

UNIVERSITY
of
BOTSWANA

Registration Guide



Departments

Academic A-Z

Administration and Support

Online Systems

Kitsiso

Student Administration System

Moodle

Library Catalogue

Research Management System

Residence Management System

UB Research, Innovation and Scholarship

Archive

Staff Email


Student Email



Pay Online

 Facebook

 Twitter

 YouTube

1. Open the university website www.ub.bw and scroll down to the end.

2. Select Student Administration System

Please provide your login details in order to access the system.

- Your login details are as follows:
 - **User ID:** Your *Student Identity Number* (**Ref:** on the Admission offer)
 - **Password:** This is made up of **the first 2** letters of your **First Name** in uppercase, **the first 2** letters of your **Surname** in uppercase and **the last 4** number of your Student Identity Number.
 - The example below is an illustration of the login details are explained above:
 - If your Student Identity Number is: **202001460**, and your
 - First name is **Peter**
 - Surname is **Tomson**, then
 - **User ID:** 202001460, **Password:** PETO1460
- Finally Click on **Sign In** in order to access the System.

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
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

SEARCH FOR CLASSES

other academic... ▾ ⌕

Finances

My Account
[Account Inquiry](#)

You have no outstanding charges at this time.

other financial... ▾ ⌕

Personal Information

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

Contact Information

Mailing Address	Home Address
PO Box 500904 Gaborone Gaborone Central	None
Phone	Campus e-mail
71455073	None

other personal... ▾ ⌕

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
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 ...

Tip: please click once and allow it to load.
 If it is giving you trouble. Go back to home and start over

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

New Window | Personalize Page | Help

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.

New Window | Personalize Page |  help

Step 2: Program/Plan Status: In Progress

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

Transfer To:

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:		

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).

After step 8 a grid will appear. This is where you select courses to enroll depending on your major/s

How to navigate

Academic Plan: SSB0100120 Social Sciences

✓ Satisfied ← Transferred 🟢 In Progress ✗ Attempted, not satisfied ○ Not attempted

Status	Description	Type	Units	Class	Action
<input type="radio"/>	SSB01: BA Statistics & Accounting (Major/Major)				
<input type="radio"/>	SSB01: Level 100 Statistics & Accounting (Maj/Maj)				
<input type="radio"/>	SSB01: Sem 1 Statistics & Accounting (Maj/Maj)				
<input checked="" type="checkbox"/>	Mathematics For Social Sciences I	Core	3.00	<input type="text"/>	Enrol Now
<input type="checkbox"/>	and STA 116: Introduction To Statistics	Core	4.00	<input type="text"/>	
<input type="radio"/>	_____ and Communications & Academic Literacy Skills Sem 1				Select
<input type="radio"/>	_____ and Computer Skills Fundamentals Sem 1				Select
<input type="checkbox"/>	and MGT 100: Principles Of Management	Core	3.00	<input type="text"/>	
<input type="radio"/>	and SSB01: Sem 2 Statistics & Accounting (Maj/Maj)				
<input type="checkbox"/>	STA 102: Mathematics For Business & Soc	Core	3.00	DIST/Gaborone	
<input type="checkbox"/>	and STA 121: Elements Of Probability	Core	2.00	LE01/Gaborone	
<input type="radio"/>	_____ and Communications & Academic Literacy Skills Sem 2				Select

Please refer to the list of courses provided in your academic calendar attached. If you are in BA (social sciences) make sure you have selected your majors at the faculty admin before you proceed

Academic Plan: SSB0100120 Social Sciences

✓ Satisfied ← Transferred ● In Progress ✗ Attempted, not satisfied ○ Not attempted

Status	Description	Type	Units	Class	Action
<input type="radio"/>	SSB01: BA Statistics & Accounting (Major/Major)				
<input type="radio"/>	SSB01: Level 100 Statistics & Accounting (Maj/Maj)				
<input type="radio"/>	SSB01: Sem 1 Statistics & Accounting (Maj/Maj)				
<input checked="" type="checkbox"/>	Mathematics For Social Sciences I	Core	3.00	<input type="text"/>	Enrol Now
<input type="checkbox"/>	and STA 116: Introduction To Statistics	Core	4.00	<input type="text"/>	
<input type="radio"/>	and Communications & Academic Literacy Skills Sem 1				Select
<input type="radio"/>	and Computer Skills Fundamentals Sem 1				Select
<input type="checkbox"/>	and MGT 100: Principles Of Management	Core	3.00	<input type="text"/>	
<input type="radio"/>	and SSB01: Sem 2 Statistics & Accounting (Maj/Maj)				
<input type="checkbox"/>	STA 102: Mathematics For Business & Soc	Core	3.00	DIST/Gaborone	
<input type="checkbox"/>	and STA 121: Elements Of Probability	Core	2.00	LE01/Gaborone	
<input type="radio"/>	and Communications & Academic Literacy Skills Sem 2				Select

At the start of your grid identify semester 1 and 2.
Focus on semester 1 courses only

Academic Plan: SSB0100120 Social Sciences

✓ Satisfied ← Transferred ● In Progress ✗ Attempted, not satisfied ○ Not attempted

Status	Description	Type	Units	Class	Action
<input type="radio"/>	SSB01: BA Statistics & Accounting (Major/Major)				
<input type="radio"/>	SSB01: Level 100 Statistics & Accounting (Maj/Maj)				
<input type="radio"/>	SSB01: Sem 1 Statistics & Accounting (Maj/Maj)				
<input checked="" type="checkbox"/>	Mathematics For Social Sciences I	Core	3.00	<input type="text"/>	Enrol Now
<input type="checkbox"/>	and STA 116: Introduction To Statistics	Core	4.00	<input type="text"/>	
<input type="radio"/>	_____ and Communications & Academic Literacy Skills Sem 1				Select
<input type="radio"/>	_____ and Computer Skills Fundamentals Sem 1				Select
<input type="checkbox"/>	and MGT 100: Principles Of Management	Core	3.00	<input type="text"/>	
<input type="radio"/>	and SSB01: Sem 2 Statistics & Accounting (Maj/Maj)				
<input type="checkbox"/>	STA 102: Mathematics For Business & Soc	Core	3.00	DIST/Gaborone	
<input type="checkbox"/>	and STA 121: Elements Of Probability	Core	2.00	LE01/Gaborone	
<input type="radio"/>	_____ and Communications & Academic Literacy Skills Sem 2				Select

Add courses:

- I) First select the square left of the course
- II) then click the drop-down arrow to select a lecture (LEC)

Do not select **DIST** if you are a fulltime student

TIPS: Please add courses after checking the lecture timetable provided at <https://www.ub.bw/study/registration-semester1-20202021#ugrad-docs>

Registers for cores first then add elective (if specified in calendar) later

Last add COM and ICT last

This is to prevent time conflicts.

Academic Plan: SSB0100120 Social Sciences

Satisfied
 Transferred
 In Progress
 Attempted, not satisfied
 Not attempted

Status	Description	Type	Units	Class	Action
<input type="checkbox"/>	SSB01: BA Statistics & Accounting (Major/Major)				
<input type="checkbox"/>	SSB01: Level 100 Statistics & Accounting (Maj/Maj)				
<input type="checkbox"/>	SSB01: Sem 1 Statistics & Accounting (Maj/Maj)				
<input checked="" type="checkbox"/>	Mathematics For Social Sciences I	Core	3.00		Enrol Now
<input type="checkbox"/>	and STA 116: Introduction To Statistics	Core	4.00		
<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 MGT 100: Principles Of Management	Core	3.00		
<input type="checkbox"/>	and SSB01: Sem 2 Statistics & Accounting (Maj/Maj)				
<input type="checkbox"/>	STA 102: Mathematics For Business & Soc	Core	3.00	DIST/Gaborone	
<input type="checkbox"/>	and STA 121: Elements Of Probability	Core	2.00	LE01/Gaborone	
<input type="checkbox"/>	and Communications & Academic Literacy Skills Sem 2				Select

Select Course

You have not selected any electives for this semester.

Please enter your search term below and then click **Search**. You can search based on a code or description, for example, 'ABC', 'ABC123', or 'Accounting'.

Once you have finished adding electives, click **OK**. If you wish to exit this page without making any changes, click **Cancel**.

Course: COM151

search

Search Results

Select	Subject	Catalog Nbr	Description
<input checked="" type="checkbox"/>	COM	151	Intro To Comm & Academic Lite

Add ICT121 and COM151

When you are done with the core courses

ICT and COM should be taken by every student, but they vary by faculty be careful when selecting to avoid mixing them up

Adding COM151

- (i) select Communication and Academic Literacy Skills using the blue select button
- (ii) type in COM151 and click select
- (iii) click select (from search results)
- (iv) click ok

This will return you to the grid: find COM151 (it will now appear with a square to the left) select it and pick a suitable LEC

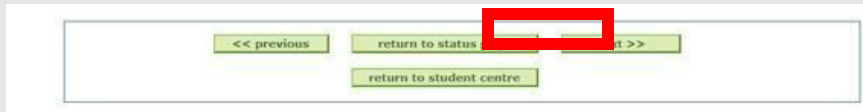
Adding IC121

- (i) select Computing and Information Skills using the blue select button
- (ii) type in ICT121 and click select
- (iii) click select (from search results)
- (iv) click ok

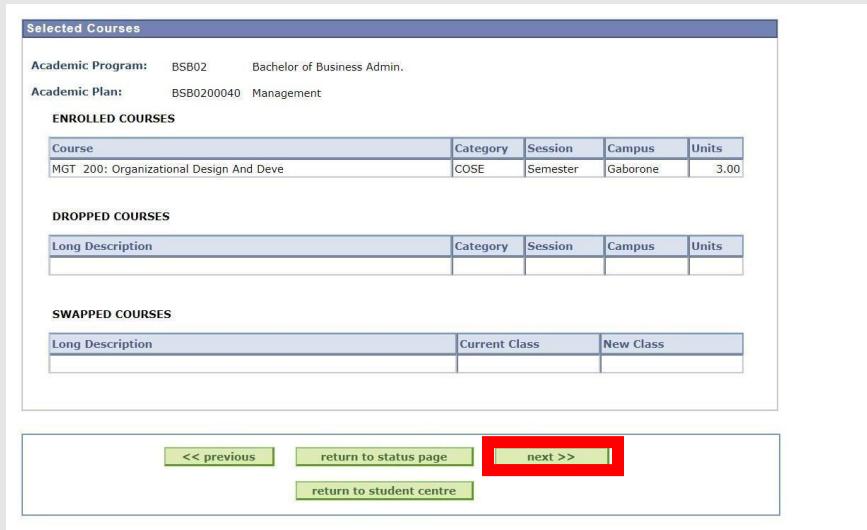
This will return you to the grid: find ICT121 (it will now appear with a square to the left) select it and pick a suitable LEC

Note that your choices are only FOSS

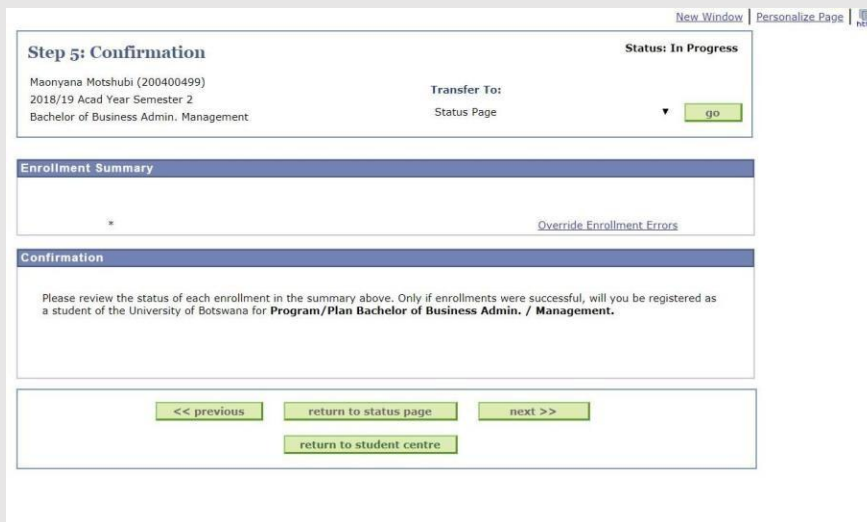
10. Then select next to proceed to the next stage.



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



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.



TIPS: If you need proof of registration go to Home>>self service>>student center>>my academics

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

Mailing Address	Home Address
PO Box 500904 Gaborone Gaborone Central	None
Phone 71455073	Campus e-mail None

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

Search Plan Enroll **My Academics**

My Academics

Advisors [View my advisors](#)

Transfer Credit [Evaluate my transfer credits](#)
[View my transfer credit report](#)

Transcript [View my unofficial transcript](#)

Proof of Registration [Print Proof of Registration](#)

My Program:

- Institution - University of Botswana
- Career - Undergraduate Degree
- Program - Bachelor of Arts
- Major - Social Sciences
- Emphasis - Soc & Stats (Maj/Maj) L200

Select Print proof of registration.
Make sure your browser does not block pop ups