

HOW TO REGISTER FOR UPONLINE

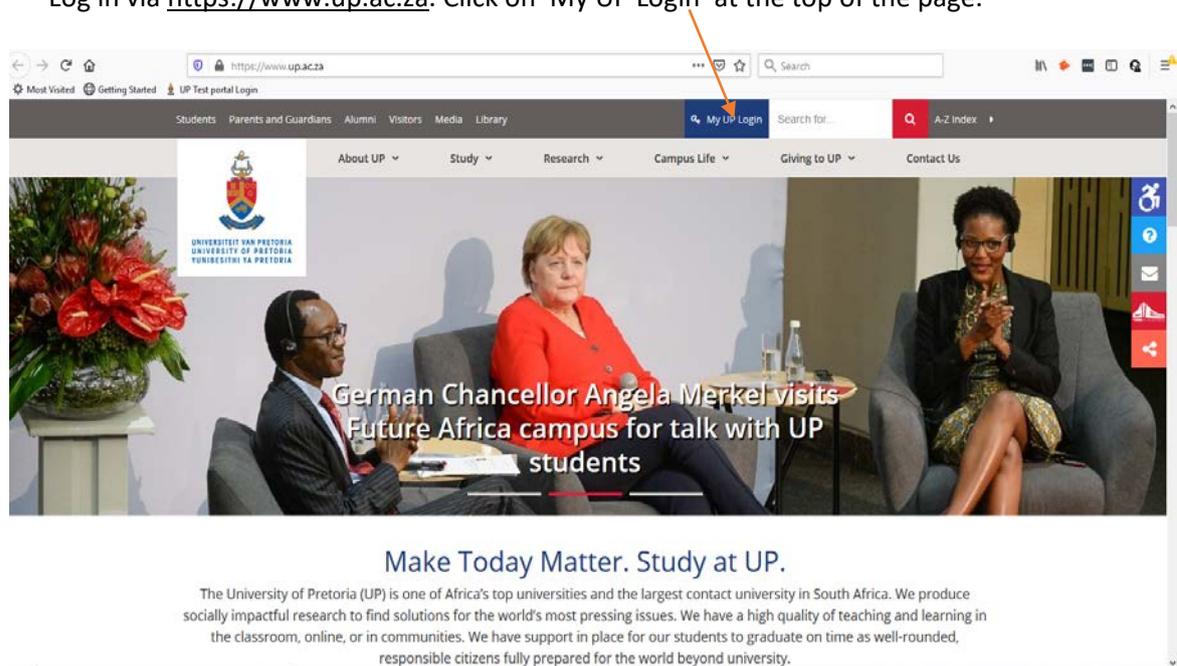
1 REGISTRATION

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.

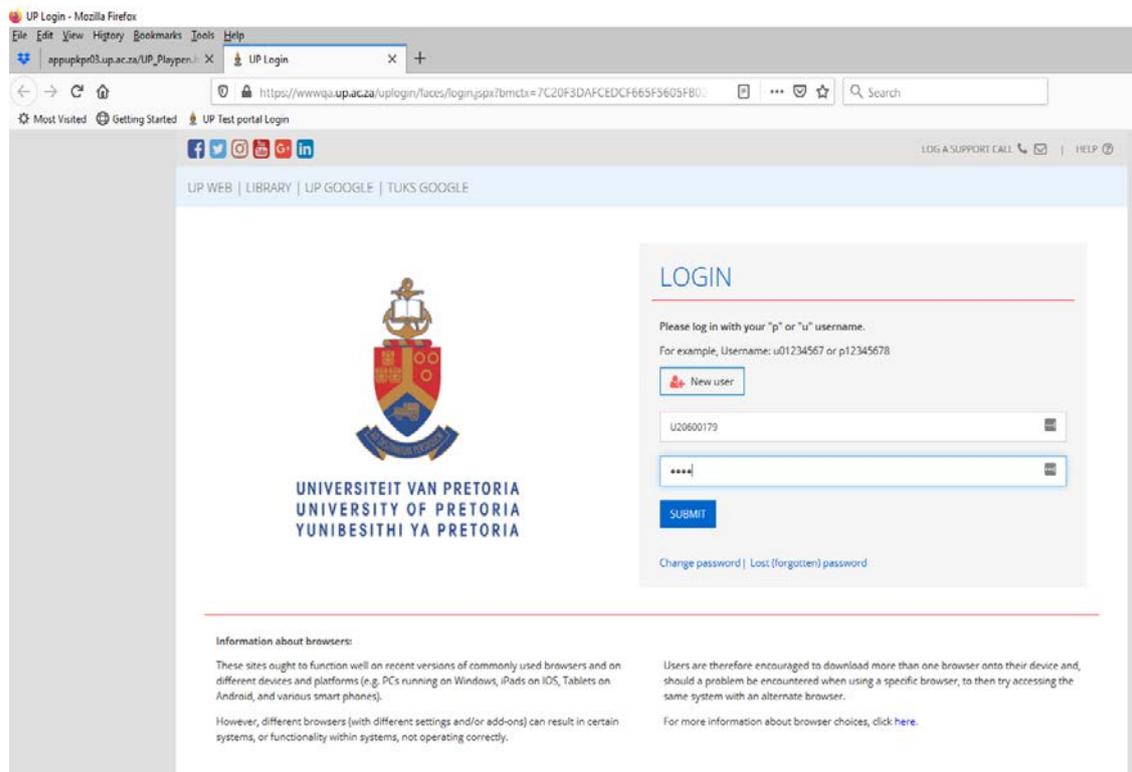
1.1 UP Student Portal login

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

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

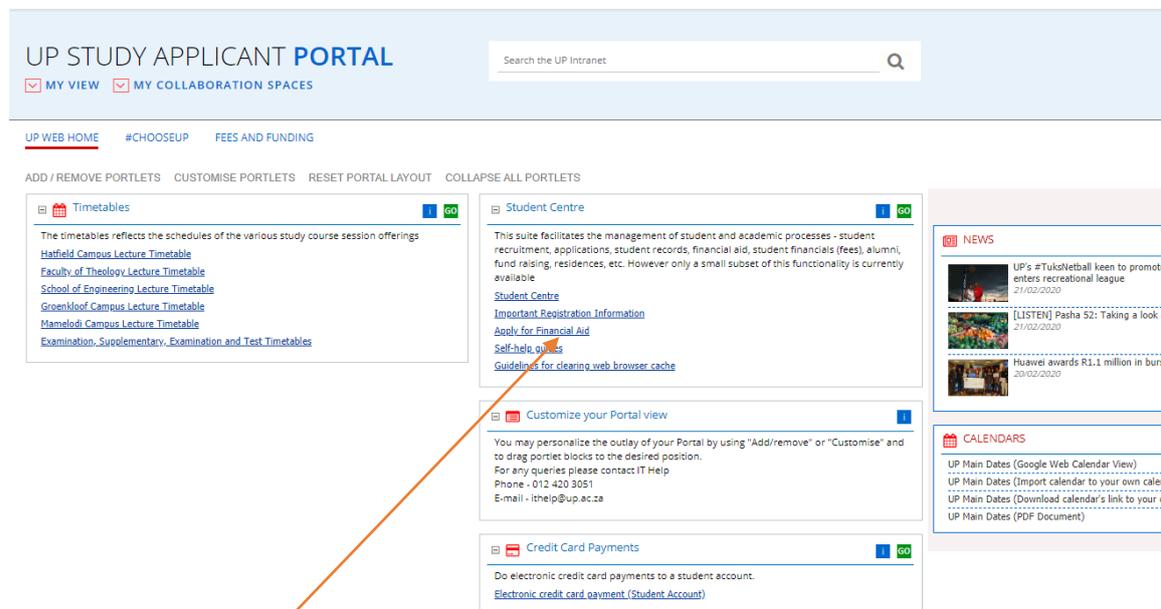


The following screen will appear:



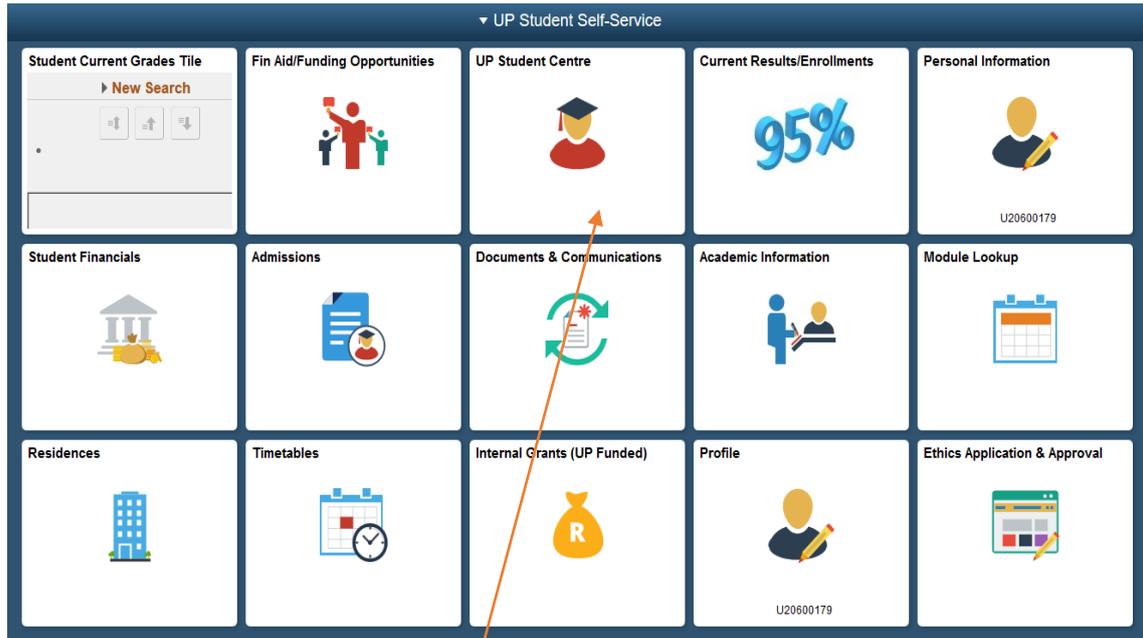
Insert the necessary details and submit.

The following screen will be displayed:



Select the Student Centre link.

The following landing page will be displayed:



Select the  tile and the following screen will be displayed in the Self Service component:

1.2 Student Centre – Self Service

[Favorites](#) > [Main Menu](#) > [UP Student Self-Service](#) > [UP Student Centre](#)

Welcome Mary Poppins (U20600179) to CSM Test (PSCSMTSA)

Mary Poppins ID 20600179

Academic Information

- Student Academic Readiness Survey Report
- [View Current Enrollment/Results](#)
- [Print Current Term Enrollments/Results](#)
- [Print/View Academic Record](#)
- [Registration/Module Changes](#)
- [Previous academic history/results](#)
- [Postgraduate Information](#)
- [Credit List](#)

Finances

Account

- [Student Finances](#)
- [Financial Aid](#)
- [View Financial Aid](#)
- [Apply for UP Financial Aid](#)
- [View historic Fee adjustment grant](#)

Admission

- [Admission Status](#)
- [Online Contract](#)
- [Capture External Tertiary Data](#)

Documents

- [Upload Supporting Documentation](#)

Holds

- Contr does not comply/leg req
- [details](#)

To Do List

- Contract outstanding
- [details](#)

Milestones

- No Milestones

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](#) > [UP Student Self-Service](#) > [UP Student Centre](#)

Welcome Mary Poppins (U20600179) to CSM Test (PSCSMTSA)

Mary Poppins ID 20600179

Academic Information

- Student Academic Readiness Survey Report
- [View Current Enrollment/Results](#)
- [Print Current Term Enrollments/Results](#)
- [Print/View Academic Record](#)
- [Registration/Module Changes](#)
- [Previous academic history/results](#)
- [Postgraduate Information](#)
- [Credit List](#)

Finances

Account

- [Student Finances](#)
- [Financial Aid](#)
- [View Financial Aid](#)
- [Apply for UP Financial Aid](#)
- [View historic Fee adjustment grant](#)

Admission

- [Admission Status](#)
- [Online Contract](#)
- [Capture External Tertiary Data](#)

Documents

- [Upload Supporting Documentation](#)

Holds

- Contr does not comply/leg req
- [details](#)

To Do List

- Contract outstanding
- [details](#)

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:

The screenshot shows a navigation bar with 'Favorites', 'Main Menu', 'UP Student Self-Service', and 'UP Student Centre'. A welcome message reads 'Welcome Mary Poppins (U20600179) to CSM Test (PSCS'. Below this, the student's name 'Mary Poppins' and ID '20600179' are displayed. A section titled 'Registration/Module Changes' for 'PGDip Public Health (10221019)' includes links for 'Print Proof of Registration' and 'Online Registration'. A yellow 'Return' button is located below this section.

Select the [Online Registration](#) 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 enquiries@online.up.ac.za.

1.3 Online registration

1.3.1 UP REGISTRATION: STATUS PAGE

The screenshot displays the 'UP Registration - Status Page' for 'Lightning Pace (13010086)'. It shows 'First Year - 2020 Academic Term' and 'PGDip Public Health'. A 'Transfer To:' dropdown menu is set to '1. Service Indicators' with a 'Go' button. Below this is an expanded 'Instructions' section stating that all steps must be completed for registration. A table lists the registration stages, with an orange arrow pointing to the 'Service Indicators' row. At the bottom, there are navigation buttons: '<< Previous', 'Return to Status Page', 'Next >>', and 'Return to Student Centre'.

	Page	Description	
1	Service Indicators	Check for service indicators blocking registration.	Not Started
2	Disclaimer	To continue, you must agree with the terms of the disclaimer.	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

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

1.3.1.1 Step 1: Service Indicators

Step 1: Service Indicators

Lightning Pace (13010086)
 First Year - 2020 Academic Term
 PGDip Public Health

Status: **In Progress**

[Refresh](#)

Transfer To:
 [Go](#)

Service Indicators Blocking Registration

Code	Reason	Reason
SS3	Contr does not comply/leg req	Contract outst/incomplete

Registration cannot continue until the above service indicators have been released. Please contact the applicable department as indicated below:

- INT - International Registrations - Contact UPOnline@up.ac.za
- MOU - Memorandum of Understanding outstanding - Contact UPOnline@up.ac.za
- RE1 - Financially Unsuitable for Registration: Contact UPOnline@up.ac.za
- RG1 - Contact Office of Registrar
- SAR - Complete academic Record outstanding: Upload document in UP Student Centre - refer to Online Registration Guide in UP Student Portal
- SC5 - Financially Unsuitable: Contact UPOnline@up.ac.za
- SDC - Degree Certificate outstanding: Upload document in UP Student Centre - refer to Online Registration Guide in UP Student Portal
- SPG - Admission test postgraduate: Contact UPOnline@up.ac.za
- SR1 - Dismissed: Contact UPOnline@up.ac.za
- SR2 - Excluded: Contact UPOnline@up.ac.za
- SR3 - Excluded: Contact UPOnline@up.ac.za
- SR4 - Dismissed - no appeal allowed. Contact UPOnline@up.ac.za
- SRR - Re-registration subject to Dean's approval. Contact UPOnline@up.ac.za
- SRS - Re-registration subject to Dean's approval (SCI). Contact UPOnline@up.ac.za
- SRT - Re-registration subject to Supervisor's approval (LAW). Contact UPOnline@up.ac.za
- SS1 - Library Materials outstanding: Contact the Library
- SS2 - International requirements: Contact UPOnline@up.ac.za
- SS3 - Contract does not comply with legal requirements: Download Contract in Student Service Centre and follow instructions
- SS4 - ID document outstanding: Upload document in UP Student Centre
- SS5 - Matric Certificate outstanding: Upload document in UP Student Centre
- SS6 - Suspended at other University: Contact UPOnline@up.ac.za
- SS7 - Suspended at UP: Contact UPOnline@up.ac.za
- SS8 - Entrance Requirements not met: Contact UPOnline@up.ac.za
- SS9 - Title not approved yet: Contact UPOnline@up.ac.za
- SSH - HESA certificate outstanding: Upload document in UP Student Centre

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

Lightning Pace (13010086)
 First Year - 2020 Academic Term
 PGDip Public Health

Status: **Completed**

[Refresh](#)

Transfer To:
 [Go](#)

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:

PGDip Public Health 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 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: 2020-02-28

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.

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 Details

Lightning Pace (13010086)
First Year - 2020 Academic Term
PGDip Public Health

Status: In Progress

Transfer To:

▼ 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:	<input style="width: 90%;" type="text" value="ZAF"/> South Africa	Copy from Address:	<input style="width: 90%;" type="text"/>
Address Line 1:	<input style="width: 90%;" type="text" value="Line 1"/>	<input style="width: 40px;" type="button" value="clear"/>	
Address Line 2:	<input style="width: 90%;" type="text" value="Line 2"/>		
Address Line 3:	<input style="width: 90%;" type="text" value="Line 3"/>		
Address Line 4:	<input style="width: 90%;" type="text" value="Line 4"/>		
City:	Pretoria	Postal Code:	0002
Province:	GT Gauteng	<input style="width: 100px;" type="button" value="select city / postcode"/>	

Address - Domicilium Citandi

Country:	<input style="width: 90%;" type="text" value="ZAF"/> South Africa	Copy from Address:	<input style="width: 90%;" type="text"/>
Address Line 1:	<input style="width: 90%;" type="text" value="Plot 23"/>	<input style="width: 40px;" type="button" value="clear"/>	
Address Line 2:	<input style="width: 90%;" type="text" value="Rondebosch"/>		
Address Line 3:	<input style="width: 90%;" type="text"/>		
Address Line 4:	<input style="width: 90%;" type="text"/>		
City:	Middelburg	Postal Code:	1055
Province:	MP Mpumalanga	<input style="width: 100px;" type="button" value="select city / postcode"/>	

Note that you can copy one address from another address

Address - Local

Country: Copy from Address:
 Address Line 1:
 Address Line 2:
 Address Line 3:
 Address Line 4:
 City: Post Code:
 State/Province:

Address - Work

Country: South Africa Copy from Address:
 Employer:
 Address Line 1:
 Address Line 2:
 Address Line 3:
 City: Post Code:
 Province:

Phone Numbers

Cell Phone:
 Home Phone:
 Work Phone:
 Fax:

Update information of person responsible for student account

First Name: Last Name:
 Fee Guarantor Email:
By updating this information I grant UP permission to send financial statements to the above. Please note that by updating the above, the financial sponsor as stated in the contract is not released from their obligation. To change your financial sponsor a new contract is required.

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

Step 4: Preferences

Lightning Pace (13010086)
 First Year - 2020 Academic Term
 PGDip Public Health

Status: In Progress

Transfer To:

Instructions (Click on triangle to expand/collapse)

Confirm your language preferences and the Campus you will attend.

Campus

Acad Prog		Acad Plan		Campus
MP200	PGDip	10221019	Public Health	Prinshof Campus

Languages

Home Language:

Language of Instruction:

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**.

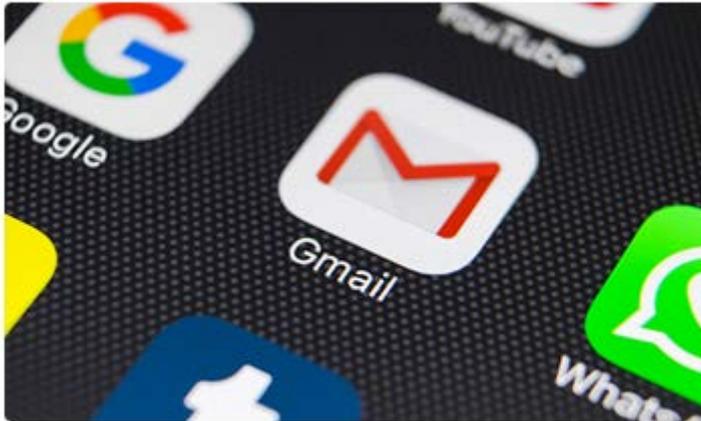
Gmail Acknowledgement [UP Gmail Information](#)

Work Information

Work Information:

It is very important for you to confirm the [Gmail Acknowledgement](#).

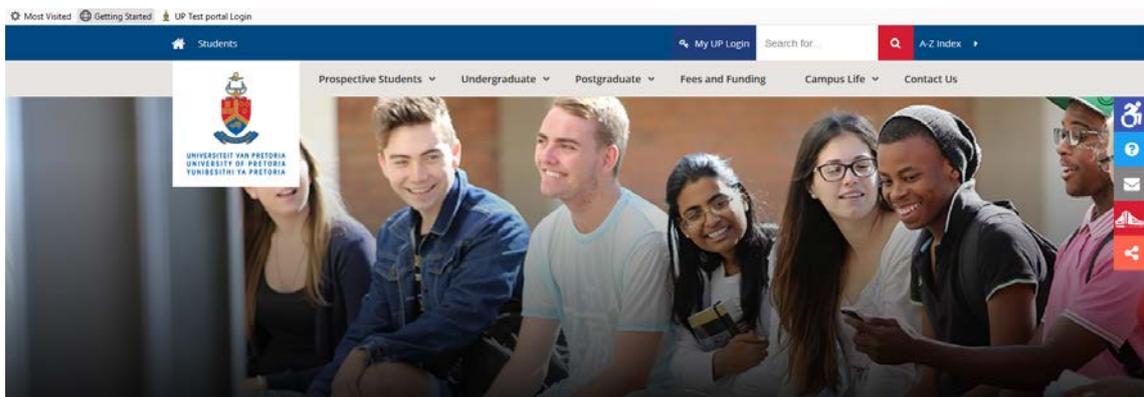
The [UP Gmail Information](#) link will take you to the UP Website where you must select the following tile, which will give you all the necessary information to set up a forwarding email address and ensure that you receive all emails from the University of Pretoria.



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.



UP Gmail Information

Students / UP Gmail Information

Access to additional services - with your UP TUKS account you have access to over 60 additional services for free (some of these services are restricted by the Administrator and may

1.3.1.5 Step 5: Course / Class Selection

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

Step 5: Course / Class Selection Status: In Progress

Lightning Pace (13010086) Refresh

First Year - 2020 Academic Term Transfer To:

PGDip Public Health Status Page Go

Instructions (Click on triangle to expand/collapse)

1. **NB!** You may only enroll for **one course** per session.
2. The **Fundamental** courses as displayed are compulsory and cannot be removed.
3. You must enroll in the available **Core** course as displayed.
4. Consult the Online Yearbook to see which courses will be available in each session.
5. Take care in selecting the correct **Class Selection** option if available.
6. 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. Only tick the **Extra/Non Degree Purposes** check box when the course is not for degree purposes.
8. 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.

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

Core/Fundamental Courses

	Enroll	Course	Req Type	Class Selection	Extra / Non-Degree Purposes	Maximum Units
1	<input type="checkbox"/>	PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinsl	<input type="checkbox"/>	10.00
2	<input type="checkbox"/>	SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof 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			0.00	Total Enrolled/Selected Units:
		0.00			0.00	0.00

Please note the links above and see the details below:

The [Special instructions](#) 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.

The screenshot shows a window titled "Special Instructions" with a "Help" link in the top right. The content is as follows:

Academic Program:	MP200	PGDip
Academic Plan:	10221019	Public Health
Effective Term:	2019	Total Units per Plan: 200

Academic Level: 1st Year	Minimum Units: 120	Maximum Units: 120
No special instructions.		

Academic Level: Final	Minimum Units: 123	Maximum Units:
No special instructions.		

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.

The screenshot shows a web browser displaying the University of Pretoria website. The URL is https://www.up.ac.za/yearbooks/2020/programmes/view/10221019. The page features a navigation menu with options like "Students", "Parents and Guardians", "Alumni", "Visitors", "Media", and "Library". A search bar and "My UP Login" button are also visible. The main content area shows a large image of a university building and a green lawn. Below the image, there is a "Yearbooks" dropdown menu set to "2020" and a "BACK" button. The breadcrumb trail reads "University of Pretoria / Yearbooks / 2020 / Programmes / 10221019". At the bottom, there is a "Yearbooks Home" link and the text "Programme: PGDip Public Health" with two PDF icons.

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

Step 5: Course / Class Selection Status: In Progress

Lightning Pace (13010086) Refresh
 First Year - 2020 Academic Term Transfer To:
 PGDip Public Health Status Page 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** option 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.

Special instructions [Yearbook information](#)

Core/Fundamental Courses

	Enroll	Course	Req Type	Class Selection	Extra / Non-Degree Purposes	Maximum Units
1	<input checked="" type="checkbox"/>	PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinsl	<input type="checkbox"/>	10.00
2	<input checked="" type="checkbox"/>	SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English	<input type="checkbox"/>	10.00

Total Core Units: 20.00 Total Fundamental Units: 0.00

Total Core Units: 20.00 Total Fundamental Units: 0.00 Total Elective Units: 0.00 Total Enrolled/Selected Units: 20.00

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.

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** option 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.

Special instructions [Yearbook information](#)

Enrolled Courses

	Drop Class Indicator	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	<input type="checkbox"/>	10.00
2		SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English	<input type="checkbox"/>	10.00

Enrolled Core Units: 20.00 Enrolled Fundamental Units: 0.00 Enrolled Elective Units: 0.00 Total Enrolled Units: 20.00

Total Core Units: 20.00 Total Fundamental Units: 0.00 Total Elective Units: 0.00 Total Enrolled/Selected Units: 20.00

Validation Messages	
Msg Type	Message
1 Error	Only one course allowed - please drop courses.

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

1. **NB!** You may only enroll for **one course** per session.
2. The **Fundamental** courses as displayed are compulsory and cannot be removed.
3. You must enroll in the available **Core** course as displayed.
4. Consult the Online Yearbook to see which courses will be available in each session.
5. Take care in selecting the correct **Class Selection** option if available.
6. 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. Only tick the **Extra/Non Degree Purposes** check box when the course is not for degree purposes.
8. 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.

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

Enrolled Courses

	Drop Class Indicator	Course	Req Type	Class Selection	Extra / Non-Degree Purposes	Maximum Units
1	<input checked="" type="checkbox"/>	PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinshof	<input type="checkbox"/>	10.00
2	<input type="checkbox"/>	SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English	<input type="checkbox"/>	10.00

Enrolled Core Units: 10.00 Enrolled Fundamental Units: 0.00 Enrolled Elective Units: 0.00 Total Enrolled Units: 10.00

Total Core Units: 10.00 Total Fundamental Units: 0.00 Total Elective Units: 0.00 Total Enrolled/Selected Units: 10.00

Validation Messages

Msg Type	Message
1 Error	Only one course allowed - please drop courses.

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

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

Core/Fundamental Courses

	Enroll	Course	Req Type	Class Selection	Extra / Non-Degree Purposes	Maximum Units
1	<input type="checkbox"/>	PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinshof	<input type="checkbox"/>	10.00
2	<input type="checkbox"/>	SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof 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

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

Lightning Pace (13010086)
 First Year - 2020 Academic Term
 PGDip Public Health

Status: In Progress

[Refresh](#)

Transfer To:
 [Go](#)

▼ 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

Course	Message
SCM 710	Requisites not met for Class, not enrolled.

Courses

SCM 710 - Social determinants of health 710

Units: 10.00 Extra / Non-Degree Purposes

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.

Page 17 of 22

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

Step 5: Course / Class Selection Status: Completed

Lightning Pace (13010086) Refresh

First Year - 2020 Academic Term Transfer To:

PGDip Public Health Status Page Go

▼ Instructions (Click on triangle to expand/collapse)

1. **NB!** You may only enroll for **one course** per session.
2. The **Fundamental** courses as displayed are compulsory and cannot be removed.
3. You must enroll in the available **Core** course as displayed.
4. Consult the Online Yearbook to see which courses will be available in each session.
5. Take care in selecting the correct **Class Selection** option if available.
6. 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. Only tick the **Extra/Non Degree Purposes** check box when the course is not for degree purposes.
8. 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.

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

Core/Fundamental Courses

	Enroll	Course	Req Type	Class Selection	Extra / Non-Degree Purposes	Maximum Units
1	<input checked="" type="checkbox"/>	PHM 710 - Learning in public health 710	Core	UPON Short Intake 1 - Jan-Mar - Prinsl	<input type="checkbox"/>	10.00
2	<input type="checkbox"/>	SCM 710 - Social determinants of health 710	Core	UPON Short Intake 4- Jul-Aug - Prinshof Campus - English	<input type="checkbox"/>	10.00
Total Core Units: 10.00 Total Fundamental Units: 0.00						

Total Core Units: 10.00 Total Fundamental Units: 0.00 Total Elective Units: 0.00 Total Enrolled/Selected Units: 10.00

1.3.1.6 Step 6: Enrollment Confirmation

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

Step 6: Enrollment Confirmation

Lightning Pace (13010086)
First Year - 2020 Academic Term
PGDip Public Health

Status: In Progress

Transfer To:

▼ 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

PHM 710 - Learning in public health 710

Units: 10.00 Extra / Non-Degree Purposes

Registration Type: Core Session: UPON Short Intake 1 - Jan-Mar

Campus: Prins Hof Campus Language: English

Message
<div style="display: flex; align-items: center;"> ✓ Enrollment Successfully Created </div>

[Prerequisites](#)

Total Enrolled Units: 10.00

Put proof of Registration here.

1.3.1.7 Step 7: Confirmation

The confirmation screen will now be displayed:

Step 7: Confirmation **Status: Completed**

Lightning Pace (13010086)
 First Year - 2020 Academic Term
 PGDip Public Health

Transfer To:
 Status Page

Enrollment Summary

✓ **PHM 710 - Learning in public health 710 (UPON Short Intake 1 - Jan-Mar / Prinshof)**

Confirmation

You have now been registered as a student for the module displayed above.

Your Proof of Registration will be downloaded when the button is selected. See an example below.

Should you have any enquiries regarding your registration please contact uponline@up.ac.za

Confirmation

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

Proof of registration will be sent to the following e-mail address: Pickmargaret@gmail.com.

If you have not received the proof of registration in two days' time, please contact uponline@up.ac.za

Print any information regarding this registration from your Student Center.

PROOF OF REGISTRATION

Student No: 13010086
 Our Ref: Faculty of Health Sciences
 Tel: 012 420 3111



UNIVERSITEIT VAN PRETORIA
 UNIVERSITY OF PRETORIA
 YUNIBESITHI YA PRETORIA
 University of Pretoria
 Private Bag 201, Hatfield, Pretoria 0002
 Tel: 012 420 3111 Fax: 012 420 3114
 http://www.up.ac.za

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 Pace is a student at the University of Pretoria.

National ID/ Passport: 8411080078082

Field of study: PGDip (Public Health)

Year of study: First Year

Commencement of studies: 2020

Minimum duration of studies (Years): 2

Total years enrolled at UP: 6

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. Lectures may only be attended for the courses listed in this document.

COURSES FOR WHICH STUDENT IS REGISTERED				
Code	Description	Credits	Session	Language
PHM 710	Learning in public health 710	10	UPON 3 Int	ENG

Dr C Myburgh
 DIRECTOR
 DEPARTMENT ENROLMENT AND STUDENT
 ADMINISTRATION

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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