



**Student guide on  
How to Capture  
School Leaving Subjects  
“NEW STUDENTS ONLY”**



# Steps on How to capture School leaving subject

**Step 1.** Capture the following:

- ✓ **Type** the year and month (e.g. 202011) of the latest results passed that you will be submitting for your application - Use keypad/board of your phone/ PC
- ✓ **Select** the type of pass- Click on **magnifying glass**.
- ✓ **Select** the subjects passed- Click on **magnifying glass**
- ✓ **Select / Type** the rating of the subject ( S)-Click on **magnifying glass**
- ✓ **Type** the Symbol for Mid Year (If you are still studying at the School) **or** Symbol for Final Year (if you have completed the Highest Grade at School)- Use keypad/board of your phone/ PC


**Step 2.** Make sure all subjects and results have been captured (Verify before saving).

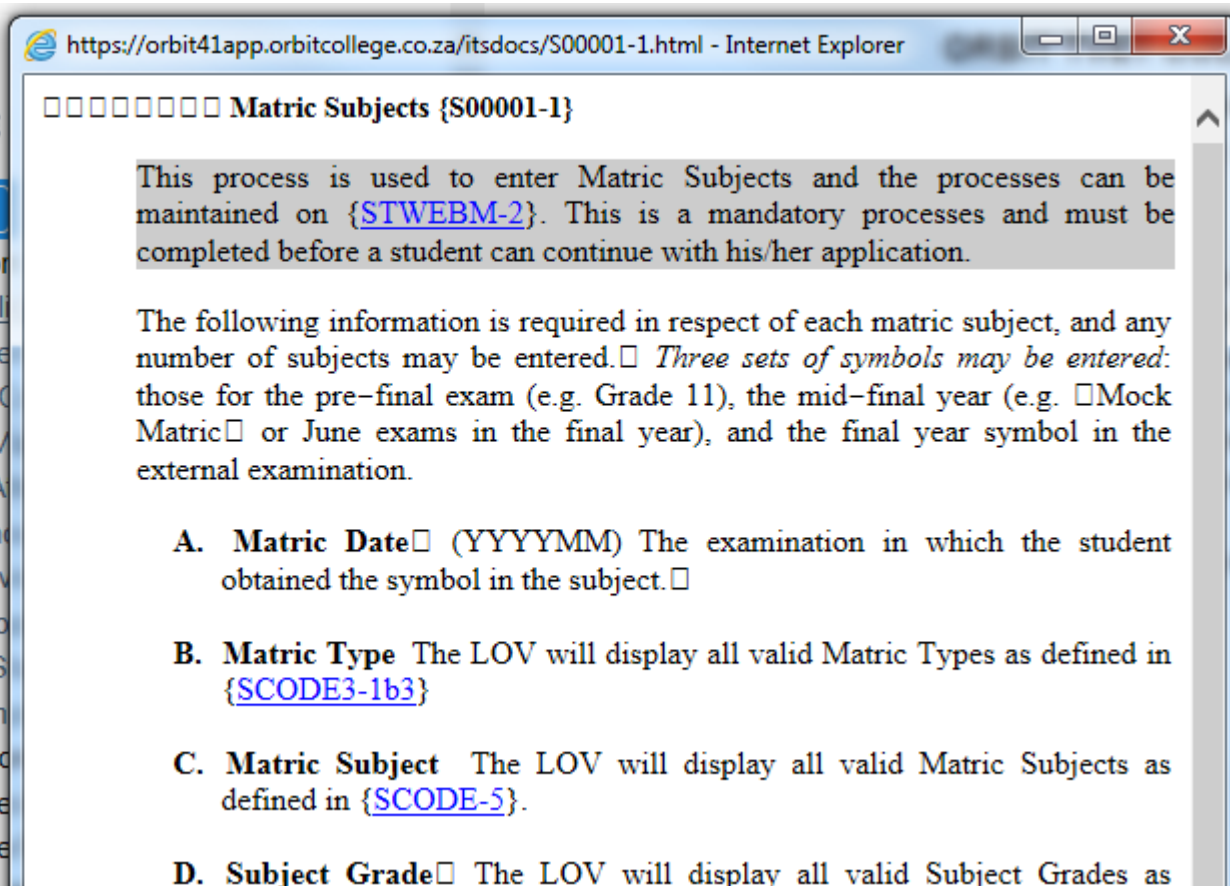
**Step 3.** Click on "**Save**".

**Reminder: After capturing and Academic application submit electronic copy of Results and other documents to the email address of the campus of your interest.**

If you need further information Clarity , Click on the “Question Mark” shown in red block.

Student Web

- Application
- View Appl
- Update Pe
- Personal C
- Address V
- Schools A
-  Enter Sch
- Enter Prev
- Submit Ap
- Process S
- View Com
- Registration
- Residence
- Residence
- Student A



https://orbit41app.orbitcollege.co.za/itsdocs/S00001-1.html - Internet Explorer

□□□□□□□ Matric Subjects {S00001-1}

This process is used to enter Matric Subjects and the processes can be maintained on [{STWEBM-2}](#). This is a mandatory processes and must be completed before a student can continue with his/her application.

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. Matric Date** □ (YYYYMM) The examination in which the student obtained the symbol in the subject. □
- B. Matric Type** The LOV will display all valid Matric Types as defined in [{SCODE3-1b3}](#)
- C. Matric Subject** The LOV will display all valid Matric Subjects as defined in [{SCODE-5}](#).
- D. Subject Grade** □ The LOV will display all valid Subject Grades as

Student Number: 111902905

Enter School Leaving Subjects

**Note:** All fields indicated with a \* must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove the existing record(s) or to clear the newly entered record.

Date (YYYY)	Type	Subject	Grade	Symbol Pre-Final Year	Percentage Pre-Final Year	Symbol Mid-Final Year	Percentage Mid-Final Year	Symbol Final Year	Percentage Final Year	Delete?
201812	03	ELECTRICAL TECHNOLOGY-03	5							
201812	06									
201812	06									
201812	06									
201812	06									
201812	06									
201812	06									
201812	06									

Are you Upgrading your Matric/Grade 12 results -- Please select --

Save Revert Changes

Mid/Final year symbols conversion

- 1-G
- 2-F
- 3-E
- 4-D
- 5-C
- 6-B
- 7-A



The total rating (score) will be calculated according to the system scores

Total Rating	6	0	6
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