



UNIVERSITY of the  
WESTERN CAPE



# 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 1590.00** 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](mailto:scm@uwc.ac.za) for more information.

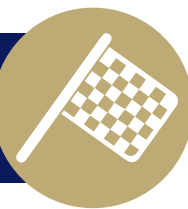
- 1 Login with your Student Number and either your ID number or Passport number
- 2 On the Online Student Portal Main Menu click on the **“Select modules for registration”** link. Then verify that all information is correct. If there are any errors please contact the Contact Centre
- 3 Select **Failed** 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

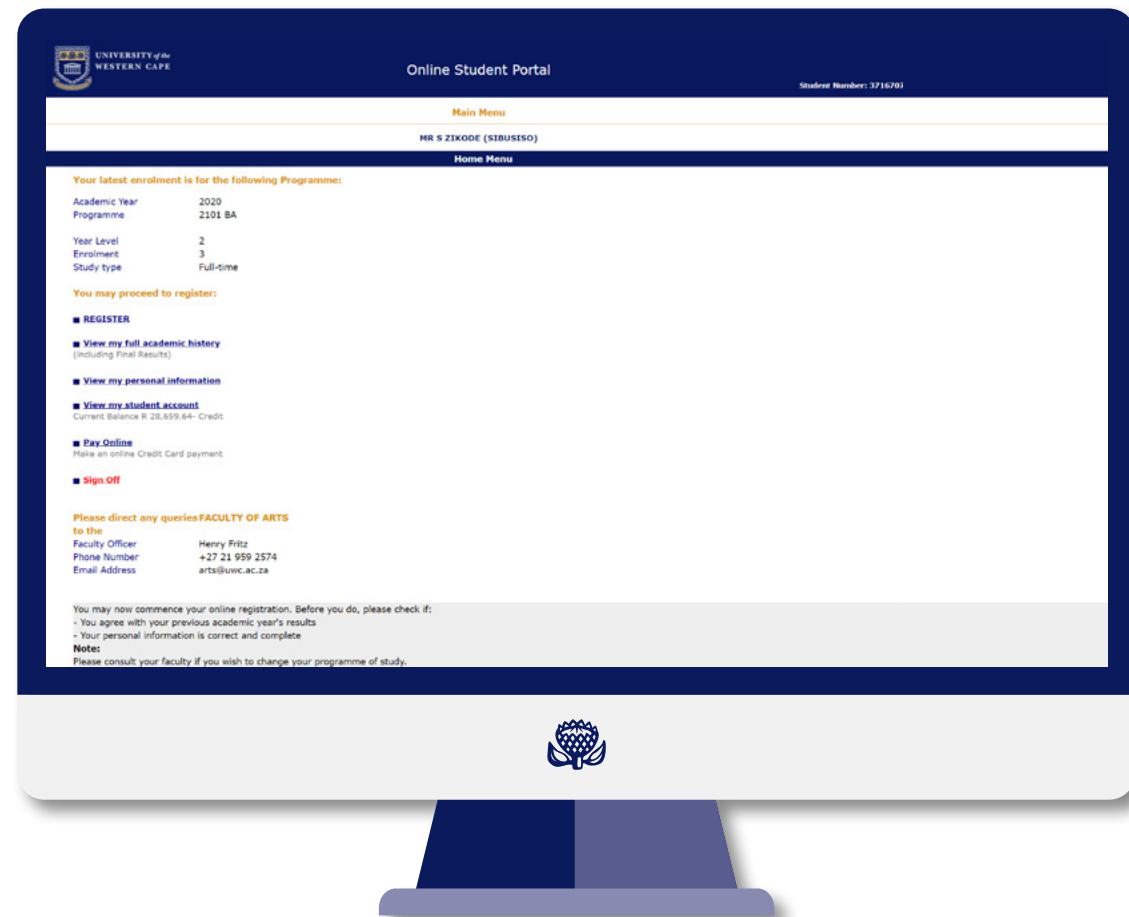
On the Online Student Portal screen enter your Student Number and either your South African ID Number or your Passport Number. Once completed click on the **“Submit”** button.



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.**

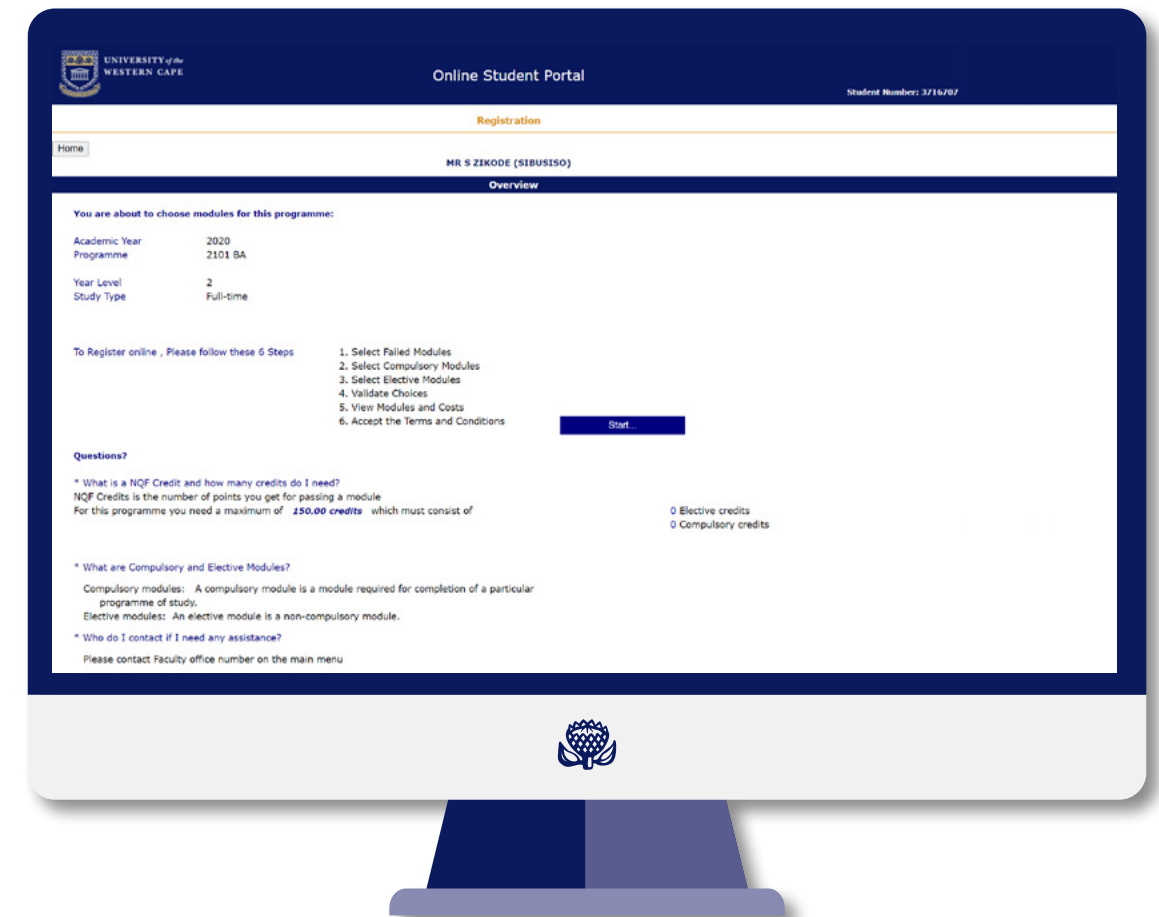
3. Your student account

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.

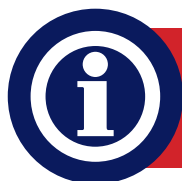


**Postgraduate students must ensure that their respective department and stream reflects. Please contact your faculty officer at the details provided for assistance in this regard.**



## 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

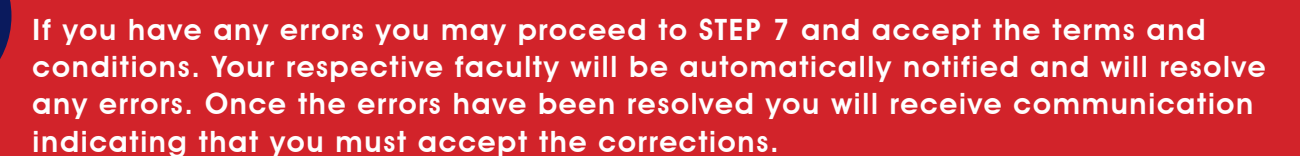
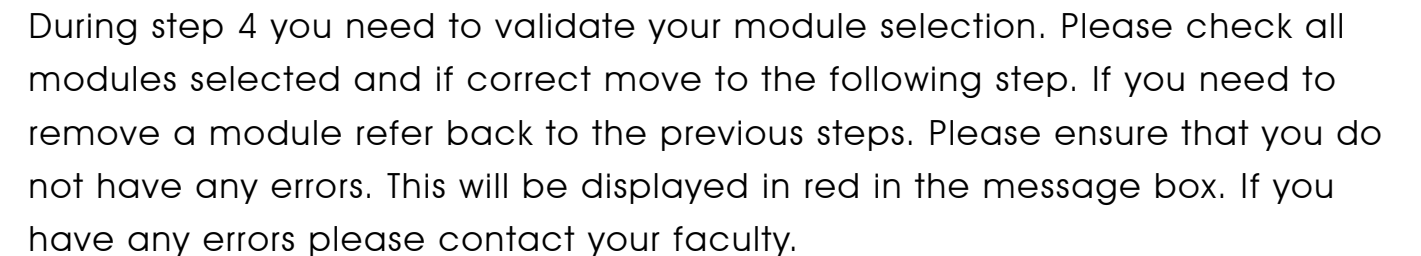
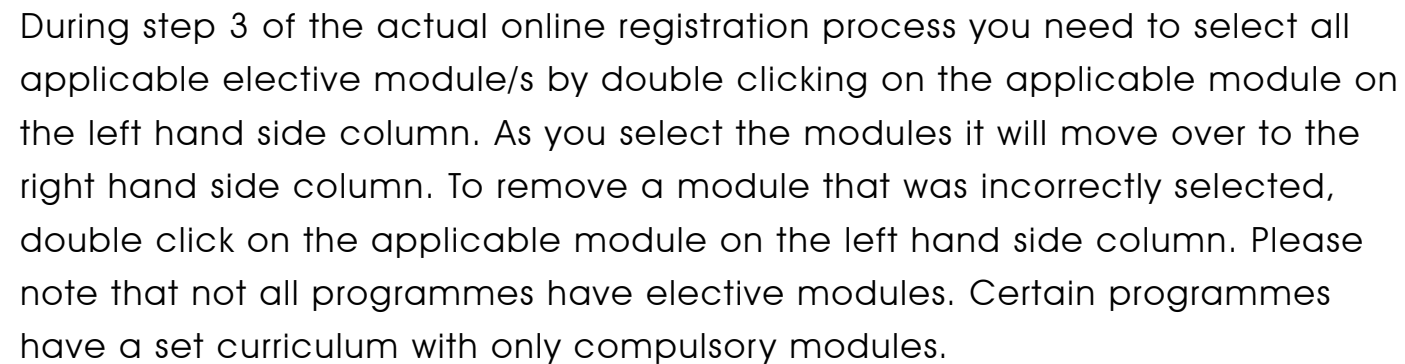


## STEP 3 MODULE SELECTION – Failed modules

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.





## STEP 5 COST – Study fees

Online Registration

Module Selection

MR S ZIKODE (SIBUSISO)

View Modules

You have chosen modules for the following Programme:

Academic Year: 2020  
Programme: 2101 BA  
Year Level: 2  
Study Type: Full-time  
Account Balance: 20659.64CR

Modules	Description	Type	Credits	Costs
SOC221	SOCIOLOGY 221	Elective	10.00	2940.00
SOC232	SOCIOLOGY 232	Elective	10.00	2720.00
XHO211	XHOISA 211	Elective	10.00	2720.00
XHO212	XHOISA 212	Elective	10.00	2720.00
XHO221	XHOISA 221	Elective	10.00	2720.00
XHO222	XHOISA 222	Elective	10.00	2720.00

Total for Year: R 16540.00  
Local fee schedule charged. All amounts in South African Rands.

You have been billed according to your Programme and Module selections. The amounts detailed above will be added to your account at the time of Registration. Please note that these are the standard module charges and that this statement excludes registration fees, other miscellaneous charges and any rebates you may be entitled to. Should you have any queries in this regard, please contact our Student Accounts section on +27 21 959 2737 or +27 21 959 3106/9.

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

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

Terms and Conditions

MR TL NGCUKANA (TEMBINKOSI LITHA)

STATEMENT

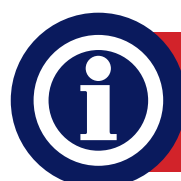
Academic Year: 2009  
Programme: 2101 BA  
Year Level: 1  
Study Type: Full-time

I, MR TL NGCUKANA, hereby declare that:

1. I undertake to abide by the rules of the university;
2. I undertake to pay all prescribed fees in full;
3. All information supplied by me to the university is the truth;
4. I consent to the university disclosing my results to persons or parties who are responsible, in whole or in part, for the payment of my studies;
5. I accept that this form must be completed together with the form and documents prescribed by the National Credit Act no 34 of 2005

Decline Accept Sign Off

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.



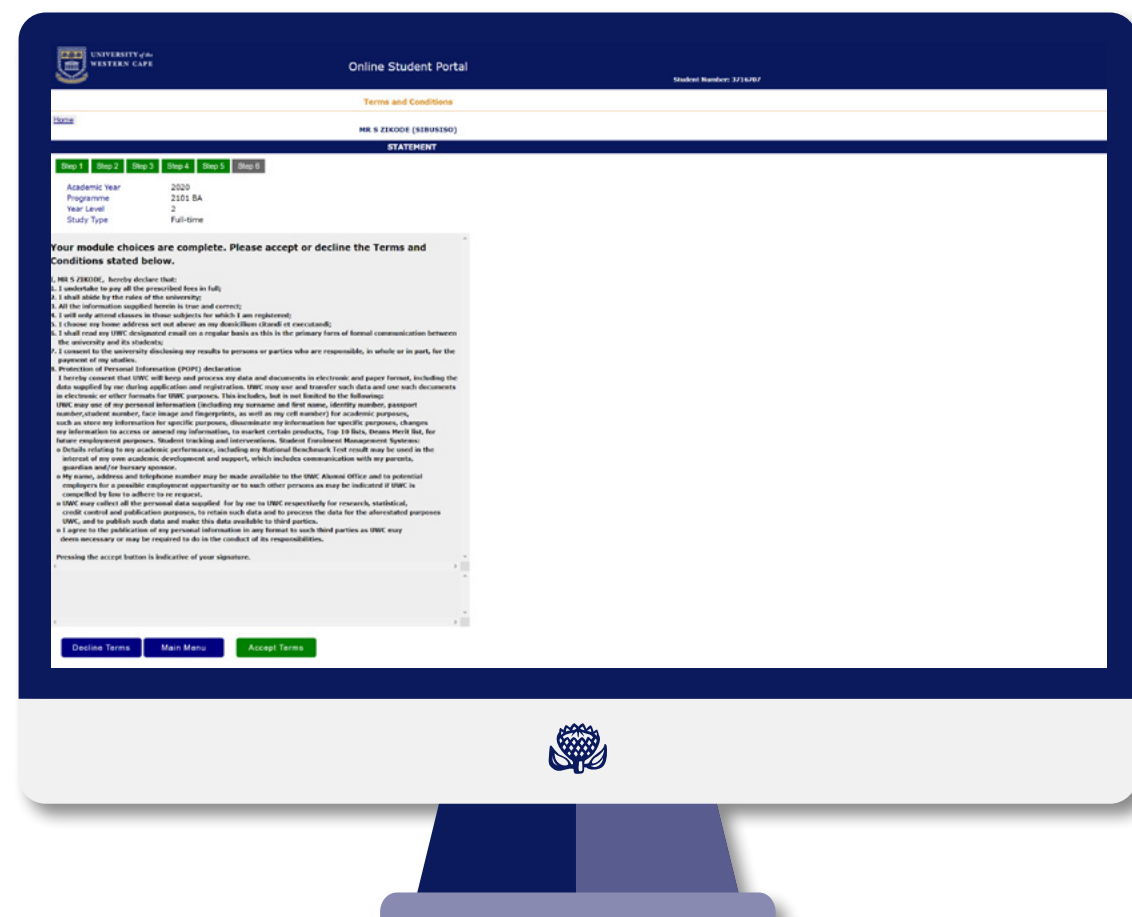
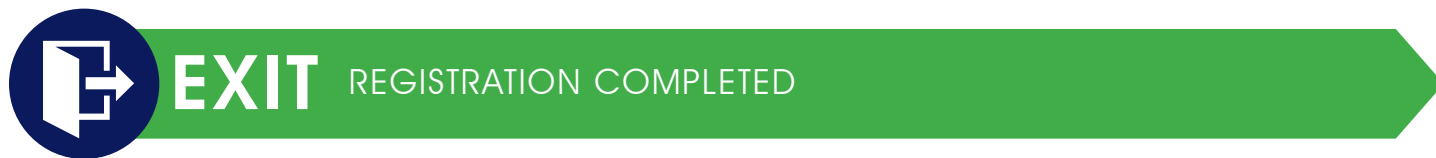
You may pay your tuition fees via the online payment system provided on the main menu.



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.



A confirmation letter will further be emailed to your student gmail account.

# FACULTY HELPDESK CONTACTS

## Faculty of Arts

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