



INTEGRATED TERTIARY SOFTWARE

# Student Information System

## User Manual

### Registration Subsystem

Version 12  
2002 Edition

# Student Registration Subsystem Vol. 5 - ITS Student System

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### Copyright ITS

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## 1. REGISTRATION SUBSYSTEM: OPERATION {SMAIN-3} / {SREG} ↗

### 1.1. OVERVIEW: REGISTRATION

#### 1.1.1. General

The functions that are handled in this subsystem can be summarised as follows on the basis of the options on menu SREG:

- \* The Academic blocks for which registrations will be allowed are defined under option {SREG-1}
- \* The personal or biographical information of a student is entered and maintained under option {SREGB-1}. This information includes such aspects as:
  - Names and addresses
  - Matric details
  - Detail of previous studies at other institutions
  - Certificates and Indicators
  - Disabilities
  - Secondary School Information
  - Student Activities
- \* All aspects of the control of academic registration are handled under menu {SREGAR}.
  - For each start year and end year period that a student studied at the institution a “Registration” record is kept. This contains the qualification(s) for which the student registered, as well as the subjects. This is dealt with under option {SREGAR-1}.
  - Students can register for subjects outside the curriculum of their normal qualification. This is dealt with in option {SREGAR-2}, “Additional Subjects”.
  - Students can be exempted from attending subjects based on similar subjects passed at other institutions. This is recorded under option {SREGAR-3}.
- \* The movements of students in and out of residences are recorded under option {SREG-4}.
- \* Menu {SREGL} deals with various limitations placed on students.
  - The results of disciplinary hearings are recorded under option {SREGL-1}
  - Different status codes, which lead to specific actions such as “Stop Academic Registration”, etc., can be linked to students in option {SREGL-2}. Students

can also be excluded from subjects, Faculties/Schools, or qualifications under this option.

- Exclude External Students, with validation ‘EX’ students can be stopped to register or to do applications if the student has been excluded from other institutions for some reason. {SREGL-3}
  - Results of psychometric scores can be recorded under option {SREGL-4}
  - Withholding of results for all students with outstanding documentation can be activated under option {SREGL-5}
- \* Various options that relate to STATS information are dealt with under menu {SREGFS}
- \* Menu {SREGC} deals with cancellations and other changes that might be required to registrations.
- Option {SREGC-1} allows for the correction of faulty registrations during the registration period and changes in qualifications for students throughout the year.
  - Option {SREGC-3} provides for the cancellation of the total registration of a student, including all subjects and, if applicable, also the residence registration.
  - Option {SREGC-4} provides for the cancellation of individual subjects of a student.
  - Option {SREGC-5} allows for the correction of some fields on the qualification record of a student.
  - Option {SREGC-6} allows for the updating of the allocation of students to class, tutorial and practical groups.
  - Option {SREGC-7} allows for the bulk updating of incorrect subject information.
  - Option {SREGC-8} allows for the bulk cancelling and registration of incorrect subject information.
  - Option {SREGC-9} allows for the bulk updating of incorrect qualification information.
- \* There are some 45 reports based on the information in this subsystem, which can be run under option {SREGR}.
- \* There are some 3 headcount reports based on the information in this subsystem, which can be run under option {SREGSR}.

*It must be stressed that many of the actions taken in this subsystem can give rise to financial transactions. The rules that should apply in respect of these transactions, and the cases in which they should be activated or de-activated, are defined in the Student Accounts Subsystem, menu {FSA}. Before any new cycle of registration is started, it is important that a check should be made on the correctness of the structure in the Student Accounts Subsystem.*

The working of each option in this subsystem is discussed in later on in this Manual. A set of suggested procedures in respect of the main activities in the subsystem is set out in the last Section.

### 1.1.2. Types Of Registration

Registration on the system can start in a number of ways:

1. It could be a “*full registration*” of a new student on the system *without a preceding application*. In this case a biographical record for the student is first created under {SREGB-1} before the student is registered under {SREGAR-1}.
2. It could be *preceded by an application* in the application subsystem, menu {SNAPP}. In this case a biographical record already exists under option {SREGB-1} and the applicant can be directly registered under option {SREGAR-1}.
3. It could be the *re-registration of an existing student* for a further period of study. In this case a biographical record already exists under {SREGB-1} and the student can be registered directly under {SREGAR-1}.
4. It could be a “*Quick Registration*” of a new student, capturing only enough information to identify a student via option {SREGAR-1b5}, followed by the academic registration under option {SREGAR-1b1/2}.

In respect of this last option, it should be noted that the full registration process is of necessity rather lengthy, since a large amount of information is required for each student. If a large number of students must be registered without prior processing through the Application Subsystem, the time delay until class lists can be produced may be unacceptably long.

Since all the biographical fields are, however, eventually needed, it is imperative that at least all the mandatory fields are completed, and it is unwise to attempt to operate the system without this information.

A compromise is available in the system whereby a student can be entered directly into the Registration option {SREGAR-1b5} without previously capturing his/her full biographical information. In this mode, called ‘**Quick Registration**’, only the student number, title, surname, initials, First Names, ID number, birth date, gender, preferred language, financial student type, currency code and address detail are entered, followed by the qualification and subject information. This process typically takes less than two minutes. Once this has been done, class lists can be produced and the timetable system can be validated on these new registrations.



Since hardly any biographical information has been recorded at this stage for such a student, the complete biographical information must be entered soon afterwards to allow utilisation of all the facilities in the system.

### 1.1.3. Handling Exceptional Registrations

#### 1.1.3.1. Concurrent Registrations

Normally a student will register for one qualification within a particular academic year. It is, however, possible to handle concurrent registrations for more than one qualification within a given year. The system will always regard the last qualification registered for a student as the primary one. The user can change this at {SREGC-3b3}. Whenever headcount figures are requested from the system, both for internal or STATS purposes, the student will be counted under the primary qualification.

#### 1.1.3.2. Additional Subjects

- \* There are cases where a student may be allowed to **register for subjects outside the normal curriculum** for his/her qualification. A possible example is a B.Sc. student who has an interest in music and is allowed to enrol for an additional subject "Harmony I", which normally forms part of the curriculum for the B.Mus. degree. The enrolment for this subject can be done under the option for "Additional Subjects".
- \* A student who has registered for an additional subject will appear on the normal class lists, etc., for that subject, but the qualification shown against his/her name will be the primary qualification for which he/she is registered rather than the one applicable to the subject.
- \* The "additional subjects" option must **not** be used when the subject forms part of the curriculum for that qualification. For instance, if the rules allow a B.A. student to include some B.Sc. subjects in his/her curriculum, then those subjects should be entered in the B.A. curriculum in the same way as the other B.A. subjects.
- \* Similarly, a student enrolling for more than the minimum number of subjects for his/her qualification must have the extra subjects entered under his/her normal qualification and not as "additional subjects".

#### 1.1.3.3. Offering Types

It is, however, possible to register a student on the normal registration screen for a different offering type in a subject that is valid for his/her qualification. This, for instance, allows a full-time student to readily register for a subject on the part-time timetable.

#### **1.1.3.4. Registration Across Calendar Years**

Should it be necessary to register students for a period that starts in one academic year and ends in another academic year (e.g. June 1996 to June 1997), a block, which determines this period, must be created. The registration of these students can then be done for the start year - 1996 and end year - 1997. The subjects however should be registered for the registration year – 1996 and year of examination – 1997. All statistical reporting will then be handled correctly and the normal operation of the system is not affected.

## 2. REGISTRATION SUBSYSTEM - MENUS

### 2.1. SYSTEM CYCLES - REGISTRATION {SREG-1} ↵

Option {SREG-1} "System Cycles - Registration" allows for the control of the academic blocks for which registrations, etc. can take place, and more specifically, for the dates between which these activities can take place.

(There is an alternative option for controlling all system cycles in the student system under {SMNT-2})

Only Block 1 on this screen is relevant to this subsystem.

Each record contains:

- A. **Type** (A1) Only            Type **(R)** "Registration",  
   Type **(N)** "Cancellations"  
   Type **(H)** "Residence Registration"  
   Type **(B)** "Exemption Registration"

Records may be processed from this option. With the insert of a new record an **'R'**, **'N'**, **'H'** or **'B'** must therefore be entered in this field.

- **'R'** records control *academic registration* under options {SREGAR-1/2}, {SDREGA-1/2}, {SCOUR-1}, {SCOUR-5}
  - **'N'** records control the *recording of subject and enrolment cancellations* under options {SREGC-1/3/4 and 8}
  - **'H'** records control *residence registrations and movements* under option {SREG-4}
  - **'B'** records control exemption registrations under option {SREGAR-3}, {SDREGA-3}
- B. **Year** (N4) The calendar year is entered here. Only records in respect of one calendar year can be active at any time.
- C. **Block** (A2) The academic block for which this cycle will apply. Academic blocks are defined under option {SCODE2-1}. The available values can be viewed with the <LIST> function. More than one record of each type will normally be required to cater for the different blocks.
- D. **Offering Type** (A2) The offering type for which this cycle will apply. Offering types are defined under option {GCS-5}. The available values can be viewed with the <LIST> function. More than one record of each type will normally be required to cater for the different block/offering type combinations.

- E. **Exam Type** (A2) This field is not used in this option and can only be used with Type 'M'.
- F. **Start Date** (DD-MON-YYYY) The start date for processing of this type of record.
- G. **End Date** (DD-MON-YYYY) The last date for processing of this type of record.

**Note:** If registrations are being processed at the beginning of the academic year for year-and semester one, qualifications (two different academic blocks and two different offering types), four "R" records must exist. Registrations for each of the two blocks with combination of the two offering types can then be done between the relevant start and end dates.

## 2.2. **BIOGRAPHICAL INFORMATION MENU {SREG-2} / {SREGB}**

### 2.2.1. **Biographical Information {SREGB-1}** ↵

#### 2.2.1.1. **Personal Details {SREGB-1b1p1}**

The full **Biographical Information** for a student is carried in ten Blocks spanning eighteen screens, and is accessed via option {SREGB-1}. (Some of this data can also be accessed from the option for "Brief Biographical Information" {SNAPP-2}, or the option for "Quick Biographical" under option {SREGB-4}.

The system can generate a student number for each institution according to the rules set up by the institution, or a student number can be allocated to a student manually. Each institution can decide on the size of the student number to be used. This value is entered in option {GCS-1}. If a value of seven digits were entered, this would indicate that the maximum student number is 7 digits. If the number, which is entered, consists of seven 9's, this would indicate the maximum value of the student numbers at the institution.

In order to allow the automatic generation of student numbers, the value at which the system must start the allocation must be entered in option {SMNT-7}. The user must indicate the lowest value at which the system must start the allocation of a student number in a specific calendar year. The system will then generate the next student number as the value in this option plus 1, e.g. a value of calendar year = 1997 and student number = 199700000 will result in the next number allocated for the application or registration year 1997 being 199700001. If the value entered is 100000000, the next number for the year 1997 will be 100000001. The system automatically updates the value whenever a student number is allocated.

This section discusses the Personal Details, carried on the first two screens in Block 1.

- A. **Search on Surname** (A30) This field can be used to do a search on specific surnames of students. The user must <ENTER QUERY>, <PREVIOUS FIELD> type in the surname and press the <LIST> function. The system will display the records of students with the same surname who have been entered on Biographical Information. The surname, initials, calendar year of registration, qualification registered for and the study period of the qualification is displayed for the students.
- B. **Year** (N4) The calendar year of the latest registration cycle under {SREG-1} for type “R” is used as the default value. This value is used when the system must generate a student number. The system will check in option {SMNT-7} for the next student number for this year to be generated. The user may change the year. *Note that the year, which is used in option {SNAPP-2} will be the calendar year of the latest applications cycle “A” and not the registration cycle “R”.*

**Note:** The first two fields can only be reached by pressing <PREVIOUS FIELD> since these fields are not normally used when a new record is entered or queried.

- C. **Student Number** (N9) The size of the student number is determined by the value entered in option {GCS-1}. The system can operate on either a modulus 11 student number or alternatively on any number. The choice between the two modes of operation is set via the “Validation Control” option {SMNT-1b1}, validation “11”. If modulus 11 numbers are to be used, the numbers may be generated by the system by using option {SNAPP-4}. It may be useful if the year of first registration of the student is used for the first four digits of the number, but the system does not depend on this. Should the institution make use of the facility to generate student numbers automatically, the student number is not entered and the system will allocate a student number on <COMMIT>.

**Note:** that in the case of currently registered or applicant students the following fields are displayed only:

- The current Qualification
- Qualification Type
- The Offering Type
- Reg./Appl. Date
- The Cancellation Date (if cancelled)
- The Period of Study.
- Date on which record was last changed
- User who last changed information on the record
- First Entry (the first year that a student was registered at the institution)
- Reg./Appl. Indicator (R/A)

- D. **View Photo** A Photo of the student can be uploaded. The photos should be loaded on the database and it is the same photo that is used for the access card system.
- E. **Enquiry Number** (N7) This optional field can be used to link an enquirer to a student. If a number is entered, the fields, which are common to both the enquiry system and the biographical system, will be used as defaults when a new record is created.
- F. **Surname** (A30) The system will accept upper- and lowercase characters as input here. *To ensure neat class lists and other reports, a convention in respect of upper and lower case characters should be established before take-on of information starts.*
- G. **Initials** (A6) Enter the initials of the student. *To ensure neat reports, a convention in respect of Initials should be established before take-on of information starts.*

#### ***Personal Details (ctd) {SREGB-1b1p2}***

The following fields will be found on page two of this Block:

- A. **Title** (A5) The title of the student should be entered in the preferred language of the student. The values as defined in {GCS-9} may be viewed with the <LIST> function.
- B. **Alt. Surname** (A30) The system will accept upper- and lowercase characters as input here. An alternate surname can be entered here for students who may be known under more than one surname, e.g. an English and Irish version of the surname, or an English and Xhosa version of the surname.
- C. **First Names** (A40) The system will accept upper- and lowercase characters as input here. First names of students are entered here. In the exceptional case where 40 characters may be insufficient, this fact may be indicated in the “Administrative Comments” field.
- D. **Alt. Names** (A40) The system will accept upper- and lowercase characters as input here. Alternative first names can be entered here for students whose first names may differ in another language, e.g. an English and Irish version of the first names, or an English and Xhosa version of the first names.
- E. **Maiden Name** (A20) The system will accept upper- and lowercase characters as input here. A previous or maiden name may be entered here.
- F. **Birth Date** (DD-MON-YYYY) Enter the Date of Birth of the student.

- G. **ID Number** (A13) The system does not check on the control digit in the number, but checks that such a number does not already exist in respect of an existing or past student. *In which case the <LIST> function will be displayed, consisting of the student number, title, initials, surname, birth date and gender of any student with the same ID Number. A check will also be made that the number does not exist in the table for “Students Excluded Elsewhere”.* The check on the ID number is done on the first 10 digits. {SREGL-3b2}, with validation “EX” on {SMNT-1}.
- H. **Date Deceased** (DD-MON-YYYY) Students with a deceased date won’t get any correspondence send through the Correspondence subsystem.
- I. **Passport Number** (A15) Passport Number for students from other countries.
- J. **Registration Prohibited for Administrative or Financial Reasons** (2xA1) Either of these two indicators will prevent a student from re-registering in any future year and academic block if set to “Y”es.
- **Administrative Reasons:** This indicator is displayed if a student has a status linked to him/her in option {SREGL-2} that leads to the action “RA” - stop academic registration.
  - **Financial Reasons:** The Financial Section under option {FSAO-4} can only set this indicator.

**Personal Details (ctd) {SREGB-1b1p3}**

The following fields will be found on page two of this Block:

- A. **Gender** (Male/Female) (A1) Gender of the Student, allowed values are (M)ale and (F)emale.
- B. **Marital Status** (A1) Allowed values are (S)ingle, (M)arried, (D)ivorced and (W)idow(er).
- C. **Student Type** (A2) This field indicates the manner in which a student’s account should be debited. It is possible to raise different fees for foreign students or private students, etc. These values are user-defined in option {SCODE3-5}. The default value of the field is “N”ormal student but the user may change this. The values may be viewed with the <LIST> function.
- D. **Source of funding** (A1) Source of Funding for Student (N)ormal, (F)unding by other government or (P)ivate. Field will default to (N)ormal. Students with a code other than “N” will be excluded for STATS purposes.
- E. **Currency Code** (A5) The currency in which the student will pay his/her account.

- F. **Home Language** (A2) The possible values are entered in the General System {GCS-6}, and are user-defined. The values may be viewed with the <LIST> function.
- G. **Pref. Language** (A1) Allowed values are (A)lternate or (E)nglish. Correspondence with a student can be handled by the system in this preferred language.
- H. **Church / Religion** (A2) A code as defined in {GCS-8}. This field is optional. The values may be viewed with the <LIST> function.
- I. **Occupation** (A4) As defined in the Code Subsystem {SCODE-21}. The values may be viewed with the <LIST> function.

#### 2.2.1.2. *Formal Statistical Detail {SREGB-1b1p4}*

The following fields are found on page four of this Block:

- A. **Group** (N2) This code is defined in the General System {GSC-7} and linked to the Groups defined in SAPSE 005. The values may be viewed with the <LIST> function.
- B. **Citizenship** (N3) The codes as entered in option {GCS2-6} can be used here and these codes are linked to the codes which are defined in STATS Table 2.8. *The code 100 has been added in respect of South African citizens to make this field applicable to all students.* The values may be viewed with the <LIST> function.
- C. **Country Code** (N4) Used by the Higher Education Management Information System (HEMIS) and a questionnaire from Education Policy Unit (EPU). The values may be viewed with the <LIST> function. This field will also be populated by the Central Application Office (CAO) upload of data.
- D. **Country of Origin** (N4) Display field only for clients in RSA. For clients who have a country code on {GCS-1} set to "IRL" this field accommodates the data necessary for the Higher Education Authority (HEA) reporting, and the Country Code field is used for the Central Application Office (CAO) information.
- E. **Alien Indicator - Y/N/P** (A1) Aliens and Foreigners for the purposes of STATS Table 2.8 are defined in SAPSE 005, Section 2. Any student identified with a (Y)es or (P)ermanent Resident in this field will be counted for STATS Table 2.8. Also used for HEMIS.
- F. **Alien Permit Number** (A15) The number of the temporary residence permit.
- G. **Expiry Date** (DD-MON-YYYY) Of above permit.



### 2.2.1.3. General Information {SREGB-1b1p5}

The following fields are also found on page five:

- A. **Bursary Required** (A1) A “Y”es or “N”o indicates whether the student requires an institutional bursary or not.
- B. **Loan Required** (A1) A “Y”es or “N”o indicates whether the student requires an institutional loan or not.

**Note:** Report {SNAPP-29}, “Bursary/Loan Report” can be obtained in respect of all students with a (Y)es in either of the above two fields.

- C. **External Unit** (A4) Any external unit to which the student belongs, as defined in the Code Subsystem {SCODE-3}. The values may be viewed with the <LIST> function.
- D. **External Number** (A10) The student’s identification number in the unit.
- E. **External Examination Number** (N7) If the student is involved in external examinations for which numbers are allocated, then that number can be entered here.
- F. **Where Heard** (A20) Information may be entered regarding the source where the student heard of the particular qualification.
- G. **Study Elsewhere** (A1) A “Y”es or “N”o is entered in this field indicating whether the student is concurrently enrolled elsewhere.
- H. **Socio-Economic Category** (N3) The Socio-Economic Category of the student’s family. Code as defined for the Ireland Statistics reporting. The values may be viewed with the <LIST> function.
- I. **Research Grading** (A4) Used by the Research Subsystem code as defined at {SRASC-1}. The values may be viewed with the <LIST> function.

### 2.2.1.4. Employment Details {SREGB-1b1p6}

The following fields are also found on page six:

- A. **Employer Code** (A5) As defined in the Code Subsystem {GCS-22}. Students who are employed whilst studying, can in this way be linked to major employers or employer groups. The values may be viewed with the <LIST> function.

- B. **Account to Employer** (A1) This field is updated in the Finance System via option {FSAO-4}. Only if a student gets a status that leads to action “E”. Action codes are set up via option {FSAC-1}.

The address of the employer is defined in option {GCS-22}, and accounts sent to employers will be sent to that particular address. Refer to Manual “Student Debtor Subsystem” for more information.

#### 2.2.1.5. *Administrative Comments {SREGB-1b1p6}*

- A. **Administrative Comments** (4xA80) Four lines of administrative notes may be entered in respect of the particular student. This space can be used to record any details on the student, which is not recorded elsewhere.

#### 2.2.1.6. *Selection Comments {SREGB-1b1p7}*

The following fields are also found on page seven:

- A. **Selection Comments** (2xA80) Two lines of notes may be entered in respect of the selection process. These notes could appear on reports for an eventual selection committee.
- B. **Additional Credit** (N3) The computer selection process operates on the symbols attained in the matric examination. If a student has been successful in other post matric studies, an additional number of credit points may be entered in this field. This number will be added to his/her WRS score as calculated from matric results. It would be appropriate to use the selection comments above to note the reason for allocating such additional credit.
- C. **Receipt Number** (A10) If a manual receipt is issued to a student, the receipt number may be entered here for reference purposes.
- D. **Application Cancel Date** (DD-MON-YYYY) If the student informs the institution that s/he wishes to cancel her/his application, the date is entered under option {SNAPPA-1} and displayed here.
- E. **Cancellation Reason** (A1) If a cancellation reason was recorded under option {SNAPPA-1}, it will also be displayed here.
- F. **Vehicle Registration** This field is used to generate a parking fee for a student and is updated under option {FSAO-3}. Refer to Manual “Student Debtor Subsystem” for more information.

- G. **Stop Statement Print** This field displays a value of “Y”es if a financial status, which leads to the suspension of the printing of his/her statement, action “S” has been linked to the student under option {FSAO-4}.

#### 2.2.1.7. *Post School Activities {SREGB-1b1p8}*

The following fields are also found on page eight:

- A. **Activity Last Year** (A2) An indication of the student’s activity during the year before entering the institution. This information is required for STATS Table 2.4 in respect of all first time entering students. The values as defined in STATS are built into the system and may be viewed with the <LIST> function.
- B. **Last Pse** (N4) The Last Post-Secondary Educational Institution code is defined in SAPSE 005, Appendix B, and maintained in the General System {GCS-2}. If a student was registered at *another* PSE-institution before entering this institution, it is recorded here and used for the compilation of STATS Table 2.3. The values may be viewed with the <LIST> function.
- C. **Exemption Subjects** (A1) A “Y”es or “N”o is entered here to indicate whether the student will be applying for exemption from subjects at this institution on the basis of subjects passed at other institutions. During or after registration, checks may be run on this field to ensure that all the relevant cases have been dealt with.

#### 2.2.1.8. *Matric Details {SREGB-1b1p8}*

- A. **Highest Grade** (A2) The highest grade that the student has passed or for which s/he is presently enrolled.
- B. **Matric Date** (YYYYMM) The year and month in which the student completed (or is about to complete) his/her matric is indicated. This information is helpful in checking on, outstanding matric results. This field is used as a default value for the matric sitting in Block 2 of this option.
- C. **Exam Number** (A15) The student’s matric examination number may be entered here. The possibility exists of obtaining the matric exam results on magnetic tape from the appropriate Education Departments, and updating the students’ records programmatically using options {SNAPPM-1=>3}.
- D. **Central Applications Office** (N9) This field is only used by subscribers to the Central Applications Office and is not mandatory. The field is used to carry the student number as allocated by the CAO to a student, and *is particularly important if the institution’s student number differs from the CAO number.*

- E. **Matric Type** (A2) This indicator is defined in STATS Table 2.5, and may be viewed with the <LIST> function. (See also SAPSE 005).
- F. **School Code** (A6) This code is defined in the Code Subsystem {SCODE-1b2}, and identifies the last school that the student attended before applying to this institution. The values may be viewed with the <LIST> function.
- G. **Matric Authority** (A2) The code and description of the relevant Education Department as linked to the school under option {SCODE-1b2} is displayed, but may be changed by the user. The values may be viewed with the <LIST> function.
- H. **Aggregate per Certificate** (A2) If the aggregate symbol is printed on the certificate, it can be entered here.
- I. **Aggregate per Values** (N4) The numeric value of the Matric aggregate as appearing on the matric certificate.
- J. **Aggregate per Formal STATS.** (A2) The aggregate symbol for STATS purposes as calculated under option {SREGS-1} is displayed here.
- K. **Matric Lapses** (DD-MON-YYYY) If the student has a conditional matric exemption, the date on which it lapses can be entered here.

#### 2.2.1.9. Contact Details {SREGB-1b2}

The Contact Detail block serves as the key to the other two subsequent blocks (namely address and communication detail). The contact represents the Student for which addresses and/or communication detail is carried on the system. Each contact for a particular student has a contact sequence number, making the contact unique for the particular Student. This number is used to identify the addresses and/or communication detail for the contact in question. The default Contact sequence = '0' always refers to the Student personally as Primary contact.

The fields are:

- A. **Reference Number** (N9) This is a Non-Updateable field. The number of an existing Student.
- B. **Contact Sequence Number** (N1) This is a Non Updateable field. The contact Sequence Number of the Student.

Typical examples of Contact Sequence Number could be:

- Contact Sequence Number Zero for the Student personally

- Contact Sequence Number One could be for the Person who will pay the account
  - Contact Sequence Number Two could be for the Student's Next of Kin
- C. **Primary** (Yes/No) (A1) This is a Non Updateable field. Contact sequence of zero can have only one record and that will be the student personally, this contact cannot be closed with an End Date.

There are two ways to create a Primary Record for the other Contact Sequences.

- The user can create a primary record for each of the contact types upon creation using option {GCS-24} and setting the primary field to 'Y' for the contact type in question.
- If no primary record is created here then the last record created will become the primary record.

A primary record may only then be made inactive, by creating another record with the same contact type and the End Date will be entered automatically on the existing contact. The addresses and communication details for the old contact will be set inactive automatically. This results in all the contact, address and communication details for that Contact Sequence Number to be inactive.

- D. **Contact Type** (A2) Contact Type of the Student as defined under {GCS24}. The <LIST> function will display all valid codes.

Typical examples of Contact Type could be:

- Contact Type – Primary contact for the Student personally
- Contact Type – Account contact for the Account Addressee
- Contact Type – Next of kin contact for the Student's Next of Kin

- E. **Contact Relationship** (A5) Contact Relationship to the Student as defined under {GCS-28}. The <LIST> function will display all valid codes.

Typical examples of Contact Relationship could be:

- Contact Relationship – Primary contact for the School them self
- Contact Relationship – Account contact for the Account Addressee
- Contact Relationship – Father/Mother/Brother contact for the Student's Next of Kin

- F. **Contact Name** (A80) The name of the Contact, for example the Account Addressee or the name of the student's Next of Kin.

- G. **Start and End Date** (DD-MON-YYYY) The Start Date will be today's date and will be entered when the record is committed. The End Date is entered if you create another contact with the same Contact Type, when the contact does have an end date the contact will be inactive.

H. **Remarks** (2 x A80) Any remark about this contact can be entered here.

### 2.2.1.10. Address Details {SREGB-1b3}

When Validation ‘**UR**’ is set to ‘Y’es under {SMNT-1b1} the program will copy the postal address to the Alumni Subsystem if the student is already on the Alumni Subsystem.

The Address Detail block is always linked to a particular contact via the contact sequence number. Multiple addresses can be linked to one contact sequence number. To query an address detail here you have to first query the Contact details for the right contact.

The fields are:

- A. **Reference Number** (N9) This is a Non Updateable field. The reference sequence number of an existing Student, as used in block 2.
- B. **Contact Sequence Number** (N1) This is a Non Updateable field. The contact Sequence Number of the Student which will be copied from the previous block.
- C. **Primary** (Yes/No) (A1) This is a Non Updateable field. There are two ways in which to create a Primary Record.
  - The user can create a primary record for each of the address types upon creation using option {GCS-24} and setting the primary field to ‘Y’ for the address type in question.
  - If no primary record is created here then the last record created will become the primary record.

A primary record may only then be made inactive, by creating another record with the same address type; the End Date will be entered automatically.

- D. **Address Type** (A2) The type of address you are going to enter now. For example the postal address or the street address. The Address Types are defined under {GCS-24}. The <LIST> function will display all valid codes.

Typical examples of Address Type could be:

- Address Type – Postal address
- Address Type – Physical address
- Address Type – Study address
- Address Type – Account address

- E. **Address** (4 x A80) The address for this contact and type of address can be typed in these 4 lines.

- F. **Postal Code** (A4) The Postal Code can be entered here. Postal Codes as defined under {GCS2-2}. The <LIST> function will display all valid codes. When the postal code is entered by using the <LIST> function the description of the code which was entered will be displayed on the last line of the address, if the <LIST> function was not used no description will be entered on the last line of the address.
- G. **Active From** (DD-MON-YYYY) The Active From Date will be today's date and will be entered when the record is committed.
- H. **Active To** (DD-MON-YYYY) The Active To Date will be entered if you create another address with the same Address Type, should the address have an Active To date the address will be inactive.

#### 2.2.1.11. Communication Details {SREGB-1b4}

The Communication Detail block contains the communication information for the contact selected. Each telephone number/e-mail address/fax number is linked to a telephone type, which in turn is linked to a reference type key. Each telephone record is always linked to a particular contact via the contact sequence number. Multiple Telephone numbers can be linked to one contact sequence number. To query a communication detail here you have to query the Contact details first for the right contact.

The fields are:

- A. **Reference Number** (N9) This is a Non Updateable field. The reference sequence number of an existing Student, as used in block 2.
- B. **Contact Sequence** (N1) This is a Non Updateable field. The contact Sequence Number of the Student which will be copied from the previous block.
- C. **Primary** (Yes/No) (A1) This is a Non Updateable field  
There are two ways in which to create a Primary Record.
- The user can create a primary record for each of the communication types upon creation using option {GCS-24} and setting the primary field to 'Y' for the communication type in question.
  - If no primary record is created here then the last record created will become the primary record.

A primary record may only then be made inactive, by creating another record with the same communication type and the End Date will be entered automatically.

- D. **Communication Type** (A2) Communication Type of the Student as defined under {GCS-24}. The <LIST> function will display all valid codes.

Typical examples of Communication Type could be:

- Communication Type – Work Telephone number
- Communication Type – Work Fax number
- Communication Type – e-mail address

- E. **Communication Number** (A80) Communication number can be entered here.
- F. **Active from** (DD-MON-YYYY) The Active From Date will be today's date and will be entered when the record is committed.
- G. **Active To** (DD-MON-YYYY) The Active To Date will be entered if you create another communication number with the same Communication Type, when the communication number does have an Active To date the communication number will be inactive.

#### 2.2.1.12. *Matric Subjects {SREGB-1b5}*

This Block must be completed before the computer selection of students is done.

The following information is required in respect of each matric subject, and any number of subjects may be entered. *Three sets of symbols may be entered:* those for the pre-final exam (e.g. Grade 11), the mid-final year (e.g. "Mock Matric" or June exams in the final year), and the final year symbol in the external examination.

- A. **Subject** (A5) The matric subject code as defined in the Code Subsystem {SCODE-5}. The name of the subject is displayed. The <LIST> function will display all valid codes.
- B. **Grade** (A1) The grade on which the student has taken this subject, e.g. Higher grade, O-level, etc. As defined in the Code Subsystem {SCODE-6b1}.
- C. **Matric Sitting** (YYYYMM) The examination in which the student obtained the symbol in the subject. The value will default from the matric date of the student, but may be changed by the user.
- D. **Matric Type** (A2) This is a display field only, and will default from the values that were entered on block 1. If the Matric Type of the student changes for some reason, it has to be changed on block 1 first before the subjects are entered.
- E. **Pre-final Year** (A2) The symbol in respect of this subject in the pre-final year (e.g. Grade 11 examination) if applicable.



- F. **Actual Mark** (N3) The pre-final year actual mark for this subject
- G. **Maximum Mark** (N3) The pre-final year maximum mark for this subject
- H. **Percentage** (N3) The pre-final year percentage for this subject
- I. **Mid-final Year** (A2) The symbol in respect of this subject in the mid-final year (e.g. “Mock Matric” or June exam in the final school year), if applicable.
- J. **Actual Mark** (N3) The mid -final year actual mark for this subject
- K. **Maximum Mark** (N3) The mid-final year maximum mark for this subject
- L. **Percentage** (N3) The mid-final year percentage for this subject
- M. **Final Year** (A2) The final symbol in respect of this subject as obtained from the official certificate.
- N. **Actual Mark** (N3) The final year actual mark for this subject
- O. **Maximum Mark** (N3) The final year maximum mark for this subject
- P. **Percentage** (N3) The final year percentage for this subject

**Note:** When these symbols are used to calculate the SRS and WRS scores, the latest set of symbols which is available in respect of any student will be used. *If no matric subjects were entered for a student, the system will calculate a zero WRS score.*

### 2.2.1.13. Post School Academic Activities - Qualifications {SREGB-1b6}

Details of previous studies are kept in two Blocks. The first deals with the qualifications for which the student was enrolled, and is covered in this Section. The second deals with the actual subjects that the student passed, and is dealt with in the next Section.

**Note:** This is just for qualifications and subjects passed at other institutions, the studies undertaken at your own institution will be entered at Maintain History, {SMNT-4}

- A. **From Year, To Year** (N4, N4) The initial and the last years of the registration for a qualification at another institution are entered (for example studies from 1982 to 1985).

- B. **Institution** (N4) The code of the other institution is entered here. This code is defined in SAPSE 005, Appendix B, and maintained via option {GCS-2}. The codes may be viewed by means of the <LIST> function. Other institutions can be added to this list to cater for, say, foreign institutions. Alternatively a single code could be created for all such institutions, and the details entered in the ‘**Remarks**’ field below.
- C. **Filed** (Yes/No) (A1) A ‘**Y**’es or a ‘**N**’o is entered here to indicate whether a copy of the academic record in respect of this qualification is kept in the student’s file.
- D. **Awarded By Pervious Institution** (Yes/No) (A1) A ‘**Y**’es or a ‘**N**’o is entered here to indicate whether the qualification was indeed awarded to the student.
- E. **Post Graduate/Post Diploma Qualification** (Yes/No) (A1) A ‘**Y**’es or a ‘**N**’o is entered here to indicate whether this previous qualification is on the Post-graduate / diplomat level. *This field is important for the determination of the STATS “FTEN” status.*
- F. **Previous Student Number** (N9) The student number for this student at the institution where s/he had previously studied. This number could be used when an academic transcript is requested.
- G. **Qualification** (A6) The equivalent qualification code at this institution of the qualification obtained by the student at the other institution. This field is not mandatory. The <LIST> function may be used to find the valid qualification codes. The Description (A40) A forty character field is available for the name of the qualification for which the student was enrolled at the other institution.
- H. **Result** (A2) The equivalent of the result the student got at the other institution.
- I. **Remark** (A30) A thirty-character field is available to comment on the particular entry.

#### 2.2.1.14. Post School Academic Activities - Subjects {SREGB-1b7}

Subject detail would normally only be entered if a student intends applying for exemption on the basis of these subjects.

The following information may be entered in respect of each subject passed at the previous institution.

- A. **Year** (N4) The year in which the student registered for the particular subject. The system checks that a qualification was entered in the previous Block with a corresponding year. The <LIST> function will display all valid entries.

- B. **Institution** (N4) The code of the other institution is entered here, as defined in SAPSE 005, Appendix B, and maintained in option {GCS-2}. The <LIST> function will display all valid entries.
- C. **Qualification** (A40) The name of the qualification for which the student was enrolled at the other institution. The <LIST> function will display all valid entries.
- D. **Subject** (A45) The name of the subject passed.
- E. **Mark** (N4) The final mark attained in the particular subject.
- F. **Exemption** (Yes/No) (A1) A ‘**Y**’es or a ‘**N**’o is entered here to indicate whether exemption from a subject at his institution was granted on the basis of the above subject.
- G. **Remarks** (A30) This field is allowed for remarks in respect of each subject. It could be used to indicate the reference for exemptions granted in **F**. above.

The screen shows three records containing the above fields, but any number may be created.

#### 2.2.1.15. *Certificates/Indicators Seen {SREGB-1b8}*

- \* In the Code Subsystem, option {SCODE-22}, those certificates, which may be required from prospective students, can be defined. Specific indicators required for additional information on a student can also be created and linked to the student. It is possible to specify there that certain certificates/indicators should be automatically linked to a new student’s record when it is <COMMIT>ted. Refer Manual “Student Code Subsystem”, for more information.
- \* Letters to students to follow up on outstanding certificates can be handled under option {SLLL2-3} for applicants and under {SLLL3-1} for registered students.
- \* In respect of the certificates, which have already been linked to a student the user merely, has to answer the question “**Seen?**” and enter any appropriate remarks. The default reply to this question is ‘**N**’o.
- \* It is possible to add new certificate records by supplying the following information:
  - A. **Certificate** (A2) The code of the certificate/indicator applicable to the student, as defined in the Code Subsystem {SCODE-22}. The <LIST> function can be used to identify the applicable codes.

- B. **Seen?** (Yes/No) (A1) A “**Y**”es or a “**N**”o indicates whether the certificate has been seen by the institution or whether the indicator is applicable to the student.
- C. **Council Number** (A13) The council number of the certificate that was entered.
- D. **Remarks** (A30) This field is available for remarks in respect of each certificate, e.g. some of the details on the certificate, or the name of the official who actually saw the certificate, or an indication of the place where a copy of the certificate is filed. The Correspondence Subsystem can print these comments on letters to students, more about this in Manual “Student Correspondence Subsystem”. The user is therefore advised to enter these comments in the preferred language of a student.

#### 2.2.1.16. Disabilities {SREGB-1b9}

In the Code Subsystem option {GCS-1}, categories of disabilities can be identified. These codes can be linked to a student to indicate whether any physical disability exists. The information could be used should special arrangements in respect of class attendance or examinations have to be made.

- A. **Code** (A3) The code of the disability category, which applies, as defined in {GCS2-1}. The <LIST> function can be used to identify the applicable codes.
- B. **Remarks** (A250) Any remarks which may apply could be entered here. It could be used to indicate if special apparatus is needed, etc.

**Note:** {SMNT-5} user restriction “SDIS” will give access to the user for the faculty/department. When the user is not linked to “SDIS” then no records can be seen or updated under this block.

#### 2.2.1.17. Secondary School Information {SREGB-1b10}

Enter the history of the Secondary School for the Student.

- A. **From Year** (N4) The start year of the student attending this school.
- B. **Month** (N2) The start month from when the student attended this school.
- C. **To Year** (N4) The end year of the student attending this school.
- D. **To Month** (N2) The end month until when the student attended this school.
- E. **Secondary School Code** (A6) The School Code {SCODE-1} of the school which the student attended during this period.

### 2.2.1.18. Student Activities {SREGB-1b11}

This is only a Query option; no update can be done here. The updates are done at {SDSERI-1}.

This option is fully discussed in Manual “Student Service Centre Subsystem”.

### 2.2.2. Dissertation Details {SREGB-3} ↵

This information **applies to post-graduate or post-diplomat students only**. More than one record may be entered per year and per qualification, and it is suggested that changes in titles, etc., be handled by creating new records rather than by updating the existing information.

- A. **Student Number** (N9) The name will be displayed
- B. **Title** (A600) The proposed or approved title of the student’s dissertation (or thesis). Note that although only 80 of the 600 characters are displayed at one time, the display will scroll to display the full text. Enter will leave a blank line, tab to go to the next field.
- C. **Dissertation Title Accepted?** (A1) The following values can be used.
  - (Y)es if the title is accepted. The date of acceptance must be entered and the student must be registered for a qualification.
  - (N)o if the title is not approved.
  - (P)roposed - If the title is proposed the student need not be registered for a qualification yet.
- D. **Date** (DD-MON-YYYY) The date of approval. This field can only be entered when the Title is Accepted – “Y”es.
- E. **Number of Terms** (N2) Number of terms to complete these studies.
- F. **Board No** (A10) Board number where the title was accepted.
- G. **Date of Decision to Inform** (DD-MON-YYYY) The date the decision was made to inform other institutions of accepted title.
- H. **Board No** (A10) Board number where the decision was made to inform other institutions of accepted title.

- I. **Promoter** (N9) The personnel number of the promoter or study leader of the student is required. This person must be a staff member who exists in the Personnel System. The name is displayed. The <LIST> function can be used to identify the applicable codes.
- J. **Decision Date** (DD-MON-YYYY) The date the decision was made to appoint the promoter.
- K. **Board No** (A10) Board number where the decision was made to appoint the promoter.
- L. **First Co-promoter** (N9) The personnel number of the first co-promoter (optional). The <LIST> function can be used to identify the applicable codes.
- M. **Decision Date** (DD-MON-YYYY) The date the decision was made to appoint the first co-promoter.
- N. **Board No** (A10) Board number where the decision was made to appoint the first co-promoter.
- O. **Second Co-promoter** (N9) The personnel number of the second co-promoter (optional). The <LIST> function can be used to identify the applicable codes.
- P. **Decision Date** (DD-MON-YYYY) The date the decision was made to appoint the second co-promoter.
- Q. **Board No** (A10) Board number where the decision was made to appoint the second co-promoter.
- R. **Third Co-promoter** (N9) The personnel number of the third co-promoter (optional). The <LIST> function can be used to identify the applicable codes.
- S. **Decision Date** (DD-MON-YYYY) The date the decision was made to appoint the third co-promoter.
- T. **Board No** (A10) Board number where the decision was made to appoint the third co-promoter.
- U. **Qualification** (A6) The <LIST> function will display all qualifications which the student is registered for. The following will be displayed Qualification code, Qualification description, Start Year, End Year and Primary indicator. When the record is entered then these fields will be displayed.
- V. **Dissertation Start Year** (N4) The Start Year of registration in respect of which this entry is being made. This is not required for a proposed dissertation.

- W. **Dissertation End Year** (N4) The End Year of registration in respect of which this entry is being made. This is not required for a proposed dissertation.
- X. **Primary** (A1) Is this the primary Qualification of the student? “Y”es/”N”o.
- Y. **Remarks** (2xA200) This field may be used for remarks on the student’s progress.
- Z. **Examination Panel** (2xA60) Detail of the examiners appointed for this candidate can be entered here.

### 2.2.3. Quick Biographical Create {SREGB-4} ↵

This option allows the user to create a short biographical record for a student that consists of the minimum number of fields in order to speed up the registration process for students who did not previously apply. *It is necessary to update the full biographical information for a student as soon as possible after registration.*

The fields in this option are listed below. All of them exist in the full biographical detail of a student and are discussed in detail in {SREGB-1}.

#### Block 1: Biographical Details

- Search on Surname** (A30)
- Student Number** (N9)
- Title** (A5)
- Year** (N4)
- Initials** (A6)
- Surname** (A30)
- Alternate Surname** (A30)
- First Names** (A40)
- Alternate First Names** (A40)
- Birth Date** (DD-MON-YYYY)
- Gender** (A1)
- ID Number** (A13)
- Passport Number** (A15)
- Preferred Language** (A1)
- Student Type** (A2)
- Currency Code** (A5)

Block 2: Contact Details

Block 3: Address Details

When Validation **UR** is set to 'Y'es under {SMNT-1b1} the program will copy the postal address to the Alumni Subsystem if the student is already on the Alumni Subsystem.

Block 4: Communication Details

#### 2.2.4. Textual Data Per Student {SREGB-5} ↵

This option is used to record any additional textual data in respect of a student. The textual data found on the CAO tape (for subscribers to the Central Applications Office/Bureau) is downloaded into this option.

This two-Block option consists of the following fields:

##### **Block 1: STUDENT INFORMATION {SREGB-5b1}**

- A. **Student Number** (N9) The student's initials and surname are displayed.
- B. **Year** (N4) The calendar year to which the remarks apply. The <LIST> function will display all the years the student is registered for.
- C. **Block** (A2) The registration block to which the remarks apply. The system validates that the student must either be registered for the combination of the year and block combination or must have an application record for this combination. The <LIST> function will display all the blocks the student is registered for the year in the previous field.
- D. **Text Type Code** (A10) The text type in respect of which remarks are stored in the next Block. These codes are created in option {SCODE3-8}. The internal text code is used, but the description which, is displayed is the description of the external text code. This is like a heading for the Remarks below, to group it together.

##### **Block 2: REMARKS {SREGB-5b2}**

- A. **Line No.** (N3) A line number is allocated to each line of remarks entered.
- B. **Text** (A100) The remarks that must be entered for the student.

#### 2.2.5. Short Biographical Detail {SREGB-6} ↵

This option allows the user to create a short biographical record with some financial information for a student, which consists of the minimum number of fields in order to speed up the registration process for students who did not previously apply. *It is necessary to*



update the full biographical information {SREGB-1} for a student as soon as possible after registration.

The fields in this option are listed below. Page one consists of the full biographical detail of a student and is discussed in detail in {SREGB-1}.

Block 1: Biographical Details page one

**Search on Surname** (A30)  
**Year** (N4)  
**Student Number** (N9)  
**Date Changed** (DD-MON-YYYY)  
**Enquiry Number** (N7)  
**User** (A8)  
**Title** (A5)  
**Initials** (A6)  
**Surname** (A30)  
**Alternate Surname** (A30)  
**First Names** (A40)  
**Alternate First Names** (A40)

Block 1: Payment Details page two

**Birth Date** (DD-MON-YYYY)  
**Gender** (A1)  
**ID Number** (A13)  
**Passport Number** (A15)  
**Student Type** (A2)  
**Preferred Language** (A1)  
**Currency Code** (A5)

Block 1: Payment Details page three

**Payment Method** (A1) (A)CB, Che(Q)ue and (S)top Order  
**Payroll Number** (A16) Only if previous field is Stop Order  
**Payroll Region** (A4) Only if previous field is Stop Order. The <LIST> function will display valid values.

Block 1: Bank Details page three

**Bank** (N2) The <LIST> function will display valid values.  
**Branch** (N6) The <LIST> function will display valid values.  
**Bank Account Type** (A1) (C)urrent, (S)avings or (T)ransmission account.  
**Account Number** (N24) Account Number of the Account specified above.

Block 2: Contact Details

Block 3: Address Details

When Validation **UR** is set to 'Y'es under {SMNT-1b1} the program will copy the postal address to the Alumni Subsystem if the student is already on the Alumni Subsystem.

Block 4: Communication Details

## 2.3. ACADEMIC REGISTRATION MENU {SREG-3} / {SREGAR}

### 2.3.1. Qualification / Subject Registration {SREGAR-1} ↵

In the case of both existing students and new applicants, the registration process consists of linking the student first to the qualification and then the subjects that are being enrolled for.

- \* In the case of new students, who have not previously been recorded as applicants, the facilities for “Quick Biographical” can be used. Press <PREVIOUS BLOCK> to get to the Quick Biographical Create. The screen is the same as {SREGB-4}.

#### Block 1: QUALIFICATION INFORMATION {SREGAR-1b1}

*This option should **not** be used for general queries since the facilities under option {SSTUDY-21} are much more useful for this purpose. A student number is mandatory for a query.*

The following information is involved in registering a student:

- Start Year** (N4) The start calendar year for which this student is being registered are entered here.
- Block.** (A2) The Academic block for which this student is being registered is entered here. The system will check that registrations for the combination of the Year and Block are currently allowed in terms of the registration system cycles as defined under option {SREG-1}. The <LIST> function on the block field will display all academic blocks.
- End Year** (N4) The end calendar year for which this student is being registered is not updateable, the program will default the year of the end date of the block as specified in {GOPS-1}.
- Date** (DD-MON-YYYY) This is the system date of the registration. It cannot be updated.
- Complete Qualification?** (A1) This field is not user-updateable and is relevant only in the case of concurrent registrations or overlapping registrations during an academic period. For new records this field will default to ‘N’o. If there was a previous registration, this field will be updated to ‘Y’es for that previous record. When this field is ‘Y’es the qualification is still active but no more subjects can be added to this qualification, the subjects are active and can be dealt with as normal. The record with ‘N’o in this field is the more recent qualification and subjects can be added to this qualification.

- F. **Primary Qualification?** (Yes/No) (A1) This field is not user-updateable and is relevant only in the case of concurrent registrations or more than one registration during an academic year. For new records this field will default to “**Y**”es. If there was a previous registration, this field will be updated to “**N**”o for that previous record. (STATS headcount reports will use the Primary Qualification).
- G. **Student Number** (N9) The student number of the student to be registered is entered here. This number could have been allocated at the registration stage during the creation of a registration record under option {SREG-2}, or with the facility of quick biographical.
- H. **Qualification Number** (N2) The system allocates a sequential number to each qualification registered for a particular student in a particular Registration year.
- I. **Qualification** (A6) The code of the qualification {SACAD-1b2}, see Manual “Student Academic Structure Subsystem”, for which the student enrolls, is entered. *A student may be enrolled for any number of qualifications. The implications of registering a student for more than one qualification in a year are discussed above.* The <LIST> function will display the active, valid qualifications for this Academic block.
- J. **Offering Type** (A2) The offering type, see {SACAD-1b5} Manual “Student Academic Structure Subsystem”, for which the student enrolls, is entered here. The combination of qualification, block and offering type must be a valid one. The <LIST> function will display the possible offering types.
- K. **Meals** (A1) Link to the Meal System (Y)es/(N)o. (Y)es will create a record in the Meal System.
- L. **Generate Subjects** (A1) A (Y)es, (P)lanned subjects or a (N)o is entered here (default to (N)o). If a (P)lanned subjects is entered all the subjects that is entered under {SNAPPA-1/3} that does have a status of “admitted” will be generated here. If a (Y)es is entered, the system will select from the validations table {SMNT-1} the option(s) that indicate which subjects must be generated for this Qualification. These options are:
- “GA” - Generate all active mother/modules/subjects for the same study period
  - “GB” - Generate all mother/modules/subjects for the same study period and block
  - “GC” - Generate all compulsory mother/modules/subjects for the study period

If the validation “GA” is active, the other two options cannot be used. If validation “GA” is not active options “GB” and “GC” may be used together or separately.

The Subject information will be displayed below *after this Block has been <COMMIT>ted*. This feature can speed up the creation of subject records.

- M. **Study Period** (A1) This field is used to indicate the period of study of the student. The system will validate that this is a valid period of study as defined under option {SCODE-30}, and that this combination of Qualification/Offering type and Period of Study has been defined under {SACAD-1b6} see Manual “Student Academic Structure Subsystem”.

**Note:** that a check against the quota for this combination, as it was entered under option {SACAD-1b6}, will be made when this record is <COMMIT>ted, provided that the validation “QU” has been set to (Y)es under option {SMNT-1b1}. The validation runs per Qualification, Offering Type and Study Period.

- N. **Final Year** (A1) A (Y)es or a (N)o indicates whether the student is currently in the final year for his/her qualification. If a (Y)es is entered, this student will be selected for reports on students who may potentially qualify at the end of the year. This field will default to a (Y)es when the Qualification Study Period combination is marked as a Final Year on {SACAD-1b6}.
- O. **Global Group** (A7) This field can be used to link together students on a more global level, e.g. all first year Civil Engineering students. This field does not link to any code structure and any code may be used.
- P. **Can Student Complete in Time?** (Yes/No) (A1) A (Y)es or a (N)o can entered here to indicate whether the student can still complete his/her qualification in the minimum time that is applicable to this offering type.
- Q. **Attendance** (A1) What kind of qualification enrolment is this, (E)xchange / (P)artial Attendance / (N)ormal / (O)ccasional or E(X)am only.
- R. **Institution Of Choice** (N4) The Institution where the student is from, normally used for exchange students, to indicate that the institution will award the qualification. This field can be update at {SREGH-1}. The <LIST> function will display the possible Institutions.
- S. **Validate?** (MS) **Matric Subject Pre-requisites** (Yes/No) (A1, A1)  
**(ET) Exam Timetable** (Yes/No) (A1, A1)  
**(PC) Pre -Co Requisites** (Yes/No) (A1, A1)  
**(LT) Lecturing Timetable** (Yes/No) (A1, A1)  
**(QP) Qualification Pre-requisite/Substitutes** (Yes/No) (A1, A1)

The default for any of these validations can be set in option {SMNT-1b1} to either (Y)es or (N)o. The status for each validation check will be displayed in the first fields. If a default setting is (Y)es, it can be switched off for a specific student, but if the validation is (N)o it cannot be activated at all.

- T. **Cash or Terms** (A1) This registration can be a Cash payment or it can be on Terms. Different fees can be linked for Cash payments than for Term payments.
- U. **Payment Agreement** (A4) Payment Agreement for this qualification, the <LIST> function will display valid values as defined at {FSAM-25}.

*This Block must be <COMMIT>ted before the subjects are entered in the next Block.*

**Note:** that the <DELETE RECORD> command can be used once the qualification has been <COMMIT>ted, *but only on the same day as registration*. This command can be used only on the same day on which the subject was first registered, provided that validation “SS” in option {FSAM-3} is set to “check? = yes”. On any later date the “Cancel Enrolment” option {SREGC-4} must be used or alternatively the “Change Qualification” option {SREGC-1}.

When the user <COMMIT>s this Block, the system validates against Matric Subject Requisites and Qualification Pre-requisites and Substitutes. The user is given a choice whether to continue with the registration or not.

### **Block 2: SUBJECT INFORMATION {SREGAR-1b2}**

- \* The student must next be registered for individual subjects.
- \* **If the “Generate Subjects” option was selected** above, the system will display all the subjects, which were generated, subject to the current System Cycles. The procedure now is to delete the unwanted subjects (if any) by using the <CLEAR RECORD> command for each such case, and ensuring that the information in Block, Class Group and Exam Type below is correct for each of the remaining subjects. Other subjects in the curriculum may be added. The Block may then be <COMMIT>ted.
- \* **If no subjects were generated automatically**, a record must be created for each subject by supplying the appropriate subject code and verifying that the balance of the information is correct. When all subjects have been entered, this Block may be <COMMIT>ted.

\* **IMPORTANT:** Once a subject record has been <COMMIT>ted, none of its fields are updateable in this Block. If changes must be made, the subject must be deleted (if on the same day as registration) or the changes must be made via option {SREGC-7}.

**Note:** that the <DELETE RECORD> command is only used once the subject records have been <COMMIT>ted. This command can be used only on the same day on which the subject was first registered, provided that validation “SS” in option {FSAM-3} is set to “check? = yes”. At any later date the “Cancel a Subject” option {SREGC-4} must be used.

- A. **Subject** (A7) A Subject Code, as created under option {SACAD-1b9}, is entered here. The name of the subject will be displayed. The <LIST> function will display all active subjects for the qualification entered in Block 1.
- B. **Offering Type** (A2) The Offering Type defaults to that of the qualification, but may be changed to any valid Offering Type for this subject. The <LIST> function will display all active Offering Types for the subject as defined on the curriculum {SACAD-1b14}.
- C. **Block Code** (A2) The academic block for which this subject is registered. The combination of subject and academic block must be valid under option {SACAD-1b12}. *This block need not correspond to the block for which the qualification is registered.* The <LIST> function displays all valid blocks for the subject/offering type combination.
- D. **Examination Type** (A1) This field will default to “N” indicating a normal enrolment. It is possible to update the field to any other examination type that was defined for this Block under option {SCODE2-2b3}. Using the <LIST> function can see the allowable values.

If the block code that is used has been defined as an exam-only block, the system will validate that the exam type must be defined as an exam-only attendance.

If the exam type is defined as a normal attendance, the system will check that the subject is active on the curriculum {SACAD-1b14}. If the exam type is defined as an exam-only attendance, the system will check that the subject is either active or active for exam purposes only on the curriculum {SACAD-1b14}.

- E. **Class Group** (A2) The field defaults to “A”. It is therefore necessary that an “A” class group must exist on the Academic Structure option {SACAD-1b11}. If several class groups exist for this subject/offering type combination, see Manual “Student Academic Structure Subsystem”, the student may be enrolled in any one of these.

The <LIST> function displays all valid primary class groups for the subject/offering type combination.

- \* A facility has been created to assign students to class groups according to criteria. The facility is controlled through two validations on {SMNT-1}. If validation is on then students will be assigned to class groups according to the criteria. If validation is off, then program will assign all students to class group A, unless the user changes it to another valid class group.
  - \* On {SMNT-1} two validations have been created:  
 “MM” – Assigning Class Groups  
 “M1” - Check for Clashes on Lecturing Timetable when assigning to Class Groups is done. If the user wants to use the functionality of “M1” then the validation “MM” must be activated as well.
  - \* On {SACAD-1b8} the user will indicate the priority/minimum/maximum (criteria) for each class group.
  - \* On Registration if validation “MM” is “Y”: The registration program will automatically assign students to the lowest priority class group. All class groups are filled up to their minimum levels. Thereafter the program will fill the class group up to their maximum levels. No registration will be allowed if all the class groups are filled to their maximum levels.
  - \* On Registration if validation “MM” & “M1” are “Y”: The same applies as discussed for MM with the only difference being that the program checks whether the class groups which are assigned to the student do not clash on the lecturing timetable. If this is the situation then the program will search for another class group without creating a clash. If a clash free class group cannot be found the program will not allow the registration to take place. A pre-requisite for this validation is that a Lecturing Timetable must exist for the registration year.
  - \* The program has been changed not to validate for an active class group on the academic structure if the subject registration is an exam only registration.
- F. **Examination Year** (N4) The year in which the student will write examinations. The system will default, the Exam year and Month, as defined at {SCODE2-2b3}, with the same block and Exam Type (that you want register the subject for) and the year greater or equal to the start year in block 1, with the smallest sequence. The field can be changed.
- G. **Examination Month** (N2) The number of the month in which the examination in this subject will be written, will be displayed in this field. The month is updateable but has to be defined at {SCODE2-2b3} for this combination of academic block, exam type and exam year.
- H. **Cancelled** (A1) Normally a “N” will be displayed here. A “Y” will, however, be displayed if the subject in question was cancelled subsequent to the initial registration on this screen. This information is useful when subject changes are made subsequent to the initial registration.



- I. **Payment Agreement** (A4) Payment Agreement for this subject, the <LIST> function will display valid values as defined at {FSAM-24}.
- J. **Credit Point** (N6.2) Display the credit on {SACAD-1b9} if the result is null or leads to a 'P' on {SCODE-23}, only if the indicator "Include In Calc For GPA/SWA" on {SSTUD3-3b3} is set to 'Y'es.

The following quota checks can be done by the system, provided that the validations have been set to (Y)es in option {SMNT-1b1}:

- \* **"CQ" - Check Quota per Curriculum**  
This validation uses the quota on the curriculum table {SACAD-1b14}. The quota test is done per qualification, subject and offering type.
- \* **"SQ" - Check Quota per Subject/Offering Type**  
This validation uses the quota on the subject / offering types table {SACAD-1b10}. The quota test is done per subject and offering type only.
- \* **"CG" - Check Quota Class Groups**  
This validation uses the quota on the subject / offering type / class group table {SACAD-1b11}. The quota test is done per subject, offering type and class group.

The validation **CA** - Check Subject Registration Attempts, will stop the registration of the subject if the student is registered more times than the value entered at option {SSTUD3-1} or for a specific subject type in option {SCODE-27}.

When the user leaves this Block, the system validates against Lecturing and Exam Timetables and Pre- and Co-requisites according to the settings above, *displaying a report on the screen if it detects any violations*. After the last validation report has been viewed, the next Block is reached by closing the report.

The user may choose to ignore these errors, in which case the student remains registered for all the subjects as they appear in this Block.

### **Block 3: SERVICE CENTRE INFO/REGISTRATION PRINTOUTS** {SREGAR-1b3}

- **Generate Service / Promotion Centres** (Yes/No). Students can be automatically linked to their Service / Promotion center according to the student's postal code.
- **Update Service / Promotion Centres** (Yes/No). If linking was done with previous option, changes can be made if the indicator is changed to yes; the user can view the automatically linking and can make applicable changes. If no linking was done with previous option the user can insert information for each student individually or the

option could be ignored. This screen is the same as {SDGUIM-2} and fully described in manual Distance Ed Study Guide Subsystem.

- **Generate Registration Printouts?** (Yes/No) and presses <RETURN>. If the reply was (Y)es, a printout will immediately be produced for this student.
  - Together with the standard registration printouts the user will have the choice to add additional printouts.
    - On {SMNT-1} where the user indicates the choice of registration printout the user can also indicate a combination of other printouts:
      - Lecturing Timetable
      - Exam Timetable
      - Prescribed Books
    - The user will indicate with a “Y” if a report is to be printed together with the proof of Registration.

The control of the type of printout is handled under option {SMNT-1b2}. In option {GPRT-3} individual users can be linked to the function “IREG” and a specific printer which is used for the generation of registration printouts. It is possible to link a printer to this function without specifying a specific user, which will result in all registration printouts being generated to that printer for all users, provided that no default printer was linked to a user in option {USERS-5}. The printer in option {GPRT-3} will only be used if the record is active.

It is therefore possible to link users to a specific printer in option {GPRT-3} that must be used during the registration period. If the registration period is over and users may still handle late registrations from their own offices, the default printer for a user in option {USERS-5} can be used by making the record in option {GPRT-3} inactive. If the institution only has one system printer to which the printouts must be routed, no users should be linked to printers individually, but the function “IREG” in option {GPRT-3} must be linked to a printer and all registration printouts will then be routed to that particular printer.

*When the user leaves this Block the system clears all Blocks and is ready for the next student.*

#### **Block 4: QUICK BIOGRAPHICAL CREATE {SREGAR-1b4}**

Block 4 of option {SREGAR-1} is used to create a very brief biographical record to enable new students to be quickly registered on registration day.

- \* When the “Qualification Information” screen appears, the <PREVIOUS BLOCK> key is pressed to reach Block 4. This is the Quick Biographical Create Screen that was discussed above at option {SREGB-4}.

- \* After the information in the Quick Biographical Create has been entered and <COMMIT>ted, the student number is carried over to the next Block and the registration process can proceed as discussed.

*Note: that the above information is merely sufficient to ensure that the student will appear on class lists and can be issued with a statement of account. It is vital for the proper functioning of the system that the other biographical information of these students are entered into the system as soon as possible after registration via option {SREGB-1}.*

### DELETE QUALIFICATION SAME DAY

It is possible to delete a qualification registration for a student **on the same day that this registration was done**. No financial transactions will be reflected on the student's account for either the qualification or the subjects. This action is controlled by the financial section, by Validation 'SS', link to sub system SD at {FSAM-3}, "Delete Qualification/ Subject Same Day", to (Y)es. Both the qualification and all the subjects linked to that particular qualification are deleted from the study record of the student. The system will only allow the user to delete the record if none of the financial transactions for events "03" and "05" {FSAM-1} have been posted yet.

If the primary qualification of a student is deleted, the system will make the latest, uncancelled qualification, the primary record. The payment agreements will be deleted if the primary record is deleted, and the payment agreement for the record, which is now set to primary, will be linked to the student in option {FSAO-4}. When a qualification is deleted, both the qualifications as well as all the subject records are written away to a logfile with program 32. Printing report {SMNTL-1} for qualification deletions can see these values.

### Special Rules pertaining to option {SREGAR-1}

#### Qualifications

- \* This option validates against system cycle "R" in {SREG-1} for the Calendar Year, Block and offering Type combination for which registrations are allowed.
- \* A student may be registered more than once for the same qualification/block code combination in overlapping years. The field "Completed Qualification" will be changed. A warning is given when a student has been registered for any other qualification in that year.
- \* A record can only be queried if the student number is supplied. If no calendar year is entered, the system will use the calendar year for the latest registration cycle. If no record for a student is found in that calendar year, no records will be displayed.

- \* The system will display the description of the qualification according to the preferred language indicator of a student. If the preferred language is “A”, the system will display the alternate description.
- \* The system allocates a sequential qualification number per student, per year. The user cannot update this qualification number.
- \* The user may not update any information in Block 1 once the record has been <COMMIT>ed. If changes are required, the user must either delete the record on the same day as registration or update certain information via option {SREGC-5} “*Annual Registration Information*”, or update the qualification offering type via option {SREGC-9} “*Change Qualification Detail in Bulk*”.
- \* The user restriction “SREG” in option {SMNT-5} is applied to the registration program and will restrict users on either faculty or department level, depending on the value of validation “RV”, “*Restrict per faculty = Y, per department = N*”, in option {SMNT-1}.
- \* The system validates exclusions for the following action codes before registration is allowed:
  - At {SCODE-9} and {SREGL-2}
  - “AR” - Stop academic application and registration
  - “RA” - Stop academic registration
  - “SQ” - Stop registration for a qualification
  - “SF” - Stop registration for a faculty
  - At {FSAC-1} and {FSAO-4}
  - “R” - Stop registration for financial purposes
- \* The system will display the qualification, offering type and study period of the qualification to which a student has been admitted when the first qualification for a student is registered. The system will validate that a student is admitted to the qualification/block combination for that year, before registration is allowed, provided that validation “AF”, “*Only First Qualification (AA)*” has been set to (Y)es in option {SMNT-1}. *This test is done only on the first registration for that year/block.* For all qualification registrations validation “AA” have to be set to (Y)es in option {SMNT-1}, then all qualifications will be tested against the application system.
- \* The system will generate financial transactions for events “03”, “*Registration Fee*” and “05”; “*Qualification Fee*” as set up at {FSAM-1}. The payment agreement linked to the block code of the primary qualification of a student is linked to a student in option {FSAO-4}. If validation “BA” in option {FSAM-3} is set to (Y)es, the system will check for the minimum amount specified on event “03” {FSAC-21} on the student’s account, before registration is allowed.

- \* The test on the qualification pre-requisites is applied as follows:
  - if more than one pre-requisite has been specified in option {SACAD-1b7}, then all pre-requisites must be passed
  - if all pre-requisites have been passed, no substitutes will be checked for
  - If a pre-requisite has not been met, the system will check for a substitute for the pre-requisite only and NOT for substitutes of substitute records.
- \* The same rules apply to the validation on matric subject requirements in option {SACAD-4}
- \* Program will give a warning if the student is registered for a qualification without any subjects linked to that specific qualification

### **Subjects**

- \* Subjects may be registered only for the calendar Year, Block and Offering Type combinations as controlled by the registration cycle “**R**” in option {SREG-1}.
- \* The qualification number and qualification code, of the qualification against which subjects are registered, are automatically linked to the subject.
- \* A sequential subject number is allocated by the system to each registration attempt for the subject in a calendar year. The user cannot change this number.
- \* The system will display the description of the subject according to the preferred language indicator of a student. If the preferred language is “**A**”, the system will display the alternate description.
- \* The offering type and block code of the qualification are used as defaults when a subject is registered, but these may be changed to any allowed values by the user. The offering type and block code of the qualification does not have to correspond with the offering type and block code of the subjects.
- \* The qualification records must exist in Block 1 before subjects may be queried in Block 2. The system will display all registered subjects for the same qualification number in Block 1, excluding exemptions. The subjects are displayed per subject code.
- \* The user cannot register any exemption subjects through this option. Option {SREGAR-3} must be used to register exemption subjects, or to change the enrolment of a normal subject to exemption.

- \* No information can be changed on a subject once the record has been <COMMIT>ted. The user must delete the record same day or change the detail via options {SREGC-6}, {SREGC-7}, {SREGC-8} and {SREGC-9}.
- \* Setting the validation ‘CA’ can control the number of registration attempts in a subject, “Check Subject Reg. Attempts” to (Y)es in option {SMNT-1}. The system will use the information in options {SCODE-27} and {SSTUD3-1} to determine the number of attempts, which is allowed. All un-cancelled attempts will be counted. The program will stop the registration if the student wants to register one more time than the number of attempts.
- \* The system validates exclusions for the following action code before registration of a subject is allowed:
  - “SS” - Stop registration for a subject {SCODE-9} and {SREGL-2}
- \* When a subject is registered for examination-only attendance, the practical and tutorial groups will have no value. If the registration is for attendance purposes only, the examination group, examination year and month will have no value.
- \* The following financial events are triggered when subjects are registered: event “07” (“Subject Fee”) and “17” (“Laboratory Deposit Fee”)

### 2.3.2. Register Additional Subjects {SREGAR-2} ↵

If a student must be registered for additional subjects, i.e. subjects that cannot be taken towards the qualification for which s/he is registered, this three-Block option is selected. The student will already have been registered for his/her normal qualification, and this is **queried** in Block 1 via the student number. Note that the registration of additional subjects is subject to the registration cycles as defined under option {SREG-1}. The entire quota tests for registration applies to the registration of additional subjects as well, if the validation is active.

The following information must be entered in Block 2 (“Subject Information”):

- A. **Qualification** (A6) The code of the Qualification in which the additional subject **is normally taken**. This cannot be the same as the qualification for which the student is currently registered. Using the <LIST> function will display valid values.
- B. **Date** (DD-MON-YYYY) The field will display the system date of the registration will be recorded automatically.
- C. **Subject** (A7) The code of the additional subject. The description will be displayed. The system will validate that the subject can be taken within the curriculum of the above qualification. Using the <LIST> will display valid values.

- D. **Block** (A2) The academic block in which the student will be taking this subject. Using the <LIST> will display valid values.
- E. **Exam Type** (A1) This field will default to 'N' indicating a normal enrolment. It is possible to update the field to any other examination type which was defined for this Block under option {SCODE2-2b3}. Using the <LIST> will display valid values.

If the exam type is defined as a normal attendance, the system will check that the subject is active on the curriculum {SACAD-1b14}. If the exam type is defined as an exam-only attendance, the system will check that the subject is either active or active for exam purposes only on the curriculum {SACAD-1b14}.

*Note: that additional subjects are frequently registered for attendance purposes only, and that a suitable exam type should then be entered.*

- F. **Exam Year** (N4) The year the student will write examinations in. The system will default, the Exam year and Month, as defined at {SCODE2-2b3}, with the same block and Exam Type (that you want register the subject for) and the year greater or equal to the start year in block 1, with the smallest sequence. The field can be changed.
- G. **Offering Type** (A2) The Offering Type of the subject. Using the <LIST> will display valid values.
- H. **Class Group** (A2) This will default to 'A', but may be updated to any other valid code.
- I. **Exam Month** (N2) The number of the month in which the examination in this subject will be written, will be displayed in this field. Using the <LIST> will display valid values.
- J. **Payment Agreement** (A4) Payment Agreement for this qualification, the <LIST> function will display valid values as defined at {FSAM-24}.
- K. **Credit Point** (N6.2) Display the credit on {SACAD-1b9} if the result is null or leads to a 'P' on {SCODE-23}, only if the indicator "Include In Calc For GPA/SWA" on {SSTUD3-3b3} is set to 'Y'es.

### **Block 3: GENERATE REGISTRATION PRINTOUTS {SREGAR-2b3}**

- **Generate Service / Promotion Centres** (Yes/No). Students can be automatically linked to their service center / activity combinations according to the student's postal code.

- **Update Service / Promotion Centres** (Yes/No). If linking was done with previous option changes can be made if the indicator is changed to yes; the user can view the automatically linking and can make applicable changes. If no linking was done with previous option the user can insert information for each student individually or the option can be ignored. This screen is the same as {SDGUIM-2} and fully described in manual Distance Ed Study Guide Subsystem.
- **Generate Registration Printouts?** (Yes/No) and presses <RETURN>. If the reply was (Y)es, a printout will immediately be produced for this student.
  - Together with the standard registration printouts the user will have the choice to add additional printouts.
    - On {SMNT-1} where the user indicates the choice of registration printout the user can also indicate a combination of other printouts:
      - Lecturing Timetable
      - Exam Timetable
      - Prescribed Books
    - The user will indicate with a “Y” if a report must be printed together with the proof of Registration.

The control of the type of printout is handled under option {SMNT-1b2}. In option {GPRT-3} individual users can be linked to the function “**IREG**” and a specific printer which is used for the generation of registration printouts. It is possible to link a printer to this function without specifying a specific user, which will result in all registration printouts being generated to that printer for all users, provided that no default printer was linked to a user in option {USERS-5}. The printer in option {GPRT-3} will only be used if the record is active.

It is therefore possible to link users to a specific printer in option {GPRT-3}, which must be used during the registration period. If the registration period is over, and users may still handle late registrations from their own offices, the default printer for a user in option {USERS-5} can be used by making the record in option {GPRT-3} inactive. If the institution has only one system printer to which the printouts must be routed, no users should be linked to printers individually, but the function “**IREG**” in option {GPRT-3} must be linked to a printer and all registration printouts will then be routed to that particular printer.

#### Special Rules pertaining to option {SREGAR-2}

- \* When a subject is registered, the system will check against validation “**CA**” (“*Check Subject Registration Attempts*”) if this validation is switched on in option {SMNT-1}. The program will stop the registration if the student wants to register one more time than the number of attempts defined at {SCODE-27} or {SSTUD3-1}.
- \* The system will check against status codes for the student in option {SREGL-2} which lead to action “**SS**” (“*Stop Registration for a Subject*”).



- \* If the validations “**CQ**” (“*Check Quota per Curriculum*”) and “**SQ**” (“*Check Quota per Subject Offering Type*”) are switched on in option {SMNT-1}, the system will validate against these quotas.
- \* An additional subject may not be registered against a cancelled qualification.

### 2.3.3. Register Exemption Subjects {SREGAR-3} ↵

This option is used to register exemption subjects for a student who has already been registered for a particular qualification. *Note that the exemption subject must be valid in the curriculum of the qualification of the student, but not necessarily active.* Exemption subjects may only be registered in respect of blocks that are currently valid in the exemption system cycle “B”.

The option consists of three Blocks. The student’s current enrolment must be **queried** in Block 1, displaying his/her qualification information. *When a general query is done in the subject Block, the system will display all the subjects for which a student is registered for the year. Note that the (E) examination cycle(s) and (F) change marks and results cycle(s), for which the final marks and results must be suppressed, is displayed in Block 2.*

If a subject for whom the student is currently enrolled is to be changed to an exempted subject, the user must ensure that the cursor is situated on the correct record. The information in Block 3 consists of:

- A. **Date** (DD-MON-YYYY) The system defaults to the system date, which cannot be changed by the user.
- B. **Subject** (A7) The subject code, for which exemption is to be granted, is entered. The description is displayed. Using the <LIST> will display valid values.
- C. **Cancelled** (A1) If a subject has been cancelled, a value of (Y)es will be displayed here. It is not possible to update any information in respect of a subject, which has been cancelled.
- D. **Offering Type** (A2) The Offering Type will default to the offering type of the qualification in Block 1 above. Using the <LIST> will display valid values.
- E. **Block** (A2) The academic block for which this subject is exempted. Using the <LIST> will display valid values.
- F. **Payment Agreement** (A4) Payment Agreement for this qualification, the <LIST> function will display valid values as defined at {FSAM-24}.

- G. **Exemption** (Yes/No) (A1) When a subject is entered, this field defaults to (Y)es since only exemption subjects may be registered here.
- H. **Type of Exemption** (A1) A valid Exemption Type Code, as created under option {SCODE-30}, must be entered here in respect of each exemption. The <LIST> function will display all the allowed values.
- I. **Final Mark** (N4) A mark for the exemption subject may optionally be entered. This is normally only done in the case where the exact equivalent of this course was passed at another institution.
- J. **Result Code** (A2) A result code can be entered in respect of this exemption subject. Using the <LIST> will display valid values.
- K. **Credit Point Y/N** (A1) Should this subject be included in the calculation of the credit point.

Entering the next Block

**Generate Registration Printouts** (Yes/No) replying (Y)es can generate a statement (and other registration reports).

If there are any study guides to cancel when a subject is changed from exemption 'N' to exemption 'Y', the screen "Cancel Outstanding Study Material" will appear. The user have to indicate "Can the student return it Y/N?". The right stock adjustments will be done with this question.

**Note:** All changes (updates) made under this option is written to a special log file under option {SMNTL-2}. This can be printed out at regular intervals and used to make journal entries in student accounts where necessary. The credits and debits will be 100% applied when the Exemption is changed

#### Special Rules pertaining to option {SREGAR-3}

- \* Only exemption subjects may be registered in this option. Subjects, who have been incorrectly registered as normal subjects, may be changed here to exemption. Subjects, who have been incorrectly registered as exemptions, may be changed to normal registrations.
- \* If a final mark and/or result has been entered on an exemption subject, and the registration of the subject is changed to normal attendance, the final mark and result code will be deleted. The examination month will be linked to the record and the class group will be set to "A".

- \* Subjects registered in this option will be linked to the same qualification code and qualification number as the qualification in Block 1.
- \* The system will check against the system cycle “B” for the valid year and dates during which exemptions may be registered.
- \* Cancelled subjects may not be updated in this option.
- \* The Financial exclusion “R” (“*Stop Registration*”) is checked during registration of subjects in this option.
- \* The Student exclusion “SS” (“*Stop registration for a subject*”) is checked during the change from Exemption ‘Y’es to Exemption ‘N’o.

2.3.4. Validate Module Subjects For Registration {SREGAR-21} ↵

This report is used to identify students who are registered for mother subjects, but not for their modules.

USER SELECTION: Calendar Year  
 Block Code or Enrolment  
 Start - End Block Code for Mother Subjects  
 Start - End Block Code for Module Subjects  
 Faculty Code or ALL  
 Qualification Code or ALL

PRINT SEQUENCE: Per Faculty, Qualification, Student Number, and Subject

SYSTEM SELECT: Students with mother subjects, but no modules  
 Students with module subjects but not mother subjects  
**Exclude:** Cancellations

Date : 25-FEB-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program : im3rpt.rdf		Validation Of Registration Of Module/Mother Subjects			
		Calendar Year : 2000 Enrolment Block Code : 0			
		Faculty Code : all Qualification Code : all			
		For Mother Subjects Blocks : 0 - ZZ			
		For Module Subjects Blocks : 0 - ZZ			
Faculty : 10 BUSINESS SCHOOL					
Student		Mother	Module	Reason	
Number	Name	Subject	Subject		
Qualification : 100A-1 B DOMESTIC SCIENCE (CLOTHING)					
200000691	G KIRSIEN	MOEDER1	CLOIDES	Not Enrolled For This Module Subject	
		MOEDER1	CLOIHS	Not Enrolled For This Module Subject	
		MOEDER1	PATCON1	Not Enrolled For This Module Subject	
200001418	K VAN DER BANK	MOEDER1	CLOIDES	Not Enrolled For This Module Subject	
		MOEDER1	CLOIHS	Not Enrolled For This Module Subject	
		MOEDER1	PATCON1	Not Enrolled For This Module Subject	
Date : 25-FEB-2000		INTEGRATED TERTIARY SOFTWARE		Page : 2	
Program : im3rpt.rdf		Validation Of Registration Of Module/Mother Subjects			
		Calendar Year : 2000 Enrolment Block Code : 0			
		Faculty Code : all Qualification Code : all			
		For Mother Subjects Blocks : 0 - ZZ			
		For Module Subjects Blocks : 0 - ZZ			
Faculty : 7000 CLOTHING AND INTERIOR					
Student		Module	Mother	Reason	
Qualification : BLOTH B. CLOTHING DESING					
199901252	P DE JAGER	CLOIDES	MOEDER1	Not Enrolled For Mother Subject Of This Module	
		CLOIHS	MOEDER1	Not Enrolled For Mother Subject Of This Module	
200200097	BA BOIHA	CLOIDES	MOEDER1	Not Enrolled For Mother Subject Of This Module	
		CLOIHS	MOEDER1	Not Enrolled For Mother Subject Of This Module	
End Of Report					

## 2.4. RESIDENCE REGISTRATION AND MOVEMENTS {SREG-4} ↵

This two-Block option is used for the registration of students in residences and to record student movements in and out of residences, whilst generating the required fees automatically. *Registration of a student who is also resident in a residence takes place in two separate actions, which need not occur on the same day.* (The academic registration is dealt with in option {SREGAR-1}).

- \* If a student **already has a biographical record**, which would be true for all students who had been registered before, as well as for all persons who were dealt with in the Applications Subsystem, the residence registration can occur directly via Block 1 (“Residence Movements”).
- \* If a student, who has **not previously been registered at the institution, and who has not applied for admission**, is allowed to move into a residence, a “Quick Biographical Create” option (Block 2) is available to speed up the process. To reach this Block the <NEXT BLOCK> key is pressed when the user is in the “Residence Movement” Block. The Quick Biographical block is discussed more fully above.

Validation “RR” for Student Debtors has been added. If the validation is set to yes at {FSAM-3} then finances will be done automatically.

It is possible to check that a student has been registered academically before residence registration is allowed, by setting the validation control “AR” in option {SMNT-1} to yes.

It is possible to check that a student has been admitted for this residence before residence registration is allowed, by setting the validation control “HA” in option {SMNT-1} to yes.

In respect of Block 1, “Residence Movements”, the following fields apply:

- A. **Search on Surname** (A30) This field can be used to do a search on specific surnames of students. The user must <ENTER QUERY>, type in the surname and use the <LIST> function. The system will display the records of students with the same surname who have been registered previously or currently. The surname, initials, calendar year of registration, qualification registered for and the study period of the qualification is displayed for the students.
- B. **Student Number** (N9) If a student has just been allocated a student number in Block 2, that number will be transferred to this Block; otherwise the number has to be entered. The student’s name and gender will be displayed. If the student was previously admitted to a residence under option {SNAPPA-4}, the year, block, residence code, floor and room will also be copied to this option.

- C. **Year** (N4) The calendar year of the residence registration is entered here.
- D. **Block** (A2) The block (or period) for which the student will be staying in residence is entered here. Blocks are defined under option {SCODE2-1} and are linked to start and end dates under option {GEN-8b2}. The values can be viewed with the <LIST> function.  
*When this field is entered, the “Date In” field below will be updated automatically with the start date of the applicable block. The date can be viewed at {SGCS-1b2}.*
- E. **Gender** (Male/Female) (A1) Is a display field only.
- F. **Residence** (N4) The building code of the residence in which the student will be staying, is entered here. Building codes are defined in the Space Inventory System option {SPCS-4}, and may be viewed with the <LIST> function.
- G. **Floor** (N2) The floor in the residence is entered here.
- H. **Room Number** (A7) The number of the room is entered here. The floor and room must be fully defined in the Space Inventory System option {SPOPS-1} before a record can be created here. The room description will be displayed, as well as the number of stations (places) and the room fee. (The input of fee information is handled in the Finance System in option {FSAM-1b2/4}, and it is not possible to change the fee on this screen).
- I. **Stations** (N5) This field will display the amount of people that can stay in this room, it is set up in the Space Inventory System {SPOPS-1}. The system will also check that more students can be placed in an available room.
- J. **Date In** (DD-MON-YYYY) The date when the student moved into the residence is entered here. Dates of the normal full period of operation of the residences are kept in the ‘*Residence Period Census Dates*’ option {GOPS-1b2} in the General Support System. The Start Date for the applicable block will be obtained from there, and written in this field. The user may overwrite this date.

The following two fields need be completed *only if a student who is in a residence moves to another room in the same residence or another residence, or cancels his/her residence registration altogether.*

- K. **Date Out** (DD-MON-YYYY) If the student moves out of the residence *during the term*, the date is entered here. This date is automatically updated when a student cancels his/her *primary* enrolment as set out in option {SREGC-3}. It is also NOT necessary to update this field at the end of a particular block, as the system will assume that this is the end date as specified under “*Residence Period Census Dates*”, option {GOPS-1b2}. *Even though it is not a requirement, it is possible*

to enter a “date out” at the end of the block in which students are registered. This end of block can be indicated by the reason (E)nd of Block as indicated in the Reason below. This date can’t be changed and have to be cleared (un-cancelled) before the date can be corrected, this is for the financial implications.

- L. **Reason** (A1) The reason for leaving the particular residence room is supplied here. Allowed values are (T)ransfer, (C)ancellation, (E)nd of Block. “T” will be used when a student moves to another residence or room, “C” if s/he leaves the residence altogether and (E)nd of Block at the end of the period.

If a record was created with a “T” value, a new record must also be created for the same student with the new room details and a “date in” one day after the “date out” of the previous record. *The system will automatically generate another record and the user need only enter the information with respect to Residence, Floor and Room Number and Date In.*

Any movement of a student, or any re-registration of a student, or the cancellation of his/her record, will result in debits being passed to the student’s account. Credits will be generated only if the reason has been indicated as a “T” or “C”.

The exact number of days that students remained in institutional housing during the year is required for STATS Table 2.18. This option allows the system to take account of all student movements when calculating the residence FTE’s. The start and end dates for each year and academic block are input into the system in the “Residence Period Census Dates” option {GOPS-1b2}, and are used in this calculation.

- M. **Cash or Terms** (A1) This registration can be a Cash payment or it can be on Terms.
- N. **Payment Agreement** (A4) Payment Agreement for this qualification, the <LIST> function will display valid values as defined at {FSAM-24}.

## 2.5. LIMITATIONS ON STUDENTS MENU {SREG-5} / {SREGL} ↵

This menu allows for the recording of various limitations that can be recorded on students or potential students. These include:

- \* Recordings of the results of disciplinary hearings in option {SREGL-1}.
- \* Linking of students to different status codes at {SREGL-2}, which activate specific actions as linked at {SCODE-9}. The following actions can be activated for students:
  - AR Stop academic application/registration  
{SREGAR-1}/ {SGUIDI-1}/ {SCOUR-3/5}/ {SNAPPA-1/3}
  - ER Stop Exam Registration  
{SSTUD4-21}/ {SSTUD4-22}/ {SSTUD4-2}
  - HA Stop residence application/registration  
{SNAPPA-2/4}/ {SREG-4}
  - HR Stop residence registration  
{SREG-4}
  - NA No Action  
{SDENQR-3}
  - PA Stop print of academic records  
{SSTURA-1/2}
  - PC Stop print of credit certificate  
{SSTURA-3}
  - PD Stop print of diploma  
{SSTUR1-2}
  - PE Stop student enrolment/subjects print  
{SREGR-22}
  - PF Stop print of enrolment form  
{SREGF-2}
  - PO Stop print of certificate of conduct on AR  
{SSTURA-2}
  - PP Stop print of progress report  
{SSTUR2-21}
  - PW Withhold examination results  
{SSTURN-1-5}/ {SSTURR-1/2}/ {SEXAM6-1/2}
  - RA Stop academic registration  
{SREGAR-1}/ {SGUIDI-1}/ {SCOUR3/5}
  - SF Stop registration for a faculty  
{SREGAR-1}/ {SGUIDI-1}/ {SCOUR3/5}/ {SREGC-1}
  - SQ Stop registration for a qualification  
{SREGAR-1}/ {SGUIDI-1}/ {SCOUR3/5}/ {SREGC-1}
  - SS Stop registration for a subject  
{SREGAR-1/2/3}/ {SGUIDI-1}/ {SCOUR3/5}



- \* Exclude External Students, with validation 'EX' at {SMNT-1} students can be stopped to register or to do applications if the student has been excluded from other institutions for some reason. {SREGL-3}.
- \* Results of psychometric scores can be recorded under option {SREGL-4}.
- \* Activating the withholding of the results of groups of students on the basis of outstanding documentation, option {SREGL-5}.

### 2.5.1. Disciplinary Steps {SREGL-1} ↵

This option allows for record keeping in respect of the results of disciplinary hearings. It is for record keeping only and does not activate any limitations on a student.

- A. **Student Number** (N9) The number is used to query existing records in respect of a student, or to enter new records. The student's name is displayed.
- B. **Year** (N4) The year when this record was created.
- C. **Council Meeting** (A10) A reference to the meeting or hearing at which the decision was made.
- D. **Memo Field** (2xA80) Two lines are available for indicating the nature of the charge and the decision of the disciplinary body.

### 2.5.2. Link Student Status Codes {SREGL-2} ↵

Status codes are defined in option {SCODE-9} and can be linked to an action, as listed above. In this option the different status codes which may apply to a student are linked. The period for which this status code is active can be indicated.

*Status codes may be defined in the Student System, Finance System and Library System. Only codes defined in the Student System may, however, be entered or deleted in this option.* The following fields may be entered:

The program will write all the status changes to the log file program executed via option {SMNTL-1} with option 12 in program. Changes that are captured in the log file are:

- Insert of a new record
- Change of the start date
- Change of the end date
- Delete of a record

- A. **Student Number** (N9) The student to whom a status must be linked. The student's initials and surname are displayed on the next line.
- B. **Start Date** (DD-MON-YYYY) The date on which this status comes into effect. When the record is entered the system defaults to the system date, but the user may change this.
- C. **End Date** (DD-MON-YYYY) The date up to which the status is active. If no end date is entered, the status will apply until it is removed or an end date is entered.
- D. **Status Code** (A4) The applicable status code. More than one status code may be linked to a student. The <LIST> function can be used to select valid status codes, from {SCODE-9}. The short name of the status code, as well as the action code and System which is linked to the status, are displayed.
- E. **Exclusion Code** (A7) If a student is linked to a status code for any one of the following actions, the Exclusion Code must be entered. The description of the exclusion ("Faculty", "Qualification" or "Subject") will be displayed on the next line. This field does not apply to any other action.
  - **SF** Stop registration for a faculty: The faculty code must be supplied
  - **SS** Stop registration for a subject: The subject code must be supplied
  - **SQ** Stop registration for a qualification: The qualification code must be supplied.

### 2.5.3. Exclude External Students {SREGL-3} ↵

This option deals with students who were previously excluded from other institutions. Students may be identified here, and the system will check that no biographical record or registration record can be created for these students without a warning.

*If the validation "EX" – "Check External Excluded Students", at {SMNTL-1b1}, is set to (Y)es the system will not allow the user to continue with the process if a match is found. If the validation is set to (N)o a warning will be given, but the user may continue. The following fields are applicable:*

- A. **Surname** (A30) The surname of the student to be excluded.
- B. **First Names** (A40) The first names of the student.
- C. **Title** (A5) The title of the student
- D. **Date of Birth** (DD-MON-YYYY) The birth date of the student.

- E. **ID Number** (A13) The identification number of the student.
- F. **Excluding Pse** (N4) The code of the institution which imposed the exclusion of the student, as defined under {GCS-2}. The description will be displayed.
- G. **Date Entered** (DD-MON-YYYY) The date on which this exclusion was entered.
- H. **External Number** (N9) This is the student number of the student at the institution which has excluded the student.
- I. **Comments** (A40) A forty-character line of comments in respect of the exclusion of this student. This could include the student number at the other institution, etc.

**Note:** The validation will only be true if an identical match is found on Surname, First 10 characters of the ID Number, the Birth date of the student and the Institution if applicable.

The following options will validate against the excluded students **'EX'**:

- Biographical Information  
    {SREGB-1} / {SALUM-2} / {SCAOM-4}
- Quick Biographical Create  
    {SREGB-4} / {SREGAR-1b4} / {SGUIDI-1b4}
- Residence Registration  
    {SREG-4}
- Academic Application  
    {FBLO1-1} / {SCAOM-5} / {SCAOM-6} / {SNAPPA-1} /  
    {SNAPPA-3}
- Residence Application  
    {SNAPPA-2} / {SNAPPA-4}
- Qualification / Subject Registration  
    {SREGAR-1} / {SDREGA-1}
- Brief Biographical Detail  
    {CAO-1} / {SNAPP-2}
- Short Biographical Detail  
    {SREGB-6}
- Alternate Biographical Information  
    {SCOUR-2}
- Comprehensive Registration  
    {SCOUR-5}

**2.5.4. Psychometric Scores {SREGL-4}** ↵

Many institutions require their students to write psychometric tests at the beginning of their studies, whose results are available to student counsellors when assisting students. In this system it is possible to enter these test results into the database.

Because of the sensitive nature of this information it is handled by a separate option, which should be well secured. The availability of the psychometric- as well as the other information in the same database allows for numerous research possibilities.

- A. **Student Number** (N9) This number is entered to input new scores, and is also used in query mode to retrieve existing scores on a student. The student's name is displayed.
- B. **Test Code** (A3) Enter the code which identifies the particular test (e.g. IQV for verbal IQ, etc.) as defined at {SCODE3-9}
- C. **Test Value** (N3) Enter the score attained in the test.
- D. **Matric Aggregate** (A2) Will be displayed.

### 2.5.5. Bulk Withholding For Certificates {SREGL-5} ↵

This facility provides for the updating of status codes, which lead to the withholding of results or to block registration due to outstanding certificates under option {SREGB-1b8}. The records that are written away can be seen at {SREGL-2}.

- \* The user is requested to supply the status code and the certificate code for which the system must check. All students with a 'N' indicator in the "SEEN" field on {SREGB-1b8} for the particular certificate will be updated in this option.
- \* A report listing the students, for whom records were created, will be printed.

USER SELECTION: Academic Year  
 First Block Code to include or ALL (up to 10 blocks can be included)  
     If ALL, then first Block Code to exclude or RETURN (up to 10 blocks can be excluded)  
 Withhold (E)xam Results / (R)egistration  
     If (E)xam skip next question  
 (A)pplicants / (R)egistered Students  
 First Certificate Code to Include or ALL (up to 10 certificate codes can be included)  
     If ALL, then first Certificate Code to exclude or RETURN (up to 10 certificate codes can be excluded)  
 Status Code  
 Start Date  
 End date or RETURN for null

PRINT SEQUENCE: Per block, per student number

SYSTEM SELECT: All registered students with "Certificate Seen = no"  
**Exclude:** Cancellations  
 The Status codes that leads to the following exclusion codes can be used is PW, FW, LW for examinations and RA, R for stop of registration.

**Bulk Withholding For Certificates (ctd)**

25-FEB-2000	INTEGRATED TERTIARY SOFTWARE	PAGE : 1
PROGRAM : i3pccc.pc		
STUDENTS COPIED TO THE STUDENT STATUSES TABLE		
STATUS CODE AND DESCRIPTION : bulk BULK COPY		
Start Date : 01-jan-2000 and End Date :		
Academic Year : 2000		
Block Codes To Include : all		
Block Codes To Exclude :		
Certificate Codes To Include : id		
Certificate Codes To Exclude :		
With Status Code : bulk		
Withhold Exam Results / Registration : r		
Applicants / Registration : r		
Block : 0	YEAR	
Student		
Number	Name	Certificate
-----		
1234567	S Hugo	IDENTITY DOCUMENT
200000225	D HEVNS	IDENTITY DOCUMENT
Total Number Of Records Inserted : 2		
Total Number Of Records Selected : 2		

## 2.6. FORMAL STATS CALCULATIONS/VALIDATIONS {SREG-6} / {SREGFS} ↵

These options deal with the STATS information for South African users, as well as the option that allows the user to link a student to a residence type, medical type, etc.

### 2.6.1. STATS Statistical Information (RSA) {SREGFS-1} / {SREGS} ↵

A number of options are available to assist the user in the preparation of the data for STATS reporting. These options deal with issues such as the STATS aggregate, FTEN statuses, validation for table 2.14 and the STATS indicator.

#### 2.6.1.1. Calculate STATS Aggregate {SREGS-1} ↵

This option need only be used if there is an interest in looking at the aggregate mark of students as calculated for STATS purposes.

The calculation is done according to the prescriptions of Appendix C of SAPSE 005.

When the option is executed, a report is produced listing students for whom there are no matric subjects, as well as those who have less than five subjects. An example is attached below.

This aggregate mark is displayed on page 6 of option {SREGB-1b1}, and can be compared with the aggregate as copied from the certificate.

STATS report 2.5 uses this symbol. When it is run, this calculation will be repeated.

**STATS Aggregate Report {SREGS-1}**

USER SELECTION: This report is automatically generated.

PRINT SEQUENCE: Year, Block Code, Faculty, Department and Student Number

SYSTEM SELECT: Students registered in the current STATS reporting year with less than five subjects or student with no matric subjects  
 Current STATS year in option {STMNT-1} where the table sequence is 2.  
 Students with FIEN status "F"  
 Undergraduate students

The program will update the aggregate on the student's biographical record

19-MAY-2000 11:36 PROGRAM : r205ac.pc	INTEGRATED TERTIARY SOFTWARE CALCULATE SAPSE AGGREGATE FOR STUDENTS REGISTERED IN 1999	PAGE : 1
YEAR : 1999 BLOCK : 0 YEAR FACULTY : 1 SCIENCE DEPARTMENT : 1 ELECTRONIC DATA PROCESSING...*  STUDENT ERROR/WARNING NUMBER 200001086 has only 5 MATRIC SUBJECTS - Aggregate calculated on these subjects 200001087 has no MATRIC SUBJECTS		
19-MAY-2000 11:36 PROGRAM : r205ac.pc	INTEGRATED TERTIARY SOFTWARE CALCULATE SAPSE AGGREGATE FOR STUDENTS REGISTERED IN 1999	PAGE : 2
YEAR : 1999 BLOCK : 0 YEAR FACULTY : 2 HUMANITIES DEPARTMENT : 1501 EDUCATION  STUDENT ERROR/WARNING 991001001 has no MATRIC SUBJECTS		
19-MAY-2000 11:36 PROGRAM : r205ac.pc	INTEGRATED TERTIARY SOFTWARE CALCULATE SAPSE AGGREGATE FOR STUDENTS REGISTERED IN 1999	PAGE : 3
YEAR : 1999 BLOCK : 1 SEMESTER ONE FACULTY : 10 BUSINESS SCHOOL DEPARTMENT : 10 BUSINESS ETHICS  STUDENT ERROR/WARNING NUMBER 199901120 has no MATRIC SUBJECTS  END OF REPORT		



## 2.6.1.2. Calculate FTEN Status {SREGS-2} ↵

This option can be used whenever the FTEN status of students must be established, but it **must** be run before the Validation of Student data for STATS purposes, option {SREGS-3}, is run.

The accuracy of this calculation will depend on:

- \* any previous studies of students at other institutions being fully recorded under option {SREGB-1b6};
- \* the previous studies of any student at this institution also having been entered on the system, using the normal options of Qualification / Subject Registration {SREGAR-1} or Maintain Student History Records {SMNT-4}.

When this option has run, a report listing the number of records updated will be printed.

Report {SREGS-4} (see below) will provide a list of students in respect of whom some data might possibly be missing.

USER SELECTION: Calendar Year (The calendar Year should be greater or equal to STATS year of table sequence 2.)  
Use Approved (I)d or (Q)ualification code

PRINT SEQUENCE: None

SYSTEM SELECT: Registered students where the input year between the start and end years, and per Qualification or Approved Qualification

```

DATE: 25-FEB-2000                                INTEGRATED TERTIARY SOFTWARE                                PAGE: 1
Program : i3rprg.rdf                                CALCULATE FTEN STATUS
                                                    FOR THE ACADEMIC STRUCTURE YEAR : 2000
(A)P(ROVED ID OR (Q)U(ALIFICATION CODE : q
                                                    CALENDAR YEAR: 2000

TOTAL STUDENTS FTEN STATUS UPDATED = 583

***** END OF REPORT *****

```

Rules for the calculation of FTEN status.

These three questions need to be asked:

- 1 Does the student have any previous studies?  
For Undergraduates any record on {SREGB-1b6}  
For Post-graduates and a record on {SREGB-1b6} with (Y)es at “Post Graduate/Post Diploma Qualification”.
- 2 Does the student have any registration records for any year smaller than the input year?  
For Undergraduates a record for a smaller year than input year on {SSTUDY-21b2}  
For Post-graduates a post-graduate record for a smaller year than the input year on {SSTUDY-21b2}
- 3 Does the student have any registration records with the same qualification or Approved qualification for any year smaller than the input year?

Depending on the answers of these three questions the FTEN status is calculated.

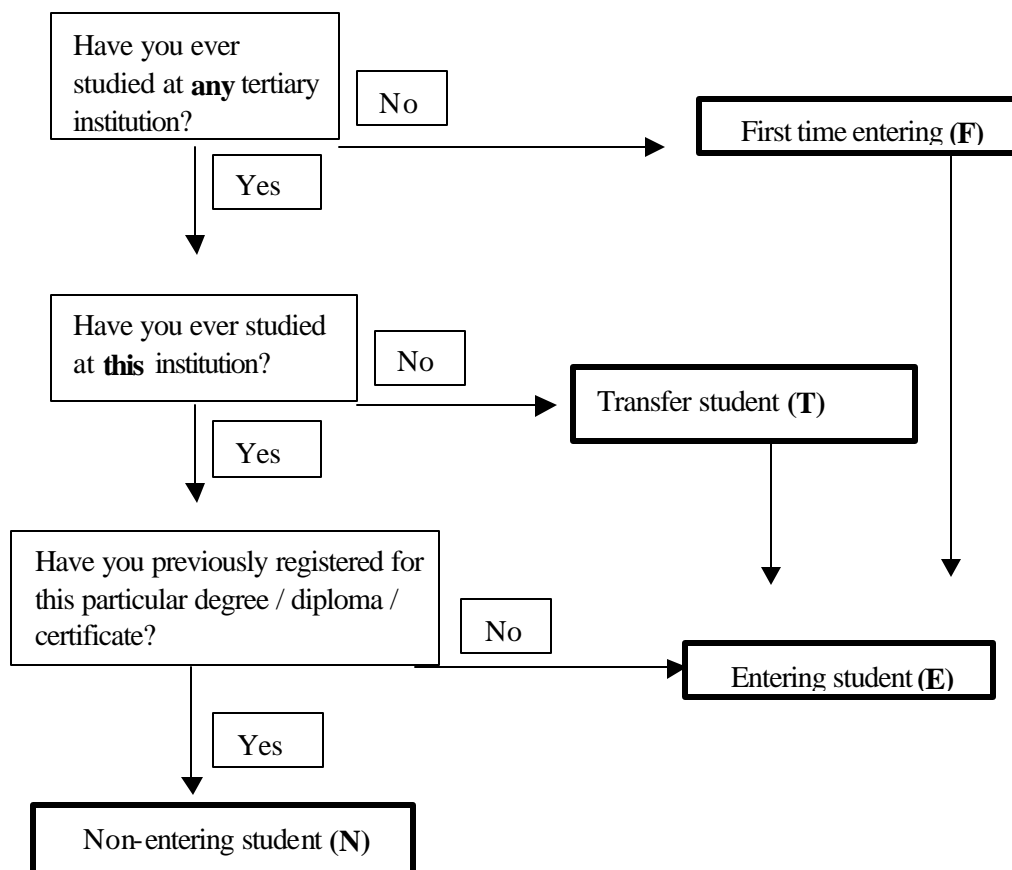
**For Undergraduate students:**

**First time entering students (F)** – all the answers to the questions is No.

**Transfer students (T)** – will have previous studies.

**Non-entering students (N)** – Students that have the same qualification/ approved qualification for any year smaller than the input year.

**Entering students (E)** – Students that don't have the same qualification/ approved qualification as the previous year.





**For Post graduate students:**

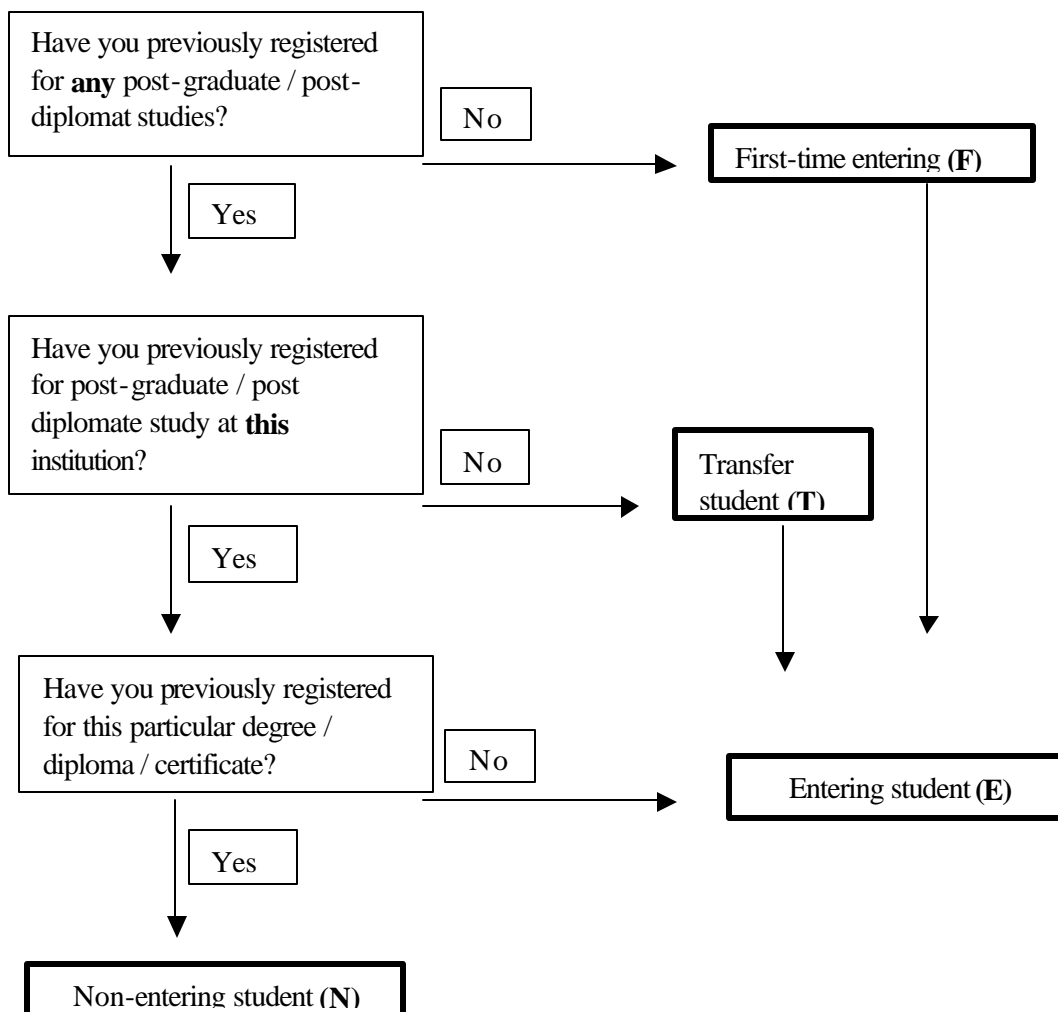
**First time entering students (F)** – Student registered for the first time as postgraduate.

**Transfer students (T)** – will have previous studies and the post graduate indicator is “Y”es.

**Non-entering students (N)** – Students that have the same qualification/ approved qualification for any year smaller than the input year.

**Entering students (E)** – Students that don’t have the same qualification/ approved qualification as the previous year.

Postgraduate is Qualification Type > 4 for Universities and between 5 and 9 and between 12 and 14 for Technikons.



**2.6.1.3. Validate Student STATS Detail {SREGS-3}** ↵

- \* This option can be executed at any time during the year, and should ideally be done twice a year, after registration and before STATS reporting.
- \* The user has the option to validate student data, including the examination results if desired. This option will use the subject's registration year of the Academic Structure as basis for any validation of qualification and subject detail. The validation error list must, therefore, be clean before changes are made to the Academic Structure for the following year.
- \* Executing this option will produce an error report, which lists all information that is required for STATS Reporting but is still missing. The user should ensure that the report is clean before producing STATS Reports via option {STMAIN}.

USER SELECTION:   Calendar Year  
                          Campus Code or All  
                          Start Cycle for Subjects  
                          End Cycle for Subjects  
                          Faculty/School Code or ALL  
                          First Offering Type to include or ALL (up to 10 Offering Types  
                          can be included)  
                          If ALL, then first Offering Type to exclude or RETURN (up  
                          to 10 Offering Types can be excluded)  
                          Generate only (S)tudent validation, (E)xam Errors, (G)eneral  
                          Errors or (A)ll  
                          Order by (C)ampus, (F)aculty, (Q)ual or (S)tudent Number

PRINT SEQUENCE:   Per campus or faculty, qualification and student number

SYSTEM SELECT:    Primary Qualification records  
                          Cancellation date is blank or it is greater than the census date.  
                          Registration year of the qualification and all the structure years  
                          are equal to the input year.

Validate Report {SREGS-3}

18-MAY-2000	INTEGRATED TERTIARY SOFTWARE	Page : 1
Program : i83ccc.pc	Validation Of Student Data For 2000 External Stats Subject Cycles 200002 To 200101 Including Offering Types: all Excluding Offering Types: (S)tudent Validation/(E)xam/ General Errors : a For Faculty : all	
Faculty : 1	SCIENCE	
Qualification : FINIES	FINANCE TEST	
Student no 200001191	Invalid ETHNIC GROUP 0 Invalid RACE code Invalid LANGUAGE code Invalid GENDER code m	
Student no 200000780	Invalid ETHNIC GROUP 0 Invalid RACE code Invalid LANGUAGE code Invalid PREV ACTIV code Invalid MAJRIC TYPE Invalid CITIZENSHIP code0	
***** END OF QUALIFICATIONS REPORT *****		
18-MAY-2000	INTEGRATED TERTIARY SOFTWARE	Page : 1
Program : i83ccc.pc	Validation Of Student Data For 2000 External Stats Subject Cycles 200002 To 200101 Including Offering Types: all Excluding Offering Types: (S)tudent Validation/(E)xam/ General Errors : a For Faculty : all	
Faculty : 7000	CLOTHING AND INTERIOR	
Qualification : B CLOTH	B. CLOTHING DESIGN	
Student no 200001635	Subject code DESMOD3 has NO EXAM RESULT	
Student no 200001638	Subject code CLOIHS has NO EXAM RESULT	
Student no 200001639	Subject code CLOIHS has NO EXAM RESULT Subject code TEXT1 has NO EXAM RESULT Subject code CLOIDES has NO EXAM RESULT	
Student no 200001640	Subject code CLOIHS has NO EXAM RESULT	
***** END OF SUBJECTS REPORT *****		
18-MAY-2000	INTEGRATED TERTIARY SOFTWARE	Page : 1
Program : i83ccc.pc	Validation Of Student Data For 2000 External Stats Subject Cycles 200002 To 200101 Including Offering Types: all Excluding Offering Types: (S)tudent Validation/(E)xam/ General Errors : a For Faculty : all	
WARNING: Student 9510101 has qualification 8021 without subjects. Qual no is 4		
WARNING: Student 9510101 has qualification APAD without subjects. Qual no is 2		
WARNING: Student 9510101 has qualification B AGR without subjects. Qual no is 1		
WARNING: Student 199900707 has qualification 8021 without subjects. Qual no is 2		
WARNING: Student 199900922 has qualification DENIAL without subjects. Qual no is 1		
WARNING: Student 199900930 has qualification 100A-1 without subjects. Qual no is 1		
***** END OF GENERAL VALIDATION REPORT *****		

2.6.1.4. Validate Data after FTEN Calculation {SREGS-4} ↵

USER SELECTION: Registration Year  
 Campus Code or ALL  
 Block Code  
 Faculty or ALL  
 Department (Qual) Code or ALL  
 Enter First Offering Type To Include (A2) Or ALL (up to 10 Offering Types can be included)  
 If All - Enter First Offering Type To Exclude (A2) Or <Enter>  
 To Cont. (up to 10 Offering types can be excluded)  
 Qualification or ALL  
 Order By (C)ampus / (F)aculty / (Q)ual or (S)tudent Number.

PRINT SEQUENCE: Campus or Faculty or Qualification or Student Number.

- SYSTEM SELECT:
- 1) Cases where the data that is used to calculate the FTEN status is possibly at variance with the field for "activity last year."
  - 2) Cases where a First time entering student has a matric date more than a year prior to enrolment
  - 3) Students with no FTEN status calculated
  - 4) First Time entering students with previous registrations

Student Number	Qual	Prev Actv Pse	Last Date	Matric	Years From	To	Ins	Degree	Remarks	Award	Filed	Post Grad
97777777	100B-1								Student has no FTEN status			
9110033	100A-1	08	9211						Student has no FTEN status			
				1996	1997	1		B DOMESTIC SCIENCE		N	N	Y
								(CLOTHING)1234567890				
				1997	1998	10		DIPLOMA BUSINESS MANAGEMENT		N	N	Y
				1999	2000	1		FULHGFJASHFKAHKFKLH		N	N	N
1234567	8034		199911						Student has no FTEN status			
199901221	100A-1								Student has no FTEN status			
				1981	1984	111		BSC		Y	Y	N
988888886	8034	01	199412						Transfer student with previous institution null			
				1981	84	111		ECOM EKONOMETRIE	NIE VOLITOOI	N	N	N
9668880	8034								Student has no FTEN status			

\*\*\* End of report \*\*\*

2.6.1.5. Validate Grad/Dipl Info For Table 2.14 {SREGS-5} ↵

- USER SELECTION:** Calendar Year  
 Student Number or ALL (up to 10 Student numbers can be entered)  
 If single students are used, the rest of the questions are ignored except Validate per Qualification Code or Approved ID Code  
 Campus Code or ALL  
 Enter First Offering Type To Include (A2) Or ALL (up to 10 Offering types can be included)  
 If All - Enter First Offering Type To Exclude (A2) Or <Enter> To Continue (up to 10 Offering types can be excluded)  
 Faculty Code or ALL  
 Department(Qual) Code or ALL  
 Qualification Code or ALL  
 Order by (C)ampus / (F)aculty / (Q)ual or (S)tudent Number  
 Validate per (Q)ualification Code or (A)pproved ID Code
- PRINT SEQUENCE:** Per Campus, Faculty, Qualification and Student Number then Subject, Offering Type
- SYSTEM SELECT:** Only Students that is entered at {SSTUD7-2b2} will be shown on the report. Current STATS year in option {STMNT-1} with table sequence 2.  
 Exemptions included  
**Excluded:** Experiential Subjects

18-MAY-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1		
Program : i4xprt.rdf		Validation Report For Table 2.14 For 2000				
Faculty: all		Department: all		Campus: all		
Include Offering Type: all						
Exclude Offering Type:						
Qualification: all		For Student Number: all		Per Qualification or Appr ID: q		
Sort per: f						
Faculty: 1						
Student Number : 1234567		Name : S Hugo				
Qualification : B PRCK		B PRCK				
Offering Type : 01		FULL TIME				
Minimum Formal Time : 2.000		Total Credit Obtained :				
Subjects Passed		Exam Year	Credit	Qual	Block	Off. Type
100INCS : INSTALMENT CREDIT		2000		B PRCK	0	16
Student Number : 200100309						
Qualification : 100A-1		Name : J WHITE				
Offering Type : 01		B DOMESTIC SCIENCE (CLOTHING)				
Minimum Formal Time : 2.900		FULL TIME				
Subjects Passed		Total Credit Obtained :				
		Exam Year	Credit	Qual	Block	Off. Type



\*\*\*\*\* End Of Report \*\*\*\*\*

## 2.6.1.6. Update Incorrect Subject STATS Indicator {SREGS-6} ↵

**This option should be used with the extreme care and only under the circumstances described below!**

In order to handle re-examinations or supplementary examinations correctly in respect of STATS reporting, the STATS indicator on a subject is used for reporting on Table 2.9. When a subject is registered for the first time in an academic year, the STATS indicator is (Y)es. The registration of the subject for re-examination purposes may not be counted again for STATS reporting, and the indicator is set to (N)o.

This STATS indicator cannot be changed or entered by the user. The standard system programs will automatically apply the correct rules when a subject is registered.

This program recalculates the STATS indicator as follows:

- The first occurrence of a subject registration for a student in the indicated STATS cycle is marked with a 'Y' in the STATS indicator field, all subsequent occurrences of registrations for the same subject by the student in the indicated STATS cycle is marked with a 'N' in the STATS indicator field
- The reasoning is that subsequent registration for the same subject by a student is for examination purposes only.
- *If this is not the case, e.g. subjects offered in the first semester is again offered in the second semester for students who failed the first semester examination, with the students attending class, this option should not be executed.*

USER SELECTION: (T)rial or (U)pdate Run

PRINT SEQUENCE: Per student number, subject, and STATS indicator

SYSTEM SELECT: Records for the STATS cycle in option {STMNT-1} with table sequence 2.

Student Number	Subject Code	Subject Number	Previous Value	New Value	Message
123456761	COMM	1	Y	N	
123456761	COMM	2	Y	N	
123456761	COOK	1	Y	N	
199900707	EIHL	1	Y	N	
199900711	EIHL	1	Y	N	
199900724	EIHL	1	Y	N	

Total Student/Subject combinations updated : 6

\*\*\*\*\* END OF REPORT \*\*\*\*\*

2.6.1.7. *Validate Registered Subjects VS Curriculum {SREGS-7}* ↵

USER SELECTION: Enter Registration Year Or ALL

PRINT SEQUENCE: Start Year, Qualification, Subject and Offering Type

SYSTEM SELECT: Subjects where the input year is between the start and exam years and where the subject primary indicator is Yes.  
Curriculum year equal to the start year of the subject.

Calendar Year	Qualification	Subject	Offering Type	Total Students
1999	EDUC	CHEMED	01	2
2000	100A-1	BIO 100	02	2
	BCLOTH	PATCONL	01	2*** SUBJECT IS THERE BUT NOT ACTIVE ***
	DSPORT	FWANL	02	8
			03	15
			04	12
		GMANL	02	7
			03	18
			04	12
		SMANL	02	8
			03	9
			04	12
	FINTEE	BOS111	02	1

END OF REPORT

**2.6.2. Statistical Information {SREGFS-2} / {SREGH}****2.6.2.1. Student Attendance/Type Of Residence/Medical Indicator/Institution Code {SREGH-1} ↵**

Different indicators can be linked to a student to indicate what the attendance type of the student is, e.g. “exchange”, etc., the type of residence of the student, whether it is a medical student and the institution code of another university with which the student may be associated. Should the student participate in an Inter College Program, this can be identified here.

The student record must be queried and the following fields will be displayed:

- Student Number
- Year
- Block
- End Year
- Initials
- Surname
- Qualification
- Offering Type
- Qualification Number
- Primary Indicator

The following fields must be entered:

**A. Student Attendance Type (A1)** The allowed values are:

Exchange Student  
Partial Attendance Student  
Normal Student  
Occasional Student  
Exam Student

**B. Residence Type (A1)** An indication of where the student is residing. The <LIST> function will display the valid codes which are:

- 1 Students residing at home
- 2 Students residing with relatives
- 3 Students residing in lodgings
- 4 Students residing in hotels
- 5 Students residing in religious houses
- 6 Students residing in flats
- 7 Students residing in college

8 Not specified

- C. **Medical Student** (A1) A (Y)es or (N)o must be entered to indicate whether this student is a medical student.
- D. **Institution Code** (N4) The institution code of the other institution if a student is also involved in studies through another institution. The <LIST> function will display all valid codes.
- E. **ICP Program** (A3) If a student is participating in the Inter College Programs, the program code as defined in {SCODE3-3} is linked here. The <LIST> function will display all valid codes.

#### 2.6.2.2. *Subject/Department % Usage {SREGH-2}* ↵

Different Percentages usage can be linked to Departments for a Subject or 100% usage for one Department.

The following fields must be entered:

- A. **Academic Year** (N4)
- B. **Department Code** (N4) The <LIST> function will display the valid codes.
- C. **Subject Code** (A7) The <LIST> function will display subjects linked to the Department but any subject can be entered.
- D. **Percentage** (N3.3) The percentage training that the Department has with this subject. Say that two departments have equal part in the training of a subject, then both departments will have 50% for the same subject.

2.6.2.3. *Print Subject/Department % Usage {SREGH-3}* ↵

USER SELECTION: Academic Year (N4)  
 Department Code or ALL (N4)

PRINT SEQUENCE: Department, Subject and Percentage

SYSTEM SELECT: The program select all records for the Academic Year and Department from {SREGH-2}

22-MAY-2000		INTEGRATED TERTIARY SOFTWARE	PAGE: 1
Program : ia3rpt.rdf		Subject/Department % Usage	
		Academic Year : 2000	
		Department : all	
Department : 2	ACCOUNTANCY/T51		
Subject			
Code	Description	Percentage	
ACCI01	ACCOUNTING 101	100.000	
ACCI02	ACCOUNTING 102	100.000	
ACCT.2	FINANCIAL ACCOUNTING 2	100.000	
KWAL310	KWALITEITTES BESTIUR UNIT1	50.500	
ORGB300	ORGANISASIE BEDRAG 300	40.000	
22-MAY-2000		INTEGRATED TERTIARY SOFTWARE	PAGE: 2
Program : ia3rpt.rdf		Subject/Department % Usage	
		Academic Year : 2000	
		Department : all	
Department : 3	MANAGEMENT		
Subject			
Code	Description	Percentage	
KWAL310	KWALITEITTES BESTIUR UNIT1	49.500	
ORGB300	ORGANISASIE BEDRAG 300	60.000	
***** END OF REPORT *****			

2.6.2.4. *Print Attendance Type {SREGH-4}* ↵

USER SELECTION: Academic year (N4)  
 Enter Attendance Type (E)xchange, (P)artial, (O)ccasional, (N)ormal, E(X)am Students  
 (A1)

PRINT SEQUENCE: Surname, Names and Qualification

SYSTEM SELECT: Input year between start and end year of Qualification

Student		Qualification	
Number	Surname Name	Code	Description
200000124	Daansen, Daan	POPUL	ND POPULATION STUDY
199901203	Deons, Daan	BHEALT	HEALIH SCIENCES
200000147	Gertsan, Gert	POPUL	ND POPULATION STUDY
200000134	LOOIS,	POPUL	ND POPULATION STUDY
199901031	Landsberg, Leon	BSC G	BSC GEOLOGY
Total Students 5			
*** END OF REPORT ***			

## 2.7. REGISTRATION UPDATES / CORRECTIONS {SREG-7} / {SREGC}

### 2.7.1. Change Qualification {SREGC-1} ↵

This option is linked to the System Cycles for (R)egistration. The option may be used for the correction of administrative errors with regard to qualification and offering type made during registration time, or to record the information of a student who wishes to change his/her qualification during the year.

- \* This option can be used to **cancel** the incorrect registrations. The decision whether the records should be deleted or not is made by the user.
- \* When the option is used, the user can indicate which subjects must be retained under the new qualification. When the new qualification record is created, the marked subjects will automatically be linked to the qualification, provided that they are valid for the curriculum of the new qualification.
- \* *A number of financial transactions take place when this option is executed.* The rules which should apply are set up by the financial section using the validation control “03”, and are discussed in the “Student Debtors Subsystem” User Manual. No credits or debits will, however, apply to subjects, which have been retained.

The option consists of three Blocks on one screen, and is used as follows:

#### Block 1: OLD QUALIFICATION

The current registration of a student is queried by entering the calendar year, academic block and the student number in Block 1. The system displays the Start Year, Block, End Year, Offering Type, Study Period, Student Number, Student’s Surname and Initials, Qualification code and description, and Primary Indicator.

- A. **Cancellation Reason** (A1) The cancellation reason has to be entered here. The <LIST> function is available on this field.
- B. **Date** (DD-MON-YYYY) Cancel Date can be enter.

#### Block 2: OLD SUBJECTS

The user presses <NEXT BLOCK>, and the system displays all subject records linked to the enrolment record queried in Block 1. For each record the following information is displayed only and may not be changed by the user:



Qualification Code  
Subject Code and Description  
Exemption Indicator  
Block Code  
Examination Type  
Offering Type  
Cancel Indicator

The user must indicate in the **‘Retain?’** (Yes/No) field which subjects must be retained for the new registration by entering a (Y)es next to the applicable subject record. Subjects with marks can’t be left with retained ‘N’o, because such subjects can’t be cancelled.

If a student already has marks for subjects the procedure is to register the student for the new Qualification at {SREGAR-1} and use Maintain Previous Credits at {SSTUD7-1} to change the qualification on the subjects.

### Block 3: NEW QUALIFICATION

The user presses <NEXT BLOCK> and enters the information in respect of the new qualification to be registered. The following fields are applicable:

- A. **Start Year** (N4) The value may not be changed by the user
- B. **Block Code** (A2) The block code for which the registration is valid
- C. **End Year** (N4) The end year will default from the end date on {GOPS-1} for this block.
- D. **Qualification** (A6) The new qualification code
- E. **Offering Type** (A2) The offering type for this registration
- F. **Study Period** (A1) The valid study period for this registration
- G. **Final Year** (Yes/No) (A1) The value is carried across from the information in Block 1, but may be changed by the user.
- H. **Payment** (Cash/Terms) (A1) This registration can be a (C)ash payment or it can be on (T)erms.
- I. **Agreement Code** (A4) Payment Agreement for this qualification, the <LIST> function will display valid values as defined at {FSAM-24}.

- \* When the user <COMMIT> this record, the system will automatically do the qualification registration and link all subjects marked as retain (Y)es to the new registration.
  - \* Hereafter the user is put into the registration screen, the same as {SREGAR-1}, where any other subjects for the new qualification must be entered following a query on the correct qualification in Block 1. The appropriate debits will automatically be passed to the student's account.
- \* All subjects which were marked as retain = (N)o, as well as the original registration record, will be cancelled with the date and cancellation reason provided.
- \* The following rules will apply when this option is used:
    - a qualification which has been cancelled, may not be changed
    - if any result codes exist on a subject, **no qualification change will be allowed**
    - the normal quota checks, which take place during registration, will apply.

### 2.7.2. Cancel Enrolment {SREGC-3} ↵

When a student wishes to cancel his/her enrolment for a particular qualification altogether, this option is used to record the event.

The cancellation date is automatically recorded against all his/her subjects, and cancellation credits, if specified for that period, are automatically passed to his/her account. Only the cancellation of a student's *primary* qualification will cancel his/her residence registration in option {SREG-4}. The cancellation of the primary qualification will also cancel all Additional Subjects.

The validation "QR" Cancel Residence when Primary Qualification is Cancelled, when the validation is set to 'Y'es at {SMNT-1}, with cancel reason of 'C'ancelled.

Cancellations can be done only in accordance with the System Cycles for Cancellation (N) in option {SREG-1b1}. *The cancellation date may not be smaller than the date of registration.*

**Note** : The qualification cannot be cancelled if there are any subjects for the qualification, which has results

The option consists of three Blocks.

1. The calendar year and student number is entered in Block 1, and the name and initials will be displayed.

2. Pressing <NEXT BLOCK> takes the user to Block 2, where all the student's qualification records for this year will be displayed. The user now selects the qualification code to be cancelled with the <NEXT RECORD> key, and supplies the following information:

*Qualification number, Start and End Years, Block, Primary, Qualification, and Offering Type* are displayed.

- A. **Reason to Cancel** (A1) The reason for the cancellation is entered here. These codes are user-defined in option {SCODE-25}, and may be viewed via the <LIST> function.
- B. **Cancellation Date** (DD-MON-YYYY) The effective date of cancellation, which may be prior to system date.
- C. **Cancellation Form Number** (A10) This form (or reference) number will also be entered on the student's subject records.
- D. **Exiting Status** (A1) All students, who leave an institution without gaining a qualification, must be reported on for purposes of STATS Table 2.16. Three codes are valid here, and one **must** be entered:

<b>G</b>	In Good Standing
<b>A</b>	Academic Reasons
<b>D</b>	Disciplinary Reasons

- E. **Remarks** (A80) Any remarks about the cancellation can be entered here.

If STATS reports are produced and the field Exiting Status has not been completed in respect of students who must be reported on, the system will assume that those students left "In Good Standing". Report {SREGR-6} "*Students exiting without Qual.*" may be produced to identify these students before the production of STATS reports.

**Note:** that a student's **primary** qualification may be cancelled only if no other qualifications are still active for that particular year. In such a case the user will have to enter Block 3 after having completed the detail in Block 2, and indicate which other qualification must be regarded as the primary, before <COMMIT>ting. If this is not the case, the user can <COMMIT> at this point to do the cancellation.

3. The "Primary" indicator may be changed whilst cancelling an enrolment by indicating in Block 3 which qualification number should henceforth be regarded as the primary qualification. A <COMMIT> will now update the primary indicator and do the cancellation from Block 2.

**Note:** that this indicator could also be changed without cancelling a student's enrolment, in which case no financial transactions would be created.

It is important to realise that the cancellation of an enrolment may be "undone" by removing the cancellation date and form number and then <COMMIT>ting the record again. (Such transactions are recorded on a log file, options {SMNTL-1} and {FSAMR1-1}). These actions will not, however, "undo" any credits, which may have been passed to the student's account when the enrolment was cancelled, and the Finance Section should consult the log file to identify such cases.

### 2.7.3. Cancel A Subject {SREGC-4} ↵

This option is used when a student decides to cancel his/her enrolment for certain subjects only, and to continue with others. Subjects with marks can be cancelled but not subjects with Results.

The cancellation date is entered into the student's academic record, and at the same time a credit is passed to the student's account according to the cancellation criteria, option {FSAM-2} if debits were raised per subject. *Note that credits will only be passed in respect of subjects, which were enrolled for both class, and examination purposes.*

The student number (and the subject to be cancelled) may be used to query the record; the following fields will be displayed, but cannot be changed on this screen:

- Registration Year
- Examination Year
- Block Code
- Qualification Code
- Offering Type
- Subject Code
- Class Group
- Exam Type
- Credit Point
- Exemption

The following fields must be entered:

- A. **Administrative Comments Y/N** (A1) Display the Administrative comments in a pop-up screen, <ENTER> to exit the screen
- B. **Cancellation Date** (DD-MON-YYYY) The date on which the cancellation became effective. This date will show against the student's name on the class list for this subject.

- C. **Cancellation Form Number** (A10) As the above date is important for the calculation of the subsidy tables and is subject to audit, it is important that a reference should be kept of the notification or form which prompted this cancellation. This optional field can be used to record that detail.
- D. **Reason to Cancel** (A1) The code of a cancellation reason, as created under option {SCODE-25}, can be entered here. If the cancellation were due to an administrative error, it would be appropriate to use a cancellation code that would suppress the printing of this subject on academic records. The cancel reason may be viewed via the <LIST> function.
- E. **Remarks** (A80) Any remarks in connection with this cancellation can be entered here.

**Note:** Should the student decide to cancel his/her enrolment completely, this option must not be used but rather the “*Cancel Enrolment*” option as discussed above {SREGC-3}. The system will warn the user if all subjects for a qualification have been cancelled and then close the Access Control for the student.

If the enrolment of a student was cancelled under option {SREGC-3}, the cancellation date, reason code, etc. will be copied to all subject enrolments linked to that qualification.

It is important to realise that the cancellation of a subject may be “undone” by removing the cancellation date and form number and then <COMMIT>ting the record again. (Such transactions are recorded on a log file, options {SMNTL-1} and {FSAMN-10}). These actions will not, however, “undo” any credits which may have been passed to the student’s account when the subject was cancelled, and the Finance Section should consult the log file to identify such cases.

#### 2.7.4. Update Annual Registration Information {SREGC-5} ↗

This option can be used to update those fields on a student’s qualification Block that may have been entered erroneously. These fields do not have any financial implication, but may be important for STATS- as well as internal purposes.

A student’s record may be queried. The calendar year and student number is mandatory when a query is executed. The following fields may be updated:

1. Personal or Postal Indicator
2. FTEN Status this Year
3. Global Group
4. Can Student Complete in Time (Yes/No)
5. Final Year (Yes/No)

**Note:** that if the FTEN status does not exist on this screen it would be because FTEN statuses have not yet been calculated via option {SREGS-4}. Values calculated via that option could be updated from this option if required. *Re-calculation via option {SREGS-4} will overwrite any manual adjustments.*

### 2.7.5. Update Allocation To Groups {SREGC-6} ↵

This option is used to link students for a particular offering type/subject combination to different class, practical or tutorial groups.

- \* Normally the Calendar Year, Offering Type and Subject Code for which the updating is to be done is entered. The academic block for which the updating is to be done can (optionally) be entered as well. When <NEXT BLOCK> is pressed, all the students registered for year/block combinations that are currently valid under option {SREG-1} will be displayed in numerical sequence.
- \* Alternatively only the Calendar Year and Offering Type can be entered in Block 1. In this case a query can be made in Block 2 on a Student Number. All the subjects that this student is (or has been) enrolled for during the year will be displayed.

The following fields are displayed to possibly assist with the allocation:

- Gender (F or M)
- Exam Year
- Exam Group (as updated under option {SEXAM-1})
- Subject Code
- Exam Type: Exam Types linked to ‘E’ under option {SCODE2-2b1} will automatically be excluded from the selection as these students will not be attending classes and should therefore not be allocated to groups
- Qualification code: this is the qualification code under which the subject were registered
- Cancelled: a (Y)es will be displayed if the subject has been cancelled under options {SREGC-3/4}
- Block: the academic block of this subject registration.
- Student’s Initials and Surname

The following fields may now be updated:

- A. **Class Group** (A2) This field will contain the Class Group in which the student was registered. This may now be updated with any valid class group (as created in the Academic Structure, option {SACAD-1b8}). Class lists can be produced according to these allocations. ‘CG’ - Check Quota Class Groups, the validation uses the quota on the subject / offering type / class group table {SACAD-1b11}. The quota test is done per subject, offering type and class group

- B. **Practical Group** (A2) Students may be linked to any Practical Group. The system will validate against the Academic Structure {SACAD-1b7} to see whether any practical periods were indeed defined for this subject. If not, no allocation to practical groups will be allowed here. Any number of practical groups may be created here, and any number of students may be allocated to any group. If practical periods were indicated on the Academic Structure at time of registration, all students registered for that subject will be linked to practical group “A” as default.
- C. **Tutorial Group** (A2) Students may be linked to any Tutorial Group. The system will validate against the Academic Structure {SACAD-1b7} to see whether any tutorial periods were indeed defined for this subject. If not, no allocation to tutorial groups will be allowed here. Any number of tutorial groups may be created here, and any number of students may be allocated to any group. If tutorial periods were indicated on the Academic Structure at time of registration, all students registered for that subject will be linked to practical group “A” as default.

Once these records have been created, the lecturing timetable can be updated with the details in respect of each group.

Report {SSTURL-2} will produce Class Lists in terms of these groups.

#### 2.7.6. Change Subject Detail In Bulk {SREGC-7} ↵

This option allows for changes to be made **in bulk** or on individual basis to subject enrolment records after they have been entered under option {SREGAR-1}.

- \* To use this option the Calendar Year, Block Code, Exam Type, Exam Year, Month, Subject, Qualification, Class Group, and Offering Type or ALL are entered and <NEXT BLOCK> is pressed.
- \* In Block 2 the user must indicate whether a bulk update is to be done, or whether individual records must be updated. The user indicates which of the following fields must be updated, any combination of fields can be updated at the same time:
  - Block Code
  - Offering Type
  - Preferred Language
  - Examination Type
  - Examination Year and Month
- \* The old value of the selected information is displayed, and the user enters the new value that should be used. The user <COMMIT>s the record, and the records for all students registered for the combination as entered in Block 1, will be updated from

the old value to the new value. Only one entry is made to the log file and can be viewed by option {SMNTL-1}.

**Note:** The individual records of the students are not displayed and the system will indicate that only one transaction was <COMMIT>ted, regardless of the number of records, which were updated.

If the selection is for the update of individual records, the user must indicate in respect of which field updates must be done and then presses <NEXT BLOCK>.

- \* In Block 3 the records of the students who have been registered in the selected manner are displayed. The user then moves to the records of the students which should be updated, enters the correct value and <COMMIT>s, and the system will update all old values with the new value.



2.7.7. Subject Cancel/Registration - Bulk {SREGC-8} ↵

USER SELECTION: Calendar year (N4)  
 Block code or ALL (A2)  
 Offering type or ALL (A2)  
 Exam type or ALL (A1)  
 Student number or ALL (N9)  
 Cancellation reason (A1)  
 Cancellation Date To Cancel Subject (DD-MON-YYYY)  
 Only (C)ancellation or (R)egistration and cancellation  
     For (C)ancellation  
         Subject code (A7)  
     For (R)egistration and cancellation  
         Old subject code (A7)  
         New subject code (A7)  
 Generate Fees as (C)ash or (T)erms (C/T)

PRINT SEQUENCE: Student Number and Subject

SYSTEM SELECT: Not cancelled Subjects  
 Not exempted Subjects  
 System Cycle "R" and "N" have to be open for this year and  
 block and offering type

24-JUL-2000	INTEGRATED TERTIARY SOFTWARE				Page : 1
Program : i3sccc.pc	Calendar Year 2000				
	Block Code : 8 Offering type : ALL				
	Exam Type : ALL Student Number : ALL				
	Cancellation Reason : A Cancellation Or Registration : R				
	Cancellation Date : 01-MAR-2000				
	Old Subject Code : BIO 300 New Subject Code : BOT 300				
	Fees Generated As (C)ash or (T)erms : C				
-----					
Student	Block	Offering	Exam	Qualification	Error
Number	Code	Type	Type	Code	Message
-----	-----	-----	-----	-----	-----
200100309	8	01	N	B AGR	
===== End Of Report =====					

**2.7.8. Change Qualification Detail In Bulk {SREGC-9} ↵**

This option allows for changes to be made **in bulk** or on individual basis to Qualification enrolment records after they have been entered under option {SREGAR-1}.

- \* To use this option the Start Year, Block Code (End Year will be displayed), Qualification, Offering Type, Study Period, Final Year and FTEN status are entered and <NEXT BLOCK> is pressed.
- \* In Block 2 the user must indicate whether a (B)ulk update is to be done, or whether (I)ndividual records must be updated.
- \* The user indicates which one of the following fields must be updated, any combination of fields can be updated:
  - Block Code
  - Offering Type
  - Study Period
  - Final Year
  - FTEN status
- \* The old value of the selected information is displayed, and the user enters the new value, which should be used. The user <COMMIT>s the record, and the records for all students registered for the combination as entered in Block 1, will be updated from the old value to the new value. Only one entry is made to the log file and can be viewed by option {SMNTL-1}, with a 0 (Zero) student number.

**Note:** The individual records of the students are not displayed and the system will indicate that only one transaction was <COMMIT>ted, regardless of the number of records, which were updated.

- \* If the selection is (I)ndividual: In Block 3 the records of the students who have been registered in the selected manner are displayed. The user then moves to the records of the students which should be updated, enters the correct value and <COMMIT>s, and the system will update all old values with the new value. All these changes will be written away to the logfile and can be viewed by option {SMNTL-1}

**3. REGISTRATION SUBSYSTEM: REPORTS {SREG-80} / {SREGR}****3.1. REGISTRATION FORM MENU {SREGR-1} / {SREGF}****3.1.1. Close Study Address For Residence Students {SREGF-1} ↵**

**Note:** This option will update the study addresses of students with their postal addresses for Residence Students. This is done prior to generating the registration forms in the next option, to ensure that the old study address do not remain on the student's registration form.

No report is produced, only the number of records, which were updated, is noted.

USER SELECTION: Calendar Year  
Trail or Update

PRINT SEQUENCE: None

SYSTEM SELECT: All students registered in a Residence for the specified year.

24-JUL-2000	INTEGRATED TERTIARY SOFTWARE	Page : 1
Program : i3kccc.pc	Batch Update To Close Study Address For Hostel Students	
	For Academic Year : 2000	
	Trail Or Update Run : U	
22 Records Updated		
END OF REPORT		

## 3.1.2. Print Registration Form {SREGF-2} ↵

USER SELECTION: Registration Year to be Printed on Form (N4) or <Return> to Continue

(R)ange of Students or (M)ultiple Students

If (R)ange then:

Registered students or Applicants

For Applicants

Year for which applied

For Registered students

Year Of Latest Registration

First - last student number

For Applicants, For Registered students skip to Block Code to Include or ALL

First Admission Status to Include or ALL (Up to 10 Admission Statuses can be included)

If ALL then first Admission Status to exclude or <ENTER>(Up to 10 Admission Statuses can be excluded)

First Block Code to include or ALL (Up to 10 Block codes can be included)

If ALL then first block code to exclude or <ENTER> (Up to 10 Block codes can be excluded)

Faculty/School code or ALL

Department (Qual) Code or ALL

Qualification Code or ALL

Study Period or ALL

Campus Code or ALL

Print Subjects to Enrol for (Y/N)

If Yes :

Calendar Year For Subjects To Enrol

The Block Code For Subjects To Enrol Or ALL

Include Results from Current Exam Cycle (Y/N)

Current Examination Year

Current Examination Month

Print Annual Result (Y/N)

Print Final Mark and Result Code (Y/N)

Order Students (A)lphabetically or (N)umerically

Letter Code To Write To Log Or Press <Enter/Return> To Continue :

If (M)ultiple students then:

Registered students or Applicants R/A

For Applicants  
 Year For Which Applied  
 For Registered students  
 Year of last registration  
 Campus Code or ALL  
 Print Subjects To Enrol for? (Y/N)  
 If Yes :  
 Calendar Year For Subjects To Enrol  
 The Block Code For Subjects To Enrol Or ALL  
 Include Results from Current Exam Cycle (Y/N)  
 Current Examination Year  
 Current Examination Month  
 Print Annual Result (Y/N)  
 Print Final Mark and Result Code (Y/N)  
 Letter Code To Write To Log Or Press <Enter/Return> To  
 Continue :  
 Student Number or 0 to Exit  
 Next Student Number or 0 to Exit

PRINT SEQUENCE: Faculty, Qualification, Alphabetical or Numerical

SYSTEM SELECT: In respect of *Registered students*, all persons who are registered within the above selection, including cancelled registrations. Only primary qualifications, input year between start and end years.  
 In respect of *Applicants*, all persons who applied within the selection but **excluding** cancelled applications and Admission status leads to “admitted”

**Note:** “Print Subjects to Enrol for” will print on the form the subjects as per report {SREGR-24} in the position for “Subject Registration for this Year”.

This will result in two printouts, first the Control list, then the actual Registration Forms

**Control List**

26-SEP-2000	INTEGRATED TERTIARY SOFTWARE
PROGRAM: i3lccc.pc	Print of Registration Form : Control Page
-----	
Selection Criteria:	
Registration Year To Be Printed On Form : 2001	
(R)ange Of Students Or (M)ultiple Students : r	
(R)egistered Students Or (A)pplicants : r	
Start Student Number: 200100310 To End Student Number : 200100310	
Year Of Latest Registration : 2000	
Block Codes Included : all	
Block Codes Excluded :	
Faculty/School Code : all	
Department(Qual) Code : all	
Qualification Code : all	
Study Period : all	
Campus Code : all	
Print Subjects To Enroll For : Y	
Calendar Year For Subjects To Enrol : 2001	
The Block Code For Subjects To Enrol : all	
Include Results From Current Examination Cycle : y	
Current Examination Year : 2000	
Current Examination Month : 11	
Print Annual Result : y	
Print Final Mark And Result Code : Y	
Order Students (A)lphabatically Or (N)umerically : a	
Total Registration Forms Generated : 1	

Sample Registration Form

200100310			0	2001	
DR.	DE NIE	5432198760000		Y	
H	HERVEN				0
		18-APR-2033			0
					0001
S	M	E	E		
					N
	MS DE NIE			P01 PHYSICAL DISABILITY 1	
PO BOX 6	PO BOX 6				
Johannesburg	Johannesburg				
			07		
				198011	07
2000	2000				
012 345 6785					
MENS' RESIDENCE NO.	Postbus 777			MATHEMATICS	004 A
Floor : 0 Room : 0015				HISTORY	022 A
P. O. BOX 24342				ENGLISH	024 A
WAVERLEY	PRETORIA			AFRIKAANS FIRST LANGUAGE (HG)	1001 A
2000	0001			SCIENCE	104 A
				BIOLOGY (HG)	1051 A
1	1		Y		
	123456789012345			01 ER ID MT ON ST	
				N N N N N N	

Sample Registration Form (ctd)

										200100310
100A-1 B DOMESTIC SCIENCE (CLOTHING)										
01 FULL TIME										
	2004	B DOMESTIC SCIENCE (CLOTHING)							01	1
	2001	B DOMESTIC SCIENCE (CLOTHING)							01	2
	2000	ELEKTRISE INGENIEURSWESE							01	1
	1999	EA (HONS)							01	1
	1998	B DOMESTIC SCIENCE (CLOTHING)							01	1
	1997	B DOMESTIC SCIENCE (CLOTHING)							01	1
	2000	BIO 100	N	N	N	01			61	P
	2000	COBOL 2	Y	N	N	01				P
	1999	BIO 100	Y	N	N	01			50	P
	1999	BIO 300	N	N	N	01			60	P
	1999	CHEM301	N	N	N	01			70	P
CLOIHI CLOTHING HISTORY										
MOEDERJ MOTHER SUBJECT FOR ECLOTH SUBJECTS										



**3.2. STANDARD REGISTRATION FORM LAYOUT**

The layout of the standard registration form is provided on the next two pages. The pre-printed wording can be:

- \* In one language only
- \* More detailed than on this example

All information indicated as “XXXXXXXXX” will be printed on the form, and all information indicated as “AAAAAAA” is to be filled in.

The coded fields under “Subject Name for this Year” are:

- \* Exp      Exemption requested (Y/N)
- \* CG      Class Group (A2)
- \* AE      Exam Type (e.g. N, A etc.)

The fields printed under “Historic History : Subject Results” are:

- \* Ex      Exemption Granted? (Y/N)
- \* AE      Exam Type (e.g. N, A, etc.)
- \* AS      Normal Subject = Y, Addit. subject = N
- \* Off     Offering Type

Standard Registration Form - Page 1

0	2	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110
115	120	125	130																				
1	Institutional Name, Address and Logo																						
2	Inrigting se Naam Adres en Logo																						
3	Studno	XXXXXXXXXX																		Enquiry Number	AAAAAAA		
4	-----																						
5	: PART A Personal Details											: PART C General Details											
6	: DEEL A Persoonlike Besonderhede											: DEEL C Algemene Besonderhede											
7	:																						
8	Title	XXXXX	Surname	XXXXXXXXXXXXXXXXXXXXXXXXX	ID	XXXXXXXXXXXXX											Bursary Reqd ?	X	Loan Reqd ?	X			
9	Residence period X :		Titel	AAAAA	Van	AAAAAAAAAAAAAAAAAAAAA	ID	AAAAAAAAAAAAA											Beurs benodig?	A	Lening benodig?	A	
10	Koshuis tydperk A :																						
11	Init.	XXXX	Names	XXX											Residence Code	XXXX	Floor	XX					
12	Voorl	AAAA	Voorrm.	AAA											Koshuiskode	AAAA	Vloer	AA					
13	Kamer No AAAAA :																						
14	Maiden N	XXXXXXXXXXXXXXXXXXXXX	Date of Birth	XXXXXXXXXX											Military Completed ?	X	Year	XX					
15	NooiensV	AAAAAAAAAAAAAAAAAAAAA	Geboortedatum	AAAAAAA											Militêre Opl. Klaar ?	A	Jaar	AA					
16	Mil Eenh AAAA :																						
17	Marital S	X	Sex	X	Home Lang.	XX	Pref Lang.	XX											SADF No	XXXXXXXXXX	Examination Centre	XX	
18	Huwelikst	A	Geslag	A	Huistaal	AA	Voorkeurtl.	AA											SAW No	AAAAAAA	Eksamensentrum	AA	
19	:																						
20	Church/Rel	XX	Occupation	XXXX											Where Heard ?	XXXXXXXXXXXXXXXXXXXXX	Study						
21	Kerkverb.	AA	Beroep	AAAA											Hoe Verneem ?	AAAAAAAAAAAAAAAAAAAAA							
22	Studeer Elders ? A :																						
23	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX :																						
24	Accounts to : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX :																						
25	Rekening aan : AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA :																						
26	Voertuigregistrasieno. AAAAAAAA :																						
26	Postal	XXXXXXXXXXXXXXXXXXXXX	Account	XXXXXXXXXXXXXXXXXXXXX											: PART D Previous studies								
27	Address	AAAAAAAAAAAAAAAAAAAAA	Address	AAAAAAAAAAAAAAAAAAAAA											: DEEL D Vorige studies								
28	(exams) XXXXXXXXXXXXXXXXXXXXXXXX																						
29	Pos	AAAAAAAAAAAAAAAAAAAAA	Rek.	AAAAAAAAAAAAAAAAAAAAA											Activity Last Year	XX	Last PSE	XXX					
30	Exemp.Subj ? X :																						
30	Adres	XXXXXXXXXXXXXXXXXXXXX	Adres	XXXXXXXXXXXXXXXXXXXXX											Aktiwiteit Vorige Jr	AA	Vorige NSO	AAA					

```

Vrystelling? A :
31 : eksamen AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA :
:
32 : XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX : Highest Standard XX Matric Date XXXX
Matric Type XX :
33 : AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA : Hoogste Standerd AA Matriekdat. AAAA
Matriektype AA :
34 : Postcode XXXXX Postcode XXXXX :
:
35 : Poskode AAAAA Poskode AAAAA : School Code XX School Authority XX
:
36 : Next of Kin/ Naasbestaande : Skoolkode AA Skoolowerheid AA
:
37 : Home Tel XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX :
:
38 : Huis Tel AAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA : School Subject / Skoolvak
Code/Kode Symbol/Simb. :
39 :
:
40 : Study XXXXXXXXXXXXXXXXXXXX N o Kin XXXXXXXXXXXXXXXXXXXX : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
41 : Address AAAAAAAAAAAAAAAAAA Address AAAAAAAAAAAAAAAAAA : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
42 : XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
43 : Studie AAAAAAAAAAAAAAAAAA Naasb AAAAAAAAAAAAAAAAAA : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
44 : Adres XXXXXXXXXXXXXXXXXXXX Adres XXXXXXXXXXXXXXXXXXXX : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
45 : AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
46 : XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
47 : AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
48 : Postcode XXXXX Postcode XXXXX : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
49 : Poskode AAAAA Poskode AAAAA : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
50 : Study Tel XXXXXXXXXXXXXXXX Work Tel XXXXXXXXXXXXXXXX : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
51 : Study Tel AAAAAAAAAAAAAA Werk Tel AAAAAAAAAAAAAA : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
52 : Home Tel XXXXXXXXXXXXXXXX : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
53 : Huis Tel AAAAAAAAAAAAAA : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
54 : -----: XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
55 : PART B STATS Details : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
56 : DEEL B SANSO Besonderhede : XXXXXXXXXXXXXXXXXXXXXXXX XXXXX
XX :
57 : Ethnic Group XX Citizenship XXX Alien ? X : AAAAAAAAAAAAAAAAAAAAAA AAAAA
AA :
58 : Etniese Groep AA Burgerskap AAA Vreemdeling ? A :-----
-----:
59 : : For Office Use / Kantoorgebruik
:
60 : If an Alien, PermitNo XXXXXXXXXXXXXXXX Permit Type X : Certific/Sertif XX XX XX XX XX XX XX XX
XX XX XX XX :
61 : Permitno van Vreemdeling AAAAAAAAAAAAA Permittipe A : Seen?/Gesien? X X X X X X X X X
X X X X :
    
```



Standard Registration Form - Page 2

0	2	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110
115	120	125	130																				
62 : -----																							
----- -- -:																							
63 :																							
:																							
64 :																							
:																							
65 : PART E Enrolment this Year : PART F Academic History																							
:																							
66 : DEEL E Vanjaar se Inskrywing : DEEL F Akademiese Geskiedenis																							
:																							
67 :																							
:																							
68 : Qual Code XXXXXX XX : Previous Registrations / Vorige Registrasies																							
:																							
69 : Kwal Kode AAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA :																							
Office Use :																							
70 :																							
Off Per Res : : Yr/Jr Qualification / Kwalifikasie																							
71 : Off Type XX XX :																							
:																							
72 : Aanbied. AA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA : XXXX																							
XX XX XX XX :																							
73 :																							
XX XX XX XX :																							
74 :																							
XX XX XX XX :																							
75 :																							
XX XX XX XX :																							
76 :																							
XX XX XX XX :																							
77 :																							
XX XX XX XX :																							
78 :																							
:																							
79 :																							
:																							
80 :																							
:																							
81 :																							
Result/Uitslag : : Yr/Jr Subject/Vak Ex AE AS Off																							
82 :																							
:																							
83 :																							
XX XX : : XXXX XXXXXXXX X X X XX																							
84 :																							
XX XX : : XXXX XXXXXXXX X X X XX																							
85 :																							
XX XX : : XXXX XXXXXXXX X X X XX																							
86 :																							
XX XX : : XXXX XXXXXXXX X X X XX																							
87 :																							
XX XX : : XXXX XXXXXXXX X X X XX																							
88 :																							
XX XX : : XXXX XXXXXXXX X X X XX																							
89 :																							
XX XX : : XXXX XXXXXXXX X X X XX																							

90 :				: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
91 :	Subject Registration for this Year/ Vakregistrasie vanjaar			: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
92 :				: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
93 :	Subject Code	Subject Name	Office Use	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
94 :	Vakkode	Vaknaam	Exp CG AE	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
95 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
96 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
97 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
98 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
99 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
1 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
2 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
3 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
4 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
5 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
6 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
7 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
8 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
9 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
10 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
11 :	AA	A	AA A	: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
12 :				: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
13 :	Office Use / Kantoorgebruik			: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
14 :				: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
15 :	Registration Approved			: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
16 :	Registrasie goedgekeur .....			: XXXX	XXXXXXXX	X	X	X	XX
XX	XX :								
17 :									Students Undertaking / Student se
Onderneming	:								
18 :	Additional Input Forms								
:									
19 :	Verdere Invoervorms								
:									
20 :	AddSub PrevStud PostGrad								
:									
21 :									
:									
22 :									
:									



3.3. DUPLICATE STUDENTS {SREGR-2} ↵

**Note:** The check is done against applications, registrations, and archive.

USER SELECTION: Calendar Year  
 First Block to include or ALL (Up to 10 Blocks can be included)  
 If ALL then first block to exclude or <ENTER> (Up to 10 Blocks can be excluded)  
 Duplicate (A)pplications or (R)egistrations  
 Report per Block Code Y/N

PRINT SEQUENCE: As per selection on block code and student number

SYSTEM SELECT: Pairs of students with identical ID numbers  
 Pairs of students with identical surnames and birth dates

Date: 24-JUL-2000		INTEGRATED TERTIARY SOFTWARE		Page 1
Program : i37rpt.rdf		Duplicate Students For REGISTRATION Year : 2000		
		Include Block: all		
		Exclude Block:		
		Check For Duplicate (A)pplications Or (R)egistrations : r		
		Report Per Block Code (Y)es / (N)o : n		
				System
				Type Of Dupl
				=====
Student Number	199901221	4090005		ARCHIVE
Id Number	6304180049082	6304180049082		IDENT NO.
Surname	Terry	TERRY		
First Names		BEATRIX MARIA GERIRUIDA		
Marital Status				
Gender	F	F		
Date Of Birth	18-APR-1988	18-APR-1963		
Matric Date				
Postal Address	Postbus8888 JOHANNESBURG 2000			
Year/Block Last Registration	2000 / 0	/		
Last Qualification	BA HON			
Student Number	199910086	200600012		REGISTRATION
Id Number	6711090101086	6711090101086		IDENT NO.
Surname	Bekker	Bekker		
First Names	Dries	Amenda		
Marital Status	M	M		
Gender	M	M		
Date Of Birth	09-NOV-1967	09-NOV-1967		
Matric Date	198511	191111		
Postal Address	PO Box 99904 CARLETONVILLE 2500	PO Box 99904 Garsfontein CARLETONVILLE 2500		
Year/Block Last Registration	1999 / 0	1999 / 0		
Last Qualification	BA	BSC		
***** End Of Report *****				



**3.4. EXTERNAL UNIT CONTROL LIST {SREGR-3}** ↵

USER SELECTION: Calendar year  
 First block code to include or ALL (Up to 10 Blocks can be included)  
 If ALL then first block code to exclude or <ENTER> (Up to 10 Blocks can be excluded)  
 (A)pplicants or (R)egistered students  
 Report per block code Y/N  
 Sort (A)lphabetically or (N)umerically

PRINT SEQUENCE: As per indicated selection, per external unit name

SYSTEM SELECT: Select all students linked to an external unit  
**Exclude:** Cancelled enrolments

27-SEP-2000	INTEGRATED TERTIARY SOFTWARE	Page 1
Program: i3supt.rdf	External Unit Control List	
	For Year: 2000	
	Include Block: 0	
	Exclude Block:	
	For (A)pplicants Or (R)egistered Students: r	
	For Block Code (Y)es / (N)o : n	
	Order Students (A)lphabetically Or (N)umerically: a	
External Unit: Association for the Elderly		
PO Box 123		
CAPE TOWN 8000		
External Number	Student Name	Postal Address
787887GG8	200000096 Hamman HJ	PO Box 123 CAPE TOWN 8000
778999BB9	200000019 Lewise L	PO Box 123 CAPE TOWN 8000
787887GG8	200077709 Van Der Walt W	PO Box 123 CAPE TOWN 8000
***** End Of Report *****		

**3.5. REGISTRATION LISTS MENU {SREGR-4} / {SREGR1}**

**3.5.1. Alphabetical / Numerical List {SREGR1-1} ↵**

USER SELECTION: Calendar year  
 First block code to include or ALL (Up to 10 Blocks can be included)  
 If ALL then first block code to exclude or <ENTER> (Up to 10 Blocks can be excluded)  
 Faculty Code or ALL  
 Department (Qual) Code or ALL  
 Enter Campus Code Or ALL  
 Report per block code Y/N  
 Print Full Names Yes / No  
 Sort (A)lphabetically or (N)umerically  
 Enter Offering Type to include or ALL (Up to 10 Offering Types can be included)  
 If ALL then first Offering type to exclude or <ENTER>(Up to 10 Offering Types can be excluded)  
 Include Only Primary Qualification Y/N

PRINT SEQUENCE: As per above selection

SYSTEM SELECT: All registered students in this year

24-JUL-2000		INTEGRATED TERTIARY SOFTWARE		Page 1	
Program : i34rpt.rdf		Alphabetical / Numerical List			
		For Year: 2000 Faculty Code: all			
		Include Block: all			
		Exclude Block:			
		Department(Qual) Code: all Campus Code: all			
		Report Per Block Code (Y)es / (N)o : n			
		Print Full Names : y			
		Ordered (A)lphabetical Or (N)umerical : a			
		Include Offering Type : all			
		Exclude Offering Type :			
		Include Only Primary Qualification : y			
Number	Surname Qualification	Name Offering Type	Gender Study Per	Cancel Date	Primary
200100314	BREYTENBACH BSC AGRICULTURE	EMMIE FULL TIME	F 1		Y
200100312	JANSEN VAN VUREN BSC AGRICULTURE	MARTIE FULL TIME	F 1		Y
200000925	Spangenberg BSC AGRICULTURE	Hanlie Louise FULL TIME	F 1		Y
Total for Department: 5					
Total for Faculty: 5					
***** End Of Report *****					



3.5.2. Registration List {SREGRI-2} ↵

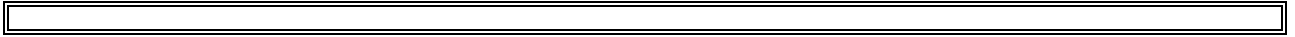
**Note:** Cancelled students are displayed but not included in the totals.

**USER SELECTION:** Calendar year  
 First block code to include or ALL (Up to 10 Blocks can be included)  
 If ALL, then first block code to exclude or <ENTER> (Up to 10 Blocks can be excluded)  
 First Offering Type to include or ALL (Up to 10 Offering Types can be included)  
 If ALL, then first offering type to exclude or <ENTER> (Up to 10 Offering Types can be excluded)  
 Enter Campus Code Or ALL  
 Faculty/School code or ALL  
 Department (Qual) code or ALL  
 Qualification code or ALL  
 Report per Block Code Y/N  
 Sort (A)lphabetically or (N)umerically

**PRINT SEQUENCE:** Per faculty, qualification code, offering type and period of study according to selection.

**SYSTEM SELECT:** All registered students in the above selection  
 Only primary Qualification records

Date: 08-aug-2000		INTEGRATED TERTIARY SOFTWARE			Page: 1
Program: i32rpt.rdf		Registration List			
		For Year: 2000			
		Include Block: all			
		Exclude Block:			
		Include Offering Type: all			
		Exclude Offering Type:			
		Campus : all			
		Qualification : B CLOTH Faculty : all Department : all			
		Order Student (A)lphabetically Or (N)umerically: a			
Student Number	Name	Gender	Year Of Study	Cancel Date	Block Code
200001621	JONKER,D	M	1		0
200000411	LANGE,D	M	1		0
200000600	LANGE,L	M	1		0
Total For Study Period 1 : 3					
Total For Offering Type FULL TIME : 3					
Total For Qualification B. CLOTHING DESING : 3					
Total For Department CLOTHING : 3					
Total For Faculty CLOTHING AND INTERIOR : 3					
Total Of All Students Registered : 3					
***** End Of Report *****					



3.5.3. List of Registered Students {SREGR1-3} ↵

USER SELECTION: Calendar Year  
 First Offering Type to include or ALL (Up to 10 Offering Types can be included)  
 If ALL, then first Offering Type to exclude or <ENTER> (Up to 10 Offering Types can be excluded)  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be included)  
 Start - End student number  
 Faculty/School Code or ALL  
 Department(Qual) Code or All  
 Qualification Code or ALL  
 Start – End Study Period  
 Campus Code or ALL  
 Report per Block Code (Y)es / (N)o  
 Order Student (A)lphabetically Or (N)umerically

PRINT SEQUENCE: Per sort order as selected

SYSTEM SELECT: Within above selection all registered students  
**Exclude:** Cancellations  
 Print only primary qualification

25-JUL-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program: i3rpt.rdf		List Of Registered Students			
		For Year: 2000			
		Block Code To Include: all Block Code To Exclude:			
		Offering Type To Include: all Offering Type To Exclude:			
		Faculty/School: all Department: all Qualification: all Campus: all			
		For Student: 0 To 999999999 Study Period: 0 To Z			
		Per Block Code: n			
		Order Students (A)lphabetically Or (N)umerically: a			
Student	Qual	Study	Off.	Home	
Number Name	Code Description	Per.	Type	Tel	
200100314 BREYTENBACH,E	B AGRI BSC AGRICULTURE	1	01		
	Postal Address	Study Address			
	POSEBUS 999	POSEBUS 999			
	KRUGERSDORP	KRUGERSDORP			
	1739	1739			
200000381 LE ROUX,H	B AGRI BSC AGRICULTURE	1	01		
	Postal Address	Study Address			
	BOX1	BOX1			
	KLOOFSIRAAAT,Kaapstad	KLOOFSIRAAAT,Kaapstad			
	8008	8008			
Total Number Of Students : 2					

\*\*\*\*\* End Of Report \*\*\*\*\*

## 3.5.4. Qualification Cancellation List {SREGRI-4} ↵

USER SELECTION: (A)ctual date or (S)ystem date of cancellation  
 Start Date - End date  
 Qualification or ALL  
 First Offering Type to include or ALL (Up to 10 Offering Types  
 can be included)  
 If ALL then First Offering Type to exclude or <RETURN>  
 (Up to 10 Offering Types can be excluded)  
 First Block Code to Include or ALL (Up to 10 Block codes can  
 be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up  
 to 10 Block codes can be excluded)  
 Campus Code or ALL  
 Sort per (O)ffering Type or (D)ate  
 Order students (A)lphabetic or (N)umeric

PRINT SEQUENCE: Per faculty, as per selection

SYSTEM SELECT: Students with cancellation date between selected criteria.

Cancel Date	Student Number	Surname	Init	Qualif Code	Cancel Reason	Offering Type
03-MAR-2000	200001597	Johnson	J	FINIES	ADMINISTRATIVE REASONS	01
11-APR-2000	200001770	van der Merwe	AM	FINIES	ADMINISTRATIVE REASONS	02

Number Of Students Selected For Faculty : 2

\*\*\*\*\* End Of Report \*\*\*\*\*



3.5.5. Exam Only Registrations {SREGRI-5} ↵

USER SELECTION: Calendar Year  
 Examination month  
 Faculty/School code or ALL  
 Campus Code or ALL

PRINT SEQUENCE: Per Subject code and student number

SYSTEM SELECT: All "exam only" type enrolments

25-JUL-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1
Program : i40rpt.rdf		Examination Only Registrations		
		For Exam Year: 2000 Month: 11		
		Faculty: all Campus Code: all		
Subject : BIO 100 BIOLOGY I				
Student Number	Name	Full Period Mark	Type Of Registration	Cancel Date
-----	-----	-----	-----	-----
8910685	MR J OLOWAGE	40	E EXAM ONLY	
199900707	MR I VENTIER		E EXAM ONLY	
199900708	MS CR CHAMI		E EXAM ONLY	20-FEB-1999
Total Number Of Students : 3				
Total Number Of Cancellations : 1				
***** END OF REPORT *****				

3.5.6. Subject Cancellation List {SREGRI-6} ↵

USER SELECTION: Calendar Year  
 (Q)ualification or (S)ubject  
 If (Q)ualification  
 Qualification Code (A6) or ALL  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Start and end Faculty codes  
 Start and end dates  
 Campus Code (N2) or ALL  
 Sort (A)lphabetically or (N)umerically

PRINT SEQUENCE: Per student and subject code

SYSTEM SELECT: All subject cancellations within the above selection.

Student Number	Surname	Init	Title	Qual Code	Cancel Date	Subject Code	Description	Cancellation Reason
200001402	ADAMS	E	MR	DSPORT	15-SEP-2000	GMANL	GENERAL MANAGEMENT	
				DSPORT	15-SEP-2000	FMANL	FUNCTIONAL MANAGEMENT	
200100370	AHLERS	K	MRS.	DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
				BCLOIH	26-JUL-2000	TEXT1	TEXTILES I	CARD IS STOLEN
200001372	ANICNIO	C	MRS	BSC P	13-SEP-2000	MMTH301	MATHEMATICS IIIIA	CARD IS STOLEN
200000878	BARNARD	D	MRS.	DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200100342	Vermaak	Y		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
220000074	Viviers	Z		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200000349	Wagner	A	DR.	DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200000357	Wagner	L	DR.	DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200001206	Wandrag	W		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
220000002	Welman	D		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200001195	wolf	J		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200001194	Wolhuter	H		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
220000093	Wolmarans	D		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
220000004	Wolmarans	H		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
220000032	Wolmarans	S		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200001143	Wolme	W		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200001201	Yssel	M		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS
200001197	Zeelie	Z		DSPORT	15-FEB-2000	FMANL	FUNCTIONAL MANAGEMENT	ADMINISTRATIVE REASONS

\*\*\* End Of Report \*\*\*



3.5.7. Registration Statistics per Day {SREGR1-7} ↵

USER SELECTION: Calendar Year  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Faculty/School code or ALL  
 Qualification code or ALL  
 Department (Qual) code or ALL  
 Offering type or ALL  
 Campus Code (N2) Or ALL  
 Period of Study or ALL  
 Start Date of Registration  
 Date on which report should start  
 If Same As Start Date Of Registration, Press <Return>  
 (A maximum of 14 days will be printed)  
 (D)etail or (S)ummary

PRINT SEQUENCE: Per faculty, department, qualification, study period, subject

SYSTEM SELECT: All primary registrations within the above selection  
**Exclude:** Cancellations with no show indicator

```

25-JUL-2000                               INTEGRATED TERTIARY SOFTWARE                               Page : 1
Program : i3bccc.pc                        Registration Statistics Per Faculty/School And Day For Year: 2000
                                           Block Code Included : all
                                           Block Code Excluded :
                                           For Faculty : all Qualification : all Department : all
                                           For Offering Type: all For Campus Code : all Period Of Study : all
                                           Registration Started On : 13-jan-2000
                                           For Working Days Starting On 13-jan-2000
                                           Summary Or Detail Report : s
    
```

NOTE : (S)ummary report do a headcount per primary qualification.  
 (D)etail report do a count per subject - Totals will therefore differ from summary.

Faculty/School	Total Before	JAN 13	JAN 14	JAN 15	JAN 16	JAN 17	JAN 18	JAN 19	JAN 20	JAN 21	JAN 22	JAN 23	JAN 24	JAN 25	JAN 26	Total
BUSINESS SCHOOL	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	9
COMMERCE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
HUMANITIES	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4
SCIENCE	0	3	0	0	0	0	1	1	0	0	0	0	0	0	0	5
Total	0	16	0	0	0	0	1	1	1	0	0	0	0	0	0	19

End Of Report

3.5.8. Registrations per FTEN Status {SREGRI-8} ↵

USER SELECTION: Year of Registration  
 Start and End Faculty/School codes  
 Start and End Department (Qual) code  
 Start and end FTEN status  
 Start and End Offering types  
 Campus Code Or ALL  
 Start and End Registration dates

PRINT SEQUENCE: Per Faculty, per FTEN status, per Qualification

SYSTEM SELECT: All registrations excluding cancelations.

25-JUL-2000 Program : ik5rpt.rdf	INTEGRATED TERTIARY SOFTWARE Registrations Per FTEN Status For Year: 2000 For Faculty/School Code: 0 To 9999 For Department Code: 1000 To 1000 For FTEN Status: F To F For Offering Type: 01 To 01 For Campus Code: all For Registration Date: 01-jan-2000 To 31-dec-2000	PAGE : 1
Faculty: 1 SCIENCE Department: 1000 BOTANY FTEN Status: F		
Qualification	Offering Type	Total
B AGRI BSC AGRICULTURE	01	2
BSC B BSC BIOLOGICAL SCIENCES 95	01	1
Total Per Offering Type : 3 Total Per FTEN Status : 3 Total Per Department : 3 Total Per Faculty/School : 3 Total For This Report : 3		
End of report		

**3.5.9. Comprehensive Registration List {SREGR1-9} ↵**

USER SELECTION: Calendar Year  
Faculty Code or ALL  
Department (Qual) Code or ALL  
Qualification Code or ALL  
Study Period or ALL  
Campus Code Or ALL  
First Block Code to Include or ALL (Up to 10 Block codes can be included)  
If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
Report Per Block Code (Y)es / (N)o  
(R)ange or (M)ultiple Student Numbers  
If (R)ange, then:  
Start - End Student Number  
Print (P)ostal, (S)tudy or (A)ccount Address  
Order (A)lphabetic or (N)umeric  
If (M)ultiple, then:  
Student Number or 0 to stop

PRINT SEQUENCE: Faculty, Department, Qualification and Block Code if the report were asked per Block code

SYSTEM SELECT: All registered students on primary qualification  
**Exclude:** Cancellations

Comprehensive Registration List (Ctd)

25-JUL-2000 INTEGRATED TERTIARY SOFTWARE Page : 1  
 Program: i30rpt.rdf Comprehensive Registration List  
 For Year: 2000 Block To Include : all Block To Exclude :  
 Faculty/School: all Department: all Qualification: all Campus Code: all  
 Study Period: all For Student: 0 To 10000000  
 Student Number (R)ange Or (M)ultiple Students : r  
 Report Per Block Code (Y)es / (N)o : n  
 Postal Address, Study Address or Account Address : p  
 Order Students (A)lphabetically Or (N)umerically : a

Student Number	Name	Gender	Home Telno	Postal Address
8910685	OLWAGE,J	M	(012) 645-714	TAMBOITHELAAN 108 HENDOSPARK VERWOERDEBURGSTAD PRETORIA-WES 0001

Qualification Description	Study Period	Offering	Type
BSC B BSC BIOLOGICAL SCIENCES 95	2	01	

Subject Description	Exam Type	Exemption	Block Code	Exam Month	Exam Year	Cancel Date
ACCI01 ACCOUNTING 101	N	N	0	11	2000	
ACCI01 ACCOUNTING 101	S	N	S2	12	2000	
ACCI02 ACCOUNTING 102	N	N	0	6	2001	
BIO 100 BIOLOGY I	E	N	0	11	2000	
BIO 100 BIOLOGY I	E	N	S2	12	2000	
BOT 100 BOTANY I	N	Y	0		2000	

25-JUL-2000 INTEGRATED TERTIARY SOFTWARE Page : 2  
 Program: i30rpt.rdf Comprehensive Registration List  
 For Year: 2000 Block To Include : all Block To Exclude :  
 Faculty/School: all Department: all Qualification: all Campus Code: all  
 Study Period: all For Student: 0 To 10000000  
 Student Number (R)ange Or (M)ultiple Students : r  
 Report Per Block Code (Y)es / (N)o : n  
 Postal Address, Study Address or Account Address : p  
 Order Students (A)lphabetically Or (N)umerically : a

Student Number	Name	Gender	Home Telno	Postal Address
9668890	Mastert,B	M		POSBUS 237645 FAERIE GLEN PRETORIA 0043

Qualification Description	Study Period	Offering	Type
BSC B BSC BIOLOGICAL SCIENCES 95	3	01	

Qualification Description	Study Period	Offering	Type
BSC BACHELOR OF SCIENCE	1	01	

Subject Description	Exam Type	Exemption	Block Code	Exam Month	Exam Year	Cancel Date
BIO 100 BIOLOGY I	E	N	S2	12	2000	
BIO 100 BIOLOGY I	N	N	1	11	2000	

Total Number Of Students : 2

\*\*\*\*\* End Of Report \*\*\*\*\*

## 3.5.10. Students Enrolled for 2 Subjects {SREGR1-10} ↵

USER SELECTION: Academic Year  
 Block Code  
 First Subject Code  
 Second Subject Code

PRINT SEQUENCE: Surname then Full Names

SYSTEM SELECT: Students who were registered for the two subjects for the same  
 block and the year between the registration and examination year  
 of the subject  
 Excluding cancelled subjects  
 Only primary subject records are selected

Student		Qualification	Period of
Number	Name	Code Description	Study
210050145	Alberts, Anton	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200000029	BARNS, JOHN	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200000667	CRONE, HANSIE	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
121212121	Erasmus,	100A-1 B DOMESTIC SCIENCE (CLOTHING)	1
210050137	Fellow, Stephan	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200000683	GIBBS, HERCHELLE	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
1234567	Hugo, San	100A-1 B DOMESTIC SCIENCE (CLOTHING)	1
123456789	JOHNSON,	100A-1 B DOMESTIC SCIENCE (CLOTHING)	1
200001335	Jakobs,	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200000691	KIRSTEN, GARY	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200000097	Langenhoven, HansIE	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200001104	Linde,	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
9110033	MAPUMA, FREDERICH ERNST	100A-1 B DOMESTIC SCIENCE (CLOTHING)	1
280000000	Malan, Tasja	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
210050177	POIGLETIER, JANE	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200001340	POITTES, PIET	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200000971	Pienaar, Elma	100A-1 B DOMESTIC SCIENCE (CLOTHING)	1
200000675	RHODES,	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
210050126	SPANDER, DERICIA	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200001343	SPANDER, STAN	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
199901112	TESTER, MEAN ME	100A-1 B DOMESTIC SCIENCE (CLOTHING)	2
199901211	ZEBLIE, CARLA JANA	100A-1 B DOMESTIC SCIENCE (CLOTHING)	D
200001167	roos,	100A-1 B DOMESTIC SCIENCE (CLOTHING)	1
Total Students : 30			
*** End Of Report ***			



3.5.11. Registered Students Per Employer {SREGR1-11} ↵

USER SELECTION: Academic Year of Registration  
Employer code or ALL

PRINT SEQUENCE: Employer code and Student Surname

SYSTEM SELECT: Input year is between start and end year of qualification  
Only Primary qualifications will be selected  
Excluding cancellations

25-JUL-2000 22:57:30						page 1
INTEGRATED TERTIARY SOFTWARE Registered Students per Employer For employer Code all For the Year 2000 (Program : i33rpt.sql)						
Empl Code	Employer Name	Student Number	Student Name	Qualif Code.	Period Of Study	Final Year
00004	RENNIES TRAVEL	200100367	Theunissen,B 45 Second Street Bodorp MONTANA,De Aar 7000	8020	1	N
25-JUL-2000 22:57:30						page 2
INTEGRATED TERTIARY SOFTWARE Registered Students per Employer For employer Code all For the Year 2000 (Program : i33rpt.sql)						
Empl Code	Employer Name	Student Number	Student Name	Qualif Code.	Period Of Study	Final Year
00005	MAGIC TRAVEL	200000096	Hamman,HJ PO Box 123 CAPE TOWN 8000	BCLOT1	1	N
		979711428	VERKEER,D PO BOX 222222 PRETORIA 0001	FINIEE	1	N
3 rows selected.						
***END OF REPORT***						

## 3.5.12. Immigration Status {SREGRI-21} ↵

USER SELECTION: Academic Year  
 Start and End Student Number  
 Order Students (A)lphabetically Or (N)umerically

PRINT SEQUENCE: Faculty, Qualification, then per input Alphabetically or Numerically

SYSTEM SELECT: Alien Indicator is (Y)es  
 Student is registered where the input year between the start and end years  
 Only Primary qualifications will be selected

25-JUL-2000	INTEGRATED TERTIARY SOFTWARE	PAGE : 1
PROGRAM: iafooc.pc	Detail Concerning Foreign Students	
	Academic Year: 2000	
	Start Student Number : 0 End Student Number : 999999999	
	Order Students (A)lphabetically Or (N)umerically :A	
Student number : 8910685		
Surname : OLIVAGE		
First Names : JOHANNES		
Date of Birth : 24-MAR-1968		
Nationality : 13 UNITED KINGDOM		
Passport Number :		
Residential Address : TAMBOULELAN 108		
: HENOFSPARK		
: VERWOERDEBURGSTAD		
: FREETORIA-WES		
: 0001		
Cancellation Date (if applicable) :		
Faculty : SCIENCE		
Qualification : BSC BIOLOGICAL SCIENCES 95		
Normal Duration of the Qualification : 08		
Academic Progress (Annual Result) : FAIL		
Student number : 200000097		
Surname : Langerhoven		
First Names : Hans		
Date of Birth : 12-FEB-2000		
Nationality : 7 MOZAMBIQUE		
Passport Number :		
Residential Address : Po box 123		
:		
:		
: DUNDEE		
: 3000		
Cancellation Date (if applicable) :		
Faculty : SCIENCE		
Qualification : BSC GEOLOGY		
Normal Duration of the Qualification : 08		
Academic Progress (Annual Result) : PASS		
***END OF REPORT***		



3.5.13. Number of Alien Students Enrolled {SREGR1-22} ↵

USER SELECTION: Academic Year  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Campus Code or ALL  
 Offering Type or ALL  
 Faculty Code or ALL  
 Qualification Code or ALL

PRINT SEQUENCE: Faculty, Qualification

SYSTEM SELECT: Alien Indicator is (Y)es  
 Student is registered where the input year between the start and end years  
 Only Primary qualifications will be selected

25-JUL-2000		INTEGRATED TERTIARY SOFTWARE		PAGE : 1	
PROGRAM: iagocc.pc		The number of students enrolled			
Academic Year: 2000					
Block Codes Included : ALL					
Block Codes Excluded :					
Campus Code : ALL Offering Type: ALL					
Faculty Code : ALL Qualification Code : ALL					
Stud Number	Name	Date of Birth	Qual	Nationality	Passport Number
8910685	OLWAGE J	24-MAR-1968	BSC B	UNITED KINGDOM	
20000097	Langenhoven H	12-FEB-2000	BSC G	MOZAMBIQUE	
200000124	Daansen D	31-MAR-1945	POPUL	ANGOLA	894289233892489
200000131	Mzyriksen M	13-APR-1981	EDUCI	NAMIBIA	3874923742738
20000099	Adendorff M	13-JUN-1999	DENTAL	ANGOLA	348203034-0
200000100	Goosen G	23-FEB-1960	DENTAL	BOTSWANA	
200100310	DE NIE H	18-APR-1933	ELEKIG	COUNTRIES IN EUROPE	
200000096	Hamman HJ	24-FEB-1999	BCL0T1	ANGOLA	39339121 --120
Number of Alien Students Enrolled : 8					
*** END OF REPORT ***					

3.5.14. Foreign Applicants Not Registered {SREG1-23} ↵

PRINT SEQUENCE: Faculty, Qualification and Admission Status

SYSTEM SELECT: Applicants for the application year, excluding cancellations and only students with alien indicator = (Y)es.  
 Registrations where the input year between the start and end year of registration, excluding cancellations

25-JUL-2000	INTEGRATED TERTIARY SOFTWARE			PAGE : 1
PROGRAM: iahccc.pc	List of Accepted Foreign Applicants who have not Registered			
	Application Year: 2000 Registration Year: 2000			
	Block Codes Included : ALL			
	Block Codes Excluded :			
	Campus Code : ALL Offering Type: ALL			
	Faculty Code : ALL Qualification Code : ALL			
Student Number	Name	Date of Birth	Qualification	Postal Address
-----	-----	-----	-----	-----
200001701	VAN DER WALI M	18-APR-1966	100A-1	POSEBUS 888
				PRETORIA
				0001
*** END OF REPORT ***				

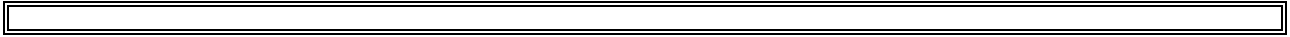
**3.5.15. Registrations On Specific Day {SREGRI-24}** ↵

**USER SELECTION:** Calendar Year  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 First Offering Type To Include Or ALL (Up to 10 Offering Types can be included)  
 If ALL, then First Offering Type to Exclude or <RETURN> (Up to 10 Offering Types can be excluded)  
 Campus Code or ALL  
 Start and End Faculty Code  
 Start and End Department Code  
 Qualification or ALL  
 Subject Code or ALL  
 Start and End Class group  
 Start and End Registration Date  
 Sort (A)lphabetical / (N)umerical

**PRINT SEQUENCE:** Registration date and then Per input criteria Alphabetical or Numerical

**SYSTEM SELECT:** Registrations where the input year between the start and end year of registration, excluding cancellations and only primary registrations will be selected.

25-JUL-2000		INTEGRATED TERTIARY SOFTWARE		PAGE : 1	
PROGRAM: i3xccc.pc		List Of Students Registered On A Specific Day			
Within A Range Of Selected Days					
Calendar Year : 2000					
Block Codes Included : ALL					
Block Codes Excluded :					
Offering Types Included : ALL					
Offering Types Excluded :					
Campus Code : ALL					
Faculty Code From : 0 To: 9999					
Department Code From : 0 To 9999					
Qualification : ALL					
Subject Code : ALL					
Classgroup From : 0 To: ZZ					
Registration Date From : 01-JAN-2000 To : 31-DEC-2000					
Sort (A)lphabetical / (N)umerical : A					
Student			Study	Offering	
Number	Name	Qualification	Period	Type	Reg Date
200001571	BOIHA V	DIPLOMA IN SPORT MANAGEMENT	2	01	01-MAR-2000
200001574	DANIELS D	DIPLOMA IN SPORT MANAGEMENT	1	01	01-MAR-2000
200001576	GEERISEMA G	DIPLOMA IN SPORT MANAGEMENT	1	01	01-MAR-2000
200001568	MALHEREE J	DIPLOMA IN SPORT MANAGEMENT	1	01	01-MAR-2000
200001569	POIGLETIER J	DIPLOMA IN SPORT MANAGEMENT	2	01	01-MAR-2000
200001577	UMS D	DIPLOMA IN SPORT MANAGEMENT	1	01	01-MAR-2000
*** END OF REPORT ***					



3.5.16. Validation On Biographical Data {SREGR1-25} ↵

USER SELECTION: Academic Year  
 Start and End Faculty Code

PRINT SEQUENCE: Faculty description, Surname, Initials

SYSTEM SELECT: Registrations where the input year between the start and end year of registration and only primary registrations will be selected.

Stno	Surname	First Names	Title	Birth Date	ID Number	M/F	Eth	Lang
200100313	BARKLEY	JAMES	MR	26-DEC-1954	5412260009999	M	1	E
	Postal address : P.O. BOX 333 PRETORIA 0001		Account address : P.O. BOX 333 PRETORIA 0001					
200100328	BOTES	PHILIP	MR	26-DEC-1933		M	1	E
	Postal address : POSEBUS 444 PRETORIA 0001		Account address : POSEBUS 444 PRETORIA 0001					
97777777	BEYENBACH	EMMARENITA CICELIA.....	MEV	28-AUG-1961	6108260049062	F	1	E
	Postal address : SIRYDOMSIRAAAT 45 BIRCHLEY 1620		Account address : SIRYDOMSIRAAAT 45 BIRCHLEY 1620					

\*\*\*\* End of Report \*\*\*\*



3.5.17. Registration Statistics {SREGR1-26} ↵

USER SELECTION: Calendar Year  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 First Offering Type To Include Or ALL (Up to 10 Offering Types can be included)  
 If ALL, then First Offering Type to Exclude or <RETURN> (Up to 10 Offering Types can be excluded)  
 Campus Code Or ALL  
 Faculty Code Or ALL  
 Department(Qual) Code Or ALL  
 Qualification Code Or ALL  
 Report Per Block Code (Y)es or (N)o  
 Print (S)ummary Or (D)etail Report  
 If Detail,  
 Order Students (A)lphabethically or (N)umerically :

PRINT SEQUENCE: Faculty, Department, Qualification, Offering Type, Block code if asked for it, Study Period and Alphabetic or Numeric

SYSTEM SELECT: Registrations where the input year between the start and end year of registration

```

26-JUL-2000                                INTEGRATED TERTIARY SOFTWARE                                PAGE : 1
PROGRAM : id3ccc.pc                          Registration Statistics
Calendar Year :2000
Include blocks :ALL                          Exclude blocks :
Include Offering :ALL                        Exclude Offering :
Faculty Code :1, Department Code :1
Qualification Code :ALL, Campus Code :ALL
Report Per Block Code :N
Print Summary Or Detail Report :S
    
```

Faculty	Department	Qualification	Offering Type	Study Period	Students
1	SCIENCE				
	1	ELECTRONIC DATA PROCESSING			
		DFIRE DIPLOMA IN FIRE SCIENCE	FULL TIME	STUDY PERIOD 1	1
		B AGRI BSC AGRICULTURE	FULL TIME	STUDY PERIOD 1	8
			FULL TIME	STUDY PERIOD 2	1
			DCU DISTANCE TUITION	STUDY PERIOD 2	11
		BSC G BSC GEOLOGY	FULL TIME	STUDY PERIOD 1	5
		PLANIP DIPLOMA PLANT PRODUCTION	FULL TIME	STUDY PERIOD 1	11
			FULL TIME	STUDY PERIOD 4	6
			FULL-TIME CAMPUS DEN	STUDY PERIOD 1	5
			FULL-TIME CAMPUS PNB	STUDY PERIOD 1	3
Total For Faculty :					56
Total For Report :					56

\*\*\*\*\* End Of Report \*\*\*\*\*



3.5.18. Inactive Students, Qual not canc {SREGR1-27} ↵

USER SELECTION: Year  
 Enter Campus Code Or ALL  
 Enter Faculty Code Or ALL  
 Enter Department Code Or ALL  
 Enter Offering Type Or ALL  
 Enter Block Code Or ALL

PRINT SEQUENCE: Campus, Faculty, Department, Qualification and Student Number

SYSTEM SELECT: Qualification - Cancel date is null and the input year is between the start and end year of registration. And  
 Subject – is either cancelled or has results for the input year between the registration year and the examination year.

23-OCT-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program : iatoccc.pc		Students That Cancelled In Second Semester			
		Year: 2000			
		Campus: ALL Faculty: ALL Department: ALL			
		Offering Type: ALL Block Code: ALL			
Campus	: 1 LYCELIM				
Faculty	: 1 SCIENCE				
Department	: 1 ELECTRONIC DATA PROCESSING...*				
Number	Student Name	Qualification	Offering Type	Block Code	
199901252	DE JAGER P	BCLOTH	01	0	
	CLOIDES 0 05-OCT-2000				
	CLOIHIS 0 05-OCT-2000				
	DESIGN 0 FS				
200001278	van Deventer A	BCLOTH	01	0	
	CLOIDES 0 05-OCT-2000				
	CLOIHIS 0 05-OCT-2000				
	TEXT1 0 26-JUL-2000				
	DESIGN 0 FS				
200100334	HEMNS R	BCLOTH	01	0	
	CLOIDES 0 05-OCT-2000				
	CLOIHIS 0 05-OCT-2000				
	TEXT1 0 26-JUL-2000				
Campus	: 5 FOISDAM CAMPUS				
Faculty	: 10 BUSINESS SCHOOL				
Department	: 10 BUSINESS ETHICS				
199901211	ZEELEIE CJ	100A-1	ZZ	Z	
	CLOTH1 0 FS				
	DLAT100 0 P				
End Of Report					

**3.6. FULL BIOGRAPHICAL DETAIL {SREGR-5}** ↵

This is a lengthy report covering four pages per person.

USER SELECTION: Calendar Year  
Student Number or ALL  
If a student number is entered then the program will ask  
“Applicants or Registered Students” and no other questions  
If (ALL):  
Block Code  
Qualification Code or ALL  
The Campus Code Or ALL  
Study Period or ALL  
(A)pplicants or (R)egistered Students  
If (A)pplicants:  
From - To Application Date Received  
Qualification Choice or ALL  
(S)ummary or (D)etail  
Sort (A)lphabetic or (N)umeric  
If (R)egistered Students:  
(S)ummary or (D)etail  
Sort (A)lphabetic or (N)umeric

PRINT SEQUENCE: As per selection

SYSTEM SELECT: All students conforming to above selection. If only one student  
number is selected, the system does not require any further input.

Print Full Biographical Detail - Page 1

Date : 26-JUL-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program: i31rpt.rdf		Full Biographical Detail Report			
		Calendar Year : 2000			
		(R)egistered/(A)pplicants : r			
Personal Details					
Stud.No	Title Surname	Init	First Names	Maiden Name	
200100310	DR. DE NIE	H	HERMAN		
Alternative Names			Alternative Surname		
Id. Number		Passport Number		Date Deceased	
5432198760000					
Marital					
Birthdate	Status	Grd	Home Language	Preferred Language	Church / Religion
18-APR-1933	S	M	E ENGLISH	E ENGLISH	
Registration Prohibited For Administrative : N Or Financial : N Reasons					
Occupation		Postal Address		Account Address	
		PO BOX 6 Johannesburg 2000 Tel : 012 345 6785		BOX 999 KEMPTON PARK 1621 Tel :	
E-Mail Address					
Next Of Kin Details					
Name	Address		Work Telephone	Home Telephone	
Mr. G DE NIE	PO Box 1234 montana			012 345 6789	
	0001				
Sapse Details					
Ethnic Group	Citizenship	Alien	Expiry Date	County/Country of Origin	Socio-economic Category
1 WHITE	14 COUNTRIES	IN Y	10-MAY-2010		

Print Full BiographicalDetail - Page 2

Date : 26-JUL-2000		Page : 2	
General Information			
Burs Loan		Mil. Mil. Force	
Req Req		Compl Year Number	Force Unit
---	---	-----	-----
Y			0001 ISAI
Exam No Where Heard		Study Elsewhere	
-----	-----	-----	
5		N	
Employment Details			
Employer Code	Employer Name	Telephone	
-----	-----	-----	
0003C	LOTHING INDUSTRY TRAINING BOARD3		
Account To Employer : N			
Office Use Details			
Administrative Comments			
-----			
Selection Comments			
-----			
Additional Receipt		Stop	Vehicle
Credits Number		Statement	Registration
-----	-----	Print	-----
99		N	
School And Post School Activities			
Activity Last Year	Last Pse	Exemption Subjects	
-----	-----	-----	
07 LABOUR FORCE			

Print Full Biographical Detail - Page 3

Date : 26-JUL-2000		Page : 3				
Matric Details						
Highest Grade	Matric Lapses Date	Matric Type	School Examining Authority			
198011	31-DEC-2009	07 Other Senior Certificates				
School :						
Examination Number :		Central Application Office Number :				
Matric Subjects						
Subject	Symbol	High/Standard	Matric Sitting			
004 MATHEMATICS	A	H	198011			
022 HISTORY	A	H	198011			
024 ENGLISH	A	H	198011			
1001 AFRIKAANS FIRST LANGUAGE (HG)	A	H	198011			
104 SCIENCE	A	H	198011			
1051 BIOLOGY (HG)	A	H	198011			
Post School Academic Activities						
Previous Studies						
From Year	To Year	Institution	Qualification	Remarks	Post Gr/Dp	
1990	1991	111 RAND AFRIKAANS UNIVERSITY	Y Y BSC		Y	
Previous Subjects Passed						
Year	Inst	Qualification	Subject	Mark	Exempt	Remarks
1990	111	BSC	MATHS 1			N
Certificates/Indicators						
Certificate	Indicators	Council Nr	Remarks			
01 SENIOR CERTIFICATE	N	2000/1/3	REMARKS			
ER BIRIH CERTIFICATE	N					
ID IDENTITY DOCUMENT	N	2000/1/3	STUDENT'S ID NOT READABLE			
MT MATRICULATION CERTIFICATE	N					
ON OLD STUDENT NUMBER NASKOL	N					
ST OLD STUDENT NUMBER	N					

Print Full Biographical Detail - Page 4

Date : 26-JUL-2000		Page : 4	
Dissertation Details			
Dissertation Title			
1			Date :
2			-----
3			Accepted : N
4			-----
5			No of Terms : 5
6			-----
Remarks			
-----			
Examination Panel		Promoter:	1 DR. T.H.O MAFUMA
-----		-----	
		First Co-Promoter:	2 DR. W VAN JAARSVELD-JONES
		-----	
		Second Co-Promoter:	27 MR L SMIT
		-----	
Qualification: B AGR BACHELOR OF AGRICULTURE		Start Year :	1999
-----		-----	
		End Year :	1999
		-----	
Disabilities			
ED1	PHYSICAL DISABILITY 1	WHEEL	
***** End Of Report *****			



**3.7. STUDENTS EXITING WITHOUT QUALIFICATIONS {SREGR-6}** ↵

This report is used to identify students to be reported on STATS table 2.16.

USER SELECTION: Order student (A)lphabetically or (N)umerically  
Campus Code Or ALL

PRINT SEQUENCE: As per selection

SYSTEM SELECT: STATS reporting year as in option {STMNT-1}. Students registered in the year after the reporting year who have not obtained their primary qualification

Date : 26-JUL-2000	INTEGRATED TERTIARY SOFTWARE	Page : 1
Program : i32ccc.pc	Students Exiting Without Completing A Qualification	
	STATS Reporting Year : 1999	
	Campus Code or All : all	
	Order (A)lphabetically Or (N)umerically (A/N) : a	
Student	Surname	Exiting Status
-----	-----	-----
9668883	Dreyer D	
199901242	Engelbrecht A.A.	
991001001	MALAN F	
Number Of Students : 3		
*****End Of Report*****		

**3.8. RELIGIOUS AFFILIATION {SREGR-7}** ↵

USER SELECTION: Calendar Year  
 Church/Religion Code or ALL  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Order Student (A)lphabetically Or (N)umerically

PRINT SEQUENCE: Per Religion Code  
 Non-Residents first  
 Per Residence Code

SYSTEM SELECT: All students linked to a Church/Religion Code  
**Exclude:** Cancellations

26-JUL-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1
Program : i3qrpt.rdf		List Per Religious Affiliation		
		For Church/Religion Code Or ALL: all		
		Year: 2000		
		Include Block: all		
		Exclude Block:		
		Order Students (A)lphabetically Or (N)umerically: a		
Religion Code : 01 ANGLICAN				
NON-RESIDENCE STUDENTS				
Student				
Number	Name	Qualification	Offering Type	Study Address
200100379	MRS IC CRONJE	BCLO 1	01	PO BOX 345 MANDULE FONJEIN 0001
Number Of Students : 1				
26-JUL-2000		INTEGRATED TERTIARY SOFTWARE		Page : 2
Program : i3qrpt.rdf		List Per Religious Affiliation		
		For Church/Religion Code Or ALL: all		
		Year: 2000		
		Include Block: all		
		Exclude Block:		
		Order Students (A)lphabetically Or (N)umerically: a		
Religion Code : 01 ANGLICAN				
SOUTHERN BUILDING				
Student				
Number	Name	Qualification	Offering Type	Study Address
9110033	PRO FET MAFUM	8020	01	PO Box 10 Weenen 0321
Number Of Students : 1				
Total Number Of Students for Religion : 2				
***** End Of Report *****				



**3.9. SECONDARY SCHOOL STATISTICS {SREGR-8}** ↵

USER SELECTION: Calendar year of Registration  
 Faculty/School code or ALL  
 Department (Qual) code or ALL  
 Qualification Code or ALL  
 Period of Study or ALL.  
 Campus Code or ALL  
 Print Individual (N)ames or only (T)otals  
 If (N)ames : Sort (A)lphabetically or (N)umerically

PRINT SEQUENCE: Per Geographic Area and magisterial district  
 Per School code  
 Per Student Number

SYSTEM SELECT: Within above selection all students linked to a secondary school

Student Number	Name	GND	Qualification	Cancelled	Study Per.
0004	Region:		CAPE PROVINCE		
0101	District:		CAPE TOWN		
01	School:		CAPETOWN SECONDARY		
9110033	MAFUMO FE	M	N.DIPL JEWELLERY DESIGN & MANUFACTURING	N	1
9110034	FEARNLEY GF	M	DENTAL ASSISTANTS.	Y	1
9110035	GUTHRIE HG	M	SHORT COURSE ALGEBRA	N	1
9500009	KOKONG MM	M	NHD PUBLIC HEALTH	N	1
9500123	THERON M J	M	NHD PUBLIC HEALTH	N	1
9540000	STEWART R	M	BCOMM	N	1
School Total:		6	Cancelled:	1	
District Total:		6	Cancelled:	1	
Region Total:		6	Cancelled:	1	
Report Total:		6			
Total Cancelled:		1			
***** End of report *****					

**3.10. REGISTRATION INTEGRITY REPORT {SREGR-9}** ↵

USER SELECTION: Calendar Year  
 Enrolment Registration Block  
 First Valid Subject Block  
 Next Valid Subject Block or <RETURN> (Up to 10 Subject Blocks can be entered)  
 Faculty Code or ALL  
 Department Code or ALL  
 Qualification Code or ALL  
 Campus Code or ALL  
 Sort (A)lphabetic or (N)umeric

PRINT SEQUENCE: Per faculty, department, qualification and selected sort order

SYSTEM SELECT: All registrations where the subject block is an unexpected enrolment, e.g. where a first semester subject is registered against a second semester qualification enrolment

04-OCT-1996	INTEGRATED TERTIARY SOFTWARE	PAGE : 1
PROGRAM : i3iccc.pc	Registration Integrity Report	
	Calendar Year :1996	
	Enrolment Registration Block :0	
	Valid subject blocks :0	
	Faculty Code :all	
	Department Code :all	
	Qualification Code :all	
	Campus Code :all	
	Sort students (A)lphabetic or (N)umeric :n	
Faculty : 1 SCIENCE		
Department : 1000 BOTANY		
Qualification : B AGRI BSC AGRICULTURE		
Block Code : 0 YEAR		
Student	Title Initials and Surname	Subject Subject Description
-----	-----	-----
9210102	TA SD Geldenhuys	SOIL101 SOIL MECHANICS 101
		SOIL102 SOIL MECHANICS 102
		SOIL121 SOIL 121
		N 11 N 2
		N 11 N 2
		N 11 N 2
9410101	Mr GW Prinsloo	SOIL101 SOIL MECHANICS 101
		SOIL102 SOIL MECHANICS 102
		SOIL121 SOIL 121
		N 11 N A1
		N 11 N A1
		N 11 N A1
*** End Of Report ***		

**3.11. DETAILED STUDENT REPORT {SREGR-10}** ↵

USER SELECTION: Start and End Student number  
One of the Following  
1. Full Report  
2. Biographical/Academic information  
3. Biographical/Financial information  
Enter choice  
Calendar Year

PRINT SEQUENCE: no specific order

SYSTEM SELECT: Registrations where the input year between the start and end year of registration and only primary qualifications.

Detailed Student Report (Ctd)

Date : 05-OCT-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1							
Program: id2rpt.rdf		Detailed Student Report									
		Student Number From : 200100310 To : 200100310									
		Calendar Year : 2000									
Personal Details											
Stud.No	Title Surname	Initials	First Names	Birthdate							
200100310	MRS BOIHA	D		12-JUN-1956							
Postal Address											
POSBUS 098											
0001											
Tel(H) :											
---											
(W) :											
Exam Centre Information per Activity Type											
Activity	Centre										
Code Description	Code	Description									
0002 TUTOR	CPT	CAPE TOWN SERVICE CENTRE									
0003 EXAMINATION CENTRE	CPT	CAPE TOWN SERVICE CENTRE									
Certificates/Indicators											
Certificate	Indicators	Remarks									
BR BIRTH CERTIFICATE	N										
ID IDENTITY DOCUMENT	N										
MT MATRICULATION CERTIFICATE	N										
CN OLD STUDENT NUMBER NASKOL	N										
ST OLD STUDENT NUMBER	N										
Registration Info											
Start Year	End Year	Block	OT	Period of Study	Cancel Prim Date	Reason	Annual Result	Overall Mark	Final Year	Ften Status	Qual Number
01-AUG-2000	31-DEC-1999	0	01	1	N		PD		Y	N	1
11-FEB-2000	31-DEC-2002	0	01	1	N				N	E	2
Qualification - MANAGEMENT AND MAINTENANCE											
Qualification - DIPLOMA IN SPORT MANAGEMENT											
Qualification/Student Study Material Information											
Item	Description	Indicator Code		Study per. Required		Issued					
3000	DSPORT GENERAL INFORMATION.	Q	DSPORT	2	4.00	4.00					
4001	DSPORT STUDY PERIOD 1.	Q	DSPORT	1	6.00	1.00					
4002	DSPORT STUDY PERIOD 2.	Q	DSPORT	2	1.00	1.00					
4003	DSPORT INFORMATION GUIDE ALL STUDY PER.	Q	DSPORT		6.00	1.00					
91100	STUDENT PACKAGE.	T			3.00	3.00					

Detailed Student Report (Ctd)

Subject Information										
Qualification : DIPLOMA IN SPORT MANAGEMENT										
Subject : FMAN1 - FUNCTIONAL MANAGEMENT										
Exam Exemption										
Prim Subject No	Reg Year	Block	OT	Year	Month	Type	Type	Reason		
Y 1	2000	0	01	2000	11	NORMAL EXAM				
Groups : Class : A Exam Granted : Year mark :										
Prac : A Exam Attendance : Exam Mark :										
Tut : Final Mark :										
Exam: A Exam Result :										
Study Material Information										
-----										
Item	Description	Required	Issued	Requisition Number	Issue Number	Date				
3100	FUNCTIONAL MANAGEMENT 1. FUNCTIONAL MANA	3.00	0.00	RY2167						
3105	FUNCTIONAL MANAGEMENT 1 (W/BOOKS 1/2/3).	1.00	1.00	RY2167	202936	03-DEC-1999				
Task Information										
-----										
Task No	Mark	Adjusted Mark	Bundle No	Date Created	Date Out	Date In	Marker			
1			21	11-FEB-2000	11-FEB-2000		MR L DREYER			
=====										
Financial Information										
Meal Account										
Date	Reference No	Description		Debit		Credit				
		Balance ==>		0.00						
Account Type : 1 SUNDRY CHARGES										
Date	Reference No	Description		Debit		Credit				
11-FEB-2000	03 I 0 2	REGISTRATION FEES PAYABLE		100.00						
05-OCT-2000		BALANCE BROUGHT FORWARD		100.00						
Account Type : 1201 ACCOUNT TYPE FOR QUAL DSPORT										
Date	Reference No	Description		Debit		Credit				
16-FEB-2000	SMAN1 0 2	C/N SPORT MANAGEMENT				700.00				
05-OCT-2000		BALANCE BROUGHT FORWARD		700.00						
Account Type : APL APPLICATIONS										
Date	Reference No	Description		Debit		Credit				
03-FEB-2000	55 1 0	RESIDENCE APPLICATION FEE		100.00						
05-OCT-2000		BALANCE BROUGHT FORWARD		900.54						
End Of Report										



**3.12. LIST OF DECEASED STUDENTS {SREGR-11}** ↵

USER SELECTION: Calendar Year  
 Faculty Code Or ALL  
 Department Code Or ALL  
 Sort Student (A)lphabetically Or (N)umerically :

PRINT SEQUENCE: Faculty, Department then Alphabetically or Numerically

SYSTEM SELECT: Registrations where the input year is equal to the start year of registration and only primary qualifications and students with ad deceased date.

Date : 08-AUG-2000		INTEGRATED TERTIARY SOFTWARE		Page :1		
Program : iapccc.pc		List Of Deceased Students				
		Calendar Year (N4) :2000				
		Faculty Code Or (ALL) : 1111				
		Department Code Or (ALL) : 5				
		Sort Students (A)lphabetically Or (N)umerically :a				
Faculty Code :1111		ENGINEERING FACULTY				
Department Code : 5		ELECTRICAL ENGINEERING				
Student Number	Title	Initials	Surname	Qualification Code	Qualification Description	Deceased Date
200100310	DR.	H	DE NIE	ELEKIG	ELEKTRIESE INGENIEURSWESE	10-NOV-1999
200000003	MNR	J	JACOBS	ELEKIG	ELEKTRIESE INGENIEURSWESE	16-JUL-1999
***** End Of Report *****						

**3.13. RESIDENCE REPORTS MENU {SREGR-21} / {SREGR2}****3.13.1. Residence Report {SREGR2-1}** ↵

**USER SELECTION:** Calendar year  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Report per block code Y/N  
**Start - End Residence Code**  
 Order (A)lphabetic or (N)umeric or (I)D Number  
 Print ID Number (Y/N)  
**PRINT SEQUENCE:** Per building, floor and room  
**SYSTEM SELECT:** All students registered in a residence  
 Prints only primary qualification

Floor	Room	Name	Number	Postal Address	Date In	Date Out	Reason	Id No
00	0000001	Du Toit, L. FINANCE TEST FULL TIME	200100378		01-JAN-2000	15-FEB-2000	TRANSFER	3217861086
00	0000001	Dumas, S BSC INFORMATION SCIENCE FULL TIME	200100371	P.O. Box 22482 HELDERKRUIJN 1733	20-JAN-2000			9710080052082
00	0000001	Green, J FINANCE TEST FULL TIME	200001276	P.O. Box 1 Pretoria 0001	21-JUN-2000	30-JUL-2000	CANCELLED	5609090000000
00	0000001	FOIGIETIER, R BACHELOR OF AGRICULTURE FULL TIME	200000109		20-JAN-2000	11-JUL-2000	CANCELLED	12345678910

12-OCT-2000  
 Program: i35rpt.rdf  
 INTEGRATED TERTIARY SOFTWARE  
 Residence Report  
 For Year: 2000 Block: all  
 Report Per Block Code (Y)es / (N)o : n  
 Start Residence Code : 0 End Residence Code : 9999  
 Ordered (A)lphabetically / (N)umerically Or (I)D Number: a  
 Print ID Number (Y/N): y  
 Page 1  
 Residence : 0 - KOSHUIS  
 Number Of Active Students: 4  
 \*\*\*\*\* End Of Report \*\*\*\*\*



3.13.2. Residence Placing {SREG2-2} ↵

USER SELECTION: Calendar year  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Report per block code Y/N

PRINT SEQUENCE: Per building, floor and room

SYSTEM SELECT: Rooms with space categories 910 => 918, 920 => 934 and 950 => 954. All residence records without a Date-out

Date: 04-OCT-2000		INTEGRATED TERTIARY SOFTWARE		Page: 1	
Program : i3erpt.rdf		Residence Placings			
		For 2000			
		Blocks To Include : 0			
		Blocks To Exclude :			
		Sort per Block code Y/N : N			
-----					
Residence	Floor	Room	Empty Places	No Of Places	No Of Students
-----	-----	----	-----	-----	-----
HOSTEL	0	001 QUARTA HOSTEL	-2		2
HOSTEL	0	r001 QUARTA HOSTEL	0		0
		Total For Residence :	-2	0	2
200 MENS' RESIDENCE NO.	1	0002 SINGLE ROOM	-2	1	3
200 MENS' RESIDENCE NO.	1	0003 SINGLE ROOM	2	4	2
200 MENS' RESIDENCE NO.	1	0004 SINGLE ROOM	1	1	0
200 MENS' RESIDENCE NO.	1	0005 SINGLE ROOM	1	1	0
200 MENS' RESIDENCE NO.	1	0006 SINGLE ROOM	1	1	0
200 MENS' RESIDENCE NO.	1	0007 SINGLE ROOM	1	1	0
200 MENS' RESIDENCE NO.	1	0010 DOUBLE ROOM	0	2	2
200 MENS' RESIDENCE NO.	1	0011 DOUBLE ROOM	1	2	1
200 MENS' RESIDENCE NO.	1	0012 DOUBLE ROOM	2	2	0
200 MENS' RESIDENCE NO.	1	0013 DOUBLE ROOM	1	2	1
200 MENS' RESIDENCE NO.	1	0014 DOUBLE ROOM	2	2	0
200 MENS' RESIDENCE NO.	1	0015 DOUBLE ROOM	1	2	1
200 MENS' RESIDENCE NO.	1	2 SINGLE BEDROOM	0	1	1
200 MENS' RESIDENCE NO.	1	3 SINGLE BEDROOM	-1	1	2
200 MENS' RESIDENCE NO.	1	4 DOUBLE BEDROOM	-3	1	4
200 MENS' RESIDENCE NO.	1	0002 SINGLE ROOM	1	1	0
		Total For Residence :	8	25	17

\*\*\*\*\* End Of Report \*\*\*\*\*

## 3.13.3. Residence Cancellations {SREGR2-3} ↵

USER SELECTION: Academic Year  
 Enter Block Code Or ALL  
 First Residence Code To Include Or ALL (Up to 10 Residence Codes can be Included)  
 If ALL, First Residence Code To Exclude Or <Enter> To Continue : (Up to 10 Residence Codes can be Excluded)  
 Start and End Date

PRINT SEQUENCE: Residence Code and Student number

SYSTEM SELECT: Date out between start and end dates.

Student		Residence		Date In		Date Out		Cancel
Number	Initials Surname	Code	Description					Reason
199901211	CJ ZEELIE	47	MAJUBA HOSTEL	01-JAN-2000	30-APR-2000			E
200001275	H Venter	200	MENS' RESIDENCE NO. 1	01-JAN-2000	02-MAR-2000			T
200001276	J Green	200	MENS' RESIDENCE NO. 1	01-JAN-2000	14-MAR-2000			T
200001276	J Green	200	MENS' RESIDENCE NO. 1	01-JUN-2000	20-JUN-2000			T
200001278	A van Deventer	200	MENS' RESIDENCE NO. 1	01-JAN-2000	02-MAR-2000			C
200001276	J Green	201	MENS' RESIDENCE NO. 2	15-MAR-2000	20-MAR-2000			C

\*\*\* End Of Report \*\*\*

**3.13.4. Students With Residence But No Qualification {SREGR2-4}** ↵

USER SELECTION: Calendar Year (N4) :2000  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Sort By (S)tudent Number Or (R)esidence

PRINT SEQUENCE: Residence or Student Number

SYSTEM SELECT: Input year between the standard and end year of registration, only primary qualifications will be selected and excluding cancellations

Date : 08-AUG-2000		INTEGRATED TERTIARY SOFTWARE		Page :1	
Program : i3yccc.pc		Students With Residence Registrations But No Qualifications			
Calendar Year (N4) : 2000					
Enter First Block Code To Include Or ALL : all					
If ALL Enter First Block Code To Exclude :					
Sort By (S)tudent Number Or (R)esidence :r					
Student Number	Initials	Surname	Residence	Block Code	Date out
200001701	M	VAN DER WALF	210	0	
***** End Of Report *****					

**3.14. PRINT STUDENT ENROLMENT {SREGR-22}** ↵

USER SELECTION: Calendar year  
Per 1) Student Number  
2) School/Faculty  
3) Department (Qual)  
4) Block Code  
5) Qualification  
6) Campus  
Enter Choice (N1)  
If 1) **(R)**ange or **(M)**ultiple Student Numbers  
If **(R)**ange then start - end student number  
If **(M)**ultiple then student number or 0 to stop  
If 2) Faculty/School code  
If 3) Department (Qual) code  
If 4) First Block Code to include or ALL  
If ALL, then block code to exclude or RETURN  
If 5) Qualification Code or ALL  
If 6) Campus Code or ALL  
First Block Code to Include or ALL (Up to 10 Block codes can be included)  
If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
Sort **(A)**lphabetically or **(N)**umerically

PRINT SEQUENCE: As per selection

SYSTEM SELECT: Prints only primary qualification, but all subjects in language of preference



Print Student Enrolment

Date: 27-SEP-2000		INTEGRATED TERTIARY SOFTWARE				Page: 1		
Program : i3zccc.pc		Student Enrolment For 2000						
		Student Number From : 200100310 To : 200100310						
		Sort Order (A)lphabetic Or (N)umeric : a						
200100310 BOIHA D		Qualification: BACHELOR OF AGRICULTURE FULL TIME						
Subject Description	Qual Code	Offering Type	Date Registered	Exam Year	Exam Mnth	Date Cancelled	Exempt/ Enrolm	Primary Enrolm
YEAR Subjects								
BIO 100 BIOLOGY I	100A-1	PART TIME	31-AUG-2000	2000	11		EXAM	Y
CCPA102 TOEFLS CLASS	B AGR	FULL TIME	07-SEP-2000	2000	6		BOTH	Y
COBOL 1 COMMERCIAL PROGRAMMING 1	CPP	FULL TIME	03-AUG-2000	2000	6		BOTH	Y
EMAN1 FUNCTIONAL MANAGEMENT	DSFORT	FULL TIME	03-DEC-1999	2000	11	15-FEB-2000	BOTH	Y
GMAN1 GENERAL MANAGEMENT	DSFORT	FULL TIME	03-DEC-1999	2000	11		BOTH	N
GMAN1 GENERAL MANAGEMENT	DSFORT	FULL TIME	21-JUN-2000	2001	6		BOTH	Y
PROG101 C++ BASIC C PROGRAMMING	CPP	FULL TIME	03-AUG-2000	2000	6		BOTH	Y
SMAN1 SPORT MANAGEMENT	DSFORT	FULL TIME	11-FEB-2000	2000	11	16-FEB-2000	BOTH	Y
SEMESTER ONE Subjects								
SMAN1 SPORT MANAGEMENT	DSFORT	FULL TIME	03-DEC-1999	2000	6	16-FEB-2000	BOTH	N
***** End Of Report *****								

**3.15. PREVIOUS SUBJECT ENROLMENTS {SREGR-23}** ↵

USER SELECTION: Calendar Year  
 Student number  
 Subject code

PRINT SEQUENCE: Per registration year descending  
 Per subject period type (i.e. year, sem 1, sem 2)

SYSTEM SELECT: All enrolments for the selected subject.

Date: 27-SEP-2000		INTEGRATED TERTIARY SOFTWARE				Page: 1						
Program : i3cprt.rdf		Previous Enrolments										
		For Subject: bio 100 And Student: 199901221										
		For The Academic Year : 2000										
199901221 TERRY,S												
Previous Enrolments For Subject: bio 100 BIOLOGY I												
Year	Blk	Subject	Exam Year	Exam Mnth	Exam Type	Period Mark	Exam Mark	Final Mark	Examination Result	Result Code	Cancel Date	Primary Enrolm
2000	0	BIO 100 BIOLOGY I	2000	6	N			1111				Y
1999	0	BIO 100 BIOLOGY I	1999		N							Y
***** End Of Report *****												

**3.16. SUBJECTS FOR ENROLMENT MENU {SREGR-24} / {SREGSE}****3.16.1. Subjects for Enrolment {SREGSE-1}** ↵

USER SELECTION: Calendar Year  
 Calendar Year of Next Registration  
 Block Code or ALL  
 Student Number  
 Faculty Code or ALL  
 Print (A)lphabetic or (N)umeric  
 Campus Code or ALL

PRINT SEQUENCE: As per selection

SYSTEM SELECT: According to the primary qualification of a student:  
 All subjects in the curriculum except:  
 - subjects already passed  
 - subjects currently enrolled for  
 - subjects for which the pre-requisites have not been met

27-SEP-2000	INTEGRATED TERTIARY SOFTWARE	Page : 1
Program : i39ccc.pc	Subjects Student Can Now Enrol For 2001 Block all	
	Faculty Code all (A)lpha/(N)umeric a Campus Code all	
	200100310 BOTH A D	
	B AGR BACHELOR OF AGRICULTURE	
	FULL TIME	
Subject	Subject	
Code	Name	
-----	f-----	
CCPA100	CHEMISTRY: PHYSICAL AGRICULTURE 95	
ENVIR I	ENVIRONMENTAL STUDIES I	
INF.S 1	INFORMATION SYSTEMS 1	
ZOO 101	ZOOLOGY IA	
ZOO 201	ZOOLOGY IIA	
	End Of Report	

3.16.2. Subjects for Enrolment (Alternate) {SREGSE-2} ↵

USER SELECTION: Start - End Student Number  
 Start - End Faculty Code  
 Start - End Department (Qual) Code  
 Start - End Qualification  
 Calendar Year  
 Campus Code or ALL  
 First Block code or ALL  
 If not ALL Second Block Code Or <Enter> To Continue  
 Third Block Code Or <Enter> To Continue  
 Fourth Block Code Or <Enter> To Continue

PRINT SEQUENCE: Per period of study

SYSTEM SELECT: Only primary qualifications

27-SEP-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program : i3nccc.pc		Subjects For Enrolment			
		Start Student No :200100310 End Student No :200100310			
		Start Faculty :0 End Faculty :9999			
		Start Department :0 End Department :9999			
		Start Qualification :0 End Qualification :ZZZZ			
		Year :2000 Campus :all Block :0 1 2 3			
Faculty :1 SCIENCE					
Department :1007					
Student :200100310 BOIHA D					
Final Year Y/N					
Study Period 0 1 2 3 4					
Subject Code	Subject Name	Block	Offering Type	Class Group	Subject Fees
CCPA100	CHEMISTRY: PHYSICAL AGRICULTURE 95	0	01		0.00
ENVIR I	ENVIRONMENTAL STUDIES I	0	01		0.00
INF.S 1	INFORMATION SYSTEMS 1	0	01		0.00
CCPA101	TEST CLASS GROUP	0	01		0.00
ZOO 101	ZOOLOGY IA	0	01		0.00
ZOO 101	ZOOLOGY IA	1	01		0.00
ZOO 201	ZOOLOGY IIA	0	01		0.00
BIO 300	BIOLOGY IIII	0	01		0.00
ZOO 301	ZOOLOGY IIIIA	0	01		0.00
Total Subjects:_____		Date:___/___/___			
Student's Signature:_____					
Head Of Department Signature:_____					
Expiry Date For This Slip:_____					
Message: Please Note That Students Are Not Registered Until They Have Been Issued A Proof Of Registration Slip From The Cashiers.					
End Of Report					



3.16.3. Subject Combinations With Numbers {SREGSE-3} ↵

USER SELECTION: Calendar Year  
 Examination Month  
 Faculty Code Or ALL  
 Department Code Or ALL  
 Subject Code Or ALL  
 Offering Type Or ALL  
 Subject type to Exclude  
 Include Cancelled Subjects Y/N  
 Select A Type Of Attendance  
 (E)xam Only  
 (B)oth Class And Normal  
 (A)ttendance Only  
 Choice  
 Combination Subjects Exam Month Or ALL :  
 (P)ost Graduates ,(U)nder Graduates or (B)oth

PRINT SEQUENCE: Subject Description

SYSTEM SELECT: Input year equal to the subject registration year  
 Excluding Exemptions

08-AUG-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program : iaiccc.pc		Subject Combinations With Number of Students			
For Calendar Year : 2000 and Examination Month : 11 For Faculty : ALL And Department : ALL For Subject Code : acc101 And Offering Type : ALL Subject Type to Exclude : JR Include Cancelled Subjects : Y For Type of Attendance : B For Combination Subjects Exam Month : 11 For Post, Under Graduates or Both : B					
Subject Code	Subject Desc	Number of Students	Subject Code	Subject Desc	Number of Std In Combination
ACC101	ACCOUNTING 101	15	ACC102	ACCOUNTING 102	1
			BIO 100	BIOLOGY I	2
			CLOTH1	CLOTHING HISTORY	3
***** End of Report *****					

3.17. PRE-/CO-REQUISITE PROBLEMS {SREGR-25} ↵

USER SELECTION: Calendar Year  
 First Block Code to Include or ALL (Up to 10 Block codes can be included)  
 If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)  
 Faculty Code or ALL  
 Qualification Code or ALL  
 Offering Type or ALL  
 Report per block code Y/N  
 Students (A)lphabetical or (N)umerical

PRINT SEQUENCE: Per Faculty, Qualification, Offering Type

SYSTEM SELECT: All subjects for which the pre/co-requisites have not been met.

04-OCT-1996		INTEGRATED TERTIARY SOFTWARE	
Page : 1			
Program : i3dccc.pc			
Pre/Co-Requisite Problems			
For Calendar Year: 1996 Faculty: ALL Qualification: ALL			
For Offering Type: ALL And Sort Order: N			
Exclude Block Codes :			
Include Block Codes : 0			
Report Per Block Code: N			
Faculty	: 1	SCIENCE	
Qualification:	BSC B	BSC BIOLOGICAL SCIENCES 95	
Block Code	: 0		
Student Number	Name	Problem Subject Description	Involved Ind Subject Description
9600813	WOUL,IAN	BOT 300 BOTANY III	PRE BOT 200 BOTANY II
		MATH301 MATHEMATICS IIIA	PRE MATH201 MATHEMATICS
	IIA		
		ZOO 302 ZOOLOGY IIIB	PRE ZOO 202 ZOOLOGY IIB
9668888	DE JAGER,C	ACCT.1 FINANCIAL ACCOUNTING 1 95	PRE AUD-1 AUDITING 1
9668902	COETZEE,R	MATH301 MATHEMATICS IIIA	PRE MATH201 MATHEMATICS
	IIA		
969119121	CARY,DD	BOT 300 BOTANY III	PRE BOT 200 BOTANY II
		COMP300 COMPUTER SCIENCE III	PRE COMP200 COMPUTER
	SCIENCE II		
		MATH301 MATHEMATICS IIIA	PRE MATH201 MATHEMATICS
	IIA		
		ZOO 302 ZOOLOGY IIIB	PRE ZOO 202 ZOOLOGY IIB
i3dccc.pc End Of Report			





**3.18. CERTIFICATES SEEN REPORT {SREGR-26}** ↵

USER SELECTION: Calendar Year  
 Faculty Code or ALL  
 Department (Qual) or ALL  
 First Block code to include or ALL (Up to 20 Blocks can be included)  
     If ALL then First Block code to exclude or <RETURN> (Up to 10 Blocks can be excluded)  
 Enter Campus Code or ALL  
 Certificate code or ALL  
 Sort per (S)tudent or (C)ertificate  
 Certificate seen status (Y)es/(N)o or (A)LL  
 Include Final Years (Y)es / (N)o  
 Include Administrative Comments (Y)es / (N)o  
 Order (A)lphabetically or (N)umerically

PRINT SEQUENCE: Per faculty, block, As per selection, per status seen

SYSTEM SELECT: Within selected range all students according to primary qualifications

Date : 27-SEP-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1
Program: i3irpt.rdf		Report On Certificates		
Per Student For Calendar Year : 2000				
Blocks To Include: all				
Blocks To Exclude:				
Faculty/School: all Department: all Campus: all				
For Certificate Or (ALL) : all Certificate Seen Status (Y/N/A) : y				
Include Final Years (Y/N) : n				
Include Administrative Comments (Y/N) : y				
Order Students (A)lphabetically Or (N)umerically : a				
Faculty: 7000 CLOTHING AND INTERIOR				
Department: 7010 CLOTHING				
Student No	Surname	Seen	Remarks	Certificate
20000096	Hamman HJ	Y		SENIOR CERTIFICATE
		Y	THIS IS A TEST FOR LETTERS AS WELL	TEST BULK COPY
		Y		BIRTH CERTIFICATE
		Y		IDENTITY DOCUMENT
		Y		MATRICULATION CERTIFICATE
		Y		OLD STUDENT NUMBER NASKOL
		Y		OLD STUDENT NUMBER
Comments				
-----				
Very hardworking student.				
Total Per Department: 1				
Total Per Faculty: 1				
***** End Of Report *****				



**3.19. QUALIFICATION. PRE-REQ/SUBST PROBLEMS {SREGR-27}** ↵

**USER SELECTION:** Calendar Year  
 First Block code to include or ALL (Up to 20 Blocks can be included)  
 If ALL then First Block code to exclude or <RETURN> (Up to 10 Blocks can be excluded)  
 Faculty Code Or ALL  
 Qualification Code Or ALL  
 Campus Code Or ALL  
 First Offering Type To Include Or ALL (Up to 10 Offering Types can be included)  
 If ALL, Enter First Offering Type To Exclude Or <Enter> To Continue (Up to 10 Offering Types can be excluded)  
 Order Students (A)lphabetic Or (N)umeric

**PRINT SEQUENCE:** Faculty, Qualification, Offering Type, Alphabetical or Numerical

**SYSTEM SELECT:** Input year between start and end date of Qualification and only Primary Qualifications will be selected.

08-AUG-2000		INTEGRATED TERTIARY SOFTWARE		Page :	1
Program : ia9ccc.pc		List Of Pre-requisites/Substitutes For Invalid Qualification Registrations			
For Calendar Year: 2000 Faculty: ALL Qualification: ALL					
For Campus: ALL					
For Offering Type: And Sort Order: A					
Include Block Codes : ALL					
Exclude Block Codes :					
Include Offering Types : ALL					
Exclude Offering Types :					
Faculty	: 1	SCIENCE			
Qualification	: B AGR	BACHELOR OF AGRICULTURE			
Campus	: 1	LXCELM			
Offering Type	: 01	FULL TIME			
Student		Block	Involved Qualification	Involved Qualification Type	
Number	Name	Code			
200000863	DE JAGER,C	0	B PRCK	2	
199900079	Duvenage,S	0	B PRCK	2	
990001350	Smit,P	0	B PRCK	2	
199900077	TCHAIKOWSKY,R	0	B PRCK	2	
200100309	WHITE,J	0	B PRCK	2	
199901217	Wait,B	0	B PRCK	2	
Number of Students for Offering Type 01 : 6					
Number of Students for Qualification B AGR : 6					
Number of Students for Faculty 7000 : 6					
End Of Report					

**3.20. MATRIC SUBJ. PRE-REQ PROBLEMS {SREGR-28}** ↵

**USER SELECTION:** Calendar Year  
 First Block Code to include or ALL (Up to 10 Block Codes can be included)  
 If ALL, then first block code to exclude (Up to 10 Block Codes can be excluded)  
 Faculty Code or ALL  
 Qualification Code or ALL  
 Campus Code Or ALL  
 First Offering Type to include or ALL (Up to 10 Offering Types can be included)  
 If ALL, then First offering type to exclude (Up to 10 Offering Types can be excluded)  
 Select on (P)re-final year, (M)id-year or (F)inal year  
 Sort (A)lphabetically or (N)umerically

**PRINT SEQUENCE:** Per faculty, qualification, offering type, period of study as per selection

**SYSTEM SELECT:** Only primary qualifications  
**Exclude:** Cancellations

Student Number	Student Name	Required Matric Subject	Required Grade	Student's Required Grade	Student's Required Symbol
Date: 04-OCT-1996 Program : iacrpt.rdf INTEGRATED TERTIARY SOFTWARE Matric subject Pre-requisites Problems Calendar Year : 1996 Include block: 0 Exclude block: Faculty : 800 Qualification : JEWEL Campus : ALL Include Offering Type: 01 Exclude Offering Type: Order Student Alphabetically or Numerically Secondary School Final Year Page: 1					
Faculty:	800	FACULTY ARTS AND CRAFTS			
Qualification:	JEWEL	N.DIPL JEWELLERY DESIGN & MANUFACTURING			
Campus:	8	PRETORIA CAMPUS			
Offering Type:	01	FULL TIME			
9110033	FE MAFUMO	1001 AFRIKAANS FIRST LANGUAGE (HG)	H	None	D None
		1001 AFRIKAANS FIRST LANGUAGE (HG)	H	None	D None
		50001 ENGLISH	S	None	B None
		50002 CHEMISTRY	H	None	C None
		50003 PHYSICS	H	None	D None
9501010	KK Kleinhans	1001 AFRIKAANS FIRST LANGUAGE (HG)	H	None	D None
		50001 ENGLISH	S	None	B None
		50002 CHEMISTRY	H	None	C None

	50003 PHYSICS	H	None	D	None
9520022 L DU TOIT	1001 AFRIKAANS FIRST LANGUAGE (HG)	H	None	D	None
	50001 ENGLISH	S	None	B	None
	50002 CHEMISTRY	H	None	C	None
	50003 PHYSICS	H	None	D	None
**** End Of Report ****					

**3.21. STUDENT STATUSES / ACTION LIST {SREGR-29}** ↵

USER SELECTION: (R)egistered student, (S)ingle Student or (ALL)

If (R)egistered then:  
 Calendar year  
 First Block Code to include or ALL (Up to 10 Block Codes can be included)  
 If ALL, then first Block Code to exclude or ENTER (Up to 10 Block Codes can be excluded)  
 Offering Type or ALL

If (S)ingle student then:  
 Enter Student Number -<Return> - To Continue  
 Up to 20 numbers can be entered.

If (ALL) then:  
 Sort per (S)tart date or (E)nd Date

These questions will be asked for all options  
 Select on (S)tatuses or (A)ctions  
 For Statuses, Enter Status Code or ALL  
 For Actions, Action Code or ALL  
 Start - End Date  
 Include null end dates Y/N  
 Sort per (S)tart date or (E)nd Date

PRINT SEQUENCE: Per Student

SYSTEM SELECT: All students with status codes linked in option {SREGL-2} excluding cancelled students

Student Number	Surname Initials	Action Code and Description	Status Code and Description	Start Date	End Date
200001171	DE NIE M	PW Withhold examination results OCER WITHHOLD EXAM RESULTS - OUIS		05-JAN-2000	10-JAN-2000
1234567	Hugo S	PW Withhold examination results BULK BULK COPY		14-AUG-2000	14-AUG-2000
9110033	MAFUMA RR	FW Withhold examination results FINB FINANCIAL BLOCK WITHHOLD EXAM		27-JUL-2000	
991001011	BARNARD T	FW Withhold examination results FINB FINANCIAL BLOCK WITHHOLD EXAM		22-SEP-2000	

End Of Report

**3.22. MOTHER SUBJECT LINKED TO INCORRECT EXAM TYPE {SREGR-30}**



USER SELECTION: Academic Year  
 Faculty Code Or ALL  
 Department Code Or ALL  
 Exam Type  
 Sort Students (N)umerically Or (A)lphabetically

PRINT SEQUENCE: Faculty, Department, Subject, Alphabetical or Numerical

SYSTEM SELECT: Input year between Registration and Examination Years  
 Excluding Exemptions and Cancellations

Student Number	Subject	Exam Type
200000700	ME A ALBERTS	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200001167	MNR N Botha	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200100413	DR. D Dangerfield	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200001602	ME L HUMAN	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200000691	MR G KIRSTEN	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
299999999	MR V.G.F.KINGUNE	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200000411	MR D LANGE	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
9110033	PROF FET MAFUMA	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200100416	ME M Moolmann	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
222222222	MR P FOIAS	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
199901221	MRS S Terry	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200001418	DR. K VAN DER BANK	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
200000040	MISS P VOSSLOO	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N
199901211	MRS JJ ZEELIE	MOEDER1 MOTHER SUBJECT FOR ECLOTH SUBJE N

\*\*\*\*\* End Of Report \*\*\*\*\*

**3.23. LIST OF DISSERTATION DETAILS {SREGR-31}** ↵

USER SELECTION: Title Accepted (Y)es, (N)o, (P)rovisional or ALL  
 Qualification Start Year  
 Faculty Code or ALL  
 Department Code or ALL  
 Qualification Code or ALL  
 Promoter Number or ALL  
 First Co-Promoter Number or ALL  
 Second Co-Promoter Number or ALL  
 Third Co-Promoter Number or ALL  
 Title's Contents (Y/N)  
 Order Students (A)lphabetically Or (N)umerically

PRINT SEQUENCE: Faculty, Department, Alphabetical or Numerical

SYSTEM SELECT: Input year equal to the start year of the registered Qualification  
 Dissertation start year between the start and end year of the registered Qualification  
 Dissertation end year between the start and end year of the registered Qualification

08-AUG-2000 Program : iajccc.pc	INTEGRATED TERTIARY SOFTWARE List of Dissertation Details Title Accepted (Y/N/P/ALL) : ALL Qualification Start Year : 1999 Faculty Code Or ALL : ALL Department Code Or ALL : ALL Qualification Code Or ALL : ALL Person Number of Promoter Or ALL : ALL Person Number of First Co-promoter Or ALL : ALL Person Number of Second Co-promoter Or ALL : ALL Person Number of Third Co-promoter Or ALL : ALL Print Title's Contents (Y/N) : N (A)lphabetical Or (N)umerical Sorting : A	Page : 1			
Faculty Code : 1 SCIENCE Department Code : 1007 AGRICULTURE					
Student Name	Student Number	Qualification Code Description	Qual Type	Start Year	End Year
DE NIE H	200100310	B AGR BACHELOR OF AGRICULTURE	4	1999	1999
Promoter : 1	DR. T.H.O MAFUMA				
First Co-Promoter : 2	DR. W VAN JAARSVELD-JONES				
Second Co-Promoter : 27	MR L SMIT				
Third Co-Promoter : 9	MR TOM JONES				
End of report					





## 4. STUDENT HEADCOUNT REPORTS {SREG-81} / {SREGSR}

### 4.1. HEADCOUNT SUMMARY REPORT {SREGSR-1} ↵

USER SELECTION: Calendar Year  
First Block Code To Include or ALL (Up to 10 Block Codes can be included)  
If ALL, First Block Code To Exclude or <Enter> To Continue (Up to 10 Block Codes can be excluded)  
First Offering Type To Include or ALL (Up to 10 Offering Types can be included)  
If ALL, First Offering Type To Exclude or <Enter> To Continue (Up to 10 Offering Types can be excluded)  
First Student Type To Include or ALL (Up to 10 Student Types can be included)  
If ALL, First Student Type To Exclude or <Enter> To Continue (Up to 10 Student Types can be excluded)  
First Ethnic Group To Include or ALL (Up to 10 Ethnic Groups can be included)  
If ALL, First Ethnic Group To Exclude or <Enter> To Continue (Up to 10 Ethnic Groups can be excluded)  
Start and End Faculty Code  
Start and End Department Code  
Do You want to see the figures per Qualification  
Do You want to see the figures per Study period  
Group figures by  
1. Summary  
2. Ethnic Group  
3. Offering Type  
4. Citizenship

PRINT SEQUENCE: Faculty name, Department name, Qualification Name if it was asked for, Period of Study if it was asked for, Ethnic Group or Offering Type or Citizenship which were asked for.

SYSTEM SELECT: Input year equal to the Registration year of the Qualification  
Only Primary qualifications will be selected  
Excluding cancellations after the census date

Headcount Summary Report (ctd.)

08-AUG-2000 INTEGRATED TERTIARY SOFTWARE Page : 1  
 Program : ialccc.pc Student Headcount  
 Calendar Year : 2000  
 Block Codes To Include : ALL Block Codes To Exclude :  
 Offering Type To Include : ALL Offering Type To Exclude :  
 Student Type To Include : ALL Student Type To Exclude :  
 Ethnic Group To Include : ALL Ethnic Group To Exclude :  
 From Faculty Code 1 To 1  
 From Department Code 0 To 9999  
 Do You Want To See The Figures Per Qualification (Y/N) : N  
 Do You Want To See The Figures Per Study Period (Y/N) : N  
 Group Figures By 1.Summary - 2.Ethnic Group - 3.Offering Type - 4.Citizenship : 3

Faculty / Department / (Qualification / Study Period)	Ethnic Group Or Offering Type Or Citizenship	Undergraduate			Post Graduate		
		Female	Male	Total	Female	Male	Total
SCIENCE							
AGRICULTURE	FULL TIME	0	1	1	0	0	0
	Subtotal For Department: AGRICULTURE	0	1	1	0	0	0
BOTANY	FULL TIME	0	5	5	0	0	0
	Subtotal For Department: BOTANY	0	5	5	0	0	0
COMPUTER SCIENCE	FULL TIME	0	1	1	0	0	0
	Subtotal For Department: COMPUTER SCIENCE	0	1	1	0	0	0
ELECTRONIC DATA PROCESSING.	FULL TIME	1	0	1	0	0	0
	Subtotal For Department: ELECTRONIC DATA PROCESSING...*	1	0	1	0	0	0
MANAGEMENT	FULL TIME	1	0	1	0	0	0
	Subtotal For Department: MANAGEMENT	1	0	1	0	0	0
PHYSICS	FULL TIME	2	0	2	0	0	0
	Subtotal For Department: PHYSICS	2	0	2	0	0	0
	Subtotal For Faculty SCIENCE	4	7	11	0	0	0
	Grand Total For :	4	7	11	0	0	0

==== End Of Report ====

**4.2. HEADCOUNT OF RESIDENCE DWELLERS {SREGSR-2}** ↵

USER SELECTION: Residence Year  
Day of Count Date in Residence Year  
First Residence Code To Include or ALL (Up to 10 Residence Codes can be included)  
    If ALL, First Residence Code To Exclude or <Enter> To Continue (Up to 10 Residence Codes can be excluded)  
First Offering Type To Include or ALL (Up to 10 Offering Types can be included)  
    If ALL, First Offering Type To Exclude or <Enter> To Continue (Up to 10 Offering Types can be excluded)  
First FTEN Status Or ALL  
First Student Type To Include or ALL (Up to 10 Student Types can be included)  
    If ALL, First Student Type To Exclude or <Enter> To Continue (Up to 10 Student Types can be excluded)  
Study Period To Include or ALL (Up to 10 Study Periods can be included)  
    If ALL, First Study Period To Exclude or <Enter> To Continue (Up to 10 Study Periods can be excluded)  
Start and End Faculty Code  
Do You want to see the figures per Residence (Y/N)  
Do You want to see the figures per Faculty (Y/N)  
Do You want to see the figures per Qualification (Y/N)  
Do You want to see the figures per Study period (Y/N)

PRINT SEQUENCE: Per Residence if asked for, Faculty if asked for, Qualification if asked for, Study Period if asked for and always per Ethnic group.

SYSTEM SELECT: Only Primary Qualifications  
Input year equal to the Residence year  
Input year between start and end date of the qualification.  
Residence date in less or equal to the Date of Count  
Residence date out greater or equal to the Date of Count

Headcount Of Residence Dwellers (ctd)

08-AUG-2000		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program : iamccc.pc		Student Headcount For Residence Dwellers			
Residence Year : 2000		Census Date : 06-JUN-2000			
Residence Code To Include : ALL		Residence Code To Exclude :			
Offering Type To Include : ALL		Offering Type To Exclude :			
FTEN Status To Include : ALL		Student Type to Include : ALL		Student Type to Exclude :	
Study Period To Include : ALL		Study Period To Exclude :			
From Faculty Code 0 To 9999					
Do You Want To See The Figures Per Residence (Y/N) : Y		Do You Want To See The Figures Per Faculty (Y/N) : N			
Do You Want To See The Figures Per Qualification (Y/N) : N		Do You Want To See The Figures Per Study Period (Y/N) : N			
-----					
Total For The Institution	Ethnic Group	Number Of Residence Dwellers			
Residence / Faculty /		With Academic Registration Info			
Qualification / Study Period		Female	Male	Total	
-----	-----	-----	-----	-----	
KOSHUIS	WHITE	0	3	3	
	Subtotal For Residence KOSHUIS	0	3	3	
		-----	-----	-----	
-----					
08-AUG-2000		INTEGRATED TERTIARY SOFTWARE		Page : 2	
Program : iamccc.pc		Student Headcount For Residence Dwellers			
Residence Year : 2000		Census Date : 06-JUN-2000			
Residence Code To Include : ALL		Residence Code To Exclude :			
Offering Type To Include : ALL		Offering Type To Exclude :			
FTEN Status To Include : ALL		Student Type to Include : ALL		Student Type to Exclude :	
Study Period To Include : ALL		Study Period To Exclude :			
From Faculty Code 0 To 9999					
Do You Want To See The Figures Per Residence (Y/N) : Y		Do You Want To See The Figures Per Faculty (Y/N) : N			
Do You Want To See The Figures Per Qualification (Y/N) : N		Do You Want To See The Figures Per Study Period (Y/N) : N			
-----					
Total For The Institution	Ethnic Group	Number Of Residence Dwellers			
Residence / Faculty /		With Academic Registration Info			
Qualification / Study Period		Female	Male	Total	
-----	-----	-----	-----	-----	
MAJUBA HOSTEL	WHITE	2	1	3	
	Subtotal For Residence MAJUBA HOSTEL	2	1	3	
		-----	-----	-----	
		-----	-----	-----	
	Grand Total :	2	4	6	
		=====	=====	=====	
-----					
08-AUG-2000		INTEGRATED TERTIARY SOFTWARE		Page : 3	
Program : iamccc.pc		Student Headcount For Residence Dwellers			
Residence Year : 2000		Census Date : 06-JUN-2000			
Residence Code To Include : ALL		Residence Code To Exclude :			
Offering Type To Include : ALL		Offering Type To Exclude :			
FTEN Status To Include : ALL		Student Type to Include : ALL		Student Type to Exclude :	
Study Period To Include : ALL		Study Period To Exclude :			
From Faculty Code 0 To 9999					
Do You Want To See The Figures Per Residence (Y/N) : Y		Do You Want To See The Figures Per Faculty (Y/N) : N			
Do You Want To See The Figures Per Qualification (Y/N) : N		Do You Want To See The Figures Per Study Period (Y/N) : N			
-----					
Total For The Institution	Ethnic Group	Number Of Residence Dwellers			
Residence		Without Academic Registration Info			
		Female	Male	Total	
-----	-----	-----	-----	-----	
LADIES' RESIDENCE NO. 1	WHITE	1	0	1	
	Total For Residence LADIES' RESIDENCE NO. 1	1	0	1	
		-----	-----	-----	
		-----	-----	-----	
	Grand Total	1	0	1	
		=====	=====	=====	
-----					
==== End Of Report =====					

**4.3. SUBJECT ENROLMENT AND RESULT SUMMARY {SREGSR-3} ↴**

USER SELECTION: Start and End Registration Year  
Start and End Exam Year and Month  
First Block Code To Include or ALL (Up to 10 Block Codes can be included)  
    If ALL, First Block Code To Exclude or <Enter> To Continue (Up to 10 Block Codes can be excluded)  
First Offering Type To Include or ALL (Up to 10 Offering Types can be included)  
    If ALL, First Offering Type To Exclude or <Enter> To Continue (Up to 10 Offering Types can be excluded)  
First Subject Type To Include Or ALL (Up to 10 Subject Types can be included)  
    If ALL, First Subject Type To Exclude or <Enter> To Continue (Up to 10 Subject Types can be excluded)  
First Student Type To Include or ALL (Up to 10 Student Types can be included)  
    If ALL, First Student Type To Exclude or <Enter> To Continue (Up to 10 Student Types can be excluded)  
First Ethnic Group To Include or ALL (Up to 10 Ethnic Groups can be included)  
    If ALL, First Ethnic Group To Exclude or <Enter> To Continue (Up to 10 Ethnic Groups can be excluded)  
Subject Code Or ALL  
Start and End Faculty Code  
Start and End Department Code  
Include Exam Only Enrolments In The Count (Y/N)  
Include Attendance Only Enrolments In The Count (Y/N)  
Do You want to see the figures per Faculty (Y/N)  
Do You want to see the figures per Department (Y/N)  
Do You want to see the figures per Ethnic Group (Y/N)  
Do You want to see the figures per Study period (Y/N)  
Do You want to see the figures per Subject (Y/N)  
Group Figures By:  
    1. Summary  
    2. FTEN Status  
    3. Residence only  
    4. Geographical Area  
    5. Qualification  
    6. Offering Type  
Selection:

PRINT SEQUENCE: Per Faculty or Department or Ethnic Group or Study period or Subject or as per selection asked for 2-FTEN Status, 3-Residence, 4-Geographical Area, 5-Qualification, 6-Offering Type

SYSTEM SELECT: Subject Registration year between the input start and end Registration years  
 Subject Examination Year and Month between the input start and end Examination Year and Month  
 Primary Subjects only

01-NOV-2000 IN INTEGRATED TERTIARY SOFTWARE Page : 1  
 Program : ianccc.pc Student Headcount - Subject Enrolment and Result Summary

Registration Year From : 2000 To : 2000  
 Exam Year And Month From : 200001 To : 200011  
 Block Codes To Include : ALL Block Codes To Exclude :  
 Offering Type To Include : ALL Offering Type To Exclude :  
 Subject Type To Include : ALL Subject Type To Exclude :  
 Student Type To Include : ALL Student Type To Exclude :  
 Ethnic Group To Include : ALL Ethnic Group To Exclude :  
 Subject Code : BIO 100  
 From Faculty Code 0 To 9999 From Department Code 0 To 9999

Include Exam Only Enrolments In The Count : N Include Attendance Enrolments Only In The Count : N  
 Do You Want To See The Figures Per Faculty : N Do You Want To See The Figures Per Department : N  
 Do You Want To See The Figures Per Ethnic Group : N Do You Want To See The Figures Per Study Period : N  
 Do You Want To See The Figures Per Subject : Y  
 Group Figures By 1.Summary - 2.FTEN Status - 3.Residence - 4.Geographical Area - 5.Qualification - 6.Offering Type : 6

Faculty/Department/Ethnic Grp/ Study Period/Subject	FTEN Status/Residence/Geo. Area Qualification/Offering Type	Subjects Enrol.			Cancellations.			Wrote Exams			Pass Result Cde		
		FM	Male	Total	FM	Male	Total	FM	Male	Total	FM	Male	Total
BIOLOGY I	FULL TIME	0	5	5	0	0	0	0	2	2	0	0	0
Subtotal For Subject BIOLOGY I		0	5	5	0	0	0	0	2	2	0	0	0
Grand Total :		0	5	5	0	0	0	0	2	2	0	0	0

==== End Of Report ====



## 5. REGISTRATION SUBSYSTEM: PROCEDURES

### 5.1. PRE-REQUISITES FOR REGISTRATION

Before registration commences, the user should:

- A. Select option {SREG-1} “System Cycles - Registration” and set the following values for each of the Academic blocks that will be involved in the registration:
- Type (R) “Registration”
  - Type (N) “Cancellations”
  - Type (H) “Residence Registration”
  - Type (B) “Exemption Registration”
- B. Select {SMNT-1b1}, <EXECUTE QUERY> and select the appropriate validations, e.g.:

Validation		Subsystem
– <b>11</b>	Modulus 11 Student Number	General
– <b>AA</b>	Academic Admission	Qualification Registration
– <b>AF</b>	Only first Qualification (AA)	Qualification Registration
– <b>AR</b>	Academic Registration	Registration Subsystem
– <b>CA</b>	Check Subject Reg Attempts	Subject Registration
	Check the values for Registration attempts at {SCODE-27} or {SSTYD3-1}	
– <b>CG</b>	Check Quota Class Groups	Subject Registration
	Check the values for Quotas at {SACAD-1b11}	
– <b>CQ</b>	Check Quota Per Curriculum	Subject Registration
	Check the values for Quotas at {SACAD-1b14}	
– <b>ET</b>	Examination Timetable	Subject Registration
– <b>EX</b>	Check External Excluded Stud	Registration Subsystem
	Ensure all data is entered at {SREGL-3}	
– <b>GA</b>	Gen. All Subj/Modules For Year	Qualification Registration
– <b>GB</b>	Gen. Subj/Modules For Same Blk	Qualification Registration
– <b>GC</b>	Gen. Compulsory Subj/Modules	Qualification Registration
– <b>HA</b>	Residence Admission	Registration Subsystem
– <b>LT</b>	Lecturing Timetable	Subject Registration
– <b>M1</b>	Classgrps Timetable Clashes	Subject Registration
	Check the values for Quotas at {SACAD-1b11}	
– <b>MM</b>	Load Class groups	Subject Registration
	Check the values for Quotas at {SACAD-1b11}	
– <b>MS</b>	Matric Subjects Pre-Requisites	Registration Subsystem
	Check the values for Quotas at {SACAD-4}	
– <b>PC</b>	Pre-Co Requisites	Subject Registration



- **QP** Check the values for Quotas at {SACAD-1b13}  
Qual. Pre-Requisite/Substitute      Qualification Registration  
Check the values for Quotas at {SACAD-7}
- **QR** Canc Resid when Prim Qual Canc      Qualification Registration
- **QU** Check Quota Per Qual/O-Type      Qualification Registration  
Check the values for Quotas at {SACAD-1b6}
- **RA** Copy Residence to Study Addr      Registration Subsystem  
Ensure the address is correct at {SPCS-4}
- **RD** Registration Dates      Registration Subsystem
- **RM** Restrict per Campus      General
- **RV** Restrict: Faculty=Y / Dept=N      General
- **SQ** Check Quota Per Subj/O-Type      Subject Registration  
Check the values for Quotas at {SACAD-1b10}
- **UA** Upd Alum Postal Addr via REG      Registration Subsystem

(For more detail in this regard see Manual Student System Maintenance)

- C. Select {FSAM-3} and select the appropriate financial validations e.g.
- “**OB**” Outstanding Balance Print
  - “**OQ**” Generate 0 Qualification Debits
  - “**OS**” Generate 0 Subject Debits
  - “**03**” Apply even 03 Rules
  - “**BA**” Check blocking on academic registration
  - “**BR**” Check blocking on residence registration
- D. Select {SMNT-1b2} and <EXECUTE QUERY>. Enter the choice of report, which must be printed during registration. See Manual Student System Maintenance for more detail.
- E. Select options {GOPS-1b1} “*Academic Census Dates*” and {GOPS-1b2} “*Residence Periods*” and enter the appropriate end- and start dates for each of the applicable academic blocks.
- F. Select options {SACAD-1b6}, {SACAD-1b10}, {SACAD-1b11}, {SACAD-1b14}, and set the appropriate quotas if required.

## 5.2. FINANCIAL PRE-REQUISITES FOR REGISTRATION

Within the Student Accounts a section of the Financial System, some vital aspects should be attended to before registration is commenced. See User Manual “Student Debtor Subsystem” for more information.

### 5.3. REGISTRATION FOLLOWING APPLICATIONS

A. Under option {SREGAR-1b1} enter student number, complete the rest of the Qualification Information Block, and <COMMIT>.

\* If the “Generate Subjects on Commit” option is used, the valid subjects are automatically displayed in block two when this Block is <COMMIT>ed.

B. If subjects have been generated, Block 2 will be automatically queried to display all registered subjects. Use <DELETE RECORD> to delete any unwanted subjects, and <COMMIT>.

No changes to offering type, class group or the attend/exam indicator can be made on this screen. If changes have to be made, the <DELETE RECORD> command can be used on the day of registration, and the subject re-registered correctly.

C. If subjects were not generated from the Qualification Block, enter the Subjects Block using <NEXT BLOCK>, type in the Subject Codes, change any default criteria where necessary, and <COMMIT>.

D. If any of the validation checks were activated, the system will do the validation on <EXIT>ing the Subjects Block. A report will show any validation errors.

E. Press <NEXT BLOCK> and type (Y)es and <RETURN> if registration printouts are to be generated, (N)o otherwise. The system will automatically clear all Blocks of information pertaining to registration.

F. If validation “AA” “Academic Admission” is active, the system will check against the all qualifications registered for a student whether the student was admitted or not. If validation “AF” “Only First Qualification (AA)” is active, the system will only check against the first qualification registered for a student whether the student was admitted or not. Any further qualifications to be registered must be done as follows.

\* enter the student number, register the second qualification for the student and <COMMIT>

\* the system will regard the latest qualification registered as the primary and will give every new qualification a sequential number

\* the system will warn the user that this is an additional qualification for the student.

G. Any update of biographical information can be done after registration via option {SREGB-1} “Maintain Biographical Information”.

#### 5.4. DIRECT REGISTRATION WITHOUT PRIOR ADMITTANCE

*It is possible to register a student who has not applied for admission to the institution. The following guidelines could be used:*

- A. The student must first complete a blank registration form.
- B. The “Academic Admission” validation “AA” and “Only First Qualification (AA)” validation “AF” must be set to (N)o at {SMNT-1b1}.
- C. Select option {SREGAR-1}, “Academic Registration” and press <PREVIOUS BLOCK>. Enter information in the “Quick Biographical Create” Block {SREGAR-1b4}, and <COMMIT>.
- D. Press <NEXT BLOCK>. The student number as entered in the previous Block will appear. Press <NEXT FIELD> to display the student’s name.
- E. Do qualification registration and <COMMIT>. If the “Generate Subjects on Commit” option is used, the valid subjects are automatically displayed when this Block is <COMMIT>ted.
- F. Either enters subject records in Block 2 or use <DELETE RECORD> to delete subjects not wanted. Changes can be made to the default criteria if required. <COMMIT> before moving to the next Block.
- G. If any of the validation checks were activated, the system will do the validation on <EXIT>ing the Subjects Block. A report will show any validation errors.
- H. Press <NEXT BLOCK> and type (Y)es and <RETURN> if registration printouts are to be generated, (N)o if no printouts are required. The system will automatically clear all Blocks of information pertaining to registration, leaving the cursor in Block 1. Press <PREVIOUS BLOCK> and register the next student.
- I. A student can be registered for more than one qualification:
  - \* the system will warn the user that this is an additional qualification for the student
  - \* the latest qualification is marked by the system as the primary qualification
  - \* a sequential number is given to every qualification registered for that student.
- J. Any update of biographical information should be done after registration via option {SREGB-1}, “Maintain Biographical Detail”. **It is especially important to enter the account address as soon as possible.**

## 5.5. REGISTRATION OF SENIOR STUDENTS

- A. Print a registration form for the student {SREGF-2}.
- B. Report {SREGR-24} “*Subjects for Enrolment*” may be printed to assist in the decision of the subjects for which the student may enrol.
- C. The student must **either** already have been admitted via option {SNAPPA-3}, “*Academic Admission*” **or** the validation “**AA**” for “*Academic Admission*” and validation “**AF**” for “*Only First Qualification (AA)*” must be set to (N)o in option {SMNT-1b1}.
- D. Select option {SREGAR-1}, “*Academic Registration*”. Enter the student number (the name, Qualification and Offering Type will be displayed if a student was admitted), complete the Qualification Information detail and <COMMIT>. If “*Generate Subjects on Commit*” is used, the valid subjects are automatically displayed in Block 2 when this Block is <COMMIT>ted.
- E. If subjects have been generated they will be displayed in Block 2, otherwise the subject codes are entered. Use <DELETE RECORD> to delete any unwanted subjects if necessary and <COMMIT>.
- F. If subjects were not generated in the Qualification Block, enter the Subjects Block using <NEXT BLOCK>, type in the Subject Codes, change any default criteria where necessary, and <COMMIT>.
- G. If any of the validation checks were activated, the system will do the validation on exiting from the Subject Block. A report will show any validation errors.
- H. Press <NEXT BLOCK> and type (Y)es and <RETURN> if registration printouts are to be generated, (N)o if no printouts are required. The system will automatically clear all Blocks of information pertaining to registration, leaving the cursor in Block 1.
- I. A student can be registered for more than one qualification.
  - \* the system will warn the user that this is an additional qualification for the student
  - \* the latest qualification is marked by the system as the primary qualification
  - \* a sequential number is given for every qualification registered for that student.
- J. The updating of the student’s biographical detail should be done after registration via option {SREGB-1} “*Biographical Detail*”.

## 5.6. RESIDENCE PLACINGS

- A. Select option {SREG-4}. If the student's number is unknown <PREVIOUS BLOCK> will bring up the Block for "*Quick Biographical*" where a query can be made on surname, etc. to establish the student number.
- B. The "*Quick Biographical*" option can also be used to create a record for a new student who has not previously been registered anywhere on the system. <COMMIT> if the biographical information has been entered. <NEXT BLOCK> copy the student number to Block 1.
- C. The student number is entered in Block 1. After a <RETURN> the surname and gender will be displayed.
- D. When the calendar year and academic block for which the student wants to stay in residence has been entered, the "date in" from the residence system cycles option {GOPS-1b2} for this year and block will be displayed.
- E. If, in addition, the student had previously been admitted to a residence under option {SNAPPA-4} the residence code, will also be displayed, if the validation "HA" is set to 'Y'es at {SMNT-1}. If the Floor Number and Room number had also been entered before, that will also be copied. If not, the Building, Floor and Room Numbers are entered. The description of the room, its number of places will be displayed.
- F. If the validation "HA" for "*Residence Admission*" under option {SMNT-1b1} is active, only applicants who were admitted under option {SNAPPA-4} can be registered in residence under this option. If all the above data is correct the user can <COMMIT> the record.
- G. Reports {SREGR2-1} "*Residence Report*" and {SREGR2-2} "*Residence Placing*" may be selected to see what the status of residence registration is.

*This residence registration can either precede academic registration under option {SREGAR-1}, or it can be done after the academic registration.*

## 5.7. REGISTRATION OF ADDITIONAL SUBJECTS

*A student may be registered for any subject who does not form part of the curriculum for the qualification for which s/he is enrolled.*

- A. Do the academic registration of the primary qualification, option {SREGAR-1} "*Academic Registration*".

- B. Select {SREGAR-2} "Register Additional Subjects". <ENTER QUERY>, enter the student number and <EXECUTE QUERY>. The details of the qualification(s) for which the student was enrolled, will be displayed.
- C. Press <NEXT BLOCK>, enter the qualification in which this subject is valid as well as the subject code and other criteria, and <COMMIT>. Press <NEXT RECORD> if more than one additional subject must be registered.
- D. Press <NEXT BLOCK> and type (Y)es and <RETURN> if registration printouts are to be generated.

### 5.8. REGISTRATION FOR EXAM OR ATTENDANCE PURPOSES ONLY

- A. Select option {SREGAR-1} "Academic Registration".
- B. Enter the qualification information for this student as if for normal registration, (see above) and <COMMIT>.
- C. Press <NEXT BLOCK>, key in the subject code, the field for "examination type" will default to 'N'ormal. Update this field with any other valid examination type code. The possible values can be seen with the <LIST> command. <COMMIT>.
- D. Examination types are defined under option {SCODE2-2}. They are allocated to "E"xam only, "A"ttend only or "B"oth categories.
- E. If an "A"-type code is entered, the student is *registered for attendance purposes only*. The Student *will appear on the class lists and test marks can be entered for him/her*, but no exam admission will be calculated and *the student will not appear on any exam paper list*.
- F. If an "E"-type code is entered, the student is *registered for examination purposes only*. *The system will automatically enter the student for the exam as defined under option {SCODE2-2b3}, by setting the "Exam Granted" indicator to (Y)es*. In addition the system will establish if the student had previously registered for this subject. If this is so, the year mark from the last enrolment for this subject will be copied. *This student will not appear on any class lists*.

**Note:** It is not possible to update any of these examination types in the Subject Block, option {SREGAR-1b2} "Academic Registration" on any day except the day of registration. These changes may, however, be made in option {SREGC-7} "Bulk Subject Changes".

*Note: that the normal registration option {SREGAR-1} should not be used to register re- or supplementary examinations, but the "Batch Registration for Additional Exam" {SSTUD4-21} should be used.*

### 5.9. REGISTRATION OF EXEMPTION SUBJECTS

- A. Select option {SREGAR-3} "Register Exemption Subjects". <ENTER QUERY>, supply the student number (and qualification if student is registered for more than one qualification) and <EXECUTE QUERY>.
- B. Press <NEXT BLOCK>, enter the
- \* Subject Code for which exemption is granted, as well as the:
  - \* Offering Type (this will default from Block 1)
  - \* Block Code (this must be a valid combination as created under option {SACAD-1b9})
  - \* Exemption Type, (this must be one of the codes defined under option {SCODE-28})
- \* And <COMMIT>.

*The registration of exemption subjects is not restricted by the start- and end dates of the registration cycles, and may be done at any time during the year.*

*Should an exemption have been granted in error, the previous record can be queried, and the fields for "Exemption" and "Exemption Type" can be cleared. Upon <COMMIT> the record will revert to a normal registration, which can be cancelled if needed.*

### 5.10. REGISTRATION OF IN-SERVICE TRAINING

It is possible to register and keep record of the in-service training portion of a student's studies toward obtaining a diploma.

In-service training must be specified as a subject(s) on the Academic Structure and identified as such in option {SACAD-1b9}. Before records for in-service training can be entered, employer codes must be defined in option {GCS-22}.

- A. Select option {SREGAR-1b2} "Academic Registration" and register the student for this subject.
- B. "In-Service Training Detail" can be entered under the new subsystem for CO-OPERATIVE EDUCATION at {COOP}

- C. The reports under menu {COOPR} “*Co-operative Education Subsystem - Reports*” will provide the detail of in-service training either per student or per qualification or per employer.

It is possible to refer students to employers for “in-service” or “co-operative” training and to keep record of the projects they are expected to do. Should this facility be required, the user should use the options under {COOP}.

## 5.11. CORRECTING REGISTRATION ERRORS

It is possible to correct errors, which was made during registration by following certain procedures.

### 5.11.1. Qualification Registration Errors

*Once a qualification is registered for a student, none of the fields in the Qualification Block is updateable and the qualification cannot merely be deleted. The following applies to correct any mistakes.*

#### 5.11.1.1. Delete Qualification Same Day

When a qualification was registered erroneously, this facility may be used on the same day as the registration to delete the qualification record as well as the subject records from the system. **Note**: This procedure can be used only on the same day on which the subject was first registered, provided that validation “SS” in option {FSAM-3} is set to “check? = yes”.

- A. Select option {SREGAR-1}, “*Academic Registration*”
- B. Query the calendar year, block code, student number and qualification code of the record to be deleted.
- C. Use the <DELETE RECORD> command to delete the qualification, then <COMMIT>.
- D. If required, register the correct qualification again and <COMMIT>.

#### 5.11.1.2. Change Qualification {SREGC-1}



When a qualification was registered erroneously, this option can be used to correct the mistake. The option is restricted by the Registration Cycle. The system will automatically generate credits according to the cancellation credits specified in option {FSAM-2}. The qualification record as well as all subject records registered for that qualification could be deleted or cancelled, depending on the user's procedure. The following procedure applies:

- A. Select option {SREGC-1} "*Change Qualification*".
- B. Query the calendar year, academic block and student number and press <NEXT BLOCK>. The subjects for the particular qualification that the student was enrolled for will then be displayed. Enter the Cancel date and reason.
- C. Mark the subjects which should be retained under the new qualification (if any) with a (Y)es and press <NEXT BLOCK>.
- D. Enter the new qualification code, block, offering type, study period and final mark indicator and <COMMIT>, upon which the system will accept the new qualification detail for the student whilst retaining any subject marked as (Y)es.
- E. The system will then put the user in a registration screen. Press <ENTER QUERY>, key in the calendar year, block code and student number and <EXECUTE QUERY>. The qualification registration is displayed.
- F. Press <NEXT BLOCK>, enter any further subject codes and default criteria for the subjects to be registered and <COMMIT>.
- G. Press <NEXT BLOCK> and type (Y)es and <RETURN> if registration printouts are to be generated, (N)o if no printouts are required.

### 5.11.1.3. Update Annual Registration Information {SREGC-5}

When a qualification is registered and the following (non-financial) fields have been entered incorrectly, the corrections may be made under this option as follows:

- A. <ENTER QUERY>, supply the calendar year, the academic block and the student number and <EXECUTE QUERY>. The qualification information of the student is displayed.
- B. Update any one (or all) of the following fields and <COMMIT>: "FTEN Status", "Global Group", "Can Student Complete in Time" and "Final Year".

Should changes have to be made to records of a student for previous years, both the student number and the calendar year (and academic block) must be supplied.

#### 5.11.1.4. Cancel Enrolment {SREGC-3}

This option is only used when a student wishes to cancel his/her studies at the institution. The system will credit the student's account with the appropriate cancellation credits. The cancellation date and cancellation form number will be entered on the qualification record as well as every subject linked to that qualification.

Cancellation of the **primary qualification** will cancel the registration of additional subjects as well as the residence registration of a student if applicable. The system will only allow the cancellation of a **primary** qualification if no other active qualifications are registered for a student. A Qualification can only be cancelled if no subjects do have results. The following procedure applies:

- A. Select option {SREGC-3} "Cancel Enrolment" and enter the calendar year, the academic block and the student number.
- B. Press <NEXT BLOCK>. The system will display the qualification records for which the student was registered.
- C. If the student was registered for more than one qualification and the qualification which must be cancelled is indicated as the "primary", press <NEXT BLOCK>, supply the qualification number which must now be regarded as the primary and <COMMIT>.
- D. Press <PREVIOUS BLOCK>, enter the cancellation reason, cancellation date, form number and the exiting status of the student and <COMMIT>. The cancellation date must be the actual date of the cancellation and not necessarily the present date.
- E. If the student is registered for only one qualification, the primary qualification may be cancelled without changing the primary status of the qualification. A qualification, which is not indicated as the primary qualification, may also be cancelled without changing the primary indicator of a qualification.
- F. Qualifications with subjects that have results can't be cancelled. The report "Inactive Students, Qual not canc" {SREGR1-27} can be run to get a list of students that has cancelled but the qualification can't not be cancelled.

#### 5.11.1.5. Un-cancel a Cancelled Qualification

It is possible to undo the cancellation of a qualification.

- A. Select option {SREGC-3} “*Cancel Enrolment*” and enter the calendar year, academic block and the student number.
- B. Press <NEXT BLOCK>. The system displays the student’s qualification information.
- C. Clear the cancellation date and form number of the student and <COMMIT>. The system will remove the cancellation date and form number from all the subjects, which were cancelled, with the same cancellation date and form number. Please note that if no form number was entered during cancellation, the user will have to “un-cancel” the subjects individually.
- D. Validation report {SMNTL-1} “*Print General Log File, option 6 “Qualifications”* will list any cancellations which were un-cancelled. *The financial implications of this will be adjusted automatically by the program.*

### 5.11.2. Subject Registration Errors

When a student is registered it is possible that a subject was registered erroneously for that student. The way in which the correction is made depends on the relevant dates.

#### 5.11.2.1. Correct Error on Same Day as Registration

- A. Select option {SREGAR-1b1} “*Academic Registration*” and query the student in the qualification block. Press <NEXT BLOCK> and <EXECUTE QUERY> to display the subjects for which the student is registered.
- B. Press <NEXT RECORD> to select the erroneous subject use the <DELETE RECORD> command to delete the subject, then <COMMIT>, provided that validation “**SS**” in option {FSAM-3} is set to “check? = yes”.
- C. If required, register the subject again, correct any default criteria as required, and <COMMIT>.

#### 5.11.2.2. Correct Error on Any Day after Registration in Bulk

If a subject was registered with an incorrect Block Code or Offering Type or Preferred Language or Examination Type or Examination Year or Month, this must be corrected as follows:

- A. Select option {SREGC-7} “*Change Subject Detail In Bulk*”. The following fields have to be supplied; the Calendar Year, Block, Exam Type, Subject Code and

Offering Type. When the Exam Type is not 'Attendance only' the Exam Year and Month is also mandatory. Qualification and Class Group can be supplied if the selection has to be only for one Qualification or one Class Group.

- B. Press <NEXT BLOCK>, supply the "Bulk Or Individual Update" indicator "B". Indicate "Which Field Must Be Updated" and the old and new values. The following fields can be updated: Block Code, Offering Type, Preferred Language, Examination Type, Examination Year and Month.
- C. Press <COMMIT> now, the system will give the following messages. First "Total records updated: with the number of students updated" and then "FRM-40400: Transaction complete: 1 records applied and saved" for the commit that was pressed.
- D. Validation report {SMNTL-1} "7. Subjects" will list these changes. The Bulk changes will show the student number "0". The financial implications of this will be adjusted automatically by the program.

### 5.11.2.3. Correct Error on Any Day after Registration for Individual

If a subject was registered with an incorrect offering type or exam type, this must be corrected as follows:

- A. Select option {SREGC-7} "Change Subject Detail In Bulk". The following fields have to be supplied the Calendar Year, Block, Exam Type, Subject Code and Offering Type. When the Exam Type is not 'Attendance only' the Exam Year and Month is also mandatory. Qualification and Class Group can be supplied if the selection has to be only for one Qualification or one Class Group.
- B. Press <NEXT BLOCK>, supply the "Bulk Or Individual Update" indicator "I". Indicate "Which Field Must Be Updated". One of the following fields can be updated: Block Code, Offering Type, Preferred Language, Examination Type, Examination Year and Month.
- C. Press <NEXT BLOCK> now, the system will display all the students for the selection of data that were supplied in block 1. Use the <NEXT RECORD> to find the right student OR press <ENTER QUERY> enter the student number and press <EXECUTE QUERY> to see the information. Only the field which you indicated in block two can be changed. Press <COMMIT> the program will tell you now how many records are committed.
- D. Validation report {SMNTL-1} "7. Subjects" will list these changes. The financial implications of this will be adjusted automatically by the program.

#### 5.11.2.4. Cancel and Un-cancel a Cancelled Subject {SREGC-4}

A student may wish to cancel his/her enrolment for a specific subject at any time during the year. The system will pass the appropriate cancellation credits according to the credits specified in option {FSAM-1}. The following procedure applies:

- A. Select this option, press <ENTER QUERY>, supply the student number and the subject code and <EXECUTE QUERY>.
- B. Enter the cancellation date, cancellation form number and cancellation reason and <COMMIT>. The cancellation date must be the actual date for the cancellation and not necessarily the present date.

If the cancellation of a subject should for some reason have to be undone, this may be done as follows:

- C. Select this option, press <ENTER QUERY>, supply the student number and the subject code and <EXECUTE QUERY>.
- D. Clear the cancellation date and form number and <COMMIT>.
- E. Validation report {SMNTL-1} “*Print General Log File, option 7 Subjects*” will list any changes made to cancellations since *these changes have a definite financial impact and will be corrected automatically by the program*.

### 5.12. MAINTAIN CREDITS FOR PREVIOUS REGISTRATIONS

A student may sometimes be permitted to change to another qualification whilst retaining credit for the subjects enrolled for or passed under the previous qualification. The following applies:

- A. Select option {SREGAR-1b1/2} “*Academic Registration*” and register student for the new qualification and any subjects not yet registered for.
- B. Select option {SSTUD7-1} “*Maintain Previous Credits*”. <ENTER QUERY>, supply the student number and <EXECUTE QUERY>. The student’s details are displayed.
- C. Press <NEXT BLOCK>, <ENTER QUERY>, supply the calendar year and <EXECUTE QUERY>; the student’s qualification information is displayed.
- D. Press <NEXT BLOCK>, <ENTER QUERY>, supply the calendar year and <EXECUTE QUERY>; the student’s subject information is displayed.

- E. Change the qualification code for the particular subject to the code of the new qualification and <COMMIT>.
- F. Select option {SREGC-3} “Cancel Enrolment”. Enter the student number, press <NEXT BLOCK> and cancel the enrolment of the qualification, which is being changed.
  - *A student’s information may be changed without cancelling the original qualification if so wished. It is also possible to change the information of previous years of registration by entering the applicable year of registration when a query is done. This is typically done to correct the information to be reflected on STATS table 2.14.*
- G. Option {SREGS-5} “Validation Grad/Dipl Info for STATS 2.14” may be used to assist the user in correcting information with regard to STATS Table 2.14. See manual “General Support Subsystem” Volume 2, for the procedure to be followed.

### 5.13. UPDATING CLASS GROUPS

When a student is registered, the system defaults to a class group “A”. This may be changed at the time of registration if the specific class groups are already known and have been specified on the Academic Structure {SACAD-1b11}.

If a subject has laboratory or tutorial periods, which have been indicated on the Academic Structure {SACAD-1b10}, the system will default to an “A” practical and/or an “A” tutorial group as well.

These groups may be updated after registration as follows:

- A. Select report {SSTURL-3} “Biographical Class Lists”. This report may be requested either in numerical or alphabetical order.
- B. Allocate these students to different class, practical or tutorial groups. It is important to note that a student may e.g. be in class group “A”, practical group “B” and tutorial group “F”.
- C. Select option {SREGC-6} “Update Allocation to Groups”. Enter the offering type and subject code, and press <NEXT BLOCK>. The system will automatically display all students registered for that combination in numerical order. If the user wants to update the groups according to the alphabetical list, the student number must be queried for every student.
- D. Update the different groups, using <NEXT FIELD> to move to another group, <NEXT RECORD> to access another student’s record. <COMMIT> regularly.



