

Faculty of Engineering and the Built Environment first year student welcome

1. Introduction

It gives me great pleasure to welcome all of you to the Faculty of Engineering & the Built Environment (FEBE) of the Cape Peninsula University of Technology (CPUT). My name is Prof Marshall Sheldon. I am the Dean of the Faculty. I am supported by a faculty management team: two assistant Deans: one for Teaching and Learning and one for Research and Innovation; a Faculty Manager and eight (8) Heads of Departments of the following departments:

- The Department of Chemical Engineering
- The Department of Civil Engineering and Surveying
- The Department of Clothing and Textile Technology
- The Department of Construction Management and Quantity Surveying
- The Department of Electrical, Electronic and Computer Engineering
- The Department of Industrial and Systems Engineering
- The Department of Maritime Studies
- The Department of Mechanical Engineering

My role as your Dean of the faculty together with the faculty management team is to ensure that we deliver high quality academic programmes and develop graduates that can go out into the world and respond to the local, national and international needs that will make an impact on society.

The faculty operates over two campuses: The main campus being at the Bellville campus; and then the Granger Bay campus for our Maritime Studies and Marine Engineering programmes. The faculty on average has about 300 staff members; and 7 500 students of which 6.5% are postgraduate students. We offer a total of 43 UG programmes and 13 Postgraduate programmes.

Matriculating is already a great achievement. Your hard work and your dedication have already resulted in wonderful opportunities. What you do with those opportunities is up to you. Deciding to continue with tertiary education is one of the most important decisions that you have taken that will impact on and pave the way for the rest of your career and future. **Congratulations on taking this decision.**

Your tertiary education will be one of the most challenging and yet one of the most rewarding experiences. This is going to be a journey to remember, make sure you learn from the tough lessons and enjoy the pleasant ones. Use your time with us well knowing that it will not only make a difference in your life but in that of your family and society.

As your Dean, supported by my faculty management and your Heads of department we stand ready to support you in any way to make this journey a success. Do not be scared to seek guidance or assistance, but most of all, grab every opportunity that will make this experience even better. Manage your time and yourself because I for one look forward to your graduation day.

To your parents and guardians thank you to them for entrusting our faculty with your future. We do not take this task lightly and will make every effort to ensure your success. We accept this responsibility with pride and the seriousness it deserves. We look forward to getting to know all of you entrusted into our care and will support you in every way possible and help you to become the best you can be.

Conclusion

We are looking forward to welcoming you to our faculty and engaging with you. Stay safe.

Prof Marshall Sheldon

Dean: Engineering & the Built Environment

Covid-19 Emergency Hotline: 0800 029 999 | WhatsApp Support Line: 0600-123456

APPENDIX A: IMPORTANT FIRST YEAR INFORMATION

A1: Orientation programme

As a new student to the faculty, all departments planned an orientation programme to transition you into the department, the detail of which will be outlined in departmental communiques. The departments are planning an orientation programme that aligns with the adjusted lockdown level 1. Each department HOD will be sending you a personalised letter shortly informing you of the respective departmental orientation programme. Most departments will start with their orientation programmes from around 17 March 2021.

The orientation programmes will also be available online from: www.cput.ac.za/academic/faculties/engineering/orientation. This link is provided in case any changes are made to the existing planned programme. Please consult this link regularly to know of any changes to the orientation schedule.

A2: Student login and password

After you have successfully registered for the 2021 academic year, you need to login and change your standard issued password. The standard issued 1st year student password is the **first 3 letters of your surname** (1st letter is a capital letter) **and the last 5 digits of your SA Identity Document number OR Passport number [NON-SA citizens only]** Example: John Smith-7902125129088 Password= Smi29088

Your Username or Login name is your Student number (e.g. 210210210).

(NOTE!! This password is valid for ONE login and must be changed when you first login on a CPUT lab machine).

If you have any challenges with the above, please contact CTS helpdesk: Password/login: ctsservicedesk@cput.ac.za

A3: Accessing your student email

Every student that registers at CPUT is provided access to a CPUT email address. The email address may be accessed via the following link:

<https://www.cput.ac.za/mycput>

The email address provided to all students is set in this format "studentnumber@mycput.ac.za"; for example 21212121@mycput.ac.za.

This is your official email address. All official communication from CPUT and the faculty will be sent only to this email address. No personal email addressed will be used for communication. Please check this email address frequently for communications and updates.

A4: Accessing your OneDrive cloud storage



OneDrive is a free cloud storage facility available to all CPUT students. This is a very useful tool; it is safe to store all your academic work and is accessible from anywhere as well as from any device that you have logged onto. You can access your OneDrive in the same way that you access your CPUT email (<https://www.cput.ac.za/mycput>).

Lecturers may also share work with you using OneDrive. That is why it is important to constantly check your CPUT email to determine if any work has been shared with you. Sharing work and files is done by using your student number, making it important to keep an eye on your official CPUT student email.

A5: Obtaining a student card

Student cards will be issued if you have successfully registered for the 2021 academic year. Student cards will only be printed on campus as of Monday, 1st March 2021. Students will need to bring a copy of their proof of registration in printed form to the IT Centre, Room 1.03 on the Bellville campus, during the 2 weeks of registration to have their student card printed. Thereafter, to the Campus Control office. On the Granger Bay campus, students may bring the same proof of registration to the Security Office.

A6: Multi-modal delivery of the curriculum

The institution's highest academic structure, i.e. Senate, has approved a multi-modal delivery of the curriculum for AY2021, which includes a combination of remote (online) and on-campus activities. All departments have identified the subjects that require on-campus activities and is now planning the return to campus in-line with the adjusted lockdown level 1 (LL1) regulations. Different groups of students will be brought back to campus for required on-campus academic activities in a staggered approach to ensure that we remain compliant with the Covid-19 Health and Safety regulations. HODs will in their individual departmental communiques will inform you of the start dates of online classes and on-campus activities. Most classes will commence from 23 March 2021.

Subjects and academic activities not offered on campus will be offered through the multi-modal delivery of the curriculum. Online delivery of the curriculum will be through the institution's Learner Management System called Blackboard. As a new student, your orientation will include training on how to access and log into Blackboard. In the meantime, please find attached the following:

- (i) Blackboard Student guide.
- (ii) How to log into Blackboard orientation video.
- (iii) Two videos on how to check announcements and how to submit an assignment.

These videos will also be uploaded as part of the welcome page for the first year experience (FYE) on <https://www.cput.ac.za/services/fundani>

A7. On-campus activities

Due to capacity and venue limitations, the focus for departments will be on subjects that require practical's/laboratory work/specialised software/specialised equipment/etc. These subjects will be included in the HOD communique. If you are a registered student for these subjects, you should prepare for on-campus activities of these subjects while also continuing with multi-modal remote learning for selected subjects.

Students not permitted on campus as part of these groups and subjects will be supported through a remote, multi-modal teaching and learning approach. The respective lecturers for those cohorts and subjects not included will provide the detail of the delivery of those.

A8. Student services online (SOS)

Please be informed that the Student Online Services (SOS) system gives you access to all your student data, progress marks, registration and financial information, at any time and from anywhere. Please use this facility to update your personal information. You can access this service on the CPUT website at: <https://www.cput.ac.za/students/about/sos>

Updating personal information includes any changes to contact details as many applicants start the application process using parents/guardians and sibling contact detail. If this was the case with your application, please update these to reflect your contact details.

A9. Residence access

If you have been accepted into a CPUT residence for 2021 and you are registered for the subject(s) as listed, then you can use the personalised HOD communicate that will be sent to you to engage the residence department for access in time to complete the mandatory 7-day quarantine period prior to the commencement of the on-campus activities as indicated.

#maskup #sanitise #socialdistance

A10. Health and Safety

We want to assure you that the safety of our staff and students is very important. CPUT is taking every precaution to mitigate the risks associated with Covid-19 and is in the process of ensuring that all facilities, buildings, and residences are compliant with the return to campus requirements and regulations. While on campus you will be expected to comply with all institutional and Covid-19 health and safety protocols. A more detailed communicate on Health and safety measures while on campus will be communicated to you shortly.



APPENDIX B CONTACT DETAILS and QUERIES

Please direct any queries you have as follows:

Query	Unit	Contact person
Registration, cancellations, exemptions	Faculty office	<ul style="list-style-type: none"> Chemical Engineering (Evette Festus, festuse@cput.ac.za) Clotex, DISE, CM&QS (Andre Burt, burta@cput.ac.za) Civil& Surv (Zaheera Rawoot, rawootz@cput.ac.za; 021 953 8729) DEECE (Wendy Stoffels stoffelsw@cput.ac.za; 021 959 6773) DMS (Zaheera Rawoot, rawootz@cput.ac.za; 021 953 8729) Mechanical & Mechatronics (Ngqamane Madonsela, madonselan@cput.ac.za) Faculty officer (acting): Mr Badroen Cassiem, Cassiemb@cput.ac.za Faculty Manager: Mr Niven Cloete, CloeteN@cput.ac.za
IT related	CTS	<ul style="list-style-type: none"> Helpdesk: ctsservicedesk@cput.ac.za Connectivity and data: ctsservicedesk@cput.ac.za Password/login: ctsservicedesk@cput.ac.za Blackboard: ctsservicedesk@cput.ac.za
Academic	Departmental	<ul style="list-style-type: none"> Chemical Engineering (Siyasanga Nqwazi, Nqwazis@cput.ac.za; Elizma Alberts, VanWykE@cput.ac.za) Civil Engineering and Surveying Ms Gaudentia Pretorius (pretoriusg@cput.ac.za) or Ms Wendy Heuvel (heuvelw@cput.ac.za) Clothing and Textile (Ms Charlene Parenzee; parenzeec@cput.ac.za) Construction Management and Quantity Surveying (Ms Charlene Daniels; DANIELSCH@cput.ac.za) Electrical, Electronic and Computer Engineering (Deidre De Jong, dejonghd@cput.ac.za; Judy Rogers, rodgers@cput.ac.za) Industrial and Systems: (Shahida Ngonda; NgondaS@cput.ac.za) Maritime Studies: (Nomvuyo Nkani, nkanin@cput.ac.za) Mechanical and Mechatronics (Kulsum Mohamed, mohamedku@cput.ac.za) National Diploma & Diploma (Mechanical): Dr Msomi (msomiv@cput.ac.za; Mr Meyers (meyersl@cput.ac.za) and Mr Senda (sendap@cput.ac.za) BTech and Advanced Diploma (Mechanical): Mr Kohlhofer (kohlhoferw@cput.ac.za) and Mr Fawkes (fawkes@cput.ac.za) Postgraduate: Prof Oliver (oliverg@cput.ac.za) Mechatronics: Mr Ayodele (ayodeleo@cput.ac.za)