HOW TO REGISTER FOR UPONLINE

1 REGISTRATION

Once the application processes have been completed and your application has been approved, a pre-registration process is run activating your student record and allowing you to register.

1.1 UP Student Portal login

You will be required to log in to the Student Centre via the UP Student Portal to be able to register.

Log in via <u>https://www.up.ac.za</u>. Click on 'My UP Login' at the top of the page.



Make Today Matter. Study at UP.

The University of Pretoria (UP) is one of Africa's top universities and the largest contact university in South Africa. We produce socially impactful research to find solutions for the world's most pressing issues. We have a high quality of teaching and learning in the classroom, online, or in communities. We have support in place for our students to graduate on time as well-rounded, responsible citizens fully prepared for the world beyond university.

The following screen will appear:

P Login - Mozilla Firefox		
Edit View Higtory Bookmarks	Loois Help	
←) → C [*] D © Most Visited ⊕ Getting Started	A https://wwwqaup.ac.za/uplogin/faces/fogin,jspx?bmctx=7C20F3DAFCEDCF6f UP Test portal Login	65F5605F80.
	f 💟 🛈 🛅 📴 🛅	LOG A SUPPORT CALL 🍆 💟 HELF
	UP WEB LIBRARY UP GOOGLE TUKS GOOGLE	
	UNIVERSITEIT VAN PRETORIA UNIVERSITEIT VAN PRETORIA UNIVERSITHI YA PRETORIA	LOGIN Rease log in with your "p" or "u" username. Tor example, Username: u01234567 or p12345678. Wew user U0000179
	Information about browsers: These sites ought to function well on recent versions of commonly used browsers and on different devices and platforms (e.g. PC's running on Windows, iPads on IOS, Tablets on Android, and various smart phones).	Users are therefore encouraged to download more than one browser onto their device and, should a problem be encountered when using a specific browser, to then try accessing the same system with an alternate browser.
	However, different browsers (with different settings and/or add-ons) can result in certain systems, or functionality within systems, not operating correctly.	For more information about browser choices, click here.

Insert the necessary details and submit.

The following screen will be displayed:

UP STUDY APPLICANT PORTAL	Search the UP Intranet Q	
UP WEB HOME #CHOOSEUP FEES AND FUNDING ADD / REMOVE PORTLETS CUSTOMISE PORTLETS RESET PORTAL LAYOUT COL	LAPSE ALL PORTLETS	
🗉 🋗 Timetables 🚺 🚺 😡	🖃 Student Centre	o
The timetables reflects the schedules of the various study course session offerings Hathled Camous Lecture Timetable School of Engineering Lecture Timetable Groonkloof Camous Lecture Timetable Manelod Camous Lecture Timetable Examination. Supplementary. Examination and Test Timetables	This suite facilitates the management of student and academic processes - student recruitment, applications, student records, financial aid, student financials (rest), alumni, fund raising, residences, etc. However only a small subset of this functionality is currently available Student Centre Immodant Residentiation Applications information Applications and aid Satisfield, student Guideline for clearing web browser cache Customize your Portal view You may personalize the outay of your Portal by using "Add/remove" or "Customise" and for any porties blocks to the desired position. For any queries please contact IT Heip Phone - 012 420 3051 E-mail - Ithelp@up.ac.za	NEWS UP's #TuksNethall keen to promote dets recreational league 27/02/2020 Ware avands R1.1 million in burs 20/02/2020 Marrier avands Marri
	🗉 🚍 Credit Card Payments	0
	Do electronic credit card payments to a student account. Electronic credit card payment (Student Account)	
Select the Student Centre link.		

✓ UP Student Self-Service				
Student Current Grades Tile New Search	Fin Aid/Funding Opportunities	UP Student Centre	Current Results/Enrollments	Personal Information
Student Financials	Admissions	Documents & Communications	Academic Information	Module Lookup
Residences	Timetables	Internal Grants (UP Funded)	Profile	Ethics Application & Approval
Gelect the tile and the following screen will be displayed in the Se Service component:				

The following landing page will be displayed:

1.2 Student Centre – Self Service

Favorites 👻 🛛 Main Menu 👻 🔷 UP Student Self-Service 🔷 UP Student Centre	
	Welcome Mary Poppins (U20600179) to CSM Test (PSCSMTS
Mary Poppins ID 20600179	
Academic Information	✓ Documents
Student Academic Readiness Survey Report	Upload Supporting Documentation
View Current Enrollment/Results Print Current Term Enrollments/Results	✓ Holds
Print/View Academic Record Registration/Module Changes Previous academic history/results Postgraduate Information	Contr does not comply/leg req
	▶ details
Account	To Do List
Student Finances Financial Aid	Contract outstanding
View Financial Aid Apply for UP Financial Aid View historic Fee adjustment grant	▶ details
✓ Admission	
Admission Status Online Contract Capture Externel Tertiary Data	Wilestones

Very important:

If you have not completed your online contract, you will not be allowed to register. Select the Online Contract link under Admissions: on the Self Service page and complete and submit the contract.

Favorites Main Menu VOP Student Self-Service VOP Student	i Centre
	Welcome Mary Poppins (U20600179) to CSM Test (PSCSMTSA)
Mary Poppins ID 20600179	
Academic Information	✓ Documents
Student Academic Readiness Survey Report	Upload Supporting Documentation
View Current Enrollment/Results Print Current Term Enrollments/Results	✓ Holds
Print/View Academic Record Registration/Module Changes Previous academic history/results Postgraduate Information Credit List	Contr does not comply/leg req
▼ Finances	
Account	To Do List
Student Finances Financial Aid	Contract outstanding
View Financial Aid Apply for UP Financial Aid View historic Fee adjustment grant	details
✓ Admission	
Admission Status Online Contract Capture External Tertiary Data	Milestones No Milestones

To register for the modules for the specific session select the link to Registration/Module Changes.

The following screen will be displayed:

Favorites 🔻	Main Menu 🔻	> UP Stude	nt Self-Service > UP Student (Centre
				Welcome Mary Poppins (U20600179) to CSM Test (PSCS
Mary Pop	oins		ID 20600179	
Registratio	n/Module Chan	ges		
PGDip Public (10221019)	Health I	Print Proof of Registration	Online Registration	
Return				

Select the <u>Online Registration</u> link to proceed to the registration process. If this link is not displayed, then the student has not been prepared for registration and you need to contact <u>enquiries@online.up.ac.za</u>.

1.3 Online registration

1.3.1 UP REGISTRATION: STATUS PAGE

ihtnir	ng Pace (13010086)	Transfer To:			
First Year - 2020 Academic Term PGDip Public Health		1. Service Indicators	✓ Go		
nstri	uctions (Click on triangle t	to expand/collapse)			
the to	yellow buttons at the bottom o p of the page to skip to a pre	of each page to navigate the system. You may also use the Tran s vious page.	sfer To drop down box		
	Page	Description	Description		
L I	Service Indicators	Check for service indicators blocking registration. Not Started			
	Disclaimer	To continue, you must agree with the terms of the disclaimer. Not Started			
2		Enter address details, email address and phone numbers. Not Started			
2	Contact Details	Enter address details, enter address and phone nambers			
2 } }	Contact Details Preferences	Specify communication and language preferences	Not Started		
2 } }	Contact Details Preferences Course / Class Selection	Specify communication and language preferences Select courses and classes for enrollment.	Not Started Not Started		
2 3 4 5	Contact Details Preferences Course / Class Selection Enrollment Confirmation	Specify communication and language preferences Select courses and classes for enrollment. Review the enrollment results.	Not Started Not Started Not Started		
2 3 4 5 5	Contact Details Preferences Course / Class Selection Enrollment Confirmation Confirmation	Specify communication and language preferences Select courses and classes for enrollment. Review the enrollment results. View confirmation of completed registration.	Not Started Not Started Not Started Not Started		

These are the various stages which you will be required to complete.



p 1: Servi	ice Indicators		Status: In Progress
htning Pace (13010086) :t Year - 2020 Academic Term		Transfer To:	Refresh
ip Public Hea	lth	Status Page	~ 60
ee Indicator	re Blocking Degistration		
	s blocking Registration		
Code		Reason	
SS3	Contr does not comply/leg req	Contract outst/incomplete	
07 95 95 95 95 95 95 95 95 95 95	 Iline Registration Guide in UP Student Po. 50 - Financially Unsuitable: Contact UPOn 50 - Degree Certificate outstanding: Uploa gistration Guide in UP Student Portal 10 - Admission test postgraduate: Contact 11 - Dismissed: Contact UPOnline@up.ac. 12 - Excluded: Contact UPOnline@up.ac. 13 - Excluded: Contact UPOnline@up.ac. 14 - Dismissed: a na appeal allowed. Contact 14 - Dismissed: a na poeal allowed. Contact 15 - Re-registration subject to Dean's appeal - International requirements: Contact 1 12 - International requirements: Contact 1 13 - Tochract does not comply with legal name and follow instructions 14 - ID document outstanding: Upload do 55 - Matric Certificate outstanding: Upload 56 - Suspended at UP: Contact UPOnline(# 	rtal line@up.ac.za ad document in UP Student Ce t UPOnline@up.ac.za za a st UPOnline@up.ac.za roval. Contact UPOnline@up.ar roval. (SCI). Contact UPOnline@up.ar s approval (LAW). Contact UPO t the Library JPOnline@up.ac.za equirements: Download Contra cument in UP Student Centre I document in UP Student Centre	ntre - refer to Online c.za @up.ac.za)nline@up.ac.za ndt in Student Service
• SS	9 - Title not approved yet: Contact UPOn iH - HESA certificate outstanding: Upload	line@up.ac.za document in UP Student Centr	e

If you have a Service Indicator logged against you, it will first have to be attended to before you can continue with registration. In this example, the relevant Service Indicator is SS3 – the contract is outstanding. See the display block.

A list of all possible Service Indicators is provided with actions that need to be taken should they become relevant. It is possible that a student can have more than one Service Indicator on his/her record.

Once the Service Indicator has been lifted, the following screen will be displayed:

Step 1: Service Indicators		Status: Completed		
Lightning Pace (13010086) First Year - 2020 Academic Term PGDip Public Health	Transfer To: Status Page	Refresh		
Service Indicators Blocking Registration There are no service indicators blocking registration.				
< Previous	Return to Status Page Next >> Return to Student Centre			

Use the navigation buttons at the bottom of the screen to go to the previous screen, the next screen or to return to the status page or the Student Centre.

1.3.1.2 Step 2: Disclaimer

Step 2: Disclaimer		Status: In Progress			
Lightning Pace (13010086)		Refresh			
First Year - 2020 Academic Term	Transfer To:				
PGDin Public Health	Status Page				
Disclaimer					
I herewith undertake and confirm towards the Universi	ity of Pretoria that:				
 the registration for the current academic year is 	s done with the full consent of my pa	arents/guardian (only in			
 the case of minors); the registration for the current academic year is 	s done with the full consent of the p	erson responsible for the			
payment of my student account; and					
 I accept full responsibility for the correctness a 	nd updating of my personal informa	tion;			
I confirm the following:					
1. The information contained herein is in all resp	ects correct and true.				
2. There is no legal obligation on the University to	o accept me as a student and I will o	only be admitted as a			
student, if I comply with all the regulations and 3. TAKE NOTE: The addition of modules is subject	to the approval of the Deap of the	et. Faculty and subject to			
Faculty Regulations.					
Date: 2020-02-28					
l confirm: 🗹					
During the electronic generation of this Disclaimer I of	confirm that I have read, understoo	d and consented to the			
terms and conditions listed on Contract Addendum					
Plazce Note:					
Flease Hole.	Please Note:				
The terms and conditions of the student enrolment con	tract are annually incorporated by i	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-menti be submitted in writing to the Faculty's Head: Studen	oned stipulations. Any objections w t Administration.	hich I may have to this will			
Lagree	I disagree				
, agroo					
*					
	+				

You must accept the terms and conditions by ticking the I Confirm option and selecting the I Agree button before the rest of the registration can be completed. If you select the I disagree button you will be reverted to the Student Centre.

Please ensure that you read the Contract Addendum

'Force Majeure Event' means the occurrence of:

- a. an act of war (whether declared or not), hostilities, invasion, act of foreign enemies,
- b. terrorism or civil disorder;
- c. strikes and/or protests and/or any other form of civil disturbance (whether lawful or not), in each case affecting the University on a general basis and which is beyond its reasonable control;
- d. tempest, earthquake or any other natural disaster of overwhelming proportions;
- e. discontinuation of water and/or electricity supply, or
- f. any other circumstances beyond the control of the University which cannot be avoided even by using its best efforts, which in each case causes the University to be unable to comply with all or material parts of its obligations in terms of the Agreement.
- g. The University shall not be in breach of its obligations under this Agreement or liable for any losses or damages suffered by a student if *and to the extent that it is prevented* from carrying out its obligations by, or such losses or damages which are caused by, a Force Majeure event/s.

The University shall at all times take all reasonable steps within its power to:

- a. prevent Force Majeure Events affecting the performance of its obligations under this Agreement;
- b. mitigate the effect of any Force Majeure event; and
- c. comply with its obligations under this Agreement.

Teaching methods

Teaching methods will be as follows:

- Combined 'face-to-face' and online teaching (all courses include a contemporary on-line component);
- online teaching;
- distance education;
- any appropriate form of teaching or assessment methods.

Security

The University reserves the right to introduce reasonable and/or heightened security and/or access control measures, which may include specific identification requirements, performing searches of personal belongings, including but not limited to any bag, container, briefcase or vehicle, should the University deem it reasonably necessary in order to *inter alia*, safeguard its staff and/or students, its property and/or the property of third parties on the campuses of the University.

1.3.1.3 Step 3: Contact Details

Please follow the instructions as seen below and complete all applicable fields:

Step 3: Contact Det	ails	Status	: In Progress	
Lightning Pace (13010086)		R	efresh	
First Year - 2020 Academic 1	Term	Transfer To:		
PGDip Public Health		Status Page	Go	
Instructions (Click on t	riangle to expand/collapse)			
1. Both the Permanent P 2. If you want to provide 3. Select the 'Select City, 4. Use the Copy From Ad Address - Permanent Pos	ostal and Domicilium Citandi add or change an address, the Addre /postcode' button in order to sel- dress drop down box to copy an a tal	dresses are compulsory. ess Line 1 and City fields are compulsory. ect your city/postcode of choice. address.		
Country:	ZAF Q South Africa	Copy from Address:	~	
Address Line 1:	Line 1		clear	
Address Line 2:	Line 2			
Address Line 3:	Line 3			
Address Line 4:	Line 4			
City:	Pretoria	Postal Code: 0002		Note that
Province:	GT Gauteng	select city / postcode		you can
Address - Domicilium Cita	andi			copy one address
				from
Country:	ZAF 🔍 South Africa	Copy from Address:	~	another
Address Line 1:	Plot 23		clear	address
Address Line 2:	Rondebosch			
Address Line 3:				
Address Line 4:				
City:	Middelburg	Postal Code: 1055		
Province:	MP Mpumalanga	select city / postcode		

Address - Local		
		Copy from Address:
Country:		clear
Address Line 1:		
Address Line 2:		
Address Line 3:		
Address Line 4:		
City:		Q Post Code:
State/Province:	Q	select city / postcode
Address - Work		
Country:	ZAF 🔍 South Africa	Copy from Address:
Employer:		clear
Address Line 1:		
Address Line 2:		
Address Line 3:		
City:		Post Code:
Province:		select city / postcode
Phone Numbers		
Cell Phone:	0721002198	
Home Phone	0824550559	
Work Phone:		
Fax:		
Update information of per	son responsible for stud	ent account
First Name:	Eskom	Last Name: Eskom
Fee Guarantor Email	Pickmargaret1@gmail.com	n
By updating this in above. Please not contract is not rel contract is require	nformation I grant UP per e that by updating the ab eased from their obligations: ed.	mission to send financial statements to the ove, the financial sponsor as stated in the on. To change your financial sponsor a new
	Previous Return to S	Status Page Next >>
	Return to St	udent Centre

Please note that it is very important that this section is completed. If you are responsible for your fees, your details must be captured. If you have a bursury, the bursar's details must be captured.

1.3.1.4 Step 4: Preferences

Campus Acad Plan Campus MP200 PGDip 10221019 Public Health Prinshof Campus Languages Afrikaans v Afrikaans v Language of Instruction: Afrikaans v English Communication English Communication Communication						
Acad Acad Plan Campus MP200 PGDip 10221019 Public Health Prinshof Campus Languages Language of Instruction: Afrikaans Language for Certificate: English						
MP200 PGDip 10221019 Public Health Prinshof Campus Languages Afrikaans V Language of Instruction: Afrikaans V Language for Certificate: English						
Languages Home Language: Afrikaans Language of Instruction: Afrikaans 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:						
Vork Information						
Work Information: Work Full-Time at other Inst v						

It is very important for you to confirm the Gmail Acknowledgement.

The <u>UP Gmail Information</u> link will take you to the UP Website where you must select the following tile, which will give you all the necessary information to set up a forwarding email address and ensure that you receive all emails from the University of Pretoria.



UP Gmail Information

Click here for information on how to setup and use your UP gmail account.

Click here will display the following page, which contains all the information regarding the UP Gmail. It is very important to read all this information and follow the instructions to ensure that you will receive all mail from UP.





1.3.1.5 Step 5: Course / Class Selection

Please read these important Instructions before starting and follow them when completing your registration.

ten E: Course / C	ass Selection				tatus: In Dec	aress
tep j. course / ci	ass sciection				Dafrach	gress
ghtning Pace (13010086)		Transfer To:	_	Reliesh	
st Year - 2020 Academic	: Term		Status Page			Go
Dip Public Health			Status Page			
nstructions (Click on	triangle to expand	d/collapse)				
 The Fundamental co You must enroll in th Consult the Online Y Take care in selectin Return to this page t Enrolled Courses grid Only tick the Extra/t 	in the original of the set of the	re compulsor, rse as display courses will t ection option courses if nec s check box w	y and cannot be removed. yed. be available in each session n if available. ressary. Check the tick box when the course is not for du a chorevice you will pood to	n. in the red Drop egree purposes.	column of the	e .
allows you to continu	ie.		n otherwise you will need to	remove courses	before the s	ystem
pecial instructio	<u>ns</u>		a otherwise you will need to	remove courses	formatic)n
pecial instructio	ns ns ntal Courses			remove courses	nformatic	<u>on</u>
pecial instruction Core/Fundamen	ns ns ntal Courses	Req Type	Class Selection	Yearbook in	Extra / Non- Degree Purposes))) Maximun Units
Core/Fundamen Enroll Course PHM 710 - public hea	ns tal Courses	Req Type Core	Class Selection	remove courses Vearbook in	Extra / Non- Degree Purposes	Maximun Units 10.00
Core/Fundamen Enroll Course PHM 710 - public hea Comparison Course Co	Learning in th 710 Social ts of health 710	Req Type Core Core	Class Selection UPON Short Intake 1 - Ja UPON Short Intake 4- Prinshof Campus - Eng	n-Mar - Prinsl v Jul-Aug -	Extra / Non- Degree Purposes	Maximun Units 10.00
Core/Fundamen Enroll Course PHM 710 - public hea C SCM 710 - determinat	Learning in th 710 Social tts of health 710	Req Type Core Core	Class Selection UPON Short Intake 1 - Ja UPON Short Intake 4- Prinshof Campus - Eng Total Core Units:	remove courses Yearbook in n-Mar - Prinsl v Jul-Aug - Jul-Aug - Jish 0.00 Total F	Extra / Non- Degree Purposes	Maximun Units 10.00 Units: 0
S. Ensure that your total allows you to continue	Learning in th 710 Social its of health 710	Req Type Core Core	Class Selection UPOI/Short Intake 1 - Ja UPON Short Intake 4- Prinshof Campus - Eng Total Core Units:	remove courses Vearbook in n-Mar - Prinsl v Jul-Aug - Jul-Aug - Jish 0.00 Total Freell	Extra / Non- Degree Purposes	Maximun Units 10.00 Units: 0 Units: 0

Please note the links above and see the details below:

			_
Special Instructions			×
			Help
Academic Program: MP200	FGDip		
Academic Plan: 10221019	Public Health		
Effective Term: 2019		Total Units per Plan: 200	1
Academic Level: 1st Year	Minimum Units: 120	Maximum Units: 120	
No special instructions.			
Academic Level: Final	Minimum Units: 123	Maximum Units:	
No special instructions.			
			.::

The <u>Special instructions</u> link gives you detailed information on the programme which you are following. If there are any special instructions for you to follow, they will be displayed here.

1

Yearbook information

This link will refer you to the University of Pretoria's website where you will be able to search for all the programme information.



You may only select one course/module at a time.

Step 5: Course / Class Selection Lightning Pace (13010086) First Year - 2020 Academic Term PGDip Public Health		Transfer To: Status Page		Status: In Pro	G0
Instructions (Click on triangle to expand	l/collapse)				
 NB: You may only enroll for one course print 2. The Fundamental courses as displayed at 3. You must enroll in the available Core course of the consult the Online Yearbook to see which 5. Take care in selecting the correct Class Se 6. Return to this page to drop any enrolled (<i>Enrolled Courses</i> grid to do so. Only tick the Extra/Non Degree Purposes 8. Ensure that your total credits add up to the allows you to continue. 	er session. re compulson rse as display courses will b <i>lection</i> optior courses if nec s check box w e correct tota	v and cannot be removed, ed, b available in each session, b if available. essary. Check the tick box in t hen the course is not for degre I otherwise you will need to rer	he red Drop ee purposes. nove course:	column of the	e ystem
Special instructions		Yea	arbook ii	iformatio	on
Core/Fundamental Courses				Eutra /	
Enroll Course	Req Type	Class Selection		Non-	Maximun

	Enroll	Course	Req Type	Class Selection	Extra / Non- Degree Purposes	Maximum Units
1		PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinsl		10.00
2		SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English		10.00
				Total Core Units: 20.00 Total F	undamental	Units: 0.0
Tot	al Core	Units: 20.00 Total Fundament	al Units: 0.	00 Total Elective Units: 0.00 Total Enroll	ed/Selected	Units: 20.0

If you select both modules which are displayed because they are both presented in a particular session, the following message will be displayed indicating an error.

1

' Inst	ructions ((Click on t	riang	le to expand	collapse)			
1. 2. 3. 4. 5. 6. 7. 8.	NB! You ma The Fundam You must er Consult the Take care in Return to th Enrolled Cou Only tick thi Ensure that allows you t	y only en nental cou- nroll in the Online Ye n selecting his page to urses grid e Extra/N your total o continue	oll for rses a availa arbook the co drop to do s on Deg credits	one course pe is displayed and able Core cours k to spe which i orrect <i>Class Sel</i> , any enrolled co so. gree Purposes s add up to the	r session. = compulson courses will b ection option purses if nec check box w e correct tota	y and cannot be removed. yed. be available in each session. h if available. sessary. Check the tick box in the red Drop when the course is not for degree purposes. I otherwise you will need to remove courses	column of the	e ystem
<u>Spe</u>	cial inst	ruction	1 <u>5</u>	/		Yearbook in	formatio	<u>on</u>
Er	nrolled (Courses						
	Drop Class Indicator	Course			Req Type	Class Selection	Extra / Non- Degree Purposes	Maximum Units
1	Î	PHM 71 public h) Le ealth	arning in 710	Core	UPON Short Intake 1 - Jan-Mar - Prinsl 🗸		10.00
2	Î	SCM 71 determi 710	- So hants	ocial of health	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English		10.00
Eni	rolled Core L	Jnits: 20	.00 Er	nrolled Funder	ental Units:	0.00 Enrolled Elective Units: 0.00 To	otal Enrolled	Units: 20.
To	tal Core Unit	ts: 20.00	Tota	l Fundamental	Units: 0.	00 Total Elective Units: 0.00 Total Enroll	ed/Selected	Units: 20.
	Validation Msg Ty	n Messag	es Messaj	ge				
	1 Error		Only o	ne course allov	ved - please	drop courses.		

If an error is displayed, you must delete one module. Select the delete icon.

4. 5. 6. 7. 8.	Consult t Take care Return to Enrolled Only tick Ensure th allows yo	the Online Yearbook to see which is selecting the correct <i>Class Sel</i> this page to drop any enrolled of <i>Courses</i> grid to do so. the Extra/Non Degree Purposes at your total credits add up to the u to continue.	courses will l ection option ourses if neo check box v e correct tota	ee available in each session. n if available. cessary. Check the tick box in the red Drop when the course is not for degree purposes. I otherwise you will need to remove courses	column of the	e ystem
<u>Spe</u>	cial in	structions		Yearbook in	formatio	<u>)n</u>
En	rolled	Courses				
	Drop Class Indicat	Course	Req Type	Class Selection	Extra / Non- Degree Purposes	Maximum Units
1		PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinsl		10.00
2	Ē	SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English		10.00
Enr	olled Cor	e Units: 10.00 Enrolled Funden	nental Units:	0.00 Enrolled Elective Units: 0.00 Te	otal Enrolled	Units: 10.
Tot	al Core V	nits: 10.00 Total Fundamenta	l Units: 0.	00 Total Elective Units: 0.00 Total Enroll	ed/Selected	Units: 10.
	Validati	on Messages				

You will be returned to this screen and must only select one module.

<u>Spe</u>	cial i	nstructions		Yearbook in	nformatio	<u>on</u>
Со	ore/Fu	ındamental Courses				
	Enroll	Course	Req Type	Class Selection	Extra / Non- Degree Purposes	Maximum Units
1		PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinshof 🔻		10.00
2		SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English		10.00
	Total Core Units: 0.00 Total Fundamental Units: 0.					
To	Total Core Units: 0.00 Total Fundamental Units: 0.00 Total Elective Units: 0.00 Total Enrolled/Selected Units: 0					
	<< Previous Return to Status Page Next >>					
			Return to Stude	ent Centre		

If you select a module that has a pre-requisite which needs to be completed before this module, an error will be displayed.

Step 6: Enrollment Confirmation		Status: In Pre	ogress
Lightning Pace (13010086)	_	Refresh	
First Year - 2020 Academic Term	Transfer To:		
PGDip Public Health	Status Page	×	GO
Instructions (Click on triangle to expand/collapse)			
 Confirm that your selection of courses, sessions and lar 2. Return to previous page to make any corrections if nece 3. If any errors are present, drop the relevant courses befor 4. Proceed to the next page to complete the registration. 	nguages are correct. essary. ore proceeding to the	a next page.	
Error Summary			
Course Message			
SCM 710 Requisiter not met for Class, not enrolled.			
Courses			
SCM 710 - Social determinants of health 710			
Units: 10.00 Extra / Non-Degree Purp	oses		
Registration Type: Core	Session:	UPON Short Intake 4- Jul-Aug	
Campus:	Language:	English	
Message			
Requisites not met for Class, not enrolled.			
Prerequisites drop class			
		Total Enrolled Units:	0.00

Use the drop class button to drop the module.

You will be returned back to this screen. Now select the correct module, which is the pre-requisite module.

tep 5: Course / Class Selection			Status: Com	oleted		
ightning Pace (13010086) irst Year - 2020 Academic Term GDip Public Health		Transfer To: Status Page	Refresh	Go		
Instructions (Click on triangle to expand/collapse)						
 NB! You may only enroll for one course per session. The Fundamental courses as displayed are compulsory and cannot be removed. You must enroll in the available Core course as displayed. Consult the Online Yearbook to see which courses will be available in each session. Take care in selecting the correct Class Selection Aption if available. 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. Only tick the Extra/Non Degree Purposes check box when the course is not for degree purposes. Ensure that your total credits add up to the correct total otherwise you will need to remove courses before the system allows you to continue. 						
<u>Special instructions</u> <u>Yearbook information</u>						
			norman	<u>on</u>		
Core/Fundamental Courses			<u>inor matic</u>	<u>on</u>		
Core/Fundamental Courses	Req Type C	Class Selection	Extra / Non- Degree Purposes	<u>Maximum</u> Units		
Core/Fundamental Courses Enroll Course 1 PHM 710 - Learning in public health 710	Req Type C	Class Selection UPON Short Intake 1 - Jan-Mar - Prinsly	Extra / Non- Degree Purposes	Maximum Units 10.00		
Core/Fundamental Courses Enroll Course 1 Image: PHM 710 - Learning in public health 710 2 Image: SCM 710 - Social determinants of health 710	Req Type (Core [Core]	Class Selection UPON Short Intake 1 - Jan-Mar - Prinsl - JPON Short Intake 4- Jul-Aug - Prinshof Campus - English	Extra / Non- Degree Purposes	Maximum Units 10.00 10.00		
Core/Fundamental Courses	Req Type (Core [Core]	Class Selection UPON Short Intake 1 - Jan-Mar - Prinsl v JPON Short Intake 4- Jul-Aug - Prinshof Campus - English Total Core Units: 10.00 Total I	Extra / Non- Degree Purposes	Maximum Units 10.00 10.00 Units: 0.0		

1.3.1.6 Step 6: Enrollment Confirmation

You will now be informed that your enrollment has been successful.

Step 6: Enrollmo Lightning Pace (130100 First Year - 2020 Acade PGDip Public Health	ent Confirmation D86) mic Term	Transfer To: Status Page		Status: In Pro Refresh	gress
Instructions (Click	on triangle to expand/collapse)				
 Confirm that your Return to previou If any errors are p Proceed to the new 	selection of courses, sessions and langua s page to make any corrections if necessa present, drop the relevant courses before r ext page to complete the registration.	ges are correct. Y. roceeding to the	next page.		
Error Summary					
No errors foun	d				
Courses					
PHM 710 - Learning in	public health 710				
Units:	10.00 Extra / Non-Degree Purpose	5			
Registration Type:	Core	Session:	UPON Short Inta	ke 1 - Jan-Mar	
Campus:	Prinshof Campus	Language:	English		
Message					
V Enrollment Suc	ccessfully Created				
Prerequisites					
			Total	Enrolled Units:	10.00

Put proof of Registration here.

1.3.1.7 Step 7: Confirmation

The confimation screen will now be displayed:

	Status: Completed
Transfer To: Status Page	Refresh
t Intake 1 - Jan-Mar / Prinshof)	
of of Registration	
a student for the module downloaded when the ation button is	e displayed above. selected. See an
arding your registration	please contact
	Transfer To: Status Page

Registration has	been completed successfully. You are now a registered student of the University of Pretoria for Program/Plan lealth.					
Proof of registration will be sent to the following e-mail address: Dickmargaret@gmail.com						
If you have not a	received the proof of registration in two days' time, plaase contact upopline@up ac za					
If you have not i						
Print any inform	ation regarding this registration from your Student Center.					
Print any inform	ation regarding this registration from your Student Center.					
Print any inform	ation regarding this registration from your Student Center. << Previous Return to Status Page Next >>					
Print any inform	ation regarding this registration from your Student Center. << Previous Return to Status Page Next >>					

PROOF OF REGISTRATION

Student No: 13010086 Our Ref. Faculty of Health Scienc Tel: 012 420 3111	e5		- 100 100		ITEIT VAN SITY OF P ITHI YA P INCLASS, COM SITUATION OF AND	PRETORIA RETORIA BETORIA Monthly The State			
2020-02-28									
Mrs Lightning Pace Line 1 Line 2 Line 3 Line 4 Pretoria 0002									
PROOF OF REGISTRATION AS A STUDENT FOR THE YEAR 2020									
This is to certify that Mrs Lightning Paoe is a student at the University of Pretoria.									
National ID/ Paceport: 8411080078082									
Field of study: PGDIp (Public Health)									
Year of study: First Year									
Commencement of studies: 2020									
Minimum duration of studies (Years): 2	Code	Description		Crdts	Session	Language			
Total years enrolled at UP: 6	PHM 710	Learning in public health 710		10	UPON S IM	ENG			
Year of NSC examination: 2012									
Any changes to information contained in this document must be reported to the Student Administration Office of the Faculty without delay.									
Acquaint yourself with the contents of the General information and Regulations of the University, which is available on the website of the University.									
Please keep this document in a safe place. A fee will be levied for issuing an additional proof of registration.									
You are personally responsible for the correctness of the information stated in this document. Ledures may only be attended for the courses listed in this document.									
DIRECTOR: DIRECTOR: DEPARTMENT ENROLMENT AND STUE ADMINISTRATION Printed by U13010088 on 2020/02/28 08:44 AM	DENT								

ACCESS TO CLICKUP

Your access to clickUP will be available as soon as you have registered. Please note that you have to log in to the UP Student Portal to access clickUP.

https://clickup.up.ac.za/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 1_1