

## Student Guide on the Renewal of Extra Time and Concessions on Student Self-Service

Returning students with previously Wits-approved extra time and concessions can renew their extra time and concessions for the current year, provided they meet the following renewal requirements:

- a. The student must register with DRU for the current year, AND
- b. The student must have a previous Wits letter indicating extra time and concessions with the “Rest of University Career” duration indicated. If the letter does not state “rest of university career” explicitly, please start a new concession application.

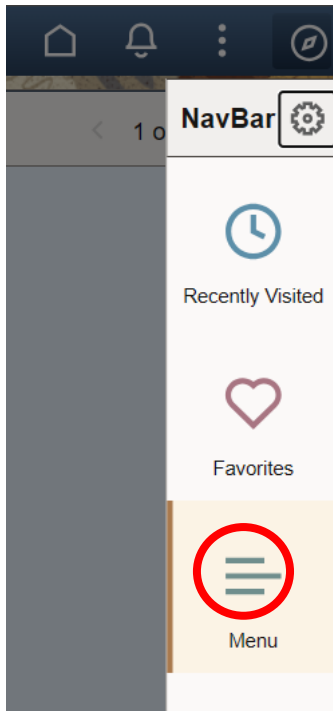
Qualifying students with disabilities should renew their extra time and concessions for tests/exams through Wits Student Self-Service by following the steps below. Once submitted, the application will be reviewed by the Disability Rights Unit and the Campus Health and Wellness Centre before being sent to the Faculty for final approval.

**Please note:** To renew extra time and concessions for the current year, the previous year’s faculty extra time and concessions letter indicating “rest of university career” must be submitted.

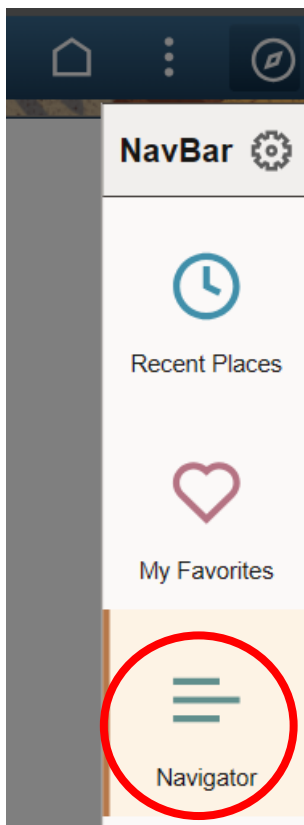
### **Application for Renewal of Extra time and other Concessions through Wits Student Self-Service:**

1. Log into **Wits Student Self-Service**, <https://self-service.wits.ac.za/>

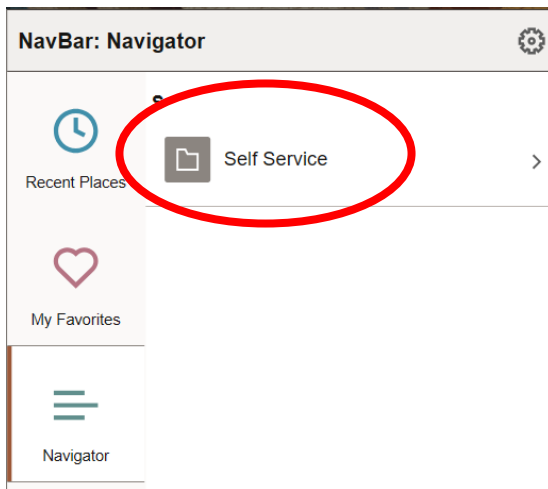
2. Click the **Menu button** or the **Navigator button** (the round button with a compass needle) on the top right of Student Self-Service.



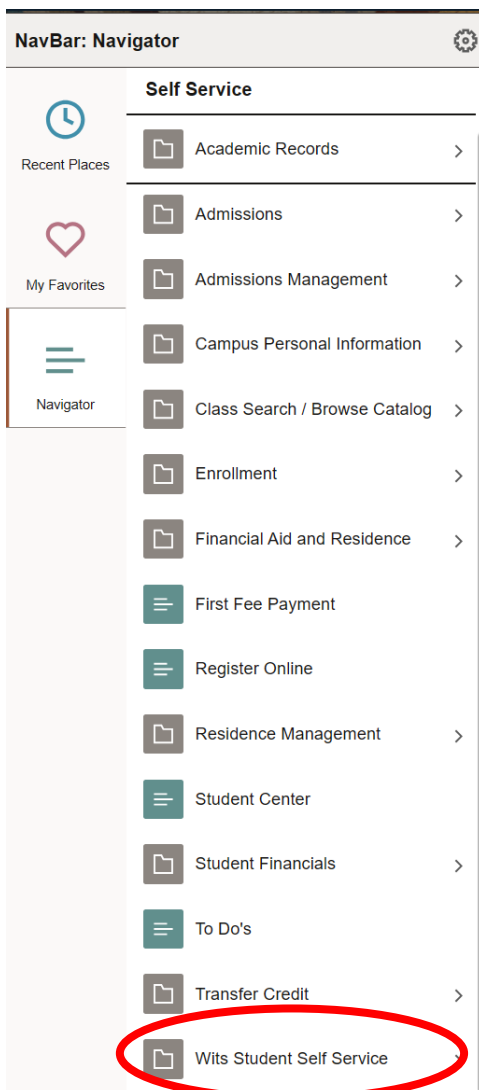
3. When the NavBar opens, click on **Navigator**




4. Click on **Self Service**



5. Click on **Wits Student Self Service**





6. Click on **Extra-time Application**


**NavBar: Navigator** 











Menu > Self Service

**Wits Student Self Service**

  
Recent Places

  
My Favorites

  
Navigator

-  Application for Deferred Exam
-  Book Meals
-  Clubs and Societies
-  Communication History
-  **Extra-time Application**
-  Finance Income Declaration
-  Food Programme Donation Form
-  Request Parking
-  Special Needs Registration
-  View My Exam Timetable

7. On the **Extra-time Application** page, under the **Special Need** section, look under Term and ensure the current year is indicated for your DRU registration. If the current year is not indicated, click on the right and left arrow keys (located on the far right of the Special Need heading bar) and select your current year of DRU registration.

← Extra-time Application Extra-time Application

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Extra-time Application

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**Special Need** Find | View All First 2 of 2 Last

\*Term 2024 Status: Registered With DRU Status Date: 06/02/2024 Request Date: 06/02/2024

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**Disability** Find | View All First 1 of 1 Last

Disability: 0101 Blind - No Functional Vision

Temporary  Permanent  Start 06/02/2024 End Date: Date:

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**Accommodation** Find | View All First 1 of 1 Last

Accommodation Type 50 Extra Time for Examination

Start Date 06/02/2024 End Date:

[Go to Student Center](#) Submit

8. Under the **Disability** section:

- Select whether your disability is **permanent or temporary**.
- For **Start Date**, select the current date.
- For **End Date**, for all permanent disabilities, leave the date blank. For all temporary disabilities, you **MUST** indicate the end date of your extra time/concessions as specified on your medical letter.

← Extra-time Application Extra-time Application

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Extra-time Application

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**Special Need** Find | View All First 2 of 2 Last

\*Term 2024 Status: Registered With DRU Status Date: 06/02/2024 Request Date: 06/02/2024

---

**Disability** Find | View All First 1 of 1 Last

Disability: 0101 Blind - No Functional Vision

Temporary  Permanent  Start 06/02/2024 End Date:

Date:

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**Accommodations** Find | View All First 1 of 1 Last

Accommodation Type 50 Extra Time for Examination

Start Date 06/02/2024 End Date:

[Go to Student Center](#) Submit

9. Under the **Accommodation** section:

- For **Start Date**, select the current date.
- For **End Date**, for all permanent disabilities, leave the date blank. For all temporary disabilities, you **MUST** indicate the end date of your extra time/concessions as specified on your medical letter.

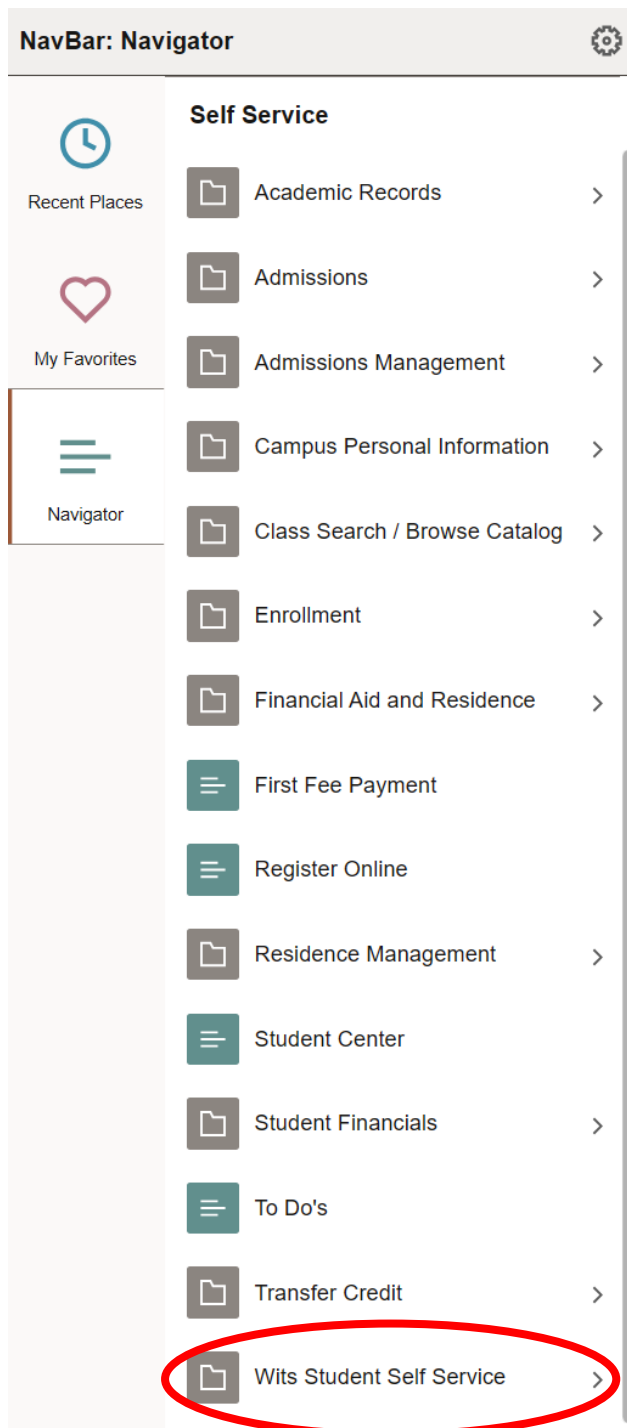
The screenshot shows the 'Extra-time Application' form. At the top, there is a navigation bar with a back arrow and the text 'Extra-time Application'. Below this, the form title 'Extra-time Application' is displayed. The main content area is divided into three sections: 'Special Need', 'Disability', and 'Accommodation'. The 'Special Need' section shows a search for '2024' and a status of 'Registered With DRU'. The 'Disability' section shows '0101 Blind - No Functional Vision' with 'Permanent' selected. The 'Accommodation' section, which is circled in red, shows 'Accommodation Type 50 Extra Time for Examination' with a 'Start Date' of '06/02/2024' and a blank 'End Date' field. A 'Submit' button is located at the bottom right of the form.

10. Click **Submit**.

This screenshot is identical to the one above, showing the 'Extra-time Application' form. In this view, the 'Submit' button at the bottom right of the form is circled in red, indicating the final step of the process.

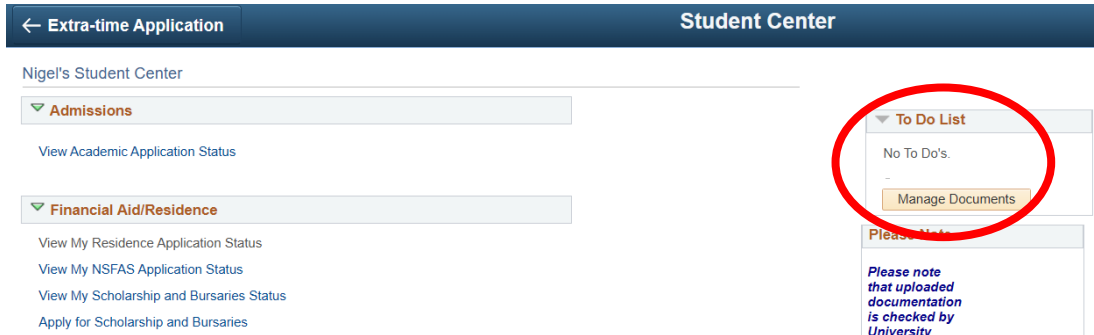
## Uploading Extra Time and Concessions Renewal Documents

11. On **Wits Student Self-Service**, Go to **Student Centre**. If Student Centre is not one of the tiles on your homepage, you will need to use the Menu button or the Navigator button (click on the round button with a compass needle) on the top right of Student Self-Service, and then select Navigator, Self-Service, and Student Centre.

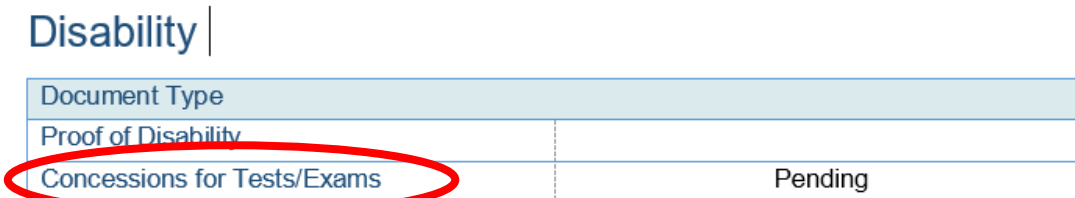




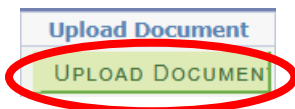
12. Once on the Student Centre page, near the top right of the page, you will see a “**To Do List**”. Click on the orange-coloured “**Manage Documents**” button.



13. On the next page, under the Disability section, click on “**Concessions for Tests/Exams**”.



14. Select the previous year’s Wits letter with approved extra time and concessions with the “Rest of University Career” duration indicated, and click “**Upload Document**”.



15. The Disability Rights Unit and Campus Health and Wellness Centre will review the renewal application and uploaded faculty letter before referring the application to the relevant faculty for final approval. Once the faculty has approved, an auto-generated concessions letter for the current year will be emailed to the student the following day. The letter will indicate the current date, student’s details, courses for the current year, and recommendations for extra time and other concessions. The student will receive email updates about the application's status and if anything further is needed.