



# College of Law and Management Studies Registration Process 2017

## Important Dates

- On-line (Self Help) registration commences on **Monday 9 January 2017**.
- The Final date for payment of all fees required for registration and the final date for the first semester registration is **Friday 3 March 2017**.
- Deadline for the exclusion appeal process and for remark applications is **Tuesday 10 February 2017**.
- Lectures commence on **Monday 6 February 2017**.
- Final date for registration and payment of all fees required for 1st semester registration is **3 March 2017**.
- The Final day for change of curriculum **Friday 10 March 2017**.

## Registration Process per School

### PLEASE NOTE THE FOLLOWING:

1. All (new undergraduate 2017 first year students only for B-Com; BCOA; BBSC; BAHM; BADMIN; BBADM; BCOF-A; BCOF-G; full research Masters and PhD students can register from the **9 January 2017**.
2. All other students with no registration holds can register from the **1 February 2017**.
3. The students with registration holds will register from **2-4 February 2017**. Students with registration holds **and** outstanding fees should first receive academic and curriculum counseling during this period, before capturing their module choices on-line. Their registration would need to be approved on the system, so it is important that they register during this period.
4. **Students with no registration holds (i.e. RISK, document hold, etc), but have outstanding fees, can provisionally capture their module choices on- line, and will be automatically registered once they receive the necessary financial clearance.**

**SCHOOL OF MANAGEMENT, IT AND GOVERNANCE AND  
SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE**

<b>DATE</b>	<b>SESSIONS FOR DIFFERENT GROUPS</b>	<b>TIME</b>	<b>VENUE</b>
<b>Wednesday, 9 January - Saturday, 4 February</b>	Self Help (On Line) Registration for New undergraduate 2017 first entry students for B-Com; BCOA; BBSC; BAHRM; BADMIN; BBADM; BCOF-A; BCOF-G, full Research Masters and PhD students only		Students can register in their own time, and may register from anywhere.
<b>Wednesday, 1<sup>st</sup> February</b>	Orientation	08h00 – 15h00	C12, Commerce Building (PMB)  T1 & T3, T-Block(WVL)
<b>Thursday, 2 February</b>	Compulsory academic counselling and student support for returning 1 <sup>st</sup> year students with negative term decisions.  Assisted On Line Registration for 1 <sup>st</sup> year students with no holds and for those with negative term decisions.	08h30-10h30  08h30-16h00	C12 (PMB)  T1 (WVL)  C3, Commerce Building (PMB)  Govan Mbeki Lan (WVL)
<b>Friday, 3 February</b>	Compulsory academic counselling and student support for returning 2 <sup>nd</sup> year students with negative term decisions.  Assisted On Line Registration for 2 <sup>nd</sup> year students with no holds and for those with negative term decisions.	08h30-10h30  08h30-16h00	C12 (PMB)  T1 (Westville)  C3, Commerce Building (PMB)  Govan Mbeki Lan (WVL)

<b>Saturday, 4 February</b>	Compulsory academic counselling and student support for returning 3 <sup>rd</sup> and 4 <sup>th</sup> year students with negative term decisions.	08h30-10h30	C12 (PMB) T1 (Westville)
	Assisted On Line Registration for 3 <sup>rd</sup> and 4 <sup>th</sup> year students with no holds and for those with negative term decisions.	08h30-16h00	C3, Commerce Building (PMB) Govan Mbeki Lan (WVL)

**SCHOOL OF LAW**  
**HOWARD COLLEGE CAMPUS AND PIETERMARITZBURG CAMPUS**

DATE	SESSIONS FOR DIFFERENT GROUPS	TIME	VENUE
<b>Wednesday, 9 January - Saturday, 4 February</b>	Self Help (On Line) Registration for full Research Masters and PhD students only		Students can register in their own time, and may register from anywhere.
<b>Wednesday, 1 February</b>	Orientation  Self Help (On Line) Registration for 1 <sup>st</sup> year students only (matriculants)	08h00 – 15h00	Shepstone 1, level 6 Shepstone Building (HC) C1, C12 PMB campus  Light Blue Lan (HC) Level 5, Shepstone Building Commerce LAN (PMB)
<b>Thursday, 2 February</b>	Assisted On Line registration for second year students <b>only</b> .	10:00 - 15:00	Light Blue Lan (HC) Level 5 Shepstone Building Commerce LAN (PMB)

<b>Thursday, 2 February</b>	<p>Compulsory group academic counselling for RISK and RSK2 students.</p> <p>Individual academic counselling and curriculum advice and online capture for RISK and RSK2 students.</p>	<p>08:30 – 09:30</p> <p>09:30-15:00</p>	<p>HC1 (HC) C12 (PMB)</p> <p>Seminar Room A(HC) EBR (Law Building, PMB)</p>
<b>Friday, 3 February</b>	<p>Assisted On Line registration for third year students <b>only</b>.</p>	<p>10:00 - 15:00</p>	<p>Light Blue Lan (HC) Level 5 Shepstone Building Commerce LAN (PMB)</p>
<b>Friday, 3 February</b>	<p>Compulsory group academic counselling for FPRR and RAPB students.</p> <p>Individual academic counselling and curriculum advice and online capture for FPRR and RAPB students.</p>	<p>09:00 - 10:00</p> <p>10:00 – 15:00</p>	<p>HC1 (HC) C12 (PMB)</p> <p>Seminar Room A(HC) EBR (Law Building, PMB)</p>
<b>Saturday, 4 February</b>	<p>Assisted On Line registration for fourth year students <b>only</b>.</p>	<p>10:00 - 15:00</p>	<p>Light Blue Lan (HC) Level 5 Shepstone Building Commerce LAN (PMB)</p>

**HOWARD COLLEGE LLB Part Time STUDENTS first semester**

STUDENTS	DATE	VENUE
All students	Saturday 4 February - 09h00 – 13h00	HC 1

**PIETERMARITZBURG Part Time LLB STUDENTS**

STUDENTS	DATE	VENUE
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All students to first get approval for modules from Mr Subramanien (Law Building, 2<sup>nd</sup> Floor, Room 15) and then proceed to the Commerce LAN for online registration

Friday 3 Feb: 09h00–13h00  
Saturday 4 Feb: 09h00–12h00

First go to Room 15, 2<sup>nd</sup> Floor, Law Building and then proceed to the Commerce LAN for online registration

## Parents' Day and Orientation

### Parents' Day - Saturday, 28 January:

- Westville Campus: in T1 & T3 from 09h00 -12h00
- Howard College: in Shepstone 1, level 6, Shepstone Building from 09h00-12h00
- Pietermaritzburg Campus: in C12 from 09h00 -12h00

### Compulsory Orientation for first entry undergraduate students– Wednesday, 1 February: □

- Westville Campus: in T1 & T3 from 08h00 -15h00
- Howard College: in Shepstone 1, level 6, Shepstone Building from 08h00 -15h00 □
- Pietermaritzburg Campus: in C12 from 08h00 -15h00

## Student Services

### Academic Development (College Teaching and Learning Unit)

Head: Teaching & Learning Unit	Dr Annah Bengesai	WVL/ PMB/ HCC	<a href="mailto:bengesai@ukzn.ac.za">bengesai@ukzn.ac.za</a>	J Block, J026, Lower Level, WVL
Academic Monitoring and Support Coordinator	Ms Primmithi Naidoo	WVL/ PMB/ HCC	<a href="mailto:naidoo@ukzn.ac.za">naidoo@ukzn.ac.za</a>	J Block, J026 Room 015 Lower Level, WVL
Academic Development Coordinator	Dr Joseph Jere	PMB	<a href="mailto:jeren@ukzn.ac.za">jeren@ukzn.ac.za</a>	Room B3, Basement, Commerce Building, PMB

## Student Funding

Snr Funding Advisor	Mr B Gasa	WVL	<a href="mailto:clmsfinaidwvl2@ukzn.ac.za">clmsfinaidwvl2@ukzn.ac.za</a>	J235, 2nd FL J Block W
Funding Advisor	Mr Xolani Dlodla	HCC	<a href="mailto:clmsfinaidhcc@ukzn.ac.za">clmsfinaidhcc@ukzn.ac.za</a>	College Office, Shepstone Level 5, HCC
Funding Advisor	Mr Sandile Ndimande	PMB	<a href="mailto:clmsfinaidpmb@ukzn.ac.za">clmsfinaidpmb@ukzn.ac.za</a>	College office, 1 Golf Road
Funding Advisor	Ms Merci Rajkumar	WVL	<a href="mailto:clmsfinaidwvl1@ukzn.ac.za">clmsfinaidwvl1@ukzn.ac.za</a>	J235, 2nd FL J Block W

## Student Residence Affairs

Westville Campus	Mr Sbu Khumalo	<a href="mailto:khumalos@ukzn.ac.za">khumalos@ukzn.ac.za</a>
Howard College	Mrs Sanelisiwe Ntuli	<a href="mailto:ntulis3@ukzn.ac.za">ntulis3@ukzn.ac.za</a>
Pietermaritzburg Campus	Ms Elizabeth Matizamhuka	<a href="mailto:Matizamhuka@ukzn.ac.za">Matizamhuka@ukzn.ac.za</a>
Pietermaritzburg Campus	Mrs Thandi Sibisi	<a href="mailto:sibisit@ukzn.ac.za">sibisit@ukzn.ac.za</a>

## Student Support (Counselling, career and skills development)

Administration Officer	Ms Pam (Anitha) Perumal	ALL	Student Support Services, L Block, 3rd Floor, WVL
Career Development Officer	Ms Yanga Lufundo	ALL	Student Support Services, L Block, 3rd, WVL
Student Counsellor/ Psychologist	Ms Zamangwane Khanyile-Mmika	PMB	College Office, 1 Golf Road , PMB
Student Counsellor/ Psychologist	Ms Margot Sennett Freedman	PMB	College Office, 1 Golf Road, PMB
Student Counsellor/ Psychologist	Ms Ishara Maharaj	HCC	College Office, Shepstone Level 5, HCC
Student Counsellor/ Psychologist	Ms Shariefa Hendricks	WVL	Student Support Services, L Block, 3rd Floor, WVL
Student Counsellor/ Psychologist	Dr Paulette Naidoo	WVL	Student Support Services, L Block, 3rd Floor, WVL

## Contact Details per School

### COLLEGE OFFICE

#### Enquiries:

HOWARD COLLEGE	(031) 260 2151/2152
PIETERMARITZBURG	(033) 260 5014/6207
WESTVILLE	(031) 260 2216

### School of Law

Academic Leader Research and Higher Degrees	Dr Shannon Bosch	<a href="mailto:boschs@ukzn.ac.za">boschs@ukzn.ac.za</a>
Academic Leader Teaching and Learning	Mr Adrian Bellengere	<a href="mailto:bellengerea@ukzn.ac.za">bellengerea@ukzn.ac.za</a>
Academic Leader Socio-Legal Studies	Prof Warren Freedman	<a href="mailto:freedman@ukzn.ac.za">freedman@ukzn.ac.za</a>

Academic Leader Business Law	Prof Lienne Steyn	<a href="mailto:steyn@ukzn.ac.za">steyn@ukzn.ac.za</a>
Academic Leader Private Law	TBA	
Academic Leader Public Law	TBA	

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**School of Accounting, Economics & Finance**

<b>Campus</b>	<b>Undergraduate</b>	<b>Postgraduate</b>
Westville	(031) 260 3198	(031) 260 1079/7644
Pietermaritzburg	(033) 260 5392/5831	(033) 260 6486

Academic Leader Research and	Dr Harold Ngalawa	<a href="mailto:ngalawa@ukzn.ac.za">ngalawa@ukzn.ac.za</a>
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Higher Degrees		
Academic Leader Teaching and Learning	Mrs Shelley Donnelly	<a href="mailto:Donnellys@ukzn.ac.za">Donnellys@ukzn.ac.za</a>
<b>School of Management, IT &amp; Governance</b>		
Academic Leader Research and Higher Degrees	Prof Maxwell Phiri (Acting)	<a href="mailto:Phirim@ukzn.ac.za">Phirim@ukzn.ac.za</a>
Academic Leader Teaching and Learning	Dr Indira Padayachee	<a href="mailto:padayacheei@ukzn.ac.za">padayacheei@ukzn.ac.za</a>
Academic Leader HR and Labour Relations	Prof Isabel Martins	<a href="mailto:MartinsM@ukzn.ac.za">MartinsM@ukzn.ac.za</a>
Academic Leader Marketing and SCM	Prof Micheline Naude	<a href="mailto:NaudeM@ukzn.ac.za">NaudeM@ukzn.ac.za</a>
Academic Leader Information Systems Management	Prof Irene Govender	<a href="mailto:govenderi4@ukzn.ac.za">govenderi4@ukzn.ac.za</a>
Academic Leader Public Governance	Dr Fayth Ruffin (Acting)	<a href="mailto:ruffin@ukzn.ac.za">ruffin@ukzn.ac.za</a>
Academic Leader Management and Entrepreneurship	Prof Ziska Fields	<a href="mailto:fields@ukzn.ac.za">fields@ukzn.ac.za</a>
<b>Graduate School of Business &amp; Leadership</b>		
Academic Leader Research and Higher Degrees	Dr Muhammad Hoque (Acting)	<a href="mailto:hoque@ukzn.ac.za">hoque@ukzn.ac.za</a>
Academic Leader Teaching and Learning	Dr Macdonald Kanyangale	<a href="mailto:Kanyangalem@ukzn.ac.za">Kanyangalem@ukzn.ac.za</a>