



UCT

REGISTRATION

STUDENT GUIDE

FACULTY OF SCIENCE
Blank Shopping Cart

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	<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 & 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:

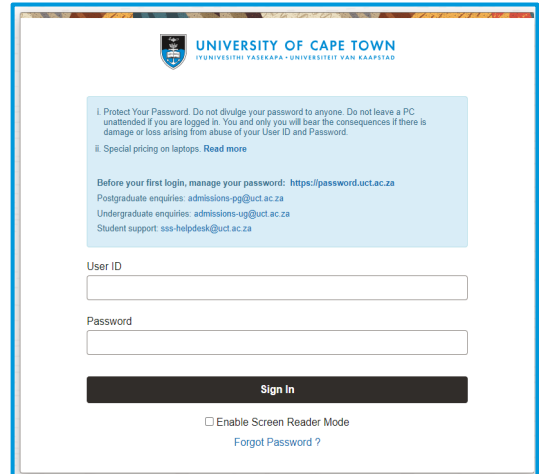
<https://studentonline.uct.ac.za/>

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

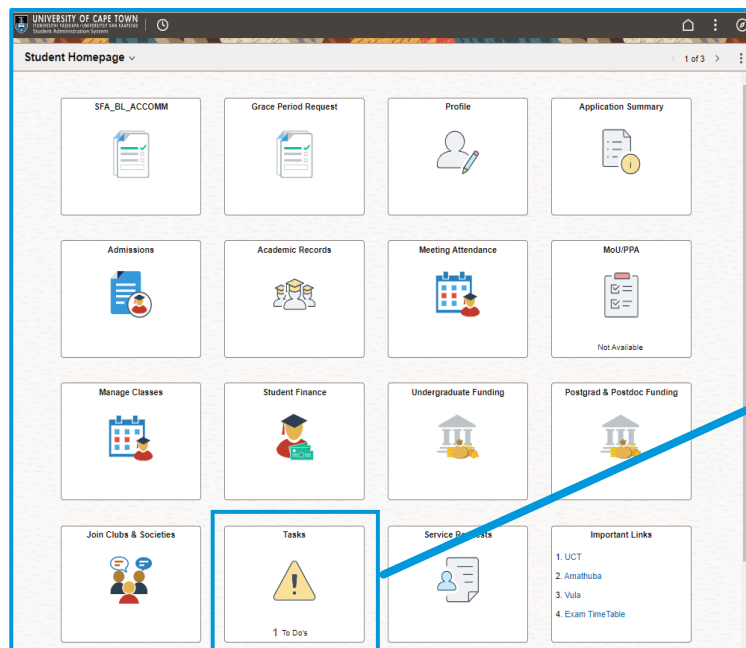
Phone: +27 (0)21 650 4500

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

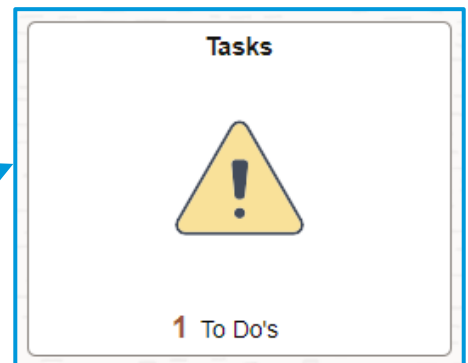


Access Activity Guide

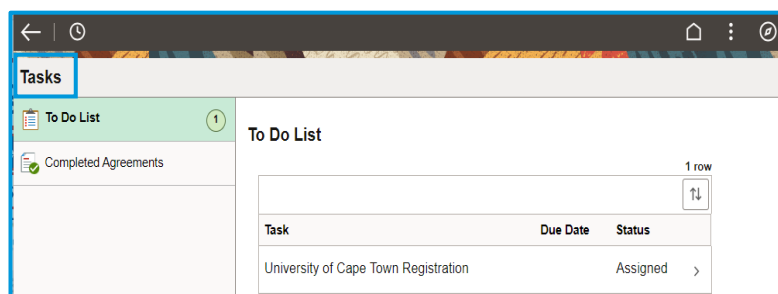
On the **Student Home Page**, click on the **Tasks** tile



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:

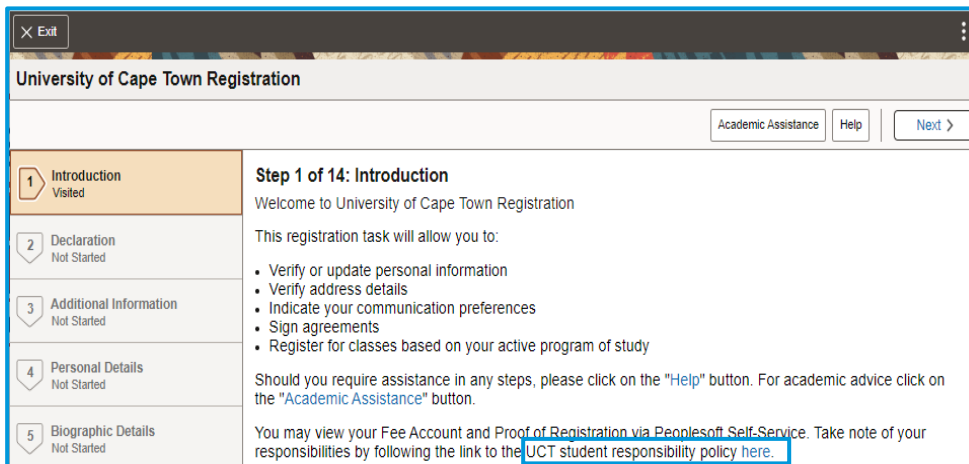
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial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

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.



The screenshot shows the 'University of Cape Town Registration' interface. At the top, there are buttons for 'Academic Assistance', 'Help', and 'Next >'. A progress bar on the left shows steps 1 through 5, with step 1 'Introduction' marked as 'Visited'. The main content area is titled 'Step 1 of 14: Introduction' and contains the following text:

Welcome to University of Cape Town Registration

This registration task will allow you to:

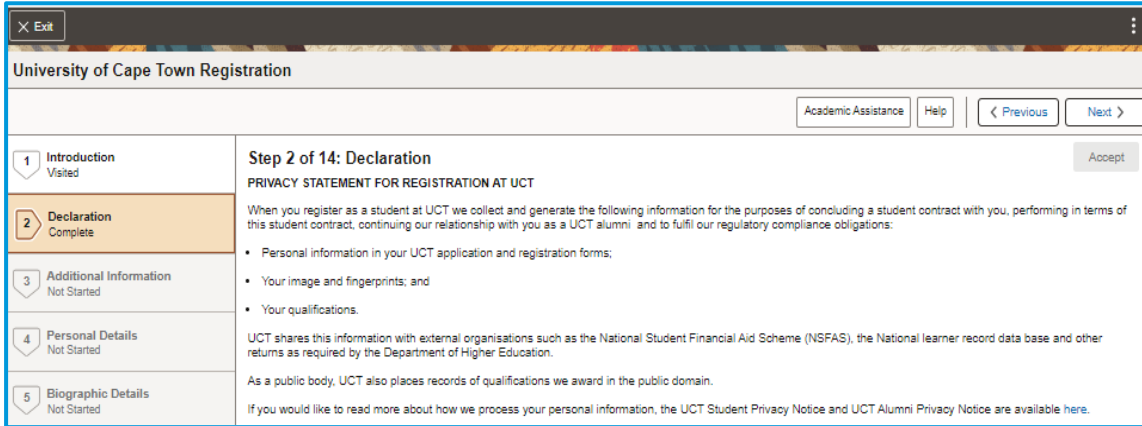
- Verify or update personal information
- Verify address details
- Indicate your communication preferences
- Sign agreements
- Register for classes based on your active program of study

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](#).

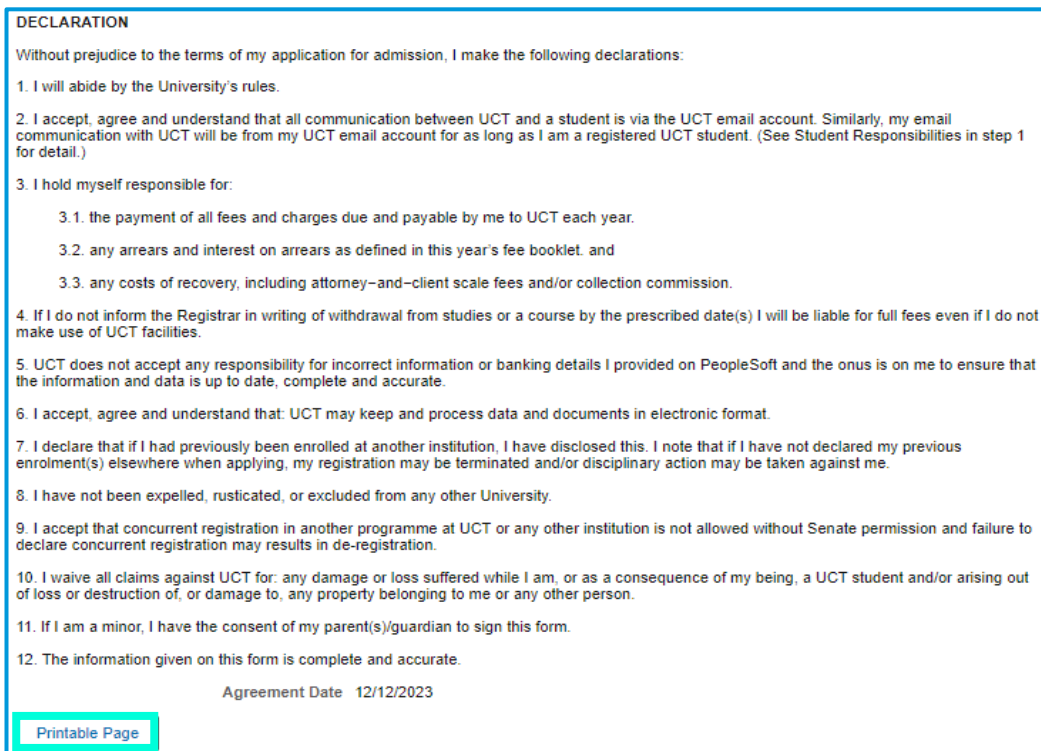
STEP 2: Declaration

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



The screenshot shows the 'University of Cape Town Registration' portal. A progress bar on the left indicates the following steps: 1. Introduction (Visited), 2. Declaration (Complete), 3. Additional Information (Not Started), 4. Personal Details (Not Started), and 5. Biographic Details (Not Started). The main content area is titled 'Step 2 of 14: Declaration' and contains a 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. The text explains that UCT collects and generates information for student contracts and regulatory compliance. It lists the types of information collected: personal information from application forms, images and fingerprints, and qualifications. It also states that UCT shares this information with external organizations like NSFAS and the National learner record data base, and that records are placed in the public domain. A 'Printable Page' button is visible at the bottom left of the screenshot.

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



DECLARATION

Without prejudice to the terms of my application for admission, I make the following declarations:

- I will abide by the University's rules.
- 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.)
- I hold myself responsible for:
 - the payment of all fees and charges due and payable by me to UCT each year.
 - any arrears and interest on arrears as defined in this year's fee booklet. and
 - any costs of recovery, including attorney-and-client scale fees and/or collection commission.
- 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.
- 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.
- I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
- 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.
- I have not been expelled, rusticated, or excluded from any other University.
- 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.
- 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.
- If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
- The information given on this form is complete and accurate.

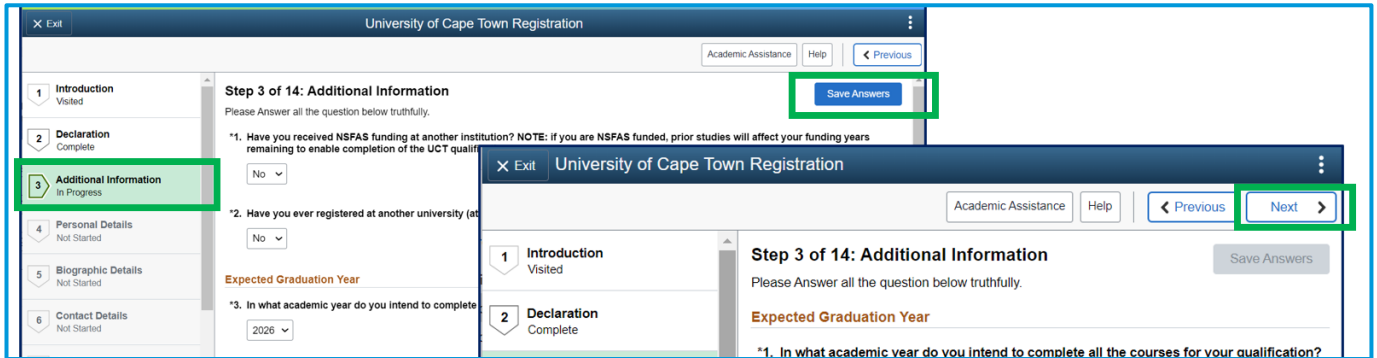
Agreement Date 12/12/2023

[Printable Page](#)

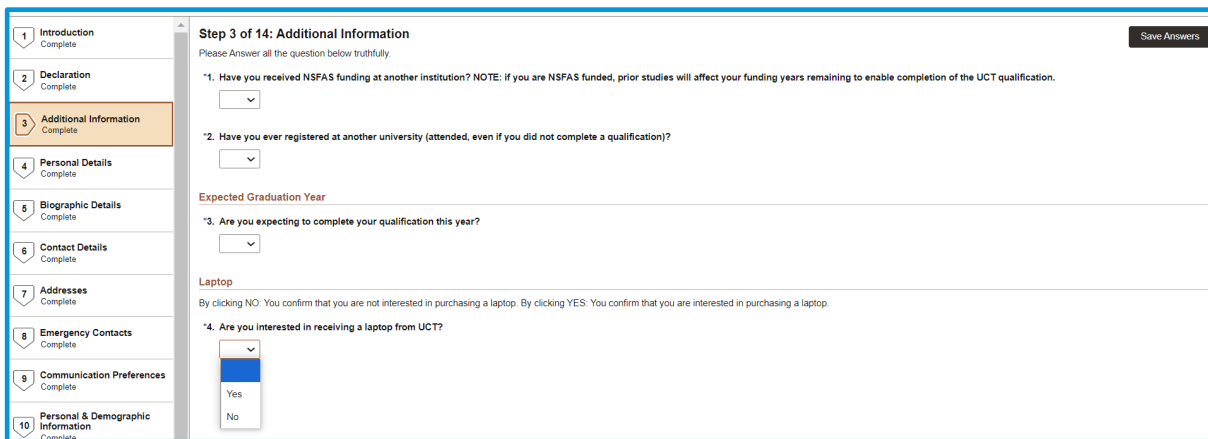
The Declaration specifies that any communication between UCT and a student must take place through the UCT email account. Likewise, all email correspondence initiated by a student with UCT should originate from their UCT email account.

STEP 3: Additional Information

NOTE: 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 image shows two screenshots of the UCT Registration portal. The first screenshot shows the 'Step 3 of 14: Additional Information' page with a 'Save Answers' button highlighted in green. The second screenshot shows the same page with a 'Next' button highlighted in green.

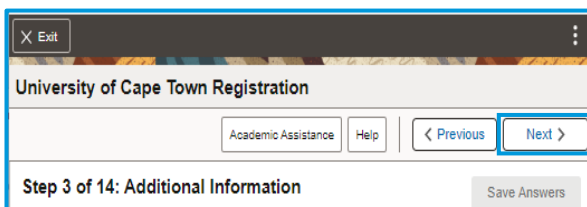


The image shows a screenshot of the UCT Registration portal with all questions completed. The 'Save Answers' button is highlighted in black. The questions are:

- *1. Have you received NSFAS funding at another institution? NOTE: if you are NSFAS funded, prior studies will affect your funding years remaining to enable completion of the UCT qualification. (Answer: No)
- *2. Have you ever registered at another university (attended, even if you did not complete a qualification)? (Answer: No)
- Expected Graduation Year: 2026
- *3. In what academic year do you intend to complete all the courses for your qualification? (Answer: 2026)
- Laptop: Are you interested in receiving a laptop from UCT? (Answer: Yes)

- 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.



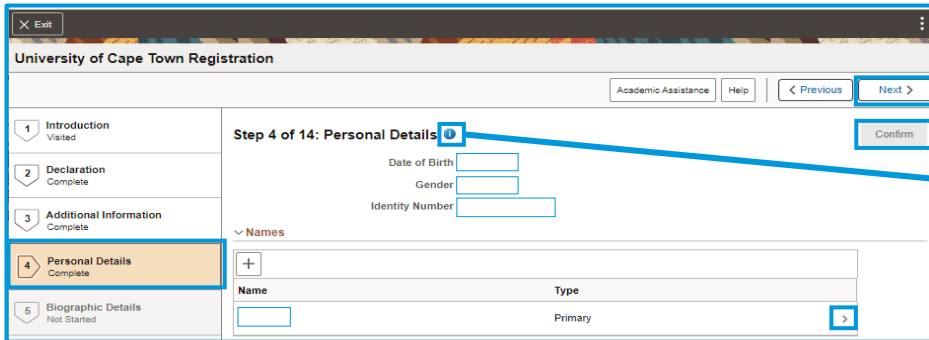
The image shows a screenshot of the UCT Registration portal with the 'Next' button highlighted in blue.

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.



Personal Details

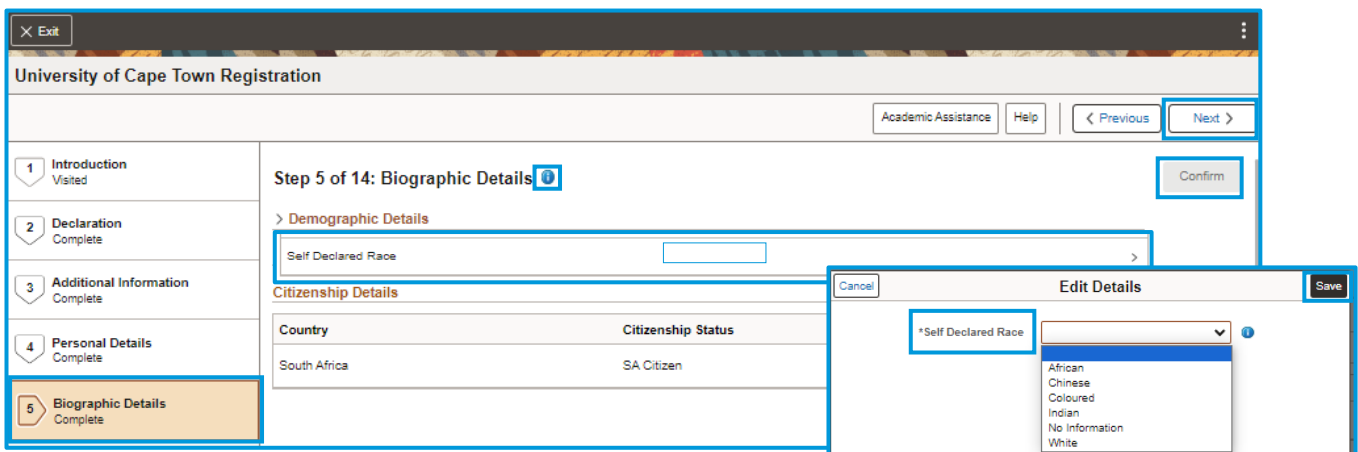
Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former name type to record former names that differs from your Senior Certificate 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

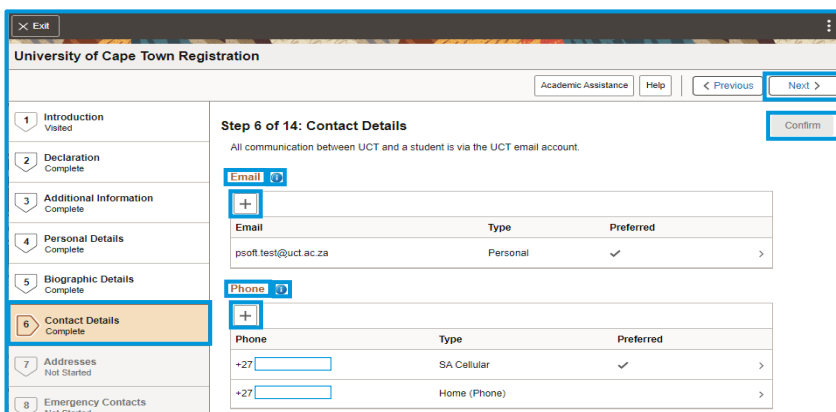
Check your **Biographical Details**, update if applicable, click **Confirm** and **Next** to continue.



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.

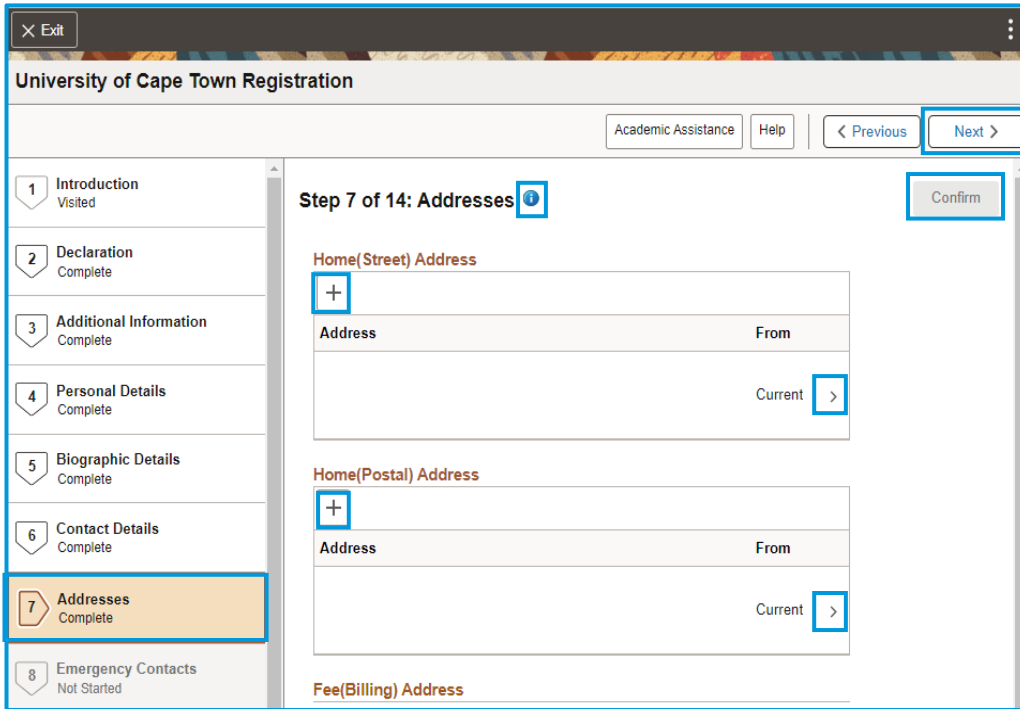


To edit/delete/update "Email" and "Phone" items, click on the arrow (>) icon next to the appropriate field.

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.



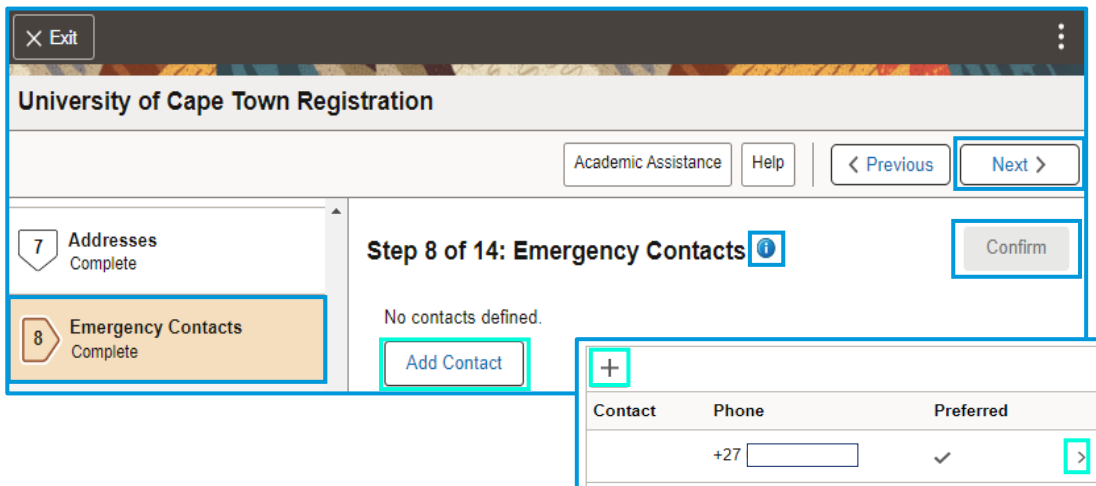
The screenshot shows the 'Step 7 of 14: Addresses' screen. On the left, a progress sidebar lists steps 1 through 8. Step 7, 'Addresses', is highlighted as 'Complete'. The main content area has three sections: 'Home(Street) Address', 'Home(Postal) Address', and 'Fee(Billing) Address'. Each section contains a table with columns for 'Address', 'From', and 'Current'. A plus sign (+) icon is located above the 'Address' column in each section. A right-pointing arrow (>) icon is located next to the 'Current' column in each section. A 'Confirm' button is located in the top right corner of the main content area.

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.



The screenshot shows the 'Step 8 of 14: Emergency Contacts' screen. On the left, a progress sidebar lists steps 7 and 8. Step 8, 'Emergency Contacts', is highlighted as 'Complete'. The main content area displays 'No contacts defined.' and an 'Add Contact' button. Below this, there is a table with columns for 'Contact', 'Phone', and 'Preferred'. A plus sign (+) icon is located above the 'Contact' column. A right-pointing arrow (>) icon is located next to the 'Preferred' column. A 'Confirm' button is located in the top right corner of the main content area.

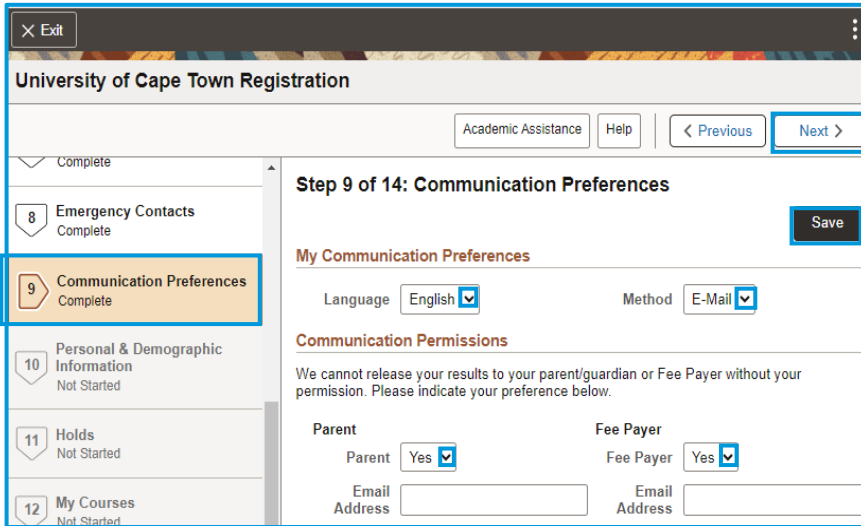
Where no emergency contact details are captured, click on **Add Contact**

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

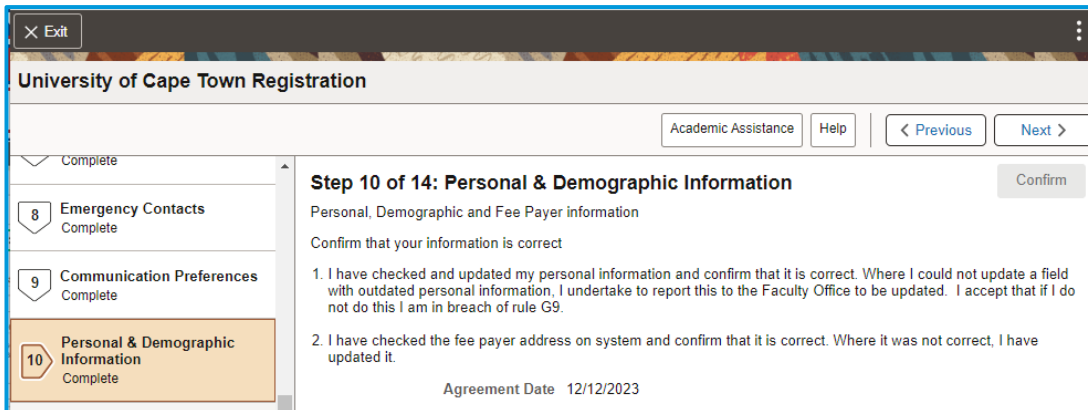
Check your **Communication Preferences**, update if applicable, click **Save** and **Next** to continue



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.



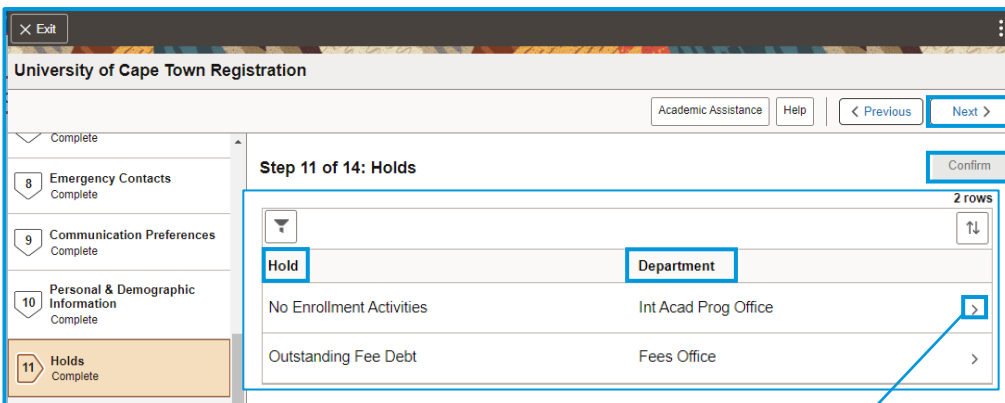
STEP 11: Holds

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.

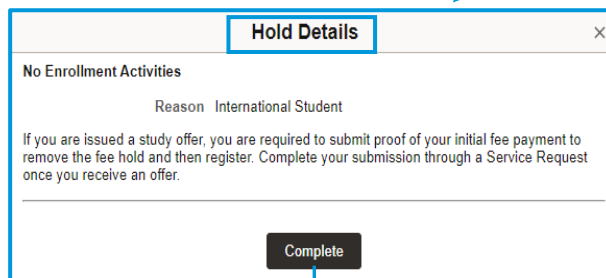
Check your Holds, resolve items if applicable, click **Confirm** and **Next** to continue.

WITH HOLDS



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.



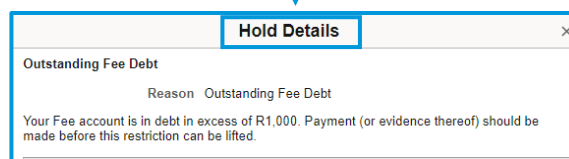
Hold Details

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

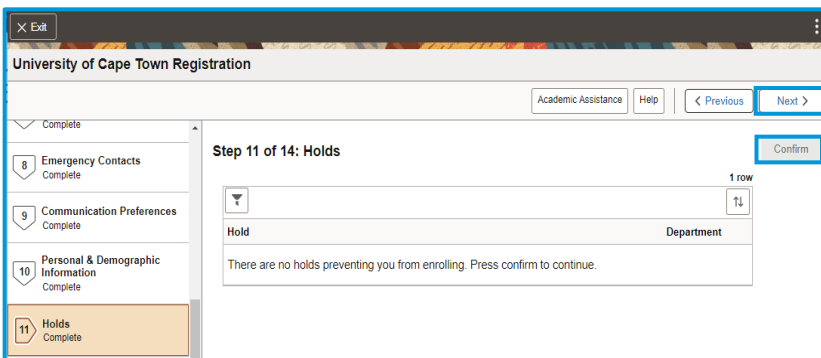
Outstanding Fee Debt

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.



Step 11 of 14: Holds

Hold Department

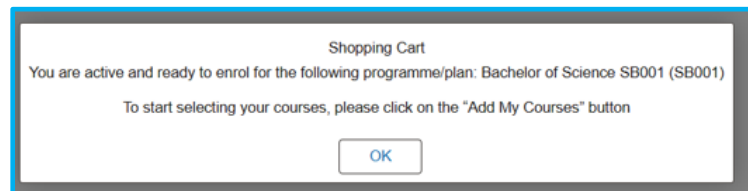
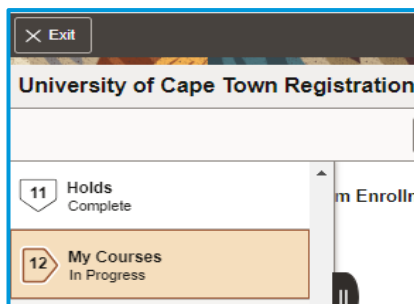
There are no holds preventing you from enrolling. Press confirm to continue.

STEP 12: My Courses

BLANK SHOPPING CART (BSC)

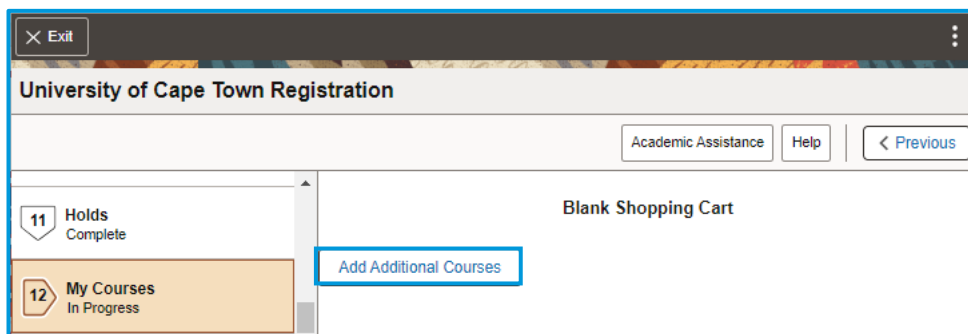
You are required to “pack” your curriculum yourself (with the assistance of the Faculty Handbook and other sources). When clicking on the “Add Additional Courses” button, you are prompted to search and select the courses you need to register for and adding them to your registration list. Faculty approval 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**.

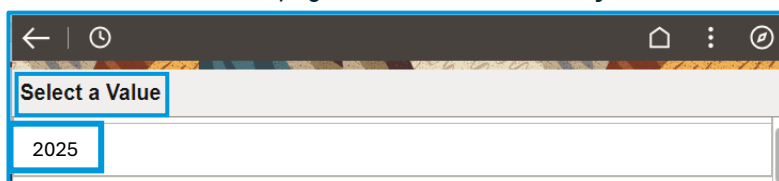


If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

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

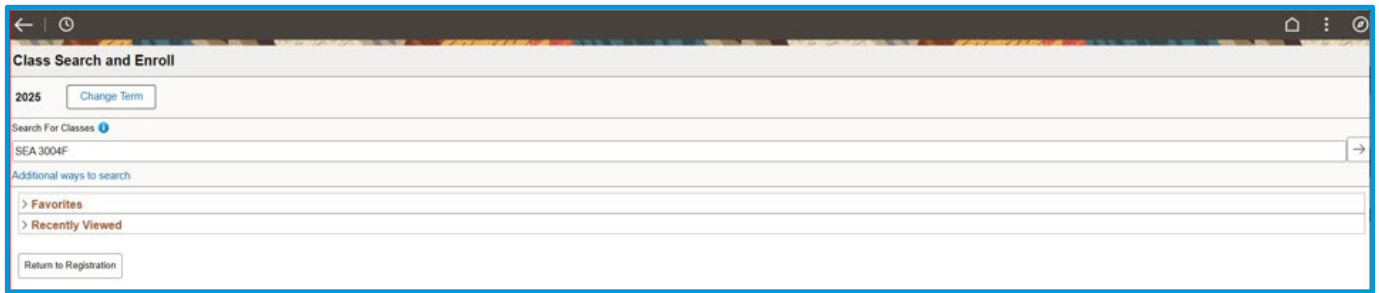


On the **Select a Value** page, click on the **current year tab**.

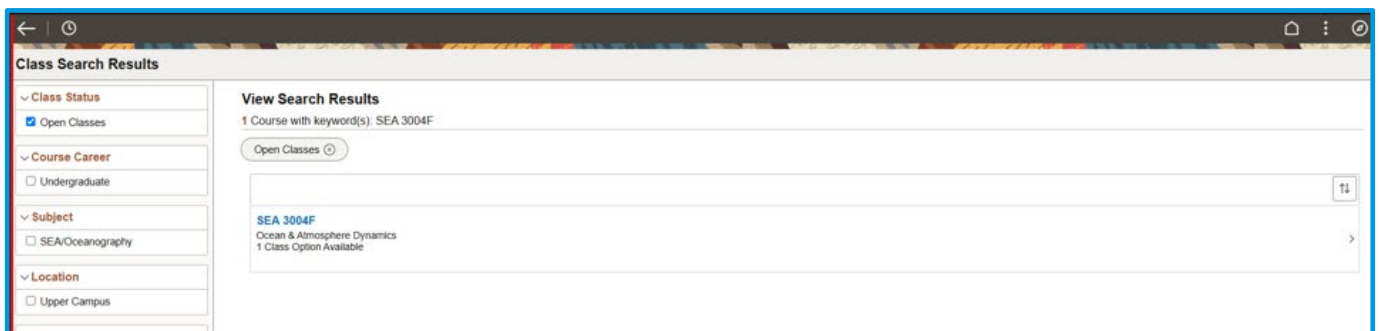


Only the current year's tab is visible for selection

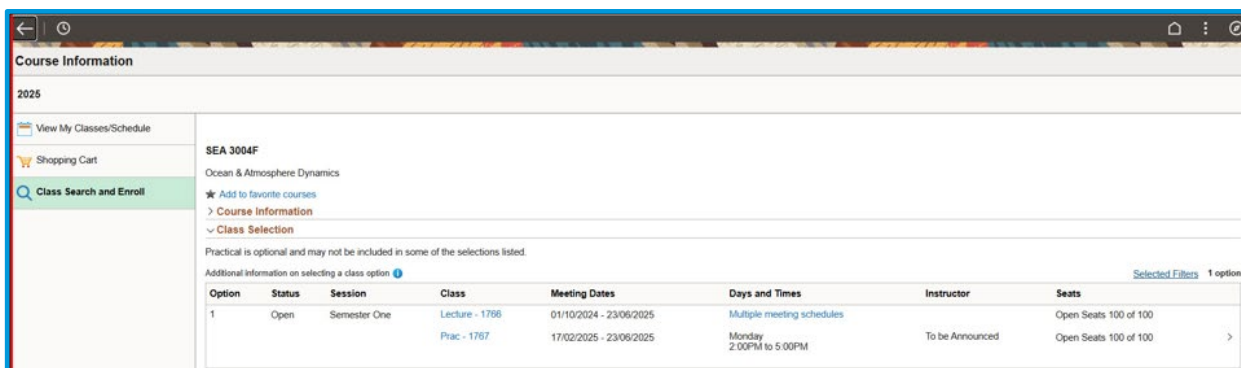
In the **Class Search and Enroll** component, **type the Course Code** in the **Search for Classes** field and **click on the arrow to search**.



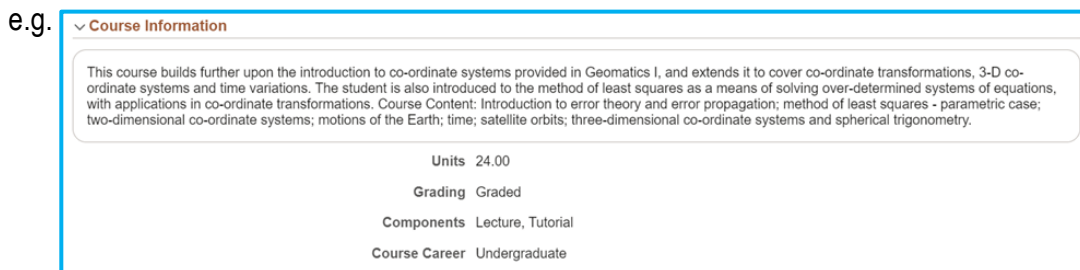
The **Class Search Results** page appears with **available course options**. **Click the arrow (>)** next to the applicable course to open.



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

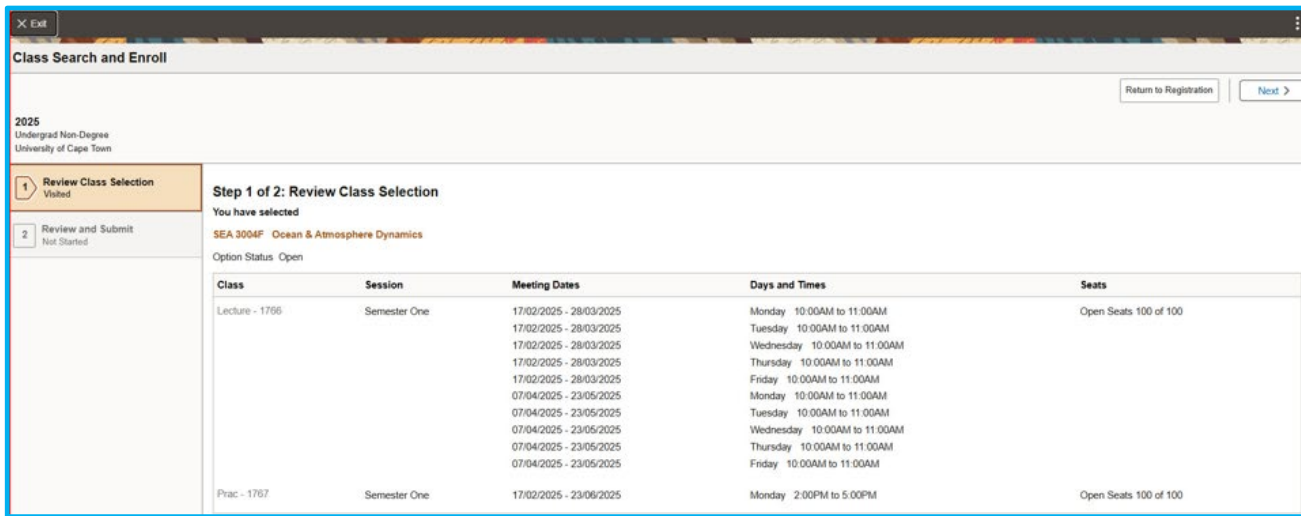


On the **Course Information** page, **review the details** of the available options. **Select the appropriate Option** by clicking on the **Arrow (>)**.

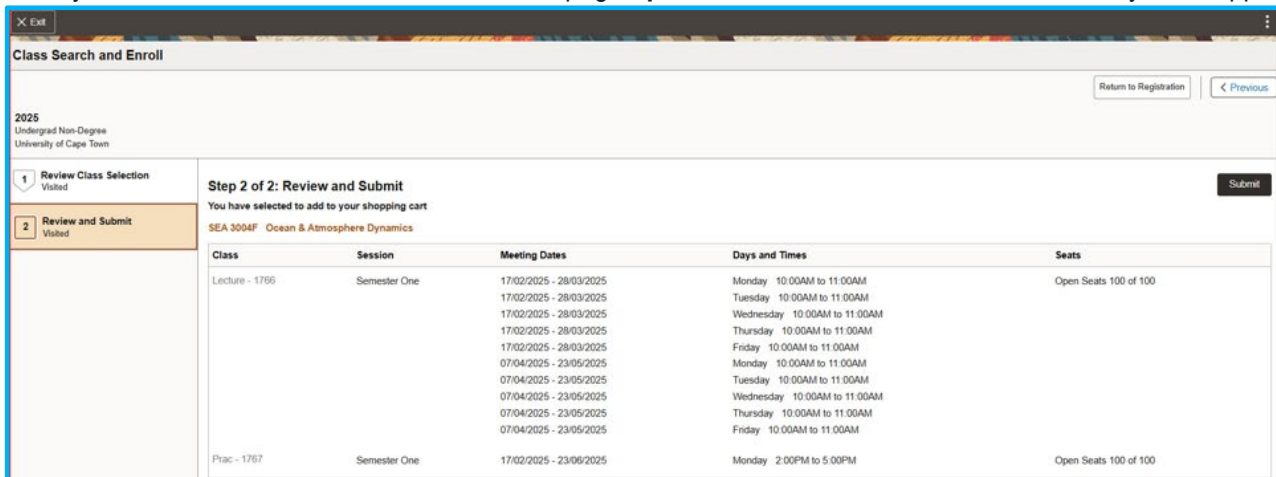


Note: The “Class Selection” options provide an overview of available Class Numbers, Meeting Dates, Days and Times, and number of Seats available for each option. To view more details, click on the “Lecture” or “Multiple Meeting Schedules” links. If any of the class options clash with any of the courses 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.

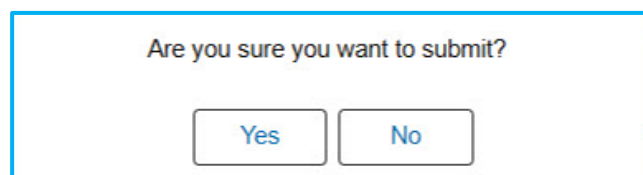
Once you selected the applicable option, the **Review Class Selection** page opens. Review and click **Next**.



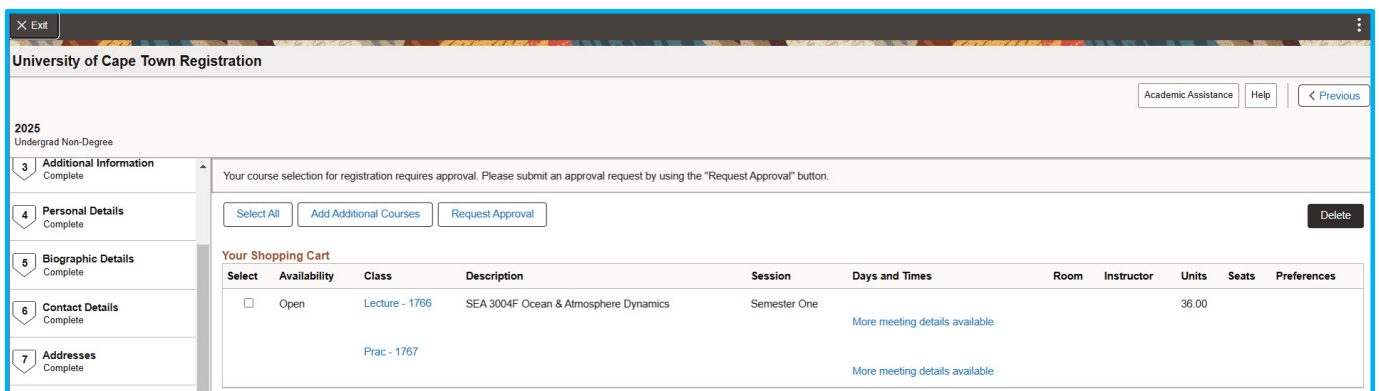
Once you clicked next, the **Review and Submit** page opens. Click **Submit** to add the course to your shopping cart.



Upon clicking “Submit,” a pop-up message appears to prompt if you are sure you want to submit your selection. Click “Yes” to continue.

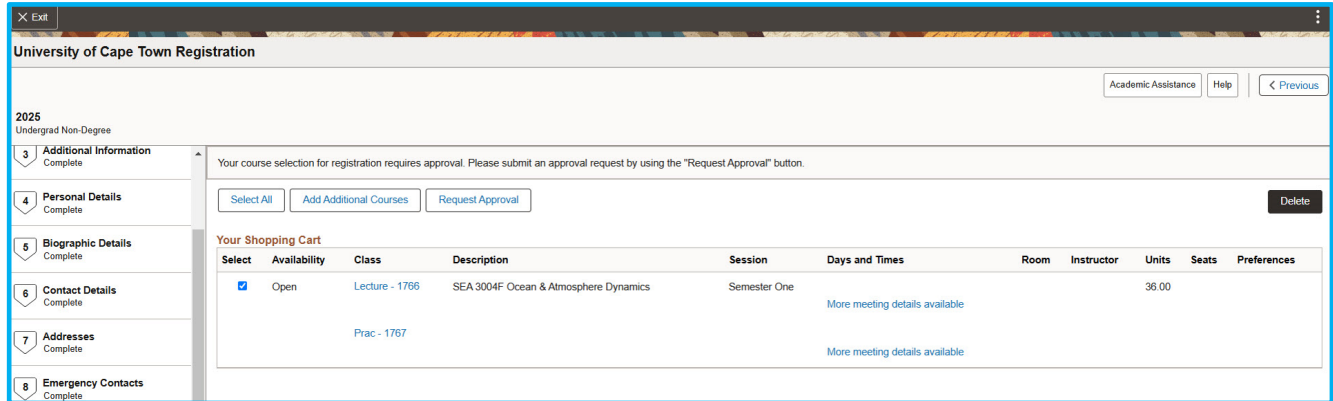


As per your selection, the course now shows in **Your Shopping Cart**. To add another course, click **Add Additional Courses**. Repeat the steps until all required courses are added to your shopping cart.



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.**



University of Cape Town Registration

2025 Undergrad Non-Degree

3 Additional Information Complete

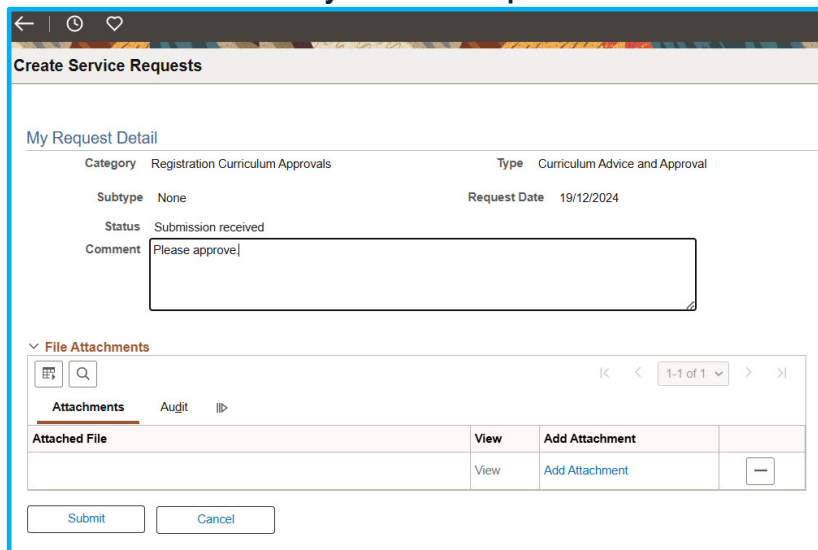
Your course selection for registration requires approval. Please submit an approval request by using the "Request Approval" button.

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 checked="" type="checkbox"/>	Open	Lecture - 1766	SEA 3004F Ocean & Atmosphere Dynamics	Semester One	More meeting details available			36.00		
		Prac - 1767			More meeting details available					

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



Create Service Requests

My Request Detail

Category Registration Curriculum Approvals Type Curriculum Advice and Approval

Subtype None Request Date 19/12/2024

Status Submission received

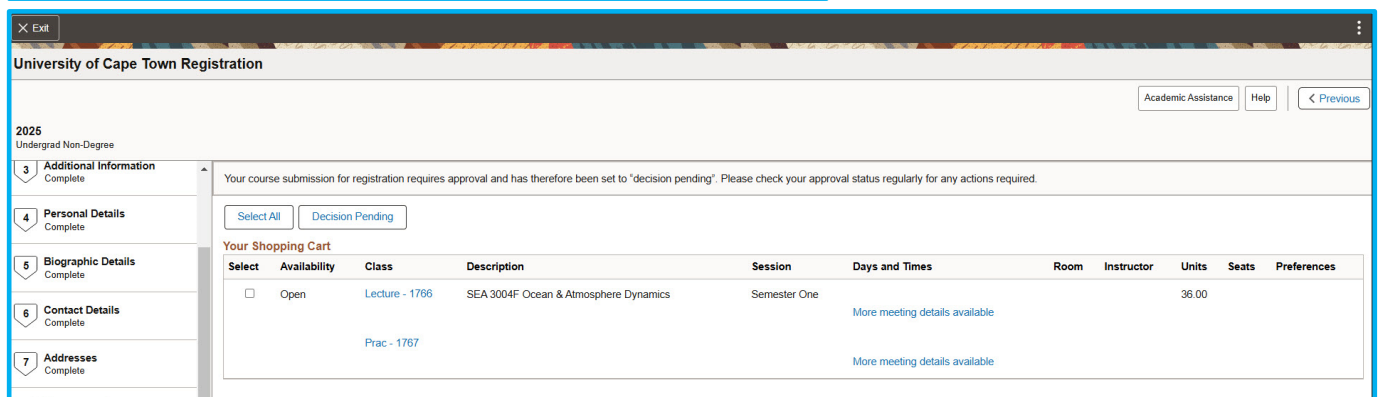
Comment Please approve

File Attachments

Attachments Audit

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel



University of Cape Town Registration

2025 Undergrad Non-Degree

3 Additional Information Complete

Your course submission for registration requires approval and has therefore been set to "decision pending". Please check your approval status regularly for any actions required.

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 - 1766	SEA 3004F Ocean & Atmosphere Dynamics	Semester One	More meeting details available			36.00		
		Prac - 1767			More meeting details available					

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

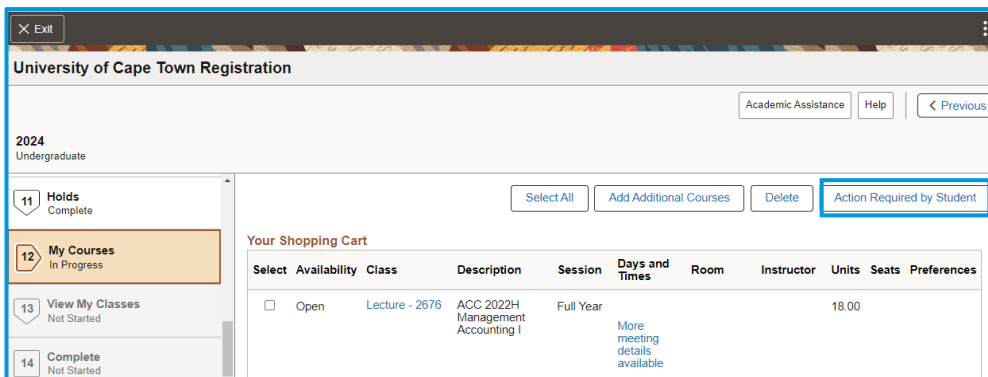
Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

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.

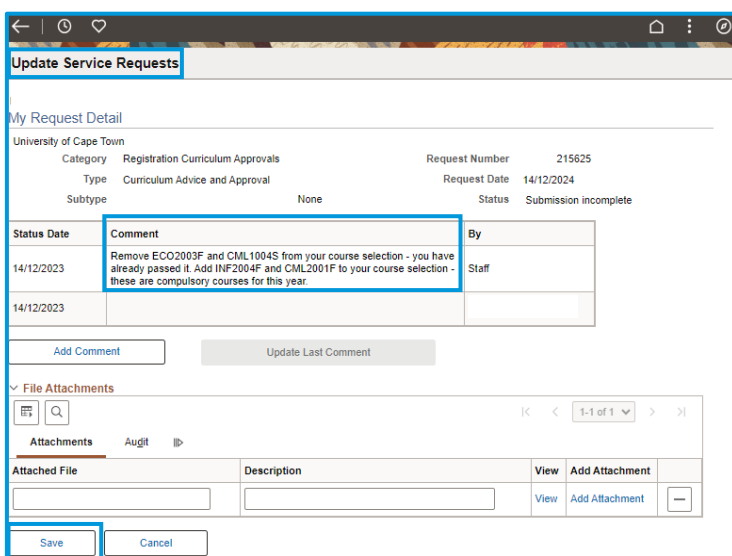
Sincerely
 UCT Registration

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

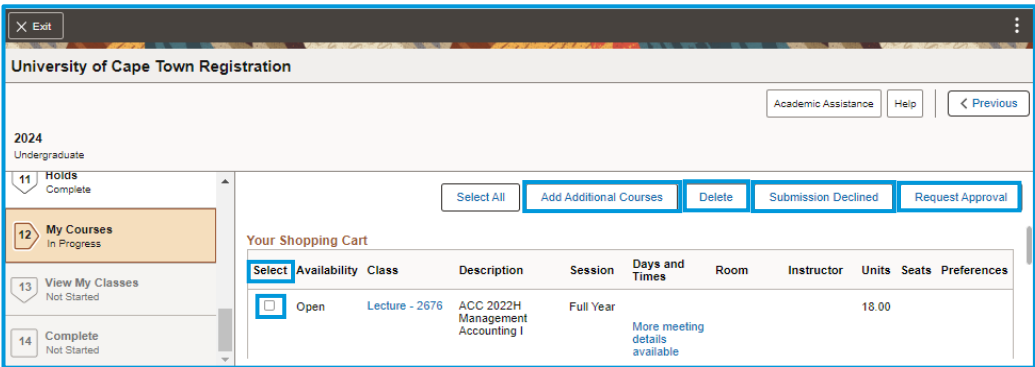
Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

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.

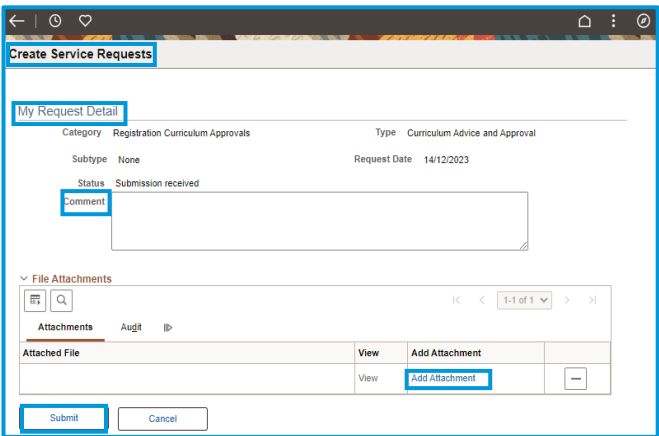
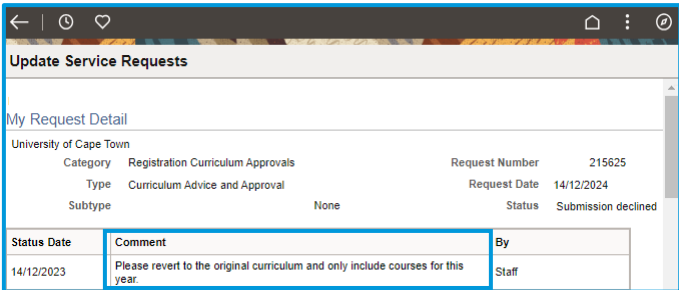
Sincerely
 UCT Registration

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

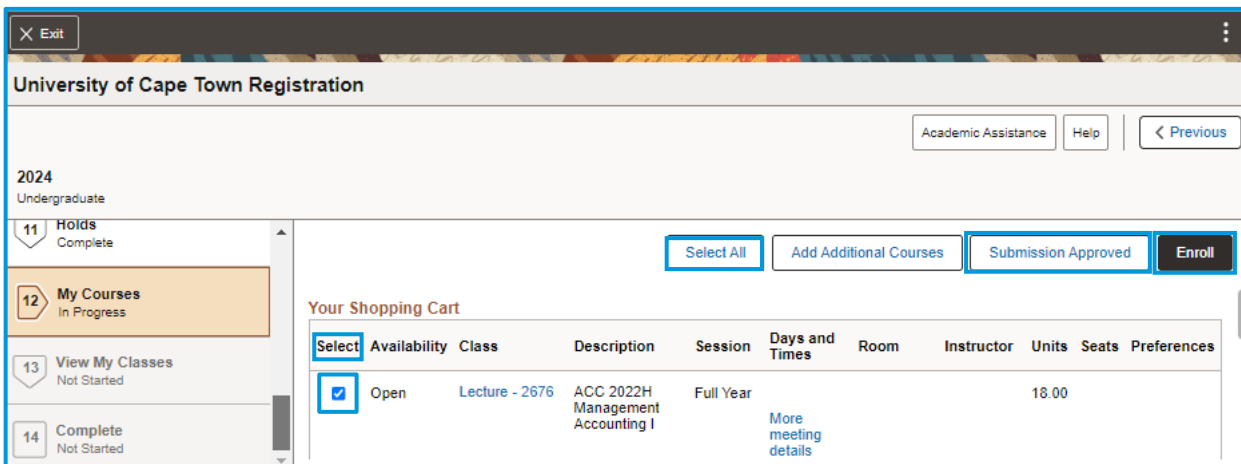
Thank you for submitting your curriculum. It has been approved and you can continue to register.

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.

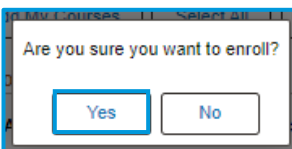
Sincerely
UCT Registration

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



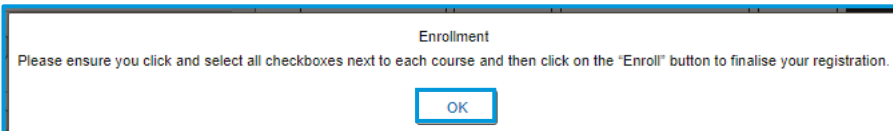
The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps: 11 Holds Complete, 12 My Courses In Progress, 13 View My Classes Not Started, and 14 Complete Not Started. The main area shows 'Your Shopping Cart' with a table of courses. The 'Select' column has a checkbox checked for the first course. Buttons for 'Select All', 'Add Additional Courses', 'Submission Approved', and 'Enroll' are visible at the top right of the cart area.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year				18.00		



A confirmation dialog box with the text 'Are you sure you want to enroll?' and two buttons: 'Yes' and '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.



An enrollment confirmation message with the text: 'Enrollment. Please ensure you click and select all checkboxes next to each course and then click on the “Enroll” button to finalise your registration.' and an 'OK' button.

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.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

2025 Undergraduate

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

11 Holds Complete

12 My Courses Complete

13 View My Classes Not Started

14 Complete Not Started

✓	APG 1003W - Technology I This class has been added to your schedule.
✓	APG 1004F - History & Theory Of Architecture I This class has been added to your schedule.
✓	APG 1005S - History & Theory of Architecture II This class has been added to your schedule.
✓	APG 1020W - Design & Theory Studio I This class has been added to your schedule.
✓	APG 1021W - Representation I This class has been added to your schedule.

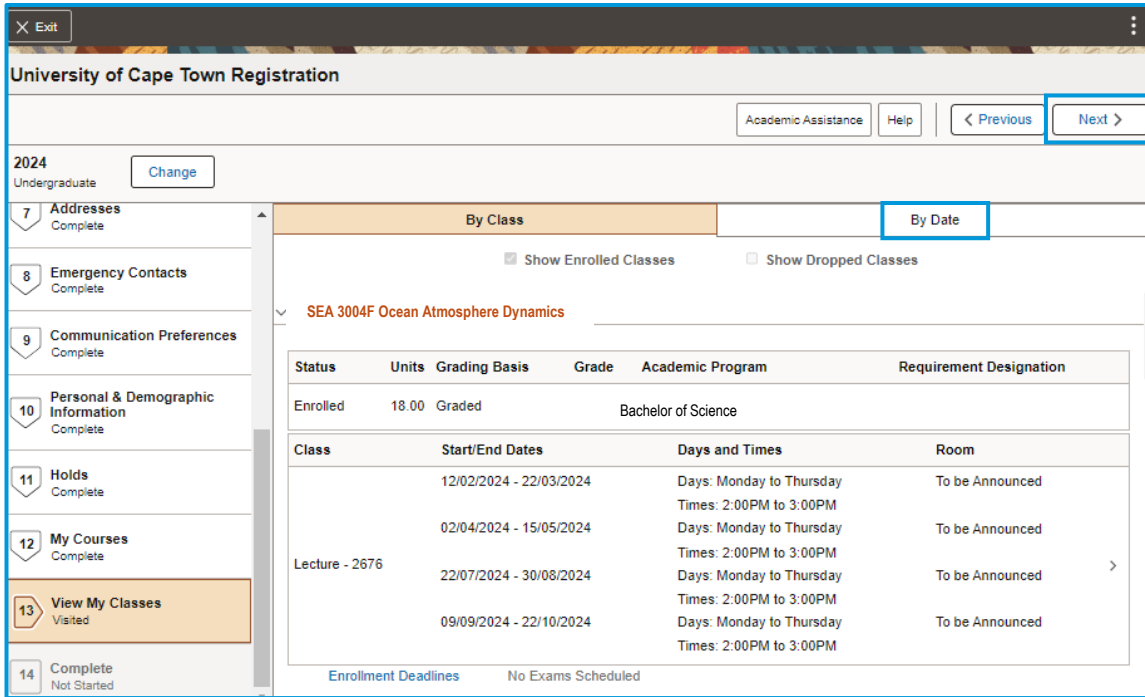
Indicator Meanings:

- ✓ 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.



University of Cape Town Registration

Academic Assistance | Help | < Previous | **Next >**

2024 Undergraduate [Change](#)

- 7 Addresses Complete
- 8 Emergency Contacts Complete
- 9 Communication Preferences Complete
- 10 Personal & Demographic Information Complete
- 11 Holds Complete
- 12 My Courses Complete
- 13 View My Classes Visited**
- 14 Complete Not Started

By Class | **By Date**

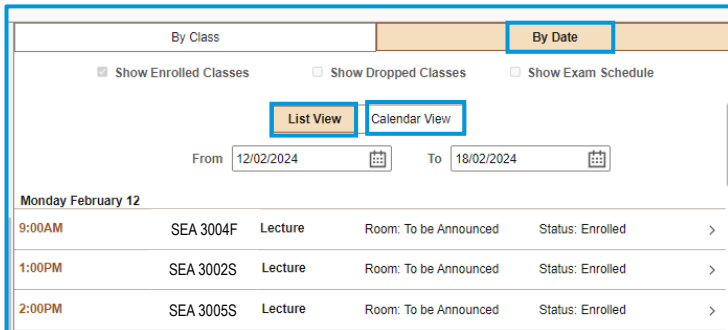
Show Enrolled Classes Show Dropped Classes

SEA 3004F Ocean Atmosphere Dynamics

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

Class	Start/End Dates	Days and Times	Room
	12/02/2024 - 22/03/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced
	02/04/2024 - 15/05/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced
Lecture - 2676	22/07/2024 - 30/08/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced
	09/09/2024 - 22/10/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced

Enrollment Deadlines | No Exams Scheduled



By Class | **By Date**

Show Enrolled Classes Show Dropped Classes Show Exam Schedule

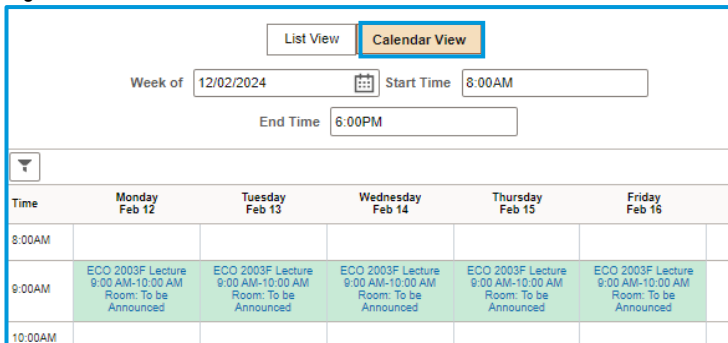
[List View](#) | [Calendar View](#)

From 12/02/2024 To 18/02/2024

Monday February 12

9:00AM	SEA 3004F	Lecture	Room: To be Announced	Status: Enrolled	>
1:00PM	SEA 3002S	Lecture	Room: To be Announced	Status: Enrolled	>
2:00PM	SEA 3005S	Lecture	Room: To be Announced	Status: Enrolled	>

e.g.



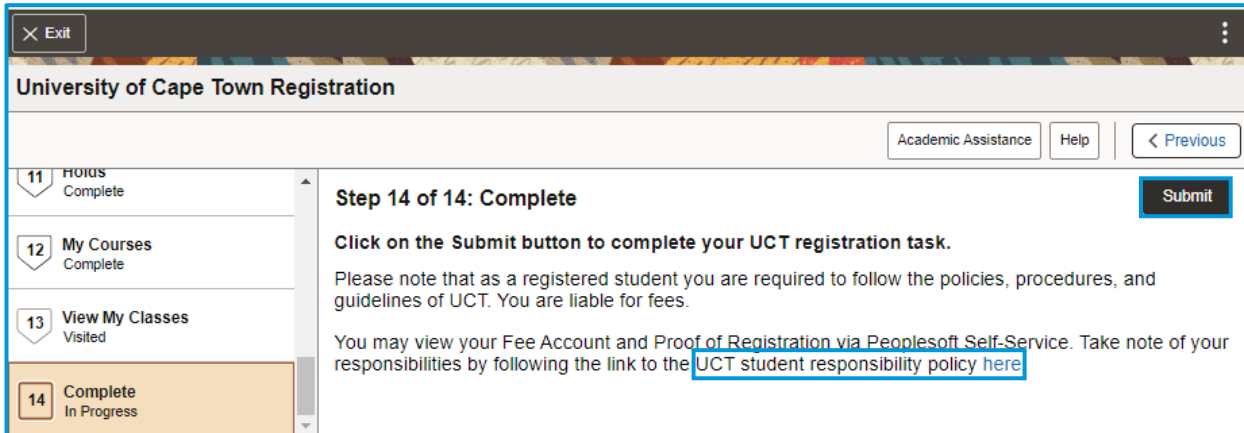
[List View](#) | **Calendar View**

Week of 12/02/2024 Start Time 8:00AM End Time 6:00PM

Time	Monday Feb 12	Tuesday Feb 13	Wednesday Feb 14	Thursday Feb 15	Friday Feb 16
8:00AM					
9:00AM	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced
10:00AM					

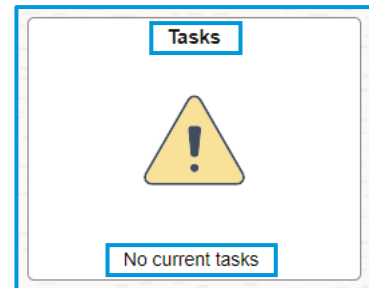
STEP 14: Complete

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.

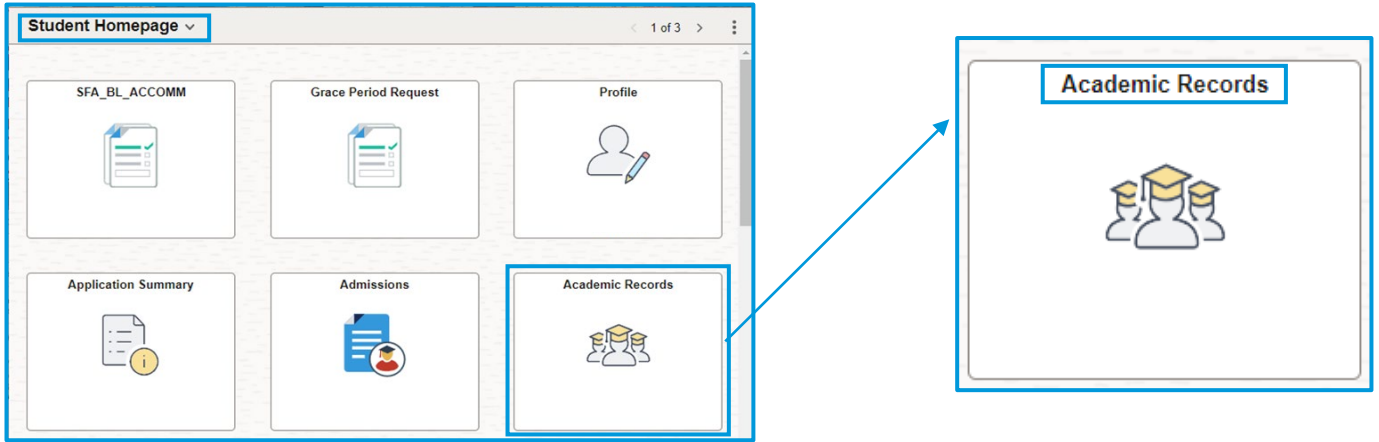


END OF REGISTRATION PROCESS

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:

The screenshot shows the 'Proof of Registration' page. On the left is a navigation menu with 'Proof of Registration' selected. The main content area shows 'Term Selection' set to '2024' and 'Academic Information' including Career (Undergraduate), Level (Third Year), and Program (CB004 Bachelor of Business Science). Below this is a table of course history:

Course	Year	Description	Status
ACC	2022H	Management Accounting I	Not Started
ACC	2023H	Taxation I	Not Started
ECO	2003F	Microeconomics II	Not Started
CML	1004S	Business Law I	Not Started
FTX	2024S	Financial Management	Not Started

At the bottom of the page, there is a button labeled 'EMAIL'.

Select term and click **Email**