Step by Step Guidelines for Student Web Online Registration

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

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 "Printed Preview" 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 S1 to elective.
   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 "Printed Preview" button. Click on the "Save and Continue" button if you have selected the correct subject. Offering Type and Period of Study.

4. Click on "Print Costs 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 ticking off the course(s) as a new course(s) and registration on the left.

7. Click on "Proof of Registration" on the left should you want to verify your proof of registration.

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

9. Print Costs 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 these 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 Details" on the left to verify your contact details.

    Click on "Your 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.

Should you have any queries with your Online Registration, kindly consult the Student Administration Office on 046-602 2122 in Alice, or alternatively on (041) 304 7004 in East London.