structured programme.

**Performing and Creative Arts programmes**
All students registered for degrees, diplomas or certificates in the Performing and Creative Arts register for structured degree programmes spread over three or four years and most of the courses you take are specified. The courses you study will be academic, practical and theoretical.

Practical courses are largely open only to programme students, with a few exceptions; they include the Studiowork courses in the Fine Art degree, the practical music courses in the Music programmes, and the professional theatre training courses in stagecraft and dance offered by the Centre for Theatre, Dance and Performance Studies.

Academic courses are highly specific, and will usually include issues of history and theory in music, dance, art or drama. In addition, you may find that your programme requires a few Upper Campus electives, which you will take in the same classes as General Degree students. Make sure these fit into your timetable, which can be very intense with practical subjects, and that you have the necessary entry requirements, as outlined above.

Although all the degrees offered in the Performing and Creative Arts (P&CA) are structured degree programmes, you do have some choices. You will have to choose an area of specialisation and a particular stream. For example: the BMus degree offers six areas of specialisation: General, Performance, Education, Musicology and Composition. In some areas of specialisation you will have a choice of three streams: Western Classical, African Music or Jazz. It is very important that you consult a programme convenor during Registration to make sure you register for the correct courses.
The Performing and Creative Arts (P&CA) information is scattered throughout the Faculty Handbook: detailed outlines of the requirements for each year of study in each P&CA programme can be found under the departmental entry, under the specific departmental entries.

In each section you will find special information about the P&CA departments, including rules and curricula for the Structured Degree Programmes and different specialisations within them.

**Summer and Winter term courses**

A number of Humanities courses are also offered in the Summer Term (P) or during the Winter Term (L). These are referred to as ‘third-term’ courses, credit-bearing courses offered to students to support them in meeting the curriculum requirements of their degrees. These courses are in all ways equivalent to the F and S versions of the course. The list of available third-term courses is updated each year. Interested individuals are advised to confirm with the departments concerned ahead of registration. Please visit the Humanities website for additional information:

www.humanities.uct.ac.za/summer-and-winter-courses
4. Looking after yourself

Faculty mentorship programme

Your first year at university is an enormous adjustment, and sometimes it can help to talk to someone who’s been through it already. Mentorship programmes exist in most faculties at UCT, and worldwide research seems to suggest that having a mentor in your first year of study can really help you succeed as a student. A mentor is a senior Humanities student who has been selected and trained to offer advice and guidance on university life to the four or five first year students who are allocated to them. They will also know where to refer you if you need more specialised help, whether academic or psychosocial. You are expected to meet weekly with your mentor for the first semester, in an informal way convenient to both of you.

- At present, all students in the 4-year extended General Degree are assigned a mentor, as are students in some structured programmes
- Mentors are available to all Humanities first-year students who would like to make use of this support. You will find a sign-up form included with your registration forms. After signing up, you will be contacted by your mentor during the first week of lectures
- The mentorship programme is run by the Humanities Student Development Officer, Bhavani Krishna (bhavani.krishna@uct.ac.za). She is assisted by a team of two supervisor mentors; you will find their contact details below
- We encourage you make use of this opportunity to make your transition to university life easier, and to think about volunteering as a mentor when you are yourself a senior student

The Humanities Faculty Mentorship Programme (HFMP)

Team comprises of Ms. Jill Chidisha Samukimba who occupies the position of Mentor Programme coordinator with Ms. Zimingonaphakade Sigenu in the position of programme assistant.

They can be contacted via email: humanities.mentorship@gmail.com and are located in Room 24, Beattie Building, University of Cape Town.
The Humanities Student Council

The HSC is an elected body of Humanities students who serve the interests of students in the Faculty in a number of ways, in both academic and social spheres. They form a point of contact between student concerns and the administrative and academic authorities of the Faculty. If you have an issue and are unsure where to go, the HSC may be able to assist in pointing you in the right direction.

The Academics representative of the HSC is also tasked with the administration and management of the class representative system. Each course offered in the Faculty of Humanities should have a class rep, to whom you should speak as the first line of complaint if you have any concerns about the course.

HSC contact details:
B27, on the ground floor of the Beattie Building
Email: hsc.chairperson@uct.ac.za (HSC chairperson)
Web page: www.humanities.uct.ac.za/undergraduate/students/hsc
UCT benefit scheme for students

The University operates a scheme, which aims to supplement students’ private medical aid or insurance schemes in the event of UCT-related accidental injury. The scheme also provides funeral benefits. The maximum benefits are:

- **Funeral Expenses:** R10 000
- **Medical Expenses:** R8000 or R25 000 where the student is involved in an official field trip for academic purposes. In both instances the first R100 of any claim is borne by the claimant.
- **Physiotherapy at the UCT Sports Injuries Centre:** R700

The scheme is effective from 48 hours prior to the start of term and expires 48 hours after the close of term. The scheme includes any sporting, cultural or academic activity under the auspices of the University outside this period. For example: The scheme covers a student who is required to participate in a sports tour, (provided the student is a member of a specific club), attend a conference or undertake academic work during the vacation in connection with his or her academic course, such as fieldwork or an engineering workshop practice. For additional information, contact the Humanities Undergraduate Office. For additional information, contact the Medical Administrator, UCT Student Wellness Service, Rhodes Avenue, Mowbray, 7700. Tel: +27 21 650-1020/1019.

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**HSC 2018**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Aisha Hamdulay</td>
<td><a href="mailto:aishahamdulay@gmail.com">aishahamdulay@gmail.com</a></td>
</tr>
<tr>
<td>Vice Chairperson External</td>
<td>Luke White</td>
<td><a href="mailto:WHTLUK001@myuct.ac.za">WHTLUK001@myuct.ac.za</a></td>
</tr>
<tr>
<td>Vice Chairperson Internal</td>
<td>Mila Tshaka</td>
<td><a href="mailto:TSHMIL002@myuct.ac.za">TSHMIL002@myuct.ac.za</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Vimal Thakor Vallabh</td>
<td><a href="mailto:vimaltvallabh@gmail.com">vimaltvallabh@gmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Naledi Mahlase</td>
<td><a href="mailto:MHLNAL007@myuct.ac.za">MHLNAL007@myuct.ac.za</a></td>
</tr>
<tr>
<td>Academic Chair- Arts</td>
<td>Nwabisa Mazana</td>
<td><a href="mailto:nwabisamazana@gmail.com">nwabisamazana@gmail.com</a></td>
</tr>
<tr>
<td>Academic Chair- Social Science</td>
<td>Anathi Khatywa</td>
<td><a href="mailto:akhatywa@gmail.com">akhatywa@gmail.com</a></td>
</tr>
<tr>
<td>Student Health &amp; Safety Officer</td>
<td>Cara Herring</td>
<td><a href="mailto:caraherring@gmail.com">caraherring@gmail.com</a></td>
</tr>
<tr>
<td>Media</td>
<td>Ester Van Der Walt</td>
<td><a href="mailto:VWLEST001@myuct.ac.za">VWLEST001@myuct.ac.za</a></td>
</tr>
<tr>
<td>Transformation and Community Outreach Officer</td>
<td>Tinotenda Masando</td>
<td><a href="mailto:tinomasando@gmail.com">tinomasando@gmail.com</a></td>
</tr>
</tbody>
</table>
Safety

Safety of students on campus is the province of the Campus Protection Services. You will see uniformed CPS officers wandering around on campus at any time throughout the day or night, and in both term time and the vacations. They look out for the safety of students and UCT property, but are also in charge of maintaining order. They have offices at various points on campus.

**CAMPUS PROTECTION 24-HOUR PHONE HOTLINE: +27 21 650 2222/2223**

Campus Protection Offices:
- **Lower Campus:** Burnage House, next to Leo Marquard Hall
- **Upper Campus:** Basement of the Robert Leslie Social Sciences building, the Jameson Hall end
- **Middle Campus:** Basement of the Kramer Law Building
- **Medical Campus:** Barnard Fuller Building
- **Hiddingh Campus:** Orange Street, Cape Town
- **Mowbray:** Forest Hill Residence, Main Rd, Mowbray

Services offered:
- **Crime response:** if you are the victim of any crime, particularly sexual assault, phone the CPS number, and they will make sure the appropriate people respond to assist you
- **Medical emergencies:** in the case of serious illness or injury on campus, CPS officers have basic first aid training, and will arrange for an ambulance to be called
- **Safe Escort Service:** if you are on campus after the Jammie Shuttle has stopped running (after 1am) you can ask a CPS officer to escort you from a University academic building to a residence. Please note that you may have to wait for an officer to be available
- **Buddy system:** see the CPS booklet for details of how to join the buddy system, which sets up a cellphone panic button which will automatically call four people you have nominated, such as family and friends, in case of emergency. It will also notify Eblockwatch members close to you
- **Blue safe route:** this is a recommended route between Upper and Lower campus, equipped with emergency call points, CCTV surveillance and CPS patrols

Your Orientation folder contains the blue Campus Protection booklet, which has detailed information on the services and issues relevant to CPS and your safety. We urge you to read it carefully and keep it handy for reference.
Use the Blue Safe Walk Route

The Safe Walk Route below is demarcated by a dotted line.
The Blue Safe Walk Route

The “Blue” Safe Walk routes are recommended routes to take when walking to and from the Upper Campus. However, it is also recommended that you should not walk alone if at all possible. These two routes are under CCTV (Closed Circuit TV) surveillance which is monitored by Campus Protection Services (CPS) day and night.

There are Emergency Call points installed along the routes which are painted blue and can be identified by the blue light situated on the top of the unit. To call for assistance press the button and speak to the Control Room Operator who will know exactly where you are situated. He will have you under CCTV surveillance and will dispatch a patrol officer to assist you once he has established what difficulty you have encountered.

Please note: Do not abuse these emergency call units as they are there for your protection. Any student found tampering with the unit will be recorded and the evidence will be used in a disciplinary hearing.

Student Wellness Service

UCT’s Wellness service offers medical and psychological consultations to students and staff at UCT.

Clinical consultations: with a nurse, medical practitioner, psychologist or Social worker in a confidential, holistic primary healthcare setting. All staff members are qualified and accredited professionals.

Dispensary: medication is sold at cost price, on a strictly cash basis. Patients must consult a practitioner before they buy medication. The dispensary does not operate as a pharmacy.

HIV/AIDS: pre- and post-test voluntary counseling and testing (VCT) is offered free to all students. Consultations at Student Wellness are one hour long, and clients receive their results immediately after the counseling. Shorter and more accessible VCT is available in the Drop-in Clinic in the Sports Centre on Upper Campus and from the Mobile VCT Van which visits Lower, Middle, Hiddingh and the GSB Campuses weekly during Term. All information is confidential. Management and support of HIV-positive clients is offered at no cost to the student.

Reproductive health: sexually transmitted diseases (STI), pregnancy, contraception, Pap smear, emergency contraception (EC).

Managed medical conditions: asthma, diabetes, hypertension, HIV, tuberculosis. Extra-time assessments (refer to General rules and policies for students, Handbook 3). Deferred exams/academic appeals (refer to General rules and policies for students, Handbook 3).

Accident insurance/sports injury: limited insurance to cover accidental injury (refer to General rules and policies for students, Handbook 3).
**Psychological support:** anxiety, depression, relationship and sexuality issues, adjustment to UCT, academic problems.

**Counselling:** the Counselling service offers mostly individual psychotherapy, but a psychologist may recommend that a student attends group therapy, which is an opportunity to work on problems in a confidential environment with peers. Furthermore, the psychologist may recommend that the student attends a skills-based group, which takes the form of developing of relevant life skills in a group setting. Referral of students to an appropriate agency can also be provided.

**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, removal of splinters.

**Do you have to pay?**
At present all consultations with the Nurse Practitioners are free. Certain procedures or tests are charged for. Students receiving a financial aid package from UCT do not pay to see a Doctor (when referred by a Nurse Practitioner) and their consultations with a psychologist are free. Other charges are negotiable depending on the student’s circumstances. Please enquire at reception for detailed information on billing.

**Appointments:** consultations are strictly by appointment. All missed appointments will be charged for if not cancelled within 12 hours.

**Emergencies:** these will be assessed by a practitioner/ triage nurse and referred appropriately. Routine consultations, for example vaccinations, contraceptives, counselling, require booked appointments, and cannot be accommodated as a matter of urgency.
Student Wellness contact details:

Hours: Monday – Friday 08h30 – 16h30
{Except Thursdays: closed for staff training from 08h30 - 09h30}
Tel: +27 21 650 1017/1020 Fax: +27 21 689 7561

Website: www.students.uct.ac.za/students/support/health-counselling/student-wellness

Location 1: Princess Christian Home, 28 Rhodes Avenue, Mowbray

Directions: take a Forrest Hill shuttle and walk back from the stop approximately 100m to SWS in Rhodes Ave, around the corner to your right.

Location 2: Upper Campus Clinic - Level 6 Steve Biko Student Building, UCT Upper Campus
HAICU

The HIV/AIDS, Inclusivity and Change Unit (HAICU) is responsible for coordinating the university’s response to HIV/AIDS on campus. You will meet HAICU representatives during Orientation Week where they will provide talks on safe sex as well as short courses and awareness campaigns on HIV/AIDS-related topics. They will also introduce you to the student peer education programme called ACES (AIDS Community Educators). For more information on HAICU, please contact them on +27 21 650 1006 or visit their website: http://www.haicu.uct.ac.za/ The HAICU office is located at 28 Rhodes Avenue (Mowbray) and is open Monday to Friday from 08h30 to 16h30.

HIV testing, counselling and treatment for UCT students takes place at Student Wellness Service which is located at 28 Rhodes Avenue, Mowbray. Please telephone +27 21 650 1006 for an appointment. You can also make use of UCT’s free testing service at the Drop-In Service in the Sports Centre on Upper Campus or at the mobile testing unit - the VCT Bus - which travels from campus to campus.

- Talk to a Student Health Representative or an ACE (AIDS Community Educator) in your residence. You can also call the National AIDS Helpline on +27 800 012 322 for counselling, information and referrals
- If you or a friend are in immediate danger or feel that a problem is overwhelming, call the 24 hour LifeLine number on +27 21 461 1111 or +27 861 322 322

Living positively at UCT

Student Wellness Service provides the following FREE to students living positively with HIV: clinical examinations, blood tests (CD4), treatment of opportunistic infections, advice on drug management and nutritional requirements, and the appropriate support and encouragement.

If you are considered by a health care practitioner to be at a clinical stage where you could benefit from AntiRetroVirals (ARVs), you will be referred to the closest clinic to UCT, where you will be able to get ARV treatment. Student Wellness will offer additional support.
Disability Service

The Disability Service is committed to working together with students and staff to find solutions to challenges faced by people with disabilities who work and study at UCT, by facilitating:

- Access to lecture and other venues,
- Designated disabled parking,
- Access to lecture and study material in alternative format for people with sensory impairments,
- Extra time or other accommodations around examinations,
- Fully accessible transport between residences and lectures,
- Accessible residential accommodation
- Resource Centre: literature and material relating to disability studies and disability research
- Advocacy on disability issues: the Disability Service strives to ensure that all persons with disabilities have what they need to optimize their university experience.
- The Disability service also runs a volunteer programme to which staff and students are asked to give one hour of their time per week assisting the DS on various projects, including:
  - Interacting with individual disabled students, including face-to-face reading tasks, library and internet searches and other practical tasks;
  - Assisting with scanning hard copy study material for blind and partially sighted students,
  - Assisting with advocacy events (e.g. the Disabled Sports Event and O’Week)

If you are interested in books and have internet skills you may want to assist the Advocacy Co-ordinator in downloading and printing up-to-date material on Disability and Disability Studies in our Resource Centre.
Interested in volunteering?
Contact the Disability Advocacy office
Level 4, Steve Biko Building Student’s Union
Tel: +27 21 650 5088        Email: nafisa.mayat@uct.ac.za (To volunteer)
Tel: +27 21 650 2427        Email: sibu.zulu@uct.ac.za (General queries)

Rainbow UCT

One of the beauties of UCT is its diversity. Rainbow UCT is a society for all people who appreciate this diversity. We aim to support and actively create a community for LGBTIAQ+ (Lesbian, Gay, Bisexual, Trans*, Intersex, Asexual, Queer and Questioning) students and their allies at UCT. Some of our services and activities throughout the year include:
• Discussion and Support Groups
• Lay Counselling
• Social Activities
• Seminars and Lectures
• Campaigns

So, if you want to learn more, participate in advocacy work or simply want to meet new people get in touch with us during Orientation Week and join the society, like our Facebook page, join our Facebook group or join our site on Vula. We are also active on campus throughout the year. Enjoy the year and remember: “Be yourself, because the people that mind don’t matter. And the people that matter, dont mind!” - Dr. Seuss   Chair: Rainbow UCT
Frequently Asked Questions:

Where can I obtain my UCT student card?
The Access Control office is part of Security Systems Administration and offers the following services:

- Production of UCT staff/student and third party identification cards
- Replacement of lost ID cards. A nominal fee is payable. Payment is made at the cashier’s office in the Kramer building on Middle Campus. A lost card replacement form must first be completed. These forms are available both from the access control office and the cashier’s office. Lost cards will be replaced on production of proof of payment only.

During Registration, Access Control can be found in the basement of the Beattie Building, at the north end (go down the ramp outside and turn right after going through the glass doors). After registration it can be found in the Marine Geoscience Building on the ground floor. For more information: Tel +27 21 650 3996/4357.

What do I do if I am the victim of a crime or am worried about my safety?
Contact the Campus Protection Services. See page 67 in this booklet.

Where do I find career advice on campus?
The Career Development Programme aims to promote student awareness of the importance of cultivating career management skills as an integral part of their university learning experience. We encourage students to actively manage their time at university in ways that will help them to develop skills and strategies in preparation for the world of work. The Career Development offices can be found on the ground floor of the Hoerikwaggo building, which is up the hill above the Steve Biko Students’ Union Building. For more information: Tel +27 21 650 2497, e-mail: careers.service@uct.ac.za, or visit: www.careers.uct.ac.za

How do I find assistance with a disability, or with dyslexia or any other learning disorder which means I need extra time in exams?
See page 73 in this booklet.

Where can obtain help if I experience harassment or discrimination on campus?
If you feel that you have been harrassed or discriminated against on campus, either by fellow students or by lecturers, you may make a complaint to DISCHO and they will assist and advise you and, if necessary, investigate. They also represent and assist you if someone has made a claim of discrimination or harassment against you. Forms of harassment or discrimination include sexual or racial discrimination, and they also deal with rape cases. You can find them in The Cottage on Lover’s Walk on Lower Campus, just above the School of Music, or for more information visit: www.students.uct.ac.za/students/discrimination-harassment
How are UCT fees calculated?
Your student fees are calculated per course for which you are registered, and the information is taken automatically from your Peoplesoft record. This is a very good reason to make sure your registration is correct, as you cannot usually reverse charges if you try to change a registration after the deadline. Fees Office deadlines are very strict. Many of your problems with fees will actually be problems with registration for courses, and will thus need to be dealt with via the Faculty Office, but you can also query problems directly with the Fees Office, which is found on Level 3 of the Kramer Law Building on Middle Campus (just below the freeway). For more information: Tel +27 21 650 1704, or email: fnd-feeenq@uct.ac.za, or visit: www.students.uct.ac.za/students/fees-funding/fees/handbook

Where can I find help in funding my studies?
The Financial Aid Office administers bursaries, scholarships and loans for undergraduate students; you may already have applied to them for financial aid when you submitted your UCT application. As well as administering UCT funds, the office will be able to give you information on other sources of funding, and how to apply for them. You can find them on Level 3 of the Kramer Law Building on Middle Campus (just below the freeway). For more information: Tel +27 21 650 3545, or email: sfa-finaid@uct.ac.za, or visit: www.students.uct.ac.za/students/fees-funding/undergraduate-funding

Where do I go for help with computers?
The Information and Communication Technology Services department looks after computers and networks at UCT. You will mainly access ICT services through the Faculty computer labs, but you can find more detailed information at: www.icts.uct.ac.za under the Student Computing menu. Most student labs have tutors who will help you to some extent.

During the first few weeks of term, look out for your OLs working as lab buddies, and call them over if you need specific help with computer skills. For additional information on computer use at UCT, consult the Computer Skills and Facilities section on page 35 in this booklet.

Where can I find information on international exchange opportunities?
The International Academic Programmes Office (IAPO) looks after international students on the UCT campus, both applicants and currently registered students. It can offer you advice in many areas, including the safety of the area you wish to stay in, the appropriateness of working while in South Africa, application for study permits and general advice about your stay at UCT. You can find them on Level 3 of the New Student Administration Building on Middle Campus. For more information: Tel +27 21 650 2822/3470, or e-mail: int-iapo@uct.ac.za, or visit: www.iapo.uct.ac.za/iapo/intexchange

Is there a Post Office on campus?
UCT has its own post office, where you can obtain most of the services of any South African Post Office (SAPO) branch, including sending letters, buying stamps and envelopes, renting a post
What is SHAWCO?
SHAWCO, the Students Health and Welfare Centres Organisation, is a student run non-governmental organisation (NGO) based at UCT. It was founded to provide health, welfare and social services for disadvantaged communities. Many UCT students volunteer to assist with various SHAWCO projects; like RAG, it’s a very good way to become involved with the UCT and Cape Town communities. The SHAWCO office is on the 5th floor of the Steve Biko Students’ Union Building. For more information: Tel +27 21 650 4522, or email: info@shawco.org, or visit: www.students.uct.ac.za/students/student-life/community-service/shawco

I’d like to move into a residence, how do I do that?
The Student Housing Office administers student application to residences and the running of residences generally. Their main office is in Avenue House, Avenue Rd in Mowbray (just above Forest Hill residence), but your first port of call should be the Student Housing Accommodation and Advocacy Services office on Level 4 of the New Student Admin Building on Middle Campus. For more information: Tel +27 21 650 2977, or email: res@uct.ac.za, or visit: www.dsa.uct.ac.za/student-housing/about-shrl/about-shrl

How do I obtain my official academic transcript from UCT?
UCT Student Records Office is responsible for providing official documentation to students, including official transcripts and degree certificates. It can be found in the New Student Administration Building on Middle Campus, just below the freeway. For more information: Tel +27 21 650 3595, or email: reg-records@uct.ac.za, or visit: www.students.uct.ac.za/students/current-students/student-records

What is the SRC?
The Student Representative Council (SRC) is the highest decision-making structure of student governance. It represents all students at UCT, and their overall interest and social well-being, in university committees. It is highly involved in policy-making and co-operative decision-making on campus. The SRC is elected annually by the students and consists of 15 members who either represent other student organisations or are independents. The duties, functions, privileges and term of office are set out in the SRC Constitution and election by-laws approved by Council as institutional rules. The SRC offices are on Level 7 of the Steve Biko Students’ Union Building on Upper campus. For more information: Tel +27 21 650 3537/8, or visit: www.src.uct.ac.za/

Where do I sign up for UCT clubs and societies?
UCT has more than 100 societies reflecting a wide range of interests, including academic,
religious, artistic and political activities, and an equal number of sports clubs covering various sports. Membership of these societies is open to all members of the university, including staff members. You can meet society and club members on the Plaza during Orientation Week, and will be able to sign up for the year. Most clubs and societies have a sign-up fee, although the amount varies very greatly depending on the activities of the club. For more information visit: www.dsa.uct.ac.za/student-development/student-societies-organisations/overview

Where do I go if I’m ill, or depressed, or injured?
The UCT Student Wellness Service will assist you, see page 69 in this booklet for details.

Am I allowed to park my car on campus?
Parking on campus is controlled by the UCT Traffic Department. The unit administers the traffic control on all of the University of Cape Town’s premises, through patrols and enforcement; it also mans the booms which block off parts of upper campus, and the visitor reception area. This office sells parking disks to staff, students and third parties needing to use the parking areas on the university premises.

The department’s traffic wardens have the same rights as traffic officials on public roads. They have the authority to issue traffic fines and to clump vehicles when traffic regulations are violated on the university’s premises. Please remember:
• You are not permitted to bring a car onto campus in your first year of study. You may, however, park a motorcycle from your first year.
• Don’t park illegally!
For more information: Tel +27 21 650 4452, or visit: www.staff.uct.ac.za/staff/services/transport-parking/parking

What is UCT Radio?
UCT Radio is a student-run, campus-community station, catering not only to the students and staff of UCT but also secondary school pupils and the broader youth community of Cape Town. It is the biggest campus station in Cape Town and the only one licensed to broadcast to the Metropole area. UCT Radio is run by students and is also a student society; you can join the radio to work on any aspect of its production, ling, if you are lucky and talented, working as a deejay. UCT Radio’s offices are on Level 3 of the Leslie Social Sciences building. For more information: Tel. 021 650 1870, or visit: www.radio.uct.ac.za/

What does RAG do?
UCT RAG (Remember and Give), is the student fundraising arm of SHAWCO. It aims to raise in excess of a million rand each year for SHAWCO to assist them in their support of underprivileged people in the Western Cape. RAG runs a number of fund-raising activities, including SAX Appeal and various social events and competitions throughout the year. It’s a great way to become involved with the UCT community, either by attending RAG events or by volunteering to help run
them. The RAG office is on the 5th floor of the Steve Biko Students’ Union Building. For more information: Tel +27 21 650 3525, or visit: www.rag.uct.ac.za/

Where can I print and photocopy documents on campus?
This is the photocopy shop on the upper level of the Molly Blackburn Building, just to the right of the entrance to the main library. Here you can make photocopies and colour copies, have copies bound, send faxes, etc. You need your student card to make copies, and will have to buy photocopy credits which are put onto your card, and which can then be used at the photocopy machines in any of the libraries.

What is VARSITY newspaper?
Varsity is the official student-run newspaper at UCT; it 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. Varsity is written and produced entirely by students, and is a very useful source of experience and skills for students in media programmes. Their offices are on Level 5 of the Steve Biko Students’ Union building. For more information: Tel +27 21 650 3543, or visit: www.varsitynewspaper.co.za

What is VERNAC newspaper?
Launched in 2014, Vernac News is an independent student run UCT newspaper committed to expressing African identity through multilingual media. vernacnews.co.za

Where can I find help with writing essays?
You are always able to approach your tutors in their consultation times for assistance with essay structuring or feedback on marked essays. You may also go to the Writing Centre for help in structuring and drafting an essay. For more information, see page 41 in this booklet.
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Important contact details

Faculty of Humanities Undergraduate Office
Tel: +27 21 650 2717 Fax: +27 21 686 7469
Email: hum-ugrad@uct.ac.za
Website: www.humanities.uct.ac.za

Student Recruitment and Orientation
(Orientation enquiries):
Tel: +27 21 650 5235
Email: hum-recruitment@uct.ac.za

Student Fees Office
(Queries related to fees and payments)
Tel: +27 21 650 1704
Website: www.uct.ac.za/students/undergraduates/fees/handbook

Student Financial Aid Office
Tel: +27 21 650 2125 / 2135 / 6
Email: sfa-finaid@uct.ac.za
Website: www.uct.ac.za/apply/funding/undergraduate/financial

Campus Protection Services
(Safety or medical emergencies, crime reporting or lost property)
Tel: +27 21 650 2222 / 2223

Follow Humanities on social media:

Personal information

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Address ..................................................................................................................................
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Tel No (h) ....................................................   Cell ...................................................................
Email ..................................................................................................................................

In case of emergencies

Next of kin ..................................................................................................................................
Contact No ..................................................................................................................................
Doctor ........................................................................................................................................
Medical Aid ...................................................................................................................................
Fear of looking like we’re not coping, or that we don’t belong, keeps many of us from getting the support we need. During your first year at university, when so much of what you experience is new, getting support is part and parcel of the first-year experience so OWN IT!

First year experience (FYE)
Your first year is an opportunity for you to find your feet, and develop the skills you’ll need throughout your time at university. Because of this, we’ve made our university-wide network of support services as visible and accessible as possible. FYE is your student support hub, which, aims to give you a sense of belonging, to help you adapt to the university, and to communicate the support services available.

Early Assessment (EA)
Early Assessment (EA) is one of the ways your faculty indicates your progress before your final marks. EA uses your midterm grades, which are your scores from tests and assignments during the semester, to signal whether you need help. This help comes in the form of the many student advisors in your faculty. These are the people to talk to about the difficulties you’re facing. They will point you in the direction of support services at UCT, but it’s up to you to go and GET IT!

FYE TALKS
Imagine someone in their final year telling you what they wish they’d known: how to write an essay, coping with exams, and how to make choices that will benefit your future career. That’s exactly what the FYE Talks are. These workshops are run by your faculties, and give you the information you need to be successful in your first year.

Find out more about the FYE Talks, and the university-wide network of support for first-year students, by visiting your faculty FYE Vula site.