Online Registration Guideline

The online registration platform is accessible on most devices that have a browser. It would be best to use a device with a larger screen for optimal viewing. The online registrations can however be done on a smaller screen such as a smart phone.
NB: Before you proceed with submitting your registration, please read the rules for your qualification and take note of any changes.

The online form requires you to
   a) complete the modules and period for which for wish to register for 2022. Correct any errors shown in red   when completing the form,
   b)   look at the contact details that we have on our records for you and you must amend any address or
        phone numbers if necessary,
   c) Accept the terms and conditions,
   d)   Make an online payment or note the other payment options that will be on an email once you submit the registration.
Note the following important rules:
   1. You cannot register for more than 5 modules (60 credits) per semester
   2. You cannot register for more than 10 modules (120 credits) for an academic year.
   3. You cannot register for modules for which you have not passed the pre- requisites.

Some common errors that you may encounter and how to correct these

Web registration	TEST: (Module code): You have not satisfied the pre- and co-requisites
The registration attempt was not successful. Please read the error below. TEST :GAR2601:You have not satisfied the pre- and co- requisites.* 106695 pre= 7949 par= 0 Click the "Back" button to attempt to correct the error. HELP << BACK	1.1 Look at the pre- and co-requisites of the modules you have selected in the my Registration @ Unisa brochure or on the Unisa website. Click on the <BACK> button until the screen displays with the modules you have selected. You will have to remove the module code(s) causing the pre-requisite error from the list of modules selected (click in the Remove box next to the module and then click on <Remove the selected study unit>) or include the co-requisite modules as part of your selection. After removing the module(s), click on <NEXT> to continue with your application for registration. **OR** 1.2 Click on the <Submit to Admissions & Registrations> button to submit your registration application to the registration section. If you submit your application in this manner, it means that your registration submission will need to be processed manually in the order of the date on which it was submitted. This may take a few weeks to be processed.

	You have chosen too many modules for semester (1/2), total NQF credits – (number of credits) 2.1 Please read the 'Unisa rules for students' section in the my Registration @ Unisa brochure regarding the number of credits or modules you may register for per semester and year. Click on the \<BACK\> button until the screen displays with the modules you have selected. If you would like your registration to go through on real time, you will have to change the semester of some of the modules or remove some module codes from the list of modules selected (click in the Remove box next to the module and then click on \<Remove the selected study unit\>). Click on \<NEXT\> to continue with your application for registration. **OR** 2.2 Click on the \<Submit to Admissions & Registrations\> button to submit your registration application to the registration section. If you submit your application in this manner, it means that your registration submission will need to be processed manually in the order of the date on which it was submitted. This may take a few weeks to be processed.
Web registration: undergraduate qualifications **Study unit information** Study units you wish to register for LLB: (U/GRAD) Pre-2018 Old curriculum Study unit code Remove HFL1501 ☐ IRM1501 ☐ [List level 1] [List level 2] [List level 3] [List level 4+] [List all] [Remove selected study units] [\<\< BACK] [NEXT \>\>]	**EXP TEST: You have chosen too many modules from level (1/2/3/4) group (A/B/C/D etc.)** 3.1 Look at the rules for the curriculum of the qualification you have selected in the my Registration @ Unisa brochure or on the Unisa website, specifically the number of modules you may select per level as well as the number of modules you may select under each group in each level. Click on the \<BACK\> button until the screen displays with the modules you have selected. If you would like your registration to go through on real time, remove the module codes that do not comply with the rules as set out in the curriculum from the list of modules selected (click in the Remove box next to the module and then click on \<Remove the selected study unit\>). Click on \<NEXT\> to continue with your application for registration. 3.2 Click on the \<Submit to Admissions & Registrations\> button to submit your registration application to the registration section. If you submit your application in this manner, it means that your registration submission will need to be processed manually in the order of the date on which it was submitted. This may take a few weeks to be processed.

Web registration: undergraduate qualifications **The registration attempt was not successful.** Please read the error below. *EXP TEST: * Final Year - total weight not enough* **Click the "Back" button to attempt to correct the error.** HELP << BACK	**F138: Ext Test: Must be final year – Total weight is not enough.** **Screen to return to (click on <Back>) to correct the error** **Web registration: undergraduate qualifications** Course details Proposed qualification — 98680 LLB: (U/GRAD) Are you in your final year of studies and will you be able to complete your qualification if your credits are sufficient after passing all the study units you are now going to register for? — ○ YES ● NO Do you need an access card? (Only indicate "yes" if you are not in possession of an access card to allow you access to the various Unisa campuses.) — ● YES ○ NO Display method for study units ○ List study units valid for your qualification ● List all study units Order study units by ● Code ○ Description << BACK NEXT >>
	F138: Ext Test: Must be final year – Total weight is enough. **Web registration: undergraduate qualifications** Course details Proposed qualification — 98680 LLB: (U/GRAD) Are you in your final year of studies and will you be able to complete your qualification if your credits are sufficient after passing all the study units you are now going to register for? — ○ YES ● NO Do you need an access card? (Only indicate "yes" if you are not in possession of an access card to allow you access to the various Unisa campuses.) — ● YES ○ NO Display method for study units ○ List study units valid for your qualification ● List all study units Order study units by ● Code ○ Description << BACK NEXT >>