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



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



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.

GETTING READY FOR REGISTRATION 2

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.

ONLINE REGISTRATION PROCESS: STEP-BY-STEP GUIDE 3

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

NAVIGATE AND LOG IN TO PEOPLESOFT 3.1

- 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		
1		
Password		
Select a Language		
English		

Sign In

Enable Screen Reader Mode

ACCESSING THE REGISTRATION ACTIVITY GUIDE 3.2

your open/assigned tasks.





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1. On the UFS Student home page, click on the 'Tasks' tile visible at the top left of the page to access

REGISTRATION ACTIVITY GUIDE: KICKING OFF THE 11-STEP PROCESS 3.3

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'.

VIFS Student Homepage			Tasi	ks			ណ	۵	:	\oslash
To Do List	1	To Do List								
Nolds	2						1 r	wor		
Completed Agreements							Ť,	1		
		Task			Due Date Status	•		1	1	
		Registration	- University of The Free State		Assig	ned)	ł	-	
									2	

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:

H

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.

× Exit	Registration - Univ	rsity of The Free State	A :
1 Introduction Visited	Step 1 of 11: Introduction	Exit	Next > 3
2 Personal Details Not Started			V\$ [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

STEP 2 OF 11: PERSONAL DETAILS 3.5

- **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.

× Exit	Regis	stration	- University	of The Free	State
1 Introduction	Step 2 of 11: P	ersonal Det	ails 0 1		
2 Personal Details In Progress		Date o	of Birth Gender		
3 Demographic Details Not Started	▼ Names	Natio	onal ID		
4 Contact Details Not Started	0 + 3	1			
5 Addresses Not Started	Name				Туре
6 Relationship Information Not Started			Add Name		Primar
	"No	"Type ame Format English	+uu Haine	✓ Maiden	
		Prefix	:	Preferred	
		'First Name			
	м	iddle Name			
		'Last Name			
		Suffix	\$		



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.

WhatsApp: +2787 240 6370 Call: +27 51 401 9111 (press option 1)



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:
 - Preferred Pronouns 2.1.
 - **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.

× Exit	Registrati	on - University of The Free State	
			Exit < Previous
1 Introduction Complete	Step 3 of 11: Demographic De	tails 0	Confirm 3
2 Personal Details	✓ Preferred Personal Identity		VS
Complete	Field	Value	
3 Demographic Details In Progress	Preferred Pronouns	No value defined	2.1 DExit C Previous Next > 4
4 Contact Details	Gender Identity	No value defined	2.2 > Confirm
Not Started	Ethnic Identity	No value defined	2.3
5 Addresses Not Started			
Cancel 2.1 Edit	Details Save Cancel	2.2 Edit Details	Save Cancel 2.3 Edit Details Save
Preferred Pronouns	e Vi	*Gender Identity	*Ethnic Identity
M.		Bi-gender Cisgender	Asian Black/African
Miss		Female Genderfluid	Caucasian Coloured
Mq. Mr		Intersex	Hispanic/Latino
Mrs		Male Non-Binary	Human Kace Mixed Race
Ms. Mx.		Transgender	Other
None			



STEP 4 OF 11: CONTACT DETAILS 3.7

- **1. Review** your contact details carefully.
- 2.1. Email (edit)
- 2.2. Phone (edit)
- 2.3.
- 4. Click 'Next' to move to Step 5.

× Exit		Registration	- Uni	versity of Th	e Free	State
1 Introduction Complete	Step 4 of 11: Co	ontact Details 1				
2 Personal Details Complete	Email 👔		·			
	Email					Туре
3 Demographic Details Complete		@gmail.com				Home
4 Contact Details In Progress	Qufs	4life.ac.za				Campus
5 Addresses Not Started	Phone () + 2.3					
6 Relationship Information Not Started	Phone			Туре		
7 Current Year Activity Not Started	+27			Cell		
Cancel 2.1	Edit Email	Save	Cancel		2.2	Edit Phor
Type Home		2		Туре	Cell	
*Email	@gmail.com			Country Code	027	
Preferre	ed			*Phone Number		
				Extension	_	
	Delete				Prefern	ed
					Enable	Texts



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.

2. Click on the arrow next to each field item to view and/or update your details for the following items:

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.



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.

× Exit		Registration	- University of The	Free State		<u> ۵</u> :	
						Exit < Previous)
1 Introduction Complete	Step 5 of 11: Addre	sses 🛈 1				Confirm	4
2 Personal Details Complete	Home Address						•
3 Demographic Details Complete	Address				From	Exit (Previous Next)	
4 Contact Details Complete	FRANKFORT Free State Province				Current 3	Confirm	3
5 Addresses In Progress	9830 Delivery Address						
6 Relationship Information Not Started	No address defined	15					
7 Current Year Activity Not Started	Cancel 2	Add Address	Save	Cancel	3 Edit Addr	ress Sa	ave
	*From 10/3	1/2024	NA I		Type Home	0	R
	*Country Sout	th Africa Q	1		Soundary Soundaria	~	
	*Address 1			-Ad	dress 1 451 Butayi Section		
	Address 2			Ad	Idress 2		- 1
	Address 3			Ad	Idress 3		
	Address 4			Ad	Idress 4		
	014				City FRANKFORT		
	City	0			State FS Q Free St	ate Province	
	State	4			Postal 9830		
	Postal				Postal 9830		
	Province			P	rovince		



More Information on this Step:

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

3.9 **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.

Introduction	Step 6 of 11: Rela	ationship Information			
Complete	Relationship	Guardian Relationship	Name		
Personal Details Complete	Brother/Sister	Emergency Contact	2&3	Relationship	
Demographic Details	Sibling	Emergency Contact	Relations Guard Relations No.	ihip (• • • • • • • • • • • • • • • • • •	
	Sibling	Emergency Contact	Name Pr	efix Q	
4 Contact Details Complete	Sibling	Emergency Contact	Name Init	sals	
Addresses	Add Palationship	Confirm	Last Na	ime	
Complete			Cour	Q.	
Relationship Information	2 **	4 Exit < Previous	Vext > 5 Address Lin	1e1	
			Address Lin	10 2 L	
			Address Lir	10.4	



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.

× Exit	Registration	- University of The Free State	۵ I
			Exit < Previous
1 Introduction Complete	Step 7 of 11: Current Year Activity Please indicate your employment status for the c	urrent year:	
2 Personal Details Complete	Academic Year	*Employment Status	
3 Demographic Details Complete	Save 3		
4 Contact Details Complete		Employed another organisat Employed by the UFS v Student	
5 Addresses Complete	Exit C Previous Next >	4	_
6 Relationship Information Complete		_	
7 Current Year Activity In Progress			

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.
- 3. Click 'Next' to move to Step 9.

× Exit		Registration	- University of Th
1 Introduction Complete	Step 8 of 11: Agreement		
2 Personal Details Complete			
3 Demographic Details Complete			
4 Contact Details Complete			
5 Addresses Complete			
6 Relationship Information Complete			
7 Current Year Activity Complete			
8 Agreement In Progress			

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'.
- 3. Click 'Next' to move to Step 10.
 - ← **Note:** 'Next' will appear at the top right of the page, as with all previous steps.



2. Click 'Accept' to acknowledge that you have read, understood, and agree to the stipulations.



← Note: For the current step, 'Continue' is reflected at the bottom of the Registration Holds page.

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





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.

× Exit	Regi	stration - Un	iversity of The Free S
1 Introduction Complete	Step 10 of 11: Module enrol	ment	
•	Empl ID		
2 Personal Details Complete	Academic Career	Undergraduate	
	Institution	KOVSI	
3 Demographic Details Complete	Term	2251	
	Number of Active Programs	1	
4 Contact Details	Academic Year	2025	
• complete	Program Admit Term	B4311 BSc Forer	nsic Sciences
5 Addresses	Plan	BC433031 BSc E	ioropsic Science
Complete	Credits Satisfied	364.00	orenaic ocience
6 Relationship Information Complete	Previously Satisfied Credits	364.00	
	Credits Enrolled	72.00	
7 Current Year Activity Complete	Qualification type	3-Year Bachelors D	egree
	Academic Level	3rd Year	
8 Agreement Complete	Academic Level (Override)	3rd Year	
	SSR Item ID	00000030880 BC	433031 BSc (majoring i
9 Registration Holds Complete	Please add the modules (cours the modules that you need to	ses) that you wish t enrol for. In case of	o enroll for, below. You any questions, please
Module enrolment	Icon Key		
In Progress	🚖 - In Shopping Cart 🛛 🛞 -	To be dropped	🔶 - Enrolled
Complete			
In Progress	• BC433031 Year 1		
	AND BC433031 Year 2		
	AND BC433031 Year 3		
			Conti

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.
- liaise with an adviser/faculty staff member for assistance.



e State		4	:
	Exit	Previous Next	•
g in Forensic Science)	ur annliachla facultur	wie beek te determin	
se consult with your facult	y advisor.	rule book to determin	<u>"</u> ┣Ľ
🧭 - Satisfied	X - Not Satisfied	ଟ - Continuation	<u>}</u>
			-4
ntinue >			

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

3.13.2 MODULE ENROLMENT: INSTRUCTION MESSAGE

1. 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 module that you need to enrol 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 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:

2.

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	
Blue crossed circle: In current year of enrolit the module.	n cases where you have select ment, this icon appears next to	ted r o the	modules which should be removed for the selected module when you select to dr	the rop

-- -- EACC3708: Financial Accounting





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



|--|

🔶 - Enrolled

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

-- EACC1624: Accounting Ø

${ }$	- 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



- 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 1



3.13.4 MODULE ENROLMENT: ADDING MODULES FOR 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.

ANI	D BC433031 Year 2	
	BC433031 Year 2 Semester 1	
	OR ANBG2616: Anatomy	Elective Me
Ø	(AND ENTO2616: Functional Morphology & Anatom	Elective Me
	- OR ANBG2616: Anatomy	Elective M
Ø	(AND ENTO2616: Functional Morphology & Anatom	Elective M
	OR ANBG2616: Anatomy	Elective Modules
Ø	(AND ENTO2616: Functional Morphology & Anatom	Elective Modules
☆	OR ANBG2616: Anatomy	Elective Modules

3.13.5 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	Mo
I	(AND ENTO2616: Functional Morphology & Anatom	Elective	Mo
×	FORS2616: Introductory forensic science	Compu	isory
Ø	AND GENE2616: Principles of Genetics	Compu	lsory
	- FORS2616: Introductory forensic science	Compulsory Modules	A
Ø	AND GENE2616: Principles of Genetics	Compulsory Modules	
☆	FORS2616: Introductory forensic science	Compulsory Modules	





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
 AND CHEM2621: Organic Chemistry practicals) 	Elective Modules Drop +

MODULE ENROLMENT: FINALISING YOUR SHOPPING CART 3.13.7

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

× Exit		Registration	- University of The Free State		≙ :
				Exit	< Previous Next >
8 Agreement	Term 🗘	Course 🗘	Class section \Diamond	Shopping cart action	0
Complete	2252	CHEM3743 - MAIN - BFN (BFN)	BFN	Enrol 1	
9 Registration Holds Complete	2252	CHEM2621 - MAIN - BFN (BFN)	BFN	Drop	
10 Module enrolment In Progress	2252	CHEM3721 - MAIN - BFN (BFN)	BFN	Enrol	
11 Complete In Progress	Back to Mo	odule 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.
- following the same procedures as set out in 3.13.4 to 3.13.7.

× Exit		Registration	- University of The
8 Agreement	Term 🗘	Course \Diamond	
9 Registration Holds Complete	2252	CHEM3743 - MAIN - BFN (BFN)	
10 Module enrolment In Progress	2252	CHEM3721 - MAIN - BFN (BFN)	
11 Complete In Progress	Back to M	odule enrolment 2	S

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'.

× Exit		Registration	- University of The
8 Agreement Complete	Term 🗘	Course 0	
Registration Holds	2252	CHEM3743 - MAIN - BFN (BFN)	
Complete	2252	CHEM2621 - MAIN - BFN (BFN)	
Module enrolment	2252	CHEM3721 - MAIN - BFN (BFN)	
11 Complete In Progress			2



2. If any changes need to be made, click 'Back to Module Enrolment' to make the necessary changes by

	Exit C Previous Next
Class section \Diamond	Shopping cart action \Diamond
BFN	Enrol 1
BFN	Drop
BFN	Enrol

	Exit < Previous Nex	at :
Class section 0	Shopping cart action \Diamond	
BFN	Enrol 1	
BFN	Drop	
BFN	Enrol	

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.

× Exit	Registration	- University of The Free State	۵ I
			Exit
4 Contact Details Complete	Classes Enrolled / Dropped		
	ANBA3716 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.	
5 Addresses Complete	X ANBT3704 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.	
6 Relationship Information Complete	V FORS2616 - MAIN - BFN (BFN)	You have already taken this class.	
7 Current Year Activity Complete	CHEM3723 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.	
	X CHEM3741 - QWA - QWAQWA (QWA)	Unable to add this class - requisites have not been met.	
8 Agreement Complete	CHEM3743 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.	
9 Registration Holds	CHEM2621 - MAIN - BFN (BFN)		
	CHEM3721 - MAIN - BFN (BFN)	Unable to add this class - requisites have not been met.	
10 Module enrolment Complete	ENTO3734 - MAIN - BFN (BFN)		
11 Complete In Progress	Back to Module enrolment		

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 indictors only), click 'Next' to proceed to Step 11 – the final step in the Registration Activity Guide.

× Exit		Registration	- University of The Free State			4	-
					Exit C Previous	Nex	t >
4 Contact Details Complete	Classes Enrolled / Dropped	1				2	M
	X ANBA3716 - MAIN - B	FN (BFN)	Unable to add this class -	requisites have not been met.			
5 Addresses Complete	X ANBT3704 - MAIN - B	FN (BFN)	Unable to add this class -	requisites have not been met.			
6 Relationship Information Complete	FORS2616 - MAIN - E	IFN (BFN)	You have already taken th	is class.			
7 Current Year Activity Complete	X CHEM3723 - MAIN - E	BFN (BFN)	Unable to add this class -	requisites have not been met.			
	X CHEM3741 - QWA - Q	WAQWA (QWA)	Unable to add this class -	requisites have not been met.			
8 Agreement Complete	CHEM3743 - MAIN - E	BFN (BFN)	Unable to add this class -	requisites have not been met.			
9 Registration Holds	CHEM2621 - MAIN - E	BFN (BFN)					
	CHEM3721 - MAIN - E	BFN (BFN)	Unable to add this class -	requisites have not been met.			
10 Module enrolment Complete	ENTO3734 - MAIN - E	IFN (BFN)					
11 Complete In Progress	Back to Module enrolment						

3.14 STEP 11 OF 11: COMPLETE

- **1. Read** the information on the Completion page carefully.
- 2. Click 'Submit' to finalise your registration.
 - 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.



← Note: Once Step 11 is submitted, your Registration Activity Guide is complete and would no