FINAL SCHEDULE FOR ONLINE REGISTRATION
FIRST YEAR STUDENTS

Only students permitted to enter Computer Labs – not accompanied by family

Capacity of **4** computer labs (**only 50%** of venue capacity will be used*)*

🖥 **Lab 1** (80 ÷ 2 = **40**)   🖥 **Lab 2** (80 ÷ 2 = **40**)   🖥 **Lab 3** (80 ÷ 2 = **40**)   🖥 **Lab 4** (60 ÷ 2 = **30**)

MONDAY 01 MARCH 2021

DATE	SESSION STARTS	SESSION ENDS	PROGRAM	Number of students expected	COMPUTER LAB	School
Monday 01/03/2021	**09:00** (seated in venue) Students to enter for sanitising and screening from **08:30**	10:00	**Diploma in ICT** (ICT600)	**100**	**Labs 1, 2 and 3**	**NAS**
Sanitising of venues 10:00						
Monday 01/03/2021	**12:00** (seated in venue) Students to enter for sanitising and screening from **11:30**	13:00	**Bachelor of Science (BSc)** (BSC705, BSC761, BSC762, BSC707)	**100**	**Labs 1, 2 and 4**	**NAS**
Monday 01/03/2021	**12:00** (seated in venue) Students to enter for sanitising and screening from **11:30**	13:00	**Bachelor of Science in Data Science** (DSC701)	**35**	**Lab 3**	**NAS**
Sanitising of venues: 13:00						

Refer to attached document (step-by step guide) for processes after online registration applicable to the <u>above groups</u> on Monday 01/03/2021.

TUESDAY 02 MARCH 2021

DATE	SESSION STARTS	SESSION ENDS	PROGRAM	Number of students expected	COMPUTER LAB	School
Tuesday 02/03/2021	**09:00** (seated in venue) Students to enter for sanitising and screening from **08:30**	10:00	**B.Ed Senior Phase and FET** (EDU731, EDU734, EDU735, EDU736, EDU738)	**150**	**Labs 1, 2, 3 and 4**	**Education**
Sanitising of venues 10:00						
Tuesday 02/03/2021	**12:00** (seated in venue) Students to enter for sanitising and screening from **11:30**	13:00	**B.Ed Intermediate Phase** (EDU723, EDU724)	**100**	**Labs 1, 2 and 3**	**Education**
Sanitising of venues: 13:00						

Refer to attached document (step-by step guide) for processes after online registration applicable to the <u>above groups</u> on Tuesday 02/03/2021.

WEDNESDAY 03 MARCH 2021

DATE	SESSION STARTS	SESSION ENDS	PROGRAM	Number of students expected	COMPUTER LAB	School
Wednesday 03/03/2021	**09:00** (seated in venue) Students to enter for sanitising and screening from **08:30**	10:00	**Bachelor of Arts**	**150**	**Labs 1, 2, 3 and 4**	**Humanities**
Sanitising of venues 10:00						
Wednesday 03/03/2021	**12:00** (seated in venue) Students to enter for sanitising and screening from **11:30**	13:00	1. Higher Certificate in **Heritage Studies** (HHER500) 2. Higher Certificate in **Court Interpreting** (HCI500)	**55**	**Lab 1 (35) Heritage** **Lab 2 (20) Court Int**	**Humanities**
Sanitising of venues: 13:00						

*Refer to attached document (step-by step guide) for processes after online registration applicable to the **above groups** on Wednesday 03/03/2021.*

THURSDAY 04 MARCH 2021

DATE	SESSION STARTS	SESSION ENDS	PROGRAM	Number of students expected	COMPUTER LAB	School
Thursday 04/03/2021	**09:00** (seated in venue) Students to enter for sanitising and screening from **08:30**	10:00	**Diploma in Retail Business Management** (RBM600)	**80**	**Labs 1 and 2**	**EMS**
Sanitising of venues 10:00						
Thursday 04/03/2021	**12:00** (seated in venue) Students to enter for sanitising and screening from **11:30**	13:00	**Issues / problem cases - as arranged with School**		**Lab 1 Education Lab 2 Humanities Lab 3 NAS Lab 4 EMS**	**Education Humanities NAS EMS**
Sanitising of venues 13:00						
Thursday 04/03/2021	**15:00**	16:30	**Student Affairs and Residence program**			

*Refer to attached document (step-by step guide) for processes after online registration applicable to the **above group** on Thursday 04/03/2021.*

DATE	SESSION STARTS	SESSION ENDS	PROGRAM	Number of students expected	COMPUTER LAB	School
Friday 05/03/2021	**09:00** (seated in venue) Students to enter for sanitising and screening from **08:30**	10:00	**Issues / problem cases – as arranged with School**		**Lab 1 Education Lab 2 Humanities Lab 3 NAS Lab 4 EMS**	**Education Humanities NAS EMS**
Friday 05/03/2021	**14:00**	16:00	**Student Affairs and Residence program**			

END OF FIRST YEAR ONLINE REGISTRATION IN COMPUTER LABS

ANY PROBLEM CASES/ISSUES AFTER THE REGISTRATION WEEK TO BE ARRANGED DIRECTLY WITH THE SCHOOL

CONTACT DETAILS SCHOOLS:

School of Economic and Management Sciences	Ms Charmell Cardoso (School Registrar)	charmell.cardoso@spu.ac.za
School of Education	Mr Jeffrey Thomas (School Registrar)	jeffrey.thomas@spu.ac.za
School of Humanities	Ms Simoné Williams (School Registrar)	simone.williams@spu.ac.za
School of Natural and Applied Sciences	Ms Nobulali Mathimba (School Registrar)	nobulali.mathimba@spu.ac.za

Step-by-step Registration Process First Years

Venue: <u>Computer Labs</u> in Applied Science Building G (situated behind Moroka Hall of Residence)

01 – 05 March 2021

(Strict Social Distancing Measures 1 ½ meters away from others)

STEP 1: VERIFICATION / SCREENING / SANITISING

- **STRICT DAILY SCHEDULE – PER PROGRAMME (no student allowed outside of schedule)**
- **Sanitising and temperature checking (Security at entry point)**
- **No student or staff allowed without a mask**
- **Student to present firm offer letter for entry (Security and School to check)**

ONLY THE STUDENT TO PROCEED TO COMPUTER LAB (not accompanied by anyone)

STEP 2: ONLINE ACADEMIC REGISTRATION

- **Register online by using student number on firm offer letter**
- **School Registration Support Team; School Registrar and School Admin to assist students in computer labs.**
- **Student will print proof of registration in venue (3 copies)**

STEP 3: STUDENT CARD (<u>Only FIRST YEAR students</u>)

VENUE: LIBRARY GROUND FLOOR

Student to present **<u>Proof of Registration</u>** before student card will be issued.

STEP 4: LAPTOP

VENUE: IT Department (situated at the side of Moroka Hall of Residence next to Scanlan street)

Student to present **<u>Student Card</u>** before laptop will be issued.

STEP 5: RESIDENCE REGISTRATION

VENUE: EXAM HALL (MOROKA RESIDENCE BUILDING)

Student to produce **<u>Proof of Registration</u>** for FINAL registration in Residence.

DONE WITH REGISTRATION