



UCT

REGISTRATION

STUDENT GUIDE

FACULTY OF ENGINEERING &
THE BUILT ENVIRONMENT

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 EBE UG 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:

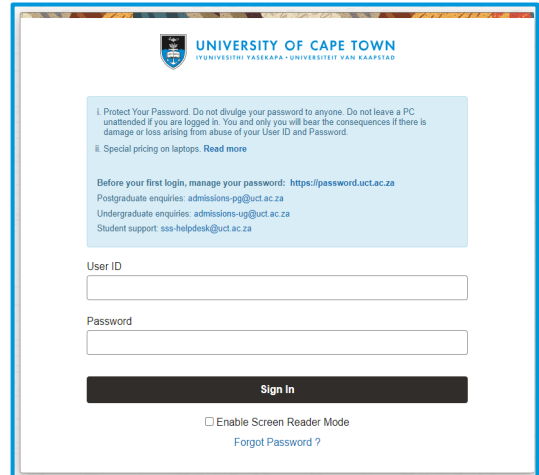
<https://studentsonline.uct.ac.za/>

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

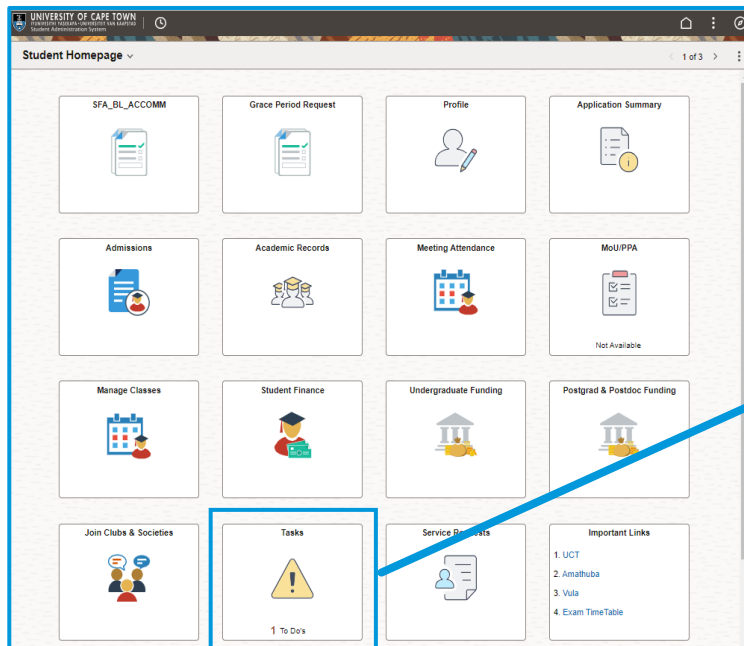
Phone: +27 (0)21 650 4500

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

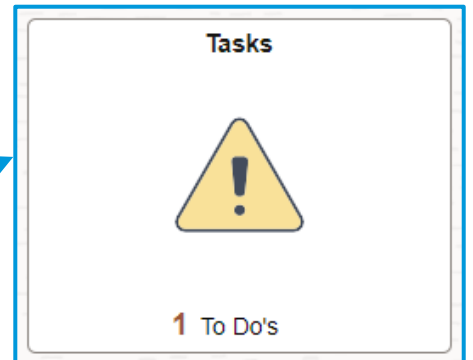


Access Activity Guide

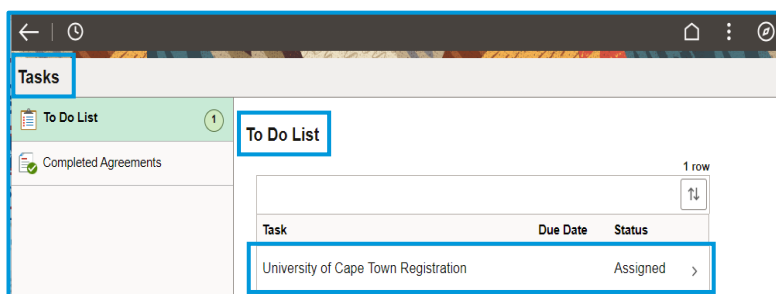
On the **Student Home Page**, click on the **Tasks** tile



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 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:

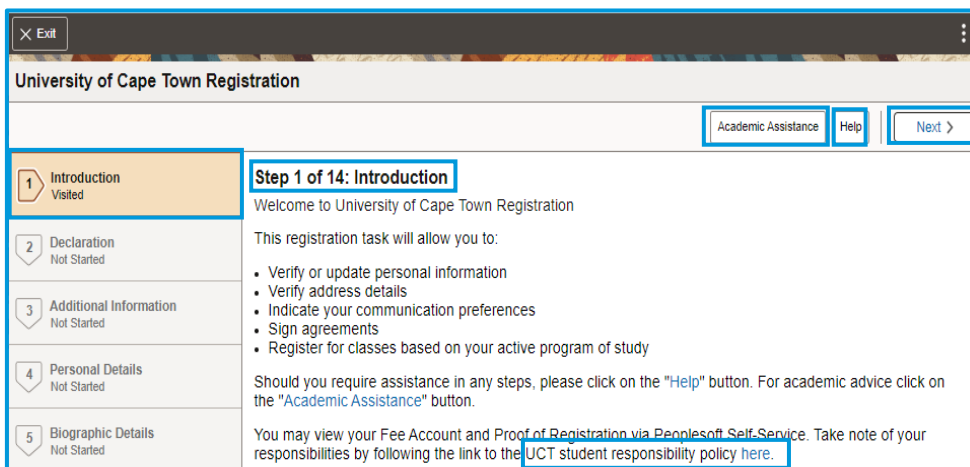
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial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

Step 2 of 14: Declaration Accept

1 Introduction Visited	
2 Declaration Complete	<p>PRIVACY STATEMENT FOR REGISTRATION AT UCT</p> <p>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:</p> <ul style="list-style-type: none"> • Personal information in your UCT application and registration forms; • Your image and fingerprints; and • Your qualifications. <p>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.</p> <p>As a public body, UCT also places records of qualifications we award in the public domain.</p> <p>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.</p>
3 Additional Information Not Started	
4 Personal Details Not Started	
5 Biographic Details Not Started	

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

DECLARATION

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

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

Agreement Date 12/12/2023

Printable Page

STEP 3: Additional Information

NOTE: 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

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

Step 3 of 14: Additional Information

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.

No

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

No

Expected Graduation Year

2026

*3. In what academic year do you intend to complete all the courses for your qualification?

Save Answers

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

Step 3 of 14: Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

*1. In what academic year do you intend to complete all the courses for your qualification?

Save Answers

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Complete

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 Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

Step 3 of 14: Additional Information

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?

<

Yes

No

Save Answers

- 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

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Step 3 of 14: Additional Information

Save Answers

STEP 4: Personal Details

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

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

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

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
<input type="text"/>		
psoft.test@uct.ac.za	Personal	✓

Phone

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

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 >

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

Step 7 of 14: Addresses Confirm

Home(Street) Address

+
Address From
Current >

Home(Postal) Address

+
Address From
Current >

Fee(Billing) Address

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.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

7 Addresses Complete

8 **Emergency Contacts Complete**

Step 8 of 14: Emergency Contacts Confirm

No contacts defined.
Add Contact

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

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

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

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

STEP 9: Communication Preferences

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Not Started

11 Holds Not Started

12 My Courses Not Started

Step 9 of 14: Communication Preferences Save

My Communication Preferences

Language English Method E-Mail

Communication Permissions

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

Parent Parent Yes Fee Payer 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 when clicking on the My Course step (Step 12), a Pop-up Message with the applicable. Active Programme and Plan appears with an instruction of where to add courses. Click OK.

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

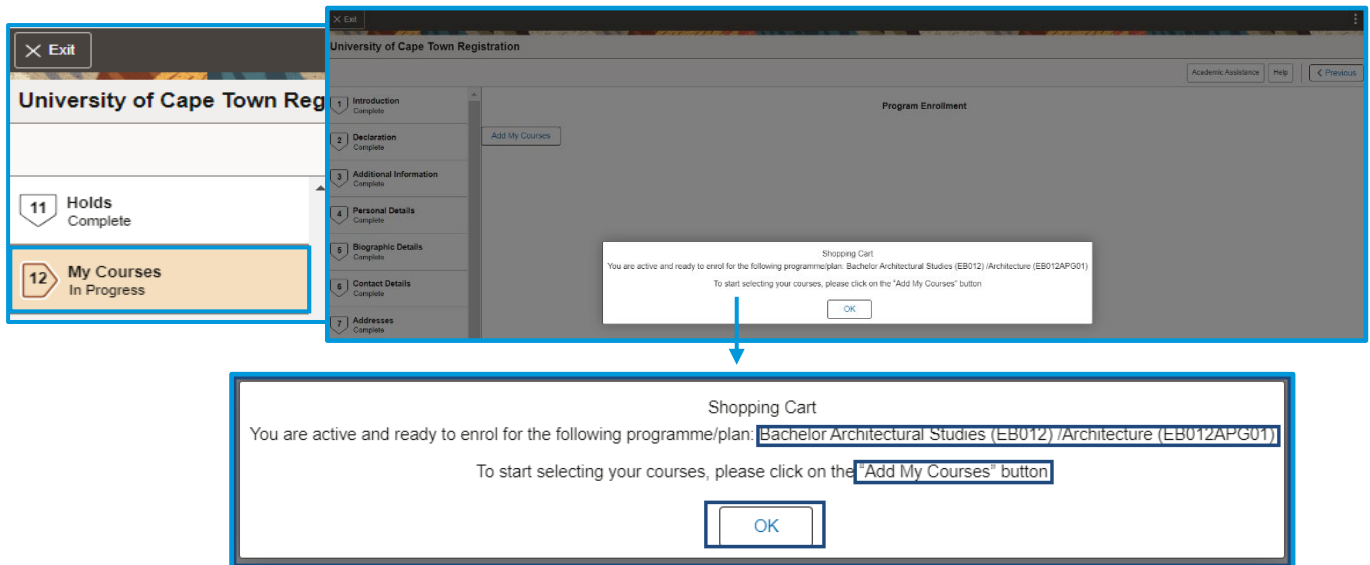
The following 3 programmes have been fully onboarded onto rules-based Programme Enrolment as of Registration 2025:

- EB012APG01 - Bachelor Architectural Studies
- EB019APG09 – Bachelor of Science in Geomatics (Surveying Stream – 4 years)
- EB019APG11 - BSc in Geomatics (Geoinformatics Stream – 4 years)

Please note that students on all other EBE undergraduate programmes will register via Programme Enrolment in Year 1, and ASPECT, transferring students and returners will register via Blank Shopping Cart

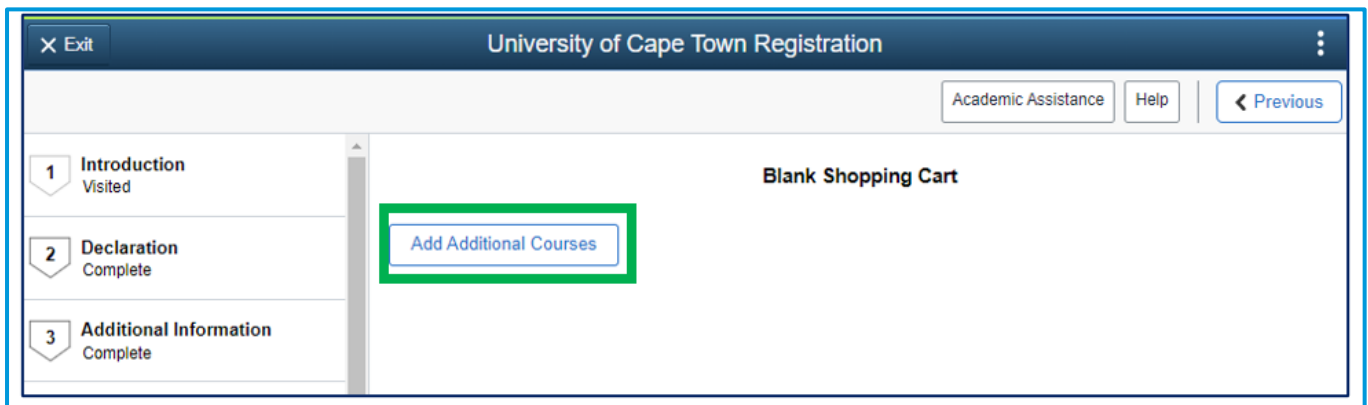
12.1 PROGRAMME ENROLMENT

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



PLEASE NOTE

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

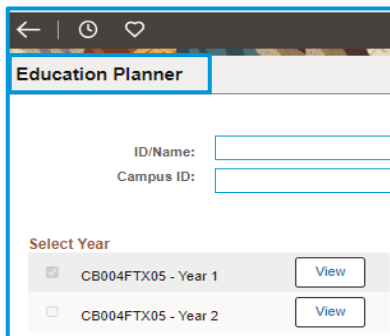
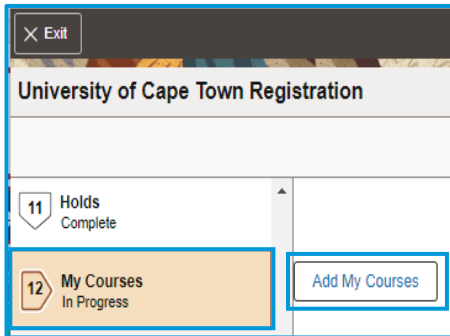




PROGRAMME ENROLMENT cont.

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

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



Education Planner

ID/Name: _____
Campus ID: _____

Select Year

EB012APG01 - Year 1 View

EB012APG01 - Year 2 View

EB012APG01 - Year 3 View

> **Plan Selection**

★ Planned ◆ Enrolled ✔ Passed ✖ Not Passed ⊗ Dropped ▲ Invalid Course/ist

🔄 Grade In Progress

Courses that must be taken in EB012APG01 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	APG 1003W: Technology I	Core Courses	24.00
<input checked="" type="checkbox"/>	★	and APG 1020W: Design & Theory Studio I	Core Courses	72.00
<input checked="" type="checkbox"/>	★	and APG 1004F: History & Theory of Arch I	Core Courses	12.00
<input checked="" type="checkbox"/>	★	and APG 1005S: History & Theory of Arch II	Core Courses	12.00
<input checked="" type="checkbox"/>	★	and APG 1021W: Representation I	Core Courses	24.00

Credit Summary:

Year Planned	144	Year Enrolled	0	Year Passed	0
Program Planned	144	Program Enrolled	0	Program Passed	0

Your education plan has been updated.

Update Planner Continue



PROGRAMME ENROLMENT cont.

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00AM						
9:00AM	● APG 1020W - LG01 Lecture 9:00AM - 11:00AM Location: TBA Session 1 0015 PENDING		● APG 1020W - LG01 Lecture 9:00AM - 11:00AM Location: TBA Session 1 0015 PENDING	● APG 1003W - LG01 Lecture 8:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 1020W - LG01 Lecture 9:00AM - 11:00AM Location: TBA Session 1 0015 PENDING	
10:00AM		● APG 1021W - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING				
11:00AM	● APG 1020W - PG01 Practical 11:00AM - 1:00PM Location: TBA Session 1 0015 PENDING		● APG 1020W - PG01 Practical 11:00AM - 1:00PM Location: TBA Session 1 0015 PENDING		● APG 1020W - PG01 Practical 11:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	
12:00PM						

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

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

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 is a navigation menu for the year 2025 Undergraduate, with steps 8 through 14. Step 12, 'My Courses', is highlighted and marked as 'Complete'. The main area displays a list of five courses, each with a green checkmark and the text 'This class has been added to your schedule.':

- ✓ APG 1003W - Technology I
- ✓ APG 1004F - History & Theory Of Architecture I
- ✓ APG 1005S - History & Theory of Architecture II
- ✓ APG 1020W - Design & Theory Studio I
- ✓ APG 1021W - Representation I

Indicator Meanings:

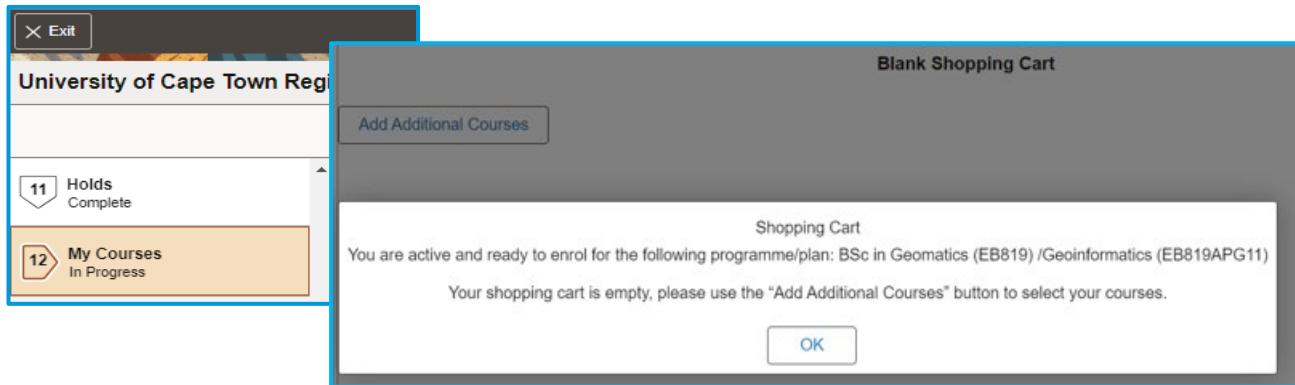
- ✓ Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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

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

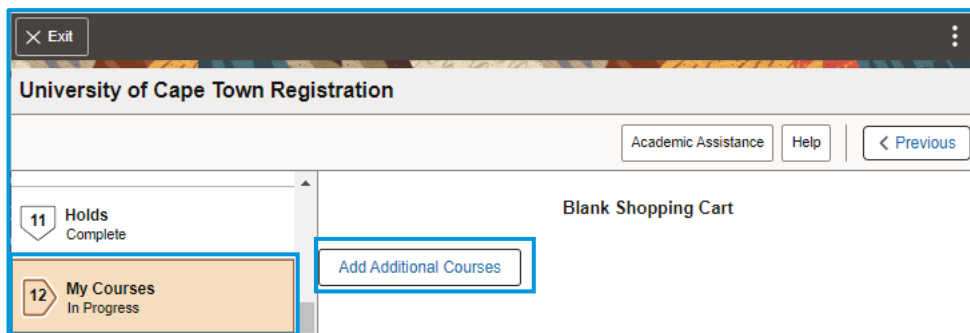
12.2 Blank Shopping Cart

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

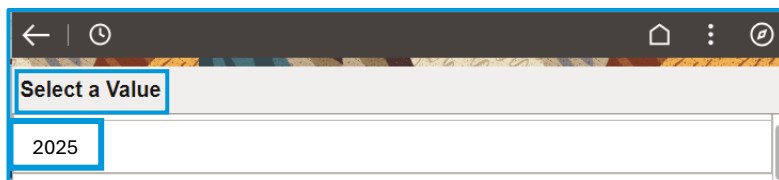


Note: If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

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



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

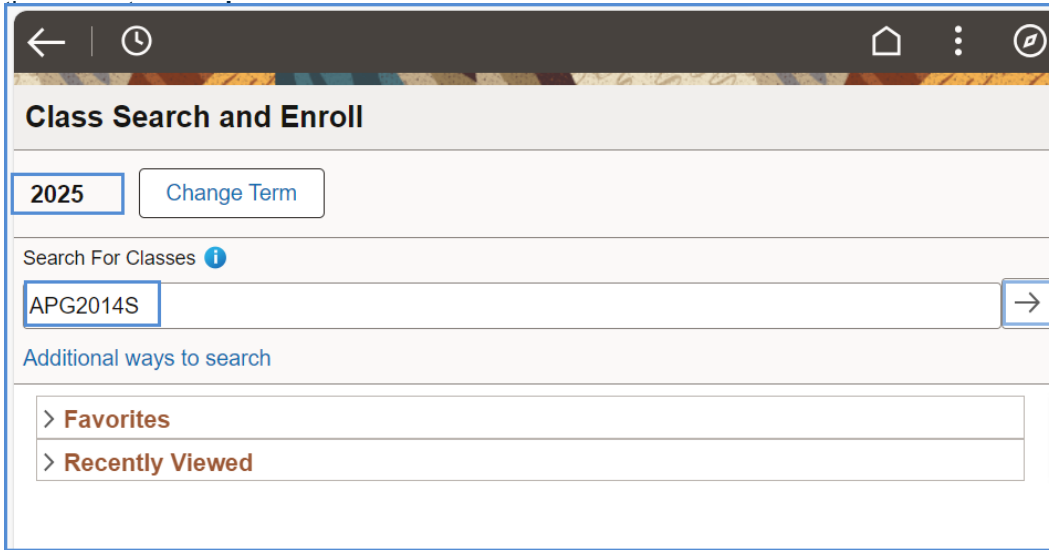


Only the current year's tab is visible for selection

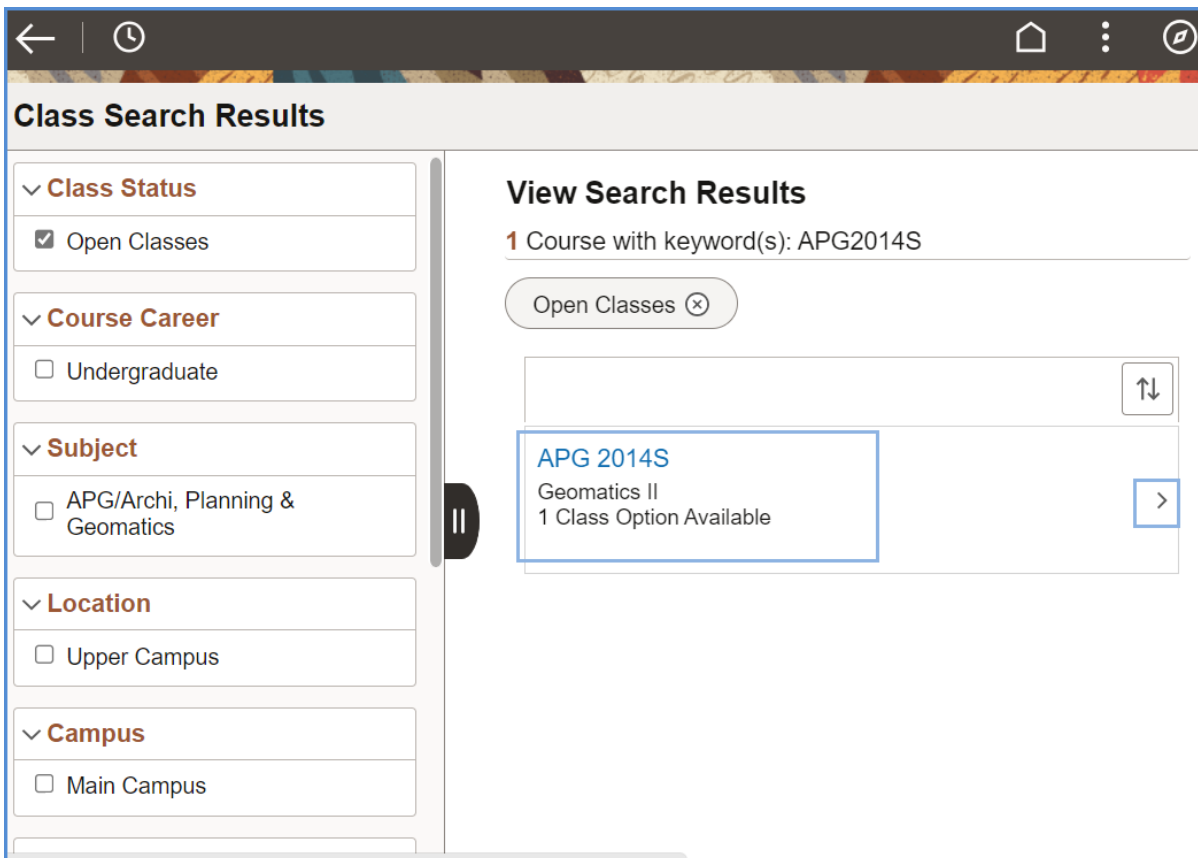


Blank Shopping Cart cont.

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



The **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 (>)**.

▼ **Course Information**

This course builds further upon the introduction to co-ordinate systems provided in Geomatics I, and extends it to cover co-ordinate transformations, 3-D co-ordinate systems and time variations. The student is also introduced to the method of least squares as a means of solving over-determined systems of equations, with applications in co-ordinate transformations. Course Content: Introduction to error theory and error propagation; method of least squares - parametric case; two-dimensional co-ordinate systems; motions of the Earth; time; satellite orbits; three-dimensional co-ordinate systems and spherical trigonometry.

Units 24.00
Grading Graded
Components Lecture, Tutorial
Course Career Undergraduate

Next >

2025
Undergraduate
University of Cape Town

1 Review Class Selection
Visited

2 Review and Submit
Not Started

Step 1 of 2: Review Class Selection
You have selected
APG 2014S Geomatics II
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 4820	Semester Two	28/07/2025 - 05/09/2025	Monday to Friday 11:00AM to 11:45AM	Open Seats 50 of 55
		15/09/2025 - 27/10/2025	Monday to Friday 11:00AM to 11:45AM	
Tutorial - 4935	Semester Two	28/07/2025 - 05/09/2025	Monday 2:00PM to 5:00PM	Open Seats 35 of 38
		15/09/2025 - 27/10/2025	Monday 2:00PM to 5:00PM	

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**.



Blank Shopping Cart cont.

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

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 4820	Semester Two	28/07/2025 - 05/09/2025 15/09/2025 - 27/10/2025	Monday to Friday 11:00AM to 11:45AM Monday to Friday 11:00AM to 11:45AM	Open Seats 50 of 55
Tutorial - 4935	Semester Two	28/07/2025 - 05/09/2025 15/09/2025 - 27/10/2025	Monday 2:00PM to 5:00PM Monday 2:00PM to 5:00PM	Open Seats 35 of 38

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

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.

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**.

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

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 4820	APG 2014S Geomatics II	Semester Two				24.00		More meeting details available
		Tutorial - 4935								More meeting details available
<input checked="" type="checkbox"/>	Open	Prac - 4661	APG 2019X Practical Training I	Full Year				0.00		More meeting details available
<input checked="" type="checkbox"/>	Open	Lecture - 5328	APG 2040F Surveying 1	Semester One				18.00		More meeting details available
<input checked="" type="checkbox"/>	Open	Lecture - 12661	CSC 1016S Computer Science 1016	Semester Two				18.00		



Blank Shopping Cart cont.

Leave a comment and **add your SEAT output form as an attachment**, and click **Submit**

Create Service Requests

Terima Khumbane

My Request Detail

Category: Registration Curriculum Approvals Type: Curriculum Advice and Approval

Subtype: None Request Date: 15/10/2024

Status: Submission received

Comment:

File Attachments

Attachments: Audit

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

University of Cape Town Registration

Academic Assistance Help < Previous

2025 Undergraduate

- 5 Biographic Details Complete
- 6 Contact Details Complete
- 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	Lecture - 4820	APG 2014S Geomatics II	Semester Two				24.00		More meeting details available
		Tutorial - 4935								More meeting details available
<input type="checkbox"/>	Open	Prac - 4661	APG 2019X Practical Training I	Full Year				0.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 5328	APG 2040F Surveying 1	Semester One				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.

Student Systems Support Documentation

19



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 <pssoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Incomplete

Dear

CURRICULUM SUBMISSION INCOMPLETE

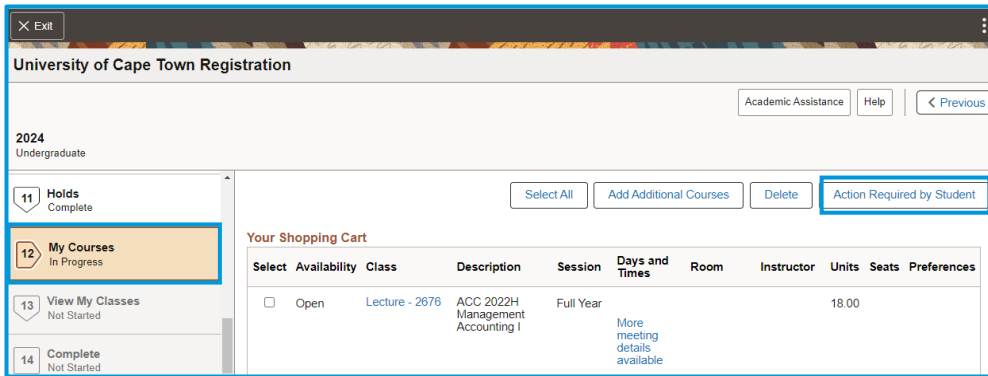
Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

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

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

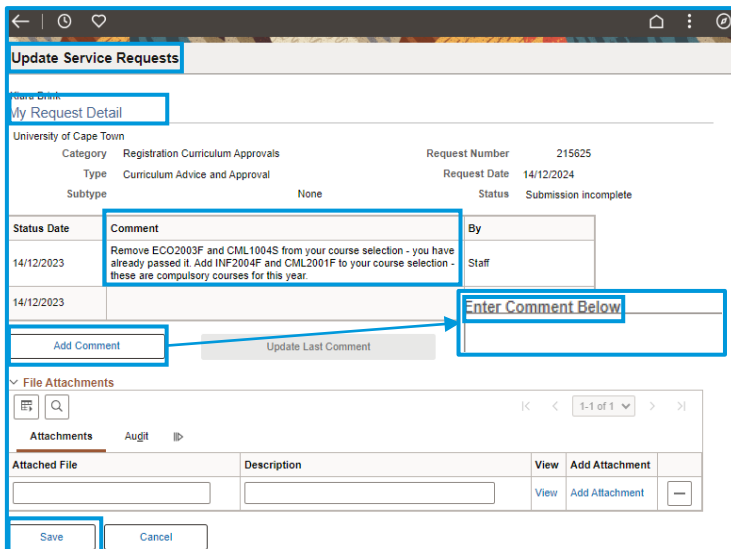
Sincerely
UCT Registration

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



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

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



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



Blank Shopping Cart cont.

2: Declined

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

Dear

CURRICULUM SUBMISSION DECLINED

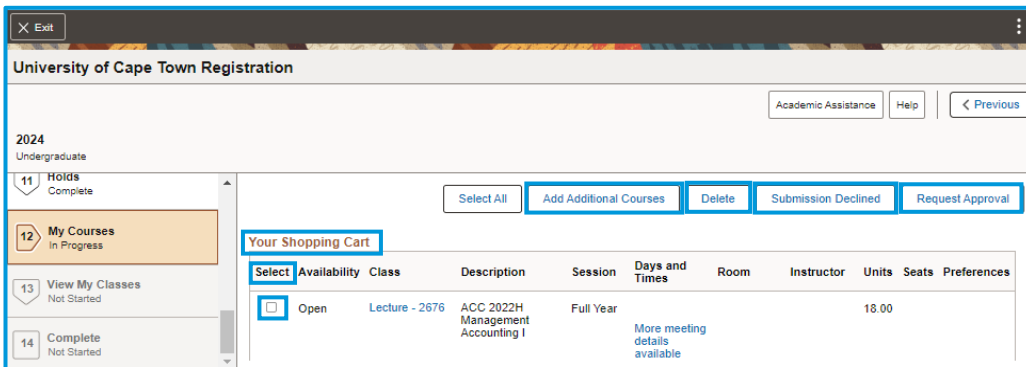
Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

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

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

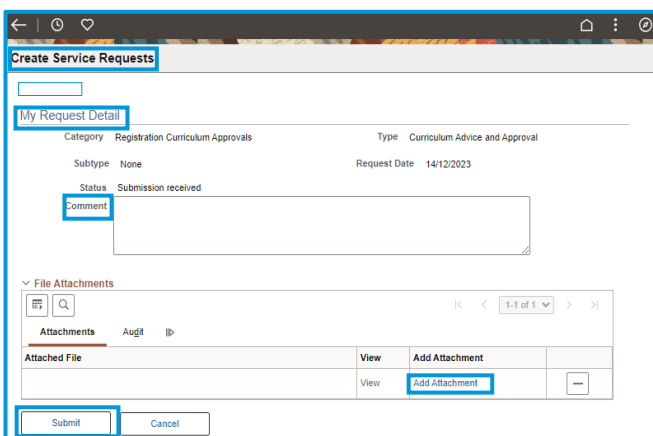
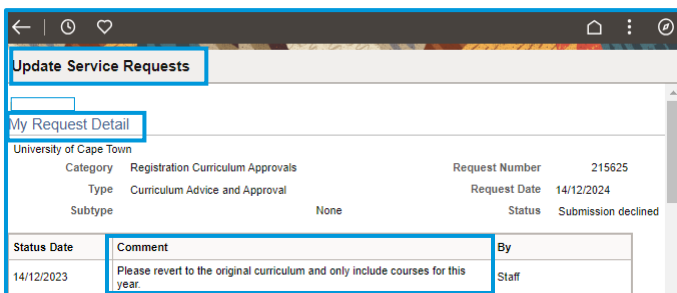
Sincerely
 UCT Registration

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



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

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



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



Blank Shopping Cart cont.

3: Final Approval

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

Dear

CURRICULUM SUBMISSION APPROVED

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

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

Once registered please also complete Steps 13 and 14.

Sincerely
UCT Registration

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

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

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

The dialog box asks 'Are you sure you want to enroll?' and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted.

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

The message reads: 'Enrollment. Please ensure you click and select all checkboxes next to each course and then click on the “Enroll” button to finalise your registration.' with an 'OK' button below it.

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 for the year 2025 Undergraduate. On the left is a navigation menu with steps 8 through 14. Step 12, 'My Courses', is highlighted and marked as 'Complete'. The main area displays a list of five courses, each with a green checkmark and the text 'This class has been added to your schedule.':

- ✓ APG 1003W - Technology I
- ✓ APG 1004F - History & Theory Of Architecture I
- ✓ APG 1005S - History & Theory of Architecture II
- ✓ APG 1020W - Design & Theory Studio I
- ✓ APG 1021W - Representation I

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

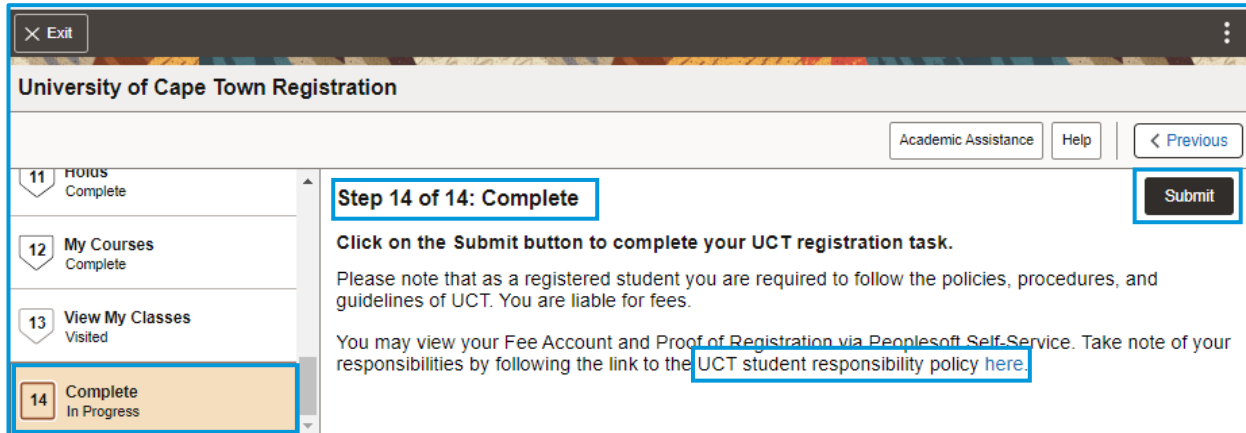
Week of 12/02/2024 Start Time 8:00AM

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					

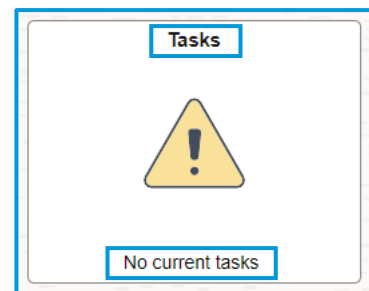
STEP 14: Complete

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.

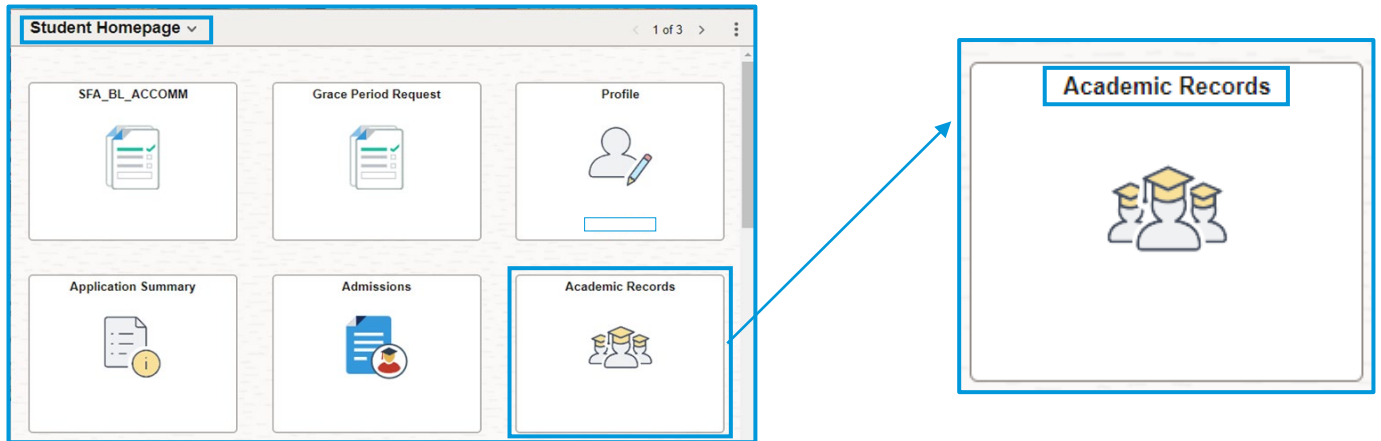


END OF REGISTRATION PROCESS

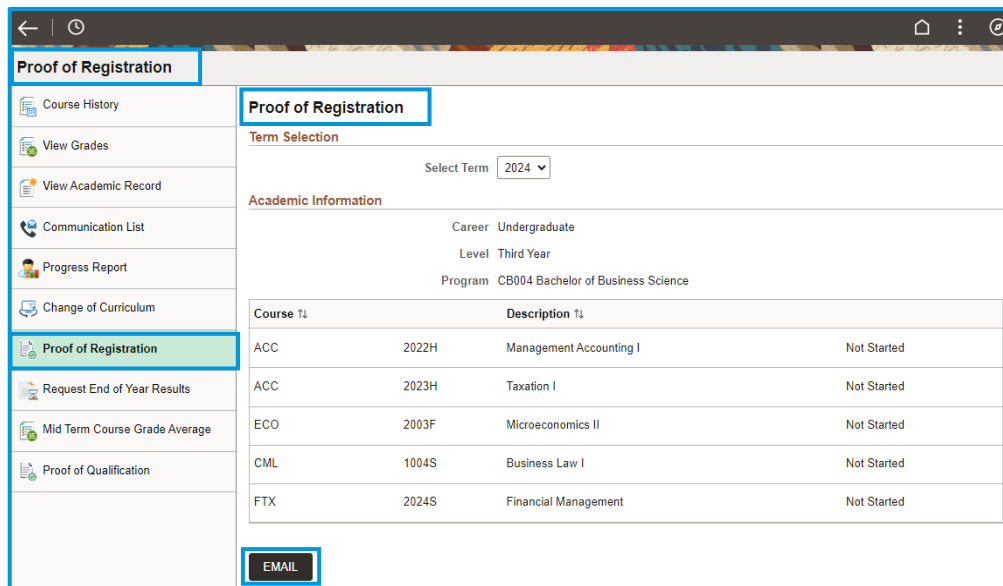
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

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**