

UCT REGISTRATION STUDENT GUIDE

FACULTY OF HEALTH SCIENCES UNDERGRADUATE Pre-populated Shopping Cart – Returning students





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 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: <u>sss-helpdesk@uct.ac.za</u> 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: <u>https://studentsonline.uct.ac.za/</u>

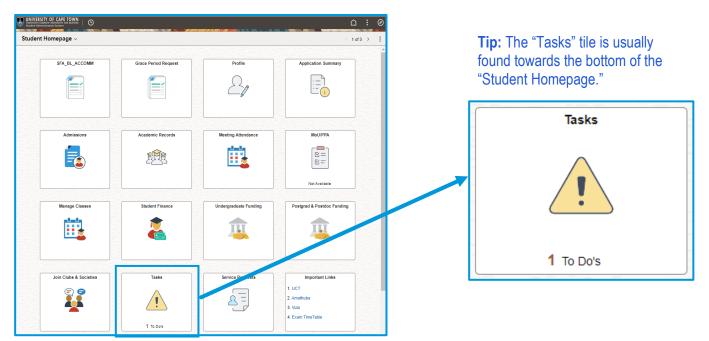
If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

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

	UNIVERSITY OF CAPE TOWN
unattended if you are lu damage or loss arising ii. Special pricing on lapto	
	manage your password: https://password.uct.ac.za
	admissions-pg@uct.ac.za s: admissions-ug@uct.ac.za
Student support: sss-hel	
User ID	
Password	
Password	
Password	Sign In

Access Activity Guide

On the Student Home Page, click on the Tasks tile



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

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Tasks				
To Do List	To Do List			
Completed Agreements		1 row		
		î↓		
	Task Due Date Status			
	University of Cape Town Registration Assigned	d >		



UCT REGISTRATION: FHS UG Students

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:

	roduction ited
	claration t Started
	ditional Information t Started
	rsonal Details t Started
	ographic Details t Started
	ntact Details t Started
	dresses t Started
	nergency Contacts t Started
	mmunication Preferences t Started
10 Inf	rsonal & Demographic ormation t Started
	Ids t Started
	Courses t Started
	ew My Classes t Started
	mplete t Started

STEP 1: Introduction

Read the Introduction and click Next to continue.

× Exit	:
University of Cape Town Reg	istration
	Academic Assistance Help Next >
1 Introduction Visited	Step 1 of 14: Introduction Welcome to University of Cape Town Registration
2 Declaration Not Started	This registration task will allow you to: • Verify or update personal information
3 Additional Information Not Started	Verify address details Indicate your communication preferences Sign agreements
4 Personal Details Not Started	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.
5 Biographic Details Not Started	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

X Exit	:
University of Cape Town Regi	stration
	Academic Assistance Help Yerevious Next >
1 Introduction Visited	Step 2 of 14: Declaration Accept PRIVACY STATEMENT FOR REGISTRATION AT UCT Accept
2 Declaration Complete	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:
3 Additional Information Not Started	Personal information in your UCT application and registration forms; Your image and fingerprints; and Your qualifications.
4 Personal 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.
5 Biographic Details Not Started	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.

X Exit		:	
University of Cape Town Regi		Previous	Note: Once you answered
1 Introduction Visited	Step 3 of 14: Additional Information Please Answer all the question below truthfully.	Iswers	all questions, click Save Answers and follow the
2 Declaration Complete	M. Have you received NSFAS funding at another institution? NOTE: if you are NSFAS funded, prior studies will affect your funding remaining to enable completion of the UCT qualification.	ı years	prompts to continue.
Additional Information	Yes No *2. maye you ever registered at another university (attended, even if you did not complete a qualification)?	Ans	swers cannot be changed once the page is saved.
Personal Details Not Started	Yes No	» Selec	t Ok to save or Cancel to review the answers again.
5 Biographic Details Not Started	Expected Graduation Year *3. Are you expecting to complete your qualification this year?	e	OK Cancel
6 Contact Details Not Started	Yes No		Completed Instructions
Addresses Not Started	Labrop By clicking NO: You confirm that you are not interested in purchasing a laptop. By clicking YES: You confirm that you are interested in purchas laptop.	sing a	Thank You!
8 Emergency Contacts Not Started	*4. Are you interested in receiving a laptop from UCT?		L
9 Communication Preferences Not Started	Yes No		

Once saved, click Next to continue to step 4.

X Exit	:
University of Cape Town Registration	
Academic Assistance Help	ous Next >
Step 3 of 14: Additional Information	Save Answers



STEP 4: Personal Details

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

X Exit			:		
University of Cape Town Regi	stration				
		Academic Assistance Help C Previous	Next >		Personal Details ×
1 Introduction Visited	Step 4 of 14: Personal Details		Confirm		Below is a list of your current names. Each name has a
2 Declaration Complete	Date of Birth Gender			→	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
3 Additional Information Complete	Identity Number				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
4 Personal Details Complete	+				will be used for informal communications. To add, change, or delete a name, click the appropriate link.
5 Biographic Details Not Started	Name Type Primary Primary	2			

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.

X Exit						:	
University of Cape Town Regi	stration						
			Acad	demic Assistance Help	Previous	Next >	
1 Introduction Visited	Step 5 of 14: Biographic Details 📵					Confirm	
2 Declaration	> Demographic Details						
Complete	Self Declared Race				>		
3 Additional Information Complete	Citizenship Details		Cancel		Edit Details		Save
A Personal Details	Country	Citizenship Status		*Self Declared Race		<u> </u>	
4 Personal Details Complete	South Africa	SA Citizen			African		
5 Biographic Details					Chinese Coloured Indian		
Complete					No Information White		

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

STEP 6: Contact Details

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

× Exit					:
University of Cape Town Re	gistration				
		Acade	emic Assistance Help	< Previous	Next >
1 Introduction Visited	Step 6 of 14: Contact D	etails	_	[Confirm
2 Declaration Complete	All communication between UC	T and a student is via the UCT email accou	unt.		
3 Additional Information Complete	+				
4 Personal Details Complete	Email psoft.test@uct.ac.za	Type Personal	Preferred	>	
5 Biographic Details Complete	Phone 👔				
6 Contact Details Complete	+ Phone	Туре	Preferred		
7 Addresses Not Started	+27	SA Cellular	~	>	
8 Emergency Contacts Not Started	+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.

Student Systems Support Documentation



STEP 7: Addresses

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

X Exit			
University of Cape Town Reg			
		Academic Assistance Help Academic Assistance Help Academic Assistance	
1 Introduction Visited	Step 7 of 14: Addresses 💿	Confirm	
2 Declaration Complete 3 Additional Information Complete	Home(Street) Address + Address	From	To edit/delete/update "Address" items, click
Personal Details Complete		Current	on the arrow (>) icon next to the
5 Biographic Details Complete	Home(Postal) Address		appropriate field.
6 Contact Details Complete	Address	From	To add "Address" items, click on the
7 Addresses Complete		Current	plus (+) icon under
8 Emergency Contacts Not Started	Fee(Billing) Address		the appropriate field.

STEP 8: Emergency Contacts

Check your Emergency Contacts, update if applicable, click Confirm and Next to continue.

X Exit					
University of Cape Town Registration					
	Academic Assistance Help Academic Assistance Next >				
7 Addresses Complete Step 8 of 14: E	mergency Contacts				
8 Emergency Contacts Complete Add Contact	ed				
	Contact Phone Preferred				
	Ronelle +27				

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

X Exit					
University of Cape Town Reg	stration				
	Academic Assistance Help Kervious Next >				
Complete	Step 9 of 14: Communication Preferences				
8 Emergency Contacts Complete	Save				
9 Communication Preferences Complete	My Communication Preferences Language English Method E-Mail				
Personal & Demographic	Communication Permissions				
10 Information Not Started	We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.				
11 Holds	Parent Fee Payer				
Not Started	Parent Yes V				
12 My Courses	Email Email Address 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.

X Exit						
University of Cape Town Reg	istration					
	Academic Assistance Help Yerevious Next >					
Complete	Step 10 of 14: Personal & Demographic Information Confirm					
8 Emergency Contacts Complete	Personal, Demographic and Fee Payer information					
	Confirm that your information is correct					
9 Communication Preferences Complete	 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. 					
Personal & Demographic	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.					
Complete	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

X Exit					:	1	
University of Cape Town Reg	istration	1998-1997 - AFARRAN ARANA					
			Academic Assist	ance Help	Previous Next >		
Complete							
8 Emergency Contacts Complete	Step 11 of 14: Holds	3			Confirm 2 rows		
Communication Preferences	T				1↓		
Complete	Hold		Department				
10 Personal & Demographic Information Complete	No Enrollment Activiti	es	Int Acad Prog	Office			
11 Holds Complete	Outstanding Fee Debt Fees Office						
						1 🗸	
To resolve holds	s, click on		Hold Deta	ls	X	Service Requests	
the arrow (>) icc	on next to	No Enrollment Activities			Alungile Xulu		
the appropriate	field, read	Reason International Student			My Service Requests		
the instructions	and	If you are issued a study offer, you are required to submit proof of your initial fee payment to remove the fee hold and then register. Complete your submission through a Service Request			My Service Requests		
follow the prom	ots. Once	remove the tee hold and then register. Complete your submission through a Service Request once you receive an offer.			Request Number Request 1	ype	
resolved, and ho	olds have			-			
been lifted, click			Complete			Create New Reg	uest
Confirm and Ne							
			Hold Deta	ls	×		
continue.		Outstanding Fee Debt					
		Reason C	Outstanding Fee De	ot			
		Your Fee account is in debt in ex		ment (or evidence the	ereof) should be		

WITHOUT HOLDS

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

X Exit				:
University of Cape Town Re	gistration			
		Academic Assistance Help	< Previous	Next >
Complete	•			
8 Emergency Contacts Complete	Step 11 of 14: Holds		L	Confirm
	T		1 row ↑↓	
9 Communication Preferences Complete	Hold		Department	
Personal & Demographic Information	There are no holds preventing	g you from enrolling. Press confirm to continue.		
Complete				
11 Holds Complete				



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.

	× Exit				
	University of C	ape Town Registration			
X Exit		Academic Assistance Help			
University of Cape Town Re	1 Introduction Visited	A Program Enrollment			
	2 Declaration Complete	Add My Courses			
	3 Additional Yo	Shopping Cart ou are active and ready to enrol for the following programme/plan: Bachelor of Business Science (CB004) /Finance (CB004FTX05)			
11 Holds Complete	4 Personal Complete	To start selecting your courses, please click on the "Add My Courses" button			
	- Piographic Dr				
12 My Courses In Progress					
		Shopping Cart			
	You are active and ready to enrol for the following programme/plan: Health (MM012) /Community Eye Health (MM012CHM03)				
	To sta	art selecting your courses, please click on the "Add My Courses" button			
		ОК			

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.

		University o	of Cape Town	Registra	tion					
							Academic Ass	istance	Help	Previous
	hopping Car Availability		Description	Session	Days and	Room	Instructor	Unite	Seats	Select All
Select	Availability	Ciass			Times	Room	msuuctor	Units	Jeats	Fielelences
	Open	Thesis - 5125	PPH 7055W	Full				360.00	Open	Change



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

		Univers	ity of Cape Town	Registr	ation					:
							Academic A	ssistance	Help	Previous
									Selec	t All Enroll
Your Si	hopping Ca	rt								
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
	Open	Thesis - 5125	PPH 7055W Public Health thesis	Full Year	More meeting details available			360.00	Open Seats 100 of 100	Change Preferences

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.

× Exit	University of Cape Town Registration	:	
	Academic Assistance Help	Next >]
2023 Doctoral			
	PH 7055W - Public Health thesis is 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.

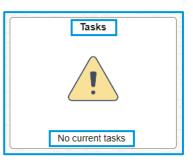
University of Cape Town Registration					
			Acad	temic Assistance Help CPrevious	Next >
	By Class			By Date	
	Show Enrolled Classes				
PPH 7055W Public I	Health thesis				
Status	Units Grading Basis	Grade Acad	emic Program	Requirement Designation	
Enrolled	360.00 Graded	PhD			
Class	Start/End Dates	Days a	nd Times	Room	
Thesis - 5125	06/02/2023 - 19/02/2024		Nonday to Friday 8:00AM to 5:00PM	To be Announced	>
Enrollment Dead	lines				

STEP 14: Complete

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

X Exit	:
University of Cape Town Re	gistration
	Academic Assistance Help Previous
11 Horas Complete	Step 14 of 14: Complete Submit
12 My Courses 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
13 View My Classes Visited	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.
14 Complete In Progress	v

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.



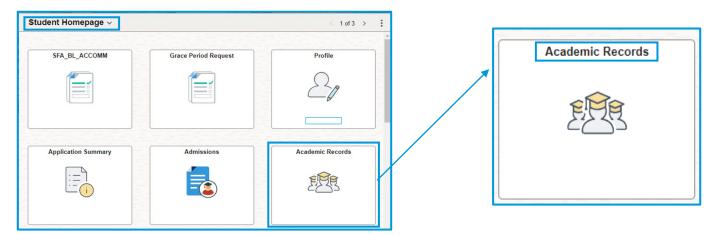
You are reminded again where you can view the UCT Student Responsibility Policy page.

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

← ©				Ô	:	Ø
Proof of Registration						
Course History	Proof of Registration	on				
is View Grades	Term Selection					
View Academic Record	Academic Information	Select Term	2024 🗸			
Communication List			Undergraduate			
💁 Progress Report			Third Year CB004 Bachelor of Business Science			
Change of Curriculum	Course †↓		Description ↑↓			
Proof of Registration	ACC	2022H	Management Accounting I	Not Started		
Request End of Year Results	ACC	2023H	Taxation I	Not Started		
📷 Mid Term Course Grade Average	ECO	2003F	Microeconomics II	Not Started		
Proof of Qualification	CML	1004S	Business Law I	Not Started		
	FTX	2024S	Financial Management	Not Started		
	EMAIL					

Select term and click Email