UCT REGISTRATION

STUDENT GUIDE

FACULTY OF HEALTH SCIENCES

POSTGADUATE

Pre-populated Shopping Cart

STUDENT
SYSTEMS
SUPPORT

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 Pre-Populated Shopping Cart (PPSC) 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   Phone: +27 (0)21 650 5227

STEPS OVERVIEW

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

Sign into PeopleSoft

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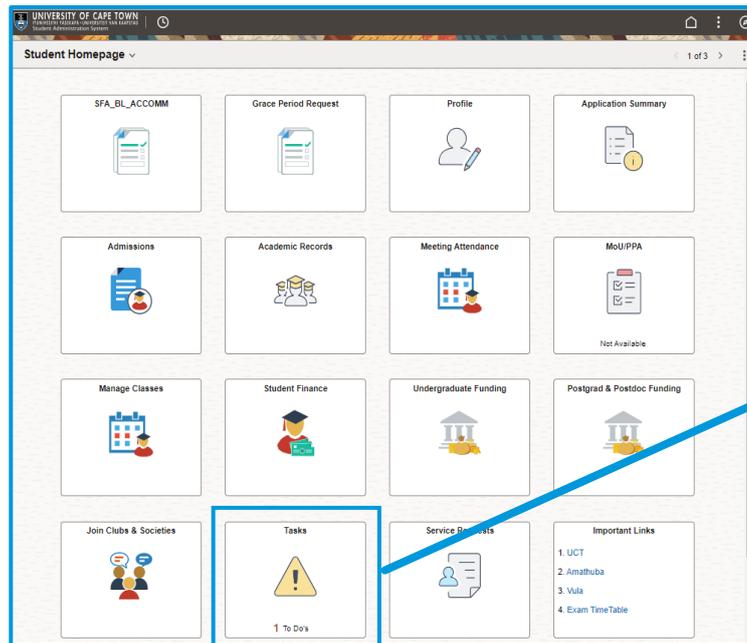https://studentsonline.uct.ac.za/

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
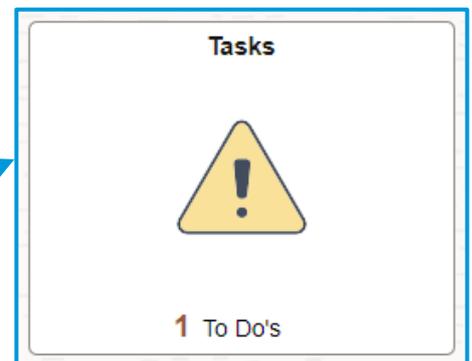Phone: +27 (0)21 650 4500
Link: https://password.uct.ac.za/
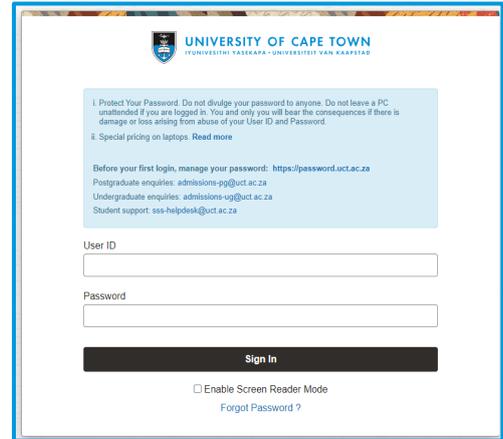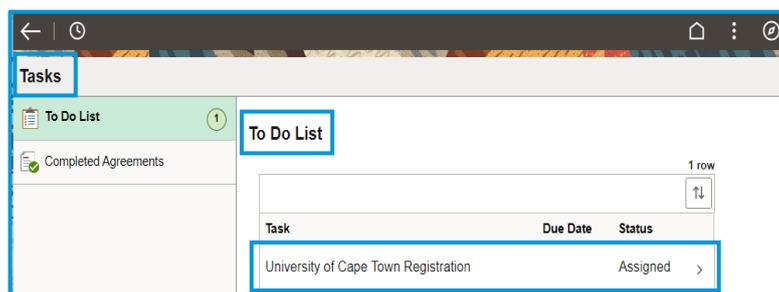

Access Activity Guide

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.
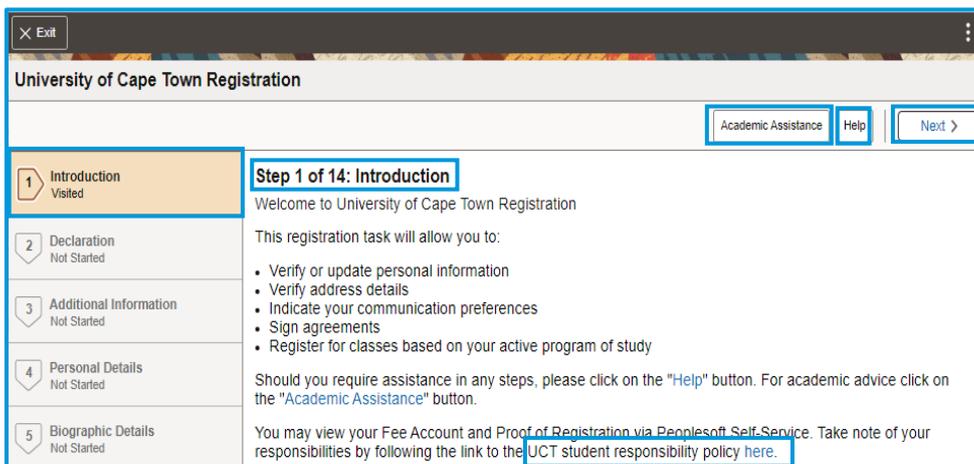
× Exit

University of Cape Town Registration

Academic Assistance | Help | Next >

Step 1 of 14: Introduction

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.

1	Introduction — Visited
2	Declaration — Not Started
3	Additional Information — Not Started
4	Personal Details — Not Started
5	Biographic Details — Not Started

STEP 2: Declaration

Read the **Privacy Statement** and **Declaration** information and **click Accept** and **Next** to continue

✕ Exit	⋮

University of Cape Town Registration

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| | | | Accept |

1	Introduction Visited	**Step 2 of 14: Declaration**
2	**Declaration** Complete	PRIVACY STATEMENT FOR REGISTRATION AT UCT
3	Additional Information Not Started	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:
4	Personal Details Not Started	• Personal information in your UCT application and registration forms; • Your image and fingerprints; and • Your qualifications.
5	Biographic Details Not Started	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.

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 results 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

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.

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

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.

STEP 4: Personal Details

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

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

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

STEP 5: Biographical Details

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

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

STEP 6: Contact Details

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

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

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

STEP 7: Addresses

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

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.

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

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.

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

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.**

Shopping Cart

You are active and ready to enrol for the following programme/plan: MPublic Health (MM012) /Community Eye Health (MM012CHM03)

To start selecting your courses, please click on the "Add My Courses" button

OK

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.

The **Your Shopping Cart** screen opens with all courses you need to register for listed.

To finalise registration, click on the Select All button and click Enroll.

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.

A **Pop-up Message** appears, click Yes to continue.
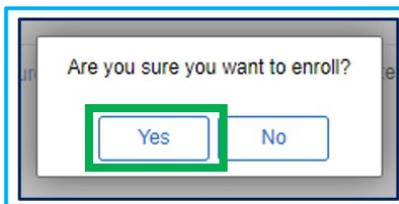
Upon clicking on the **Enroll** button, the list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

If for some reason, a courses could not be added to your schedule, please contact the faculty office to assist.
After viewing your class enrolments, please remember to click next, and complete Steps 13 and 14 to finalise your registration.

STEP 13: View My Classes

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

University of Cape Town Registration

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By Class	By Date

☑ Show Enrolled Classes   ☐ Show Dropped Classes

PPH 7055W Public Health thesis

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	360.00	Graded		PhD	

Class	Start/End Dates	Days and Times	Room
Thesis - 5125	06/02/2023 - 19/02/2024	Days: Monday to Friday Times: 8:00AM to 5:00PM	To be Announced	❯

Enrollment Deadlines

STEP 14: Complete

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

✕ Exit

University of Cape Town Registration

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11	Holds Complete
12	My Courses Complete
13	View My Classes Visited
14	Complete In Progress

**Step 14 of 14: Complete**   Submit

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.

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.
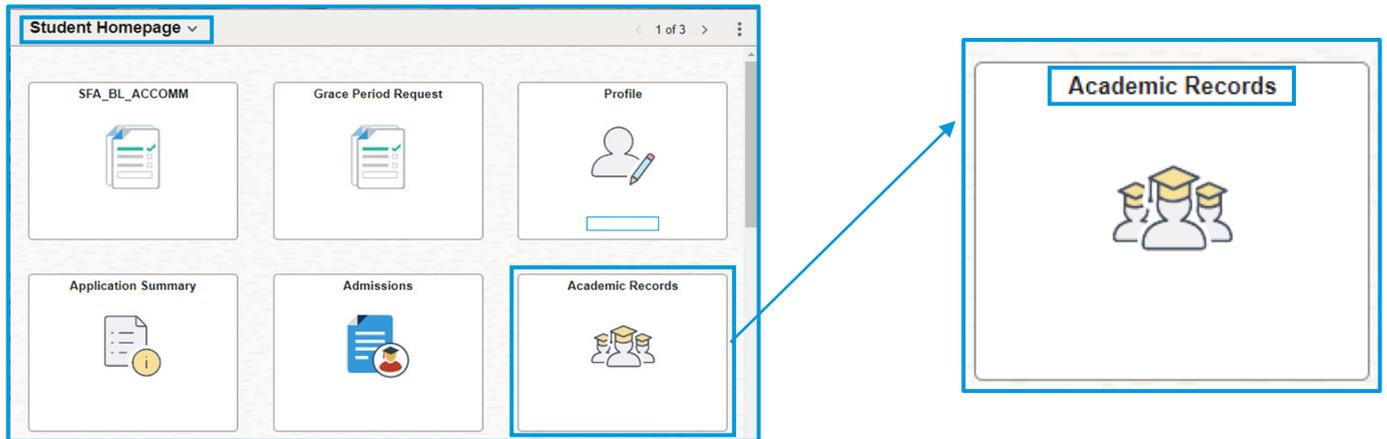
You are reminded again where you can view the UCT Student Responsibility Policy page.

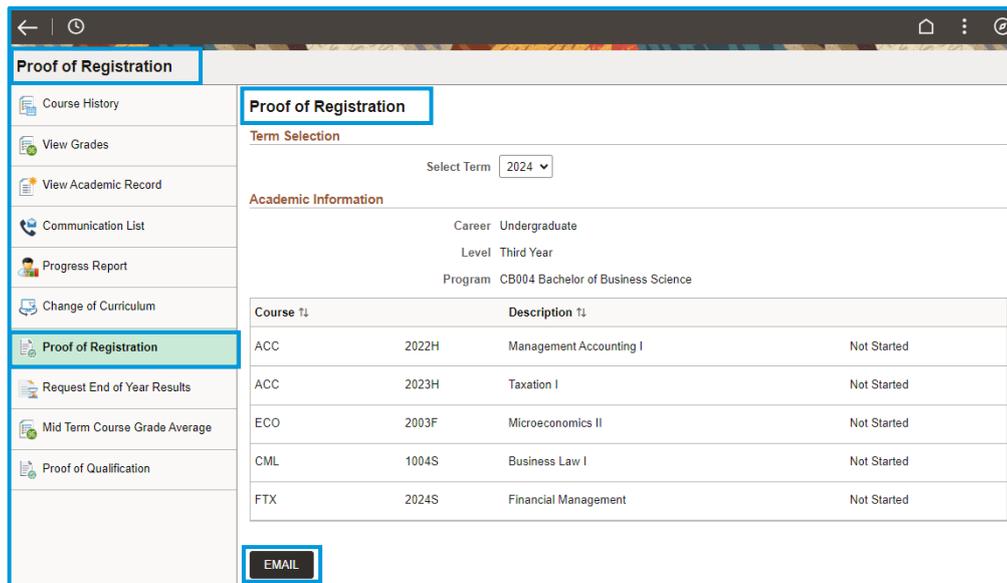**Tasks**

⚠

No current tasks
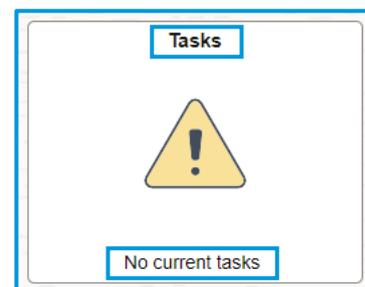
END OF REGISTRATION PROCESS
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

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**