



SIS CAMPUS SOLUTIONS

STUDENTS' HOW TO GUIDE

REGISTRATION AND PROOF OF REGISTRATION FOR NEW STUDENTS

CONTENTS

1. Introduction	4
2. How To Register as a New Student	5
3. Checking Your Account Balance And Making A Payment	32
4. How To View Your Timetable – New Students.....	43
5. How To Obtain Your Proof of Registration.....	48
6. How To Request Forms	54
7. Conclusion.....	60

TRAINING CONTENT – IMPORTANT NOTIFICATION

This training material's content is intended for general informational purposes for specific Oracle PeopleSoft transactions only.

This material may only be used and copied for DUT internal training purposes and may not be republished, nor may it be reverse engineered, translated, modified or used to make derivative information of materials without the express written permission of the applicable DUT delegated authority.

The training material has been developed within the planned timeframe of the implementation project and different environments (clients) were utilised to ensure that the material was completed within the timeframe.

Every endeavour has been made to keep the material generic in nature and have been prepared in a modular manner for easier plug-and-play for specific roles. Every effort has also been made to use dummy (mock) data to abide with all applicable legislation.

Users of the material are required to familiarise themselves with the latest DUT policies, processes, operating procedures, business rules and any regulations which might govern a specific process or function and have a responsibility to ensure that they are fully aware of the above that apply to them and their business.

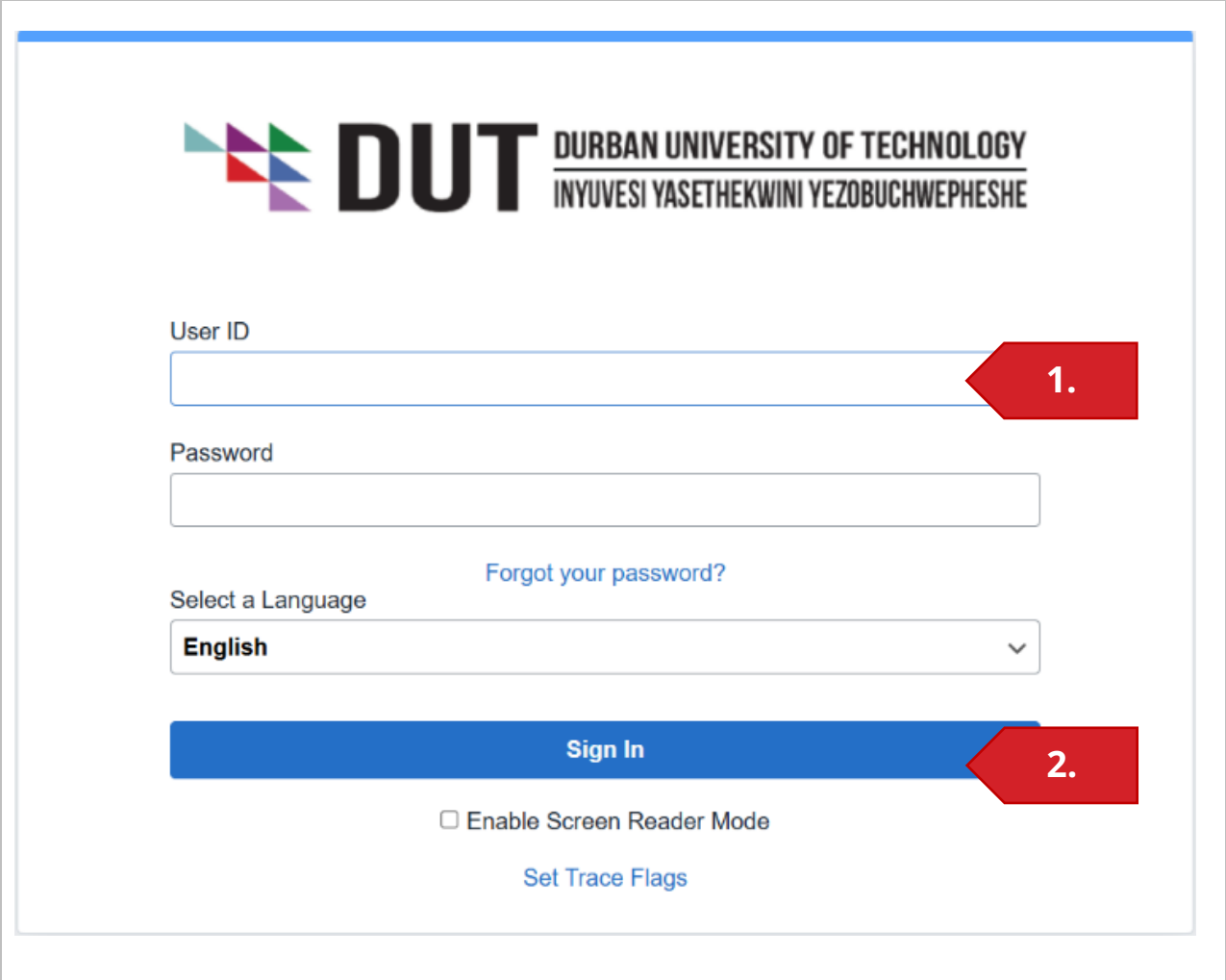
Whilst every effort has been made to ensure that the learning material is accurate, DUT take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained herein.

1. INTRODUCTION

Welcome to your step-by-step guide for navigating key academic registration processes using the **Oracle PeopleSoft Campus Solutions** system. This guide will help you manage your registration, view your timetable, access important documents—all in one place. Each section includes clear steps and screenshots to support you through every scenario, making your registration experience smoother.

2. HOW TO REGISTER AS A NEW STUDENT

This section of the guide outlines the registration process for **new students** using Oracle PeopleSoft Campus Solutions, providing clear instructions to assist you in completing your enrolment. Click on the hyperlink to access the [Student Self Service Portal](#).



DUT DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

User ID 1.

Password

[Forgot your password?](#)

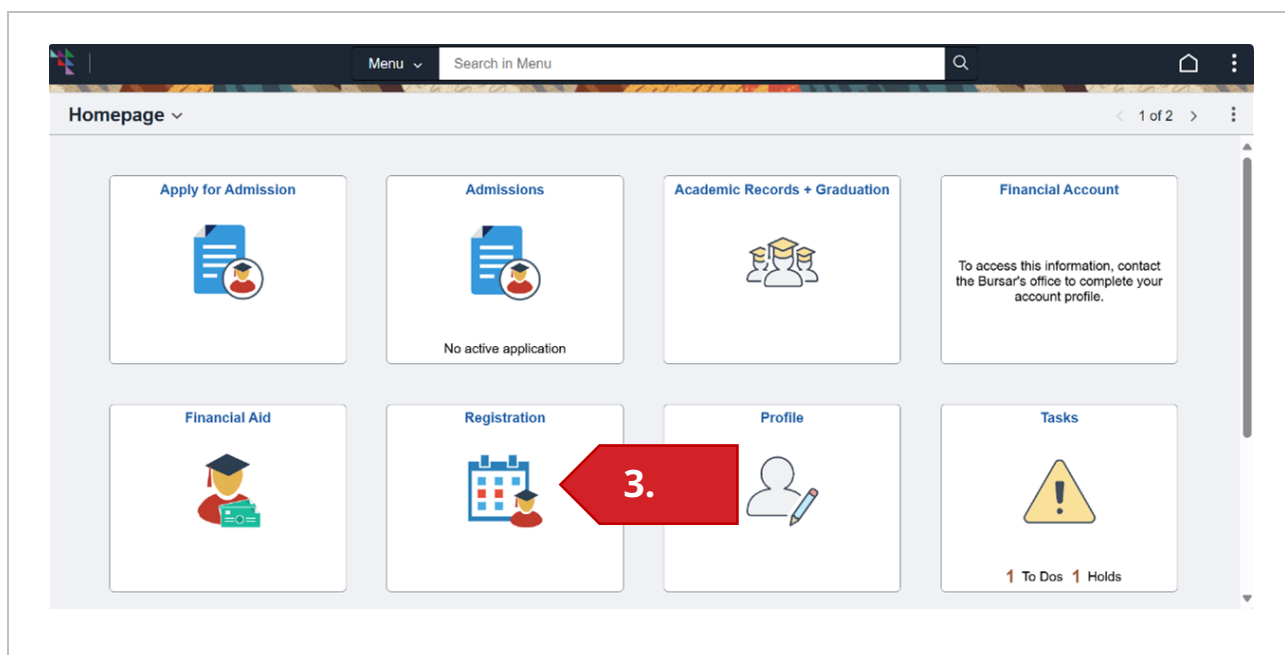
Select a Language
English


Sign In 2.

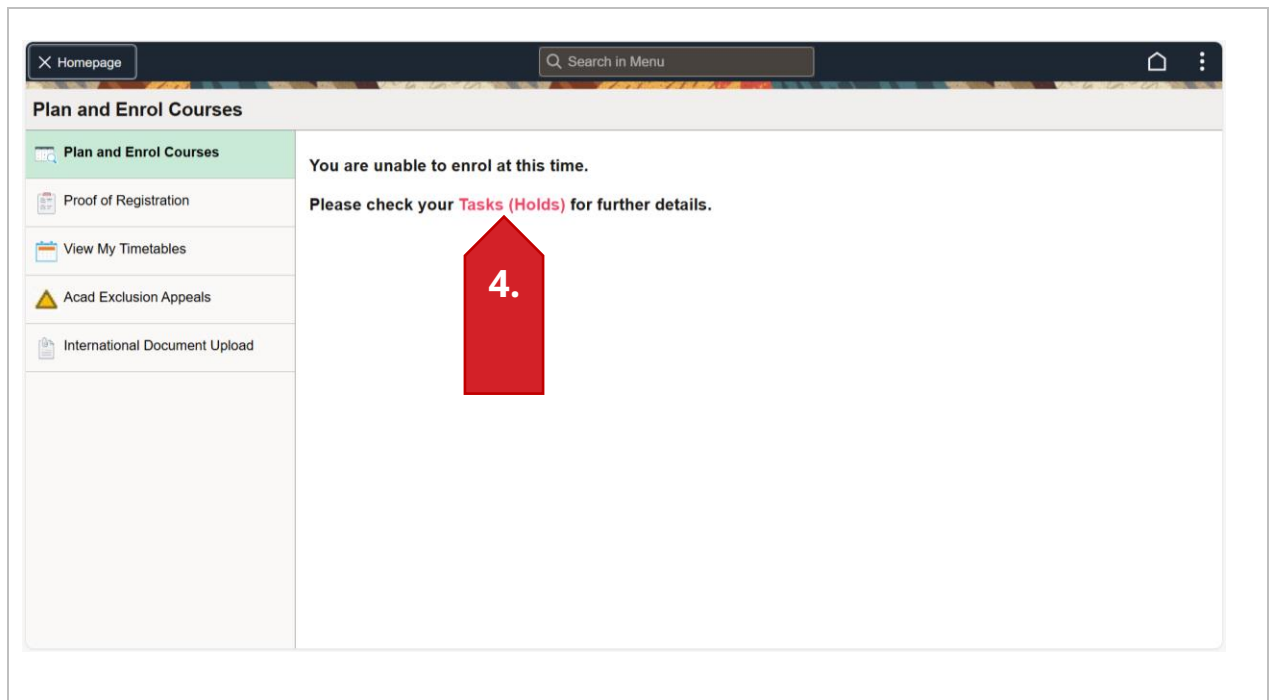
☐ Enable Screen Reader Mode


[Set Trace Flags](#)

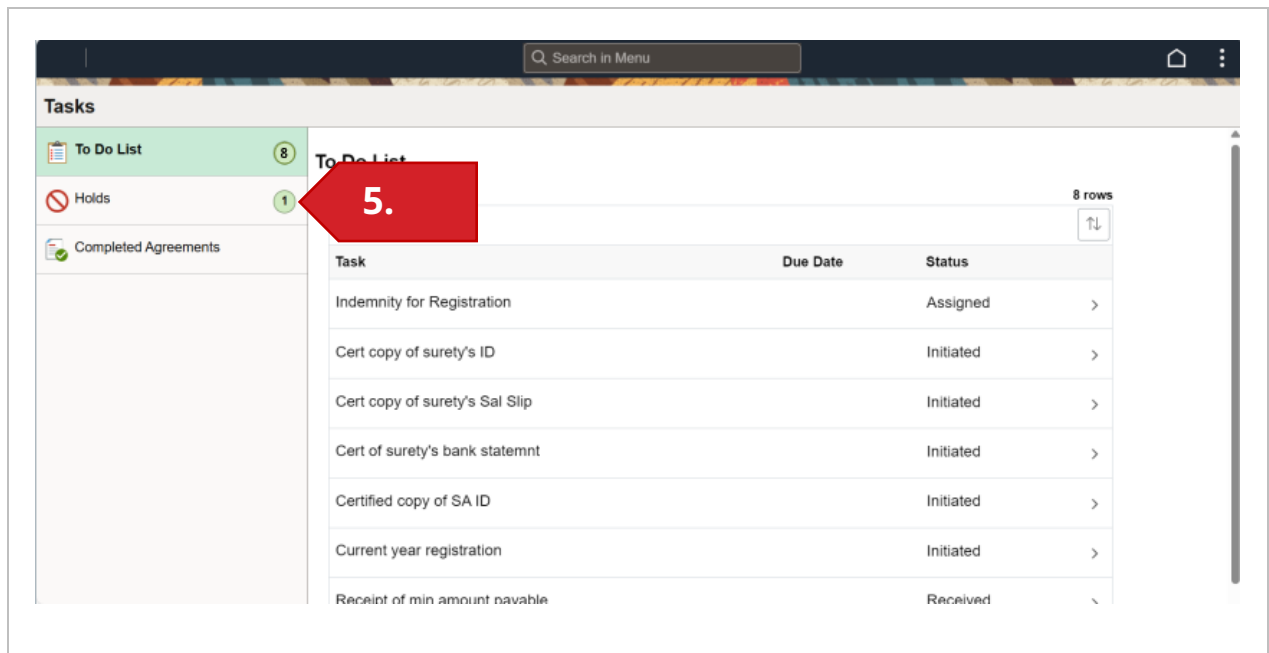
STEP NUMBER	ACTION
1.	Enter your User ID and Password . These are the credentials you received when completing your application.
2.	Click on the Sign In button.




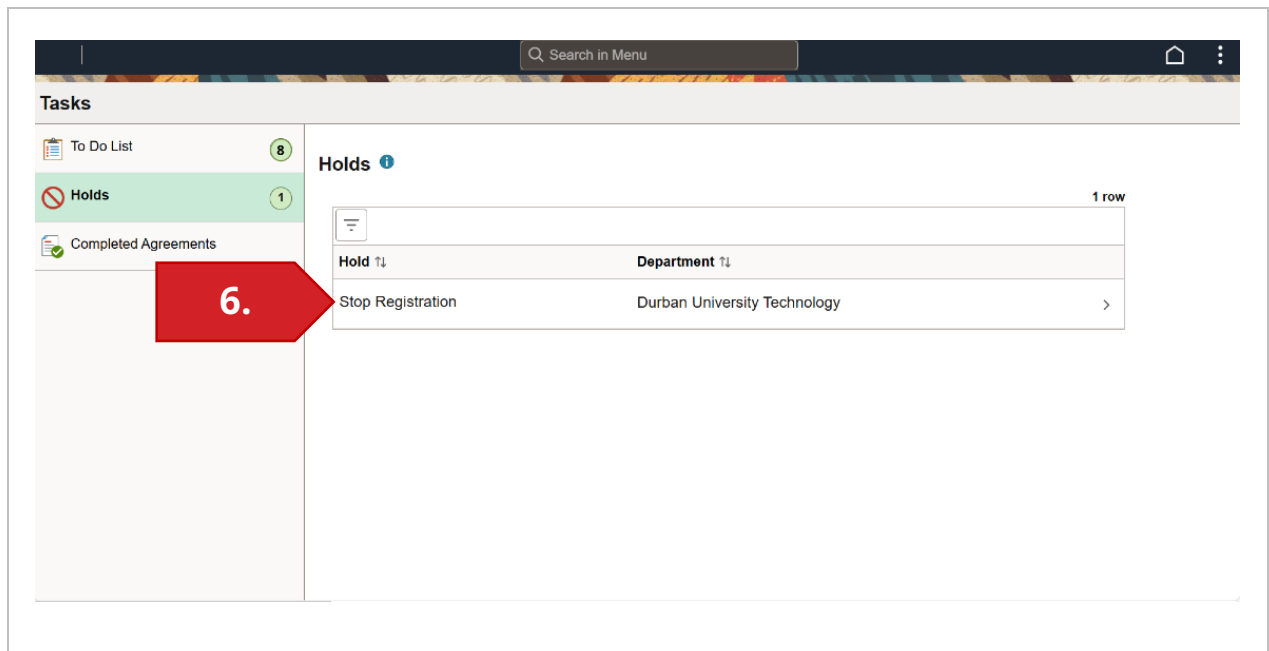
STEP NUMBER	ACTION
	<p>Note:</p> <p>The Homepage screen is displayed.</p>
3.	Click on the Registration tile to access the Plan and Enrol Courses page.




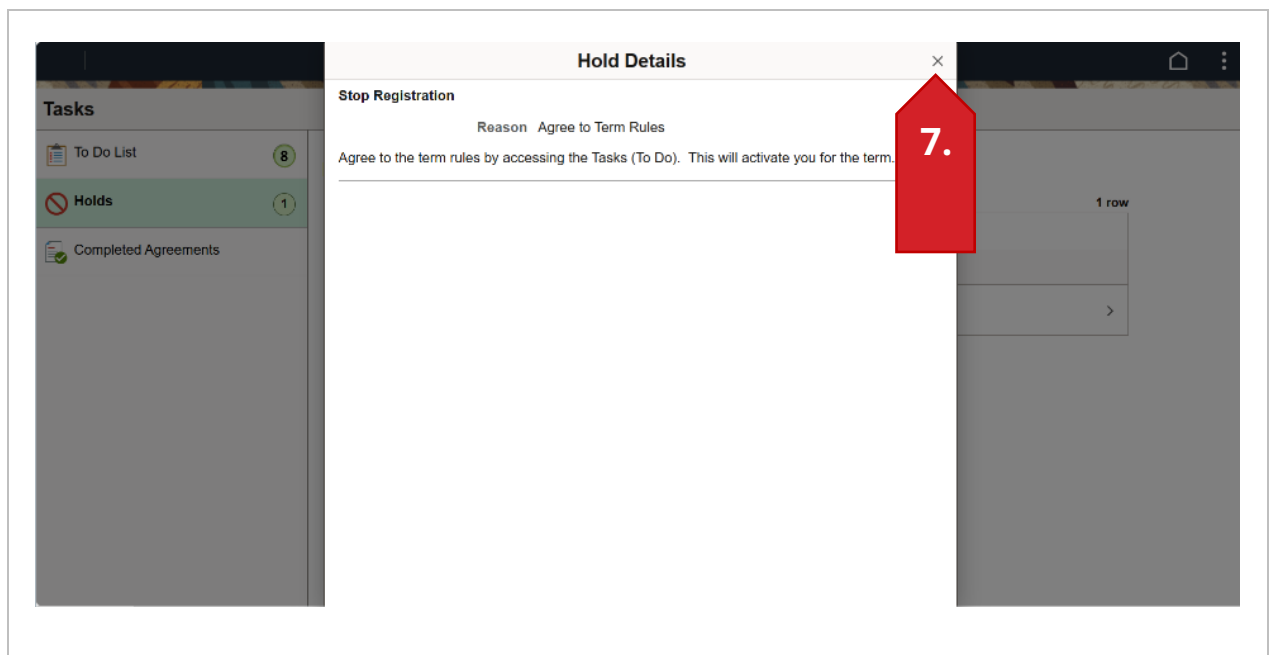
STEP NUMBER	ACTION
	<p>Note:</p> <p>The Plan and Enrol Courses screen is displayed, this screen may notify you that enrolment is not currently possible. You will need to review and complete any pending tasks listed in your To Do List before proceeding with enrolment.</p>
<p>4.</p>	<p>Click on the Task (Holds) link to access the Tasks page.</p>




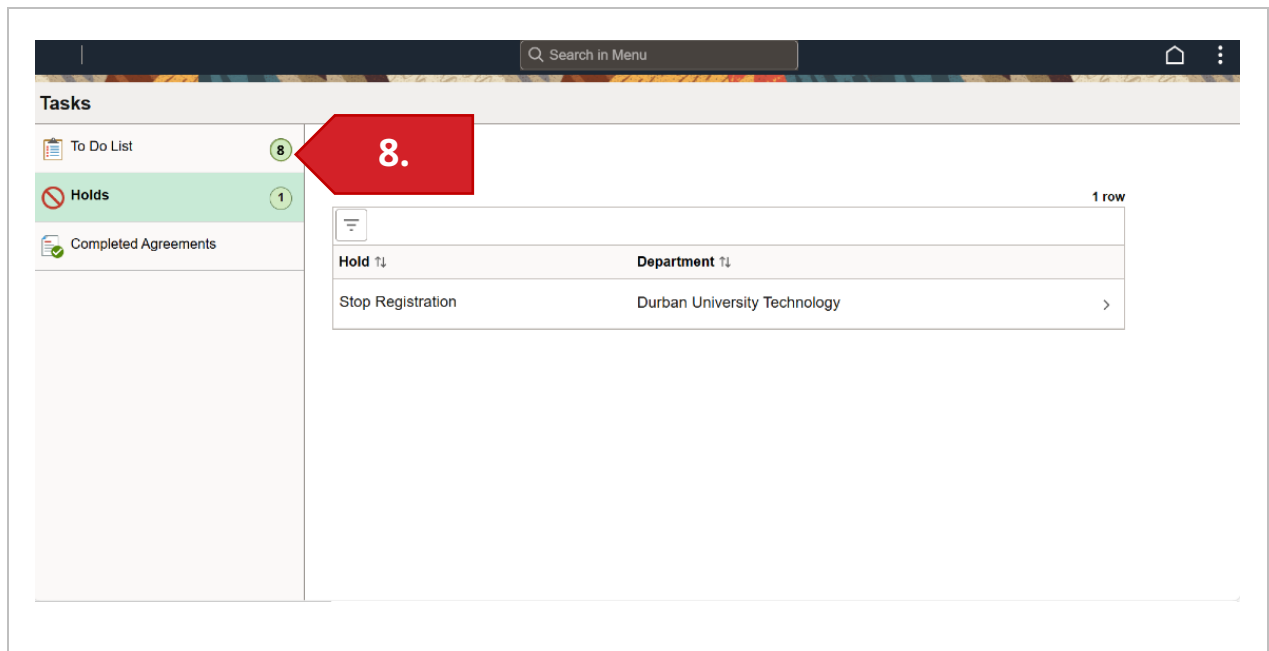
STEP NUMBER	ACTION
	<p>Note:</p> <p>The To Do List screen is displayed.</p>
5.	Click on the Holds tab to review or manage any restrictions placed on the account.



STEP NUMBER	ACTION
	<p>Note:</p> <p>The Holds screen is displayed.</p>
6.	Click on the relevant Hold in the Item list to select it.



STEP NUMBER	ACTION
	<p>Note:</p> <p>The Hold Details screen will pop-up, displaying the reason for the hold activation for the specified term.</p>
7.	Click on the Close button to return to the previous screen.



STEP NUMBER	ACTION
8.	Click on the To Do List tab to view any pending tasks or actions required.

Indemnity for Registration

11. [Next >](#)

10. [Read](#)

1 Agreement
Complete

2 Contact Details
Not Started

3 Addresses
Not Started

4 Emergency Contacts
Not Started

5 Term Activation
Not Started

Step 1 of 5: Agreement

Student Undertaking, Indemnity and Declaration for Registration



IMPORTANT NOTICE

1. First Time Undergraduate students who were NOT processed by the Central Application Office (CAO) will be liable for the late application payable to the CAO.
2. You are not a registered student of the Durban University of Technology until you have
 - 2.1. Paid the minimum fees required,
 - 2.2. Returned all documentation duly completed and signed (as required),
 - 2.3. Received written confirmation of your acceptance as a student to register at DUT.
 - 2.4. Concluded the registration process until a proof of registration is generated by the system
 - 2.5. Received an official student card from Protection Services

DECLARATION BY STUDENT

I, the undersigned Student, hereby declare, accept and agree to the following:

1. I understand and agree that upon registration I will attend the Durban University of Technology (hereafter referred to as the DUT) and undertake all activities at the DUT entirely at my own risk.
2. I hereby release, indemnify and absolve the DUT, its Council, its staff, its agents, representatives (and all persons for whom it is vicariously liable) from all liability in respect of any claim which I, my estate, my dependants or any other person may have, arising from loss or damage to property owned by me or in my possession or under my control or from bodily injury to me or my death regardless of the nature or cause of such loss, damage, injury or death and regardless of whether it is caused by the negligent act or omission of the DUT, its Council, its staff, its agents, representatives or other persons for whom it is vicariously liable. I understand the nature and extent of this release. However, in the event that the DUT is held to be liable to me, my estate, my dependants or any other person in respect of any claim arising as aforesaid, then I agree that such liability shall be limited to the extent to which such claim is covered and met by DUT's insurance policies
3. I shall at all times abide by and accept all the rules and regulations of the DUT currently in force and as amended from time to time, as

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Agreement screen is displayed. Use the vertical scroll bar to navigate down the page and review the details which must be carefully read and fully understood before proceeding.</p>
10.	Click on the Read button.
	<p>Note:</p> <p>Once you click the Read button, the Next button will appear, allowing you to proceed to the following step.</p>
11.	Click on the Next button to proceed to the following step of the Agreement.

Indemnity for Registration

Step 2 of 5: Contact Details

All official university communication will be sent to your preferred email address, which is automatically set to your **DUT4Life email**. Please make sure your DUT4Life email account is active and that you check it regularly for important updates and notifications. If you need to update your other contact details, you can do so on this page.


Email

Email	Type	Preferred
[+]		
	Personal	✓ >
	Campus	>
	Other	>

Phone

Phone	Type	Preferred
[+]		

13. Next >

STEP NUMBER	ACTION
	<p>Note:</p> <p>Use the vertical scroll bar to navigate down the page and review the details. All official university communication will be sent to your preferred email address.</p> <p>Once you have registered, an email will be sent to your preferred email confirming when your DUT4Life email address will be available. which is automatically set to your DUT4Life email. Please make sure that when your DUT4Life email account is active and that you check it regularly for important updates and notifications. All official university communication will be sent to your DUT4life email address. If you need to update your other contact details, you can do so on this page.</p>
12.	Click on the Confirm button.

13.

Click on the **Next** button to proceed to the following step of the Agreement.

Indemnity for Registration

15.

14.

Step 3 of 5: Addresses

Important Notice about Your Address Information

- **Physical (Domicilium/Legal) Address:** This must be your **actual physical location** — **do not enter a PO Box address**. This address is used for official correspondence and legal purposes.
- **Address While Studying (In-Term Address):** Enter your **current physical address** while studying at **DUT** (e.g., your residence or accommodation during the term).

Please ensure both addresses are kept **accurate and up to date** at all times.

Physical (Domicilium/Legal) Address


+

Address From

Current >

Home Address

No address defined

STEP NUMBER	ACTION
 <p>Note:</p> <p>Use the vertical scroll bar to navigate down the page and review the details.</p> <p>Please ensure both addresses are kept accurate and up to date at all times.</p> <ul style="list-style-type: none"> • Physical (Domicilium/Legal) Address: This must be your actual physical location — do not enter a PO Box address. This address is used for official correspondence and legal purposes. • Address While Studying (In-Term Address): Enter your current physical address while studying at DUT (e.g., your residence or accommodation during the term). 	
14.	Click on the Confirm button.

15.

Click on the **Next** button to proceed to the following step of the Agreement.

Indemnity for Registration

Step 4 of 5: Emergency Contacts

It is very important that your **Emergency Contact details** are accurate and current. In the event of an emergency, the university will use this information to reach your designated contact person quickly. Please review your emergency contact details regularly and update them immediately if there are any changes to your contact person's name, relationship, phone number, or address. Your safety and well-being is our priority — help us reach the right person when it matters most.


Contact	Phone	Preferred
Unspecified		✓

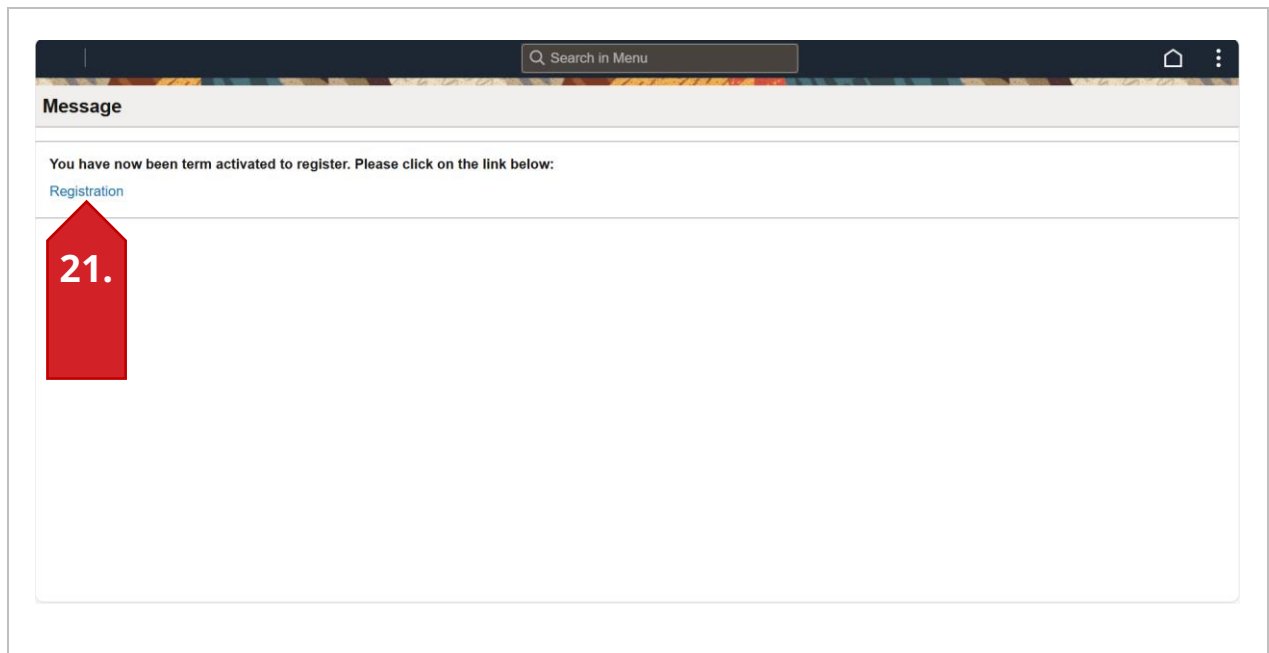
17. Next >



16. Confirm

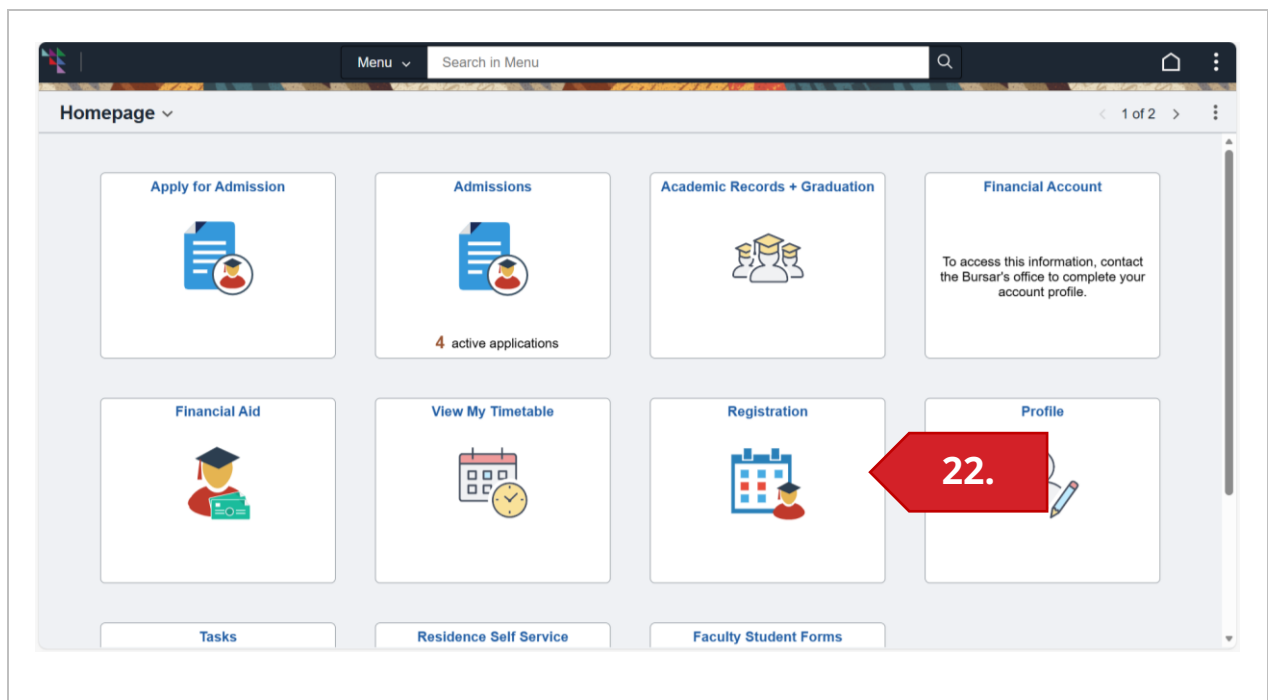
STEP NUMBER	ACTION
	<p>Note:</p> <p>It is very important that your Emergency Contact details are accurate and current. In the event of an emergency, the university will use this information to reach your designated contact person quickly. Please review your emergency contact details regularly and update them immediately if there are any changes to your contact person's name, relationship, phone number, or address.</p>
16.	Click on the Confirm button.
	<p>Note:</p> <p>Once you click the Confirm button, the Next button will appear, allowing you to proceed to the following step.</p>
17.	Click on the Next button to proceed to the following step of the Agreement.


The screenshot shows a web application titled "Indemnity for Registration". On the left is a sidebar with five steps: 1 Agreement Complete, 2 Contact Details Complete, 3 Addresses Complete, 4 Emergency Complete, and 5 Term Activation Visited. The main area contains the following fields: Empl ID, Term 2026, Academic Program Bachelor of Health, Academic Plan Emergency Medical Care, and Activity this year (a dropdown menu currently showing "Unemployed"). Below these fields are a link "Download Agreement for own Records", a checkbox "I Agree to the Terms and Conditions" which is checked, and a "Complete" button. Three red callout boxes with white numbers point to specific elements: 18 points to the "Activity this year" dropdown, 19 points to the "I Agree to the Terms and Conditions" checkbox, and 20 points to the "Complete" button.

STEP NUMBER	ACTION
18.	Click on the Activity this year dropdown list and select the relevant option.
19.	Click on the I Agree to the Terms and Conditions check box.
	Note: Click on the Download Agreement for Own Records link to save a copy of the agreement for your records. This step will open a new window where you can download and save a copy of the agreement. Afterward, you can navigate back to the previous screen to proceed
20.	Click on the Complete button.



STEP NUMBER	ACTION
	<p>Note:</p> <p>A Message screen is displayed, indicating that your term activation is complete, and you can now proceed with the registration process.</p>
21.	Click on the Registration link.
	<p>Note:</p> <p>This step will direct you back to the homepage, enabling you to proceed with the registration process.</p>



STEP NUMBER	ACTION
 <p>Note: The Homepage screen is displayed.</p>	
22.	Click on the Registration tile to access the Plan and Enrol Courses page.

[Homepage](#)

Plan and Enrol Courses

- Plan and Enrol Courses
- Proof of Registration
- View My Timetables
- Acad Exclusion Appeals
- International Document Upload

Program / Plan
Diploma Mgmt Sciences / Operations Management


Enrol

Expand All Collapse All

Planned (★) In Progress (💡) Satisfied (✔) Not Satisfied (✖)
Dropped (🌀) Exempted (🏆) Transferred (↔) Course List Not Satisfied (⚠)

Classes Available in Current Term

DIMOR1: Year 1		Total Courses Required: 10 Completed: 0%		Collapse	
DIMOR1: Semester 1		Total Courses Required: 5 Completed: 0%			
CSTN 101: Cornerstone 101	Compulsory	12.00	0.100	2026	★
and EVST 101: Environmental Sustainability	Compulsory	8.00	0.067	2026	★

STEP NUMBER	ACTION
 Note: The Plan and Enrol Courses screen is displayed.	
23.	Click and drag the vertical scroll bar down to navigate through the page.
24.	Click on the Enrol button.

[Homepage](#)

Search in Menu

Enrol Courses

Plan and Enrol Courses

Proof of Registration

View My Timetables

Acad Exclusion Appeals

International Document Upload

Please select a class for each course listed below. Once all have been selected, select the button to register for the courses. Contact your Department if you have any questions.

Submit Enrolment

Cancel

Group

▼

25.

Course

Qualification DIMOR1 Level1

Classes Available

Selected Class

26.

10 rows

CSTN 101: Communication	2026 Semester 1	Classes available	
EVST 101: Environmental Sustainability	2026 Semester 1	Classes available	
ITRB 101: Introduction To Business	2026 Semester 1	Classes available	
QAPM 101: Quantit Approaches To Mgnt Sc	2026 Semester 1	Classes available	
ALWR 101: Acad Lit &Writin Skill/Ac Prac	2026 Semester 2	Classes available	
FNLT 101: Financial Literacy	2026 Semester 2	Classes available	
LWLF 101: Law For Life	2026 Semester 2	Classes available	

STEP NUMBER	ACTION
	Note: The Enrol Courses screen is displayed, listing all available courses from which you can select a class.
25.	Click on the drop-down list button in the Group field.
26.	Click on the relevant Group in the Item list to select it, in this guide we will be selecting Qualification DIMOR1 Level1 .

22

Course Information
Search in Menu

Plan and Enrol Courses

- Plan and Enrol Courses
- Proof of Registration
- View My Timetables
- Acad Exclusion Appeals
- International Document Upload

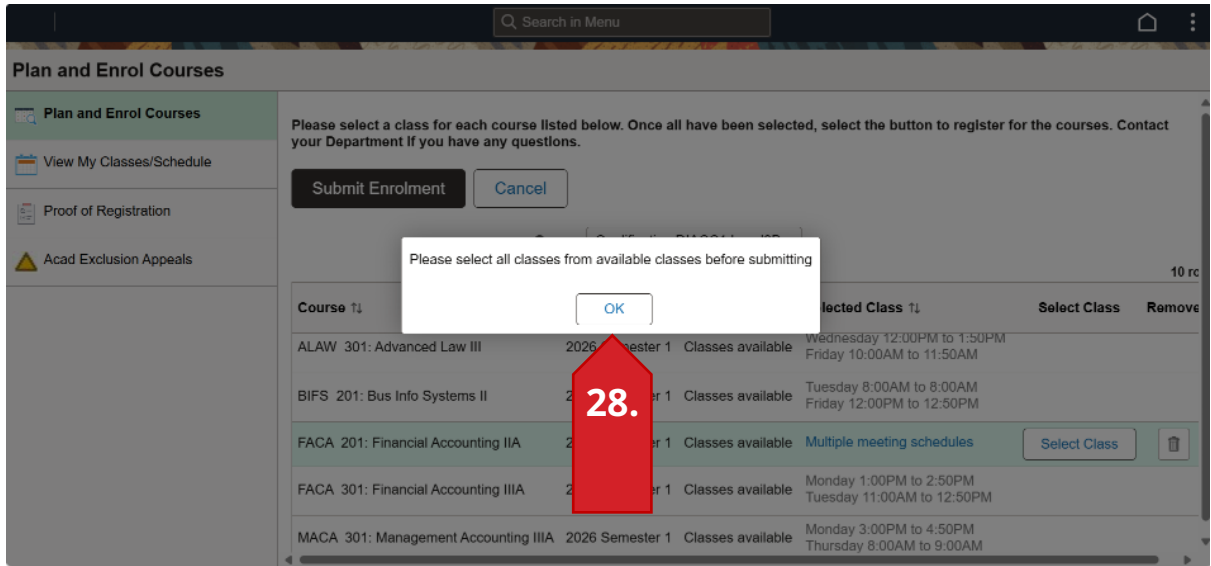
Please select a class for each course listed below. Once all have been selected, select the button to register for the courses. Contact your Department if you have any questions.


Submit Enrolment
Cancel

Group
Qualification DIMOR1 Level1

Course	Term/Session	Classes Available	Selected Class	Select Class	Re
CSTN 101: Introduction To Business	2026 Semester 1	Classes available	Monday 8:00AM to 9:50AM		
EVST 101: Environmental Sustainability	2026 Semester 1	Classes available	Wednesday 11:00AM to 11:50AM		
ITRB 101: Introduction To Business	2026 Semester 1	Classes available	Thursday 2:00PM to 2:50PM		
QAPM 101: Quantit Approaches To Mgnt Sc	2026 Semester 1	Classes available	Wednesday 8:00AM to 8:50AM		
ALWR 101: Acad Lit &Writin Skill/Ac Prac	2026 Semester 2	Classes available	Wednesday 1:00PM to 2:50PM	Select Class	
FNLT 101: Financial Literacy	2026 Semester 2	Classes available	Wednesday 2:00PM to 2:50PM		

STEP NUMBER	ACTION
27.	Click on the Submit Enrolment button.



STEP NUMBER	ACTION
	<p>Note:</p> <p>A pop-up message might be displayed, indicating that it is necessary to select all courses from the available class options prior to submission.</p>
28.	Click the OK button to proceed.

Manage Classes

Search in Menu

Enrol Courses

Plan and Enrol Courses

Proof of Registration

View My Timetables

Acad Exclusion Appeals

International Document Upload

34.


Submit Enrolment

Cancel

Group

10 rows

Course	Term/Session	Classes Available	Selected Class
CSTN 101: Cornerstone 101	2026 Semester 1	Enrolled	Wednesday 3:00PM to 4:50PM
EVST 101: Environmental Sustainability	2026 Semester 1	Enrolled	Thursday 10:00AM to 10:50AM Tuesday 11:00AM to 11:50AM
ITBL 101: Introduction To Business Law	2026 Semester 1	Enrolled	Thursday 5:00PM to 8:00PM Tuesday 1:00PM to 1:50PM
ITRB 101: Introduction To Business	2026 Semester 1	Enrolled	Wednesday 2:00PM to 2:50PM Thursday 2:00PM to 2:50PM
QAPM 101: Quantit Approaches To Mgmt Sc	2026 Semester 1	Enrolled	Thursday 1:00PM to 1:50PM
ALWR 101: Acad Lit & Writin Skill/Ac Prac	2026 Semester 2	Enrolled	Monday 12:00PM to 12:50PM
BCIN 101: Business Comm & Info Literacy	2026 Semester 2	Enrolled	Tuesday 5:00PM to 7:00PM Thursday 8:00AM to 8:50AM

STEP NUMBER	ACTION
 Note: The status of the classes has been updated from Classes Available to Enrolled .	
34.	Click on the Plan and Enrol Courses tab.

30

Manage Classes

Search in Menu

Plan and Enrol Courses

Plan and Enrol Courses

Proof of Registration

View My Timetables

Acad Exclusion Appeals

International Document Upload

Program / Plan

Diploma Mgmt Sciences / Operations Management

Enrol

Expand All Collapse All

Planned (★)

In Progress (◆)

Satisfied (✓)

Not Satisfied (✗)

Dropped (⊗)

Exempted (Ⓢ)

Transferred (↔)

Course List Not Satisfied (⚠)

Classes Available in Current Term

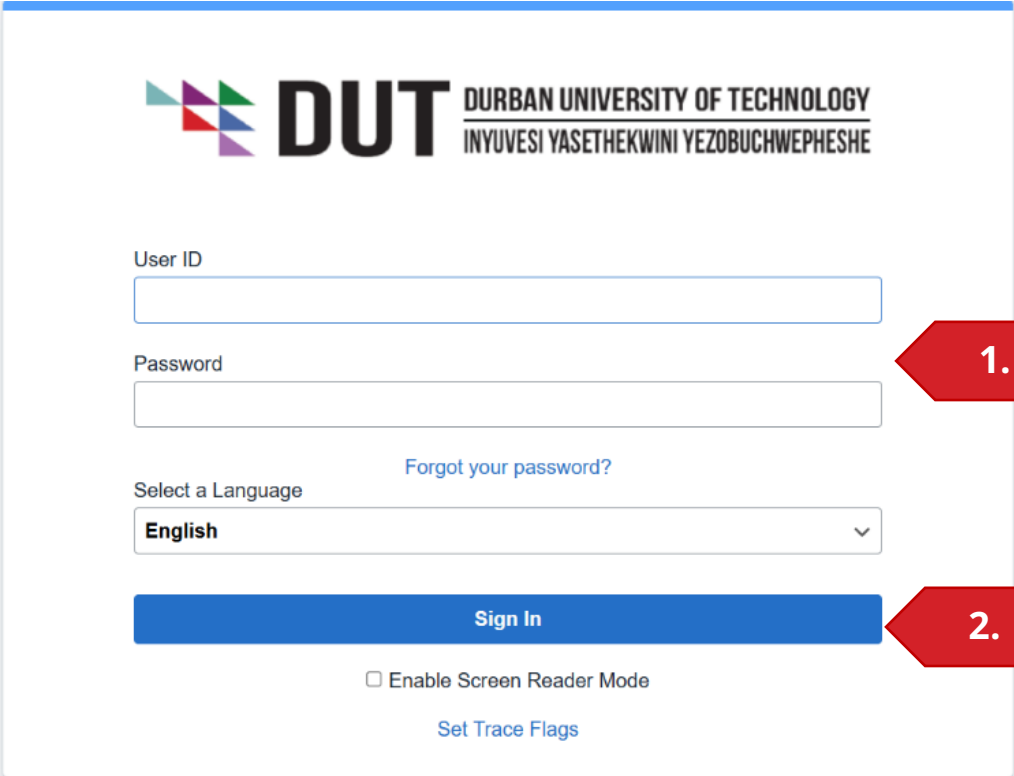
DIMOR1: Year 1		Total Courses Required: 10 Completed: 0%		Collapse	
DIMOR1: Semester 1		Total Courses Required: 5 Completed: 0%			
CSTN 101: Cornerstone 101	Compulsory	12.00	0.100	2026	◆
and EVST 101: Environmental Sustainability	Compulsory	8.00	0.067	2026	◆

35.

STEP NUMBER	ACTION
35.	Click and drag the vertical scroll bar down to navigate through the page.

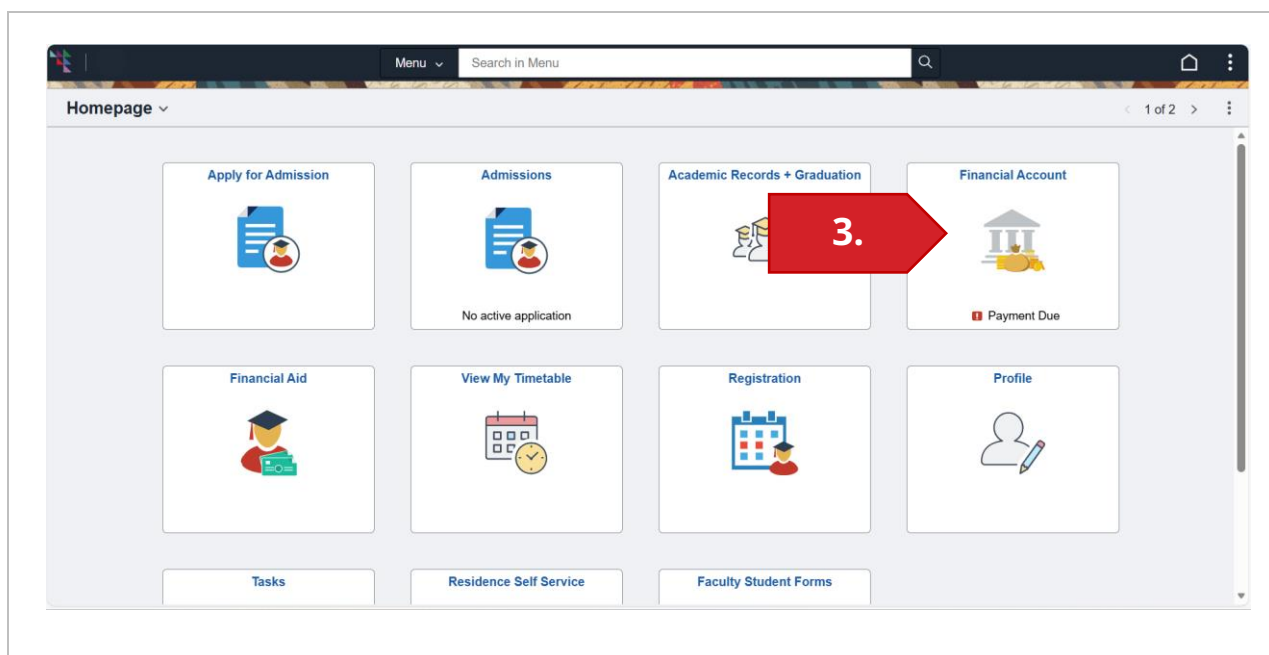
3. CHECKING YOUR ACCOUNT BALANCE AND MAKING A PAYMENT


Managing your account is simple and secure. This section guides you through the steps to view your current balance and complete a payment quickly, ensuring your account stays up to date without any hassle.



The screenshot shows the login interface for the Durban University of Technology (DUT). At the top is the DUT logo and name in English and Zulu. Below this are input fields for 'User ID' and 'Password'. A red arrow labeled '1.' points to these fields. Below the password field is a link for 'Forgot your password?'. A language selection dropdown is set to 'English'. A large blue 'Sign In' button is highlighted with a red arrow labeled '2.'. At the bottom, there are links for 'Enable Screen Reader Mode' and 'Set Trace Flags'.

STEP NUMBER	ACTION
1.	Enter your User ID and Password .
2.	Click on the Sign In button.



STEP NUMBER	ACTION
	<p>Note:</p> <p>The Homepage screen is displayed.</p>
<p>3.</p>	<p>Click on the Financial Account tile to access the Account Balance page.</p>

X Homepage
Search in Menu


Account Balance

Account Balance
Due Now 131.00
Currency used is Rand

What I Owe

	Charges & Deposits	Pending Financial Aid	Total Due
Student Online Payment	26,581.00	0.00	26,581.00
Payment History			
Current Year Payment Plan			
Prior Year Payment Plan			
Student Refund			
Total	26,581.00	0.00	26,581.00

Currency used is Rand

STEP NUMBER	ACTION
 <p>Note:</p> <p>The Account Balance screen is displayed.</p>	
4.	Click on the Student Online Payment tab to access the DUT Student Online Credit Card Payment page.

The screenshot shows a web application for student payments. On the left, a sidebar lists various options: Account Balance, Student Online Payment (highlighted), Payment History, Current Year Payment Plan, Prior Year Payment Plan, and Student Refund. The main area is titled 'Student Online Credit Card Payment'. It features a 'Terms and Conditions' link, an 'I Agree' checkbox (marked with a red arrow and '5.'), and an 'Amount to be Paid (ZAR)' input field showing '0.00' (marked with a red arrow and '6.'). A 'Pay' button is positioned below the input field.

STEP NUMBER	ACTION
	<p>Note:</p> <p>You may click the Terms and Conditions link first to carefully read and understand the information provided before continuing with the process. This ensures that you are fully aware of the terms you are agreeing to.</p>
5.	Click on the I agree checkbox to enabled.
	<p>Note:</p> <p>Click and drag the 0.00 value in the Amount to be Paid (ZAR) field to highlight.</p>
6.	Enter the relevant Amount in the Amount to be Paid (ZAR) field.

Homepage
Search in Menu

Student Online Payment

Account Balance
Due Now 201.00
Currency used is Rand

Student Online Payment

Payment History

Current Year Payment Plan

Prior Year Payment Plan

Student Refund

Student Online Credit Card Payment


[Terms and Conditions](#)
I Agree ☒

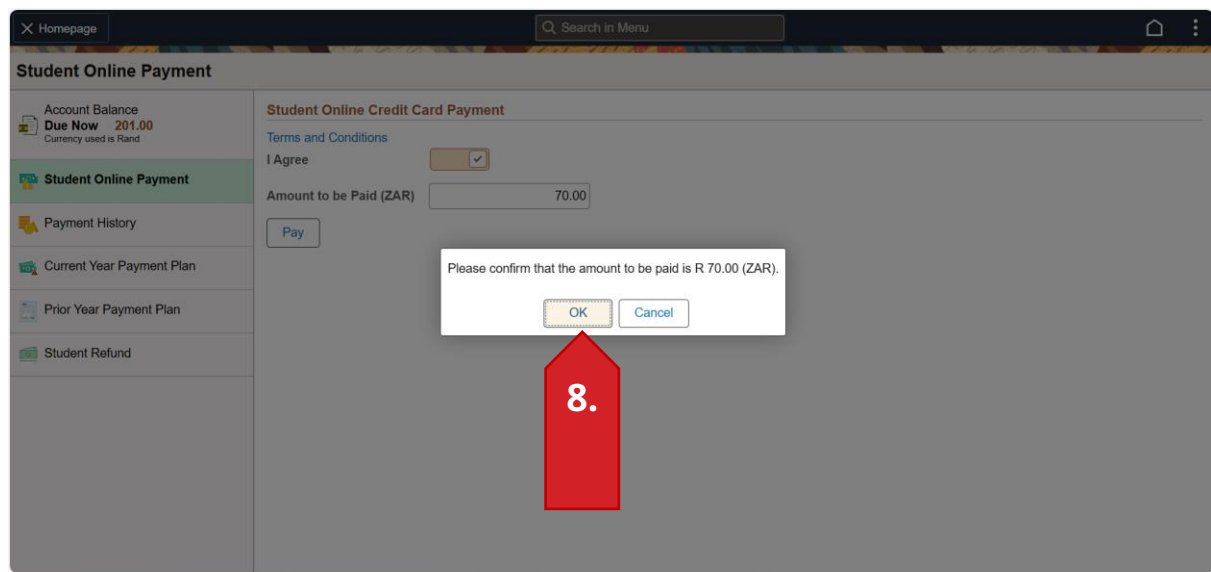
Amount to be Paid (ZAR)


Pay

7.

javascript:submitAction_win6(document.win6,'DU_PG_TRANS_WRK_POST_P...

STEP NUMBER	ACTION
 <p>Note:</p> <p>The Pay button, which was previously inactive (greyed out), will now become active and ready for selection.</p>	
7.	Click on the Pay button to proceed with the payment process.



STEP NUMBER	ACTION
	<p>Note:</p> <p>A confirmation message will display the amount to be paid, allowing users to verify the details and ensure accuracy before completing the payment.</p>
8.	Click on the OK button to confirm the amount.

Merchant: DUT Test Account
Reference: DUTPG000000000000450
Transaction Date: Thu, 13 Nov 2025 06:18:28 +0200
Amount: R 70.00 (ZAR)

Card Holder
Enter your name

Card Number
Enter Card number

Expiry Date
01 2025

CVV Digits

☐ I've read and accept the Terms & Conditions

By continuing I hereby give permission for DPO Group and any Third Party commissioned by DPO Group to use Personal Information provided for the sole purpose of processing the requested transaction and conducting necessary fraud and risk screening.

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Card Payment details will be displayed for you to enter your bank account details.</p>
9.	Enter the relevant Card Holder's Name in the Card Holder field.
10.	Enter the relevant Card Number in the Card Number field.
11.	Click on the relevant Expiry Date (Month and Year) field.
12.	Enter the relevant CVV Digits in the CVV Digits field.
	<p>Note:</p> <p>Ensure that all card payment details are thoroughly reviewed and verified for accuracy before proceeding with the transaction.</p>

	It is recommended to click the Terms and Conditions link to review the details and ensure you understand the terms before continuing.
13.	Click on the I've read and accept the Terms and Conditions checkbox to proceed.
14.	Click and drag the vertical scroll bar down to view the details of your confirmed payment transaction.

The screenshot shows a payment form for payfast by network. The form includes fields for Card Number (4000000000000002), Expiry Date (01/2026), and CVV Digits (999). A checkbox indicates that the user has read and accepted the Terms & Conditions. A dark blue box contains a disclaimer: "By continuing I hereby give permission for DPO Group and any Third Party commissioned by DPO Group to use Personal Information provided for the sole purpose of processing the requested transaction and conducting necessary fraud and risk screening." At the bottom, there are "Back" and "Next" buttons. A red arrow points to the "Next" button, with the number "15." next to it, indicating the current step in the process.

STEP NUMBER	ACTION
15.	Click on the Next button.

This is a simulated transaction

Personal Message: Transaction will be approved

Merchant: Test Merchant

Amount: 70.00 ZAR


Card Number: 400000xxxxxx0002

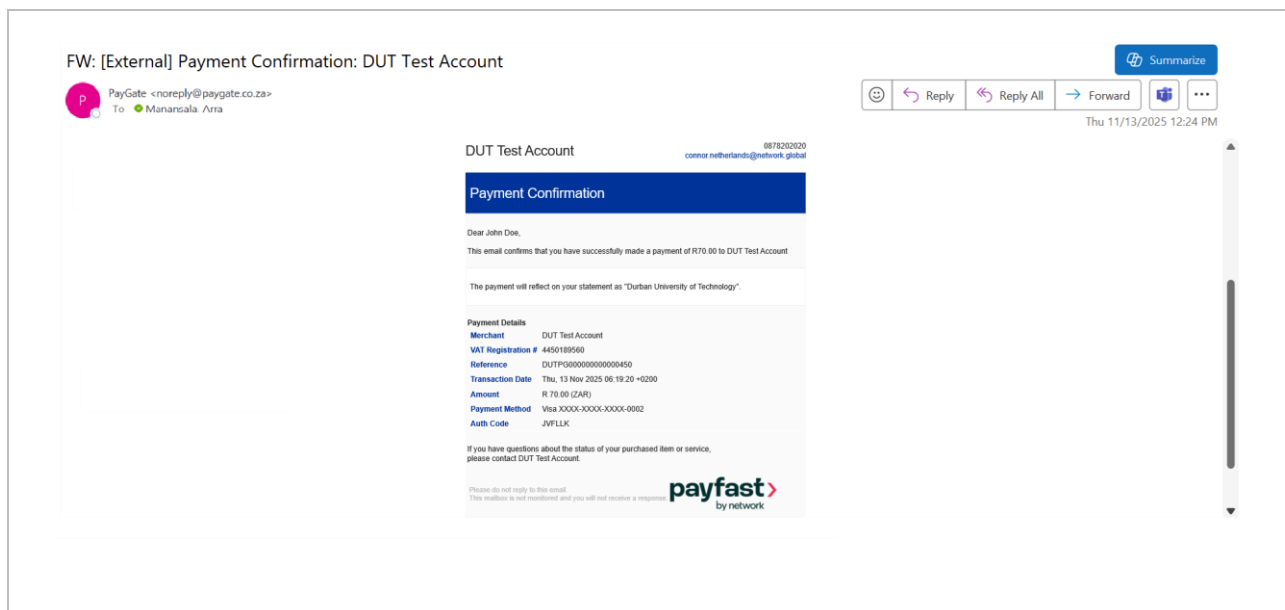
User Name: Test User


Password: ****

Submit

16.

STEP NUMBER	ACTION
	<p>Note:</p> <p>The transaction is presented and ready for you to submit.</p>
16.	Click on the Submit button.



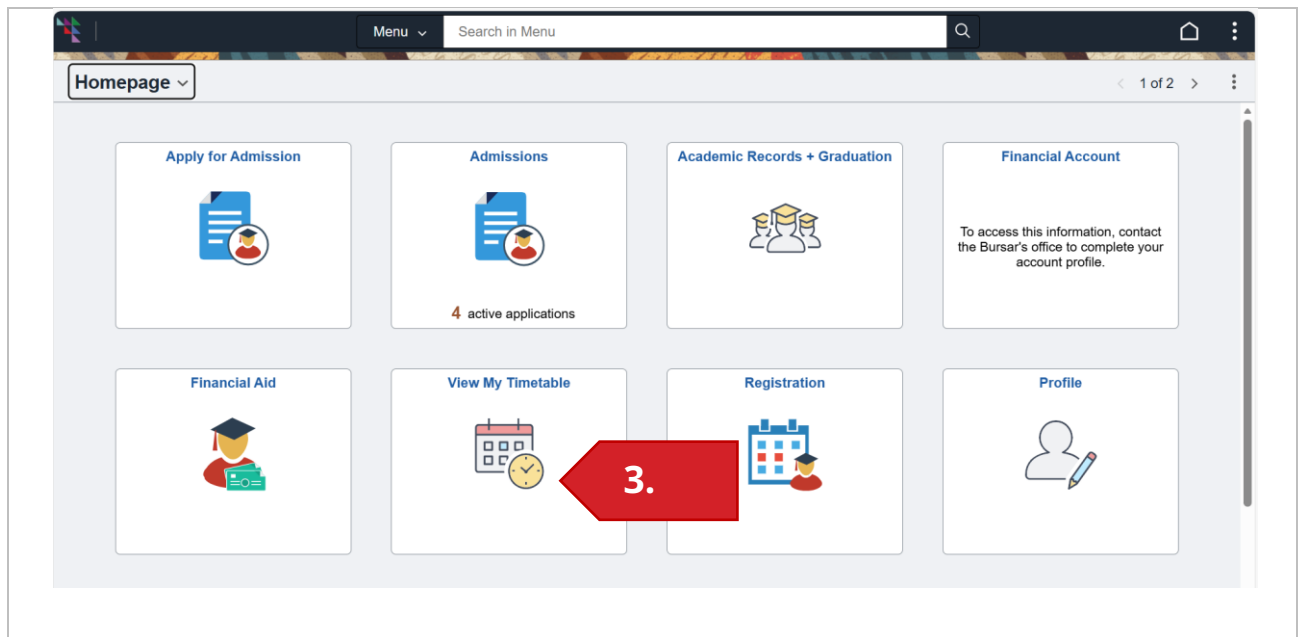
STEP NUMBER	ACTION
	<p>Note:</p> <p>You will receive an email displaying the details of the confirmed payment transaction. The steps outlined above detail the proper and complete procedure for making a payment. Please ensure each step is followed carefully to ensure a successful transaction.</p>


4. HOW TO VIEW YOUR TIMETABLE – NEW STUDENTS

Once registered, it's important to know when and where your classes take place. This section shows you how to view your timetable in Oracle PeopleSoft Campus Solutions.

The screenshot shows the login interface for Durban University of Technology (DUT). At the top is the DUT logo and the university's name in English and Zulu. Below this are input fields for 'User ID' and 'Password'. A red arrow labeled '1.' points to the 'User ID' field. Below the password field is a 'Forgot your password?' link. A 'Select a Language' dropdown menu is set to 'English'. A large blue 'Sign In' button is prominently displayed. A red arrow labeled '2.' points to this button. Below the button are links for 'Enable Screen Reader Mode' and 'Set Trace Flags'.

STEP NUMBER	ACTION
1.	Enter your User ID and Password .
2.	Click on the Sign In button.



STEP NUMBER	ACTION
	<p>Note:</p> <p>The Homepage screen is displayed.</p>
<p>3.</p>	<p>Click on the View My Timetable tile to access the View My Timetable page.</p>

[Homepage](#)

View My Classes

2025 Academic Year
Diploma & Advanced Diploma

[Plan and Enrol Courses](#)
[View My Timetables](#)
[Proof of Registration](#)
[Acad Exclusion Appeals](#)



By Class
By Date

[Printable Page](#)
☒ Show Enrolled Classes
☐ Show Waitlisted Classes
☐ Show Dropped Classes
☒ Show Exam Schedule

List View
Calendar View

Week of 01/01/2025
Start Time 8:00AM
End Time 6:00PM

Time	Monday Dec 30	Tuesday Dec 31	Wednesday Jan 1	Thursday Jan 2	Friday Jan 3	Saturday Jan 4	Sunday Jan 5
8:00AM							
9:00AM							
10:00AM				AUDA 201 Lecture 10:00AM-11:00AM Room: AD0003C Mdo- 12 Computer Lab [4]	AUDA 201 Lecture 10:00AM-11:00AM Room: AD0003C Mdo- 12 Computer Lab [4]		

STEP NUMBER	ACTION
 <p>Note:</p> <p>You have two options for viewing your classes:</p> <ul style="list-style-type: none"> List View - shows your classes in a simple list format with details like course name, time and location. Calendar View - displays your classes on a calendar, making it easier to see your timetable by day or week. <p>By default, your classes will be displayed in Calendar View.</p> <p>The Week of field allows you to select the relevant week, for example if classes only start next week, then set the week of to next week, to see the schedule.</p>	
4.	Click on the By Class tab.
 <p>Note:</p> <p>You have two options for viewing your classes:</p>	

45

- | | |
|--|--|
| | <ul style="list-style-type: none">• By Class: Organises your classes into categories based on their respective courses, providing a clear overview of your academic schedule.• By Date: Displays your timetable in either a calendar or list format, helping you manage your time and prioritise tasks efficiently. |
|--|--|

[Homepage](#)

View My Classes

2025 Academic Year
Diploma & Advanced Diploma

[Plan and Enrol Courses](#)

[View My Timetables](#)

[Proof of Registration](#)

[Acad Exclusion Appeals](#)

By Class

By Date

[Printable Page](#)
☐ Show Waitlisted Classes
 ☐ Show Dropped Classes

▼ **BFNM 201 Business Fundamentals II**

Status	Units	Grading Basis	Grade	Description	Requirement Designation
Enrolled	12.00	Graded Normal Exam/CA	66	Diploma Accnlf	

Class

Meeting Dates

Days and Times

Requirement Designation

Lecture - 1883


01/01/2025 - 12/15/2025

Schedule: To be Announced

To be Announced

[Enrollment Deadlines](#)
[Exam Schedule](#)

▼ **CACA 201 Cost Accounting IIA**

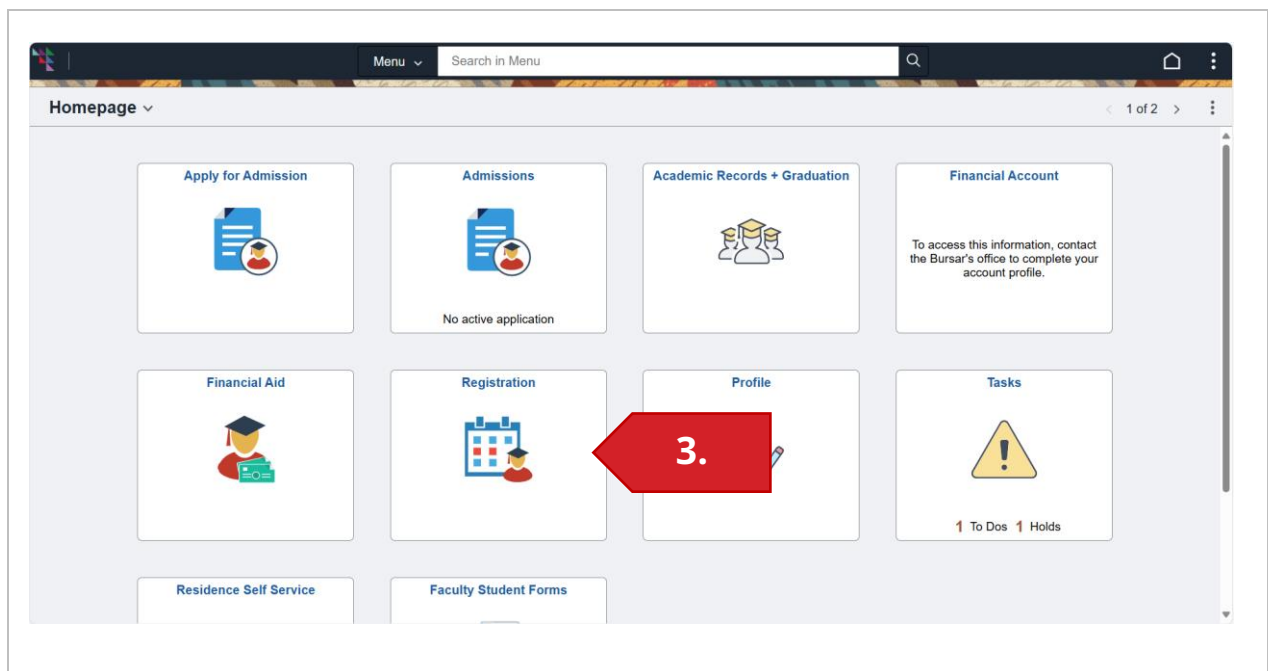
STEP NUMBER	ACTION
5.	Click and drag the vertical scroll bar down to navigate through the page and review the classes.
6.	Click on the Printable Page to generate a printable version of the page.
	<p>Note:</p> <p>Your timetable is now ready for review, helping you prepare for the upcoming term.</p>


5. HOW TO OBTAIN YOUR PROOF OF REGISTRATION

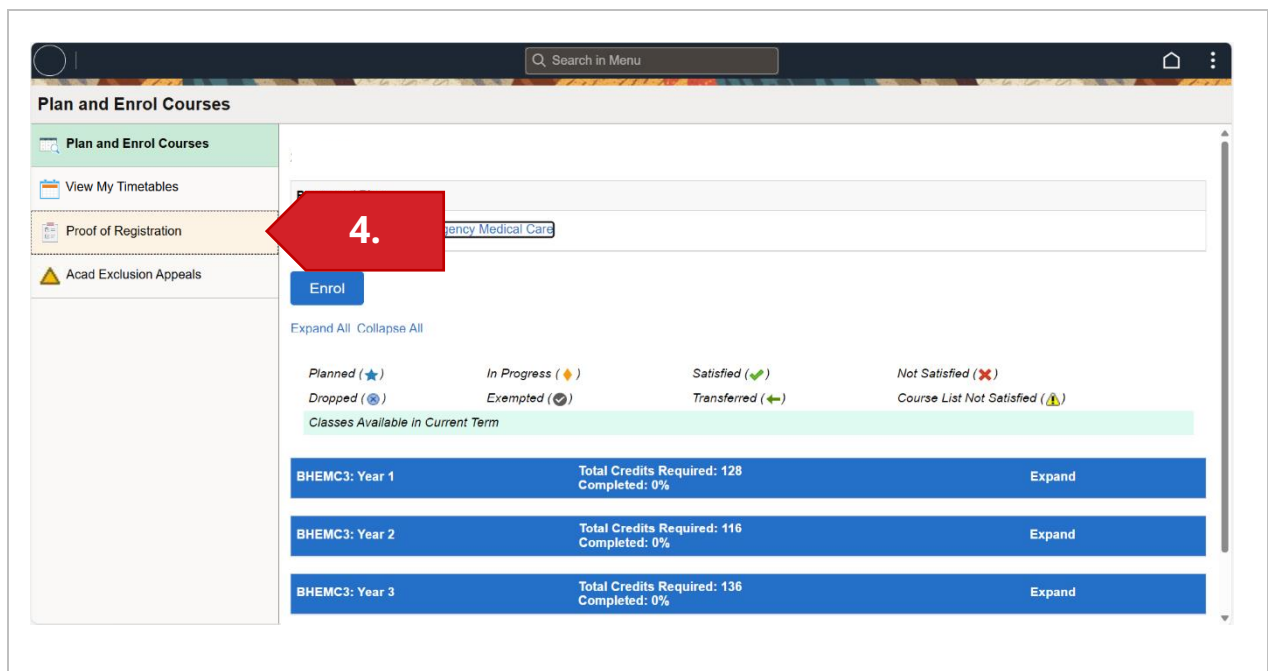
Need official confirmation of your registration? This section explains how to download your proof of registration directly from Oracle PeopleSoft Campus Solutions. Whether for bursaries, visa applications, or personal records, you'll learn how to access and save this important document.


The screenshot shows the Oracle PeopleSoft Campus Solutions login interface. At the top is the 'ORACLE' logo. Below it are two input fields: 'User ID' and 'Password'. A red arrow with the number '1.' points to the 'User ID' field. Below the 'Password' field is a link that says 'Forgot your password?'. Below that is a 'Select a Language' dropdown menu with 'English' selected. A blue 'Sign In' button is prominently displayed, with a red arrow and the number '2.' pointing to it. Below the button are two links: 'Enable Screen Reader Mode' (with an unchecked checkbox) and 'Set Trace Flags'.


STEP NUMBER	ACTION
1.	Enter your User ID and Password .
2.	Click on the Sign In button.



STEP NUMBER	ACTION
	<p>Note:</p> <p>The Homepage screen is displayed.</p>
<p>3.</p>	<p>Click on the Registration tile to access the Registration page.</p>



STEP NUMBER	ACTION
 <p>Note:</p> <p>The Plan and Enrol Courses screen is displayed.</p>	
4.	Click on the Proof of Registration tab.

STEP NUMBER	ACTION
 <p>Note:</p> <p>The Select Options feature provides two available choices:</p> <ul style="list-style-type: none"> • Allow to Print from My Browser: This option enables printing the document directly from the current browser window. Access to this option may be closed by the institution during peak periods. • Request Institution to Mail: This option submits a request for the institution to send the document by mail to the specified address. 	
6.	Click on the relevant Select Option in the Item list to select it, in this guide we will be selecting Request Institution to Mail .
7.	Click on the Submit button.



Note:

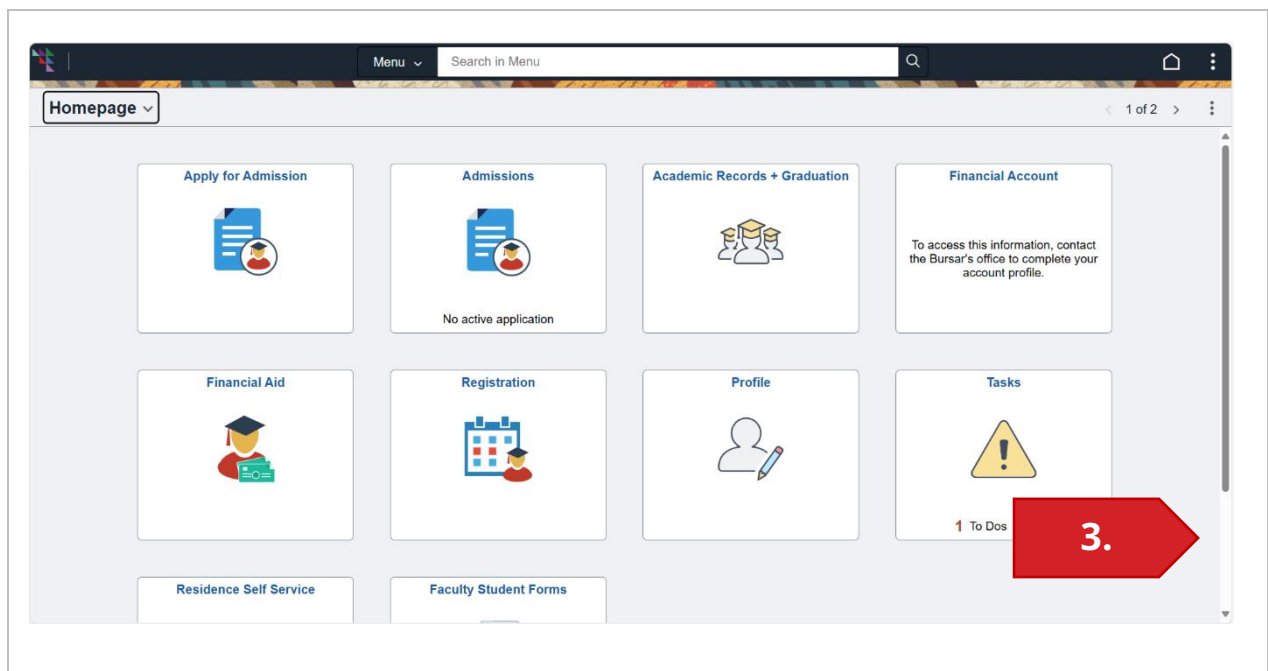
If you select the option that reads **Allow to Print from My Browser** , a new window will open displaying the proof of registration, which includes key details such as enrolled modules, session schedules, class group assignments, exam dates, and applicable fees. The document can be printed directly from this window if needed.


6. HOW TO REQUEST FORMS

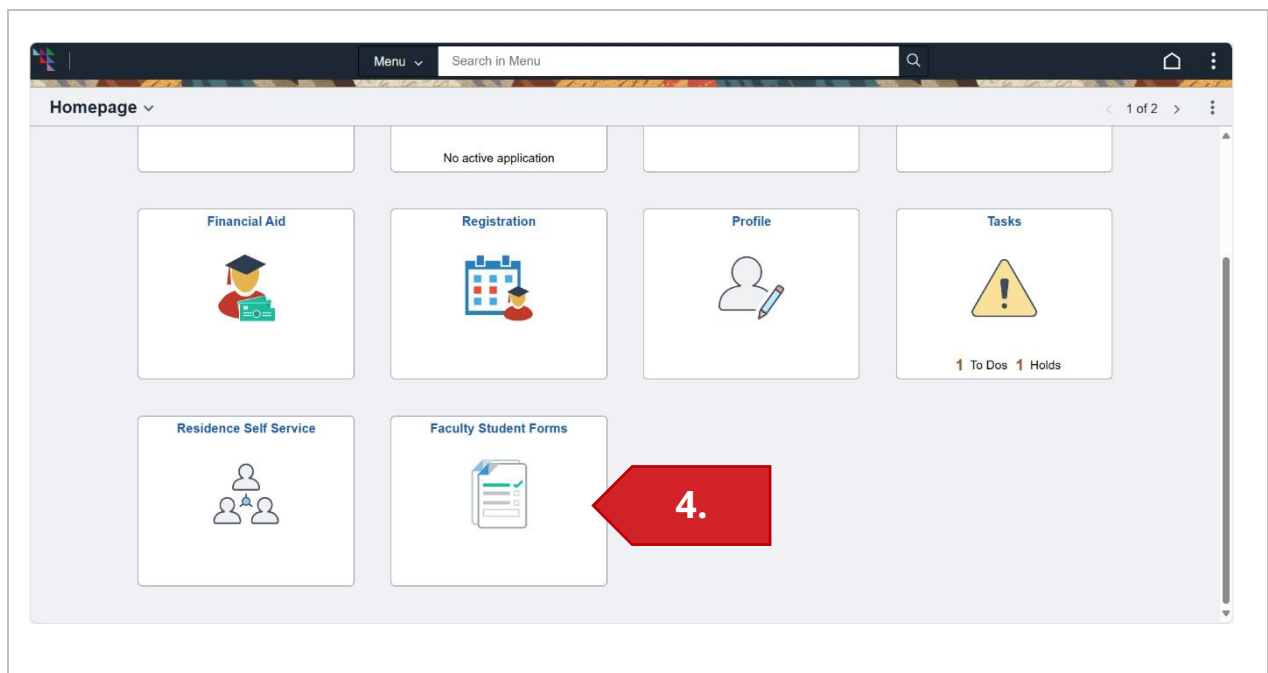
Throughout your studies, you may need to request various academic or administrative forms. This section shows you how to find and submit form requests through Oracle PeopleSoft Campus Solutions. With step-by-step guidance, you'll be able to complete requests efficiently and accurately.

The screenshot shows the Oracle PeopleSoft Campus Solutions login page. At the top is the 'ORACLE' logo. Below it are two input fields: 'User ID' and 'Password'. A red arrow labeled '1.' points to the 'User ID' field. Below the 'Password' field is a link that says 'Forgot your password?'. Below that is a 'Select a Language' dropdown menu with 'English' selected. A blue 'Sign In' button is highlighted with a red arrow labeled '2.'. Below the button is a checkbox labeled 'Enable Screen Reader Mode' and a link that says 'Set Trace Flags'.

STEP NUMBER	ACTION
1.	Enter your User ID and Password .
2.	Click on the Sign In button.



STEP NUMBER	ACTION
	<p>Note:</p> <p>The Homepage screen is displayed.</p>
<p>3.</p>	<p>Click and drag the vertical scroll bar down to navigate through the page.</p>



STEP NUMBER	ACTION
4.	Click on the Faculty Student Forms tile to access the Request Forms page.

Request Forms

Faculty: Health Sciences
Academic Program: Bachelor of Health
Academic Plan: Emergency Medical Care
Campus: Durban

Type of Form

5.

6.

- Application for Deregistration
- Application for Exemptions and Credit Recognition
- Application for Re-Mark of Examination Script
- Application for Scanning of Examination Script
- Application for Special Exam
- Change of Curriculum (Add, Drop, Swap)
- Exam Time-Table Clash
- Transfer of DUT Subjects - Incomplete programmes

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Request Forms screen is displayed.</p>
5.	Click on the drop-down list button in the Type of Form field.
6.	<p>Click on the relevant Type of Form in the Item list to select it, in this guide we will be selecting Application for Deregistration.</p> <p>Other options include but are not limited to:</p> <ul style="list-style-type: none"> • Application for Exemptions and Credit Recognition • Application for Re-Mark of Examination Script • Application for Scanning of Examination Script • Application for Special Exam • Change of Curriculum (Add, Drop, Swap) • Exam Time-Table Clash • Transfer of DUT Subjects – Incomplete programmes

FACULTY OF HEALTH SCIENCES

Address: Gate No.8 Mansfield School Site, Room H5 49, Ritson Campus
Tel: (031) 373 2446/2566/2702

APPLICATION FOR DE-REGISTRATION

Note:

- Refunds/Remissions are granted only in exceptional circumstances and will be calculated as outlined in the 'Rules regarding Refunds for Students' in the Student Fees Booklet. The Finance Department will be the final authority for the granting of any refunds.
- Non-attendance does not release a student from the undertaking to pay fees.
- If any concession is made it will be calculated from the date on which the de-registration is accepted by the Faculty Office.
- Student cards must be presented to the Library, Protection Services, Student Counselling, Housing, and Financial Aid for clearance.
- This form (with all signatures) and student card must be handed to the Faculty Office within 5 working days. Any submissions after this date will affect the fee liability / refund.
- An incomplete form will not be accepted at the Faculty Office and/or processed.
- All relevant supporting documents must be submitted with this form.

STUDENT DETAILS (to be completed by applicant)

Student Number			
Surname	First Name/s		
Identity Number			
Passport Number (International Student)			
Postal Address	Postal Code		
Contact Number/s	Home	Work	Cell
Email Address			
Full Name of Qualification	Qualification Code		

STEP NUMBER	ACTION
	<p>Note:</p> <p>This step opens a new window showing the application for de-registration form. In this form, the applicant is required to enter their personal and academic information.</p>
8.	Click and drag the vertical scroll bar down to navigate through the page.
	<p>Note:</p> <p>You have the option to download and save a copy of the application for de-registration form. Afterward, you can return to the homepage to proceed with any other tasks or actions that may be required.</p>

7. CONCLUSION

Navigating university systems is an essential part of your academic journey, and with the **Oracle PeopleSoft Campus Solutions** platform, you're equipped to manage key tasks with ease. From registration and class schedules to accessing official documents and submitting form requests, this guide has provided step-by-step support to help you stay organised and informed.