



# ASAS Students Self Service

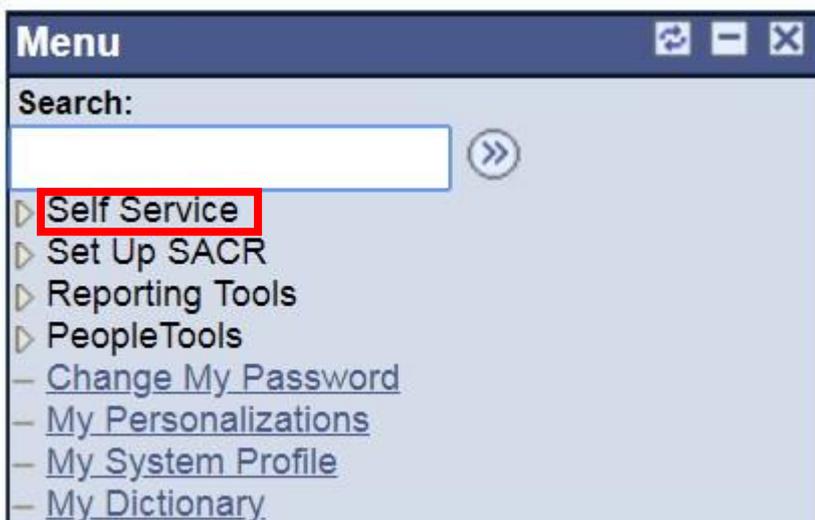
## Registration Guide

### Introduction

ASAS Self service registration guide designed to help you register anywhere anytime for your own convenience. For the system to allow you to register ensure all necessary payments are made (for self-sponsored students, pay at the cash office and, make an appropriate payment plan if not all fees have been paid, government sponsored students are automatically enabled to register unless they are supplementing previous semester courses). Students with FD or FE will not be able to register until they have satisfied the University rules and regulations set for them.

The following process should be followed to allow a student to register:

1. Login to the system with assigned credentials.  
Then select <Self Service>.



## 2. Then <Student Center>

Main Menu >

**Self Service**  
 Navigate to your self service information and activities.

<b>Student Center</b> Use the student center to manage school related activities.	<b>Class Search / Browse Catalog</b> Find classes that match your selection criteria, or browse the course catalog by subject. <a href="#">Class Search</a> <a href="#">Browse Course Catalog</a>	<b>Academic Planning</b> Build your academic planner <a href="#">My Course History</a>
<b>Enrollment</b> View appointments, plan and enroll in classes, view student and exam schedules. <a href="#">View My Assignments</a> <a href="#">My Class Schedule</a> <a href="#">My Weekly Schedule</a> <a href="#">View My Grades</a>	<b>Campus Finances</b> View your account, make an electronic payment, view and accept your financial aid awards. <a href="#">Account Inquiry</a> <a href="#">Manage My Bank Accounts</a> <a href="#">Enroll in Direct Deposit</a>	<b>Campus Personal Information</b> Maintain your personal information and review holds and to dos pending to your record. <a href="#">Personal Data Summary</a> <a href="#">Addresses</a> <a href="#">Names</a> <a href="#">13 More...</a>
<b>Academic Records</b> View grades and advisors and request transcripts and verification reports. <a href="#">View Unofficial Transcript</a> <a href="#">My Course History</a> <a href="#">My Advisors</a>	<b>Transfer Credit</b> Evaluate classes for transfer and view your transfer credit report. <a href="#">Evaluate My Transfer Credit</a> <a href="#">View Transfer Credit Report</a>	<b>Student Admission</b> Apply for admission and check your application status. <a href="#">Accept Admission</a> <a href="#">Application Status</a>

## 3. To Register go to <Enroll>

### Maonyana's Student Center

**Academics**

Search  
 Plan  
**Enroll**  
 My Academics

other academic... ▾ >>

**Finances**

**My Account**  
[Account Inquiry](#)

other financial... ▾ >>

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)

other personal... ▾ >>

**Contact Information**

<b>Mailing Address</b> PO Box 500904 Gaborone Gaborone Central	<b>Home Address</b> None
<b>Phone</b> 71455073	<b>Campus e-mail</b> None

**SEARCH FOR CLASSES**

**Hold**  
 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
<input checked="" type="radio"/>	018/19 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.

**Registration - Status Page**

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

Transfer To:  
 01. Service Indicators

Step	Page	Description	Description
1	<a href="#">Service Indicators</a>	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

7. Click <next> again.

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

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

Transfer To:  
 Status Page

**Service Indicators Blocking Registration**

There are no service indicators blocking registration.

8. Click <next> again.

**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

**Confirm Program and Plan**

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

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.

**Enrolled 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="checkbox"/>	BSB02: B Bus Admin Management (Distance)				
<input type="checkbox"/>	BSB02: Level 100 (Distance)				
<input type="checkbox"/>	BSB02: Semester 1 (Distance)				
<input type="checkbox"/>	ECO 111: Basic Microeconomics	Core Selec	3.00		
<input type="checkbox"/>	_____ and Communications & Academic Literacy Skills Sem 1				Select
<input type="checkbox"/>	_____ and Computer Skills Fundamentals Sem 1				Select
<input type="checkbox"/>	_____ and Mathematics For Social Sciences I	Core Selec	3.00		
<input type="checkbox"/>	_____ and PSY 101: Introduction To Psychology	Core Selec	3.00		
<input type="checkbox"/>	_____ and BSB02: Semester 2 (Distance)				
<input type="checkbox"/>	ACC 100: Introduction To Accounting	Core Selec	3.00		
<input type="checkbox"/>	_____ and ECO 112: Basic Macro Economics	Core Selec	3.00		

<input type="checkbox"/>	MGT 201: Purchasing And Materials Manag	Core Selec	3.00		Unavail
<input type="checkbox"/>	_____ and LAW 251: Foundations Of Business Law	Core Selec	3.00		
<input type="checkbox"/>	_____ and ECO 211: Intermediate Microeconomics	Core Selec	3.00		Unavail
<input checked="" type="checkbox"/>	_____ and MGT 200: Organizational Design And Deve	Core Selec	3.00	LE01/Gaborone	Enrol N
<input type="checkbox"/>	_____ and GEC 232: Critical Thinking	GEC Core	3.00	LE01/Gaborone	
<input type="checkbox"/>	_____ and Level 200 - No Winter Session requirement				
<input type="checkbox"/>	No winter session required				
<input type="checkbox"/>	_____ and BSB02: Level 300 (Distance)				
<input type="checkbox"/>	BSB02: Semester 5 (Distance)				
<input type="checkbox"/>	ACC 201: Introduction To Cost Accountin	Core Selec	3.00		

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.

[New Window](#) | [Personalize Page](#) | 

**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](#)