

### **FREEZE NOTIFICATION: 01 NOVEMBER 2018 to 28 FEBRUARY 2019**

We are again fast approaching the 2018 year-end and 2019 registration period. To ensure that our systems and associated platforms are functioning according to specification, certain UFS departments and faculties, in collaboration with ICT Services, will be entering the annual systems freeze period on 01 November 2018, during which various tests will be performed.

This period requires intensive planning with due consideration of application, admission and registration processes as well as systems with a student-facing element that will be affected during the registration period. As in previous years, the systems freeze will seek to ensure that all student-facing systems, especially those that will be facilitating the 2019 registrations, are functioning well and that all possible glitches have been taken care of. ICT Services will officially enter the annual systems freeze period on 01 November 2018, which will last until the final day of registration in 2019.

This means the following:

- No system changes to current student-facing systems that will facilitate student registrations in 2019 will be allowed, unless adequately approved.
- Approved system changes made up to 01 November 2018 will be implemented during the systems freeze period, provided that those systems have been fully developed, thoroughly tested and signed off by their business owners, and provided that implementation does not affect current student-facing systems.
- Systems currently under development not completed, tested and signed off by 01 November 2018 will not be implemented in 2018, and will consequently be earmarked for deployment in March 2019.
- A systems freeze does not imply that ongoing maintenance (bug fixes) will not be performed. It will continue as planned.
- **All student-facing systems will be subjected to walk-throughs (proper evaluation of current platforms and their routines and subroutines) to determine areas of concern, where registration procedures could fail due to the ineffectiveness of processes and systems.**

We strongly urge you to pay attention to the following:

- Please ensure that systems currently being tested for deployment before 01 November 2018 have been adequately tested and signed off by the system owner before 01 November 2018.
- Consider all incomplete specifications for new development and submit them for evaluation and possible development during the next five months.
- Remember, if large-scale system development is required, the next four months might not be sufficient and implementation could only happen in March 2019, or thereafter. If this is the case, please ensure that you have a manual process in place to take care of the business intent/requirement.

Please direct your infrastructure requirement queries for the upcoming 2019 registration period to the following people:

- Mr Louis Marais – All network and telephony requirements for 2019 registrations
- Mr Wimpie Botha – All IT-related technical support in registration venues
- Mr Reg Hiscock – All PeopleSoft requirements related to current systems under development
- Mr Michael van Rooyen – All web-related development requirements
- Dr Vic Coetzee - Written appeals

Thank you for your kind support of this mammoth task of getting our systems and infrastructures ready for the peak challenge of 2019. Please feel free to contact us directly if you need more information in this regard @ [freeze communication](#).