UCT REGISTRATION

STUDENT GUIDE

FACULTY OF SCIENCE

Blank Shopping Cart

STUDENT
SYSTEMS
SUPPORT

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 following registration method for SCI studies
- Blank Shopping Cart (BSC)

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   Phone: +27 (0)21 650 5227

STEPS OVERVIEW

START	**ACCESS "REGISTRATION ACTIVITY GUIDE"**
1	**INTRODUCTION**
2	**DECLARATION**
3	**ADDITIONAL INFORMATION**
4	**PERSONAL DETAILS**
5	**BIOGRAPHICAL DETAILS**
6	**CONTACT DETAILS**
7	**ADDRESSES**
8	**EMERGENCY CONTACTS**
9	**COMMUNICATION PREFERENCES**
10	**PERSONAL & DEMOGRAPHIC INFO**
11	**HOLDS**
12	**MY COURSES**
13	**VIEW MY CLASSES**
14	**COMPLETE**
END	**PROOF OF REGISTRATION**

Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:
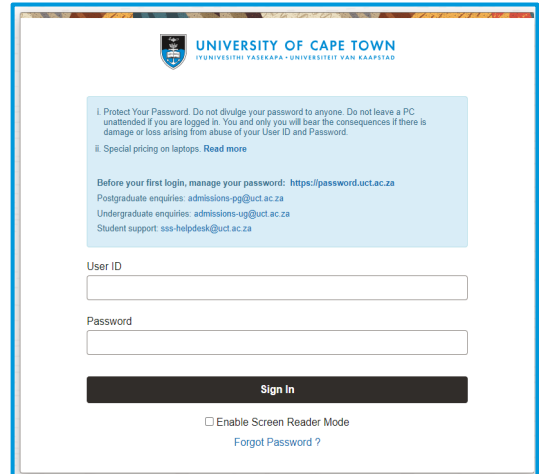https://studentsonline.uct.ac.za/

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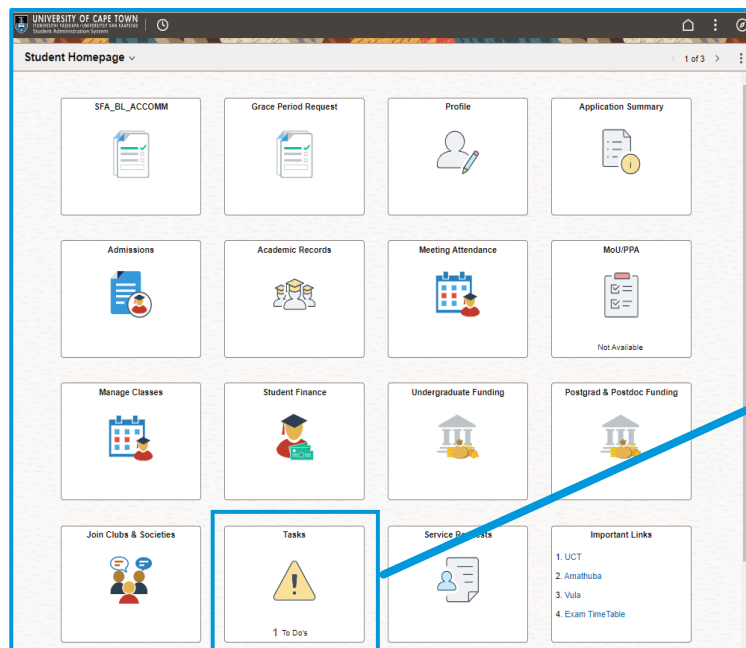
Email: icts-helpdesk@uct.ac.za
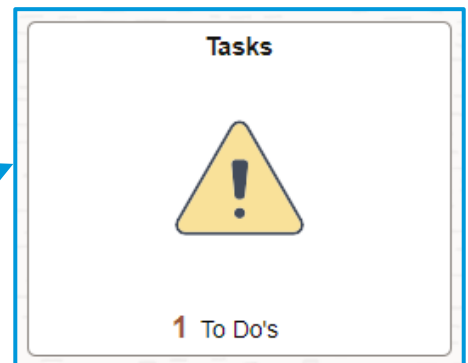Phone: +27 (0)21 650 4500
Link: https://password.uct.ac.za/
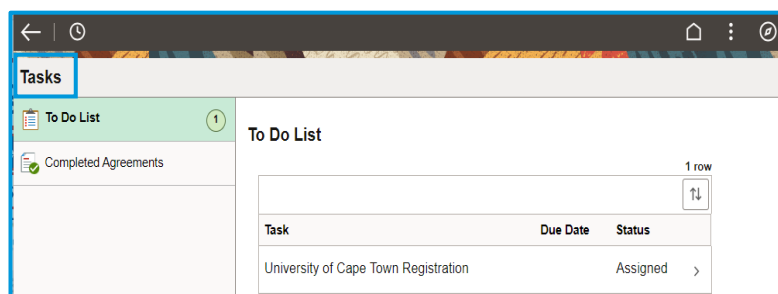

Access Activity Guide

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

Tip: The "Tasks" tile is usually found towards the bottom of the "Student Homepage."

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

ACTIVITY GUIDE

The Registration Activity Guide consists of fourteen (14) sequential steps that must be completed to finalize your registration. Each step is essential and cannot be skipped.

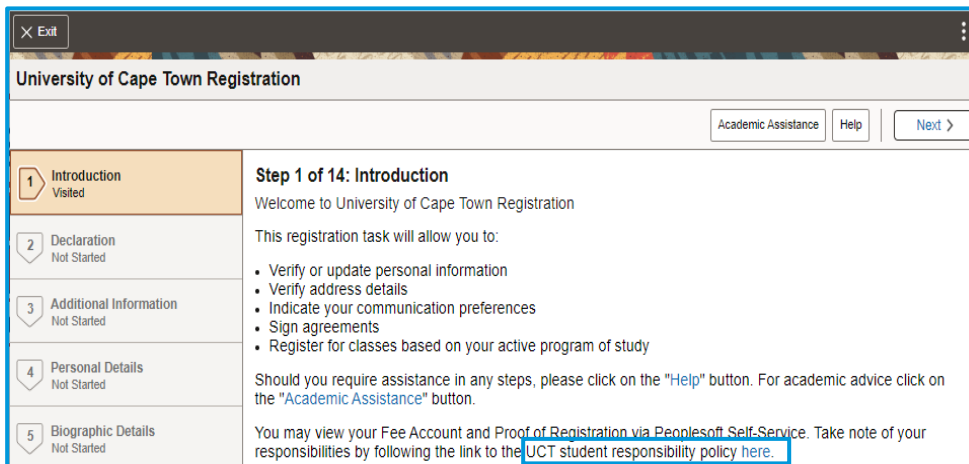To become a registered student at UCT, you must successfully complete all steps.

NOTE:

- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.

- The **Privacy Statement** highlights crucial information regarding the use of personal information and UCT's compliance with POPIA (Protection of Personal Information Act).

- The **Declaration** contains essential statements regarding your registration at UCT. It also emphasizes that all correspondence between you and the university will be conducted via your UCT email account.

Additional information, when needed, is denoted with: ℹ️

1	Introduction — Visited
2	Declaration — Not Started
3	Additional Information — Not Started
4	Personal Details — Not Started
5	Biographic Details — Not Started
6	Contact Details — Not Started
7	Addresses — Not Started
8	Emergency Contacts — Not Started
9	Communication Preferences — Not Started
10	Personal & Demographic Information — Not Started
11	Holds — Not Started
12	My Courses — Not Started
13	View My Classes — Not Started
14	Complete — Not Started

STEP 1: Introduction

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

Step 1 of 14: Introduction

Welcome to University of Cape Town Registration
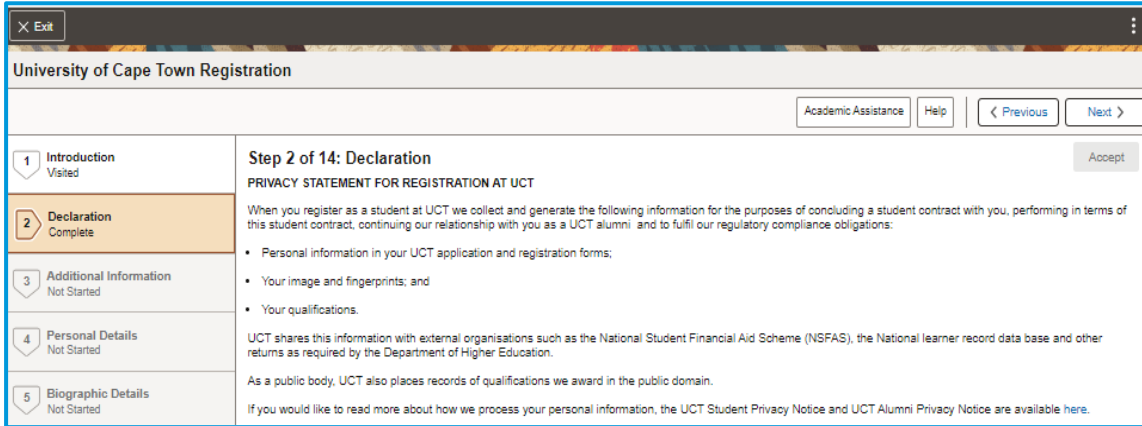
This registration task will allow you to:

- 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.
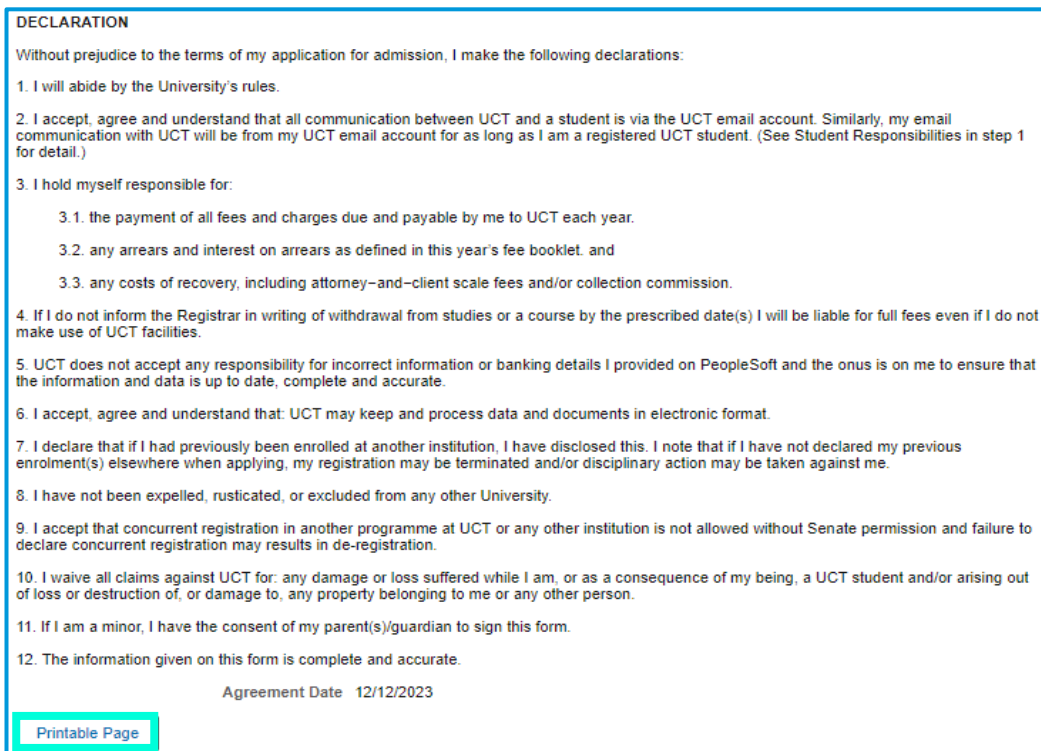
STEP 2: Declaration

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

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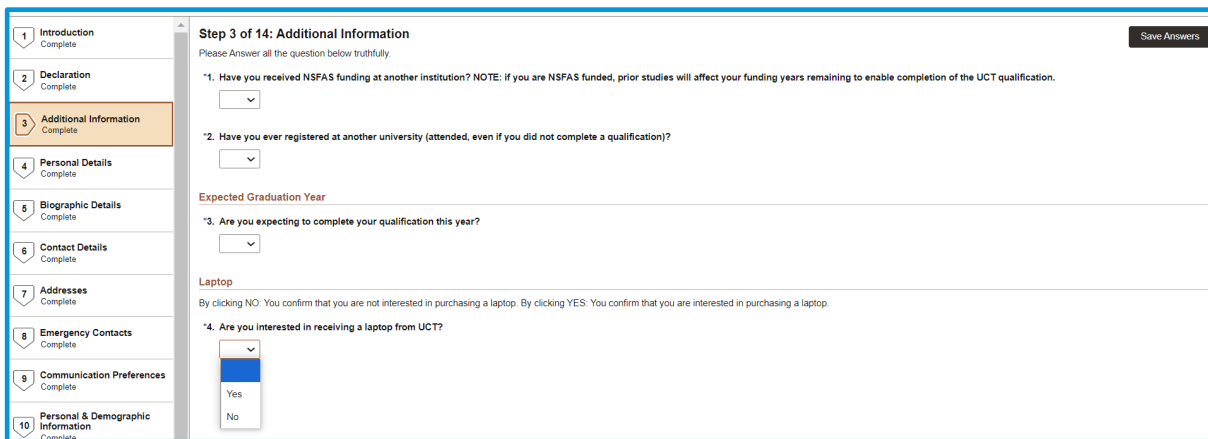

The Declaration specifies that any communication between UCT and a student must take place through the UCT email account. Likewise, all email correspondence initiated by a student with UCT should originate from their UCT email account.

STEP 3: Additional Information

NOTE: 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

- Students will need to indicate whether they expect to complete their qualification this year, with either a YES or NO
- First time entry students will need to indicate whether they would like to purchase a laptop, with either a YES or NO

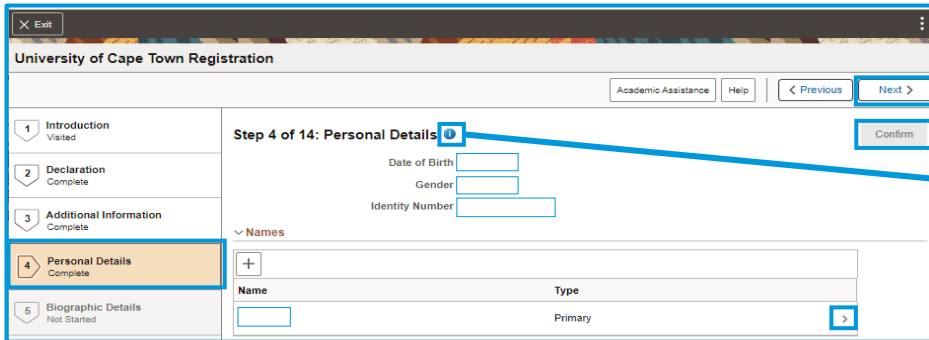Once saved, click **Next** to continue to step 4.

NOTES:
• The expected graduation year question is an indication of when you think you will finish your degree.

STEP 4: Personal Details

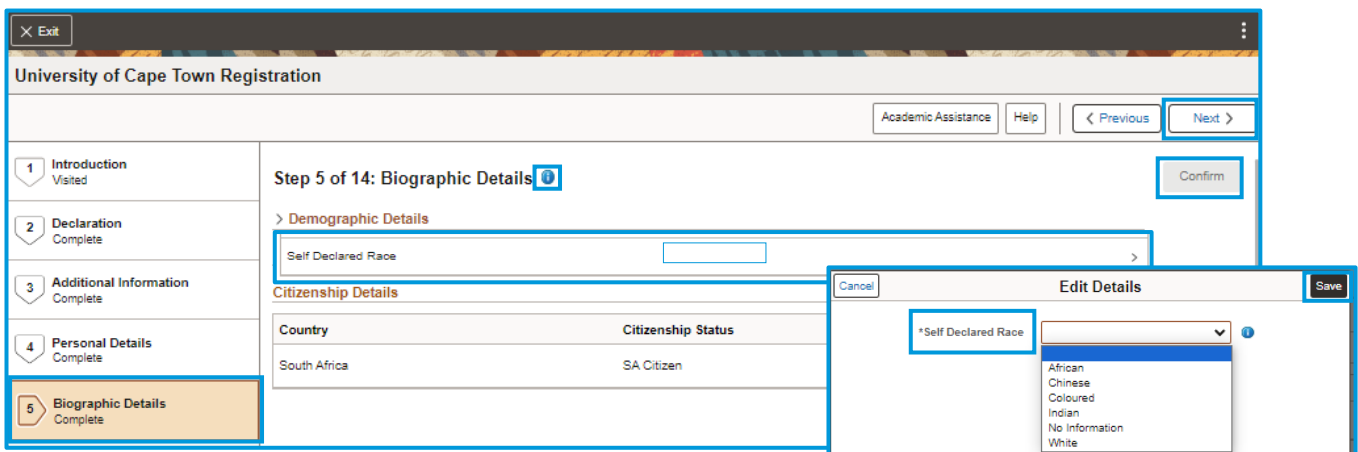**Check** your **Personal Details,** update if applicable, **click Confirm** and **Next** to continue.

To add another "Name" item, click on the plus **(+)** icon.

To update/edit current "Name" details, click on the arrow **(>)** icon.

STEP 5: Biographical Details
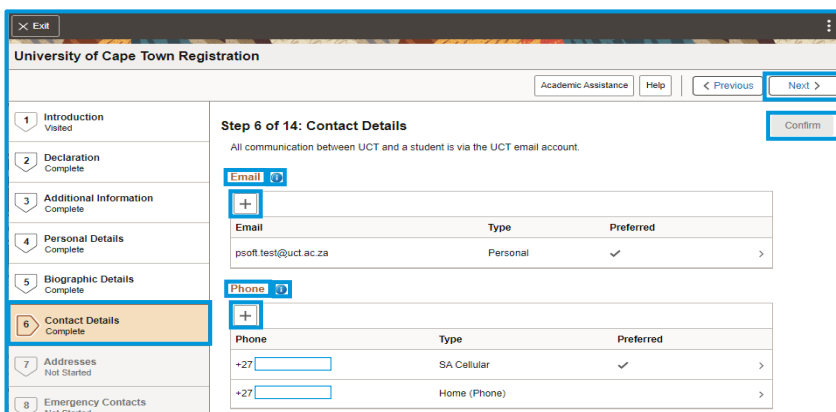
Check your **Biographical Details**, update if applicable, **click Confirm** and **Next** to continue.

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

STEP 6: Contact Details

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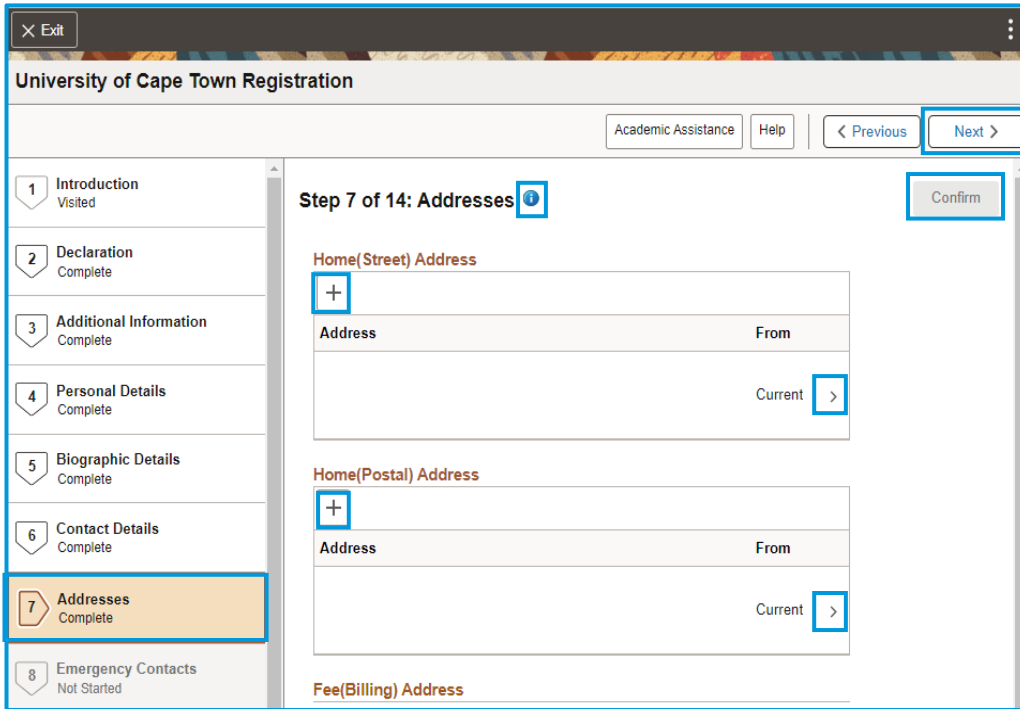

To edit/delete/update "Email" and "Phone" items, click on the arrow **(>)** icon next to the appropriate field.

To add "Email" and "Phone" items, click on the plus **(+)** icon under the appropriate field.

STEP 7: Addresses

Check your **Addresses,** update if applicable, **click Confirm** and **Next** to continue.
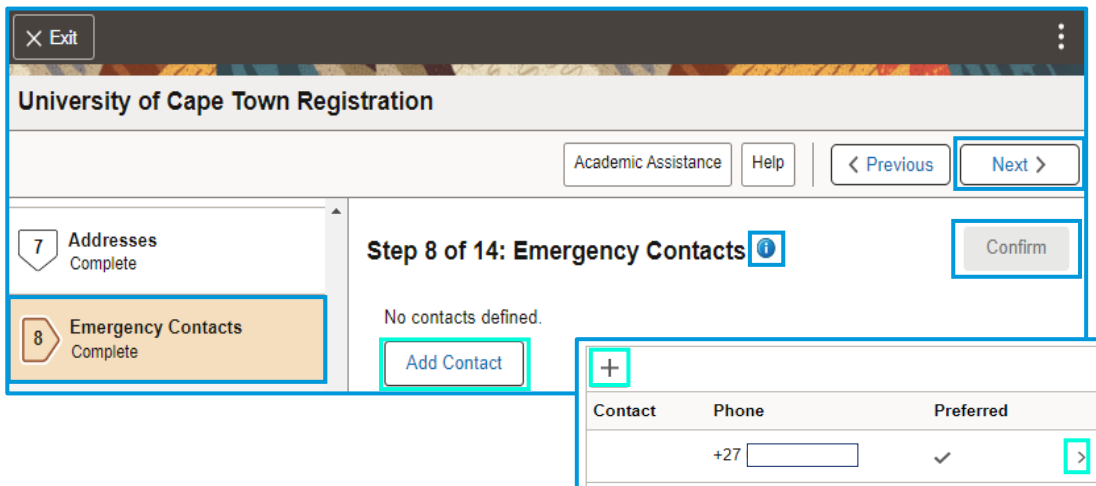
To edit/delete/update "Address" items, click on the arrow **(>)** icon next to the appropriate field.

To add "Address" items, click on the plus **(+)** icon under the appropriate field.

STEP 8: Emergency Contacts

Check your **Emergency Contacts,** update if applicable, **click Confirm** and **Next** to continue.
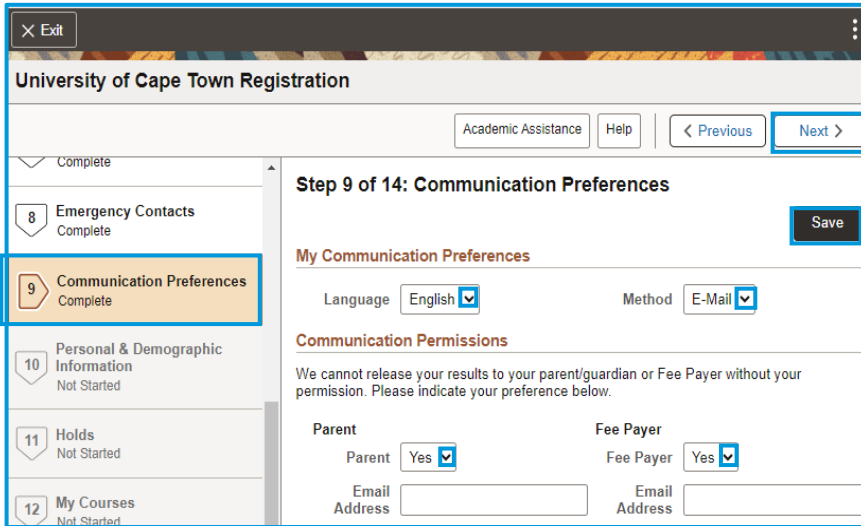
Where no emergency contact details are captured, click on **Add Contact**

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

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.

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
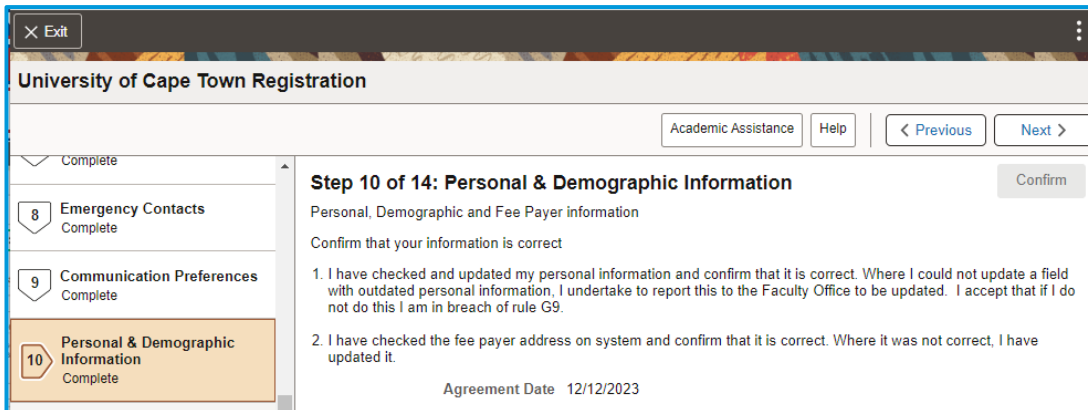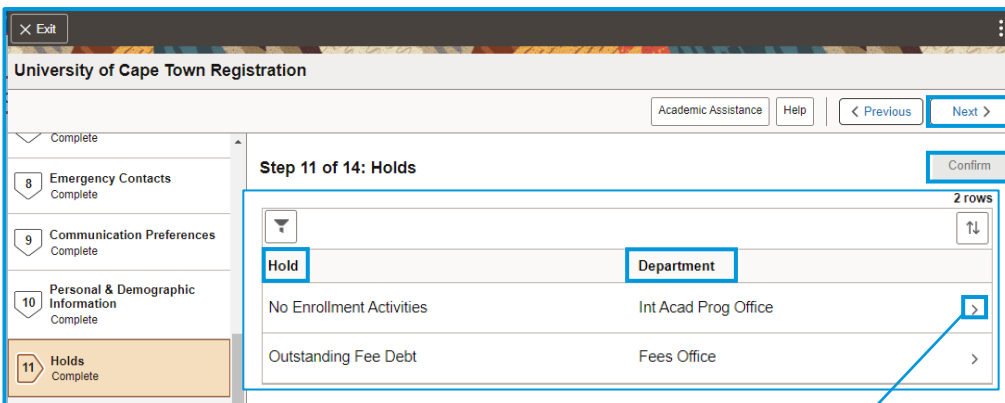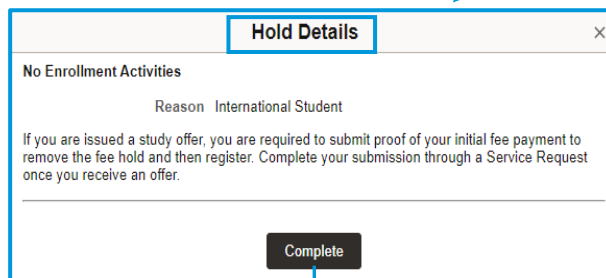
Exit					
University of Cape Town Registration					
			Academic Assistance	Help	‹ Previous	Next ›
Complete	**Step 11 of 14: Holds**				Confirm
8 Emergency Contacts Complete					2 rows
9 Communication Preferences Complete	▼				↑↓
10 Personal & Demographic Information Complete	**Hold**		**Department**		
	No Enrollment Activities		Int Acad Prog Office		›
11 Holds Complete	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.
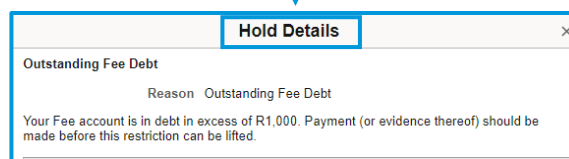
Hold Details   ✕

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

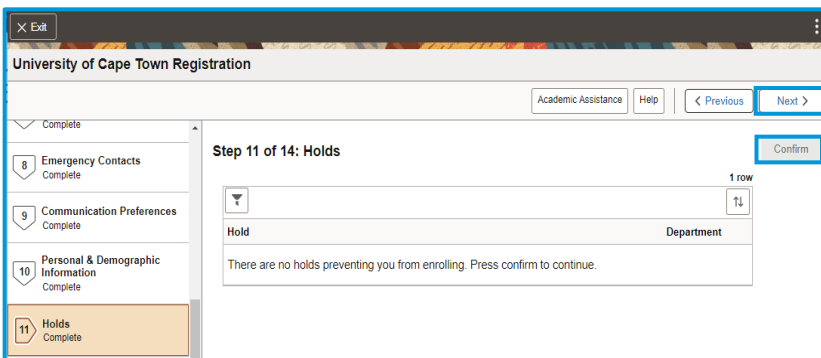**Hold Details**   ✕

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.

| Exit					
University of Cape Town Registration					
		Academic Assistance	Help	‹ Previous	Next ›
Complete	**Step 11 of 14: Holds**				Confirm
8 Emergency Contacts Complete					1 row
9 Communication Preferences Complete	▼				↑↓
10 Personal & Demographic Information Complete	**Hold**			**Department**	
	There are no holds preventing you from enrolling. Press confirm to continue.				
11 Holds Complete					

STEP 12: My Courses

> **BLANK SHOPPING CART (BSC)**
> You are required to "pack" your curriculum yourself (with the assistance of the Faculty Handbook and other sources).
> When clicking on the "Add Additional Courses" button, you are prompted to search and select the courses you need to register for and adding them to your registration list. Faculty approval is required and once granted, you can finalise Step 12.

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**.
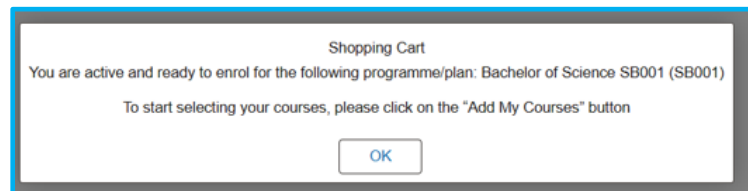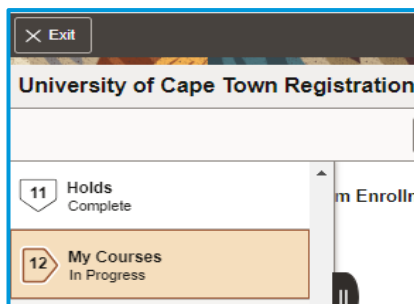

If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

Click the **Add Additional Courses** button to open the course look-up page.
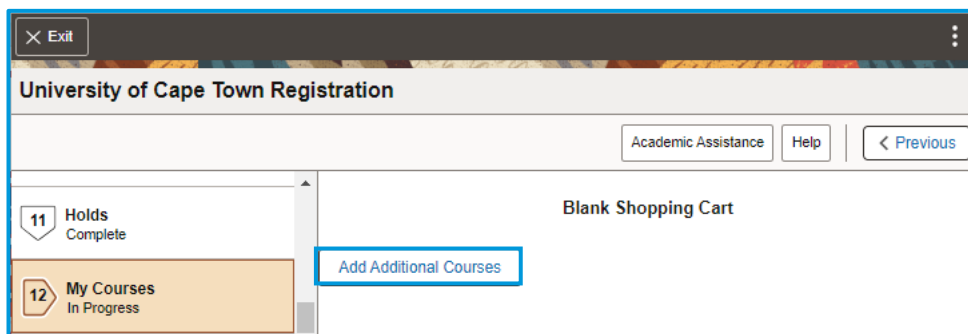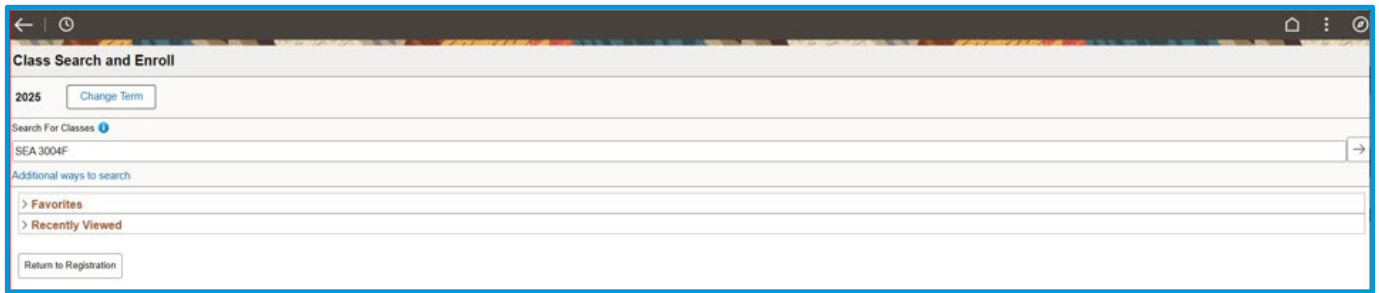

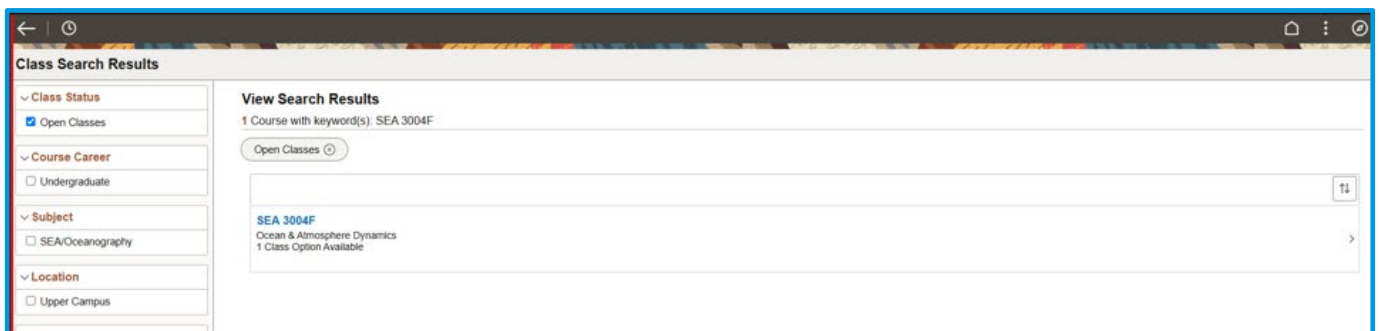On **the Select a Value** page, **click** on the **current year tab**.
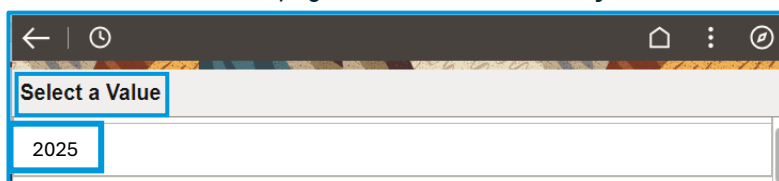
Only the current year's tab is visible for selection

In the **Class Search and Enroll** component, **type** the **Course Code** in the **Search for Classes** field and **click** on the **arrow** to **search**.


The **Class Search Results** page appears with **available course options**. **Click** the **arrow (>)** next to the applicable course to open.

The arrow to click on to select a specific course is quite small. It is on the right-hand side of the listed course
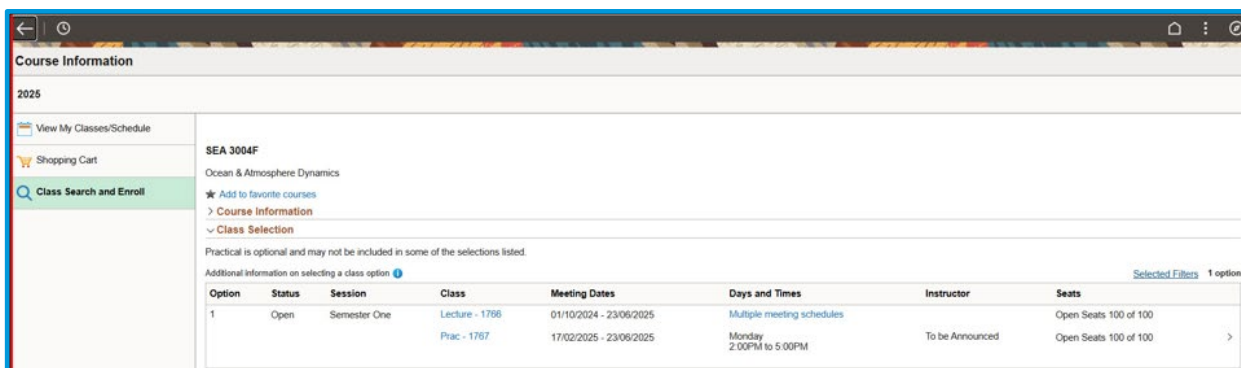

On the **Course Information** page, **review** the **details** of the available options. **Select** the appropriate **Option** by clicking on the **Arrow (>).**

e.g.
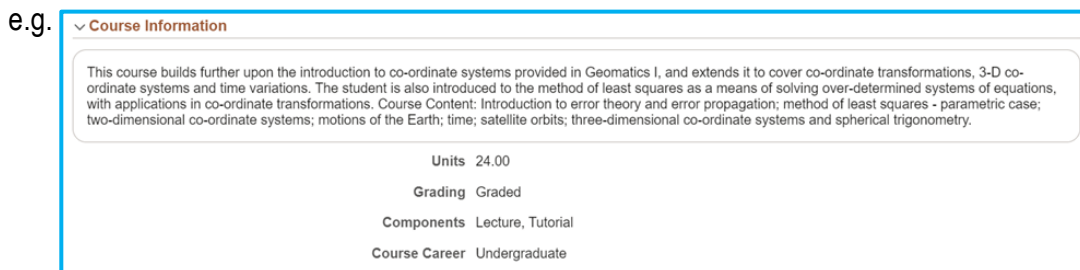
Note: The "Class Selection" options provide an overview of available Class Numbers, Meeting Dates, Days and Times, and number of Seats available for each option. To view more details, click on the "Lecture" or "Multiple Meeting Schedules" links.

If any of the class options clash with any of the courses already in your shopping cart, a warning message appears under the specific option. Please sort out all clashes, prior to submitting your registration request for approval.
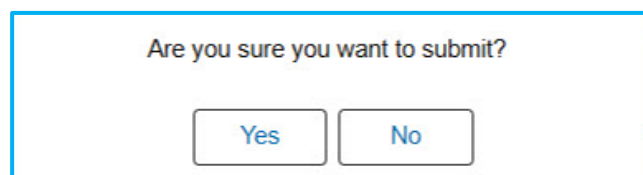
Once you selected the applicable option, the **Review Class Selection** page **opens**. **Review** and click **Next.**
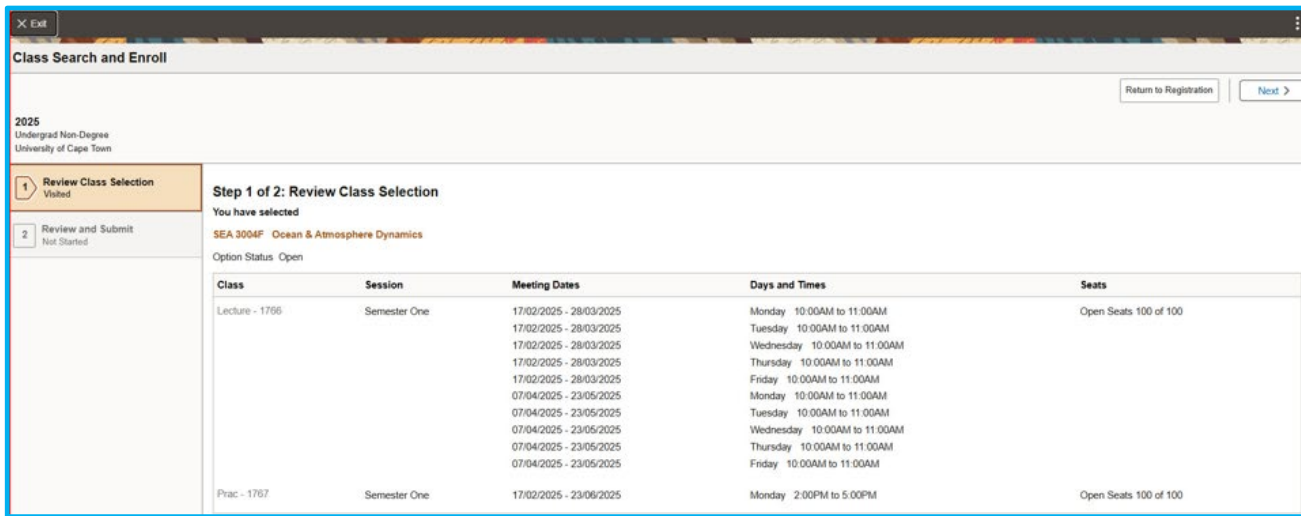

Once you clicked next, the **Review and Submit** page **opens**. **Click Submit** to add the course to your shopping cart.
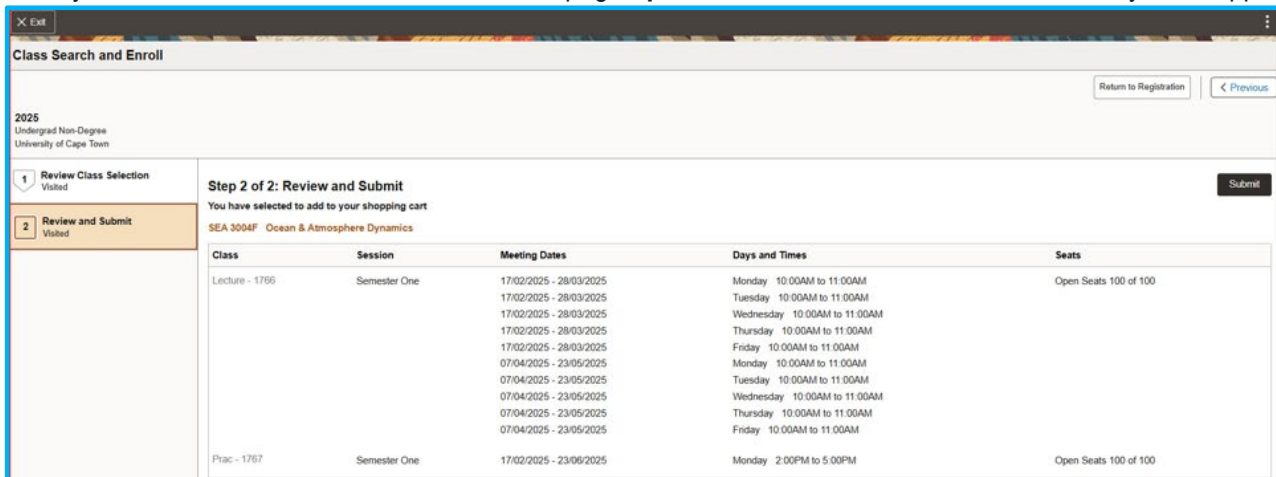
Upon clicking "Submit," a pop-up message appears to prompt if you are sure you want to submit your selection. Click "Yes" to continue.
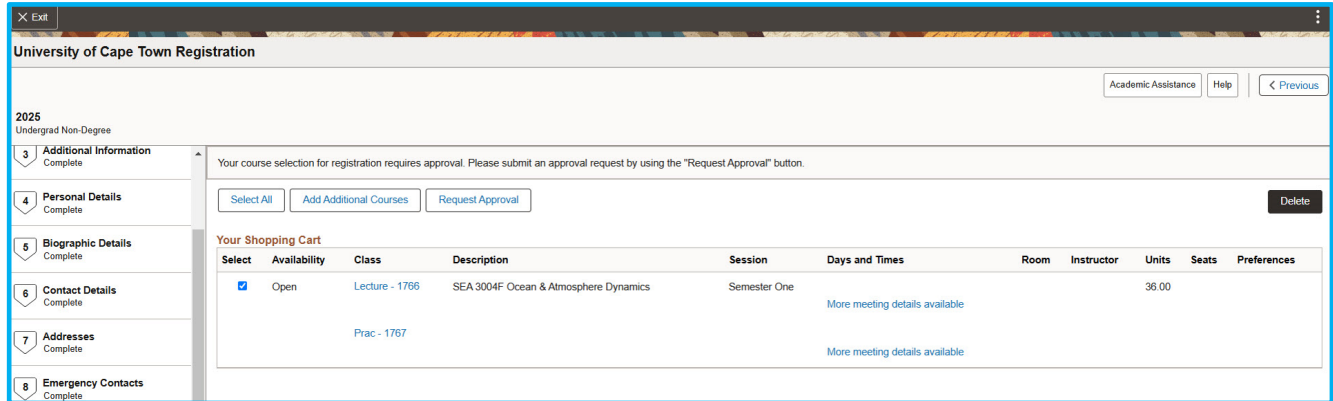

As per your selection, the course now shows in **Your Shopping Cart**. To add another course, **click Add Additional Courses**. **Repeat the steps** until **all required courses** are **added** to your shopping cart.
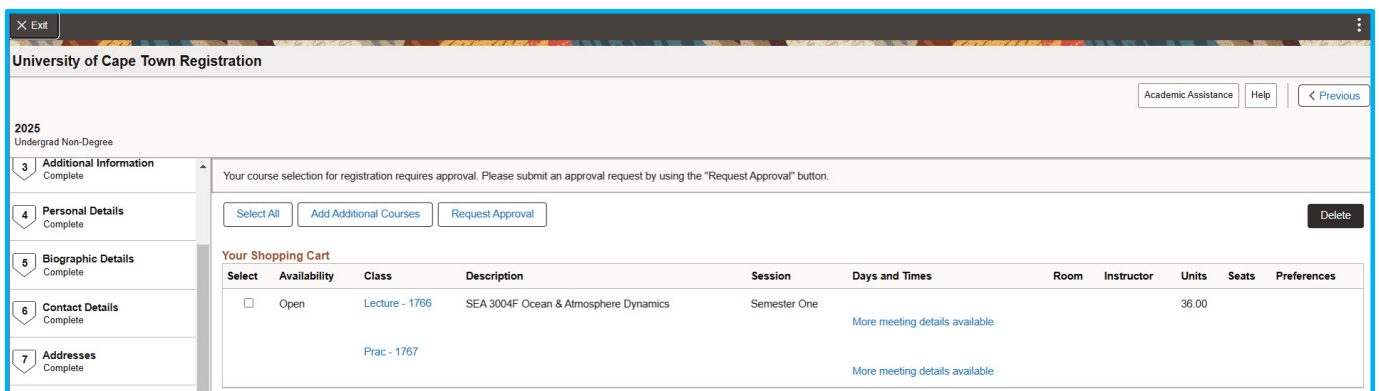
Note: If you are a returning student, aside from selecting the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.

Once you completed adding all your courses, **click Request Approval**.

Leave a comment and **add your SEAT output form as an attachment,** and **click Submit**

Note: Upon submission, you are re-directed to the registration shopping cart page, reflecting the status "Decision Pending." This means your request is allocated to a faculty staff member for review and approval.

Note, you are not able to make changes to your shopping cart once it is submitted for review. Once a decision is made, the outcome and further instructions are sent via email. The status bar on your registration shopping cart page (Step 12) also indicates the updated status as per the email.

Upon receiving the updated status on your registration request, follow the instructions and complete actions as requested.

IMPORTANT: Three (3) statuses are applicable and explained:
1: Action Required by Student; 2: Declined; and 3: Final Approval.

==1: Action Required by Student==

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

Dear

CURRICULUM SUBMISSION INCOMPLETE

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

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

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

Sincerely
UCT Registration

Meaning and Action Required: The reviewer requires you to complete **further actions** (e.g., adding/deleting courses/fixing clashes). Follow the instructions as per the reviewer's comments and action the request. Resubmit the registration approval **request** by **clicking** on "**Action Required by Student**", **add** a **comment** and save the request.
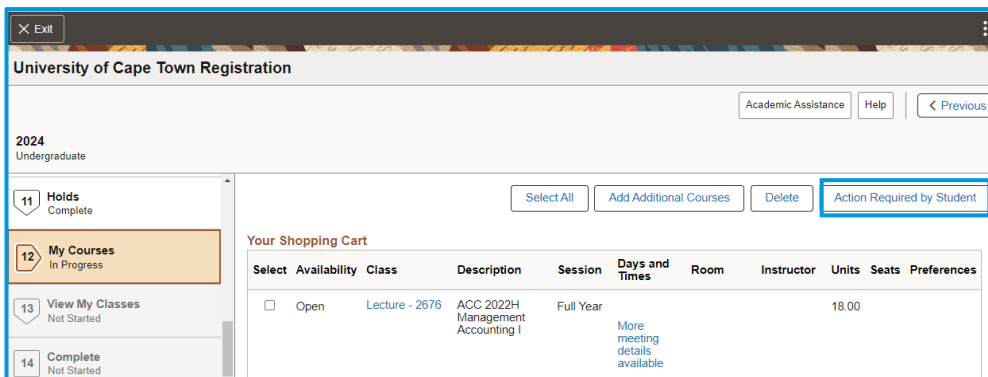
If you are required to delete courses from your cart, select the applicable course by ticking the box and click "Delete."

If you are required to add courses to your cart, click "Add Additional Courses."
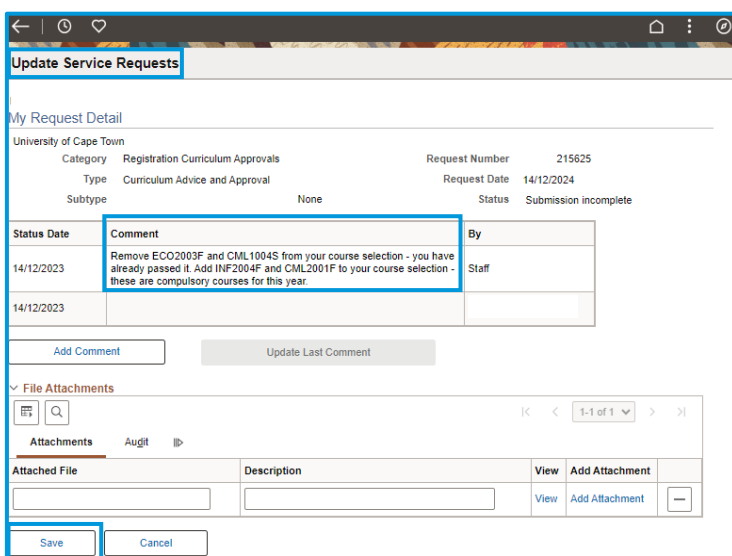
Once you actioned the reviewer's request, **resubmit** your registration request for approval, by clicking on "**Action Request by Student,"** add a **Comment, and click Save**. Upon re-submission, your status reflects as "Decision Pending" again.

2: Declined

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

Dear

CURRICULUM SUBMISSION DECLINED

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

Comments:
"I cannot approve this request - Please make an appointment with me to discuss."

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

Sincerely
UCT Registration

Meaning and Action Required: The reviewer **requires** you to **re-start** your registration **request**. Follow the instructions as per the reviewer's comments and action the request. **Submit** the updated registration approval request by clicking on **"Request Approval"**, **add** a **comment and submit** the request.
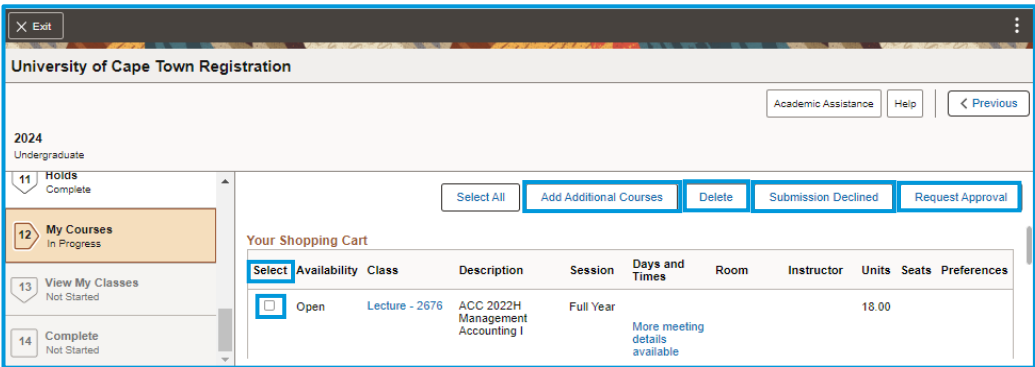
If you are required to delete courses from your cart, select the applicable course by ticking the box and click "Delete."

If you are required to add courses to your cart, click "Add Additional Courses."
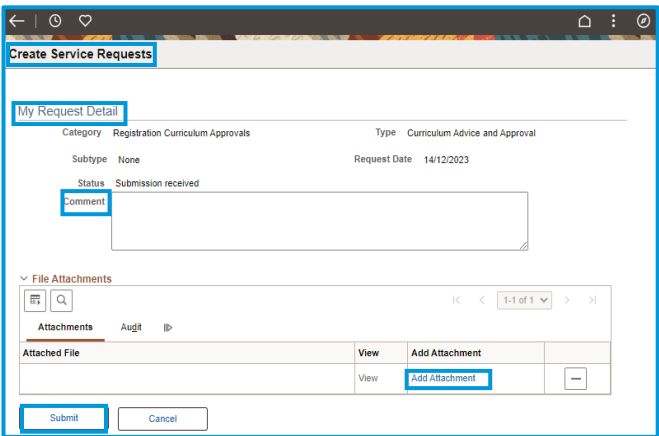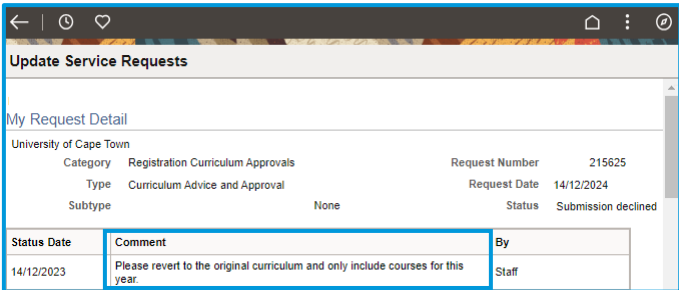
Once you actioned the reviewer's request, a new request for approval must be submitted. **Click Request Approval, add** a **Comment,** and **click Submit.** Upon submission, your status reflects as "Decision Pending".

3: Final Approval

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

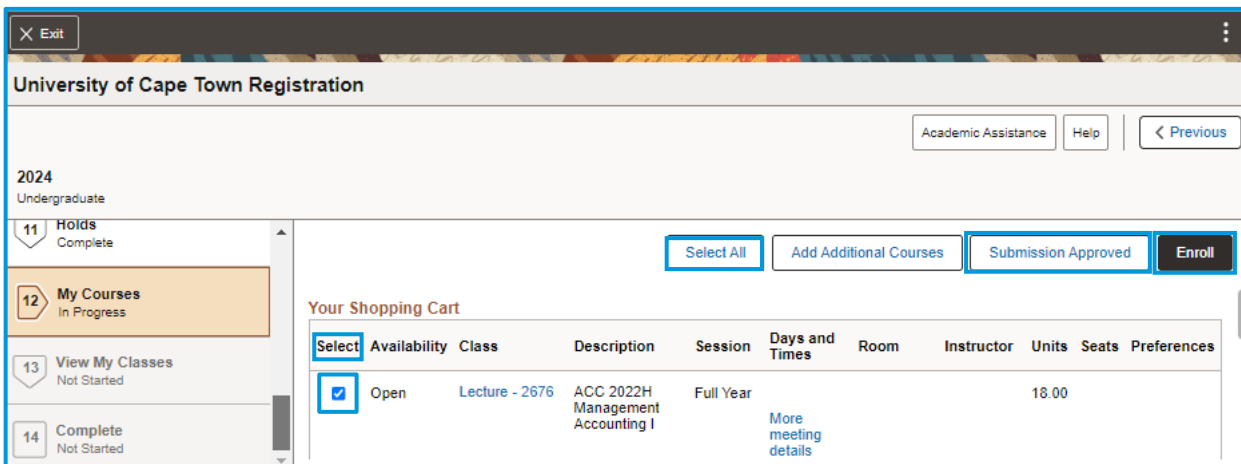Dear

CURRICULUM SUBMISSION APPROVED

Thank you for submitting your curriculum. It has been approved and you can continue to register.

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and click on the Enroll button available in Step 12. Note that any changes to your approved curriculum will require a new submission.

Once registered please also complete Steps 13 and 14.
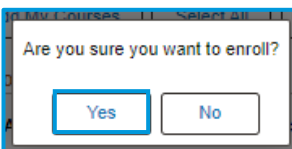
Sincerely
UCT Registration

Meaning and Action Required: The reviewer **approved** your **submission.** Complete Step 12 by clicking "**Select All**" and "**Enroll**".
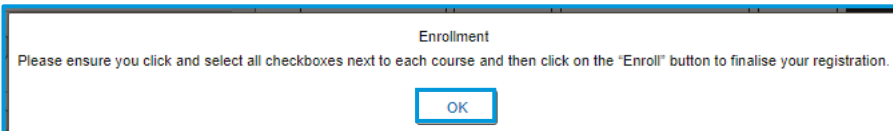
X Exit

University of Cape Town Registration

| | Academic Assistance | Help | ‹ Previous |

2024
Undergraduate

11	Holds — Complete
12	My Courses — In Progress
13	View My Classes — Not Started
14	Complete — Not Started

Select All | Add Additional Courses | Submission Approved | **Enroll**

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☑	Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year	More meeting details			18.00		

Are you sure you want to enroll?

Yes | No

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

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

OK

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.

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

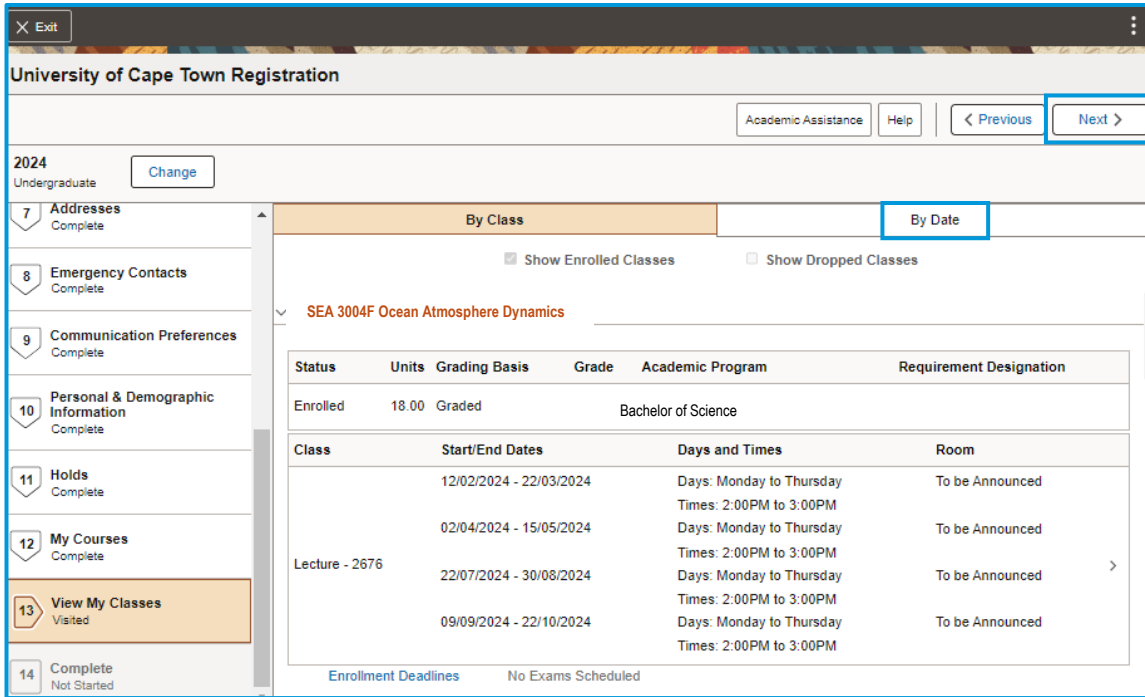**Click Next** to continue to Step 13.

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.


e.g.

STEP 14: Complete

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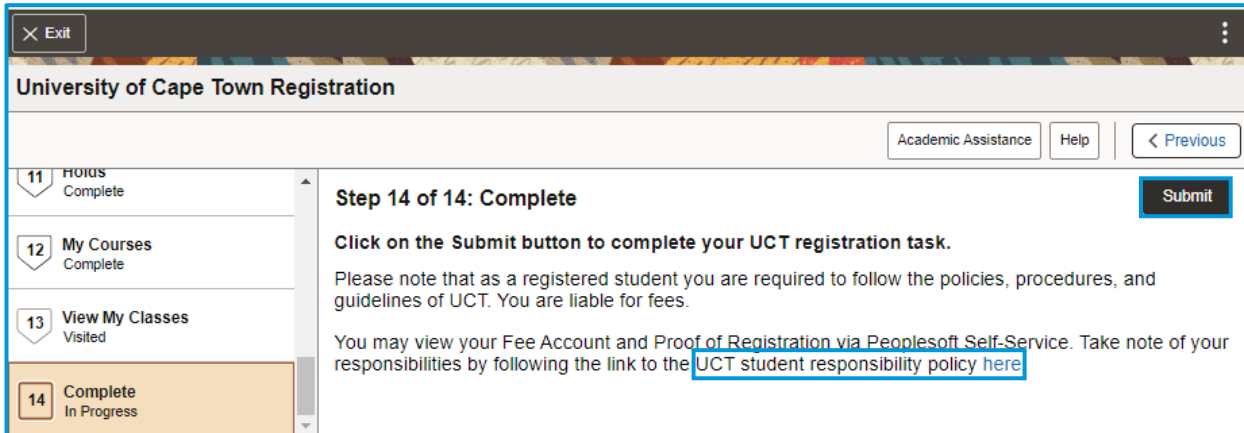
Upon clicking **submit**, you will automatically be re-directed to the "Student Home" page. The "Tasks" tile will now show "No current tasks". This marks the end of your registration.

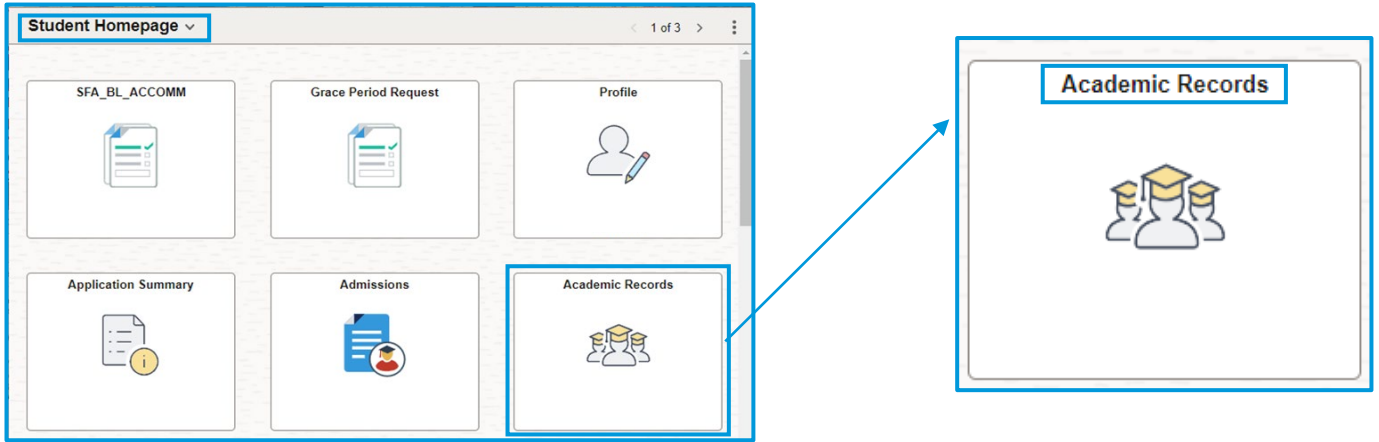You are reminded again where you can view the UCT Student Responsibility Policy page.
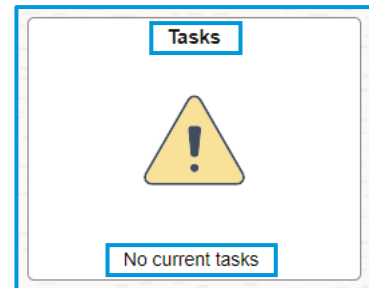
END OF REGISTRATION PROCESS

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

Example:

Select term and click **Email**