

FIRST YEARS

IMPORTANT NEED TO KNOWS

WELCOME
TO
Wits
University!

Your acceptance at Wits University is proof of the rewards of your hardwork. You are one of the multitude bright young minds deserving to be aWitsie, coming into campuses characterised by diversity, inclusion and innovation.

CONGRATULATIONS!

We can only encourage you to work hard – continuously, and you will no doubt, succeed. And do not hesitate to make use of the academic and other support services available on campus. We outline herein where you could turn to for support as you commence this part of your life's journey.

1. Day to day communication with the Faculty Office and other University offices

The important item to note is that not much correspondence will be in paper form. Communication from the University will be sent to your specific University generated MY-WITS email account. You may access this email from www.wits.ac.za/mywits/. It is your responsibility to ensure that you access the site, set up your inbox and if need be, divert to your personal email. For assistance on setting up this facility, contact the ICT helpdesk on 011 717 1717 or email itstudenthelp@wits.ac.za. You can also visit www.wits.ac.za/mywits/ Always quote your student number on emails to any office, for ease of access to your information or record.

2. Contact Information: Address, Telephone and Emergency Contacts

You are encouraged to regularly check and maintain your personal information via the Student Self-Service portal - <https://self-service.wits.ac.za>. The onus is upon you to ensure that your personal contact information is always up to date to ensure that all University communication, including posted correspondence, reaches you. Please check your student e- mail address regularly for important correspondence. If for some reason you are unable to amend or correct your details through the Self Service Portal, please seek assistance from your Faculty Office.

3. Student Support Services

Wits offers a range of student services and facilities, including those for students with disabilities, a student health and wellness service, and a career development service, amongst others. If not sure how to access these services, please contact the office of the Dean of Student Affairs on 011 717 9168. The office, SH039, is located on the ground floor of Solomon Mahlangu House. We provide contact details of other offices on the last page of this newsletter.

4. Request for Biographic Data

As part of developing a better understanding of the financial, educational and social needs of our students, the University is collecting biographic information from all first-year undergraduate students. Please note that completing this section of the registration process is compulsory. The information obtained from this questionnaire will assist the University in offering relevant and responsive support to its students. It will be treated with the strictest confidentiality.

5. Rules and Syllabus and Fees Booklets

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

6. Book Lists

Some lecturers do list prescribed texts for the subjects they teach. Students wishing to access the book list may visit <https://www.wits.ac.za/students/academic-matters/comprehensive-book-list/>

7. Academic Year

The academic year at the University of the Witwatersrand runs from February to November.

Activity	Dates
Publication of Matric Results	Thursday 16 January
First Year Students Registration	Please follow the instructions in your offer letter
Gateway to Success	Monday 27 January - Friday 7 February (10 days)
Returning Students Registrations PG and UG (including earlier date for online registration)	Thursday 02 January - Tuesday 09 February (39 days)
Start of Term	Monday 10 February

Please note:

- Faculty of Health Sciences Term Dates may vary
- Term Dates = 130 Teaching Days
- Consult the University's website for more detailed information about dates of registration for different cohorts of students



Jump start your year with FYE

Participate in the First Year Experience (FYE)

The First Year Experience (FYE) Programme is a year-long Programme designed to help first year students in their transition from high school to university.

The aim of the FYE Programme is to support the student life and academic journey of first-year students through facilitative experiential learning opportunities.

FYE Mentorship Programme -Senior students who have extensive institutional knowledge and experience of student and academic life within the university are allocated to mentor first year students. The objectives of the mentorship component are to create safe spaces for first-year students to build peer support networks; connect first-year students to key support structures; foster a culture of caring and goal-orientated relationships to enhance the success of first-year students; and ensure that first-year students feel as partners in their learning journey.

See you on the FYE Ulwazi site!

FIRST YEARS

WELCOME TO WITS!



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

GOOD LUCK

With your studies!



WITS. FOR GOOD.

www.wits.ac.za

8. Orientation

You may have heard stories related to “hazing” or “initiation”. Wits University does not embrace these cultural practices of welcoming students in the university space, specifically residential students. Feel free to participate in the various activities and events happening on campus before classes officially start on Monday, 10 February 2025 but do not feel obligated to do anything that violates human dignity or that you are uncomfortable doing or participating in. We encourage you to report

anything which makes you feel uncomfortable. Please contact the Wits Integrity Hotline on 082 938 4559 or email wits.integrity@wits.ac.za

9. Can't Find Your Way?

Wits has various campuses spread over mainly Braamfontein and Parktown. If you know the building you would like to get to, please make use of the website to find your way: <https://www.wits.ac.za/maps/parktown-campus/> or <https://www.wits.ac.za/maps/braamfontein-campus/>

10. Want to Amend Courses or De-register from Wits?

If you want to amend courses within your degree, please do so in writing by completing the relevant form at your Faculty Office within the first two weeks of term.

To de-register from Wits, please make sure you visit your Faculty, by no later than 21 February 2025.

Cancellation Forms are available from Faculty Offices. If you do not officially cancel your registration, you will remain liable for the payment of fees. If in University accommodation, cancellation should be done through the Accommodation Officer at the residence.

11. Take Your Safety Seriously!

Safety issues are everybody's concern. Wits students, at one point or another, venture into Braamfontein and other parts of Johannesburg. Given the concentration of the student population around Braamfontein, students are known to move around with expensive cellphones, laptops and at times vehicles, rogue elements in society are also occupying the same spaces.

Students are encouraged to move in groups. Other tips include:

- Catch a University bus to move to and from campus; www.wits.ac.za/students/wits-bus-service/. If the bus service has stopped operating, seek assistance from the Wits Protection Services Division to escort you from one place to another even, on campus.
- Call 45 minutes before the time you intend leaving campus – Protection Services contact details are at the back of your student card.
- Keep your phone and other valuables out of sight – headphones will alert criminals to a valuable gadget on you! Bags or property on a car seat are tempting to a thief; pack away from view, preferably in a boot.

12. Lost your student card?

Please report a lost student card to Protection Services immediately so that the card may be blocked, in case it ends up in the wrong hands. If not reported, and therefore access not blocked, your card might be used unauthorised resulting in the chances of a criminal committing a serious crime on campus having gained access using your card.

- The Lost and Found Office, located on the ground floor in Solomon Mahlangu House, (with access gained through a passage between the Post Office and The Kudu Card Centre or Technical Security Solutions Office in Solomon Mahlangu House) during working hours receives items lost on campus. Please check for any of your lost items – pencil cases, keys, student cards, watches, laptops, etc., handed over to that office as it is worth your while to check with them if your belongings go missing.



Student Support Services

Department	What they do	Contact Details/ where they are found
Wits Student Call Centre	Address all general student - related queries	www.wits.ac.za/askwits
Central Accommodation Office	Responsible for all residences, meals, recreational facilities and programmes for improved academic performance and holistic student development within a residential environment	Ground Floor, Solomon Mahlangu House, East Campus, 011 717 9172/3/4
Fees Office	Handles all fee-related matters, e.g. tuition fees and residence fees	Ground floor, Solomon Mahlangu House, East Campus, 011 717 1071
Financial Aid and Scholarships Office (FASO)	Provides information on student funding, scholarships, and awards for undergraduate and postgraduate students	Ground Floor, Solomon Mahlangu House, East Campus, 011 717 1071/81
Counselling and Careers Development Unit (CCDU)	CCDU provides career services, therapy services, HIV/AIDS education and support Graduate Employment	West Campus, 011 717 9132/40
Development and Leadership Unit (DLU)	Student-centered unit offering holistic opportunities that expose students to information, ideas, and worldviews	1st Floor, The Matrix, East Campus, 011 717 9234
Campus Health and Wellness Centre (CHWC)	Offers convenient, accessible, caring and cost-effective health services to the Wits Community	Lower Ground Floor, The Matrix, East Campus, 011 717 9111
Sports Administration	Provides staff and students the opportunity to take part in various sports on an elite or recreational level	Sturrock Park, West Campus, 011 717 9409/305
Parking Office	In charge of all aspects of parking and orderly admission of vehicles onto the different campuses	Ground Floor, Solomon Mahlangu House, East Campus, 011 717 1881/4
Student Transitions and Persistence Unit (STPU)	Assists first year students in the transition from high school to university through mentorship, workshops and referrals.	STPU Office, 2nd Floor, Marang Building, Wits Education Campus 011 717 8684/5 FYE.STPU@wits.ac.za
Disability Rights Unit (DRU)	Assists students with disability to ensure accessibility – physical, technological and social	1st Floor, East Wing, Solomon Mahlangu House, 011 717 9151/9
Student Representative Council (SRC)	Addresses queries, concerns and complaints of Wits students	The Matrix, 011 717 9203
International Students Office (ISO)	Complement Faculty and academic departments to international students, e.g. Matriculation exemption, study visa	Ground Floor, Solomon Mahlangu House, 011 717 1053/6
Protection Services	Responsible for safety and security issues on all Wits Campuses	Main Campus 011 717 4444/6666, Medical School 011 717 2222/ 2232, Education Campus 011 717 3340 and Business School 011 717 3589
Wits Citizen Community Outreach (WCCO)	Provides students with opportunities to enhance their learning and civic responsibility, while addressing community needs	Hostel, Road (Cricket and Rugby Field) Wits Braamfontein East Campus, 011 717 9255/17
Gender Equity Office	Sexual harassment advisory office	20 th Floor University Corner, East Campus 011 717 1053/6
Kudu Bucks Terminals	Load up with cash to use in dining halls, libraries, print stations, etc.	Around Campus-on concourse, Solomon Mahlangu House outside the cashiers booth, also just outside the Matrix on the ground floor-as examples West Campus, outside commerce Library