UCT REGISTRATION
STUDENT GUIDE

FACULTY OF HEALTH SCIENCES
UNDERGADUATE
Blank 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 Blank Shopping Cart (BSC) registration process for FHS UG 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:
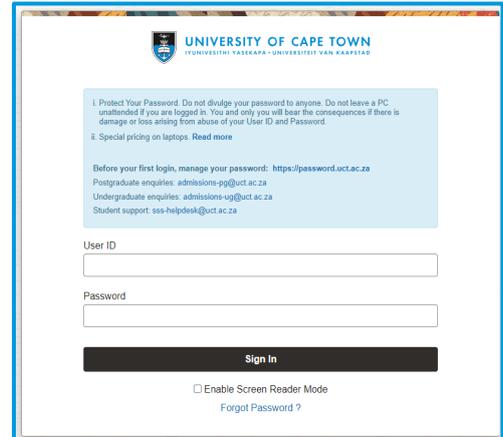https://studentsonline.uct.ac.za/

If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:
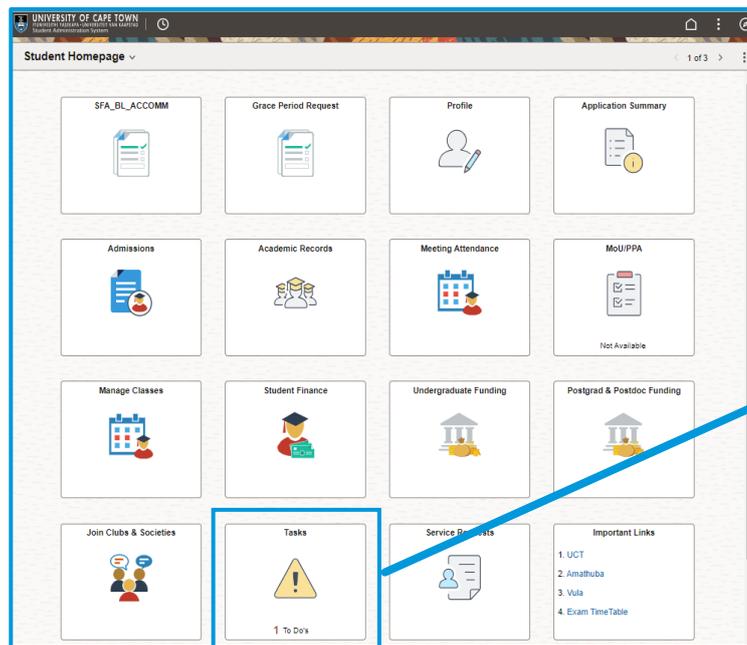
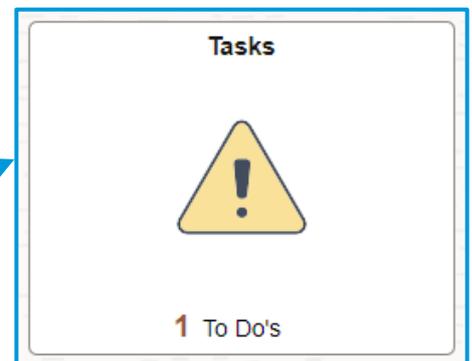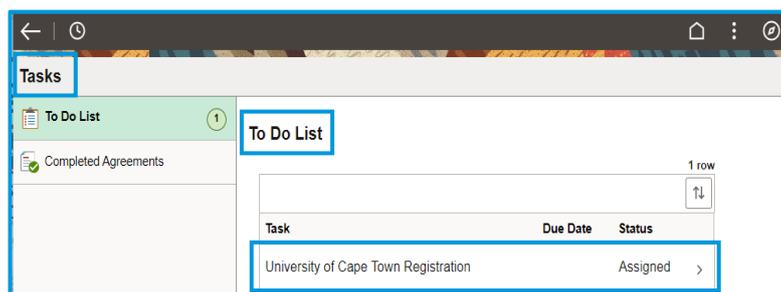Email: icts-helpdesk@uct.ac.za
Phone: +27 (0)21 650 4500
Link: https://password.uct.ac.za/

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.

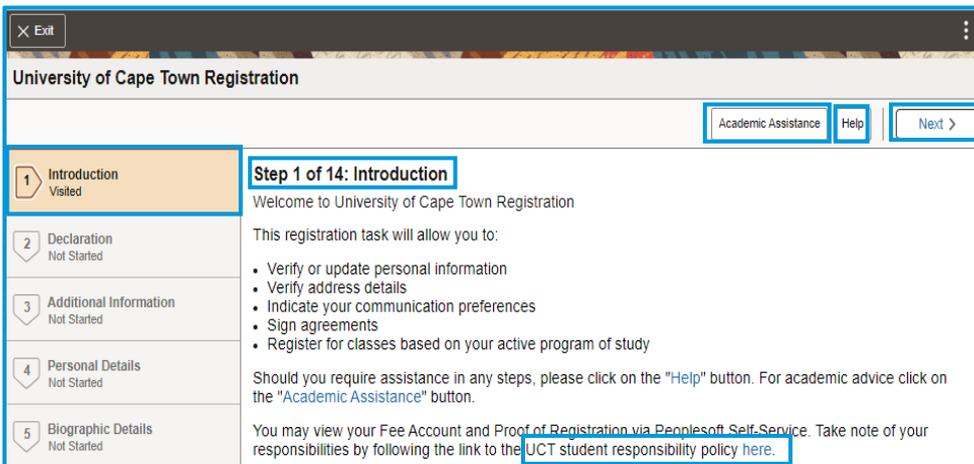To become a registered student at UCT, you must successfully complete all steps.

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:

STEP 1: Introduction

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

STEP 2: Declaration

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

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

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.

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.

UNIVERSITY OF CAPE TOWN
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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

Upon completing Steps 1-11, click on Step 12 (**My Courses**), a Pop-up Message will appear, displaying the relevant Active Programme and Plan. The message will provide instructions on where to add courses. Click "**OK**" to proceed
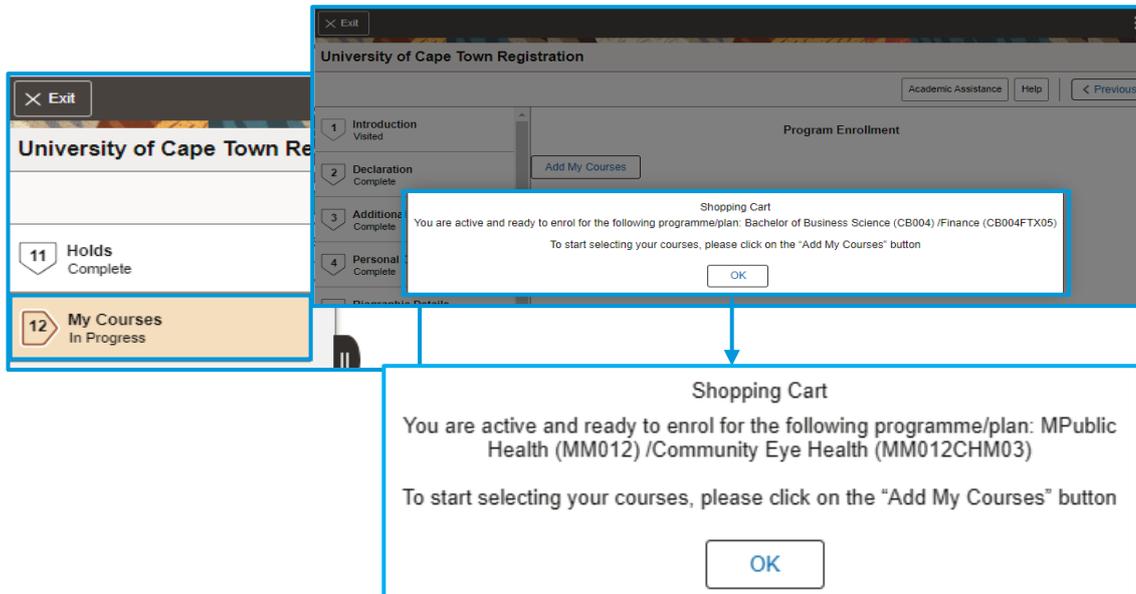
If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

Initiate the process of populating your registration shopping cart by clicking on the "**Add Additional Courses**" button.
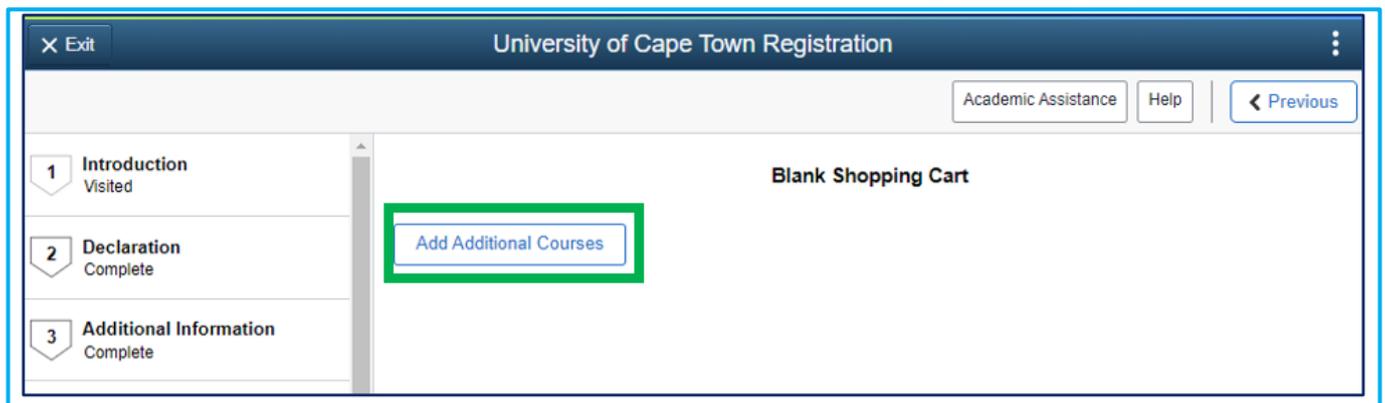
Search for the course you need to register for by typing the course code in the Search for Classes space and press Enter or use the Arrow to initiate the search.
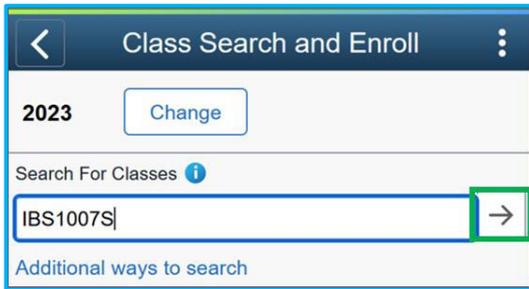
Please be aware that the arrow required to select a specific course is relatively small and located on the right-hand side of the search field.

The Class Search Results page will appear with the available course options. Click on the course you need to register for or on the **Arrow**.
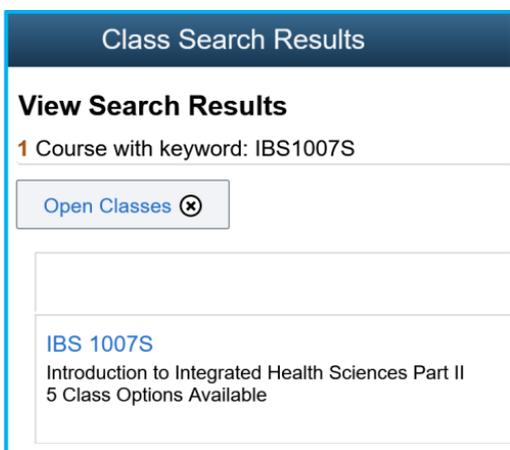
Please be aware that the arrow required to select a specific course is relatively small and located on the right-hand side of the results field.

The Course Information page provide an overview of available Classes, Meeting Dates, Days and Times and number of Seats available for each option. Select the appropriate Option by clicking on the Arrow.
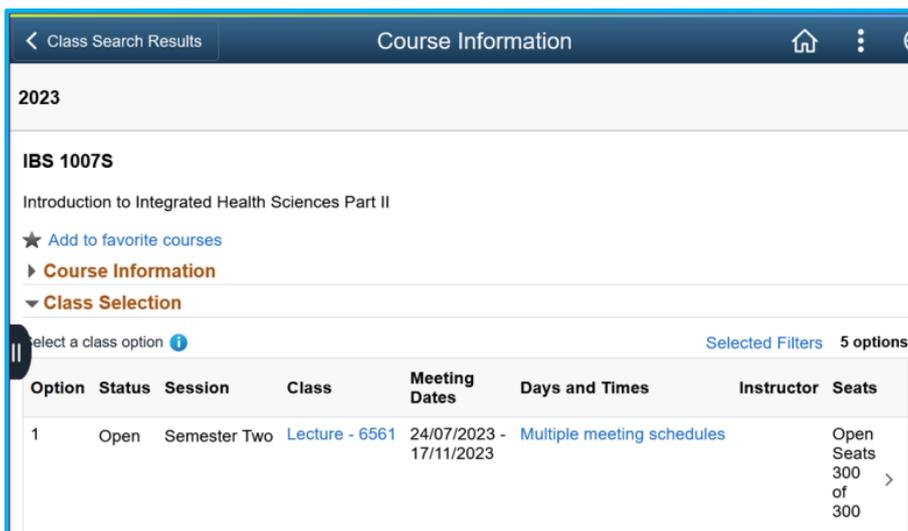
Tip: This system cannot identify class clashes during course selection. To help ensure that your classes do not overlap, keep a record of your choices, noting the days and timeslots in a calendar on your phone or a Word document.

Please be aware that the arrow required to select a specific course is relatively small and located on the right-hand side of the results field.

The Class Search and Enroll page will open. You need to Review Class Selection and click Next to confirm your selection.

Step 1 of 2: Review Class Selection   Next >

You have selected

IBS 1007S   Introduction to Integrated Health Sciences Part II

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 6561	Semester Two	24/07/2023 - 01/09/2023	Monday to Friday 8:00AM to 11:00AM	Open Seats 300 of 300
		24/07/2023 - 01/09/2023	Thursday 12:00PM to 1:00PM	
		11/09/2023 - 17/11/2023	Monday to Friday 8:00AM to 11:00AM	
		11/09/2023 - 17/11/2023	Thursday 12:00PM to 1:00PM	

After confirming your selection, the Review and Submit section opens Click Submit to add your selection to the registration shopping cart

A **Pop up Message** will appear to ask if you are sure you want to submit your selection Click **Yes** to continue

Are you sure you want to submit?

Yes   No

After clicking yes, you will be taken back to your registration shopping cart. By clicking on Add Additional Courses, repeat the add additional courses steps, to add all the courses you are required to register for.

Select All	Add Additional Courses	Delete	Request Approval

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor
☐	Open	Lecture - 6561	IBS 1007S Intro to Integr Hlth Sci Pt 2	Semester Two	More meeting details available		

After submitting your registration Service Request, a designated faculty staff member will review it. You will then be notified of the outcome and provided with additional instructions through email. Please be aware that once your shopping cart is submitted for review, you will not be able to make any changes.

You will be directed back to the registration **Your Shopping Cart** page. The status of your request will reflect Decision Pending.

You can click on the "Decision Pending" button to view comments made and attachments submitted.

Once the faculty staff member evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below, examples of these email for the various statuses:

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Monday, 07 November 2022 23:56
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Incomplete

Dear

CURRICULUM SUBMISSION INCOMPLETE

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

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

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

Push Back to Student Status: In cases where the faculty staff member requires you to complete further actions (e.g., adding/deleting courses/fixing clashes), follow the instructions as per the faculty staff member's email/comments and action the request. Once done, resubmit the registration approval request by click on the "Action Required by Student" button, adding a comment and saving the request.

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.

Decline Status: In cases where the faculty staff member requires you to re-start your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the "Request Approval" button, adding a comment and submitting the request.

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.

Final Approval Status: In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the "Enroll" button, as well as Step 13 and Step 14 to finalise your registration. Instructions on how to complete Steps 12- 14 and accessing your Proof of Registration, follow on the next pages.

Once you receive final approval from the faculty, complete the following steps in your registration activity guide to finalise your registration.
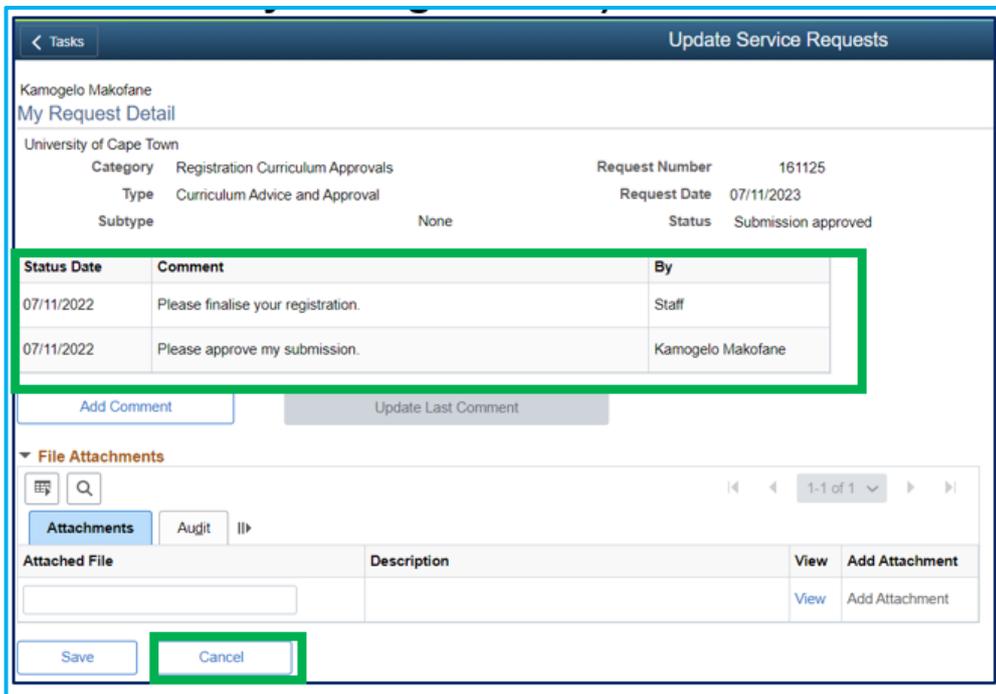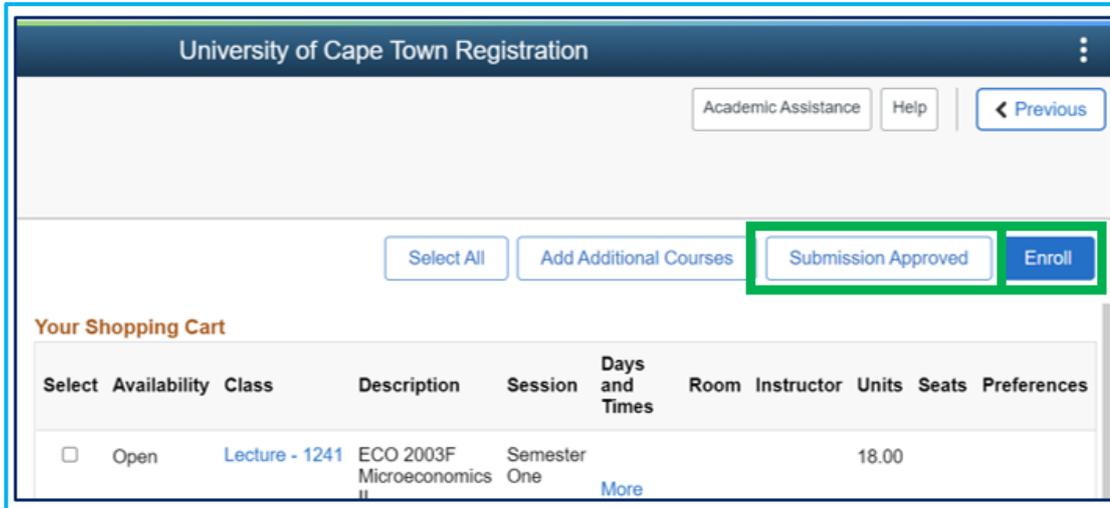
In addition to the email notification that informs you of the status and comments on your request, by clicking on the "Submission Approved" button, you can access and view the comments made by the staff member.

To finalise your registration, tick the boxes in the Select column next to each course on the Your Shopping Cart page OR click on the Select All button. Once all are selected, click on the Enroll button.
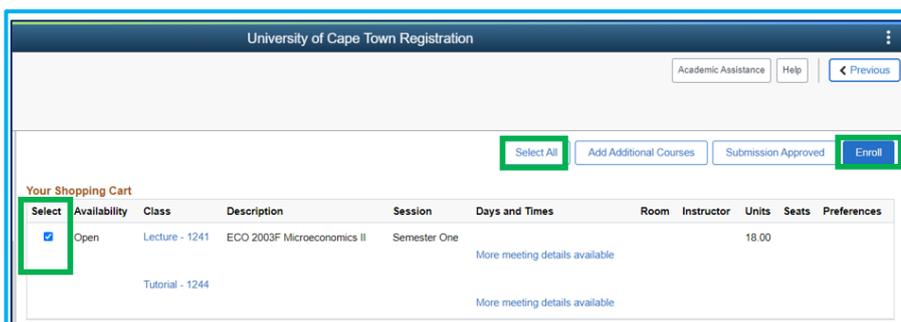
Please be aware that the arrow required to select a specific course is relatively small and located on the right-hand side of the results field.

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

Are you sure you want to enroll?

Yes   No
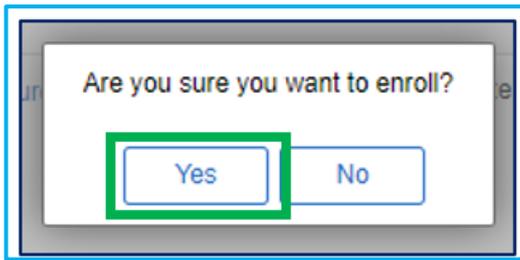
Upon clicking on the Enroll button, the list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

✕ Exit   University of Cape Town Registration

Academic Assistance | Help | ‹ Previous | Next ›

2022
Undergraduate

1 Introduction
Visited

✓ BUS 2010F - Marketing I
This class has been added to your schedule.

2 Declaration
Complete

✓ CML 1001F - Business Law I
This class has been added to your schedule.

3 Additional Information
Complete

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.

✕ Exit

University of Cape Town Registration

Academic Assistance | Help | ‹ Previous | Next ›

2024
Undergraduate   Change

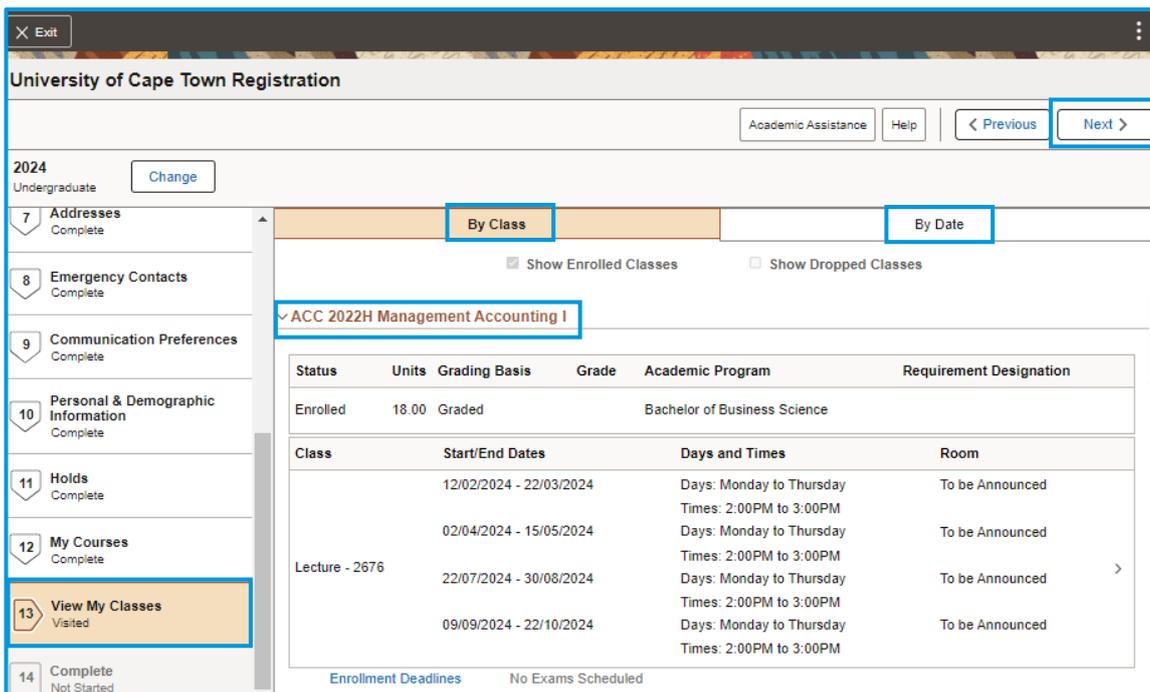7 Addresses
Complete

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

STEP 14: Complete

The **Complete** page **opens** (**final step** in the Registration Activity Guide). **Read** the **information** and click **Submit** to finalise your registration.
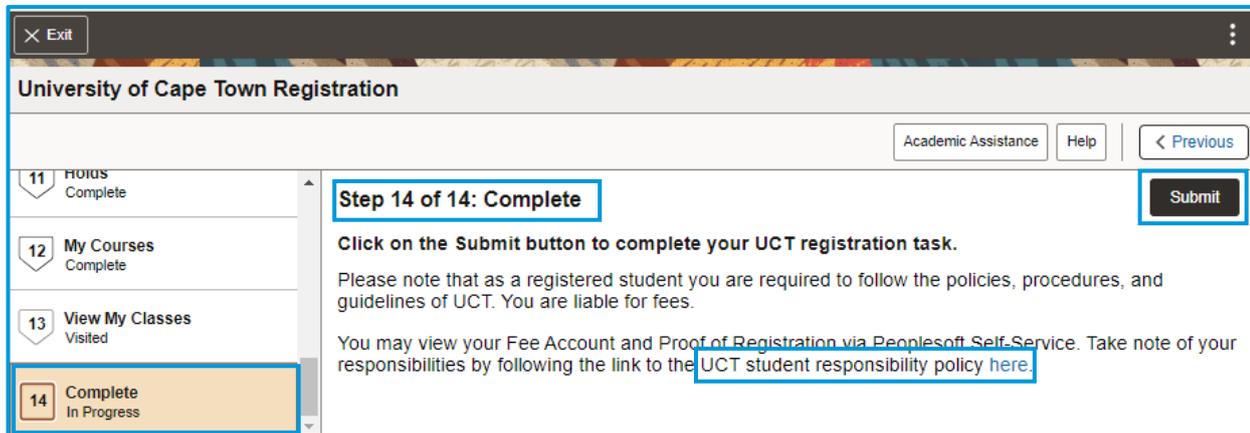
Upon clicking **submit**, you will automatically be re-directed to the "Student Home" page. The "Tasks" tile will now show "No current tasks". This marks the end of your registration.

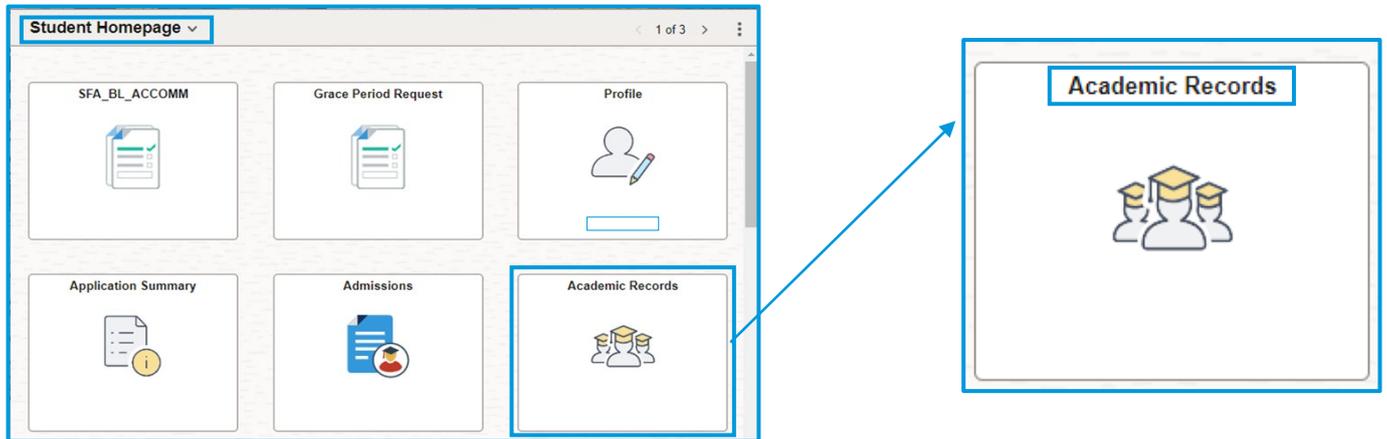You are reminded again where you can view the UCT Student Responsibility Policy page.
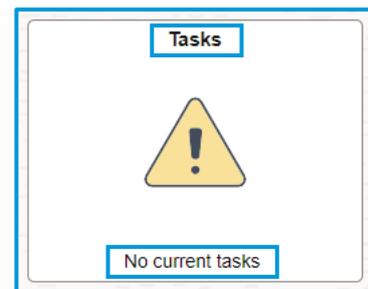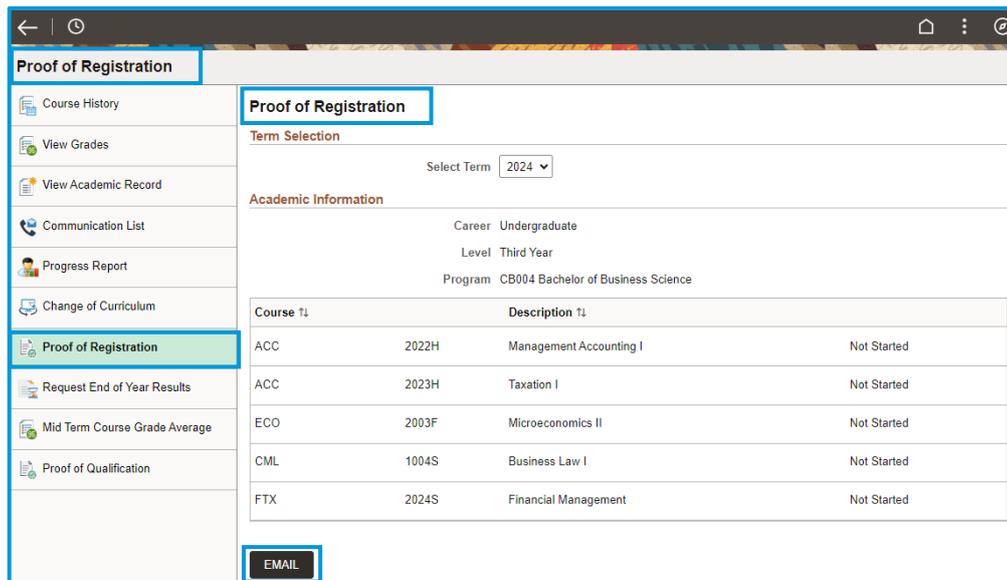

END OF REGISTRATION PROCESS

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**