



# UCT

# REGISTRATION

## STUDENT GUIDE

## FACULTY OF COMMERCE

- POSTGRADUATE
- Programme Enrolment
- Blank Shopping Cart
- Pre-populated Shopping Cart





# 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 following registration methods for COM PG studies:

- Programme Enrolment (PE)
- Blank Shopping Cart (BSC)
- Pre-Populated Shopping Cart (PPSC)

The registration method relevant to you will be indicated by the Commerce 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>



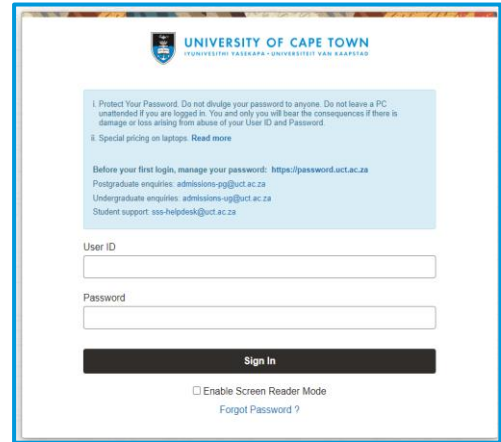


## Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:  
<https://studentsonline.uct.ac.za/>

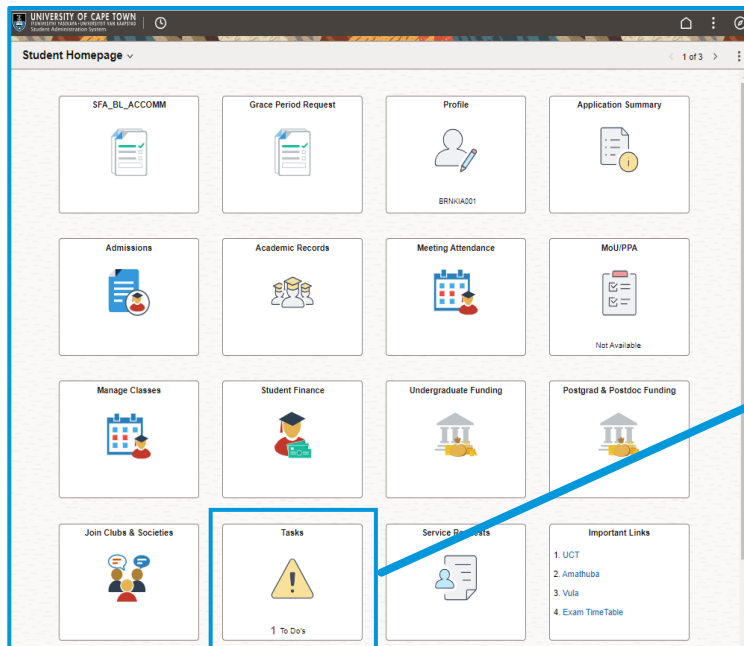
If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)  
Phone: +27 (0)21 650 4500  
Link: <https://password.uct.ac.za/>

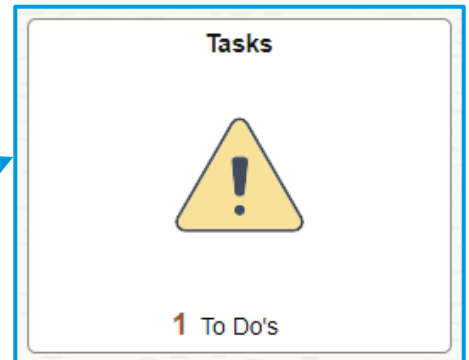


## Access Activity Guide

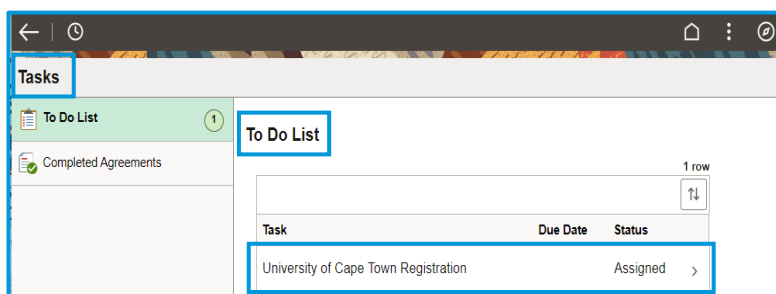
On the **Student Home Page**, click on the **Tasks** tile



**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:

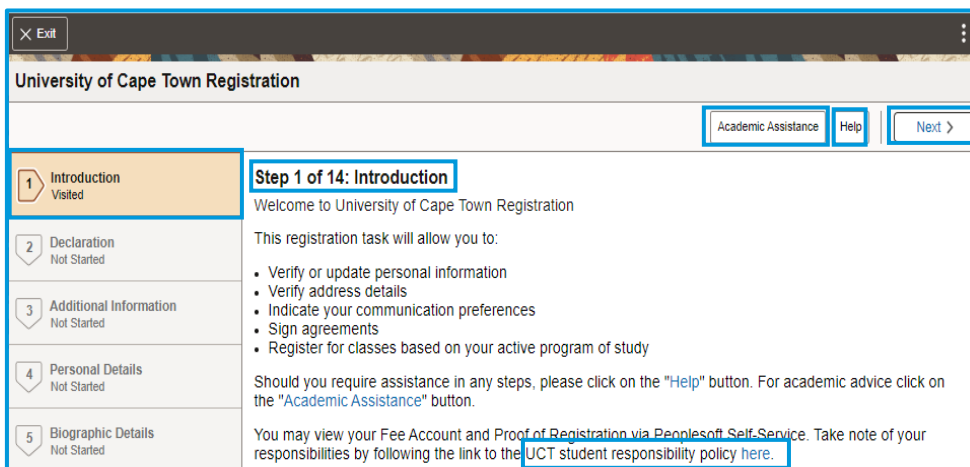
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial 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 steps 1 through 5, 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

The screenshot shows the 'University of Cape Town Registration' portal. At the top right, there are buttons for 'Academic Assistance', 'Help', '< Previous', and 'Next >'. Below this is a progress bar with five steps: 1. Introduction (Visited), 2. Declaration (Complete), 3. Additional Information (Not Started), 4. Personal Details (Not Started), and 5. Biographic Details (Not Started). Step 2 is highlighted. The main content area is titled 'Step 2 of 14: Declaration' and contains the 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. The text explains that UCT collects and generates information for student contracts and regulatory compliance. It lists the types of information collected: personal information from application forms, images and fingerprints, and qualifications. It also mentions that UCT shares this information with external organizations like NSFAS and the Department of Higher Education, and that UCT places records in the public domain as a public body. At the bottom, there is a link to read more about UCT's privacy notices. An 'Accept' button is located at the bottom right of the main content area.

**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 set for Programmes **Not Requiring MoU/PPA**, and one set for Programmes **Requiring an MoU/PPA**. Depending on your year of study, you receive the questions relevant to you.

### 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.

University of Cape Town Registration

Academic Assistance Help < Previous

1 Introduction Visted

2 Declaration Complete

3 Additional Information In Progress

4 Personal Details Not Started

5 Biographic Details Not Started

6 Contact Details Not Started

**Step 3 of 14: Additional Information** Save Answers

Please Answer all the question below truthfully.

Expected Graduation Year

\*1. Are you expecting to complete your qualification this year?

Yes No

\*2. Are you required to register for your dissertation or minor dissertation this year?

Yes No

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

Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.

OK Cancel

Completed Instructions

Thank You!



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).*

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

University of Cape Town Registration

Academic Assistance Help < Previous **Next >**

Step 3 of 14: Additional Information Save Answers

## STEP 4: Personal Details

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

**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.

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.

The screenshot shows the 'University of Cape Town Registration' interface. The sidebar on the left lists steps 1 through 8, with 'Addresses' (Step 7) highlighted as 'Complete'. The main content area is titled 'Step 7 of 14: Addresses' and features a 'Confirm' button. It contains two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section has a plus icon to add a new address and a table of existing addresses. The 'Home(Street) Address' table has one entry: 'Rocky crest, Virgin Island street erf 297, Windhoek, 9000', with a 'Current' status and an arrow icon to edit it. The 'Home(Postal) Address' table has one entry: 'Katutura P O BOX 61978, Windhoek, 9000', with a 'Current' status and an arrow icon to edit it. A 'Fee(Billing) Address' section is partially visible at the bottom.

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.

The screenshot shows the 'University of Cape Town Registration' interface. The sidebar on the left lists steps 7 and 8, with 'Emergency Contacts' (Step 8) highlighted as 'Complete'. The main content area is titled 'Step 8 of 14: Emergency Contacts' and features a 'Confirm' button. It displays 'No contacts defined.' and an 'Add Contact' button. Below this is a table of existing emergency contacts with a plus icon to add a new one and an arrow icon to edit an existing one.

Contact	Phone	Preferred
Ronelle	+27 <input type="text"/>	✓

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

**IMPORTANT:** Depending on the registration method assigned to your programme/plan of study, the interface you need to register on appears in Step 12. For postgraduate students in Commerce, you either register via Programme Enrolment (PE), Blank Shopping Cart (BSC) or Pre-populated Shopping Cart (PPSC). See description of each method below.

### PROGRAMME ENROLMENT (PE)

Your curriculum is “unpacked” with the required course options, and rules of the programme to guide you to register for your courses.

When clicking on the “Add My Courses” button, your “Education Planner” page appears for completion.

By following the prompts and selecting the required courses, you can self-register without approval from the Faculty.

### BLANK SHOPPING CART (BSC)

You are required to “pack” your curriculum yourself (with the assistance of the Faculty Handbook and other sources).

When clicking on the “Add Additional Courses” button, you are prompted to search and select the courses you need to register for and adding them to your registration list.

Faculty approval is required and once granted, you can finalise Step 12.

### PRE-POPULATED SHOPPING CART (PPSC)

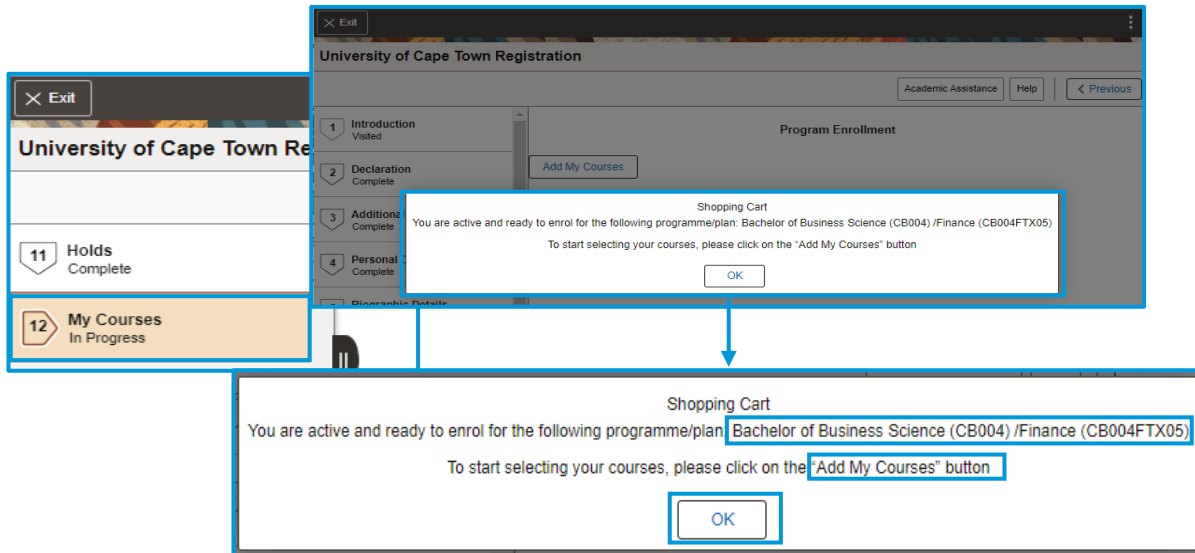
Upon opening Step 12, all required courses are pre-populated in your registration cart. You are only required to select all the pre-defined courses and self-register without approval from the Faculty.

**PROGRAMME ENROLMENT (PE) – CONTINUE BELOW**  
**BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 15**  
**PRE-POPULATED SHOPPING CART (PPSC) – NAVIGATE TO PAGE 27**



## 12.1 PROGRAMME ENROLMENT

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**.



### PLEASE NOTE

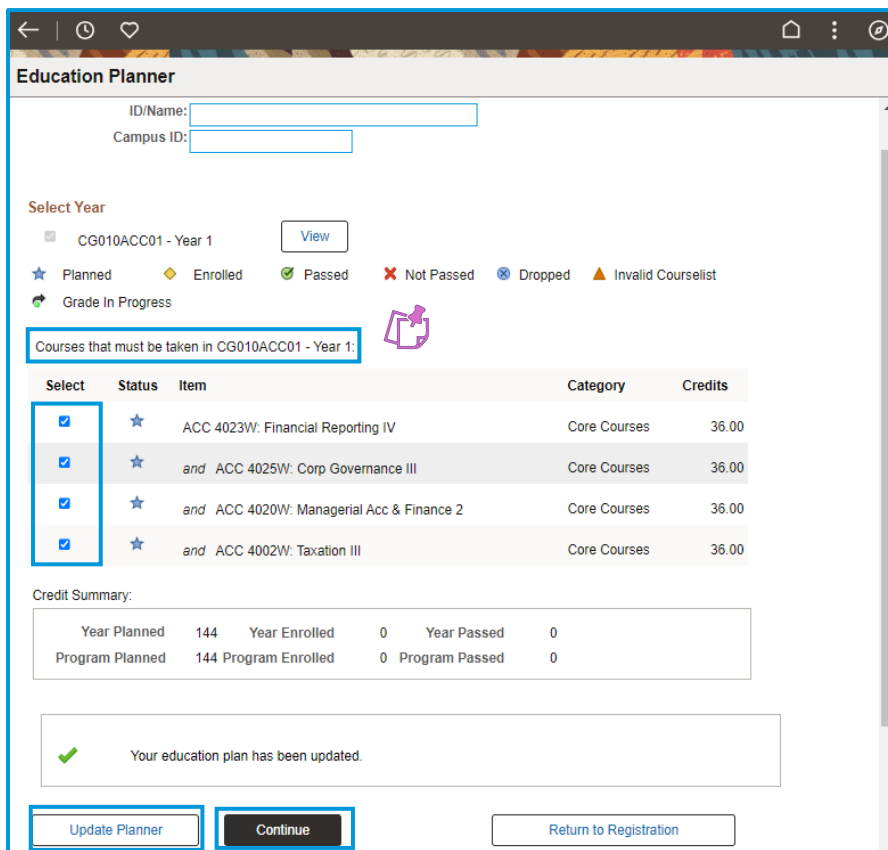
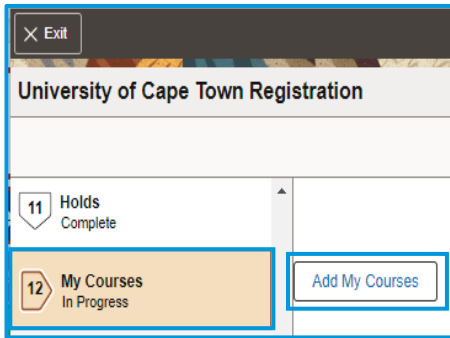
**All Students:** If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.



**PROGRAMME ENROLMENT cont.**

Click the **Add My Courses** button to open the **Education Planner**. Read the **Instructions**. Tick the appropriate **boxes** to select your **Courses**.

Once all **prompts** are followed and **all courses** are **selected**, click **Update Planner** and **Continue**.



You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist you in selecting the correct courses.



**Please ensure that you have selected the relevant core courses.**



If you select incorrect courses, not adhere to course/ programme rules and/or deviate from the curriculum, a pop-up message or prompt will appear at the bottom of the screen. To resolve these, follow the instruction to clear the error.



**PROGRAMME ENROLMENT cont.**

On clicking Continue, the **Schedule Builder** renders. Click **Proceed to Registration** to finalise your shopping cart.

Meeting Information	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM					● ACC 4023W - LG01 Lecture 2:00PM - 4:00PM Location: TBA Session 1 0015 PENDING		
3:00PM							
4:00PM	● ACC 4020W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING		● ACC 4023W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING				
5:00PM							
6:00PM							

**Note:** If you need to make change, click Cancel to go back to your Education Planner. If you are ready to finalise your registration, click Proceed to Registration.

As per your selection, all courses now show in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 13197	ACC 4002W Taxation III	Full Year	To be Announced	To be Announced	To be Announced	36.00		
<input checked="" type="checkbox"/>	Open	Lecture - 2127	ACC 4020W Managerial Acc & Finance 2	Full Year	More meeting details available			36.00		
<input checked="" type="checkbox"/>	Open	Lecture - 2098	ACC 4023W Financial Reporting IV	Full Year	More meeting details available			36.00		
<input checked="" type="checkbox"/>	Open	Lecture - 13198	ACC 4025W Corp Governance III	Full Year	To be Announced	To be Announced	To be Announced	36.00		

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



## PROGRAMME ENROLMENT cont.

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

Click **Next** to continue to Step 13.

The screenshot displays the 'University of Cape Town Registration' interface for a 2024 Postgraduate Diploma. On the left, a navigation menu shows steps 10 through 14. Step 12, 'My Courses', is highlighted and marked as 'Complete'. The main area shows a list of four courses, each with a green checkmark and the text 'This class has been added to your schedule.':

- ACC 4002W - Taxation III
- ACC 4020W - Managerial Accounting & Finance 2
- ACC 4023W - Financial Reporting IV
- ACC 4025W - Corporate Governance III

Navigation buttons include 'Academic Assistance', 'Help', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a blue box.

### Indicator Meanings:

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

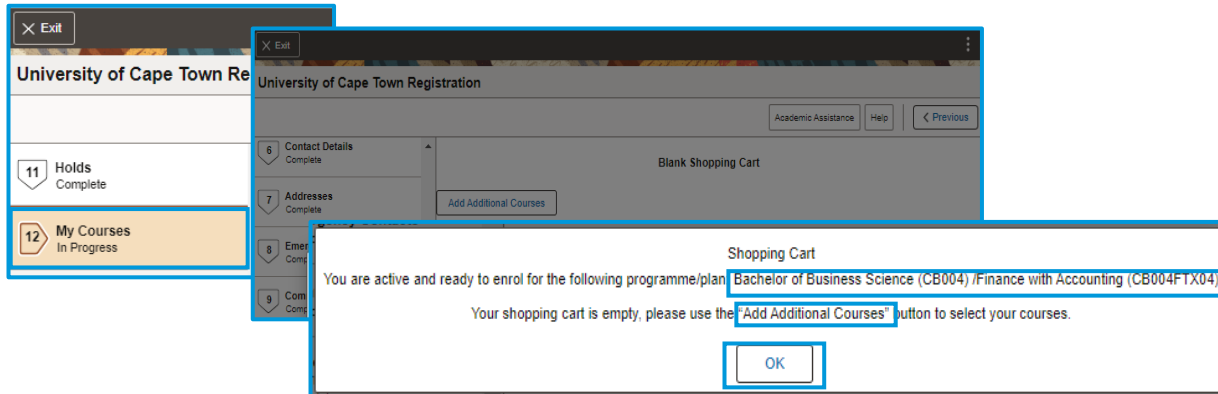
If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the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

**PROGRAMME ENROLMENT (PE) STEP 12 END**  
**CONTINUE TO STEP 13, NAVIGATE TO PAGE 27**



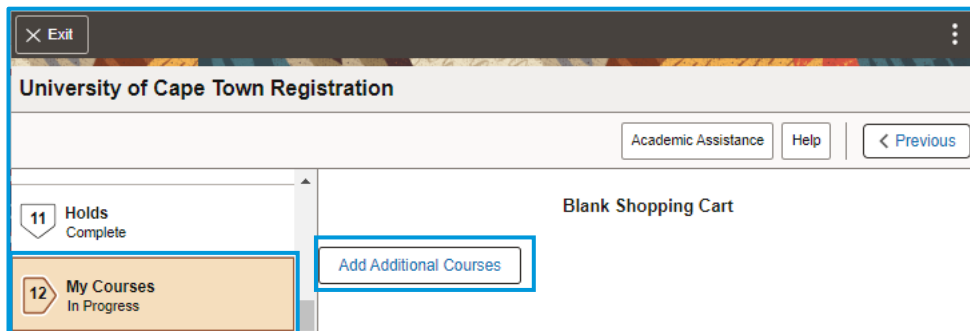
## 12.2 Blank Shopping Cart

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**.

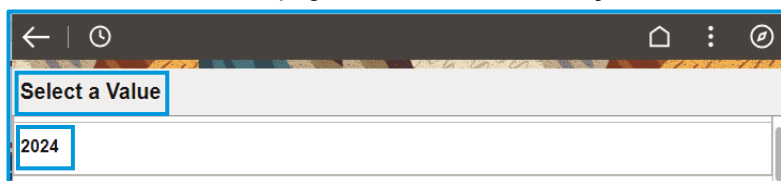


**Note:** If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

Click the **Add Additional Courses** button to open the course look-up page.



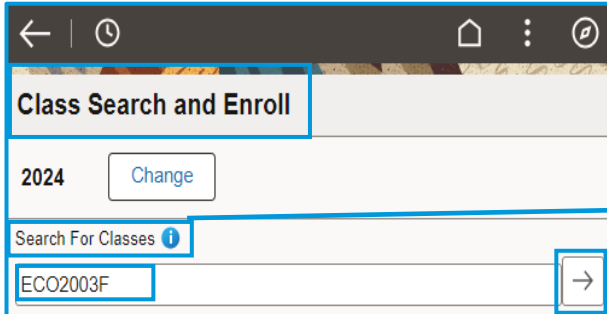
On the **Select a Value** page, click on the **current year tab**.



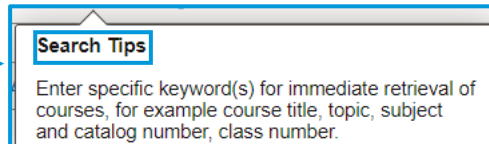
Only the current year's tab is visible for selection

## Blank Shopping Cart cont.

In the **Class Search and Enroll** component, type the **Course Code** in the **Search for Classes** field and click on the **arrow** to search.

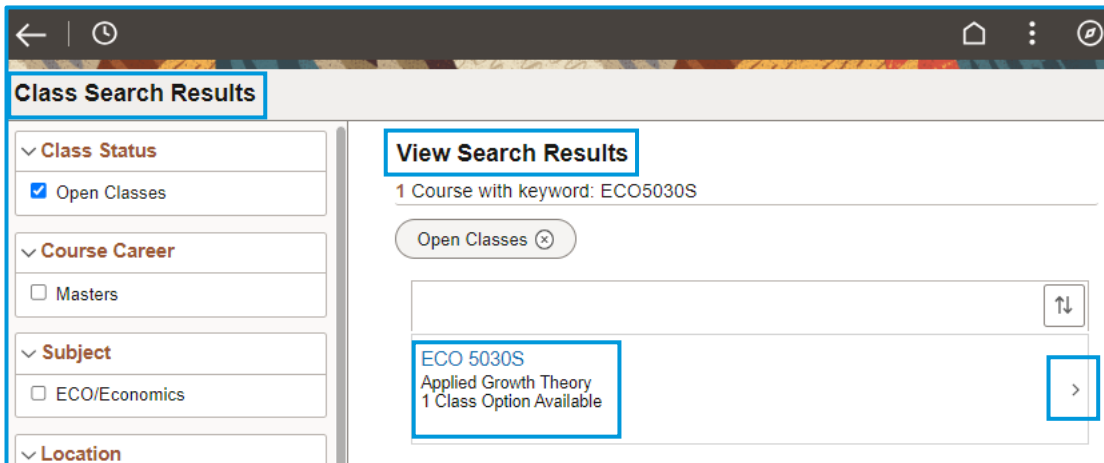


You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist selecting the correct courses.



It is the easiest to search for courses using the full course code, e.g.: ECO5030S; BUS5018F; FTX5043F.

The **Class Search Results** page appears with **available course options**. Click the **arrow (>)** next to the applicable course to open.



The arrow to click on to select a specific course is quite small. It is on the right-hand side of the listed course



Blank Shopping Cart cont.

On the **Course Information** page, review the details of the available options. Select the appropriate **Option** by clicking on the **Arrow (>)**.

The screenshot shows the 'Course Information' page for the year 2024. On the left sidebar, there are links for 'View My Classes/Schedule', 'Shopping Cart', and 'Class Search and Enroll'. The main content area shows details for 'ACC 2022H Management Accounting I'. A 'Class Selection' section contains a table with the following data:

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Full Year	Lecture - 2675	12/02/2024 - 20/11/2024			Open Seats 700 of 700
2	Open	Full Year	Lecture - 2676	12/02/2024 - 20/11/2024			Open Seats 700 of 700

Callouts in the image point to 'View My 2024 Classes', 'Add to favorite courses', 'Course Information', 'Class Selection', and 'Multiple meeting schedules' (which includes a 'Time Conflict with Shopping Cart' warning).

**Course Information**

This course gives students a comprehensive foundation in the discipline and covers key decision-making skills such as: The valuation of future cash flows and risk, capital budgeting decisions, the working capital environment and financing decisions, and corporate risk management.

Units: 18.00  
Grading: Graded  
Components: Lecture  
Course Career: Undergraduate

**Note:** The “Class Selection” options provide an overview of available Class Numbers, Meeting Dates, Days and Times, and number of Seats available for each option. To view more details, click on the “Lecture” or “Multiple Meeting Schedules” links.

If any of the class options clash with any of the courses already in your shopping cart, a warning message appears under the specific option. Please sort out all clashes, prior to submitting your registration request for approval.

**Class Information**

Meeting Information | Enrollment Information | Class Details | Class Availability

ECO 5046F Advanced Econometrics  
Lecture - 1342  
Status: Open

Meeting Dates	Days	Times	Room	Instructor
12/02/2024 - 22/03/2024	Monday Wednesday	2:00PM to 4:00PM	To be Announced	To be Announced
12/02/2024 - 22/03/2024	Wednesday	4:00PM to 6:00PM	To be Announced	To be Announced
02/04/2024 - 15/05/2024	Monday Wednesday	2:00PM to 4:00PM	To be Announced	To be Announced
02/04/2024 - 15/05/2024	Wednesday	4:00PM to 6:00PM	To be Announced	To be Announced

Once you selected the applicable option, the **Review Class Selection** page opens. Review and click **Next**.

**Class Search and Enroll**

2024 Undergraduate 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  
ECO 2003F Microeconomics II  
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1193	Semester One	12/02/2024 - 22/03/2024 02/04/2024 - 15/05/2024	Monday to Friday 9:00AM to 10:00AM Monday to Friday 9:00AM to 10:00AM	Open Seats 399 of 400
Tutorial - 1196	Semester One	12/02/2024 - 12/06/2024	To be Announced	Open Seats 997 of 999

Next >



Blank Shopping Cart cont.

Once you clicked next, the **Review and Submit** page opens. Click **Submit** to add the course to your shopping cart.

**Class Search and Enroll**

2024 Undergraduate 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

ECO 2003F Microeconomics II

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1193	Semester One	12/02/2024 - 22/03/2024 02/04/2024 - 15/05/2024	Monday to Friday 9:00AM to 10:00AM Monday to Friday 9:00AM to 10:00AM	Open Seats 399 of 400
Tutorial - 1196	Semester One	12/02/2024 - 12/06/2024	To be Announced	Open Seats 997 of 999

**Submit**

Upon clicking "Submit," a pop-up message appears to prompt if you are sure you want to submit your selection. Click "Yes" to continue.

Are you sure you want to submit?

Yes No

As per your selection, the course now shows in **Your Shopping Cart**. To add another course, click **Add Additional Courses**. Repeat the steps until all required courses are added to your shopping cart.

University of Cape Town Registration

2024 Undergraduate

11 Holds Complete

12 **My Courses** In Progress

13 View My Classes Not Started

Select All **Add Additional Courses** Delete Request Approval

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year				18.00		More meeting details available

**Note:** If you are a returning student, aside from selecting 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.

Once you completed adding all your courses, click **Request Approval**.

University of Cape Town Registration

2024 Undergraduate

10 Personal & Demographic Information Complete

11 Holds Complete

12 **My Courses** In Progress

13 View My Classes Not Started

14 Complete Not Started

Select All Add Additional Courses Delete **Request Approval**

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year				18.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 2785	ACC 2023H Taxation I	Full Year				18.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 10462	CML 1004S Business Law I	Semester Two				18.00		More meeting details available



Blank Shopping Cart cont.

The **Create Service Requests** page opens. Leave a **comment** and or add an **attachment** (if applicable) and **click Submit**

**Create Service Requests**

My Request Detail

Category: Registration Curriculum Approvals      Type: Curriculum Advice and Approval

Subtype: None      Request Date: 14/12/2023

Status: Submission received

Comment

File Attachments

Attached File	View	Add Attachment
	View	Add Attachment

Submit      Cancel

University of Cape Town Registration

2024 Undergraduate

11 Complete

**12 My Courses** In Progress

13 View My Classes Not Started

14 Complete Not Started

Academic Assistance    Help    < Previous

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 - 2676	ACC 2022H Management Accounting I	Full Year				18.00		More meeting details available

**Note:** Upon submission, you are re-directed to the registration shopping cart page, reflecting the status “Decision Pending.” This means your request is allocated to a faculty staff member for review and approval.

Note, you are not able to make changes to your shopping cart once it is submitted for review. Once a decision is made, the outcome and further instructions are sent via email. The status bar on your registration shopping cart page (Step 12) also indicates the updated status as per the email.



Blank Shopping Cart cont.

Upon receiving the updated status on your registration request, follow the instructions and complete actions as requested.

**IMPORTANT:** Three (3) statuses are applicable and explained:  
1: Action Required by Student; 2: Declined; and 3: Final Approval.

1: Action Required by Student

**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

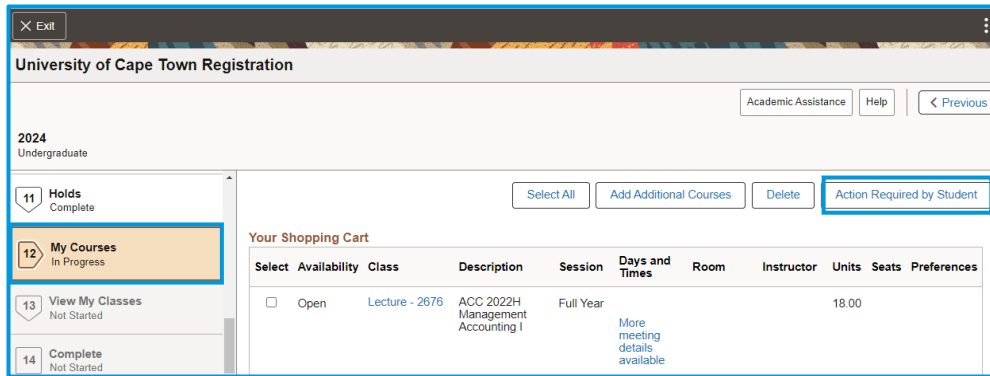
Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

**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.

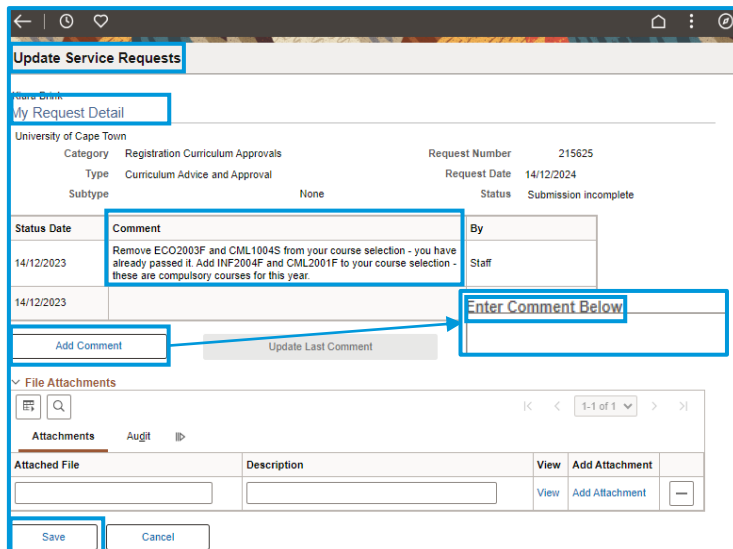
Sincerely  
 UCT Registration

**Meaning and Action Required:** The reviewer requires you to complete **further actions** (e.g., adding/deleting courses/fixing clashes). Follow the instructions as per the reviewer's comments and action the request. Resubmit the registration approval request by clicking on **"Action Required by Student"**, add a **comment** and save the request.



If you are required to delete courses from your cart, select the applicable course by ticking the box and click "Delete."

If you are required to add courses to your cart, click "Add Additional Courses."



Once you actioned the reviewer's request, **resubmit** your registration request for approval, by clicking on **"Action Request by Student,"** add a **Comment,** and click **Save.** Upon re-submission, your status reflects as "Decision Pending" again.



Blank Shopping Cart cont.

2: Declined

**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

CURRICULUM SUBMISSION DECLINED

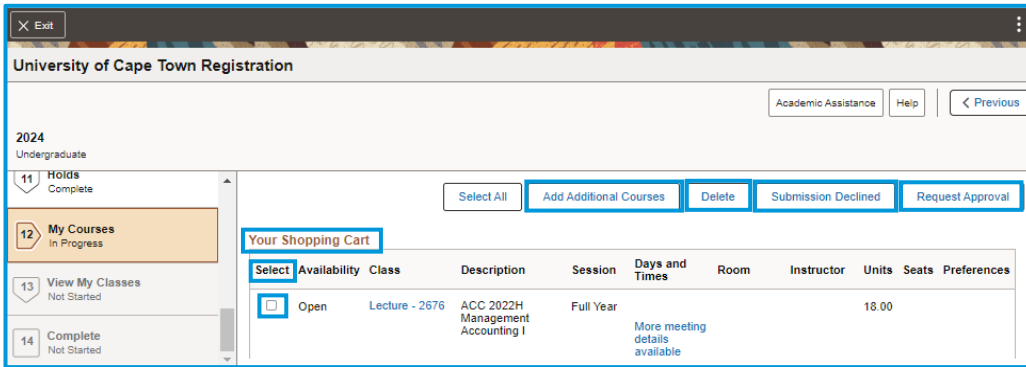
Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

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.

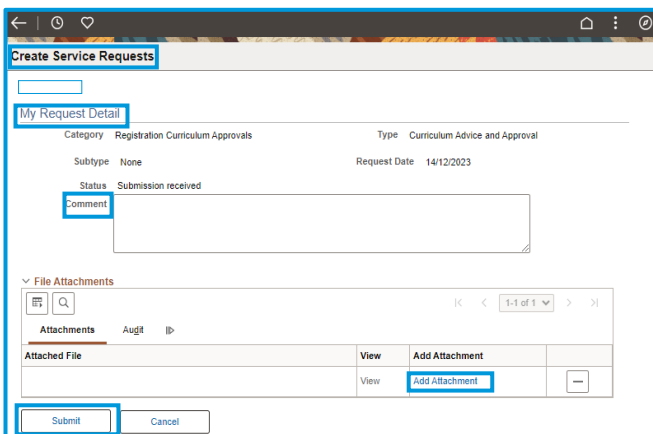
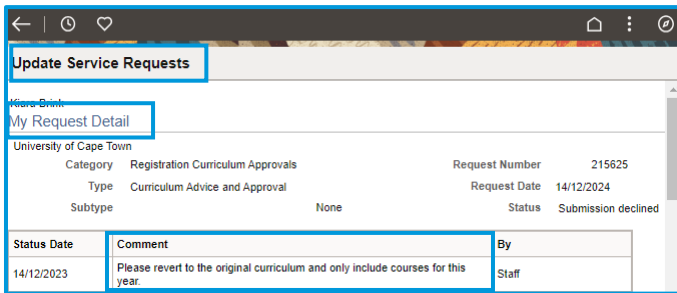
Sincerely  
 UCT Registration

**Meaning and Action Required:** The reviewer **requires** you to **re-start** your registration **request**. Follow the instructions as per the reviewer's comments and action the request. **Submit** the updated registration approval request by clicking on **"Request Approval"**, **add a comment and submit** the request.



If you are required to delete courses from your cart, select the applicable course by ticking the box and click "Delete."

If you are required to add courses to your cart, click "Add Additional Courses."



Once you actioned the reviewer's request, a new request for approval must be submitted. **Click Request Approval, add a Comment, and click Submit.** Upon submission, your status reflects as "Decision Pending".



Blank Shopping Cart cont.

3: Final Approval

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.

Sincerely  
UCT Registration

**Meaning and Action Required:** The reviewer approved your submission. Complete Step 12 by clicking “Select All” and “Enroll”.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a navigation menu includes '2024 Undergraduate' and steps 11 through 14. Step 12, 'My Courses In Progress', is highlighted. The main area shows 'Your Shopping Cart' with a table containing one course: 'ACC 2022H Management Accounting I'. The 'Select' column has a checked checkbox. Above the table are buttons for 'Select All', 'Add Additional Courses', 'Submission Approved', and 'Enroll'. The 'Enroll' button is highlighted in black.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year				18.00		

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to enroll?'. It has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a blue border.

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

The screenshot shows an 'Enrollment' dialog box with the text: 'Please ensure you click and select all checkboxes next to each course and then click on the “Enroll” button to finalise your registration.' Below the text is an 'OK' button, which is highlighted with a blue border.

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.

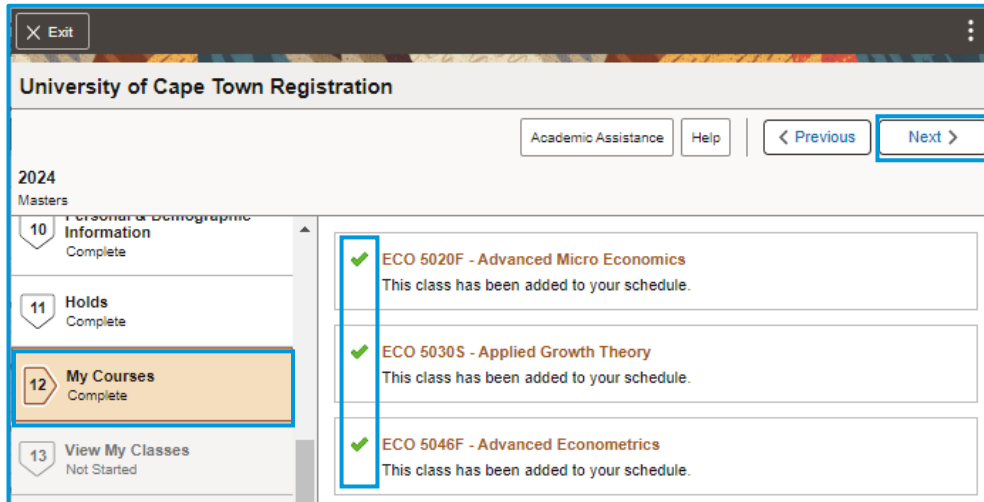




## Blank Shopping Cart cont.

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

**Click Next** to continue to Step 13.



### Indicator Meanings:

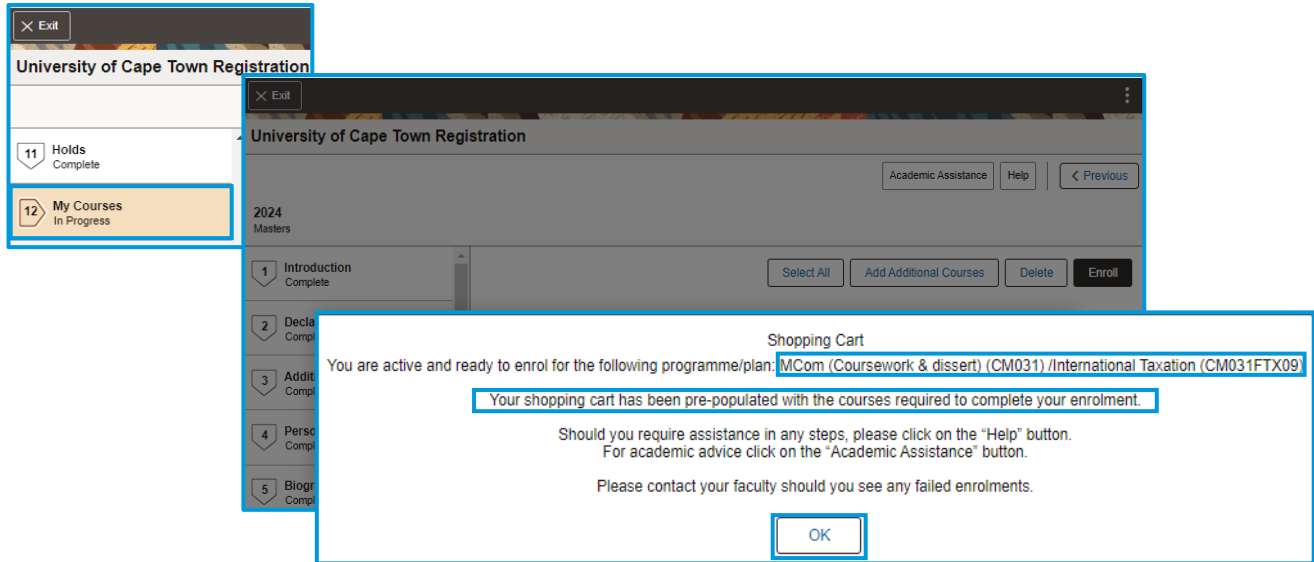
- ✓ Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty 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.

**BLANK SHOPPING CART – END OF STEP 12**  
**CONTINUE TO STEP 13, NAVIGATE TO PAGE 27**

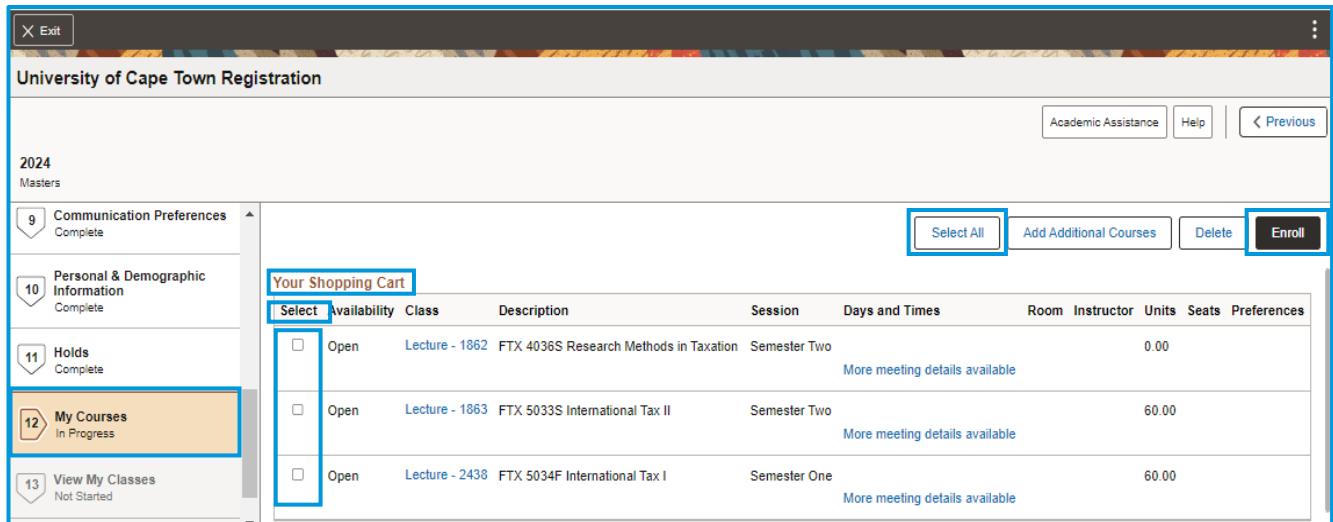
### 12.3 Pre-Populated Shopping Cart

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**.

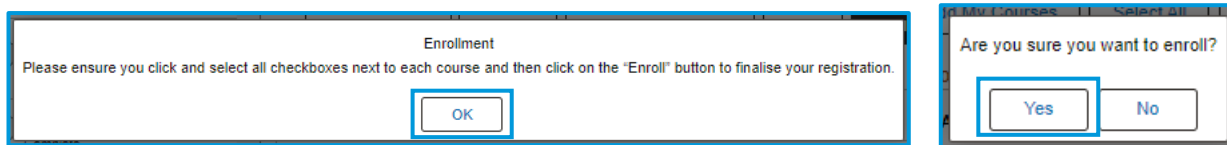


**Note:** If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

All courses required for registration are listed in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.



**Note:** 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.



### Pre-Populated Shopping Cart cont.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1862	FTX 4036S Research Methods in Taxation	Semester Two	More meeting details available			0.00		
<input type="checkbox"/>	Open	Lecture - 1863	FTX 5033S International Tax II	Semester Two	More meeting details available			60.00		
<input type="checkbox"/>	Open	Lecture - 2438	FTX 5034F International Tax I	Semester One	More meeting details available			60.00		

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 and approval request.

Once you clicked Enroll, the list of courses you are registering for appears with either a positive ✓ or negative X indicator. **Click Next** to continue to Step 13.

ECO 5020F - Advanced Micro Economics  
This class has been added to your schedule.

ECO 5030S - Applied Growth Theory  
This class has been added to your schedule.

ECO 5046F - Advanced Econometrics  
This class has been added to your schedule.

#### Indicator Meanings:

- ✓ Class successfully added to your schedule.
- X 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 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.

### PRE-POPULATED SHOPPING CART – END OF STEP 12

### CONTINUE TO STEP 13



# 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 Undergraduate [Change](#)

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	>

By Class | By Date

Show Enrolled Classes  Show Dropped Classes  Show Exam Schedule

[List View](#) | [Calendar View](#)

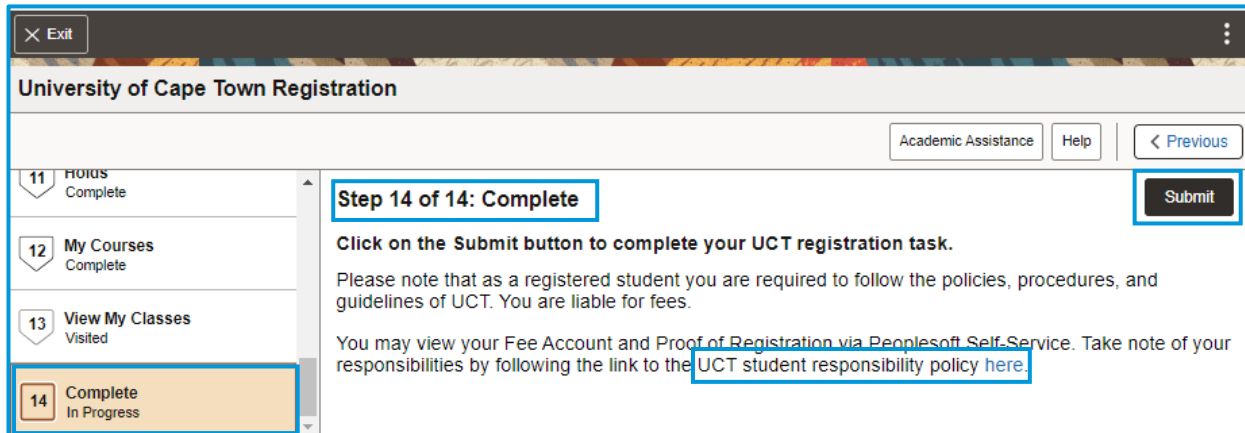
Week of 12/02/2024 Start Time 8:00AM

End Time 6:00PM

Time	Monday Feb 12	Tuesday Feb 13	Wednesday Feb 14	Thursday Feb 15	Friday Feb 16
8:00AM					
9:00AM			ECO 5020F Lecture 9:00 AM-11:00 AM Room: To be Announced		
10:00AM					
11:00AM					
12:00PM					
1:00PM					
2:00PM	ECO 5046F Lecture 2:00 PM-4:00 PM Room: To be Announced	ECO 5020F Lecture 2:00 PM-4:00 PM Room: To be Announced	ECO 5046F Lecture 2:00 PM-4:00 PM Room: To be Announced	ECO 5020F Lecture 2:00 PM-4:00 PM Room: To be Announced	
3:00PM					
4:00PM			ECO 5046F Lecture 4:00 PM-6:00 PM Room: To be Announced		
5:00PM					

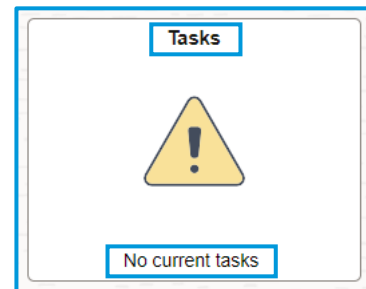
## STEP 14: Complete

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.

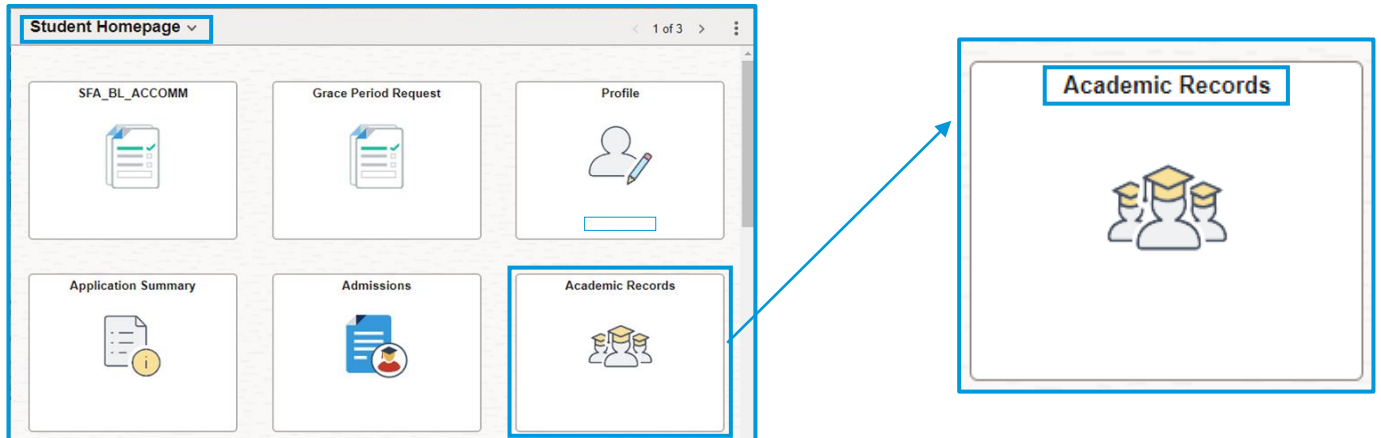


### END OF REGISTRATION PROCESS

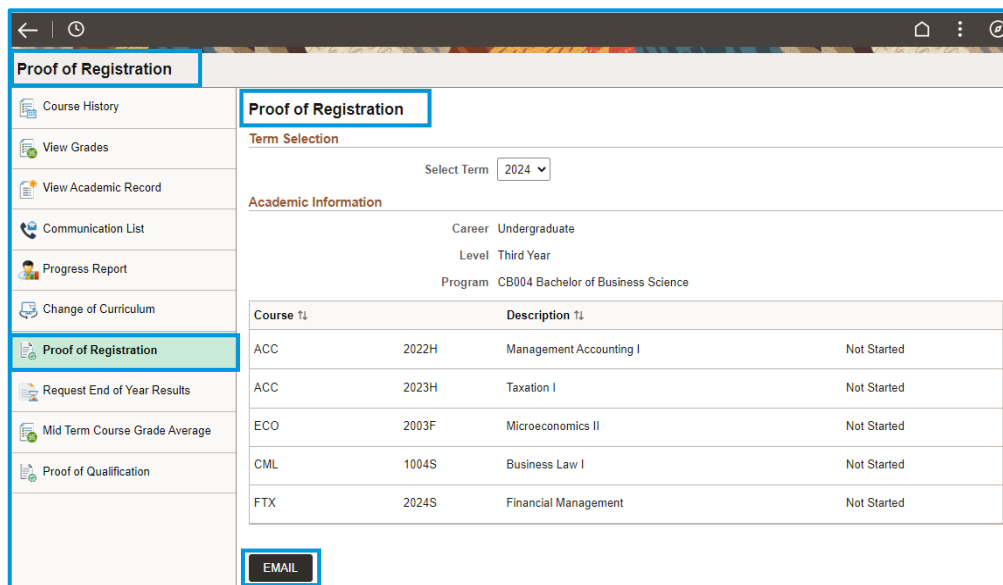
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

## 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**