



# UCT REGISTRATION STUDENT GUIDE

FACULTY OF HUMANITIES  
POSTGRADUATE  
Programme Enrolment





# INTRODUCTION

## Welcome to the registration process!

To become a registered student at the University of Cape Town, please meticulously follow all the steps outlined in this Registration Activity Guide. Completing these steps is crucial for your successful registration.

This guide covers the Programme Enrolment (PE) registration process for HUM PG studies

The registration process relevant to you will be indicated by the Humanities Faculty Office. Ensure that you follow the appropriate registration method and complete all the required steps.

Upon completing all the steps, you will be able to generate a proof of registration.

If you encounter any difficulties accessing or navigating the PeopleSoft student page, or any other part of the registration process, please contact the SSS Student Support Helpdesk:

Email: [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za) Phone: +27 (0)21 650 5227

## STEPS OVERVIEW

START	<u>ACCESS “REGISTRATION ACTIVITY GUIDE”</u>
1	<u>INTRODUCTION</u>
2	<u>DECLARATION</u>
3	<u>ADDITIONAL INFORMATION</u>
4	<u>PERSONAL DETAILS</u>
5	<u>BIOGRAPHICAL DETAILS</u>
6	<u>CONTACT DETAILS</u>
7	<u>ADDRESSES</u>
8	<u>EMERGENCY CONTACTS</u>
9	<u>COMMUNICATION PREFERENCES</u>
10	<u>PERSONAL &amp; DEMOGRAPHIC INFO</u>
11	<u>HOLDS</u>
12	<u>MY COURSES</u>
13	<u>VIEW MY CLASSES</u>
14	<u>COMPLETE</u>
END	<u>PROOF OF REGISTRATION</u>





## Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:

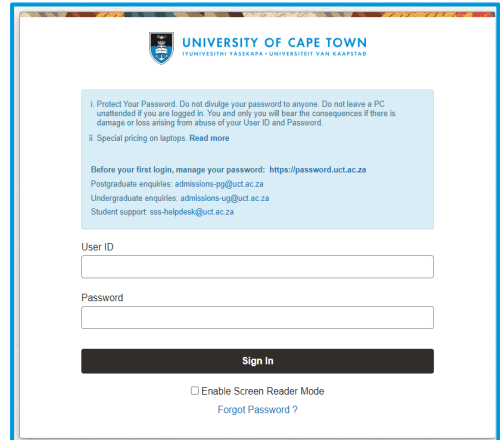
<https://studentonline.uct.ac.za/>

If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)

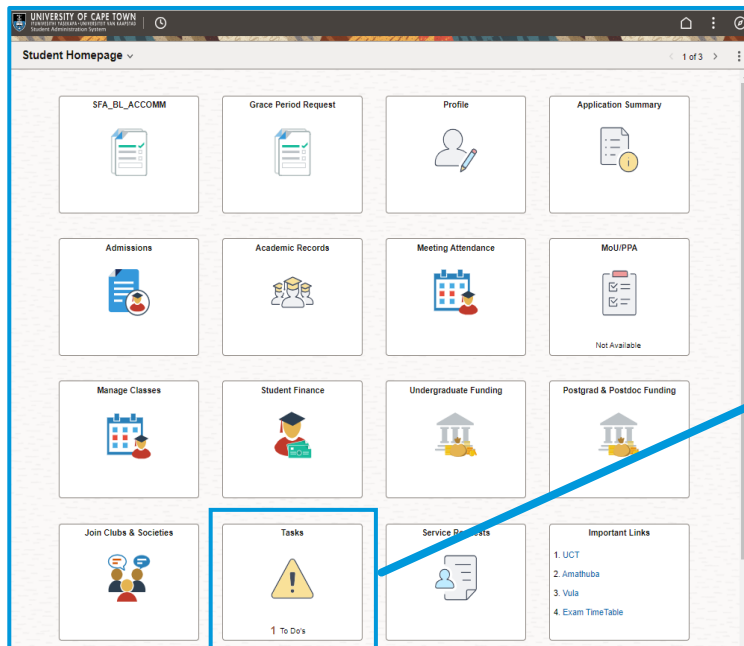
Phone: +27 (0)21 650 4500

Link: <https://password.uct.ac.za/>

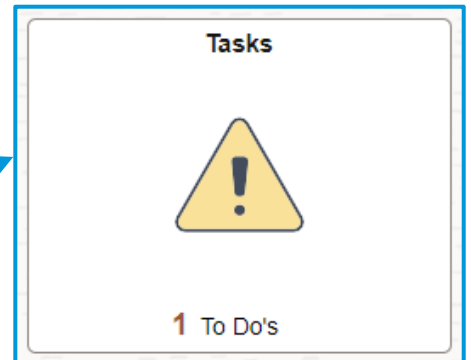


## Access Activity Guide

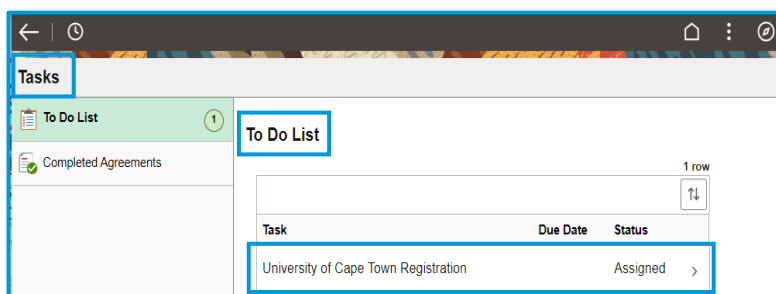
On the **Student Home Page**, click on the **Tasks** tile



**Tip:** The “Tasks” tile is usually found towards the bottom of the “Student Homepage.”



On the **Tasks** page **To Do List**, click on **University of Cape Town Registration** to open the **Registration Activity Guide**.





## ACTIVITY GUIDE

The Registration Activity Guide consists of fourteen (14) sequential steps that must be completed to finalize your registration. Each step is essential and cannot be skipped.

To become a registered student at UCT, you must successfully complete all steps.

### NOTE:

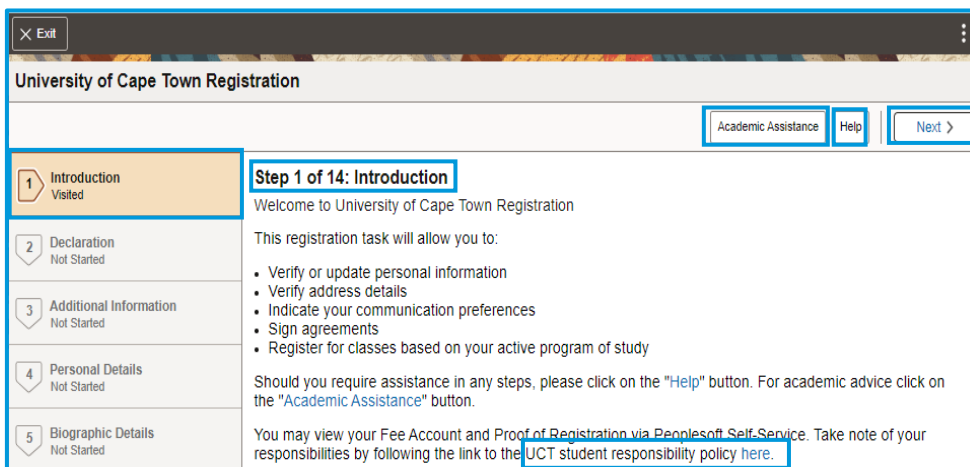
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial information regarding the use of personal information and UCT's compliance with POPIA (Protection of Personal Information Act).
- The **Declaration** contains essential statements regarding your registration at UCT. It also emphasizes that all correspondence between you and the university will be conducted via your UCT email account.

Additional information, when needed, is denoted with: 

1	Introduction Visited
2	Declaration Not Started
3	Additional Information Not Started
4	Personal Details Not Started
5	Biographic Details Not Started
6	Contact Details Not Started
7	Addresses Not Started
8	Emergency Contacts Not Started
9	Communication Preferences Not Started
10	Personal & Demographic Information Not Started
11	Holds Not Started
12	My Courses Not Started
13	View My Classes Not Started
14	Complete Not Started

## STEP 1: Introduction

Read the **Introduction** and click **Next** to continue.



The screenshot shows the 'University of Cape Town Registration' interface. At the top, there are buttons for 'Academic Assistance', 'Help', and 'Next >'. On the left, a progress bar shows 14 steps, with Step 1 'Introduction' marked as 'Visited'. The main content area is titled 'Step 1 of 14: Introduction' and contains the following text:

Welcome to University of Cape Town Registration

This registration task will allow you to:

- Verify or update personal information
- Verify address details
- Indicate your communication preferences
- Sign agreements
- Register for classes based on your active program of study

Should you require assistance in any steps, please click on the "Help" button. For academic advice click on the "Academic Assistance" button.

You may view your Fee Account and Proof of Registration via Peoplesoft Self-Service. Take note of your responsibilities by following the link to the UCT student responsibility policy here.



## STEP 2: Declaration

Read the Privacy Statement and Declaration information and **click Accept** and **Next** to continue

University of Cape Town Registration

Academic Assistance Help < Previous Next >

**Step 2 of 14: Declaration** Accept

**2 Declaration Complete**

**PRIVACY STATEMENT FOR REGISTRATION AT UCT**

When you register as a student at UCT we collect and generate the following information for the purposes of concluding a student contract with you, performing in terms of this student contract, continuing our relationship with you as a UCT alumni and to fulfil our regulatory compliance obligations:

- Personal information in your UCT application and registration forms;
- Your image and fingerprints; and
- Your qualifications.

UCT shares this information with external organisations such as the National Student Financial Aid Scheme (NSFAS), the National learner record data base and other returns as required by the Department of Higher Education.

As a public body, UCT also places records of qualifications we award in the public domain.

If you would like to read more about how we process your personal information, the UCT Student Privacy Notice and UCT Alumni Privacy Notice are available [here](#).

*The declaration has been expanded to include that all correspondence between UCT and a student is via the UCT email account. Similarly, all student email communication with UCT will be from their UCT email account*

**Tip:** Once you “Accept” the Declaration, you can print this page for safe keeping.

**DECLARATION**

Without prejudice to the terms of my application for admission, I make the following declarations:

1. I will abide by the University's rules.
2. I accept, agree and understand that all communication between UCT and a student is via the UCT email account. Similarly, my email communication with UCT will be from my UCT email account for as long as I am a registered UCT student. (See Student Responsibilities in step 1 for detail.)
3. I hold myself responsible for:
  - 3.1. the payment of all fees and charges due and payable by me to UCT each year.
  - 3.2. any arrears and interest on arrears as defined in this year's fee booklet. and
  - 3.3. any costs of recovery, including attorney-and-client scale fees and/or collection commission.
4. If I do not inform the Registrar in writing of withdrawal from studies or a course by the prescribed date(s) I will be liable for full fees even if I do not make use of UCT facilities.
5. UCT does not accept any responsibility for incorrect information or banking details I provided on PeopleSoft and the onus is on me to ensure that the information and data is up to date, complete and accurate.
6. I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
7. I declare that if I had previously been enrolled at another institution, I have disclosed this. I note that if I have not declared my previous enrolment(s) elsewhere when applying, my registration may be terminated and/or disciplinary action may be taken against me.
8. I have not been expelled, rusticated, or excluded from any other University.
9. I accept that concurrent registration in another programme at UCT or any other institution is not allowed without Senate permission and failure to declare concurrent registration may result in de-registration.
10. I waive all claims against UCT for: any damage or loss suffered while I am, or as a consequence of my being, a UCT student and/or arising out of loss or destruction of, or damage to, any property belonging to me or any other person.
11. If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
12. The information given on this form is complete and accurate.

Agreement Date 12/12/2023

Printable Page

2024 - The declaration has been expanded to include that all correspondence between UCT and a student is via the UCT email account. Similarly, all student email communication with UCT will be from their UCT email account.



## STEP 3: Additional Information

**NOTE:** Based on the student's cohort, the applicable Questions in the Additional Information step (Step 3) appears for completion. Complete the questions, Save Answers, and click Next

### Not Requiring MoU/PPA - Questions

Additional information is required in this step. **Complete** the questions, **Save Answers**, and **click Next** to continue.

Note: Once you answered all questions, click **Save Answers** and follow the prompts to continue.

Once saved, click **Next** to continue to step 4.

## Requiring MoU/PPA - Questions

Additional information is required in this step. **Complete** the questions, **Save Answers**, and click **Next** to continue.

The screenshot shows the 'University of Cape Town Registration' interface. On the left is a sidebar with six steps: 1. Introduction (Visited), 2. Declaration (Complete), 3. Additional Information (In Progress), 4. Personal Details (Not Started), 5. Biographic Details (Not Started), and 6. Contact Details (Not Started). The main area is titled 'Step 3 of 14: Additional Information' and contains a 'Save Answers' button. Below the title, it says 'Please Answer all the question below truthfully.' and 'Expected Graduation Year'. There are two questions: '\*1. Are you expecting to complete your qualification this year?' and '\*2. Are you required to register for your dissertation or minor dissertation this year?'. Each question has a dropdown menu with 'Yes' and 'No' options. A purple icon of a graduation cap is next to the first question.

Note: Once you answered all questions, click **Save Answers** and follow the prompts to continue.

A dialog box with the text: 'Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.' Below the text are two buttons: 'OK' and 'Cancel'.

A dialog box titled 'Completed Instructions' with the text 'Thank You!' and a close button (X).



This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.



If you are in a programme/plan requiring a combination of coursework and a dissertation/ mini-dissertation to be completed, you need to complete the Research question.

### Which option do you need to select?

- If you are only required to complete the coursework components in the current year, select "No".
- If you are only required to complete the dissertation component in the current year, select "Yes".  
*This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).*
- If you are required to complete both the coursework and dissertation components in the current year, select "Yes".  
*This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).*

**NOTE:** the MoU/PPA task will result in a hold on the record that will only be lifted once the MoU/PPA is in a 'Finalised' status.

Once saved, click **Next** to continue to step 4.

The screenshot shows the same registration interface as before, but the 'Next >' button in the navigation bar is highlighted with a blue border, indicating it is the next step to click.

## STEP 4: Personal Details

Check your **Personal Details**, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Not Started

Step 4 of 14: Personal Details

Date of Birth

Gender

Identity Number

Names

Name	Type
<input type="text"/>	Primary

Confirm

**Personal Details**

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former name type to record former names that differs from your Senior Certificate name, if one is recorded. Add a Preferred name which will be used for informal communications. To add, change, or delete a name, click the appropriate link.

To add another "Name" item, click on the plus (+) icon.

To update/edit current "Name" details, click on the arrow (>) icon.

## STEP 5: Biographical Details

Check your **Personal Details**, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

Step 5 of 14: Biographic Details

Demographic Details

Self Declared Race

Citizenship Details

Country	Citizenship Status
South Africa	SA Citizen

Edit Details

\*Self Declared Race

- African
- Chinese
- Coloured
- Indian
- No Information
- White

Cancel Save

To update/edit current items under the "Demographic Details" option, click on the drop-down arrow (>) icon to open. Once open, click on the desired item's arrow (>) icon to make changes.

## STEP 6: Contact Details

Check your **Contact Details**, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Not Started

8 Emergency Contacts Not Started

Step 6 of 14: Contact Details

All communication between UCT and a student is via the UCT email account.

Email

Email	Type	Preferred
psoft.test@uct.ac.za	Personal	✓

Phone

Phone	Type	Preferred
+27 <input type="text"/>	SA Cellular	✓
+27 <input type="text"/>	Home (Phone)	

Confirm

To edit/delete/update "Email" and "Phone" items, click on the arrow (>) icon next to the appropriate field.

To add "Email" and "Phone" items, click on the plus (+) icon under the appropriate field.



## STEP 7: Addresses

Check your **Addresses**, update if applicable, click **Confirm** and **Next** to continue.

To edit/delete/update “Address” items, click on the arrow (>) icon next to the appropriate field.

To add “Address” items, click on the plus (+) icon under the appropriate field.

## STEP 8: Emergency Contacts

Check your **Emergency Contacts**, update if applicable, click **Confirm** and **Next** to continue.

In case no emergency contact details are captured, click on **Add Contact**

In case emergency contact details are captured, and you would like to add another, click on the plus (+) icon under the appropriate field.

To edit an emergency contact, click on the arrow (>) icon next to the appropriate field.

## STEP 9: Communication Preferences

Check your **Communication Preference**, update if applicable, click **Save** and **Next** to continue

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Not Started

11 Holds Not Started

12 My Courses Not Started

**Step 9 of 14: Communication Preferences** Save

**My Communication Preferences**

Language English Method E-Mail

**Communication Permissions**

We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.

Parent Fee Payer

Parent Yes Fee Payer Yes

Email Address Email Address

To edit/update “Communication Preferences” items, click on the **drop-down arrow** next to the appropriate field.

## STEP 10: Personal & Demographic Information

Read the **Personal & Demographics Information**, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

**Step 10 of 14: Personal & Demographic Information** Confirm

Personal, Demographic and Fee Payer information

Confirm that your information is correct

1. I have checked and updated my personal information and confirm that it is correct. Where I could not update a field with outdated personal information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule G9.

2. I have checked the fee payer address on system and confirm that it is correct. Where it was not correct, I have updated it.

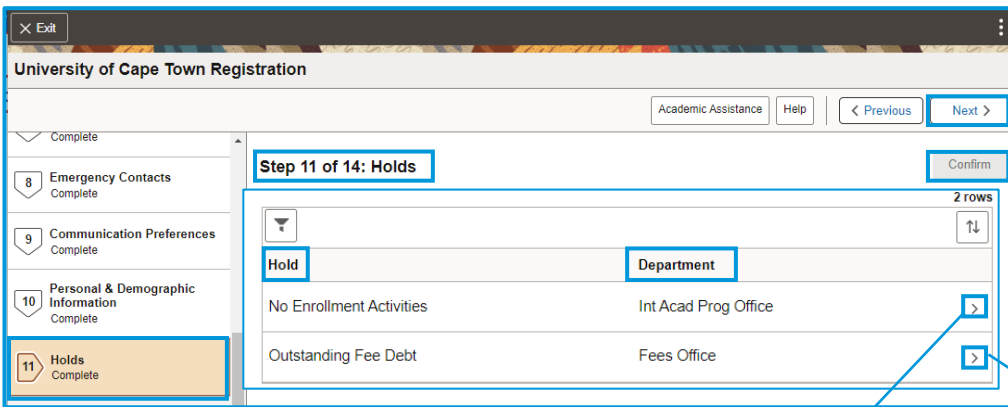
Agreement Date 12/12/2023

# STEP 11: Holds

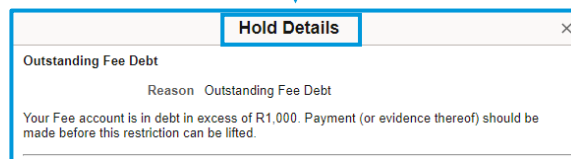
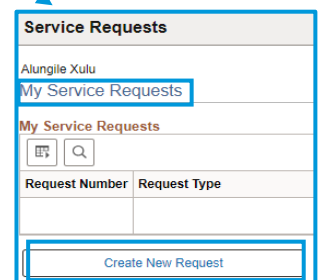
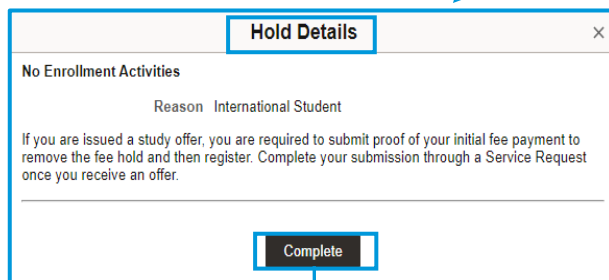
A “hold” or “Service Indicator” is placed on a student’s record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include “Holds” on outstanding fee payments to be made. These “Holds” must be resolved first, before you can enter Step 12 to select your courses.

Check your Holds, resolve items if applicable, click **Confirm** and **Next** to continue.

## WITH HOLDS

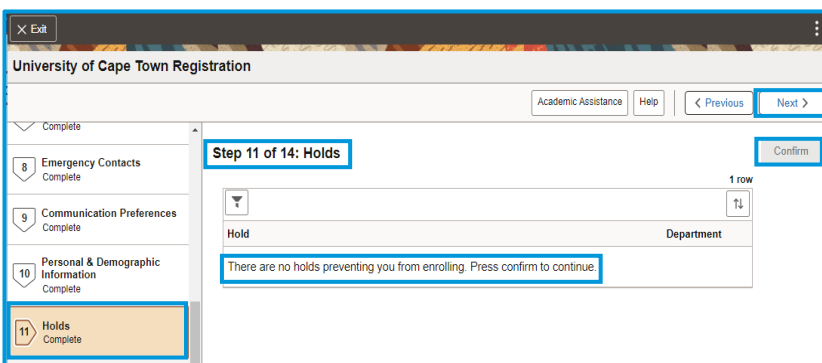


To resolve holds, click on the arrow (>) icon next to the appropriate field, read the instructions and follow the prompts. Once resolved, and holds have been lifted, click on **Confirm** and **Next** to continue.



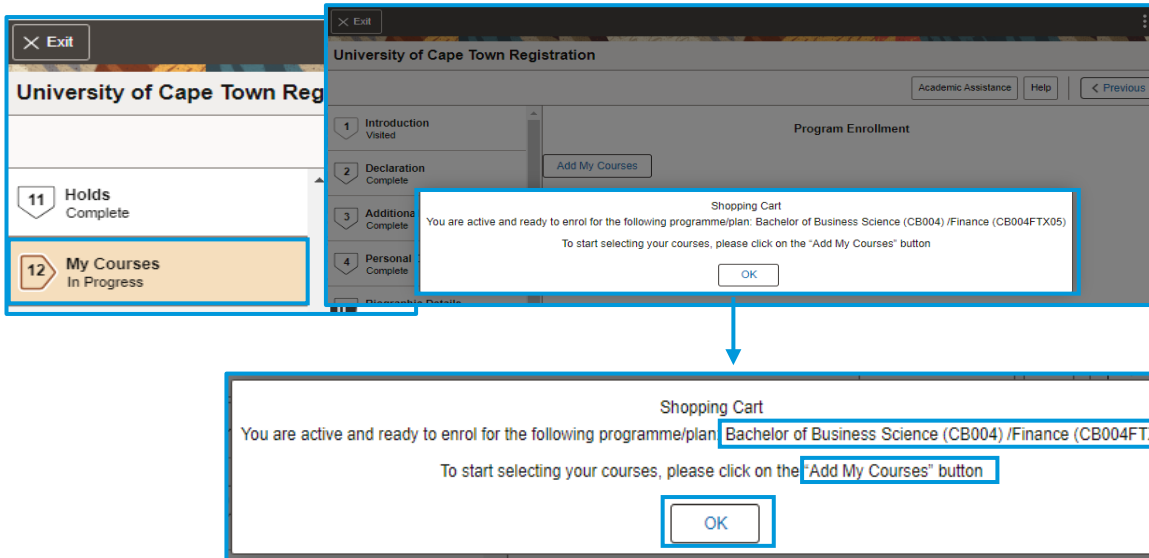
## WITHOUT HOLDS

If no holds are present, click **Confirm** and **Next** to continue.



## STEP 12: My Courses

Click on **Step 12**. A **pop-up message** appears to **notify** you of the **programme/plan** you are **active** on to register for, and which **prompt** to click on to **start selecting your courses**. Click **OK**.



Upon clicking on the **Add My Courses** button, the **Education Planner** opens. Courses can be selected by ticking the appropriate boxes. Complete the selection of courses and click **Update Planner** and then Continue.

Courses that must be taken in HH001 - Year 1:

Select	Status	Item	Category	Credits
		and HH001BUS08 - Organisational Psychology	Core Courses	
<input type="checkbox"/>		BUS 4006W: Org Psych Hons Coursework	Core Courses	60.00
<input type="checkbox"/>		and BUS 4030H: Org Psy Research Paper	Core Courses	60.00
		and HH001BUS08 - Elective Managerial Finance	Electives	
<input type="checkbox"/>		FTX 1005F: Managerial Finance	Electives	18.00

Credit Summary:

Year Planned	Year Enrolled	Year Passed
0	0	0

Program Planned	Program Enrolled	Program Passed
0	0	0

Update Planner   Continue   Return to Registration

Courses that must be taken in HH001 - Year 1:

Select	Status	Item	Category	Credits
		and HH001BUS08 - Organisational Psychology	Core Courses	
<input checked="" type="checkbox"/>	★	BUS 4006W: Org Psych Hons Coursework	Core Courses	60.00
<input checked="" type="checkbox"/>	★	and BUS 4030H: Org Psy Research Paper	Core Courses	60.00
		and HH001BUS08 - Elective Managerial Finance	Electives	
<input checked="" type="checkbox"/>	★	FTX 1005F: Managerial Finance	Electives	18.00

Credit Summary:

Year Planned	Year Enrolled	Year Passed
138	0	0

Program Planned	Program Enrolled	Program Passed
138	0	0

✔ Your education plan has been updated.

Update Planner   Continue   Return to Registration



After updating the planner, and clicking on continue, the **Schedule Builder** renders and the Proceed to Registration button is clickable to finalise your shopping cart.

Meeting Information						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00						
09:00						
10:00		● BUS 4006W - LG01 Lecture 10:00 - 12:00 Location: TBA Session 1 0015 PENDING		● BUS 4006W - LG01 Lecture 10:00 - 12:00 Location: TBA Session 1 0015 PENDING		
11:00						
12:00	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING		● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	
13:00						
14:00						

Cancel

Proceed to Registration

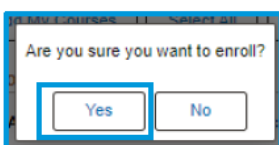
Once all your courses are loaded into your shopping cart and you have proceeded to registration, in the shopping cart view, click on the **Select All** button and **Enroll** button.

Add My Courses Select All Add Additional Courses Delete Enroll

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1059	BUS 4006W Org Psych Hons Coursework	Full Year				60.00		<a href="#">More meeting details available</a>
<input type="checkbox"/>	Open	Thesis - 2598	BUS 4030H Org Psy Research Paper	Full Year				60.00		<a href="#">More meeting details available</a>
<input type="checkbox"/>	Open	Lecture - 1485	FTX 1005F Managerial Finance	Semester One				18.00		<a href="#">More meeting</a>

A Pop-up Message appears, click Yes to continue.



If you accidentally forget to “Select” the courses you are registering for, a pop-up message will appear to remind you to do so.

Once you clicked “Select All” and “Enroll”, a pop-up message appears to prompt you if you are sure that you want to register. Click “Yes” to continue.

★ In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the “Add Additional Courses” and/or “Delete” buttons. Follow the steps in the Blank Shopping Cart section to add and/or remove courses and follow the instructions to submit an approval request.



The list of courses you registered for will appear, with a positive or negative indicator. Click **Next** to view your schedule.

**2023**  
Honours

6 **Contact Details**  
Not Started

7 **Addresses**  
Not Started

8 **Emergency Contacts**  
Not Started

9 **Communication Preferences**  
Not Started

✓ **BUS 4006W - Org Psych Hons Coursework**  
This class has been added to your schedule.

✓ **BUS 4030H - Organisational Psychology Research Paper**  
This class has been added to your schedule.

✓ **FTX 1005F - Managerial Finance**  
This class has been added to your schedule.

## STEP 13: View My Classes

The **View My Classes** page opens. **View** details and **click Next** to continue.

University of Cape Town Registration

Academic Assistance | Help | < Previous | **Next >**

**2024** Change

Undergraduate

7 **Addresses**  
Complete

8 **Emergency Contacts**  
Complete

9 **Communication Preferences**  
Complete

10 **Personal & Demographic Information**  
Complete

11 **Holds**  
Complete

12 **My Courses**  
Complete

**13 View My Classes**  
Visited

14 **Complete**  
Not Started

By Class | **By Date**

Show Enrolled Classes     Show Dropped Classes

**ACC 2022H Management Accounting I**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Bachelor of Business Science	
Class		Start/End Dates	Days and Times	Room	
		12/02/2024 - 22/03/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced	
		02/04/2024 - 15/05/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced	
Lecture - 2676		22/07/2024 - 30/08/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced	>
		09/09/2024 - 22/10/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced	

Enrollment Deadlines    No Exams Scheduled

By Class | **By Date**

Show Enrolled Classes     Show Dropped Classes     Show Exam Schedule

**List View** | Calendar View

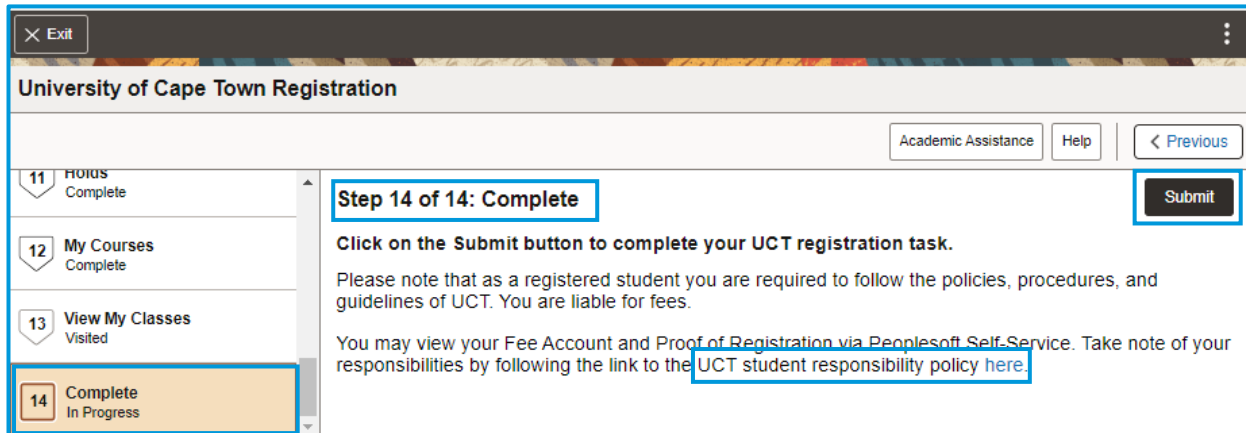
From 12/02/2024  To 18/02/2024

**Monday February 12**

9:00AM	ECO 2003F Lecture	Room: To be Announced	Status: Enrolled	>
1:00PM	ACC 2023H Lecture	Room: To be Announced	Status: Enrolled	>
2:00PM	ACC 2022H Lecture	Room: To be Announced	Status: Enrolled	>

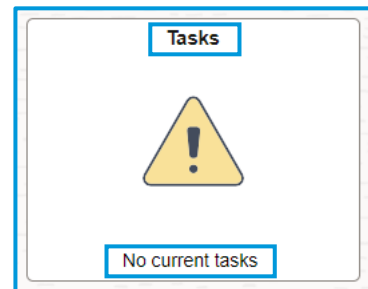
## STEP 14: Complete

The **Complete** page opens (final step in the Registration Activity Guide). Read the information and click **Submit** to finalise your registration.



Upon clicking **submit**, you will automatically be re-directed to the “Student Home” page. The “Tasks” tile will now show “No current tasks”. This marks the end of your registration.

You are reminded again where you can view the UCT Student Responsibility Policy page.

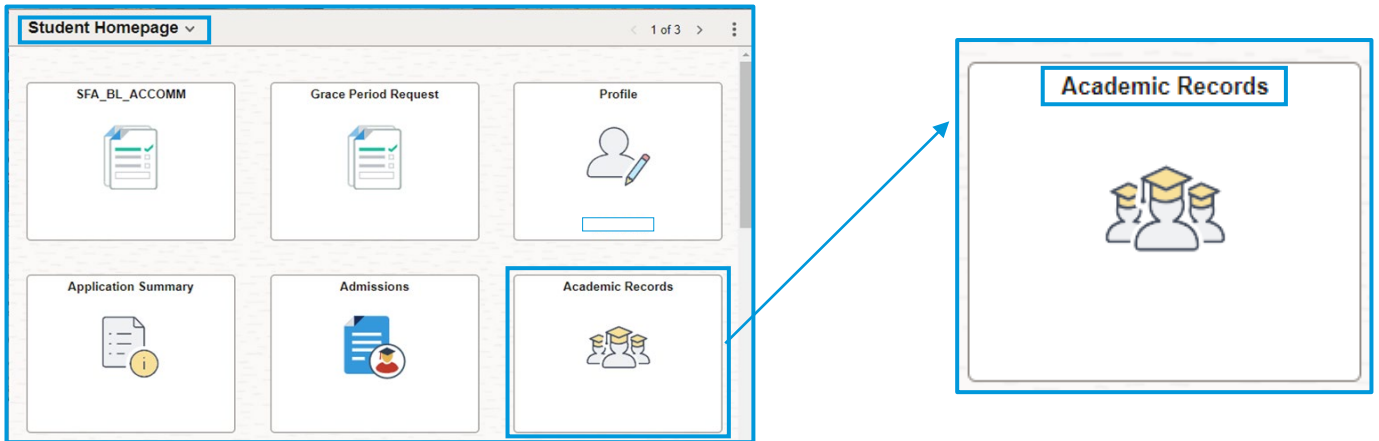


### END OF REGISTRATION PROCESS

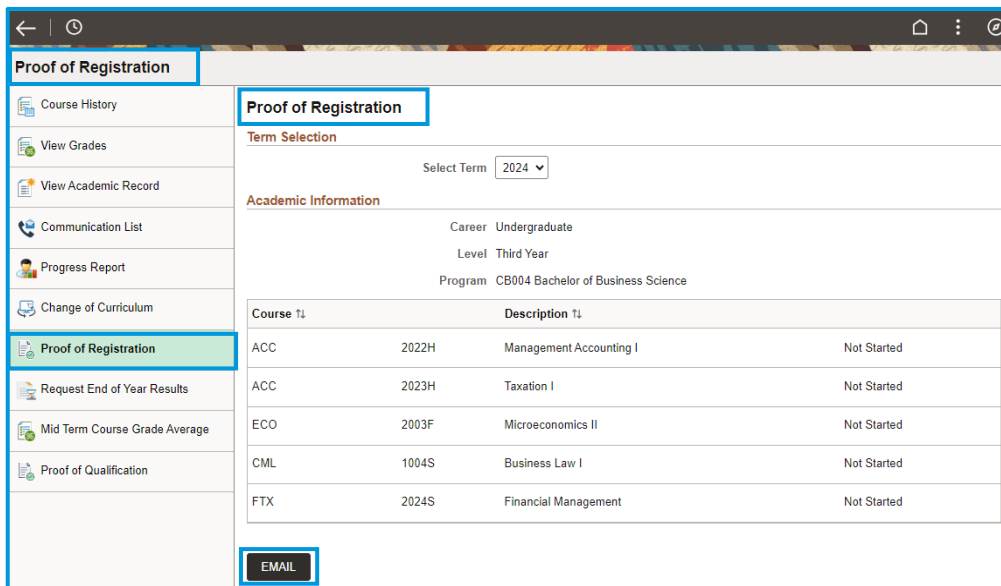
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

## Proof of Registration

Go to your **Student Home** page and **click** on the **Academic Records** tile.



Click on the **Proof of Registration** tab on the left-hand side navigation



Select term and click **Email**