

# College of Law and Management Studies Registration Process 2014

### **Important Dates**

- On-line (Self Help) registration commences on Tuesday 7 January 2014. This
  unassisted on-line registration will continue until Friday 21 February 2014 (the very
  last day for late registration).
- Deadline for the exclusion appeal process is Thursday 9 January 2014.
- The Final date for payment of all fees required for registration is Thursday 20
   February 2014.
- The Final day for registration, change of curriculum and extended DP application is Friday 21 February 2014.
- Lectures commence on Monday 10 February 2014.

### Registration Process per School

#### PLEASE NOTE THE FOLLOWING:

- 1. It is requested that all students with no registration holds register as early as possible as the on-line registration system will be open from the **7 January 2014**.
- 2. 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.
- 3. Students with registration holds **and** outstanding fees should first receive academic and curriculum counselling before capturing 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

### PIETERMARITZBURG AND WESTVILLE CAMPUSES

SESSIONS FOR DIFFERENT GROUPS	DATE	TIME	VENUE
On Line Registration for First Year and Returning Students with no registration holds	7 January-8 February		Students can register in their own time, and may register from anywhere.
On Line Registration for First Year and Returning Postgraduate Diploma and Honours Students with no registration holds.	7 January-8 February		Students can register in their own time, and may register from anywhere.
Assisted On Line registration with curriculum advice for returning Postgraduate Diploma and Honours Students with negative term decisions.	27-28 January	09h00- 16h30	In the respective School Lans
Assisted On Line Registration for First Year Students <b>only</b>	4 February	09h00- 16h30	C3, COMMERCE BUILDING (PMB)
			GOVAN MBHEKI LAN (WVL)
Assisted On Line registration with curriculum counselling for returning 1st year students <b>only</b>	4 February	09h00- 16h30	C3, COMMERCE BUILDING (PMB)
with negative term decisions			GOVAN MBHEKI LAN (WVL)
Orientation	3 February	08h00- 15h00	T1 & T3, WESTVILLE CAMPUS
		131100	C12, PMB CAMPUS
Assisted On Line Registration for Second Year Students <b>only</b> with no registration holds	5 February	09h00- 16h30	COMMERCE LAN (PMB)
students <b>only</b> with no registration noids		101130	GOVAN MBHEKI LAN (WVL)
Assisted On Line registration with curriculum counselling for returning 2 <sup>nd</sup> year students <b>only</b>		09h00- 16h30	C3, COMMERCE BUILDING (PMB)
with negative term decisions			GOVAN MBHEKI LAN (WVL)
Assisted On Line Registration for Third Year Students <b>only</b> with no registration holds	6 February	09h00- 16h30	COMMERCE LAN (PMB)
			GOVAN MBHEKI LAN (WVL)
Assisted On Line registration with curriculum counselling for returning 3 <sup>rd</sup> year students <b>only</b>	6 February	09h00- 16h30	C3, COMMERCE BUILDING (PMB)
with negative term decisions			GOVAN MBHEKI LAN (WVL)
Assisted On Line Registration for Fourth Year Students <b>only</b> with no registration holds	6 February	09h00- 16h30	COMMERCE LAN (PMB)
			GOVAN MBHEKI LAN (WVL)
Assisted On Line registration with curriculum counselling for returning Fourth year students <b>only</b>	6 February	09h00- 16h30	C3, COMMERCE BUILDING (PMB)
with negative term decisions			GOVAN MBHEKI LAN (WVL)
Assisted On Line registration with curriculum counselling for all students who were unable to attend the initial dates	7 February	08h30- 16h00	GOVAN MBHEKI LAN (WVL) C3, COMMERCE BUILDING (PMB)
atteriu trie filitiai uates	8 February	08h30- 12h30	GOVAN MBHEKI LAN (WVL) C3, COMMERCE BUILDING (PMB)
Compulsory Group academic counselling for all st	 udents with negative term	 decisions	
Returning first year students	Tuesday 4 February	08h30-	C12 (PMB)
		10h00	T1 (Westville)
Second year students	Wednesday 5 February	08h30- 10h00	C12 (PMB)
			T1 (Westville)
Third and Fourth years students	Thursday 6 February	08h30- 10h00	C12 (PMB)
			T1 (Westville)

#### **SCHOOL OF LAW**

### HOWARD COLLEGE CAMPUS AND PIETERMARITZBURG CAMPUS

#### **REGISTRATION 07 JANUARY - 14 FEBRUARY 2013**

Please email general registration queries to	lawreggueries@ukzn.ac.za

Please email general registr	ation queries to <u>lawregqueries@u</u>	ukzn.ac.za
STUDENTS	DATE	VENUE
	20 January-08 February	Any off campus or any available on campus LAN computer (HC)
On Line registration for first year students <b>only</b>	07 January-08 February	Any off campus or any available on campus LAN computer (PMB)
On Line registration for returning students with no	13 January -08 February	Any off campus or any available on campus LAN computer (HC)
registration holds	07 January - 08 February	Any off campus or any available on campus LAN computer (PMB)
Assisted On Line registration for first year students <b>only</b> .	04 February 09:00 - 15:00*	Law Library LAN (HC)
Assisted on line registration for hist year students only.	04 (Coldary 07.00 - 15.00	Commerce LAN (PMB)
Assisted On Line registration for second year students	05 February 09:00 - 15:00*	Law Library LAN (HC)
only.	03 February 07.00 - 13.00	Commerce LAN (PMB)
Assisted On Line registration for third year students <b>only</b> .	06 February 09:00 - 15:00*	Law Library LAN (HC)
Assisted Off Line registration for third year students <b>only</b> .	00 February 09.00 - 15.00	Commerce LAN (PMB)
Assisted On Line registration for fourth year students any	07 February 09:00 - 15:00*	Law Library LAN (HC)
Assisted On Line registration for fourth year students <b>only</b> .	07 rebluary 09.00 - 15.00	Commerce LAN (PMB)
Compulsory group academic counselling for RISK and	04 February 09:00 - 10:00	Moot Court (HC)
RSK2 students.	06 February 09h00 - 10h00	Moot Court (PMB)
Individual academic counselling and curriculum advice	04 February 10:00 - 15:00*	Seminar Room A (HC)
and online capture for RISK and RSK2 students.	06 February 10:00 - 15:00*	EBR (Law Building, PMB)
Compulsory group academic counselling for FPRR and	05 February 09:00 - 10:00	Moot Court (HC)
RAPB students.	07 February 09:00- 10:00	Moot Court (PMB)
Individual academic counselling and curriculum advice	05 February 10:00 - 15:00*	Seminar Room A (HC)
and online capture for FPRR and RAPB students.	07 February 10:00 - 15:00*	EBR (Law Building, PMB)
		y until 14 February at advertised times in taff offices.
	LB Part Time STUDENTS first semes	ter
REGISTRATION STUDENTS	I 07 JANUARY - 14 FEBRUARY DATE	VENUE
All students	Saturday 8 February 9h00 – 14h00	HC 1
	BURG Part Time LLB STUDENTS	
REGISTRATION STUDENTS	I 07 JANUARY - 14 FEBRUARY  DATE	VENUE
	Friday 7 February 8h00 – 14h00	First go to Room 15, 2 <sup>nd</sup> Floor and then proceed to EBR for online registration
All students to first get approval for modules from Mr Subramanien and then proceed to EBR (Law Building) for online registration	and Saturday 8 February	First go to Room 15, 2 <sup>nd</sup> Floor and then proceed to EBR for online registration

Saturday 8 February 9h00 – 12h00

### Parents' Day and Orientation

#### Parents' Day

- Westville Campus: Saturday, 1 February in T1 & T3 from 09h00-13h00
- Howard College: Saturday, 1 February in Howard College Music Theatre (Howard College building) from 09h00-13h00
- Pietermaritzburg Campus: Saturday, 1 February in C12 & C1(Golf Road Campus, Commerce building) from 09h00-13h00

### Compulsory Orientation for first entry undergraduate students

- Westville Campus: Monday, 3 February in T1 & T3 from 08h00-15h00
- Howard College: Monday, 3 February in Howard College Music Theatre (Howard College building) from 08h00-15h00
- Pietermaritzburg Campus: Monday, 3 February in C12 (Golf Road Campus, Commerce building) from 08h00-15h00

### **Student Services**

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

MANAGEMENT STUDIES Academic Monitoring and Support Coordinator	Ms Primmithi Naidoo	WVL/ PMB/ HCC	naidoopri@ukzn.ac.za	J Block, J026 Room 015 Lower Level, WVL
MANAGEMENT STUDIES Extended curriculum	Mr Evan Jones	WVL/ PMB	Jonese2@ukzn.ac.za	J Block, J026, Room 022, Lower Level, WVL
LAW: Academic Development Coordinator	Dr Bev Soane	HCC	soaneb@ukzn.ac.za	Suite H, 1st Floor, Room 7, Howard College Building, HCC
LAW: Academic Development Coordinator	Dr Noleen Loubser	PMB	Loubsern@ukzn.ac.za	School of Law, Room 5, Law Building, PMB

### **Student Funding**

Funding Advisor	Mr Xolani Dludla	HCC	dludlax@ukzn.ac.za	Howard College Bld, Suite I Ground Floor11
Funding Advisor	Mr Sandile Ndimande	PMB	ndimandes1@ukzn.ac.za	College office, 1 Golf Road
Funding Advisor	Ms Merci Rajkumar	WVL	Rajkumarma@ukzn.ac.za	J235, 2nd FL J Block W
Funding Advisor	Ms Nain Ramndas	WVL	ramdasn@ukzn.ac.za	J235, 2nd FL J Block W
Held Desk Receptionist Student Funding	Ms Phyllis Ntsele	WVL	NTSELEP@ukzn.ac.za	J235, 2nd FL J Block W

### **Student Residence Affairs**

Westville Campus	Mr Sbu Khumalo	khumalos@ukzn.ac.za
Howard College	Mrs Sanelisiwe Ntuli	ntulis3@ukzn.ac.za
Pietermaritzburg Campus	Ms Elizabeth Matizamhuka	Matizamhuka@ukzn.ac.za
Pietermaritzburg Campus	Mrs Thandi Sibisi	sibisit@ukzn.ac.za

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

Administration Officer	Ms Pam (Anitha) Perumal All queries, requests for interviews, etc.	ALL	perumala@ukzn.ac.za	300P1, E-Block, Counselling Centre, WVL until 24/12/2013
Student Counsellor	Ms Zamangwane Khanyile- Mmika	PMB		College Office, 1 Golf Road , PMB
Student Counsellor	Ms Margot Freedman	PMB		College Office, 1 Golf Road, PMB
Student Counsellor	Ms Ishara Maharaj	HCC		248 King George V/Mazisi Kunene Avenue, HCC
Student Counsellor	Ms Shariefa Hendricks	WVL		300E, E-Block, Counselling Centre, WVL
Student Counsellor	Ms Paulette Naidoo	WVL		300D, E-Block, Counselling Centre, WVL
Career Development Officer	Ms Rosheena Jeawon	ALL	jeawonr@ukzn.ac.za	300P, E-Block, Counselling Centre, WVL
Please Note: Westville campus office location is until 24/12/2013 and will be situated at Level 3 L-Block WVL from 07/01/2014				

## **Contact Details per School**

uiries:

 HOWARD COLLEGE
 (031) 260 1500

 PIETERMARITZBURG
 (033) 260 5739

 WESTVILLE
 (031) 260 2216

School of Law				
Academic Leader Research and		Prof Marita Carnelley	carnelleym@ukzn.ac.za	
Higher Degrees				
Academic Leader Teaching and		Ms Judy Parker	parkerj@ukzn.ac.za	
Learning				
Academic Leader Socio-Legal		Prof Mike Kidd	kidd@ukzn.ac.za	
Studies				
Academic Leader Business Law		Prof Tammy Cohen	cohen@ukzn.ac.za	
Academic Leader Private Law		Prof Noel Zaal	zaalf@ukzn.ac.za	
Academic Leader Public Law		Prof Yousuf Vawda	vawday@ukzn.ac.za	
School of Accounting, Economics 8	Fina	ince		
Campus	Undergraduate		Postgraduate	
Westville	(031) 260 3198		(031) 260 1079/7644	
Pietermaritzburg	(033)	260 5392/5831	(033) 260 6486	
Academic Leader Research and	Academic Leader Research and		ngalawa@ukzn.ac.za	
Higher Degrees	Higher Degrees			
Academic Leader Teaching and	Academic Leader Teaching and		deoduttj@ukzn.ac.za	
Learning				
Academic Leader Economics		Dr Beverly Edkins	edkinsb@ukzn.ac.za	
Academic Leader Applied Econom	nics	Mr Marcel Kohler	kohler@ukzn.ac.za	
Academic Leader Finance	Academic Leader Finance		strydomb@ukzn.ac.za	
Academic Leader Financial		Prof Lesley Stainbank	stainbankl@ukzn.ac.za	
Accounting				
Academic Leader MAF		Ms Patricia Shewell	shewellp@ukzn.ac.za	
Academic Leader Taxation		Ms Carmen Westermeyer	Westermeyerc@ukzn.ac.za	
Academic Leader Auditing		Ms Charmaine Lathleiff	smithc@ukzn.ac.za	
Co-ord. Accounting Programmes		Prof Phil Stegen	<u>Stegen@ukzn.ac.za</u>	

School of Management, IT & Governance					
Academic Leader Research and	Prof Brian Mc Arthur	mcarthurb@ukzn.ac.za			
Higher Degrees					
Academic Leader Teaching and	Mr Taahir Vajeth	vajetht@ukzn.ac.za			
Learning					
Academic Leader HR and Labour	Prof Sanjana Brijball	<u>brijballs@ukzn.ac.za</u>			
Relations					
Academic Leader Marketing and	Dr Manduth Ramchander	ramchanderm@ukzn.ac.za			
SCM					
Academic Leader Information	Mr Karna Naidoo	naidook82@ukzn.ac.za			
Systems Management					
Academic Leader Public Governance	Prof Yogi Penceliah	penceliahy@ukzn.ac.za			
Academic Leader Management and	Dr Ziska Fields	fields@ukzn.ac.za			
Entrepreneurship					
Graduate School of Business & Leadership					
Academic Leader Research and	Dr Elias Munapo	Munapoe@ukzn.ac.za			
Higher Degrees					
Academic Leader Teaching and	Dr Mihalis Chasomeris	Chasomerism1@ukzn.ac.za			
Learning					