

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



USER MANUAL

FOR SELF SERVICE REGISTRATION

ON ORACLE PEOPLESOFT CAMPUS SOLUTIONS

(STUDENTS)

STUDENT ACADEMIC SERVICES

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1. INTRODUCTION

The university introduced the Self Service Registration concept for Varsity College students in 2015. The Self Service Registration platform allows Varsity College 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.

This 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 to 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	<p>An annual contractual agreement entered into by the University and the student in terms of prescribed procedures.</p> <p>A student must follow an 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.</p> <p>A student will register (enrol) during this administrative process for certain modules according to the semesters in which they are presented.</p> <p>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.</p>
Academic plan	An academic plan is the qualification code that indicates the qualification and curriculum a student registers (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. <ul style="list-style-type: none"> • 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 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 a Varsity College Campus Law Counsellor before commencing registration
- 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 Kopsie 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 PASSWORD

Access to the ORACLE PeopleSoft programme will be blocked if an invalid 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 2806/3003 or alternatively 051 505 1378.
- If a student studies by means of a bursary or loan, documentary proof in this regard must be provided to the registration unit (051 505 1378) 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).

1.2.4 DEGREE CODE AND MODULE CODE(S)

1.2.5

- Academic registration cannot take place if a student does not have their degree code and module code(s). **Please note** that previous module codes have changed for the

2015 academic year. Consult with your Varsity College Law Counsellor or visit <http://varsitycollege.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)

1.2.6 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 their Campus Law Counsellor 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 clashes and the student will consequently have to cancel/discontinue one of the modules. There are financial implications for modules that are discontinued.

1.2.7 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.

2. ACCESSING PEOPLESOFT CAMPUS SOLUTIONS

Students can access PeopleSoft through the university web page at <http://varsitycollege.ufs.ac.za/>. 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 password** 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.

UNIVERSITY OF THE FREE STATE
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YUNIVESITHI YA FREISTATA

UFS UV

CAMPUS SOLUTIONS

User ID: 1996565881

Password: [masked]

Sign In

Select a Language:

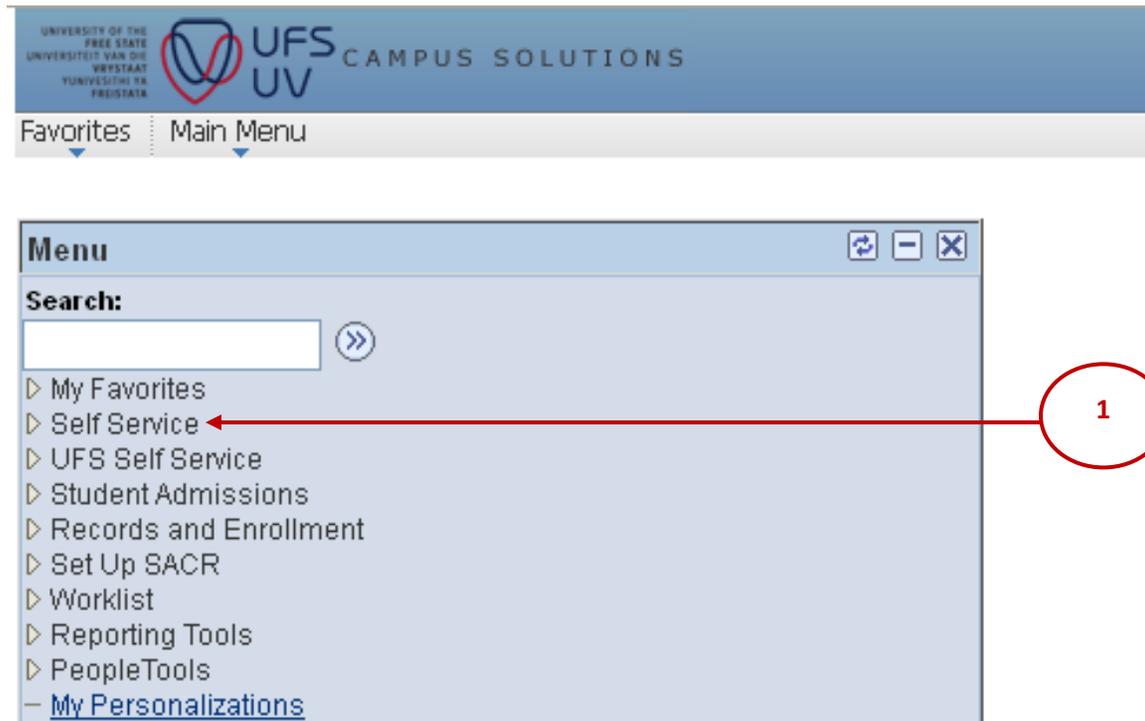
English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

As received via sms and email

Remember to change your password every third month as to prevent login problems

2.2 REGISTERING (ENROL) FOR MODULE(S)

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



The screenshot displays the top navigation bar of the UFS UV Campus Solutions system. The header includes the university's name in English, Afrikaans, and Xhosa, along with the UFS UV logo and 'CAMPUS SOLUTIONS'. Below the header, there are two menu items: 'Favorites' and 'Main Menu'. A 'Menu' dropdown is open, showing a search field and a list of options. The 'Self Service' option is highlighted with a red arrow pointing to it from a red circle containing the number '1'. The list of options includes: My Favorites, Self Service, UFS Self Service, Student Admissions, Records and Enrollment, Set Up SACR, Worklist, Reporting Tools, PeopleTools, and My Personalizations.

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRIESTRAAT
YUNIBESITHI YA
FRIBESITHA

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 “Student Centre”

The screenshot shows the UFS UV Campus Solutions Self Service interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Self Service'. Below this, a 'Main Menu >' link is visible. The main content area is titled 'Self Service' and includes a sub-header: 'Navigate to your self service information and activities.' The page is organized into a grid of service tiles. The 'Student Center' tile, which includes the text 'Use the student center to manage school related activities.', is circled in red. Other visible tiles include 'AWS Service Tester', 'Enrollment' (with a 'View My Exam Schedule' link), 'Campus Personal Information' (with links for 'Addresses', 'Phone Numbers', 'Email Addresses', and 'To Do List'), 'UFS Enrollment' (with a 'Self Service Quick Enroll' link), and 'Degree Progress/Graduation' (with an 'Apply for Graduation' link).

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 and academic record and even update their personal information.

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

Student Center

Academics

[Application Status Tracking](#)
[Enrollment](#)
[Student Documentation](#)
[NBT Results](#)
[Gradebook](#)

You are not enrolled in classes.

other academic... ▾ ⌵

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](#)

See the holds list and action suggested

2.2.1 POSSIBLE HOLDS

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

- When phoning the numbers below, please ensure you have your UFS student number ready and state that you are a Varsity College student.
- If you are not able to get through on the relevant numbers below, please see your campus HOD for assistance.

- **“Admission requirements”**
 - Contact the Admissions Section South Campus at 051 505 1378
- **“Duplicate student number”**
 - Contact the Applications Section at 051 505 1378
- **“Enrolment Deposit Outstanding”**
 - Contact the Finance Department Bloemfontein Campus at:
Undergraduate: 051 401 2806/3003 alternatively 051 505 1378
- **“Finance”**
 - Contact the Finance Department at 051 401 2806/3003 051 505 1378 or alternatively 051 505 1378.
- **“Incorrect address”**
 - Contact 051 505 1378 at South Campus.
- **“Insufficient prepaid fees”**
 - Contact the Finance Department Bloemfontein Campus at 051 401 2806/3003 or alternatively 051 505 1378.
- **“Matric exemption”**
 - Contact the Admissions Section South Campus at 051 505
- **“Medical Condition Unknown”**
 - Contact the International Office at 051 401 2501/3219/9436 or alternatively 051 505 1378.
- **“Foreign Students” – (International students)**
 - Contact the International Office at 051 401 2501/3219/9436 or alternatively 051 505 1378.
- **“NSFAS outstanding agreements”**
 - Contact 051 401 3603/9359 Bloemfontein Campus.
- **“Outstanding/Outstanding fees”**
 - Contact the Finance Department Bloemfontein Campus at 051 401 2806/3003 or alternatively 051 505 1378.
- **“Regulation E5” – Law students**
 - Contact the Faculty of Law at 051 401 2735.
- **“Academic Advice”**
 - Contact your Varsity College Academic Advisor at the Campus of your choice

Students need to resolve any holds in order to proceed with the self service registration. Some of these holds cannot be resolved telephonically, by e-mail or even fax and the student will have to go and see their Varsity College Campus HOD.

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

Step 4: Click on "Enrolment" to proceed.

Debbie's Student Center

Academics

[Application Status Tracking](#)
[Enrollment](#)
[Student Documentation](#)
[NBT Results](#)
[Gradebook](#)

You are not enrolled in classes.

other academic... [v] [»]

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](#)

Step 5: Select the relevant semester (e.g. 2015 Semester 1) you want to register for.



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. Varsity College student's visit their Varsity College Campus should any problem be experienced.

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
<input type="radio"/>	2015 Semester 1	Undergraduate	2015/02/01	2015/06/30
<input type="radio"/>	2015 Semester 2	Undergraduate	2015/07/01	2015/10/31

[Confirm Student Information](#) [Activity Current Year](#)

CONTINUE

Step 6: Confirm Student Information (your personal and contact details).

- 6.1 Select each field.
- 6.2 Click on the field you want to change.
- 6.3 Click on OK.

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	Name	<input checked="" type="checkbox"/>
Communication Language	ENG	<input checked="" type="checkbox"/>
Communication Method	E-Mail	<input checked="" type="checkbox"/>
Mail Address		<input checked="" type="checkbox"/>
Cellphone		<input checked="" type="checkbox"/>
Home Telephone		<input checked="" type="checkbox"/>
Campus Telephone		<input checked="" type="checkbox"/>
E-Mail		<input checked="" type="checkbox"/>
Relationship Addresses		<input checked="" type="checkbox"/>
Relationship Phone Numbers		<input checked="" type="checkbox"/>
Relationship Email		<input checked="" type="checkbox"/>

Step 7: Click on “Activity Current Year”.



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. Varsity College student's visit their Varsity College Campus should any problem be experienced.

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
<input type="radio"/>	2015 Semester1	Undergraduate	2015/02/01	2015/06/30
<input type="radio"/>	2015 Semester2	Undergraduate	2015/07/01	2015/10/31

[Confirm Student Information](#) [Activity Current Year](#)

CONTINUE

Step 8: 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.

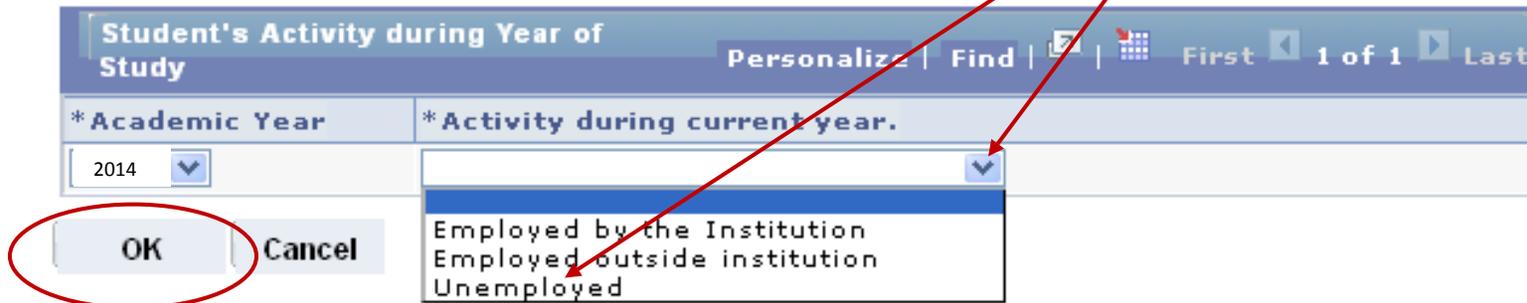


Activity - Current Year

Student's Activity during Year of Study	
*Academic Year	*Activity during current year.
2014	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Personalize | Find | First 1 of 1 Last

Employed by the Institution
Employed outside institution
Unemployed



Step 9: Click on Continue to proceed with the registration process.

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. Varsity College student's visit their Varsity College Campus should any problem be experienced.

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
<input type="radio"/>	2015 Semester1	Undergraduate	2015/02/01	2015/06/30
<input type="radio"/>	2015 Semester2	Undergraduate	2015/07/01	2015/10/31

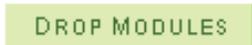
[Confirm Student Information](#) [Activity Current Year](#)

CONTINUE

Step 10: To register for modules click on “Add Modules”.

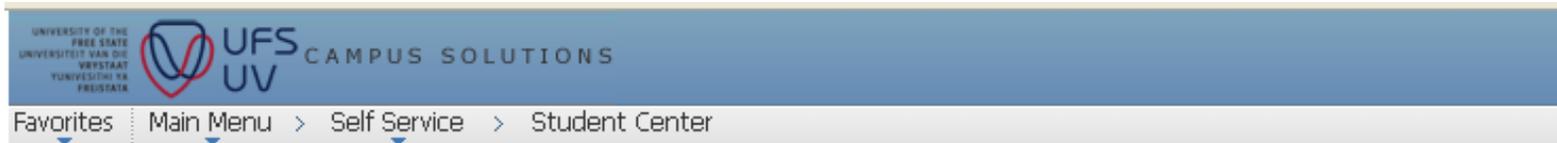


Select the desired action...



Step 11: Select the correct academic plan (study code) you want to register for.

- 11.1 Select the academic plan (study code). If the correct plan does not appear, you should come in person to the Varsity College Campus to get assistance or phone South Campus registrations 051 505 1378
- 11.2 Click on “continue”.



Select the plan (study code) for which to enroll

Academic Plan	Description
<input type="radio"/> 1009	Occasional Studies: Humanities (Undergraduate)
<input checked="" type="radio"/> 3304	LLB (Law)

BACK

CONTINUE

Step 12: 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 Varsity College Campus for assistance.

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

Depending on the year of study 1st, 2nd 3rd or 4th

No modules have been added yet..

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

Step 13: 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. LCRM for Criminal Law.

13.1 Click on the magnifying glass next to the box at the “subject area”.

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 2015

Curriculum Year of Study 1

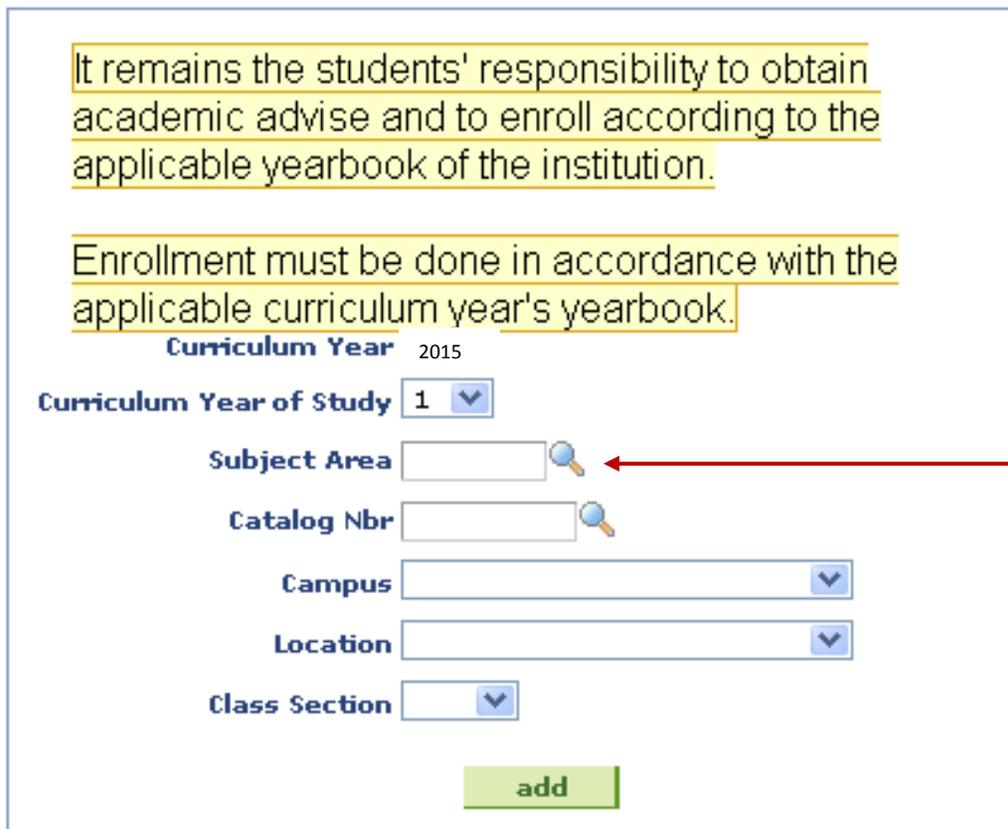
Subject Area

Catalog Nbr

Campus

Location

Class Section



13.2 Select the relevant subject area.

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 1

Subject Area

Catalog Nbr

Campus

Location

Class Section

No modules have been added yet..

I confirm my registration and declare hereby that 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

Look Up Subject Area

Search by: Subject Area begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Subject Area
LCRM

Step 14: 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.

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

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.

Curricula 3

Curriculum Year of Study 1

Subject Area LCRM

Catalog Nbr  ←

Campus

Location

Class Section

add

No modules have been added yet..

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

14.2 Select the relevant “catalog number”.

The screenshot shows a registration system interface with a modal dialog box titled "Look Up Catalog Nbr".

Background Interface:

- Header: "Select the modules that you would like to add"
- Text: "It remains the students' responsibility to obtain academic advise and to enroll according to the applicable yearbook of the institution."
- Text: "Enrollment must be done in accordance with the applicable curriculum year's yearbook."
- Curriculum Year: 2013
- Curriculum Year of Study: 1
- Subject Area: LCRM
- Catalog Nbr: (empty)
- Campus: (dropdown)
- Location: (dropdown)
- Class Section: (dropdown)
- add button
- No modules have been added yet..
- Confirmation text in English and Afrikaans.
- BACK and CONTINUE buttons.

Look Up Catalog Nbr Dialog:

- Search by: Catalog Nbr begins with [input field]
- Buttons: Look Up, Cancel, Advanced Lookup
- Search Results: View 100 First 1 of 1 Last
- Table with 1 row:

Catalog Nbr
1524

A red arrow points from the "add" button in the background to the "1524" result in the dialog.

Step 15: At “campus”, select the relevant campus.

Always select South for the South Campus as this is where the programme is administered.

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 1

Subject Area LCRM

Catalog Nbr 1524

Campus

Location South

Class Section

add

Always
select South
Campus

Step 16: Select the relevant “location” of where classes will be presented.

- The location indicates where the lectures are presented, e.g. Varsity College Pretoria “VARSITYPTA” the system will give a default list from which you can choose according to your Varsity College Campus.

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

Curriculum Year of Study 1

Subject Area LCRM

Catalog Nbr 1524

Campus South

Location

Class Section VARSITYPTA

add

Select the Varsity Campus identified by the last three letters example: - CPT for Cape Town

Location	Campus
VARSITYPTA	Pretoria
VARSITYWST	Westville
VARSITYCPT	Cape Town
VARSITYMDR	Midrand
VARSITYDBN	Durban North
VARSITYSDT	Sandton
VARSITYPMB	Pietermaritzburg

Step 17: Select the relevant “class section” of which classes will be presented.

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

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

Curriculum Year of Study 1

Subject Area LCRM

Catalog Nbr 1524

Campus South

Location VARSITYPTA

Class Section

VPT	add
-----	-----

Normally the system will place the default value here if the appropriate value is not selected

Step 18: Click “add” to add the module to the module registration table.

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

Curriculum Year of Study

Subject Area

Catalog Nbr

Campus

Location

Class Section

Classes to enroll for..

LCRM1524 – SOUTH – VARSITYPTA –(VPT)

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

In the event that a wrong module code was added, click to remove from list by clicking on the - (minus).

Step 19: 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 20: 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 21: Read through the terms and conditions.



The screenshot shows a web interface for enrolling in classes. At the top, there is a table titled "Classes to enroll for..". The table has one row with the text "LCRM1524 – SOUTH – VARSITYPTA –(VPT)" and a small square icon at the end of the row. Below the table is a confirmation box with the following text:

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

At the bottom of the form, there are two buttons: "BACK" and "CONTINUE". A red oval highlights the table and the confirmation box.

Step 22: 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).

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

Curriculum Year of Study

Subject Area

Catalog Nbr

Campus

Location

Class Section

Classes to enroll for..

LCRM1524 – SOUTH – VARSITYPTA –(VPT)	-
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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 a inligting wat verwant is tot regulasies/reëls en instruksies met betrekking tot registrasie verstaan en my aan die inhoud daaraan verbind.

Confirm

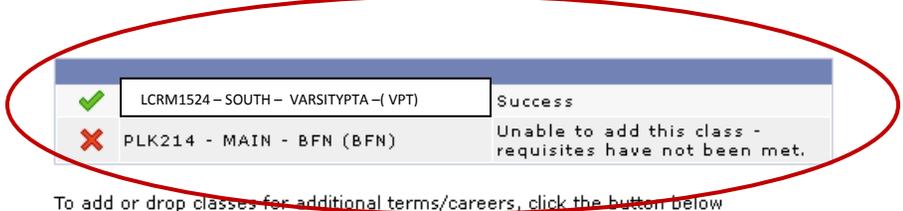
Step 23: Modules registered successfully/unsuccessfully for the term concerned.

- 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 Varsity College Campus where assistance in conjunction with South Campus (SOL) registrations will be given.
- Alternatively you can contact 051 505 1378.

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. Varsity College student's visit their Varsity College Campus should any problem be experienced.

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



	LCRM1524 - SOUTH - VARSITYPTA -(VPT)	Success
	PLK214 - MAIN - BFN (BFN)	Unable to add this class - prerequisites 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 respective Varsity College Campus that will assist in conjunction with the Faculty of Law via the Intranet.
- Proof of approval for the cancelling of preconditions will be submitted to the officer concerned in the registration/academic by the Faculty of Law.
- **Limitations** on the presentation per module. For approval the student must report for academic advice according to the set programme on campus by the Varsity College Law Counsellor.
- **Repetition of modules:** A module may only be registered for twice. Thereafter approval form the Dean must be obtain and application can be instituted via your Campus HOD
- 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.
- 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 24: 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).

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. Varsity College student’s visit their Varsity College Campus should any problem be experienced.

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

✓	LCRM1524 - SOUTH - VARSITYPTA - (VPT)	Success
✗	PLK214 - MAIN - BFN (BFN)	Unable to add this class - prerequisites 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

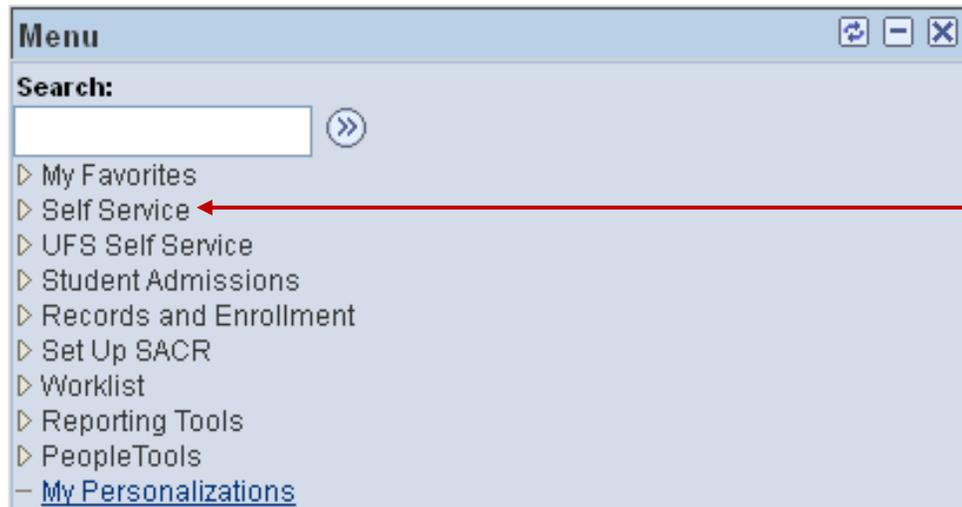
The section dealing with module registration has been completed.

2.3 CANCEL (DROP) 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 registrations, cancellations/discontinuations until 31 January 2015. If you require any changes after this date, consult your Varsity College campus HOD.

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



Step 2: Click on “Self Service Quick Enroll”

The screenshot shows the UFS Campus Solutions Self Service portal. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Self Service'. Below this is a 'Main Menu >' section. The main content area is titled 'Self Service' and includes the instruction 'Navigate to your self service information and activities.' The page is divided into several sections:

- 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** (circled in red): 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](#)

Step 3: Select the relevant semester and click on continue

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
<input checked="" type="radio"/>	2015 Semester 1	Undergraduate	2015/02/01	2015/06/30
<input type="radio"/>	2015 Semester 2	Undergraduate	2015/07/01	2015/10/31

[Confirm Student Information](#) [Activity Current Year](#)

CONTINUE

Step 4: Click on “drop modules”

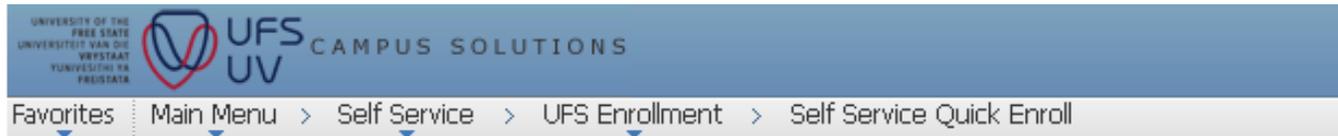


Select the desired action...



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.



Select the modules that you would like to drop

<input checked="" type="checkbox"/>	LCRM_VPT	
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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.

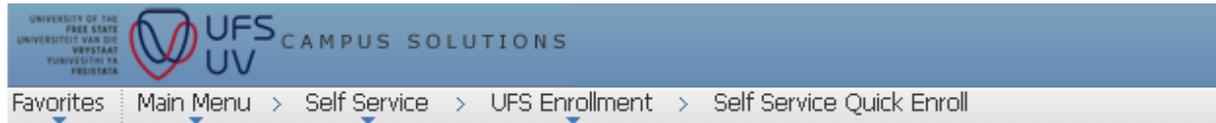
Confirm

BACK

CONTINUE

Step 6: Read through the terms and conditions

- 6.1 Confirm that the terms and conditions have been read.
- 6.2 Click on Continue



Select the modules that you would like to drop

[LCRM_VPT](#)

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

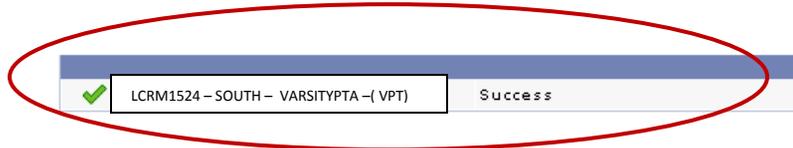
Step 7: Modules successfully cancelled/discontinued

- 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.

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..



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.

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..

	LCRM1524 – SOUTH – VARSITYPTA –(VPT)	Success
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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.

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

GO TO STUDENT CENTER

The cancellation/discontinuation process is now completed.