



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

Student Responsibility Document

Personal and Academic information

Dear Student

As a registered student of the University you are responsible for regularly checking and maintaining your personal information via the Student Self-Service. The University will not accept responsibility for consequences of incorrect, outdated, invalid or missing information.

1. Contact Information: Address, Telephone and Emergency Contacts

The onus is upon you to ensure that your personal contact information is always up to date in order for all University communication to reach you. Please check your **student e-mail address** regularly for important correspondence.

2. Course Registrations

You have to renew your registration every year before the end of February. Please ensure that your course registrations are correct because changes/amendments are not allowed after published dates. You are not allowed to attend classes for courses in which you are not registered.

3. Identity Number/Passport number

Please ensure that you inform the University of your ID/passport number. In such cases you should submit a certified copy of your ID document or passport to your Faculty.

4. Rules and Syllabus and Fees Booklets

The Faculty Rules and Syllabuses and Fees booklets are available on the following website www.wits.ac.za/students/academic-matters/rules-and-syllabuses/. Please familiarize yourself with the rules pertaining to your degree programme and ensure that you know the specific closing dates by which fees should be paid.

5. Examination Timetable

Your final examination timetable will be available on the Student Self-Service portal at least three weeks before the start of the examinations. Please check your examination dates, times and venues. Any enquiries should be referred to your Faculty.

6. End of Year results

Your mid-year and end of year results will be made available to you on your Student Self-Service portal. End of year results will also be emailed to your student email address.

7. Academic transcripts

An official academic transcript can be ordered from your Home Faculty upon request. Please refer to your Faculty for associated fees. An unofficial academic transcript can be ordered from your Student Self-Service portal.

8. Graduations

If you are completing your degree at the end of the year please check with the Examinations and Graduation Office re your graduation. Graduation information is published on the EGO website (www.wits.ac.za/graduations). You will not be allowed to graduate if you have not settled all your fees or have made the necessary arrangements to sign an AoD if you owe R15 000 or less. Please contact your Faculty office if you have not received any correspondence regarding your graduation by the end of February 2019.

Good luck with your studies

Registrar's Office