GRADUATION
INFORMATION
DECEMBER 2014
To make your graduation ceremony a happy and memorable occasion, we need the full co-operation of all graduands. It is important that you follow all the necessary steps by the dates and times specified.

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In order to provide the information vital to a successful graduation you need to log on to the ‘student self-service’ portal: http://studentsonline.uct.ac.za using your student number and password. If you cannot remember your password, please contact your faculty lab administrator and request that it be reset.

Click on the ‘self-service’ link and then select the ‘student centre’ option (depending on your browser and network speed, this page may take several seconds to appear). On the right of the page you should see a ‘to do list’. This list will appear for all students who are expected to graduate at the next graduation ceremony provided they pass sufficient courses. (Potential graduands have been identified by the faculty office: if you expect to graduate and do not see the graduation items on your ‘to do list’, contact your faculty office).

At the bottom of the list is a link labelled ‘Details’. Click on this link and it will display a detailed list of the outstanding ‘to do’ items. Click on each of these items and read the description which appears. Follow the instructions contained in the details very carefully – failure to do so may result in problems with your graduation.

As you complete each of the checklist items it will automatically be removed from your ‘to do list’.

Note: The “self-service ‘To Do’ checklist” items are all marked in RED in this document.
BEFORE YOU CAN QUALIFY FOR GRADUATION

All potential graduands, including PhD students, who may still be awaiting their results, must complete the ‘self-service’ graduation application.

CHECK THAT YOU HAVE FULFILLED ALL THE ACADEMIC REQUIREMENTS TO GRADUATE

Confirm your programme on ‘self-service’

On ‘self-service’, select ‘My Academics’ in the ‘Go To’ box. This will display the programme and specialisation(s) and/or major(s) for which you are enrolled. Check carefully that they are correct. If they are not, contact your faculty office urgently. If they are correct, click the ‘Confirm Programme’ button.

If you are uncertain about whether you meet the necessary requirements, check now with your faculty office that successful completion of this semester’s courses will in fact earn you the qualification you expect.

If you have earned sufficient credits to graduate now, but intend adding a further major or specialisation, you must notify your faculty office timeously, or you will graduate irrespective of your intentions to continue.

If you have already notified your faculty office that you intend adding a further major, but subsequently decide not to pursue further study and wish to graduate now, you must check that your faculty office has noted this, or you may find that your name has not been included on the graduation list. The onus is on you to check that you are a qualifier.

If you hold a certificate of conditional matriculation exemption, check with your faculty office whether you have met the conditions and if your exemption is still valid (a renewal is easily obtainable). If you do not check that these issues are in order, you may not be able to graduate.

If you are taking courses through UNISA, you will not be considered for December graduation in the same year in which you are taking the UNISA courses, due to time constraints. You will graduate at the next ceremony after completing all requirements for the degree, usually the following June.

CHECK YOUR RESULTS

• Examination results will be published on 5 December, after which results will be available on the UCT web page under ‘student self-service’. You are also urged to check your progression status which should be ‘Qualifies for Award of Degree’. If your status is not ‘Qualifies for Award of Degree’ and you were expecting to graduate, you must contact your faculty office immediately.

IF YOUR FEE ACCOUNT HAS NOT BEEN SETTLED YOU WILL NOT BE ABLE TO ACCESS YOUR RESULTS OR GRADUATE IN DECEMBER.
CHECK THAT YOUR NAME IS CORRECT ON UCT’S RECORDS
By law, your degree, certificate or diploma must reflect your full name exactly as recorded on your birth certificate, and ID document or passport. The Student Records Office may contact you for clarification if necessary.

If your name is reflected incorrectly on UCT’s records, or you have subsequently changed your name, please hand deliver or e-mail a certified copy of your ID document or passport to the Student Records Office as soon as possible, with an accompanying note. (See Appendix B for contact details.)

Verify your name for graduation on ‘self-service’
On ‘self-service’, scroll down to ‘Personal Information’ and click on the ‘Names’ link. Your ‘Primary Name’ is what will appear on your certificate. If this is correct, click on the ‘Confirm This Is My Correct Name’ button. If this is not correct, please hand deliver or fax a certified copy of your ID document or passport to the Student Records Office as soon as possible and ask them to change your name on the system. Return to the system and check that your name is now correct and click on the ‘Confirm’ button.

CHECK THAT YOU HAVE PAID ALL OUTSTANDING FEES, FINES AND DUES
Please settle all outstanding payments by 31 October 2014. Any qualifier who has outstanding fees, fines, interests or dues as at 31 October 2014 has no guarantee of receiving his/her degree, certificate or diploma in December, and his/her name will NOT appear in the graduation programme.

Even if you think your account is up to date, please check to ensure that no additional charges may have changed your fee account (e.g. course change). If in doubt, contact the Fees Office or check your fee balance via the UCT web page under ‘student self-service’.

If a payment is made by direct deposit on or near the cut-off date, a copy of the deposit slip must be forwarded to the Fees Office (Fax 021 650 4768) marked ‘Graduation’, or the payment may not be noted in time.

Do not rely on a bursar, sponsor or employer to make last-minute payments on your behalf, as we may not be able to get this credit onto your fee account in time to qualify for graduation.

LIBRARY BOOKS
Ensure that you have returned all outstanding library books and paid any fines incurred in this regard.

UNIVERSITY COURT MATTERS
If you have a disciplinary case pending in the Student Disciplinary Tribunal, an unpaid fine and/or community service yet to be performed, you may not be allowed to graduate. Direct any queries to the Office of the Legal Counsellor: Tel. 021 650 2191.
IF YOU ARE ATTENDING YOUR GRADUATION CEREMONY

CHECK YOUR GRADUATION CEREMONY TIME AND DATE
All ceremonies take place in the Jameson Hall, and last for approximately two hours.  
See Appendix A for the graduation ceremony timetable.

CONFIRM YOUR ATTENDANCE AT GRADUATION ON ‘SELF-SERVICE’
PLEASE NOTE THIS SERVICE WILL BE AVAILABLE FROM 1 OCTOBER 2014

Please indicate whether you are going to attend the graduation ceremony should you qualify. Enter the address to which your certificate can be posted (enter this even if you intend to be present at the ceremony). On ‘self-service’, scroll down to ‘Your Future Meetings’. Click on ‘Update’ by the graduation ceremony meeting. Click on the drop-down arrow under status and select either ‘Will Attend’ or ‘Not Attend’. The default is ‘Invited’ and this status must be changed. Click on the ‘Address for Certificate’ button. Select an existing address or change the address as necessary. This will not change your actual address, it is an address used specifically for this meeting. Click on save then ‘Return to Future Meetings’ and click on save.

If you indicate on ‘student self-service’ that you wish to attend and then, for whatever reason, can no longer attend the ceremony, you will graduate in absentia. Up until 28 November 2014 you may change your attendance status on ‘student self-service’. After this date, please contact the Student Records Office directly to inform us of this change.

COLLECT YOUR TICKET, GUEST TICKETS, GOWN AND HOOD
At the scheduled times before your ceremony (See Appendix A), you will first need to collect your tickets and gown form at the Ground Floor, Otto Beit Building (next to Jameson Hall) before proceeding to pay the cash deposit for your gown and hood hire at the Department of Student Affairs’ Treasury, Level 5, Steve Biko Students Union Building. Thereafter, you can collect your gown and hood on the Ground Floor, Otto Beit Building.

TICKETS AND GUEST TICKETS
Students attending their graduation ceremony, as well as their invited guests, must have a ticket. These are issued to you when you collect your gown and hood.

Each graduand is entitled to only two guest tickets for the Jameson Hall. As we are limited by the size of the hall and the number of graduands per ceremony, we are not able to supply more tickets (children are not admitted without a ticket).

Extra guest tickets: To accommodate additional guests, all graduation ceremonies will be recorded and relayed live to the Beattie Theatre in University Avenue. Extra guest tickets for this venue (and for the reception after the ceremony) may be requested the day before you graduate when collecting your allocated tickets. These tickets are subject to availability.
GOWNS AND HOODS
All graduands are required to wear prescribed academic dress (see Handbook 3 – General Rules and Policies, pages 29 – 31).

The University hires gowns and hoods at a net charge of R100 (R300 deposit, R200 refund). The same fee applies if you only want to hire a gown, or have your own gown and only need a hood. R200 will be refunded if the hired articles are returned in good order within the prescribed 24 hours (see Appendix A).

If returned later than 24 hours after the ceremony you will forfeit R100 of your refundable deposit.

If you cannot collect your gown, hood and tickets in person, a friend or family member may do this for you.

Ensure they know your size as well as your faculty and level of qualification, as hoods differ in these respects.

To purchase your own gown and hood, contact:
- T. Birch & Co on 046 622 7010
- Academic Apparel on 021 948 9127

With regards to your clothing, there is no formal dress code. However, you are strongly encouraged to wear ‘smart formal’ attire. As you will be moving around quite a bit on the day (up and down the stairs to the stage, kneeling on the stage, all the way around the perimeter of the hall and back to your seat, up and down Jameson steps etc.) it is important that you wear formal but comfortable clothing that will not restrict your mobility in any way.

RETURNING YOUR GOWN AND HOOD
Gowns and hoods must be returned within 24 hours after your ceremony and in good order (Please do not wash or iron the gowns as this damages the fabric), to the Arts Building, as they are needed for the remaining ceremonies. We suggest you do this immediately after your graduation, while you are still on campus to receive the full refund. Please refer to the schedule (Appendix A) for the dates and specific times for returns.

Your deposit refund can be claimed at the Department of Student Affairs’ Treasury, Level 5, Steve Biko Students Union Building, up to 19:00 on 20 December 2014, thereafter the refund must be collected from the Cashier’s Office, Level 3, Kramer Building, Middle Campus.

From Monday 29 December 2014, all gowns and hoods must be returned to the Student Records Office, Level 4, Masingene (Student Admin) Building up to 15:30.

Non-return of gowns and hoods: If not returned by Friday 3 January 2015 your account will be handed over to the University lawyers and you will be required to pay a fee of R1 500 (R4 000 for PhD graduands) to cover the replacement of the hired articles, plus legal costs. Loss of either gown or hood will result in the full cost of the hire.

Please contact Mr Mogamat Benjamin for return enquiries on 083 775 6016.
PHOTOGRAPHS
Professional photographs will be taken at the ceremony.

Gordon Harris Photographic (contracted by UCT) will photograph all graduands as they are capped and hooded during the ceremony.

Information on their services as well the forms you will need to fill out to order copies of your photographs can be found here: http://www.uct.ac.za/usr/current_students/graduation/Gordon%20Harris%20Photographic%20Information.pdf.

In addition, they will set up studios in the Mathematics Building where you may pose with family and friends for a photograph after the ceremony.

Gordon Harris is based in Pretoria and their contact details are:
Website: or http://www.ghphoto.co.za/graduations.html
Email: info@ghphoto.co.za
Tel: 012 430-3725 or 0861 467 366.
Fax on 012 430-4300 or 0861 447 329.

VIDEO RECORDING AND LIVE STREAMING OF CEREMONIES
All UCT graduation ceremonies are recorded and you can purchase an unedited DVD of a specific ceremony from Sight and Sound. Please contact Marc Taylor on 021 448 4094, or on marc@avhire.co.za. All DVD queries must be referred to the service provider.

Do you have family who cannot attend your graduation but would like to see you graduate? They can go to the UCT Homepage (www.uct.ac.za) and click on the Graduation Streaming link, then watch the whole ceremony as it happens. (Please note that you need the latest version of the Adobe Flash Player to view the live feed.)

SPECIAL NEEDS ARRANGEMENTS
Do you or any of your guests have mobility difficulties and require assistance to access Jameson hall? If so be sure to inform the Disability Service well in advance, no later than three days before graduation. Because of space limitations in Jameson Hall, we need as much notice as possible to ensure that the necessary arrangements are in place.

Guests with mobility difficulties should contact the Disability Service’s Barrier Free Access Co-ordinator: e-mail: Edwina.Konghot@uct.ac.za or pearl.tukwayo@uct.ac.za. Graduands with mobility difficulties should contact the Student Records Office (021 6503595).

Are you hard of hearing? Do you use hearing aid technology? Jameson Hall has been equipped with induction loop technology, so ensure that your hearing instrument is set to the T-Coil setting.
GRADUANDS MUST BE SEATED 30 MINUTES BEFORE THE START OF THE CEREMONY AND GUESTS 15 MINUTES BEFORE

Doors open one hour before the start of the ceremony. Guests enter through the main doors of Jameson Hall, and will be directed where to sit. Please ensure that your guests are seated fifteen minutes before the start of the ceremony.

Graduands enter through the side door on the south side (left of Jameson Hall). You must present your ticket, as your name will be ticked off a list, and you must sit in the numbered seat indicated on your ticket only. Each Dean has a list of names, which will be called out in the order in which students are seated.

Twenty minutes before the start of the ceremony, administrative staff will note any vacant seats and pass a message to the Dean to remove the name from the list. It is, therefore, very important that you be seated correctly and on time. If you arrive after the list has been finalised you will not be able to participate in the ceremony.

Information on the procedure to follow during the ceremony will be printed on the back of your admission ticket.

ACCOMMODATION
To enquire about accommodation during graduation for yourself or for family and friends, contact the Vacation Accommodation Office:
Tel 021 650 1050/2,
Fax 021 650 5597,
Email: vac-accom@uct.ac.za
Website: http://www.accommodation.uct.ac.za/vac_accom/about/.

For off-campus accommodation in and around Rondebosch contact:
- Little Scotia on 021 686 8245 or info@scotia.co.za
- Rondebosh Manor on 021 686 9752 or info@rondeboschmanor.co.za
- Twin Oak Lodge on 021 697 2977 or wabrahams@absamail.co.za
- Riverview Lodge on 021 447 9056 or info@riverview.co.za

CELEBRATORY FUNCTION
Each graduation ceremony will be followed by a celebratory function. All graduates and their guests are invited. The venue for each function will be shown on your admission ticket. Food and drinks will be provided at no charge. These are wonderful opportunities for graduates (and their families) to savour their achievements and to bid farewell to friends. We do hope that you will join us at these functions.
THE UCT RAG GRADUATION PROJECT

UCT RAG provides memorabilia in order to commemorate Graduation Day with Graduation Wine.

Graduation Wine takes place during Graduation Week and is sold in the Leslie Social Sciences Building after each Graduation Ceremony. The project involves selling selected wines with a label inscribed with graduates’ names. In addition to the white and red wine sold, there is sparkling wine and sparkling grape juice. The wine is accompanied by a glass engraved with the UCT logo and packaged; a magnifying glass for each graduate to find their own name is also included.

All proceeds raised from the project go to RAG’s sole beneficiary SHAWCO specifically funding their education programmes.

For more information please visit the UCT RAG Office, level 5 Steve Biko Building or for pre-orders, contact UCT RAG Graduation Wine Project Manager: Naadiya Waggiet, naadiyan@gmail.com. You may also contact us on 021 650 3525.
If you are not attending your graduation ceremony, you will graduate in absentia.

Please indicate on ‘self-service’ if you are not going to attend the graduation ceremony should you qualify. Enter the address to which your certificate can be posted. On ‘self-service’, scroll down to ‘Your Future Meetings’. Click on ‘Update’ by the graduation ceremony meeting. Click on the drop-down arrow under status and select either ‘Will Attend’ or ‘Not Attend’. The default is ‘Invited’ and this status must be changed. Click on the ‘Address for Certificate’ button. Select an existing address or change the address as necessary. NB: This will not change your actual address, it is an address used specifically for this meeting. Click on save then ‘Return To Future Meetings’ and click on save.

If you indicate on ‘student self-service’ that you don’t wish to attend and then, for whatever reason, can attend the ceremony, you have up until 28 November 2014 to change your attendance status on ‘student self-service’. After this date, please contact Student Records directly to inform us of this change.

If you have not received your degree/certificate/diploma in the post by February 2015, please follow up with the Student Records Office.

VERIFY YOUR ADDRESS
On ‘self-service’, scroll down to ‘Contact Details’. Click on ‘Home Address’. If you will continue to use this address after graduation simply click on the ‘Confirm Address’ button. If you have a different address after graduation from your current home address, click on the ‘edit’ button and change the address, click on OK. Enter the date from which you will be using this address and click save, click OK when the change is saved and then click ‘Confirm Address’.

VERIFY RELATED UCT ALUMNI INFORMATION
On ‘self-service’ scroll down to ‘Personal Information’ and click on the ‘Family and Emergency Contacts’ link.

If none of your family are current or past students, simply click the ‘Confirm Details’ button.

If one of your existing contacts is a current or past UCT student, click on the ‘edit’ button. Tick the box labelled ‘Is This Person a Current or Former UCT Student?’ and then click on the ‘look up’ button which appears.

If the search finds a student click the ‘Select Student’ link, the student number and latest qualification will appear, click save. If the look up does not find a student, check the details you entered, if they are correct, click the ‘return’ link and enter the year and last qualification your relation achieved at UCT. Click save then OK and then ‘Confirm Details’.

If you have family who are not shown who are current or past UCT students, click on the ‘Add Contact’ button and proceed as above, adding the address if known. Enter the name and birthdate of your relation and click the ‘submit’ button.
ACCESS TO UCT’S ONLINE NETWORK AFTER GRADUATION

A student’s network account gives him/her access to the following services:

- the UCT network (F: drive and G: drive)
- eduroam wireless network access and the international eduroam service
- printing services
- e-mail
- the Internet
- site-licensed software such as Statistica, McAfee, etc.
- site-licensed access to the Lynda.com online learning platform
- PeopleSoft
- Vula

Approximately 14 days after graduation you will lose access to all of the above services – with the notable exception of access to email via myUCT. You may continue to use your myUCT mailbox and your SkyDrive account for the rest of your life, if you wish.

WHAT YOU NEED TO DO BEFORE GRADUATION:

- Ensure that you have a backup copy of all of your data from the F: and G: drives.
- Ensure that you have a backup copy of all data from your Vula folders.
- Remove any software from your laptop that was installed as a result of a UCT site-licence (e.g. McAfee, Statistica, etc). Once you graduate you are not entitled to use the software and by keeping it on your laptop/PC you would be contravening the conditions of the site licence agreement that UCT has with that vendor.
- Print out any course completion certificates for courses that you completed online via Lynda.com.
- Ensure that you know the answers to the security questions that you initially set up on Password Self-Service. Or, if you don’t think that you can remember them, log onto Password Self-Service and reset the security questions (http://www.icts.uct.ac.za/modules.php?name=News&file=article&sid=1572#changeanswers). This is vital if you wish to continue using myUCT as you will need to be able to manage your own password once you have left UCT.

For more information, go to http://www.icts.uct.ac.za/modules.php?name=News&file=article&sid=5053.
# APPENDIX A: GRADUATION CEREMONY SCHEDULE

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>DATE &amp; TIME OF CEREMONY</th>
<th>GRADUANDS SEATED BY</th>
<th>ISSUE OF GOWNS, HOODS AND TICKETS</th>
<th>RETURN OF GOWNS AND HOODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heath Sciences 1</td>
<td>Monday 15 December at 10h00</td>
<td>09h30</td>
<td>Friday 12 Dec 09h30 - 12h30</td>
<td>Tuesday 16 Dec 09h30 – 19h00</td>
</tr>
<tr>
<td>All Health Sciences undergraduate programmes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering and the Built Environment 1</td>
<td>Monday 15 December at 15h00</td>
<td>14h30</td>
<td>Friday 12 Dec 13h30 - 16h30</td>
<td>Tuesday 16 Dec 09h30 – 19h00</td>
</tr>
<tr>
<td>Engineering programmes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities 1</td>
<td>Tuesday 16 December at 10h00</td>
<td>09h30</td>
<td>Monday 15 Dec 09h30 – 12h30</td>
<td>Wednesday 17 Dec 09h30 - 19h00</td>
</tr>
<tr>
<td>All Education programmes and Bachelor of Social Work</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Health Sciences 2 and Law</td>
<td>Tuesday 16 December at 14h00</td>
<td>13h30</td>
<td>Monday 15 Dec 09h30 – 12h30</td>
<td>Wednesday 17 Dec 09h30 - 19h00</td>
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<tr>
<td>All postgraduate Health Sciences programmes; All Law programmes</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Humanities 2</td>
<td>Tuesday 16 December at 18h00</td>
<td>17h30</td>
<td>Monday 15 Dec 13h30 – 16h30</td>
<td>Wednesday 17 Dec 09h30 - 19h00</td>
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<tr>
<td>General BSocSc programmes</td>
<td></td>
<td></td>
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<tr>
<td>Commerce 1</td>
<td>Wednesday 17 December at 10h00</td>
<td>09h30</td>
<td>Tuesday 16 Dec 09h30 – 12h30</td>
<td>Thursday 18 Dec 09h30 - 19h00</td>
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<tr>
<td>All PGDips, Master’s and Doctoral programmes</td>
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<tr>
<td>Humanities 3</td>
<td>Wednesday 17 December at 15h00</td>
<td>14h30</td>
<td>Tuesday 16 Dec 13h30 – 16h30</td>
<td>Thursday 18 Dec 09h30 - 19h00</td>
</tr>
<tr>
<td>All non-Education PGDips, Honours, Master’s and Doctoral programmes</td>
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<tr>
<td>Commerce 2</td>
<td>Thursday 18 December at 10h00</td>
<td>09h30</td>
<td>Wednesday 17 Dec 09h30 – 12h30</td>
<td>Friday 19 Dec 09h30 - 19h00</td>
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<tr>
<td>BCom</td>
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<tr>
<td>Humanities 4</td>
<td>Thursday 18 December at 15h00</td>
<td>14h30</td>
<td>Wednesday 17 Dec 13h30 – 16h30</td>
<td>Friday 19 Dec 09h30 - 19h00</td>
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<tr>
<td>BA, BMus, named BSocSc, Performance Diplomas</td>
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<tr>
<td>Programme</td>
<td>Start Date</td>
<td>Time</td>
<td>End Date</td>
<td>Time</td>
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<tr>
<td><strong>Science 1 and Commerce 3</strong></td>
<td>Friday 19 Dec</td>
<td>09h30</td>
<td>Thursday 18 Dec</td>
<td>09h30 – 12h30</td>
</tr>
<tr>
<td>Science programmes (AST, MAM, PHY, STA, CSC), BCom Honours; All GSB programmes</td>
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<tr>
<td></td>
<td>09h00</td>
<td>14h30</td>
<td>Saturday 20 Dec</td>
<td>09h30 - 19h00</td>
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<tr>
<td><strong>EBE 2</strong> Built Environment programmes</td>
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<td></td>
<td>15h00</td>
<td>14h30</td>
<td>Thursday 18 Dec</td>
<td>13h30 – 16h30</td>
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<td></td>
<td>13h30 – 16h30</td>
<td>14h30</td>
<td>Saturday 20 Dec</td>
<td>09h30 - 19h00</td>
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<tr>
<td><strong>Commerce 4</strong> BBusSc</td>
<td>Saturday 20 Dec</td>
<td>09h30</td>
<td>Friday 19 Dec</td>
<td>09h30 – 12h30</td>
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<td></td>
<td>10h00</td>
<td>09h30</td>
<td>09h00</td>
<td>09h30 - 19h00</td>
</tr>
<tr>
<td><strong>Science 2</strong> All Science programmes excl. AST, MAM, PHY, STA, CSC</td>
<td>Saturday 20 Dec</td>
<td>14h30</td>
<td>Friday 19 Dec</td>
<td>13h30 – 16h30</td>
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<td></td>
<td>15h00</td>
<td>14h30</td>
<td>13h30 – 16h30</td>
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<td>13h30 – 16h30</td>
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<td>09h30 - 19h00</td>
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APPENDIX B: OFFICES YOU MAY NEED TO CONTACT:

STUDENT RECORDS OFFICE
Tel: 021 650-3595
Fax: 021 650-5714
Email: reg-records@uct.ac.za
(Please note Graduation and your faculty in the subject field: e.g. Graduation-Commerce)

FEES OFFICE
(To check your fee balance and whether your account has been fully settled)
Go to ‘student self-service’ at http://studentsonline.uct.ac.za
Tel: 021 650-1704
Fax: 021 650-4768
Email: fnd-feeneq@uct.ac.za

STUDENT FINANCIAL AID
(For queries relating to undergraduate sponsorship and bursaries)
Tel: 021 650-3545
Email: financialaid@uct.ac.za

POSTGRADUATE FUNDING OFFICE
(For queries relating to postgraduate sponsorship and bursaries)
Tel: 021 650-3622
Fax: 021 650-4352
Email: pgfunding@uct.ac.za

ICTS
(For log on issues)
Tel: 021 650-4500
Email: icts-helpdesk@uct.ac.za

FACULTY OFFICES
(To ensure that you have met all the academic requirements to graduate)

COMMERCE
Tel: 021 650-4375/5748
Fax: 021 650-4369
Email: com-faculty@uct.ac.za

GRADUATE SCHOOL OF BUSINESS
Open Academic Programmes
Heidi Le Sueur
Tel: 021 406-1466
Email: heidi.lesueur@gsb.uct.ac.za
Executive Education Programmes
Samantha Van Der Ross
Tel: 021 406 1274
Email: Samantha.vanderross@gsb.uct.ac.za

Executive MBA
Sherry Walklett
Tel: 021 406 1413
Email: sherry.walklett@gsb.uct.ac.za

ENGINEERING & THE BUILT ENVIRONMENT
Tel: 021 650-2699
Fax: 021 650-3782
Email: ebe-faculty@uct.ac.za

HEALTH SCIENCES
Tel: 021 406-6629
Fax: 021 404-8955
Email: Candice.solomons@uct.ac.za

HUMANITIES
Tel: 021 650-2717
Fax: 021 686-7469
Email: hum-ugrad@uct.ac.za

GRADUATE SCHOOL IN HUMANITIES
Tel: 021 650-2691
Fax: 021 650-5751
Email: hum-postgrad@uct.ac.za

LAW
Tel: 021 650-3086/7
Fax: 021 650-5608
Email: law-studies@uct.ac.za

SCIENCE
Tel: 021 650-2712/3023
Fax: 021 650-2710
Email: sci-science@uct.ac.za