



ONLINE STUDENT REGISTRATION MANUAL

2025



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VISION **130**
Renew and Reimagine
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UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
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FREISTATA



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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 returning students: pssa.ufs.ac.za
2. **Enter** your student number as the **username/user ID** and your **password**.
3. **Click on 'Sign In'**.



Link for new students: myapplication.ufs.ac.za

ORACLE® PeopleSoft

User ID

Password

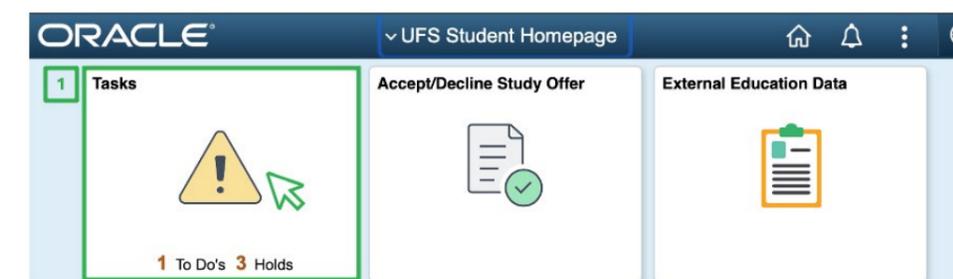
Select a Language
English

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 11-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 9 of 11 in the Registration Activity Guide.

3.4 STEP 1 OF 11: INTRODUCTION

Upon opening your Registration Activity Guide – at first glance, the left-hand navigation shows all 11 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

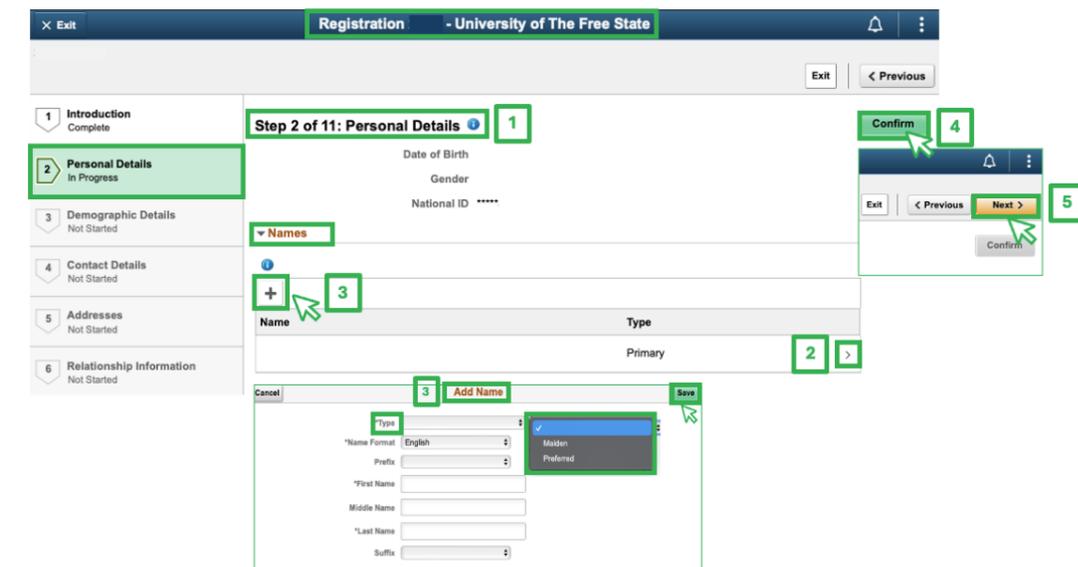
Email: StudentAdmin@ufs.ac.za

WhatsApp: +2787 240 6370

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

3.5 STEP 2 OF 11: 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 11: 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 11: 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.

The screenshot shows the 'Step 3 of 11: Demographic Details' registration form. The form is titled 'Step 3 of 11: Demographic Details' and has a 'Confirm' button at the top right. The form contains three main sections: Preferred Personal Identity, Gender Identity, and Ethnic Identity. Each section has a table with 'Field' and 'Value' columns. Below each table is an 'Edit Details' button. The 'Preferred Personal Identity' section has a dropdown menu with options: Individual, M., Miss, Ms., Mr., Mrs., Ms., Mr., Ms., Mr., Ms., None. The 'Gender Identity' section has a dropdown menu with options: Bi-gender, Draggender, Female, Genderfluid, Intersex, Male, Non-Binary, Transgender. The 'Ethnic Identity' section has a dropdown menu with options: Asian, Black/African, Caucasian, Coloured, Hispanic/Latino, Human Race, Mixed Race, Other. The left sidebar shows the progress of registration steps: 1 Introduction Complete, 2 Personal Details Complete, 3 Demographic Details In Progress, 4 Contact Details Not Started, 5 Addresses Not Started. The top navigation bar shows 'Registration - University of The Free State' and 'Exit' and '< Previous' buttons.

3.7 STEP 4 OF 11: 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.

The screenshot shows the 'Step 4 of 11: Contact Details' registration form. The form is titled 'Step 4 of 11: Contact Details' and has a 'Confirm' button at the top right. The form contains two main sections: Email and Phone. The 'Email' section has a table with 'Email', 'Type', and 'Preferred' columns. Below the table is an 'Edit Email' button. The 'Phone' section has a table with 'Phone', 'Type', and 'Preferred' columns. Below the table is an 'Edit Phone' button and a '+ Add Phone' button. The left sidebar shows the progress of registration steps: 1 Introduction Complete, 2 Personal Details Complete, 3 Demographic Details Complete, 4 Contact Details In Progress, 5 Addresses Not Started, 6 Relationship Information Not Started, 7 Current Year Activity Not Started. The top navigation bar shows 'Registration - University of The Free State' and 'Exit' and '< Previous' buttons.



i 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 11: 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.

3.9 STEP 6 OF 11: 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 7.
 - ← **Note:** 'Next' will appear at the top right of the page, as with all previous steps.



More Information on this Step:

For more information on **'Step 5 of 11: Addresses'**, click on the blue information icon next to the heading.



3.10 STEP 7 OF 11: 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 7.
 - ← **Note:** 'Next' will appear at the top right side 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.



3.11 STEP 8 OF 11: 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 9.

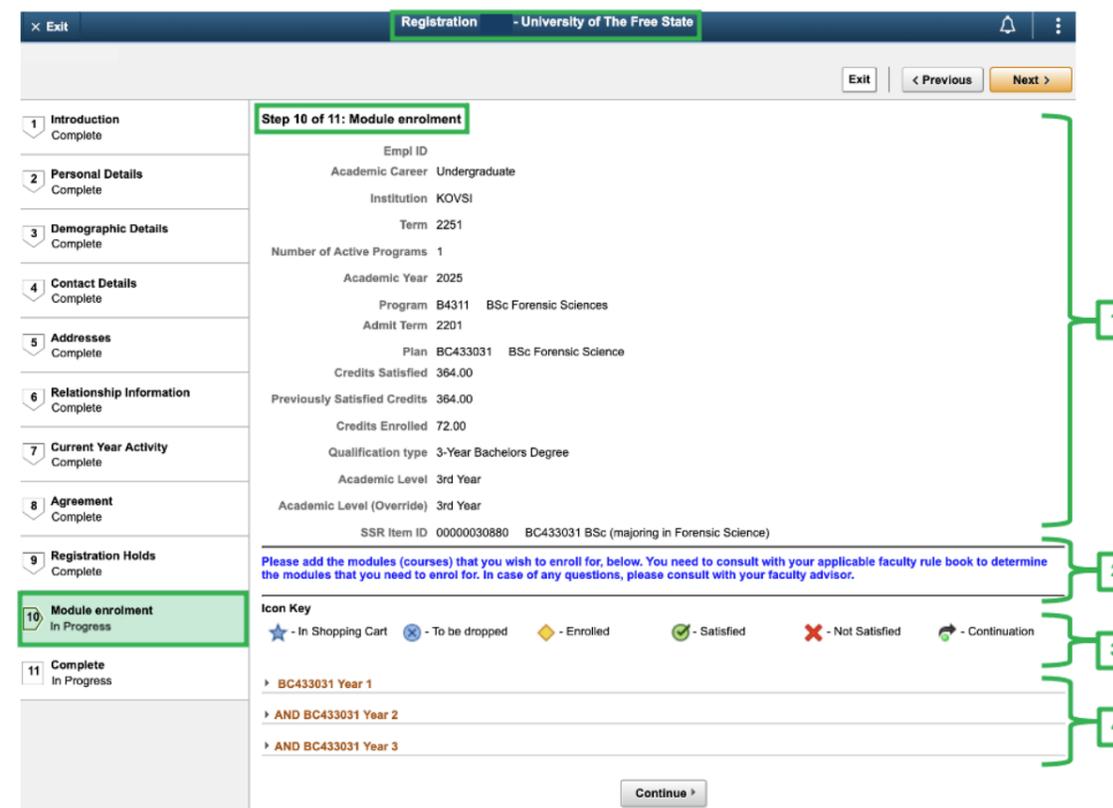
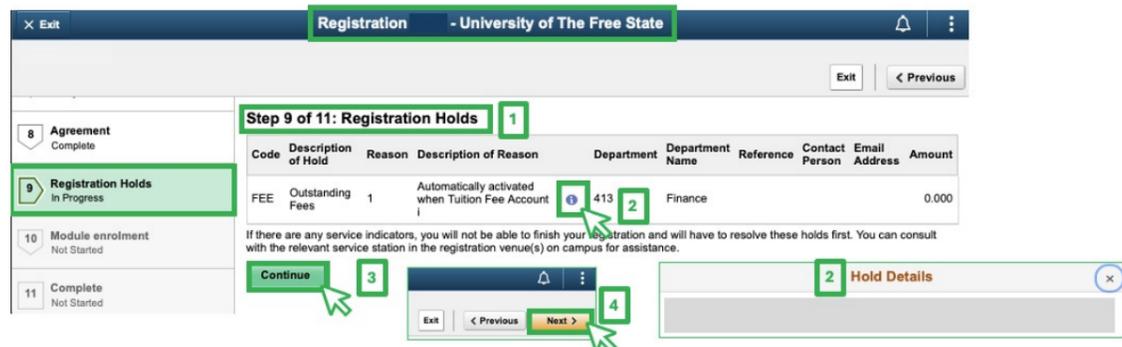
3.12 STEP 9 OF 11: HOLDS

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 10.
 - ← **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 10.
 - ← **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.

3.13 STEP 10 OF 11: MODULE ENROLMENT

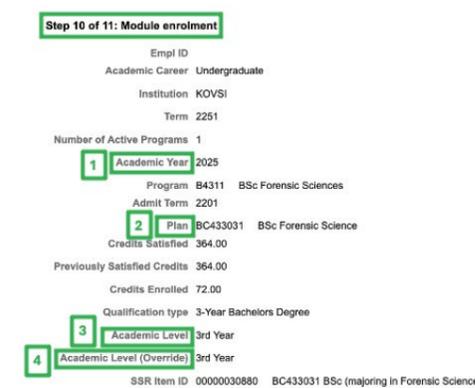
Upon entering Step 10, the **Module Enrolment** page opens – at **first glance**, the following items are visible:

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.

3.13.1 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.



3.13.2 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 enroll for. In case of any questions, please consult with your faculty advisor.

3.13.3 MODULE ENROLMENT: ICON KEY

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



Icon visuals and related actions it represents:

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



- 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.



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



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



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



- 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.

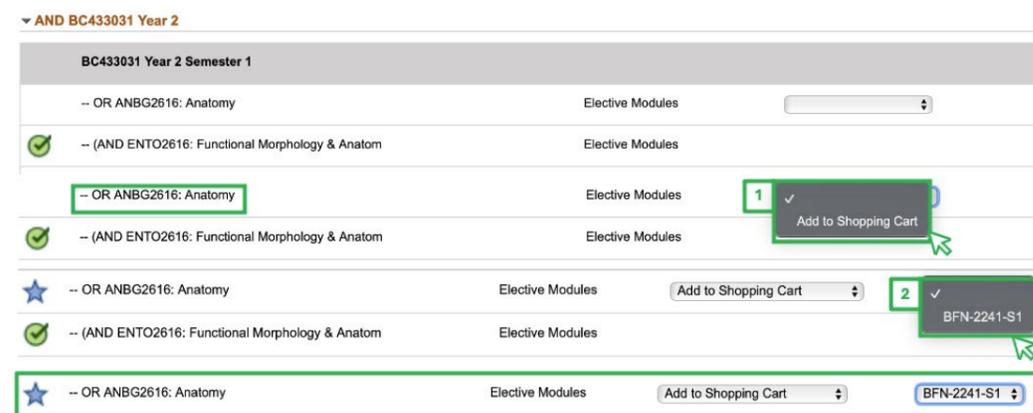


3.13.4 MODULE ENROLMENT: ADDING MODULES FOR ENROLMENT

- 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.

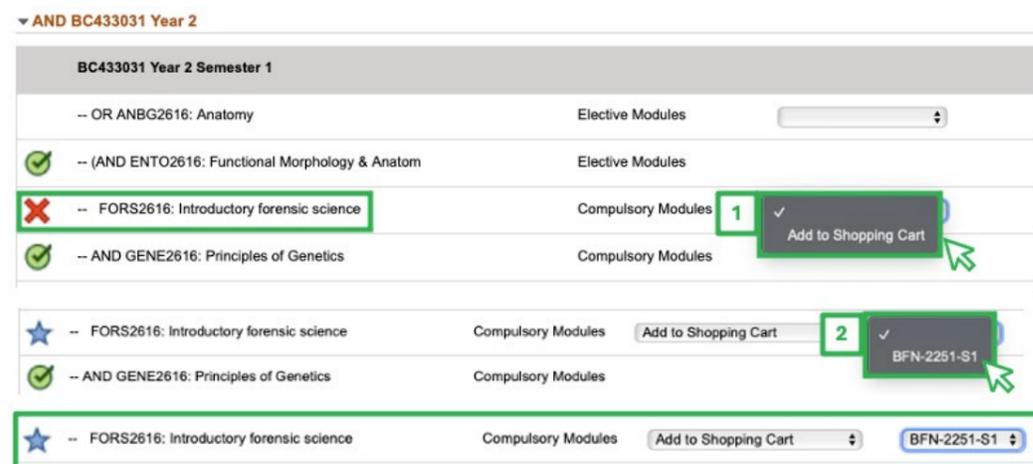


3.13.5 MODULE ENROLMENT: ADDING FAILED MODULES FOR RE-ENROLMENT

- 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.



3.13.6 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 ▼

3.13.7 MODULE ENROLMENT: FINALISING YOUR SHOPPING CART

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

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

3.13.8 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

Submit 2



3.13.9 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.

Step	Section	Status	Class Name	Reason
4	Contact Details	Complete		
Classes Enrolled / Dropped 1				
		✗	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)	
11	Complete	In Progress		

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 11 – the final step in the Registration Activity Guide.

Step	Section	Status	Class Name	Reason
4	Contact Details	Complete		
Classes Enrolled / Dropped 1				
		✗	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)	
11	Complete	In Progress		

3.14 STEP 11 OF 11: COMPLETE

1. Read the information on the Completion page carefully.
2. Click 'Submit' to finalise your registration.
 - ← **Note:** Once Step 11 is submitted, your Registration Activity Guide is complete and would no longer appear in your 'Tasks' tile.

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.

