

REGISTRAR

The Registrar offers a number of information sessions & workshops as follows:

The Registrar's Department consists of four DIVISIONS:

- Legal Services - Director: Carin Booyse
- Records & Archives - Manager: Gugulethu Ndenge
- Secretariat - Manager: Athi Majija
- Academic Administration
 - o Admissions & Registration – Manager: Sonja Swanich
 - o Assessment & Graduation

REGISTRAR'S OFFICE

TRAINING PROGRAMME	DATE	TARGET AUDIENCE	OVERVIEW	CAMPUS VENUE & TIME	CONTACT / ENQUIRIES
institutional governance structures (Council, Senate, iF, SRC)	On request	Staff	Role and functions of each structure and the reporting framework: <ol style="list-style-type: none"> i. composition ii. Role and functions iii. Delegated authority iv. Reporting framework 	Contact Office of the Registrar for logistics	Registrar Office Tel: 021 959 6202
governance structures at Faculty level	On request	Faculty staff	Role and function of the faculty board and its committees. <ol style="list-style-type: none"> i. composition ii. Role and functions iii. Delegated authority iv. Reporting framework 	Contact Office of the Registrar for logistics	Registrar Office Tel: 021 959 6202
Role of Chairpersons	On request	All Chairpersons	Chairperson's role in ensuring effectiveness of committees. <ol style="list-style-type: none"> i. meeting procedures ii. role of the chairperson <ul style="list-style-type: none"> - before the meeting. - during the meeting - after the meeting. 	Contact Office of the Registrar for logistics	Registrar Office Tel: 021 959 6202