

THE UNIVERSITY OF THE
SOUTH PACIFIC
SOUTH PACIFIC
THE UNIVERSITY OF THE

Student Academic Services (SAS)

Student Online Services (SOLS)

Online Registration User manual

Contents

1.0	What is Online Registration System	3
2.0	Step by Step Instruction	4
2.1	Site URL for Registration	4
2.2	Getting to SOLS.....	4
2.3	Logging into SOLS	5
2.4	Going to your Registration Page.....	5
2.4.1	Registration Errors	7
2.4.1.1	ELSA Test.....	7
2.4.1.2	Pre- requisite	8
2.4.1.3	Pending Units.....	8
2.5	Logout	9

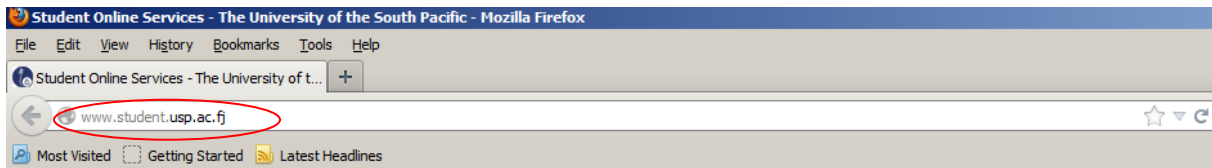
1.0 What is Online Registration System

Online registration is a system which is called the Student on line Services (SOLS) that can be used by the students to register for courses at the University of the South Pacific. Students can access this anywhere in the world to register for their course(s).



2.0 Step by Step Instruction

2.1 Site URL for Registration



Enter the following URL: www.student.usp.ac.fj

2.2 Getting to SOLS







The user will be redirected to the Student Online Services page

[USP Home](#) » [Current Students](#) » [Student Online Services](#)

First Time Users - Please change your Offer Letter Password before logging into the following services » [Click Here](#)

Student Exchange Scheme » [Click Here](#)

Student Evaluation of Courses » [Click Here](#)

Enter into SOLS (Student Online Services)  For Online Registration, Grades, Holds and Profiles » Click Here	How Do I Change My Student Password?  To Change Student Password » Click Here
Moodle  To access Moodle » Click Here	Student Helpdesk  For General Student functions » Click Here
Easy Student Email Access  To Access Student Email » Click Here	Where do i get TextBooks?  To enquire price and availability of the required textbooks and also their Book Allowance » Click Here

The user needs to click on SOLS to go to the Sols online page

2.3 Logging into SOLS

All the users who want to log into SOLS should have their student ID and the password to be able to login. Users who are not valid students of the University will not be able to log into the system.

First Time Users - Please change your Offer Letter Password before logging into SOLS » [Click Here](#)

Student Exchange Scheme » [Click Here](#)

The screenshot shows a login form with two input fields: 'Username:' and 'Password:'. The 'Submit' button is circled in red. Two callout boxes point to the fields: 'Enter your valid Student ID' points to the Username field, and 'Enter your new Password' points to the Password field. A 'Reset' button is also visible next to the 'Submit' button.

1. Enter the required details (student id and password).
2. Click on Submit

2.4 Going to your Registration Page

After successfully logging into the system, the user will be redirected to the Student Online Services page. There are many features for the user to choose from on this page for example 'My Registration, My Grade, My Timetable and others.

The screenshot shows the 'Welcome to SOLS - Student Online Services' page. On the left is a 'Menu' with the following items: My Home, My Profile, My Registrations (circled in red), My 30 Weeks Registrations, My Flexi School Registrations, My Timetable, My Grades, My Assignment Gradebook, My Holds, My Locker Hire, My Finance Menu, My Graduation, My Surveys, My Counselling, and My Academic Counselling. The main content area has a 'Notice' section with text regarding university policies and regulations for 2012 and 2013. At the bottom, there is a 'Laucala Campus Students Only' section with contact information for the Student Services Centre.

Click on the link My Registration

The student will arrive at the following page after clicking on the My Registration link.

Menu

Online Registration - Flexi - 2012 Laucala and Lautoka Campus

Print Confirmation of Enrollment

Student Profile

Student	S11052159 - Peter (for testing) Testing
Program	BSC
Major I	BI
Major II	CH
Minors	

Active Registrations

No Active Registrations

ADD COURSE

Dropped / Not Approved Registrations

Course	Title	Campus	Mode	Status	Action
No Registrations Cancelled / Dropped					

© Copyright 2005 - 2012. All Rights Reserved. The University of the South Pacific

The students can view their student ID, Programme and majors at the top of the page

Click this to view the list majors

1. The user has to click on Add course to view a list of courses that is available in that semester for the student to choose from.

The student will be redirected to a page that will show many layers of majors from which the user can select a unit. These majors will depend on the programme the student is enrolled in.

Menu

Compu.University Courses

Biology Service

Chemistry Service

Biology Double Major

Chemistry Double Major

Electives

ISHOW!

ISHOW!

ISHOW!

ISHOW!

ISHOW!

ISHOW!

ISHOW!

Important - Please Read Carefully

In submitting this application to register I understand that:

- I become liable for the payment by the due date of the fees relating to enrolment in these courses.
- I am also promising to abide by the statutes, ordinances, regulations and rules of the University.

Submit Registrations Reset Registrations

© Copyright 2005 - 2012. All Rights Reserved. The University of the South Pacific

The list of courses from which the student scan choose units

Click on this link to display a list of units

1. The student will have to click on **[SHOW]** that is available beside each major to display a list of units that are available under that particular major.

The screenshot shows a navigation menu on the left and a main content area. The 'Courses Not Met' section contains the following table:

Course	Title	Mode	Campus	PREQ	BA	ELSA	GCED	MODE	CMBN	REPT	ACTM	FULL
AF307	Public Sector Acctg	Face to Face	Laucala	PREQ	BA30	ELSA						
CS218	Mobile Middleware	Face to Face	Laucala	PREQ	BA20	ELSA						
EC201	Intermediate Macroeconomics	Face to Face	Lautoka	PREQ	BA20	ELSA						
EC202	Intermediate Microeconomics	Face to Face	Lautoka	PREQ	BA20	ELSA						
GE202	Aq.Food & Nutrition: Dev World	Face to Face	Laucala	PREQ	BA20	ELSA						

Below the table is an 'Important - Please Read Carefully' section with the following text:

In submitting this application to register I understand that:

- I become liable for the payment by the due date of the fees relating to enrolment in these courses.
- I am also promising to abide by the statutes, ordinances, regulations and rules of the University.

At the bottom of the page, there are buttons for 'Submit Registrations' and 'Reset Registrations'.

List of units that will be displayed under a major

2.4.1 Registration Errors

There are some conditions that have to be met by the students to be able to register into a unit. The system will display pop-up error messages if the students have not met all the pre-requirement units and are trying to register into a new unit.

2.4.1.1 ELSA Test

If the student is trying to register into a 200 level units but he/she has not yet completed the ELSA test. The system will display the unit in red if there are some requirements that are not met by the student.

The screenshot shows the same registration system as above, but with a red pop-up message overlaid on the 'Courses Not Met' table. The message reads:

ELSA
You have not successfully completed ELSA (ie your score is less than 3) or you have not successfully completed EL001

The table below the message is identical to the one in the previous screenshot.

Below the table is an 'Important - Please Read Carefully' section with the following text:

In submitting this application to register I understand that:

- I become liable for the payment by the due date of the fees relating to enrolment in these courses.
- I am also promising to abide by the statutes, ordinances, regulations and rules of the University.

At the bottom of the page, there are buttons for 'Submit Registrations' and 'Reset Registrations'.

The pop up message to inform the student that EISA test is pending

2.4.1.2 Pre- requisite

If the students have not passed all the necessary units and the student is trying to register in units that are related to that unit, the system will not allow the student to register into that unit. The student will have to get approval from their lectures to be able to do that unit.

The screenshot shows a web interface for online registration. A pop-up message in the center reads: "PREQ You have not met the Pre-requisites for this course". Below the pop-up is a table titled "Courses Not Met" with the following data:

Course	Title	Mode	Campus	PREQ	BA	ELSA	GCED	MODE	CMBN	REPT	ACTM	FULL
AF307	Public Sector Acctg	Face to Face	Laucala	PREQ	BA30	ELSA						
CS218	Mobile Middleware	Face to Face	Laucala	PREQ	BA20	ELSA						
EC201	Intermediate Macroeconomics	Face to Face	Lautoka	PREQ	BA20	ELSA						
EC202	Intermediate Microeconomics	Face to Face	Lautoka	PREQ	BA20	ELSA						
GE202	An.Food & Nutrition: Dev World	Face to Face	Laucala	PREQ	BA20	ELSA						

Below the table is an "Important - Please Read Carefully" section with the following text:

In submitting this application to register I understand that:

- I become liable for the payment by the due date of the fees relating to enrolment in these courses.
- I am also promising to abide by the statutes, ordinances, regulations and rules of the University.

Buttons for "Submit Registrations" and "Reset Registrations" are visible at the bottom.

The pop up message to inform the student that some requirements are pending

2.4.1.3 Pending Units

If the student is left to do some to do some lower level unit and the student is trying to pursue to do some units for a higher level unit. The system will display a message pop-up for the user that there are some pending units that has to be done.

The screenshot shows a web interface for online registration. A pop-up message in the center reads: "BA20 You have not successfully completed 4 x 100 level course". Below the pop-up is a table titled "Courses Not Met" with the following data:

Course	Title	Mode	Campus	PREQ	BA	ELSA	GCED	MODE	CMBN	REPT	ACTM	FULL
AF307	Public Sector Acctg	Face to Face	Laucala	PREQ	BA30	ELSA						
CS218	Mobile Middleware	Face to Face	Laucala	PREQ	BA20	ELSA						
EC201	Intermediate Macroeconomics	Face to Face	Lautoka	PREQ	BA20	ELSA						
EC202	Intermediate Microeconomics	Face to Face	Lautoka	PREQ	BA20	ELSA						
GE202	An.Food & Nutrition: Dev World	Face to Face	Laucala	PREQ	BA20	ELSA						

Below the table is an "Important - Please Read Carefully" section with the following text:

In submitting this application to register I understand that:

- I become liable for the payment by the due date of the fees relating to enrolment in these courses.
- I am also promising to abide by the statutes, ordinances, regulations and rules of the University.

Buttons for "Submit Registrations" and "Reset Registrations" are visible at the bottom.

The pop up message to inform the student that some requirements are pending

2.5 Logout

After registering for your units, the student needs to logout of the system. This is done for security purposes. If the student leaves the process idle, the system will itself logout.

S11052159 [Logout](#)

Menu

- CompuUniversity Courses [SHOW]
- Biology Service [SHOW]
- Chemistry Service [SHOW]
- Biology Double Major [SHOW]
- Chemistry Double Major [SHOW]
- Electives [SHOW]

Important - Please Read Carefully

In submitting this application to register I understand that:

- I become liable for the payment by the due date of the fees relating to enrolment in these courses.
- I am also promising to abide by the statutes, ordinances, regulations and rules of the University.

[Submit Registrations](#) [Reset Registrations](#)

Click on the Logout link to logout of the system