

UNIVERSITY OF CAPE TOWN

NOTICE TO ALL STUDENTS

Please note that the deadline dates for changes in curriculum for 2024 are:

Course	Last date to add a course	Last date to drop a course		
		100% fee adjustment	50% fee adjustment	Cancel transcript entry No fee adjustment (INC on record after this date)
Whole year courses	16 February 2024	16 February 2024	26 July 2024	2 August 2024
First semester courses	16 February 2024	16 February 2024	1 March 2024	22 March 2024
Second semester courses	26 July 2024	26 July 2024	9 August 2024	30 August 2024
Block Release		1 week or less: Before 12 noon of day 1; 2 weeks: Before 12 noon of day 2; 3 weeks: Before 12 noon of day 3; Longer than 3 weeks: Friday of the week the course begins (day 5)	Not applicable	
Other courses	Friday of the first week of the course (Day 5)	Friday of the first week of the course (Day 5)	Friday of week three of the course (Day 15)	Monday after which two thirds of the course material has been presented/run
Summer Term/Winter Term	Teaching day 2 of the course	Teaching day 5 of the course	Not applicable	Monday after which two thirds of the course material has been presented/run

TO NOTE:

If you discontinue attending a course after the 'cancel transcript entry' date, the course remains on your record.

If the course duration is less than one semester, or if you are registered for the School for Legal Practice course (DOL5600F/S/Z), there is no fee reduction if you withdraw from the course after it begins.

If you are granted leave of absence, refer to section 2.7 of the 2024 Student Fees Handbook for fee rebate deadlines.

All changes must be made through your Faculty Office by uploading the prescribed form via Service Request on PeopleSoft. To find the prescribed form visit the student portal on the UCT website.

No fee reduction will be granted if the prescribed form is uploaded via Service Request on PeopleSoft after the above deadlines. Your form must be uploaded via Service Request on PeopleSoft by the deadline.

**For REGISTRAR
January 2024**