



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



WATERBERG
TVET COLLEGE

Together ensuring success

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2016 REGISTRATION ROADMAP – DETAILED

STAGE 1 – GENERAL COLLEGE INFORMATION

NEW STUDENTS

1. Sign in NEW students
2. Programme information and 2016 Class fees issued to students
3. Registration Roadmap issued to students
4. DHET Academic Calendar
5. Provide Information on required documents:

Registration Documents:

- 2 x Certified ID copy (Student)
- ID copy (Parent)
- Latest Progress Report/Statement of Results
- CAP Results

Financial Aid Documents:

- Certified Student ID Copy
 - Statement of Results
 - Certified Parent(s) / Guardian (s) ID Copy(s)
 - Salary Advice(s) for Parent(s) / Guardian(s) – Certified copy(s)
 - Social Workers Report (Needy/Orphan) – Death Certificates of Parent(s)
6. Students that already Pre-registered (Proof of CAP Test Results available), move to STATION
 7. Move to **STATION 2A.**

RETURNING STUDENTS

1. Sign in RETURNING STUDENTS
2. 2016 Class fees issued to students
3. Registration Roadmap issued to students
4. DHET Academic Calendar
5. Provide information on required documents:

Registration Documents:

- ID copy (Student)
- ID copy (Parent)
- Latest Progress Report/Statement of Results

Financial Aid Documents:

- 2 x Certified Student ID Copies
 - Statement of Results
 - 1 x Certified Parent(s) / Guardian (s) ID Copy(s)
 - Salary Advice(s) for Parent(s) / Guardian(s) – Certified copy(s)
 - Social Workers Report (Needy/Orphan) – Death Certificates of Parent(s)
6. Move to STATION 2A for the issuing of results.

STATION 2

1. STATION 2A

1.1. STATION 2A (i) - CAP Information

1. New students write CAP Test
2. Receive CAP Test results
3. Move to 1.3 **STATION 2A (iii)**.

1.2. STATION 2A (ii) - Issuing of Results

1. As per Campus Class Allocation
2. Move to 1.3 **STATION 2A (iii)**.

1.3. STATION 2A (iii) - Verification of required documents

1. NEW and RETURNING STUDENTS: Verify if all Registration- and/or Financial Aid Documents are available (if applicable).
2. NEW students, move to **STATION 2B**. RETURNING students move to **STATION 2C**

2. STATION 2B - Career Guidance

1. Career Guidance
2. Move to STATION 3A.

3. STATION 2 C- Returning Students

Issue Invoices to all returning students
Qualifying Bursary Students received document for exemption of Registration fee

STATION 3 - COURSE REGISTRATION

NEW STUDENTS

STATION 3A

1. Verify that Latest Progress Report/Statement of Results meets the programme requirements as per the Admission Norms Policy/Hostel requirements
2. Complete registration forms (Programme/Hostel)
3. Grade 12 students to sign declaration and to be attached to the registration Form.
4. Issue students with bank details for payment purposes
5. Student returns with proof of payment and take registration form to **STATION 4**
6. If a student cannot pay the registration fee, the student will apply for Financial Aid at **STATION 3B**.

STATION 3B - Financial Aid

7. A bursary form is given to the student.
8. The student must complete the bursary form and submit all required documentation.
9. The bursary application is captured on the Means Test and based on the Means Test results; the Student Support Officer authorized by Centre Manager signs off that the student registers without upfront payment.
10. Student is given the Means Test Report and move on to STATION 4.

RETURNING STUDENTS

STATION 3A

1. Verify that Latest Progress Report/Statement of Results meets the programme requirements as per the Admission Norms Policy/Hostel requirements.

2. Complete registration forms (Programme/Hostel)
3. Issue students with bank details for payment purposes
4. Student returns with proof of payment or exemption of Registration fee document and take registration form to **STATION 4.**

STATION 4 - CAPTURING OF DATA

1. Register and issue student number and hostel number (if applicable)
2. Student with a Means Test Report or exemption of Registration fee document, Registration Form must reflect BURSARY STUDENT.
3. Print out proof of Registration x 2 to be signed by the student to verify correctness of information. Student to hand in Proof of Registration at **STATION 5** to collect stationery.

STATION 5 - DISPATCH

1. Student collect Textbooks/Time Table
2. Complete questionnaire and hand in Registration Roadmap.

GENERAL INFORMATION

- Registration for NEW students from **6** January 2016.
- Classes commence on Monday, **18** January 2016.
- Hostels will be open from Sunday, **17** January 2016.
- Orientation for new students: **15 -19** February 2016.