



UCT REGISTRATION

STUDENT GUIDE

FACULTY OF HUMANITIES
UNDERGRADUATE
Blank Shopping Cart

**STUDENT
SYSTEMS
SUPPORT**





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 Blank Shopping Cart (BSC) registration process for HUM UG 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 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 & 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

Phone: +27 (0)21 650 4500

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

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.
ii. Special pricing on laptops. [Read more](#)

Before your first login, manage your password: <https://password.uct.ac.za>
Postgraduate enquiries: admissions-pg@uct.ac.za
Undergraduate enquiries: admissions-ug@uct.ac.za
Student support: sss-helpdesk@uct.ac.za

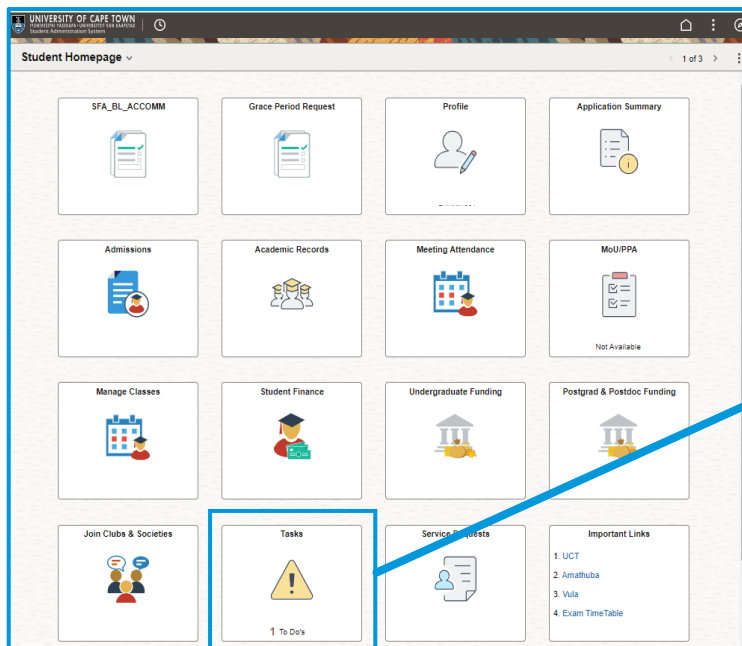
User ID
Password

Sign In

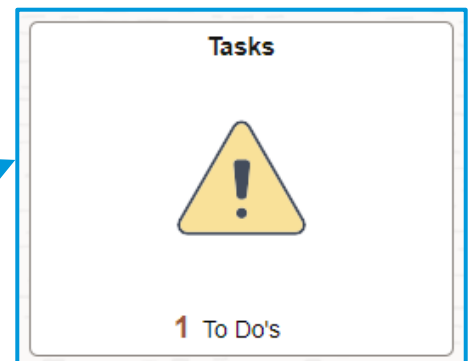
☐ Enable Screen Reader Mode
[Forgot Password ?](#)

Access Activity Guide

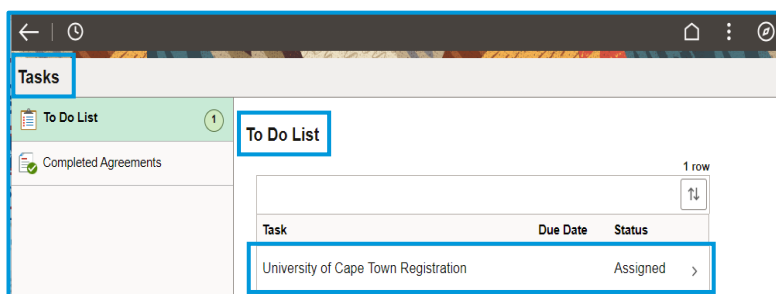
On the **Student Home Page**, click on the **Tasks** tile



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:

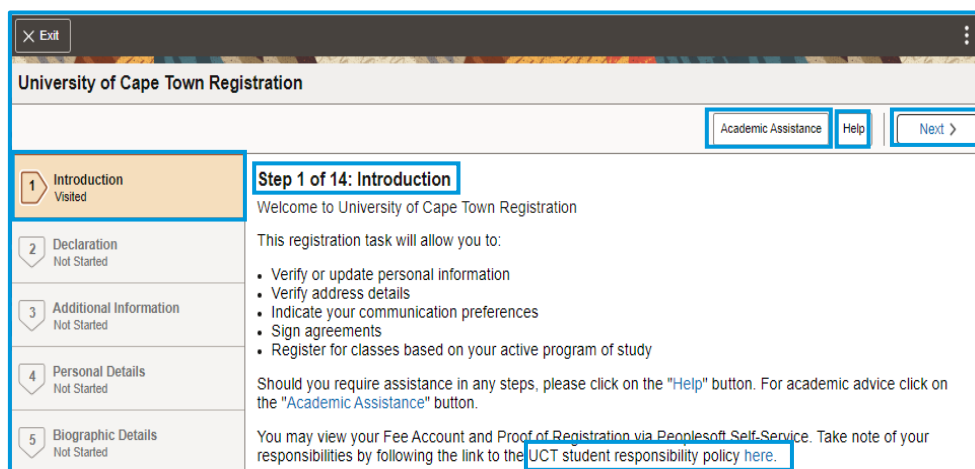
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial 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' portal. At the top, there are buttons for 'Academic Assistance', 'Help', and 'Next >'. On the left, a sidebar lists 14 steps: 1. Introduction (Visited), 2. Declaration (Not Started), 3. Additional Information (Not Started), 4. Personal Details (Not Started), 5. Biographic Details (Not Started), and steps 6-14 are also listed as 'Not Started'. 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 >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Not Started

4 Personal Details Not Started

5 Biographic Details Not Started

Step 2 of 14: Declaration

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](#).

Accept

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

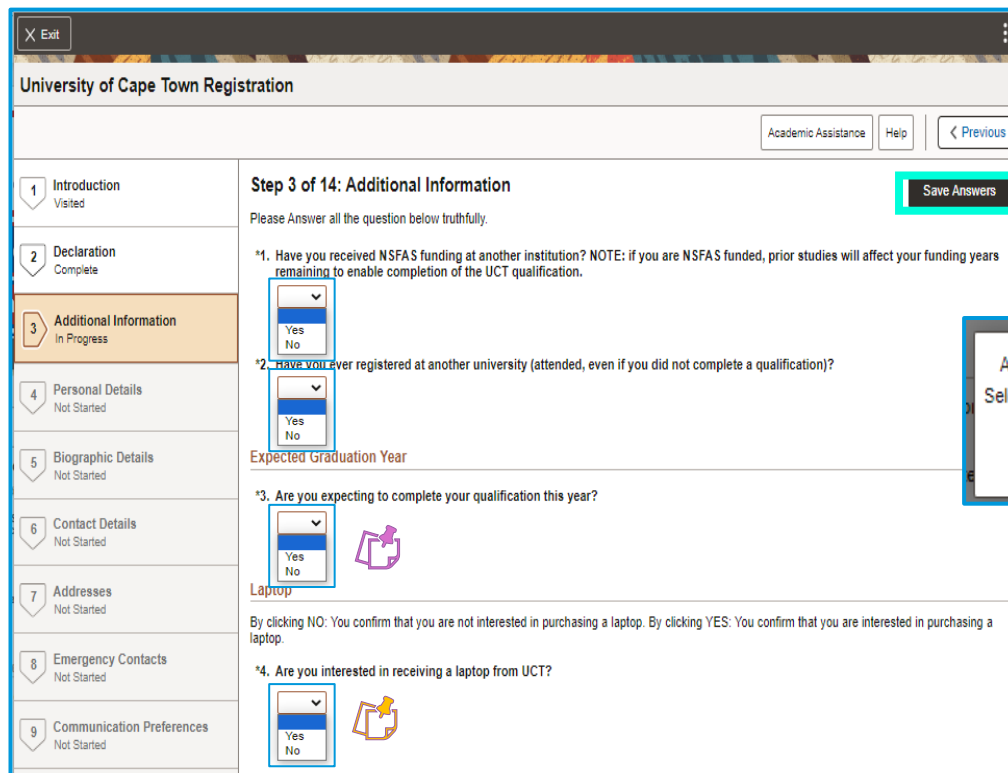
Printable Page

STEP 3: Additional Information

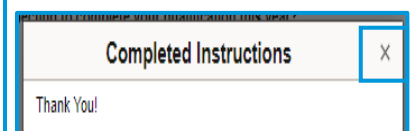
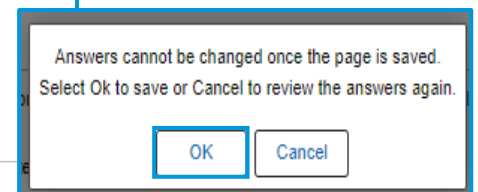
NOTE: There are two sets of questions: one for First-year Students and one for Returning Students. Depending on your year of study, you will receive the questions relevant to you. Please refer to the steps applicable to your status as either a first-year or returning student.

First-year Undergraduate Students - 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.

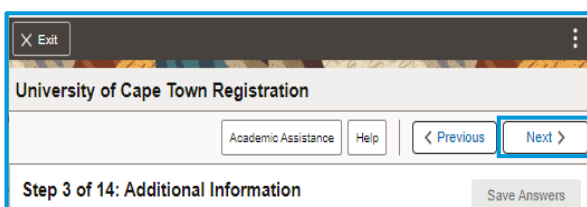


This question is simply to determine whether you believe you will be completing your qualification and graduating in the current year. Typically, first-year students do not graduate in the same year.



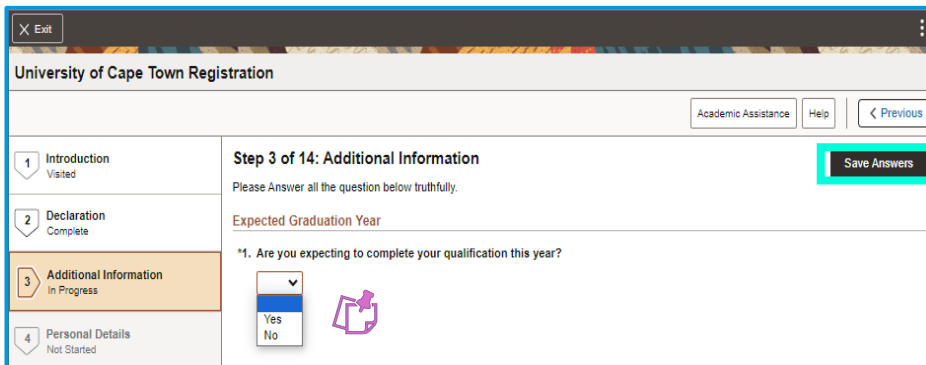
Students who are eligible will receive the Laptop question in Step 3. If you select “Yes” (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up of the device. For more information, please visit: [UCT Laptop Allocation](#).

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



Returning Undergraduate Students – Questions

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

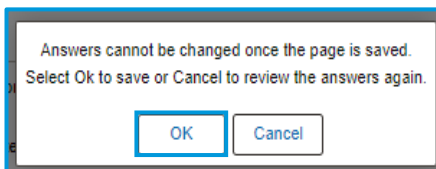


The screenshot shows the 'University of Cape Town Registration' interface. On the left, a progress bar indicates four steps: 1. Introduction (Visited), 2. Declaration (Complete), 3. Additional Information (In Progress), and 4. Personal Details (Not Started). The main content area is titled 'Step 3 of 14: Additional Information' and includes a 'Save Answers' button. Below the title, it says 'Please Answer all the question below truthfully.' and 'Expected Graduation Year'. A question is displayed: '*1. Are you expecting to complete your qualification this year?'. There is a dropdown menu with 'Yes' and 'No' options, and a purple icon of a graduation cap.

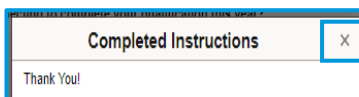


This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.

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

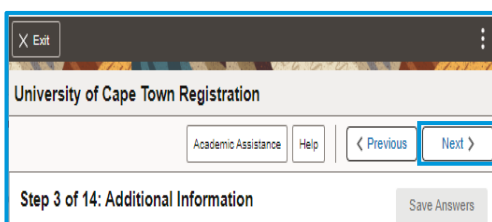


The dialog box contains the text: 'Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.' Below the text are two buttons: 'OK' and 'Cancel'.



The dialog box is titled 'Completed Instructions' and contains the text 'Thank You!'. It has a close button (X) in the top right corner.

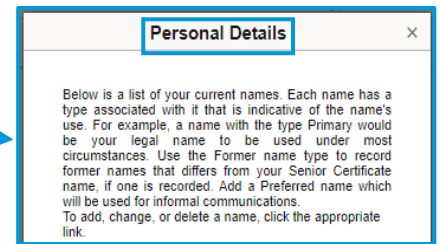
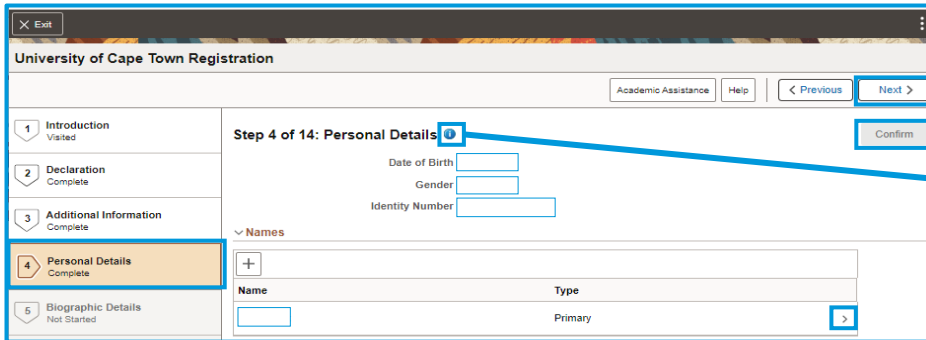
Once saved, click **Next** to continue to step 4.



This screenshot shows the same registration form as before, but with the 'Next >' button highlighted in blue. The 'Save Answers' button is now disabled (greyed out).

STEP 4: Personal Details

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

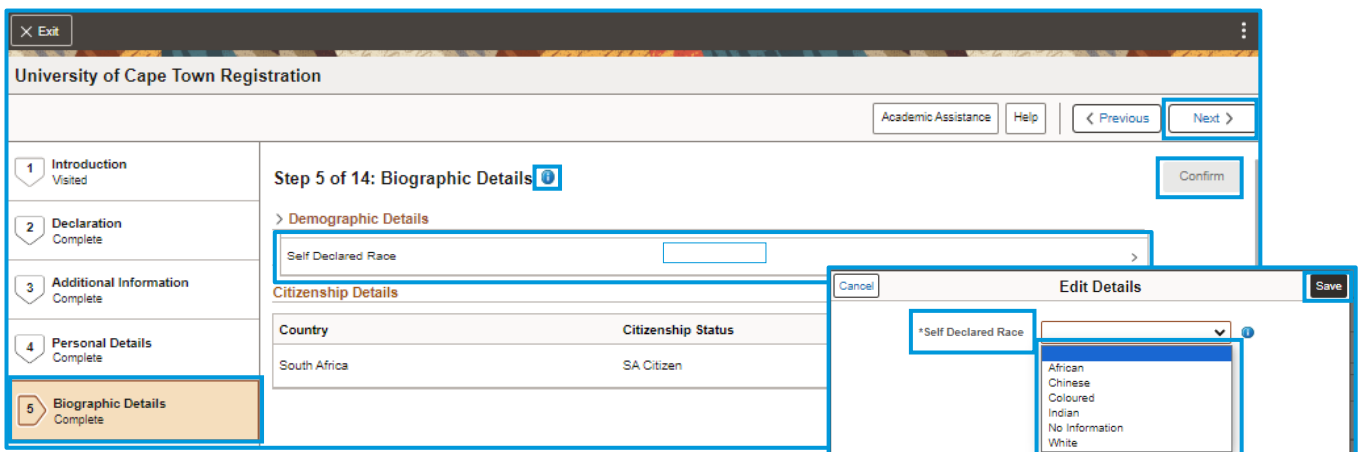


To add another “Name” item, click on the plus (+) icon.

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

STEP 5: Biographical Details

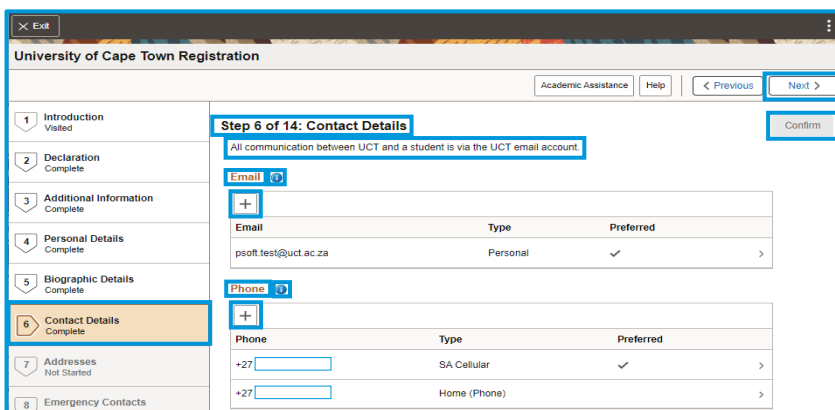
Check your **Personal Details**, update if applicable, click **Confirm** and **Next** to continue.



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.

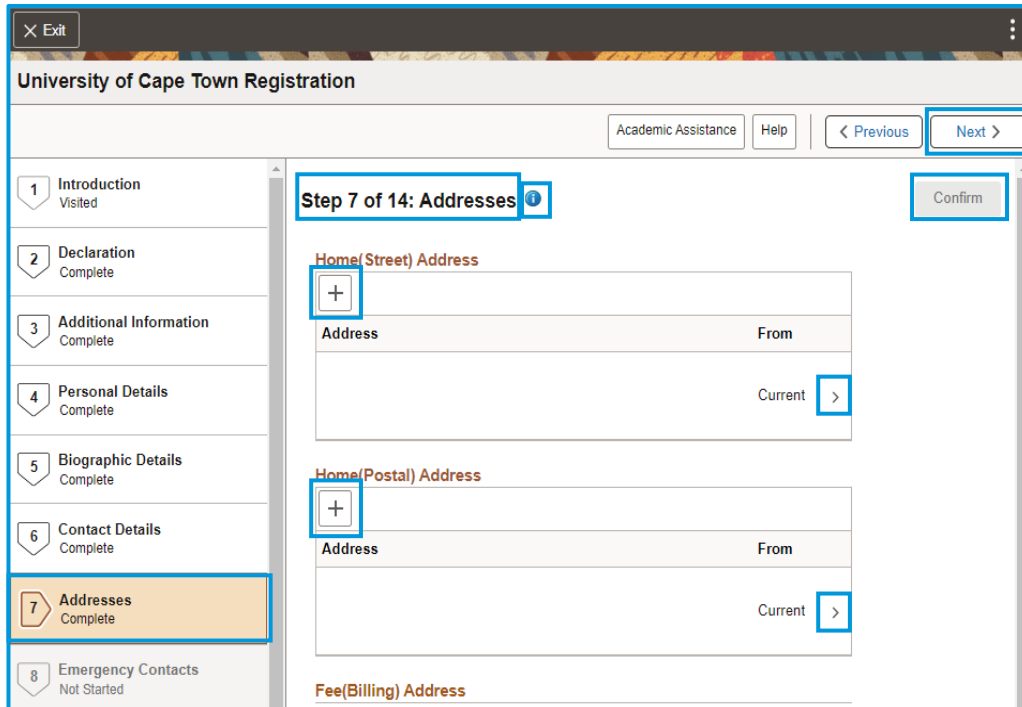


To edit/delete/update “Email” and “Phone” items, click on the arrow (>) icon next to the appropriate field.

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.

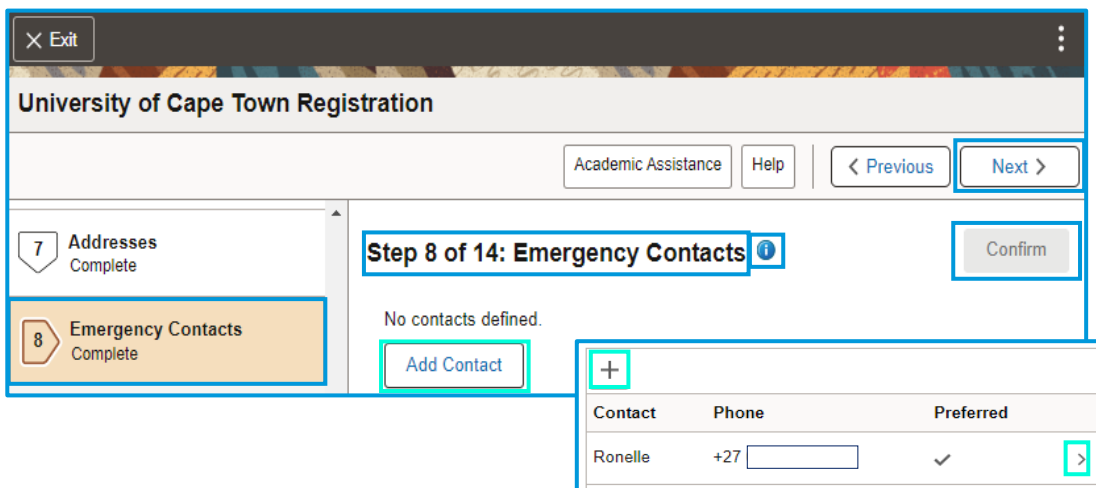


To edit/delete/update “Address” items, click on the arrow (>) icon next to the appropriate field.

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

The screenshot shows the 'University of Cape Town Registration' interface. On the left is a sidebar with a progress list: '8 Emergency Contacts Complete', '9 Communication Preferences Complete' (highlighted), '10 Personal & Demographic Information Not Started', '11 Holds Not Started', and '12 My Courses Not Started'. The main content area is titled 'Step 9 of 14: Communication Preferences' and includes a 'Save' button. Under 'My Communication Preferences', there are dropdown menus for 'Language' (set to English) and 'Method' (set to E-Mail). Under 'Communication Permissions', there is a statement: 'We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.' Below this, there are two sections: 'Parent' and 'Fee Payer'. Each section has a 'Yes' dropdown menu and an 'Email Address' text field. At the top right of the main area are links for 'Academic Assistance', 'Help', '< Previous', and 'Next >'.

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.

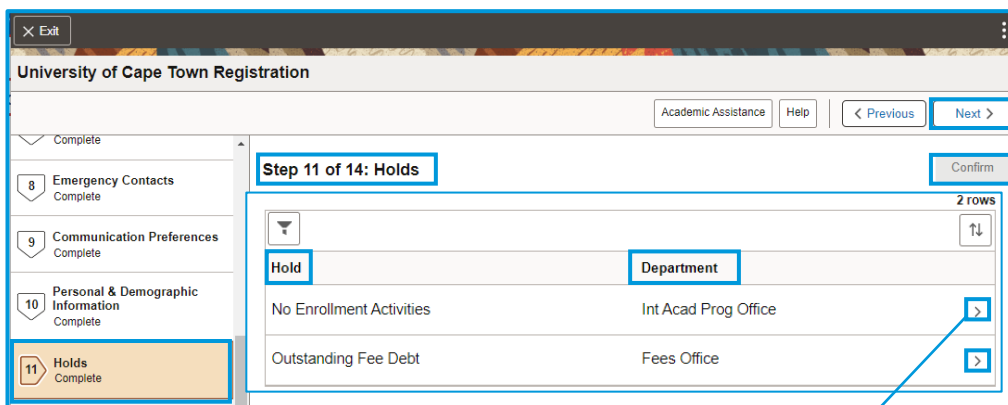
The screenshot shows the 'University of Cape Town Registration' interface at 'Step 10 of 14: Personal & Demographic Information'. The sidebar on the left shows the progress: '8 Emergency Contacts Complete', '9 Communication Preferences Complete', and '10 Personal & Demographic Information Complete' (highlighted). The main content area has a 'Confirm' button. It contains the text 'Personal, Demographic and Fee Payer information' and 'Confirm that your information is correct'. Below this are two numbered statements for confirmation: '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.' and '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.' At the bottom, it shows 'Agreement Date 12/12/2023'. At the top right of the main area are links for 'Academic Assistance', 'Help', '< Previous', and 'Next >'.

STEP 11: Holds

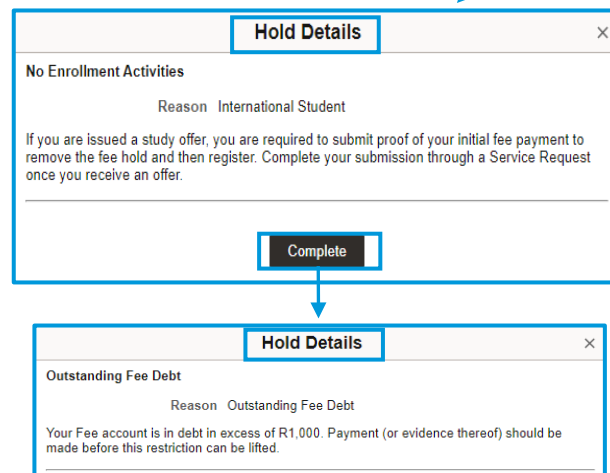
A “hold” or “Service Indicator” is placed on a student’s record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include “Holds” on outstanding fee payments to be made. These “Holds” must be resolved first,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

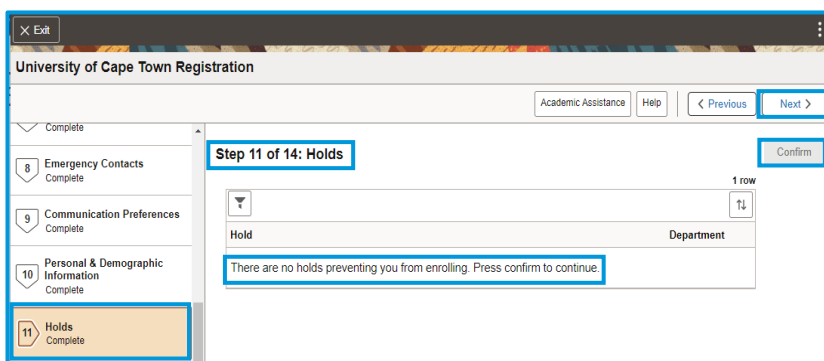


To resolve holds, click on the arrow (>) icon next to the appropriate field, read the instructions and follow the prompts. Once resolved, and holds have been lifted, click on **Confirm** and **Next** to continue.



WITHOUT HOLDS

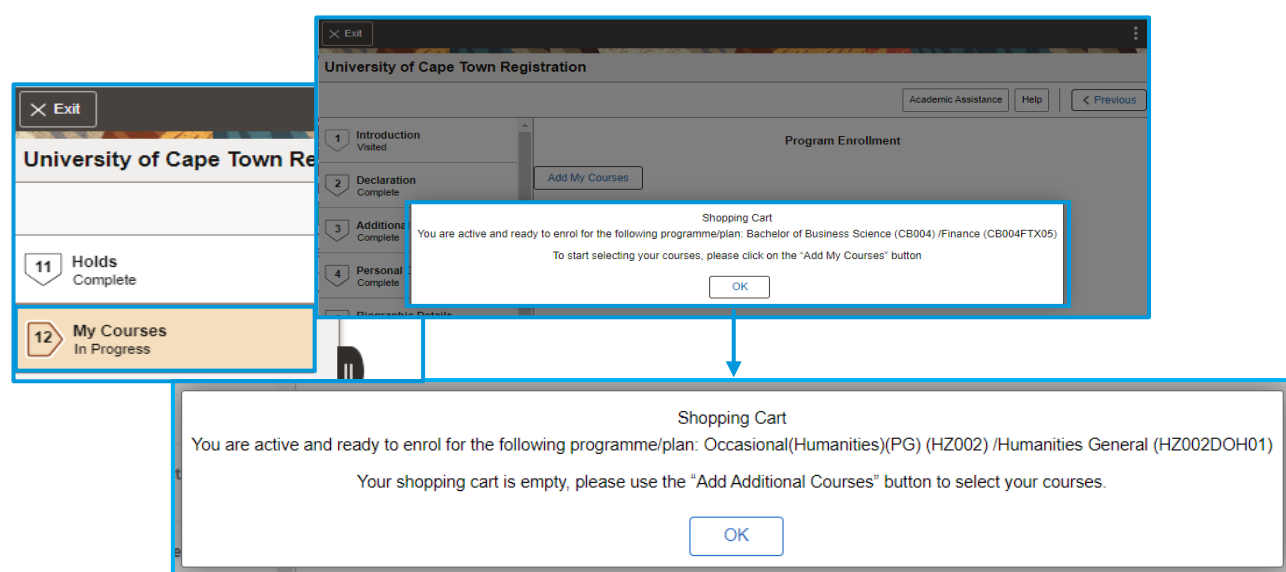
If no holds are present, click **Confirm** and **Next** to continue.



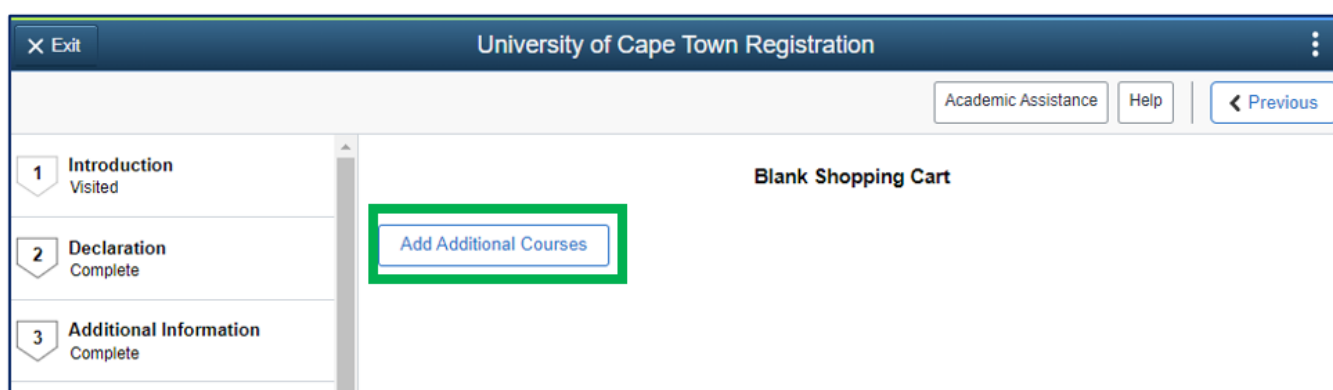
STEP 12: My Courses

IMPORTANT: Blank Shopping Cart (BSC) Students add courses to their blank shopping cart by searching and selecting the courses from the **Class Search and Enrol** component (via the Add Additional Course button). **Faculty approval is required for all BSC prior to finalising their registration.**

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.



If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.



If you are a returning student, aside from picking the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.



On the Select a **Value** page, click on the appropriate year to which you want to add courses.

Search for the course you need to register for by typing the course code in the Search for Classes space and press Enter or use the Arrow to initiate the search.

Note that the arrow you need to on to select a specific course is quite small. It will be to the right-hand side of the search field.

The Class Search Results page will appear with the available course options. Click on the course you need to register for or on the Arrow

The Course Information page provide an overview of available Classes, Meeting Dates, Days and Times and number of Seats available for each option. Select the appropriate Option by clicking on the Arrow.

As a tip: This system will alert you when there is a class clash.



The **Class Search** and **Enroll** page will open. You need to **Review Class Selection**, and click **Next** to confirm your selection.

2023
Postgrad Non-Degree
University of Cape Town

1 Review Class Selection
Visited

2 Review and Submit
Not Started

Step 1 of 2: Review Class Selection

You have selected

TDP 1029F Introduction to Theatre and Performance A+: Discovering Theatre

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10055	Semester One	13/02/2023 - 24/03/2023 13/02/2023 - 15/06/2023	Friday 12:00PM to 2:00PM Friday 12:00PM to 2:00PM	Open Seats 31 of 35

The system will alert you of a clash: **Time conflict with Shopping Cart**

View My 2024 Classes

SLL 1073F
Initial Spanish A
★ Add to favorite courses
> Course Information
v Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Semester One	Lecture - 6394	12/02/2024 - 12/06/2024			Open Seats 108 of 108

Multiple meeting schedules >

⚠ Time Conflict with Shopping Cart

After confirming your selection, the **Review** and **Submit** section opens. Click **Submit** to add your selection to the registration shopping cart.

2023
Postgrad Non-Degree
University of Cape Town

1 Review Class Selection
Visited

2 Review and Submit
Visited

Step 2 of 2: Review and Submit

You have selected to add to your shopping cart

TDP 1029F Introduction to Theatre and Performance A+: Discovering Theatre

Submit

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10055	Semester One	13/02/2023 - 24/03/2023 13/02/2023 - 15/06/2023	Friday 12:00PM to 2:00PM Friday 12:00PM to 2:00PM	Open Seats 31 of 35



A Pop-up Message will appear to ask if you are sure you want to submit your selection. Click Yes to continue.

Step 2 of 2: Review and Submit
You have selected to add to your shopping cart

TDP 1029F Introduction to Theatre

Class	Session	Days and Times
Lecture - 10055	Semester	Friday 12:00 - 12:30
		13/02/2023 - 15/06/2023

After clicking yes, you will be taken back to your registration shopping cart. By clicking on Add Additional Courses, repeat the add additional courses steps, to add all the courses you are required to register for.

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
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Buttons: Select All, Add Additional Courses, Delete, Request Approval

Once all your courses are loaded into your shopping cart and you are ready to submit your request to the faculty for approval, click on the **Select All** button and **Request Approval** button.

By clicking on request approval, the **Create Service Request** page appears. Leave an appropriate, indicating your choice of (at least two) majors, if you are registering for the BA/BSocSc comment in the Comment box (if applicable) and click Submit to create the Service Request.

My Request Detail

Category: Registration Curriculum Approvals, Type: Curriculum Advice and Approval

Subtype: None, Request Date: 27/11/2024

Status: Submission received

Comment: [Text Box]

File Attachments

Attached File	View	Add Attachment
	View	Add Attachment

Buttons: Submit, Cancel

My Request Detail

University of Cape Town

Category: Registration Curriculum Approvals, Request Number: 161532

Type: Curriculum Advice and Approval, Request Date: 17/01/2023

Subtype: None, Status: Submission received

Status Date	Comment	By
17/01/2023	I request approval of my course selection	Zime Dlamini

Buttons: Add Comment, Update Last Comment

File Attachments

Attached File	Description	View	Add Attachment
		View	Add Attachment

Buttons: Save, Cancel

Once your registration service request has been submitted, the allocated faculty staff member will review your request and you will receive the outcome and further instructions via email. Note that you will not be able to make changes to your shopping cart once it has been submitted for review. You will be directed back to the registration Your Shopping Cart page. The status of your request will reflect Decision Pending.



										Select All Decision Pending
Your Shopping Cart										
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 16805	ELL 1009F Literature: how & why? +	Semester One	More meeting details available			10.00		
<input type="checkbox"/>	Open	Lecture - 10055	TDP 1029F Introduction to Theatre A+	Semester One	More meeting details available			10.00		

You can click on the “Decision Pending” button to view comments made and attachments submitted.

Once the faculty staff member evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below, examples of these email for the various statuses:

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Tuesday, 08 November 2022 00:12
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Declined

Dear I

CURRICULUM SUBMISSION DECLINED

Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

Comments:
 "I cannot approve this request - Please make an appointment with me to discuss."

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Incomplete Status: In cases where the faculty staff member requires you to complete further actions (e.g., adding/deleting courses/fixing clashes), follow the instructions as per the faculty staff member's email/comments and action the request. Once done, resubmit the registration approval request by click on the “Action Required by Student” button, adding a comment and saving the request.

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Monday, 07 November 2022 23:56
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Incomplete

Dear

CURRICULUM SUBMISSION INCOMPLETE

Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

Comments:
 "Please add ECO 1110F to your selection as well - then I will approve."

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Decline Status: In cases where the faculty staff member requires you to re-start your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the “Request Approval” button, adding a comment and submitting the request.

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Tuesday, 08 November 2022 12:19
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Approved

Dear

CURRICULUM SUBMISSION APPROVED

Thank you for submitting your curriculum. It has been approved and you can continue to register.

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and click on the Enroll button available in Step 12. Note that any changes to your approved curriculum will require a new submission.

Once registered please also complete Steps 13 and 14.

Submission Approved Status: In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the “Enroll” button, as well as Step 13 and Step 14 to finalise your registration. Instructions on how to complete Steps 12- 14 and accessing your Proof of Registration, follow on the next pages.



Once you receive final approval from the faculty, complete the following steps in your registration activity guide to finalise your registration.

The **Your Shopping Cart** page will open, and the **Decision Pending** button will now reflect **Submission Approved**.

University of Cape Town Registration

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Select All Add Additional Courses Submission Approved Enroll

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
--------	--------------	-------	-------------	---------	----------------	------	------------	-------	-------	-------------

Aside from the email you receive to indicate the status of and comments on your request; by clicking on the "Submission Approved" button, you will be able to see the comments made by the staff member.

Tasks Update Service Requests

My Request Detail

University of Cape Town

Category	Registration Curriculum Approvals	Request Number	161125
Type	Curriculum Advice and Approval	Request Date	07/11/2023
Subtype	None	Status	Submission approved

Status Date	Comment	By
07/11/2022	Please finalise your registration.	Staff
07/11/2022	Please approve my submission.	

Add Comment Update Last Comment

File Attachments

Attachments Audit

Attached File	Description	View	Add Attachment
		View	Add Attachment

Save Cancel

To finalise your registration, **tick** the boxes in the **Select** column next to each course on the **Your Shopping Cart** page OR click on the **Select All** button. Once all are selected, click on the **Enroll** button.

University of Cape Town Registration

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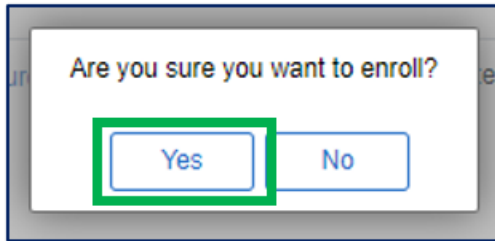
Select All Add Additional Courses Submission Approved Enroll

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats
<input type="checkbox"/>	Open	Lecture - 16805	ELL 1009F Literature: how & why? +	Semester One	More meeting details available			10.00	
<input type="checkbox"/>	Open	Lecture - 10055	TDP 1029F Introduction to Theatre A+	Semester One	More meeting details available			10.00	

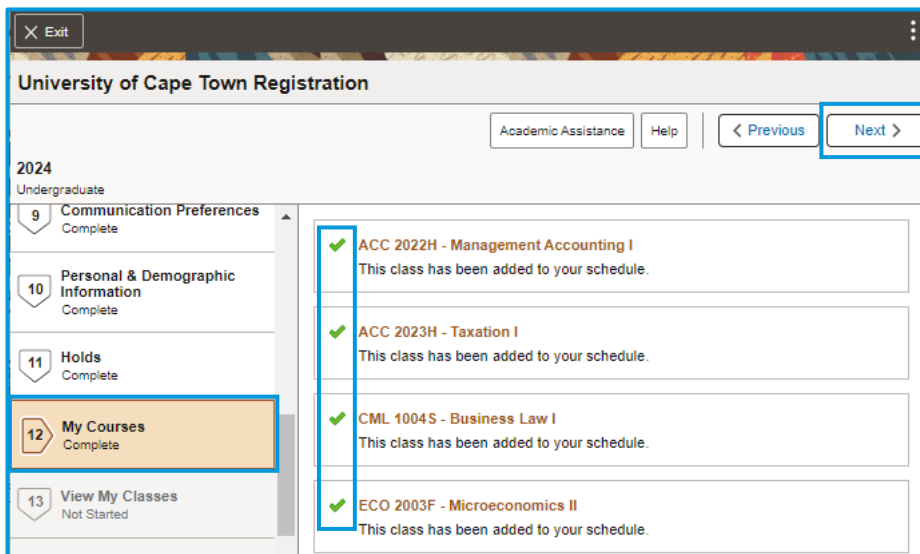
If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

Pop-up Message appears, click **Yes** to continue



Once you clicked Enroll, the list of courses you are registering for appears with either a positive ✓ or negative ✗ indicator.

Click Next to continue to Step 13.



Indicator Meanings:

- ✓ Class successfully added to your schedule.
- ✗ Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty at hum-ugrad@uct.ac.za office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

STEP 13: View My Classes

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

By Class						By Date
<input checked="" type="checkbox"/> Show Enrolled Classes						<input type="checkbox"/> Show Dropped Classes
▼ EDN 2522W English Classroom Proficiency						
Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation	
Enrolled	8.00	Graded		Adv Cert Foundation Phase Teac		
Class	Start/End Dates		Days and Times		Room	
Lecture - 9075	13/02/2023 - 24/03/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced	
	03/04/2023 - 19/05/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced	
	24/07/2023 - 01/09/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced	
	11/09/2023 - 24/10/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced	

STEP 14: Complete

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

×

Exit

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11

HOUS

Complete

12

My Courses

Complete

13

View My Classes

Visited

14

Complete

In Progress

Step 14 of 14: Complete

Click on the **Submit** button to complete your UCT registration task.

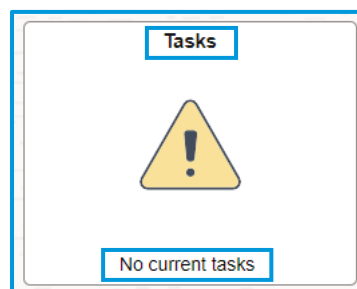
Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees.

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.](#)

Submit

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.

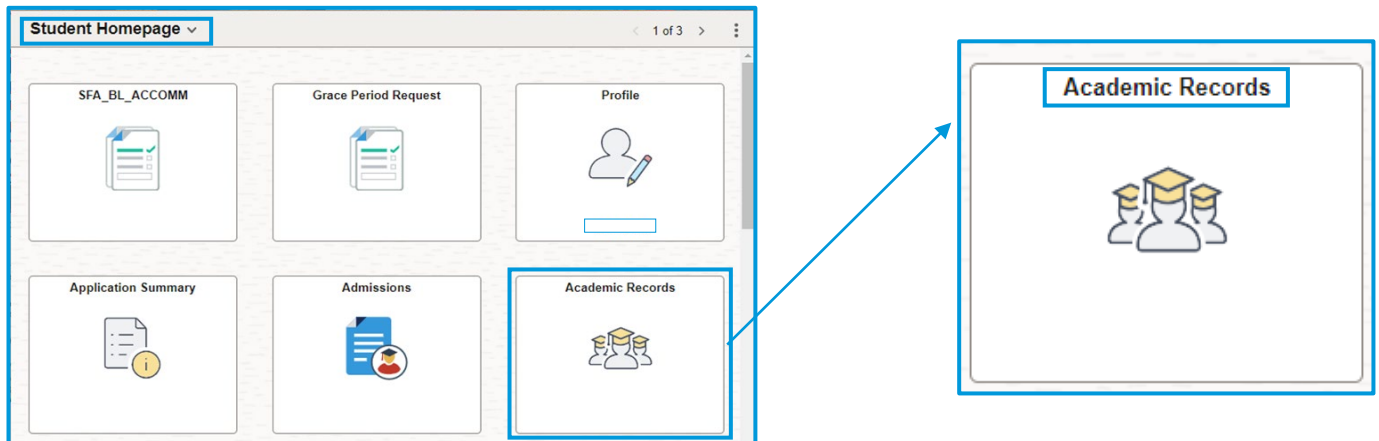


END OF REGISTRATION PROCESS: If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.



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

The screenshot shows the 'Proof of Registration' page. On the left is a navigation menu with options like 'Course History', 'View Grades', 'View Academic Record', 'Communication List', 'Progress Report', 'Change of Curriculum', 'Proof of Registration' (highlighted), 'Request End of Year Results', 'Mid Term Course Grade Average', and 'Proof of Qualification'. The main content area has a 'Term Selection' dropdown set to '2024'. Below this is 'Academic Information' showing 'Career: Undergraduate', 'Level: Third Year', and 'Program: CB004 Bachelor of Business Science'. A table lists courses with columns for Course #, Term, Description, and Status. At the bottom is an 'EMAIL' button.

Course #	Term	Description	Status
ACC	2022H	Management Accounting I	Not Started
ACC	2023H	Taxation I	Not Started
ECO	2003F	Microeconomics II	Not Started
CML	1004S	Business Law I	Not Started
FTX	2024S	Financial Management	Not Started

Select term and click **Email**

If you mistakenly missed a course or notice an error in your enrollment, please submit a Change of Curriculum request to PeopleSoft in the first week of the semester to rectify this