



# UCT

# REGISTRATION

## STUDENT GUIDE

**FACULTY OF HEALTH SCIENCES**  
POSTGRADUATE  
Pre-populated Shopping Cart





## 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](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>



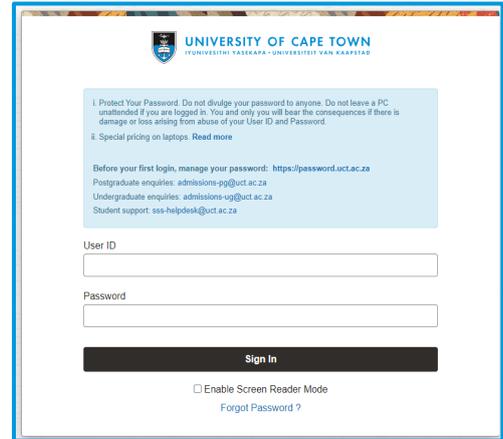


## Sign into PeopleSoft

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

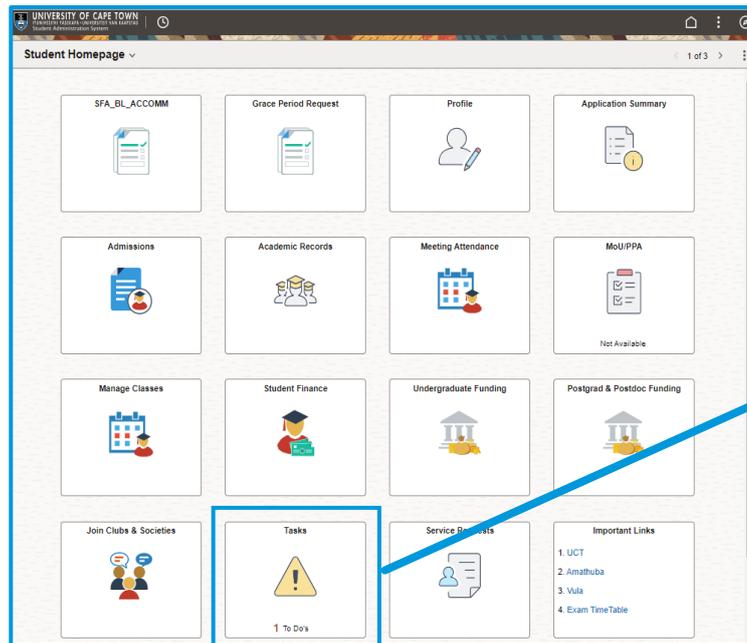
If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

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

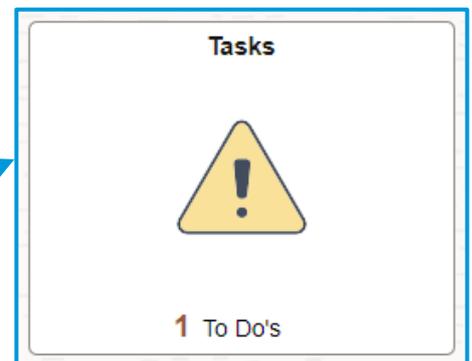


## Access Activity Guide

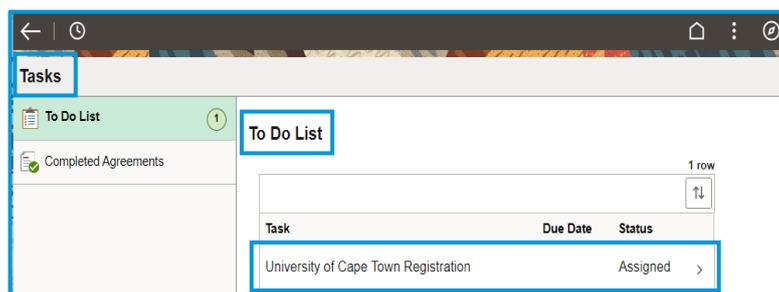
On the **Student Home Page**, click on the **Tasks** tile



**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:

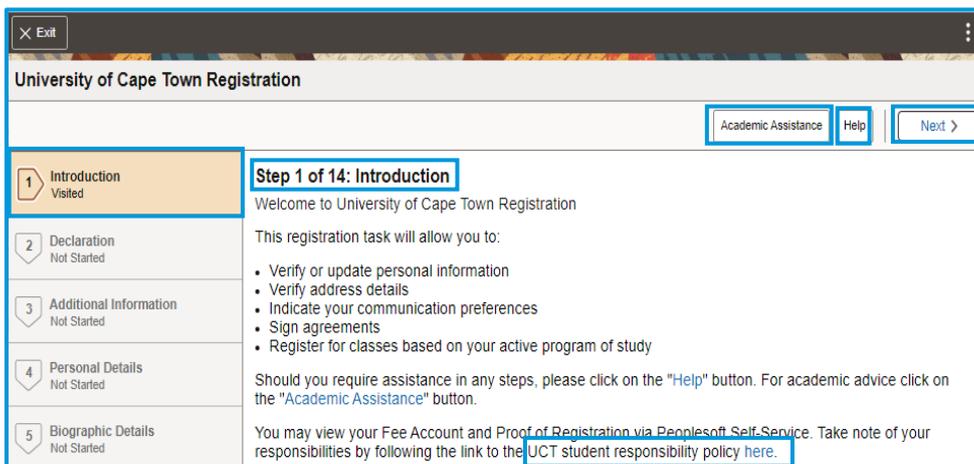
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial 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, images and fingerprints, and qualifications. It also states that UCT shares this information with external organizations like NSFAS and that UCT places records in the public domain. At the bottom, there is a link to read more about UCT's privacy notices. An 'Accept' button is located at the top right of the main content area.

**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'. There is a 'Printable Page' button at the bottom left.

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: Introduction (Visited), Declaration (Complete), Additional Information (In Progress), Personal Details (Not Started), Biographic Details (Not Started), Contact Details (Not Started), Addresses (Not Started), Emergency Contacts (Not Started), and Communication Preferences (Not Started). 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 bottom portion of the registration form. The 'Next >' button is highlighted with a red box. The 'Save Answers' button is visible but disabled.

## 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

Cancel Save

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

## STEP 6: Contact Details

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

University of Cape Town Registration

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)	

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.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a progress bar lists steps 1 through 8: Introduction (Visited), Declaration (Complete), Additional Information (Complete), Personal Details (Complete), Biographic Details (Complete), Contact Details (Complete), **Addresses (Complete)**, and Emergency Contacts (Not Started). The main content area is titled 'Step 7 of 14: Addresses' and features a 'Confirm' button. It contains two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section has a plus icon to add a new address and a table with columns for 'Address', 'From', and 'Current'. A right-pointing arrow icon is next to the 'Current' column in both tables. Below these is a 'Fee(Billing) Address' section.

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 at 'Step 8 of 14: Emergency Contacts'. The progress bar on the left shows 'Addresses' as complete and 'Emergency Contacts' as the current step. The main area displays 'No contacts defined.' with an 'Add Contact' button. Below this is a table with columns for 'Contact', 'Phone', and 'Preferred'. A contact named 'Ronelle' is listed with a phone number starting with '+27' and a checked 'Preferred' status. A plus icon is used to add new contacts, and an arrow icon is used to edit existing ones.

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

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 screenshot shows the 'University of Cape Town Registration' interface. On the left, a navigation menu highlights '12 My Courses In Progress'. The main area shows a progress bar with steps 1-4. A 'Shopping Cart' pop-up message 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.' An 'OK' button is visible at the bottom of the pop-up.

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.

The 'Your Shopping Cart' screen displays a table of courses. A 'Select All' button is highlighted in the top right corner. The table has the following columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Thesis - 5125	PPH 7055W Public Health thesis	Full Year	More meeting details available			360.00	Open Seats 100 of 100	<a href="#">Change Preferences</a>



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

University of Cape Town Registration

Academic Assistance Help < Previous

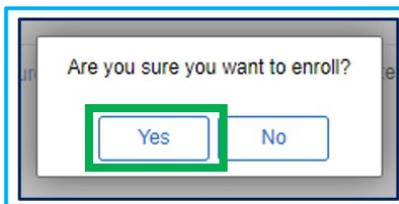
Select All Enroll

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Thesis - 5125	PPH 7055W Public Health thesis	Full Year	More meeting details available			360.00	Open Seats 100 of 100	<a href="#">Change Preferences</a>

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.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

2023  
Doctoral

PPH 7055W - Public Health thesis  
This class has been added to 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.

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

## STEP 14: Complete

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

**Step 14 of 14: Complete**

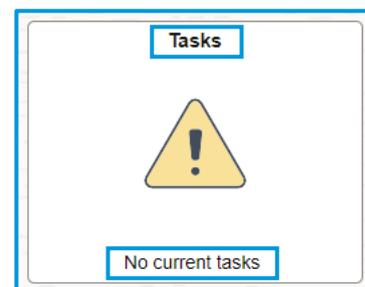
**Click on the Submit button to complete your UCT registration task.**

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.](#)

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.

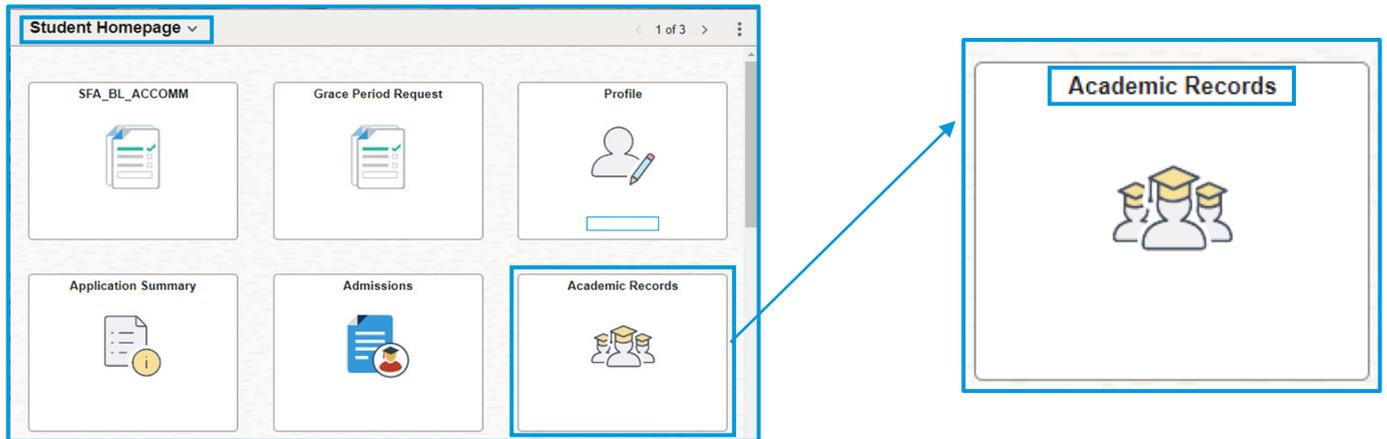
You are reminded again where you can view the UCT Student Responsibility Policy page.



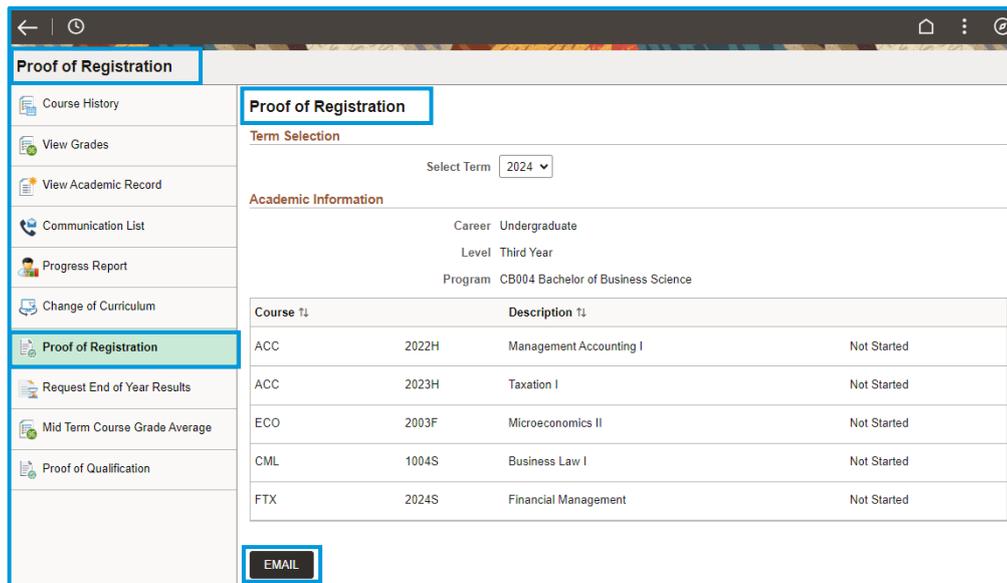
**END OF REGISTRATION PROCESS**  
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

## 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**