MEMORANDUM

Date: **17 July 2020**

To: **All Students Departments of Information Technology and Information Systems**
From: **Dr Jeanette Wing, HOD: Department of IT and Dr Nalen Naicker HOD (Acting): Department of IS**
Cc: **Prof Olugbara, Executive Dean FAI, All staff IT and IS**

Roll out to assist students working remotely during COVID-19 Pandemic

Dear Student,

We trust that you are well. The Departments of IT and IS have secured the following items to assist learners with Multi Modal learning:

1) JBL earplugs with microphone to assist with MS Teams sessions and any other video content.
2) A USB that can be used to download your learning materials once and not continuously use data to download. Note the USB is blank, you need to download your material.
3) An adaptor that will link a USB to a micro USB port. If you have a smart device with a class C port. You should already have an adaptor provided with your smart device that is from a class C port to a micro USB. You may not need the adaptor.

These devices are to assist students in need. Students are requested to collect these devices from Ritson Road entrance which is at the back of the IT offices (West Wing), and not to go through the process of entering Campus. **Students must present their student card for collection**. The time is strictly between 10am and 12 noon each day. Should you not be able to collect in this scheduled time **please make an appointment** to collect from 1st August onwards here: https://bit.ly/30ieMr7

Face masks, distance of 2 m and all COVID-19 protocols to be observed. Please ensure that you comply to your designated collection times.

Student Collection Ritson Road, Gate 3, next to staff parking, 10 to 12 noon.

Monday 20 July 2020 (10 am to 12 noon)	BTINF2	B Tech IT	138
	BTFIS2	B Tech FIS	10
	BTLIS1	B Tech LIS	38
	ADICT1	Adv Dip ICT	160
	ADLIS1	Adv Dip LIS	14
Tuesday 21 July 2020 (10 am to 12 noon)	DIIBA1 (3rd year)	Dip ICT (BA)	120
	HCINF1	Higher Cert IT	310
Wednesday 22 July 2020 (10 am to 12 noon)	DIIAD1 (3rd year)	Dip ICT (AD)	350
	DILIS1 (3rd Year)	Dip LIS	80
	NDLIF2	Nat Dip LIS	20
	NDLIS		38
Thursday 23 July 2020 (10 am to 12 noon)	DIIBA1 (all years)	Dip ICT (BA)	380
	DILIS1 (1st , 2nd years)	Dip LIS	189
Friday 24 July 2020 (10 am to 12 noon)	DIIAD1 (2nd year)	Dip ICT (AD)	350
	DIIAF1 (All Years)	Dip ICT (AD) (ECP)	251
Monday 27 July 2020 (10 am to 12 noon)	DIIAD1 (1st year)	DIP ICT (AD)	480
Tuesday 28 July 2020 (10 am to 12 noon)	ALL		
Wednesday 29 July 2020 (10 am to 12 noon)	ALL		

Regards, The Department of IT and IS HOD's and staff.