



Academic Structure and Student Enrolment Services

E-Forms: Subject Cancellation

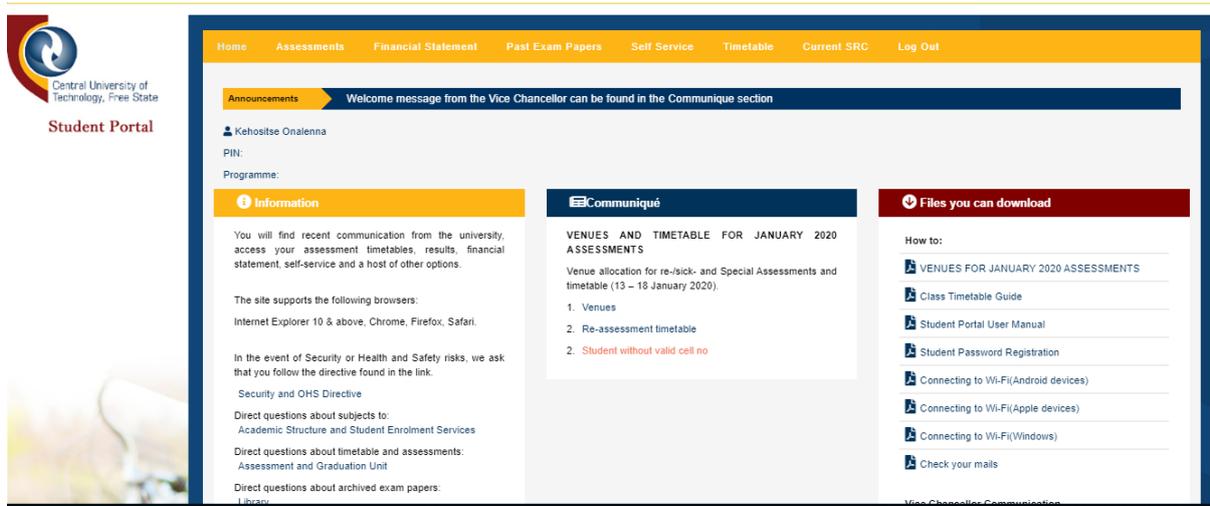
User manual

Guide for the Use and Submission of Digital Forms

Step1 : Login to Student Portal

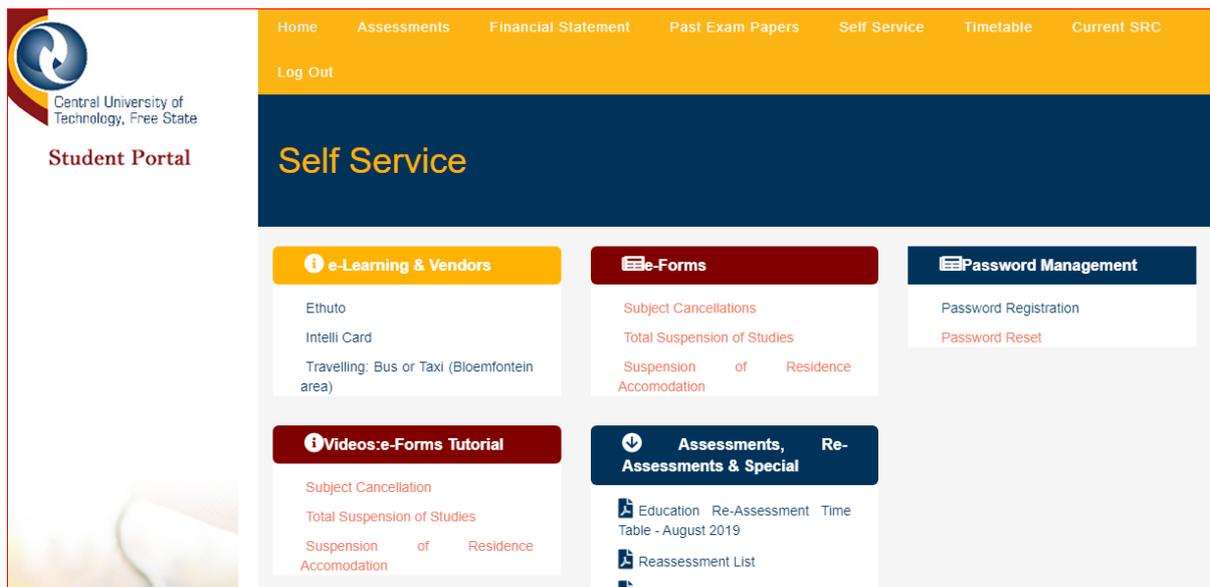
1. Go to <https://student.cut.ac.za>

2. You will be prompted user name and password (Enter username : cut\student number)



The screenshot shows the Student Portal homepage. The navigation menu includes Home, Assessments, Financial Statement, Past Exam Papers, Self Service, Timetable, Current SRC, and Log Out. A welcome message from the Vice Chancellor is displayed. The main content area is divided into three columns: Information, Communiqué, and Files you can download. The Information column provides details about recent communication, browser support, and security directives. The Communiqué column features a notice about the January 2020 assessment venues and timetable. The Files you can download column lists various documents for download, including assessment timetables and user manuals.

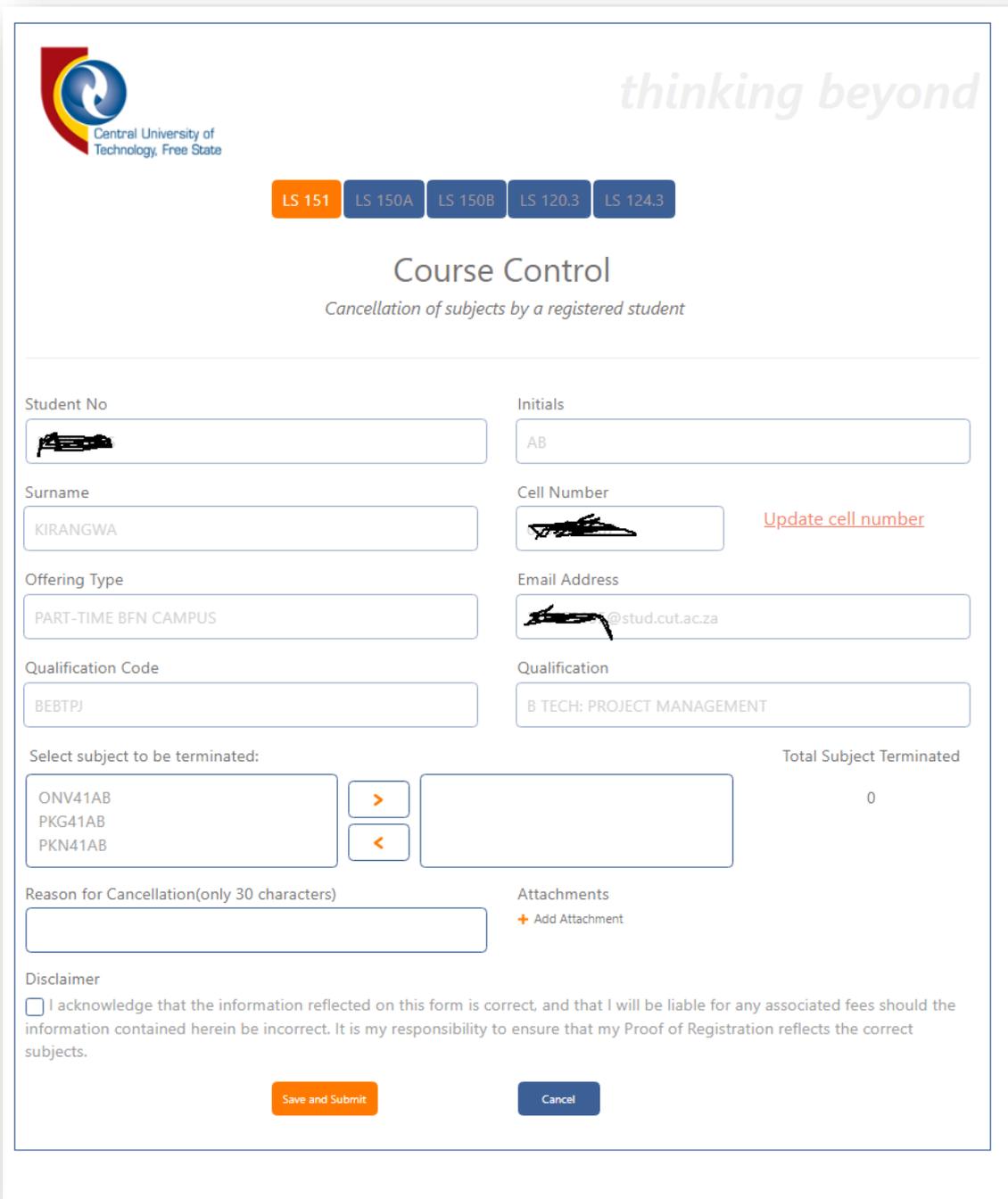
Step2: Click on Self Service



The screenshot shows the Self Service page. The navigation menu is the same as the homepage. The main content area is divided into three columns: e-Learning & Vendors, e-Forms, and Password Management. The e-Learning & Vendors column lists Ethuto, Intelli Card, and Travelling: Bus or Taxi (Bloemfontein area). The e-Forms column lists Subject Cancellations, Total Suspension of Studies, and Suspension of Residence Accommodation. The Password Management column lists Password Registration and Password Reset. Below these columns, there are sections for Videos:e-Forms Tutorial and Assessments, Re-Assessments & Special, which include links to various assessment timetables and lists.

Step3: Go to e-forms and click on Subject Cancellations

Step 4 : Enter student number on the student number fields of the form and press tab, your information will be autopopulated



The screenshot shows the 'Course Control' form for a registered student. At the top left is the university logo and the slogan 'thinking beyond'. Below the logo are five buttons for course selection: LS 151 (highlighted in orange), LS 150A, LS 150B, LS 120.3, and LS 124.3. The main title is 'Course Control' with the subtitle 'Cancellation of subjects by a registered student'. The form contains several input fields: Student No (with a redacted value), Initials (AB), Surname (KIRANGWA), Cell Number (with a redacted value and a red 'Update cell number' link), Offering Type (PART-TIME BFN CAMPUS), Email Address (with a redacted value and '@stud.cut.ac.za'), Qualification Code (BEBTPJ), and Qualification (B TECH: PROJECT MANAGEMENT). A section for 'Select subject to be terminated:' includes a list of subjects (ONV41AB, PKG41AB, PKN41AB) with navigation arrows and a 'Total Subject Terminated' field showing '0'. There is a 'Reason for Cancellation(only 30 characters)' field and an 'Attachments' section with an '+ Add Attachment' link. A disclaimer is present at the bottom with an unchecked checkbox. At the very bottom are 'Save and Submit' and 'Cancel' buttons.

Step 5: Continue to fill the fields that were not auto populated and submit the form

1. The update cell phone number link can be used to update your cell phone number on i-enabler
2. You can use attachment to attach a motivation letter and other supporting documents
3. Your reason for cancellation is only limited to 30 characters
4. All required field must be filled before you submit a form



thinking beyond

LS 151 LS 150A LS 150B LS 120.3 LS 124.3

Course Control

Cancellation of subjects by a registered student

Student No

Initials

Surname

Cell Number [Update cell number](#)

Offering Type

Email Address

Qualification Code

Qualification

Select subject to be terminated: Total Subject Terminated

ONV41AB	>	<input type="text" value=""/>	0
PKG41AB	<		
PKN41AB	<		

Please select subject(s) to be terminated

Reason for Cancellation(only 30 characters)

Attachments
[+ Add Attachment](#)

Disclaimer
 I acknowledge that the information reflected on this form is correct, and that I will be liable for any associated fees should the information contained herein be incorrect. It is my responsibility to ensure that my Proof of Registration reflects the correct subjects.

Please acknowledge before submitting the form



Step 6: acknowledgement of submission

Once you have submitted form the message bellow will be displayed on your screen

Your request has been submitted successfully !

[Go back](#)

Step 6: Email notification is sent to the applicant (Acknowledgment of receipt)

1. You will receive an email message below once you have submitted the form successfully. This message will be sent to your CUT email box.

For development use only

Dear AB KIRANGWA

Your application for cancellation of subjects has been recievedand is being processed .

Kinds Regards

ICT and Computer Services

Step 7: Email notification sent to the HOD (Request for Approval)

1. The HOD will be sent the message below



For development use only

Dear Head of Department

I, AB KIRANGWA with student number [REDACTED] would like to apply for cancellation of subject(s) as follows:

ONV41AB;PKG41AB;

To approve or reject this request please click [here](#)

Kind Regards
AB KIRANGWA

Step 7(I): Head of Department Approval Form

Below is the application form that the HOD will receive



Central University of
Technology, Free State

COURSE CONTROL FORM
 (Cancellation of subject by a registered student)

Student Number		Initials	AB
Surname	KIRANGWA	Offering Type:	PART-TIME BFN CAMPUS
Qualification Code	BEBTPJ	Qualification	B TECH: PROJECT MANAGEMENT
Cell number		Email	 @stud.cut.ac.za
Reason for Cancellation	Testing		
Subjects Terminated	<input checked="" type="checkbox"/> ONV41AB <input checked="" type="checkbox"/> PKG41AB		
Disclaimer	<input checked="" type="checkbox"/> I acknowledge that the information reflected on this form is correct, and that I will be liable for any associated fees should the information contained herein be incorrect. It is my responsibility to ensure that my Proof of Registration reflects the correct subjects.		

Head of Department
 (Approval by the department whose subject is being terminated)

Outcome Approve
 Reject

Comment

Use this field to enter any comments regarding the task.

Step 7(II): Acknowledgement of form submission by the HOD

1. The HOD will receive the below message once they have approved or declined your application

Your task response has been submitted successfully!

[Go Back](#)

Step 8: Email notification sent to applicant (Response to request)

- I. Once the application has been approved by the HOD you will receive the below message

For development use only

Dear AB KIRANGWA

Your application for cancellation of subjects has been approved by the HOD and is been forwarded to the Faculty Administrator.

HOD Comments:

Kehositse Onalenna (Approve) 7/30/2020 4:50 PM - 7/30/2020 4:59 PM

(Kehositse Onalenna)

Kinds Regards

Academic Structure and Student Enrolment Services

Step 9: Email notification sent to Faculty Administrator (Request for stamp of approval)

- I. Your application will be sent to the Faculty administrator once it is been approved , below is the message the faculty administrator will receive



For development use only

Dear Faculty Administrator,

The HOD has approved application for cancellation of subject(s) by AB KIRANGWA with student number [REDACTED]. To acknowledge receipt please click [here](#)

Kind Regards

Academic Structure and Student Enrolment Services

Step 9(I): Faculty Administrator acknowledge form

- i. Below is the application form the faculty administrator will receive



Central University of
Technology, Free State

COURSE CONTROL FORM
 (Cancellation of subject by a registered student)

Student Number	XXXXXXXXXX 5	Initials	AB
Surname	KIRANGWA	Offering Type:	PART-TIME BFN CAMPUS
Qualification Code	BEBTPJ	Qualification	B TECH: PROJECT MANAGEMENT
Cell number	XXXXXXXXXX	Email	XXXXXXXXXX @stud.cut.ac.za
Reason for Cancellation	Testing		
Subjects Terminated	<input checked="" type="checkbox"/> ONV41AB <input checked="" type="checkbox"/> PKG41AB	HOD Outcome	Approve
Disclaimer	<input checked="" type="checkbox"/> I acknowledge that the information reflected on this form is correct, and that I will be liable for any associated fees should the information contained herein be incorrect. It is my responsibility to ensure that my Proof of Registration reflects the correct subjects.		

Faculty Administrator
 (This form must be signed-off by the Faculty Administrator)

Outcome Acknowledged
 Not Acknowledged

Comment

Use this field to enter any comments regarding the task.

Step 9(II): Acknowledgement of form submission by the faculty administrator

- I. Once the faculty administrator has approved they will see this message on their screen



Your task response has been submitted successfully!

[Go Back](#)

Step 10: Email notification sent to the applicant after acknowledgement of the faculty admin

Dear AB KIRANGWA

Your application for cancellation of subjects has been acknowledged by the Faculty Administrator and is been forwarded to the Finance Manager.

Kinds Regards
Academic Structure and Student Enrolment

Step 11: Email notification sent to Student Account

For development use only

Dear Student Accounts ,

Please not that AB KIRANGWA with student number [REDACTED] has cancelled the following subject(s):

ONV41AB;PKG41AB

Kind Regards
Academic Structure and Student Enrolment Services

Step 12: Email notification sent to Enrolment Officer



Central University of
Technology, Free State

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Dear Enrolment Officer

Please receive [here](#) application for cancellation of subject(s) application for cancellation of subject(s) by AB KIRANGWA with student number [REDACTED] and application date 7/31/2020.

Kind Regards

Academic Structure and Student Enrolment Services

Step 12(I): Enrolment officer task form



Central University of
Technology, Free State



Central University of
Technology, Free State

COURSE CONTROL FORM

(Cancellation of subject by a registered student)

Student Number	[REDACTED]	Initials	AB
Surname	KIRANGWA	Offering Type:	PART-TIME BFN CAMPUS
Qualification Code	BEBTPJ	Qualification	B TECH: PROJECT MANAGEMENT
Cell number	[REDACTED]	Email	[REDACTED]@stud.cut.ac.za
Reason for Cancellation	Testing		
Subjects Terminated	<input checked="" type="checkbox"/> ONV41AB <input checked="" type="checkbox"/> PKG41AB		
Disclaimer	<input checked="" type="checkbox"/> I acknowledge that the information reflected on this form is correct, and that I will be liable for any associated fees should the information contained herein be incorrect. It is my responsibility to ensure that my Proof of Registration reflects the correct subjects.		
HOD Outcome	Approve		
Faculty Administrator Outcome	Acknowledged		

STUDENT ENROLMENT SERVICES

(Processed by Student Enrolment Service and Academic Structure)

Outcome Complete
 Incomplete

Comment
Use this field to enter any
comments regarding the task.

Save and Submit

Cancel



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Technology, Free State

Step 12(II): Acknowledgement of form submission by the enrolment officer

Your task response has been submitted successfully!

[Go Back](#)

**Step 13: Email Notification sent to the Applicant, HOD, Faculty Admin and Student Account
(Finalisation of Application)**

APPLICANT

Dear AB KIRANGWA,

You have successfully cancelled ONV41AB;#PKG41AB. For more information please contact student administration..

Kind Regards

Academic Structure and Student Enrolment Services

HOD

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Dear Head of Department,

Application for cancellation of subject(s) by AB KIRANGWA with student number [REDACTED] has been finalised by the enrolment officer .

Kind Regards

Academic Structure and Student Enrolment Services

FACULTY ADMIN



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Dear Faculty Administrator,

Application for cancellation of subject(s) by AB KIRANGWA with student number 212073095 has been finalised by the enrolment officer .

Kind Regards
Academic Structure and Student Enrolment Services

STUDENT ACCOUNTS

Dear Student Accounts,

Application for cancellation of subject(s) by AB KIRANGWA with student number [REDACTED] has been finalised by the enrolment officer .

Kind Regards
Academic Structure and Student Enrolment Services