

# ONLINE STUDENT **REGISTRATION MANUAL**



T: +27 51 401 9111 | E: [studentadmin@ufs.ac.za](mailto:studentadmin@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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



<b>1</b>	Introduction	<b>2</b>
<b>2</b>	Getting Ready for Registration	<b>2</b>
<b>3</b>	Online Registration Process: Step-by-Step Guide	<b>2</b>
<b>3.1</b>	Navigate and Log in to PeopleSoft	<b>2</b>
<b>3.2</b>	Accessing the Registration Activity Guide	<b>3</b>
<b>3.3</b>	Registration Activity Guide: Kicking off the 12-Step Process	<b>4</b>
<b>3.4</b>	Step 1 of 12: Introduction	<b>4</b>
<b>3.5</b>	Step 2 of 12: Personal Details	<b>5</b>
<b>3.6</b>	Step 3 of 12: Demographic Details	<b>6</b>
<b>3.7</b>	Step 4 of 12: Contact Details	<b>7</b>
<b>3.8</b>	Step 5 of 12: Addresses	<b>8</b>
<b>3.9</b>	Step 6 of 12: Housing	<b>9</b>
<b>3.10</b>	Step 7 of 12: Relationship Information	<b>10</b>
<b>3.11</b>	Step 8 of 12: Current Year Activity	<b>10</b>
<b>3.12</b>	Step 9 of 12: Agreement	<b>11</b>
<b>3.13</b>	Step 10 of 12: Holds	<b>12</b>
<b>3.14</b>	Step 11 of 12: Module Enrolment	<b>13</b>
<b>3.14.1</b>	Module Enrolment: Academic Details	<b>14</b>
<b>3.14.2</b>	Module Enrolment: Instruction Message	<b>14</b>
<b>3.14.3</b>	Module Enrolment: Icon Key	<b>14</b>
<b>3.14.4</b>	Module Enrolment: Adding Modules for Enrolment	<b>15</b>
<b>3.14.5</b>	Module Enrolment: Adding Failed Modules for Re-enrolment	<b>16</b>
<b>3.14.6</b>	Module Enrolment: Dropping Modules	<b>16</b>
<b>3.14.7</b>	Module Enrolment: Finalising Your Shopping Cart	<b>17</b>
<b>3.14.8</b>	Module Enrolment: Reviewing and Submitting Your Shopping Cart	<b>17</b>
<b>3.14.9</b>	Module Enrolment: Review – Classes Enrolled/ Dropped	<b>18</b>
<b>3.15</b>	Step 12 of 12: Complete	<b>19</b>



## 1 INTRODUCTION

Welcome to the University of the Free State Online Registration Manual. This manual is designed to guide you through the required actions and steps to complete and finalise your registration for the current year.

## 2 GETTING READY FOR REGISTRATION

**Before getting started, there are some items that require your attention:**

- The registration process runs for a specified period, as communicated to you by the UFS. It is critical that you complete all the required actions and steps within the specified time to avoid any penalties.
- Some steps may require you to seek approval or to clear items with specific staff members and/or administrative offices. Familiarise yourself with each required step and expectation ahead of time to avoid any delays.

**To start the online registration process, make sure that you have:**

- made all the necessary registration-related payments and arrangements in this regard;
- met with an adviser for academic advice if you are required to do so;
- access to a stable and reliable internet connection;
- your PeopleSoft login details ready – you need your student number and a valid password to start the registration process; and
- access to your email account, as important information will be communicated to you during this process.

## 3 ONLINE REGISTRATION PROCESS: STEP-BY-STEP GUIDE

To complete and finalise your registration, carefully read and follow the instruction as set out in the steps below.



## 3.1 NAVIGATE AND LOG IN TO PEOPLESOFT

1. **Navigate** to the **UFS Student Login** page. Link for students: [myapplication.ufs.ac.za](https://myapplication.ufs.ac.za)
1. **Enter** your student number as the **username/user ID** and your **password**.
2. **Click on 'Sign In'**.

ORACLE® PeopleSoft

User ID

Password

Select a Language

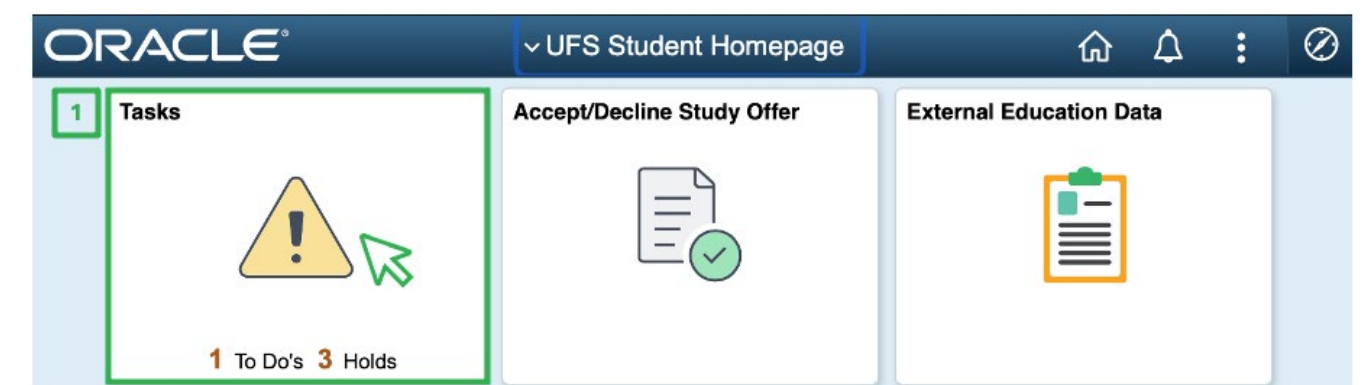
English ▼

Sign In

☐ Enable Screen Reader Mode

## 3.2 ACCESSING THE REGISTRATION ACTIVITY GUIDE

1. On the **UFS Student home page**, **click** on the **'Tasks'** tile visible at the top left of the page to access your open/assigned tasks.



### 3.3 REGISTRATION ACTIVITY GUIDE: KICKING OFF THE 12-STEP PROCESS

1. On the 'To Do List', **click** on the **arrow** next to the task 'Registration XXXX – University of the Free State' to **open** the 'Registration Activity Guide'.



#### What is a Hold:

Holds are restrictions or pending actions on your account that might prevent you from registering. Holds could be related to unpaid fees, academic advising, or missing documentation.



#### Holds Tab:

Should you currently have any 'holds', click on the 'Hold' tab on the left navigation to view what is required. You can also address any 'holds' at Step 10 of 12 in the Registration Activity Guide.

### 3.4 STEP 1 OF 12: INTRODUCTION

Upon opening your **Registration Activity Guide** – at **first glance**, the left-hand **navigation** shows **all 12 steps** required to complete your registration.

1. **Steps** must be completed **sequentially**.
2. As you progress through the Registration Activity Guide, the **status** for each **tab updates** as actions are applied (Visited, Not Started, In Progress, Complete).
3. **All steps must** be **completed**.

#### Navigating and action-required items on the Introduction tab:

1. **Read** the introduction carefully.
2. **Click 'Confirm'** to acknowledge that you have read and understood the information.
3. **Click 'Next'** to move to Step 2.



#### Assistance in Completing the Registration Activity Guide:

If you require any assistance to complete the Registration Activity Guide, please use any of the below

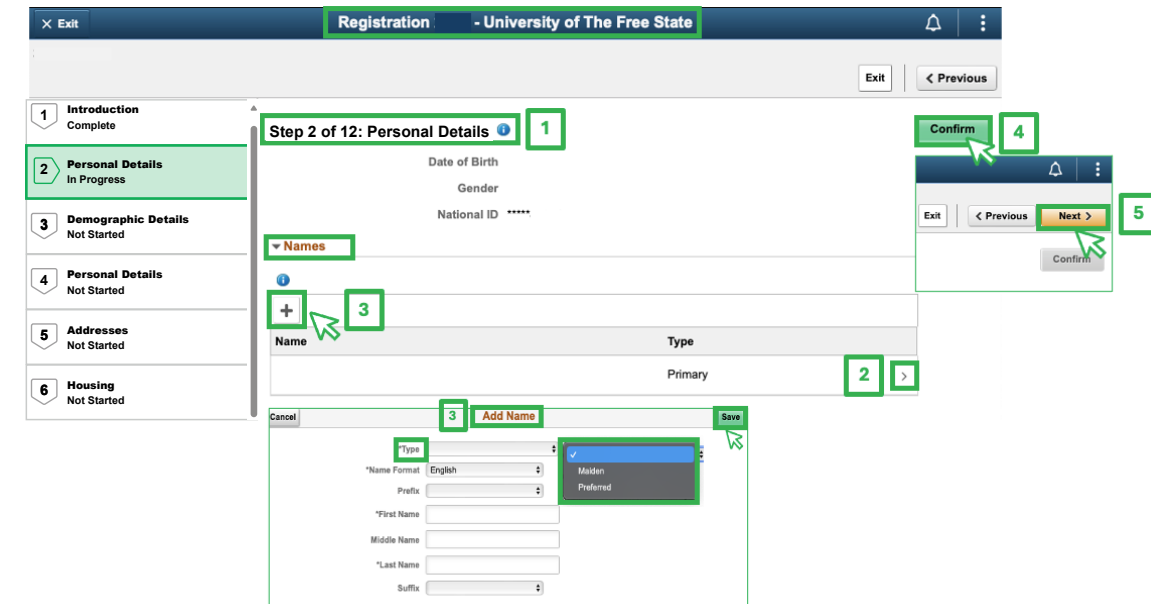
Email: [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za)

WhatsApp: **+2787 240 6370**

Call: **+27 51 401 9111** (press option 1)

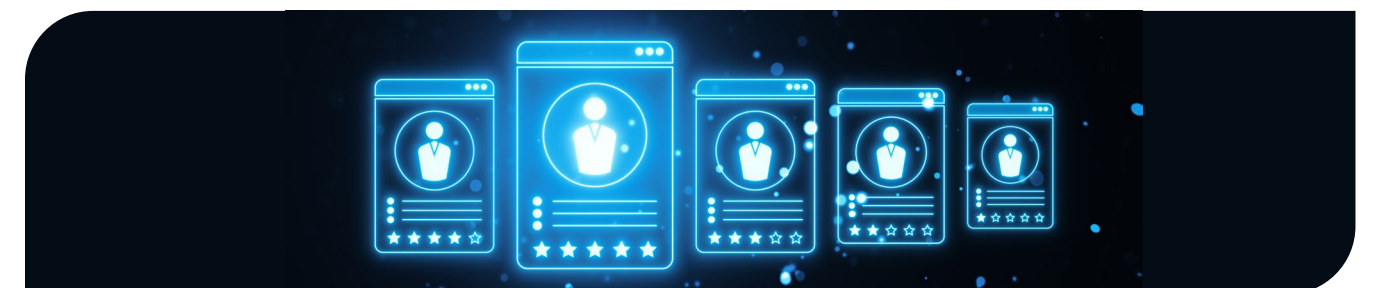
### 3.5 STEP 2 OF 12: PERSONAL DETAILS

1. **Review** your personal details carefully.
2. **Click** on the **arrow next** to your **name** to view your details.
3. If applicable, **use** the plus (+) button to **add** an additional **name**.  
← Options include adding a maiden name and/or preferred name.
4. **Click 'Confirm'** to acknowledge that you have reviewed/updated information.
5. **Click 'Next'** to move to Step 3.



#### More Information on this Step:

For more information on 'Step 2 of 12: Personal Details', click on the blue information icon next to the heading. For more information on 'Names', click on the blue information icon next to the heading.





### 3.6 STEP 3 OF 12: DEMOGRAPHIC DETAILS

1. **Review** your demographic details carefully.
2. Click on the **arrow next to each field item** to **view** and/or **update** your details for the following items:
  - 2.1. Preferred Pronouns
  - 2.2. Gender Identity
  - 2.3. Ethnic Identity
3. Click **'Confirm'** to acknowledge that you have reviewed/updated information.
4. Click **'Next'** to move to Step 4.

Registration - University of The Free State

Step 3 of 12: Demographic Details 1

Preferred Personal Identity

Field	Value
Preferred Pronouns	No value defined
Gender Identity	No value defined
Ethnic Identity	No value defined

2.1 2.2 2.3

Confirm

Next >

2.1 Edit Details 2.2 Edit Details 2.3 Edit Details

Preferred Pronouns: Individual, M., Miss, Mr., Ms., Mrs., Non-Binary, Transgender

Gender Identity: Bi-gender, Cisgender, Female, Genderfluid, Intersex, Male, Non-Binary, Transgender

Ethnic Identity: Asian, Black/African, Caucasian, Coloured, Hispanic/Latino, Human Race, Mixed Race, Other



### 3.7 STEP 4 OF 12: CONTACT DETAILS

1. **Review** your contact details carefully.
2. Click on the **arrow next to each field item** to **view** and/or **update** your details for the following items:
  - 2.1. Email (edit)
  - 2.2. Phone (edit)
  - 2.3. You can also **use the (+) button** under the 'Phone' heading to **add a phone** number.
3. Click **'Confirm'** to acknowledge that you have reviewed/updated the information.
4. Click **'Next'** to move to Step 5.

Registration - University of The Free State

Step 4 of 12: Personal Details 1

Email 2.1

Email	Type	Preferred
@gmail.com	Home	✓
@ufs4life.ac.za	Campus	

Phone 2.2

Phone	Type	Preferred
+27	Cell	✓

2.1 Edit Email 2.2 Edit Phone 2.3 Add Phone

Confirm

Next >



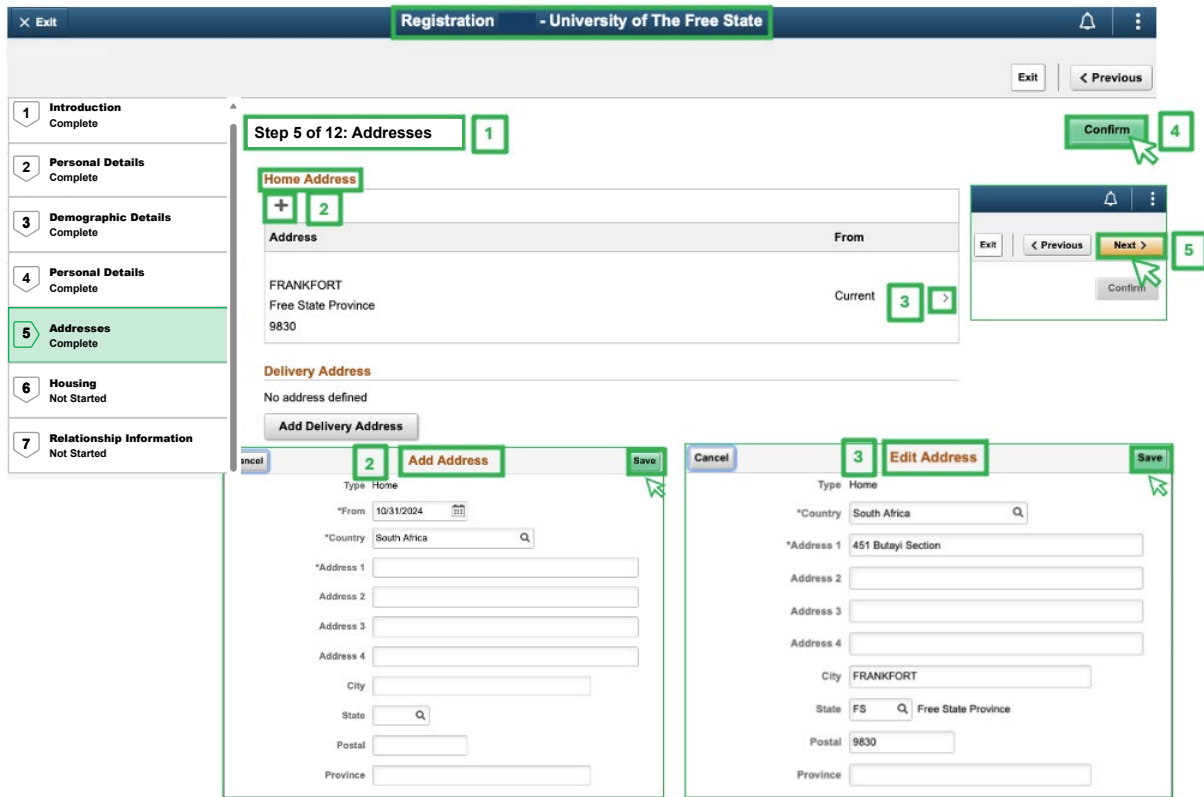
#### More Information on this Step:

For more information on **'Email'**, click on the blue information icon next to the heading. For more information on **'Phone'**, click on the blue information icon next to the heading.



### 3.8 STEP 5 OF 12: ADDRESSES

1. **Review** your address details carefully.
2. To **add** an address, **use** the **(+)** **button** under the 'Home Address' heading.
3. To **edit** and/or **view** an address item, **click** on the **arrow next** to the selected **address field**.
4. **Click 'Confirm'** to acknowledge that you have reviewed/updated the information.
5. **Click 'Next'** to move to Step 6.



#### More Information on this Step:

For more information on 'Step 5 of 12: Addresses', click on the blue information icon next to the heading.



### 3.9 STEP 6 OF 12: HOUSING\_FINAID

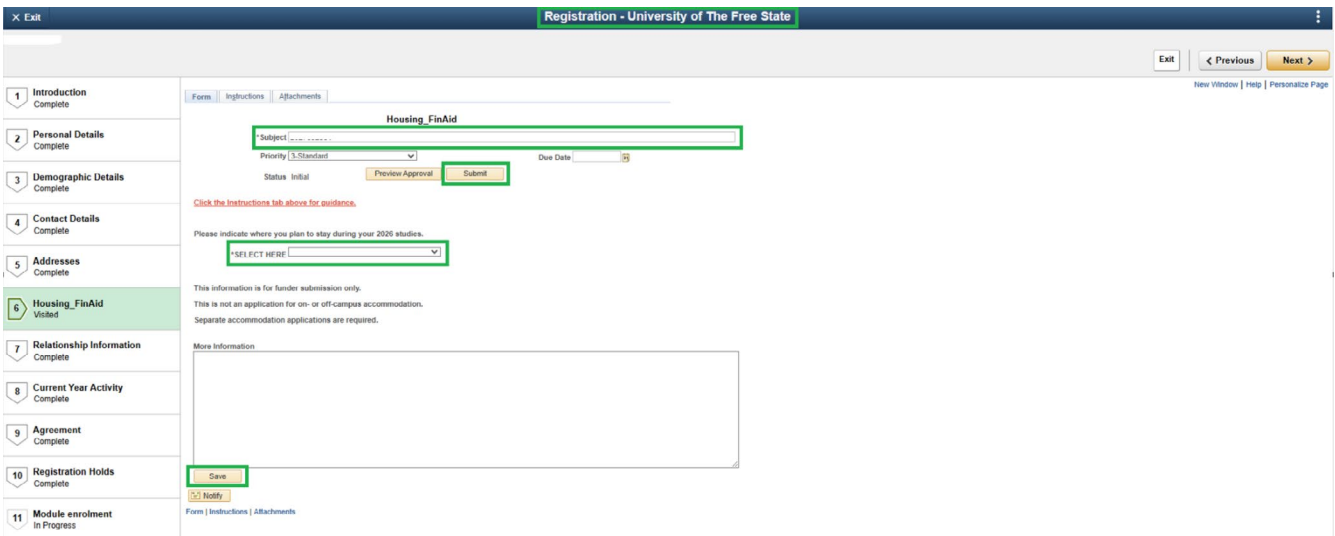
Please indicate where you intend to stay during your 2026 studies. Click '**Add a New Value**'.



The below screen will appear:

1. On the **Subject line**, please enter your student number.
2. **Priority** remains on 3-Standard.
3. **Due Date** leave empty.

Please indicate where you plan to stay during your 2026 studies by clicking on the drop-down arrow and selecting the appropriate option. Click '**Save**' at the bottom of the screen and then '**Submit**'.



The screen below will appear. Click '**Next**' to move to Step 7.





### 3.10 STEP 7 OF 12: RELATIONSHIP INFORMATION

1. **Review** your relationship information carefully.
2. To **add** an additional relationship, **click** on **'Add Relationship'** under the relationships listed.
3. To **edit** and/or **view** a relationship item, **click** on the **arrow next** to the selected relationship.
4. **Click 'Confirm'** to acknowledge that you have reviewed/updated the information.
  - ← **Note:** In previous steps, the 'Confirm' button was reflected in the top right corner of the page. For the **current step**, **'Confirm'** is **reflected** at the **bottom** of the **Relationship Information page**, next to 'Add Relationship'.
5. **Click 'Next'** to move to Step 8.
  - ← **Note:** 'Next' will appear at the top right of the page, as with all previous steps.

### 3.11 STEP 8 OF 12: CURRENT YEAR ACTIVITY

1. **Review** your current year activity carefully.
2. To **edit** and/or **view** your current activity status, **click** on the **drop-down menu** under the Employment Status field. Three (3) options are available to choose from:
  - ← Employed by another organisation
  - ← Employed by the UFS
  - ← Student
3. **Click 'Save'** to acknowledge that you have reviewed/updated the information.
  - ← **Note:** For the **current step**, **'Save'** is **reflected** at the **bottom** of the **Current Year Activity page**.
4. **Click 'Next'** to move to Step 9.
  - ← **Note:** 'Next' will appear at the top right of the page, as with all previous steps.

#### Current Year Activity:

In the **'Current Year Activity'** section, please let us know your current employment status. The UFS needs this information for reporting to the Department of Higher Education and Training (DHET). Select the option that fits you best.

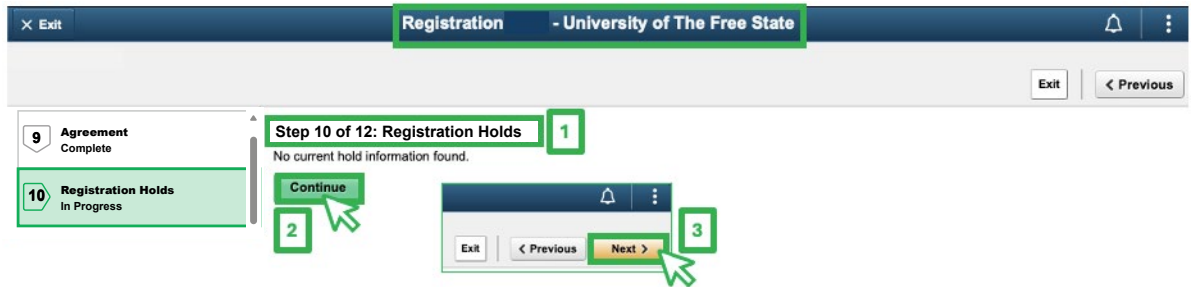
### 3.12 STEP 9 OF 12: AGREEMENT

1. **Read** the terms and conditions of registration carefully.
2. **Click 'Accept'** to acknowledge that you have read, understood, and agree to the stipulations.
3. **Click 'Next'** to move to Step 10.

### 3.13 STEP 10 OF 12: HOLDS

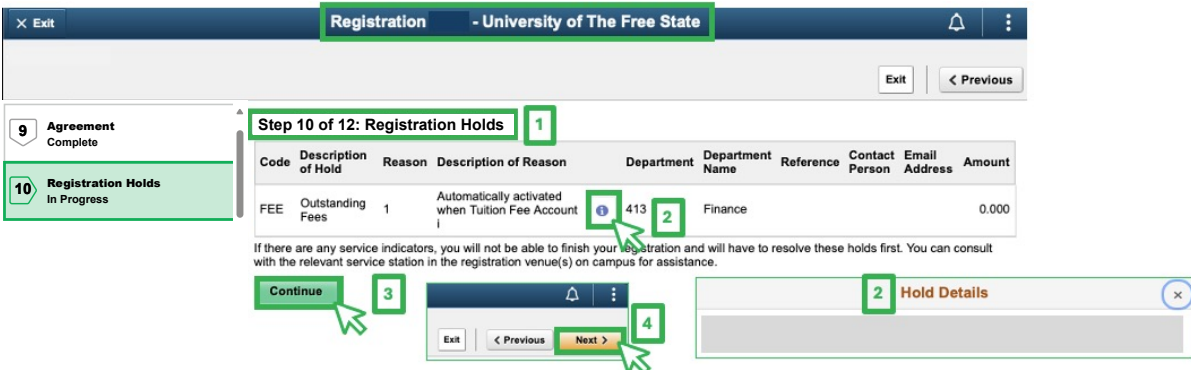
Steps to follow if no negative registration holds are listed:

1. **Review** if any **negative registration holds** are **listed**.
2. If **no negative registration holds** are **listed**, **click 'Continue'**.  
← **Note:** For the **current step**, **'Continue'** is **reflected** at the **bottom** of the **Registration Holds** page.
3. **Click 'Next'** to move to Step 11.  
← **Note:** 'Next' will appear at the top right of the page, as with all previous steps.



Steps to follow if negative registration holds are listed:

1. **Review** if any **negative registration holds** are **listed**.
2. If **negative registration holds** are **listed**, **click** on the blue information icon to view instructions.
3. Once action items are noted, **click 'Continue'**.  
← **Note:** All negative registration holds should be cleared before your final registration submission.  
← **Note:** For the **current step**, **'Continue'** is **reflected** at the **bottom** of the **Registration Holds** page.
4. **Click 'Next'** to move to Step 11.  
← **Note:** 'Next' will appear at the top right of the page, as with all previous steps



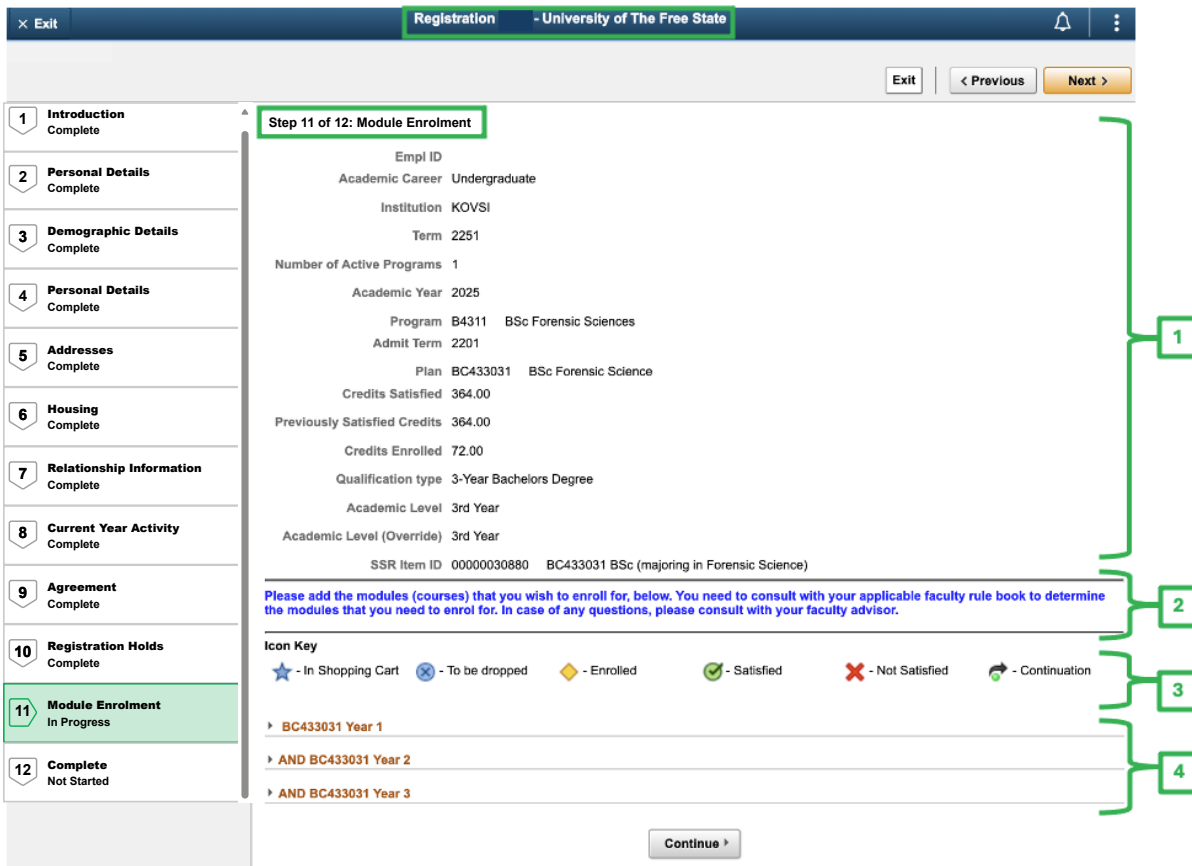
#### Types of Registration Holds:

There are two main categories of holds. The **positive holds** do not prevent you from submitting your registration but are rather a key milestone achieved by the student. The **negative holds** prevent you from submitting your registration, and must be resolved before registration is submitted, e.g. academic advising.

### 3.14 STEP 11 OF 12: MODULE ENROLMENT

Upon entering Step 11, the **Module Enrolment** page opens – at **first glance**, the following items are visible:

1. **Academic Details:** This includes your student number, display name, career, term, academic year, programme, admit term, plan, credits satisfied, previously satisfied credits, credits enrolled, qualification type, academic level, academic level override, and the SSR item ID linked to the plan you are active/enrolling for.
2. **Instruction Message:** These instructions are related to your registration – where to seek information and academic assistance.
3. **Icon Key:** Each icon listed has a specific definition and is updated next to the modules listed when actions are applied (details for each icon to follow).
4. **Academic Plan and Module Details:** This section lists all academic years applicable to the specified academic plan you are registering for, with the module selection details provided for each year and semester.





### 3.14.1 MODULE ENROLMENT: ACADEMIC DETAILS

#### Key data items explained:

- 1. Academic Year:** Reflects the current enrolment year.
- 2. Plan:** The academic plan you are active on and ready to enrol in.
- 3. Academic Level:** The calculated academic year of study (level) applicable to you.
- 4. Academic Level (Override):** This functionality is only available to staff members. If you need to enrol for modules presented at an academic year level for which you are not active, you are required to liaise with an adviser/faculty staff member for assistance.

**Step 11 of 12: Module Enrolment**

Empl ID  
Academic Career Undergraduate  
Institution KOVSI  
Term 2251  
Number of Active Programs 1  
**1 Academic Year** 2025  
Program B4311 BSc Forensic Sciences  
Admit Term 2201  
**2 Plan** BC433031 BSc Forensic Science  
Credits Satisfied 364.00  
Previously Satisfied Credits 364.00  
Credits Enrolled 72.00  
Qualification type 3-Year Bachelors Degree  
**3 Academic Level** 3rd Year  
**4 Academic Level (Override)** 3rd Year  
SSR Item ID 00000030880 BC433031 BSc (majoring in Forensic Science)

### 3.14.2 MODULE ENROLMENT: INSTRUCTION MESSAGE

- The **Instruction Message** contains information to assist you in successfully completing your registration, where to find curriculum information, and seek assistance, if necessary.

**1** Please add the modules (courses) that you wish to enroll for, below. You need to consult with your applicable faculty rule book to determine the modules that you need to enrol for. In case of any questions, please consult with your faculty advisor.

### 3.14.3 MODULE ENROLMENT: ICON KEY

The **Icon Key** includes all **statuses** – presented visually – indicating **specific actions** applied on each module.

**Icon Key**

**1** ★ - In Shopping Cart   **2** ⊗ - To be dropped   **3** ◆ - Enrolled   **4** ✓ - Satisfied   **5** ✗ - Not Satisfied   **6** ↻ - Continuation

#### Icon visuals and related actions it represents:

- 1. Blue star:** Once you add a module to your shopping cart, this icon appears next to the selected module.

★ - In Shopping Cart   ➤   ★ -- AND EECF1624: Introduction to Macro-Economic

- 2. Blue crossed circle:** In cases where you have selected modules which should be removed for the current year of enrolment, this icon appears next to the selected module when you select to drop the module.

⊗ -- EACC3708: Financial Accounting   ➤   ⊗ - To be dropped

- 3. Yellow diamond:** Once you have added modules to your shopping cart, continued and submitted, this icon appears next to the applicable modules.

◆ -- EACC3708: Financial Accounting   Compulsory Modules   ➤   ◆ - Enrolled

- 4. Green ticked circle:** In cases where you have successfully completed modules, this icon appears next to the applicable modules.

✓ -- EACC1624: Accounting   ➤   ✓ - Satisfied

- 5. Red cross:** In cases where you have failed modules, this icon appears next to the applicable modules.

✗ -- AND EECF1624: Introduction to Macro-Economic   ➤   ✗ - Not Satisfied

- 6. Circular Arrow:** This icon represents modules that were started/enrolled for in the previous enrolment years but are continuing in the current enrolment year.

← **Note:** This icon mostly appears on master's dissertation modules and PhD thesis modules to indicate a continuation with the research modules year after year until completion.

↻ -- EMAC2714: Managerial Accounting   ➤   ↻ - Continuation

### 3.14.4 MODULE ENROLMENT: ADDING MODULES FOR ENROLMENT

- Click on the drop-down menu next to the applicable module and select 'Add to Shopping Cart'.
- Click on the drop-down menu next to the add module field to select the applicable class.
  - ← **Note:** Make sure you select classes on the campus you are enrolling and attending classes on, and not a mix between the campuses.
  - ← The **indicator** next to the **applicable module** will now reflect the **'In Shopping Cart' icon** and show the action item as 'Add to Shopping Cart', with the class selection.

▼ AND BC433031 Year 2

BC433031 Year 2 Semester 1		
-- OR ANBG2616: Anatomy	Elective Modules	
✓ -- (AND ENTO2616: Functional Morphology & Anatom	Elective Modules	
-- OR ANBG2616: Anatomy	Elective Modules	<b>1</b> ✓ Add to Shopping Cart
✓ -- (AND ENTO2616: Functional Morphology & Anatom	Elective Modules	
★ -- OR ANBG2616: Anatomy	Elective Modules	Add to Shopping Cart
✓ -- (AND ENTO2616: Functional Morphology & Anatom	Elective Modules	<b>2</b> ✓ BFN-2241-S1
★ -- OR ANBG2616: Anatomy	Elective Modules	Add to Shopping Cart

### 3.14.5 MODULE ENROLMENT: ADDING FAILED MODULES FOR RE-ENROLMENT

1. Click on the **drop-down** menu next to the **applicable module** and select **'Add to Shopping Cart'**.
  2. Click on the **drop-down** menu next to the add module field to **select** the applicable **class**.
- ← **Note:** Make sure you select classes on the campus you are enrolling and attending classes on, and not a mix between the campuses.
- ← The **indicator** next to the **applicable module** will now reflect the **'In Shopping Cart' icon** and show the action item as 'Add to Shopping Cart', with the class selection.

▼ AND BC433031 Year 2

BC433031 Year 2 Semester 1		
-- OR ANBG2616: Anatomy	Elective Modules	
✓ -- (AND ENTO2616: Functional Morphology & Anatom	Elective Modules	
✗ -- FORS2616: Introductory forensic science	Compulsory Modules	1 ✓ Add to Shopping Cart
✓ -- AND GENE2616: Principles of Genetics	Compulsory Modules	
★ -- FORS2616: Introductory forensic science	Compulsory Modules	2 Add to Shopping Cart ✓ BFN-2251-S1
✓ -- AND GENE2616: Principles of Genetics	Compulsory Modules	
★ -- FORS2616: Introductory forensic science	Compulsory Modules	Add to Shopping Cart BFN-2251-S1

### 3.14.6 MODULE ENROLMENT: DROPPING MODULES

1. Click on the **drop-down** menu next to the **applicable module** and select **'Drop'**.
- ← The **indicator** next to the **applicable module** will now reflect the **'dropped' icon** and show the action item as 'drop'.

▼ AND BC433031 Year 2

BC433031 Year 2 Semester 1		
♦ -- (OR CHEM2623: Organic Chemistry Theory	Elective Modules	
-- AND CHEM2641: Inorganic Chemistry Practicals)	Elective Modules	
♦ -- AND CHEM2621: Organic Chemistry practicals)	Elective Modules	
♦ -- AND CHEM2621: Organic Chemistry practicals)	Elective Modules	1 ✓ Drop
✕ -- AND CHEM2621: Organic Chemistry practicals)	Elective Modules	Drop

### 3.14.7 MODULE ENROLMENT: FINALISING YOUR SHOPPING CART

1. Once you have **made all additions, updates, and changes** to your **shopping cart**, click **'Continue'**.

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Term	Course	Class section	Shopping cart action
2252	CHEM3743 - MAIN - BFN (BFN)	BFN	Enrol 1
2252	CHEM2621 - MAIN - BFN (BFN)	BFN	Drop
2252	CHEM3721 - MAIN - BFN (BFN)	BFN	Enrol

Back to Module enrolment 2 Submit

### 3.14.8 MODULE ENROLMENT: REVIEWING AND SUBMITTING YOUR SHOPPING CART

Steps to follow if items require changes:

1. Review the **items listed** in your **shopping cart**.
2. If **any changes** need to be **made**, click **'Back to Module Enrolment'** to make the necessary changes by following the same **procedures as set out in 3.13.4 to 3.13.7**.

Registration - University of The Free State

Term	Course	Class section	Shopping cart action
2252	CHEM3743 - MAIN - BFN (BFN)	BFN	Enrol 1
2252	CHEM2621 - MAIN - BFN (BFN)	BFN	Drop
2252	CHEM3721 - MAIN - BFN (BFN)	BFN	Enrol

Back to Module enrolment 2 Submit

Steps to follow if items are correct:

1. Review the **items listed** in your **shopping cart**.
2. If **no additional changes** are required, click **'Submit'**.

Registration - University of The Free State

Term	Course	Class section	Shopping cart action
2252	CHEM3743 - MAIN - BFN (BFN)	BFN	Enrol 1
2252	CHEM2621 - MAIN - BFN (BFN)	BFN	Drop
2252	CHEM3721 - MAIN - BFN (BFN)	BFN	Enrol

2 Submit



### 3.14.9 MODULE ENROLMENT: REVIEW – CLASSES ENROLLED/ DROPPED

Steps to follow if modules appear with a negative (red cross) tick mark:

1. Review the items with negative marks in your shopping cart.
2. If any changes need to be made by you, click 'Back to Module Enrolment' to make the necessary changes by following the same procedures as set out in 3.13.4 to 3.13.7.

Classes Enrolled / Dropped		
✗	ANBA3716 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✗	ANBT3704 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✓	FORS2616 - MAIN - BFN (BFN)	You have already taken this class.
✗	CHEM3723 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✗	CHEM3741 - QWA - QWAQWA (QWA)	Unable to add this class - requisites have not been met.
✗	CHEM3743 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✓	CHEM2621 - MAIN - BFN (BFN)	
✗	CHEM3721 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✓	ENTO3734 - MAIN - BFN (BFN)	

Steps to follow if modules appear with a positive (green) tick mark:

1. Review the items in your shopping cart and check that all are positive.
2. If all modules have been added successfully (positive indicators only), click 'Next' to proceed to Step 12 the final step in the Registration Activity Guide.

Classes Enrolled / Dropped		
✗	ANBA3716 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✗	ANBT3704 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✓	FORS2616 - MAIN - BFN (BFN)	You have already taken this class.
✗	CHEM3723 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✗	CHEM3741 - QWA - QWAQWA (QWA)	Unable to add this class - requisites have not been met.
✗	CHEM3743 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✓	CHEM2621 - MAIN - BFN (BFN)	
✗	CHEM3721 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.
✓	ENTO3734 - MAIN - BFN (BFN)	

### 3.15 STEP 12 OF 12: COMPLETE

1. Read the information on the Completion page carefully.
  2. Click 'Submit' to finalise your registration.
- ← **Note:** Once Step 12 is submitted, your Registration Activity Guide is complete and would no longer appear in your 'Tasks' tile.

**Step 12 of 12: Complete**

Thank you for completing the registration.

You are now officially registered for the 2026 academic year and are therefore liable for the applicable study fees, unless you cancel your studies before the official UFS cancellation dates. The cancellation dates are as follows:

31 March 2026: 100% credit for first-semester, second-semester, and year-module fees.  
15 August 2026: 100% credit for second-semester module fees and 50% credit for year-module fees.

Please note that the registration and international administration fees are non-refundable. In addition, first-semester fees are payable on or before 31 March 2026.

If you require assistance, please contact Student Contact Services at [studentadmin@ufs.ac.za](mailto:studentadmin@ufs.ac.za), 087 240 6370 (chatbot) or +27 51 401 9111 (select option 1).

Click 'Submit' to complete this task.



#### Pending Items After Submission:

The registration will remain pending if there is a negative hold that has not been resolved.

The pending registration expires at the end of the registration period if it has not been submitted or the holds have not been resolved.

Classes Enrolled / Dropped		
✗	EPDW1700 - MAIN - CFP (CFP)	You have a hold on your record.
✗	REEN1700 - MAIN - CFP (CFP)	You have a hold on your record.
✗	TRAD1700 - MAIN - CFP (CFP)	You have a hold on your record.
✗	ADDE1700 - MAIN - CFP (CFP)	You have a hold on your record.



You do not need to resubmit; the system will automatically process your enrolment request