



# UCT

# REGISTRATION

## STUDENT GUIDE

**FACULTY OF SCIENCE**  
**POSTGRADUATE**





# 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 Programme Enrolment (PE) registration process for SCI PG studies.

The registration method relevant to you will be indicated by the Science 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:

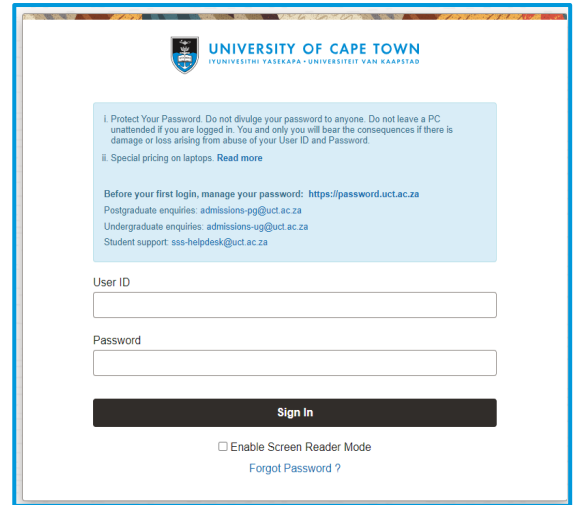
<https://studentsonline.uct.ac.za/>

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](mailto:icts-helpdesk@uct.ac.za)

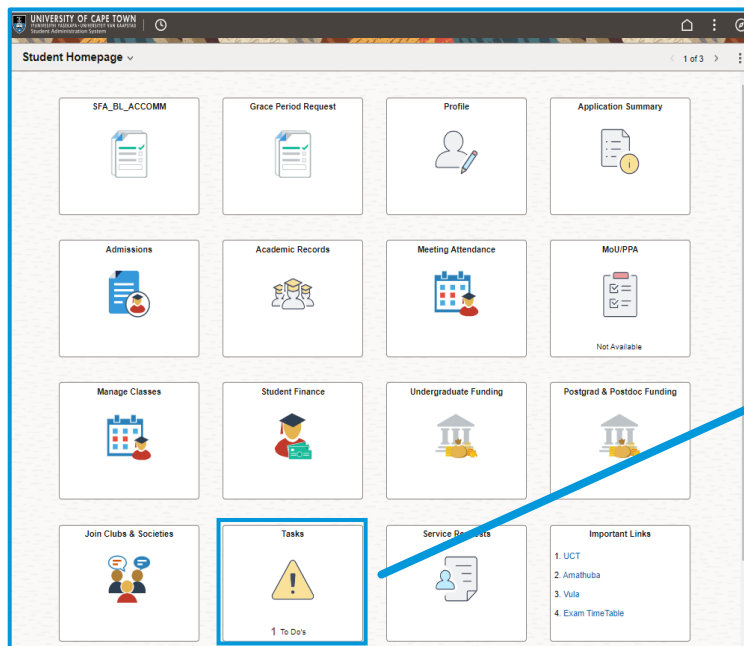
Phone: +27 (0)21 650 4500

Link: <https://password.uct.ac.za/>

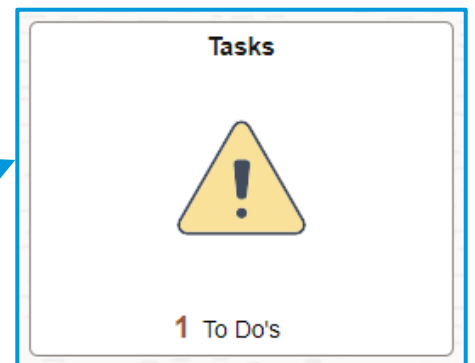


## Access Activity Guide

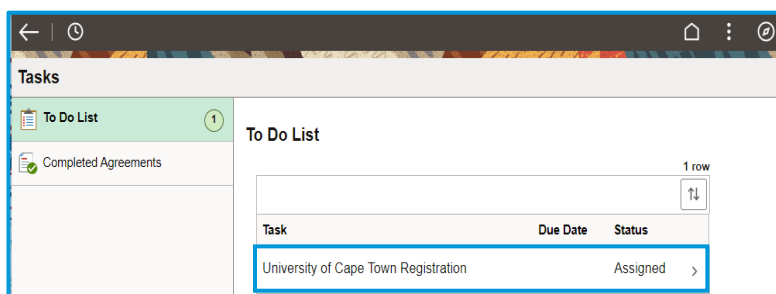
On the **Student Home Page**, click on the **Tasks** tile



**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:

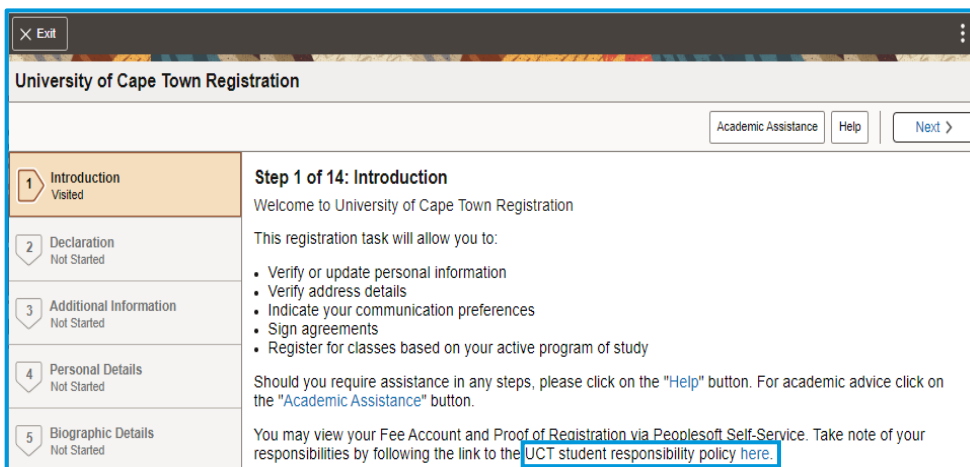
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial 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<br>Visited                              |
| 2  | Declaration<br>Not Started                           |
| 3  | Additional Information<br>Not Started                |
| 4  | Personal Details<br>Not Started                      |
| 5  | Biographic Details<br>Not Started                    |
| 6  | Contact Details<br>Not Started                       |
| 7  | Addresses<br>Not Started                             |
| 8  | Emergency Contacts<br>Not Started                    |
| 9  | Communication Preferences<br>Not Started             |
| 10 | Personal & Demographic<br>Information<br>Not Started |
| 11 | Holds<br>Not Started                                 |
| 12 | My Courses<br>Not Started                            |
| 13 | View My Classes<br>Not Started                       |
| 14 | Complete<br>Not Started                              |

## STEP 1: Introduction

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



The screenshot shows a web browser window titled "University of Cape Town Registration". At the top right, there are buttons for "Academic Assistance", "Help", and "Next >". On the left side, there is a vertical navigation menu with 14 steps. Step 1, "Introduction", is highlighted in orange and marked as "Visited". Steps 2 through 5 are marked as "Not Started".

**Step 1 of 14: Introduction**  
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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Not Started

4 Personal Details Not Started

5 Biographic Details Not Started

**Step 2 of 14: Declaration**

**PRIVACY STATEMENT FOR REGISTRATION AT UCT**

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:

- Personal information in your UCT application and registration forms;
- Your image and fingerprints; and
- Your qualifications.

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.

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.

Accept

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

Academic Assistance Help < Previous

**Step 2 of 14: Declaration**

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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.

**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 result 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 07/11/2024

Printable Page

Accept

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:** 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 Introduction (Visited), 2 Declaration (Complete), 3 Additional Information (In Progress), 4 Personal Details (Not Started), 5 Biographic Details (Not Started), and 6 Contact Details (Not Started). The main area is titled 'Step 3 of 14: Additional Information' and contains the instruction 'Please Answer all the question below truthfully.' There are three questions with dropdown menus for answers. A 'Save Answers' button is highlighted with a green box. Below the main content, a 'Next' button is also highlighted with a green box.

### Laptop

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.

**\*2. Are you interested in receiving a laptop from UCT?**

### Research

**\*3. Are you required to register for your dissertation or minor dissertation this year?**

### NOTES:

- The expected graduation question is an indication of when you think you will finish your degree.
- Students registering for their dissertation/thesis will be required to complete the MoU/PPA process prior to completing registration. This will be added as an additional Task on their Homepage>Tasks tile.

## STEP 4: Personal Details

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

| Name | Type    |
|------|---------|
|      | Primary |

**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 **Biographical Details**, update if applicable, **click Confirm** and **Next** to continue.

| Country      | Citizenship Status |
|--------------|--------------------|
| South Africa | SA Citizen         |

**Edit Details**

\*Self Declared Race

- African
- Chinese
- Coloured
- Indian
- 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.

| Email                | Type     | Preferred |
|----------------------|----------|-----------|
| psoft.test@uct.ac.za | Personal | ✓         |

| Phone | Type         | Preferred |
|-------|--------------|-----------|
| +27   | SA Cellular  | ✓         |
| +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.

## STEP 7: Addresses

Check your **Addresses**, 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 Complete**

8 Emergency Contacts Not Started

**Step 7 of 14: Addresses** Confirm

Home(Street) Address

+  
Address From  
Current >

Home(Postal) Address

+  
Address From  
Current >

Fee(Billing) Address

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.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

7 Addresses Complete

8 **Emergency Contacts Complete**

**Step 8 of 14: Emergency Contacts** Confirm

No contacts defined.

Add Contact

| Contact | Phone | Preferred |
|---------|-------|-----------|
| Ronelle | +27   | ✓         |

Where no emergency contact details are captured, click on **Add Contact**

Where 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 Preferences**, 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

| Hold                     | Department           |
|--------------------------|----------------------|
| No Enrollment Activities | Int Acad Prog Office |
| Outstanding Fee Debt     | Fees Office          |

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.

**Hold Details**

No Enrollment Activities

Reason International Student

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 once you receive an offer.

**Complete**

**Hold Details**

Outstanding Fee Debt

Reason Outstanding Fee Debt

Your Fee account is in debt in excess of R1,000. Payment (or evidence thereof) should be made before this restriction can be lifted.

### WITHOUT HOLDS

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

| Hold   | Department |
|--|------------|
| There are no holds preventing you from enrolling. Press confirm to continue. |            |



## STEP 12: My Courses

**IMPORTANT:** 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.

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 progress bar highlights '12 My Courses In Progress'. The main area shows a 'Program Enrollment' section with an 'Add My Courses' button. A pop-up message titled 'Shopping Cart' is displayed, stating: 'You are active and ready to enrol for the following programme/plan: BSc (Honours) (SH001) /Astrophysics & Space Science (SH001AST03). To start selecting your courses, please click on the "Add My Courses" button'. An 'OK' button is at the bottom of the pop-up.

Shopping Cart  
You are active and ready to enrol for the following programme/plan: BSc (Honours) (SH001) /Astrophysics & Space Science (SH001AST03)  
To start selecting your courses, please click on the "Add My Courses" button  
OK

Click the **Add My Courses** button to open the **Education Planner**. Read the **Instructions**. Tick the appropriate **boxes** to select your **Courses**.

The screenshot shows the 'University of Cape Town Registration' interface with the 'Add My Courses' button highlighted. To the right, the 'Education Planner' is open, displaying fields for 'ID/Name:' and 'Campus ID:'. Under 'Select Year', there is a checked checkbox for 'SH001 - Year 1' and a 'View' button.

Education Planner  
ID/Name:  
Campus ID:  
Select Year  
 SH001 - Year 1 View



### Education Planner

ID/Name:  
Campus ID:

#### Select Year

SM001 and SM002 - Year 1 [View](#)

#### Plan Selection

★ Planned   ◆ Enrolled   ✔ Passed   ✘ Not Passed   ⊗ Dropped   ▲ Invalid Course List  
↻ Grade In Progress

Courses that must be taken in SM001 and SM002 - Year 1:

| Select                              | Status | Item   | Category     | Credits |
|-------------------------------------|--------|--|--------------|---------|
|                                     |        | and SM001EGS02 & SM002EGS02 - Environmental & Geo Scie | Core Courses |         |
| <input checked="" type="checkbox"/> | ★      | EGS 5003W: Enviro & Geog Sci Dissertation              | Core Courses | 180.00  |

Credit Summary:

|                 |     |                  |   |                |   |
|-----------------|-----|------------------|---|----------------|---|
| Year Planned    | 180 | Year Enrolled    | 0 | Year Passed    | 0 |
| Program Planned | 180 | Program Enrolled | 0 | Program Passed | 0 |

Credit Summary:

|                 |     |                  |   |                |   |
|-----------------|-----|------------------|---|----------------|---|
| Year Planned    | 180 | Year Enrolled    | 0 | Year Passed    | 0 |
| Program Planned | 180 | Program Enrolled | 0 | Program Passed | 0 |

✔ Your education plan has been updated.

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

Once all prompts are followed and all courses are selected, click **Update Planner** and **Continue**.



On clicking Continue, the **Schedule Builder** renders. Click **Proceed to Registration** to finalise your shopping cart.

### Schedule Builder

ID/Name:  
Campus ID:

Open     Closed     Wait List

▶ **Change Filter Options**

#### Meeting Information

| Time    | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------|--------|---------|-----------|----------|--------|----------|--------|
| 8:00AM  |        |         |           |          |        |          |        |
| 9:00AM  |        |         |           |          |        |          |        |
| 10:00AM |        |         |           |          |        |          |        |
| 11:00AM |        |         |           |          |        |          |        |
| 12:00PM |        |         |           |          |        |          |        |
| 1:00PM  |        |         |           |          |        |          |        |
| 2:00PM  |        |         |           |          |        |          |        |
| 3:00PM  |        |         |           |          |        |          |        |
| 4:00PM  |        |         |           |          |        |          |        |
| 5:00PM  |        |         |           |          |        |          |        |
| 6:00PM  |        |         |           |          |        |          |        |

If you are enrolled for a research programme, there will be no scheduled classes listed.

As per your selection, all courses now show in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.

University of Cape Town Registration

2023 Masters

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information

Your Shopping Cart

| Select                              | Availability | Class          | Description                              | Session   | Days and Times                 | Room | Instructor | Units | Seats | Preferences |
|-------------------------------------|--------------|----------------|--|-----------|--------------------------------|------|------------|-------|-------|-------------|
| <input checked="" type="checkbox"/> | Open         | Thesis - 13805 | EGS 5003W Enviro & Geog Sci Dissertation | Full Year | More meeting details available |      |            |       |       | 180.00      |

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

Note: coursework Master's registration may require approval:

University of Cape Town Registration

2025 Masters

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

Your course selection for registration requires approval. Please submit an approval request by using the "Request Approval" button.

Buttons: Select All, Add Additional Courses, Request Approval, Delete

Your Shopping Cart

| Select                   | Availability | Class         | Description                        | Session   | Days and Times  | Room            | Instructor      | Units  | Seats | Preferences |
|--------------------------|--------------|---------------|------------------------------------|-----------|-----------------|-----------------|-----------------|--------|-------|-------------|
| <input type="checkbox"/> | Open         | Thesis - 1464 | AGE 5000W Archaeology Dissertation | Full Year | To be Announced | To be Announced | To be Announced | 180.00 |       |             |

Enrollment

Please ensure you click and select all checkboxes next to each course and then click on the "Enroll" button to finalise your registration.

Buttons: OK, Help

Are you sure you want to enroll?

Buttons: Yes, No



If you accidentally forget to "Select" the courses you are registering for, a pop-up message will appear to remind you to do so.

Once you clicked "Select All" and "Enroll", a pop-up message appears to prompt you if you are sure that you want to register. Click "Yes" to continue.

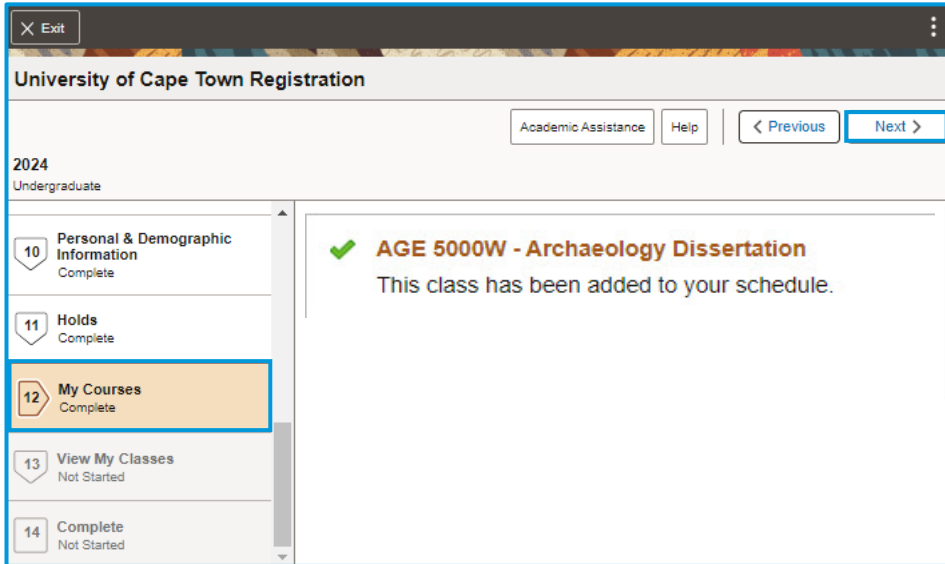
### NOTE:

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



Once you clicked Enroll, the list of courses you are registering for appears with either a positive ✓ or negative X indicator.

Click **Next** to continue to Step 13.



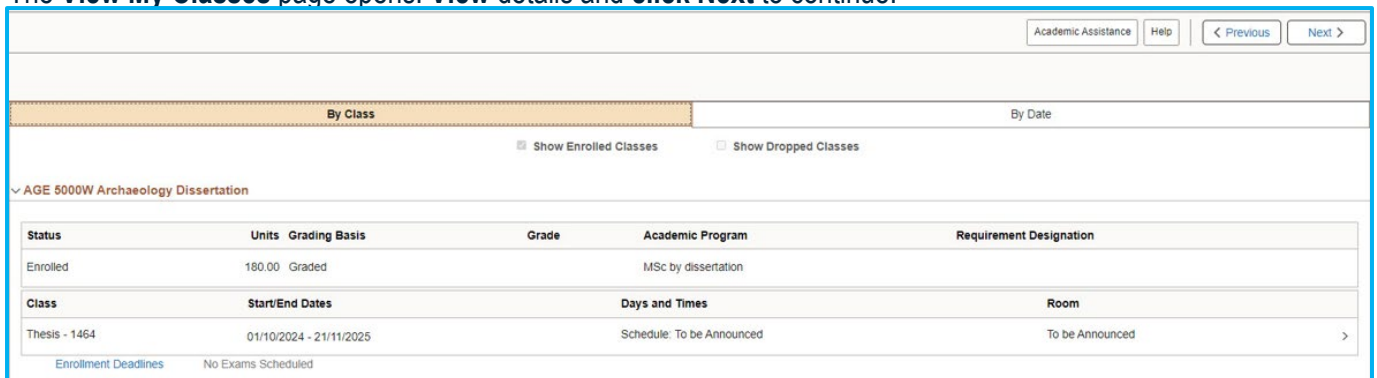
**Indicator Meanings:**

- ✓ Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

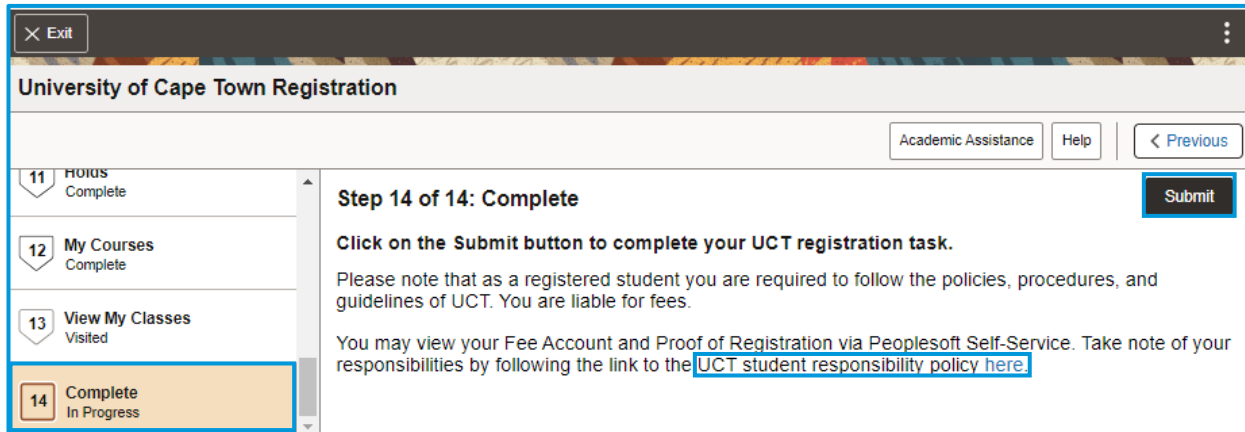
## STEP 13: View My Classes

The **View My Classes** page opens. **View** details and **click Next** to continue.



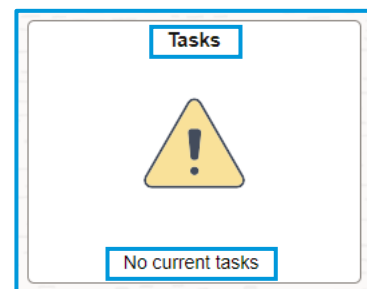
## STEP 14: Complete

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

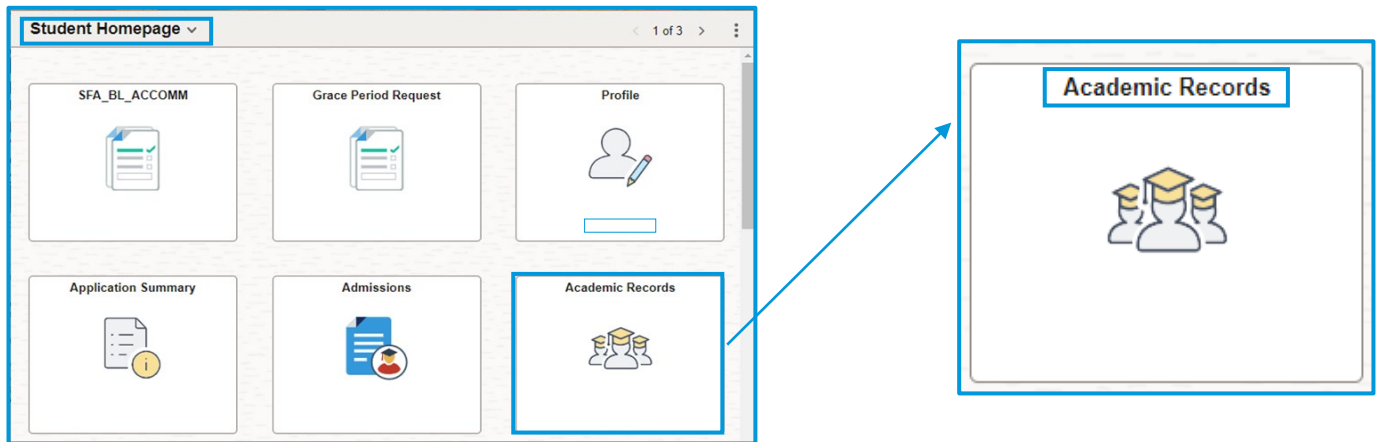
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.



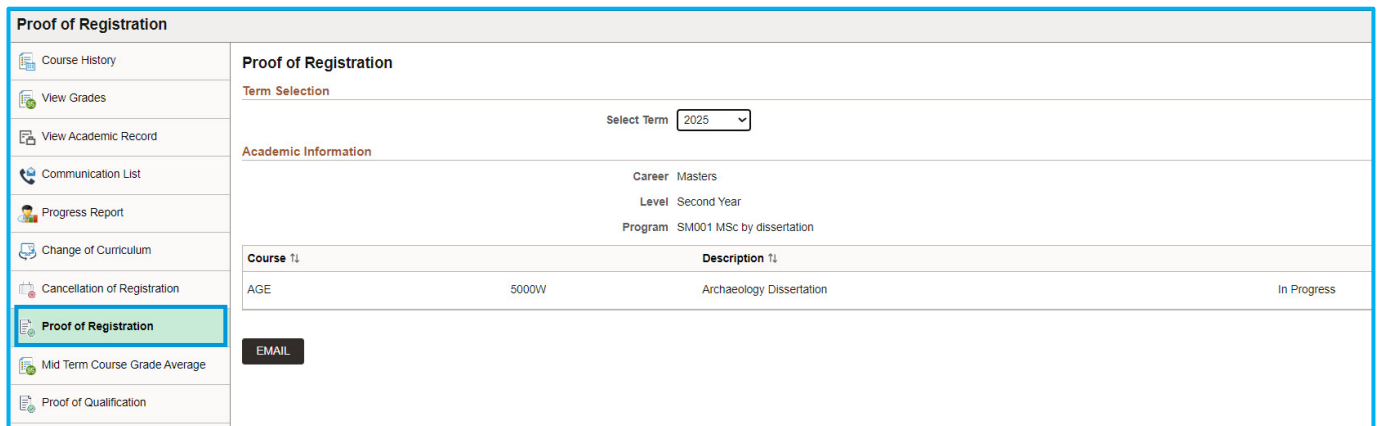


## Proof of Registration

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**