

RE-
REG

2020

CREATIVE TECHNOLOGIES

RE-
REGISTRATION

INFORMATION PACK

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QUALIFICATIONS

- **BACHELOR OF INTERACTION ARTS**

- + With a single major
- + No double majors allowed
- + Students can register for modules from other school's qualifications.

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HOW DO I KNOW WHICH LEVEL I SHOULD BE ON?

Theory subject indicates your level.

For Bachelor of Interaction Design, Visual Culture indicates your level:

VC 100 = LEVEL 1

VC 200 = LEVEL 2

VC 300 = LEVEL 3

HOW MANY CREDITS DO I NEED TO REGISTER FOR?

This depends on your study plan:

STUDY PLAN:	REGISTER FOR:
3 Years	120 Credits
4 Years	90 Credits
5 Years	70 Credits

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2020 COSTS

(A) Registration Fee:

STUDY PLAN:	REGISTRATION FEE:
3 Years	R 13 000
4 Years	R 7 500
5 Years	R 7 500

BANKING DETAILS:

The Open Window
Standard Bank
Centurion
Current Account
Account No: 410312266
Branch No: 051001

(B) Cost per Credit:

LEVEL:	CPC:
1	R 930
2	R 910
3	R 950

HOW DO I CALCULATE MY 2020 FEES?

E.g. **TUITION FEE** = Number of credits x Cost per credit
= 90 credits (L2) x R 910
= R 81 900 Tuition Fee for 2020

SAME APPLIES IF YOUR SUBJECTS SIT BETWEEN LEVELS:

E.g. 30 Level 2 Credits x R 910 = R 27 300
15 Level 3 Credits x R 950 = R 14 250
R 41 550 (Tuition Fee for 2020)

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DISCOUNT OPTIONS

Discounts awarded on Total Tuition Fee if settled in full

ON OR BEFORE	DISCOUNT
31 October 2019	8%
30 November 2019	7%
31 December 2019	6%
31 January 2020	5%

TIMETABLE & PROOF OF REG COMPARISON

- Please ensure that you double check your proof of registration and timetable.
- OW does not take responsibility for any student missing a class because of incorrect information.

PACKAGES & MODULES

+ Refer to the Package example on the next page

+ 2020 Modules:

- School of Film Arts
- School of Visual Communication
- School of Creative Technologies

Please find the Module lists available on our website www.openwindow.co.za

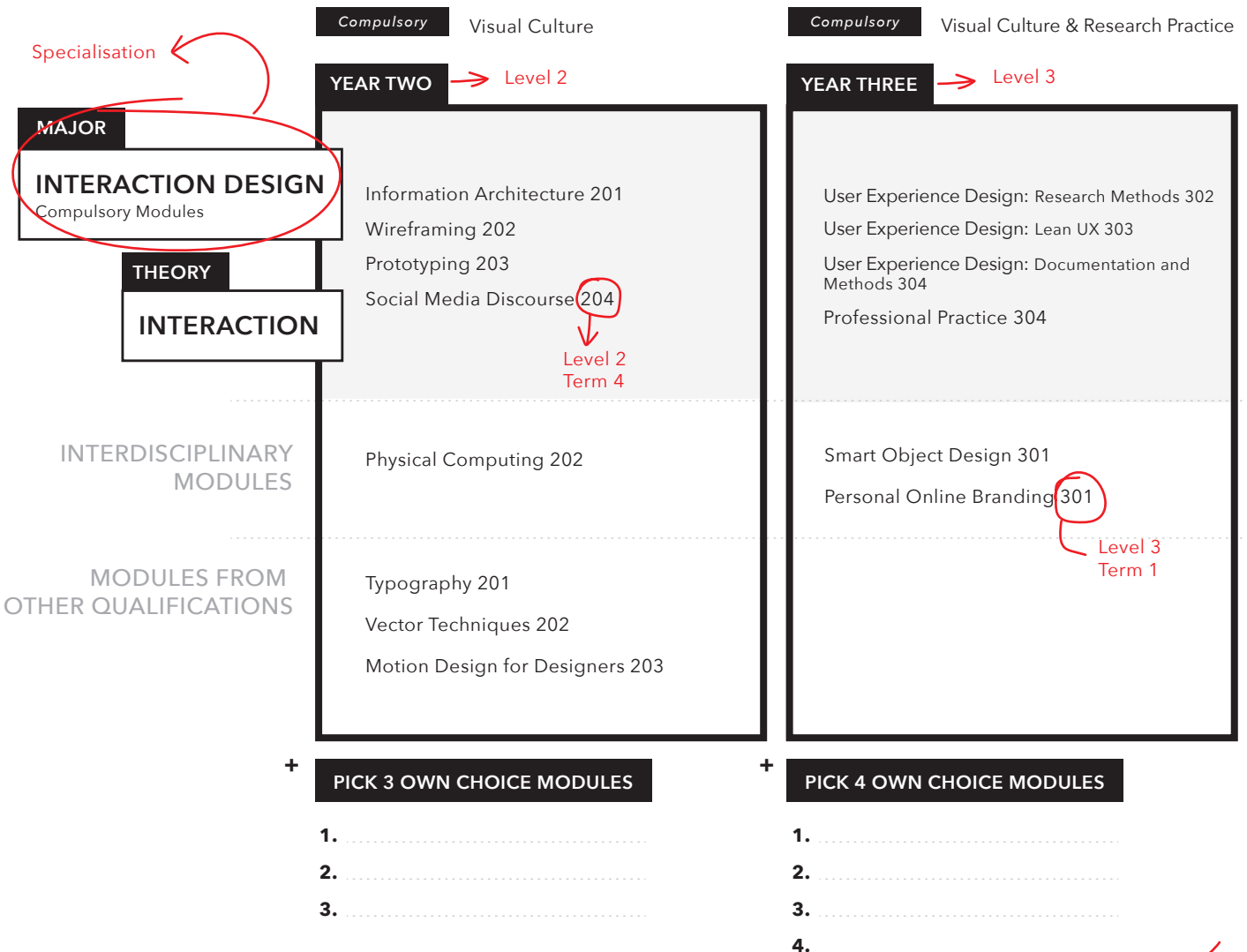
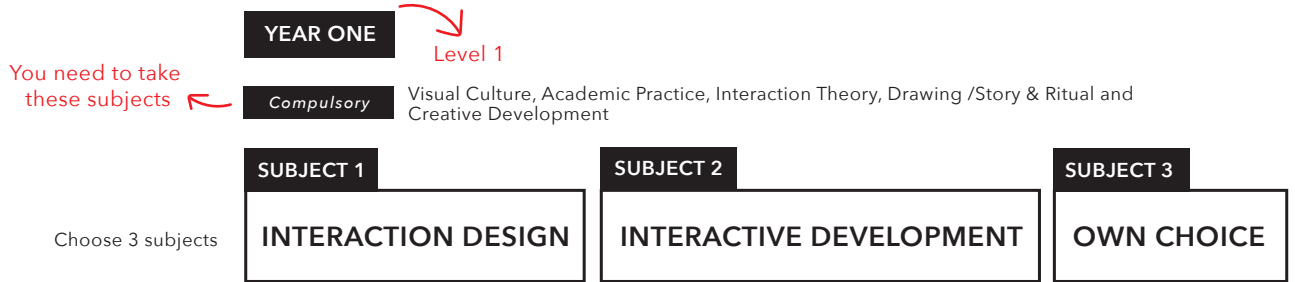
IXD_1

Code

INTERACTION DESIGN (GENERAL)

Career

This package contains a variety of visual design and experience design modules but with a larger emphasis on own choice modules. In this way students have a larger capacity for flexibility to explore other interests and skills.



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2020 RE-REGISTRATION

STEP 1: ACADEMIC REGISTRATION

- Choose a Package
- Attend Open Evening
- Ensure current year's fees are up to date (financial good-standing)
- Ensure Meta Account is active
- Ensure personal information is updated

(a) Re-registration notification will be issued on Metaschool

(b) Access this link via a Computer and not Mobile or Tablet

(c) Complete Academic Registration

(d) Once the Registrar office has processed Academic Registration, a quote will be issued on Metaschool

(a) Re-registration notification will be issued on Metaschool

The image shows a screenshot of a web application interface with a modal window titled "Re-Registration". The modal contains the following text:

Thank you for taking the time to submit your academic registration. Please ensure:

- » That you know which subjects you want to register for.
- » That you know the number of credits you want to register for.

Important:

- » You will only be allowed to submit one academic registration.

If you require any assistance please email: regs2020@openwindow.co.za

Please note that academic registration closes on **31 October 2019**

At the bottom of the modal are three buttons: "De-register", "Register later", and "Register Now".

The background of the page shows a navigation bar with "DRMS", "DOCUMENTS", and "STUDENT" menus. On the right side, there is a sidebar with a progress indicator showing "0.0%" and labels for "Profess", "Practice", and "30.". At the bottom of the page, there are labels for "Score", "Messages", and "Events".

(c) Complete Academic Registration

Personal Information

Name: Nel ,Pamela
Student number: 160027
ID number: 9703180347080

Academic Information

Qualification Name: Bachelor of Arts in Visual Communication Design
Level: Third Year
Study plan: 3 Year

Step 1: Credits

Registered for current year

2018 Cycle: [0]

Registered for next year

How many credits would you like to register for in 2019 Cycle?

Step 2: Select Subjects

Continue with:

Single Major *OR* Double Major

Bachelor of Arts in Visual Communication Design

Compulsory Subjects

First Year

Drawing 100 [15] credits Academic Practice 100 [10] credits Visual Culture 100 [15] credits
 Creative Development 100 [10] credits Art History 100 [10] credits

Second Year

Visual Discourse 200 [15] credits

Third Year

Visual Culture 300 [Research Practice 300] [20] credits Professional Practice VC_IA 304 [5] credits

Major Subjects >
Module Subjects >

Bachelor of Film Arts >
Bachelor of Interaction Design >
Holiday Workshop - Illustration >
Holiday Workshop - Motion Design >
Holiday Workshop - Game Design >
Holiday Workshop >

Credit Count

Number of credits indicated: [120]	Number of credits selected: [120]
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MS DOCUMENTS STUDENT

Thank you for submitting your academic registration. The Registrar office will be in contact with you.
For assistance please email: regs2020@openwindow.co.za

Close

(d) Once the Registrar office has processed Academic Registration, a quote will be issued on Metaschool

9/21/2018

Quotation

Study Quotation 2019



Student Number: 160027
Name and Surname: Pamela Nel
Residential Address: 6 Panfluit Street
 Highveld, Pretoria
ID Number: 9703180347080

21 September 2018

PROGRAM: Bachelor of Arts in Visual Communication Design-Third Year-3 Year

SUBJECTS	Code	Degree	Credits	Cost
Third Year				
Visual Culture 300	VC_VD_300	Bachelor of Arts in Visual Communication Design	20	15984
First Year				
Marketing 100	VC_MA_100	Bachelor of Arts in Visual Communication Design	20	16178.4
Second Year				
Illustration 200	VC_ILL_200	Bachelor of Arts in Visual Communication Design	50	38880
Brand Activation 203	VC_MA_BR_202	Bachelor of Arts in Visual Communication Design	5	3888
Figure Drawing Advanced 201	VC_ND_FD_201	Bachelor of Arts in Visual Communication Design	5	3888
Painting Foundation 204	VC_ND_PF_203	Bachelor of Arts in Visual Communication Design	5	3888
Interior / Exterior Photography 203	VC_ND_IE_203	Bachelor of Arts in Visual Communication Design	5	3888
Collage 203	VC_ND_CP_203	Bachelor of Arts in Visual Communication Design	5	3888
Motion Design For Designers 203	VC_COM_MD_203	Bachelor of Arts in Visual Communication Design	5	3888
TOTAL			120	94 370.40
DEDUCTIONS				
Credit Balance from previous year				R 0.00
Total Tuition Fee paid				R 0.00
Discounts				R 0.00
Registration Fee				R 0.00
TOTAL				R 94 370.40

General Comments

1. Early payment plan available for savings on tuition fees.

Date:	Total Saving
31 October 2018	8%
30 November 2018	7%
31 December 2018	6%
31 January 2019	5%

2. This is a study fee estimate for 2019 based on current academic results. Any subjects that are not passed upon the final release of marks on 7 December 2018 have not been included on this quotation. The failed subjects will need to be added to the fee estimate above and may have an impact on the subjects selected.
3. The Open Window does not take responsibility for students who missed classes due to late registration.
4. It is the responsibility of the student/account holder to ensure that the correct subjects and number of credits are registered for.
5. You will be receiving a final Quotation from financial department.





2020 RE-REGISTRATION

STEP 2: SUBMIT DOCUMENTATION

(a) You will receive a link to the document

- Please complete and sign the following documents on openwindow.co.za:

(b) Student Code of Conduct

- No documents to be emailed

* Please refer to the screenshots on the next page

(a) You will receive a link to the document

The screenshot shows a notification titled "Re-Registration Approved" for "Academic Re-Registration 2020". The message thanks the user for completing their registration and notes that "Financial Registration closes on the 25 January 2020". At the bottom of the notification are three buttons: "Not Now", "Quotation", and "Submit Student Code of Conduct". The background shows a navigation bar with "RMS", "DOCUMENTS", and "STUDENT" and a list of courses including "Visual Discourse 300", "Research Practice 300", "Communication Design Theory", "Communication Design 300", "Illustration Theory 300", "Illustration 300", and "Pro Design".

(b) Student Code of Conduct

The screenshot shows a form titled "AGREEMENT Student Code of Conduct". The text states: "The Client/Student declares, by reading and signing this Student Code of Conduct below, that they have studied and understood the full complement of this Student Code of Conduct, without reservation." Below this is a section titled "STUDENT CODE OF CONDUCT" with a sub-heading "Student Code of Conduct". The form includes the following fields:

- I, (Student Name and Surname) *
First:
Last:
- ID Number *
- Student Number *

Below the fields, it says "I am fully aware that the programme I have enrolled for, is:" followed by a red asterisk.

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2020 RE-REGISTRATION

STEP 3: FINANCIAL REGISTRATION

- Student and Guarantor will receive an e-mail from Finance, akotze@openwindow.co.za, including the following:
 - (a) Study Quotation (*recieved in Step 1*)
 - (b) Breakdown of fees (full settlement & discounts/monthly payment)
 - (c) Debit Order Mandate link (*website*)
 - (d) Registration Agreement & Payment Method (*website*)

(c) Debit Order Mandate link

AGREEMENT | *Debit Order Form*

Section A: Student Details

Name *

First Last

ID Number / Passport Number *

Student number (If Applicable)

Section B: Account Holder Information

Name *

(d) Registration Agreement & Payment Method

AGREEMENT | *Registration Agreement*

REGISTRATION AGREEMENT

Registration Agreement

I, parent Name and Surname

First Last

have read and agreed to the Registration Agreement of The Open Window as it appears above. I indicate the residential address as provided in the online registration form is the address where the service of all documents relating to this matter will be accepted. I declare that the postal address as provided in the online registration form can be used as the postal address to which all correspondence will be sent to me.

Signature of Parent *

SUBMIT

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PLEASE NOTE:

Proof of Registration & Timetable will only be made available once payment (required Registration Fee/Full Settlement) is received.

Only 1x re-registration can be submitted per student. Please be 100% sure about your subjects!

Academic Registration will only be permitted between 14 - 31 October.

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NEED HELP WITH YOUR RE-REGISTRATION

- Daily support sessions in B1 from 13:00 - 14:00
- Re-registration Buddies will be allocated to assist with any re-registration queries
- Send an email to regs2020@openwindow.co.za

LATE REGISTRATION

A penalty of R500 will be levied.

If you do not complete your academic registration by 31 October 2019, you will only be able to complete your registration in January 2020.

Students who register late create backlogs and for that reason OW will not take responsibility for any students who may miss classes because of late registrations.

No exceptions will be made.



OPEN NIGHT

10 OCTOBER 2019

DATE: 10 OCTOBER 2019

TIME: 18:00 - 19:00

This Open Night will allow you and your parents to engage with the lecturers to clarify any uncertainties and ensure that subject selections are correct.

The Registrar Office, Finance and Student Support Departments will also be available on the evening.

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CONTACT DETAILS



YOLANDI GERBER: regs2020@openwindow.co.za (*General*)

ADELE KOTZE: akotze@openwindow.co.za (*Finance*)

ALL re-registration queries must be sent to the above email address.

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GOOD LUCK!