



UCT

REGISTRATION

STUDENT GUIDE

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

POSTGRADUATE



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 EBE PG studies:

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

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

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

If you encounter any difficulties accessing or navigating the PeopleSoft student page, or any other part of the registration process, please contact the SSS Student Support Helpdesk:
Email: sss-helpdesk@uct.ac.za Phone: +27 (0)21 650 5227

STEPS OVERVIEW

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





Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:

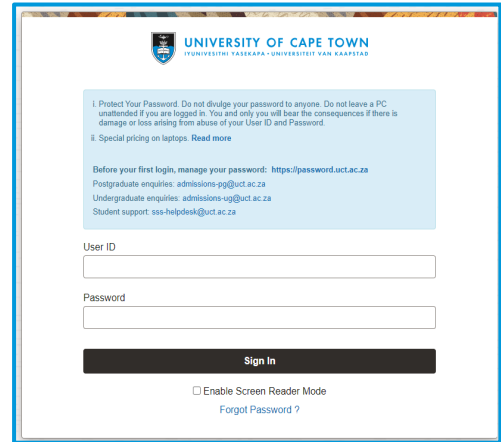
<https://studentonline.uct.ac.za/>

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

Email: icts-helpdesk@uct.ac.za

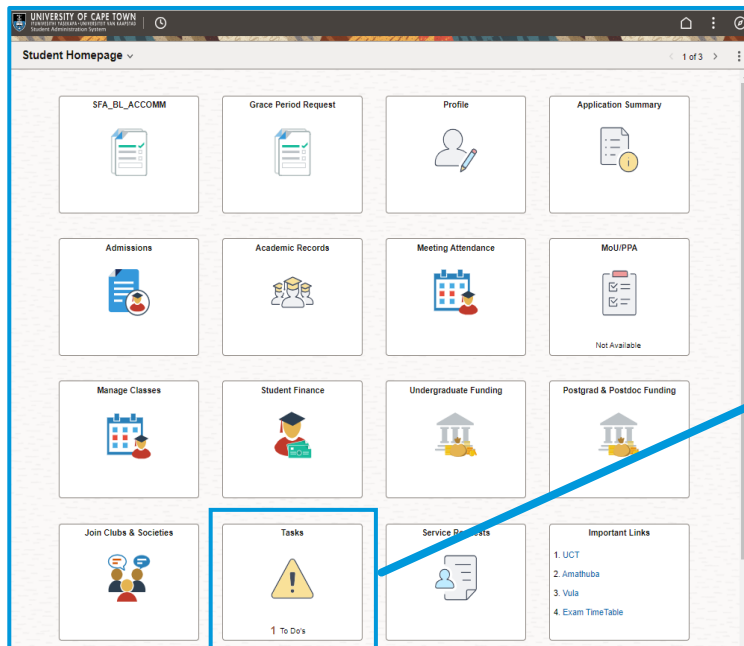
Phone: +27 (0)21 650 4500

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

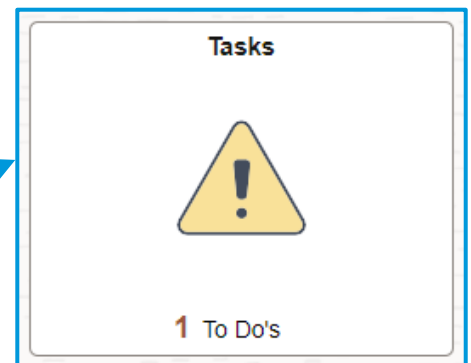


Access Activity Guide

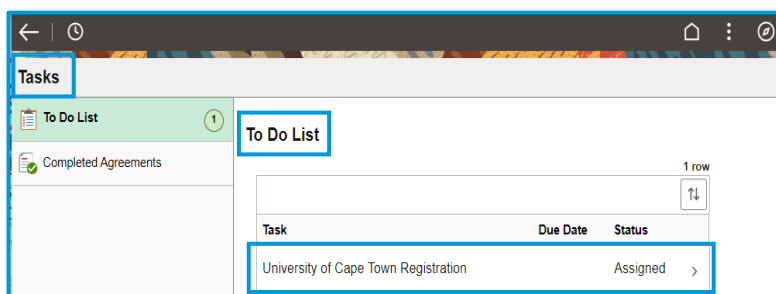
On the **Student Home Page**, click on the **Tasks** tile



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:

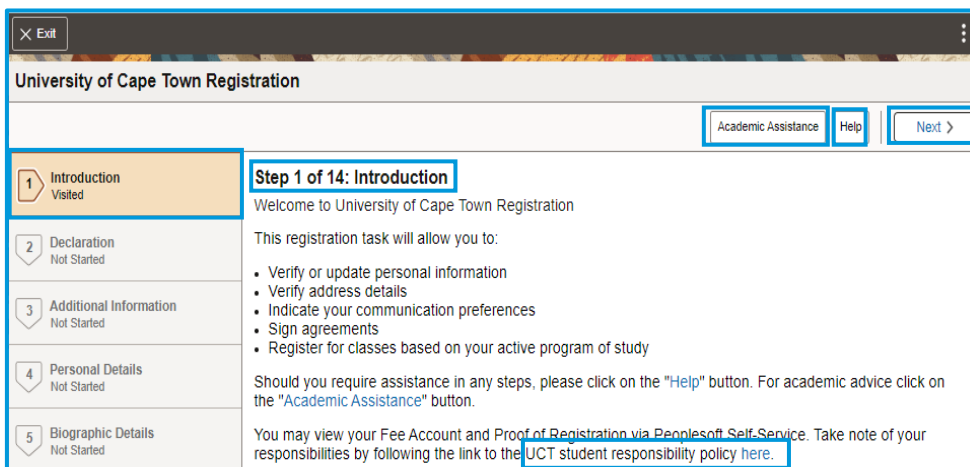
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Not Started

4 Personal Details Not Started

5 Biographic Details Not Started

Step 2 of 14: Declaration

PRIVACY STATEMENT FOR REGISTRATION AT UCT

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

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

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

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

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

Accept

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

Academic Assistance Help < Previous

Step 2 of 14: Declaration

PRIVACY STATEMENT FOR REGISTRATION AT UCT

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

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

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

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 07/11/2024

Printable Page

STEP 3: Additional Information

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

The screenshot shows the registration interface for Step 3 of 14: Additional Information. The sidebar on the left lists steps: 1 Introduction (Visited), 2 Declaration (Complete), 3 Additional Information (In Progress), 4 Personal Details (Not Started), 5 Biographic Details (Not Started), and 6 Contact Details (Not Started). The main content area contains the following questions:

- Expected Graduation Year**
- *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.** (No)
- *2. Have you ever registered at another university (at UCT or elsewhere)? (No)
- *3. In what academic year do you intend to complete all the courses for your qualification? (2026)

Navigation buttons include 'Save Answers', 'Previous', and 'Next'.

This close-up view of the form shows the following questions:

- Expected Graduation Year**
- *1. Are you expecting to complete your qualification this year? (Dropdown menu)
- 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.
*2. Are you interested in receiving a laptop from UCT? (Dropdown menu)
- Research**
*3. Are you required to register for your dissertation or minor dissertation this year? (Yes/No radio buttons)

- Students will need to indicate whether they expect to complete their qualification this year, with either a YES or NO
- First time entry students will need to indicate whether they would like to purchase a laptop, with either a YES or NO
- PG students in programmes with research components, will be required to complete the Research question. They will simply have to indicate Yes or No to the following question: Are you required to register for your dissertation or minor dissertation this year.

If YES is selected, a Task will trigger for students to complete the MoU/PPA process prior to completing registration.

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

The screenshot shows the registration interface with the 'Next' button highlighted in blue, indicating the next step in the process.

STEP 4: Personal Details

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Not Started

Step 4 of 14: Personal Details

Date of Birth

Gender

Identity Number

Names

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

Confirm

Personal Details

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

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

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

STEP 5: Biographical Details

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

Step 5 of 14: Biographic Details

Demographic Details

Self Declared Race

Citizenship Details

Country	Citizenship Status
South Africa	SA Citizen

Edit Details

*Self Declared Race

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

Confirm

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

STEP 6: Contact Details

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Not Started

8 Emergency Contacts Not Started

Step 6 of 14: Contact Details

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

Email

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

Phone

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

Confirm

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

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

STEP 7: Addresses

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

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

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

STEP 8: Emergency Contacts

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

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

If you would like to add an additional emergency contact details, click on the plus (+) icon under the appropriate field.

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

STEP 9: Communication Preferences

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

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 8 through 12. Step 9, 'Communication Preferences', is highlighted as 'Complete'. The main content area is titled 'Step 9 of 14: Communication Preferences' and includes a 'Save' button. Under 'My Communication Preferences', there are dropdown menus for 'Language' (set to English) and 'Method' (set to E-Mail). Under 'Communication Permissions', there are dropdown menus for 'Parent' (set to Yes) and 'Fee Payer' (set to Yes), along with text input fields for 'Email Address' for both. A note states: 'We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.'

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

STEP 10: Personal & Demographic Information

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

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 8 through 10. Step 10, 'Personal & Demographic Information', is highlighted as 'Complete'. The main content area is titled 'Step 10 of 14: Personal & Demographic Information' and includes a 'Confirm' button. The text reads: 'Personal, Demographic and Fee Payer information. Confirm that your information is correct.' It contains two numbered statements for confirmation: 1. 'I have checked and updated my personal information and confirm that it is correct. Where I could not update a field with outdated personal information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule G9.' 2. 'I have checked the fee payer address on system and confirm that it is correct. Where it was not correct, I have updated it.' At the bottom, it shows 'Agreement Date 12/12/2023'.

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

The screenshot shows the 'Step 11 of 14: Holds' section of the registration process. A table lists one hold: 'Memorandum of Understanding' under the 'Department' 'University of Cape Town'. A 'Hold Details' modal window is open, displaying the reason 'Memorandum of Understanding' and the start term '2024'. It includes the instruction: 'You must complete your Memorandum of Understanding before you are allowed to register for the year.' and a 'Complete' button.

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.

The screenshot shows the 'Step 11 of 14: Holds' section where no holds are present. A message box states: 'There are no holds preventing you from enrolling. Press confirm to continue.' The 'Confirm' button and the 'Next >' button are highlighted in blue.



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 EBE, you either register via Programme Enrolment (PE) or Blank Shopping Cart (BSC) dependent to the programme and year of study. 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).

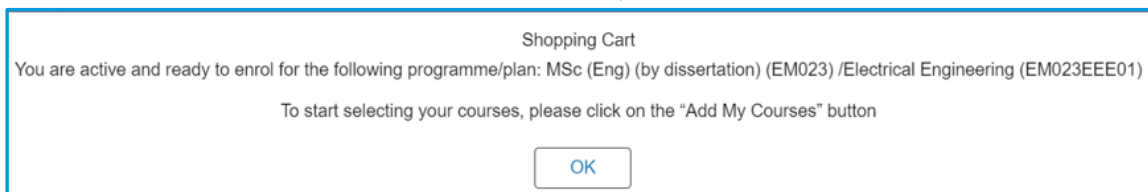
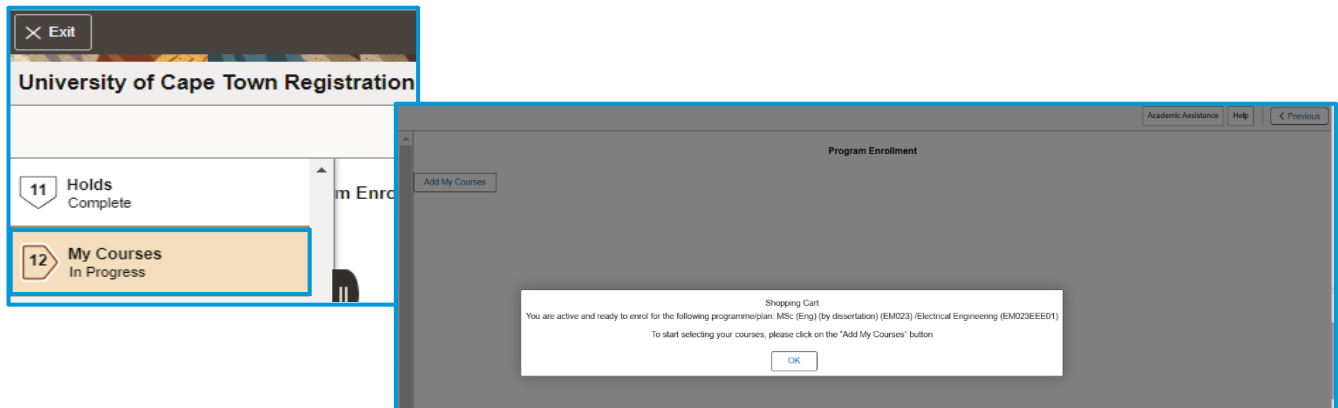
When clicking on the “Add Additional Courses” button, you are prompted to search and select the courses you need to register for and adding them to your registration list.

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

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**.



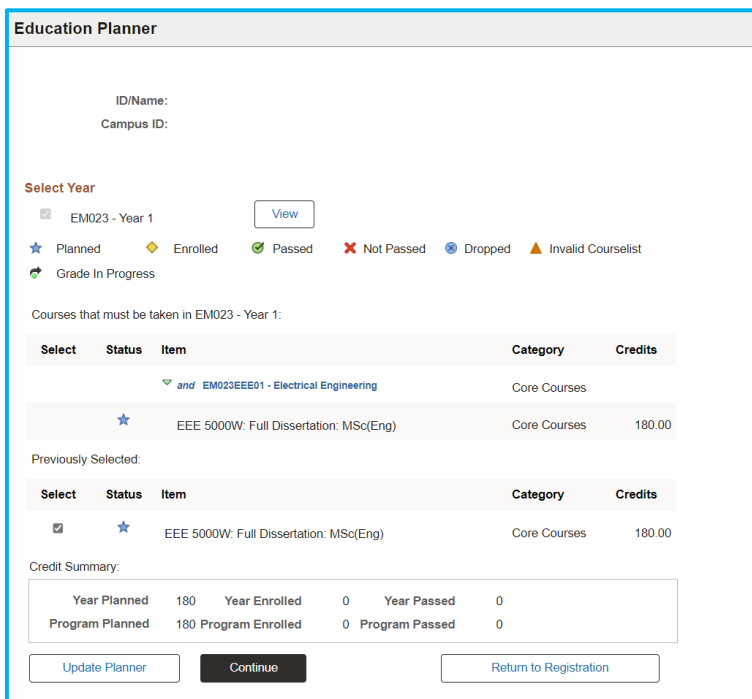
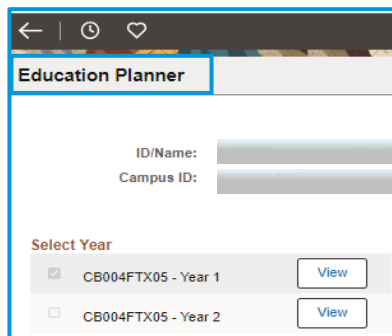
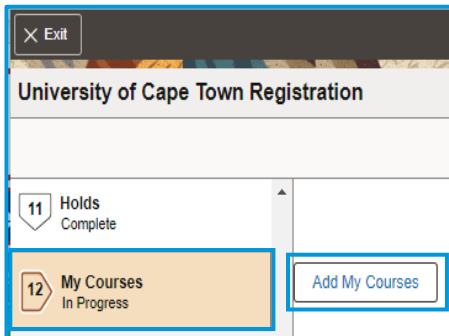
PLEASE NOTE

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.



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**.





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

Schedule Builder

ID/Name:
Campus ID:

Open Closed Wait List

> Change Filter Options

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Meeting Information not available

Class	Course Title	Instructor	Start Date	End Date	Status
EEE 5000W - RG01 (Thesis Resea	EEE 5000W: Full Dissertation: MSc(Eng)	Staff	17/02/2025	27/02/2026	Pending

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.

Please proceed with registration by selecting all the courses in your shopping cart and clicking the "Enroll" button.

Your Shopping Cart


Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Thesis - 5013	EEE 5000W Full Dissertation: MSc(Eng)	Full Year	To be Announced	To be Announced	To be Announced	180.00		

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Thesis - 5013	EEE 5000W Full Dissertation: MSc(Eng)	Full Year	To be Announced	To be Announced	To be Announced	180.00		

Are you sure you want to enroll?

Are you sure you want to enroll?

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

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

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



PROGRAMME ENROLMENT cont.

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

Click Next to continue to Step 13.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 3 through 12, all marked as 'Complete'. Step 12, 'My Courses', is highlighted. The main content area shows a notification: 'EEE 5000W - Full Dissertation: MSc(Eng) This class has been added to your schedule.' with a green checkmark icon. At the top right, there are buttons for 'Academic Assistance', 'Help', '< Previous', and 'Next >'.

Indicator Meanings:

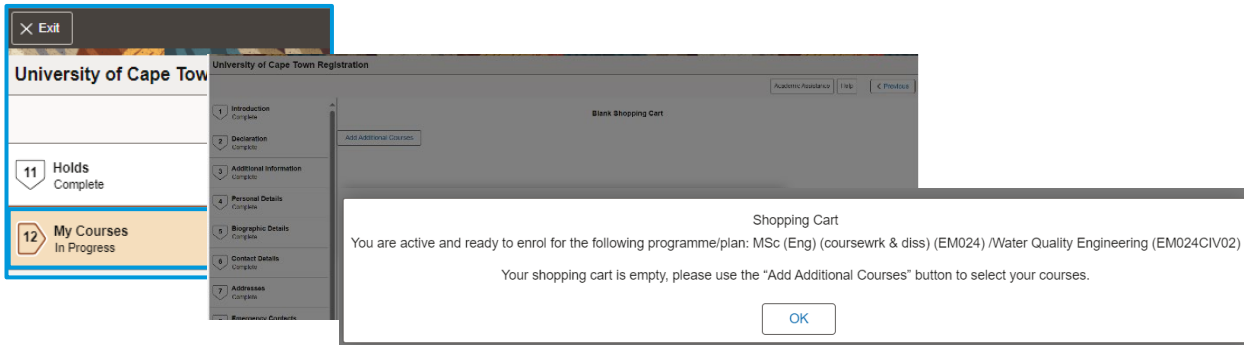
- Class successfully added to your schedule.
- Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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

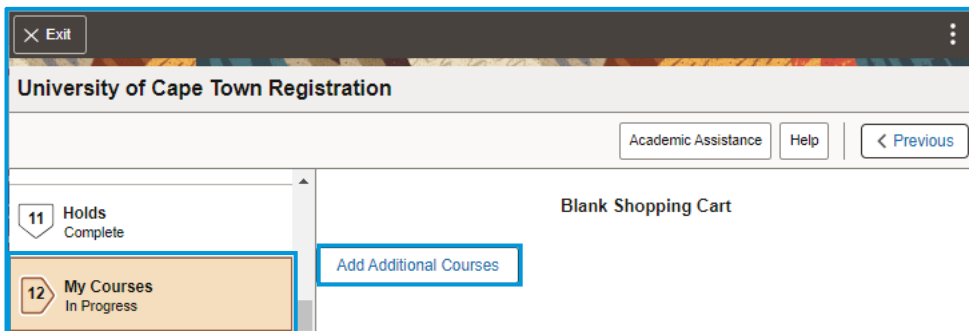
12.2 Blank Shopping Cart

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**.

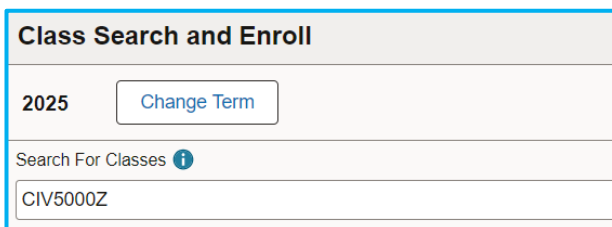


Note: If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

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**.

Class Search and Enroll

2025

Search For Classes ⓘ

CIV5000Z

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

Search Tips

Enter specific keyword(s) for immediate retrieval of courses, for example course title, topic, subject and catalog number, class number.

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.

Class Search Results

▼ **Class Status**

Open Classes

▼ **Course Career**

Masters

▼ **Subject**

CIV/Civil Engineering

▼ **Location**

Upper Campus

View Search Results

1 Course with keyword(s): CIV5000Z

ⓘ

CIV 5000Z
Masters in Civil Eng - Dissert Part
1 Class Option Available

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 CIV 5000Z. It includes a sidebar with navigation options like 'View My Classes/Schedule', 'Shopping Cart', and 'Class Search and Enroll'. The main content area displays course details and a table of class options.

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Full Year	Thesis - 4636	03/01/2025 - 31/12/2025	To be announced	To be Announced	Open Seats 48 of 50

This section provides detailed information about the course, including a description of the dissertation requirements, units, grading, components, and course career.

The dissertation should incorporate any or all of the following: design of all or part of an engineering project to a specification involving advanced concepts and theoretical principles; a research project of a theoretical or practical nature; a critical review of a specified topic based upon a comprehensive search of the literature or available data, development of an item of equipment or a technique involving novel features; or advanced design, or any other study acceptable to the Faculty.

- Units: 120.00
- Grading: Graded
- Components: Thesis Research
- Course Career: Masters

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.

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

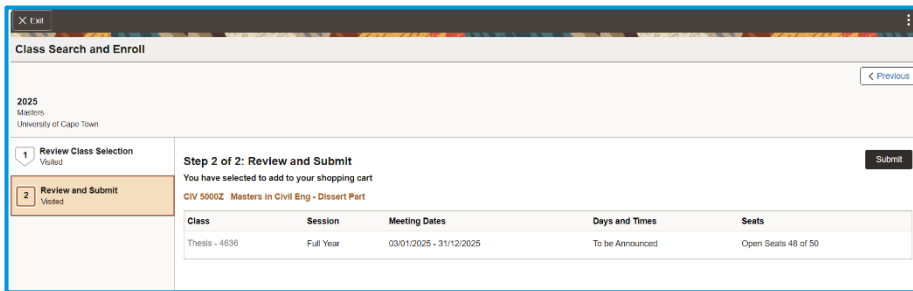
The screenshot shows the 'Review Class Selection' page. It features a progress indicator with two steps: 'Review Class Selection' (marked as 'Visited') and 'Review and Submit' (marked as 'Not Started'). The main content area displays the course details and a table of the selected class option.

Class	Session	Meeting Dates	Days and Times	Seats
Thesis - 4636	Full Year	03/01/2025 - 31/12/2025	To be Announced	Open Seats 48 of 50

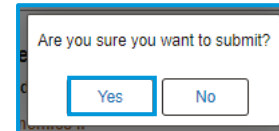


Blank Shopping Cart cont.

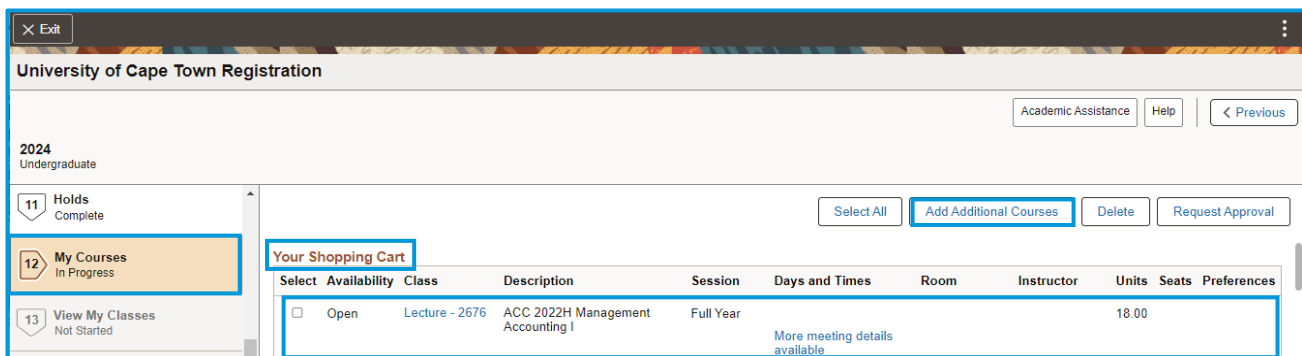
Once you clicked next, the **Review and Submit** page opens. Click **Submit** to add the course to your shopping cart.



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

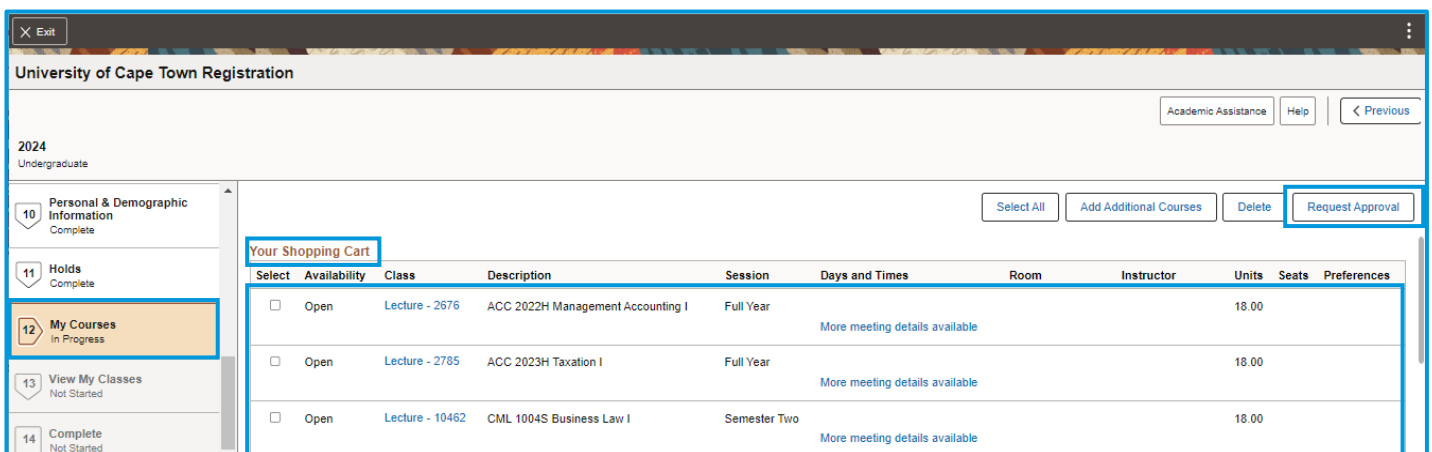


As per your selection, the course now shows in **Your Shopping Cart**. To add another course, click **Add Additional Courses**. Repeat the steps until all required courses are added to your shopping cart.



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**.



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

2025
Masters

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

11 Holds Complete

12 My Courses In Progress

Your course submission for registration requires approval and has therefore been set to "decision pending". Please check your approval status regularly for any actions required.

Select All Decision Pending

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Thesis - 4636	CIV 5000Z MSc Civil Engineering Part Dis	Full Year				120.00		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.

University of Cape Town Registration

2025 Masters

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences

Your course submission for registration requires some additional changes. Please view the changes/feedback by clicking on the "Action Required by Student" button.

Select All Add Additional Courses Action Required by Student Delete

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Thesis - 4636	CIV 5000Z MSc Civil Engineering Part Dis	Full Year				120.00		More meeting details available

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."

Create Service Requests

My Request Detail

Category: Registration Curriculum Approvals Type: Curriculum Advice and Approval

Subtype: None Request Date: 25/10/2024

Status: Submission received

Comment: [Text Area]

File Attachments

Attached File	View	Add Attachment
[File Name]	View	Add Attachment

Submit Cancel

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.

University of Cape Town Registration

2025 Masters

Your course selection for registration requires approval. Please submit an approval request by using the indicated button.

Select All Add Additional Courses Request Approval Delete

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Thesis - 4636	CIV 5000Z MSc Civil Engineering Part Dis	Full Year				120.00		More meeting details available

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."

Create Service Requests

My Request Detail

Category: Registration Curriculum Approvals Type: Curriculum Advice and Approval

Subtype: None Request Date: 25/10/2024

Status: Submission received

Comment:

File Attachments

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

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”.

University of Cape Town Registration

Academic Assistance Help < Previous

2025
Masters

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

Please proceed with registration by selecting all the courses in your shopping cart and clicking the "Enroll" button.

Select All Add Additional Courses Submission Approved Enroll

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Thesis - 4636	CIV 5000Z MSc Civil Engineering Part Dis	Full Year	More meeting details available			120.00		

Are you sure you want to enroll?

Yes 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.

Enrollment

Please ensure you click and select all checkboxes next to each course and then click on the "Enroll" button to finalise your registration.

OK

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 displays the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 5 through 12, all marked as 'Complete'. Step 12, 'My Courses', is highlighted. The main content area shows a green checkmark icon next to the text 'CIV 5000Z - Masters in Civil Eng - Dissert Part' and a sub-message: 'This class has been added to your schedule.' Navigation buttons for 'Academic Assistance', 'Help', '< Previous', and 'Next >' are visible at the top right.

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 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

2025 Masters

Additional Information Complete

Personal Details Complete

Biographic Details Complete

Contact Details Complete

Addresses Complete

Emergency Contacts Complete

Communication Preferences Complete

Personal & Demographic Information Complete

Holds Complete

My Courses Complete

View My Classes Visited

By Class | By Date

Show Enrolled Classes | Show Dropped Classes

EEE 6000W Full Dissertation: MSc(Eng)

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	180.00	Graded		MSc (Eng) (by dissertation)	

Class	Start/End Dates	Days and Times	Room
Thesis - 5013	17/02/2025 - 27/02/2025	Schedule: To be Announced	To be Announced

Enrollment Deadlines: No Exams Scheduled

STEP 14: Complete

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

University of Cape Town Registration

Step 14 of 14: Complete

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

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

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

Academic Assistance | Help | < Previous

Submit

Step 14 of 14: Complete

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

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

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

Agreement Date 11/11/2024

Academic Assistance | Help | < Previous

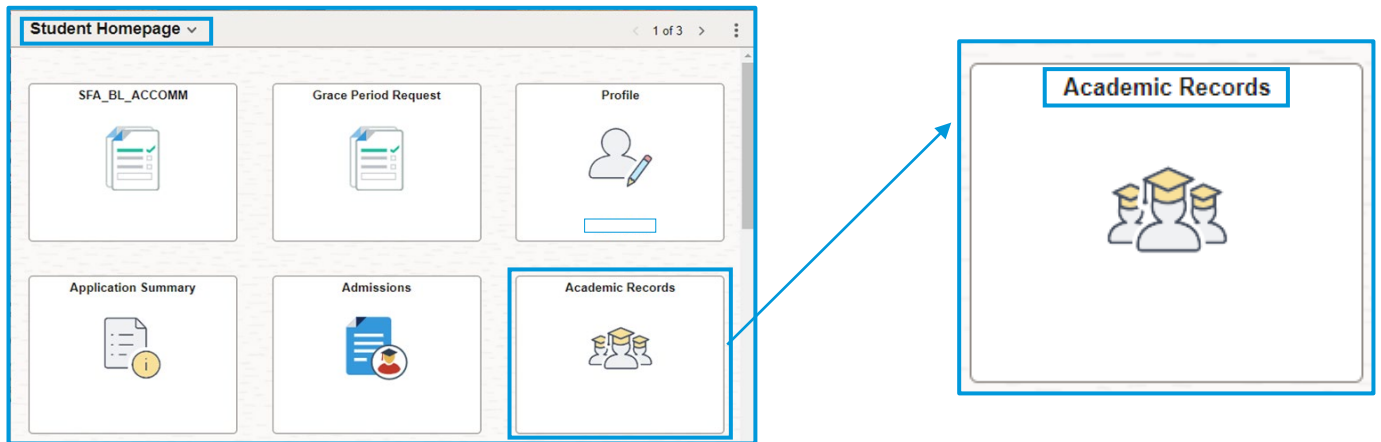
Submit

END OF REGISTRATION PROCESS

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

Proof of Registration

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



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

The screenshot shows the 'Proof of Registration' page. On the left is a navigation menu with the 'Proof of Registration' tab selected. The main content area includes a 'Term Selection' dropdown set to '2023', 'Academic Information' (Masters, Sixth Year, EM023 MSc (Eng) (by dissertation)), and a table of course details. An 'EMAIL' button is located below the table.

Course T1	Description T1
EEE	5000W Full Dissertation: MSc(Eng) GIP

Select term and click **Email**