



# **SIS CAMPUS SOLUTIONS**

## **STUDENTS' HOW TO GUIDE**

### **REGISTRATION AND PROOF OF REGISTRATION FOR RETURNING STUDENTS**

# CONTENTS

1. Introduction .....	4
2. How To Register as a Returning Student.....	5
3. Checking Your Account Balance And Making A Payment .....	43
4. How To View Your Timetable - Returning Students.....	54
5. How To Obtain Your Proof of Registration.....	59
6. How To Request Forms .....	65
7. Conclusion.....	71

## **TRAINING CONTENT – IMPORTANT NOTIFICATION**

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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.

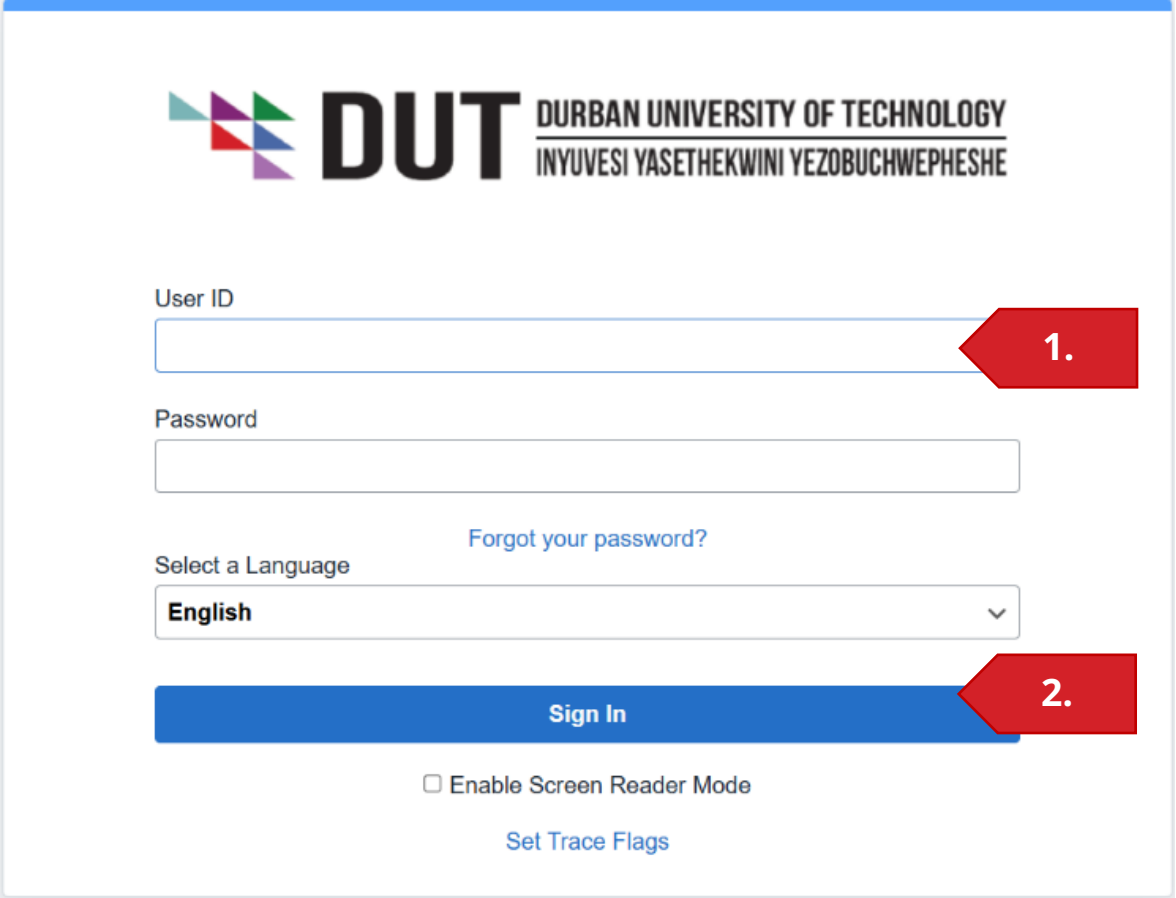
Whilst every effort has been made to ensure that the learning material is accurate, DUT take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained herein.

# 1. INTRODUCTION

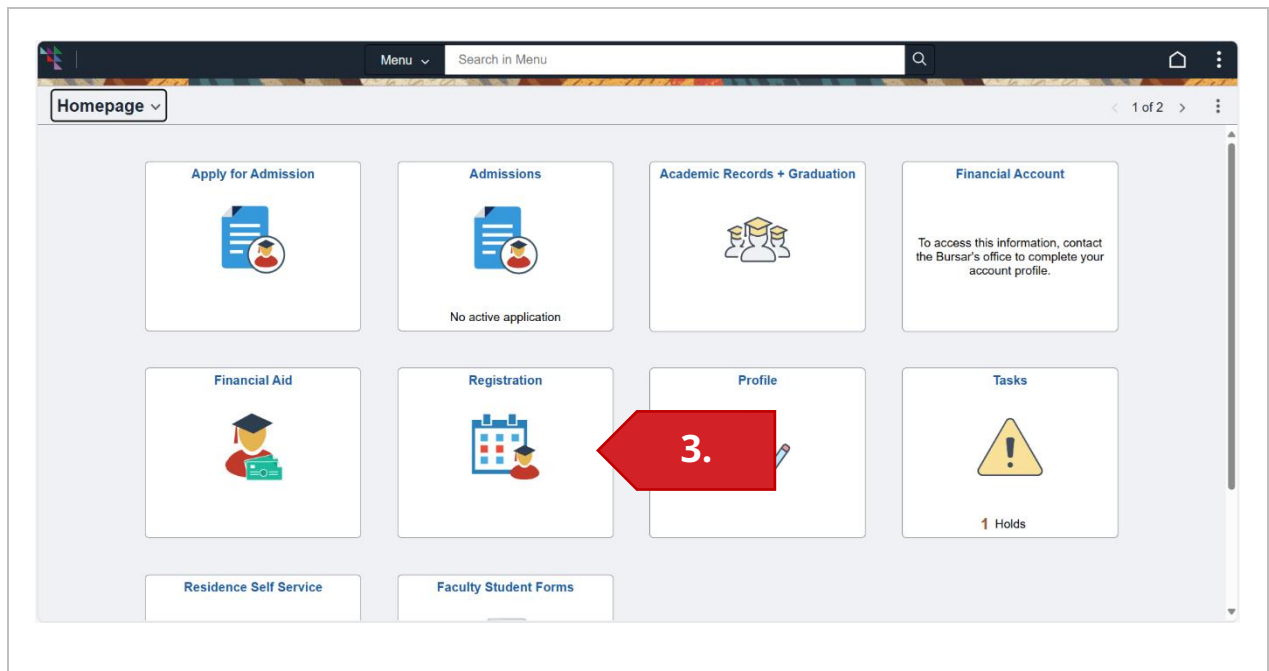
Welcome to your step-by-step guide for navigating key academic registration processes using the **Oracle PeopleSoft Campus Solutions** system. This guide will help you manage your registration, view your timetable, access important documents—all in one place. Each section includes clear steps and screenshots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


## 2. HOW TO REGISTER AS A RETURNING STUDENT

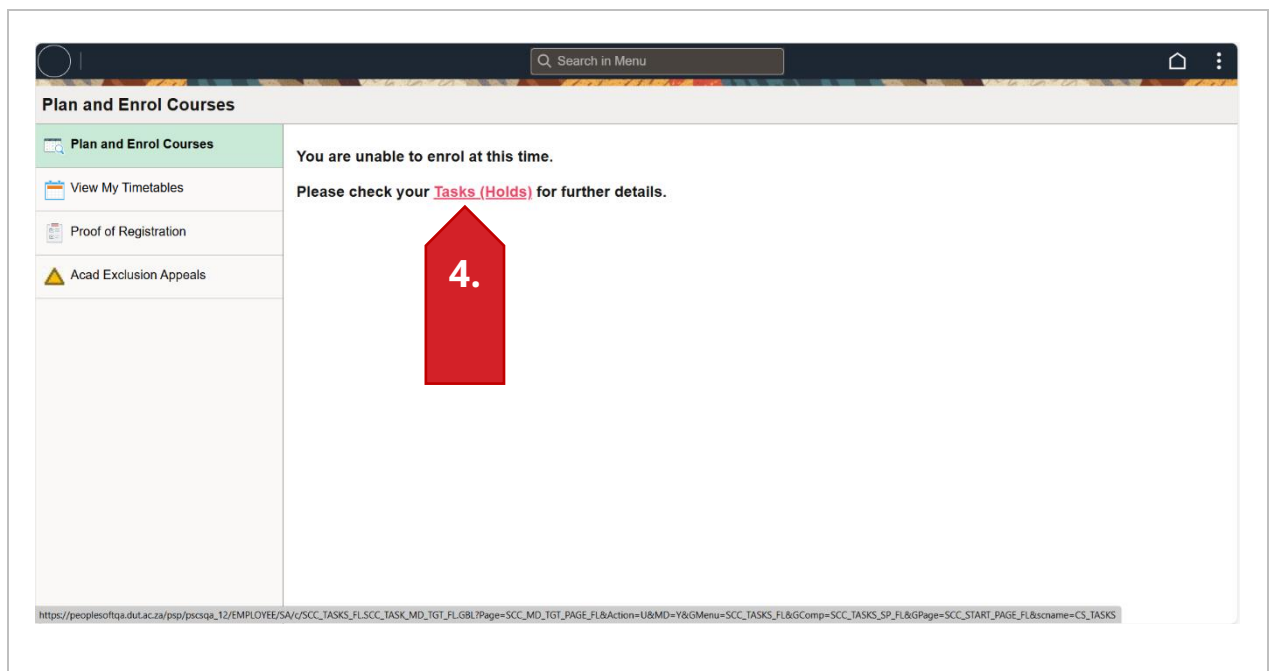
This section outlines the registration process for **returning students**, using Oracle PeopleSoft Campus Solutions, providing clear instructions to assist you in completing your enrolment. Click on the hyperlink to access the [Student Self Service Portal](#). You will receive a communication via your DUT email with your new username and password.




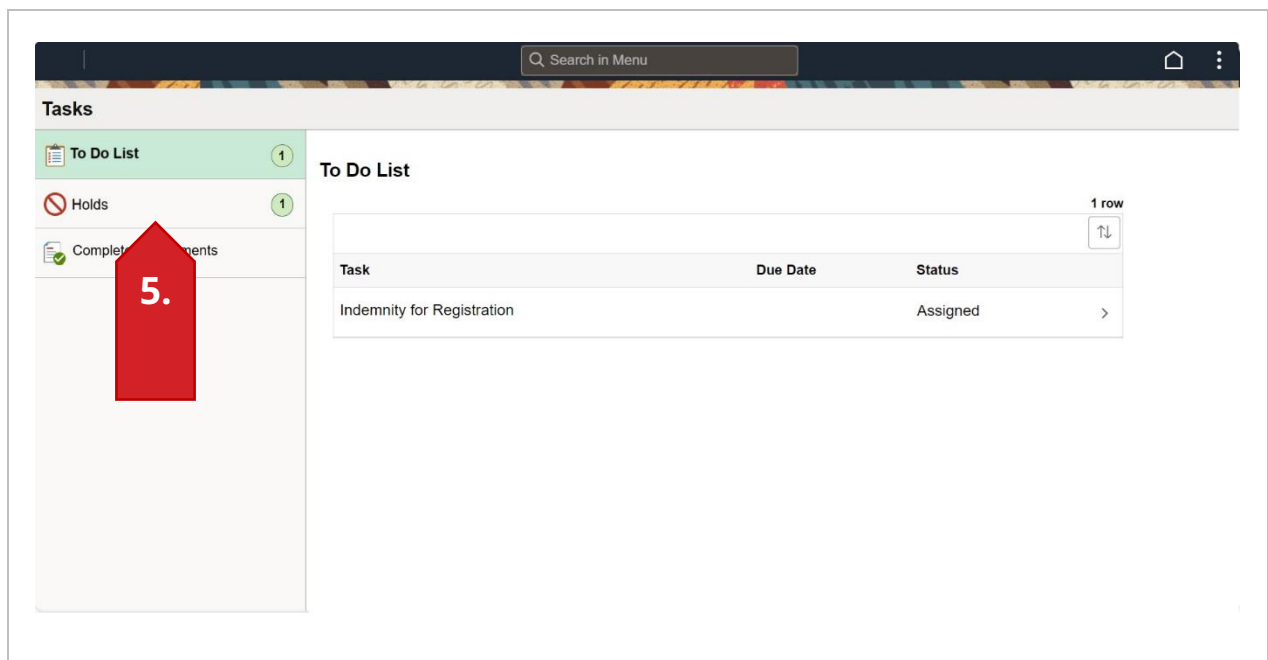
STEP NUMBER	ACTION
1.	<b>Enter</b> your <b>User ID</b> and <b>Password</b> .
2.	Click on the <b>Sign In</b> button.




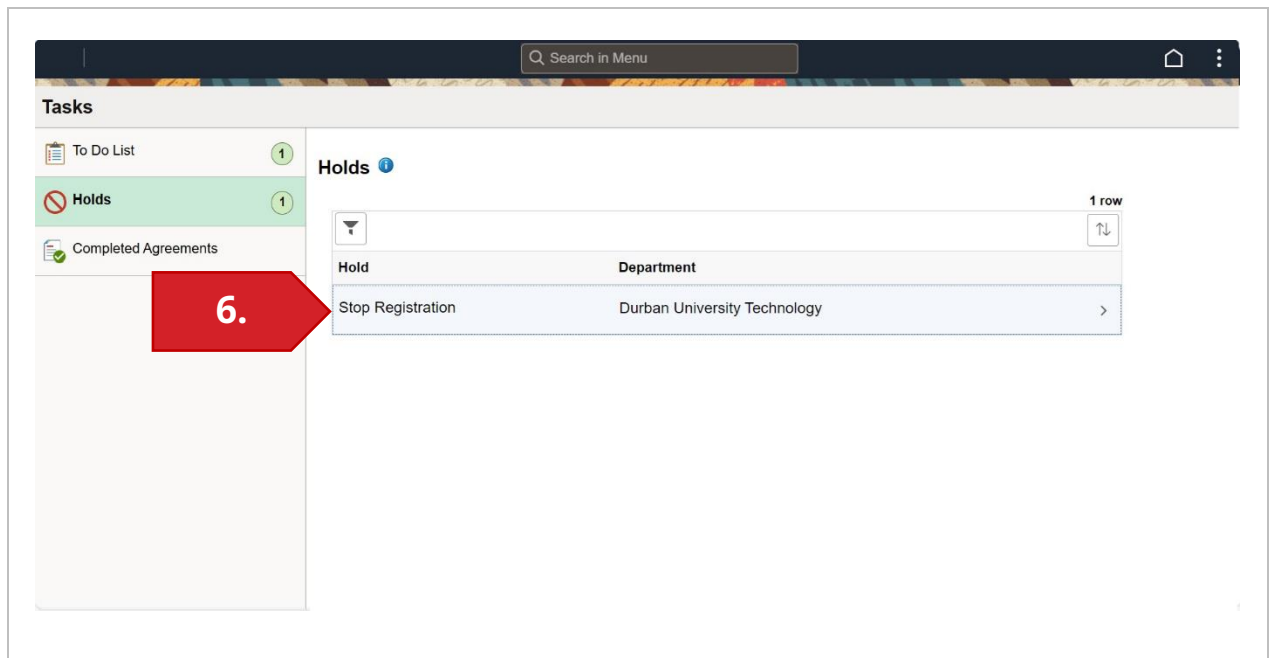
STEP NUMBER	ACTION
	<b>Note:</b> The <b>Homepage</b> screen is displayed.
3.	Click on the <b>Registration</b> tile to access the <b>Plan and Enrol Courses</b> page.




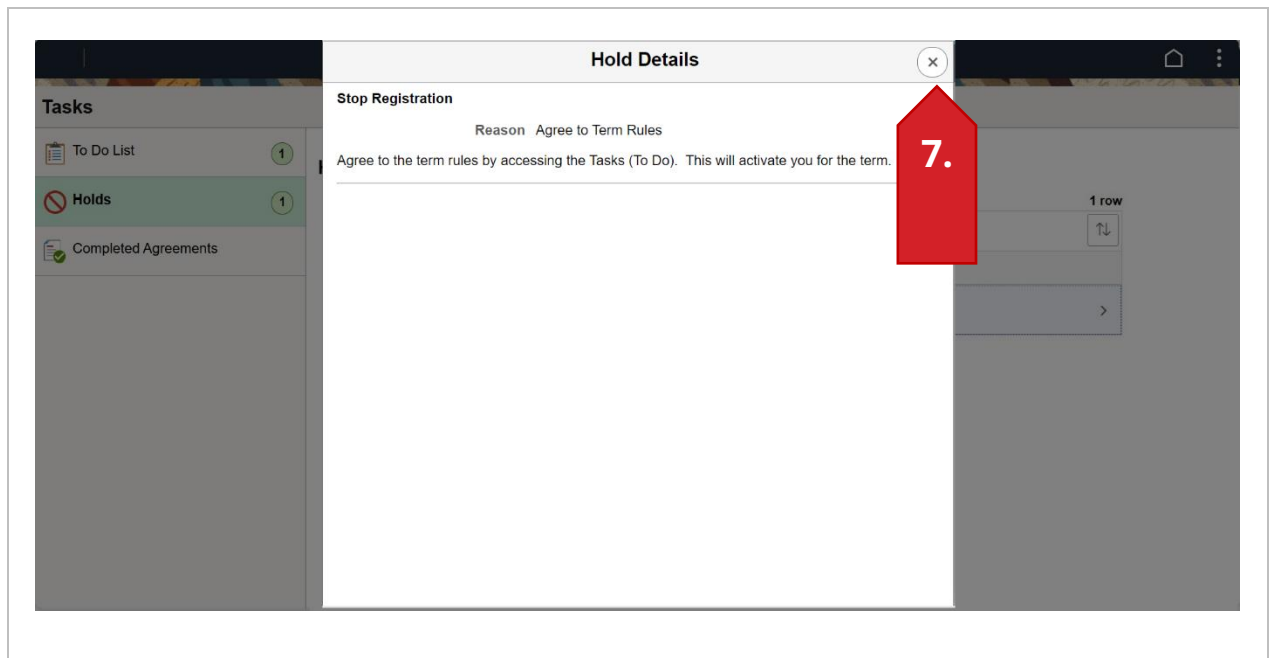
STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Plan and Enrol Courses</b> screen is displayed, notifying you that enrolment is not currently possible. You will need to review and complete any pending tasks listed in your To Do List before proceeding with enrolment.</p>
<p><b>4.</b></p>	<p>Click on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




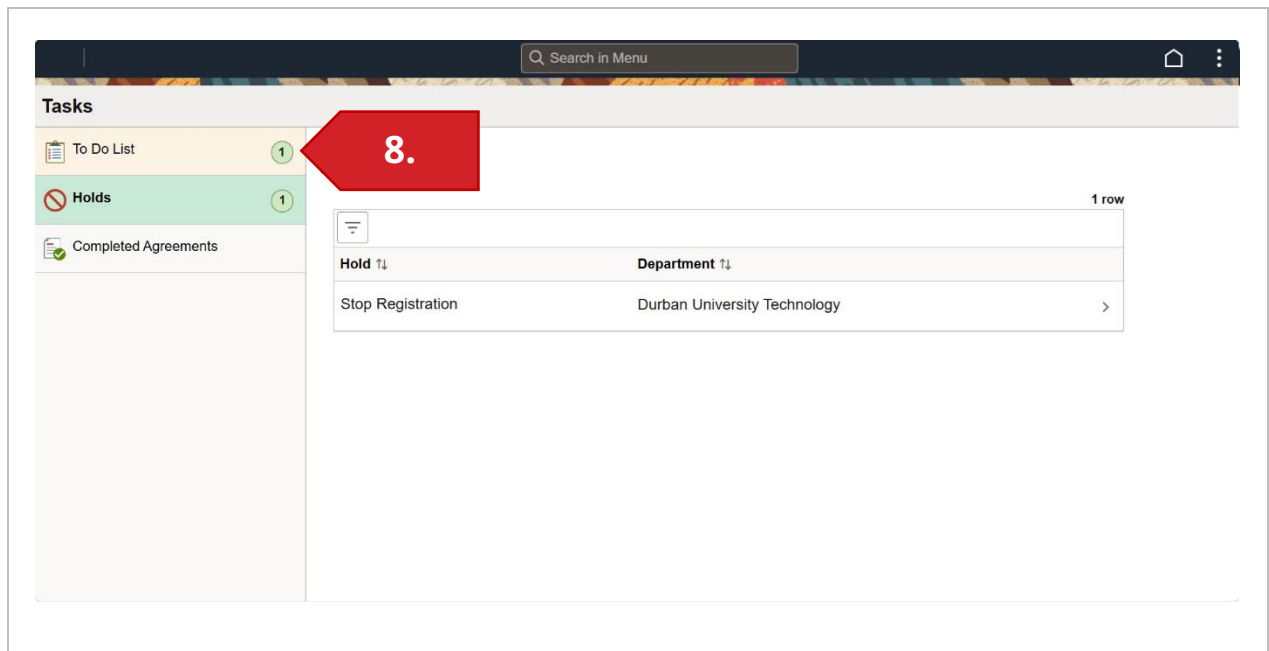
STEP NUMBER	ACTION
	<b>Note:</b> The <b>To Do List</b> screen is displayed.
5.	Click on the <b>Holds</b> tab to review or manage any restrictions placed on the account.



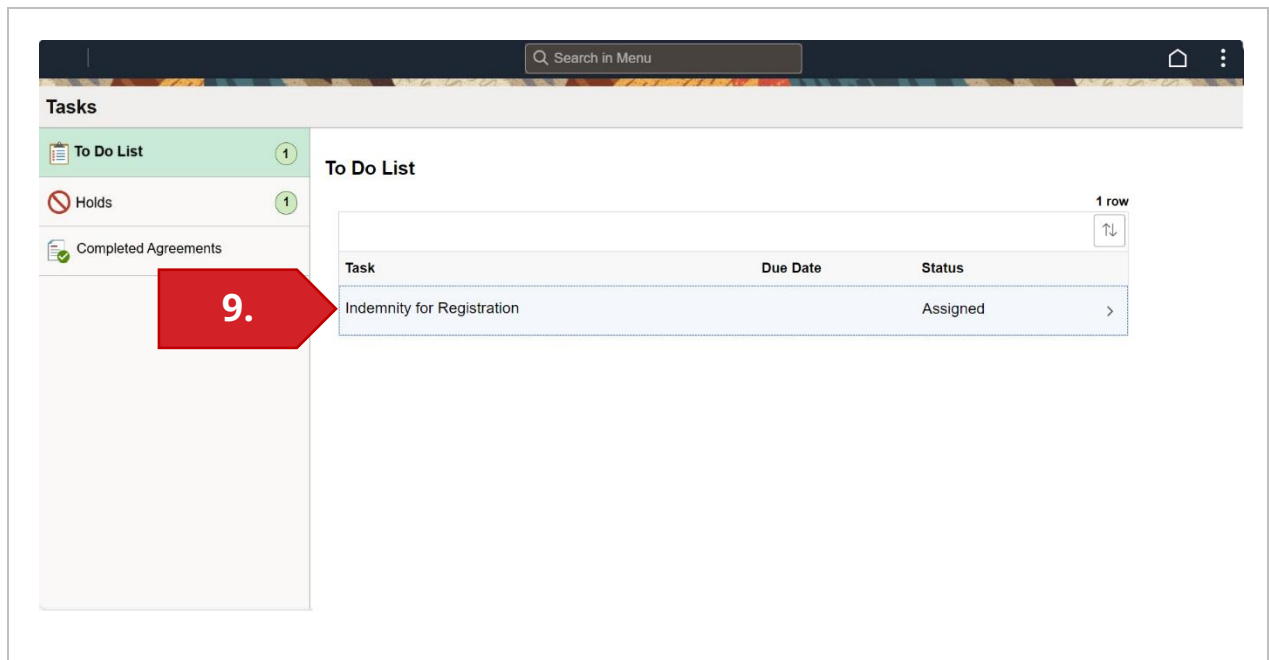
STEP NUMBER	ACTION
 <p><b>Note:</b></p> <p>The <b>Holds</b> screen is displayed.</p>	
6.	Click on the <b>relevant Hold</b> in the <b>Item list</b> to select it.




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.



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



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>	
<b>9.</b>	Click on the <b>relevant To Do List</b> in the <b>Item list</b> to select it.

**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 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

**11.** [Next >](#)

**10.** [Read](#)

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>	Click on the <b>Read</b> button.
	<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>	Click on the <b>Next</b> button to proceed to the following step of the Agreement.



Indemnity for Registration

15.

Next >

Confirm

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


+

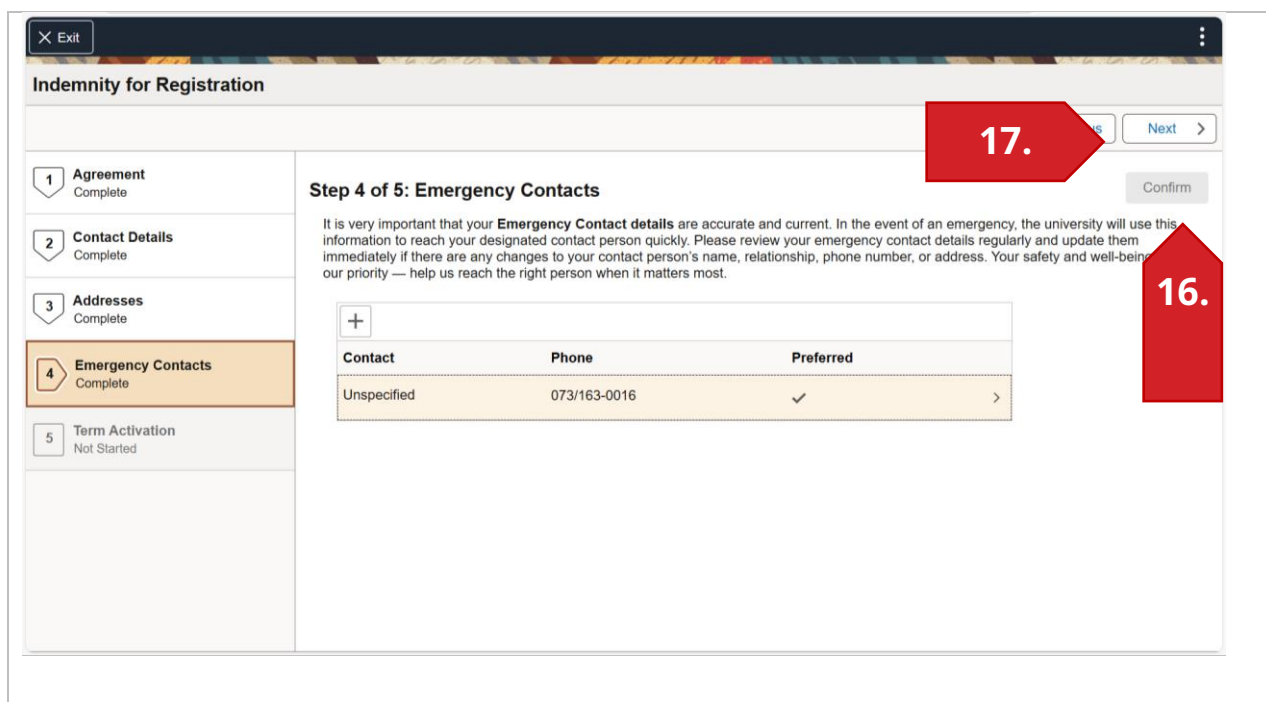
AddressFrom

Current>

Home Address

No address defined

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



**Indemnity for Registration**



**Step 4 of 5: Emergency Contacts**

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

Contact	Phone	Preferred
Unspecified	073/163-0016	✓

**17.** Next >

**16.** Confirm


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>
<b>16.</b>	Click on the <b>Confirm</b> button.
	<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>
<b>17.</b>	Click on the <b>Next</b> button to proceed to the following step of the Agreement.

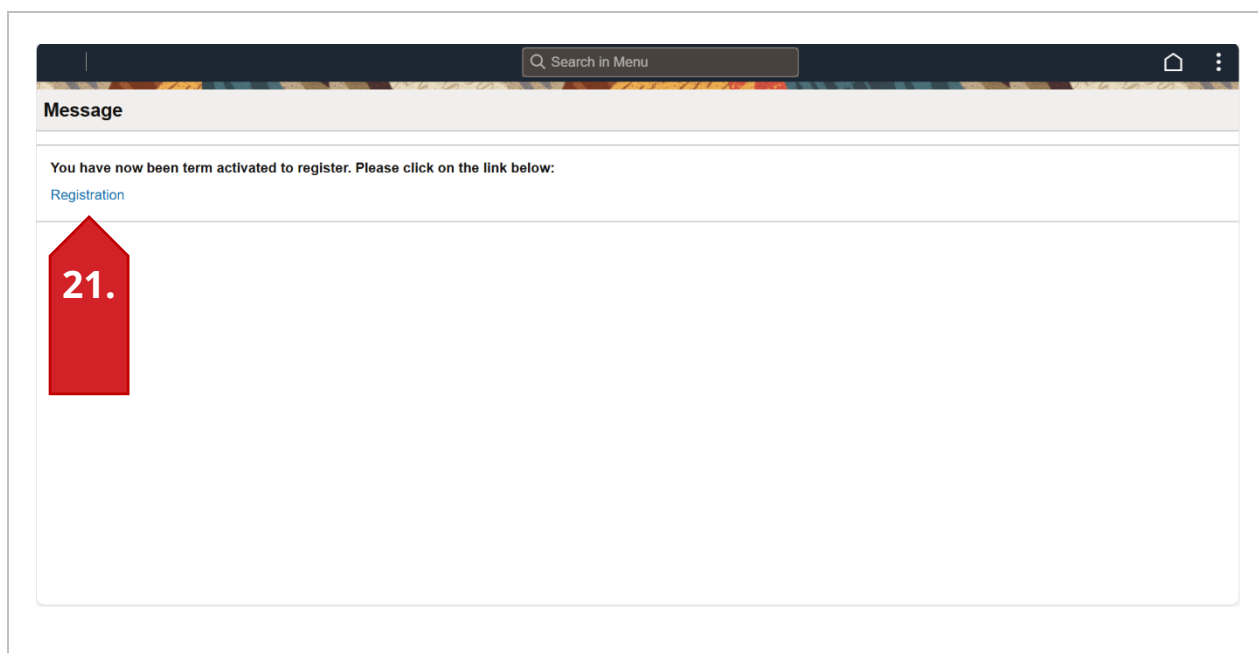
**Indemnity for Registration**



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

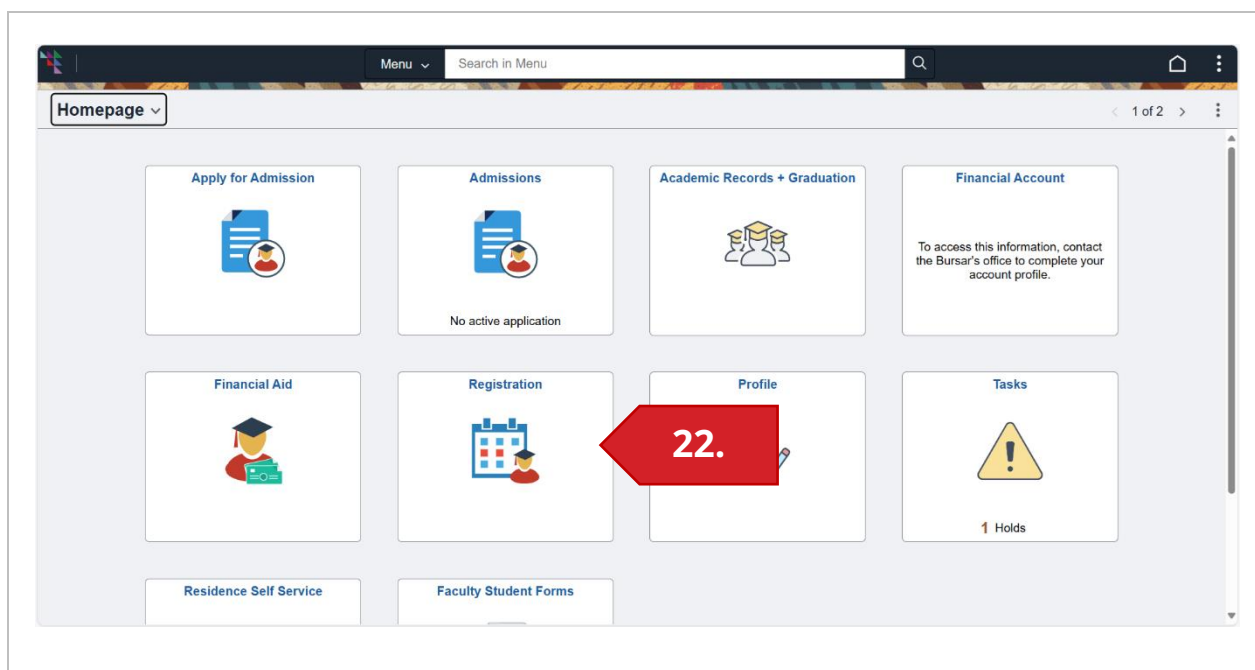
[Download Agreement for own Records](#)  
☒ I Agree to the Terms and Conditions  
[Complete](#)


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



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

Search in Menu

## Plan and Enrol Courses

**Plan and Enrol Courses**  


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[View My Timetables](#)  


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[Proof of Registration](#)  


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[Acad Exclusion Appeals](#)

**Program / Plan**

Bachelor Health Sciences / Health Sciences Chiroprac

23.


Enrol

[Expand All](#)   [Collapse All](#)

<i>Planned</i> (★)	<i>In Progress</i> (◆)	<i>Satisfied</i> (✓)	<i>Not Satisfied</i> (✗)
<i>Dropped</i> (⊖)	<i>Exempted</i> (✔)	<i>Transferred</i> (↔)	<i>Course List Not Satisfied</i> (!)

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
	<p><b>Note:</b></p> <p>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.



Search in Menu

Plan and Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of R

Acad Exclusion Appeals

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
 <b>Note:</b> The <b>Select Courses (Course List)</b> screen is displayed.	
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.

Search in Menu

Plan and Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

Program / Plan

Bachelor Health Sciences / Health Sciences Chiroprac

27.

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
 <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.





The screenshot shows the 'Enrol Courses' page. On the left is a sidebar with links: 'Plan and Enrol Courses', 'View My Timetables', 'Proof of Registration', and 'Acad Exclusion Appeals'. The main area contains instructions: '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.' Below this are 'Submit Enrolment' and 'Cancel' buttons. A 'Group' dropdown menu is highlighted with a red arrow labeled '30.'. The 'Course' list is shown with a red arrow labeled '31.' pointing to the 'Qualification DIACC1 Level3B' option. A red arrow labeled '32.' points to the 'Cancel' button. The course list includes various options like 'IGSH 101: Issue', 'PHHC 111: Physic', 'PHHC 121: Physics I: Module 2', and others, each with a 'Select Class' button or status.

STEP NUMBER	ACTION
 <p><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.</p>	
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.



Search in Menu

Plan and Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

and CSTN 101: Cornerstone 101

Compulsory 12.00 0.094 2021

✓

and BACHR1: Semester 1 Courselist Group 1

Select Courses

Elective

⚠

IGSH 101

BACHR1: Semester 2

Total Credits Required: 64  
Completed: 75%

35.

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 ☒

34.

and CPPR 111: Chiro Principle & Prac 1

Compulsory 8.00 0.068 2021

✓

and BACHR1: Semester 2 Courselist

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>	
<b>34.</b>	Click on the <b>Select</b> toggle switch to change its status from 'Yes' to 'No'.
<b>35.</b>	Click and drag the <b>vertical scroll bar up</b> to navigate back to the previous section.

Search in Menu

Plan and Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclu

Program / Plan

Bachelor Health Sciences / Health Sciences Chiroprac

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
36.	Click on the <b>Enrol</b> button.


**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	Select Class
IGSH 101: Issue Gender & Society Hcare	2025 Semester 1	Classes available	<b>37.</b> <button>Select Class</button>
PHHC 111: Physics I: Module 1	2025 Semester 1	Classes available	<button>Select Class</button>
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
BOTU 101: Reflections On Quest 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. 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>
37.	<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**

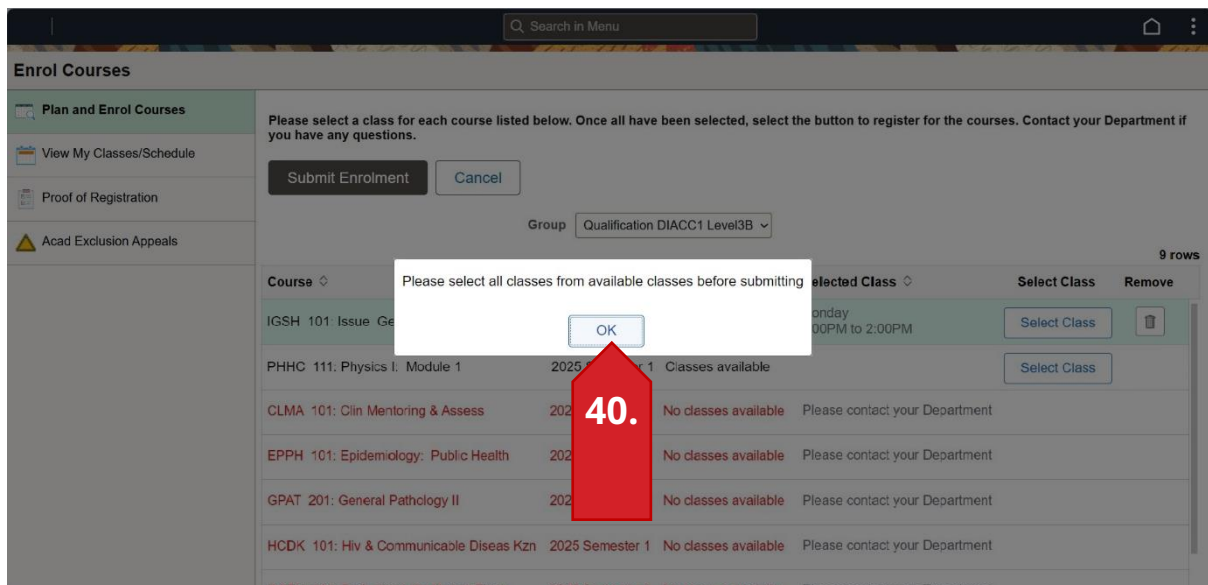
Select a class option ⓘ 1 option


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

38.

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





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.

















Search in Menu

Plan and Enrol Courses

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

Program / Plan

Bachelor Health Sciences / Health Sciences Chiroprac

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%


Expand

BACHR1: Year 2

Total Credits Required: 128  
Completed: 92.19%

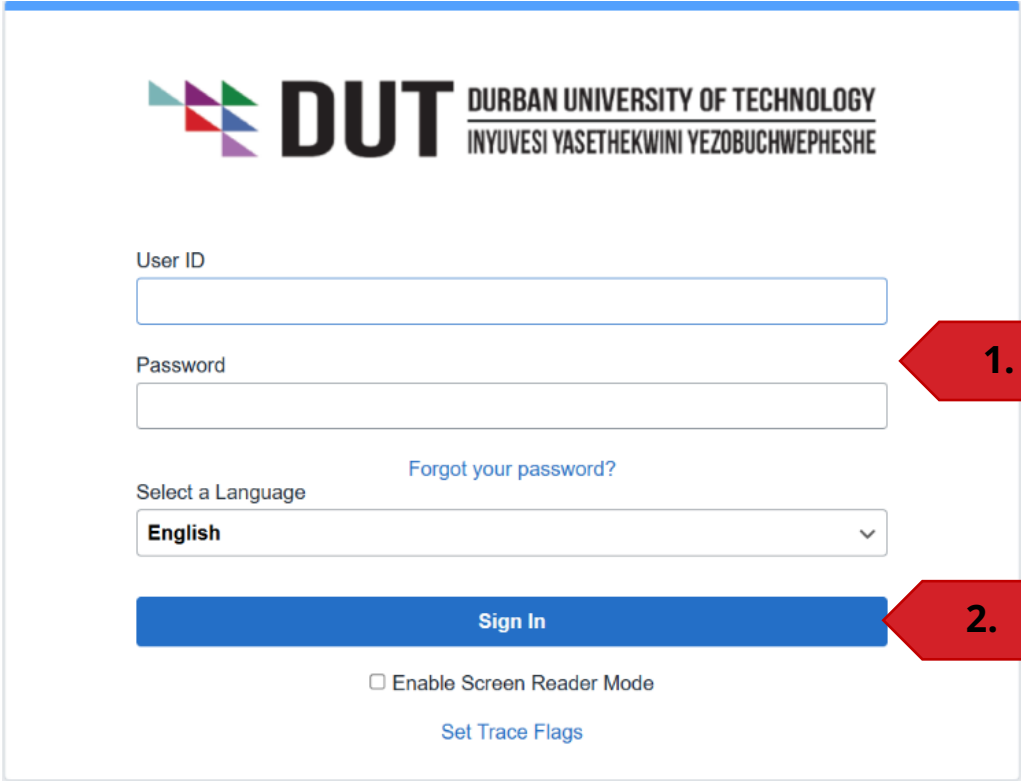
Expand

49.

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

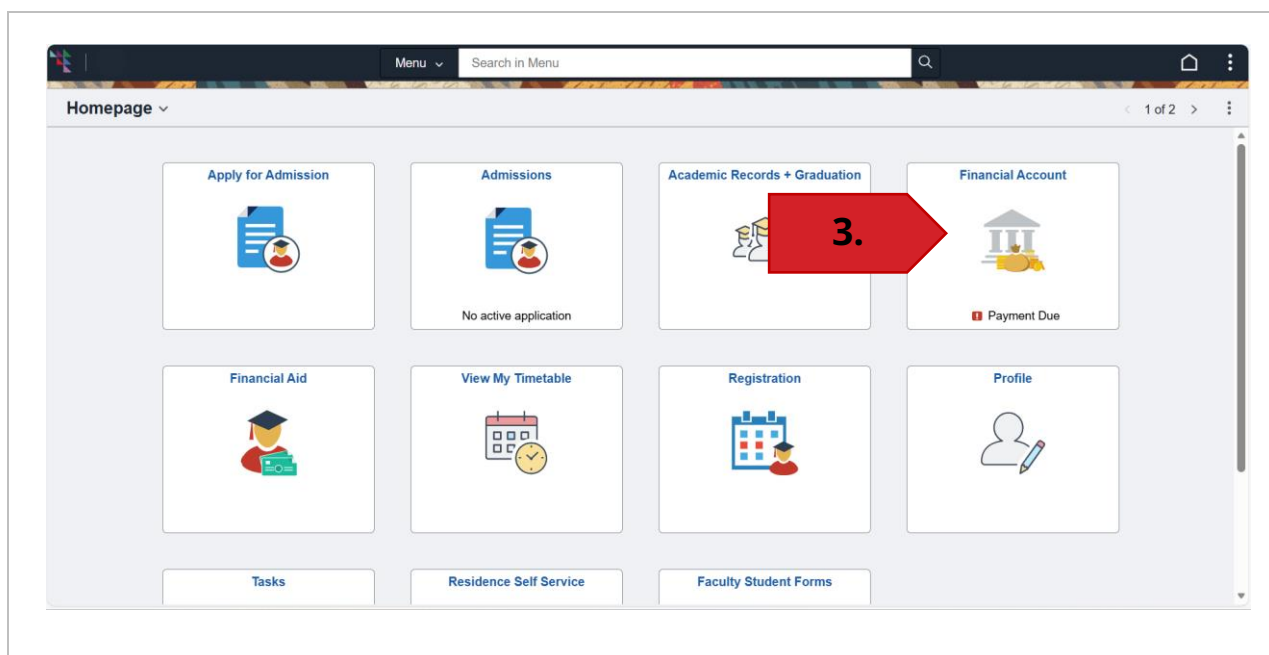
### 3. CHECKING YOUR ACCOUNT BALANCE AND MAKING A PAYMENT


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

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



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

X Homepage
Search in Menu


### Account Balance

Account Balance  
Due Now 131.00  
Currency used is Rand

What I Owe

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

Currency used is Rand

STEP NUMBER	ACTION
 <p><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.

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.

Homepage
Search in Menu

### Student Online Payment

Account Balance  
**Due Now 201.00**  
Currency used is Rand

**Student Online Payment**

Payment History

Current Year Payment Plan

Prior Year Payment Plan

Student Refund

#### Student Online Credit Card Payment


[Terms and Conditions](#)  
I Agree ☒

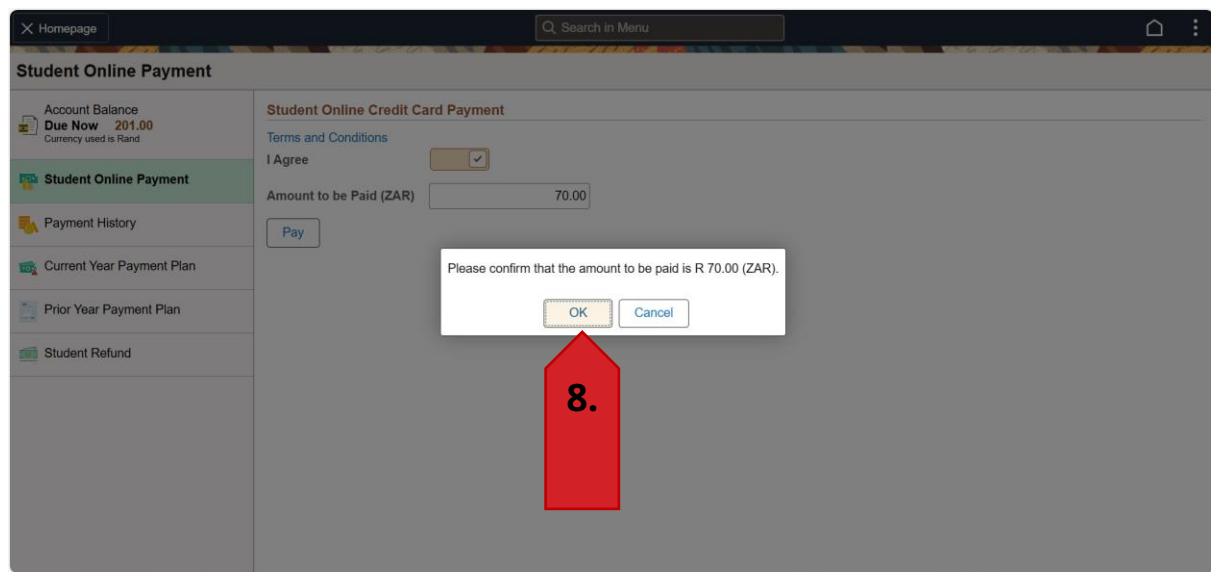
Amount to be Paid (ZAR)


Pay

7.

javascript:submitAction\_win6(document.win6,'DU\_PG\_TRANS\_WRK\_POST\_P...

STEP NUMBER	ACTION
 <p><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>	
<b>7.</b>	Click on the <b>Pay</b> button to proceed with the payment process.



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>
<b>9.</b>	Enter the relevant <b>Card Holder's Name</b> in the Card Holder field.
<b>10.</b>	Enter the relevant <b>Card Number</b> in the Card Number field.
<b>11.</b>	Click on the relevant <b>Expiry Date (Month and Year)</b> field.
<b>12.</b>	Enter the relevant <b>CVV Digits</b> in the CVV Digits 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>

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

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

STEP NUMBER	ACTION
15.	Click on the <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

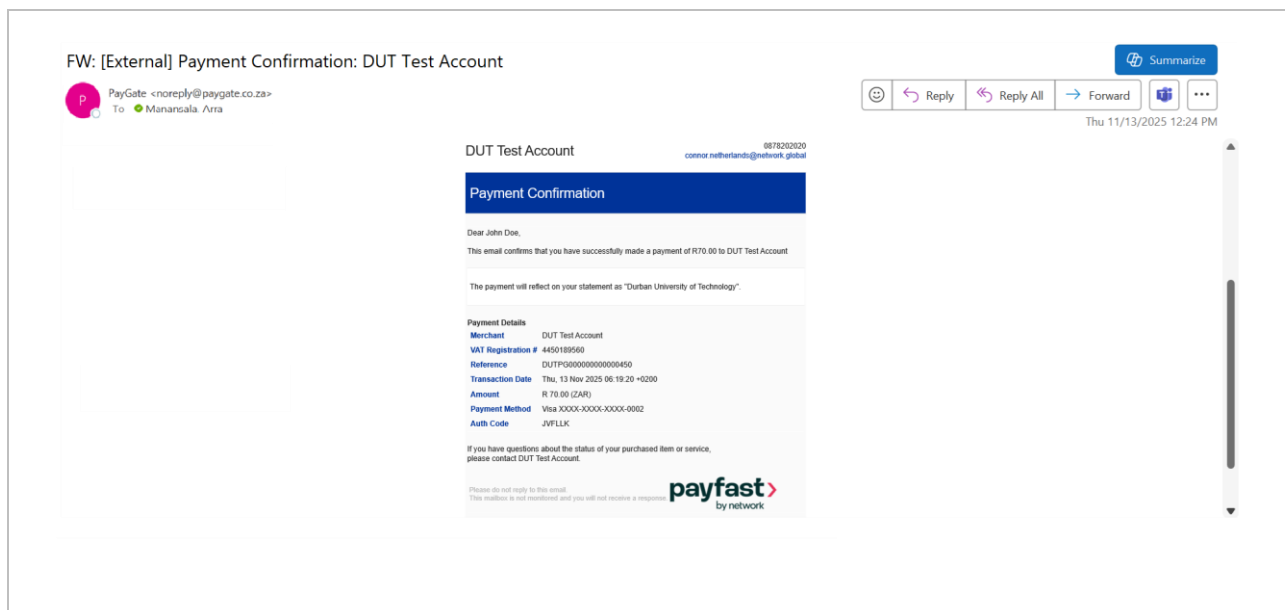
**User Name:** Test User


**Password:** \*\*\*\*

Submit

16.

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




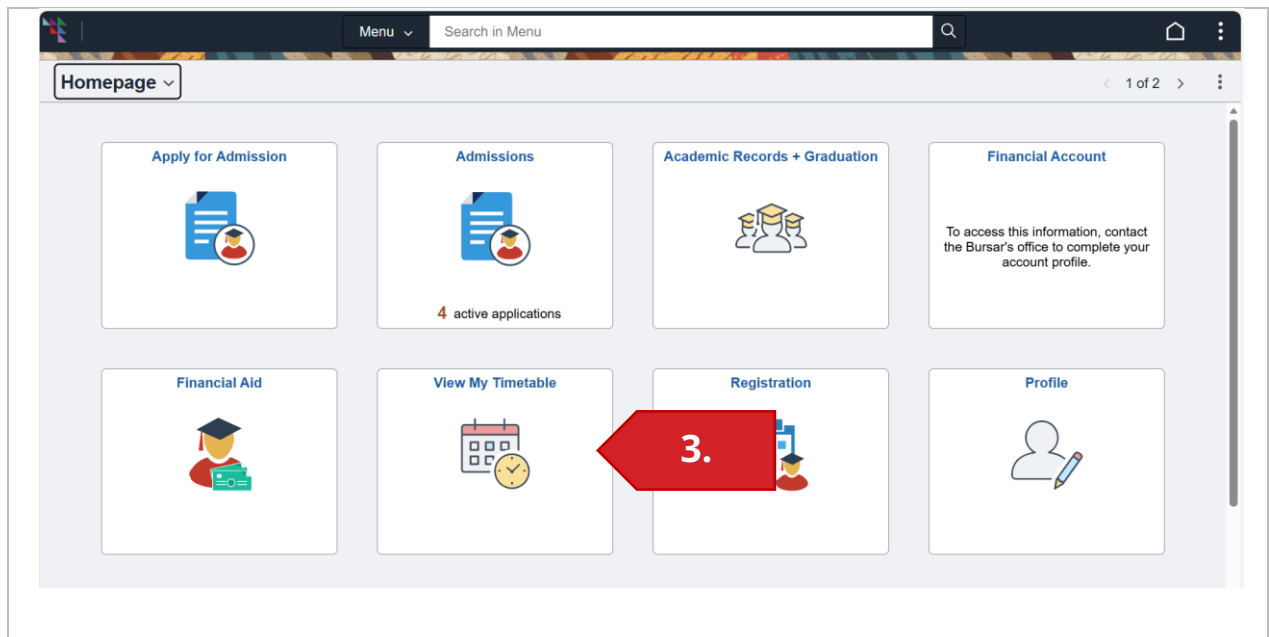
STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>You will receive an email displaying the details of the confirmed payment transaction. The steps outlined above detail the proper and complete procedure for making a payment. Please ensure each step is followed carefully to ensure a successful transaction.</p>


## 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 screenshot shows the DUT login interface. At the top is the DUT logo and the text 'DUT DURBAN UNIVERSITY OF TECHNOLOGY' and 'INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE'. Below this are the 'User ID' and 'Password' input fields. A 'Forgot your password?' link is positioned to the right of the password field. Below the password field is a 'Select a Language' dropdown menu with 'English' selected. A blue 'Sign In' button is located below the language dropdown. At the bottom of the page, there are links for 'Enable Screen Reader Mode' and 'Set Trace Flags'. Two red arrows with numbers '1.' and '2.' point to the password field and the 'Sign In' button respectively.

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.	<b>Enter</b> 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></p> <p>The <b>Homepage</b> screen is displayed.</p>
<p><b>3.</b></p>	<p>Click on the <b>View My Timetable</b> tile to access the <b>View My Timetable</b> page.</p>

[Homepage](#)

## View My Classes

2025 Academic Year  
Diploma & Advanced Diploma

[View My Timetables](#)

[View My Classes/Schedule](#)

[Proof of Registration](#)

[Acad Exclusion Appeals](#)



By Class
By Date

[Printable Page](#)
☒ 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
 <p><b>Note:</b></p> <p>You have two options for viewing your classes:</p> <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> <p>By default, your classes will be displayed in Calendar View.</p> <p>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.</p>	
4.	Click on the <b>By Class</b> tab.
 <p><b>Note:</b></p> <p>You have two options for viewing your classes:</p>	

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

**View My Classes**

2025 Academic Year  
Diploma & Advanced Diploma

- Plan and Enrol Courses
- View My Timetables**
- Proof of Registration
- Acad Exclusion Appeals

Search in Menu

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By Class
By Date

☒ Show Waitlisted Classes
 ☐ Show Dropped Classes

▼ IGSB 101 Issue Gender ...

Status	Units	Grading Basis	Grade	Description	Requirement
Enrolled	12.00	Graded Normal Exam/CA		Bachelor Health Sciences	


**Class**      **Start/End Dates**      **Days and Times**      **Room**

Lecture - Class 1013 Group A	01/01/2025 - 12/15/2025	Days: Monday Times: 1:00PM to 2:00PM	AF0108 Studio 2Nd Years [25]
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[Enrollment Deadlines](#)

▼ PHHC 111 Physics I: Module 1

Status	Units	Grading Basis	Grade	Description	Requirement Designation
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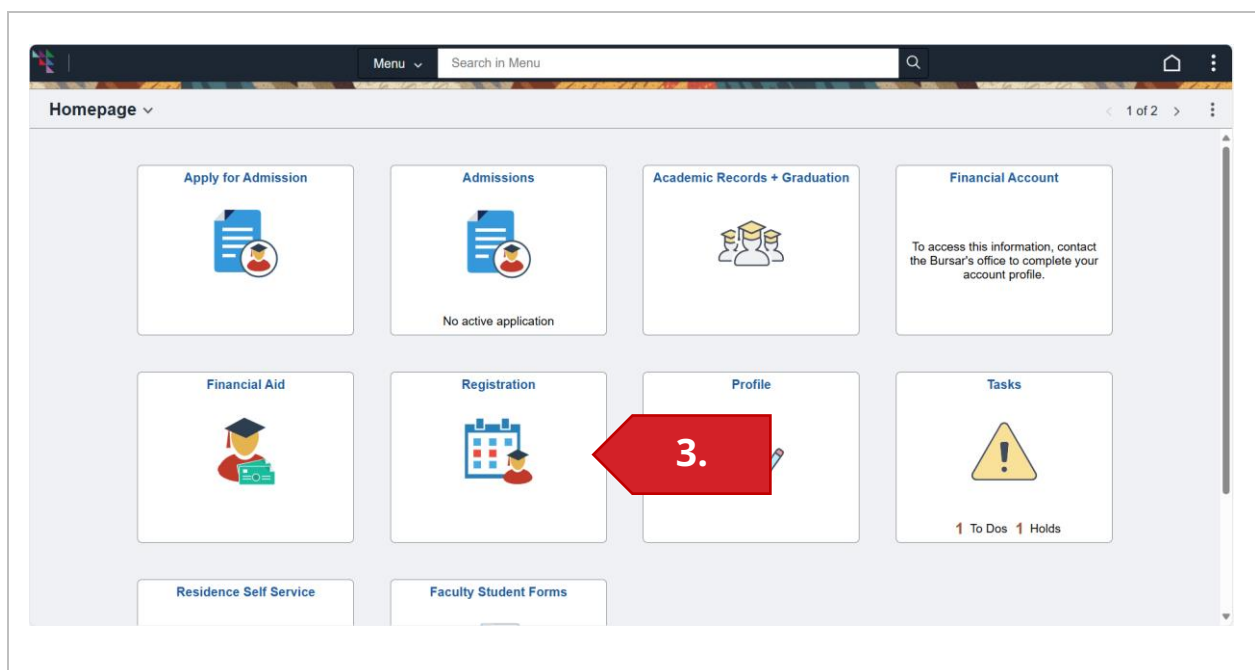
STEP NUMBER	ACTION
5.	Click and drag the <b>vertical scroll bar down</b> to navigate through the page and review the classes.
6.	Click on the <b>Printable Page</b> to generate a printable version of the page.
	<p><b>Note:</b></p> <p>Your class schedule is now ready for review, helping you prepare for the upcoming term.</p>


## 5. HOW TO OBTAIN YOUR PROOF OF REGISTRATION

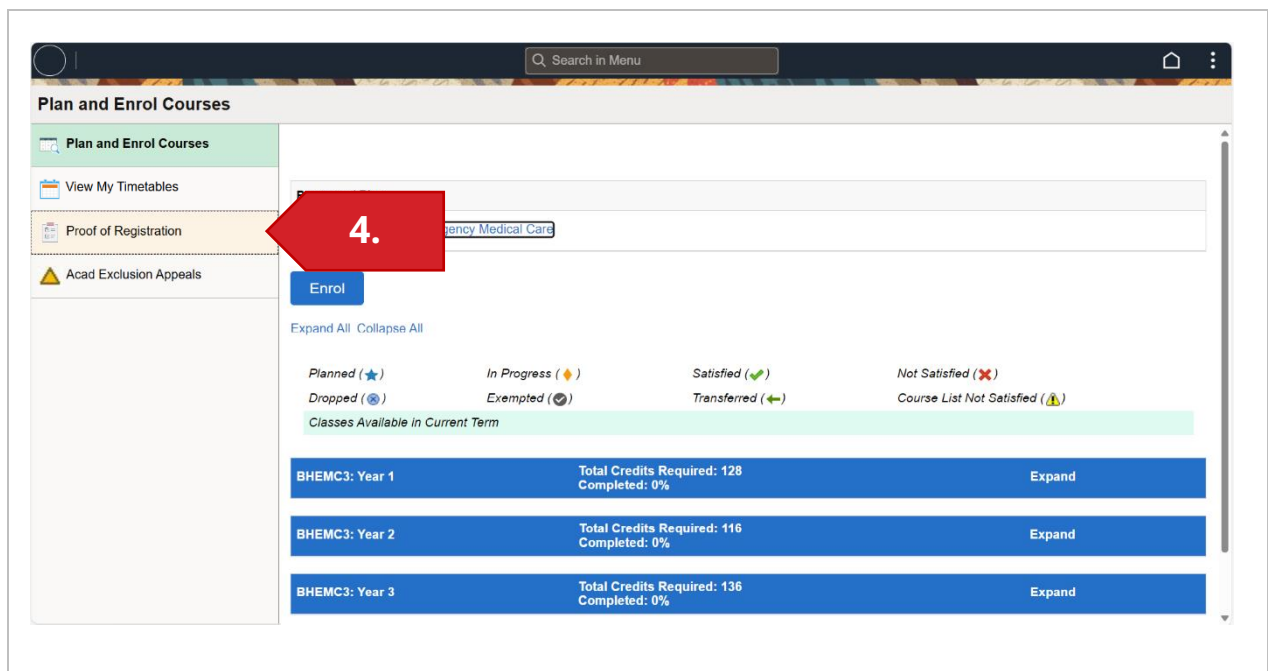
Need official confirmation of your registration? This section explains how to download your proof of registration directly from Oracle PeopleSoft Campus Solutions. Whether for bursaries, visa applications, or personal records, you'll learn how to access and save this important document.


The screenshot shows the Oracle PeopleSoft Campus Solutions login interface. At the top is the 'ORACLE' logo. Below it are two input fields: 'User ID' and 'Password'. A red arrow with the number '1.' points to the 'User ID' field. Below the 'Password' field is a link that says 'Forgot your password?'. Underneath is a 'Select a Language' dropdown menu with 'English' selected. A large blue 'Sign In' button is positioned below the language selection. A red arrow with the number '2.' points to the 'Sign In' button. At the bottom of the form area, there is a checkbox labeled 'Enable Screen Reader Mode' and a link that says 'Set Trace Flags'.

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



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



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:**

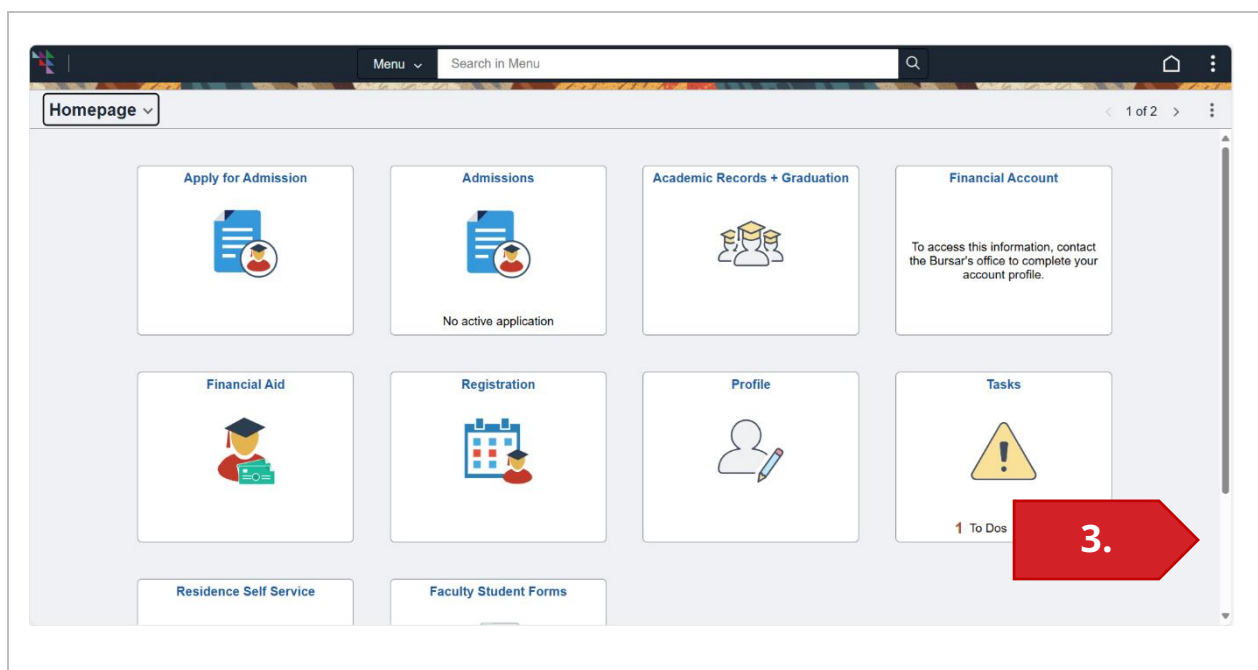
If you select the option that reads **Allow to Print from My Browser** , a new window will open displaying the proof of registration, which includes key details such as enrolled modules, session schedules, class group assignments, exam dates, and applicable fees. The document can be printed directly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


## 6. HOW TO REQUEST FORMS

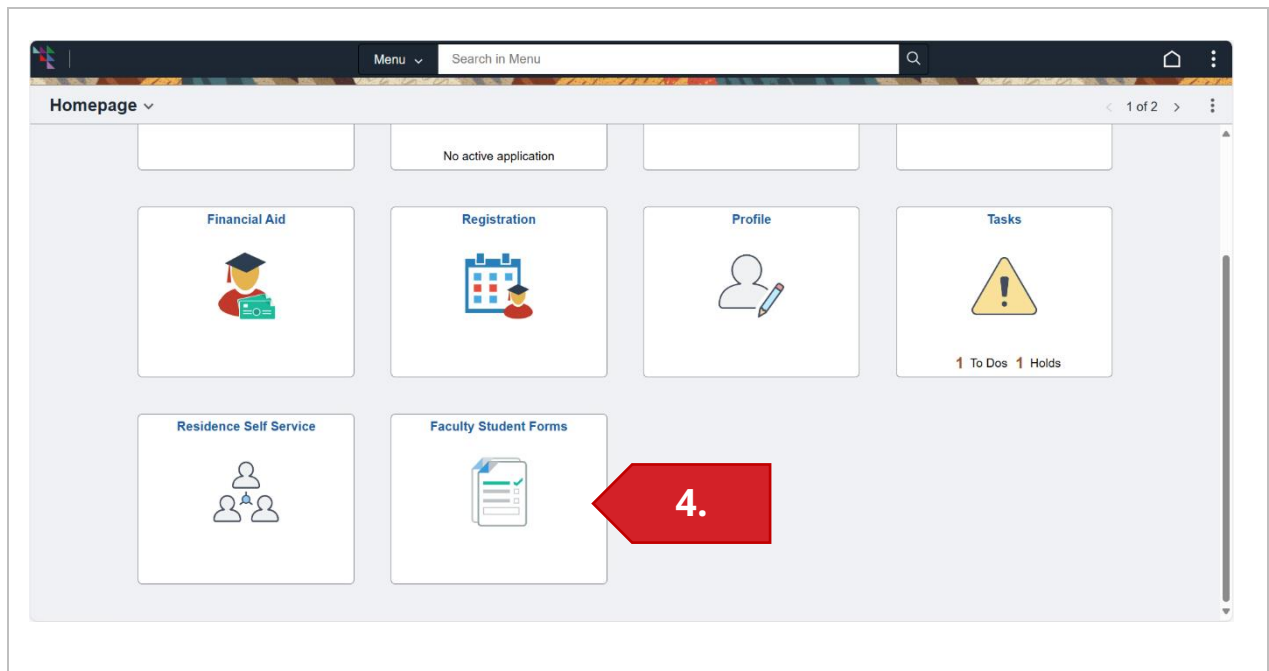
Throughout your studies, you may need to request various academic or administrative forms. This section shows you how to find and submit form requests through Oracle PeopleSoft Campus Solutions. With step-by-step guidance, you'll be able to complete requests efficiently and accurately.

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

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



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

The screenshot displays the 'Request Forms' web application. At the top, there is a search bar labeled 'Search in Menu'. Below it, the 'Request Forms' section is visible. It includes filters for Faculty (Health Sciences), Academic Program (Bachelor of Health), Academic Plan (Emergency Medical Care), and Campus (Durban). The main area features a 'Type of Form' dropdown menu. A red arrow labeled '5.' points to the dropdown arrow, and another red arrow labeled '6.' points to the 'Application for Deregistration' option in the list.

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>



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

**DUT DURBAN UNIVERSITY OF TECHNOLOGY**

**APPLICATION FOR DE-REGISTRATION**

**Note:**

1. Refunds/Remissions are granted only in exceptional circumstances and will be calculated as outlined in the 'Rules regarding Refunds for Students' in the Student Fees Booklet. The Finance Department will be the final authority for the granting of any refunds.
2. Non-attendance does not release a student from the undertaking to pay fees.
3. If any concession is made it will be calculated from the date on which the de-registration is accepted by the Faculty Office.
4. Student cards must be presented to the Library, Protection Services, Student Counselling, Housing, and Financial Aid for clearance.
5. 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.
6. An incomplete form will not be accepted at the Faculty Office and/or processed.
7. All relevant supporting documents must be submitted with this form.

**STUDENT DETAILS (to be completed by applicant)**

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

STEP NUMBER	ACTION
	<p><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.	Click and drag the <b>vertical scroll bar down</b> to navigate through the page.
	<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.