



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

ON

POLICY ON WALK-IN APPLICANTS

POLICY NUMBER	REG P19	POLICY OWNER	REGISTRAR
OVERSEEING COMMITTEE(S)	MANCO – SENATE - COUNCIL		
APPROVAL DATE	26/11/16	REVISION DATE	26/11/19

POLICY STATEMENT

It is the policy of the University of Zululand to regulate walk-in applicants into our system for registration.

REVISION HISTORY

CURRENT APPROVAL CYCLE			
POLICY NUMBER:	REG P19	SENATE NUMBER(S):	S1177/16
DATE OF APPROVAL BY THE UNIVERSITY OF ZULULAND: Registrar's office			
DATE OF SENATE APPROVAL:		26/10/16	
DATE OF COUNCIL APPROVAL:		26/11/16	
EFFECTIVE DATE FOR IMPLEMENTATION:		26/11/16	
NEXT REVISION DATE:		26/11/19	

APPROVAL HISTORY			
DATE OF FIRST APPROVAL:			
POLICY NUMBER	SENATE NUMBER(S)	SENATE / MANCO REVISION DATE	COUNCIL APPROVAL DATE

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY

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1. PURPOSE AND RATIONALE

The purpose of this policy is to regulate applicants to the University who have not applied for admission to the CAO prior to the closing date of applications as advertised by the University.

2. DEFINITIONS

“CAO” means Central Applications Office

“Prospective walk-in applicant” is a person who presents him/herself to the University as a possible applicant

“Registration Policy” means the approved Registration Policy of the University of Zululand

“University” means the University of Zululand;

“Walk-in applicant” means a prospective student who has not applied to the Central Applications Office prior to the closing date for applications

3. RULES AND PROCEDURES

- 3.1 All applicants will be directed to a facility provided by the University for the purpose of managing any walk-in applicants
- 3.2 The basic information will be collected from the walk-in applicant to enable the University to contact the applicant if space becomes available
- 3.3 Walk-in applicants will not be allowed to remain on campus and will be escorted off the campus
- 3.4 Application information will be gathered and separated accordingly to Faculties
- 3.5 The Registrar's Office will provide the information to the Deans Office
- 3.6 Deans can contact individual applicants if there is still space available
- 3.7 All walk-in applicants will be requested to apply directly to the CAO as the CAO process must still be followed
- 3.8 Applicants will follow the normal registration procedure as per the university's

Registration Policy.

4. GENERAL

4.1 A report must be generated by the Deputy Registrar responsible for registrations of all walk in applicants that was offered a space at the university. The Registrar must inform the CAO of walk-in applicants that have been offered space at the university

4.2 Walk-ins can only be offered a space once all the candidates that applied through the CAO have been considered.

5. POLICY REVIEW

This policy shall be reviewed every 3 years.