ONLINE SELF HELP REGISTRATION PROCESS

Step One:

Click on UKZN **Web Registration**. Once you have read through the document, click on **Rules and Regulations**. Please **READ and ACCEPT** the document. You will not be allowed to proceed with registration if this has not been accepted.

Step Two:

Once accepted, click on the **Address Validation link**. Check your address details and update where necessary.

Step Three:

Click on the **Contact Details link**. Check your contact details. Please ensure that your email and cell number are correct. These will be the **main** form of communication between the university and you.

Step Four:

Click on **New Registration link**. If you have multiple possible qualifications available to you, you will need to select the most appropriate one.

Step Five:

Ensure that the qualification displayed is correct. Select your major(s) if required and your employment status. Click '**Save and Continue**"

Step Six:

Now, select your modules, keeping in mind the rules per group of modules, and the total credits for the year. The system will generate errors if you break any rule. Select timetables blocks per module chosen, ensuring you do not select the same blocks for modules within the same semester. When you are satisfied with your selection, click on **'Save and Continue'**, or **'Previous'** to go back one screen, or **'Restart Process'** to go back to the qualification screen

Step Seven:

f you have any credit errors, or are an Orange, Red or Purple student, you will be required to request or Approval of your selection. Green students with no registration errors will move to step 9 below.

Step Eight:

Click On **'Request Approval'**. You may capture some comments that may assist the academic in granting approval. Once you click submit, and get a message indicating that the message has been forwarded, you may logout and wait for an email advising of the status of your request. If your request was rejected, please login again, click on the **'New Registration Link'** and change your module selection as per advice given.

Step Nine:

(New Registration Link) - Once Request approved or a Green student has successfully made subject selections with no errors, you will be directed to a screen whereby you may upload documents. A list of documents will be shown on screen. Browse, and **upload a pdf file** as required. Once submitted, you may logout and await an email from the College. You will be advised if the documents submitted meet requirements or you need to resend.

Step Ten:

You will then be presented with a screen showing the Costs of this registration. Click on **'Accept Registration'** to finalise your registration. If you have any outstanding holds (e.g. FCR for Financial Clearance Required), you will need to contact finance to clear holds. At this point, your selection will be stored on the system, and you will be registered automatically. If you have no holds, you will now get a message stating you are now registered. Should you wish, you may print Proof of Registration or Summary of costs, and log off.

CHANGE OF CURRICULUM

Step One:

When you click on **Change of Curriculum**, you will be presented with the modules you are currently registered for. Please select any modules you want to **remove**, and **"Save and Continue"**

Step Two:

Next, you will be presented with a list of possible modules you can add on. Please note the rules from Step 6 above apply, including Academic Approvals where necessary.

Step Three:

Once saved, without any errors and after any further approvals, you will be presented with a summary of your changes, and then a summary of the costs for this change. You will need to click on **Accept Registration** to confirm the changes made.