



UNIVERSITY
of
BOTSWANA

ASAS Students Self Service

Dropping Courses Guide

Introduction

ASAS Self service registration guide-dropping courses manual designed to help you drop course for yourself anywhere for your own convenience. Reasons include but not limited to time table clashes and any other reasons the student may have. Allowed minimum number of credits should be taken into consideration when dropping courses

The following process should be followed to allow a student to drop a course:

1. Click on <Self Service>



2. Select <Student center> to proceed.



3. Then click <Enrol>

The screenshot shows the Oracle Student Center interface for Maonyana. At the top, the Oracle logo is on the left, and 'Operator: System: CS9PROD' is on the right. Below this is a navigation bar with 'Home' and a vertical bar. A breadcrumb trail reads 'Favorites | Main Menu > Self Service > Student Center'. The main heading is 'Maonyana's Student Center'. The 'Academics' section is expanded, showing a search bar with 'other academic...' and a search button. Below the search bar are links for 'Search', 'Plan', 'enrol' (highlighted in red), and 'My Academics'. To the right of the search bar are icons for 'Deadlines', 'URL', and 'Gradebook'. The 'This Week's Schedule' table is displayed with the following data:

	Class	Schedule
	ECO 211-DIST LEC (4218)	Room: TBA
	MGT 201-DIST LEC (4236)	Room: TBA
	MGT 203-DIST LEC (4226)	Room: TBA

Below the table is a 'weekly schedule' link with a right-pointing arrow. To the right of the Academics section is a 'SEARCH FOR CLASSES' button. Below that are sections for 'Holds' (No Holds), 'To Do List' (Student Sponsorship Letter, Student Sponsorship Letter details), and 'Enrollment Dates' (Open Enrollment Dates).

4. Click on <registration> to begin the process to drop the course. Take note of all the courses registered for on the My Class Schedule list.

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

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes **filter**

ECO 211 - Intermediate Microeconomics						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
4218	DIST	Lecture		TBA	Chandapiwa Butale, Gosekwang Setibi, I.S Botshelo	01/14/2019 - 06/14/2019

5. Select the semester by clicking on the icon and click <REGISTER>

Search Plan Enroll My Academics

my class schedule || registration || term information

Registration

Select Term

Select a Term then click Register				
Term	Career	Program	Plan	
<input checked="" type="radio"/> 2018/19 Acad Year Semester 2	Undergraduate Degree	Bachelor of Business Admin.	Management	

REGISTER

6. Click <next> if you have no service indicators:

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 to see if there are any service indicators.

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> after confirming Program Plan.

Step 2: Program/Plan

Status: In Progress

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

Transfer To:

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:		

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. Select <Drop course> next to the course you intend to drop.

Step 3: Course Selection

Status: In Progress

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

Transfer To:

Status Page

go

Select Courses

Academic Program: BSB02 Bachelor of Business Admin.

Academic Plan: BSB0200040 Management

Satisfied Transferred In Progress Attempted, not satisfied Not attempted

Status	Description	Type	Units	Class	Action
<input type="radio"/>	BSB02: B Bus Admin Management (Distance)				
<input type="radio"/>	BSB02: Level 100 (Distance)				

<input type="radio"/>	and BSB02: Semester 4 (Distance)				
<input type="radio"/>	MGT 201: Purchasing And Materials Manag	Core Selec	3.00	DIST/Gaborone	Drop Course
<input type="radio"/>	and LAW 251: Foundations Of Business Law	Core Selec	3.00		
<input type="radio"/>	and ECO 211: Intermediate Microeconomics	Core Selec	3.00	DIST/Gaborone	Drop Course
<input type="radio"/>	and MGT 200: Organizational Design And Deve	Core Selec	3.00	LE02/Gaborone	Drop Course
<input type="radio"/>	and GEC 232: Critical Thinking	GEC Core	3.00	LE01/Gaborone	Drop Course

<input type="radio"/>	and MGT 203: Quantitative Methods For Busin	Core Selec	3.00	DIST/Gaborone	Drop Course
-----------------------	---	------------	------	---------------	-----------------------------

10. Please note the moment Drop course is selected then the course will appear with a strike through the course name.

<input type="radio"/>	MGT 201: Purchasing And Materials Manag	Core Selec	3.00		Unavailable
<input type="radio"/>	and LAW 251: Foundations Of Business Law	Core Selec	3.00		
<input type="radio"/>	and ECO 211: Intermediate Microeconomics	Core Selec	3.00		Unavailable
<input type="radio"/>	and MGT 200: Organizational Design And Deve	Core Selec	3.00	LE02/Gaborone	Drop Course
<input type="radio"/>	and GEC 232: Critical Thinking	GEC Core	3.00	LE01/Gaborone	
<input type="radio"/>	and Level 200 - No Winter Session requirement				

Then proceed by scrolling down and clicking next at the bottom of the page.

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

11. The following page will be displayed. Click <Ok Continue with the Drop > if you wish to drop the course or cancel otherwise.

Drop Course

Please confirm whether you wish to drop this course:

MGT 203: Quantitative Methods For Busin

OK (continue with the drop)

Cancel (do not drop)

12. The course will the appear under Dropped courses. Proceed by clicking next.

Selected Courses				
Academic Program:	BSB02	Bachelor of Business Admin.		
Academic Plan:	BSB0200040	Management		
ENROLLED COURSES				
Course	Category	Session	Campus	Units
DROPPED COURSES				
Long Description	Category	Session	Campus	Units
MGT 203: Quantitative Methods For Busin	COSE	Semester	Gaborone	3.00
SWAPPED COURSES				
Long Description	Current Class		New Class	

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

return to student centre

13. The following message will be displayed if course successfully dropped. Click return to student centre if you wish to perform more transactions.

Enrollment Summary



MGT203 - Quantitative Methods For Busin (Semester / Gaborone)

* Successfully dropped

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

14. The course should now appear under dropped courses as seen below:

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

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes

filter

MGT 203 - Quantitative Methods For Busin

Status	Units	Grading	Grade	Deadlines		
Dropped	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
4226	DIST	Lecture		TBA	Chandapiwa Butale, Gosekwang Setibi, I.S Botshelo	01/14/2019 - 06/14/2019