



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Denkleiers • Leading Minds • Dikgopolo tša Dihlalefi

ONLINE REGISTRATION MANUAL

13 NOVEMBER 2020

**Gordon
Institute
of Business
Science**

University
of Pretoria

UP ONLINE REGISTRATION STEP BY STEP GUIDE

STEP 1:

- Log on to **UP Student Self-Service Portal** or **MyTUKS Login** (<https://www1.up.ac.za/uplogin/faces/login.jspx>) using your **STUDENT NUMBER** (U00000000) and **PASSWORD**.
- If you do not have a password. Click on **NEW USER** to continue.



LOGIN

Please log in with your "p" or "u" username.
For example, Username: u01234567 or p12345678




[New user](#)

SUBMIT

[Change password](#) | [Lost \(forgotten\) password](#)

STEP 2:

- Click on the **UP Student Service Centre** on **UP Student Self Service**.

 **Student Centre**  

This suite facilitates the management of student and academic processes - student recruitment, applications, student records, financial aid, student financials (fees), alumni, fund raising, residences, etc. However only a small subset of this functionality is currently available

[Student Centre](#)
[Important Registration Information](#)
[Apply for Financial Aid](#)
[Self-help guides](#)

STEP 3:











UP Student Centre

Click on



"UP Student Centre"

UP Academic Homepage

Classic Home 	Module Lookup 	Invigilator Request Booking 	Query Viewer 
UP Faculty Centre 	UP Student Service Center 	My PG Students 	Grade Import 
Approvals 	Data Bundle- All Student 	POPI Act Always check student privacy settings before sharing their personal information. Sharing personal information of students without their permission is illegal. Click here to verify whether the student has given the University permission to share their personal information before you share any personal, academic or fee account information of a student with anybody (even their parents!). Sharing personal information of students without their permission is illegal. To find out more about the University's Protection of Personal Information (Privacy) Policy, go to [insert] or contact the GaRP team at [insert].	
Student Privacy Settings 	Exam Incidence Reporting 	Laptop Service Request 	

STEP 4:

- Click on **Registration/Module Changes** under the Academic Information dropdown.

Test Test

ID 17113492

The screenshot shows a user interface with two main panels. The left panel is titled 'Academic Information' and contains a list of links: 'Student Academic Readiness Survey Report', 'View Current Enrollment/Results', 'Print Current Term Enrollments/Results', 'Print New Academic Record', 'Registration/Module Changes' (circled in red), 'Graduation Information', 'Previous academic history/results', 'Postgraduate Information', and 'Credit List'. The right panel is titled 'Documents' and contains 'Upload Supporting Documentation'. Below it is a 'Holds' section with 'Laptop Application outcome' and a 'details' link.

STEP 5:

Click on the **Online Registration** link.

Test Test

ID 17113492

The screenshot shows a table with the following content:

Registration/Module Changes	
BScHons Mathematical Statistics (02240192)	Print Proof of Registration Module Changes
BCom Econometrics (07130012)	Print Proof of Registration Online Registration (circled in red)

Below the table is a yellow 'Return' button.

STEP 6:

- Click on "**Next**" to proceed with Online Registration.

UP Registration - Status Page

Test Test (17113492)
First Year - 2021 Academic Term
BCom Econometrics

Transfer To:
Status Page

▼ Instructions (Click on triangle to expand/collapse)

These are the steps that needs to be completed for registration. All steps must be completed in order to be a registered student at UP.
Use the yellow buttons at the bottom of each page to navigate the system. You may also use the **Transfer To** drop down box at the top of the page to skip to a previous page.

	Page	Description	
1	Disclaimer	To continue, you must agree with the terms of the disclaimer.	Not Started
2	Information Consent	Review how your information may be shared.	Not Started
3	Contact Details	Enter address details, email address and phone numbers.	Not Started
4	Preferences	Specify communication and language preferences	Not Started
5	Course / Class Selection	Select courses and classes for enrollment.	Not Started
6	Enrollment Confirmation	Review the enrollment results.	Not Started
7	Confirmation	View confirmation of completed registration.	Not Started

<< Previous Return to Status Page **Next >>** Return to Student Centre

STEP 7:

- If you agree with the Disclaimer, click on the tick box next to the **"I confirm"** statement.

Next click on **"Agree"** to proceed.

To view the University's Academic regulations, click on the **General Academic Regulations** .

Step 1: Disclaimer Status: In Progress

TEST TEST (16220359) Refresh

Final Year - 2021 Academic Term Transfer To:

BAHons African Languages Status Page Go

Disclaimer

I herewith undertake and confirm towards the University of Pretoria that:

- the registration for the current academic year is done with the full consent of my parents/guardian (only in the case of minors);
- the registration for the current academic year is done with the full consent of the person responsible for the payment of my student account; and
- I accept full responsibility for the correctness and updating of my personal information;
- I confirm that I have received the [General Academic Regulations](#) and have read and understood the contents thereof;

I confirm the following:

1. The information contained herein is in all respects correct and true.
2. There is no legal obligation on the University to accept me as a student and I will only be admitted as a student, if I comply with all the regulations and requirements the University may set.
3. TAKE NOTE: The addition of modules is subject to the approval of the Dean of the Faculty and subject to Faculty Regulations.

Date: 2020-12-04

I confirm:

During the electronic generation of this Disclaimer I confirm that I have read, understood and consented to the terms and conditions listed on [Contract Addendum](#)

Please Note:

The terms and conditions of the student enrolment contract are annually incorporated by reference herein.

Registration cannot proceed unless you accept the electronic agreement. Please press "I agree" to indicate that you accept the terms. Also note that the "I disagree" button will take you back to the Student Centre main page.

I consider myself bound in terms of the above-mentioned stipulations. Any objections which I may have to this will be submitted in writing to the Faculty's Head: Student Administration.

STEP 8:

- Click on **“Next”** to proceed

Should you have any services indicators, you will not be able to continue with your registration and need to contact the GIBS Academic Support team on asasupport@gibs.co.za.

Step 1: Service Indicators	Status: Completed
Test Registration (19087188) First Year - 2019 Academic Term BSportSci BSportSci	<input type="button" value="Refresh"/>
Transfer To:	<input type="button" value="Go"/>
<input type="text" value="Status Page"/>	
Service Indicators Blocking Registration	
There are no service indicators blocking registration.	
<input type="button" value=" << Previous"/>	<input type="button" value=" Return to Status Page"/>
	<input type="button" value=" Next >>"/>
	<input type="button" value=" Return to Student Centre"/>

STEP 9:

- Confirm your Data Privacy Settings by clicking on all three buttons **“My Personal Data”, “My Academic Progress” and “My Fees Account Data”**.
On confirmation, the **“Next”** button will become available.

Step 2: Information Consent

Status: In Progress

Test Test (17113492)
First Year - 2021 Academic Term
BCom Econometrics

Transfer To:
Status Page

▼ Instructions (Click on triangle to expand/collapse)
Review how your information may be shared by clicking on all three **Data Privacy Categories** (buttons).

Privacy Settings

My Personal Information My Academic Progress My Fees Account

- With each privacy setting carefully choose your preferred answer as this will determine who will have access to your information. Make use of the drop-down box to either choose a **“Yes”** or **“No”** answer.

Step 2: Information Consent

Status: In Progress

Test Test (17113492)
First Year - 2021 Academic Term
BCom Econometrics

Transfer To:
Status Page

▼ Instructions (Click on triangle to expand/collapse)
Review how your information may be shared by clicking on all three **Data Privacy Categories** (buttons).

Privacy Settings

My Personal Information My Academic Progress My Fees Account

The University of Pretoria is committed to protecting your personal information. We have a responsibility to be transparent in the processing of your personal information and to inform you about the different ways in which we collect and use your personal information.

In order to deliver our services to you, we must share your information. For instance, we share your information with with the government, your fee guarantor, funders and sponsors. The purpose of these privacy settings is to give you control over some of those sharing activities. For more information on how your personal information is used by the University and who it will be shared with, visit the Student Privacy Notice.

My personal information may be provided to prospective employers?

My personal information may be provided to prospective funders / sponsors?

Step 2: Information Consent

Status: In Progress

Test Test (17113492)

First Year - 2021 Academic Term

BCom Econometrics

Transfer To:

Status Page

Refresh

Go

Instructions (Click on triangle to expand/collapse)

Review how your information may be shared by clicking on all three **Data Privacy Categories** (buttons).

Privacy Settings

My Personal Information My Academic Progress My Fees Account

If you have a bursary, a sponsor or other funding, we will share information about your Academic Progress with them.

Information about my academic progress may be disclosed to my parents / guardian?

No

Information about my academic progress can be shared with the person responsible for paying my fees?

No

Information about my academic progress can be shared with the person/organisation who signed surety for my fee account?

No

<< Previous

Return to Status Page

Next >>

Return to Student Centre

Step 2: Information Consent

Status: Completed

Test Test (17113492)

First Year - 2021 Academic Term

BCom Econometrics

Transfer To:

Status Page

Refresh

Go

Instructions (Click on triangle to expand/collapse)

Review how your information may be shared by clicking on all three **Data Privacy Categories** (buttons).

Privacy Settings

My Personal Information My Academic Progress My Fees Account

If you have a bursary, a sponsor or other funding, we will share information about your fees account with them. We will also share information about your fees account with the person responsible for paying your fees account, and the person who signed surety for your fee account when you concluded the Student Enrolment Contract.

Information about my fees account can be shared with my parents / legal guardian?

Yes

<< Previous

Return to Status Page

Next >>

Return to Student Centre

STEP 10:

- Verify your personal details.

Click **"Next"** to proceed.

Step 3: Contact Details Status: In Progress

Test Test (17113492) Refresh
First Year - 2021 Academic Term Transfer To:
BCom Econometrics Status Page

▼ Instructions (Click on triangle to expand/collapse)

1. Both the **Permanent Postal** and **Domicilium Citandi** addresses are **compulsory**.
2. If you want to provide or change an address, the **Address Line 1** and **City** fields are compulsory.
3. Select the **'Select City/postcode'** button in order to select your city/postcode of choice.
4. Use the **Copy From Address** drop down box to copy an address.

Address - Permanent Postal

Country: South Africa Copy from Address:
Address Line 1: clear
Address Line 2:
Address Line 3:
Address Line 4:
City: Postal Code: 0208
Province: Gauteng select city / postcode

Address - Domicilium Citandi

Country: South Africa Copy from Address:
Address Line 1: clear
Address Line 2:
Address Line 3:
Address Line 4:
City: Postal Code: 0208
Province: Gauteng

Address - Domicilium Citandi

Country: South Africa Copy from Address:
Address Line 1: clear
Address Line 2:
Address Line 3:
Address Line 4:
City: Postal Code: 0208
Province: Gauteng select city / postcode

Address - Local

Country: South Africa Copy from Address:
Address Line 1: clear
Address Line 2:
Address Line 3:
Address Line 4:
City: Post Code: 0083
Province: Gauteng select city / postcode

Address - Work

Country: South Africa Copy from Address:
Employer: clear
Address Line 1:
Address Line 2:
Address Line 3:

Update information of person responsible for student account

First Name: Last Name:
Fee Guarantor Email:

• UP will send your financial statement to the email address you provide here. Please make sure that it is correct. • If you want to change your fee guarantor, you have to amend your contract with UP. Changing the information here, will not release the fee guarantor in your contract with UP from liability.

STEP 11:

- Choose your home language preferences from the dropdown menu.

Tick the Gmail Acknowledgement box.

Select "**Work information**" from the dropdown menu.

Select the relevant option under "**First Generation**".

Step 4: Preferences Status: In Progress

Test Test (17113492) Refresh

First Year - 2021 Academic Term Transfer To:

BCom Econometrics Status Page Go

▼ Instructions (Click on triangle to expand/collapse)

Confirm your language preferences and the Campus you will attend.

Campus

Acad Prog		Acad Plan		Campus
CB100	BCom	07130012	Econometrics	Hatfield Campus

Languages

Home Language: Setswana ▼

Language of Instruction: English ▼

Language for Certificate: English

Communication

Communication Language: English

NB! I understand that the University of Pretoria send emails to students via UP Gmail and I'm responsible for managing my UP Gmail forwarding address.

Gmail Acknowledgement [UP Gmail Information](#)

Work Information

Work Information: ▼

First Generation

Are you the first person of your family to study at a tertiary institution? ▼

<< Previous Return to Status Page Next >>

Return to Student Centre

STEP 12:

- Select all modules you need to enroll on, if not automatically ticked.

Click on **“Special Instructions”** link to view any special instructions linked to the program.

Click **“Next”** after all necessary modules are selected.

Step 5: Course / Class Selection Status: In Progress

Test Test (17113492) [Refresh](#)
First Year - 2021 Academic Term Transfer To:
BCom Econometrics Status Page [Go](#)

▼ **Instructions (Click on triangle to expand/collapse)**

1. **NB!** You must enrol for the **entire year**, which includes second semester and/or third and fourth quarter courses.
2. You must enrol for all available **Core and Fundamental** courses as displayed.
3. Consult the online Yearbook by clicking on the **Yearbook information** link to decide which and how many courses you need to select.
4. Click on the **Special instructions** link for additional information.
5. Make sure you select the correct **Class Selection** option if available.
6. If applicable, return to this page to **drop** any enrolled courses if necessary. Check the tick box in the **red Drop** column of the **Enrolled Courses** grid to do so.
7. Ensure that your total credits add up to the correct total. If not, remove courses as the system will not allow you to continue.

[Special instructions](#) [Yearbook information](#)

Core/Fundamental Courses

	Enroll	Course	Req Type	Class Selection	Extra / Non-Degree Purposes	Maximum Units
1	<input type="checkbox"/>	ALL 124 - Academic literacy for Economic and Management Sciences 124	Fundamental	Second Semester - Hatfield Campus - English	<input type="checkbox"/>	6.00
2	<input type="checkbox"/>	EKN 110 - Economics 110	Core	First Semester - Hatfield Campus - English ▼	<input type="checkbox"/>	10.00
3	<input type="checkbox"/>	EKN 120 - Economics 120	Core	Second Semester - Hatfield Campus - Eng ▼	<input type="checkbox"/>	10.00
4	<input type="checkbox"/>	FRK 111 - Financial accounting 111	Core	First Semester - Hatfield Campus - English ▼	<input type="checkbox"/>	10.00
5	<input type="checkbox"/>	FRK 122 - Financial accounting 122	Core	Second Semester - Hatfield Campus - English	<input type="checkbox"/>	12.00
6	<input type="checkbox"/>	INF 183 - Informatics 183	Core	Year - Hatfield Campus - English	<input type="checkbox"/>	3.00
7	<input type="checkbox"/>	OBS 114 - Business management 114	Core	First Semester - Hatfield Campus - English ▼	<input type="checkbox"/>	10.00

Total Core Units: 0.00 Total Fundamental Units: 0.00

Total Core Units: 0.00 Total Fundamental Units: 0.00 Total Elective Units: 0.00 Total Enrolled/Selected Units: 0.00

[<< Previous](#) [Return to Status Page](#) [Next >>](#)

[Return to Student Centre](#)

STEP 12.3:

- Click "**Confirm**" to complete your registration.

Step 6: Enrollment Confirmation Status: In Progress

Test Test (17113492)
First Year - 2021 Academic Term Transfer To:
BCom Econometrics Status Page

Instructions (Click on triangle to expand/collapse)

1. Confirm that your selection of courses, sessions and languages are correct.
2. Return to previous page to make any corrections if necessary.
3. If any errors are present, drop the relevant courses before proceeding to the next page.
4. Proceed to the next page to complete the registration.

Error Summary

No errors found

Courses

ALL 124 - Academic literacy for Economic and Management Sciences 124

Units: 6.00 Extra / Non-Degree Purposes
Registration Type: Fundamental Session: Second Semester
Campus: Hatfield Campus Language: English

Enrollment Successfully Created

[Prerequisites](#)

EKN 110 - Economics 110

Units: 10.00 Extra / Non-Degree Purposes
Registration Type: Core Session: First Semester
Campus: Hatfield Campus Language: English

Enrollment Successfully Created

[Prerequisites](#)

- You are now registered!
- Proof of Registration is automatically send to your UP email address.

- To Print your Proof of Registration, Click on "**Print Proof of Registration**"

Step 7: Confirmation		Status: Completed
Test Test (17113492) First Year - 2021 Academic Term BCom Econometrics	Transfer To: Status Page	<input type="button" value="Refresh"/> <input type="button" value="Go"/>
Enrollment Summary		
✓ ALL 124 - Academic literacy 124 (Second Semester / Hatfield)		
✓ EKN 110 - Economics 110 (First Semester / Hatfield)		
✓ EKN 120 - Economics 120 (Second Semester / Hatfield)		
✓ FRK 111 - Financial accounting 111 (First Semester / Hatfield)		
✓ FRK 122 - Financial accounting 122 (Second Semester / Hatfield)		
✓ INF 183 - Informatics 183 (Year / Hatfield)		
✓ OBS 114 - Business management 114 (First Semester / Hatfield)		
<input type="button" value="Print Proof of Registration"/>		
Confirmation		
Registration has been completed successfully. You are now a registered student of the University of Pretoria for Program/Plan BCom Econometrics .		
Proof of registration will be sent to the following e-mail address: u17113492@tuks.co.za .		
If you have not received the proof of registration in two days' time, please contact the Student Service Centre (SSC) at ssc@up.ac.za or tel. +27 (12) 420 3111.		
If you are a GIBS student, please contact your programme manager at the Gordon Institute of Business Sciences.		
Print any information regarding this registration from your Student Center.		

CHANGING YOUR REGISTRATION SUBJECTS/MODULES

STEP 1:

- Click on "**Module Changes**".

Test Test

ID 17113492

Registration/Module Changes	
BScHons Mathematical Statistics (02240192)	Print Proof of Registration Module Changes
BCom Econometrics (07130012)	Print Proof of Registration Module Changes

[Return](#)

STEP 2:

MODULE CHANGES

- Click "**Next**" to change course/class selection.

Module Changes - Status Page

Test Test (17113492)
First Year - 2021 Academic Term
BCom Econometrics

Transfer To:
 [Go](#)

▼ **Instructions (Click on triangle to expand/collapse)**
These are the steps that needs to be completed for registration. All steps must be completed in order to be a registered student at UP.
Use the yellow buttons at the bottom of each page to navigate the system. You may also use the **Transfer To** drop down box at the top of the page to skip to a previous page.

Page	Description	Status	
1	Course / Class Selection	Select courses and classes for enrollment.	Not Started
2	Enrollment Confirmation	Review the enrollment results.	Not Started
3	Confirmation	View confirmation of completed registration.	Not Started

[<< Previous](#) [Return to Status Page](#) [Next >>](#)
[Return to Student Centre](#)

STEP 3:

- Select the Course you want to drop.

The Recycle bin under the “**Drop Class Indicator**” should turn **RED**.

Click “**Next**” to continue and complete the registration process.

Step 1: Course / Class Selection

Status: In Progress

Test Test (17113492) Refresh

First Year - 2021 Academic Term Transfer To:








BCom Econometrics Status Page Go

▼ Instructions (Click on triangle to expand/collapse)

- NB!** You must enrol for the **entire year**, which includes second semester and/or third and fourth quarter courses.
- You must enrol for all available **Core and Fundamental** courses as displayed.
- Consult the online Yearbook by clicking on the **Yearbook information** link to decide which and how many courses you need to select.
- Click on the **Special instructions** link for additional information.
- Make sure you select the correct **Class Selection** option if available.
- If applicable, return to this page to **drop** any enrolled courses if necessary. Check the tick box in the **red Drop** column of the **Enrolled Courses** grid to do so.
- Ensure that your total credits add up to the correct total. If not, remove courses as the system will not allow you to continue.

[Special instructions](#) [Yearbook information](#)

Enrolled Courses

	Drop Class Indicator	Course	Req Type	Class Selection	Extra / Non-Degree Purposes	Maximum Units
1		ALL 124 - Academic literacy for Economic and Management Sciences 124	Fundamental	Second Semester - Hatfield Campus - English	<input type="checkbox"/>	6.00
2		EKN 110 - Economics 110	Core	First Semester - Hatfield Campus - English ▼	<input type="checkbox"/>	10.00
3		EKN 120 - Economics 120	Core	Second Semester - Hatfield Campus - English ▼	<input type="checkbox"/>	10.00
4		FRK 111 - Financial accounting 111	Core	First Semester - Hatfield Campus - English ▼	<input type="checkbox"/>	10.00
5		FRK 122 - Financial accounting 122	Core	Second Semester - Hatfield Campus - English	<input type="checkbox"/>	12.00
6		INF 183 - Informatics 183	Core	Year - Hatfield Campus - English	<input type="checkbox"/>	3.00
7		OBS 114 - Business management 114	Core	First Semester - Hatfield Campus - English ▼	<input type="checkbox"/>	10.00

Enrolled Core Units: 55.00 Enrolled Fundamental Units: 6.00 Enrolled Elective Units: 0.00 Total Enrolled Units: 61.00

Total Core Units: 55.00 Total Fundamental Units: 6.00 Total Elective Units: 0.00 Total Enrolled/Selected Units: 61.00

<< Previous Return to Status Page Next >>

- Click **Confirm** to submit and Reprint your proof of Registration.

Step 2: Enrollment Confirmation Status: In Progress

Test Test (17113492) Refresh

First Year - 2021 Academic Term Transfer To:

BCom Econometrics Status Page

Instructions (Click on triangle to expand/collapse)

1. Confirm that your selection of courses, sessions and languages are correct.
2. Return to previous page to make any corrections if necessary.
3. If any errors are present, drop the relevant courses before proceeding to the next page.
4. Proceed to the next page to complete the registration.

Error Summary

No errors found

Courses

ALL 124 - Academic literacy for Economic and Management Sciences 124

Units: 6.00 Extra / Non-Degree Purposes

Registration Type: Fundamental Session: Second Semester

Campus: Hatfield Campus Language: English

Message

✔ Reprint Proof of Registration

[Prerequisites](#)

EKN 110 - Economics 110

Units: 10.00 Extra / Non-Degree Purposes

Registration Type: Core Session: First Semester

Campus: Hatfield Campus Language: English

Message

✔ Reprint Proof of Registration

[Prerequisites](#)

EKN 120 - Economics 120

Units: 10.00 Extra / Non-Degree Purposes

Registration Type: Core Session: Second Semester

Campus: Hatfield Campus Language: English

Message

✔ Reprint Proof of Registration

FRK 122 - Financial accounting 122

Units: 12.00 Extra / Non-Degree Purposes

Registration Type: Core Session: Second Semester

Campus: Hatfield Campus Language: English

Message

✔ Reprint Proof of Registration

[Prerequisites](#)

INF 183 - Informatics 183

Units: 3.00 Extra / Non-Degree Purposes

Registration Type: Core Session: Year

Campus: Hatfield Campus Language: English

Message

✔ Reprint Proof of Registration

[Prerequisites](#)

OBS 114 - Business management 114

Units: 10.00 Extra / Non-Degree Purposes

Registration Type: Core Session: First Semester

Campus: Hatfield Campus Language: English

Message

✔ Reprint Proof of Registration

[Prerequisites](#)

Total Enrolled Units: 61.00

- Click **“Print Proof of Registration”** to reprint your proof of Registration and **“Next”** to complete the registration process.

Step 3: Confirmation Status: Completed

Test Test (17113492) Refresh
First Year - 2021 Academic Term Transfer To:
BCom Econometrics Status Page Go

Enrollment Summary

- ✓ ALL 124 - Academic literacy 124 (Second Semester / Hatfield)
- ✓ EKN 110 - Economics 110 (First Semester / Hatfield)
- ✓ EKN 120 - Economics 120 (Second Semester / Hatfield)
- ✓ FRK 111 - Financial accounting 111 (First Semester / Hatfield)
- ✓ FRK 122 - Financial accounting 122 (Second Semester / Hatfield)
- ✓ INF 183 - Informatics 183 (Year / Hatfield)
- ✓ OBS 114 - Business management 114 (First Semester / Hatfield)

[Print Proof of Registration](#)

Confirmation

Registration has been completed successfully. You are now a registered student of the University of Pretoria for Program/Plan **BCom Econometrics**.

Proof of registration will be sent to the following e-mail address: u17113492@tuks.co.za.

If you have not received the proof of registration in two days' time, please contact the Student Service Centre (SSC) at ssc@ub.ac.za or tel. +27 (12) 420 3111.

If you are a GIBS student, please contact your programme manager at the Gordon Institute of Business Sciences.

Print any information regarding this registration from your Student Center.

[<< Previous](#) [Return to Status Page](#) [Next >>](#)

[Return to Student Centre](#)