

FACULTY OF SCIENCE

STUDENT INFORMATION BOOKLET - 2020

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Go to the back cover fold-out for a map of the campus, indicating the names of buildings

Acknowledgements: *Some of the contents of this booklet have been drawn from the equivalent booklet in the Faculty of Engineering & the Built Environment, "the EBE Little Green Book".*

WELCOME

Message from the Dean

On behalf of the Faculty of Science, welcome to UCT! We are delighted that you have chosen to study in our Faculty and hope that your time at UCT will be fulfilling and enjoyable. The BSc degree, with its associated majors offered in the Faculty, will challenge you intellectually, but the rewards to those who succeed are substantial.

In this booklet you will find the answers to some of the pressing questions you face as you begin your studies: selecting courses, the timetable, textbooks, etc. More information will be provided during the orientation and registration process.



You will be assisted by the Orientation Leaders, Assistant Dean, and a team of academic Student Advisors. I encourage you to make the most of all the activities presented in the Orientation programme. This has been designed to introduce you to the academic, social, and cultural environment at UCT. Use this booklet to familiarise yourself with the programme timetable and ensure that you participate fully. If you have any questions or problems, don't hesitate to ask for help from one of the Science Faculty Orientation Leaders (in the purple T-shirts), or at the Science Faculty Office (Level 6, PD Hahn building).

While we undertake to provide you with a high-quality, internationally competitive education, your success in your studies depends largely on you. You should ensure that you attend all lectures, practicals, and tutorials, complete all assignments on time, and take advantage of all study opportunities on offer. As a Faculty, we will do everything we can to help you, but you must take responsibility for your own learning. There are many services available to assist you, and I encourage you to make use of these throughout the year.

I wish you every success in your studies at UCT.

Professor Maano Ramutsindela
Dean: Faculty of Science

Message from the Assistant Dean

Your first year at university is arguably one of the most important years in your life. **You will make choices and decisions this year which will affect the course of the rest of your life.** Having made it to the UCT Science Faculty, you now need to decide what exactly to study, and how you will approach the challenges of university studies. At the same time you will be setting yourself up in a residence or digs somewhere, meeting new people, facing day-to-day decisions about how to spend your time, and developing your views on a whole range of issues.



Can you do this alone? Well, yes and no. Yes, in the sense that ultimately you will have to take responsibility for your decisions: you will be the one sitting in the lectures, doing the work and writing the examinations; but also no, in the sense that the decisions and choices you face are complex ones, and you will need the help of others in your new community here at UCT. The process will begin during Orientation Week and will continue right through the year. The key thing is to **commit yourself to making “informed choices”**, based on sound advice from trusted sources. We have an experienced group of people on hand to help you, but **you must ask the questions** and not suffer in silence! We will try to anticipate your needs, but will only really be able to help if you come and ask.

This applies to both the academic issues you face in your courses, and to all the other “stuff” that you encounter in your life as a student – be it financial issues, establishing the right place to live and study, or dealing with loneliness or sadness, or other distressing things that will come your way. All of these things can affect your studies, and it is important to address them. But – don’t forget **that if you enthusiastically and vigorously engage in your academic work, you will find fulfilment and satisfaction which will help put other problems into perspective.**

As Assistant Dean my main responsibilities include monitoring the kinds of challenges Science students face, and setting up appropriate support structures to help empower students to face and resolve their difficulties. So I encourage you to make the most of the opportunities offered during this Orientation Programme, and to make full use of ongoing information and support which we will provide during the year.

I wish you a most enjoyable, hard-working and successful year in the Science Faculty.

Associate Professor David Gammon
Assistant Dean: Faculty of Science

ABOUT ORIENTATION

We have designed the Orientation Programme with a few key things in mind.

Firstly it is designed to provide you with information to enable you to **make the right choices** about the direction of your studies. So, it includes **information sessions** which cover

- how the BSc degree works, what majors are offered, and what these majors can lead to;
- how you choose the right courses for your first year;
- how the selection process for the Extended Degree Programme (EDP) will work after week 4;
- what to do if you are not sure what to do, including **opportunities for you to meet with Student Advisers and the Assistant Dean** to talk about your specific uncertainties.

All of this builds towards the **process of registering as a UCT Science student**, which will happen on Friday morning (of Orientation week), under the guidance of Student Advisers.

Secondly, the Orientation Programme involves starting **to prepare for the academic challenges that lie ahead**: there will be sessions dealing with

- learning how to learn, and how your approach at university will differ from high school;
- what you can expect in lectures and tutorials;
- how you can organise yourself to make the most of the academic opportunities;
- understanding and using **the computer facilities and computer systems at UCT**;
- developing “digital literacy” skills: finding and using on-line information, using email, posting documents via the internet, using common software like Word and Excel, and so on.

You will probably know some of this already, but through a process of self-assessment you will identify areas that you need to strengthen or where you need help. The **aim is to help you feel comfortable and at ease with the learning environment**.

Thirdly, we hope to provide you with an overview of what resources we have in the Science Faculty and the University as a whole **to support you through your studies**. We hope that “you’ll never walk alone”, so will ensure that there is someone you can talk to or go to for help. But on the other hand, we want **to help you to develop the right “survival skills”** and to ensure you learn the right approach to your studies and lifestyle, which will set you up for success.

Last, but not least, we want to provide you with **an introduction to the exciting world of Science** and the process of research or “doing science”. You’ll hear MSc and PhD students talking about their experiences and research, and you’ll be guided through the programme by enthusiastic and knowledgeable Orientation Assistants – senior students in the Science Faculty who have been there, done that, and know all the survival skills! Hopefully this will inspire you about the possibilities that lie ahead for you in Science.

So – be there, think, ask questions, think again, make good decisions

Associate Professor David Gammon
Assistant Dean: Faculty of Science

FACULTY OF SCIENCE: *Orientation Programme 2020*

TIME	WEDNESDAY, 29 JANUARY			VENUES	THURSDAY, 30 JANUARY			VENUES	FRIDAY, 31 JANUARY	VENUES
08h00	Collect registration forms			<i>Beattie LT</i>	Groups 1-5		Groups 6-10		Registration according to Major 09h00 – 13h00	
09h00	Welcome and introductions			<i>Beattie LT</i>	Science – the view from PG students	<i>James 3A</i>	Q&A - Asst Dean & Student Advisers	<i>James 3B</i>	Group A majors (see below)	<i>James 3A</i>
10h00	A Science degree at 34°S (and <30°C)			<i>Beattie LT</i>	Q&A - Asst Dean & Student Advisers	<i>James 3B</i>	Science – the view from PG students	<i>James 3A</i>	Group B majors (see below)	<i>James 4A</i>
11h00	Groups 1-5 Making choices	<i>JD 2 James 3A James 4A James 4B James 3B</i>	Groups 6-10 Introduction to Computing and Digital Literacy (1)	<i>Scilab A, B, C, D</i>	Nuts & Bolts of Varsity Life	<i>James 3A</i>	Introduction to Computing and Digital Literacy (2)	<i>Scilab A, B, C, D</i>	Group C majors (see below)	<i>James 3B</i>
12h00	Groups 1-5 Introduction to Computing and Digital Literacy (1)	<i>Scilab A, B, C, D</i>	Groups 6-10 Making choices	<i>JD 2 James 3A James 4A James 4B James 3B</i>	Introduction to Computing and Digital Literacy (2)	<i>Scilab A, B, C, D</i>	Nuts & Bolts of Varsity Life	<i>James 3A</i>	Group D majors (see below)	<i>James Lab1</i>
13h00	LUNCH				LUNCH				LUNCH	
14h00	Information Session 1 Group A majors (see below) Group B majors (see below) Group C majors (see below) Group D majors (see below)			<i>James 3A James 4A James 3B James Lab1</i>	What are lectures for?	<i>James 3A</i>	Campus and Library Tours		Groups 1-5 Introduction to Computing and Digital Literacy (3)	<i>Scilab A, B, C, D</i>
15h00	Information Session 2 Group A majors (see below) Group B majors (see below) Group C majors (see below) Group D majors (see below)			<i>James 3A James 4A James 3B James Lab1</i>	Campus and Library Tours		What are lectures for?	<i>James 3A</i>	Groups 6-10 Intro to Computing and Digital Literacy (3)	<i>Scilab A, B, C, D</i>
16h00	Q&A with Assistant Dean			<i>James 3B</i>						
17h00					Fresher's Braai					

MAJORS

Group A majors Archaeology, Biology, Environmental & Geographical Science, Geology, Quantitative Biology, Marine Biology, Ocean & Atmosphere Science

Group B majors Applied Statistics, Business Computing, Computer Science, Computer Engineering, Mathematical Statistics

Group C majors Biochemistry, Chemistry, Genetics, Human Anatomy & Physiology

Group D majors Applied Mathematics, Astrophysics, Mathematics, Physics

FACULTY OF SCIENCE: Orientation Programme 2020

TIME	MONDAY, 3 FEBRUARY	VENUES	TUESDAY, 4 FEBRUARY			VENUES	WEDNESDAY, 5 FEBRUARY	THURSDAY, 6 FEBRUARY	FRIDAY, 7 FEBRUARY
9h00			Exploring ways of being on the campus				Further training in Computing and Digital Literacy <i>SciLab D</i>	SAX Appeal Day	Workshop 3 Learning how to learn at University JD1 & JD2
10h00	Workshop 1 Learning how to learn at University	JD1 & JD2	Groups 1-5		Groups 6-10				
11h00			Student Support at UCT	JD 1	Building a culture of consent	Hahn 1 Hahn 2			
12h00			Building a culture of consent	Hahn 1 Hahn 2	Student Support at UCT	JD1			
13h00			LUNCH	LUNCH					
14h00			Workshop 2 Learning how to learn at University	JD1 & JD2	Further training in Computing and Digital Literacy				SciLab A, B, C, D
15h00									Evaluation and feedback
16h00									LUNCH

Notes

Accessing the Student Network

All computers in the computer labs are connected to the UCT network, and all students accepted to study at UCT will have their login account enabled for these labs and computer stations around the University. You will have been given a student number and an initial password with your original letter of acceptance to UCT. The login ID which enables you to log in to this network is your student number and password; if you have lost or forgotten your password, see the Computer Laboratory Supervisor to obtain a new temporary password. Wi-fi access is available across the campus. **You will be introduced to the computer facilities and student systems during Orientation.**

Health & Safety – online overview and assessment

It is **compulsory for every Science student** to complete an online assessment regarding Health & Safety: this is a requirement, for example, for attending laboratory sessions in your courses. The assessment will be done during one of your “Introduction to Computing and Digital Literacy” sessions (refer to the Orientation Programme on page 6). Once you have completed the assessment it will be noted on the system as a prerequisite for attending laboratory sessions.

Start of Lectures

Official lectures for all courses **will start on Monday 10 February 2020**. At the first meeting of classes you will be given important course-specific information such as an overview of the course content and structure, venue information for lectures, practicals and tutorials, and handouts including the schedule of activities for the course such as tests, fieldtrips etc.

REGISTERING AS A STUDENT

The first step of registration, the process by which you become an official student of the Faculty and University, is to **collect your registration form**, together with a curriculum form and an orientation information pack.

The activities of orientation will guide you through the process of **deciding on the majors and courses** for which you will register (refer to the Orientation Programme on page 6).

On Friday 31 January you will **meet with a Student Adviser** who will assist you to draw up your first year curriculum. You will need your registration and curriculum forms, as well as your ID/Passport, for this process.

The next step is to hand in these forms for capturing in the First Year Physics Lab, RW James Building. It is your responsibility to ensure that your **course registrations are captured** accurately.

Part of the registration process is to **collect your student card** from the Card Production Centre, in either the Robert Leslie Social Sciences Building or the Barnard Fuller Building. Book a timeslot to complete this process on http://conference.uct.ac.za/calendar/student_card_booking/?cid=6026&t=m&d=0000-00-00&cal%5B%5D=6026. This card must be kept with you at all times, as it is proof that you are a registered student of the university.

Majors for the Bachelor of Science (BSc) degree

At registration you will be required to **choose TWO majors (areas of study) from the list below**.

The courses making up each of these majors can be found in the Science Faculty Handbook 2019 which you have received, or go to <http://www.students.uct.ac.za/students/study/handbooks/current>

You will be provided with information on majors during various sessions of the orientation programme.

APPLIED MATHEMATICS
APPLIED STATISTICS
ARCHAEOLOGY
ASTROPHYSICS
BIOCHEMISTRY
BIOLOGY
BUSINESS COMPUTING*
CHEMISTRY
COMPUTER SCIENCE
COMPUTER ENGINEERING*
ENVIRONMENTAL & GEOGRAPHICAL SCIENCE
GENETICS
GEOLOGY
HUMAN ANATOMY & PHYSIOLOGY
MARINE BIOLOGY
MATHEMATICAL STATISTICS
MATHEMATICS
OCEAN & ATMOSPHERE SCIENCE
PHYSICS
QUANTITATIVE BIOLOGY

[* These majors must be taken together with Computer Science]

AFTER REGISTRATION

Checking your registration details online

It is your responsibility to check that your registration details are correct. You should do this during the first week of term by logging onto the UCT website. Check that your courses are correctly listed and report any errors to the Science Faculty Office as soon as possible. Make a habit of checking these details at the start of each semester. You can also check your fee account balance on this page.

Access your details as follows:

- From <http://www.students.uct.ac.za/students/current-students/online-resources/undergraduate> go to “Student Administration Self Service (PeopleSoft)”, enter your network login name and password and click on “login”. You will go directly to your “Student Centre” where you can select “Proof of Registration”. Click on “email” and the proof of registration document will be sent to your UCT email account.

A printout of your registration details from this source may be used as proof of registration for a sponsor or other third party.

- From the UCT Mobile app: A mobile app suitable for Android, IOS and Blackberry is available via the relevant app stores – search for UCT Mobile. This app was recently launched and will be expanded over time. It can also be accessed via <https://uct.ombiel.co.uk/>

Changing or updating your registration details

To apply to change your curriculum (adding or dropping courses, changing majors, etc.) you need to complete the prescribed form which you can access and print from the student portal on the UCT website.

From <http://www.students.uct.ac.za/students/current-students/online-resources/undergraduate> go to “Student Administrative Forms” and select **ACA09**. Print out the form as well as a transcript and take it to a relevant Student Adviser for approval. Submit the signed form to the Faculty Office for capturing. Check your registration details on-line (see above) after 48 hours to confirm that the changes have been captured accurately.

Please note the deadlines regarding curriculum changes, and the fee implications. Changes cannot be made after the deadlines have passed! The deadline dates can be found on page 2 of the ACA09 form, or in the Fees Handbook.

Change of personal information

You are responsible for regularly checking and maintaining the following information yourself via Student Self Service (see above). UCT will not accept responsibility for consequences of incorrect, outdated, invalid or missing information:

Contact Information: Addresses (term and home), telephone numbers and emergency contacts

This information must be up-to-date to ensure that communications reach you, and that you are contactable by University staff.

Bank account information

No cash payments are made to students. Any financial aid allowances, bursary advances and other refunds will go to the bank account that you specify.

Fee account

Check your fee account regularly. Statements are posted during the year to the fee payer address you provide. Note that course changes may affect your fees.

Cancellation of registration

If you wish to cancel your registration for the year and not return to UCT next year, you must complete a cancellation form obtained via the Student Self Service.

From <http://www.students.uct.ac.za/students/current-students/online-resources/undergraduate> go to "Student Administrative Forms" and select **ACA08**.

The completed form, together with your registration/student card must be submitted to the Faculty Office.

The date the form is submitted will be used to determine whether you are eligible for any fee rebates. Inform Student Housing as well if you are in a residence.

Replacing a lost/stolen card

If you lose your student card, check if it has been handed in at the Card Production Centre. If not, a fee for a replacement will be charged (payable at the Cashier's Office, Level 3, Kramer Building, Middle Campus). The Card Centre in the Properties & Services Building (above Traffic Office) will issue a new card on production of the proof of payment receipt and positive ID (driver's licence, passport or ID document).

Note: Remote card stations cannot issue replacement cards.

STUDENT EMAIL AND VULA

All registered students get a UCT email address, in the form 'studentnumber@myuct.ac.za'. You will be automatically included on the relevant course and faculty Vula sites. Check your [UCT email account](#) and the Vula website regularly (see below), as administrative and academic departments will post information here and/or email correspondence to you. Once you are registered, UCT will only use the official student email account for all communication with you.



Note: Wi-fi access is available across the campus.

<http://www.colourbox.com/image/the-keyboard-the-computer-device-for-input-of-symbols-image-1600647>

What is Vula?

Vula (meaning 'open') is an online, open-source learning environment, used to support UCT courses in a number of ways including providing resources such as course hand-outs, reading material, tests and mark-sheets, lecture notes and recordings, and course specific communications.

Access Vula at www.vula.uct.ac.za and log in with your student number and password.

All students registered in the Faculty will have access to the Vula site "**Science Faculty 2020**". It will be used to communicate with you, so you are strongly advised to pay attention to the notices posted on this site, which will also be sent to you via your student email account. **The site includes a resource called "Info@Science". It is essential that you visit this site and familiarise yourself with the topics included such that you know where to look should you need to in the future.**

Topics included in "**Info@Science**"

[Checking contact details in PeopleSoft](#)

[Deferred examinations](#) – under what circumstances are these awarded, and how do I apply?

[Exclusion](#) – what does this mean, how is it decided, and can one appeal an academic exclusion?

[Extra time in examinations](#) – do I qualify for this, and how do I apply?

[Guidelines for completing Readmission Appeal Forms](#)

[HELP](#) – who and where to go for it!

[Matriculation Exemption](#)

[Scholarships](#) – criteria for award of Science Faculty Scholarships

[Structure of the BSc degree](#) – putting together the courses you need to meet requirements for a BSc

[Student Advisers](#) – who they are, what they are there for, and how to contact them

[Supplementary examinations](#) – not all courses have these, but for those that do ...

[Third Term courses](#) (over the December-January vacation period)

[UNISA](#) and other academic institutions – deadlines for applications

[Withdrawing from courses during the year](#) – procedures and deadlines

The site "**FYE Science 2020**" (FYE = First Year Experience) also provides valuable resources and serves as a communication site for **all first year students**.

FIRST CLASS TESTS

All students will be required to write a set of formal class tests at the end of week 4 of the first semester (Friday 6, Monday 9, Tuesday 10 March). This series of tests is designed to help us (and you) assess how you are coping with university studies, and whether you should continue on a three-year curriculum plan, or will benefit from moving to the Extended Degree Programme (EDP). The EDP is a structured BSc programme over four years, and we will use the results of these tests, together with your school-leaving and NBT results, to assist us in making a comprehensive judgement on how you can structure your curriculum to achieve success.

Selected students will be counselled to transfer to the EDP, which is structured such that students entering the programme will receive additional academic and general support to improve the chances of graduating in minimum time. The EDP offers students who are struggling the opportunity to establish a sound educational foundation, with an appropriate distribution of their academic load. The minimum time for a student on the EDP to complete the BSc degree is four years.

Students who are advised to take the EDP option will register for and start their new courses from **30 March 2020**.

WHERE TO GO FOR HELP

We recognize that students often need help with a range of issues they are facing, whether they are academic or more general. The university can seem a bewildering and sometimes unfriendly place, but there are many options for seeking assistance, or simply finding someone to talk to about what you are facing.



<http://askearn.org/images/roadmap.png>

Academic queries or problems

- **Related to course material or arising from lectures:** speak to your tutor, lecturer or course convener; make use of your class rep if necessary.
- **With regard to a lecturer or the way a course is being run:** speak to the course convener or Head of the Department that offers the course (refer to the list of Department contact details on page 17).
- **Related to courses or majors you are registered for: choices, changes, broad advice:** see a Student Adviser (refer to the list on pages 16-17).
- **Other problems, or if you have not obtained satisfactory answers elsewhere:** see the Deputy Dean (Associate Professor Adam West) or the Assistant Dean (Associate Professor David Gammon).

Note: The **Science Students' Council (SSC)**, elected annually by the undergraduate students in the Faculty of Science (located in the PD Hahn Building, Level 6, Room 6.76.1; email: uct_ssc@uct.ac.za), represents your interests and you should speak to them if any problems or issues arise.

Administrative offices dealing with student matters

Query:	Whom to approach:	Contacts:
General queries, including curriculum matters, registration issues, leave of absence etc.	Academic Administration, Science Faculty Office, Room 6.54, PD Hahn Building	(021) 650 2712 sci-science@uct.ac.za
Academic transcripts/degree certificates, deferred examinations	Student Records Office, Masingene Building, Middle Campus	(021) 650 3595 reg-records@uct.ac.za
Fee payments	Cashier's office, Kramer Law Building (09h30 to 15h30)	(021) 650 2207/2146
Fee problems/accounts	Fees Office, Kramer Law Building	(021) 650 2142
Financial assistance	Student Financial Aid Office, Kramer Law Building	(021) 650 2125
UCT housing/residence Off-campus accommodation	Student Housing Off-Campus Student Accommodation Service (OCSAS)	(021) 650 1045 (021) 650 4934 ocsas@uct.ac.za
Medical assistance, psychological counselling	Student Wellness Service, 28 Rhodes Avenue, Mowbray. Appointments are required to see a doctor or psychologist and can be made in person, by phone or on-line by following this link: https://outlook.office365.com/owa/calendar/STUDENTWELLNESSSERVICEPSYCHOLOGICALSERVICES@mscloudtest.uct.ac.za/bookings/	(021) 650 1020
Computer laboratory queries	SciLab D, PD Hahn extension	(021) 650 4772

Refer to the sections “**Support for Science Students**” and “**General Information**”, further on in this book, for additional information on student support structures and services.

FACULTY OF SCIENCE STAFF

The staff of the Faculty's academic administration office are responsible for all student academic related matters - admissions and registrations, curriculum maintenance (including changes of curricula), leave of absence, student progression, etc.

You will find the Faculty Office at Room 6.54, Level 6, PD Hahn Building

Faculty Office hours: Monday to Friday, 08h30 – 16h30

Telephone: 021 650 2712

Email: sci-science@uct.ac.za

Website: www.science.uct.ac.za

Faculty Office Staff

Dean: Professor Maano Ramutsindela

Dean's Assistant (PA): Ms Elhaam Taladia

Assistant Dean and Director of Student Support: Associate Professor David Gammon

Deputy Dean for Undergraduate Matters: Associate Professor Adam West

Faculty Manager: Ms Karen Wienand

Deputy Faculty Manager: Ms Amy Rooks-Smith

Senior Administrative Officer (Undergraduate): Ms Tasneem Mohamed

Undergraduate Administration: Mr Pedro Beziek

Undergraduate Administration/Receptionist: Ms Tara Pretorius

Senior Student Advisers in the Faculty

Biology, Earth & Environmental Sciences

(majors in Archaeology, Biology, Environmental & Geographical Sciences, Geology, Marine Biology, Ocean & Atmosphere Science, Quantitative Biology)

Associate Professor Tony Verboom

Rm 3.11 HW Pearson Building
tony.verboom@uct.ac.za

Chemical, Molecular & Cellular Sciences

(majors in Biochemistry, Chemistry, Genetics, Human Anatomy & Physiology)

Dr Paul Meyers

Rm 202 Molecular Biology Building
paul.meyers@uct.ac.za

Computer Science & Statistics

(majors in Applied Statistics, Business Computing, Computer Science, Computer Engineering, Computer Games Development, Mathematical Statistics)

Associate Professor Sonia Berman
(1st semester)

Rm 310 Computer Science Building
sonia.berman@uct.ac.za

Mr A Safla (2nd semester)

Rm 307 Computer Science Building
student-advisors@cs.uct.ac.za

Mathematics, Physics & Astronomy

(majors in Applied Mathematics, Astrophysics, Mathematics, Physics)

Dr Spencer Wheaton Rm 4T4 RW James Building
spencer.wheaton@uct.ac.za

Extended Degree Programme (EDP)

Dr Dale Taylor Rm 4.05 RW James Building
dl.taylor@uct.ac.za

Student Advisers in the Faculty

Biology, Earth & Environmental Sciences

(majors in Archaeology, Biology, Environmental & Geographical Sciences, Geology, Marine Biology, Ocean & Atmosphere Science, Quantitative Biology)

Associate Professor Babatunde Abiodun Rm 4.03 Environmental & Geographical Sciences Building
babatunde.abiodun@uct.ac.za

Dr Samson Chimphango Rm 4.13 HW Pearson Building
samson.chimphango@uct.ac.za

Dr Cecile Reed Rm 3.25 John Day Building
cecile.reed@uct.ac.za

Dr Alastair Sloan Rm 501 Geological Sciences Building
alastair.sloan@uct.ac.za

Chemical, Molecular & Cellular Sciences

(majors in Biochemistry, Chemistry, Genetics, Human Anatomy & Physiology)

Associate Professor Rob Ingle Rm 430 Molecular Biology Building
robert.ingle@uct.ac.za

Associate Professor Greg Smith Rm 7.08 PD Hahn Building
gregory.smith@uct.ac.za

Computer Science

(majors in Business Computing, Computer Science, Computer Engineering)

Dr Josiah Chavula Rm 306.1 Computer Science Building
student-advisors@cs.uct.ac.za

Dr Geoff Nitschke Rm. 317.3 Computer Science Building
geoff.nitschke@uct.ac.za

Mr Aslam Safla Rm 307 Computer Science Building
student-advisors@cs.uct.ac.za

Mathematics, Physics & Astronomy

(majors in Applied Mathematics, Astrophysics, Mathematics, Physics)

Dr Steve Peterson Rm 5.14 RW James Building
steve.peterson@uct.ac.za

Dr Neill Robertson Rm M108 Mathematics Building
neill.robertson@uct.ac.za

Statistical Sciences

(majors in Applied Statistics, Mathematical Statistics)

Dr Birgit Erni Rm 6.64 PD Hahn Building
birgit.erni@uct.ac.za

Dr Freedom Gumedze (1st semester) Rm 6.63 PD Hahn Building
freedom.gumedze@uct.ac.za

Dr J Nyirenda (2nd semester) Rm 5.61 P D Hahn Building
juwa.nyirenda@uct.ac.za

Departments in the Faculty

If you have questions or issues regarding a course, the table below will help you identify the location and contact details of the appropriate person to contact. The **Administrative Assistant** (refer to the contact details below) is often the first person to speak to about any administrative matters, while the **student class representative and then the Course Convener** should be approached on academic matters relating to the specific courses. Unresolved issues may be raised with the **Head of Department** (refer to the Science Faculty Student Handbook for further details).

Department:	Location:	Contacts:
Archaeology (AGE)	Beattie Building	(021) 650 2353 lynn.cable@uct.ac.za
Astronomy (AST)	RW James Building	(021) 650 5830 roslyn.daniels@uct.ac.za
Biological Sciences (BIO)	J Day Building	(021) 650 3603 claire.khai@uct.ac.za
Chemistry (CEM)	PD Hahn Building	(021) 650 2446 deirdre.brooks@uct.ac.za
Computer Science (CSC)	Computer Science Building	(021) 650 2663 salegga.valley@uct.ac.za
Environmental & Geographical Science (EGS)	EGS Building	(021) 650 2874 tanya.basadien@uct.ac.za
Geological Sciences (GEO)	Geological Sciences Building	(021) 650 2931 sci-geology@uct.ac.za
Human Biology (HUB) (Faculty of Health Sciences)	Anatomy Building, Health Sciences campus	(021) 406 6670 patience.zantsi@uct.ac.za
Mathematics & Applied Mathematics (MAM)	Mathematics Building	(021) 650 3191 hayley.leslie@uct.ac.za
Molecular & Cell Biology (MCB)	Molecular Biology Building	(021) 650 3270 yolande.burrows@uct.ac.za
Oceanography (SEA)	RW James Building	(021) 650 3277 cashifa.karriem@uct.ac.za
Physics (PHY)	RW James Building	(021) 650 3326 jill.patel@uct.ac.za
Statistical Sciences (STA)	PD Hahn Building	(021) 650 3219 beverley.king@uct.ac.za

SUPPORT FOR SCIENCE STUDENTS

Science Faculty Student Support

Many first year students find it difficult to adjust to life at university. Familiar sources of support are no longer there to help ease the transition to an unfamiliar environment. The first weeks on campus can be a lonely time. You might get homesick. You may struggle to form friendships. University classes are a great deal more difficult than high school. In addition, managing your time, right from the start of the semester, is a crucial skill that you need to develop.

The Assistant Dean, Associate Professor David Gammon, is available to assist you to cope with these new challenges, or to refer you to the right place to get the help you need. There are two ways in which you can get help: (a) make an appointment to see Professor Gammon at the Science Faculty front desk; tel: 021 650 2712, or by sending an email to sci-science@uct.ac.za ; (b) attend one of the advertised sessions or workshops, which will deal with common challenges students face in university studies - time management, how to approach tests, dealing with stress/anxiety, homework sessions, etc. There are also activities offered over the vacations, including the exciting "Science Odyssey" during the mid second semester vacation. You are strongly urged to take advantage of these interventions; you will be informed of them by means of email and Vula announcements.

Extended Degree Programme (EDP)

It is widely acknowledged that the transition from school to university is huge - the quantity of work, the pace at which material is covered and the degree of difficulty are all greater than you have experienced at school, even though some of the topics covered appear similar. Experience has shown that many first year students can **overcome the difficult transition by taking a reduced load in their first year and planning the curriculum over a four year period.** You may find that early in the semester you are already experiencing that the work is delivered at a pace that is too fast for you and you are struggling to adjust to the demands of university courses, generally battling to understand concepts and solve the problems.



If this is your experience, please consider reducing your workload and extending your period of study by changing to the Extended Degree Programme (EDP). Your performance in the first class tests in March will confirm whether you should transfer into the EDP. Besides the reduced work load and pace, this programme also offers significant additional support activities. You will be provided with further information on this programme during Orientation and in the course of the first quarter.

http://2.bp.blogspot.com/-zdKsIBXnvWE/T3e53QBvI5I/AAAAAAAAAC4/5BlyMyuR4nI/s1600/jist2_5461980-success-road-sign.png

Mentoring for first year students

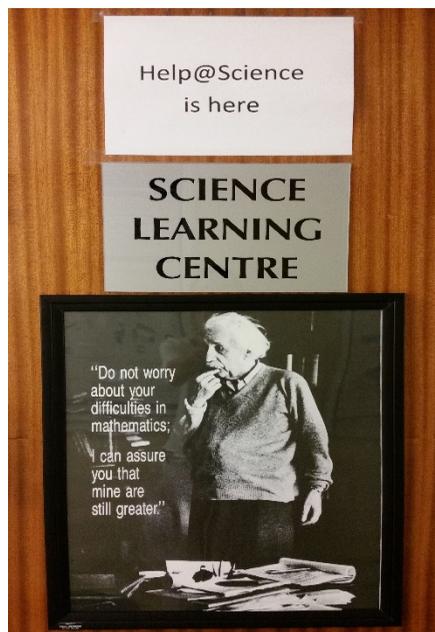
The Science Faculty offers various opportunities to have access to a mentor, i.e. a senior student who has been through what you are going through and can help you to make sense of life at UCT. A mentor is not a tutor – academic assistance is handled in class or in tutorials by a lecturer or tutor. A mentor is there for informal support, advice, information and referral: whether struggling in class or with a personal issue, it is important to speak to someone. Mentors are organized through selected departments, and the details on how you can be assigned to a mentor will be announced in the relevant courses in the first and second week of the semester.

Academic support

There will be times when you need help with problems you encounter in your courses – either things you don't understand in the lectures, or problems you can't do in the assignments and tutorials. Each course will offer tutorial sessions as well as some kind of additional help – either by way of drop-in Q&A sessions, or times when you can consult lecturers or tutors. However, the Science Faculty also considers it vital that you develop your own effective learning habits, and encourages and supports this in several ways. These include a programme of talks and discussions on topics such as “Effective learning strategies”, “Coming to terms with the language of the sciences” and “Dealing with anxiety and stress”, to mention a few. These will often take place in the **Science Learning Centre** (see below), which is also the venue for the **Help@Science** initiative. This runs on Mondays to Thursdays from 4-6pm, and is a peer-tutoring initiative organized and run by senior students. (The detailed schedule for **Help@Science** will be advertised in the first or second week of the semester.) The emphasis is to encourage you to establish patterns of regular, consistent work, so that you keep up with your work and deal with the challenges as they come up.

The Science Learning Centre

The “Science Learning Centre” is located on Level 6 of the PD Hahn Building, room 6.36.3: follow the signs from the Faculty Office. It's a space set aside for Science students to use for learning and consolidating. It is also used as a venue for scheduled workshops and discussions, and as the venue for the **Help@Science** initiative. It can be specifically booked for meetings and discussions via the Science Faculty Office, and when it is not being used for these, students in the Science Faculty are welcome to sit there and work, either alone or in groups.



The Student Wellness Service (SWS)

Full-time students are entitled to use the University's facilities for medical consultations, eye-testing, pregnancy and HIV-testing, contraception, sports injuries, physiotherapy, psychological counselling and assessment. **Fully qualified doctors, nurses, psychologists and a social worker are available.**

The SWS also assists with deferred examination applications, academic appeals, travel advice (e.g. malaria prophylaxis); accidental and sports injury claims (under the Student Personal Accident scheme).

If you wish to apply for extra time in examinations on physical health grounds please do so well in advance. Note: If you are applying on the grounds of a learning disability, you need to make an appointment with the Disability Service.

The SWS is located at **28 Rhodes Avenue, Mowbray** (below University House Residence).

Tel 021 650 1020/1017 for an appointment, 08h30–16h30 Monday–Friday.

Appointments can also be booked on-line by following this link:

<https://outlook.office365.com/owa/calendar/STUDENTWELLNESSSERVICEPSYCHOLOGICALSERVICES@mscl oudtest.uct.ac.za/bookings/>

All consultations with the nurses are currently free of charge. Certain procedures and tests are charged for. Medical doctor and psychologist consultations are charged but the cost of counselling sessions is negotiable. Students on UCT Financial Aid do not pay for consultations. Students not receiving financial aid pay medical aid rates for consultations. Medicines are sold at cost price, cash only, within a consultation.

The Writing Centre

The Writing Centre is available to all UCT students and offers a one-on-one consultancy service to students who need **advice about their academic writing**. To book an appointment, visit the online booking system at uct.mywconline.com or book an appointment at the Writing Centre (located on Level 6, Steve Biko Building).

GENERAL INFORMATION

For a complete list of student services, consult the “Student Support and Services” Handbook.

Accommodation

For enquiries about UCT residence accommodation, contact Student Housing at Student Housing Admissions and Advocacy Services (SHAAS), Level 3, Masingene Building, Middle Campus, tel 021 650 2102.

The Off-Campus Student Accommodation Service (OCSAS) helps to find accommodation outside the UCT residence system. The bureau does not own or control these places, but only advertises them for students’ convenience, compiling a variety of short- and long term accommodation offered by the general public into a list that is updated weekly. Tel 021 650 4934, ocsas@uct.ac.za, www.accommodation.uct.ac.za.

Campus Protection Services (CPS)

CPS is responsible for the investigation of crime, the prevention of fire, crime awareness and prevention, and safety. Their location and emergency numbers (all hours):

- (a) Burnage House, Lower Campus, tel 021 650 2222/3
- (b) Basement of Robert Leslie Building (next to Lecture Theatre 2D), tel 021 650 2121/4080
- (c) Level Two, Kramer Law Building, Middle Campus, tel 021 650 3022
- (d) Forest Hill (block E), tel 021 650 3856.

(This service also operates at Medical School and Hiddingh campus).

Careers Service

The Careers Service offers information, advice and opportunities to students to support their career planning, job search preparation and ongoing personal and professional development. The office is home to a well-equipped Careers Resource Centre with several workstations and customised online, print and take-away resources. Access *MyCareer* at <https://mycareer.uct.ac.za/>. Daily careers consultations are available for all registered students and may be booked online or at the reception.

The Careers Service is open from 08h30 – 16h30 throughout the year, student vacations included. The office is located on the ground floor in the Hoerikwaggo Building, North Lane, Upper Campus.

Tel 021 650 2497. For more information, visit www.careers.uct.ac.za

Disability Service

The Disability Service provides advice and support to people with disabilities, as well as specialist services. It is part of the Office for Inclusivity and Change (OIC): <http://www.oic.uct.ac.za/disability-service-1>

As soon as possible after registering at UCT students should go to the Disability Service offices to complete the registration form to request support or special assistance (also known as ‘reasonable accommodations’). Disabled students not requiring assistance are still encouraged to register with the Disability Service to ensure that they are added to the distribution lists for social and advocacy events. Besides supporting staff and students with disabilities, this unit offers a range of services, including help with concentration difficulties, dyslexia, chronic illness or psychological disability.

The Disability Service Reception is located on Level 4, John Day Building, Rm4.03. Tel 021 650 2427.

Examination timetable

The University publishes one provisional and one final examination timetable. These are placed on notice boards on campus. Check the provisional timetable carefully for clashes in examination dates. Clashes in the provisional timetable must be reported to the Examinations Office, Masingene Building, Middle Campus. This is your responsibility! Also check the final timetable for any changes that may have occurred between the provisional and the final versions.

Fee enquiries

Contact the Fees Office, Level 3, Kramer Building, Middle Campus – office hours 09h00 – 15h30 (tel 021 650 1704 or email fnd-fees@uct.ac.za) regarding the status of your academic fee account. Enquiries about residence fees should be directed to the Student Housing Office Tel 021 650 2977. Local and SADC Students see the Fees Office, Level 3, Kramer Building, Middle Campus. International Students see IAPO (details below).

Financial aid

If you have been offered financial aid, or wish to apply for financial aid, and would like more information, contact the Student Financial Aid office (Level 3, Kramer Building, Middle Campus, tel 021 650 2125, email sfa-finaid@uct.ac.za). Please note that the closing date for renewal applications is 31 August of each year.

International students

The International Academic Programmes Office (IAPO) deals with all issues relating to international students including visa and study permit renewals, fee enquiries, advice on health insurance, work permits, accommodation, etc.

IAPO is located on Level 3, Masingene Building, Middle Campus. Tel 021 650 2822, fax 021 650 5667, email int-iaapo@uct.ac.za

Libraries

There are a range of different libraries on campus. UCT's Main Library forms a U-shape around Jameson Hall on the Upper Campus. There are also branch libraries for special subjects – consult the Libraries' home page at <http://www.lib.uct.ac.za> for all kinds of services and a sense of the range of resources available.

You can borrow up to 6 items at a time if you are an undergraduate. Your student card doubles as your library card, and you can also use it to make photocopies in all libraries.

Notice boards

Each Department has a notice board on which information about courses is displayed. It is important to find the board that is used to display information for each of your courses.

Office for Inclusivity and Change

The vision of the OIC (<http://www.oic.uct.ac.za/home-313>) is to build, develop and foster an environment where everyone feels included and change is respected, encouraged and celebrated. OIC is located next to the Student Wellness Service in Rhodes Avenue, Mowbray; they are contactable for advice and assistance at 021 650 2767, or *via* the 24/7 Sexual Assault Emergency Standby Number 072 393 7824.

Parking

First-year students are not allowed to bring motor cars onto the campus or residences. Motorbikes are allowed, but a special parking disc is required, purchased from the Traffic Office (Blue doors above the P14 car park, Ring Road, on the South side of the campus). There are 58 numbered car bays up at Rhodes Memorial for which a first-year student may purchase a disc from the Traffic Office.

Photocopying

The UCT Document Centre (next to Chancellor Oppenheimer Library, tel 021 650 3372) offers a range of services including photocopying, colour copying, ring binding, and copying on transparencies. You can also pay for photocopy credits to your student card here which can then be used at the photocopying facilities at the various libraries on campus.

Transport service

The Jammie Shuttle is a scheduled bus service available 7 days a week, and includes a late night service. It operates between all residences (main terminus at Leo Marquard Hall on Lower Campus), campuses and local public transport terminals. The service is free to all UCT students and staff, on presentation of a student card. Timetables are available from the Traffic Office or on the UCT website via the Staff and Student Portal.

Student Affairs

The Department of Student Affairs administers the policy of the University Council relating to students, including the administration and supervision of related staff and financial matters. Its sections are: Disability Unit; Sports and Recreation; Student Affairs Secretariat; Student Affairs Treasury; Student Wellness Service; Student Housing & Residence Life; and the Undergraduate Funding Office. The Student Information and Orientation Centre (SIOC) has been established in the Otto Beit Building to deal with all student queries and problems.

Steve Biko Building, Level 7, Upper Campus. Tel 021 650 3534/5082

Student Housing and Residence Life

UCT has 15 residences which house junior and senior undergraduate students. There are also a number of self-catering houses and apartments for postgraduate students. Application dates for readmission for a residence place vary from year to year, but should normally be made before 31 October (undergraduate students) and before 31 August (postgraduate students).

Governance structures in residences provide a number of support systems to ensure students integrate comfortably into UCT life, both academically and socially. Besides wardens and house committees (made up of students), first-year students in residence can also get help and support from peer helpers – senior students who mentor and sometimes provide informal tutoring.

Student Housing Admissions and Advocacy Services (SHAAS), Masingene Building, Middle Campus.

Tel 021 650 2977; res@uct.ac.za

For off-campus accommodation, see www.accommodation.uct.ac.za/ocsas . Tel 021 650 4934

Student Learning Centres

Multi-purpose student learning centres provide students with access to study facilities for informal small group work, computer micro laboratories and other study resources, as well as facilities for social and cultural activities and offer office space for student government and student societies. One centre is located on the Lower Campus in Cecil Road, next to Baxter Hall and the Upper Campus centre is in the Steve Biko Students Union Building. The centres are open from 10h00 – midnight (Mon to Thurs), 10h00 – 22h00 (Friday) and 10h00 – 14h30 (Sat & Sun). You need a valid student card and an access card (which you can get from Campus Protection Services in the Robert Leslie Social Sciences Building, paying a refundable deposit of R25).

Tel 021 650 4126

Student Representative Council (SRC)

This council is elected annually by the student body and consists of 15 members. The SRC will address any problems that you may encounter during your time at UCT, which might relate to practical issues such as parking, to academic exclusions.

Steve Biko Building, Level 7. Tel 021 650 3537/8/9

The Science Student Council (SSC)

The Science Students' Council (SSC) is elected annually by the undergraduate students in the Faculty of Science. The SSC office is located in the PD Hahn Building, Level 6, Room 6.76.1, and they may be contacted via email: uct_ssc@uct.ac.za. They are there to represent your interests and you should speak to them if any problems or issues arise.

For general information about all aspects of student life, see the University website www.uct.ac.za and the Science Faculty website www.science.uct.ac.za