



UCT

REGISTRATION

STUDENT GUIDE

FACULTY OF COMMERCE

UNDERGRADUATE





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 UG studies:

- Programme Enrolment (PE)
- Blank Shopping Cart (BSC)

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 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:

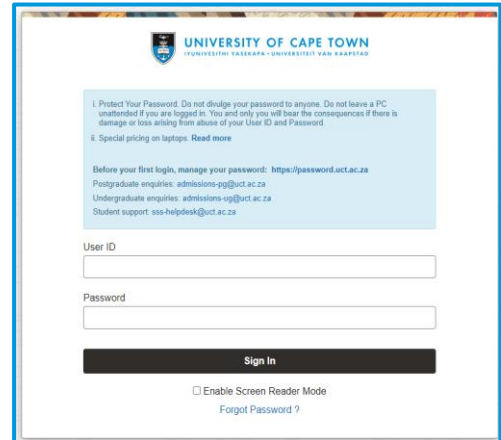
<https://studentsonline.uct.ac.za/>

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

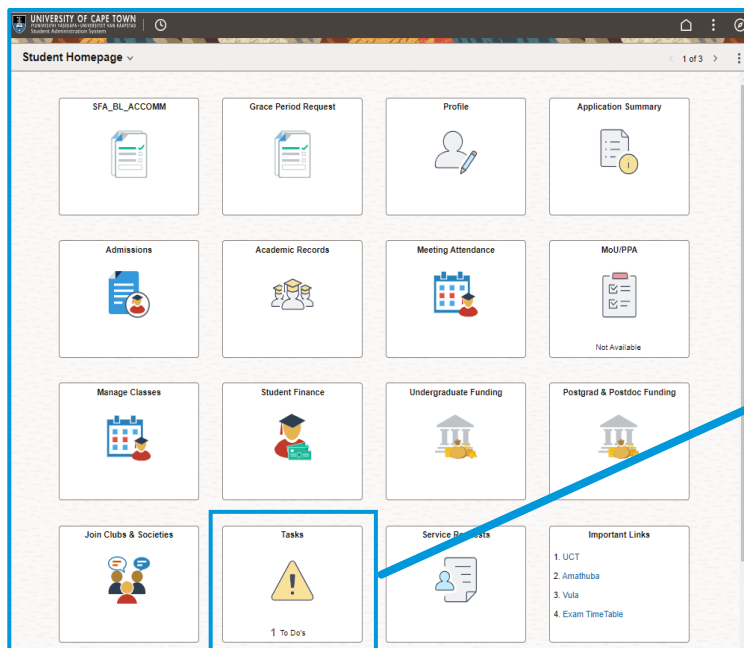
Phone: +27 (0)21 650 4500

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

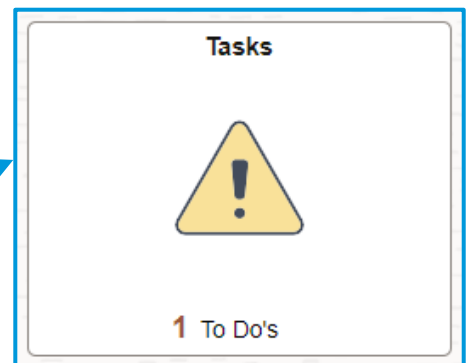


Access Activity Guide

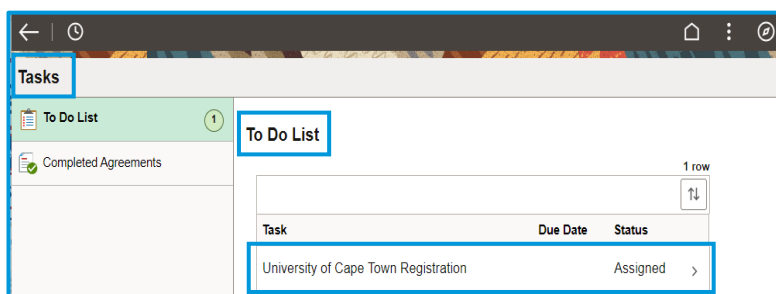
On the **Student Home Page**, click on the **Tasks** tile



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 finalise your registration. Each step is essential and cannot be skipped.

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

NOTE:

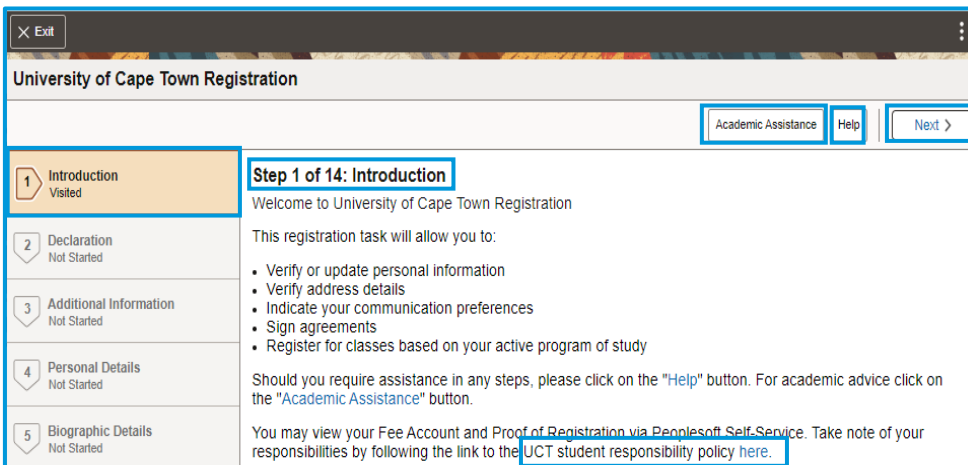
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial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

The screenshot shows the 'University of Cape Town Registration' interface. 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 with a blue box. To the right of the progress bar, there is a text area for 'Step 2 of 14: Declaration' with a sub-heading 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. Below this, there is a paragraph of text and a bulleted list of information collected. At the bottom right of the text area, there is an 'Accept' button.

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:

- I will abide by the University’s rules.
- 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.)
- I hold myself responsible for:
 - the payment of all fees and charges due and payable by me to UCT each year.
 - any arrears and interest on arrears as defined in this year’s fee booklet. and
 - any costs of recovery, including attorney–and–client scale fees and/or collection commission.
- 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.
- 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.
- I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
- 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.
- I have not been expelled, rusticated, or excluded from any other University.
- 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.
- 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.
- If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
- 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.

University of Cape Town Registration

Academic Assistance Help < Previous

1 Introduction Visited

2 Declaration Complete

3 Additional Information In Progress

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

Step 3 of 14: Additional Information Save Answers

Please Answer all the question below truthfully.

*1. Have you received NSFAS funding at another institution? NOTE: if you are NSFAS funded, prior studies will affect your funding years remaining to enable completion of the UCT qualification.

*2. Have you ever registered at another university (attended, even if you did not complete a qualification)?

Expected Graduation Year

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

Laptop

By clicking NO: You confirm that you are not interested in purchasing a laptop. By clicking YES: You confirm that you are interested in purchasing a laptop.

*4. Are you interested in receiving a laptop from UCT?

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!

X

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.

University of Cape Town Registration

Academic Assistance Help < Previous **Next >**

Step 3 of 14: Additional Information Save Answers



Returning Undergraduate Students – Questions

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



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.

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

STEP 4: Personal Details

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

University of Cape Town Registration

Step 4 of 14: Personal Details

Date of Birth

Gender

Identity Number

Names

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

Buttons: Academic Assistance, Help, < Previous, Next >, 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

Step 5 of 14: Biographic Details

Demographic Details

Self Declared Race

Citizenship Details

| Country | Citizenship Status |
|--------------|--------------------|
| South Africa | SA Citizen |

Buttons: Academic Assistance, Help, < Previous, Next >, Confirm

Modal: Edit Details

*Self Declared Race

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

Buttons: 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

Step 6 of 14: Contact Details

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

Email

| Email | Type | Preferred |
|-----------------------|----------|-----------|
| pssoft.test@uct.ac.za | Personal | ✓ |

Phone

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

Buttons: Academic Assistance, Help, < Previous, Next >, 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.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Step 7 of 14: Addresses Confirm

Home(Street) Address

+ Address From Current >

Home(Postal) Address

+ Address From Current >

Fee(Billing) Address

1 Introduction Visited
2 Declaration Complete
3 Additional Information Complete
4 Personal Details Complete
5 Biographic Details Complete
6 Contact Details Complete
7 Addresses Complete
8 Emergency Contacts Not Started

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Step 8 of 14: Emergency Contacts Confirm

No contacts defined.

Add Contact

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

7 Addresses Complete
8 Emergency Contacts Complete

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

If 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 undergraduate students in Commerce, you either register via Programme Enrolment (PE) or Blank Shopping Cart (BSC).

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 add them to your registration list.

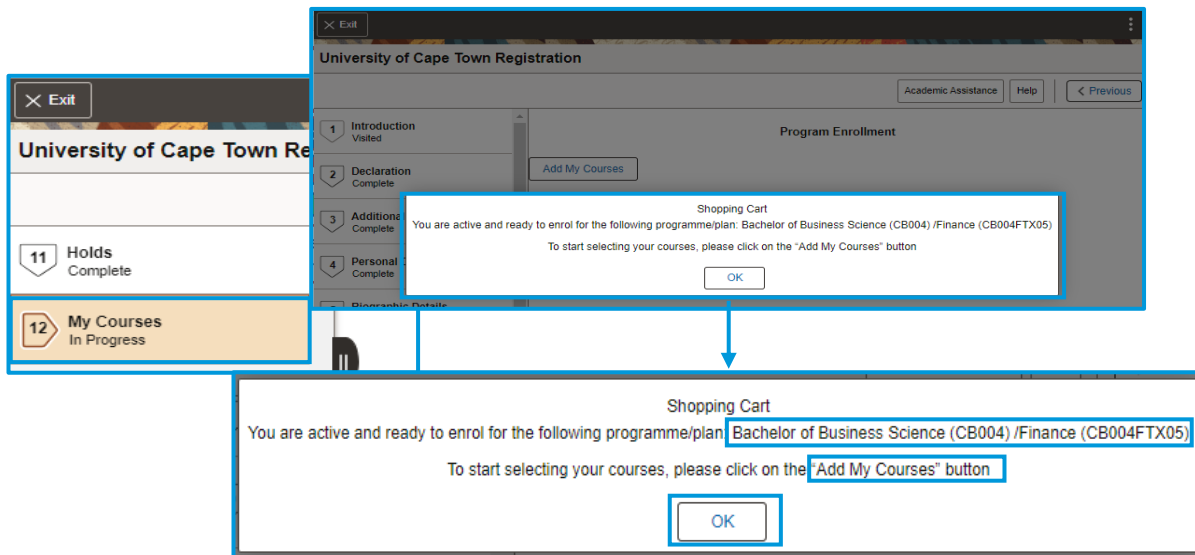
Faculty approval is required and once granted, you can finalise Step 12.

PROGRAMME ENROLMENT (PE) – CONTINUE BELOW
BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 15



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

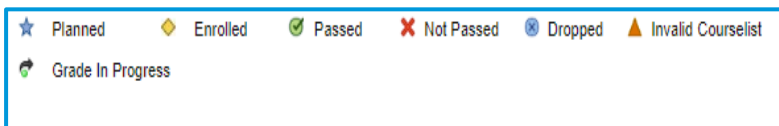
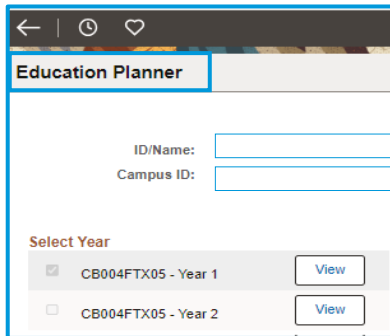
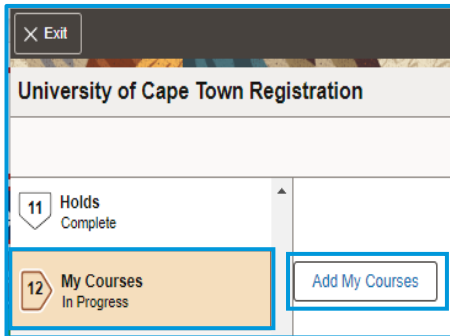
First-year Students: If at this point you have not yet completed the "Choosing Your Degree" process, a pop-up message will appear to alert you. Exit the Registration Activity Guide and action your degree choice by using the "Choosing Your Degree" tile on the Student Home page. Once complete and updated, continue with Step 12.



PROGRAMME ENROLMENT cont.

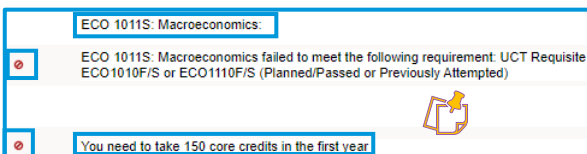
Click the **Add My Courses** button to open the **Education Planner**. Read the **Instructions**. Tick the appropriate **boxes** to select your **Courses**.

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



Please select the courses that you would like to register for from the below list. After your selection, you must click **"Update Planner"** to add these items to your Planner. To submit your course selection for registration, you must click on the **"Continue"** button.

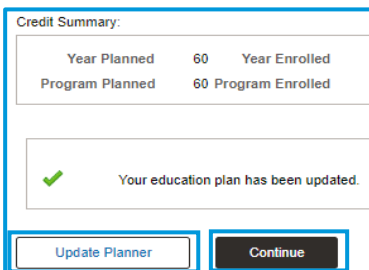
| Select | Status | Item | Category | Credits |
|-------------------------------------|--------|---|--------------------|---------|
| <input checked="" type="checkbox"/> | ★ | ACC 1020H: Accounting 1T | Core Courses | 24.00 |
| <input checked="" type="checkbox"/> | ★ | and (ECO 1010F: Microeconomics | Core Courses | 18.00 |
| <input type="checkbox"/> | | or ECO 1010S: Microeconomics) | Repeat Core Course | 18.00 |
| <input checked="" type="checkbox"/> | ★ | and (INF 1002F: Foundations of Information Sys | Core Courses | 18.00 |



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



If you select incorrect courses, do 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.

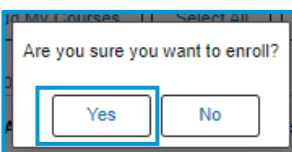
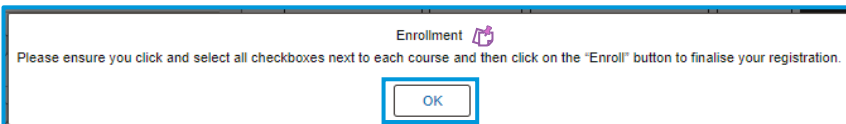
On clicking Continue, the **Schedule Builder** renders. Click **Proceed to Registration** to finalise your shopping cart.

| Meeting Information | | | | | | |
|---------------------|---|---|---|---|---|--|
| Time | Monday | Tuesday | Wednesday | Thursday | Friday | |
| 8:00AM | <ul style="list-style-type: none"> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING | <ul style="list-style-type: none"> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING | <ul style="list-style-type: none"> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING | <ul style="list-style-type: none"> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING | <ul style="list-style-type: none"> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING | |
| 9:00AM | | | | | | |

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.



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 shows the 'University of Cape Town Registration' interface. On the left, a navigation menu lists steps 9 through 13: 'Communication Preferences' (Complete), 'Personal & Demographic Information' (Complete), 'Holds' (Complete), 'My Courses' (Complete), and 'View My Classes' (Not Started). The 'My Courses' step is highlighted. The main area displays a list of four courses, each with a green checkmark and the text 'This class has been added to your schedule.':

- ACC 2022H - Management Accounting I
- ACC 2023H - Taxation I
- CML 1004S - Business Law I
- ECO 2003F - Microeconomics II

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

Indicator Meanings:

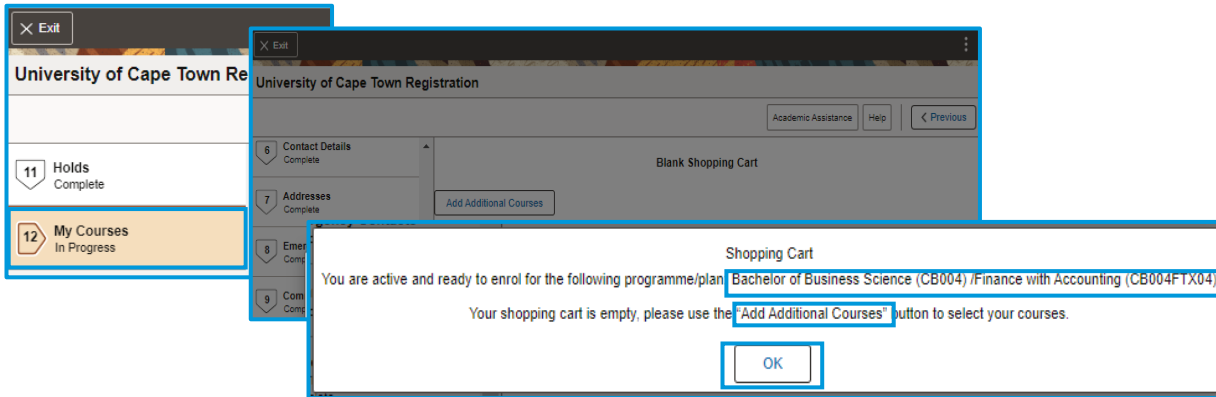
- ✓ Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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

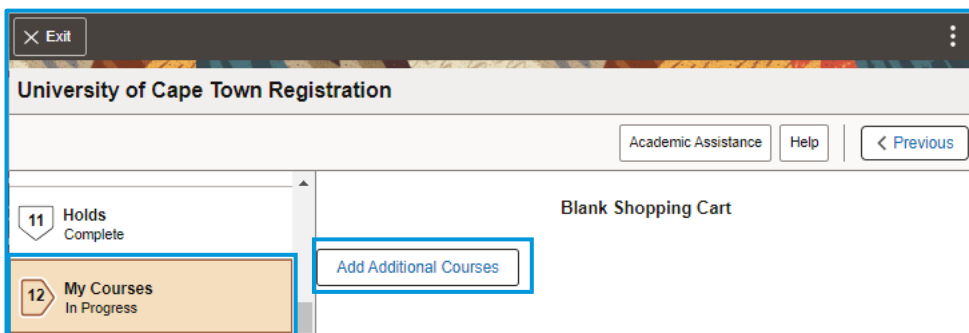
Click on **Step 12**. A **pop-up message** appears to **notify** you of the **programme/plan** you are **active** on to **register** for, and which **prompt** to click on to **start selecting** your **courses**. **Click OK**.



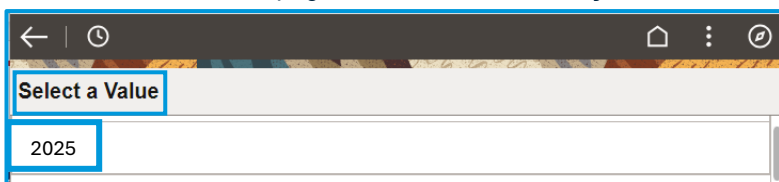
Note: If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. For more information: <https://commerce.uct.ac.za/current-students/change-curriculum-information>

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.



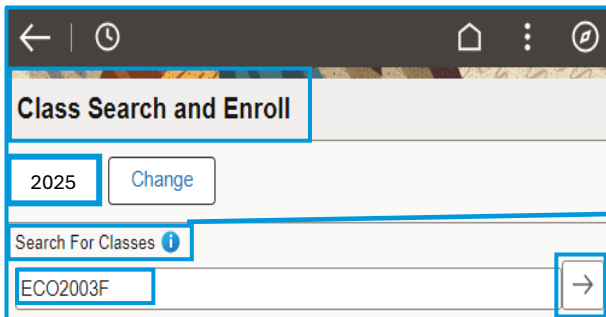
On the **Select a Value** page, click on the **current year** tab.



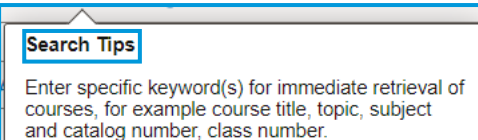
Only the current year's tab is visible for selection

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**.

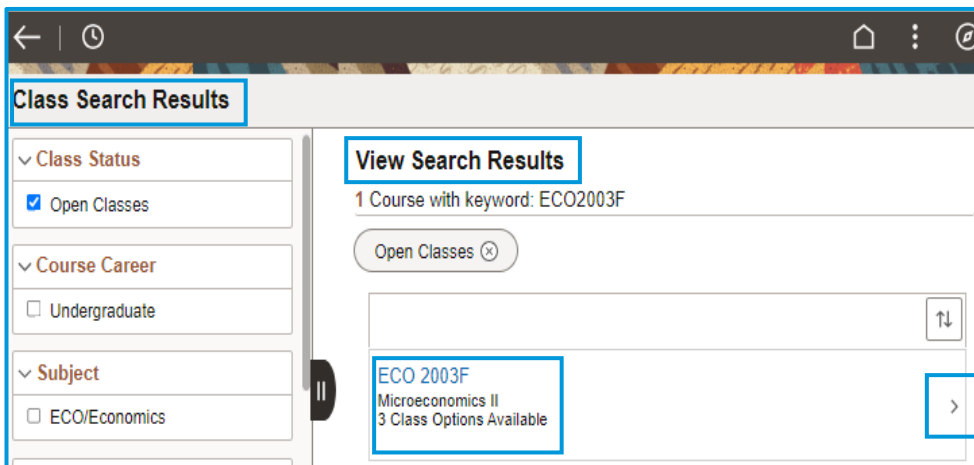


You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist selecting the correct courses.



It is the easiest to search for courses using the full course code, e.g.: ECO2003F; CML1004S; FTX2024S.

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 (>).

Tip: Click on "View My Classes" to see what is currently in your shopping cart.

| 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 |

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

FTX 2024S Financial Management
Lecture - 1811 | Status: Open

| Meeting Dates | Days | Times | Room | Instructor |
|-------------------------|------------------|--------------------|-----------------|-----------------|
| 22/07/2024 - 30/08/2024 | Monday to Friday | 11:00AM to 12:00PM | To be Announced | To be Announced |
| 09/09/2024 - 22/10/2024 | Monday to Friday | 11:00AM to 12:00PM | To be Announced | To be Announced |

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

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 | Monday to Friday 9:00AM to 10:00AM | Open Seats 399 of 400 |
| | | 02/04/2024 - 15/05/2024 | Monday to Friday 9:00AM to 10:00AM | |
| Tutorial - 1196 | Semester One | 12/02/2024 - 12/06/2024 | To be Announced | Open Seats 997 of 999 |



Blank Shopping Cart cont.

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

The screenshot shows the 'Class Search and Enroll' interface. On the left, a progress bar indicates 'Step 2 of 2: Review and Submit' is the current step. The main area shows 'You have selected to add to your shopping cart' and a table of selected courses. A 'Submit' button is highlighted with a red box.

| 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 |

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

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to submit?' and two buttons: 'Yes' and '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.

The screenshot shows the 'Your Shopping Cart' page. A table lists the selected course. The 'Add Additional Courses' button is highlighted with a red box.

| 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**.

The screenshot shows the 'Your Shopping Cart' page with three courses listed. The 'Request Approval' button is highlighted with a red box.

| 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

Academic Assistance Help < Previous

2024
Undergraduate

11 Complete

12 My Courses
In Progress

13 View My Classes
Not Started

14 Complete
Not Started

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

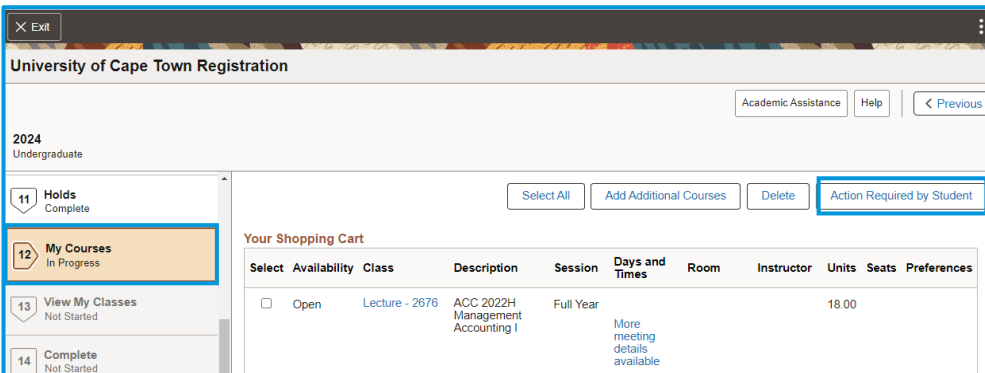
Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

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.

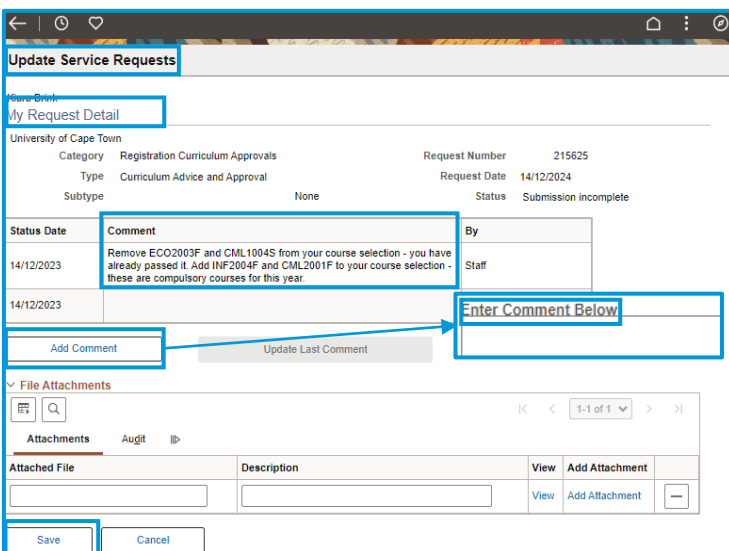
Sincerely
 UCT Registration

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

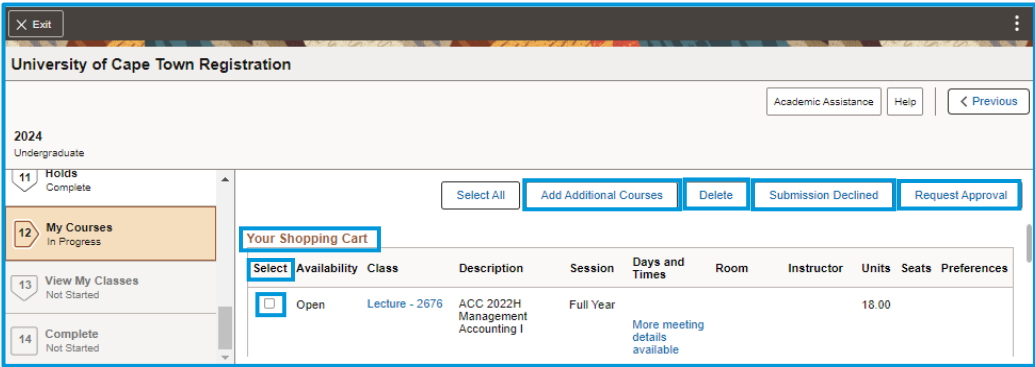
Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

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.

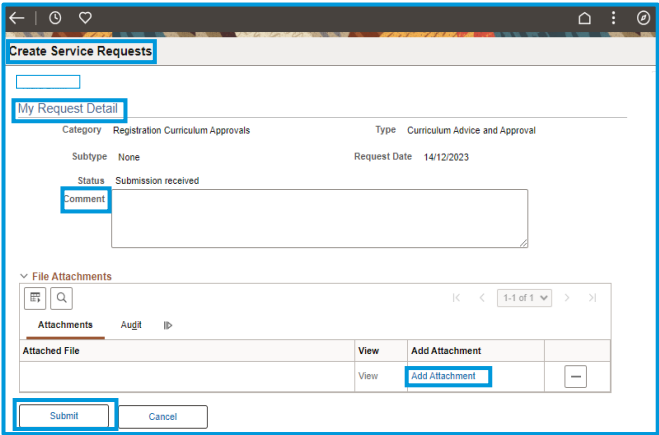
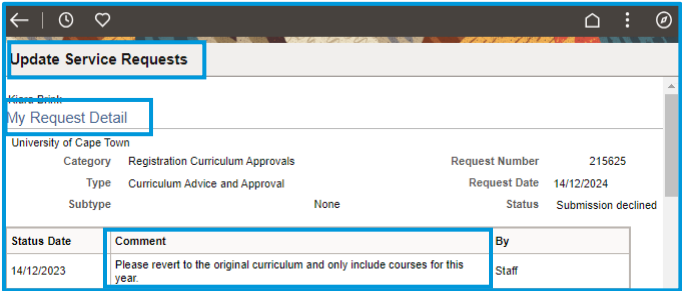
Sincerely
UCT Registration

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 '11 Holds Complete', '12 My Courses In Progress', '13 View My Classes Not Started', and '14 Complete Not Started'. The 'My Courses' section is active, showing a 'Your Shopping Cart' table with one course selected. The course is 'ACC 2022H Management Accounting I' for 18.00 units. Buttons for 'Select All', 'Add Additional Courses', 'Submission Approved', and 'Enroll' are visible at the top right of the course list.

| 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 | | More meeting details |

A confirmation dialog box with the text 'Are you sure you want to enroll?' and two buttons: 'Yes' and 'No'.

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

An enrollment confirmation message 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.' and an 'OK' button.

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.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a navigation menu lists steps 9 through 13. Step 12, 'My Courses', is highlighted. The main content area displays a list of four courses, each with a green checkmark icon and the text 'This class has been added to your schedule.' The courses are: ACC 2022H - Management Accounting I, ACC 2023H - Taxation I, CML 1004S - Business Law I, and ECO 2003F - Microeconomics II. A blue box highlights the 'Next >' button in the top right corner of the interface.

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,



STEP 13: View My Classes

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

University of Cape Town Registration

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 | > |

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

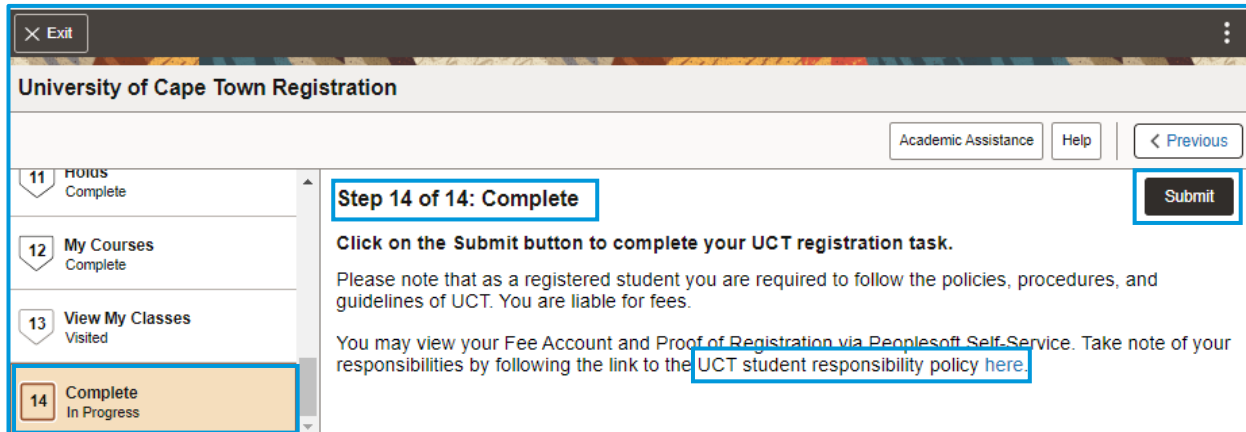
Week of 12/02/2024 Start Time 8:00AM

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 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced | ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced | ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced | ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced | ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced |
| 10:00AM | | | | | |

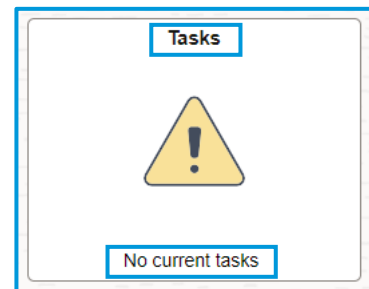
STEP 14: Complete

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.

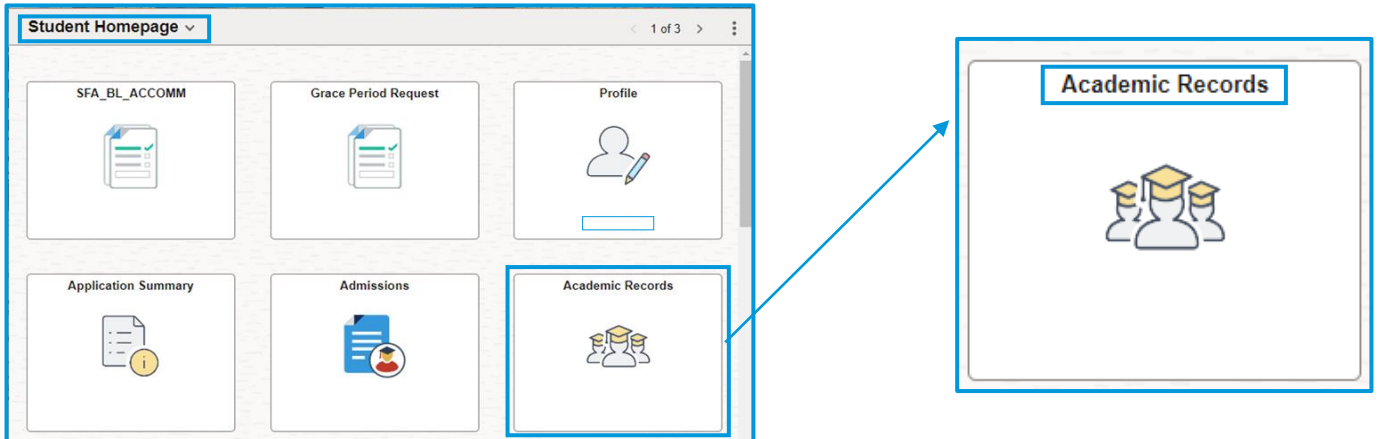


END OF REGISTRATION PROCESS

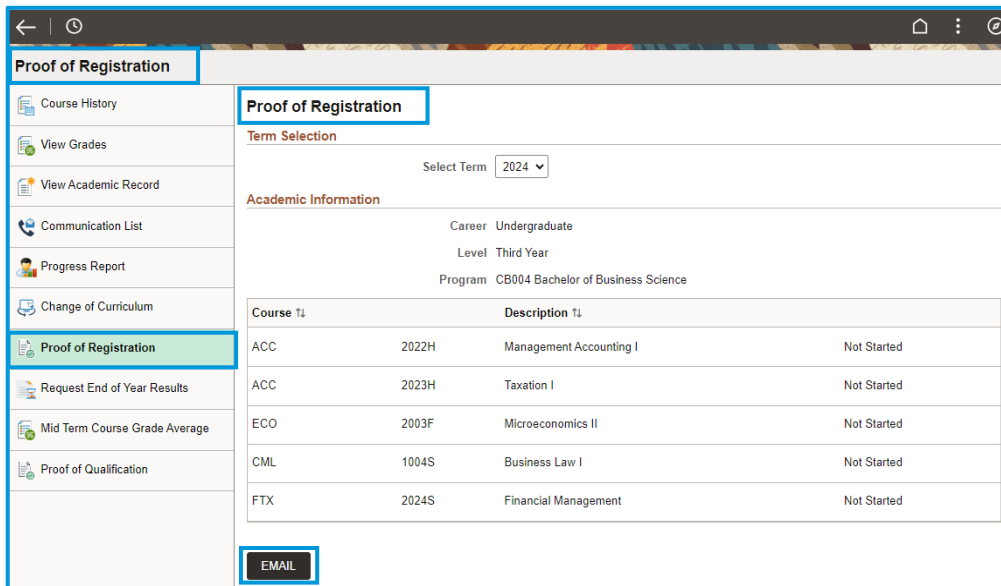
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

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**