

College of Accounting Curriculum Advice

Frequently Asked Questions during Emergency Remote Teaching 2020

Please use the resources on the Commerce Orientation Vula site. There is a wealth of information about the services available to students.

Below are a list of frequently asked questions that the student advisors in the College of Accounting (CoA) have received.

1. I've heard about student advisors. What do they do exactly?

Student advisors, or more accurately curriculum advisors, are there to help students with their overall curriculum. We help you understand what degree options you have, what courses you should be doing each year, and can give advice on careers in accounting. We can also point you in the right direction for a number of resources that UCT students have available to them. If you've got questions about a specific course you should contact the course convenor or course administrator.

2. Should I contact a student advisor in the CoA or another department?

The CoA is responsible for the BCom Accounting degrees. These are the BCom Chartered Accounting, BCom General Accounting and BCom Accounting and Law.

If you're doing a BBusSc in Finance with Accounting you should contact an advisor in the Department of Finance and Tax.

If you're an EDU student and you're doing one of the BCom Accounting degrees we can help you, but you might prefer to speak to an advisor in EDU.

3. How do I get in contact with a CoA student advisors during the Emergency Remote Teaching 2020?

Please send an email to accstudentadvice@uct.ac.za and your email will be directed to an advisor that is available to help you.

In your email please include the following information so that we can help you as soon as possible:

| | |
|--|--|
| Name | |
| Student number | |
| Contact number | |
| Email address | |
| Degree | |
| Academic year of study | |
| Briefly describe the reason for requesting a consultation (<i>eg I'm feeling overwhelmed with having 5 courses</i>) | |
| Briefly describe what you see as a possible solution (<i>eg I can drop INF2004F and then I think I'll be able to cope</i>) | |
| If you've previously spoken to a College advisor and (if possible) you would like to speak to the same advisor again, who was the advisor? | |

4. I need to drop a course because my workload is too heavy. How do I know which one to drop this semester?

A curriculum advisor will help you to know what course to drop, but you can apply the following principles in coming up with a plan of your own before you consult with an advisor:

- a. Are there any courses you are doing which aren't required for your degree?
- b. Are the courses you are doing pre-requisites for any further courses? Can the following courses be moved later in your degree?
- c. Are you doing a course that is offered in summer term this year or hopefully winter and/or summer term next year?

5. I need to drop a course for the first semester for 2020. How do I do it?

You will need to complete a change of curriculum request online, on PeopleSoft. Refer to the guides provided on the PeopleSoft Students Vula site for details of how to complete and upload the form.

You must consult with an advisor about which courses to drop before completing the form.

Please send an email to accstudentadvice@uct.ac.za to request an advisor to contact you (refer to question 3 above).

When you complete the form on PeopleSoft, please include that advisor's name on the form, so that they will receive the form to approve.

6. If I withdraw from a course what will happen about the fees for that course?

Please direct any questions about fees to fnd-feeeng@uct.ac.za.

7. I want to add an extra course for the first semester. Am I allowed to do that?

No, you cannot add any additional courses for the first semester.

8. I want to change the courses I am registered for in the second semester. How do I do that?

We cannot make any changes to the curriculum for the second semester yet. At the end of the first semester you will have an opportunity to reflect on the first semester, and you will be able to contact an advisor about adding and/or dropping courses or changing programmes for the second semester.

9. I was registered for a Law course in winter term 2020, but now winter term has been cancelled. What are my options?

The Law Faculty has agreed to offer Business Law 1, Business Law 2 and Company Law in the summer term that will be held in early 2021. You will be able to register for these courses at the end of the first semester if you were previously required to complete the course in winter term 2020.

You will be automatically withdrawn from the winter term courses, so you do not need to complete a change of curriculum form to withdraw.

10. I want to change my degree. How do I do it?

You cannot change your degree during May 2020. You can consult with an advisor, and drop any courses that aren't needed for your new degree program. But the change of degree will need to wait until after May.

You should contact an advisor in the department who offers the degree you want to change to. For example, if you're currently registered for a BBusSc Finance with Accounting, and you want to change to a BCom Accounting, you need to speak to an advisor in the College of Accounting.

11. I don't think I can study at all right now. How do I withdraw from UCT, but keep my place for when I'm ready to come back?

You can take a leave of absence. You can either take a leave of absence for the first semester, or for the rest of the year.

If you think you want to take a leave of absence you should consult with an advisor.

The admin for a leave of absence is handled by the Commerce Faculty Office. Please download the ACA37 – Undergraduate Leave of Absence Application or ACA38 – Postgraduate Leave of Absence Application from the Commerce Faculty website

(<https://www.commerce.uct.ac.za/Pages/ComFac-Downloads>). Once you have completed the form you should contact the Faculty Office to have it processed.

12. I can't meet my course deadlines right now, but I don't want to withdraw from my courses because I am confident that I can manage the workload. Should I apply for a short leave of absence?

During the Emergency Remote Teaching period there will be no short leave of absences allowed. But if you are struggling to meet the deadlines for your courses because of extenuating circumstances, please contact your course convenor(s).