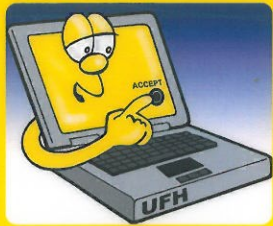


# Step by Step Guidelines for Student Web Online Registration



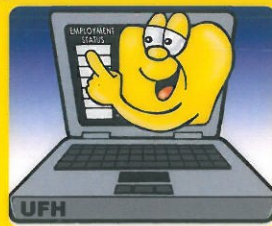
University of Fort Hare  
Together in Excellence



- 1** Select "Rules and Regulations" on the left. Read the document and take note of the contents thereof.

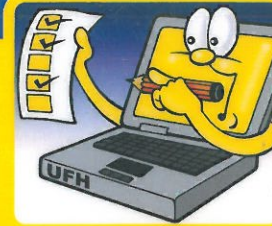
Please take note the acceptance to the Rules and Regulations is mandatory and serves as your electronic signature. This indicator is stored on your Student File and can be used as a Legal Agreement in a dispute/disciplinary matter. Select "Submit Registration" on the left.

Once you have read the rules and agreed to the Rules and Regulations, click on the "I accept" button at the bottom of the page.



- 2** Select your "Employment Status" in the drop down list in the field "Employment Status".

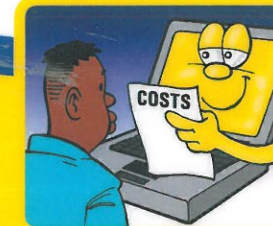
Click on "Save and Continue" or "Save - Continue later" or "Restart Process" button.



- 3** Select your subjects, by ticking the box next to each subject.

Ensure that you select all compulsory subjects;  
Select balance of courses from list of electives;

Note that you may not register for subjects where the pre-requisite has not been met. These subjects will be indicated with a Click on "Save and Continue" or "Save - Continue Later" or "Restart Process" button. Click on the "Save and Continue" button if you are absolutely sure that you've selected the right subject, Offering Type and Period of Study.

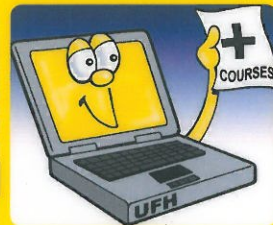


- 4** Click on "Print Cost Details" button should you want to print the Registration Costs.



- 5** Click on the "Accept Registration" button to continue with the registration process.

Congratulations! You have successfully completed your registration as a *bona fide* student of the University of Fort Hare.



- 6** Should you want to add a course, kindly continue by clicking on "Add a course to a Registration" on the left.

Click on Qualification Code.

Select your course(s), by ticking the box next to each course. Note that you may not register for course(s) where the pre-requisite has not been met. These courses will be indicated with a button.

Click on "Save and Continue" or "Save - Continue Later" or "Restart Process" button.

Click on the "Save and Continue" button if you are absolutely sure that you've selected the right course(s), Offering Type and Period of Study. Click on "Print Cost Details" button should you want to print the Registration Costs.

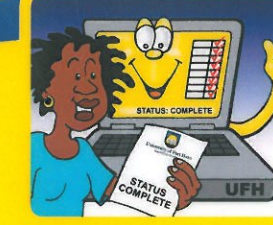
Click on the "Accept Registration" button to continue with the registration process.



- 7** Click on "Proof of Registration" on the left should you want to re-print your proof of registration.



- 8** Click on "Proof and Statement" on the left should you want to re-print a proof and statement.



- 9** Process Status gives you an indication whether you have completed all the compulsory steps of the registration process.



- 10** Click on "Student Administration" on the left. Select "Personal information Update" on the left to verify your personal details.

You are only allowed to update those fields with a white border (e.g.)

Maiden Names :

Click on "Save" should you want to update any of the above information.

Please request for assistance from the Student Administration Office should you want to change any other personal details.

Select "Personal Contact Detail" on the left to verify your contact details.

Click on "New Record" button should you want to edit your contact details.

Click on the "Communication Type" should you want to view and/or change existing contact details.

Click on "Save" should you want to save your changes.