

Faculty of Humanities (UG) *Programme Enrolment (PE)*



Student Guide *Registration Activity Guide*

Registration 2024
HB001/3





Registration Activity Guide: Student-facing Steps (PE)

1. Login on Peoplesoft <http://studentsonline.uct.ac.za/>

UNIVERSITY OF CAPE TOWN
UNIVERSITHI YAKHAPA - UNIVERSITEIT VAN KAAPSTAD

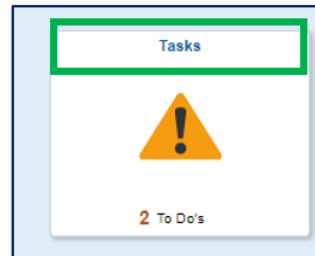
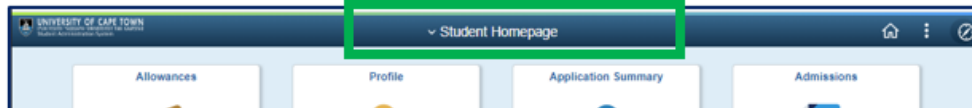
User ID
Password

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 Homepage

Tasks

To Do List 1

Completed Agreements

To Do List 1 row

Task	Due Date	Status
University of Cape Town Registration		Assigned >

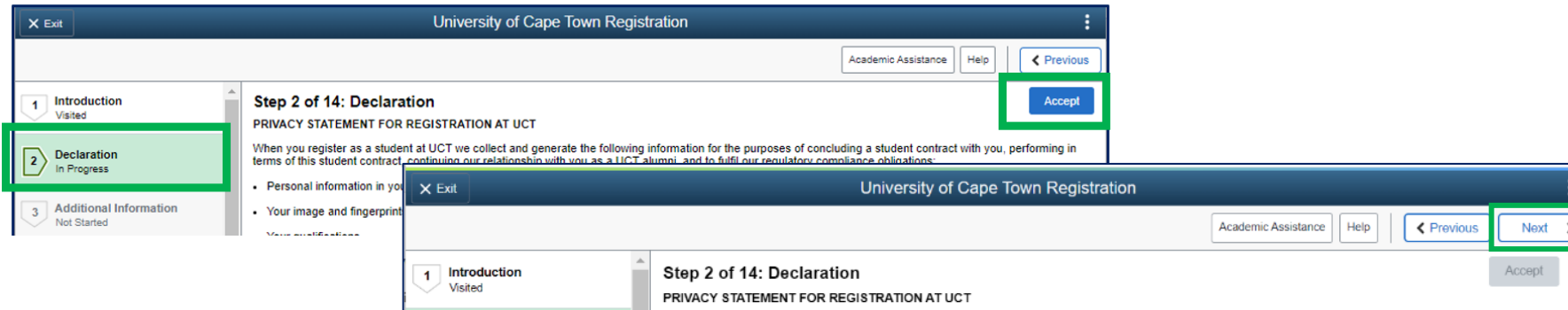


Registration Activity Guide: Student-facing Steps (PE)

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.



- 2024 -The declaration has been expanded to include that all correspondence between UCT and a student is via the UCT email account. Similarly, all student email communication with UCT will be from their UCT email account.

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 (PE)

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 screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 1 through 9. Step 3, 'Additional Information', is highlighted as 'In Progress'. The main content area displays 'Step 3 of 14: Additional Information' with a 'Save Answers' button highlighted in green. Below this, a question asks: '*1. Have you ever registered at another university (at the time of your application)?'. A dropdown menu shows 'No' selected. Another question asks: '*2. Have you ever received NSFAS funding at another institution?'. A dropdown menu shows 'No' selected. A third question asks: '*3. In what academic year do you intend to complete all the courses for your qualification?'. A dropdown menu shows '2023' selected. A 'Laptop' section is also visible with a question: '*4. Are you interested in receiving a laptop from UCT?'. A dropdown menu shows 'No' selected. At the bottom right, a 'Next >' button is highlighted in green.



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. The Laptop activity guide has all the details regarding payment and pick-up of the device (for more information: <https://icts.uct.ac.za/services-student-computing/allocation-uct-laptops>).



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

The grid shows step indicators for steps 4 through 11. Steps 4, 5, 6, and 7 are grouped under 'Personal Details'. Steps 8, 9, 10, and 11 are grouped under 'Emergency Contacts'. Step 4 is 'In Progress', while steps 5, 6, 7, 8, 9, 10, and 11 are 'Not Started'.

This screenshot shows a section of the registration interface with buttons for 'Academic Assistance', 'Help', '< Previous', 'Next >', and a 'Confirm' button. The 'Confirm' button is highlighted in green.

This screenshot shows another section of the registration interface with buttons for 'Academic Assistance', 'Help', '< Previous', 'Next >', and a 'Confirm' button. The 'Next >' button is highlighted in green.

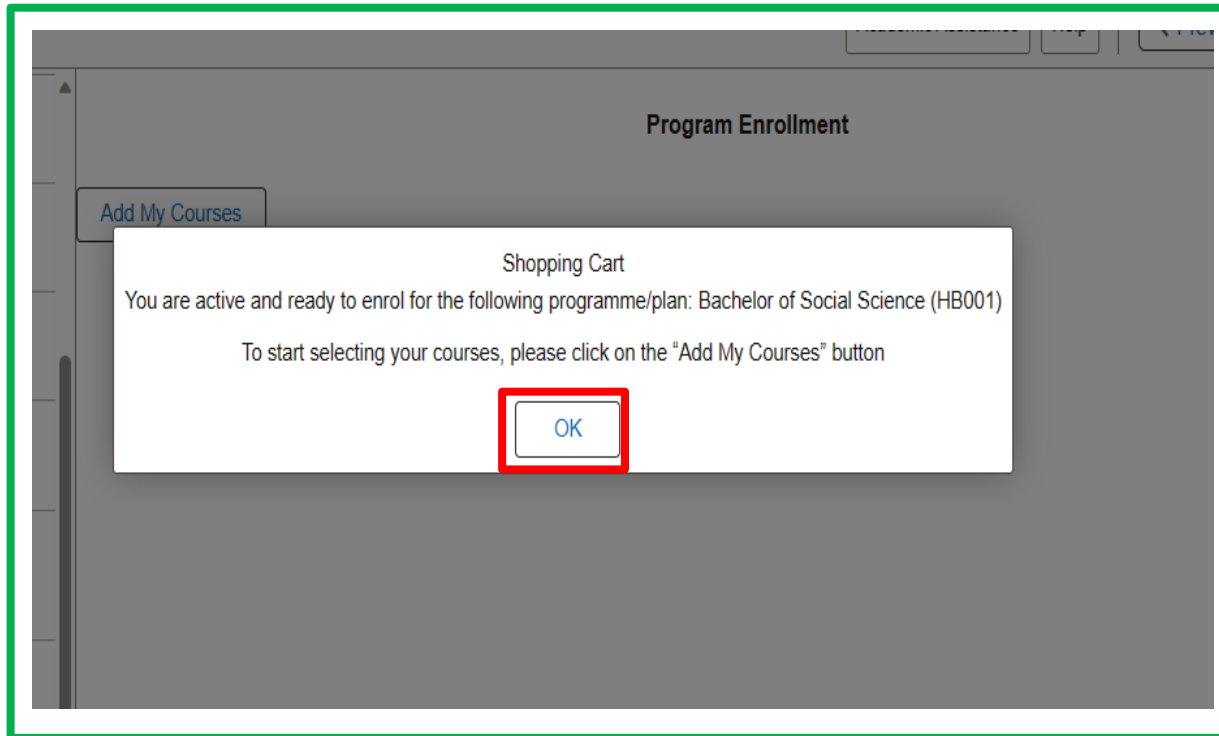


If you have any "blocks/holds" (Service Indicators) on your record, these will be noted in Step 11. Please resolve the "blocks/holds" first, before entering back into the Registration Activity Guide to continue with the Registration Process.



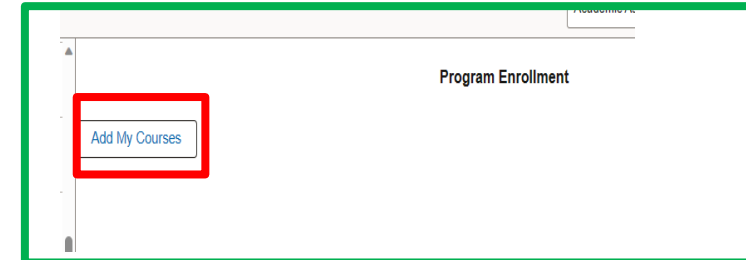
PE Registration Method: Student-facing Steps (PE)

8. After completing steps 1-11, when clicking on the My Course 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.



The active plan appears. Click on "OK".

Upon clicking on the Add My Courses button, the Education Planner opens. Courses can be selected by ticking the appropriate boxes. Complete the selection of courses and click Update Planner and then Continue.





PE Registration Method: Student-facing Steps (PE)

Education Planner

ID/Name: 2083032 Xulu,Nomfundo S'nenhlahla
Campus ID: XLXNOM017

Select Year

- | | | |
|-------------------------------------|------------------|----------------------|
| <input checked="" type="checkbox"/> | HB001/3 - Year 1 | View |
| <input type="checkbox"/> | HB001/3 - Year 2 | View |
| <input type="checkbox"/> | HB001/3 - Year 3 | View |

Student needs to tick the year that he wants to register for and click on “View”



PE Registration Method: Student-facing Steps (PE)

Plan Selection

Student Active Plan Combination

Academic Plan	Description
HB001DOH01	Humanities General

Adjusted Plan Combination

Academic Plan	Description		
HB001AFS01 <input type="text"/>		<input data-bbox="937 739 988 782" type="button" value="+"/>	<input data-bbox="1014 739 1065 782" type="button" value="-"/>
HB001ANS01 <input type="text"/>		<input data-bbox="937 803 988 846" type="button" value="+"/>	<input data-bbox="1014 803 1065 846" type="button" value="-"/>

Please use the lookup fields and buttons to add or change your majors. If you have difficulty signing up for the courses required by the major(s) this year or have concerns about potential timetable or pre-requisite issues which may delay your completion, please consult an advisor.

[Save and Reload](#)

The Active Plan of the student will appear.

The Adjusted Plan Combination appear underneath. This is where the student can change his major plan combination. After each change, the student needs to “Save and Reload”



PE Registration Method: Student-facing Steps (PE)

Education Planner

★ Planned ◆ Enrolled ✔ Passed ✖ Not Passed ⊗ Dropped ▲ Invalid Course/ist
↻ Grade In Progress

To view your required courses, please make use of the following:

[Required Course Summary](#)

[Handbook](#)

Courses that must be taken in HB001/3 - Year 1:

Select	Status	Item	Category	Credits
		▼ HB001/3 Year 1 Humanities Courses	Core Courses	
<input type="checkbox"/>		AFS 1100S: Understanding Gender	Humanities Courses	18.00
<input type="checkbox"/>		or AGE 1002S: Archaeology & our Heritage	Humanities Courses	18.00
<input type="checkbox"/>		or ANS 1400F: Words Deeds Bones & Things	Humanities Courses	18.00
<input type="checkbox"/>		or ANS 1401S: Introduction to Anthropology	Humanities Courses	18.00

The Education Planner opens.
The **Required course Summary** can be opened to see the courses that the student needs to select.
The **Handbook** can be opened for reference.



PE Registration Method: Student-facing Steps (PE)

Required Course Summary

Please use the following guideline to determine which courses are required for the plans that you have chosen. Note, courses that have a category of Legacy Core, Augmented Core or EDP Core cannot be planned without faculty intervention.

HB001/3 - Year 1

HB001AFS01 Gender Studies Year 1

Plan(s): HB001AFS01

Plan Description: N/A

Minimum Credits Required: N/A

Minimum Courses Required: N/A

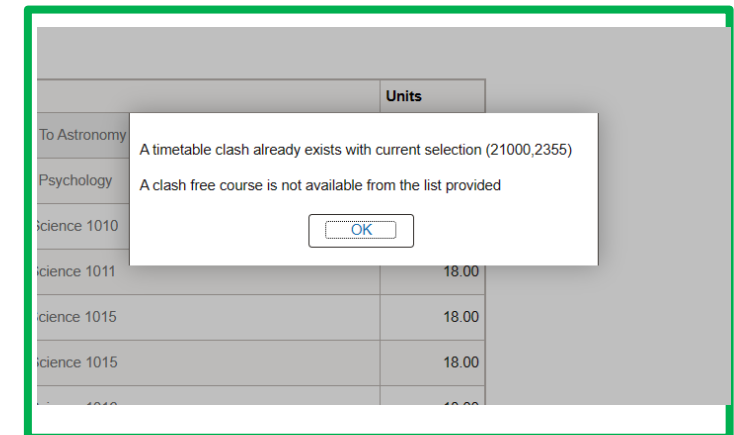
Maximum Credits Allowed: N/A

Maximum Courses Allowed: N/A

	Courses	Description	Category
	AFS 1100S	AFS 1100S: Understanding Gender	Core Courses

The Required Course Summary shows the courses for the specific majors that the student needs to select.

If there is any timetable clash in the course selection, a pop-up message will appear.





PE Registration Method: Student-facing Steps (PE)

Education Planner

<input type="checkbox"/>	or SLL 3074S: Spanish IIIb	Humanities Courses	30.00
Humanities - Level 1 Other Faculty Electives		+	Core Courses
<input checked="" type="checkbox"/>	★ INF 1002F: Foundations of Information Sys	Core Courses	18.00

Credit Summary:

Year Planned	126	Year Enrolled	0	Year Passed	0
Program Planned	126	Program Enrolled	0	Program Passed	0

✓ Your education plan has been updated.

[Update Planner](#) [Continue](#) [Return to Registration](#)

After the course selection, “**Update Planner**” needs to be clicked. Then click “Continue”.



PE Registration Method: Student-facing Steps (PE)

Education Planner

INF 1002F: Foundations of Information Sys:

- INF 1002F: Foundations of Information Sys failed to meet the following requirement: UCT Requisite NBT QL at least 70%/ NSC Mathematics L4/ MAM1014 p/p/ MAM1022 65%

MAM 1010F: Mathematics 1010:

- MAM 1010F: Mathematics 1010 failed to meet the following requirement: UCT Requisite MAM1014F/15S passed or NSC Mathematics L5

- You cannot exceed 4.5 courses per semester in the first year

Warning: Your choices are not meeting the programme requirements or presents a clash; please return to your selections and check or try a different combination. If you find no permitted combination, you will have to submit a service request by clicking on "Continue". Your shopping cart will be populated with the selections you made, but you will need to request approval from the Faculty by clicking on the "Request Approval" button on the Shopping Cart screen.

[Update Planner](#) [Continue](#) [Return to Registration](#)

If there is any rules that are not followed in the selection, the error messages will tell the student what he needs to do or change in the selection. After the changes have been done and all is in order, the "Update Planner" needs to be ticked and then "Continue".



PE Registration Method: Student-facing Steps (PE)

Schedule Builder

● Open □ Closed ▲ Wait List

> Change Filter Options

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM			● ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING	● ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING	● ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING		
9:00AM	● ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING ● ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1	● ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING ● ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1		● ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING ● ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1			

The Schedule Builder/Timetable of the student will appear. Then **“Proceed to Registration”**.

Tasks

Schedule Builder

	12:00PM - 1:00PM Location: TBA Session SM2 0280 PENDING	12:00PM - 1:00PM Location: TBA Session SM2 0280 PENDING	12:00PM - 1:00PM Location: TBA Session SM2 0280 PENDING				
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Meeting information not available

Class	Course Title	Instructor	Start Date	End Date
AFS 1100S - TL01 (Tutorial)	AFS 1100S: Understanding Gender	Staff	22/07/2024	20/11/2024
SLL 1002F - TL01 (Tutorial)	SLL 1002F: Word Power	Staff	12/02/2024	12/06/2024
SOC 1001F - TL01 (Tutorial)	SOC 1001F: Introduction to Sociology	Staff	12/02/2024	12/06/2024

Proceed to Registration



PE Registration Method: Student-facing Steps (PE)

2024 Undergraduate

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

11 Holds Complete

12 My Courses Complete

Buttons: Add My Courses, Select All, Add Additional Courses, Delete, Enroll

Select	Availability	Class	Description	Session	Day and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 5778	AFS 1100S Understanding Gender	Semester Two	More meeting details available			18.00		
		Tutorial - 5799		To be Announced		To be Announced	To be Announced			
<input type="checkbox"/>	Open	Lecture - 9871	ANS 1400F Words Deeds Bones & Things	Semester One	More meeting details available			18.00		
<input type="checkbox"/>	Open	Lecture - 9918	ASL 1201S Representations of Africa	Semester Two	More meeting details available			18.00		

javascript:submitAction_win7(document.win7,UCT_DERIVED_PE_UCT_POP_FROM_PE);

This is where the student can make any further changes. If his selection is correct, click “Select All” and then “Enroll”

Buttons: Add My Courses, Select All, Add Additional Courses, Delete, Enroll

Are you sure you want to enroll?

Buttons: Yes, No

Are you sure you want to enroll? Click on “Yes”.



PE Registration Method: Student-facing Steps (PE)

University of Cape Town Registration

2024

Undergraduate

7 **Addresses**
Complete

8 **Emergency Contacts**
Complete

9 **Communication Preferences**
Complete

10 **Personal & Demographic Information**
Complete

11 **Holds**
Complete

12 **My Courses**
Complete

✓ **AFS 1100S - Understanding Gender**
This class has been added to your schedule.

✓ **ANS 1400F - Words, Deeds, Bones & Things**
This class has been added to your schedule.

✓ **ASL 1201S - Representations of Africa**
This class has been added to your schedule.

✓ **ASL 1301S - Introduction to Sociolinguistics**
This class has been added to your schedule.

✓ **ELL 1013F - Literature: how and why?**
This class has been added to your schedule.

The list of courses you registered for will appear, with a positive or negative indicator. Click “Next” to view your Schedule.



PE Registration Method: Student-facing Steps (PE)

The screenshot shows the registration progress on the left sidebar, with 'View My Classes' (Step 13) highlighted in a red box. The main content area displays the class schedule for 'AFS 1100S Understanding Gender' under the 'By Class' tab. The 'Next >' button in the top right navigation bar is also highlighted in a red box.

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Bachelor of Social Science	

Class	Start/End Dates	Days and Times	Room
Lecture - 5778	22/07/2024 - 30/08/2024	Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM	To be Announced
Lecture - 5778	09/09/2024 - 22/10/2024	Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM	To be Announced
Tutorial - 5799	22/07/2024 - 20/11/2024	Schedule: To be Announced	To be Announced

The “**View My Classes**” (Step 13) tab will open, showing your class schedule.

The screenshot shows the 'University of Cape Town Registration' page at 'Step 14 of 14: Complete'. The 'Submit' button in the top right navigation bar is highlighted in a red box. The page text indicates that clicking the Submit button will complete the UCT registration task.

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.

Click “**Next**” and “**Submit**” to finalise your registration. The student will automatically be redirected to the Student Home page. The student can now get his proof of registration.