



UNIVERSITY of the
WESTERN CAPE

**iam
UWC**



HOW TO REGISTER ONLINE

A STEP-BY-STEP GUIDE TO UWC REGISTRATION

QUICK OVERVIEW



Before you begin your academic year at UWC, you will need to complete your registration with the University. Registration can be completed online via your UWC Student Portal – <https://student.uwc.ac.za/>

REGISTER ONLINE



In order to successfully complete your online registration, follow the steps below and ensure that you have made payment of **R 4290.00** (upfront tuition fee). The amount stated above includes the registration fee of **R 1660.00** and the first installment of your tuition fees. Students who are NSFAS recipients or who have been pre-approved for the Government Grant (combined family income of below R 350 000) do not need to make an upfront payment or pay the Registration fee.

Please contact +2721 959 3558 or scm@uwc.ac.za for more information.

- 1 Login with your Student Number and either your ID number or Passport number
- 2 On the Online Student Portal Main Menu click on the **“Select modules for registration”** link. Then verify that all information is correct. If there are any errors please contact the Contact Centre
- 3 Select **Failed** modules (if any), Select **Compulsory** modules, Select **Elective** modules (if any)
- 4 **Validate** your module selection. If you wish to amend any modules refer to previous steps. Ensure there are no errors
- 5 View cost per module and combined cost. You may edit your module selection by following the previous steps
- 6 Finally accept the terms and conditions. You will receive confirmation of successful registration

Students will be emailed their timetables or you can download it after registration and as soon as the faculty have cleared their clashes.



You may contact our **UWC Contact Centre** on the following numbers: **+27 21 959 3900/3901** for any additional information, as well as for assistance and advice on completing your online registration

GETTING STARTED



Before you begin your academic year at UWC, you will need to complete your registration with the University. Registration can be completed online via your UWC Student Portal - <https://student.uwc.ac.za/>



STEP 1

Login with your Student Number and either your ID number or Passport number

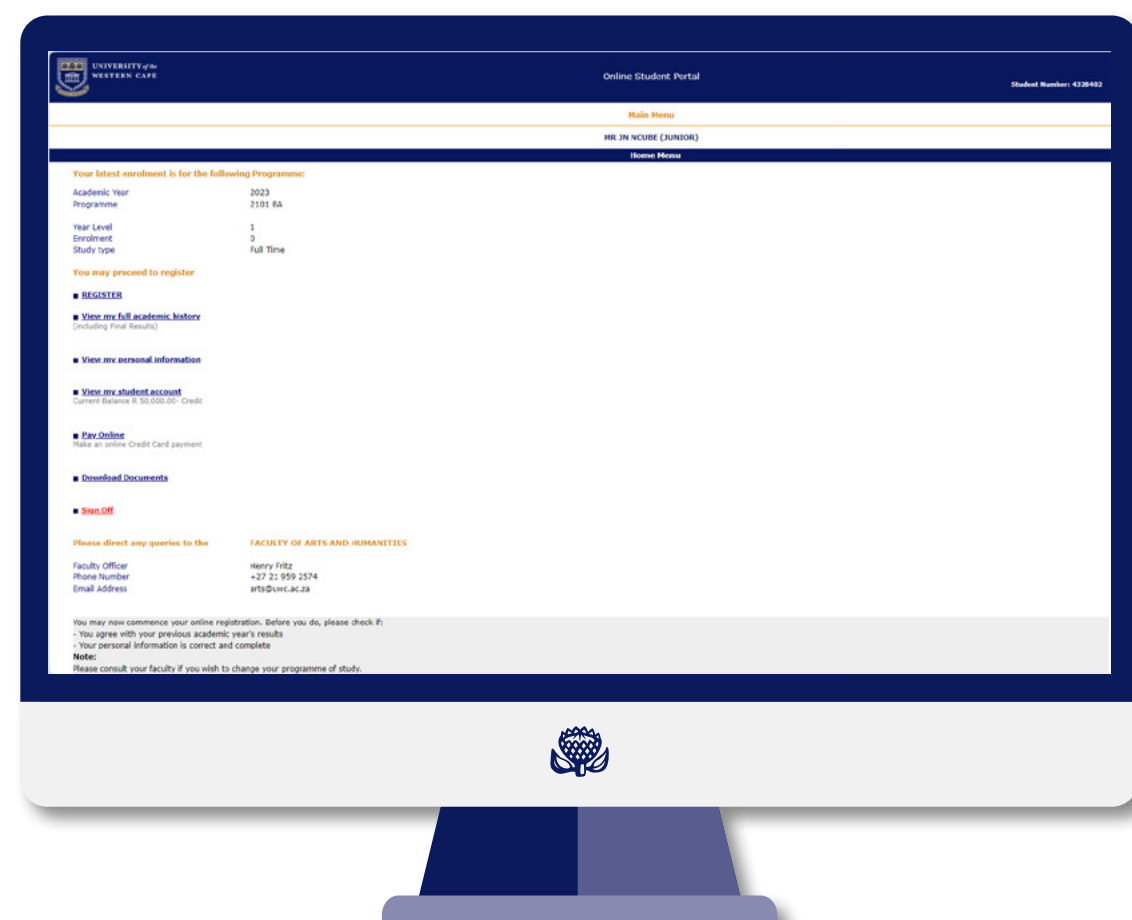
On the Online Student Portal screen enter your Student Number and either your South African ID Number or your Passport Number. Once completed click on the **“Submit”** button.



Your Student Number can be found on your Registration Letter emailed to you or call the Contact Centre (**+27 21 9593900/01**) for assistance. Do not use your application number.



STEP2 MENU - Go to Registration Page



On the Online Student Portal Main Menu click on the **“Select modules for registration”** link. This will open the registration screen. You may also check to see that all your personal information and contact details are correct.



You may also check the following information on this screen by clicking on the applicable link:

1. Your academic history
2. Your personal information and contact details.

Please note that its very important that your contact details are correct on our system.

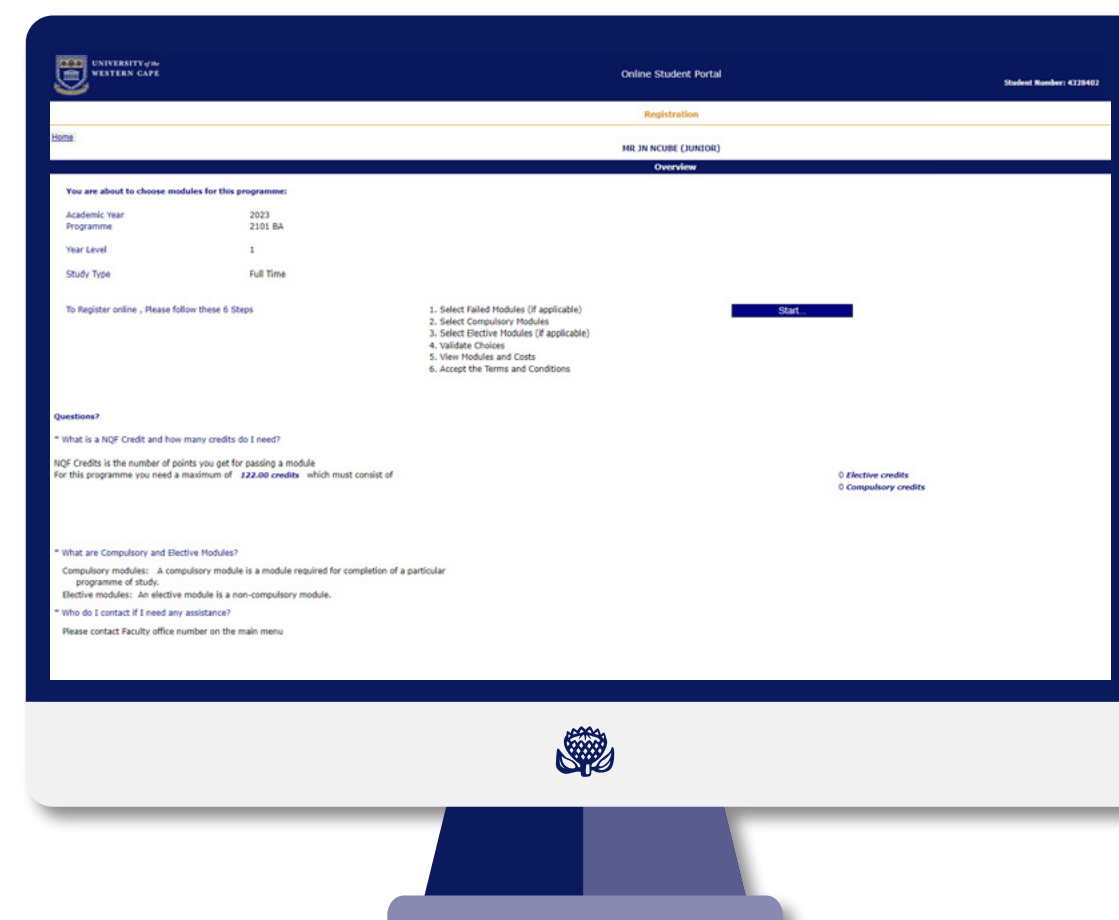
3. Your student account

In the information section you can add:

Please contact your faculty officer at the details provided for any related curriculum advice or assistance regarding module selection.



STEP2 START - Verify registration information



You will see an outline of the Programme you will be registering for. If any details must be updated or if any errors appear at the bottom of the page, the UWC Contact Centre must be contacted. Once all information is verified and correct click on the **“Start”** button to select your module combinations. The **“Auto select”** function may be used to automatically add all failed and compulsory modules to your registration.



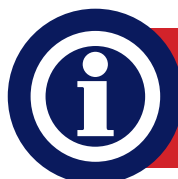
Postgraduate students must ensure that their respective department and stream reflects. Please contact your faculty officer at the details provided for assistance in this regard.



STEP 3 MODULE SELECTION – Failed modules



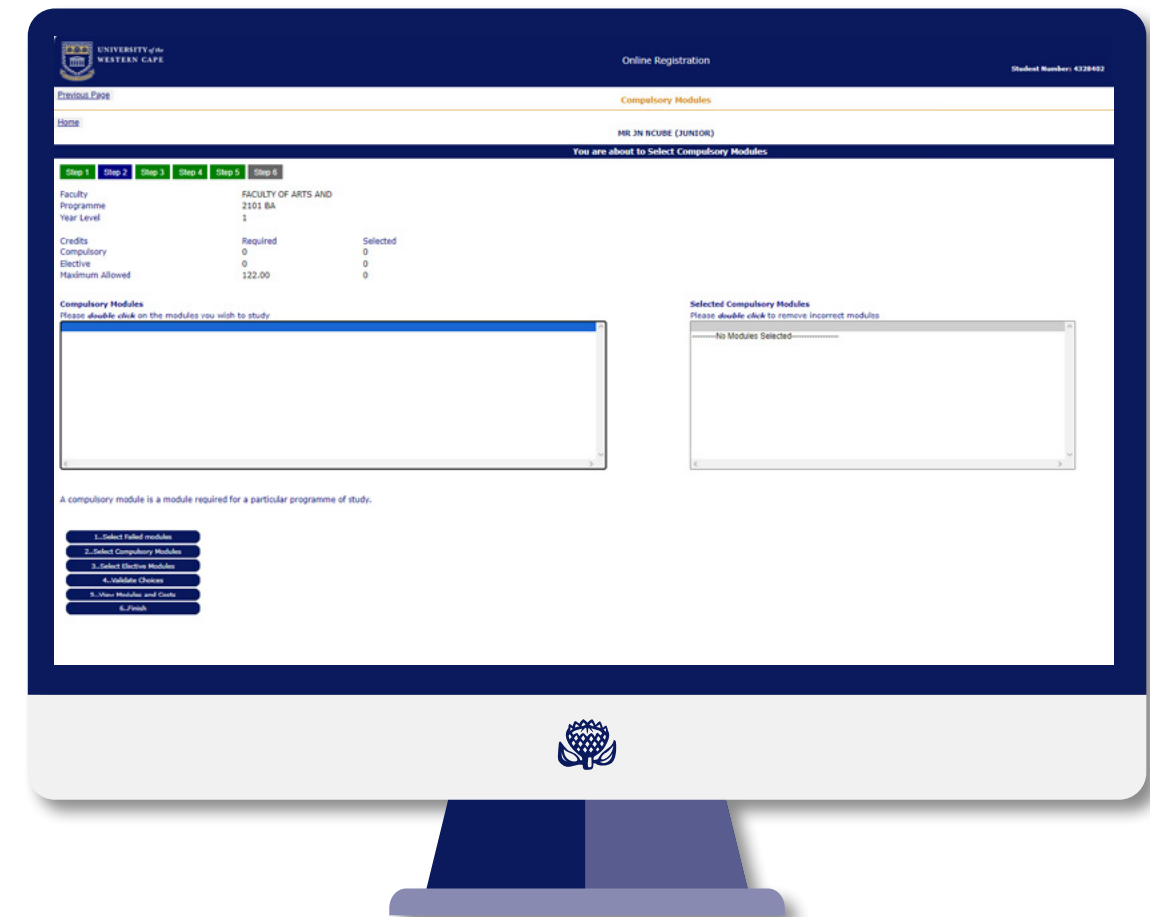
During step 1 of the actual online registration process you need to select any failed module/s by double clicking on the applicable module on the left hand side column. As you select the modules it will move over to the right hand side column. To remove a module that was incorrectly selected, double click on the applicable module in the right hand side column. To move to the next step click on step 2.



If you do not have any failed modules please skip this step and move to STEP 2



STEP 3 MODULE SELECTION – Failed modules



During step 2 of the actual online registration process you need to select all applicable compulsory modules/s by double clicking on the applicable module on the left hand side column. As you select the modules it will move over to the right hand side column. To remove a module that was incorrectly selected, double click on the applicable module on the left hand side column.



As you select modules the credits will accumulate and will be displayed in the top right hand side corner. Please note your respective programme's maximum allowed credits (this is normally 120 credits per academic year). If this total is exceeded it will cause an error.



STEP3 MODULE SELECTION – Elective modules

Online Registration

Student Number: 4238482

Elective Modules

HR 3N NCUBE (JUNIOR)

You are about to Select Elective Modules

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Faculty: FACULTY OF ARTS AND
Programme: 2101 BA
Year Level: 1

Credits: Required: 0
Elective: 0
Maximum Allowed: 120.00

Elective Modules

Please double click on the modules you wish to study:

Module Code	Module Name	Credits
ENG105 ENGLISH 105		1 15.00
ENG106 ENGLISH 106		2 15.00
ENG111 ENGLISH 111		1 15.00
ENG121 ENGLISH 121		2 15.00
ETH111 ETHICS 111 (N)		1 15.00
ETH121 ETHICS 121 (N)		2 15.00
FREN111 FRENCH 111		1 15.00

Selected Elective Modules

Please double click to remove incorrect modules:

Module Code	Module Name	Credits
ANT131 ANTHROPOLOGY 131		1 15.00
ANT132 ANTHROPOLOGY 132		2 15.00
ENG111 ENGLISH 111		1 15.00
ENG121 ENGLISH 121		2 15.00
ETH111 ETHICS 111 (N)		1 15.00
ETH121 ETHICS 121 (N)		2 15.00
POL131 POLITICAL STUDIES 131		1 15.00
POL142 SA POLITICS & THE ENVIRONMENT 142		15.00

Module Majors are indicated in Green
Indicate Major ID

You are not permitted to do changes on your modules.
Please contact your faculty officer.

An elective module is a non-compulsory module.
Please note that it may not always be possible to grant your request to register for an elective module because of timetabling or other constraints.

1. Select Filled modules
2. Select Compulsory Modules
3. Select Elective Modules
4. Validate Choices
5. View Modules and Costs
6. Finish

During step 3 of the actual online registration process you need to select all applicable elective module/s by double clicking on the applicable module on the left hand side column. As you select the modules it will move over to the right hand side column. To remove a module that was incorrectly selected, double click on the applicable module on the left hand side column. Please note that not all programmes have elective modules. Certain programmes have a set curriculum with only compulsory modules.



There might be elective module combinations. Please ensure that you select the correct combination of electives or consult you faculty for advice.



STEP4 VALIDATE – Module selection

Online Registration

Student Number: 4238482

Validate and Confirm

HR 3N NCUBE (JUNIOR)

Validate Module selection

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Academic Year: 2023
Programme: 2101 BA
Year Level: 1
Study Type: Full Time

There were no errors found with the selection of modules.
Please note the total cost of your selected modules. You are liable for the amount should you confirm registration.
If you wish to take fewer modules, please discuss this with the relevant faculty regarding promotion/qualification issues.

NO ERRORS

1. Select Filled modules
2. Select Compulsory Modules
3. Select Elective Modules
4. Validate Choices
5. View Modules and Costs
6. Finish

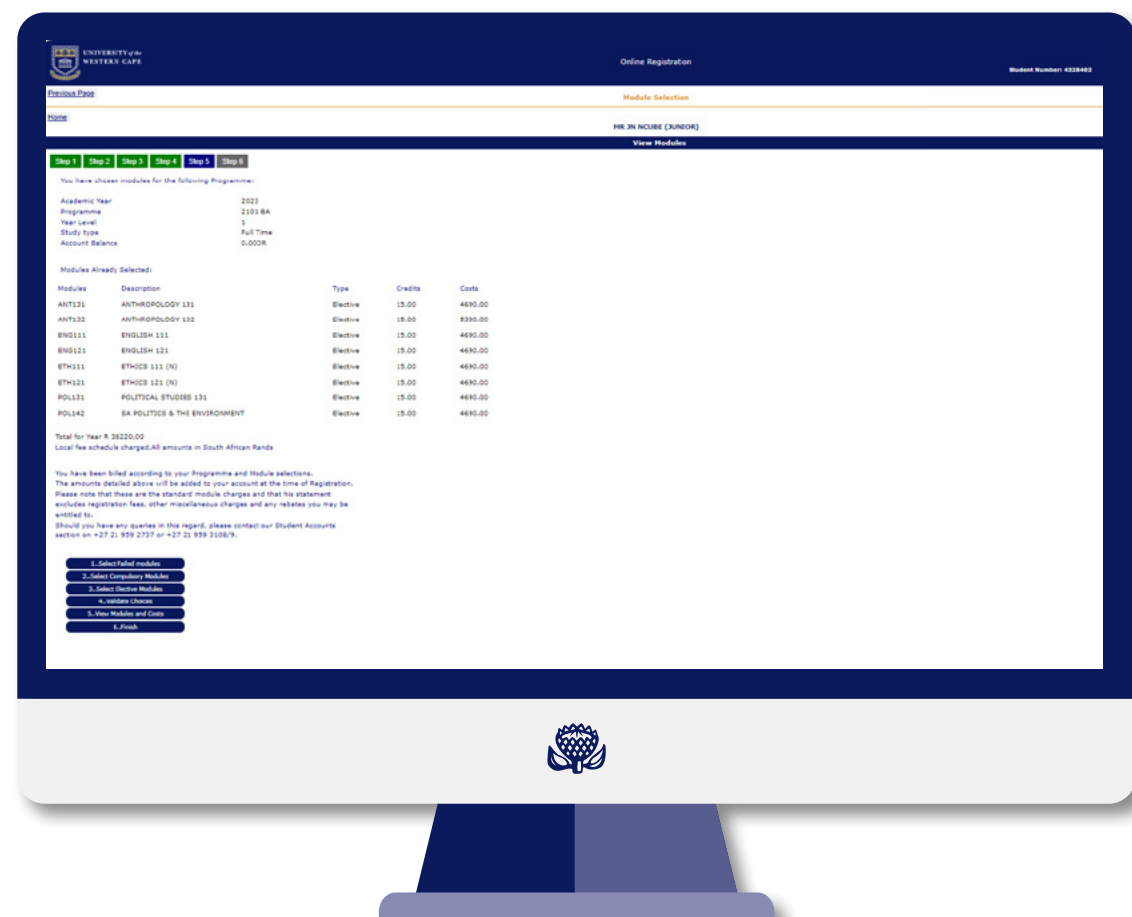
During step 4 you need to validate your module selection. Please check all modules selected and if correct move to the following step. If you need to remove a module refer back to the previous steps. Please ensure that you do not have any errors. This will be displayed in red in the message box. If you have any errors please contact your faculty.



If you have any errors you may proceed to STEP 7 and accept the terms and conditions. Your respective faculty will be automatically notified and will resolve any errors. Once the errors have been resolved you will receive communication indicating that you must accept the corrections.



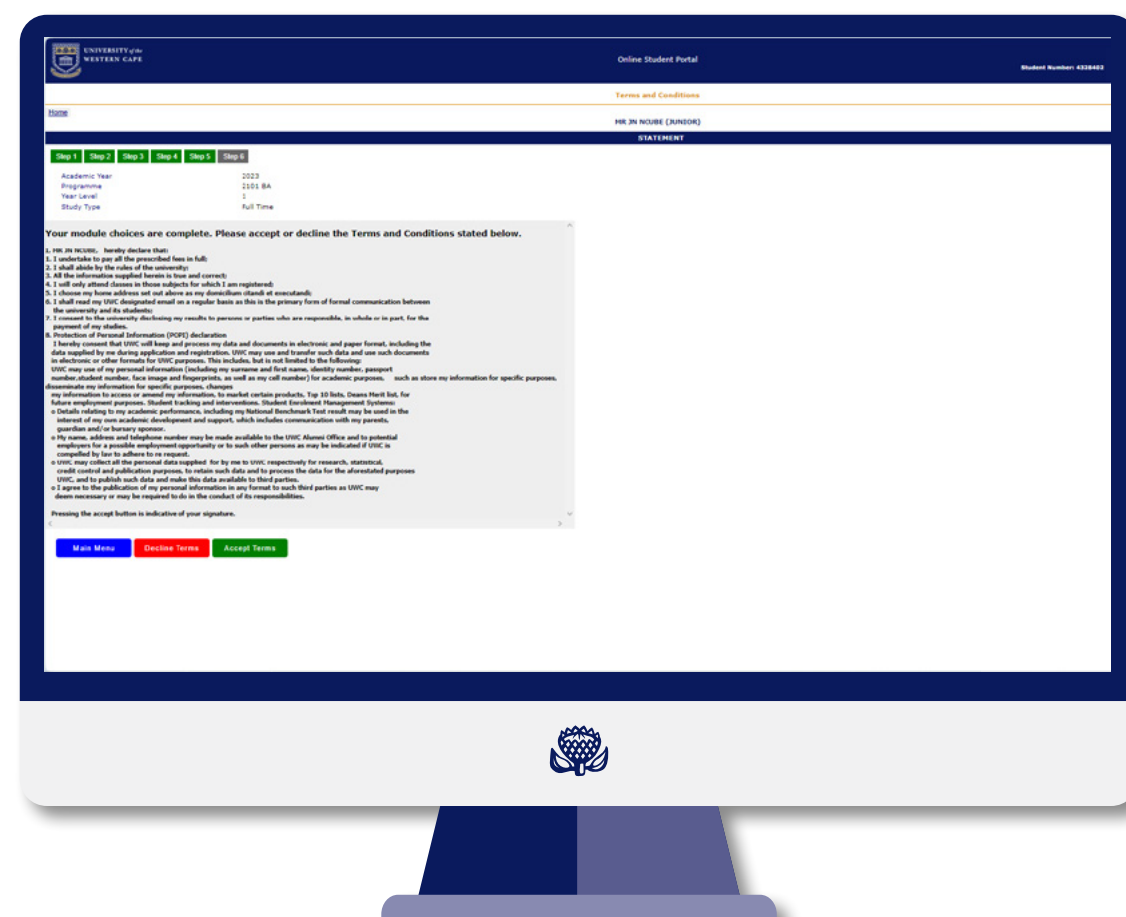
STEP 5 COST – Study fees



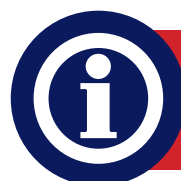
Step 5 displays the cost attached to your module selection. It provides the individual module cost as well as the total combined module cost.



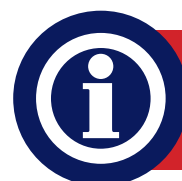
STEP 6 ACCEPT – Terms and conditions



During the final step you must accept or decline the terms and conditions. Please note if you do not accept the terms and conditions your registration will not be finalized.

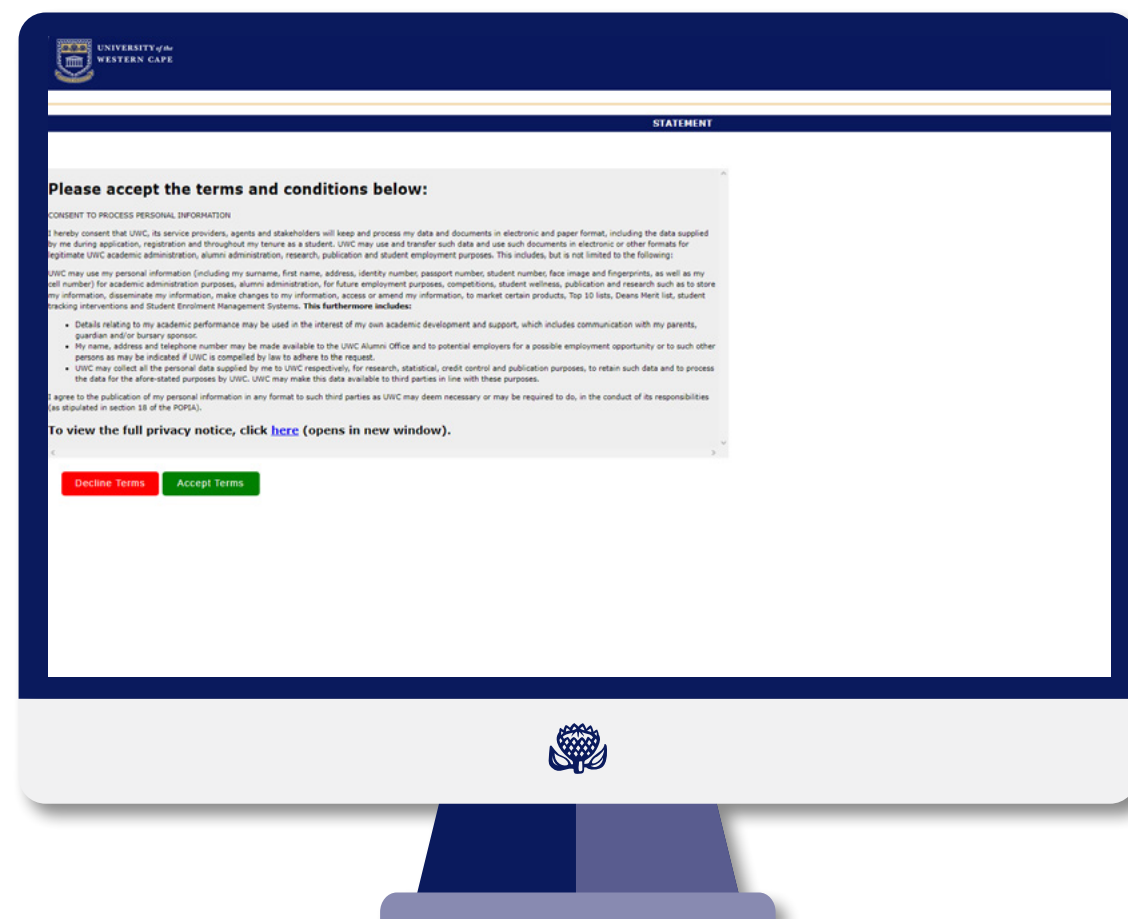
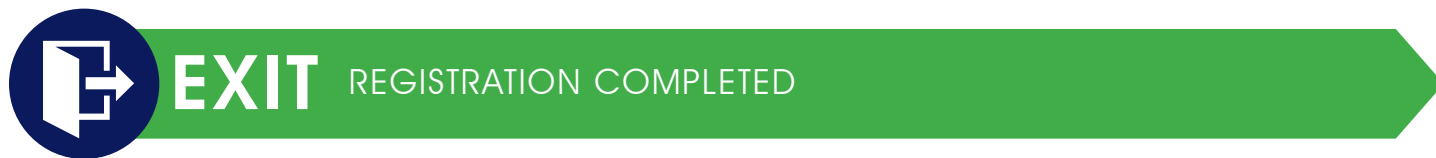


You may pay your tuition fees via the online payment system provided on the main menu.



Please read the terms and conditions carefully. The full set of University Rules may be accessed from the University Website.





The final logoff screen provides you with confirmation that your online registration was successful. The terms and conditions to which you agreed to will furthermore be stated on this page.

If you encounter any timetable clashes please consult your faculty.
Certain programme e.g. postgraduate programmes will not have a timetable.
You should therefore consult your faculty in this regard.



FACULTY HELPDESK CONTACTS

Faculty of Arts and Humanities

021 959 2152

Undergraduate - arts@uwc.ac.za

Postgraduate - artspostgrad@uwc.ac.za

Faculty of Community and Health Sciences

021 959 2852

chshelpdesk@uwc.ac.za

Faculty of Dentistry

021 937 3000

dentistry@uwc.ac.za

Faculty of Education

021 959 2276

Undergraduate - educundergraduate@uwc.ac.za

Honours - eduhonours@uwc.ac.za

PGCE - edupgce@uwc.ac.za

Masters/PHD - edumed_phd@uwc.ac.za

Faculty of Economic and Management Sciences

021 959 3164

Undergraduate - emsadmin@uwc.ac.za

Postgraduate - ems-pg@uwc.ac.za

Part-Time - emspart-time@uwc.ac.za

Faculty of Law

021 959 3291

Undergraduate - lawundergradenq@uwc.ac.za

Postgraduate - lawpostgradenq@uwc.ac.za

Faculty of Natural Science

021 959 3426

Undergraduate- science-undergrad@uwc.ac.za

Postgraduate - science-postgrad@uwc.ac.za