
Colleges FAQs

1. I am a green status student, and I hereby request permission to register an additional module, over and above the normal semester load. How should I proceed? **You register the additional module. A message will appear indicating that you need permission from the Academic Leader of Teaching and Learning to add the additional module. Once you have ticked clicked on Request Approval, an email will be sent to the Academic Leader, who will either approve or reject the request to add an additional module. The outcome will be based on your performance in the previous semesters. If it is rejected, a reason will be provided in the email to you.**
2. I am unsure of which modules to tick. How do I proceed? **Please tick the modules that you meet the requirements for. Register the number of credits per semester, based on your current term decision code, e.g. if you have an FPRR, RAPB or PROB code, you can only register for a reduced load depending on your qualification(e.g 48cp instead of 64cps) for one semester only.**
3. **What happens to my registration if I do not have fee clearance.** **You will complete your registration online and it will be parked until clearance has been received provided it is before the last day of registration. Your registration will automatically go through once you are financially clear.**
4. I need to change my major. How do I proceed? **You log onto the system and you can then change your majors when registering for the first time in the year, provided that you meet the pre-requisites for that major. You will not be allowed to change your major electronically after your registration has been processed.**
5. I need to change my qualification. How do I proceed? **You should have requested for a transfer before the closing date of 8 December 2020 (as per the Registrar's Communique dated 19 November 2020). It is too late to change your qualification now. You can contact the College office staff for assistance and further advice.**
6. Will I be allowed to change my modules after registration? **Yes, you log onto the same system and tick the change of curriculum link. The Academic Leader of Teaching and Learning will peruse your change of curriculum request and either approve or decline the request and provide a reason for the decline in the comment block on the system if you break any credit rule or have a negative term decision.**
7. **I am a returning student, how do I apply for a concession? You can apply via your College specific Website.:** Click on the http://saa.ukzn.ac.za/Forms_proce/staffforms.aspx
8. **I am not registered at UKZN but would like to study there in 2021 semester 2. Please advise how I can apply.** **No new students are being considered for 2021 after the closing date.**

1. **I am a student who opted not to register in 2020. Will I be able to register now?** No, as applications for semester 1 closed on 8 December 2020, as per the Registrar's Communique dated 23 November 2020).
2. **How do I apply to study at UKZN if I have not studied at all after matric?** You can apply via the Central Applications Office. www.cao.ac.za for 2022.
3. **I was academically excluded at the end of 2019. Can I appeal for 2021 semester 1 now?** No appeal applications can be made for 2021, as the closing date for applications was 8 December 2020, as per the Registrar's Communique dated 23 November 2020). Please explore applying for 2022 with your College Office.
4. **Can I apply for Non Degree Studies in Semester 1 of 2021?** No, as applications for semester 1 closed on 8 December 2020, as per the Registrar's Communique dated 23 November 2020).
5. **I cannot access student central during lockdown?** You must be a registered UKZN student to be able to access student central.
6. **I have forgotten my password. Who can assist?** Please e-mail itstudenthelp@ukzn.ac.za for assistance.
7. **Can I withdraw from UKZN?** Yes, however you need to follow the sessional dates and deadlines for 2021.
8. **Can I drop a semester 1 module now?** Students are allowed drop a module from their 2021 semester 1, within the sessional deadline date. You will be charged for these modules according to the deadlines as per the 2021 Fees booklet.
9. **How do I contact my School Academic Leader?** Check the UKZN College website and the College Landing Page with contact details.
10. **I am a Postgraduate student and require assistance on my application/registration. Who can assist?** Check the UKZN College website and click on the relevant School for the contact details of the administrators.
11. **Once I accept the offer what is the Registration process?.** Select the following URL: <https://registration.ukzn.ac.za/> follow the 2021 registration processes and procedures, and the requirements to proceed in terms of planning for your registration.
12. **How do I access the College Handbooks :?** Click on the underlined to view : http://saa.ukzn.ac.za/Forms_proce/Handbooks
13. **How do I access the Student fee booklet ?** Click on the underlined to view : [Fees Booklet](#)
14. **Where do I find the forms to apply for an Exemption with Credit form?** Visit UKZN Student Administration web page administrative forms are available from this URL: Click on the http://saa.ukzn.ac.za/Forms_proce/staffforms.aspx) Download the relevant form from the Student Academic Services or print out a copy (see links in the right-hand sidebar). You will be directed to complete the relevant application form(s) and submit it to the relevant School Academic./ College for approval.
15. **How do I access the College Handbooks : or Fees booklet**
 1. Click on the underlined to view : [College Handbooks](#)
 2. Click on the underlined to view : [Fees Booklet](#)