



## REGISTRAR'S COMMUNIQUÉ

14 JANUARY 2020

### SINGLE REGISTRATION FOR BOTH SEMESTERS AT THE BEGINNING OF THE ACADEMIC YEAR FROM 2020

Dear Student

Our current registration system requires students taking semesterized programmes to register twice in one year, once at the start of the first semester, and then again at the start of the second semester. This system has proven to be inefficient and inconvenient to both students and staff. The current arrangement leads to unnecessary delays and disruptions to the academic year and takes up time that you could use more profitably for extra study time.

In order to address the inefficiency and inconvenience, we have decided to move in a new direction from next year. From January 2020, the University will be implementing a single registration system. This will mean that you will only need to register once for both Semester 1 and Semester 2 at the beginning of the academic year.

How will YOU benefit from this change?

- You will need to pay only one deposit each year instead of the current system where two deposits are required and which often prevents you from registering. However, the initial deposit will be that applicable to annual students (R4200.00).
- You will be able to use the online system to register once for both the semesters in January. Even if you happen to be unsuccessful in a particular module, which prevents your taking the next higher level module, such adjustments will be done automatically on your behalf.
- You will no longer need to be frustrated at having to queue for registration twice a year.
- You will benefit from extra teaching time as you will no longer need to wait for registration of all students in the second semester to be complete before lectures commence.
- You will receive an improved annual proof of registration for internal and external use which shows all the subjects and costs for the whole year.

It is also important to note the following, which may affect you as a result of this change:

- We have revised the Departmental rules to assist students' in the annual progression from one year to the next. Please make sure you are informed and check your 2020 Departmental Handbooks.
- Where relevant, you will be admitted to residence on an annual basis, however if you do not qualify to register for any second semester subjects, you will be deregistered from residence.
- Where you have not passed the prerequisites module/s in the mid-year examination for a module that you are already registered for in Semester 2, those second semester registrations will be automatically cancelled and the fees will be adjusted accordingly, without you having to do anything.
- You will need to ensure that you select all the correct subjects/modules in Semester 1 and Semester 2 to complete your registration in January.
- You will need to check your registration details again online at the beginning of the second semester to ensure that you have been deregistered from any subjects that you should not be continuing with if you have not passed the prerequisites.

We are very excited about this new way of registration and the positive change that this will bring for all our students and the DUT.

We take this opportunity to encourage you to make use of the on-line payment facility for fees payable and the online registration system (for both academic and residence) that allows you to register off-campus and thus avoiding any queues.

The DUT website contains valuable guides on online registration including an easy-to-understand video explaining the registration process.

Should you require further information or assistance with regard to the change in the registration system please contact your relevant Faculty Office or the Midlands Department of Student Administration.

We wish you well with your studies at DUT and an exciting 2020.

**DR T S PILLAY**  
**REGISTRAR**