

2024 ONLINE REGISTRATION GUIDE – USER MANUAL



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*Inspiring excellence, transforming lives
through quality, impact, and care.*

VISION **130**
Renew and Reimagine
for 2034

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



How to access PeopleSoft Campus Solutions

LOGIN

Navigate to the login page using the below link:

<https://pssa.ufs.ac.za/psp/csprd/?cmd=login&languageCd=ENG&>

Once you have successfully logged in, navigate to the '**My Education Plan**' tile.

SELECT M.E.P.

Date	Action
12/13/2022	View Statement
11/11/2022	View Statement
09/27/2022	View Statement

How to add a module?

User must click on 'Enrol' button.

STEP 1

Select the year and semester you need to register for:

2024 Semester 2
BC431939 Year 3 Semester 2

★ Planned ♦ Attempted ✔ Satisfied ✖ Not Yet Satisfied ⓧ Dropped ➡ Continuation

Courses that must be taken in BC431939 Year 3 Semester 2:

Select	Status	Item	Category	Credits
<input type="checkbox"/>		MCBC3724: Commercial microbial products	Compulsory Modules	16.00
<input type="checkbox"/>		and MCBP3724: Pathogens and immunity	Compulsory Modules	16.00
<input type="checkbox"/>		and BOCP3724: Protein and proteome analysis	Compulsory Modules	16.00
<input type="checkbox"/>		and BOCS3724: Cell membranes	Compulsory Modules	16.00
<input type="checkbox"/>		and EDED 3722: ePortfolio Development: Enterp	Development Electives	8.00

Update Planner Build Schedule

To add modules, select the modules and click on the 'Update Planner' button.

STEP 2

2024 Semester 2
BC431939 Year 3 Semester 2

✔ Your education plan has been updated.

★ Planned ♦ Attempted ✔ Satisfied ✖ Not Yet Satisfied ⓧ Dropped ➡ Continuation

Courses that must be taken in BC431939 Year 3 Semester 2:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	MCBC3724: Commercial microbial products	Compulsory Modules	16.00
<input checked="" type="checkbox"/>	★	and MCBP3724: Pathogens and immunity	Compulsory Modules	16.00
<input checked="" type="checkbox"/>	★	and BOCP3724: Protein and proteome analysis	Compulsory Modules	
<input checked="" type="checkbox"/>	★	and BOCS3724: Cell membranes	Compulsory Modules	
<input checked="" type="checkbox"/>	★	and EDED 3722: ePortfolio Development: Enterp	Development	

Update Planner Build Schedule

Once the plan is updated, click the 'Build Schedule' button to continue.

STEP 3

Click on the **'Build Schedule'** button, which will direct you to the next page.

Overview | Planning | Enrollment | Results

My Schedule Builder | My Classes | My Activities | My Exams

My Schedule Builder

Use the Schedule Builder to temporarily save classes until it is time to enroll for this term. Click choose main section to select a class section, click change main section to select a different class section. Related sections can be changed using the change button when available. Click Add/Change Courses to add or changes courses. Click Enroll in Classes when ready to enroll.

University of the Free State | BC43213BSc in Biochemistry & Microbiology

Undergraduate | BC431939 Year 3 Semester 2 | BC431939 Year 3 Semester 2

Select Display Option ☒ List View ☐ Weekly Calendar View

▼ Pending Enrollment

☒ Open ☐ Closed ☐ Wait List ☐ None Selected

MCBC3724: Commercial microbial products ☒ BFN - Lecture
Compulsory Modules TBA

☐ Wait list if class is full

Grading Graded

Credits 16.00

Instructor

Save

Select Practical section (Optional):

Class Nbr	Section	Days & Times	Room	Instructor	Status
<input checked="" type="radio"/>	No Selection				
<input type="radio"/>	No matching sections				

Once the correct YEAR and SEMESTER is selected, available modules will be displayed in the **'Pending Enrolment'** grid.

STEP 4

Undergraduate | BC431939 Year 3 Semester 2 | BC431939 Year 3 Semester 2

Select Display Option ☒ List View ☐ Weekly Calendar View

▼ Pending Enrollment

☒ Open ☐ Closed ☐ Wait List ☐ None Selected

MCBC3724: Commercial microbial products ☒ BFN - Lecture
Compulsory Modules | 16.00 Credits TBA

MCBP3724: Pathogens and immunity ☒ BFN - Lecture
Compulsory Modules | 16.00 Credits TBA

On the grid, you have options to: **'Pending Enrolment'**

- 1 Choose the correct campus to attend classes by clicking on the **'Choose Main Section'** link.
- 2 You can also remove modules you don't want to register by clicking on the **'Delete'** icon

BOCP3724: Protein and proteome analysis
Compulsory Modules | 16.00 Credits

BFN - Lecture
TBA

BOCS3724: Cell membranes
Compulsory Modules | 16.00 Credits

BFN - Lecture
TBA

EDED 3722: ePortfolio Development: Enterp
Development Electives

None Selected

[Choose Main Section](#)

[Add/Change Courses](#)
[Audit](#)
[Enroll In Classes](#)

STEP 5

Once you have confirmed your modules, click on the '**Enrol in Classes**' button to continue with registration.

BOCS3724: Cell membranes
Compulsory Modules | 16.00 Credits

BFN - Lecture
TBA

EDED 3722: ePortfolio Development: Enterp
Development Electives

None Selected

[Choose Main Section](#)

[Add/Change Courses](#)
[Audit](#)
[Enroll In Classes](#)

STEP 6

Click on the '**Enrol in Classes**' button, which will direct you to the next page. On this page, click the '**Finish Enrolment**' button to complete registration.

BOCP3724: Protein and proteome analysis
Compulsory Modules | 16.00 Credits

Class	Component	Schedule	Location	Instructor	Status
BOCP 3724-BFN (1198)	Lecture	TBA	TBA	To be Announced	

BOCS3724: Cell membranes
Compulsory Modules | 16.00 Credits

Class	Component	Schedule	Location	Instructor	Status
BOCS 3724-BFN (1355)	Lecture	TBA	TBA	To be Announced	

EDED 3722: ePortfolio Development: Enterp
Development Electives | 8.00 Credits

Class	Component	Schedule	Location	Instructor	Status
EDED 3722-BFN (4268)	Laboratory	TBA	TBA	To be Announced	

[Cancel](#)
[Finish Enrolling](#)

STEP 7

Click on the '**Finish Enrolment**' button, which will direct you to the next page. On this page, you can view the status of the modules.

Undergraduate | BC431939 Year 3 Semester 2
BC431939 Year 3 Semester 2

Success: enrolled
 Error: unable to add class

	Message	Status
1 MCBC3724: Commercial microbial products	Success: This class has been added to your schedule.	
2 MCBP3724: Pathogens and immunity	Success: This class has been added to your schedule.	
3 BOCP3724: Protein and proteome analysis	Success: This class has been added to your schedule.	
4 BOCS3724: Cell membranes	Success: This class has been added to your schedule.	
5 EDED 3722: ePortfolio Development: Enterp	Success: This class has been added to your schedule.	

[Return to Schedule Builder](#)
[My Activity Details](#)
[My Classes](#)

How to drop modules

STEP 1

Navigate to the '**My Classes**' tab: Select classes to drop by ticking the select box:

Overview Planning **Enrollment** Results

My Schedule Builder **My Classes** My Activities My Exams

My Classes

Use My Classes to view your class schedule. Choose the Weekly Calendar option to view your schedule in a calendar format. Search for courses to enroll in using the Add Courses button. To finalize pending enrollment, click on the Schedule Builder link. A checkbox will be available next to classes that can be dropped. Click Drop Selected to submit.

University of the Free State | BC43213BSc in Biochemistry & Microbiology

Undergraduate | BC431939 Year 3 Semester 1 BC431939 Year 3 Semester 1

Select Display Option ☒ List View ☐ Weekly Calendar View

Drop Selected Add Courses

☒ Enrolled ☒ Dropped ☐ Wait Listed

☒ BOCE3714: Advanced enzyme kinetics and m

Status	Enrollment Category	Waitlist Position	Units	Grading	Grade	Requirement Designation	Program	Deadlines
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To continue, select the '**Finish Dropping**' link, then click on '**Finish Dropping**', which will direct you to the next screen:

STEP 2

MCBG3714: Growth of microorganisms

Status	Enrollment Category	Waitlist Position	Units	Grading	Grade	Requirement Designation	Program
<input checked="" type="checkbox"/>	Compulsory Modules	0	16.00	Graded			

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5299	BFN	Lecture	TBA	TBA	Staff	01/01/2024 - 07/01/2024

Cancel Finish Dropping

STEP 3

On this screen, confirm the dropped class and click '**Done**':

Overview Planning Enrollment Results

My Schedule Builder My Classes My Activities My Exams

My Classes

Undergraduate | BC431939 Year 1 Semester 1 BC431939 Year 1 Semester 1

☒ Success: dropped ☒ Error: unable to drop class

	Message	Status
1	MCBE3714: Microbial ecology and environm	Success: This class has been removed from your schedule.
2	MCBG3714: Growth of microorganisms	Success: This class has been removed from your schedule.

Done