



# UCT REGISTRATION STUDENT GUIDE

**FACULTY OF HEALTH SCIENCES**  
POSTGRADUATE  
Programme Enrolment





## 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 Programme Enrolment (PE) registration process for FHS PG studies.

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

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

If you encounter any difficulties accessing or navigating the PeopleSoft student page, or any other part of the registration process, please contact the SSS Student Support Helpdesk:

Email: [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za) Phone: +27 (0)21 650 5227

## STEPS OVERVIEW

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



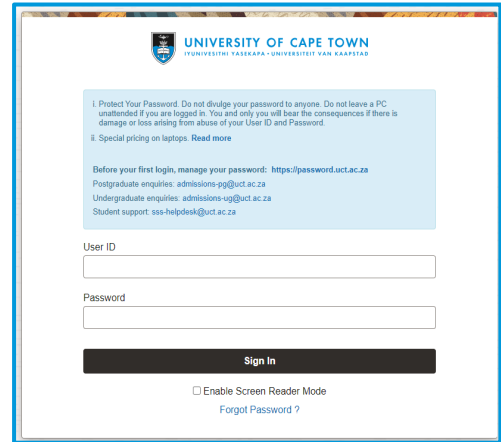


## Sign into PeopleSoft

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

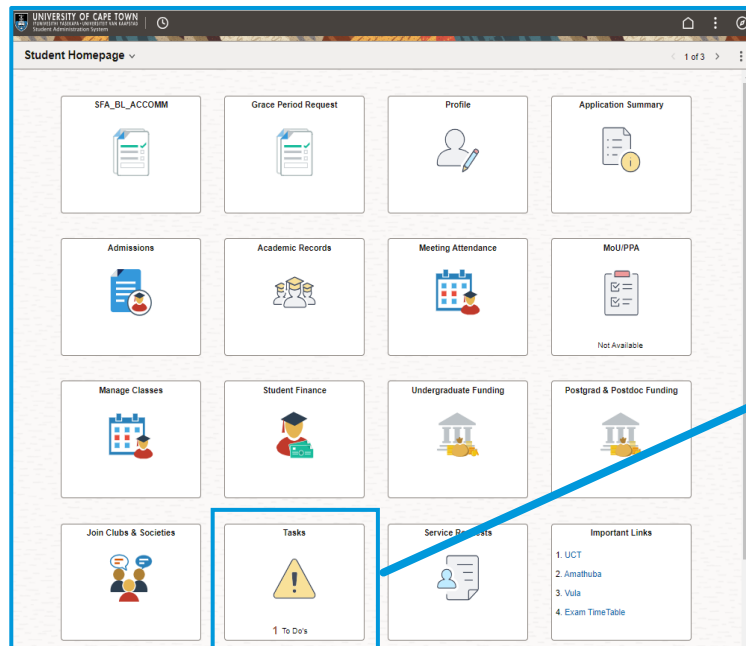
If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

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

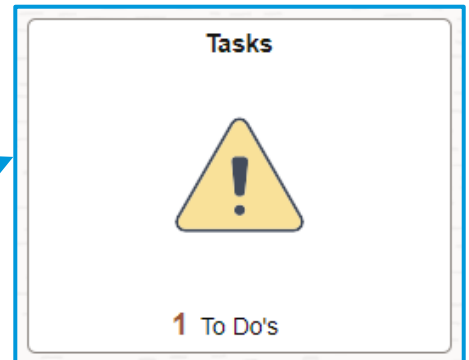


## Access Activity Guide

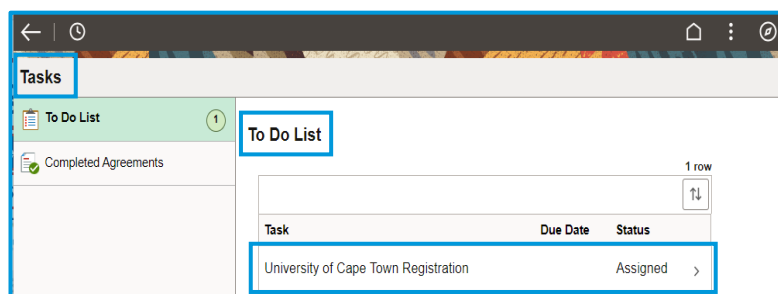
On the **Student Home Page**, click on the **Tasks** tile



**Tip:** The “Tasks” tile is usually found towards the bottom of the “Student Homepage.”



On the **Tasks** page **To Do List**, click on **University of Cape Town Registration** to open the **Registration Activity Guide**.





## ACTIVITY GUIDE

The Registration Activity Guide consists of fourteen (14) sequential steps that must be completed to finalize your registration. Each step is essential and cannot be skipped.

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

### NOTE:

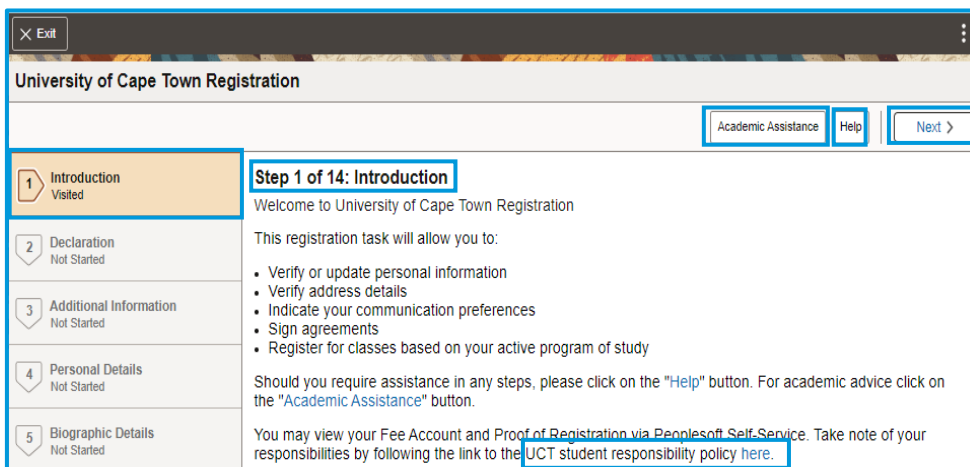
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial information regarding the use of personal information and UCT's compliance with POPIA (Protection of Personal Information Act).
- The **Declaration** contains essential statements regarding your registration at UCT. It also emphasizes that all correspondence between you and the university will be conducted via your UCT email account.

Additional information, when needed, is denoted with: 

1	Introduction Visited
2	Declaration Not Started
3	Additional Information Not Started
4	Personal Details Not Started
5	Biographic Details Not Started
6	Contact Details Not Started
7	Addresses Not Started
8	Emergency Contacts Not Started
9	Communication Preferences Not Started
10	Personal & Demographic Information Not Started
11	Holds Not Started
12	My Courses Not Started
13	View My Classes Not Started
14	Complete Not Started

## STEP 1: Introduction

Read the **Introduction** and click **Next** to continue.



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

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

The screenshot shows the 'DECLARATION' form. It begins with the text: 'Without prejudice to the terms of my application for admission, I make the following declarations:'. There are 12 numbered points of declaration:

- 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.

At the bottom, it says 'Agreement Date 12/12/2023'. A 'Printable Page' button is located at the bottom left of the form area.

The Declaration specifies that any communication between UCT and a student must take place through the UCT email account. Likewise, all email correspondence initiated by a student with UCT should originate from their UCT email account.

## STEP 3: Additional Information

**NOTE:** Depending on the student's cohort, relevant questions in Step 3 (Additional Information) will be visible for completion. Provide answers to these questions, save your responses, and then click "Next" to proceed.

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

The screenshot shows the 'University of Cape Town Registration' interface. On the left is a sidebar with steps 1-9. Step 3, 'Additional Information', is highlighted. The main content area is titled 'Step 3 of 14: Additional Information' and contains the following questions:

- \*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. (Yes/No dropdown)
- \*2. Have you ever registered at another university (attended, even if you did not complete a qualification)? (Yes/No dropdown)
- Expected Graduation Year (text input)
- \*3. Are you expecting to complete your qualification this year? (Yes/No dropdown)
- Laptop (text input)
- 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 dropdown)

A 'Save Answers' button is highlighted in a red box in the top right corner of the form area.

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!

Postgraduate students who register for their Dissertation/Minor Dissertation/Thesis, need to undergo the MoU/PPA process before concluding the registration, which must be completed and submitted.

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

The screenshot shows the 'University of Cape Town Registration' interface. The 'Next >' button is highlighted in a red box. The 'Save Answers' button is also visible.

## STEP 4: Personal Details

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

Name	Type
	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.

Country	Citizenship Status
South Africa	SA Citizen

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.

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

Phone	Type	Preferred
+27	SA Cellular	✓
+27	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.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a progress bar lists steps 1 through 8. Step 7, 'Addresses', is highlighted and marked as 'Complete'. The main content area is titled 'Step 7 of 14: Addresses' and features a 'Confirm' button. Below the title, there are two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section contains a plus icon (+) for adding a new address and a table with columns for 'Address', 'From', and 'Current'. The 'Current' column has a right-pointing arrow (>) for editing. At the bottom, there is a section for '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.

The screenshot shows the 'University of Cape Town Registration' interface. The progress bar on the left indicates that 'Addresses' is complete and 'Emergency Contacts' is the current step. The main content area is titled 'Step 8 of 14: Emergency Contacts' and features a 'Confirm' button. Below the title, it says 'No contacts defined.' and includes an 'Add Contact' button. A table below shows a contact named 'Ronelle' with a phone number field and a 'Preferred' checkbox. A plus icon (+) is visible above the table, and a right-pointing arrow (>) is visible at the end of the 'Preferred' row.

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

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

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



## STEP 9: Communication Preferences

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Not Started

11 Holds Not Started

12 My Courses Not Started

**Step 9 of 14: Communication Preferences** Save

**My Communication Preferences**

Language English Method E-Mail

**Communication Permissions**

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

Parent Fee Payer

Parent Yes Fee Payer Yes

Email Address Email Address

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

## STEP 10: Personal & Demographic Information

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

**Step 10 of 14: Personal & Demographic Information** Confirm

Personal, Demographic and Fee Payer information

Confirm that your information is correct

1. I have checked and updated my personal information and confirm that it is correct. Where I could not update a field with outdated personal information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule G9.

2. I have checked the fee payer address on system and confirm that it is correct. Where it was not correct, I have updated it.

Agreement Date 12/12/2023

## STEP 11: Holds

A “hold” or “Service Indicator” is placed on a student’s record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include “Holds” on outstanding fee payments to be made. These “Holds” must be resolved first, before you can enter Step 12 to select your courses.

Check your Holds, resolve items if applicable, click **Confirm** and **Next** to continue.

### WITH HOLDS

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

### WITHOUT HOLDS

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

## STEP 12: My Courses

### 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.

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**.

The image shows a screenshot of the University of Cape Town Registration system. On the left, a navigation menu highlights '12 My Courses In Progress'. The main area shows a 'Program Enrollment' progress bar with steps: 1 Introduction Visited, 2 Declaration Complete, 3 Add My Courses, and 4 Personal Complete. A pop-up message titled 'Shopping Cart' is displayed, stating: 'You are active and ready to enrol for the following programme/plan: Bachelor of Business Science (CB004) /Finance (CB004FTX05). To start selecting your courses, please click on the "Add My Courses" button'. Below this, a larger 'Shopping Cart' notification is shown for 'MPublic Health (MM012) /Community Eye Health (MM012CHM03)', also prompting the user to click 'Add My Courses'.

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

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**.

The image shows the 'Education Planner' interface. At the top, there is a 'Tasks' menu and a highlighted 'Education Planner' tab. Below the title, there are fields for 'ID/Name:' and 'Campus ID:'. A 'Select Year' section shows a checkbox for 'MM054HUB05 - Year 1' with a 'View' button. At the bottom, there is a legend for course statuses: Planned (star), Enrolled (diamond), Passed (checkmark), Not Passed (cross), Dropped (circle with slash), and Invalid Course/In Progress (triangle).



Courses that must be taken in MM054HUB05 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>		HUB 5002W: MScMed Biomed Eng by diss	Core Courses	180.00

Credit Summary:

Year Planned	180	Year Enrolled	0	Year Passed	0
Program Planned	180	Program Enrolled	0	Program Passed	0

Your education plan has been updated.

Should you not choose the courses for which you have approval to register, a warning pop-up message will be displayed to prompt you to make the selection.

After updating the planner, and clicking on continue, the **Schedule Builder** display the Courses selected and **Click Proceed to Registration** to finalise your shopping cart.

Schedule Builder

ID/Name:

Campus ID:

Open
  Closed
  Wait List

> Change Filter Options

Schedule Builder

Open
  Closed
  Wait List

> Change Filter Options

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM	<input checked="" type="radio"/> PPH 7070S - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	<input checked="" type="radio"/> PPH 7070S - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	<input checked="" type="radio"/> PPH 7070S - LG01 Lecture 8:30AM - 1:00PM Location: TBA Session SM2 0015 PENDING	<input checked="" type="radio"/> PPH 7050F - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM1 0015 PENDING	<input checked="" type="radio"/> PPH 7050F - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM1 0015 PENDING		
9:00AM	<input checked="" type="radio"/> PPH 7041S - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	<input checked="" type="radio"/> PPH 7041S - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	<input checked="" type="radio"/> PPH 7041S - LG01 Lecture 8:30AM - 1:30PM Location: TBA Session SM2 0015 PENDING	<input checked="" type="radio"/> PPH 7077S - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	<input checked="" type="radio"/> PPH 7077S - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING		
				<input checked="" type="radio"/> PPH 7035F - LG01 Lecture 8:30AM - 9:30AM Location: TBA Session SM1 0015 PENDING	<input checked="" type="radio"/> PPH 7035F - LG01 Lecture 8:30AM - 9:30AM Location: TBA Session SM1 0015 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.

University of Cape Town Registration

2024 Undergraduate

Personal & Demographic Information Complete

Holds Complete

**12 My Courses In Progress**

View My Classes Not Started

Academic Assistance Help < Previous

Add My Courses **Select All** Add Additional Courses Delete **Enroll**

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 13209	ACC 1020H Accounting 1T	Full Year	More meeting details available			24.00		
<input checked="" type="checkbox"/>	Open	Lecture - 1840	BUS 1036S Evidence-based Management	Semester Two	To be Announced	To be Announced	To be Announced	18.00		

Should you wish to include an extra course, a Service Request must be initiated, and approval from your Conveners is required.

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

A Pop-up Message appears, click Yes to continue.

Are you sure you want to enroll?

Yes No

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.

University of Cape Town Registration

Academic Assistance Help < Previous **Next** >

✓ **HUB 5002W - MSc(Med) in Biomedical Engineering by dissertation**  
This class has been added to your schedule.

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

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



## STEP 13: View My Classes

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

University of Cape Town Registration

Academic Assistance Help < Previous **Next >**

2024 Undergraduate

- 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

From 12/02/2024 To 18/02/2024

Monday February 12

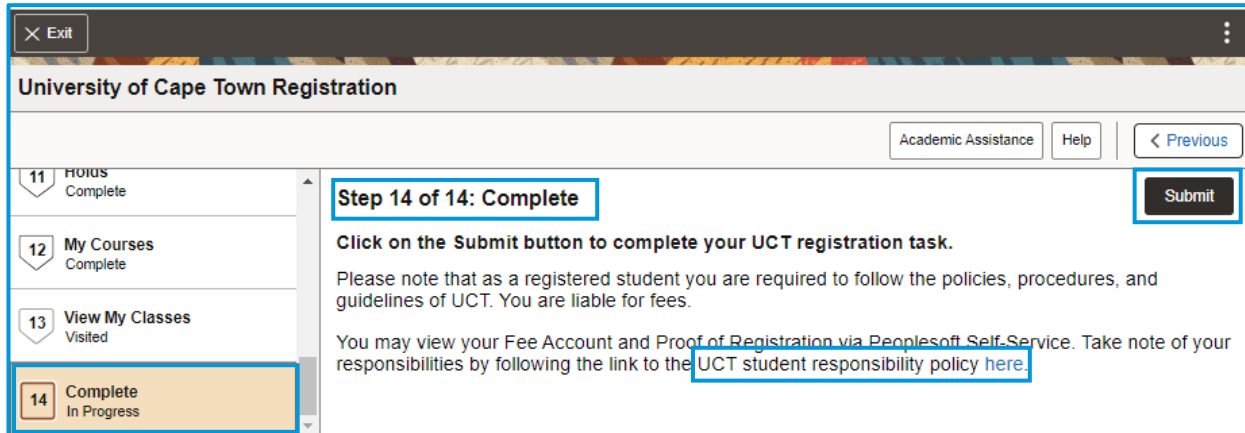
9:00AM	ECO 2003F Lecture	Room: To be Announced	Status: Enrolled
1:00PM	ACC 2023H Lecture	Room: To be Announced	Status: Enrolled
2:00PM	ACC 2022H Lecture	Room: To be Announced	Status: Enrolled

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					

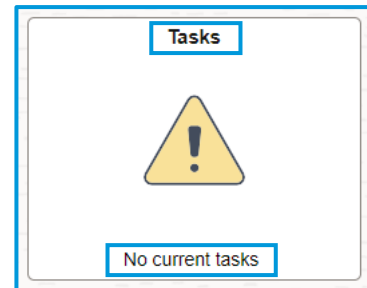
## STEP 14: Complete

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.

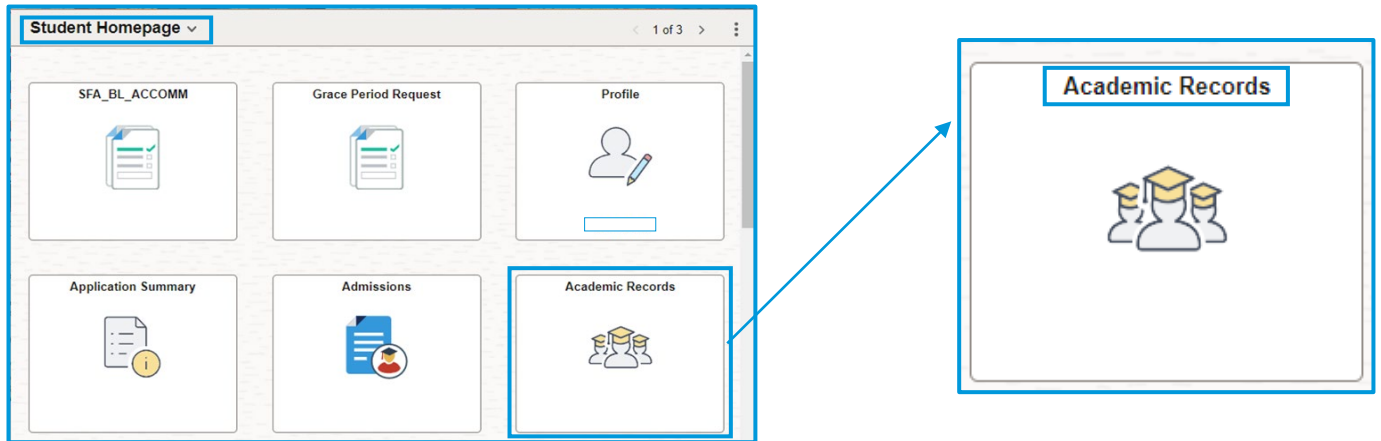


### END OF REGISTRATION PROCESS

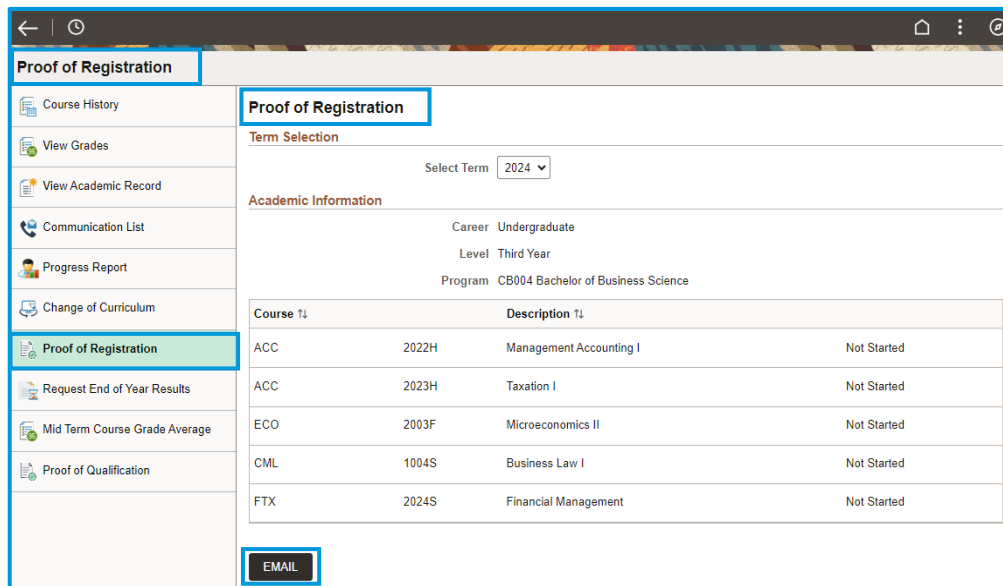
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

## 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**