Avoid long queues!

2024

Registration Guidelines

Contents

Online Registration Process: **3**

STEP 1. How to login? 3

STEP 2. Did you forget your pin, or do you want to create a pin? 3

STEP 3. Read Registration Rules / Indemnity and Consent Form. 4

STEP 4. Upload required documents. 5

STEP 5. View Academic Admission Status. 5

STEP 6. View Correspondence. 6

STEP 7. How do I register my qualification and subjects? 7

STEP 8. How to generate a Proof of Registration? 12

STEP 9. How to register more subjects? 13

STEP 10. What you need to do if you are blocked from registering online? 14

STEP 11. How to view your Academic Application Status? 15

STEP 12. Do you need assistance? 15

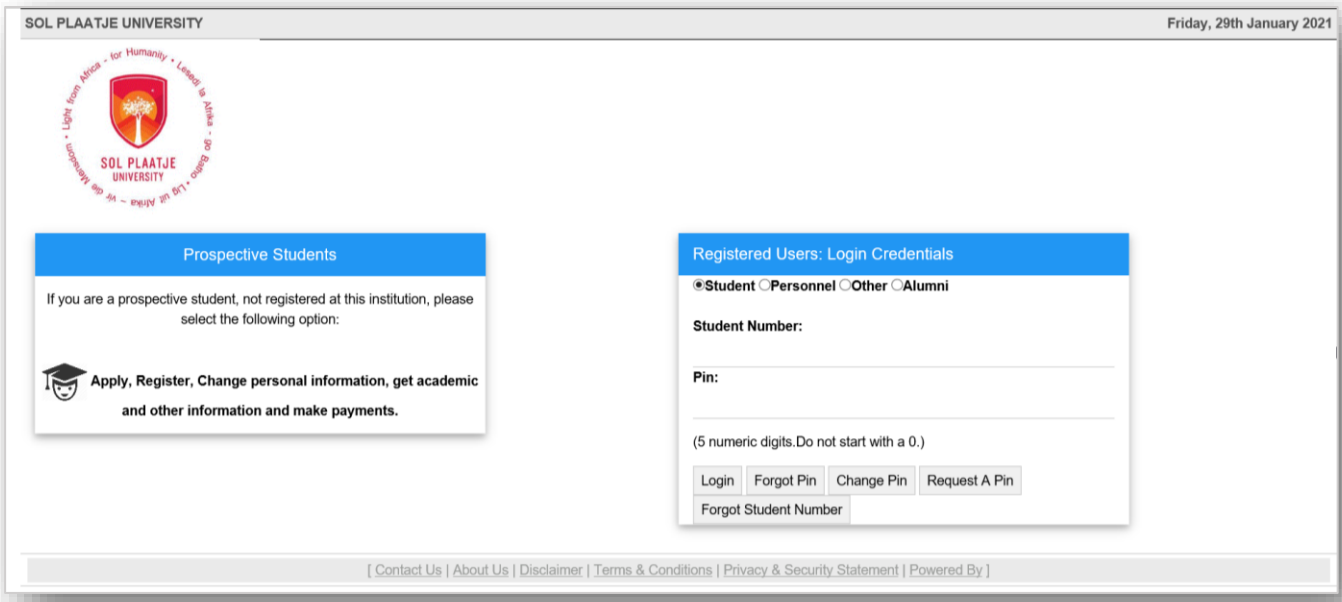
Online Registration Process:

Please Note the following:

- Visit our website: www.spu.ac.za
  or use the following link https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S to register online.
- Browser to use: avoid technical issue with access by using ***Internet Explorer***.

STEP 1. How to login?

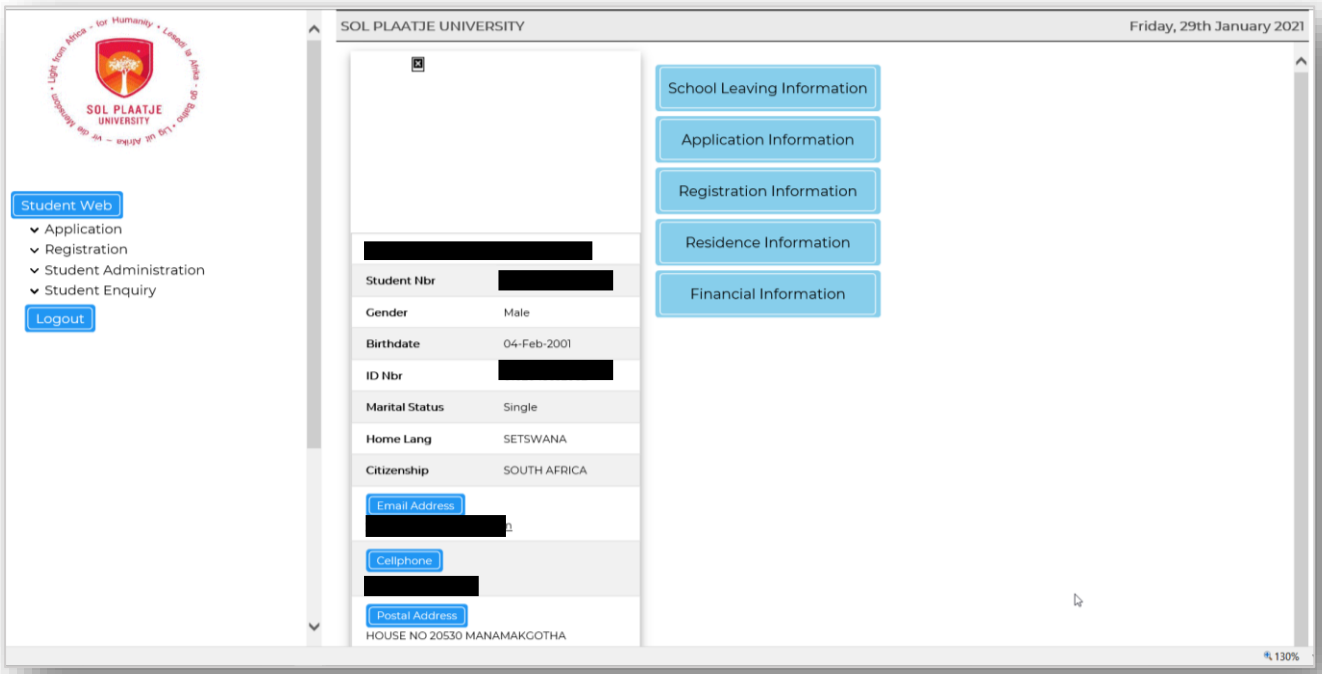
Login with your ***student no*** and five-digit ***pin*** then click on the **Login Button**.



STEP 2. Did you forget your pin, or do you want to create a pin?

- Type in your student number and click on **Request a Pin** or click on **Forgot Pin**.
- A web pin will be send directly to your email address. If your email address has changed, please notify the following departments to update it:
  - **Potential undergraduate students**: and
  - **Potential postgraduate students**: School Registrars, see page 12.
- If the system blocks you after 3 unsuccessful login attempts, contact your School Registrar/Administrator to reset your login.
- Login and **read** the "**Registration Rules and Indemnity and Consent Form**" in order to proceed with your registration process.

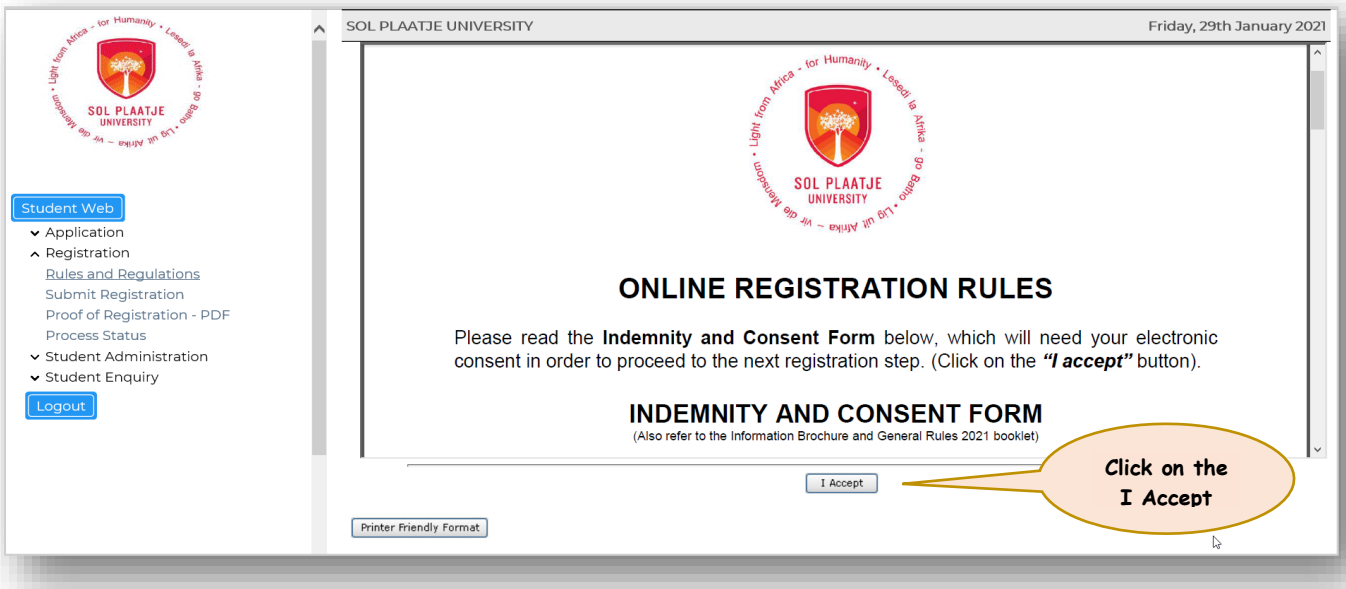
Congratulations!! You have accessed the Student Online System.

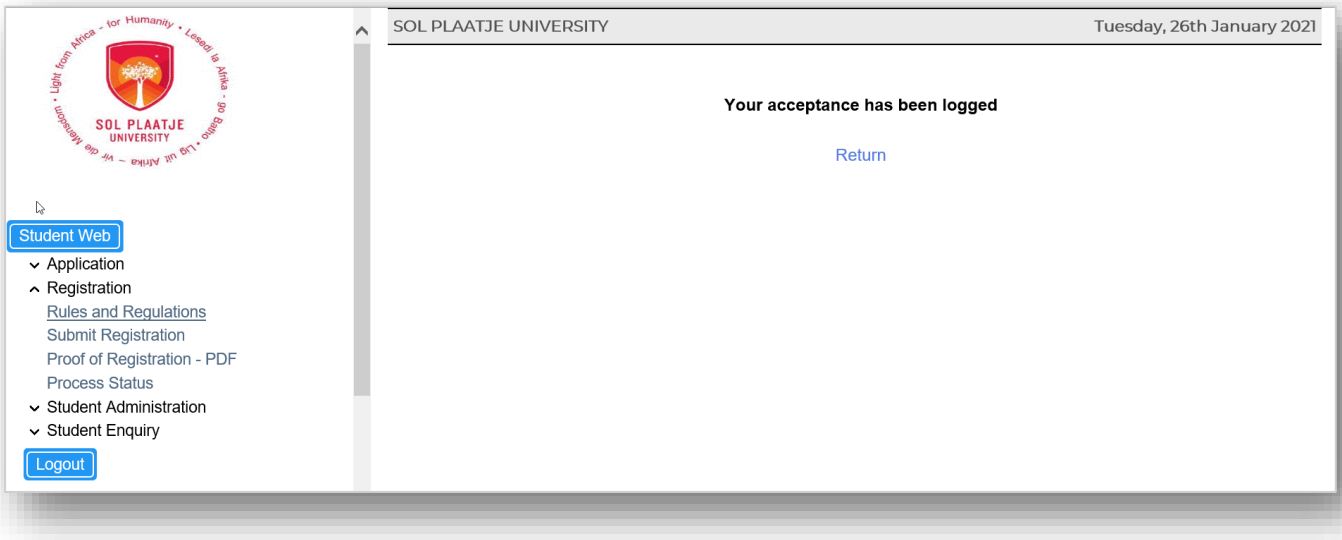


STEP 3. Read Registration Rules / Indemnity and Consent Form.

Click on **Registration** on your left**,** then click on **Rules and Regulations**.

NB: Read the **SPU Online Registration Rules** and **Indemnity and Consent Form,** scroll down and click on the **[I Accept]** Button as it serves as an electronic consent in order to proceed to the next registration step.



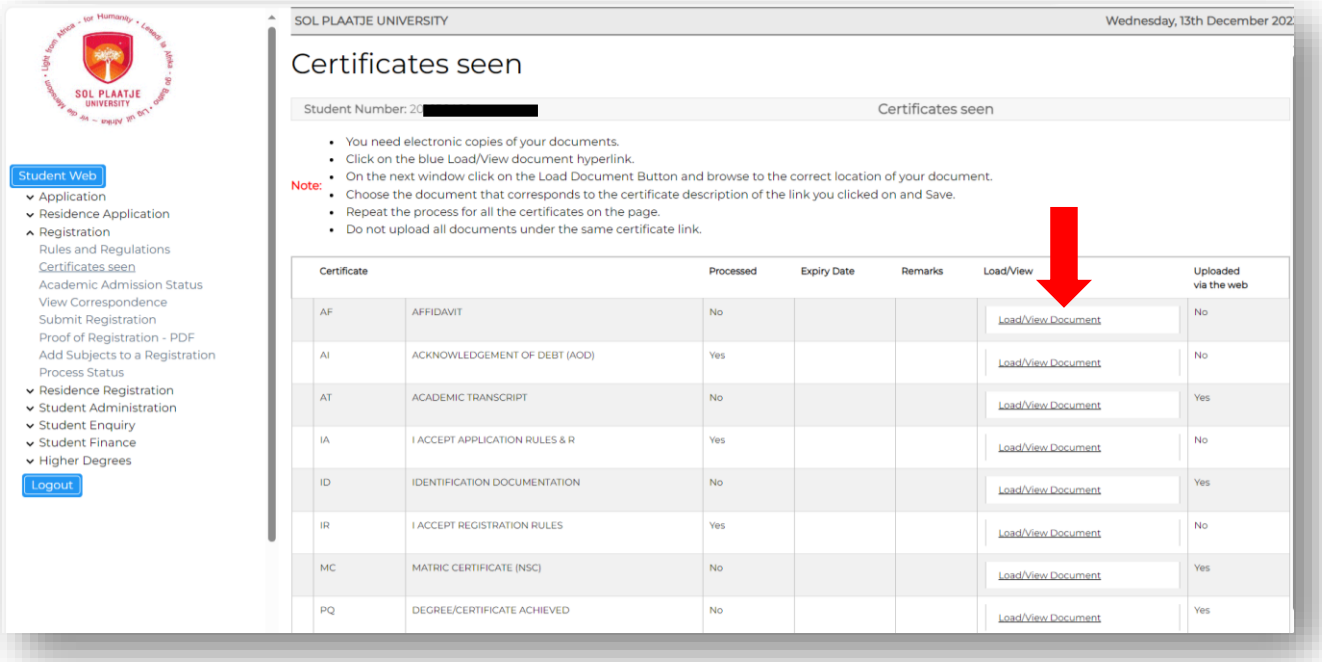


STEP 4. Upload required documents.

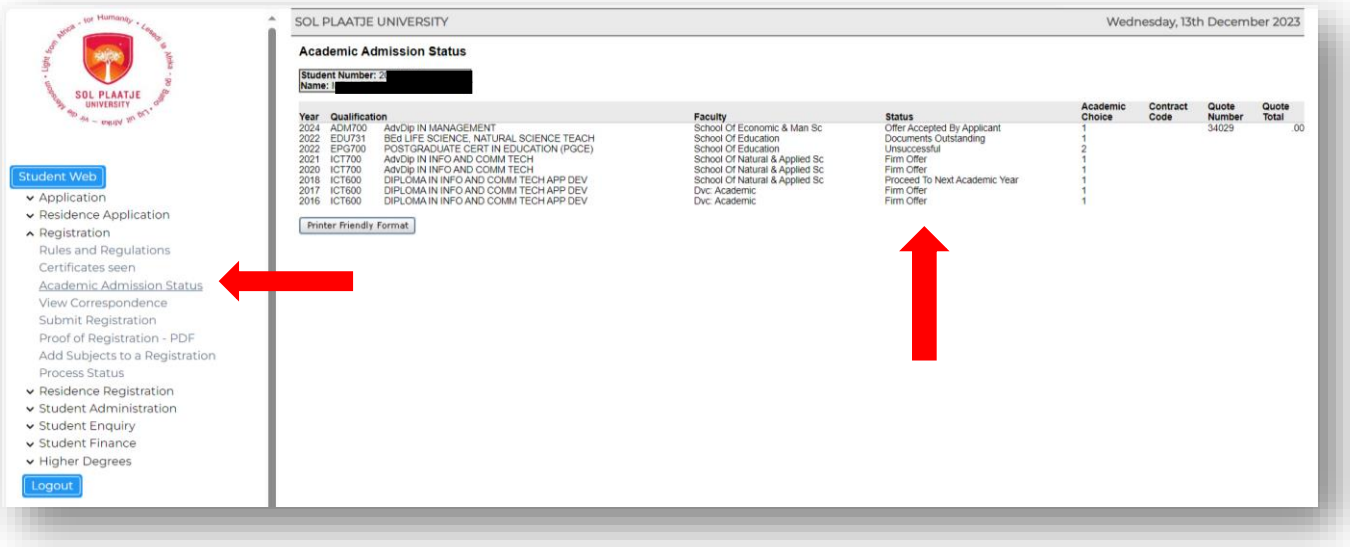
Click on **Certificates seen**.
Click on the following documents to be uploaded:

- **Acknowledgement of Debt (AOD)**, upload a certified scanned document and **SAVE** the document.
- **Proof of Registration Payment**, upload a certified scanned copy and **SAVE** the document.
- **Acknowledgement of Funding**, upload a certified scanned letter of your funder and **SAVE** the document.

Please note: All uploaded documents will be confirmed against the original document(s).

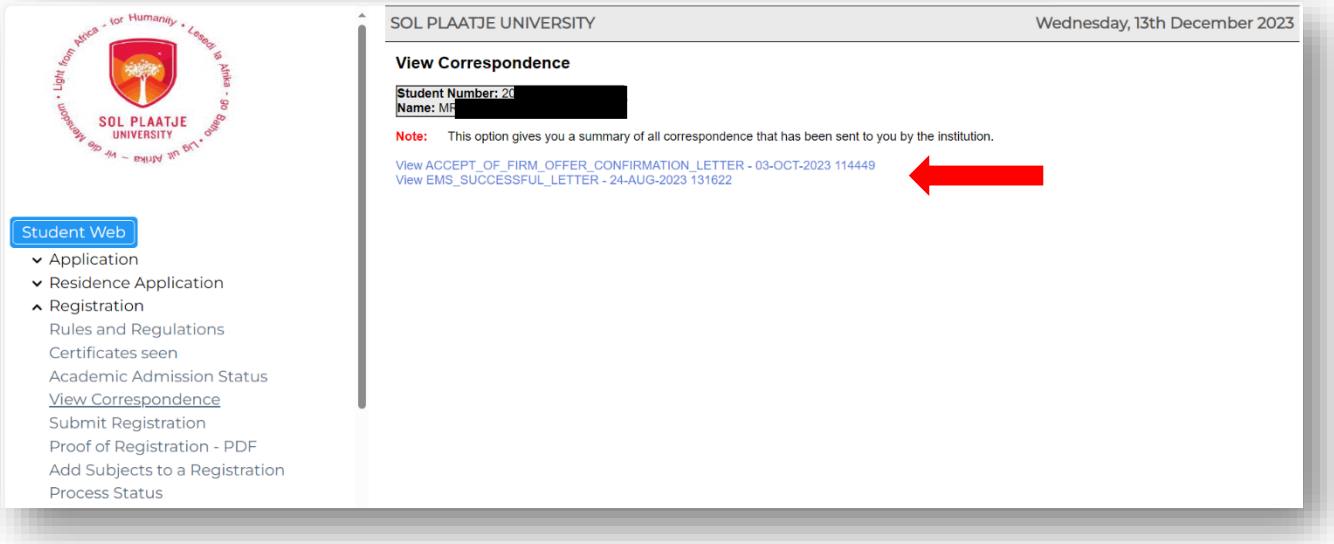


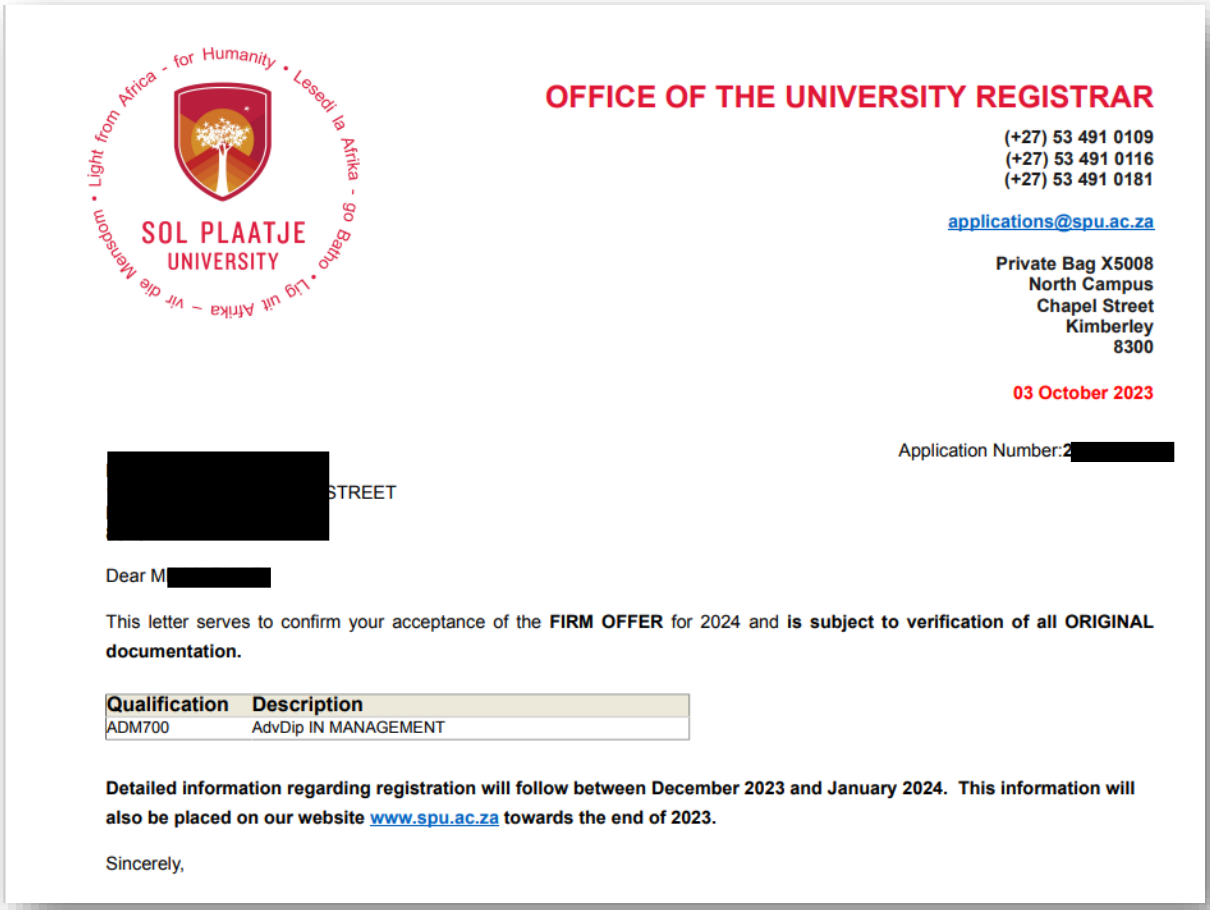
STEP 5. View Academic Admission Status.



STEP 6. View Correspondence.

Click on the document you wish to view or print. See output below.





SOL PLAATJE UNIVERSITY

OFFICE OF THE UNIVERSITY REGISTRAR

(+27) 53 491 0109
(+27) 53 491 0116
(+27) 53 491 0181

applications@spu.ac.za

Private Bag X5008
North Campus
Chapel Street
Kimberley
8300

03 October 2023

Application Number:2[redacted]

[redacted]STREET

Dear M[redacted]

This letter serves to confirm your acceptance of the **FIRM OFFER** for 2024 and **is subject to verification of all ORIGINAL documentation.**

Qualification	Description
ADM700	AdvDip IN MANAGEMENT

Detailed information regarding registration will follow between December 2023 and January 2024. This information will also be placed on our website www.spu.ac.za towards the end of 2023.

Sincerely,

STEP 7. How do I register my qualification and subjects?

Click on **Submit Registration** on your left and complete the following:

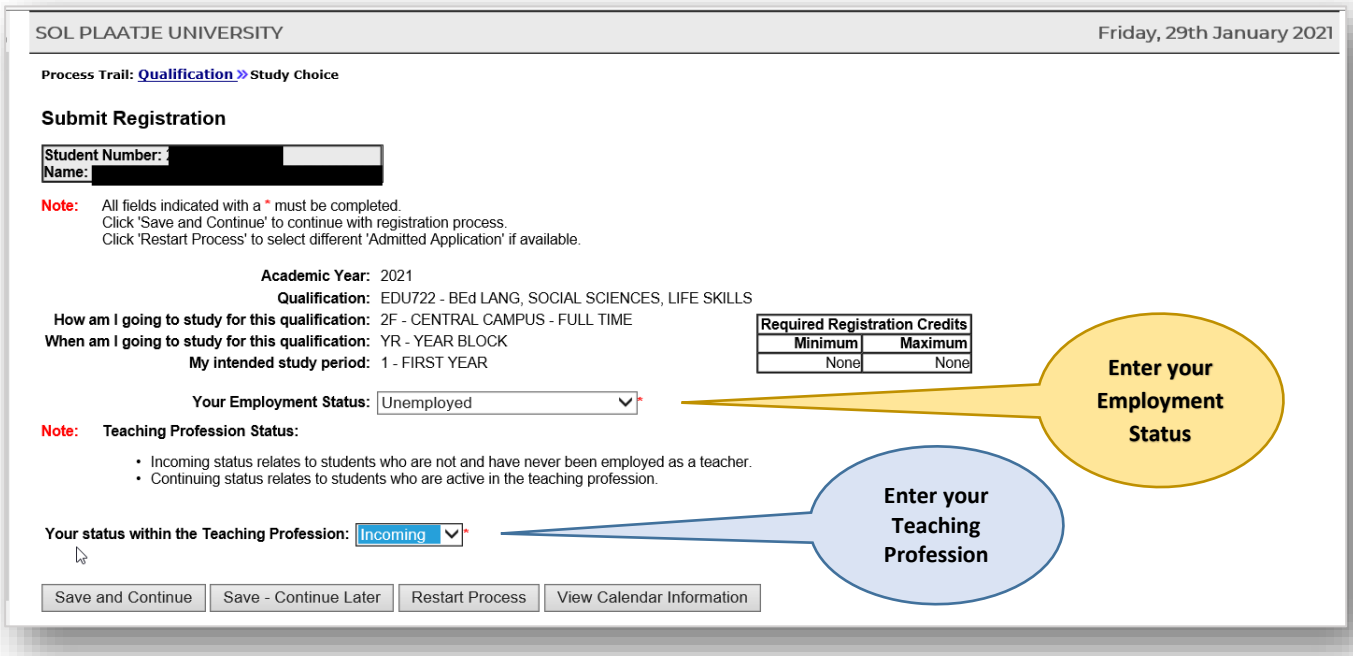
- Students who are registering for Education qualification (See *Example 1*), must complete two fields as seen below:

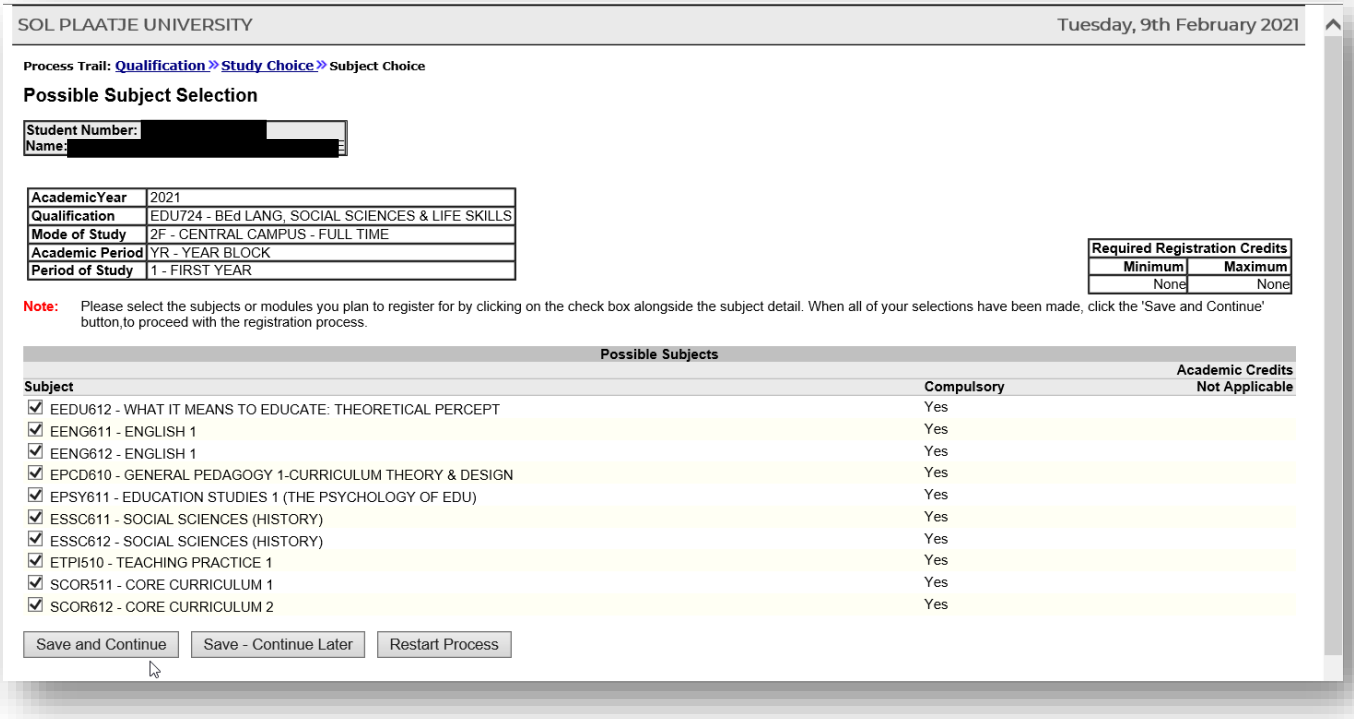
  - Click on the dropdown button to enter your **Employment Status**
    - Employed by external employer;
    - Employed by this employer; or
    - Unemployed

  - Click on the dropdown button to enter your **Teaching Profession** and click on the **Save and Continue Button** to display your subjects.

  - Tick your compulsory and elective subjects according to the qualification guidelines, then click the **Save and Continue Button** to proceed with the**,** or click the **Restart Process Button** to start **STEP 5** again.

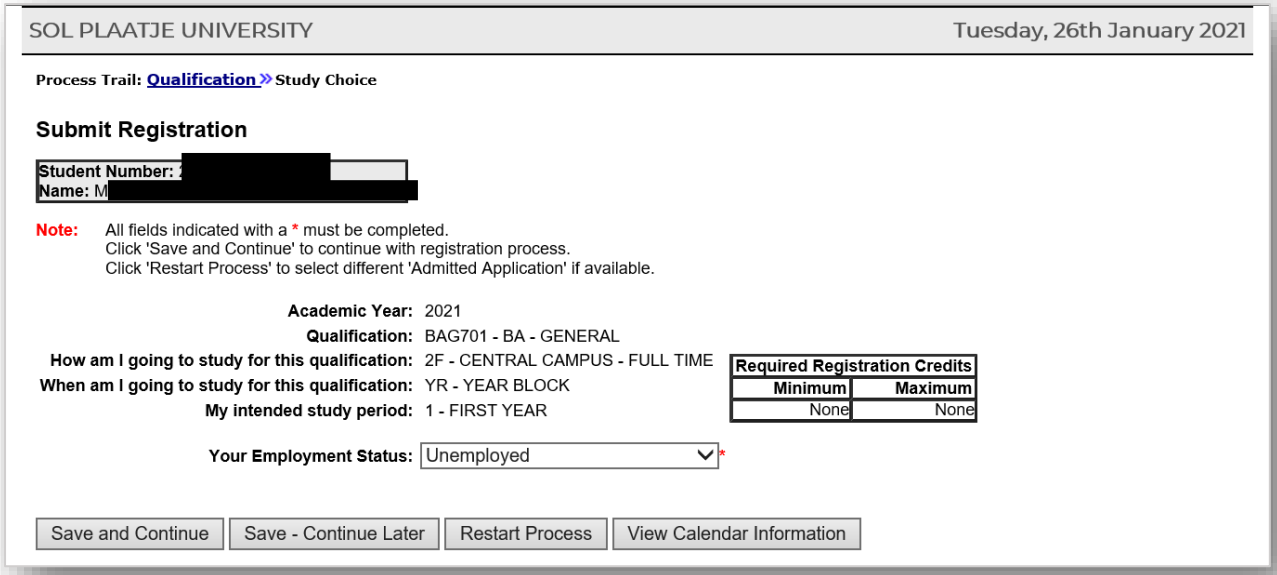
Example 1.





- When registering for any other qualification, please update only the Employment Status. (See examples 2 and 3):
    - Click on the dropdown button to select your **Employment Status**, then click on the **Save and Continue Button** to display your subjects.

Example 2.



SOL PLAATJE UNIVERSITY — Tuesday, 26th January 2021

Process Trail: Qualification » Study Choice

Submit Registration

Student Number: [redacted]
Name: M[redacted]

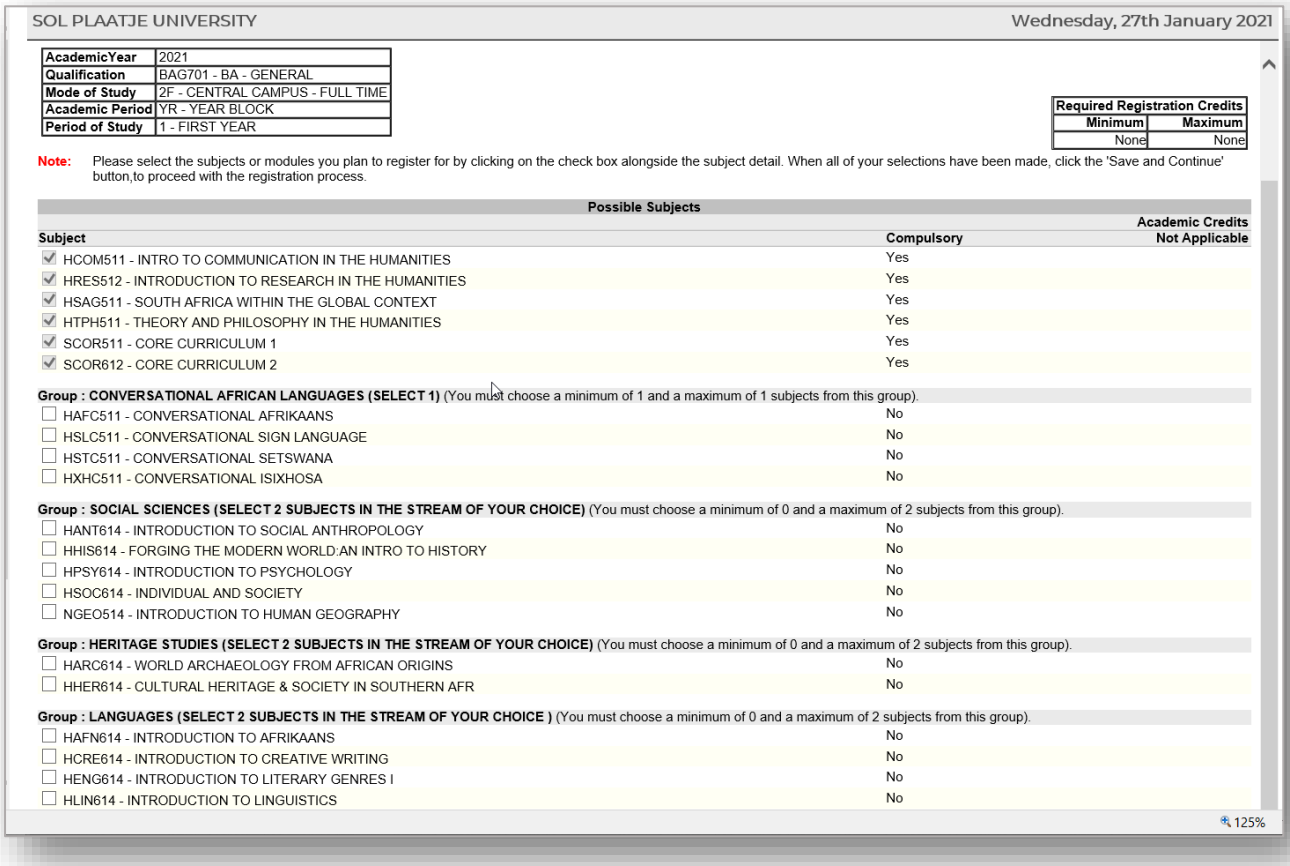
Note: All fields indicated with a * must be completed.
Click 'Save and Continue' to continue with registration process.
Click 'Restart Process' to select different 'Admitted Application' if available.

Academic Year: 2021
Qualification: BAG701 - BA - GENERAL
How am I going to study for this qualification: 2F - CENTRAL CAMPUS - FULL TIME
When am I going to study for this qualification: YR - YEAR BLOCK
My intended study period: 1 - FIRST YEAR

Required Registration Credits	
Minimum	Maximum
None	None

Your Employment Status: Unemployed *

Save and Continue | Save - Continue Later | Restart Process | View Calendar Information



SOL PLAATJE UNIVERSITY — Wednesday, 27th January 2021

AcademicYear	2021
Qualification	BAG701 - BA - GENERAL
Mode of Study	2F - CENTRAL CAMPUS - FULL TIME
Academic Period	YR - YEAR BLOCK
Period of Study	1 - FIRST YEAR

Required Registration Credits	
Minimum	Maximum
None	None

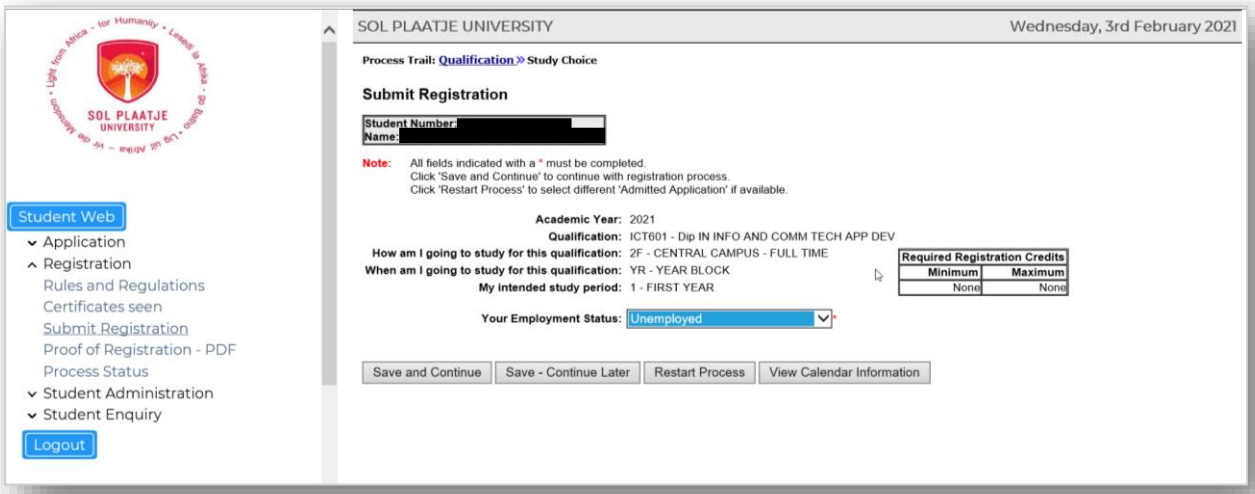
Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button,to proceed with the registration process.

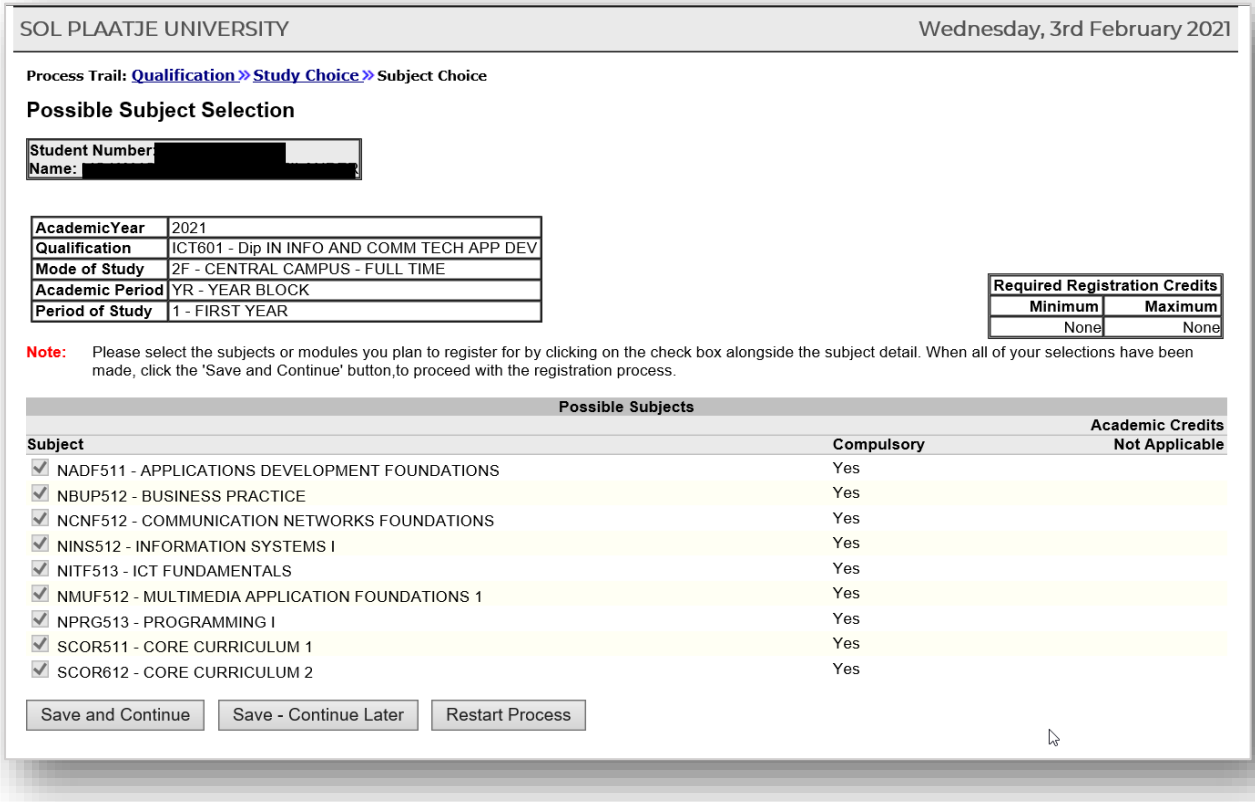
Possible Subjects

Subject	Compulsory	Academic Credits Not Applicable
☑ HCOM511 - INTRO TO COMMUNICATION IN THE HUMANITIES	Yes	
☑ HRES512 - INTRODUCTION TO RESEARCH IN THE HUMANITIES	Yes	
☑ HSAG511 - SOUTH AFRICA WITHIN THE GLOBAL CONTEXT	Yes	
☑ HTPH511 - THEORY AND PHILOSOPHY IN THE HUMANITIES	Yes	
☑ SCOR511 - CORE CURRICULUM 1	Yes	
☑ SCOR612 - CORE CURRICULUM 2	Yes	
Group : CONVERSATIONAL AFRICAN LANGUAGES (SELECT 1) (You must choose a minimum of 1 and a maximum of 1 subjects from this group).		
☐ HAFC511 - CONVERSATIONAL AFRIKAANS	No	
☐ HSLC511 - CONVERSATIONAL SIGN LANGUAGE	No	
☐ HSTC511 - CONVERSATIONAL SETSWANA	No	
☐ HXHC511 - CONVERSATIONAL ISIXHOSA	No	
Group : SOCIAL SCIENCES (SELECT 2 SUBJECTS IN THE STREAM OF YOUR CHOICE) (You must choose a minimum of 0 and a maximum of 2 subjects from this group).		
☐ HANT614 - INTRODUCTION TO SOCIAL ANTHROPOLOGY	No	
☐ HHIS614 - FORGING THE MODERN WORLD:AN INTRO TO HISTORY	No	
☐ HPSY614 - INTRODUCTION TO PSYCHOLOGY	No	
☐ HSOC614 - INDIVIDUAL AND SOCIETY	No	
☐ NGEO514 - INTRODUCTION TO HUMAN GEOGRAPHY	No	
Group : HERITAGE STUDIES (SELECT 2 SUBJECTS IN THE STREAM OF YOUR CHOICE) (You must choose a minimum of 0 and a maximum of 2 subjects from this group).		
☐ HARC614 - WORLD ARCHAEOLOGY FROM AFRICAN ORIGINS	No	
☐ HHER614 - CULTURAL HERITAGE & SOCIETY IN SOUTHERN AFR	No	
Group : LANGUAGES (SELECT 2 SUBJECTS IN THE STREAM OF YOUR CHOICE) (You must choose a minimum of 0 and a maximum of 2 subjects from this group).		
☐ HAFN614 - INTRODUCTION TO AFRIKAANS	No	
☐ HCRE614 - INTRODUCTION TO CREATIVE WRITING	No	
☐ HENG614 - INTRODUCTION TO LITERARY GENRES I	No	
☐ HLIN614 - INTRODUCTION TO LINGUISTICS	No	

125%

Example 3.

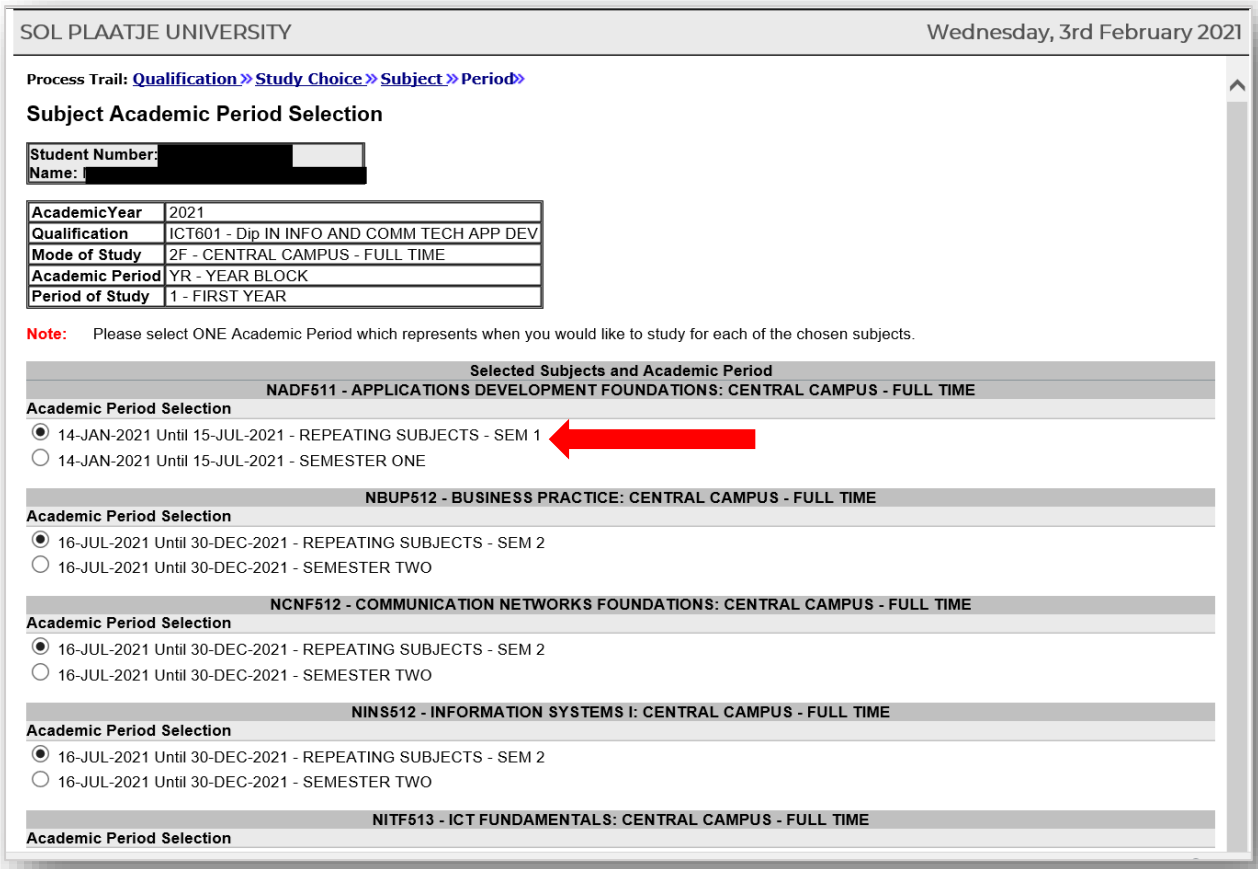




After you tick the compulsory subjects, click the **Save and Continue Button.**

Please note: If you are a returning or continuing student and repeat a subject, click on **Repeat Subject.**

NB! Do not tick Repeat Subject – Sem 1 or Sem 2 or Year if you are registering at Sol Plaatje University for the FIRST TIME, then click on **Save and Continue Button**. See example below:



SOL PLAATJE UNIVERSITY — Wednesday, 3rd February 2021

Process Trail: Qualification » Study Choice » Subject » Period »

Subject Academic Period Selection

Student Number: [redacted]
Name: [redacted]

AcademicYear	2021
Qualification	ICT601 - Dip IN INFO AND COMM TECH APP DEV
Mode of Study	2F - CENTRAL CAMPUS - FULL TIME
Academic Period	YR - YEAR BLOCK
Period of Study	1 - FIRST YEAR

Note: Please select ONE Academic Period which represents when you would like to study for each of the chosen subjects.

Selected Subjects and Academic Period

NADF511 - APPLICATIONS DEVELOPMENT FOUNDATIONS: CENTRAL CAMPUS - FULL TIME

Academic Period Selection

- (•) 14-JAN-2021 Until 15-JUL-2021 - REPEATING SUBJECTS - SEM 1
- ( ) 14-JAN-2021 Until 15-JUL-2021 - SEMESTER ONE

NBUP512 - BUSINESS PRACTICE: CENTRAL CAMPUS - FULL TIME

Academic Period Selection

- (•) 16-JUL-2021 Until 30-DEC-2021 - REPEATING SUBJECTS - SEM 2
- ( ) 16-JUL-2021 Until 30-DEC-2021 - SEMESTER TWO

NCNF512 - COMMUNICATION NETWORKS FOUNDATIONS: CENTRAL CAMPUS - FULL TIME

Academic Period Selection

- (•) 16-JUL-2021 Until 30-DEC-2021 - REPEATING SUBJECTS - SEM 2
- ( ) 16-JUL-2021 Until 30-DEC-2021 - SEMESTER TWO

NINS512 - INFORMATION SYSTEMS I: CENTRAL CAMPUS - FULL TIME

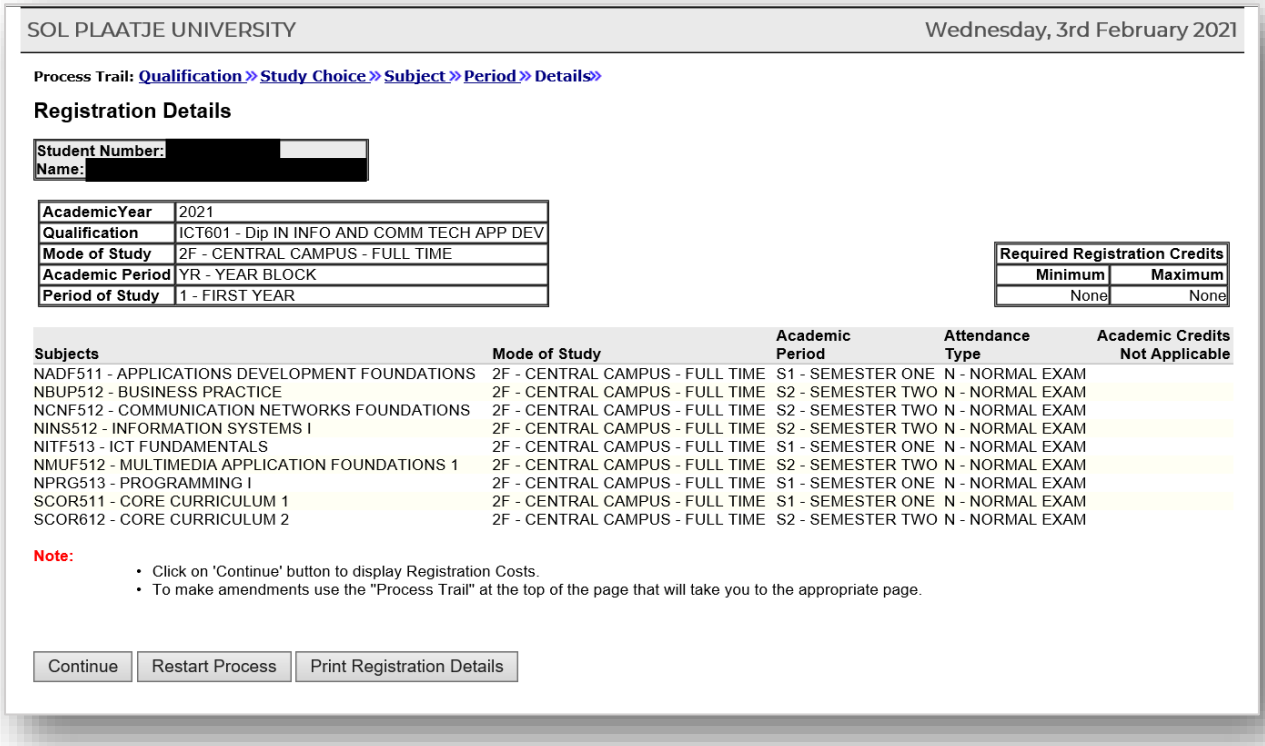
Academic Period Selection

- (•) 16-JUL-2021 Until 30-DEC-2021 - REPEATING SUBJECTS - SEM 2
- ( ) 16-JUL-2021 Until 30-DEC-2021 - SEMESTER TWO

NITF513 - ICT FUNDAMENTALS: CENTRAL CAMPUS - FULL TIME

Academic Period Selection

Verify your subjects then click the **Continue Button** to view the **Estimated Cost.** See example on page 10.



SOL PLAATJE UNIVERSITY — Wednesday, 3rd February 2021

Process Trail: Qualification » Study Choice » Subject » Period » Details »

Registration Details

Student Number: [redacted]
Name: [redacted]

AcademicYear	2021
Qualification	ICT601 - Dip IN INFO AND COMM TECH APP DEV
Mode of Study	2F - CENTRAL CAMPUS - FULL TIME
Academic Period	YR - YEAR BLOCK
Period of Study	1 - FIRST YEAR

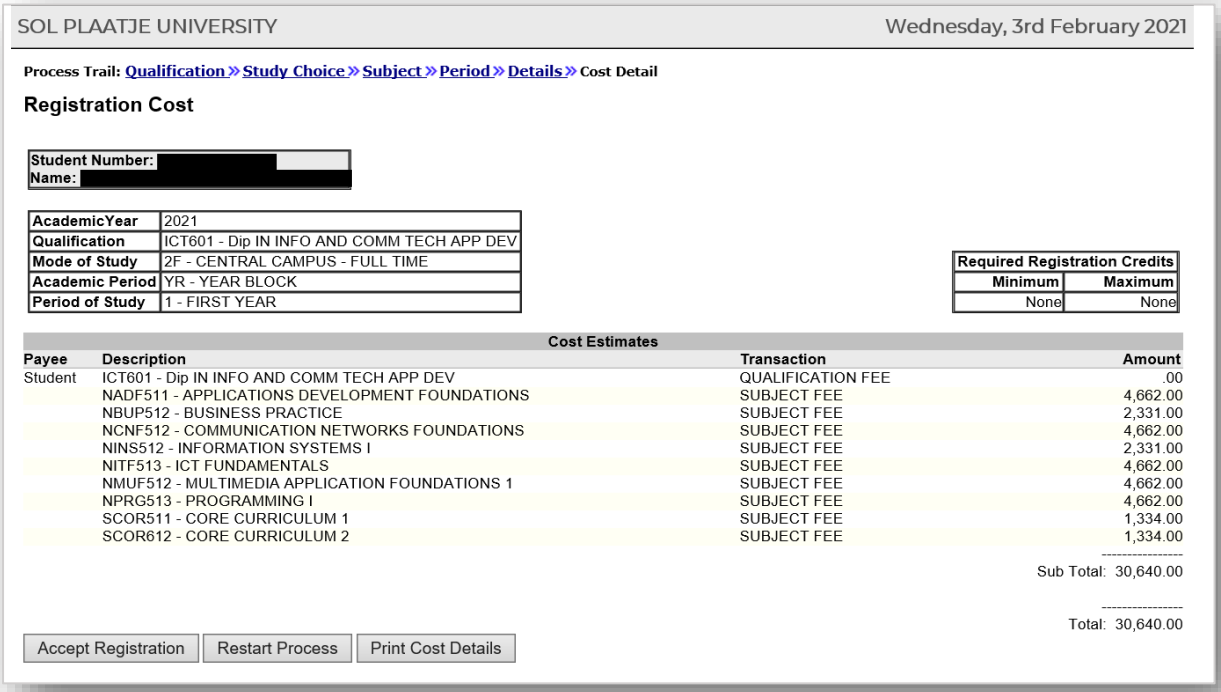
Required Registration Credits	
Minimum	Maximum
None	None

Subjects	Mode of Study	Academic Period	Attendance Type	Academic Credits Not Applicable
NADF511 - APPLICATIONS DEVELOPMENT FOUNDATIONS	2F - CENTRAL CAMPUS - FULL TIME	S1 - SEMESTER ONE	N - NORMAL EXAM	
NBUP512 - BUSINESS PRACTICE	2F - CENTRAL CAMPUS - FULL TIME	S2 - SEMESTER TWO	N - NORMAL EXAM	
NCNF512 - COMMUNICATION NETWORKS FOUNDATIONS	2F - CENTRAL CAMPUS - FULL TIME	S2 - SEMESTER TWO	N - NORMAL EXAM	
NINS512 - INFORMATION SYSTEMS I	2F - CENTRAL CAMPUS - FULL TIME	S2 - SEMESTER TWO	N - NORMAL EXAM	
NITF513 - ICT FUNDAMENTALS	2F - CENTRAL CAMPUS - FULL TIME	S1 - SEMESTER ONE	N - NORMAL EXAM	
NMUF512 - MULTIMEDIA APPLICATION FOUNDATIONS 1	2F - CENTRAL CAMPUS - FULL TIME	S2 - SEMESTER TWO	N - NORMAL EXAM	
NPRG513 - PROGRAMMING I	2F - CENTRAL CAMPUS - FULL TIME	S1 - SEMESTER ONE	N - NORMAL EXAM	
SCOR511 - CORE CURRICULUM 1	2F - CENTRAL CAMPUS - FULL TIME	S1 - SEMESTER ONE	N - NORMAL EXAM	
SCOR612 - CORE CURRICULUM 2	2F - CENTRAL CAMPUS - FULL TIME	S2 - SEMESTER TWO	N - NORMAL EXAM	

Note:

- Click on 'Continue' button to display Registration Costs.
- To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

[Continue] [Restart Process] [Print Registration Details]



SOL PLAATJE UNIVERSITY — Wednesday, 3rd February 2021

Process Trail: Qualification » Study Choice » Subject » Period » Details » Cost Detail

Registration Cost

Student Number:	[redacted]
Name:	[redacted]

AcademicYear	2021
Qualification	ICT601 - Dip IN INFO AND COMM TECH APP DEV
Mode of Study	2F - CENTRAL CAMPUS - FULL TIME
Academic Period	YR - YEAR BLOCK
Period of Study	1 - FIRST YEAR

Required Registration Credits	
Minimum	Maximum
None	None

Cost Estimates

Payee	Description	Transaction	Amount
Student	ICT601 - Dip IN INFO AND COMM TECH APP DEV	QUALIFICATION FEE	.00
	NADF511 - APPLICATIONS DEVELOPMENT FOUNDATIONS	SUBJECT FEE	4,662.00
	NBUP512 - BUSINESS PRACTICE	SUBJECT FEE	2,331.00
	NCNF512 - COMMUNICATION NETWORKS FOUNDATIONS	SUBJECT FEE	4,662.00
	NINS512 - INFORMATION SYSTEMS I	SUBJECT FEE	2,331.00
	NITF513 - ICT FUNDAMENTALS	SUBJECT FEE	4,662.00
	NMUF512 - MULTIMEDIA APPLICATION FOUNDATIONS 1	SUBJECT FEE	4,662.00
	NPRG513 - PROGRAMMING I	SUBJECT FEE	4,662.00
	SCOR511 - CORE CURRICULUM 1	SUBJECT FEE	1,334.00
	SCOR612 - CORE CURRICULUM 2	SUBJECT FEE	1,334.00

Sub Total: 30,640.00

Total: 30,640.00

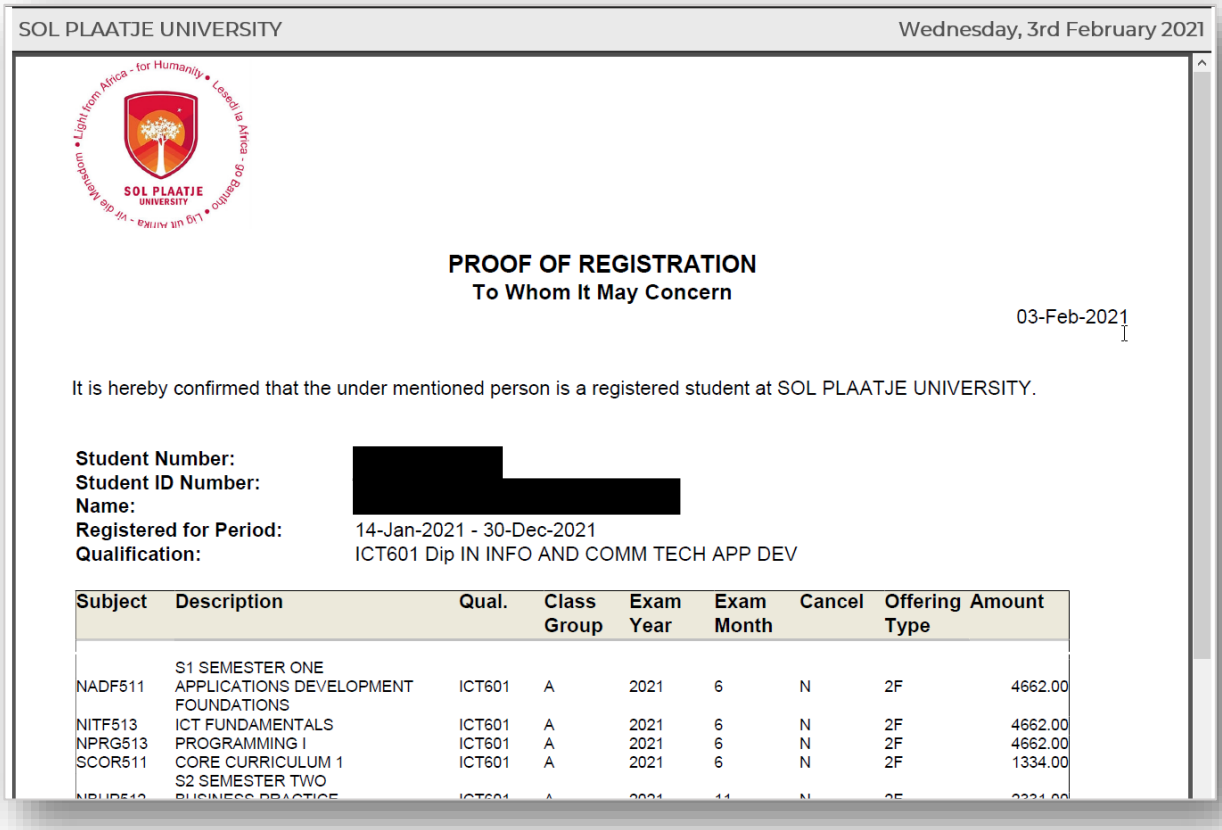
Accept Registration | Restart Process | Print Cost Details

STEP 8. How to generate a Proof of Registration?

Click the **Accept Registration Button** to generate your **Proof of Registration**.

This **Proof of Registration** document can be submitted to:

- apply for residence accommodation
- receive a laptop (**NB**: Only students who register for the first time at Sol Plaatje University)
- receive a student card (**NB**: A fee will apply for any lost, damaged or stolen card)



SOL PLAATJE UNIVERSITY — Wednesday, 3rd February 2021

PROOF OF REGISTRATION
To Whom It May Concern

03-Feb-2021

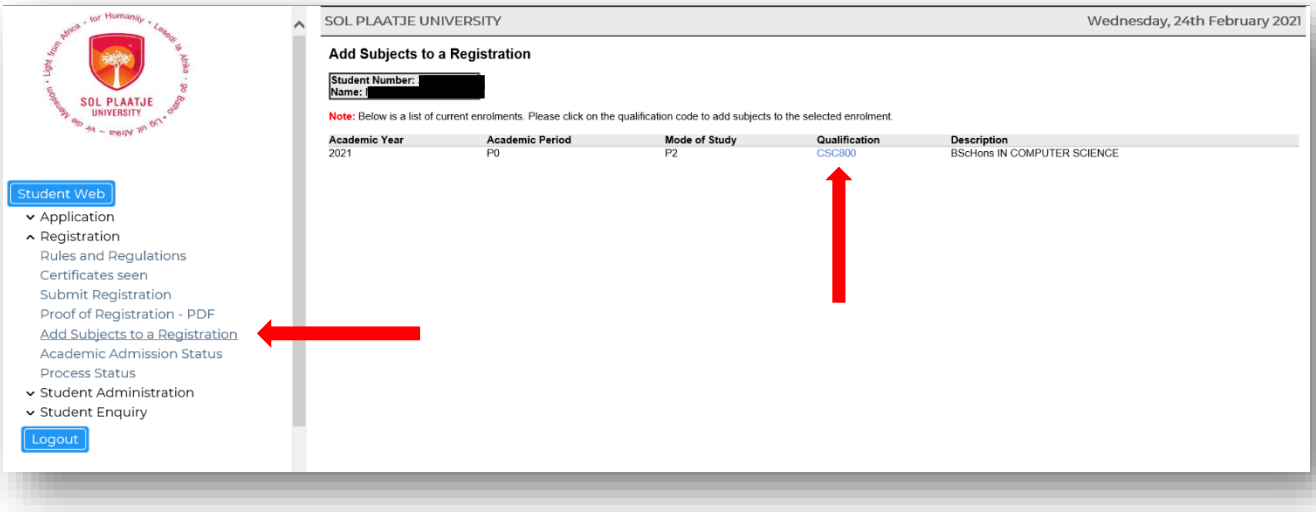
It is hereby confirmed that the under mentioned person is a registered student at SOL PLAATJE UNIVERSITY.

Student Number: [redacted]
Student ID Number:
Name:
Registered for Period: 14-Jan-2021 - 30-Dec-2021
Qualification: ICT601 Dip IN INFO AND COMM TECH APP DEV

Subject	Description	Qual.	Class Group	Exam Year	Exam Month	Cancel	Offering Type	Amount
	S1 SEMESTER ONE							
NADF511	APPLICATIONS DEVELOPMENT FOUNDATIONS	ICT601	A	2021	6	N	2F	4662.00
NITF513	ICT FUNDAMENTALS	ICT601	A	2021	6	N	2F	4662.00
NPRG513	PROGRAMMING I	ICT601	A	2021	6	N	2F	4662.00
SCOR511	CORE CURRICULUM 1	ICT601	A	2021	6	N	2F	1334.00
	S2 SEMESTER TWO							

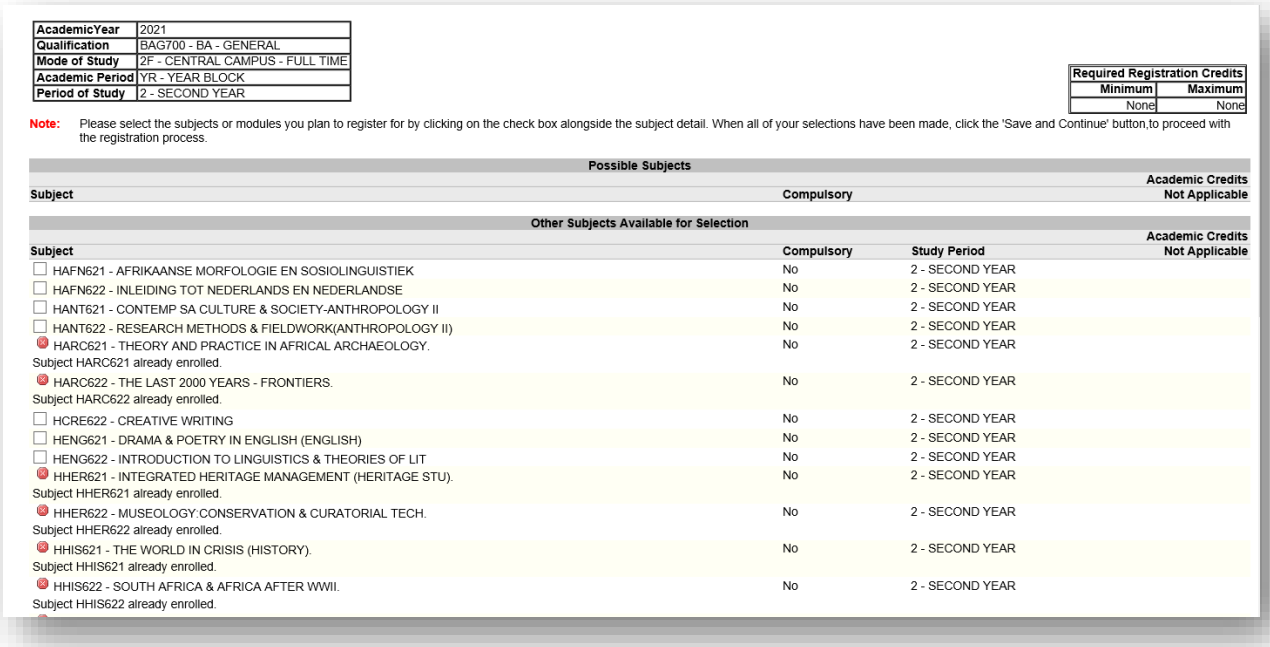
STEP 9. How to register more subjects?

Click on **Add Subject to a Registration**, then click on your qualification code.



You will be able to view all modules already being registered for. To add modules that you still need to registered, tick the subject box and click on **Save and Continue**. You may print your proof of registration again.

NB: To cancel a subject or to change the subject from a repeating subject to a Semester 1, 2 or Year subject, contact your School Registrar. See page 14.



AcademicYear	2021
Qualification	BAG700 - BA - GENERAL
Mode of Study	2F - CENTRAL CAMPUS - FULL TIME
Academic Period	YR - YEAR BLOCK
Period of Study	2 - SECOND YEAR

Required Registration Credits	
Minimum	Maximum
None	None

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button,to proceed with the registration process.

Possible Subjects

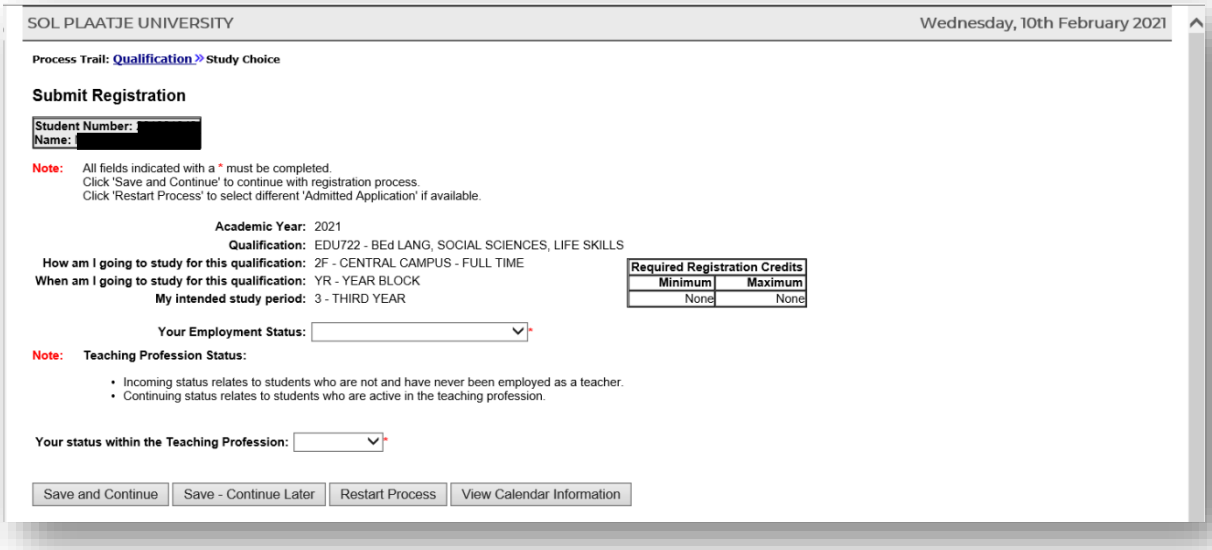
Subject	Compulsory	Academic Credits Not Applicable

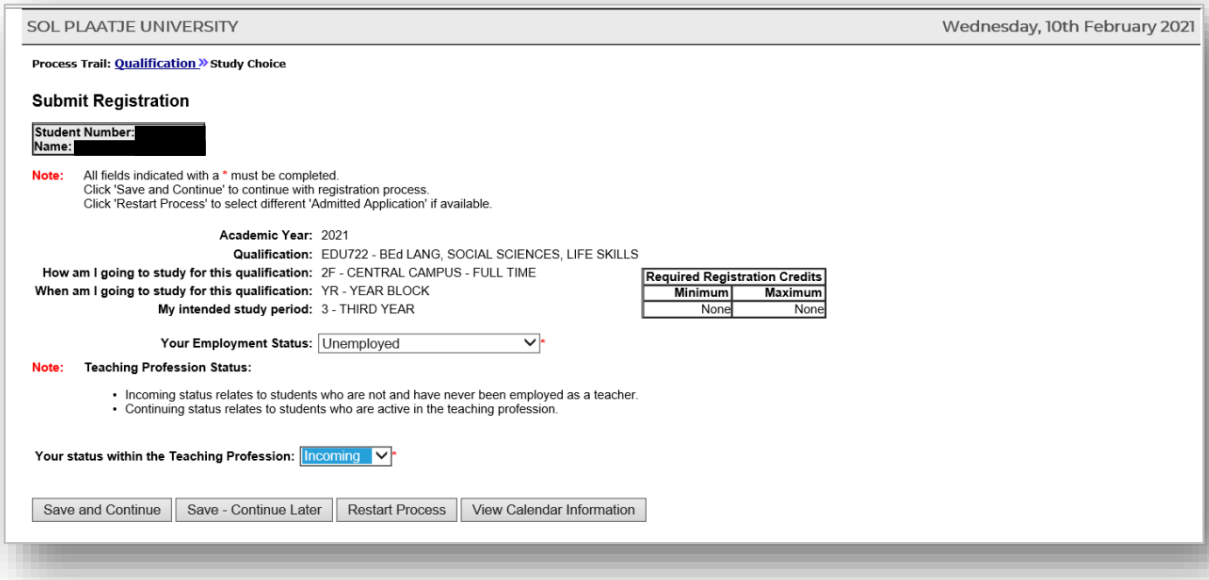
Other Subjects Available for Selection

Subject	Compulsory	Study Period	Academic Credits Not Applicable
HAFN621 - AFRIKAANSE MORFOLOGIE EN SOSIOLINGUISTIEK	No	2 - SECOND YEAR	
HAFN622 - INLEIDING TOT NEDERLANDS EN NEDERLANDSE	No	2 - SECOND YEAR	
HANT621 - CONTEMP SA CULTURE & SOCIETY-ANTHROPOLOGY II	No	2 - SECOND YEAR	
HANT622 - RESEARCH METHODS & FIELDWORK(ANTHROPOLOGY II)	No	2 - SECOND YEAR	
HARC621 - THEORY AND PRACTICE IN AFRICAL ARCHAEOLOGY. Subject HARC621 already enrolled.	No	2 - SECOND YEAR	
HARC622 - THE LAST 2000 YEARS - FRONTIERS. Subject HARC622 already enrolled.	No	2 - SECOND YEAR	
HCRE622 - CREATIVE WRITING	No	2 - SECOND YEAR	
HENG621 - DRAMA & POETRY IN ENGLISH (ENGLISH)	No	2 - SECOND YEAR	
HENG622 - INTRODUCTION TO LINGUISTICS & THEORIES OF LIT	No	2 - SECOND YEAR	
HHER621 - INTEGRATED HERITAGE MANAGEMENT (HERITAGE STU). Subject HHER621 already enrolled.	No	2 - SECOND YEAR	
HHER622 - MUSEOLOGY:CONSERVATION & CURATORIAL TECH. Subject HHER622 already enrolled.	No	2 - SECOND YEAR	
HHIS621 - THE WORLD IN CRISIS (HISTORY). Subject HHIS621 already enrolled.	No	2 - SECOND YEAR	
HHIS622 - SOUTH AFRICA & AFRICA AFTER WWII. Subject HHIS622 already enrolled.	No	2 - SECOND YEAR	

STEP 10. What you need to do if you are blocked from registering online?

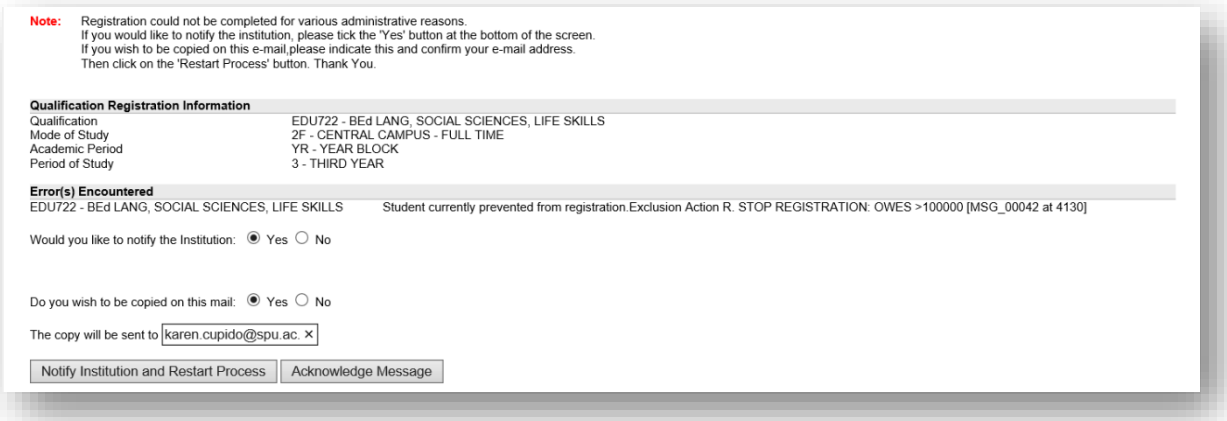
When you register for a qualification, ensure that you use the dropdown button to select the mandatory field(s). Click on the **Save and Continue Button** to proceed to the next step. See example below.



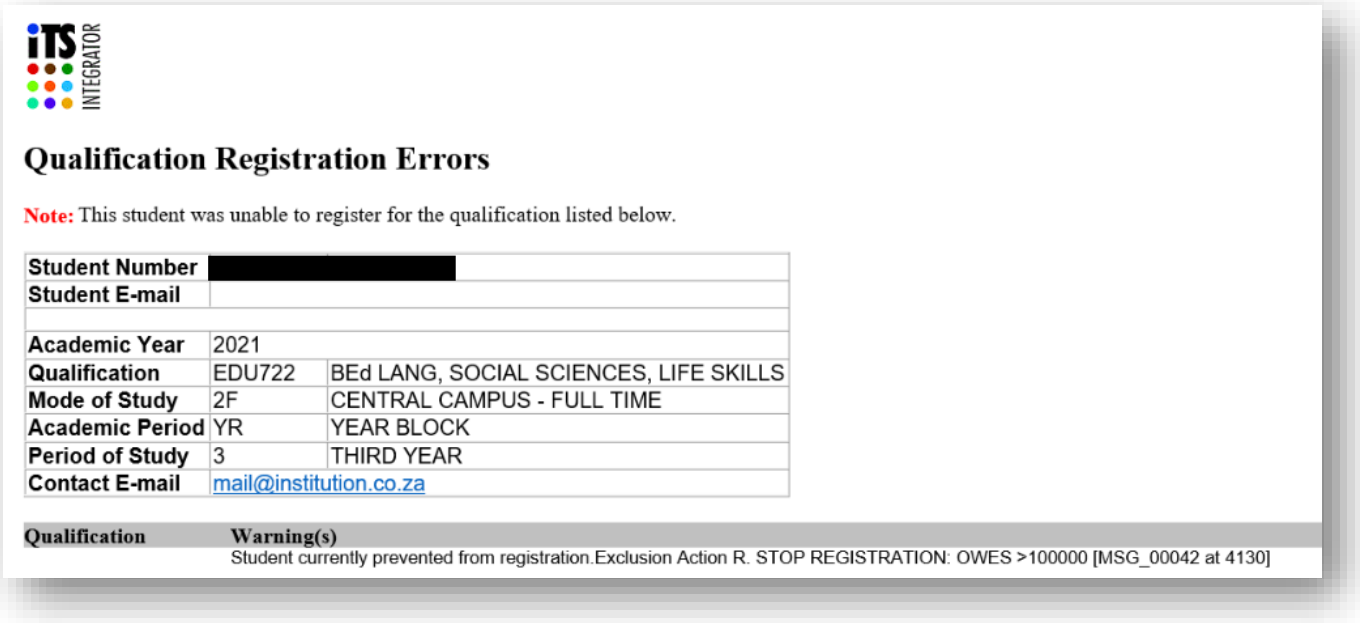


Please tick the following:

- Would you like to notify the Institution? (**Yes**/No)
- Do you wish to be copied on this mail? (**Yes**/No)
- The copy will be sent to [***Please capture your email address***]; click notify and restart process.



- An email will be sent to the Finance Department and the student' email address. See warning statement above (Online Student System), and below on Email-Address.



Qualification Registration Errors

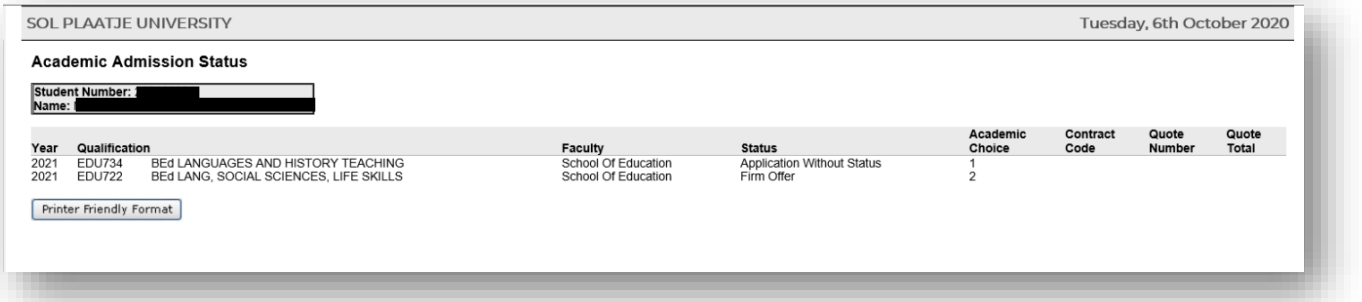
Note: This student was unable to register for the qualification listed below.

Student Number	[redacted]	
Student E-mail		
Academic Year	2021	
Qualification	EDU722	BEd LANG, SOCIAL SCIENCES, LIFE SKILLS
Mode of Study	2F	CENTRAL CAMPUS - FULL TIME
Academic Period	YR	YEAR BLOCK
Period of Study	3	THIRD YEAR
Contact E-mail	mail@institution.co.za	

Qualification	Warning(s)
	Student currently prevented from registration.Exclusion Action R. STOP REGISTRATION: OWES >100000 [MSG_00042 at 4130]

STEP 11. How to view your Academic Application Status?

Click on **Academic Application Status** to view your status (e.g. Firm Offer, Waitlisted, Unsuccessful, etc.).



SOL PLAATJE UNIVERSITY — Tuesday, 6th October 2020

Academic Admission Status

Student Number: [redacted]
Name: [redacted]

Year	Qualification		Faculty	Status	Academic Choice	Contract Code	Quote Number	Quote Total
2021	EDU734	BEd LANGUAGES AND HISTORY TEACHING	School Of Education	Application Without Status	1			
2021	EDU722	BEd LANG, SOCIAL SCIENCES, LIFE SKILLS	School Of Education	Firm Offer	2			

Printer Friendly Format

STEP 12. Do you need assistance?

Undergraduates and Postgraduates

School of Education: Mr P May – Patrick.may@spu.ac.za
School of Applied and Natural Sciences: Ms N Mathimba - Nobulali.mathimba@spu.ac.za
School of Humanities: Ms S Obaray – Sukayna.obaray@spu.ac.za
School of Economics and Management Sciences: Ms C Cardoso - charmelle.cardoso@spu.ac.za