

REGISTRAR

Registrar: Mr. Sello Simon Mokoena
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The Office of the Registrar is responsible for regulatory compliance, institutional governance, and maintenance of university records. The Registrar, Mr Sello Mokoena, is a member of the University Executive Management and is the line manager of the following components:

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| Application and Registration Centre | ➤ Manager: Sonja Swanich |
| Assessment and Graduation Centre | ➤ Manager: Collette Schroeder |
| Legal Services | ➤ Deputy Registrar: Carin Booyse |
| Secretariat | ➤ Manager: Athi Majija |
| Records and Archives | ➤ Manager: Gugulethu Ndenge |
| Academic Administration | ➤ Deputy Registrar: Nonzuzo Zikalala |

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

| 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: 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. 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. i. meeting procedures ii. role of the chairperson - before the meeting. - during the meeting - after the meeting. | Contact Office of the Registrar for logistics | Registrar Office Tel: 021 959 6202 |