



# GRADUATION INFORMATION

JULY 2017

**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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## TO REGISTER FOR GRADUATION

In order to provide the information vital to a successful graduation you need to log on to the 'student self-service' portal: <http://studentonline.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'.

## 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.

### CHECK YOUR RESULTS

You are 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 JULY.**

## 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 final page 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 email 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.

**NOTE: SHOULD YOU FAIL TO VERIFY YOUR NAME AND REQUIRE A CORRECTED CERTIFICATE TO BE PRINTED AFTER YOUR GRADUATION YOU WILL HAVE TO PAY A FEE OF R400.00**

## CHECK THAT YOU HAVE PAID ALL OUTSTANDING FEES, FINES AND DUES

Please settle all outstanding payments by **9 June 2017**. Any qualifier who has outstanding fees, fines, interests or dues as at **9 June 2017** 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 (E-mail: [fnd-feeeng@uct.ac.za](mailto:fnd-feeeng@uct.ac.za) or 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 2012.

## 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.

FACULTIES	DATE AND TIME
Health Sciences / Humanities / Law	Friday 14 July 2017 at 09h00
Graduate School of Business	Friday 14 July 2017 at 14h00
Commerce / Engineering & the Built Environment / Science	Friday 14 July 2017 at 18h00

### CONFIRM YOUR ATTENDANCE AT GRADUATION ON 'SELF-SERVICE'

**PLEASE NOTE THIS SERVICE WILL BE AVAILABLE FROM 26 May 2017**

Please indicate whether you are going to attend the graduation ceremony should you qualify, or have already qualified. 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 23 June 2017 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 below**), 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

FACULTIES	DATE AND TIME OF CEREMONY	COLLECT TICKETS, GOWNS AND HOODS	RETURN GOWNS AND HOODS
Health Sciences / Humanities / Law	Friday 14 July 2017 at 09h00	Thursday 13 July 2017 09h00 – 12h00	Monday 17 July 2017 09h00 – 16h00
Graduate School of Business	Friday 14 July 2017 at 14h00	Thursday 13 July 2017 09h00 – 12h00	Monday 17 July 2017 09h00 – 16h00
Commerce / Engineering & the Built Environment / Science	Friday 14 July 2017 at 18h00	Thursday 13 July 2017 13h30 – 16h30	Monday 17 July 2017 09h00 – 16h00

## 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. As we are limited by the size of Jameson Hall and the number of graduands per ceremony, we are not able to supply more tickets (children are **not** admitted without a ticket). Relay venue tickets MAY be issued should it be necessary, but not more than one ticket per graduand will be issued. Graduands should produce their ID or student card when collecting their tickets.

No third party ticket collection is permitted.

**The graduation will also be streamed via the UCT website and guests not able to attend the ceremony can watch via live streaming at [www.uct.ac.za](http://www.uct.ac.za).**

## GOWNS AND HOODS

All graduands are required to wear prescribed academic dress (see Handbook 3 – General Rules and Policies, pages 33 – 35).

The University hires gowns and hoods at a net charge of R250 (R450 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 time.

**If returned after Monday 17 July 2017 you will forfeit R100 of your refundable deposit.** Please note that the R450 is not for the purchase of the gown and hood but for the hiring. If gowns and hoods are not returned, students cannot pay R450 in order to purchase the items.

To purchase your own gown and hood, contact:

- T. Birch & Co on 046 622 7010 (Grahamstown)
- Academic Apparel on 021 948 9127 (Bellville)

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 after your ceremony and in good order (please do not wash or iron the gowns as this damages the fabric) to Room 117 and 118, Arts Building.** We suggest you do this immediately after your graduation, while you are still on campus to receive the full refund. Students must return gowns and hoods to this venue and collect the gown form as no form equals no return and students will be charged the full amount for a replacement gown. No returns will be allowed after the specified time.

Your deposit refund can also be claimed at the Department of Student Affairs' Treasury, Level 5, Steve Biko Students Union Building, on **Tuesday 18 July 2017. After this date, you will forfeit your entire**

**refund. From Wednesday 19 July 2017**, all gowns and hoods must be returned to the Student Records Office, Level 4, Masingene (Student Admin) Building until 16h30.

*Non-return of gowns and hoods: If not returned by 31 July 2017 your account will be handed over to the University lawyers and you will be required to pay a fee of R2000 (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 being charged.*

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.students.uct.ac.za/usr/current\\_students/graduation/Gordon%20Harris%20Photographic%20Information\\_updated.pdf](http://www.students.uct.ac.za/usr/current_students/graduation/Gordon%20Harris%20Photographic%20Information_updated.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: <http://www.ghphoto.co.za/>

Email: [info@ghphoto.co.za](mailto:info@ghphoto.co.za)

Tel: 012 430-3725

Fax: 012 430-4300

## LIVE STREAMING OF CEREMONIES

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](http://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.)

## ACCOMMODATION

To enquire about accommodation during graduation for yourself or for family and friends, contact the Vacation Accommodation Office:

Tel 021 650 1051/2,

Fax 021 650 5597,

Email: [vac-accom@uct.ac.za](mailto:vac-accom@uct.ac.za)

Website: [http://www.accommodation.uct.ac.za/vac\\_accom/about/](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](mailto:info@scotia.co.za)

- Rondebosch Manor on 021 686 9752 or [info@rondeboschmanor.co.za](mailto:info@rondeboschmanor.co.za)
- Riverview Lodge on 021 447 9056 or [info@capebudgetaccommodation.co.za](mailto:info@capebudgetaccommodation.co.za)
- Protea Hotel Mowbray on 021 442 5300 or [reservations1@phmowbray.co.za](mailto:reservations1@phmowbray.co.za)

## 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.

### 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 Edwina Ghall ([Edwina.Ghall@uct.ac.za](mailto:Edwina.Ghall@uct.ac.za)) and Pearl Tukwayo ([Pearl.Tukwayo@uct.ac.za](mailto:Pearl.Tukwayo@uct.ac.za)) at the Disability Service. Graduands with mobility difficulties should contact the Student Records Office ([graduation@uct.ac.za](mailto:graduation@uct.ac.za)).

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.

### 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.

## IF YOU ARE NOT ATTENDING YOUR GRADUATION CEREMONY

If you are unable to attend 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 23 June 2017 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 indicated that you will not be attending the ceremony, graduation documents (certificate and free hard copy of the transcript) will automatically be posted via registered mail using the South African Postal Service to the address provided on PeopleSoft. Posting will commence from 24 July 2017. Documents may take four to six weeks to reach a given destination. You can e-mail [reg-records@uct.ac.za](mailto:reg-records@uct.ac.za) (quoting your full name and student number or date of birth) from 21 August 2017 to query the posting status of your documents.

### 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.

## THE RECORDS YOU WILL RECEIVE UPON GRADUATING

Regardless of whether or not you are attending graduation, you will receive the following documentation:

- Your original degree/diploma certificate
- 1 hard copy of your transcript. This is the full record of your academic activities at UCT.
- 1 electronic transcript. This will be emailed to your **myUCT email account** within three weeks of your graduation ceremony.

If you are attending graduation, you will receive your certificate and a copy of your transcript at the ceremony.

If you are not attending graduation, your certificate and a copy of your transcript will be posted to you. **Please check your address on PeopleSoft to ensure that we have the correct details before we post your certificate and transcript.**

## 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/leaving-UCT>

## OFFICES YOU MAY NEED TO CONTACT

### STUDENT RECORDS OFFICE

Tel: 021 650-3595

Fax: 021 650-5714

Email: [graduation@uct.ac.za](mailto:graduation@uct.ac.za)

(Please note Graduation and your faculty in the subject field: e.g. Graduation-Commerce)

General enquiries: [reg-records@uct.ac.za](mailto:reg-records@uct.ac.za)

### 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-feeeng@uct.ac.za](mailto:fnd-feeeng@uct.ac.za)

### STUDENT FINANCIAL AID

(For queries relating to undergraduate sponsorship and bursaries)

Tel: 021 650-3545

Email: [financialaid@uct.ac.za](mailto:financialaid@uct.ac.za)

### POSTGRADUATE FUNDING OFFICE

(For queries relating to postgraduate sponsorship and bursaries)

Tel: 021 650-3622

Email: [pgfunding@uct.ac.za](mailto:pgfunding@uct.ac.za)

### ICTS

(For log on issues)

Tel: 021 650-4500

Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)

### FACULTY OFFICES

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

### COMMERCE

Tel: 021 650-4375

Email: [com-faculty@uct.ac.za](mailto:com-faculty@uct.ac.za)

### GRADUATE SCHOOL OF BUSINESS

Jenni Kenny

Open Academic Programmes

Tel: 021 406-1176

Email: [jenni.kenny@gsb.uct.ac.za](mailto:jenni.kenny@gsb.uct.ac.za)

Glenda Weber

Executive MBA

Tel: 021 406-1363

Email: [Glenda.weber@gsb.uct.ac.za](mailto:Glenda.weber@gsb.uct.ac.za)

Sindi Gejengane

Executive Education Programmes

Tel: 021 406-1545

Email: [nolusindiso.gejengane@gsb.uct.ac.za](mailto:nolusindiso.gejengane@gsb.uct.ac.za)

### ENGINEERING & THE BUILT

#### ENVIRONMENT

Tel: 021 650-2699

Email: [ebe-faculty@uct.ac.za](mailto:ebe-faculty@uct.ac.za)

### HEALTH SCIENCES (UNDERGRADUATE)

Tel: 021 406-6629

Email: [candice.sass@uct.ac.za](mailto:candice.sass@uct.ac.za)

### HEALTH SCIENCES (POSTGRADUATE)

Email: [vuyi.mgogi@uct.ac.za](mailto:vuyi.mgogi@uct.ac.za)

### HUMANITIES (UNDERGRADUATE)

Tel: 021 650-2717

Email: [hum-ugrad@uct.ac.za](mailto:hum-ugrad@uct.ac.za)

### HUMANITIES (POSTGRADUATE)

Tel: 021 650-2691

Email: [hum-postgrad@uct.ac.za](mailto:hum-postgrad@uct.ac.za)

### LAW

Tel: 021 650-3086

Email: [law-studies@uct.ac.za](mailto:law-studies@uct.ac.za)

### SCIENCE

Tel: 021 650-2712

Email: [sci-science@uct.ac.za](mailto:sci-science@uct.ac.za)