UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA

UFS·UV

USER MANUAL

FOR SELF SERVICE REGISTRATION

ON ORACLE PEOPLESOFT CAMPUS SOLUTIONS

(STUDENTS)

STUDENT ACADEMIC SERVICES

Compiled by: Debbie van Loggerenberg

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1. INTRODUCTION

The university introduced the Self Service Registration concept for students in 2010. The Self Service Registration platform allows students to access PeopleSoft Campus Solutions with a unique user identification and password to register for their qualifications and modules electronically from any computer with internet access anywhere in the world.

The user manual on Self Service Registration provides an overview on the different navigation screens and menus used for the registration of modules in an academic plan according the semester in which they are presented.

1.1   MINI DICTIONARY

Term	Definition
PeopleSoft Campus Solutions	PeopleSoft Campus Solutions is the web based software that the UFS utilises for the administration of academic services provided by the university.
Registration	An annual contractual agreement entered into by the University and the student in terms of prescribed procedures. A student must follow and administrative process (electronic and manual) whereby they indicate (electronically or by completed form) the academic plan and modules for which they want to study in the consecutive first and second semester of an academic year. A student will register (enrol) during this administrative process for certain modules according the semesters in which they are presented. The registration process is open at the beginning of each semester and is set on certain dates, which will be communicated yearly in the university calendar.
Academic plan	An academic plan is the qualification code that indicates the qualification and curriculum a student register (enrol) for.
Curriculum	A curriculum of an academic plan indicates the modules students should register (enrol) for and successfully complete in order to obtain their qualification. The curriculum will indicate the number of credits that should be offered at each academic year, at which level these credits must be offered and the total number of credits a student must obtain in order to complete the qualification. The curriculum also indicates the minimum duration of the qualification.

Term	Definition
Module	A module is a coherent, self-contained learning unit designed to achieve a set of particular learning outcomes. In a modular qualification structure a module has a standard size and an assigned weighting and level in the programme. A module can fulfil a fundamental, core and elective function in a programme.
Notional Learning Hours	Notional learning hours imply the informed estimate of the average learning time an average student will require to achieve the minimum learning outcome(s). Such learning time includes contact time, practical work, independent and guided study and examination time. One (1)credit is equivalent to ten notional learning hours.
Qualification	In an outcomes-based approach a qualification refers to the certification of achieved learning outcomes of a programme, expressed as an accumulation of credits at specific levels. A qualification represents the demonstrated performance of a student in a planned and goal-directed combination of learning outcomes which are aimed at equipping students with applied competence and a foundation for further learning.
Academic year	The academic year of the university is from January to December. The year is divided into two semesters, namely the first and second semester. The first semester commences in January of each year and ends in June of that same year. The second semester commences in July of each year and ends in December of that same year.
Students	A student is a person who satisfies the following four (4) conditions: He/she must be in possession of either a Senior Certificate with endorsement, or Certificate with endorsement, or Certificate without endorsement, or must be admitted at the Senate's discretion. • He/she must also comply with the specific admission/selection requirements as set by the University/faculty. • He/she must be enrolled for a module which is included in the curriculum of at least one (1) qualification which has been formally approved by the Minister of Education. • He/she must have been active in that module on or before the census day prescribed by the institution.

1.2   IMPORTANT FACTORS

The following factors are important for a successful Self Service Registration:

- An active student number
- An active Novell password
- All fees paid (in arrears and/or registration deposit)
- Knowledge of the academic plan (degree code) and module code(s) for which the student wish to register
- You as the student have consulted the Module and Venue Timetable before commencing registration
- Are you continuing with the same field of study as the previous year?
- Are you registering within the maximum duration for their qualification?

1.2.1   ACTIVE STUDENT NUMBER

1.2.1.1 Prospective students

In order to study as a student at the University of the Free State, a prospective student must have an active Kovsie student number. Applications for admission must be made in good time so that a prospective student can be registered before the last date for academic registration.

1.2.1.2 Senior and returning students

If a senior student interrupted their study for longer than a calendar year, the student must apply for admission again. Applications for re-admission must be made in good time so that a prospective student can be registered before the last date for academic registration.

1.2.2   ACTIVE NOVELL PASSWORD

Access to the ORACLE PeopleSoft programme will be blocked if an invalid Novell password is used. Students can direct enquiries as follows:

- https://selfservice.ufs.ac.za
- The enquiry desk: 051 401 2442

Students must always have a copy of their identification document, drivers licence or student card available when requesting a password or a change of password.

1.2.3   ALL FEES PAID

Before a student can commence with the registration process they must have paid all fees in arrears and the registration deposit for that particular year.

- If a student is registering for a module(s) of which the registration fee and the module price amount to less than the required deposit, the student must arrange for financial clearance beforehand at 051 401 2806.
- If a student studies by means of a bursary or loan, documentary proof in this regard must be provided to the Finance Division annually before registration.
- Registration can only take place if the applicable amounts have already been paid into their student account **five (5) days prior** their attempt to register (all arrears, if applicable, as well as the full amount as required for registration). In the event that the student wishes to register in the **final week** of registration and have not paid the registration fee yet, they must pay the required amount at the university cashiers on the main or QwaQwa campus so that their registration can be completed before the last date of registration.
- Where special financial approval to register is granted, the approval will only be valid for the specific day.

1.2.4   DEGREE CODE AND MODULE CODE(S)

- Academic registration cannot take place if a student does not have their degree code and module code(s).
- Treatises (honours degrees), dissertations (master's degrees) and theses (doctoral degrees) are also linked to module codes and students must register for them annually.
- If a student is uncertain of the codes, they must obtain academic advice according to the academic advice programme as published in the KOVSIE-guide and Postgraduate Student Guide.
- Distance education students in the e-learning programme can contact the e-learning helpdesk at ilearn@ufs.ac.za.
- Approved distance education students in the programmes B.Sc. (Quantity Surveying), B.Sc. (Construction Management) and Honours (Quantity Surveying or Construction Management) can contact the Department at VanWykE@ufs.ac.za.
- Modules are presented as follows:
    - First-semester modules – January to June (May to June examination)
    - Second-semester modules – July to November (October to November examination)
    - Year modules – January to November (October to November examination)

1.2.5   MODULE AND VENUE TIMETABLE

In order to ensure that there are no timetable clashes between the modules a student wishes to register for, they must consult the Module and Venue Timetable (available on the UFS web page) before commencing their registration. It is the responsibility of the student to ensure that there are no clashes on their timetable. No changes can be made to the timetable if the modules a student registered for clash and the student will consequently have to cancel/discontinue one of the modules. There are financial implications for modules that are discontinued.

1.2.6   MAXIMUM DURATION OF STUDY

If a student has exceeded the maximum duration of study for their qualification, they must obtain approval from the Dean to continue their studies. It is important to note that no correspondence with regard to these matters will be handled by fax or e-mail.

Other important factors will be discussed throughout the manual.

2. ACCESSING PEOPLESOFT CAMPUS SOLUTIONS

Students can access PeopleSoft through the university web page at www.ufs.ac.za/register2013 (the applicable year will be linked each year to the registration web page). A quick link will also be made available on the main page of the university's web page at www.ufs.ac.za.

Students follow the navigation as explained in the following pages.

2.1 LOGGING IN TO PEOPLESOFT

- Students log in to PeopleSoft with their *student number* as user identification and their unique *Novell passwords* for self service registration. The following guide will provide a step-by-step manual on how a student should use the Self Service platform for registration.

2.2 REGISTERING (ENROL) FOR MODULE(S)

Step 1: Under the Menu click on "Self Service"

Step 2: Click on "Student Center"

This option allows students to check if there are any obstacles (holds) on their student number that may influence the success of their registration. There are many other features available to students on the same page: track the status of their application, access their proof of registration, timetable, academic record and even update their personal information.

Step 3: Check for any obstacles (holds) on your student number

UFS UV CAMPUS SOLUTIONS

Favorites | Main Menu > Self Service > Student Center

Debbie's Student Center

Academics

Application Status Tracking
Enrollment
Student Documentation
NBT Results
Gradebook

other academic...

ⓘ **You are not enrolled in classes.**

Personal Information

Request Information
Apply for Admission

△ Incomplete   ○ Complete   ✔ Admitted

My Applications

View Application Details

ⓘ **You do not have any pending applications at this time.**

SEARCH FOR CLASSES

▶ **Holds**

No Holds.

▶ **To Do List**

No To Do's.

▶ **University of the Free State**

University of the Free State
Blackboard
Email

▶ **Registration Help**

Enrollment Guide
On-Line Enrollment Demo

▶ **University of the Free State**

Class Timetable 2012 - Bfn
Class Timetable 2012 - South

2.2.1   POSSIBLE HOLDS

The following holds may occur: Registration will be refused repeatedly until all holds have been cleared away.

- **"Admission requirements"**
  - o   Contact the Admissions Division at 051 401 2505

- **"Duplicate student number"**
  - o   Contact the Applications Division at 051 401 2505.

- **"Enrolment Deposit Outstanding"**
  - o   Contact the Finance Department at:
    Undergraduate: 051 401 2806;
    Postgraduate: 051 401 9537.

- **"Finance"**
  - o   Contact the Finance Department at 051 401 2806.

- **"Incorrect address"**
  - o   Contact 051 401 2505.

- **"Insufficient prepaid fees"**
  - o   Contact the Finance Department at 051 401 2806.

- **"Library books outstanding"**
  - o   Contact the Library at 051 401 2226.

- **"Matric exemption"**
  - o   Contact the Admissions Division at 051 401 2505

- **"Medical Condition Unknown"**
  - o   Contact the International Office at 051 401 2501.

- **"Foreign Students" – (International students)**
  - o   Contact the International Office at 051 401 2501.

- **"NSFAS outstanding agreements"**
  - o   Contact 051 401 3603/9359.

- **"Outstanding/Outstanding fees"**
  - o   Contact the Finance Department at 051 401 2806.

- **"Regulation E5" – Law students**
  - Contact the Faculty of Law at 051 401 2735.

Students need to resolve any holds in order to proceed with the self service registration. Some of these hold cannot be resolved telephonically, by e-mail or even fax and the student will have to travel the Main (or QwaQwa) campus to resolve the issue in person.

If a student has no holds he/she can proceed to register for their modules.

Step 4: Click on "Enrolment" to proceed.

Step 5: Select the relevant semester (e.g. 2013 Semester 1) you want to register for.

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Favorites | Main Menu > Self Service > Student Center

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Select the term and career (Postgraduate/Undergraduate) from enrollment and click Next...

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g. Semester 1.

Self Service Enrollment On-Line Demo

Term	Career	Term Begin Date	Term Ending Date
○ 2013 Semester 1	Undergraduate	01/01/2013	06/30/2013
○ 2013 Semester 2	Undergraduate	07/01/2013	12/31/2013

Confirm Student Information   Activity Current Year

CONTINUE

Step 7: Confirm Student Information (your personal and contact details).

7.1   Select each field.

7.2   Click on the field you want to change.

7.3   Click on OK.

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Favorites | Main Menu > Self Service > Student Center

Student Information

Please confirm the information displayed below by marking the checkbox next to each item. Incorrect information can be changed by clicking on the information. Please note that certain information cannot be updated directly on Self Service. For this information, you will be redirected to an external form that must be completed and sent to the university with required attached documentation as required.

After updating information on Self Service, please click the refresh button for changes to be reflected on this page.

Name   Van Loggerenberg,Debbie

Communication Language   (Mel)
                                          ENG

Communication Method   E-Mail

Mail Address

Cellphone

Home Telephone

Campus Telephone

E-Mail

Relationship Addresses

Relationship Phone Numbers

Relationship Email

refresh

OK   Cancel

Step 8: Click on "Activity Current Year".

UFS UV CAMPUS SOLUTIONS

Favorites | Main Menu > Self Service > Student Center

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Select the term and career (Postgraduate/Undergraduate) from enrollment and click Next...

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g. Semester 1.
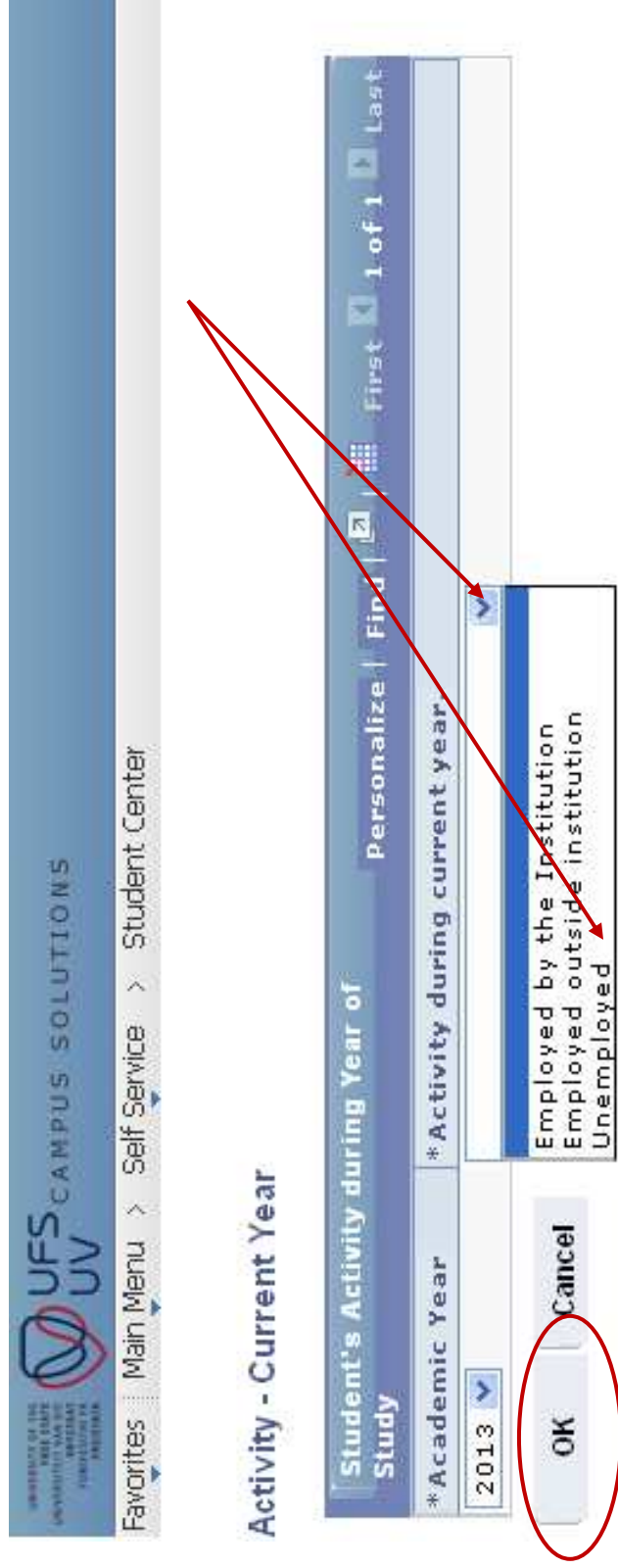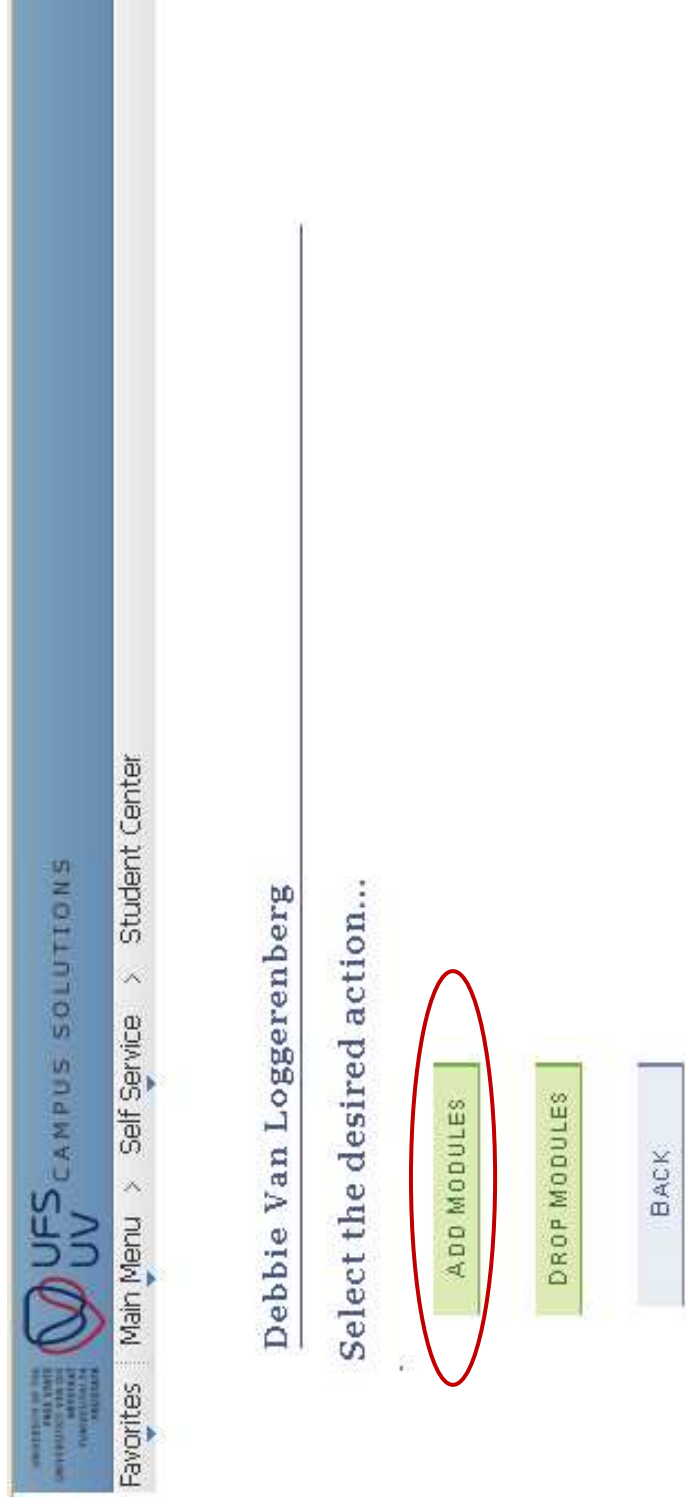Self Service Enrollment On-Line Demo

	Term	Career	Term Begin Date	Term Ending Date
○	2013 Semester 1	Undergraduate	01/01/2013	06/30/2013
○	2013 Semester 2	Undergraduate	07/01/2013	12/31/2013

Confirm Student Information   Activity Current Year

CONTINUE

Step 9: Specify the current year's activity.

9.1   Click on the drop-down box to select the relevant activity – if you are employed or not.

9.2.   Click OK.

Step 10: Click on Continue to proceed with the registration process.

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Favorites | Main Menu > Self Service > Student Center

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Select the term and career (Postgraduate/Undergraduate) from enrollment and click Next...

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g., Semester 1.
Self Service Enrollment On-Line Demo

Term	Career	Term Begin Date	Term Ending Date
○ 2013 Semester 1	Undergraduate	01/01/2013	06/30/2013
○ 2013 Semester 2	Undergraduate	07/01/2013	12/31/2013

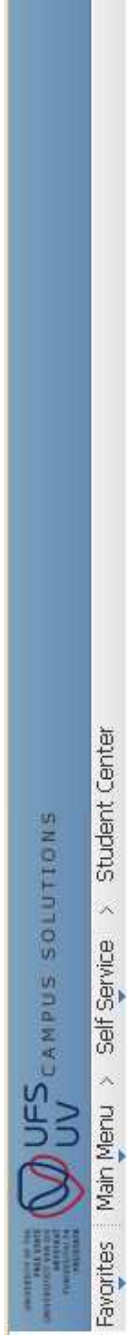Confirm Student Information   Activity Current Year

CONTINUE

Step 11: To register for modules click on "Add Modules".

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CAMPUS SOLUTIONS

Favorites | Main Menu > Self Service > Student Center

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Select the desired action...
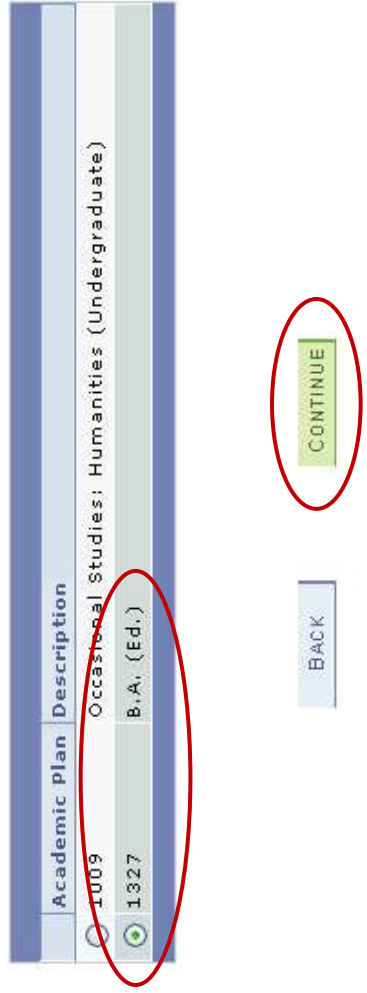
ADD MODULES

DROP MODULES

BACK

Step 12: Select the correct academic plan (study code) you want to register for.

12.1   Select the academic plan (study code). If the correct plan does not appear, you should come in person to the university to correct your admission at the university with the *Applications and Admissions Section*.

12.2   Click on "continue".

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Favorites ::::: Main Menu > Self Service > Student Center

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Select the plan (study code) for which to enroll

Academic Plan	Description
1009	Occasional Studies: Humanities (Undergraduate)
1327	B.A. (Ed.)

CONTINUE

BACK

Step 14: Select the correct curriculum year of study (1st, 2nd or 3rd) you want to register for.

You must select the academic year you want to register for. In the event that the academic year does not appear you cannot register online and will have to come in person to the campus for assistance. Postgraduate students: you always select "1", unless you are studying for a two-year qualification such as a structured Master's degree where there is a possibility of a year 2.

Please note: Enquiries can be directed to the relevant faculty to investigate if the curriculum is uploaded for self service registration.
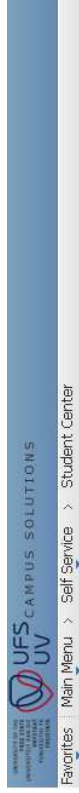
Step 15: Select the subject field of the module you want to register for.

Module codes consist of two parts. The first part of the code indicates the subject area of the module. The subject area consists of the first three/four alpha characters of a module code, i.e. BLG for Biology.
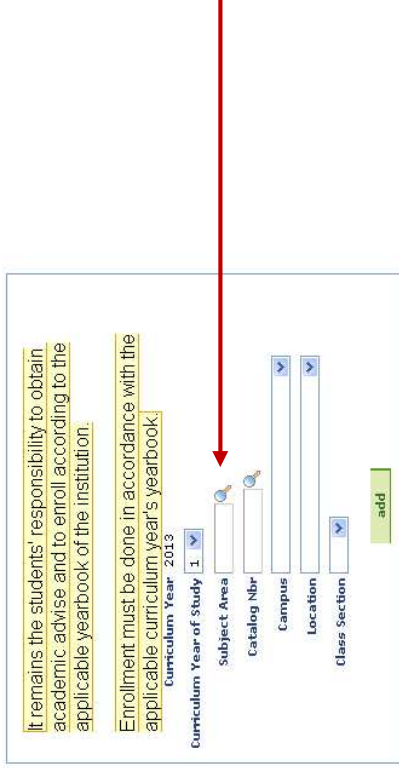
Modules outside the curriculum cannot be registered on the self-service platform. Such registration must be completed at the registration venue during the registration period. If the table of your modules is not displayed, self-service registration has been prohibited by the Department. Such registration can then only take place by means of a completed registration form which must be handed in at the registration venue.

15.1   Click on the magnifying glass next to the box at the "subject area".

15.2   Select the relevant subject area.

Step 16: Select the "catalog number".

The "catalog number" is the second half of the module code and consists of the last three/four/five numeric characters of a module code, i.e. 114.

16.1   Click on the little magnifying glass next to the box at "catalog number" to display the table of modules for the chosen year.

16.2 Select the relevant "catalog number".

Step 17: At "campus", select the relevant campus.

The Main Campus is the Bloemfontein campus in Nelson Mandela Drive. The QwaQwa campus is located at Qwaqwa and the South Campus is the Bloemfontein campus located at Church Street.

Step 18: Select the relevant "location" of where classes will be presented.

- The location indicates where the lectures are presented, e.g. Bloemfontein and other relevant cities/towns.

- "Online off-campus" (EOFF) is only used by the e-learning students in the Faculty of Law and only modules indicated by means of "EOFF" are selected.

- Approved open-learning students: B.Sc. (Quantity Surveying) and Honours and B.Sc. (Construction Management) and Honours students choose modules indicated by means of BUIL (Building Sciences).

- "Bloemfontein", "South Campus" or "QwaQwa" is used in all other cases.
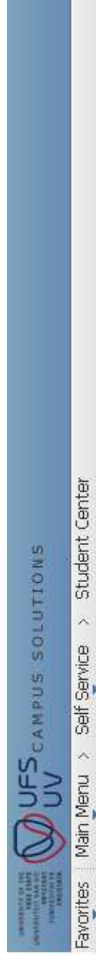
Step 19: Select the relevant "class section" of which classes will be presented.

- The "Class section" corresponds with the location and is selected.

- **N.B.:** In some cases, the "Class section" corresponds with the class and venue timetable, e.g. class section E001 will be English group 1 and A001 will be Afrikaans group 1. In these cases, students should select the applicable class section based on time and group preferences. The selection of the wrong class section can cause clashes on the timetable and for this reason it is advisable that students consult with the class and venue timetable before commencing registration. A link to the class and venue timetable is available on the UFS webpage.
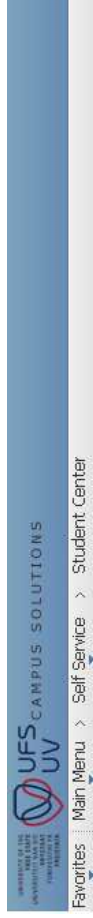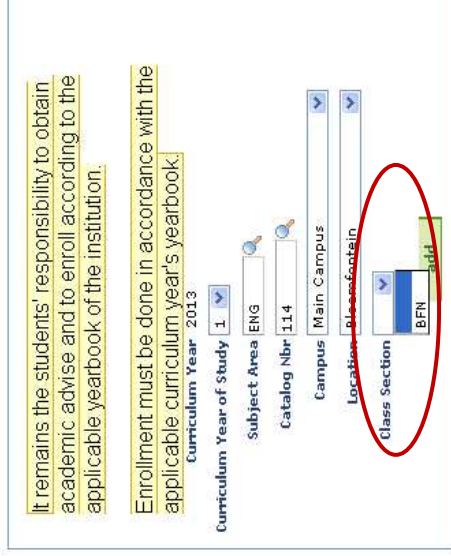
Step 20: Click "add" to add the module to the module registration table.

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Select the modules that you would like to add

It remains the students' responsibility to obtain academic advise and to enroll according to the applicable yearbook of the institution.

Enrollment must be done in accordance with the applicable curriculum year's yearbook.

Curriculum Year 2013

Curriculum Year of Study

Subject Area

Catalog Nbr

Campus

Location

Class Section

add

Classes to enroll for...

ENG114 – MAIN – BFN (BFN)

I confirm my registration and declare hereby that I understand the aforementioned (regulations/rules and instructions with regard to registration) and bind myself to the contents thereof.

Ek bevestig my registrasie en verklaar dat ek alle inligting wat verwant is tot regulasies/reëls en instruksies met betrekking tot registrasie verstaan en my aan die inhoud daaraan verbind.

☐ Confirm

BACK   CONTINUE

In the event that a wrong module code was added, click to remove from list.

Step 21: If another module must be gathered, repeat the process from step 14.

It is best if you gather all the modules you want to register for under the "classes to enrol for" table. Once all modules have been gathered you can proceed with the registration of these modules.

Step 22: Please check the modules you wish to register for, for correctness.

- If a module has to be removed from the table, click on the ⊟ at the end of the row.
- If a new/another module must be added to the table, repeat the process as from step 14.

Step 23: Read through the terms and conditions.

Classes to enroll for..

ENG114 - MAIN - BFN (BFN)

I confirm my registration and declare hereby that I understand the aforementioned (regulations/rules and instructions with regard to registration) and bind myself to the contents thereof.

Ek bevestig my registrasie en verklaar dat ek alle inligting wat verwant is tot regulasies/reëls en instruksies met betrekking tot registrasie verstaan en my aan die inhoud daaraan verbind.

☐ Confirm

BACK   CONTINUE

Step 23: If the terms and conditions are accepted, click in the "confirm" box.

23.1   Click the "confirm" box.

23.2   Click on "continue" to register the module(s).

Step 24: Modules registered successfully/unsuccessfully for the term concerned.

- A green correction mark ☑ indicates a successful registration.
- A red cross ☒ indicates an unsuccessful registration. Please print out this page and take it with you to the faculty to resolve the problem.

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Favorites | Main Menu > Self Service > Student Center

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You have finished enrolling for the selected modules!

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g., Semester 1..

✔	ENG114 - MAIN - BFN (BFN)	Success
✖	PLK214 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.

To add or drop classes for additional terms/careers, click the button below

ADD OR DROP MORE MODULES

If you are a final year student with the intention to graduate this year, you must apply for graduation by clicking the button below

APPLY FOR GRADUATION

If you have finished enrolling for all the terms/careers, you can generate a Proof of Registration that can be printed if this is required.

print proof of registration   print class timetable

You can return to the Student Center if you are done enrolling

GO TO STUDENT CENTER

The following holds may be encountered during module registration:

- Precondition(s) per module (undergraduate). Enquiries can be addressed to the faculties for academic advice.
- Proof of approval for the cancelling of preconditions must be submitted to the officer concerned in the registration/academic advice venue in person during registration. Faxes and e-mails will not be accepted.

- Limitations on the presentation per module (applicable to distance education modules and Chemistry modules). For approval the student must report for academic advice according to the set programme on campus.

- Repetition of modules: A module may only be registered for twice.
- Registration for a module will be disallowed if approval has not been arranged beforehand. Approval must be obtained from the Department concerned. For approval the student must report for academic advice according the set programme on campus.
- Proof of approval for the cancelling of preconditions must be submitted to the officer concerned at the registration venue in person during registration. No faxes or e-mails will be accepted.

- To add/cancel modules at this stage, click on "ADD" or "DROP MORE MODULES" (add or cancel more modules) and repeat the process to add more modules or change/cancel modules.

Step 25: Print "Proof of Registration".

You should print out the "proof of registration" and double check that all modules are registered correctly. It remains the responsibility of you the student to ensure that your registration has been completed correctly (correct study code/module code(s)/centre of presentation).

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You have finished enrolling for the selected modules!

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g.. Semester 1..

		Success
✔	ENG114 - MAIN - BFN (BFN)	
✖	PLK214 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.

To add or drop classes for additional terms/careers, click the button below

ADD OR DROP MORE MODULES

If you are a final year student with the intention to graduate this year, you must apply for graduation by clicking the button below

APPLY FOR GRADUATION

If you have finished enrolling for all the terms/careers, you can generate a Proof of Registration that can be printed if this is required.

print proof of registration   print class timetable

You can return to the Student Center if you are done enrolling

GO TO STUDENT CENTER

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Step 26: Print "Class Timetable".

You can print a personalised time table from the system.

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You have finished enrolling for the selected modules!

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g.. Semester 1..

✔	ENG114 - MAIN - BFN (BFN)	Success
✖	PLK214 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.

To add or drop classes for additional terms/careers, click the button below

ADD OR DROP MORE MODULES

If you are a final year student with the intention to graduate this year, you must apply for graduation by clicking the button below

APPLY FOR GRADUATION

If you have finished enrolling for all the terms/careers, you can generate a Proof of Registration that can be printed if this is required.

print proof of registration   print class timetable

You can return to the Student Center if you are done enrolling

GO TO STUDENT CENTER

The section dealing with module registration has been completed.

2.3   APPLY FOR GRADUATION

If you will be completing your qualification the particular year, you should indicate your intention by clicking on "Apply for graduation" (application to obtain a degree). This is only necessary for final semester/year students.

Favorites | Main Menu > Self Service > Student Center

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You have finished enrolling for the selected modules!

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g.. Semester 1..

| | ENG114 - MAIN - BFN (BFN) | Success |
| | PLK214 - MAIN - BFN (BFN) | Unable to add this class - requisites have not been met. |

To add or drop classes for additional terms/careers, click the button below

ADD OR DROP MORE MODULES

If you are a final year student with the intention to graduate this year, you must apply for graduation by clicking the button below.

APPLY FOR GRADUATION

If you have finished enrolling for all the terms/careers, you can generate a Proof of Registration that can be printed if this is required.
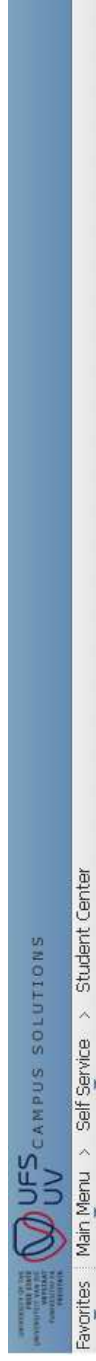
print proof of registration   print class timetable

You can return to the Student Center if you are done enrolling

GO TO STUDENT CENTER

Step 1: Indicate the "academic program" (degree) you intend to complete by clicking on the underlined description.

UFS UV CAMPUS SOLUTIONS

Favorites | Main Menu > Self Service > Student Center

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Student Center ▾ ▸ ⊗

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

Academic Program   Edu Studies & Edu Dev PGRD   Career   Postgraduate

MAGISTER ARTIUM (HIGHER EDUCATION STUDIES)
Major   Magister Artium (Higher Education Studies): Higher Education: Structured

Academic Program   Arts General UGRD   Career   Undergraduate

OCCASIONAL STUDIES: HUMANITIES (UNDERGRADUATE)
Major   Occasional Studies: Humanities (Undergraduate)

Academic Program   Education General UGRD Qwaqwa   Career   Undergraduate

B.A. (ED.)
Major   B.A. (Ed.)

Student Center ▾ ▸ ⊗

Step 2: Indicate during which term the qualification will be completed.

Favorites | Main Menu > Self Service > Student Center

Student Center

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Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.
If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

Program	Education General UGRD Qwaqwa	Career	Undergraduate

B.A. (ED.)

Major   B.A. (Ed.)

Expected Graduation Term   2012 Semester 2

SELECT DIFFERENT PROGRAM

SELECT DIFFERENT TERM

SUBMIT APPLICATION

Student Center

Step 3: Submit the application.

Favorites | Main Menu > Self Service > Student Center

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Student Center

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.
If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

| Program | Education General UGRD Qwaqwa | **Career** | Undergraduate |

B.A. (ED.)

Major B.A. (Ed.)

Expected Graduation Term 2012 Semester 2

SELECT DIFFERENT PROGRAM

SELECT DIFFERENT TERM

SUBMIT APPLICATION

Student Center

UFS UV CAMPUS SOLUTIONS

Favorites | Main Menu > Self Service > Student Center

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Student Center ⌄ ⊗

Apply for Graduation

Submit Confirmation

✔ You have successfully applied for graduation.

Student Center ⌄ ⊗

The application for graduation process is now completed.

2.4   CANCEL (DROPP) A MODULE

Students can cancel their registration for modules by following the same procedure as registering for a module with the exception that they drop a module. Modules can only be cancelled up to a certain date. Thereafter the students will only be able to discontinue a module, but will still be responsible for the fees.

Important note: The online system will only be open for cancellations/discontinuations during the semester. The system closes on the last date of the semester. Once the examination period commences, students can no longer discontinue any modules for that particular semester.

Step 1: Under the Menu click on "Self Service"

UFS UV CAMPUS SOLUTIONS

Favorites | Main Menu

Menu

Search:

△ My Favorites
△ Self Service
△ UFS Self Service
△ Student Admissions
△ Records and Enrollment
△ Set Up SACR
△ Worklist
△ Reporting Tools
△ PeopleTools
— My Personalizations

1
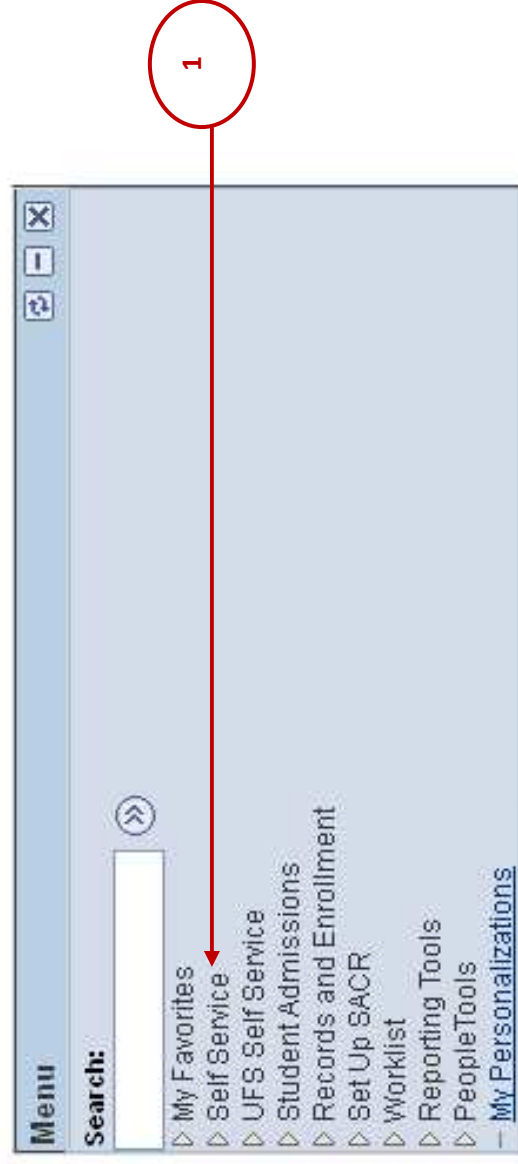
Step 2: Click on "Self Service Quick Enroll"

UFS CAMPUS SOLUTIONS
UV

Home | Worklist | | | Add to Favorites | Sign out

Favorites | Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities:

AWS Service Tester
AWS Service Tester

Enrollment
View appointments, plan and enroll in classes; view student and exam schedules.
- View My Exam Schedule

Campus Personal Information
Maintain your personal information and review holds and to dos pending to your record.
- Addresses
- Phone Numbers
- Email Addresses
- To Do List

Student Center
Use the student center to manage school related activities.

UFS Enrollment
University of the Free State Enrollment
- Self Service Quick Enroll

Degree Progress/Graduation
View your degree progress report and apply for graduation.
- Apply for Graduation

Class Search / Browse Catalog
Find classes that match your selection criteria, or browse the course catalog by subject.
- Class Search

UFS Campus Finances
Make Payments
- Make a Credit Card Payment

UFS Xerox
- Material Status Inquiry

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Step 3: Select the relevant semester and click on continue

UFS CAMPUS SOLUTIONS
UV

Favorites | Main Menu > Self Service > UFS Enrollment > Self Service Quick Enroll

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Select the term and career (Postgraduate/Undergraduate) from enrollment and click Next...

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g., Semester 1.
Self Service Enrollment On-Line Demo

Term	Career	Term Begin Date	Term Ending Date
⦿ 2013 Semester 1	Undergraduate	01/01/2013	06/30/2013
○ 2013 Semester 2	Undergraduate	07/01/2013	12/31/2013

Confirm Student Information   Activity Current Year

CONTINUE

Step 4: Click on "drop modules"
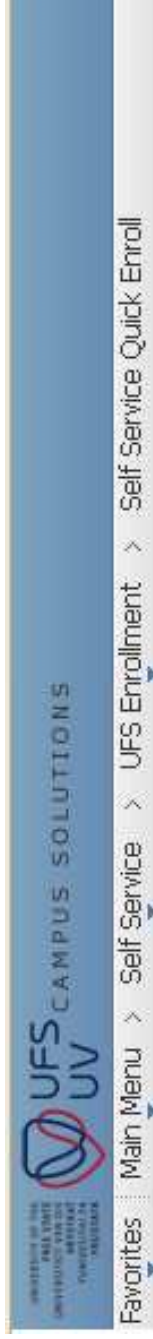
Step 5: Select the module that you want to drop (cancel/discontinue).

All the modules you are registered for in that particular semester will appear in a list. You should select the module(s) you want to cancel/discontinue.

Step 6: Read through the terms and conditions

6.1 Confirm that the terms and conditions have been read.

6.2 Click on Continue

Favorites | Main Menu > Self Service > UFS Enrollment > Self Service Quick Enroll

UFS UV CAMPUS SOLUTIONS

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Select the modules that you would like to drop

☑ ENG114 - BFN

I confirm my registration and declare hereby that I understand the aforementioned (regulations/rules and instructions with regard to registration) and bind myself to the contents thereof.

Ek bevestig my registrasie en verklaar dat ek alle inligting wat verwant is tot regulasies/reëls en instruksies met betrekking tot registrasie verstaan en my aan die inhoud daaraan verbind.

☑ Confirm

BACK

CONTINUE

Step 7: Modules successfully cancelled/discontinued

- A green correction mark ☑ indicates a successful drop.
- A red cross ☒ indicates an unsuccessful drop. Please print out this page and take it with you to the registration venue/Student Academic Services to resolve the problem.
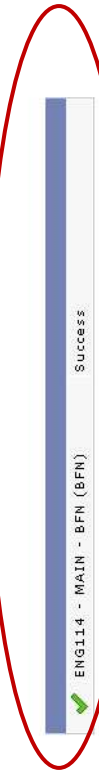

UFS UV CAMPUS SOLUTIONS

Favorites | Main Menu > Self Service > UFS Enrollment > Self Service Quick Enroll

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You have finished enrolling for the selected modules!

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g.. Semester 1...

ENG114 - MAIN - BFN (BFN)   Success ✓

To add or drop classes for additional terms/careers, click the button below

ADD OR DROP MORE MODULES

If you are a final year student with the intention to graduate this year, you must apply for graduation by clicking the button below

APPLY FOR GRADUATION

If you have finished enrolling for all the terms/careers, you can generate a Proof of Registration that can be printed if this is required.

print proof of registration   **print class timetable**

You can return to the Student Center if you are done enrolling

GO TO STUDENT CENTER

Step 8: Print a "Proof of Registration"

You should print out a "proof of registration" to ensure that your registration is correct after cancelling/discontinuing any of your modules.

UFS UV CAMPUS SOLUTIONS

Favorites | Main Menu > Self Service > UFS Enrollment > Self Service Quick Enroll

Debbie Van Loggerenberg

You have finished enrolling for the selected modules!

Select the applicable term/career combination from the list below. If the term/career for which you wish to add/drop classes, is not available, there is a problem with your admission. Please go to the Callie Human Center for further assistance.

Remember to enroll for year modules only in the first term of the duration of the module e.g.. Semester 1..

| ✔ | ENG114 - MAIN - BFN (BFN) | Success |

To add or drop classes for additional terms/careers, click the button below

ADD OR DROP MORE MODULES

If you are a final year student with the intention to graduate this year, you must apply for graduation by clicking the button below

APPLY FOR GRADUATION

If you have finished enrolling for all the terms/careers, you can generate a Proof of Registration that can be printed if this is required.

print proof of registration   print class timetable

You can return to the Student Center if you are done enrolling

GO TO STUDENT CENTER

The cancellation/discontinuation process is now completed.