

## GUIDE: COMPLETE YOUR ACADEMIC ADVANCEMENT (ROLLOVER)

Follow these steps to complete your rollover for the 2026 academic year through your Student Portal (SMS):

### 1. Log in to the Student Management System (SMS)

Log on to : <https://rms.regenesys.net/student/>

Use your registered username and password to login.



### 2. Look for the Academic Advancement Pop-Up

If you are eligible, a pop-up will appear on your home screen. Click **Start**.

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### 3. Review Your Module Journey

You will see your modules with colour indicators:

- Passed – Grey
- Deferred – Yellow
- Failed – Red
- Available – Black

This shows what you can advance with.

SMS

Start Learning

Nzimeni Maqosha  
33467swaroplest@regenesys.net

Academic Advancement

Support

01 Select Modules — 02 Academic Eligibility Check — 03 Finance Eligibility Check — 04 Academic Advancement Fee — 05 Academic Advancement Overview

Select Modules for 2<sup>nd</sup> Year

Deferred Module Available Module Failed Module Passed module

Select Module

1<sup>st</sup> Year – Completed Modules

Public Human Resource Management 1 Public Finance Management 1 Public Policy Management 1 Economics 1 Foundational Personal Mastery

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Next →

### 4. Select Your Available Core Modules

Choose the **Available (Black)** core modules for the next academic year/semester.

Failed/Deferred modules follow system rules automatically. You can still select your elective modules under the “elective enrolment” button.

01 Select Modules — 02 Academic Eligibility Check — 03 Finance Eligibility Check — 04 Academic Advancement Fee — 05 Academic Advancement Overview

Select Modules for 2<sup>nd</sup> Year

Deferred Module Available Module Failed Module Passed module

Deferred Module: Public Finance Management 2

Select Module

1<sup>st</sup> Year – Completed Modules

Public Human Resource Management 1 Public Finance Management 1 Public Policy Management 1 Economics 1 Foundational Personal Mastery

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## 5. Academic Eligibility Check

The system will verify:

- Failed modules under review (supplementary/special exam)
- Maximum attempts
- Maximum programme duration

If you are temporarily ineligible, you may still continue.

Results for pending exams update automatically, and you will receive an email once eligible.

01 Select Modules — 02 Academic Eligibility Check — 03 Finance Eligibility Check — 04 Academic Advancement Fee — 05 Academic Advancement Overview

**Congrats! You're Eligible to Proceed!**

You have successfully passed the required number of modules.

Public Finance Management 1 Public Policy Management 1  
Module Under Review due to a Supplementary exam marks pending

**Selected Module**

Public Policy Management 2 Public Human Resource Management 2 Economics 2 Public Finance Management 1 Public Management 2 Public Strategic Management 2  
Public Policy Management 1

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### 6. Finance Eligibility Check

The system checks for any **outstanding fees**.

You may:

- Pay online, OR
- Contact Admissions if you need help

You can proceed even if financially ineligible; Finance can override if rules allow.

If you have no outstanding fees you will see the below screen and can proceed to the next screen.

01 Select Modules — 02 Academic Eligibility Check — 03 Finance Eligibility Check — 04 Academic Advancement Fee — 05 Academic Advancement Overview

**No Outstanding Fees**

There is no fee dues in last academic year. You can proceed with your next step.

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Or

If you have outstanding fees you will have to clear your outstanding fees.  
Click to pay on this screen to initiate online payment.

01 Select Modules — 02 Academic Eligibility Check — 03 Finance Eligibility Check — 04 Academic Advancement Fee — 05 Academic Advancement Overview

**Outstanding Fees**

You have an outstanding balance of **6881** from the last academic year. Please [click here](#) to pay now to proceed with your Academic Advancement Process.

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Select appropriate mode of payment

**REGENESYS**  
Awakening Potential

### Select payment method

Bank card ⓘ

OZOW instant EFT ⓘ

Scan to Pay ⓘ

Capitec Pay ⓘ

**Payment details**

**Amount Due R 6,881.00**

Once payment is successful you will see below screen.

01 Select Modules  — 02 Academic Eligibility Check  — 03 Finance Eligibility Check  — 04 Academic Advancement Fee  — 05 Academic Advancement Overview

**Payment Successful**

Any fee payment made (online or offline) will be verified and processed within 2 to 5 business days. Please revisit this screen to check the latest status update and now proceed to pay the Academic Advancement fee.

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## 7. Pay the Academic Advancement Fee

You can:

- Use Advance Credit (if available), OR
- Pay online

The screenshot shows a progress bar with five steps: 01 Select Modules (checked), 02 Academic Eligibility Check (checked), 03 Finance Eligibility Check (checked), 04 Academic Advancement Fee (selected), and 05 Academic Advancement Overview. Below the progress bar are three options: 'Advance Payment' (selected), 'Online Payment', and 'Upload Payment Proof'. The available balance is R39999. A checkbox is checked with the text: 'By selecting this option, the payment amount will be deducted from your available advance balance.' A 'Payment Summary' box on the right shows: Academic Advancement Fee: R 560.00, Total: R 560.00. Navigation buttons for 'Previous' and 'Next' are at the bottom.

or

- Upload proof of offline payment

The screenshot shows the 'Upload Payment Proof' step. The progress bar is the same as in the previous screenshot. The 'Upload Payment Proof' option is selected. A warning message says: 'Please ensure the bank details below'. Bank details are: Name of Bank: Nedbank, Branch & Code: 198765, Account Number: 11723249479. Transaction ID: Dec9th2025, Paid Amount: R 560, Paid Date: 08/12/2025. A 'Payment Summary' box on the right shows: Academic Advancement Fee: R 560.00, Total: R 560.00. Below the bank details is an 'Upload Payment Proof' section with instructions: 'Allowed JPG, PNG and PDF files with Max size of 800K'. It includes a 'Browse File' button, a text input field containing 'Screenshot (4).png', and 'Clear' and 'Submit' buttons. Navigation buttons for 'Previous' and 'Next' are at the bottom.

Finance will approve or reject offline proof. Once approved, continue.

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### 8. Review the Enrollment Summary

Check your:

- Selected core modules
- Academic eligibility
- Finance status
- Assigned intake
- Any under-review modules

Academic Advancement Support

01 Select Modules — 02 Academic Eligibility Check — 03 Finance Eligibility Check — 04 Academic Advancement Fee — 05 Academic Advancement Overview

Academic Status Eligible	Finance Status Eligible	Fee Payment Paid/ Offline	Assigned Intake BPM2026 Intake 1 Feb Online Year 1
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**Enrolled Modules**

BPM2026 Intake 1 Feb Online Year 1 : Foundational Personal Mastery (New)


[← Previous](#) [Enroll](#)

Click **Enroll** to complete.

### 9. Confirmation

You will see a success message with:

- Your intake
- Enrolled modules
- Any modules still under review



**You've Successfully Enrolled for 2026!**

All the best for the upcoming Academic Year — make it your best yet!

**Enrolled Modules**

BPM2026 Intake 1 Feb Online Year 1 : Foundational Personal Mastery (New)

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## 10. Need Help?

Use the **Support Chat** on the top-right corner of the portal to contact CRM at any stage.

The screenshot displays the 'Academic Advancement' section of a user portal. At the top right, there is a 'Start Learning' button, a notification bell, a user profile icon, and the email address '73502swaruptest@regenesys.net'. A yellow callout box highlights a 'Support' chat button in the top right corner. The main content area features a progress bar with five steps: 01 Select Modules (checked), 02 Academic Eligibility Check (checked), 03 Finance Eligibility Check (checked), 04 Academic Advancement Fee (unchecked), and 05 Academic Advancement Overview (unchecked). Below the progress bar, the section is titled 'Select Modules for 1st Year' and includes a legend for 'Deferred Module' (orange), 'Available Module' (dark grey), 'Failed Module' (red), and 'Passed module' (light grey). A 'Select Module' dropdown menu is currently set to 'Strategic Marketing Management'. Below this, two categories of modules are shown: '1st Year - Completed Modules' (Strategic Human Resource Management, Strategic Management) and '1st Year - Enrolled Modules' (Business Research, Entrepreneurship, Innovation, Operations and Supply Chain Management, Strategic Marketing Management).