



# **SIS CAMPUS SOLUTIONS**

## **STUDENTS' HOW TO GUIDE**

### **REGISTRATION AND PROOF OF REGISTRATION FOR**

#### **NEW STUDENTS**

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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.

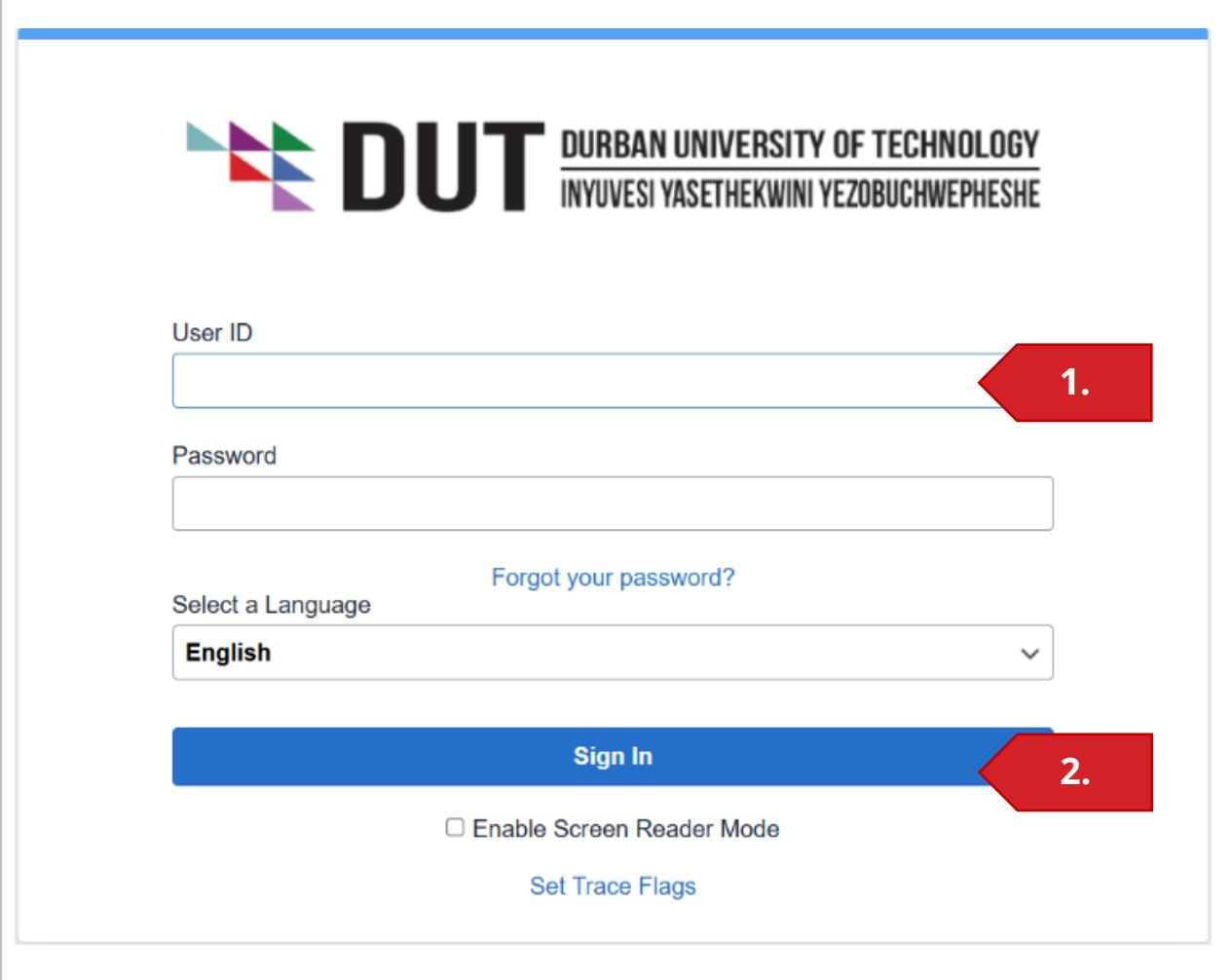
Whilst every effort has been made to ensure that the learning material is accurate, DUT take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained herein.

# 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](#).



The image shows the Durban University of Technology (DUT) Student Self Service Portal login page. At the top is the DUT logo and the text 'DURBAN UNIVERSITY OF TECHNOLOGY' and 'INYUVE SI YASETHEKWINI YEZO BUCHWE PHE SHE'. Below the logo are two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a red arrow pointing left with the number '1.' To the right of the 'Password' field is a red arrow pointing left with the number '2.'. Below the password field is a 'Forgot your password?' link. Underneath the input fields is a 'Select a Language' dropdown menu set to 'English'. At the bottom of the form are three buttons: 'Sign In' (in a blue bar), 'Enable Screen Reader Mode' (with an unchecked checkbox), and 'Set Trace Flags'.

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

Homepage

Apply for Admission

Admissions

Academic Records + Graduation

Financial Account

Financial Aid

Registration

Profile

Tasks

No active application

To access this information, contact the Bursar's office to complete your account profile.

1 To Dos 1 Holds

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

You are unable to enrol at this time.  
Please check your **Tasks (Holds)** for further details.

4.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Plan and Enrol Courses</b> 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>
4.	Click on the <b>Task (Holds)</b> link to access the <b>Tasks</b> page.

Tasks

To Do List 8

Holds 1

Completed Agreements

To Do List 5.

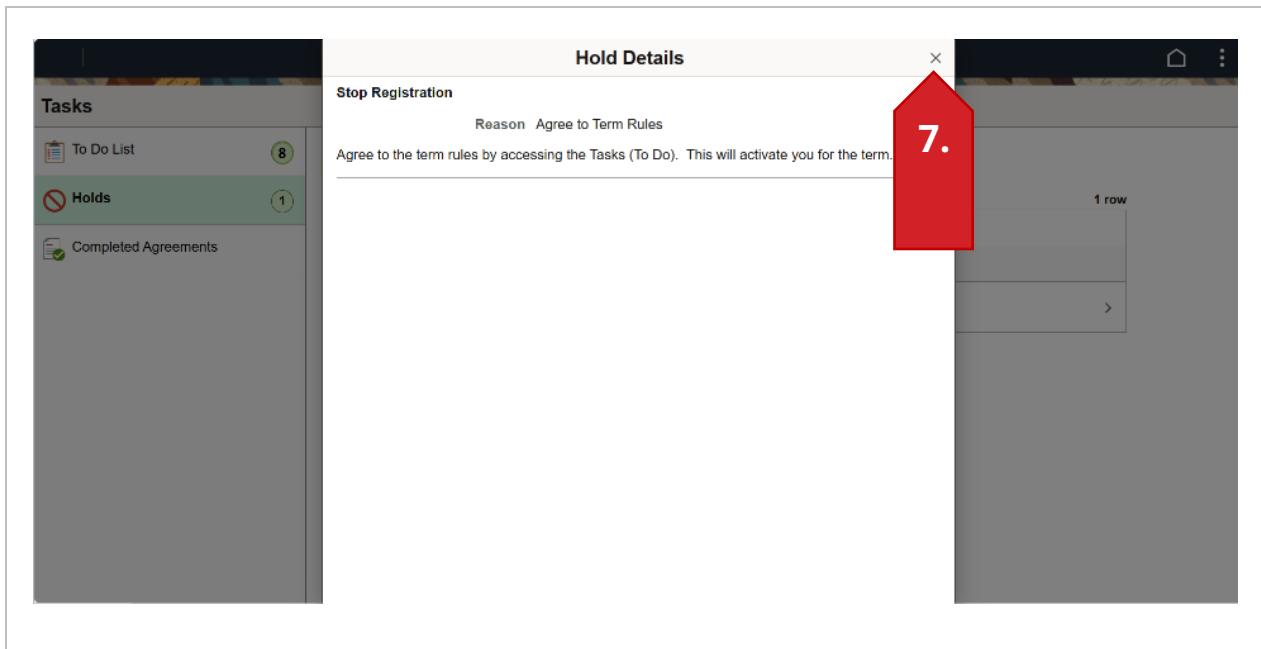
Task	Due Date	Status
Indemnity for Registration		Assigned >
Cert copy of surety's ID		Initiated >
Cert copy of surety's Sal Slip		Initiated >
Cert of surety's bank statement		Initiated >
Certified copy of SA ID		Initiated >
Current year registration		Initiated >
Receipt of min amount payable		Received <

8 rows

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

The screenshot shows a software interface with a dark header bar containing a search bar labeled 'Search in Menu' and a menu icon. Below the header is a 'Tasks' section with three items: 'To Do List' (8 items), 'Holds' (1 item, highlighted in green with a red '6.' overlay), and 'Completed Agreements'. A large red arrow points from the 'Holds' item to the 'Holds' list on the right. The 'Holds' list has a header 'Holds 1' and a sub-header '1 row'. It displays a single row with columns 'Hold ↑' and 'Department ↑'. The data in the row is 'Stop Registration' and 'Durban University Technology'.

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



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

The screenshot shows a software interface with a dark header bar. In the center, there is a search bar with the placeholder text 'Search in Menu'. Below the header, a 'Tasks' section is visible, featuring a 'To Do List' tab with 8 items and a 'Holds' tab with 1 item. The 'Holds' tab is currently selected, showing a table with one row. The table has columns for 'Hold ↑↓' and 'Department ↑↓'. A single row is displayed: 'Stop Registration' under 'Hold' and 'Durban University Technology' under 'Department'. A red arrow points from the text '8.' in the table of steps below to the 'Holds' tab in the screenshot.

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

Task	Due Date	Status
Indemnity for Registration		Assigned
Cert copy of surety's ID		Initiated
Cert copy of surety's Sal Slip		Initiated
Cert of surety's bank statement		Initiated
Certified copy of SA ID		Initiated
Current year registration		Initiated
Receipt of min amount payable		Received

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>To Do List</b> screen is displayed, showing all tasks along with their current status.</p>
9.	Click on the <b>relevant Task</b> in the <b>Item list</b> to select it.

11.
10.

**Indemnity for Registration**

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

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**

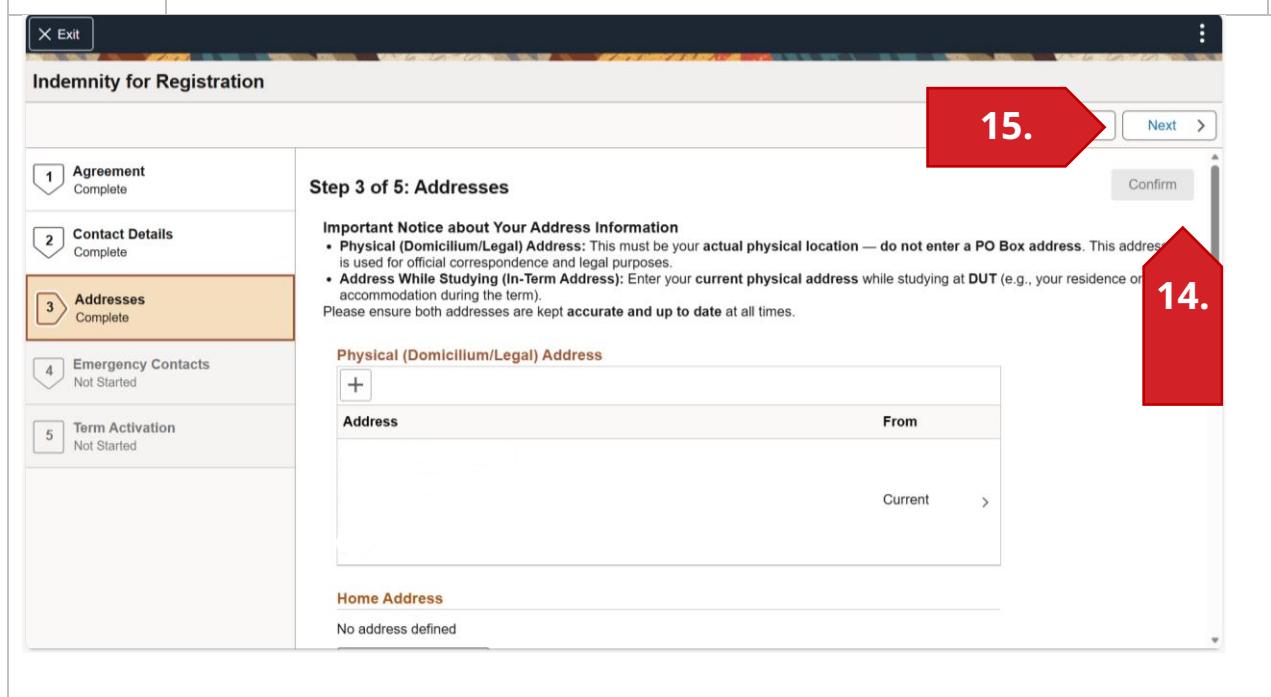
Phone	Type	Preferred

**Next >**

**Confirm**

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

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



Indemnity for Registration

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

Home Address

No address defined

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

**15.**

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

Indemnity for Registration

17.

16.

**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 are our priority — help us reach the right person when it matters most.

Contact	Phone	Preferred
Unspecified		✓

Confirm

Next >

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>It is very important that your <b>Emergency Contact details</b> 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.	<p>Click on the <b>Confirm</b> button.</p>
	<p><b>Note:</b></p> <p>Once you click the <b>Confirm</b> button, the <b>Next</b> button will appear, allowing you to proceed to the following step.</p>
17.	<p>Click on the <b>Next</b> button to proceed to the following step of the Agreement.</p>

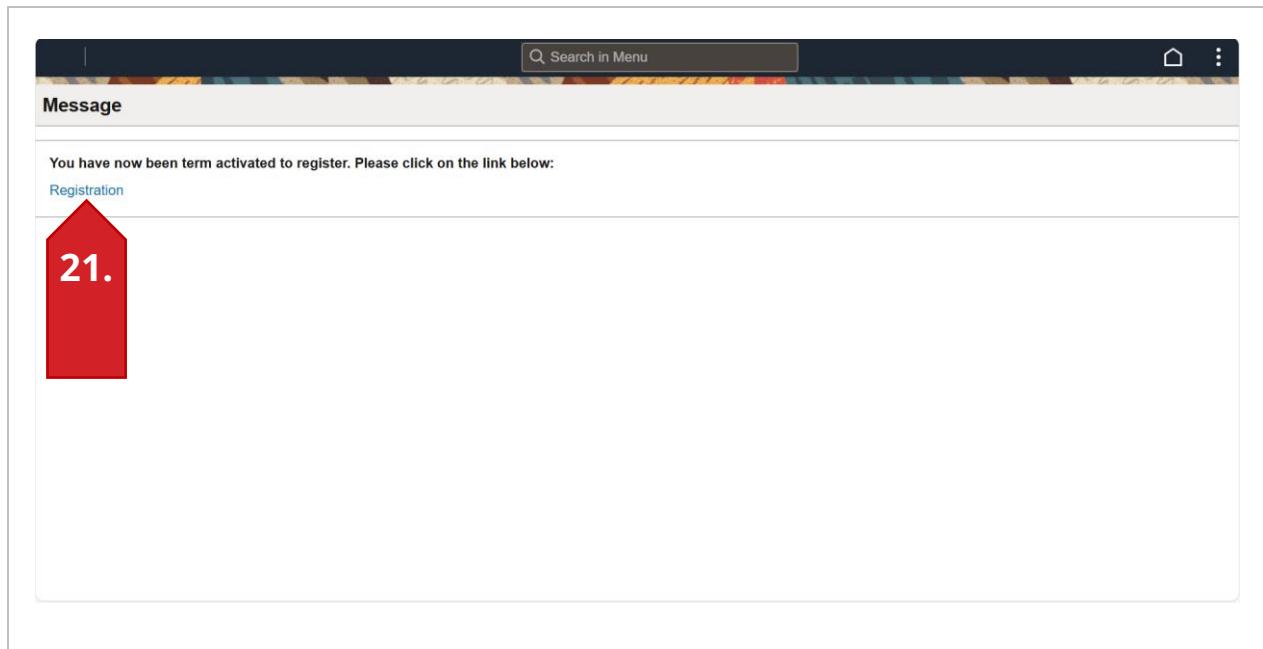
Indemnity for Registration

Empl ID: 12345  
Term: 2026  
Academic Program: Bachelor of Health  
Academic Plan: Emergency Medical Care  
Activity this year: Unemployed

Download Agreement for own Records  
 I Agree to the Terms and Conditions

18.  19.  20. 

STEP NUMBER	ACTION
18.	Click on the <b>Activity this year</b> dropdown list and select the relevant option.
19.	Click on the <b>I Agree to the Terms and Conditions</b> check box.
	<p><b>Note:</b></p> <p>Click on the <b>Download Agreement for Own Records</b> 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</p>
20.	Click on the <b>Complete</b> button.



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

Homepage

Apply for Admission

Admissions

4 active applications

Academic Records + Graduation

To access this information, contact the Bursar's office to complete your account profile.

Financial Account

Financial Aid

View My Timetable

Registration

Profile

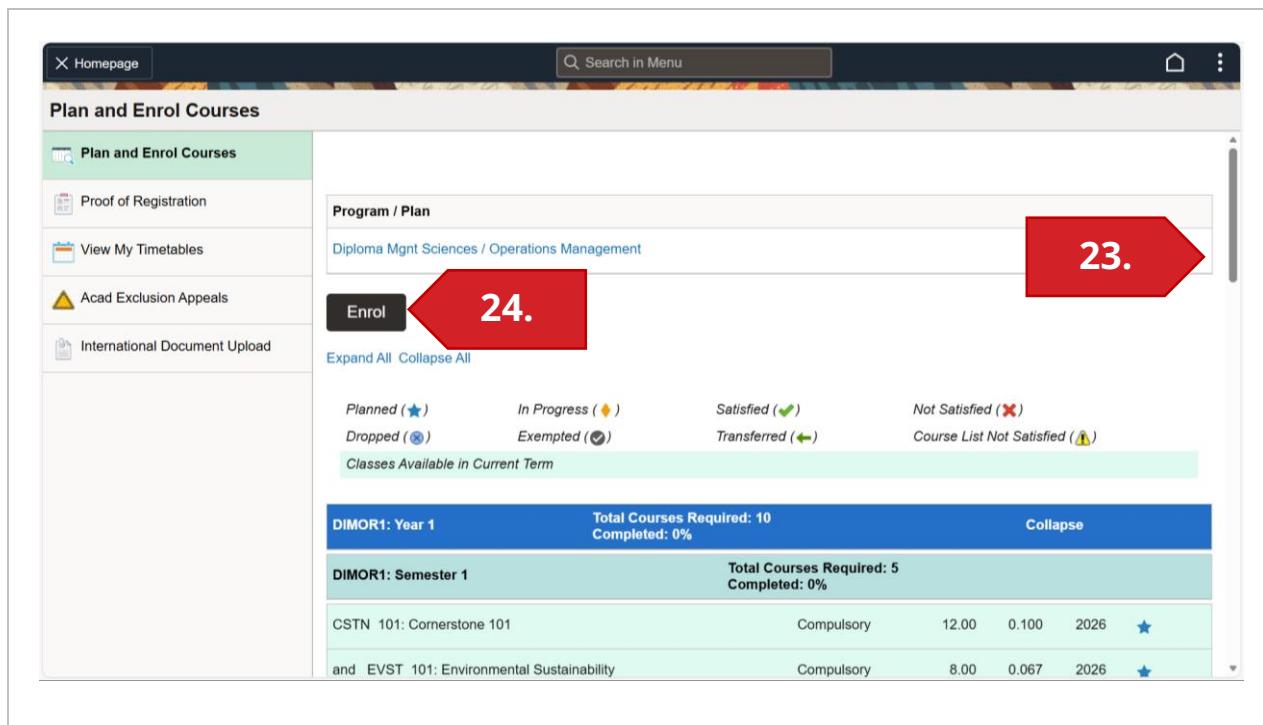
22.

Tasks

Residence Self Service

Faculty Student Forms

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



**Plan and Enrol Courses**

**Program / Plan**  
Diploma Mgmt Sciences / Operations Management

**Enrol** **24.** **23.**

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	Collapse		
Completed: 0%				
DIMOR1: Semester 1	Total Courses Required: 5			
Completed: 0%				
CSTN 101: Cornerstone 101	Compulsory	12.00	0.100	2026 <span style="color: blue;">★</span>
and EVST 101: Environmental Sustainability	Compulsory	8.00	0.067	2026 <span style="color: blue;">★</span>

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

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

Course ↑      Qualification DIMOR1 Level1      Classes Available      Selected Class ↑

CSTN 101: Core Concepts in Science      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 Mgmt 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

10 rows

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

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

**27.**

Course	Term/Session	Classes Available	Selected Class	Register
CSTN 101: Foundation Stone 101	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 Mgmt 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 <b>Submit Enrolment</b> button.

Plan and Enrol Courses

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

Please select all classes from available classes before submitting

OK

Course ↑	Selected Class ↑	Select Class	Remove
ALAW 301: Advanced Law III 2026 Semester 1 Classes available	Wednesday 12:00PM to 1:50PM Friday 10:00AM to 11:50AM		
BIFS 201: Bus Info Systems II 2026 Semester 1 Classes available	Tuesday 8:00AM to 8:00AM Friday 12:00PM to 12:50PM		
FACA 201: Financial Accounting IIA 2026 Semester 1 Classes available	Multiple meeting schedules	Select Class	Remove
FACA 301: Financial Accounting IIIA 2026 Semester 1 Classes available	Monday 1:00PM to 2:50PM Tuesday 11:00AM to 12:50PM		
MACA 301: Management Accounting IIIA 2026 Semester 1 Classes available	Monday 3:00PM to 4:50PM Thursday 8:00AM to 9:00AM		

STEP NUMBER	ACTION
	<p><b>Note:</b> 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 <b>OK</b> button to proceed.

Plan and Enrol Courses

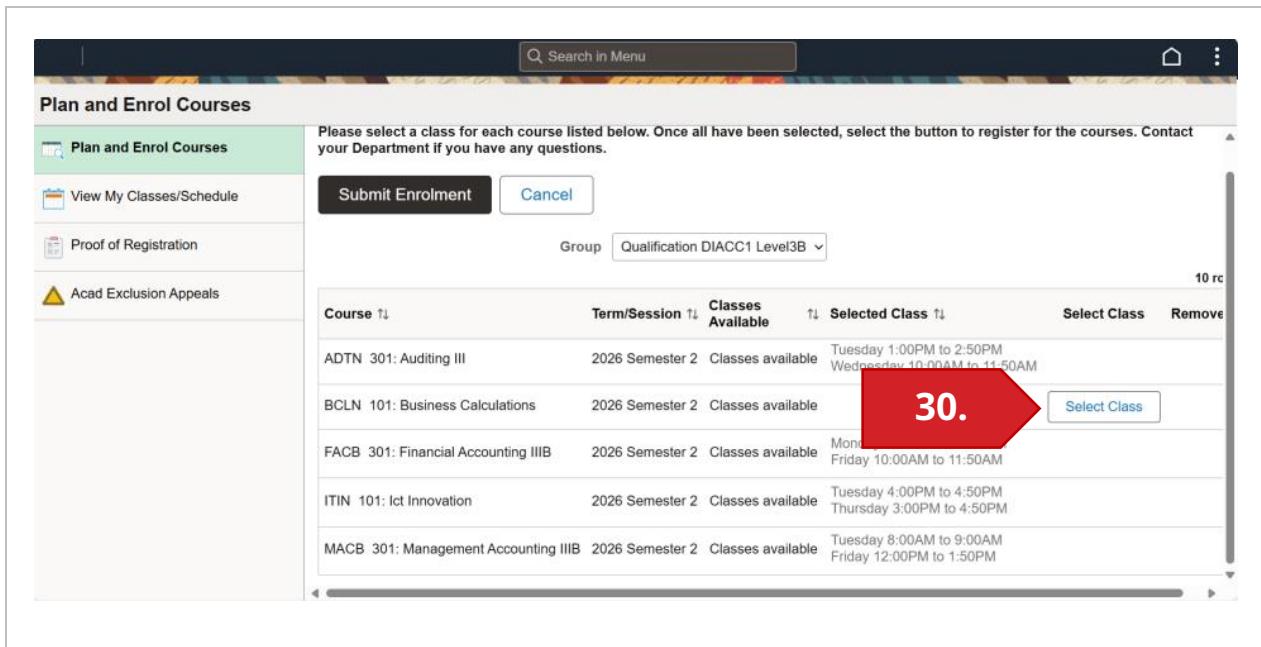
Please select a class for each course listed below. Once all have been selected, select the button to register for the courses. Contact your Department if you have any questions.

Submit Enrolment Cancel

Group Qualification DIACC1 Level3B

Course ↑↓	Term/Session ↑↓	Classes Available	Selected Class ↑↓	Select Class	Remove
ALAW 301: Advanced Law III	2026 Semester 1	Classes available	Wednesday 12:00PM to 1:50PM Friday 10:00AM to 11:50AM		
BIFS 201: Bus Info Systems II	2026 Semester 1	Classes available	Tuesday 8:00AM to 8:00AM Friday 12:00PM to 12:50PM		
FACA 201: Financial Accounting IIA	2026 Semester 1	Classes available	Multiple meeting schedules	Select Class	Remove
FACA 301: Financial Accounting IIIA	2026 Semester 1	Classes available	Monday 1:00PM to 2:50PM Tuesday 11:00AM to 12:50PM		
MACA 301: Management Accounting IIIA	2026 Semester 1	Classes available	Monday 3:00PM to 4:50PM Tuesday 11:00AM to 12:50PM		

STEP NUMBER	ACTION
29.	<p>Use the <b>vertical scroll bar</b> to view if there are any classes that have not been selected. If not all classes are selected, click on the <b>Select Class</b> button to view available options for selection.</p>
	<p><b>Note:</b></p> <p><b>Scroll the mouse</b> within the <b>Table</b> to navigate and view the contents of the page.</p>



Plan and Enrol Courses

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 DIACC1 Level3B

Course	Term/Session	Classes Available	Selected Class	Select Class	Remove
ADTN 301: Auditing III	2026 Semester 2	Classes available	Tuesday 1:00PM to 2:50PM Wednesday 10:00AM to 11:50AM		
BCLN 101: Business Calculations	2026 Semester 2	Classes available			
FACB 301: Financial Accounting IIIB	2026 Semester 2	Classes available	Monday 10:00AM to 11:50AM		
ITIN 101: Ict Innovation	2026 Semester 2	Classes available	Tuesday 4:00PM to 4:50PM Thursday 3:00PM to 4:50PM		
MACB 301: Management Accounting IIIB	2026 Semester 2	Classes available	Tuesday 8:00AM to 9:00AM Friday 12:00PM to 1:50PM		

STEP NUMBER	ACTION
30.	Click on the <b>Select Class</b> to view available options for selection.

Course Information

2026 Academic Year  
Diploma & Advanced Diploma

**BCLN 101**

Business Calculations

> Course Information

✓ Class Selection

Select a class option 3 options

Option	Status	Session	Class	Meeting Times	Days and Times	Room	Instructor	Seats
1	Open	Semester 1	Lecture - 1640	01/01/2026 - 12/15/2026	Monday 8:00AM to 9:50AM	AB0407 Lecture Room [196]	Message not found.	Open Seats 119 of 120
2	Open	Semester 1	Lecture - 1641	01/01/2026 - 12/15/2026	Wednesday 10:00AM to 11:50AM	AB0407 Lecture Room [196]	Message not found.	Open Seats 120 of 120
3	Open	Semester 1	Lecture - 1642	01/01/2026 - 12/15/2026	Wednesday 10:00AM to 11:50AM	AB0407 Lecture Room [196]	Message not found.	Open Seats 120 of 120

STEP NUMBER	ACTION
31.	Click on the <b>relevant Class</b> in the <b>Item list</b> to select it.

Homepage
Search in Menu
Home
...

**Enrol Courses**

Plan and Enrol Courses

Proof

View

Acad Exclusion Appeals

International Document Upload

**32.**

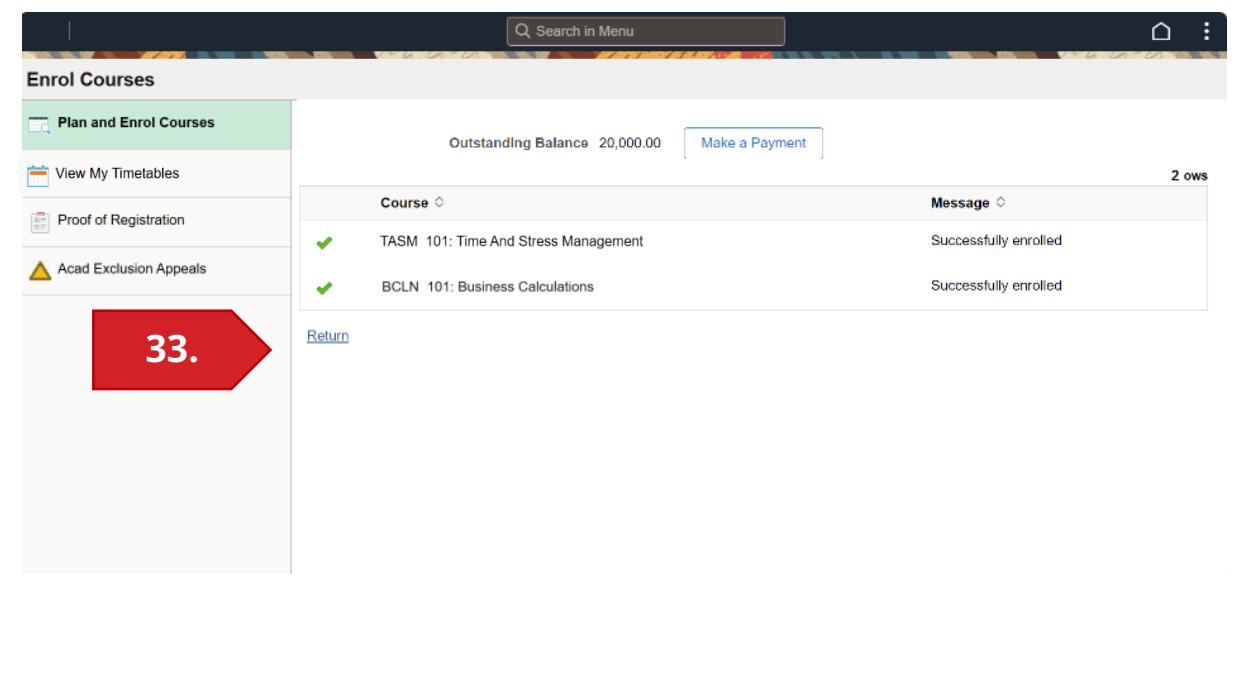
Please select a class for each course listed below. Once all have been selected, select the button to register for the courses. Contact your Department if you have any questions.

Submit Enrolment
Cancel

Group
Qualification DIMOR1 Level1
10 rows

Course ↑↓	Term/Session ↑↓	Classes Available ↑↓	Selected Class ↑↓
CSTN 101: Cornerstone 101	2026 Semester 1	Classes available	Monday 8:00AM to 9:50AM
EVST 101: Environmental Sustainability	2026 Semester 1	Classes available	Thursday 10:00AM to 10:50AM
ITBL 101: Introduction To Business Law	2026 Semester 1	Classes available	Thursday 5:00PM to 8:00PM
ITRB 101: Introduction To Business	2026 Semester 1	Classes available	Wednesday 2:00PM to 2:50PM
QAPM 101: Quantit Approaches To Mgmt Sc	2026 Semester 1	Classes available	Thursday 1:00PM to 1:50PM
ALWR 101: Acad Lit &Writin Skill/Ac Prac	2026 Semester 2	Classes available	Monday 12:00PM to 12:50PM
BCIN 101: Business Comm & Info Literacy	2026 Semester 2	Classes available	Tuesday 5:00PM to 7:00PM

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>Click and drag the <b>horizontal scroll bar to the left</b> to view additional details.</p>
<b>32.</b>	<p>Click on the <b>Submit Enrolment</b> button.</p>



Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

Outstanding Balance 20,000.00

Make a Payment

Course Message

TASM 101: Time And Stress Management Successfully enrolled

BCLN 101: Business Calculations Successfully enrolled

2 ows

Return

33.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Enrolment Confirmation</b> screen is displayed, showing the course details along with a message confirming successful enrolment and the outstanding balance.</p>
33.	Click on the <b>Return</b> button to return to the previous screen.

34.

Enrol Courses

Plan and Enrol Courses

Proof of Registration

View My Timetables

Acad Exclusion Appeals

International Document Upload

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
	<p><b>Note:</b></p> <p>The status of the classes has been updated from <b>Classes Available</b> to <b>Enrolled</b>.</p>
34.	Click on the <b>Plan and Enrol Courses</b> tab.

Plan and Enrol Courses

Program / Plan

Diploma Mgmt Sciences / Operations Management

Enrol

35.

Planned (★)      In Progress (◆)      Satisfied (✓)      Not Satisfied (✗)  
 Dropped (✗)      Exempted (✗)      Transferred (↔)      Course List Not Satisfied (⚠)

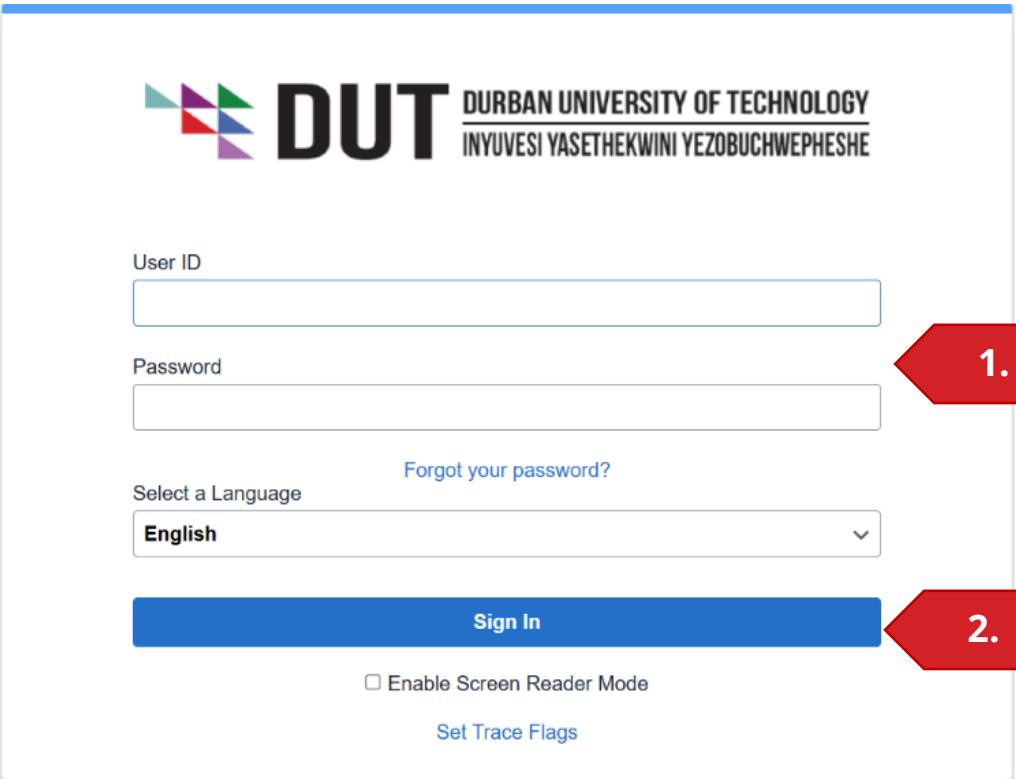
Classes Available in Current Term

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
35.	Click and drag the <b>vertical scroll bar down</b> to navigate through the page.

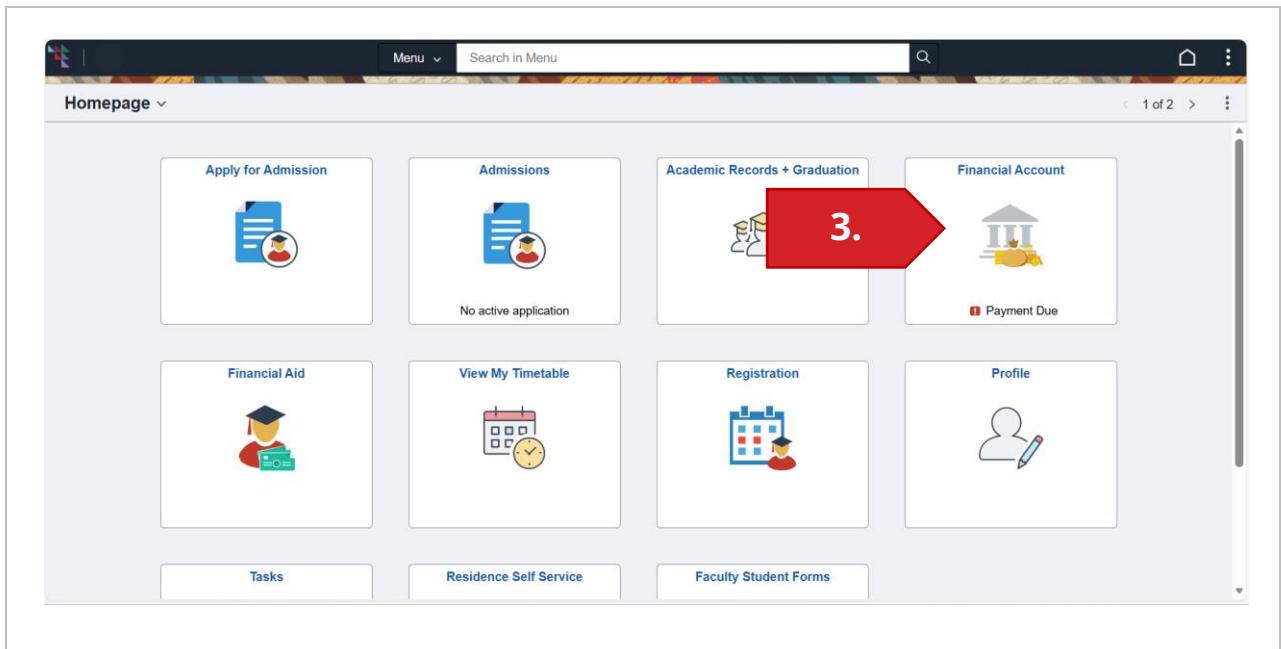
### 3. CHECKING YOUR ACCOUNT BALANCE AND MAKING A PAYMENT

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.

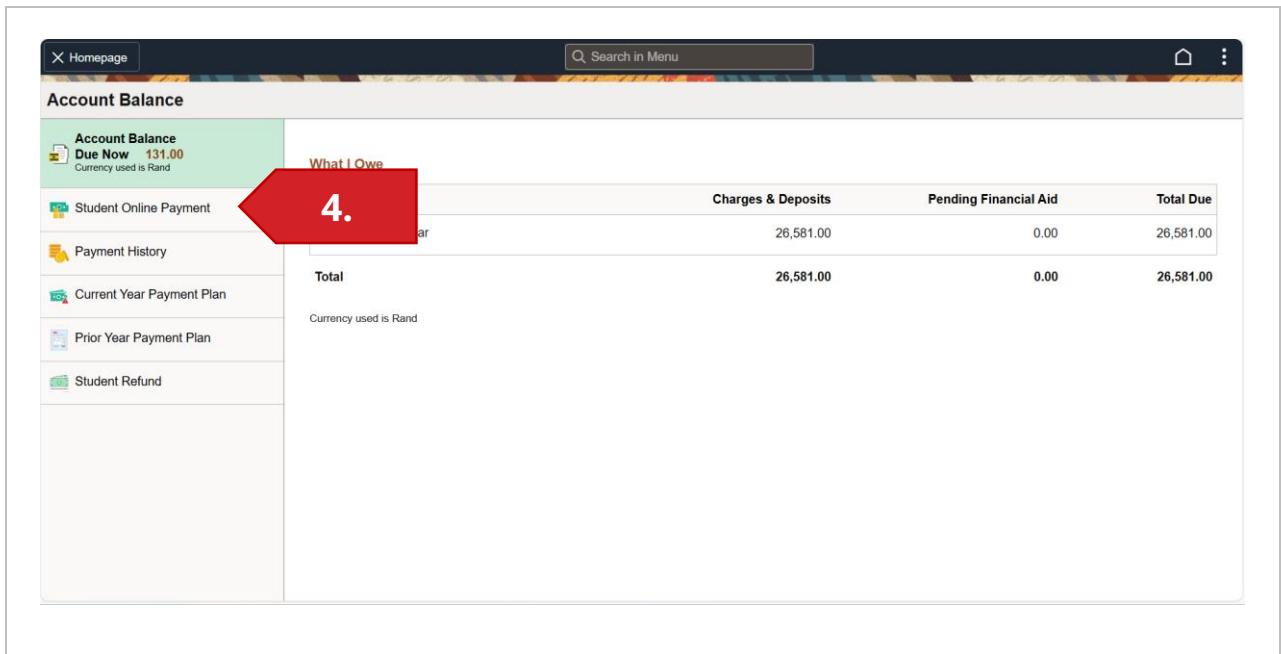


The image shows the Durban University of Technology (DUT) sign-in page. At the top is the DUT logo and the text 'DURBAN UNIVERSITY OF TECHNOLOGY' and 'INYUVE SI YASETHEKWINI YEZOBUCHWE PHE SHE'. Below the logo are two input fields: 'User ID' and 'Password'. To the right of the 'Password' field is a red arrow pointing left with the number '1.' above it. Below the input fields are links for 'Forgot your password?' and 'Select a Language' (set to 'English'). A red arrow pointing left with the number '2.' above it is positioned to the right of the 'Sign In' button. At the bottom of the form are links for 'Enable Screen Reader Mode' and 'Set Trace Flags'.

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



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



The screenshot shows the 'Account Balance' screen of the DUT Student Online Payment system. The sidebar on the left includes tabs for 'Student Online Payment' (which is highlighted with a red arrow), 'Payment History', 'Current Year Payment Plan', 'Prior Year Payment Plan', and 'Student Refund'. The main content area displays a table with three columns: 'Charges & Deposits', 'Pending Financial Aid', and 'Total Due'. The table shows a single row with values: 26,581.00, 0.00, and 26,581.00 respectively. The text 'Currency used is Rand' is visible at the bottom of the table.

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

Student Online Payment

Account Balance  
Due Now 131.00  
Currency used is Rand

Student Online Payment

Payment History

Current Year Payment Plan

Prior Year Payment Plan

Student Refund

Student Online Credit Card Payment

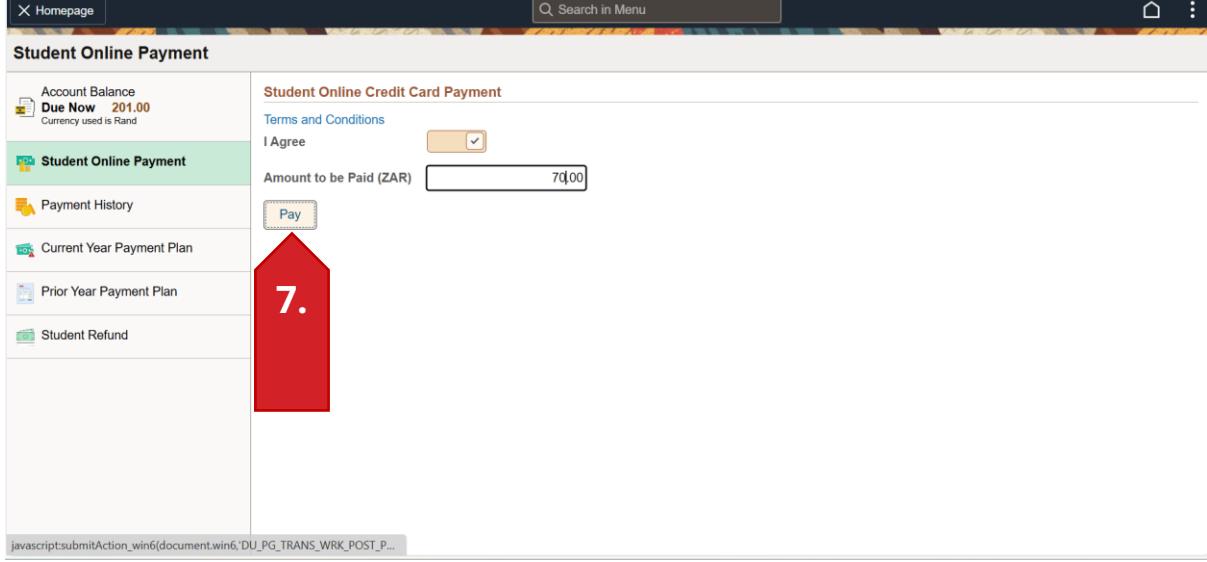
Terms and Conditions

I Agree

Amount to be Paid (ZAR)

Pay

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>You may click the <b>Terms and Conditions</b> 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 <b>I agree</b> checkbox to enabled.
	<p><b>Note:</b></p> <p>Click and drag the <b>0.00</b> value in the <b>Amount to be Paid (ZAR)</b> field to highlight.</p>
6.	Enter the relevant <b>Amount</b> in the Amount to be Paid (ZAR) field.



Student Online Payment

Account Balance  
Due Now 201.00  
Currency used is Rand

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

The screenshot shows the 'Student Online Payment' interface. On the left, a sidebar lists options: 'Student Online Payment' (selected, highlighted in green), 'Payment History', 'Current Year Payment Plan', 'Prior Year Payment Plan', and 'Student Refund'. The main area is titled 'Student Online Credit Card Payment' and includes 'Terms and Conditions' (checkbox checked), 'Amount to be Paid (ZAR)' (70.00), and a 'Pay' button. A confirmation dialog box is overlaid, reading 'Please confirm that the amount to be paid is R 70.00 (ZAR)' with 'OK' and 'Cancel' buttons. A large red arrow points downwards to the 'OK' button.

STEP NUMBER	ACTION
	<p><b>Note:</b></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 <b>OK</b> 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 9.

**Card Number**

Enter Card number 10.

**Expiry Date**

01 2025 11.

**CVV Digits**

12.

I've read and accept the [Terms & Conditions](#) 13.

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.

14.

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

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

Card Number  
4000000000000002 

Expiry Date  
01 2026

CVV Digits  
999 

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.

◀ Back Next 15.

**payfast** by network

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

FW: [External] Payment Confirmation: DUT Test Account

PayGate <noreply@paygate.co.za>  
To: Manansala, Arria

DUT Test Account 0878202020  
connor.netherlands@nework.global

**Payment Confirmation**

Dear John Doe,  
This email confirms that you have successfully made a payment of R70.00 to DUT Test Account

The payment will reflect on your statement as "Durban University of Technology".

**Payment Details**

Merchant	DUT Test Account
VAT Registration #	4450189660
Reference	DUTPO00000000000000450
Transaction Date	Thu, 13 Nov 2025 06:19:20 +0200
Amount	R 70.00 (ZAR)
Payment Method	Visa XXXX-XXXX-XXXX-0002
Auth Code	JVLLK

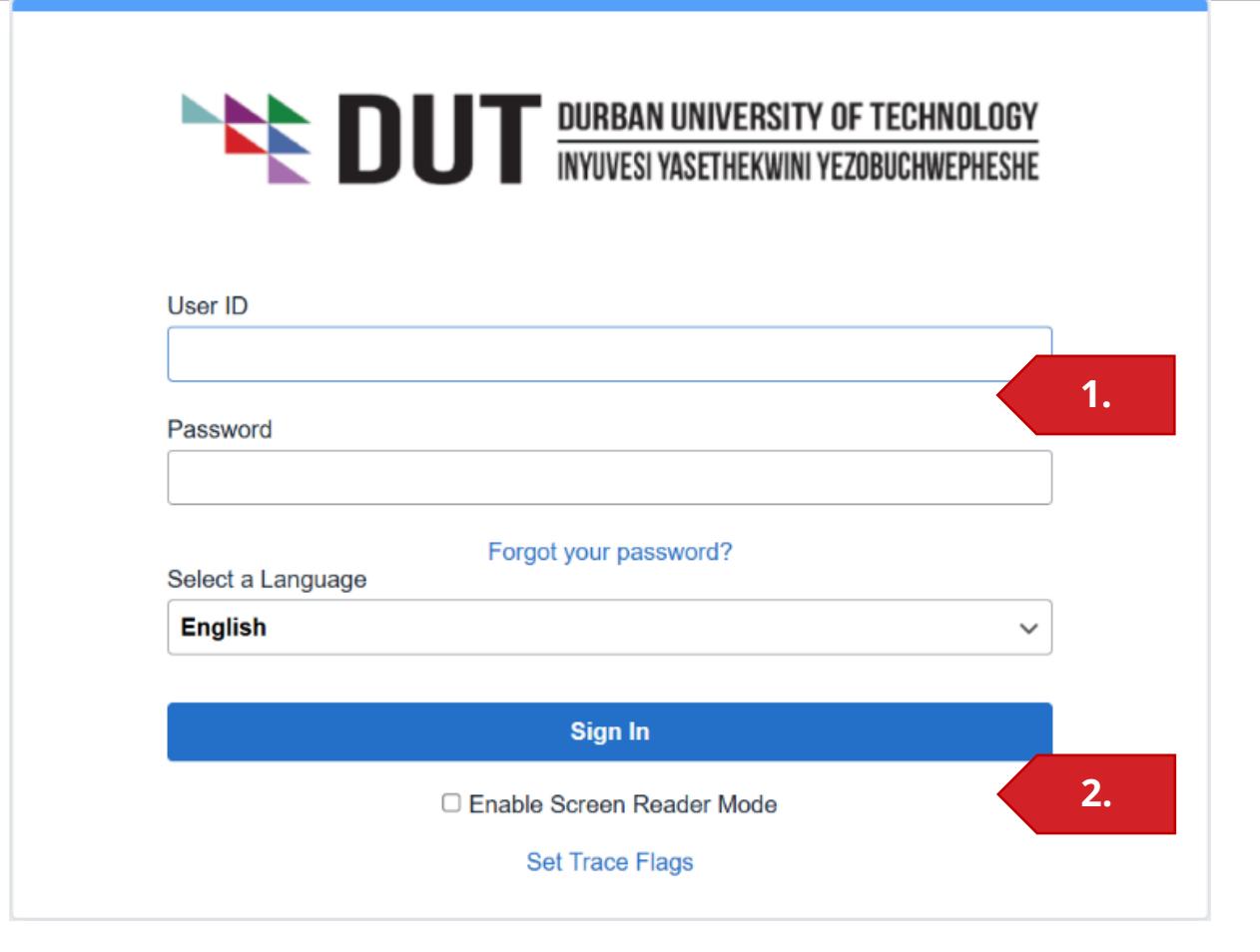
If you have questions about the status of your purchased item or service, please contact DUT Test Account.

**payfast** by network

STEP NUMBER	ACTION
	<p><b>Note:</b></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 image shows the Durban University of Technology (DUT) sign-in page. At the top is the DUT logo and name. Below are fields for 'User ID' and 'Password', with a red arrow labeled '1.' pointing to the 'User ID' field. Below these are links for 'Forgot your password?' and 'Select a Language' (set to English). A large blue 'Sign In' button is at the bottom, with a red arrow labeled '2.' pointing to it. Below the 'Sign In' button are links for 'Enable Screen Reader Mode' and 'Set Trace Flags'.

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

Homepage

1 of 2

Apply for Admission

Admissions

Academic Records + Graduation

Financial Account

Financial Aid

View My Timetable

Registration

Profile

3.

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

View My Classes

2025 Academic Year  
Diploma & Advanced Diploma

Plan and Enrol Courses

**View My Timetables**

Proof of Registration

Acad Exclusion Appeals

By Class

Printable Page

4.

By Date

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
<b>Note:</b> You have two options for viewing your classes: <ul style="list-style-type: none"> <li><b>List View</b> - shows your classes in a simple list format with details like course name, time and location.</li> <li><b>Calendar View</b> - displays your classes on a calendar, making it easier to see your timetable by day or week.</li> </ul> By default, your classes will be displayed in Calendar View. The <b>Week of</b> 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.	
4.	Click on the <b>By Class</b> tab.
<b>Note:</b> You have two options for viewing your classes:	

- **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.

View My Classes

2025 Academic Year  
Diploma & Advanced Diploma

Plan and Enrol Courses

**View My Timetables**

Proof of Registration

Acad Exclusion Appeals

By Class

Printable Page

6.

BFNM 201 Business Fundamentals II

Status	Units	Grading Basis	Grade	Description	Requirement Designation
Enrolled	12.00	Graded Normal Exam/CA	66	Diploma Acclnf	
Class	Meeting Dates	Days and Times			
Lecture - 1883	01/01/2025 - 12/15/2025	Schedule: To be Announced		To be Announced	>
Enrollment Deadlines		Exam Schedule			

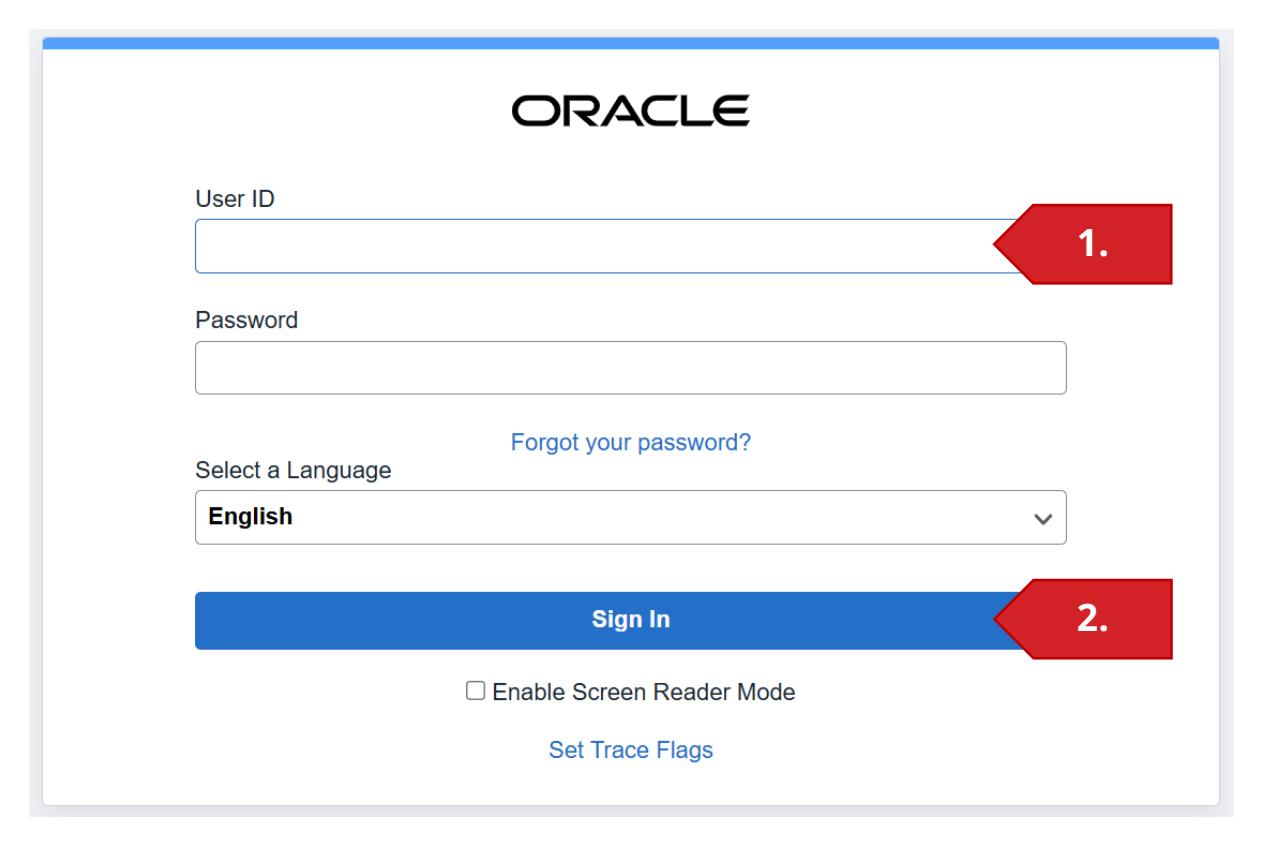
CACA 201 Cost Accounting IIA

5.

STEP NUMBER	ACTION
5.	Click and drag the <b>vertical scroll bar down</b> to navigate through the page and review the classes.
6.	Click on the <b>Printable Page</b> to generate a printable version of the page.
	<p><b>Note:</b></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 fields for 'User ID' and 'Password', with a 'Forgot your password?' link above the password field. A dropdown menu for 'Select a Language' is set to 'English'. At the bottom are buttons for 'Sign In', 'Enable Screen Reader Mode' (unchecked), and 'Set Trace Flags'.

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

Homepage

1 of 2

Apply for Admission

Admissions

Academic Records + Graduation

Financial Account

No active application

Financial Aid

Registration

Profile

Tasks

Residence Self Service

Faculty Student Forms

3.

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

4.

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

Enrol

Expand All Collapse All

Planned (★) In Progress (◆) Satisfied (✓) Not Satisfied (✗)  
Dropped (✗) Exempted (○) Transferred (↔) Course List Not Satisfied (⚠)

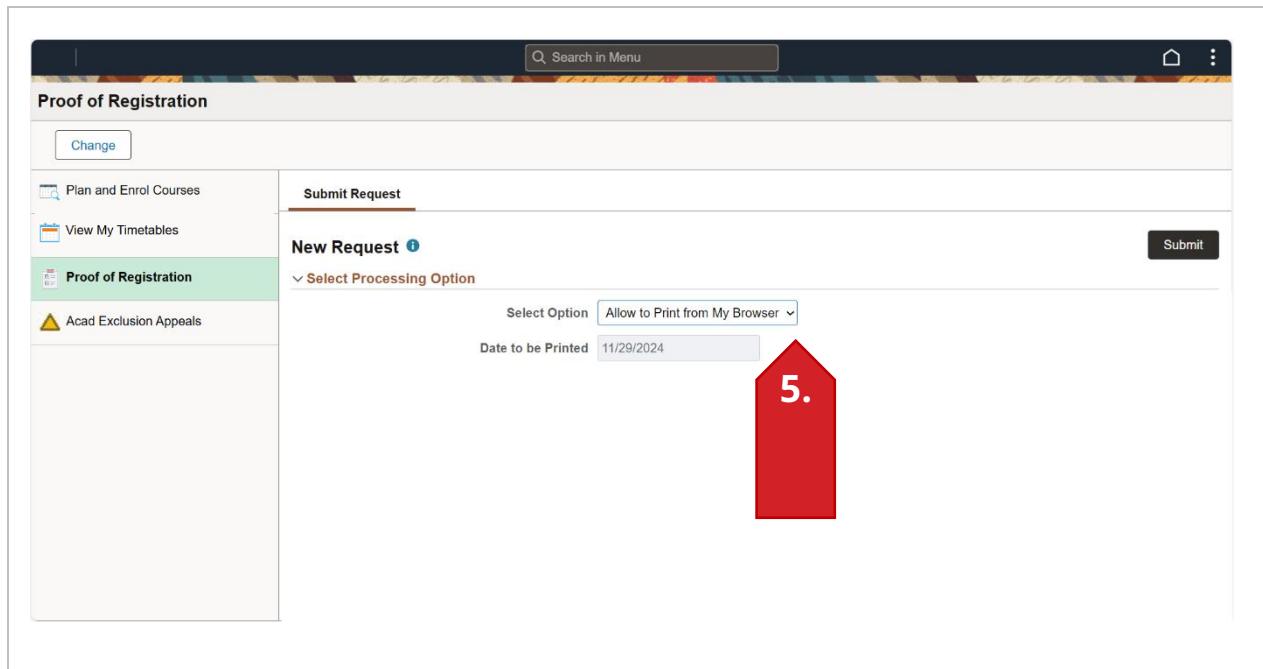
Classes Available in Current Term

**BHEMC3: Year 1** Total Credits Required: 128 Completed: 0% **Expand**

**BHEMC3: Year 2** Total Credits Required: 116 Completed: 0% **Expand**

**BHEMC3: Year 3** Total Credits Required: 136 Completed: 0% **Expand**

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



The screenshot shows the 'Proof of Registration' page. On the left, there is a sidebar with links: 'Plan and Enrol Courses', 'View My Timetables', 'Proof of Registration' (which is highlighted in green), and 'Acad Exclusion Appeals'. The main area is titled 'Submit Request' and contains a 'New Request' button. Below it is a 'Select Processing Option' dropdown set to 'Allow to Print from My Browser'. A date field shows 'Date to be Printed: 11/29/2024'. A large red arrow points downwards, labeled '5.' in white, indicating the next step.

STEP NUMBER	ACTION
	<b>Note:</b> The <b>Proof of Registration</b> screen is displayed.
5.	Click on the <b>drop-down list</b> button in the <b>Select Option</b> field.

Proof of Registration

Submit Request

New Request ?

▼ Select Processing Option

Select Option: Allow to Print from My Browser

Date to be Printed: Allow to Print from My Browser

Request Institution to Mail

7.

6.

Submit

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

User ID

1.

Password

Forgot your password?

Select a Language

English

2.

Sign In

Enable Screen Reader Mode

Set Trace Flags

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

Homepage

Apply for Admission

Admissions

Academic Records + Graduation

Financial Account

Financial Aid

Registration

Profile

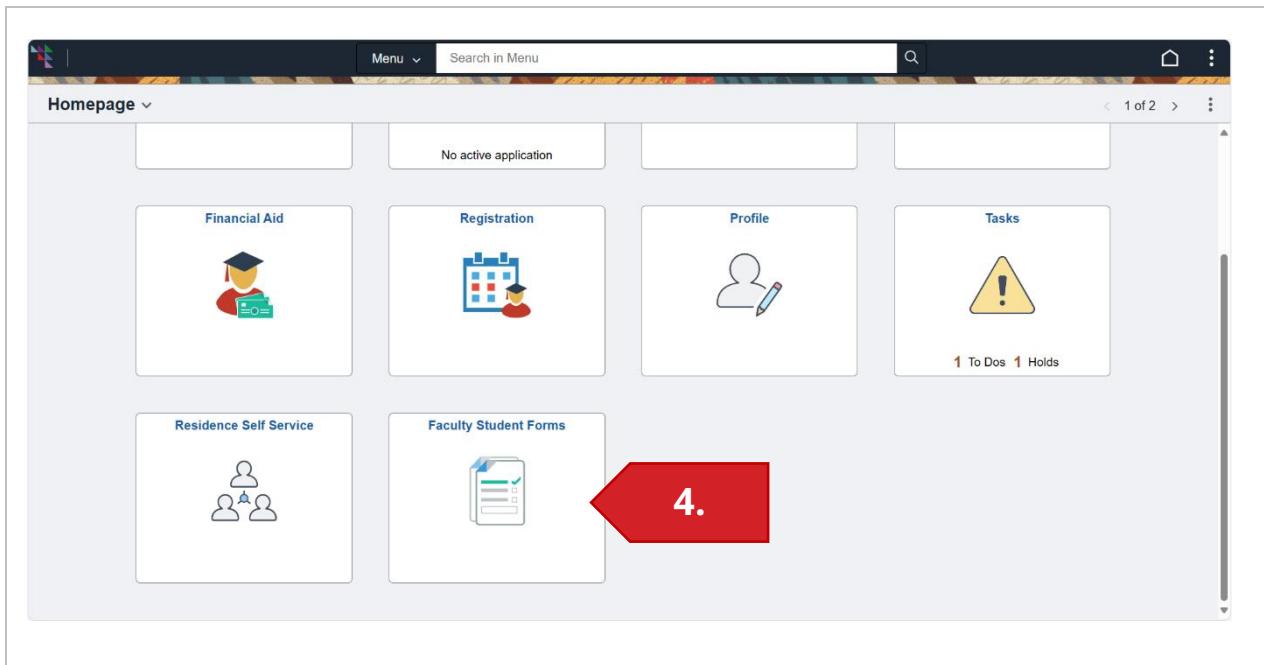
Tasks

Residence Self Service

Faculty Student Forms

3.

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



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

Request Forms

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

Type of Form

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

Request Forms

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

Type of Form

7. [Health Sciences 01 Application for De-Registration.pdf](#)

**Application for De-Registration**

If you wish to deregister from your qualification, please download the form and obtain all the required signatures before submitting it to the Faculty Office.

**All Required Signatures:**

1. Head of Department (HOD) – [Click the link for contact details] (<https://www.dut.ac.za/handbooks>)
2. Library
3. Student Counselling
4. Housing
5. Financial Aid
  - Faculty of Accounting – : @dut.ac.za
  - Faculty of Management Sciences – : @dut.ac.za
  - Faculty of Engineering – : @dut.ac.za
  - Faculty of Health Sciences – : @dut.ac.za
  - Faculty of Applied & Arts – : @dut.ac.za
6. Protection Services

**Click here for** <https://www.dut.ac.za/wp-content/uploads/2014/12/Important-Contact-Information-2025-.pdf>  
**Incomplete or unsigned forms will not be processed. ALL forms must be completed electronically (not handwritten).**

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>Selecting the relevant form type will display the requested form, which you can then review and download. The instructions that should be followed for submitting the form are also included.</p>
7.	Click on the <b>relevant PDF file</b> link to access and review the <b>Request Form PDF file</b> .

**FACULTY OF  
HEALTH SCIENCES**

Address: Gata No.8 Mansfield School Site, Room MS 49, Riston Campus  
Tel: (031) 373 2446/2566/2702

**DUT DURBAN UNIVERSITY OF TECHNOLOGY**

**APPLICATION FOR DE-REGISTRATION**

**Note:**

- Refunds/Compensations 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 card 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	First Name/s		
Surname			
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><b>Note:</b></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.	<p>Click and drag the <b>vertical scroll bar down</b> to navigate through the page.</p>
	<p><b>Note:</b></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.