



DEPARTMENT OF STUDENT AFFAIRS STUDENT WELLNESS SERVICE

SWS SUPPLEMENTARY DOCUMENTATION FOR DEFERRED EXAMS (DE) APPLICATIONS

The role of the DSA's Student Wellness Service (SWS) is to provide a clinic-based therapeutic service. For clarity, the SWS staff do not have any influence in the decisions of the Deferred Examination Committee (DEC).

Students who wish to apply for the Deferred Exams (DE) are invited to attend any of the SWS service sites, the operating hours as advised below, for the duration of the exam period.

The SWS will continue to provide its regular service and students who require therapy and counselling will be assisted by making a booking for an appointment through the normal channels on the online booking platform.

Students who are known to SWS for prior chronic medical and psychological therapy will not need to be reassessed for purposes of the DE application and may complete the [ACA44a form](#), completing Sections A and B only, and hand the form to the SWS practitioner for completion. These students can access the SWS main clinic, Ivan Toms Building, 28 Rhodes Ave, Mowbray as early as 3 weeks before their exam date.

SWS Deferred Exams service hours and sites

Students may visit any of the below SWS service sites during the exam period and bring along the ACA44a form so that the clinician can complete the relevant sections. Students should not perceive a signed supplementary form to mean that the Deferred Examinations Committee will approve, it is merely a support document.

Locations where no booking or appointments are required:

- **SWS – Upper Campus Clinic (UCC)**
 - Steve Biko Students' Union Building (SBSU), North Lane, Upper Campus, Level 6.
Consulting Room 6.10
 - **Days: Monday to Friday**
 - **Hours: 07h30 to 17h30**

- **SWS – SWS Clinic, Mowbray**
 - Ivan Toms Building, 28 Rhodes Avenue, Mowbray
 - **Days: Monday to Friday**
 - **Hours: 08h30 to 16h30**

Online Booking System:

Students can log on to the booking system and select the service "Deferred Exam" on either the medical or psychological platform. This service will be open from Monday 20 May 2019 – 21 June 2019 to allow for applications. The same SWS consultation fees as the other basic consultation fees apply for an assessment for deferred exams at all SWS service points. The following service points are accessible on the booking platform:

DSA SWS SERVICE POINTS				
UCT Campus	Location	Service Days	Service Times	Type of Contact
Lower Campus	Ivan Toms building (Main Clinic)	Monday – Friday	08h30 – 16h30	Walk-in services. No booking required
	Ivan Toms building (Main Clinic)	Monday – Friday	08h30 – 16h30	DSA SWS Booking system in place. The link to the booking system can be found on the DSA/ SWS website: http://www.dsa.uct.ac.za/student-wellness/about-student-wellness OR on the UCT Mobile APP
Upper Campus	UCC Steve Biko Building, Level 6 Rooms: 6.10	Monday – Friday	07h30 – 17h30	Walk-in services. No booking required
	UCC Steve Biko Building, Level 6 Rooms: 6.12, 6.20, 6.21	Monday – Friday	08h30 – 16h30	DSA SWS Booking system in place. The link to the booking system can be found on the DSA/ SWS website: http://www.dsa.uct.ac.za/student-wellness/about-student-wellness OR on the UCT mobile APP
	Sports Centre Clinic Room: 5.07	Monday – Friday	08h30 – 16h30	
	Faculty of Science, Mathematics Building Room: M308	Monday & Tuesday	08h30 – 16h30	
	Faculty of Commerce, Lesley Commerce Building, Room 5.04	Wednesday & Thursday	08h30 – 16h30	
Faculty of Law, Kramer Building Room: 6.40	Monday & Tuesday Wednesday	08h30 – 16h30 08h30 – 12h30		
Middle Campus	Faculty of Commerce, Economics Building, Room 4.05	Monday	08h30 – 16h30	
	Faculty of Humanities, Commerce Building Room: 6	Monday – Thursday	09h00 – 15h30	
Medical Campus	Faculty of Health Sciences, GSH G26 Room: 21.6	Monday – Friday	08h30 – 16h30	
Graduate School of Business	Graduate School of Business, Academic Room	Wednesday	09h00 – 15h00	

Key points to note

- Students do not need to make appointments for the DE support services provided at the two service sites Upper Campus Clinic and SWS Main Clinic.
- The service is a walk-in service and works on a first come first served basis. There should be no students submitting their applications after the stipulated 7 days after the exam citing booking themselves a slot beyond the 7 days. Students should prioritise using the walk- in services.
- Sections A and B of form [ACA44a](#) need to be completed by the student, Section C by the SWS clinician.
- Form ACA44a will be given to the student immediately.
- **Students who are new to SWS** and who are applying for the DE, must visit any of the DE service sites listed above for a clinical assessment, and for completion of the [ACA44a](#) form.

All non-clinical queries regarding DE should be addressed directly to the DEC.
(deferred.exams@uct.ac.za)

SWS queries:

Mrs Ingrid Smith: sws@uct.ac.za