

# **SIS CAMPUS SOLUTIONS**

## **STUDENTS' HOW TO GUIDE**

**REGISTRATION AND PROOF OF REGISTRATION FOR**

**RETURNING STUDENTS**

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## **TRAINING CONTENT – IMPORTANT NOTIFICATION**

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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.

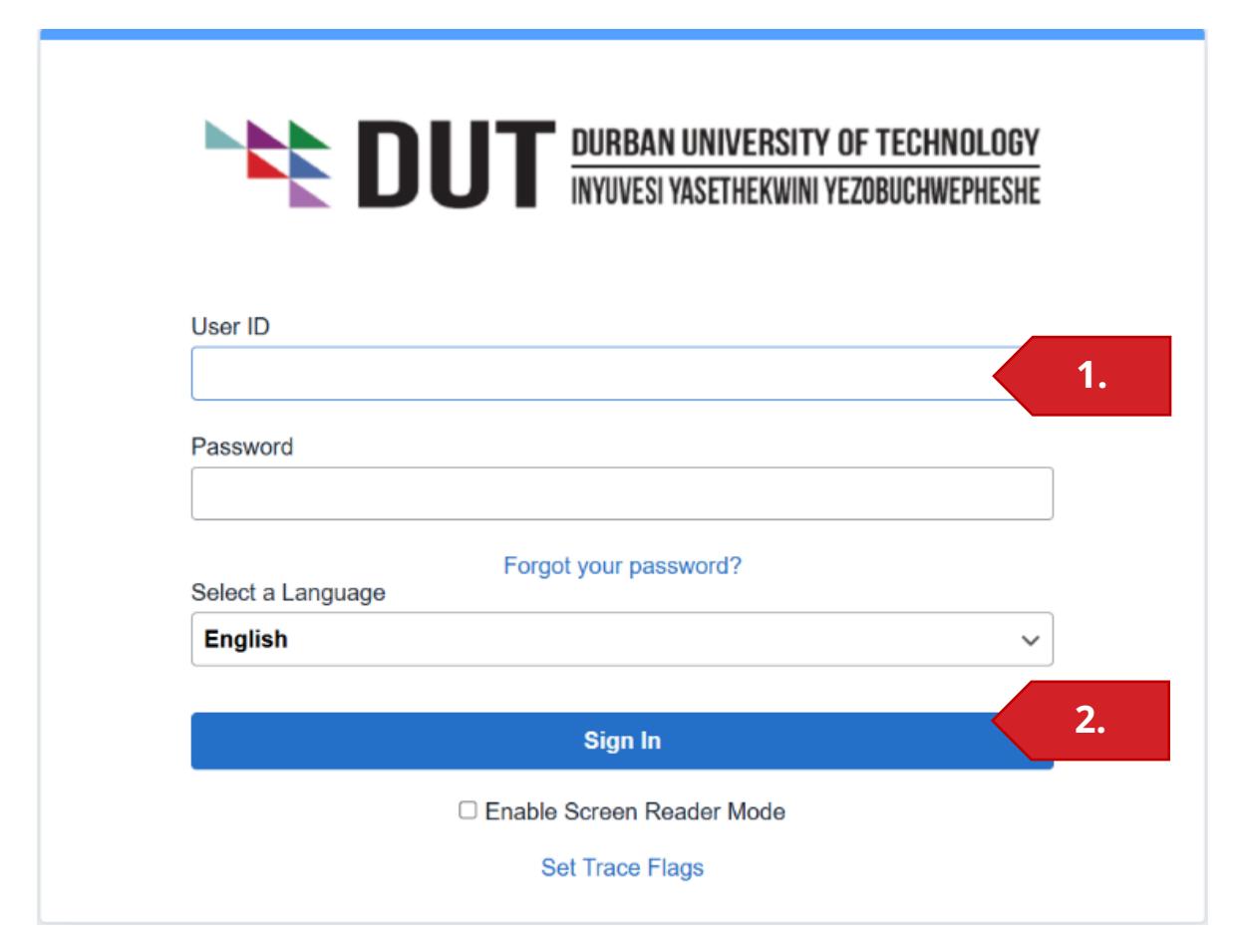
Whilst every effort has been made to ensure that the learning material is accurate, DUT take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained herein.

# 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 RETURNING STUDENT

This section outlines the registration process for **returning 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](#). You will receive a communication via your DUT email with your new username and password.



The image shows the Durban University of Technology (DUT) Student Self Service Portal login page. The DUT logo and name are at the top. Below is a 'User ID' input field with a red arrow labeled '1.' pointing to it. Below that is a 'Password' input field. To the right of the 'Password' field is a 'Forgot your password?' link. Underneath the 'User ID' and 'Password' fields is a 'Select a Language' dropdown menu set to 'English', with a red arrow labeled '2.' pointing to the 'Sign In' button. The 'Sign In' button is large and blue. Below the button are 'Enable Screen Reader Mode' and 'Set Trace Flags' links.

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

No active application

Academic Records + Graduation

Financial Account

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

Financial Aid

Registration

Profile

Tasks

1 Holds

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>Plan and Enrol Courses</b> page.

Plan and Enrol Courses

You are unable to enrol at this time.

Please check your [Tasks \(Holds\)](#) for further details.

4.

[https://peoplesoftqa.dut.ac.za/psp/pscspa\\_12/EMPLOYEE/SA/c/SCC\\_TASKS\\_FL/SCC\\_TASK\\_MD\\_TGT\\_FL.GBL?Page=SCC\\_MD\\_TGT\\_PAGE\\_FL&Action=U&MD=Y&GMenu=SCC\\_TASKS\\_FL&GComp=SCC\\_TASKS\\_SP\\_FL&GPage=SCC\\_START\\_PAGE\\_FL&scname=CS\\_TASKS](https://peoplesoftqa.dut.ac.za/psp/pscspa_12/EMPLOYEE/SA/c/SCC_TASKS_FL/SCC_TASK_MD_TGT_FL.GBL?Page=SCC_MD_TGT_PAGE_FL&Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&GPage=SCC_START_PAGE_FL&scname=CS_TASKS)

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Plan and Enrol Courses</b> screen is displayed, notifying 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.

Search in Menu

Tasks

To Do List

Holds

Completed

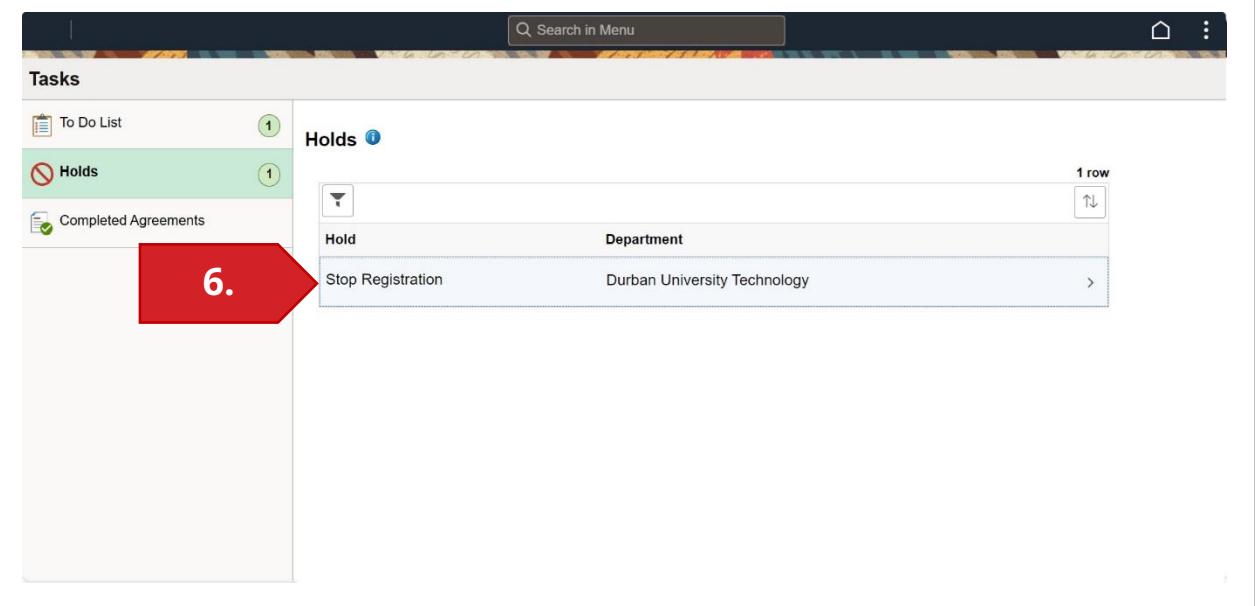
5.

To Do List

Task	Due Date	Status
Indemnity for Registration		Assigned

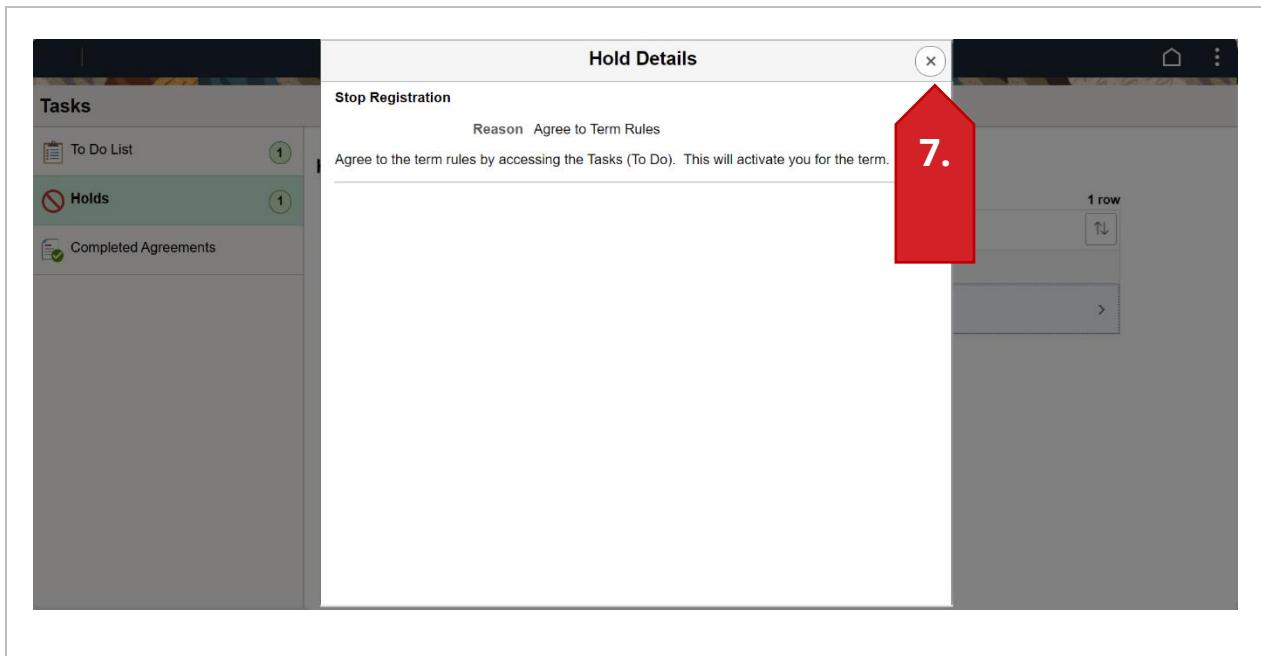
1 row

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.

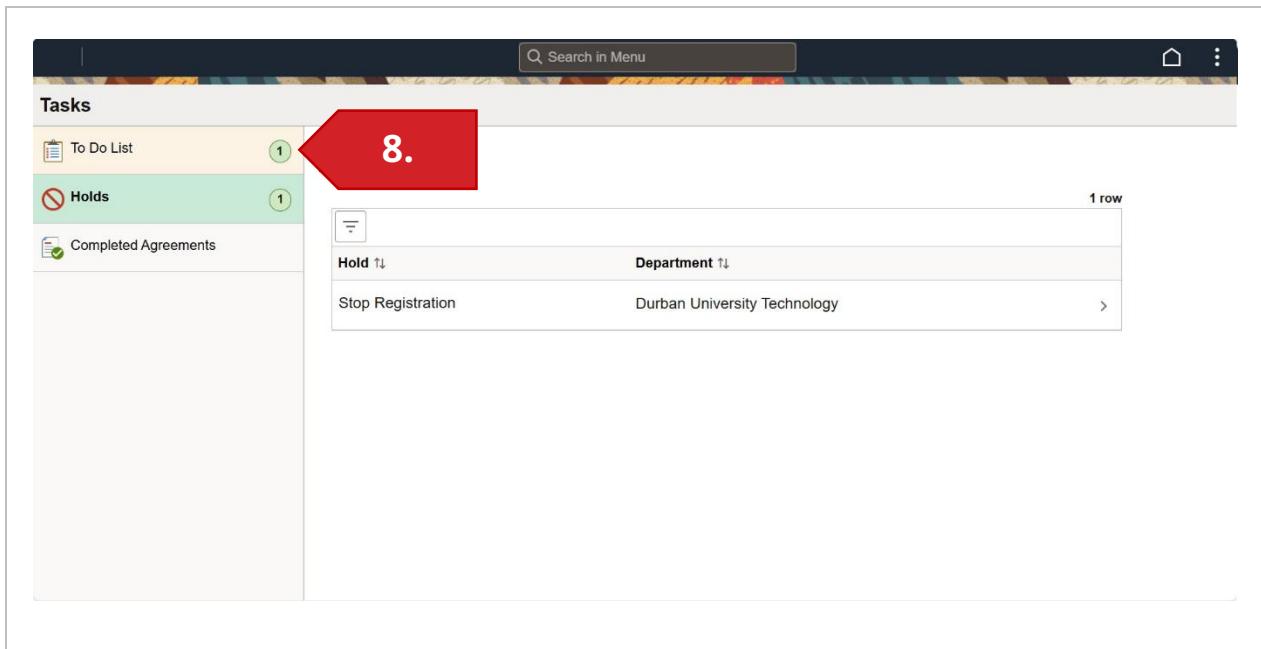


The screenshot shows a software interface with a dark header bar containing a search bar labeled 'Search in Menu' and icons for home and more. Below the header is a 'Tasks' section with three items: 'To Do List' (1 item), 'Holds' (1 item, highlighted in green), and 'Completed Agreements'. A large red arrow points from the 'Holds' item to a table titled 'Holds'. The table has columns 'Hold' and 'Department'. It shows one row: 'Stop Registration' under 'Hold' and 'Durban University Technology' under 'Department'. A '1 row' indicator is in the top right corner of the table.

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. <b>(Failure to complete this step will prevent you from continuing with your registration).</b></p>
7.	Click on the <b>Close</b> button to return to the previous screen.



8.

Tasks

To Do List 1

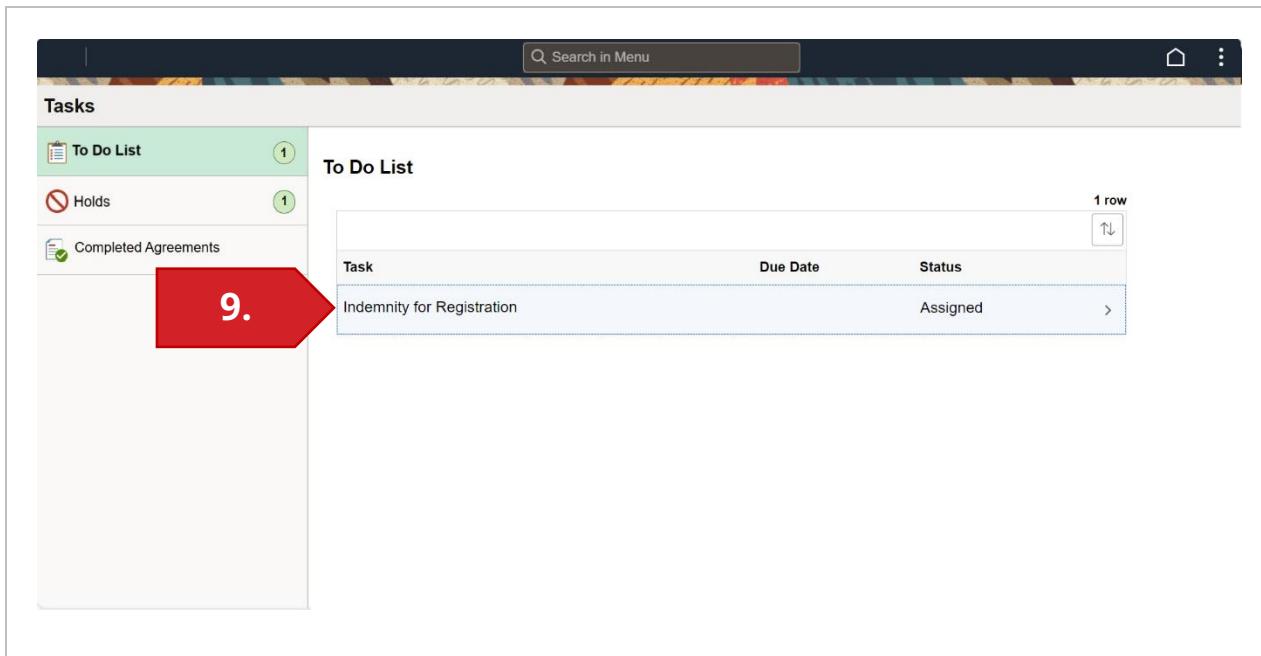
Holds 1

Completed Agreements

1 row

Hold ↑↓	Department ↑↓
Stop Registration	Durban University Technology >

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



9.

Task	Due Date	Status
Indemnity for Registration		Assigned

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

11.
Next >

10.
Read

**Indemnity for Registration**

**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 fee 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.

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

13. 

12. 

**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
Zan ...@uut.ac.za	Personal	<input checked="" type="checkbox"/>
...	Campus	<input type="checkbox"/>
...	Other	<input type="checkbox"/>

**Phone**

Phone	Type	Preferred
...	...	...

**Next >** **Confirm**

STEP NUMBER	ACTION
	<p><b>Note:</b></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 <b>preferred email address</b>, which is automatically set to your <b>DUT4Life email</b>. Please make sure 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 <b>Next</b> button to proceed to the following step of the Agreement.

X Exit
15.

Indemnity for Registration

1 Agreement  
Complete
2 Contact Details  
Complete
3 Addresses  
Complete
4 Emergency Contacts  
Not Started
5 Term Activation  
Not Started

**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

Confirm
Next >

14.

STEP NUMBER	ACTION
	<p><b>Note:</b></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"> <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>
<span>14.</span>	Click on the <b>Confirm</b> button.
<span>15.</span>	Click on the <b>Next</b> button to proceed to the following step of the Agreement.

Indemnity for Registration

17. **Next >**

16. **Confirm**

**Step 4 of 5: Emergency Contacts**

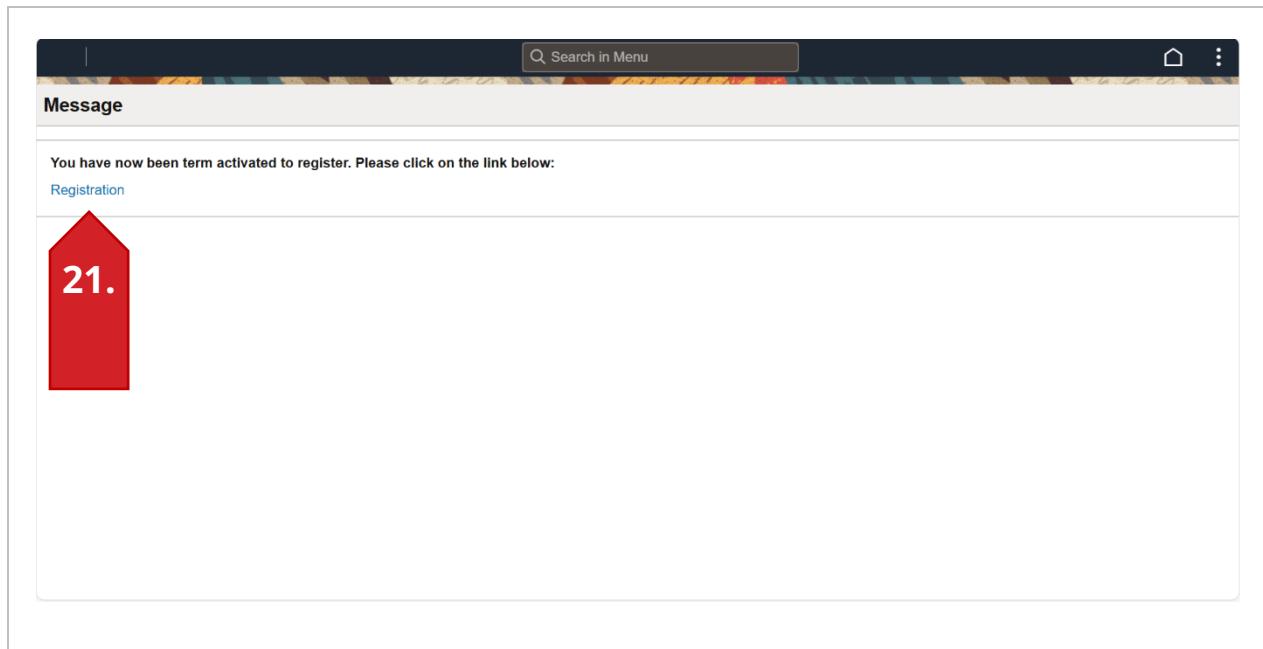
It is very important that your **Emergency Contact details** are accurate and current. In the event of an emergency, the university will use this information to reach your designated contact person quickly. Please review your emergency contact details regularly and update them immediately if there are 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	073/163-0016	✓

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>

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.
 <b>Note:</b> 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	
20.	Click on the <b>Complete</b> button.



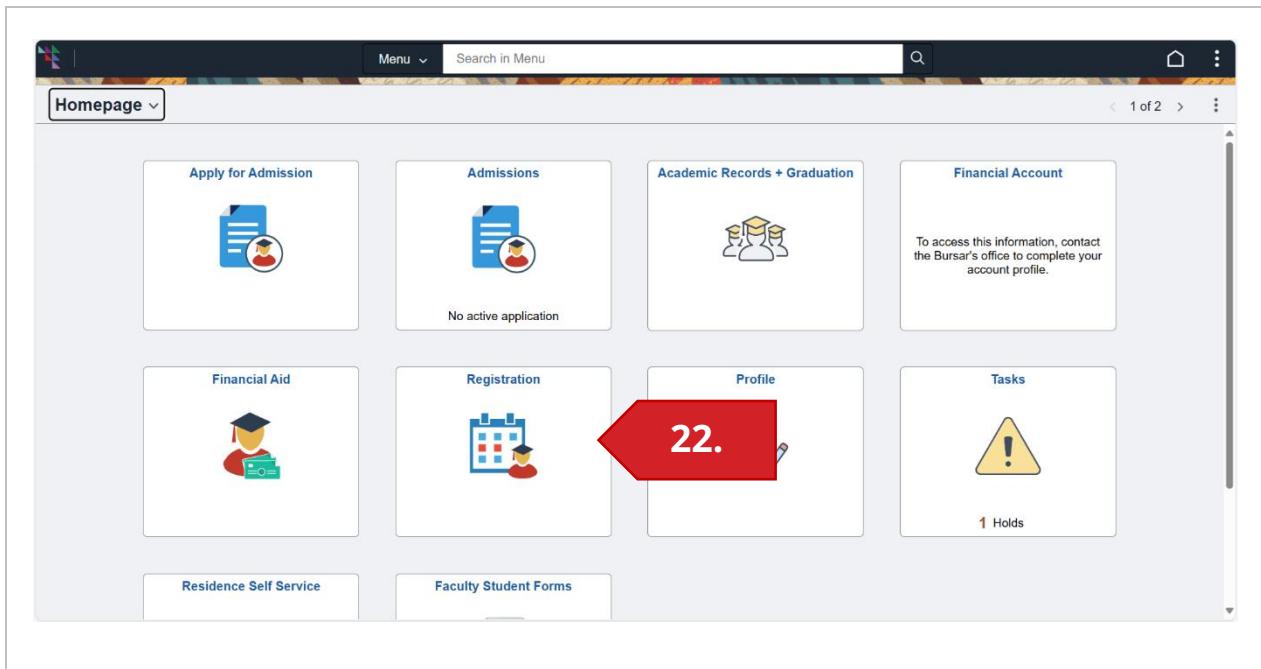
Message

You have now been term activated to register. Please click on the link below:

[Registration](#)

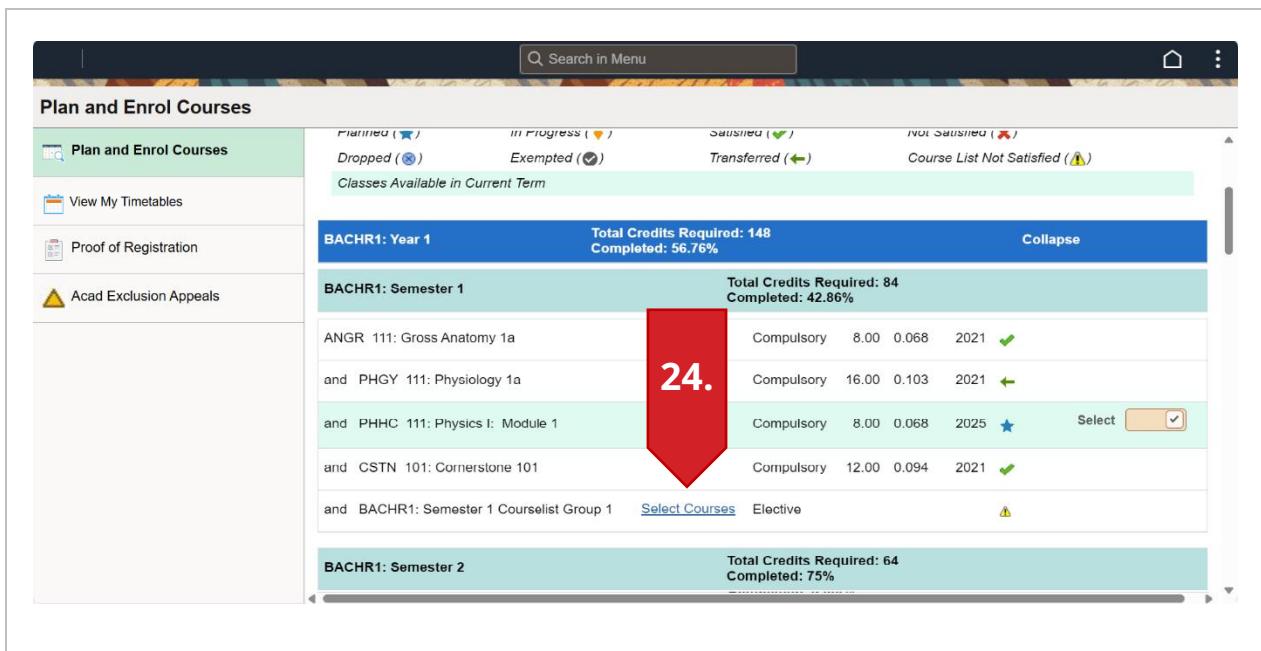
21.

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.



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

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



Plan and Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

Planned (1) In Progress (0) Satisfied (1) Not Satisfied (0)

Dropped (0) Exempted (0) Transferred (0) Course List Not Satisfied (0)

Classes Available in Current Term

**BACHR1: Year 1** Total Credits Required: 148 Completed: 56.76% **BACHR1: Semester 1** Total Credits Required: 84 Completed: 42.86%

ANGR 111: Gross Anatomy 1a Compulsory 8.00 0.068 2021 ✓

and PHGY 111: Physiology 1a Compulsory 16.00 0.103 2021 ↘

and PHHC 111: Physics I: Module 1 Compulsory 8.00 0.068 2025 ★ Select

and CSTN 101: Cornerstone 101 Compulsory 12.00 0.094 2021 ✓

and BACHR1: Semester 1 Counselist Group 1 [Select Courses](#) Elective ⚠

**BACHR1: Semester 2** Total Credits Required: 64 Completed: 75%

24.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>In this guide, <b>BACHR1: Semester 1 Course List Group 1</b> is the designated list item where a course selection (elective) is required.</p>
24.	<p>Click on the <b>Select Courses</b> link.</p>
	<p><b>Note:</b></p> <p>The <b>Select Courses</b> will direct you to Select Courses (Course List) screen.</p>

Plan and Enrol Courses

**BACHR1: Semester 1 Courselist Group 1**

Select 1 of the courses from the list below:

**Save and Return** **Cancel**

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

Classes Available in Current Term

IGSH 101: Issue Gender & Society Hcare      Elective      12.00      Select

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Select Courses (Course List)</b> screen is displayed.</p>
25.	Click on the <b>Select</b> toggle switch to change its status from <b>No' (not checked)</b> to <b>'Yes' (checked and coloured)</b> .
26.	Click on the <b>Save and Return</b> button.

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

Plan and Enrol Courses

Planned ( ) In Progress ( ) Satisfied ( ) Not Satisfied ( )

Dropped ( ) Exempted ( ) Transferred ( ) Course List Not Satisfactory

Classes Available in Current Term

**BACHR1: Year 1** Total Credits Required: 148 Completed: 56.76% **BACHR1: Semester 1** Total Credits Required: 84 Completed: 42.86%

Course	Type	Code	Hours	Grade	Year	Action
ANGR 111: Gross Anatomy 1a	Compulsory	8.00	0.068	2021	✓	
and PHGY 111: Physiology 1a	Compulsory	16.00	0.103	2021	↳	
and PHHC 111: Physics I: Module 1	Compulsory	8.00	0.068	2025	★ Select <input checked="" type="checkbox"/>	
and CSTN 101: Cornerstone 101	Compulsory	12.00	0.094	2021	✓	
and BACHR1: Semester 1 Counselor Group 1	<a href="#">Select Courses</a>	Elective			<b>IGSH 101</b>	

**BACHR1: Semester 2** Total Credits Required: 64 Completed: 75%

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>In this guide, the course name has been updated to reflect the actual name. The course is now listed as <b>IGSH 101</b>.</p>
28.	Click and drag the <b>vertical scroll bar up</b> to navigate back to the previous section.

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Excl.

29.

Program / Plan

Bachelor Health Sciences / Health Sciences Chiropractic

Enrol

Expand All Collapse All

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

Classes Available in Current Term

BACHR1: Year 1 Total Credits Required: 148 Completed: 56.76% Collapse

BACHR1: Semester 1 Total Credits Required: 84 Completed: 42.86%

STEP NUMBER	ACTION
29.	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 ◇

Course	Qualification DIACC1 Level2A	Qualification DIACC1 Level2B	Qualification DIACC1 Level3	Qualification DIACC1 Level3A	Qualification DIACC1 Level3B	Qualification DIACC1 Level4	Available	Selected Class	Select Class
IGSH 101: Issue	available								<input type="button" value="Select Class"/>
PHHC 111: Physio									<input type="button" value="Select Class"/>
PHHC 121: Physics I: Module 2							available		<input type="button" value="Select Class"/>
CLMA 101: Clin Mentoring & Assess	available						2025 Semester 1	No classes available	Please contact your Department
EPPH 101: Epidemiology: Public Health							2025 Semester 2	No classes available	Please contact your Department
GPAT 201: General Pathology II							2025 Semester 2	No classes available	Please contact your Department
HCWK 101: Hiv & Communicable Disease Kzn							2025 Semester 1	No classes available	Please contact your Department

10 rows

STEP NUMBER	ACTION
	<b>Note:</b> This step displays all available classes for you to choose from. If the courses shown are not suitable, you can return to the previous step to update your course selection before proceeding.
30.	Click on the <b>drop-down list</b> button in the <b>Group</b> field.
31.	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 DIACC1 Level3B</b> .
32.	If the courses shown are not suitable, you can return to the previous step to update your course selection before proceeding. Click on the <b>Cancel</b> button.

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

and CSTN 101. Cornerstone 101 Compulsory 12.00 0.094 2021 ✓

and BACHR1: Semester 1 Counselist Group 1 Select Courses Elective IGSH 101

**BACHR1: Semester 2** Total Credits Required: 64 Completed: 75%

ANGR 121: Gross Anatomy 1b Compulsory 8.00 0.068 2021 ✓

and HIST 111: Histology Compulsory 12.00 0.081 2021 ✓

and CHHC 103: Chemistry I Compulsory 12.00 0.081 2021 ✓

and PHHC 121: Physics I: Module 2 Compulsory 8.00 0.068 2025 ★ Select

and CPPR 111: Chiro Principle & Prac 1 Compulsory 8.00 0.068 2021 ✓

and BACHR1: Semester 2 Counselist Select Courses Elective CLDV 101

**BACHR1: Year 2** Total Credits Required: 128 Completed: 92.19% Expand

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>In this guide, the <b>PHHC 121: Physics I: Module 2</b>, a course that the student must complete but wishes to defer to a later term.</p>
34.	Click on the <b>Select</b> toggle switch to change its status from ' <b>Yes</b> ' to ' <b>No</b> '.
35.	Click and drag the <b>vertical scroll bar up</b> to navigate back to the previous section.

Plan and Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Excl

36.

Enrol

Program / Plan

Bachelor Health Sciences / Health Sciences Chiropractic

Expand All Collapse All

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

Classes Available in Current Term

BACHR1: Year 1 Total Credits Required: 148 Completed: 56.76% Collapse

BACHR1: Semester 1 Total Credits Required: 84 Completed: 42.86%

STEP NUMBER	ACTION
36.	Click on the <b>Enrol</b> button.

Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

Search in Menu
...

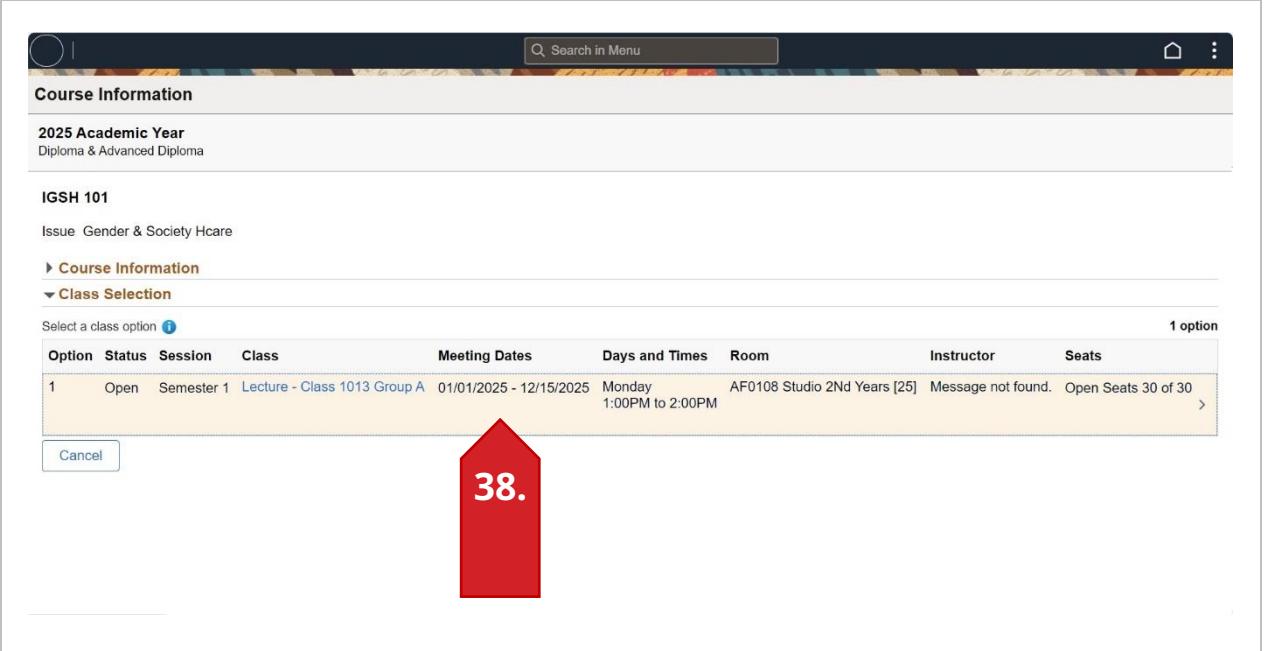
Group
Qualification DIACC1 Level3B

9 rows

Course	Term/Session	Classes Available	Select Class
IGSH 101: Issue: Gender & Society Hcare	2025 Semester 1	Classes available	<span style="border: 1px solid #0070C0; padding: 2px 10px;">Select Class</span>
PHHC 111: Physics I: Module 1	2025 Semester 1	Classes available	<span style="border: 1px solid #0070C0; padding: 2px 10px;">Select Class</span>
CLMA 101: Clin Mentoring & Assess	2025 Semester 1	No classes available	Please contact your Department
EPPH 101: Epidemiology: Public Health	2025 Semester 2	No classes available	Please contact your Department
GPAT 201: General Pathology II	2025 Semester 2	No classes available	Please contact your Department
HCDK 101: Hiv & Communicable Diseases Kzn	2025 Semester 1	No classes available	Please contact your Department
DOTU 101: Reflections On Quant Think	2025 Semester 1	No classes available	Please contact your Department

37.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Enrol Courses</b> screen is displayed. It is necessary to select a class for each of the available courses. Selecting a class manually would only be required if the course is not scheduled in the Group that you selected.</p>
<b>37.</b>	<p>Click on the <b>Select Class</b> in the <b>first line item course</b> to view available options for selection.</p>



Course Information

2025 Academic Year  
Diploma & Advanced Diploma

**IGSH 101**

Issue: Gender & Society Hcare

Course Information

Class Selection

Select a class option (1 option)

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Semester 1	Lecture - Class 1013 Group A	01/01/2025 - 12/15/2025	Monday 1:00PM to 2:00PM	AF0108 Studio 2Nd Years [25]	Message not found.	Open Seats 30 of 30

Cancel

38.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Course Information</b> screen is displayed.</p>
38.	<p>Click on the <b>relevant Class</b> in the <b>Item list</b> to select it.</p>
	<p><b>Note:</b></p> <p>Make sure to choose the class with an "Open" status and click anywhere on the class option, avoiding the class link to prevent opening a new window.</p>

Search in Menu

Enrol Courses

39.

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

9 rows

Course	Term/Session	Classes Available	Selected Class	Select Class	Remove
IGSH 101: Issue: Gender & Society Hcare	2025 Semester 1	Classes available	Monday 1:00PM to 2:00PM	Select Class	
PHHC 111: Physics I: Module 1	2025 Semester 1	Classes available		Select Class	
CLMA 101: Clin Mentoring & Assess	2025 Semester 1	No classes available	Please contact your Department		
EPPH 101: Epidemiology: Public Health	2025 Semester 2	No classes available	Please contact your Department		
GPAT 201: General Pathology II	2025 Semester 2	No classes available	Please contact your Department		
HCDK 101: Hiv & Communicable Diseases Kzn	2025 Semester 1	No classes available	Please contact your Department		
DOTU 101: Reflections On Quant Think	2025 Semester 1	No classes available	Please contact your Department		

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Enrol Courses</b> screen is displayed.</p>
39.	Click on the <b>Submit Enrolment</b> button.

The screenshot shows a web-based application for enrolling in courses. At the top, there is a navigation bar with a search bar labeled 'Search in Menu' and icons for home and more. Below the navigation bar, the page title is 'Enrol Courses'. On the left, there is a sidebar with four options: 'Plan and Enrol Courses' (selected), 'View My Classes/Schedule', 'Proof of Registration', and 'Acad Exclusion Appeals'. The main content area displays a table of courses. A pop-up message box is overlaid on the table, containing the text 'Please select all classes from available classes before submitting' and an 'OK' button. The table has columns for 'Course', 'Group', 'Selected Class', 'Select Class', and 'Remove'. The table shows the following data:

Course	Group	Selected Class	Select Class	Remove
IGSH 101: Issue Ge...	Qualification DIACC1 Level3B	Monday 00PM to 2:00PM	Select Class	
PHHC 111: Physics I. Module 1	2025 Semester 1	Classes available	Select Class	
CLMA 101: Clin Mentoring & Assess	2025 Semester 1	No classes available	Please contact your Department	
EPPH 101: Epidemiology: Public Health	2025 Semester 1	No classes available	Please contact your Department	
GPAT 201: General Pathology II	2025 Semester 1	No classes available	Please contact your Department	
HCDK 101: Hiv & Communicable Diseases Kzn	2025 Semester 1	No classes available	Please contact your Department	
POTH 101: Reflections On Ourself Think	2025 Semester 1	No classes available	Please contact your Department	

STEP NUMBER	ACTION
	<p><b>Note:</b>          If not all classes have been selected, a pop-up message will be displayed, indicating that it is necessary to select all courses from the available class options prior to submission.</p>
<b>40.</b>	Click on the <b>OK</b> button to proceed.

Enrol Courses

Plan and Enrol Courses

View My Classes/Schedule

Proof of Registration

Acad Exclusion Appeals

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

9 rows

Course	Term/Session	Classes Available	Selected Class	Select Class	Remove
IGSH 101: Issue Gender & Society Hcare	2025 Semester 1	Classes available	Monday 1:00PM - 2:00PM	Select Class	
PHHC 111: Physics I: Module 1	2025 Semester 1	Classes available		Select Class	
CLMA 101: Clin Mentoring & Assess	2025 Semester 1	No classes available	Please contact your Department		
EPPH 101: Epidemiology: Public Health	2025 Semester 2	No classes available	Please contact your Department		
GPAT 201: General Pathology II	2025 Semester 2	No classes available	Please contact your Department		
HCDK 101: Hiv & Communicable Diseases Kzn	2025 Semester 1	No classes available	Please contact your Department		
DOTU 101: Reflections On Quant Think	2025 Semester 1	No classes available	Please contact your Department		

STEP NUMBER	ACTION
41.	Click on the <b>Select Class</b> in the <b>second line item course</b> to view available options for selection.

Course Information

2025 Academic Year  
Bachelor's Degree

**PHHC 111**

Physics I: Module 1

▶ Course Information  
▼ Class Selection

Select a class option ?

**2 options**

Option	Status	Session	Class	Meeting Dates	Days	Times	Room	Instructor	Seats
1	Open	Semester 1	Lecture - Class 1010 Group A	01/01/2025 - 12/15/2025	Tuesday	9:00AM	BS8203 Lab: Projects Cad Lab	Message not found.	Open Seats 30 of 30 >
2	Open	Semester 1	Lecture - Class 1011 Group B	01/01/2025 - 12/15/2025	Wednesday	10:00AM	DA0009 Lecture Room [25]	Message not found.	Open Seats 30 of 30 >

Cancel

javascript:DoBack('win26')

STEP NUMBER	ACTION
	<b>Note:</b> The <b>Course Information</b> screen is displayed.
<b>42.</b>	Click on the <b>relevant Class</b> in the <b>Item list</b> to select it.

43.
Enrol Courses
Plan and Enrol Courses
View My
Proof of
Acad Exclusion Appeals

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
9 rows

Course	Term/Session	Classes Available	Selected Class	Select Class	Remove
IGSH 101: Issue Gender & Society Hcare	2025 Semester 1	Classes available	Monday 1:00PM to 2:00PM	<input type="button" value="Select Class"/>	
PHHC 111: Physics I: Module 1	2025 Semester 1	Classes available	Wednesday Thursday 10:00AM to 11:00AM	<input type="button" value="Select Class"/>	
CLMA 101: Clin Mentoring & Assess	2025 Semester 1	No classes available	Please contact your Department		
EPPH 101: Epidemiology: Public Health	2025 Semester 2	No classes available	Please contact your Department		
GPAT 201: General Pathology II	2025 Semester 2	No classes available	Please contact your Department		
HCDK 101: Hiv & Communicable Diseases Kzn	2025 Semester 1	No classes available	Please contact your Department		
DOTH 101: Reflections On Quant Think	2025 Semester 1	No classes available	Please contact your Department		

STEP NUMBER	ACTION
<b>Note:</b> Click and drag the <b>horizontal scroll bar to the left</b> to view additional details.	
<b>43.</b>	Click on the <b>Submit Enrolment</b> button.

Outstanding Balance 36,812.00 [Make a Payment](#)

2 rows

Course	Message
IGSH 101: Issue Gender & Society Hcare	Successfully enrolled
PHHC 111: Physics I: Module 1	Enrollment not successful You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.

Return **44.**

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Enrolment Confirmation</b> screen displays course details and enrolment status. Unsuccessful enrolments, typically due to capacity limits, class timetable conflicts or pre-requisites not met require returning to the previous screen to select a different class. Any outstanding balance is also shown.</p>
<b>44.</b>	Click on the <b>Return</b> link to return to the previous screen.

|
Search in Menu
...

**Enrol Courses**

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

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

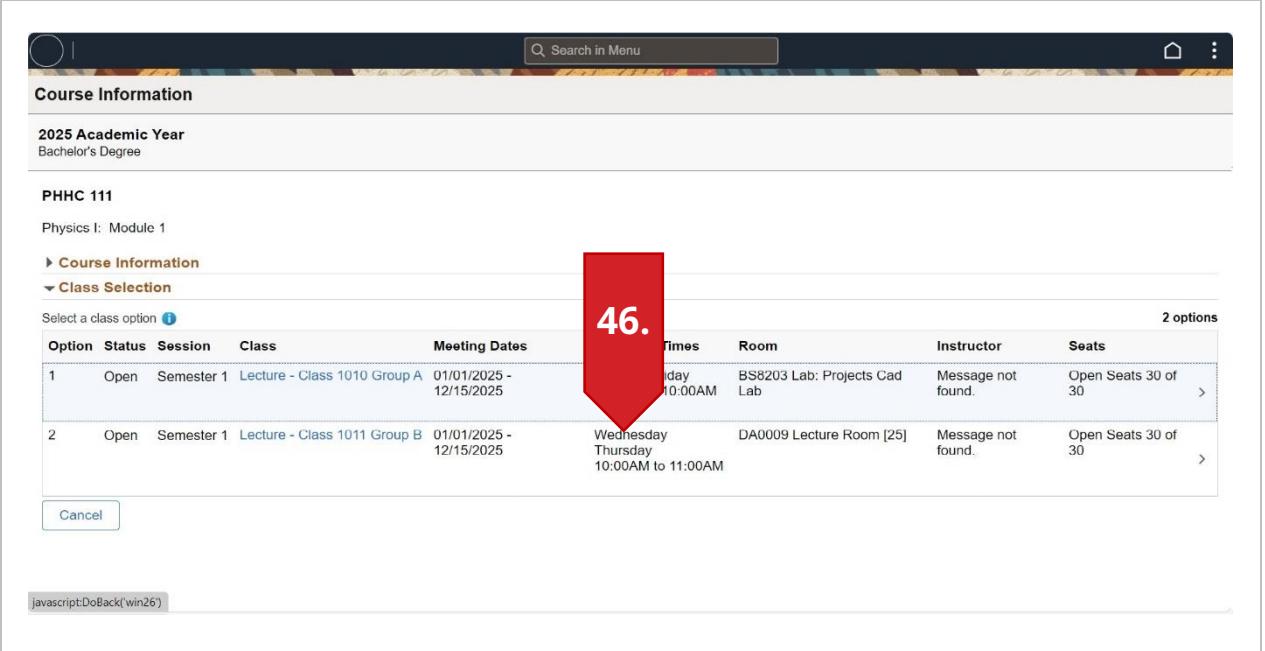
Group
Qualification DIACC1 Level3B
▼

9 rows

Course	Term/Session	Classes Available	Selected Class	Select Class	Remove
IGSH 101: Issue Gender & Society Hcare	2025 Semester 1	Enrolled	Monday 1:00PM to 2:00PM		
PHHC 111: Physics I: Module 1	2025 Semester 1	Classes available	Wednesday 10:00AM to 11:00AM	<span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f1f8e9;">Select Class</span>	<span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f1f8e9;">Delete</span>
CLMA 101: Clin Mentoring & Assess	2025 Semester 1	No classes available		Please contact your Department	
EPPH 101: Epidemiology: Public Health	2025 Semester 2	No classes available		Please contact your Department	
GPAT 201: General Pathology II	2025 Semester 2	No classes available		Please contact your Department	
HCDK 101: Hiv & Communicable Diseases Kzn	2025 Semester 1	No classes available		Please contact your Department	
DOTU 101: Reflections On Quant Think	2025 Semester 1	No classes available		Please contact your Department	

45.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Enrol Courses</b> screen is displayed.</p>
<b>45.</b>	<p>Click on the <b>Select Class</b> in the <b>second line item course</b> to view available options for selection.</p>



Course Information

2025 Academic Year  
Bachelor's Degree

**PHHC 111**

Physics I: Module 1

► Course Information  
▼ Class Selection

Select a class option ?

Option	Status	Session	Class	Meeting Dates	Times	Room	Instructor	Seats
1	Open	Semester 1	Lecture - Class 1010 Group A	01/01/2025 - 12/15/2025	Wednesday 10:00AM	BS8203 Lab: Projects Cad Lab	Message not found.	Open Seats 30 of 30 >
2	Open	Semester 1	Lecture - Class 1011 Group B	01/01/2025 - 12/15/2025	Wednesday 10:00AM to 11:00AM	DA0009 Lecture Room [25]	Message not found.	Open Seats 30 of 30 >

[Cancel](#)

javascript:DoBack('win26')

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Course Information</b> screen is displayed.</p>
46.	Click on the <b>relevant Class</b> in the <b>Item list</b> to select it.

|
Search in Menu
...

**Enrol Courses**

Plan and Enrol Courses
View My...
Proof of...
Acad Exclusion Appeals

**47.**

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 9 rows

Course	Term/Session	Classes Available	Selected Class	Select Class	Remove
IGSH 101: Issue Gender & Society Hcare	2025 Semester 1	Enrolled	Monday 1:00PM to 2:00PM		
PHHC 111: Physics I: Module 1	2025 Semester 1	Classes available	Tuesday Friday 9:00AM to 10:00AM	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Select Class</span>	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Delete</span>
CLMA 101: Clin Mentoring & Assess	2025 Semester 1	No classes available	Please contact your Department		
EPPH 101: Epidemiology: Public Health	2025 Semester 2	No classes available	Please contact your Department		
GPAT 201: General Pathology II	2025 Semester 2	No classes available	Please contact your Department		
HCDK 101: Hiv & Communicable Diseases Kzn	2025 Semester 1	No classes available	Please contact your Department		
DOTU 101: Reflections On Quant Think	2025 Semester 1	No classes available	Please contact your Department		

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Enrol Courses</b> screen is displayed.</p>
<b>47.</b>	<p>Click on the <b>Submit Enrolment</b> button.</p>

Enrolment Confirmation

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

Outstanding Balance 36,812.00

Make a Payment

1 row

Course	Message
PHHC 111: Physics I: Module 1	Successfully enrolled

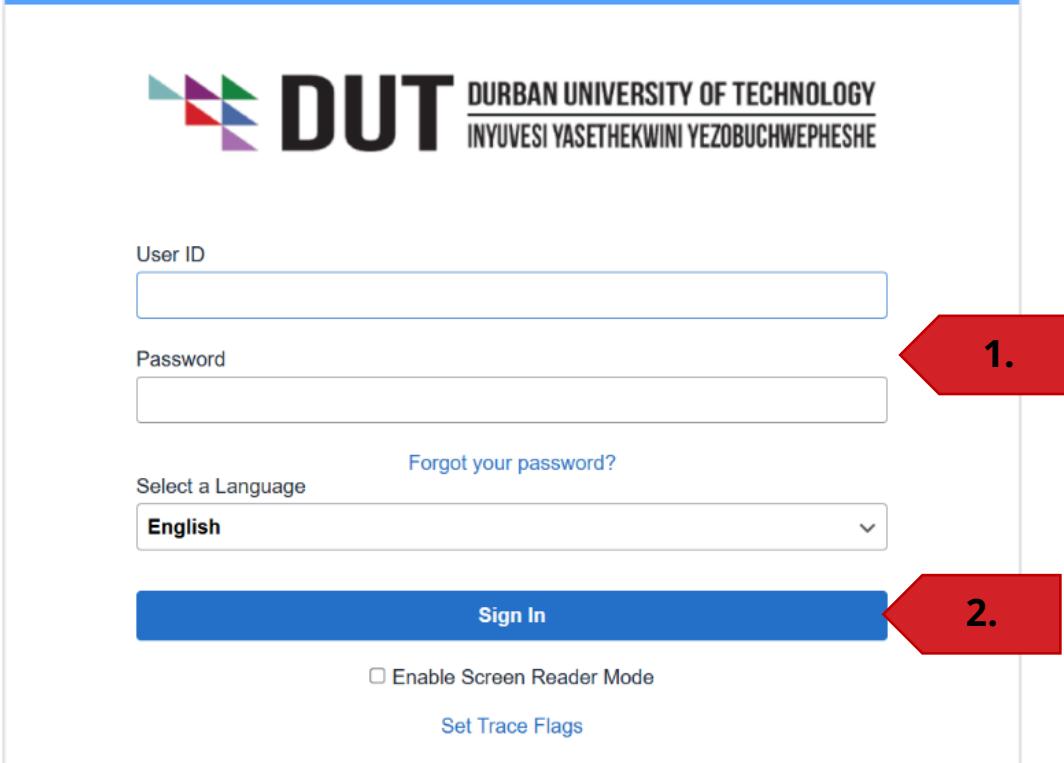
Return

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>
48.	Click on the <b>Plan and Enrol Courses</b> tab.

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

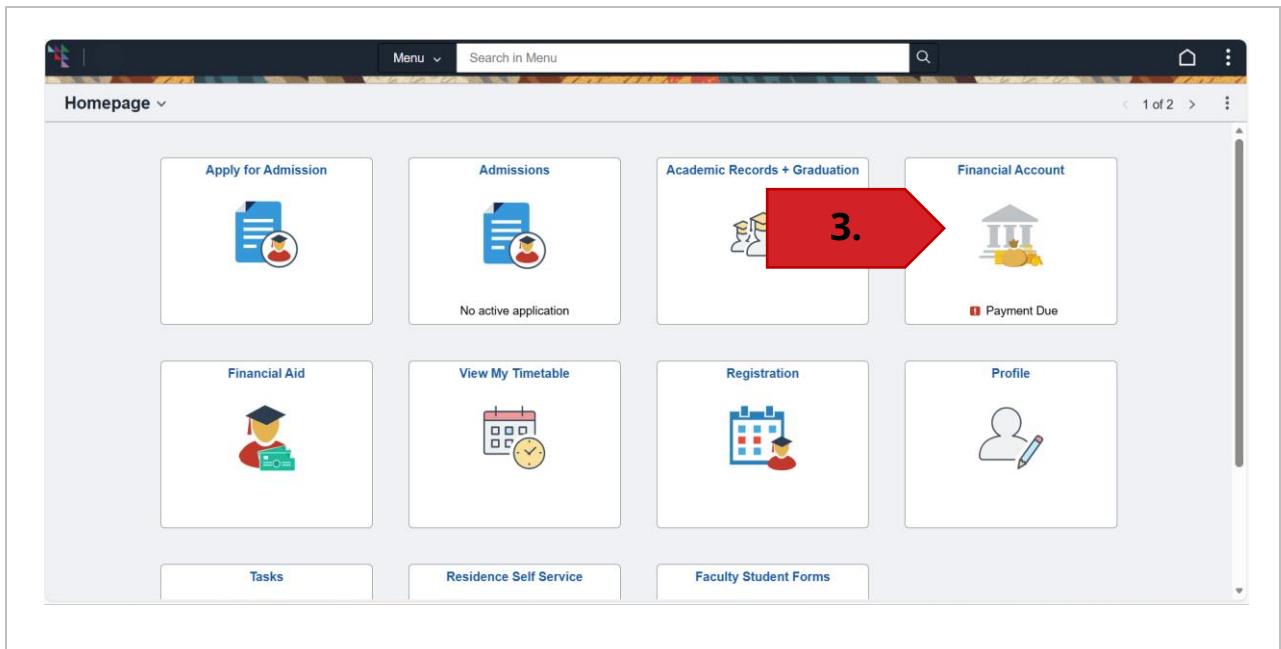
### 3. CHECKING YOUR ACCOUNT BALANCE AND MAKING A PAYMENT

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.

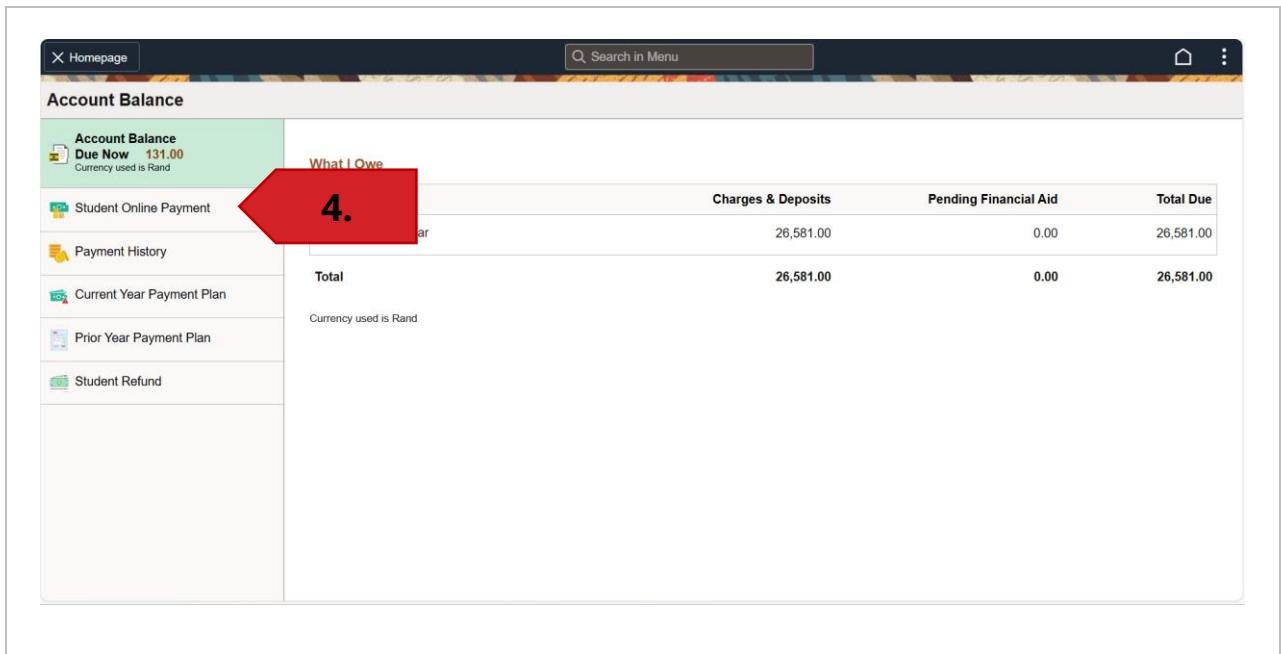


The image shows the Durban University of Technology (DUT) sign-in page. The page features the DUT logo and the text 'DURBAN UNIVERSITY OF TECHNOLOGY' and 'INYUVE SI YASETHEKWINI YEZO BUCHWE PHE SHE'. Below the logo are two input fields: 'User ID' and 'Password'. To the right of the 'Password' field is 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'. The language dropdown is set to 'English'. To the right of the language dropdown is a red arrow pointing left with the number '2.' above it. Below the language dropdown are buttons for 'Sign In' (in blue) and 'Enable Screen Reader Mode' (with an unchecked checkbox). There is also a link '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 the following data:

	Charges & Deposits	Pending Financial Aid	Total Due
26,581.00	0.00	26,581.00	
<b>Total</b>			

Currency used is Rand.

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

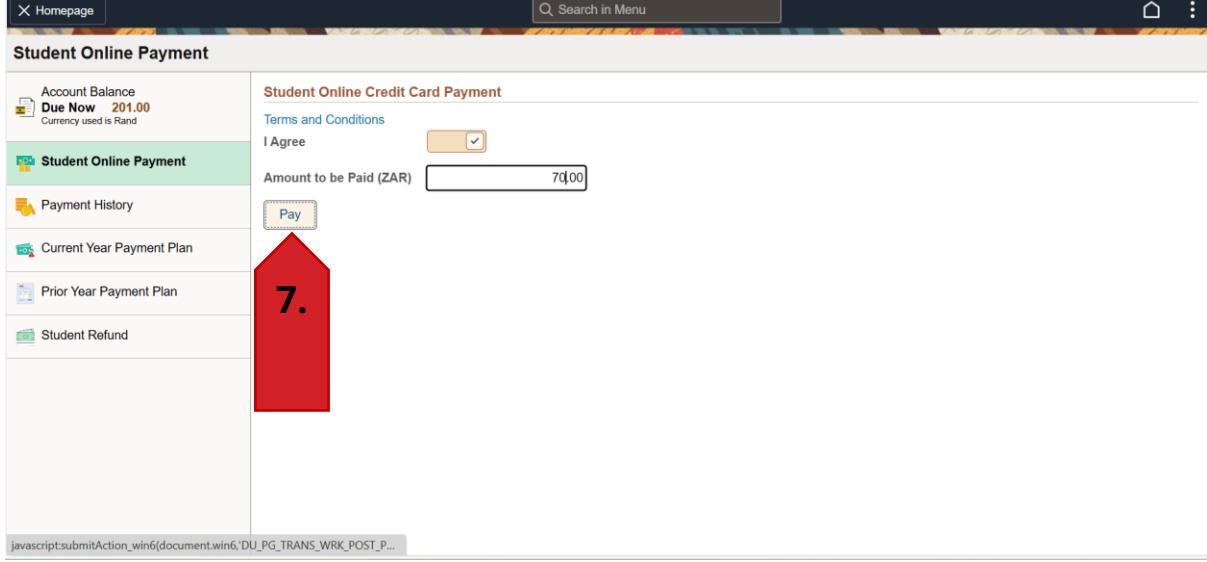
Terms and Conditions

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 contains fields for 'Terms and Conditions' (checkbox checked), 'Amount to be Paid (ZAR)' (70.00), and a 'Pay' button. A confirmation dialog box is overlaid, asking 'Please confirm that the amount to be paid is R 70.00 (ZAR)'. The 'OK' button is highlighted with a red arrow pointing to it, and the number '8.' is displayed in a red box at the bottom.

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**

**Card Number**

**Expiry Date**

**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.

9.
10.
11.
12.
13.
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>Ensure that all card payment details are thoroughly reviewed and verified for accuracy before proceeding with the transaction.</p>

49

	<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	DUTP00000000000000450
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

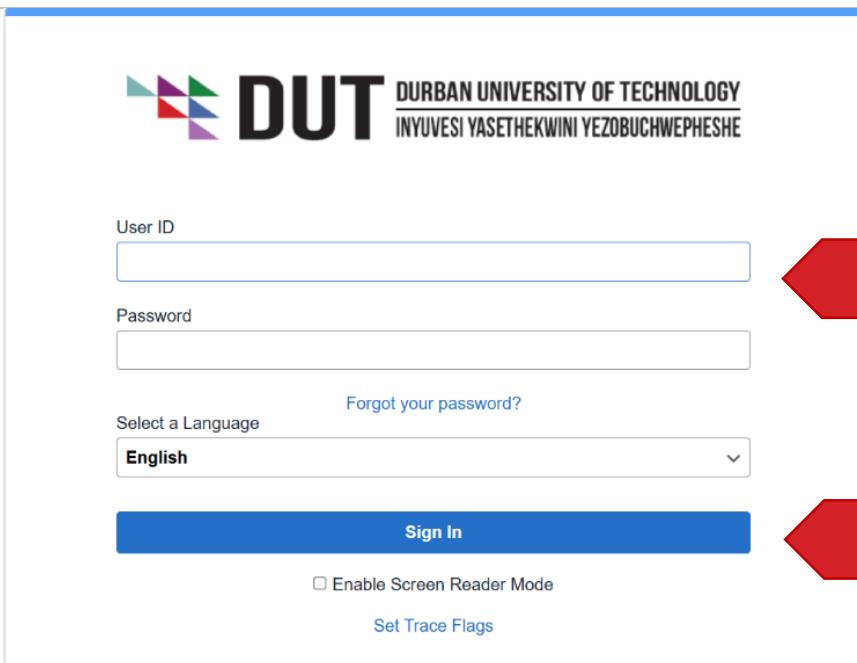
If you have questions about the status of your purchased item or service, please contact DUT Test Account.

**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 - RETURNING STUDENTS

As a returning student, staying on top of your class schedule is key to managing your time effectively. This section walks you through how to view your updated timetable in Oracle PeopleSoft Campus Solutions. You'll be able to check your classes, locations, and times with ease.



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 fields for 'User ID' and 'Password'. To the right of the 'User ID' field is a red arrow pointing left labeled '1.'. Below the password field is a 'Forgot your password?' link. To the right of the password field is a 'Select a Language' dropdown set to 'English', with a red arrow pointing left labeled '2.' to its right. Below the language dropdown are 'Sign In' and 'Enable Screen Reader Mode' buttons, and a 'Set Trace Flags' link.

STEP NUMBER	ACTION
	<b>Note:</b> This guide outlines the registration process for <b>returning students</b> , offering step-by-step instructions to assist in completing your enrolment.
1.	Enter your <b>User ID</b> and <b>Password</b> .
2.	Click on the <b>Sign In</b> button.

STEP NUMBER	ACTION
	<p><b>Note:</b> 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

View My Timetables

View My Classes/Schedule

Proof of Registration

Acad Exclusion Appeals

By Class

Printable Page

4.

By Date

Show Enrolled 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]		

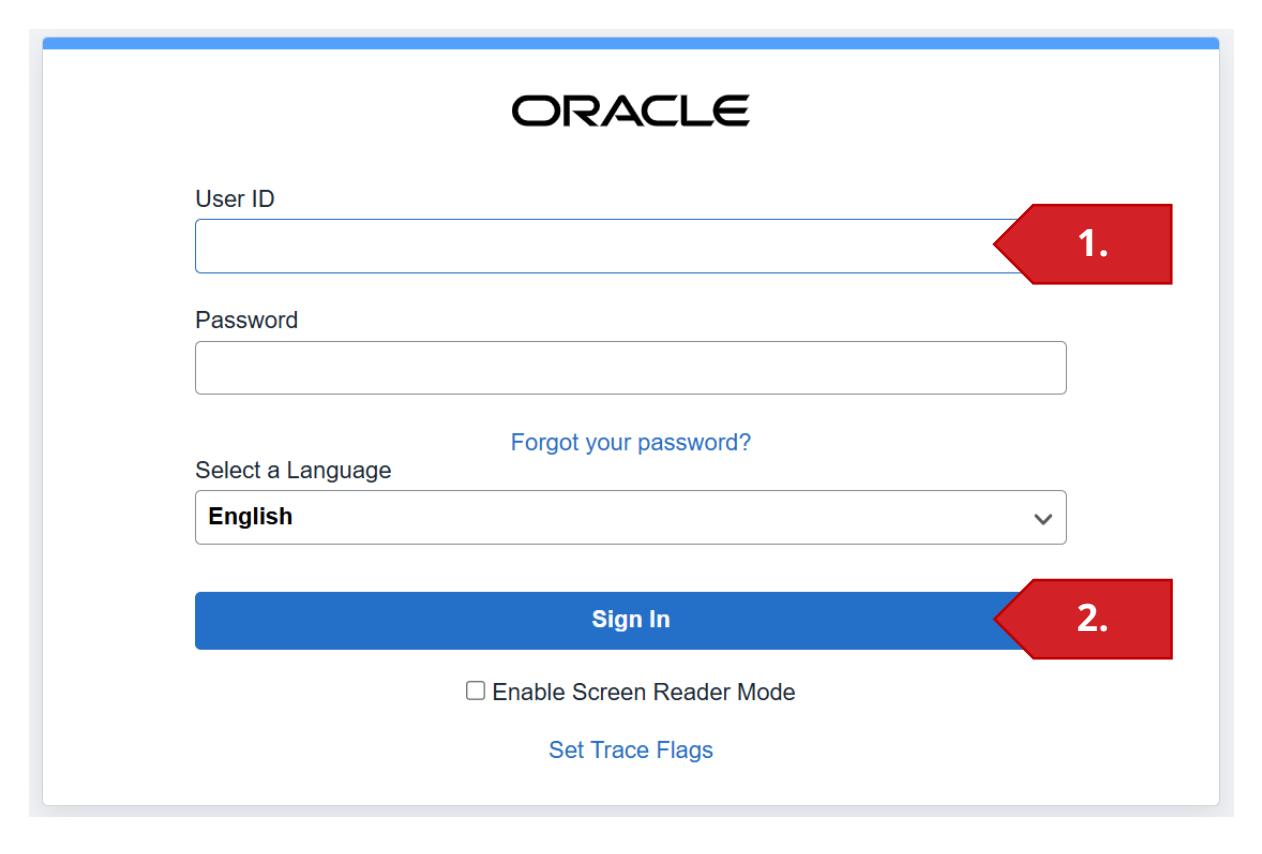
STEP NUMBER	ACTION
<b>Note:</b> You have two options for viewing your classes: <ul style="list-style-type: none"> <li><b>List View</b> - shows your classes in a simple list format with details like course name, time and location.</li> <li><b>Calendar View</b> - displays your classes on a calendar, making 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.

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.
 <b>Note:</b> Your class schedule is now ready for review, helping you prepare for the upcoming term.	

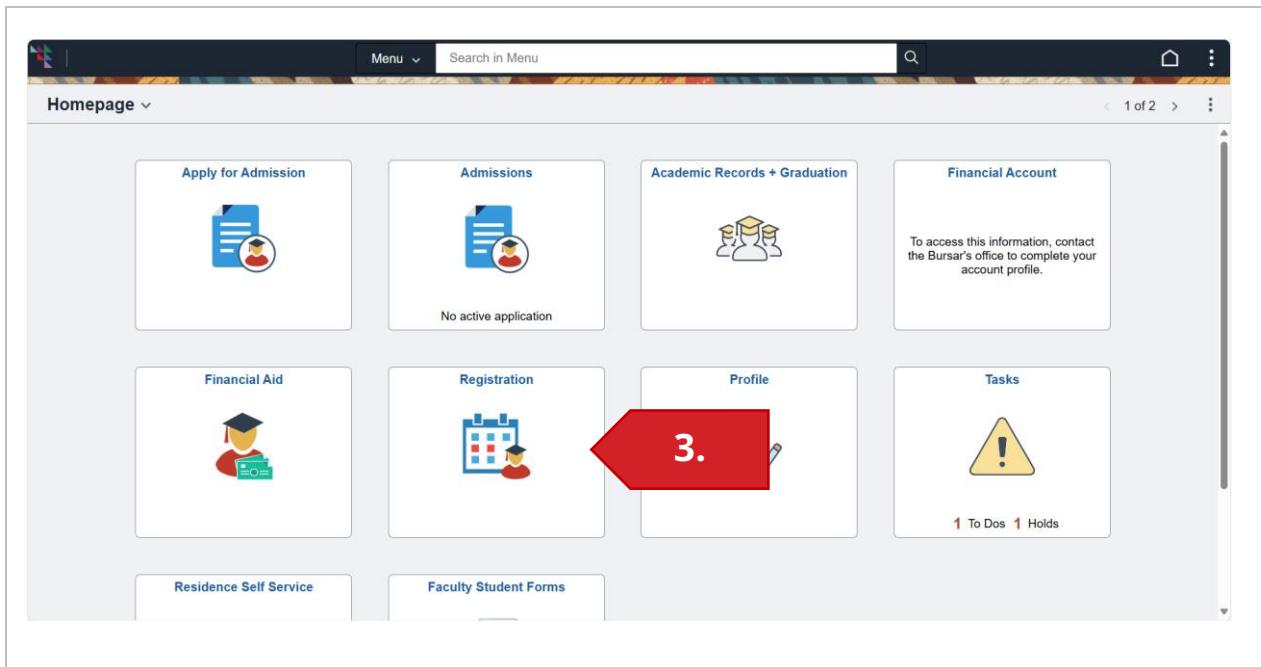
## 5. HOW TO OBTAIN YOUR PROOF OF REGISTRATION

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 image shows a screenshot of the Oracle PeopleSoft Campus Solutions sign-in page. The page features the Oracle logo at the top. Below it are fields for 'User ID' and 'Password', each with a red arrow pointing to it labeled '1.'. To the right of the 'User ID' field is a link 'Forgot your password?'. Below the password field is a 'Select a Language' dropdown menu set to 'English', with a red arrow pointing to it labeled '2.'. At the bottom of the page is a blue 'Sign In' button, with a red arrow pointing to it labeled '2.'. 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.



The screenshot shows the 'Homepage' screen with the following tiles:

- Apply for Admission**: Icon of a person in a graduation cap with a checkmark.
- Admissions**: Icon of a person in a graduation cap with a checkmark. Text: "No active application".
- Academic Records + Graduation**: Icon of three graduation caps.
- Financial Account**: Text: "To access this information, contact the Bursar's office to complete your account profile." (disabled)
- Financial Aid**: Icon of a person in a graduation cap with a checkmark.
- Registration**: Icon of a person in a graduation cap with a checkmark. A red arrow points to this tile.
- Profile**: Icon of a person with a pencil.
- Tasks**: Icon of a yellow triangle with an exclamation mark. Text: "1 To Dos 1 Holds".
- Residence Self Service**: (disabled)
- Faculty Student Forms**: (disabled)

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>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 (⚠)

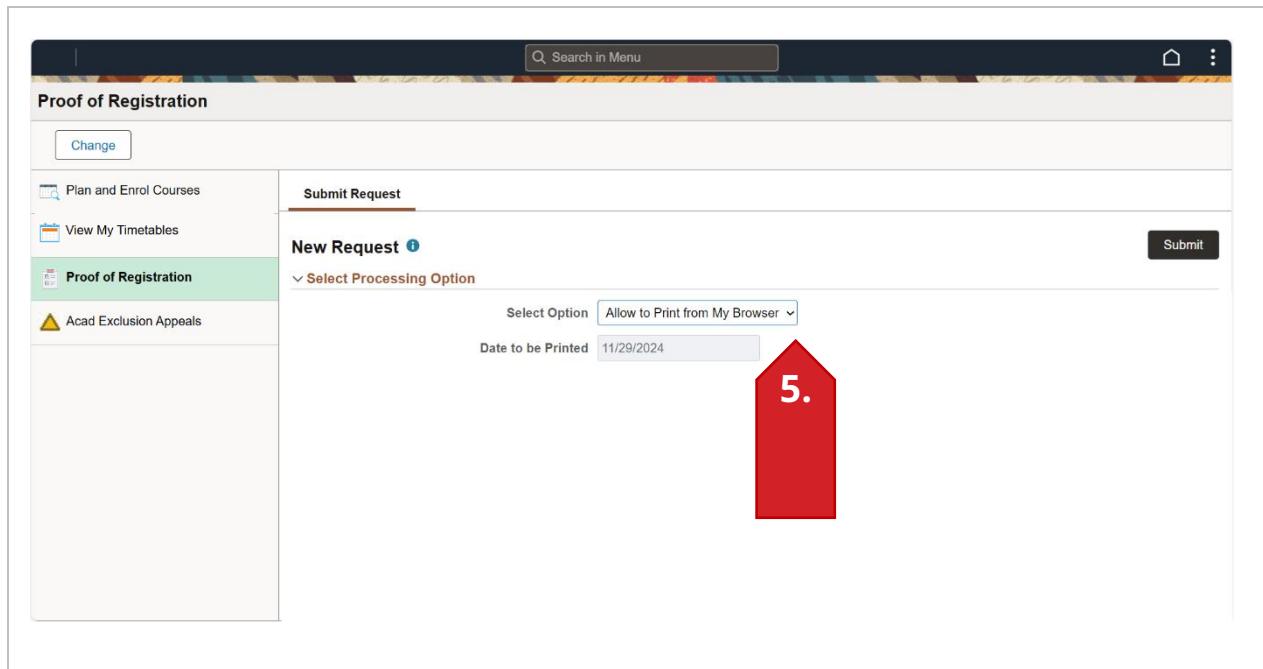
Classes Available in Current Term

**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' section. Below it is a 'Select Processing Option' section with a dropdown menu set to 'Allow to Print from My Browser'. A date field shows '11/29/2024'. A red arrow points to the 'Select Option' dropdown menu.

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.

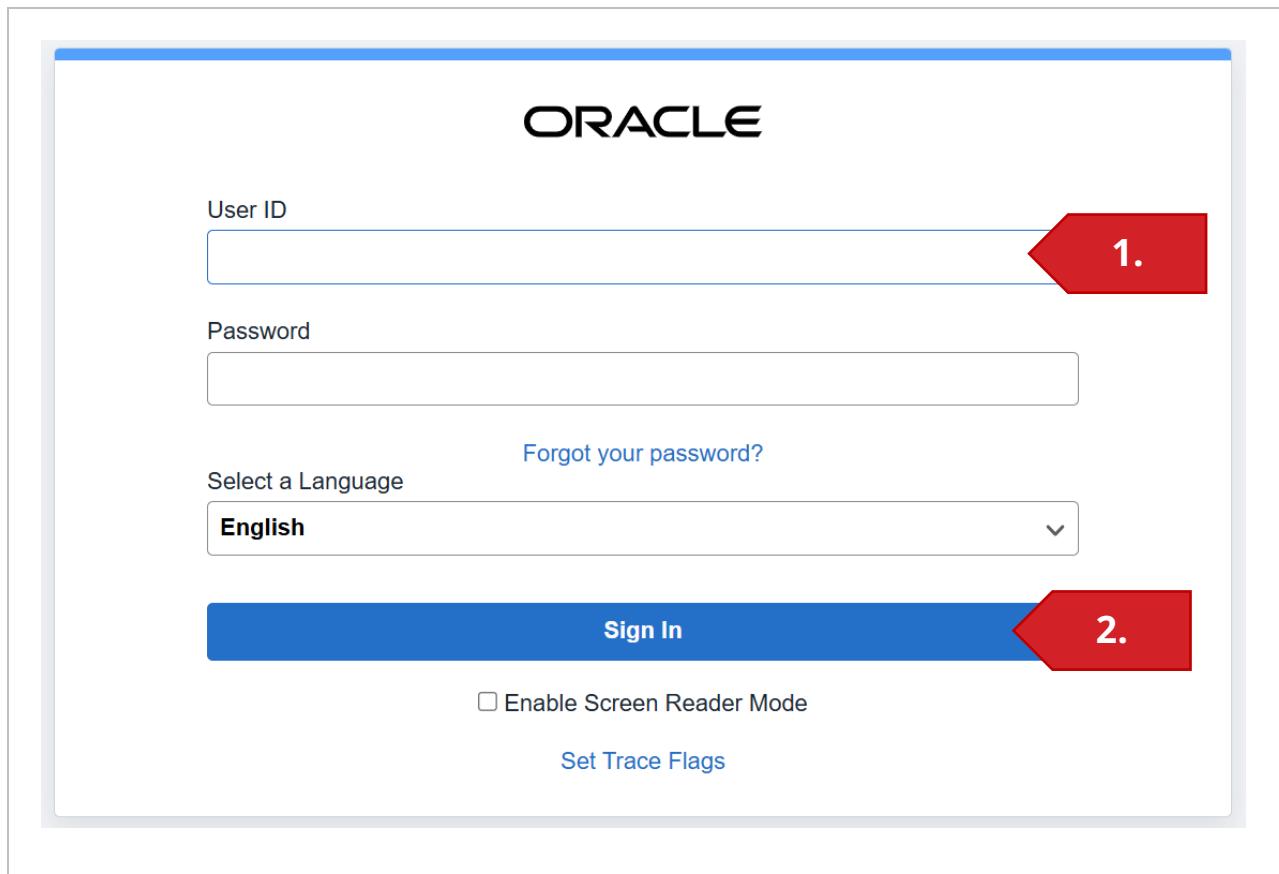


**Note:**

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

No active application

Academic Records + Graduation

Financial Account

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

Financial Aid

Registration

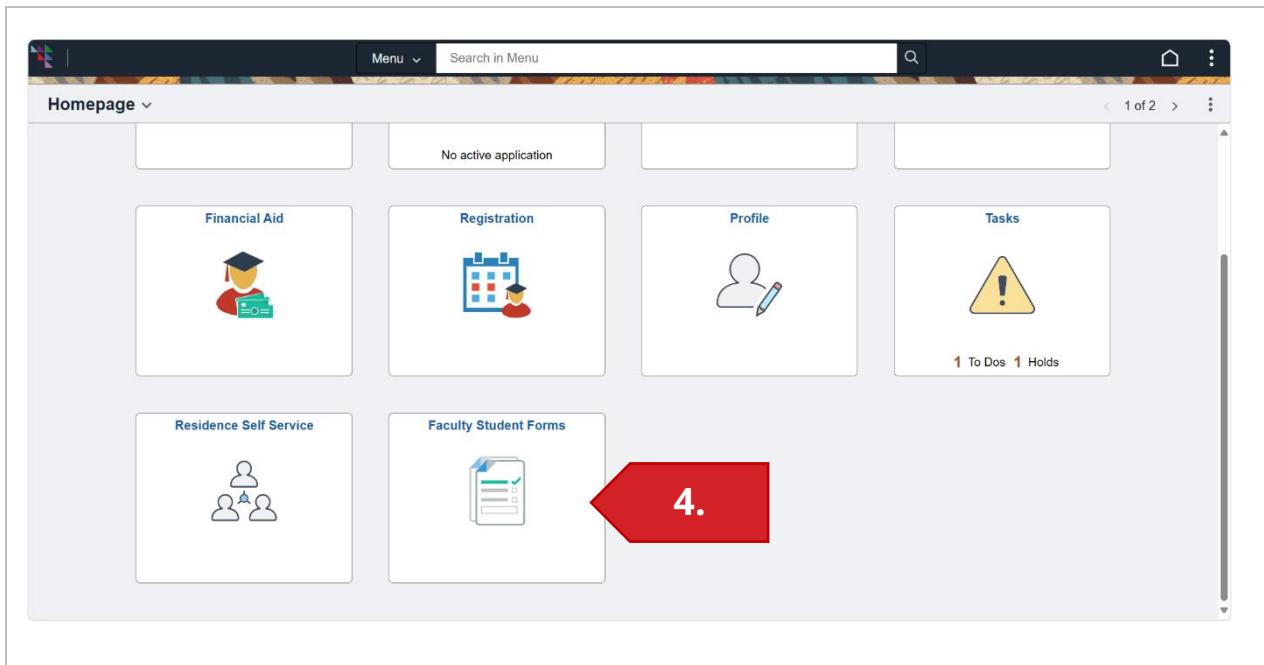
Profile

Tasks

1 To Dos

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

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Type of Form

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

**Application for De-Registration**

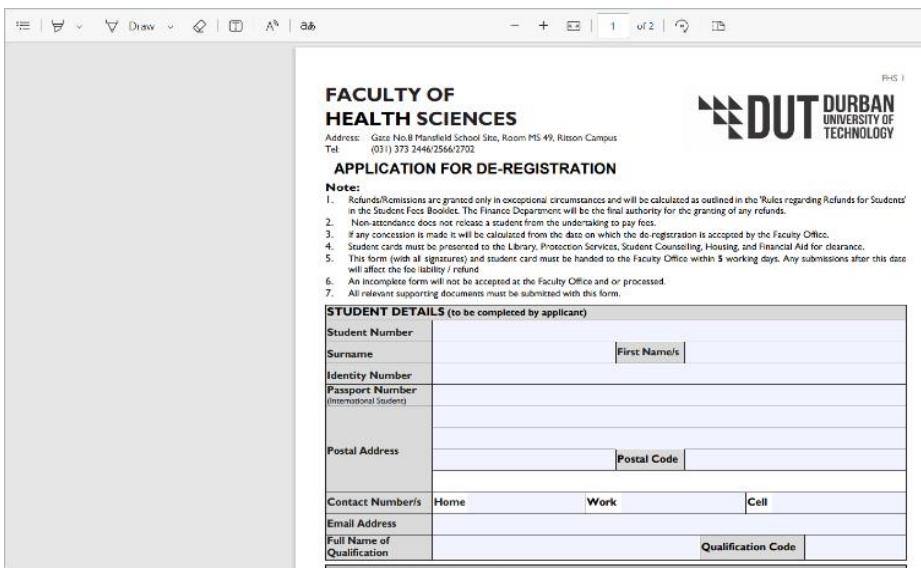
If you wish to deregister from your qualification, please download the form and obtain all the required signatures before submitting it to the Faculty Office.

**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](mailto:@dut.ac.za)
  - Faculty of Management Sciences – : [@dut.ac.za](mailto:@dut.ac.za)
  - Faculty of Engineering – : [@dut.ac.za](mailto:@dut.ac.za)
  - Faculty of Health Sciences – : [@dut.ac.za](mailto:@dut.ac.za)
  - Faculty of Applied & Arts – : [@dut.ac.za](mailto:@dut.ac.za)
  - 6. Protection Services

**Click here for** <https://www.dut.ac.za/wp-content/uploads/2024/12/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> .



8.

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.