

# Faculty of Humanities (UG) *Blank Shopping Cart (BSC)*



## Student Guide *Registration Activity Guide*

Registration 2024

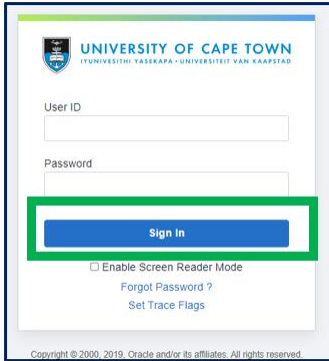




- **Blank Shopping Cart (BSC)**
  - Students add courses to their blank shopping cart by searching and selecting the courses from the **Class Search and Enrol** component (via the Add Additional Course button).
  - **Faculty approval is required for all BSC prior to finalising their registration.**

# Registration Activity Guide: Student-facing Steps (BSC)

## 1. Login on PeopleSoft.



UNIVERSITY OF CAPE TOWN  
UNIVERSITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

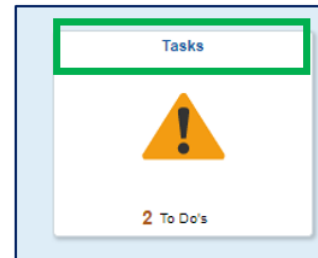
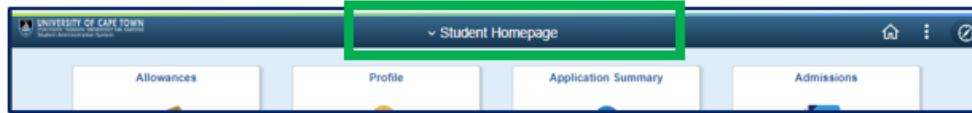
User ID  
Password

**Sign In**

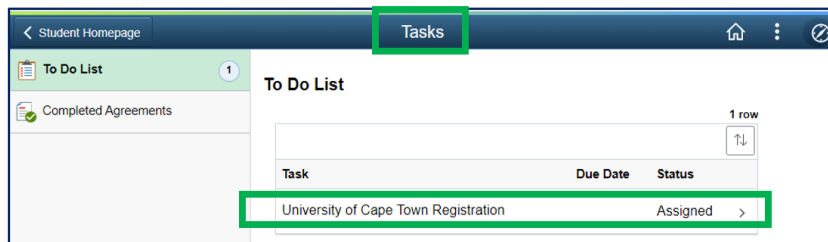
Enable Screen Reader Mode  
[Forgot Password ?](#)  
[Set Trace Flags](#)

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## 2. On the Student Home Page, click on the Tasks tile.



## 3. On the Tasks page, click on University of Cape Town Registration to open the Registration Activity Guide.



Student Home Page Tasks

To Do List 1

Completed Agreements

To Do List 1 row

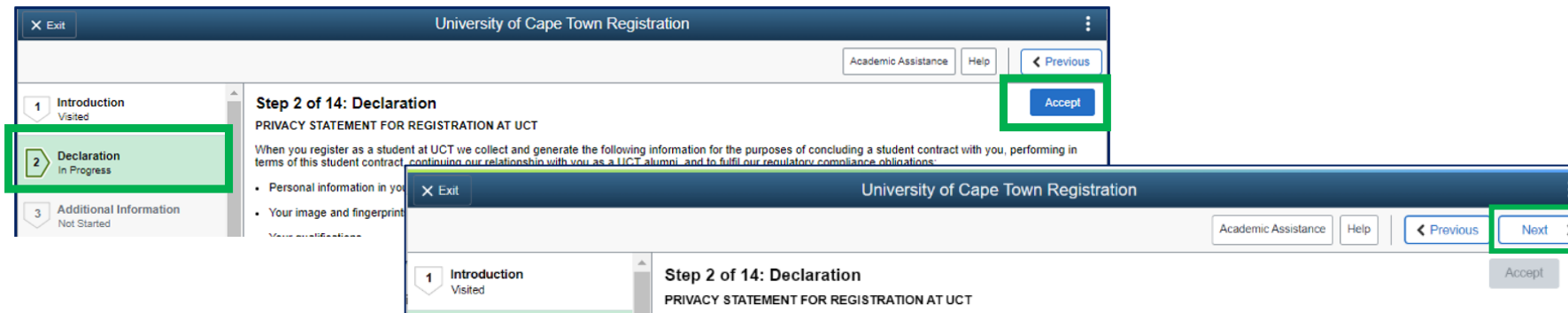
Task	Due Date	Status
University of Cape Town Registration		Assigned >

# Registration Activity Guide: Student-facing Steps (BSC)

4. Upon clicking on the task, the Registration Activity Guide opens on Step 1 (Introduction). Read the introduction and click Next.

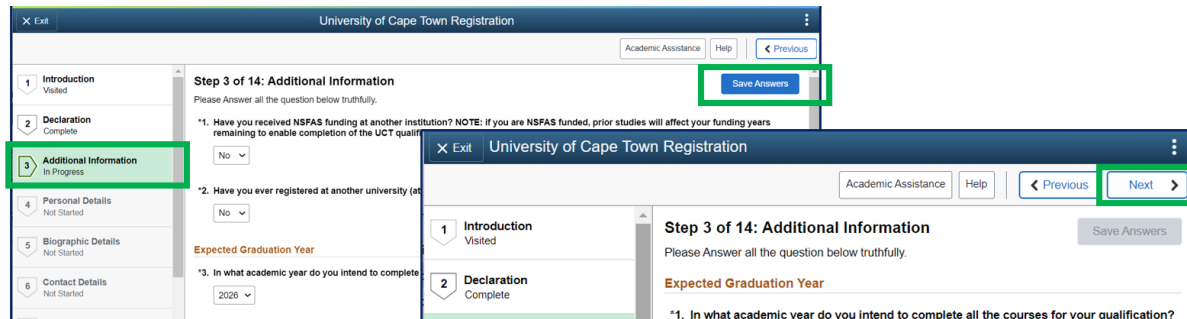


5. Upon clicking next, the Declaration (Step 2) is displayed. Read the information and click Accept and Next to continue.



# Registration Activity Guide: Student-facing Steps (BSC)

6. Based on the student's cohort, the applicable Questions in the Additional Information step (Step 3) appears for completion. Complete the questions, Save Answers, and click Next

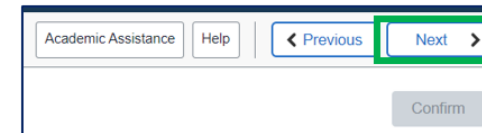
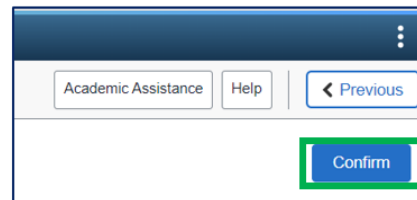
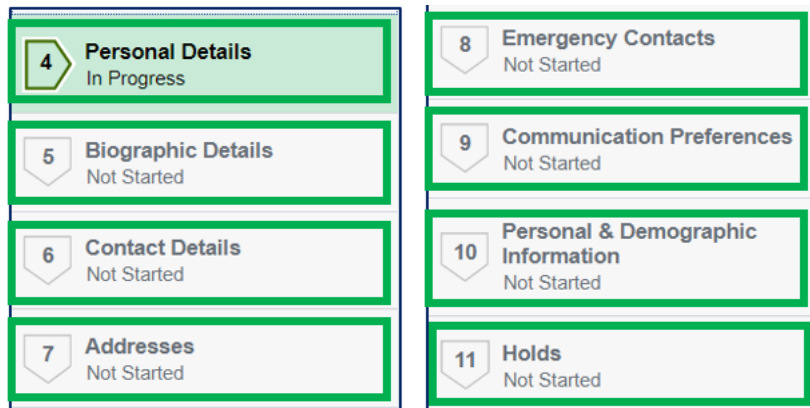


The Expected Graduation Year: not for 2024



Students who are eligible, will also see the Laptop question in Step 3. If “Yes” is selected (indicating interest to purchase a Laptop from UCT), an additional Activity Guide will be assigned to you to complete this process.

7. Complete Steps 4-11 by clicking on the Confirm/Save buttons and Next to move along to the next step.



If you have any “blocks/holds” (Service Indicators) on your record, these will be noted in Step 11. Please resolve the “blocks/holds” first, before entering back into the Registration Activity Guide to continue with the Registration Process.

## Registration Activity Step 3 (Additional Information). Complete – Save – Next

3 Additional Information  
Complete

**2024 Are you expecting to complete your qualification this year? Drop down Yes/No**

### Expected Graduation Year

---

**\*1. Are you expecting to complete your qualification this year?**

# Registration Activity Guide Step 5 (Biographical Details). Complete – Confirm – Next

5 **Biographic Details**  
Complete

★  
2024

Self Declared Race

✕ Exit University of Cape Town

Academic Assistance

## Step 5 of 14: Biographic Details

► **Demographic Details**

### Biographic Details

Why does UCT want to know about your 'race'?

UCT is committed to social justice, and to transforming the student body to be diverse and representative of the South African population.

The Department of Higher Education and Training (DHET) is also committed to the transformation of universities.

UCT, along with all other higher education institutions, is required to collect and report statistics on the 'race' of our students, using the categories specified by DHET.

This also allows UCT to monitor progress towards student transformation and to be better able to report the student registration statistics more accurately to DHET.

It is for this reason and as part of your registration process, you are requested to choose one of the options from among these choices.

**Self Declared Race**

Please complete the Ethnic Group field as we use this information for reporting purposes.

\*Self Declared Race

- African
- Chinese
- Coloured
- Indian
- No Information
- White

★

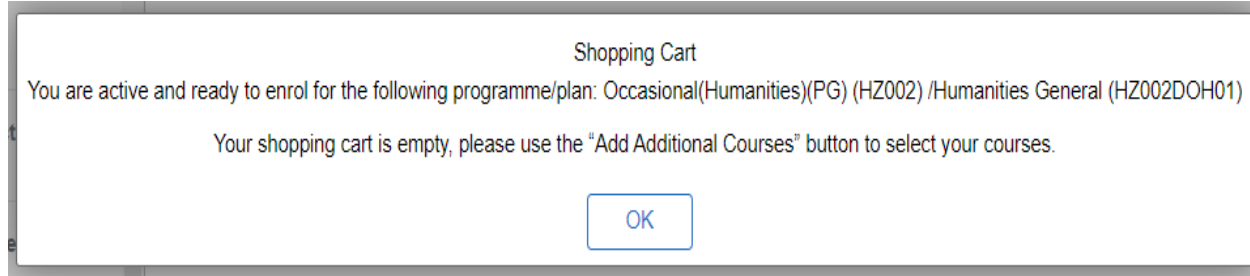
⋮

Next >

Confirm

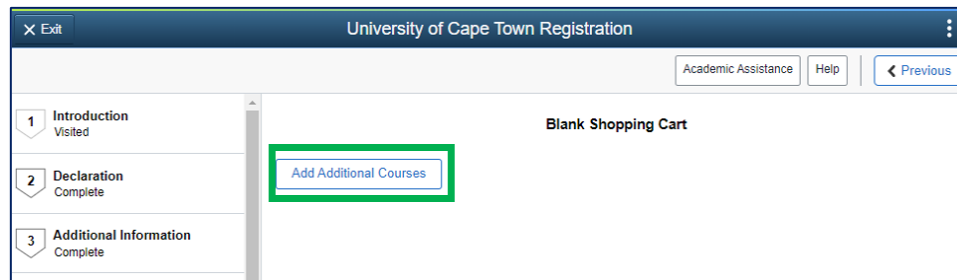
# Registration Activity Guide: Student-facing Steps (BSC)

8. Upon clicking on the My Courses step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears with an instruction of where to add courses. Click OK.



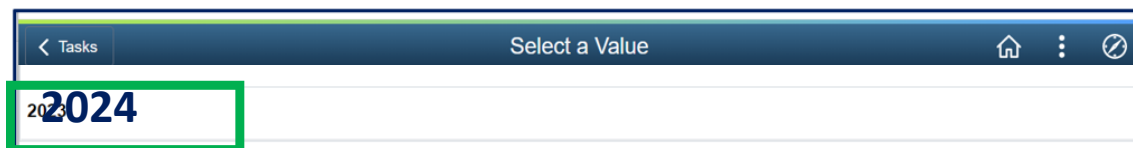
If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

9. To start populating your registration shopping cart, click on the Add Additional Courses button.



If you are a returning student, aside from picking the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.

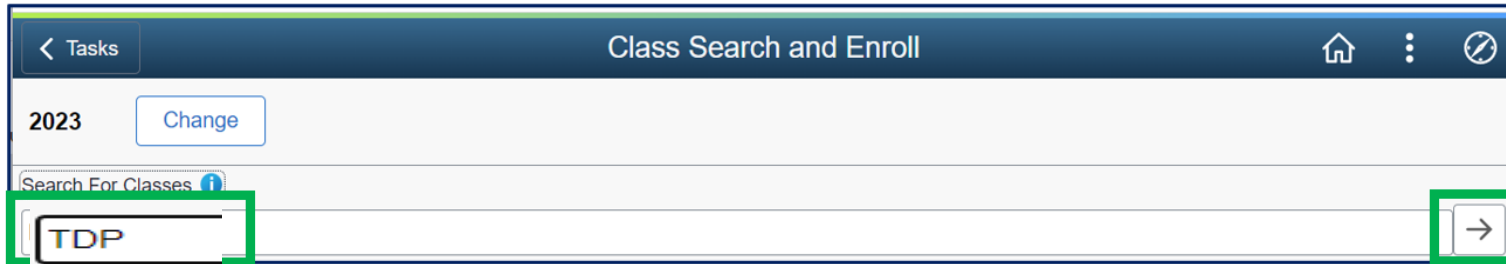
10. On the Select a Value page, click on the appropriate year to which you want to add courses.





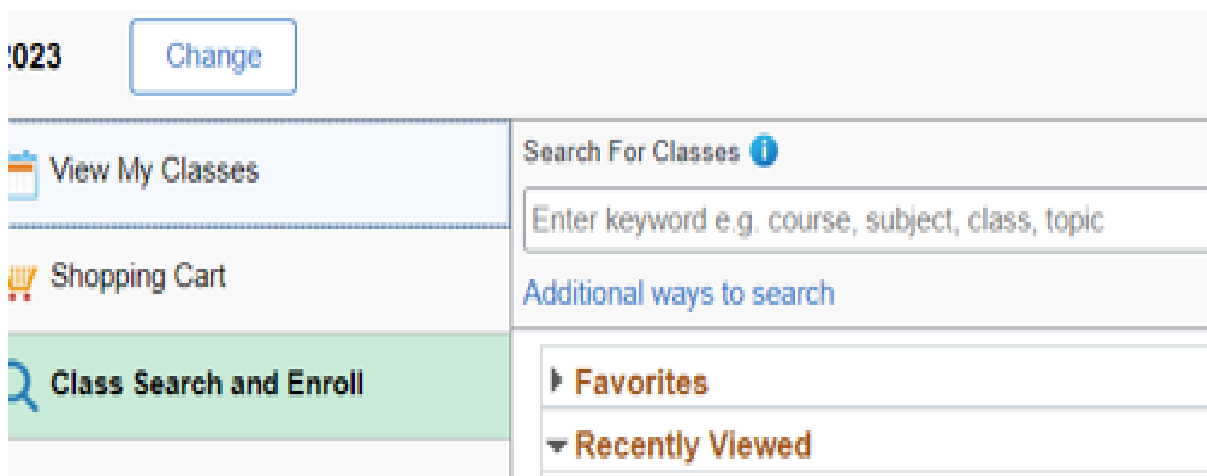
# Registration Activity Guide: Student-facing Steps (BSC)

11. 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.



Note that the arrow you need to on to select a specific course is quite small. It will be to the right-hand side of the search field.

12. 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.



Note that the arrow you need to click on to select a specific class is quite small. It will be to the right-hand side of the results field.



# Registration Activity Guide: Student-facing Steps (BSC)

13. 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.

Learning at Work

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Semester One	Lecture - 12889	13/02/2023 - 15/06/2023	Multiple meeting schedules		Open Seats 9 of 10 >

As a tip: This system will alert you when there is a class clash.



Note that the arrow you need to click on to select a specific course/class combination is quite small. It will be to the right-hand side of the results field.



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

2023  
Postgrad Non-Degree  
University of Cape Town

1 **Review Class Selection**  
Visited

2 Review and Submit  
Not Started

**Step 1 of 2: Review Class Selection**

You have selected

**TDP 1029F Introduction to Theatre and Performance A+: Discovering Theatre**

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10055	Semester One	13/02/2023 - 24/03/2023 13/02/2023 - 15/06/2023	Friday 12:00PM to 2:00PM Friday 12:00PM to 2:00PM	Open Seats 31 of 35

The system will alert you of a clash: **Time conflict with Shopping Cart**



[View My 2024 Classes](#)

**SLL 1073F**  
Initial Spanish A  
★ [Add to favorite courses](#)

> [Course Information](#)

∨ [Class Selection](#)

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Semester One	<a href="#">Lecture - 6394</a>	12/02/2024 - 12/06/2024			Open Seats 108 of 108

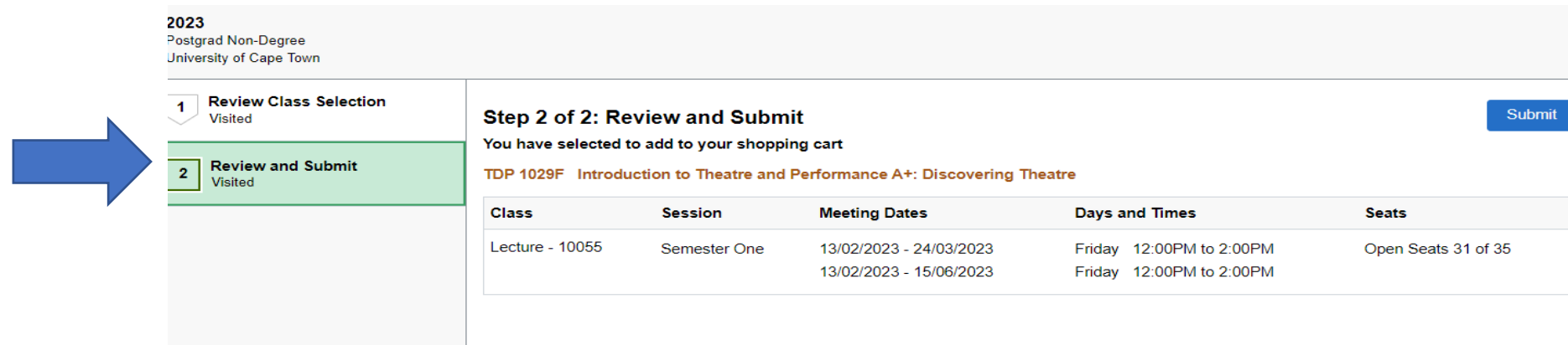
[Multiple meeting schedules](#) >

⚠ Time Conflict with Shopping Cart



# Registration Activity Guide: Student-facing Steps (BSC)

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



2023  
Postgrad Non-Degree  
University of Cape Town

1 Review Class Selection  
Visited

2 Review and Submit  
Visited

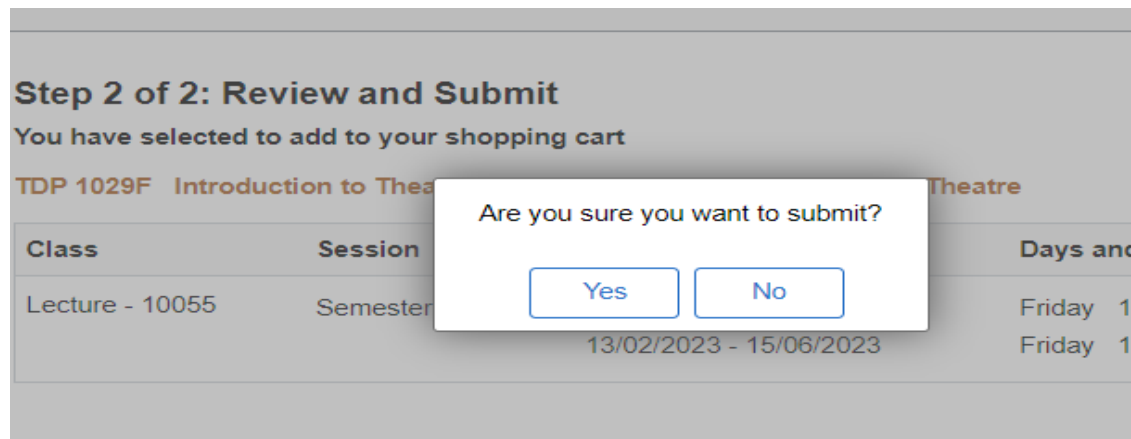
**Step 2 of 2: Review and Submit** Submit

You have selected to add to your shopping cart

TDP 1029F Introduction to Theatre and Performance A+: Discovering Theatre

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10055	Semester One	13/02/2023 - 24/03/2023 13/02/2023 - 15/06/2023	Friday 12:00PM to 2:00PM Friday 12:00PM to 2:00PM	Open Seats 31 of 35

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



**Step 2 of 2: Review and Submit**

You have selected to add to your shopping cart

TDP 1029F Introduction to Theatre and Performance A+: Discovering Theatre

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10055	Semester One	13/02/2023 - 15/06/2023	Friday 12:00PM to 2:00PM	Open Seats 31 of 35

Are you sure you want to submit?

Yes No



## Registration Activity Guide: Student-facing Steps (BSC)

17. 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.

The screenshot shows a registration shopping cart interface. At the top right, there are four buttons: "Select All", "Add Additional Courses", "Delete", and "Request Approval". Below these buttons is the heading "Your Shopping Cart" followed by a table header with the following columns: "Select", "Availability", "Class", "Description", "Session", "Days and Times", "Room", "Instructor", "Units", "Seats", and "Preferences".

18. Once all your courses are loaded into your shopping cart and you are ready to submit your request to the faculty for approval, click on the Select All button and Request Approval button.



# Registration Activity Guide: Student-facing Steps (BSC)

19. By clicking on request approval, the Create Service Request page appears. Leave an appropriate comment in the Comment box (if applicable) and click Submit to create the Service Request.

Zime Dlamini  
My Request Detail

University of Cape Town

Category	Registration Curriculum Approvals	Request Number	161532
Type	Curriculum Advice and Approval	Request Date	17/01/2023
Subtype	None	Status	Submission received

Status Date	Comment	By
17/01/2023	I request approval of my course selection	Zime Dlamini

[Add Comment](#) [Update Last Comment](#)

File Attachments

Attachments Audit

Attached File	Description	View	Add Attachment
		<a href="#">View</a>	<a href="#">Add Attachment</a>

[Save](#) [Cancel](#)



Once your registration service request has been submitted, the allocated faculty staff member will review your request and you will receive the outcome and further instructions via email. Note that you will not be able to make changes to your shopping cart once it has been submitted for review.

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

[Select All](#) [Decision Pending](#)

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 16805	ELL 1009F Literature: how & why? +	Semester One	<a href="#">More meeting details available</a>			10.00		
<input type="checkbox"/>	Open	Lecture - 10055	TDP 1029F Introduction to Theatre A+	Semester One	<a href="#">More meeting details available</a>			10.00		

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





# Registration Request Processing: Communication



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:



## Push Back to Student

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

Dear Libhongo Manyuka

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.

Sincerely  
UCT Registration



## Decline

**From:** [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
**Sent:** Tuesday, 08 November 2022 00:12  
**To:** Psoft Test <[psoft.test@uct.ac.za](mailto:psoft.test@uct.ac.za)>  
**Subject:** UCT Curriculum Submission Declined

Dear Libhongo Manyuka

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.

Sincerely  
UCT Registration



## Final Approval

**From:** [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
**Sent:** Tuesday, 08 November 2022 12:19  
**To:** Psoft Test <[psoft.test@uct.ac.za](mailto:psoft.test@uct.ac.za)>  
**Subject:** UCT Curriculum Submission Approved

Dear Thandiwe Sehloho

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.

Sincerely  
UCT Registration



**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.



**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.



**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.

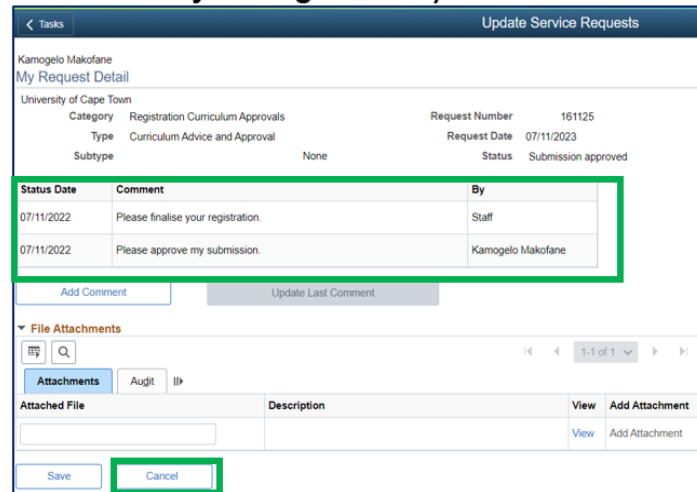


# Registration Activity Guide: Student-facing Steps (BSC)



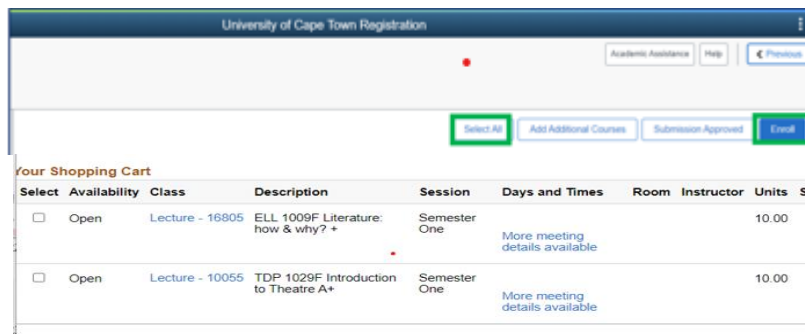
Once you receive final approval from the faculty, complete the following steps in your registration activity guide to finalise your registration.

**21. The Your Shopping Cart page will open, and the Decision Pending button will now reflect Submission Approved.**



Aside from the email you receive to indicate the status of and comments on your request, by clicking on the "Submission Approved" button, you will be able to see the comments made by the staff member.

**22. 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.**

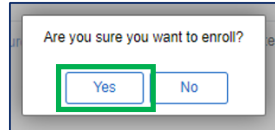


If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.



# Registration Activity Guide: Student-facing Steps (BSC)

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



24. 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.

✓ EDN 2522W - English Classroom Proficiency  
This class has been added to your schedule.

✓ EDN 2524W - First Language & Literacy Foundation Phase  
This class has been added to your schedule.



If for some reason, a course/ courses could not be added to your schedule, please contact the faculty office to assist.



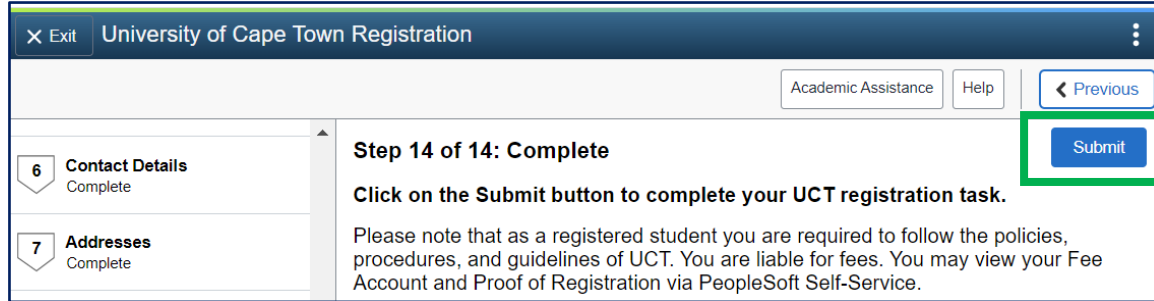
After viewing your class enrolments, please remember to click next, and complete Steps 13 and 14 to finalise your registration.

25. The View My Classes (Step 13) tab will open, showing your class schedule. Click Next to finalise your registration.

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	8.00	Graded		Adv Cert Foundation Phase Teac	
Class	Start/End Dates	Days and Times	Room		
	13/02/2023 - 24/03/2023	Days: Monday Wednesday Times: 16:00 to 19:00	To be Announced		
	03/04/2023 - 19/05/2023	Days: Monday Wednesday Times: 16:00 to 19:00	To be Announced		
Lecture - 9075	24/07/2023 - 01/09/2023	Days: Monday Wednesday Times: 16:00 to 19:00	To be Announced		
	11/09/2023 - 24/10/2023	Days: Monday Wednesday Times: 16:00 to 19:00	To be Announced		

# Registration Activity Guide: Student-facing Steps (BSC)

26. The final step, the Complete step (Step 14) opens. Read the information and click Submit.



University of Cape Town Registration

Academic Assistance Help < Previous

**Step 14 of 14: Complete**

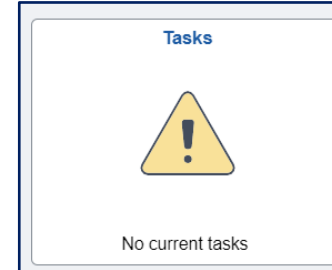
Click on the **Submit** button to complete your UCT registration task.

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.

6 Contact Details Complete

7 Addresses Complete

Submit



Tasks

No current tasks

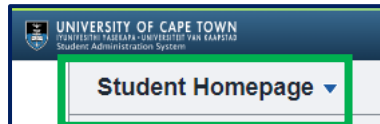


Upon clicking submit, you will automatically be re-directed to the Student Home page. The Tasks tile will now show “No current tasks”. This marks the end of your registration.

**End of Registration Process**

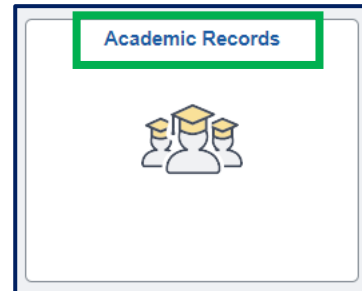


You can access your Proof of Registration from the Student Home page, by clicking on the Academic Record tile, and choosing the “Proof of Registration” tab on the left-hand side of the screen.

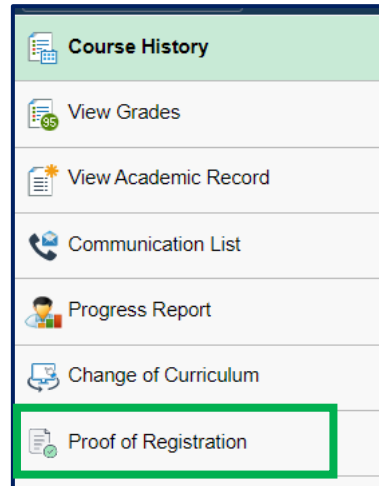


UNIVERSITY OF CAPE TOWN  
UNIBESITHI YASELAPA • UNIVERSITEIT VAN KAPSIG  
Student Administration System

Student Homepage



Academic Records



Course History

- View Grades
- View Academic Record
- Communication List
- Progress Report
- Change of Curriculum
- Proof of Registration