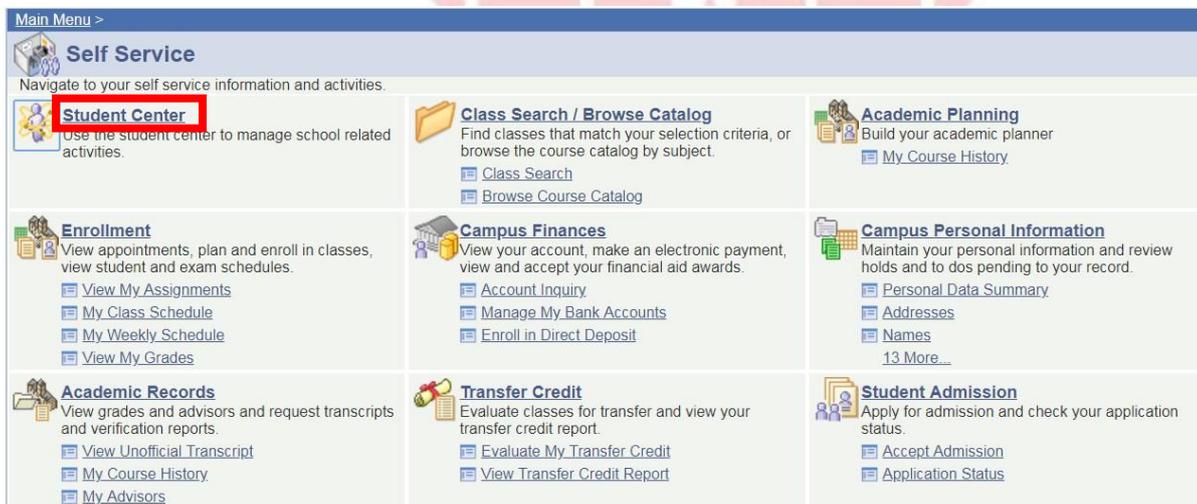# ONLINE REGISTRATION: A STEP-BY-STEP GUIDE

Once you have accessed the system, then follow the steps below to register:

1. Then select **<Self Service>.**

2. Then **<Student Center>**

3. To Register go to **<Enrol>**

Maonyana's Student Center

Academics

Search
Plan
Enroll
My Academics

(i) You are not enrolled in classes.

other academic... ▼ »

Finances

My Account
Account Inquiry

(i) You have no outstanding charges at this time.

other financial... ▼ »

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

Contact Information

Mailing Address
PO Box 500904
Gaborone
Gaborone Central

Home Address
None

Phone
71455073

Campus e-mail
None

other personal... ▼ »

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
Student Sponsorship Letter
Student Sponsorship Letter

details ▶

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

News and Info
CNN
BBC
NBC

4. Then click on **<Registration>** to start the registration process

Maonyana Motshubi

go to ... ▼ »

| Search | Plan | Enroll | My Academics |

| my class schedule | registration | term information |

My Class Schedule

Select Display Option ● List View ○ Weekly Calendar View

2018/19 Acad Year Semester 2 | Undergraduate Degree | University of Botswana

You are not registered for classes in this term.

Search Plan Enroll My Academics
My Class Schedule Registration Term Information

go to ... ▼ »

5. Select the term by clicking on the radio button next to the available term. Then click **<Register>.**

Maonyana Motshubi

go to ... ▼ »

| Search | Plan | Enroll | My Academics |

| my class schedule | registration | term information |

Registration

Select Term

Select a Term then click Register

	Term	Career	Program	Plan
⦿	2018/19 Acad Year Semester 2	Undergraduate Degree	Bachelor of Business Admin.	Management

REGISTER

Search   Plan   Enroll   My Academics

My Class Schedule   Registration   Term Information

go to ... ▼ »

6. Click **<next>** to proceed.

New Window | Personalize Page | http

Registration - Status Page

Maonyana Motshubi (200400499)
2018/19 Acad Year Semester 2
Bachelor of Business Admin. Management

Transfer To:
01. Service Indicators ▼   go

Step	Page	Description	Description
1	Service Indicators	Check for service indicators blocking registration	Not Started
2	Program/Plan	Program view	Not Started
3	Course Selection	Select course for enrollment	Not Started
4	Enrollment Summary	Enrollment Summary	Not Started
5	Confirmation	Confirmation of enrollment	Not Started

<< previous   return to status page   next >>
return to student centre

7. Click **<next>** again.

New Window | Personalize   Saved

Step 1: Service Indicators   **Status: Completed**

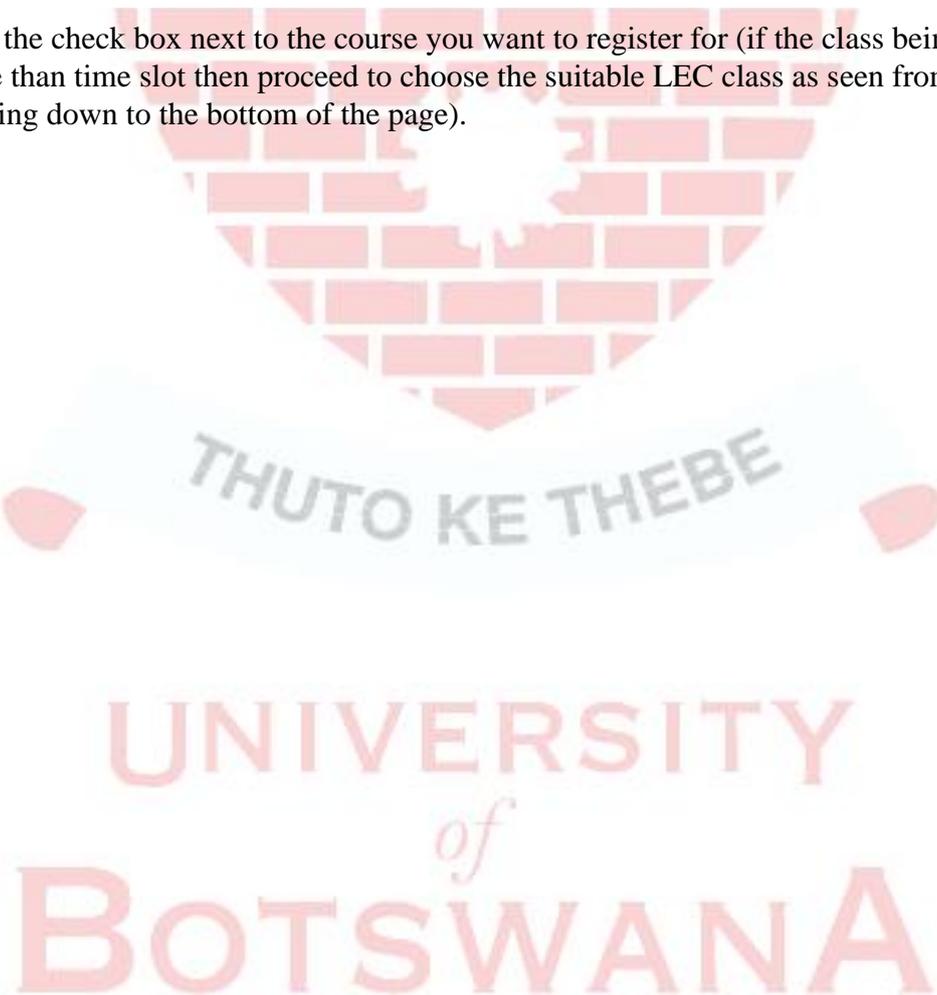Maonyana Motshubi (200400499)
2018/19 Acad Year Semester 2
Bachelor of Business Admin. Management

Transfer To:
Status Page ▼   go

Service Indicators Blocking Registration

There are no service indicators blocking registration.

<< previous   return to status page   next >>
return to student centre

8. Click **<next>** again.

Step 2: Program/Plan   **Status: In Progress**

Maonyana Motshubi (200400499)   **Transfer To:**
2018/19 Acad Year Semester 2
Bachelor of Business Admin. Management   Status Page ▼   go

Confirm Program and Plan

Academic Career:	Undergraduate Degree	
Academic Program:	BSB02	Bachelor of Business Admin.
Academic Plan:	BSB0200040	Management
Academic Sub-Plan:	BSB0200041	Level 100 entry
Year of Program:		

<< previous   return to status page   **next >>**
                    return to student centre

9. Click on the check box next to the course you want to register for (if the class being registered for has more than time slot then proceed to choose the suitable LEC class as seen from the time table by scrolling down to the bottom of the page).

10. Then select next to proceed to the next stage.

11. Confirm if all the courses previously selected are available on the list of Enrolled Courses. Then click next.
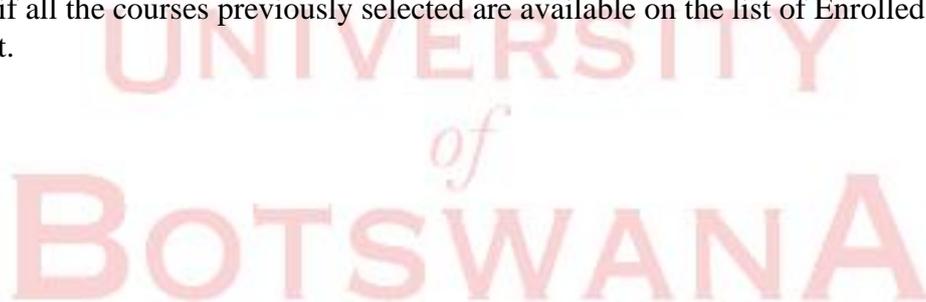
Selected Courses

Academic Program: BSB02   Bachelor of Business Admin.

Academic Plan: BSB0200040   Management

ENROLLED COURSES

Course	Category	Session	Campus	Units
MGT 200: Organizational Design And Deve	COSE	Semester	Gaborone	3.00

DROPPED COURSES

Long Description	Category	Session	Campus	Units

SWAPPED COURSES

Long Description	Current Class	New Class

[<< previous] [return to status page] [**next >>**]

[return to student centre]

12. If successful you will receive the message: Successfully Enrolled. Then proceed to the next stage by selecting return to student center to see all the courses registered for or to make any other changes to your enrolled courses.

Step 5: Confirmation

Status: In Progress

Maonyana Motshubi (200400499)
2018/19 Acad Year Semester 2
Bachelor of Business Admin. Management

Transfer To:

Status Page ▼ [go]

Enrollment Summary

✔ GEC232 - Critical Thinking (Semester / Gaborone)
MGT 200 - Organisational Design and Drive
* Successfully enrolled

Confirmation

Please review the status of each enrollment in the summary above. Only if enrollments were successful, will you be registered as a student of the University of Botswana for **Program/Plan Bachelor of Business Admin. / Management.**

[<< previous] [return to status page] [next >>]

[return to student centre]