



# College of Law and Management Studies Registration Process 2019

## Important Dates

- On-line (Self Help) registration commences on **Monday 07 January 2019**.
- The Final date for payment of all fees required for registration and the final date for the first semester registration is **Friday 01 March 2019**.
- Deadline for the exclusion appeal process and for remark applications is **Monday 21 January 2019**.
- Lectures commence on **Monday 04 February 2019**.
- The Final day for requests for extended DP's and for change of curriculum **Friday 01 March 2019**.

## Registration Process per School

### PLEASE NOTE THE FOLLOWING:

1. Online registration commences on the **07 January 2019**.
2. Students with registration holds (i.e. RISK, document hold, etc), will register from **28 January-1 February 2019**. 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 needs to be approved on the system, hence it is important that they register during this period only.
3. **Students without registration holds but with 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**

DATE	SESSIONS FOR DIFFERENT GROUPS	TIME	VENUE
<b>Monday, 7<sup>th</sup> January -</b>	Self Help (On Line) Registration		Students can register in their own time, from anywhere.
<b>Monday, 28<sup>th</sup> January</b>	<p>Compulsory academic counselling and student support for returning 1<sup>st</sup> year students with negative term decisions.</p> <p>Assisted On Line Registration for 1<sup>st</sup> year students with no holds and for those with negative term decisions.</p>	<p>08h30-10h30</p> <p>09h00-16h00</p>	<p>C12 (PMB)</p> <p>T1 (WVL)</p> <p>C3, Commerce Building (PMB). Commerce Lan <b>(no holds)</b></p> <p>Green Lan in Govan Mbeki Building<b>(No Holds)</b> (WVL)</p> <p>M Block Red and Blue Lan for document holds and negative term decisions.(WVL) .</p>
<b>Tuesday, 29<sup>th</sup> January</b>	<p>Compulsory academic counselling and student support for returning 2<sup>nd</sup> year students with negative term decisions.</p> <p>Assisted On Line Registration for 2<sup>nd</sup> year students with no holds and for those with negative term decisions.</p>	<p>08h30-10h30</p> <p>09h00-16h00</p>	<p>C12 (PMB)</p> <p>T1 (Westville)</p> <p>C3, Commerce Building (PMB). Commerce Lan <b>(no holds)</b></p> <p>Green Lan in Govan Mbeki Building<b>(No Holds)</b> (WVL)</p> <p>M Block Red and Blue Lan for document holds and negative term decisions(WVL)</p>

<p><b>Wednesday, 30<sup>th</sup> January</b></p>	<p>Compulsory academic counselling and student support for returning 3<sup>rd</sup> and 4<sup>th</sup> year students with negative term decisions.</p> <p>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.</p>	<p>08h30-10h30</p> <p>9h00-16h00</p>	<p>C12 (PMB)</p> <p>T1 (Westville)</p> <p>C3, Commerce Building (PMB). Commerce Lan (<b>no holds</b>)</p> <p>Green Lan in Govan Mbeki Building(<b>No Holds</b>) (WVL)</p> <p>M Block Red and Blue Lan for document hosts and negative term decisions (WVL)</p>
<p><b>Thursday, 31<sup>st</sup> January</b></p>	<p>Assisted On Line Registration for all students who could not attend the other registration sessions</p>	<p>09h00- 16h00</p>	<p>C3 Commerce Building (PMB) .Commerce <b>Lan (no holds)</b></p> <p>Green Lan in Govan Mbeki Building (<b>no holds</b>)(WVL)</p> <p>M Block Red and Blue Lan for document holds and negative terms decisions(WVL)</p>
<p><b>Friday 1<sup>st</sup> February</b></p>	<p>Assisted On Line Registration for all students who could not attend the other registration sessions.</p>	<p>09h00- 16h00</p>	<p>C3, Commerce Building (PMB). Commerce Lan (<b>no holds</b>) Green Lan in Govan Mbeki Building (<b>NO Hold</b>) (WVL) M Block Red and Blue Lan for document holds and negative term decision (WVL)</p> <p>C12</p> <p>T1 &amp; T3 (WVL)</p>

## SCHOOL OF LAW

### HOWARD COLLEGE CAMPUS AND PIETERMARITZBURG CAMPUS

DATE	SESSIONS FOR DIFFERENT GROUPS	TIME	VENUE
<b>Monday, 7<sup>th</sup> January-</b>	Self Help (On Line) Registration for full Research Masters and PhD students only		Students can register in their own time, from anywhere.
<b>Monday, 28<sup>th</sup> January</b>	Assisted On Line registration for second year students <b>only</b> .	10:00 - 15:00	Purple Lan (HC) Level 5 Shepstone Building Commerce LAN (PMB)
<b>Tuesday, 29<sup>th</sup> January</b>	Compulsory group academic counselling for RISK and RSK2 students.  Individual academic counselling and curriculum advice and online capture for RISK and RSK2 students.	08:30 – 09:30  09:30-15:00	HC1 (HC) C12 (PMB)  Seminar Room A(HC) EBR (Law Building, PMB)
<b>Wednesday, 30<sup>th</sup> January</b>	Assisted On Line registration for third year students <b>only</b> .	10:00 - 15:00	Purple Lan (HC) Level 5 Shepstone Building Commerce LAN (PMB)
<b>Thursday, 31<sup>st</sup> January</b>	Compulsory group academic counselling for FPRR and RAPB students.  Individual academic counselling and curriculum advice and online capture for FPRR and RAPB students.	09:00 - 10:00  10:00 – 15:00	HC1 (HC) C12 (PMB)  Seminar Room A(HC) EBR (Law Building, PMB)
<b>Friday, 1<sup>st</sup> February</b>	Assisted On Line registration for fourth year students <b>only</b> .	10:00 - 15:00	Purple Lan (HC) Level 5 Shepstone Building Commerce LAN (PMB)
<b>Friday, 1<sup>st</sup> February</b>	Orientation  Self Help (On Line) Registration for 1 <sup>st</sup> year students only (matriculants)	08h00 – 15h00	Howard College Theatre, Howard College Building (HC)  C1, C12 PMB campus  Purple Lan (HC) Level 5, Shepstone Building

			Commerce LAN (PMB)
<b>HOWARD COLLEGE LLB Part Time STUDENTS - First Semester</b>			
<b>STUDENTS</b>	<b>DATE</b>	<b>VENUE</b>	
All students	Saturday 2 <sup>nd</sup> February - 09h00 – 12h00	Suite I	
<b>PIETERMARITZBURG Part Time LLB STUDENTS</b>			
<b>STUDENTS</b>	<b>DATE</b>	<b>VENUE</b>	
All students	Friday 1 <sup>st</sup> February: 15h00–18h00	Law Building and then proceed to the Commerce LAN for online registration	

## Parents' Day and Orientation

### Parents' Day - Saturday, 26<sup>th</sup> January

- Westville Campus: in T1 & T3 from 09h00 -12h00
- Howard College: in Howard College Theatre, Howard College Building from 09h00-12h00
- Pietermaritzburg Campus: in C12 from 09h00 -12h00

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

- Westville Campus: in T1 & T3 from 08h00 -15h00
- Howard College: in Howard College Theatre, Howard College 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
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Funding Advisor	Mr B Gasa	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 Xolile Dladla	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	Ms Michelle Scharnick	WVL& HCC	Student Support Services, L Block, 3rd Floor, WVL & College Office Shestone Level 5 HCC.

### COLLEGE OFFICE

#### **Enquiries:**

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

## Schools Contact Details

<b>School of Law</b>		
Academic Leader Research and Higher Degrees	Dr Donrich Thaldar	<a href="mailto:thaldard@ukzn.ac.za">thaldard@ukzn.ac.za</a>
Academic Leader Teaching and Learning (Acting)	Ms Lindiwe Maqutu	<a href="mailto:maqutul@ukzn.ac.za">maqutul@ukzn.ac.za</a>
Academic Leader Socio-Legal Studies	Prof Michael Kidd	<a href="mailto:kidd@ukzn.ac.za">kidd@ukzn.ac.za</a>
Academic Leader Business Law (Acting)	Mr Lesala Mofokeng	<a href="mailto:Mofokengl2@ukzn.ac.za">Mofokengl2@ukzn.ac.za</a>
Academic Leader Private Law (Acting)	Dr Freddy Mnyongani	<a href="mailto:mnyonganif@ukzn.ac.za">mnyonganif@ukzn.ac.za</a>
Academic Leader Public Law	Prof Shannon Bosch	<a href="mailto:boschs@ukzn.ac.za">boschs@ukzn.ac.za</a>
<b>School of Accounting, Economics &amp; Finance</b>		
<b>Campus</b>		<b>Postgraduate Enquiries</b>
Westville		(031) 260 1079/2364/7644
Pietermaritzburg		(033) 260 6486
Academic Leader Research and Higher Degrees	Prof Josue Mbonigaba	<a href="mailto:Mbonigaba@ukzn.ac.za">Mbonigaba@ukzn.ac.za</a>
Academic Leader Teaching and Learning	Dr Msizi Mkhize	<a href="mailto:Mkhizem4@ukzn.ac.za">Mkhizem4@ukzn.ac.za</a>
<b>School of Management, IT &amp; Governance</b>		
Academic Leader Research and Higher Degrees	Prof Isabel Martins	<a href="mailto:MartinsM@ukzn.ac.za">MartinsM@ukzn.ac.za</a>
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Academic Leader Public Governance	Dr Sybert Mutereko	<a href="mailto:muterekos@ukzn.ac.za">muterekos@ukzn.ac.za</a>
Academic Leader Management and Entrepreneurship	Dr Evelyn Derera	<a href="mailto:dererae@ukzn.ac.za">dererae@ukzn.ac.za</a>
<b>Graduate School of Business &amp; Leadership</b>		
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