



# UCT

# REGISTRATION

## STUDENT GUIDE

**FACULTY OF SCIENCE**  
**UNDERGRADUATE**





# 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 UG studies.

The registration process 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>



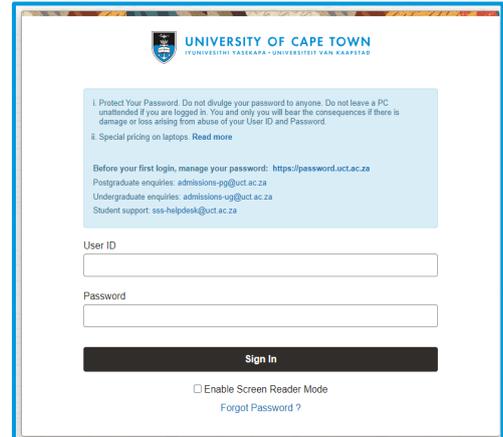


## Sign into PeopleSoft

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

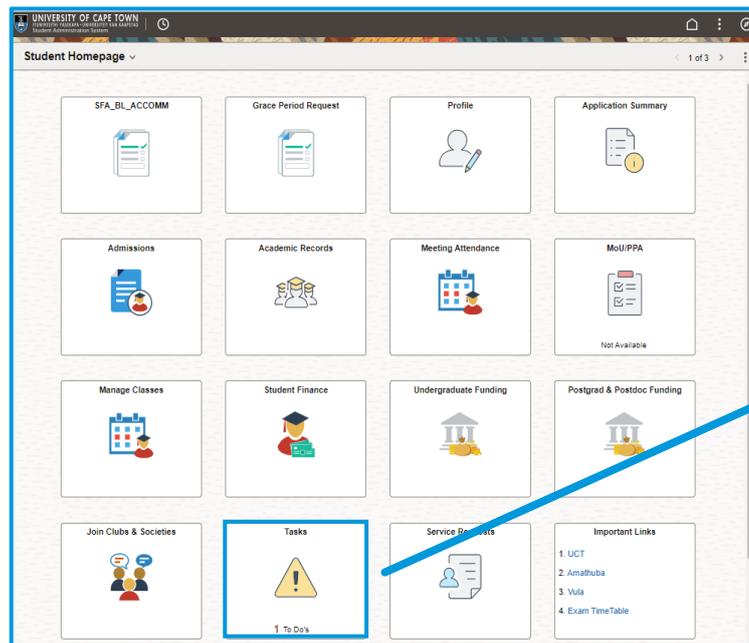
If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)  
Phone: +27 (0)21 650 4500  
Link: <https://password.uct.ac.za/>

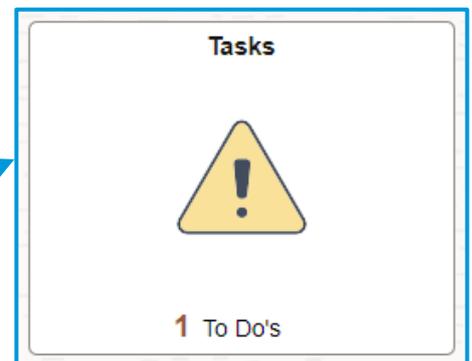


## Access Activity Guide

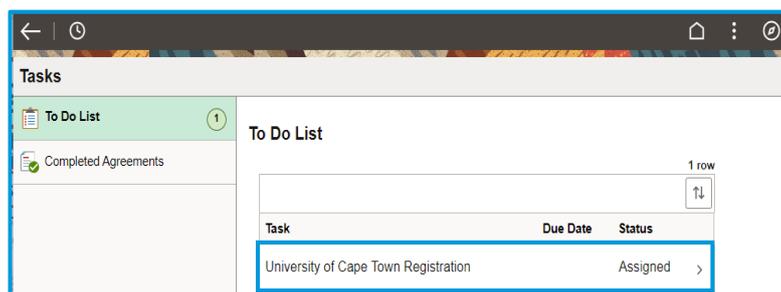
On the **Student Home Page**, click on the **Tasks** tile



**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:

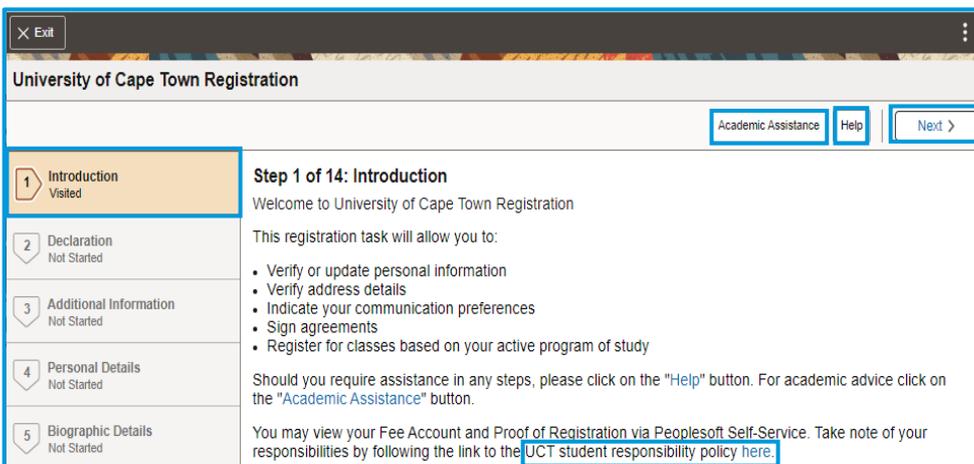
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial 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 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' window. At the top, there are buttons for 'Academic Assistance', 'Help', and 'Next >'. On the left, a sidebar lists 14 steps: 1 Introduction (Visited), 2 Declaration (Not Started), 3 Additional Information (Not Started), 4 Personal Details (Not Started), and 5 Biographic Details (Not Started). 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. At the top right, there are links for 'Academic Assistance', 'Help', '< Previous', and 'Next >'. Below this is a progress bar with five 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 the 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. The text explains that UCT collects and generates information for student contracts and lists the types of information collected: personal information, images and fingerprints, and qualifications. It also states that UCT shares this information with external organizations like NSFAS and the Department of Higher Education. A link is provided for more information on privacy notices. An 'Accept' button is visible in the top right corner of the main content area.

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

The screenshot shows the 'DECLARATION' form. It begins with the statement: 'Without prejudice to the terms of my application for admission, I make the following declarations:'. The form lists 12 numbered points of agreement, including abiding by university rules, using UCT email accounts, holding oneself responsible for fees and costs, and waiving claims against UCT. At the bottom, it shows the 'Agreement Date 12/12/2023' and a 'Printable Page' button.

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 displays the 'University of Cape Town Registration' interface. The main content area is titled 'Step 3 of 14: Additional Information' and contains the following questions:

- \*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.
- \*2. Have you ever registered at another university (at another institution)?
- Expected Graduation Year
- \*3. In what academic year do you intend to complete all the courses for your qualification?

The 'Save Answers' button is highlighted in green. A second screenshot below shows the 'Next' button highlighted in green.

### 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?

### 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 **Personal 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.

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

In case 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 Preference**, 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 Fee Payer

Parent Yes 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

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.

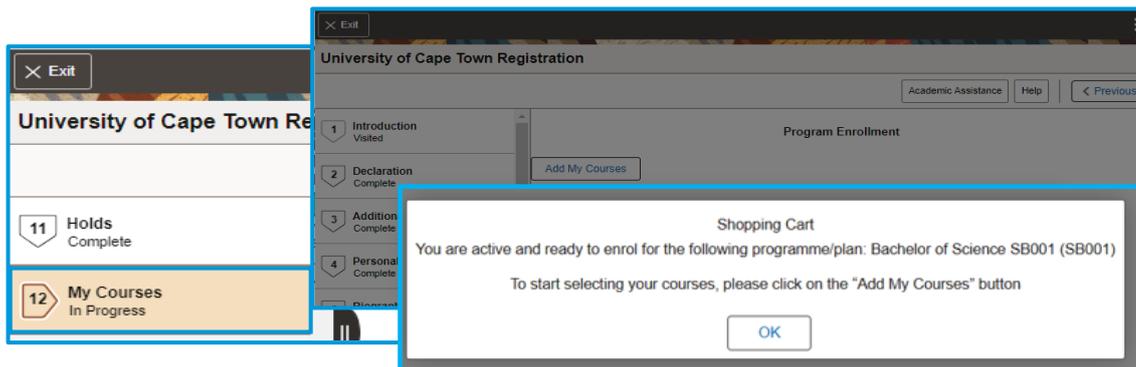
### WITHOUT HOLDS

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

## STEP 12: My Courses

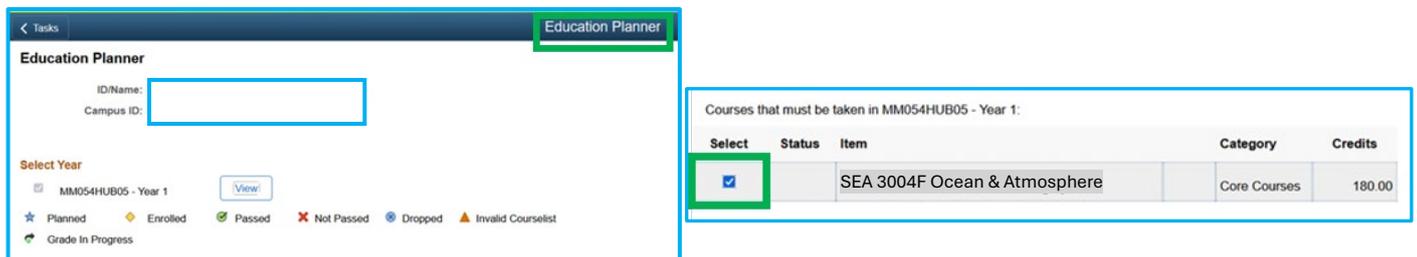
**IMPORTANT:** when clicking on the My Course step (Step 12), a Pop-up Message with the applicable. Active Programme and Plan appears with an instruction of where to add courses. Click OK.

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.

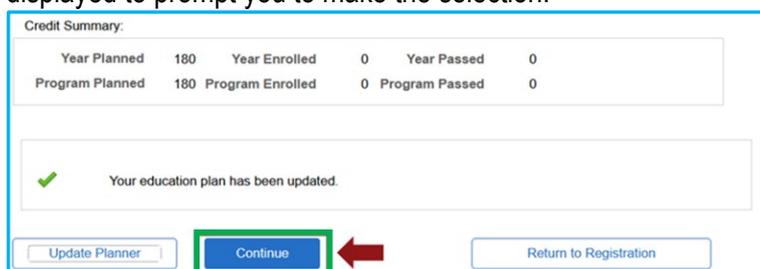


If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

Upon clicking on the **Add My Courses** button, the **Education Planner** opens. Majors can be changed if you are a student new to UCT in self-service, otherwise you need to consult with the advisor - see the next page. See next page for changing majors. Courses can be selected by ticking the appropriate boxes. Consult the handbook or Required Course Summary to find the required courses for the majors. Complete the selection of courses, click Update Planner and then Continue.



Should you not choose the courses for which you have approval to register, a warning pop-up message will be displayed to prompt you to make the selection.



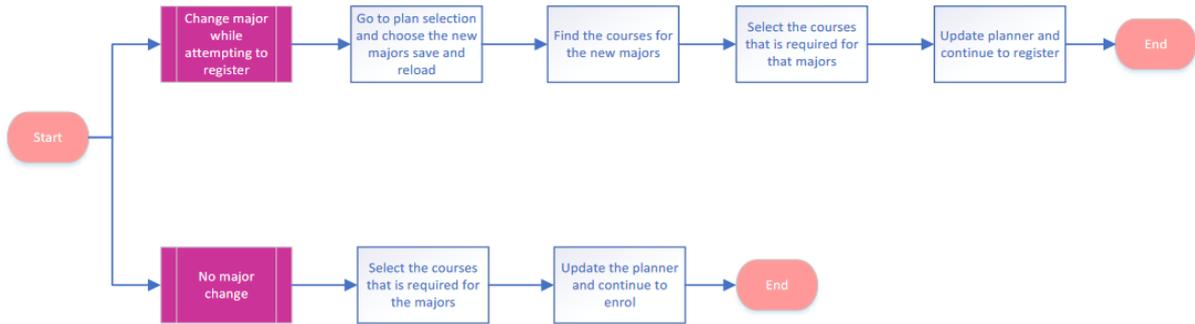


Majors can be changed if you are a student new to UCT otherwise you need to consult with the advisor to change majors:



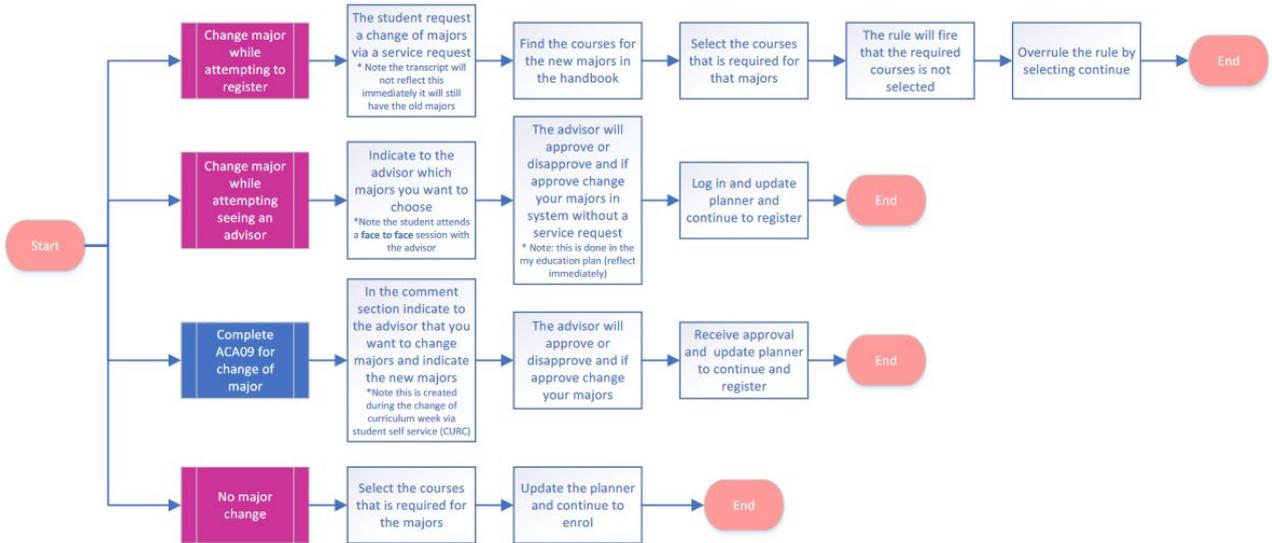
Faculty of Science – Changing Majors

First time entry UG Students (FTEN)



Returning students need to consult with the advisors to change majors:

Returning UG Students (RTS)





The screenshot shows the 'Education Planner' interface. On the left, there are fields for 'ID/Name:' and 'Campus ID:'. Below these, a 'Select Year' section has three radio buttons for 'SB001 - Year 1', 'SB001 - Year 2', and 'SB001 - Year 3', each with a 'View' button. A green box highlights a '> Plan Selection' button. Below this are icons for 'Planned', 'Enrolled', 'Passed', 'Not Passed', 'Dropped', and 'Invalid Course List', along with a 'Grade In Progress' icon. At the bottom, there are buttons for 'Required Course Summary' and 'Handbook'. On the right, a smaller version of the interface is shown with a 'Plan Combination Warning (21000,2309)' dialog box that says: 'The selected combination of plans has not been verified to allow for completion of the degree within the minimum time specified. Please consult with a student advisor.' with an 'OK' button.

Expand the plan selection, the active plan combination will appear. If at this point you do not want to change the majors, proceed to select the required courses for the majors. If you do not know which courses you need to register for, either consult the handbook or the required course summary

To view your required courses, please make use of the following:  
[Required Course Summary](#)  
[Handbook](#)

Academic Plan	Description	Selected for Change
SB001AGE01	Archaeology	Yes
SB001AST02	Astrophysics	Yes
SB001BIO05	Marine Biology	Yes
SB001CEM01	Chemistry	Yes

If you want to change your majors, please use the + button at the Adjusted Plan Combination. Lookup the and select the desired majors. After the selection, save and reload. Select the courses for the new majors. You can finalise your Registration Process by continuing with Step 12.

**Adjusted Plan Combination**

Academic Plan	Description
<input type="text"/>	<input type="text"/>

[Save and Reload](#)



After updating the planner, and clicking on continue, the Schedule Builder displays the Courses selected and the Proceed to Registration button becomes clickable to finalise your shopping cart.

- Please note if you are not compliant with the rules, an error message will appear.
- Try to rectify the errors so that self-service enrolment is possible.
- If that seems impossible and you can not comply with the rules, you will need to press continue again.
- This will allow your enrolment to continue but will require you to obtain permission from an advisor before you can enroll.
- You will have to obtain permission through a service request.
- Enter the request detail in the comments on the service request.
- The advisor will consider your request and advise on when you can proceed.
- You will receive a notification after the advisor has considered your request.
- Follow the instructions from the advisor to complete enrollment.

**12 My Courses In Progress**

Select All Add Additional Courses Delete Request Approval

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
--------	--------------	-------	-------------	---------	----------------	------	------------	-------	-------	-------------

After updating the planner, and clicking on continue, the Schedule Builder displays the Courses selected and the Proceed to Registration button becomes clickable to finalise your shopping cart.

Schedule Builder

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM	PPH 70705 - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	PPH 70705 - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	PPH 70705 - LG01 Lecture 8:30AM - 1:30PM Location: TBA Session SM2 0015 PENDING	PPH 70207F - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM1 0015 PENDING	PPH 70207F - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM1 0015 PENDING		
9:00AM	PPH 70415 - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	PPH 70415 - LG01 Lecture 8:30AM - 4:30PM Location: TBA Session SM2 0015 PENDING	PPH 70415 - LG01 Lecture 8:30AM - 1:30PM Location: TBA Session SM2 0015 PENDING	PPH 70237F - LG01 Lecture 8:30AM - 3:30AM Location: TBA Session SM1 0015 PENDING	PPH 70237F - LG01 Lecture 8:30AM - 3:30AM Location: TBA Session SM1 0015 PENDING		

Cancel Proceed to Registration

Once all your courses are loaded into your shopping cart and you have proceeded to registration, in the shopping cart view, click on the Select All button and **Enroll** button.

University of Cape Town Registration

Academic Assistance Help < Previous

Add My Courses Select All Add Additional Courses Delete Enroll

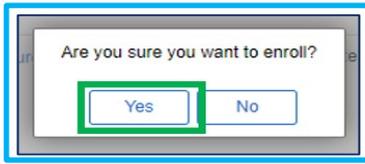
Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats
<input checked="" type="checkbox"/>	Open	Thesis - 5152	HUB 5002W MScMed Biomed Eng by diss	Full Year				180.00	

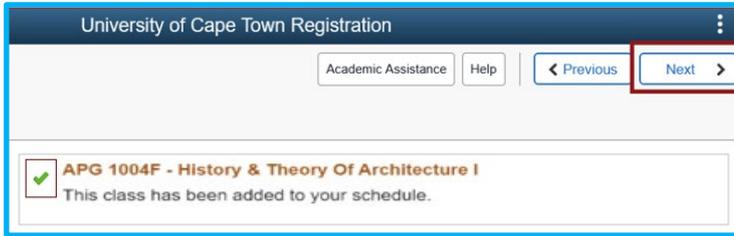
Should you wish to include an extra course, a Service Request must be initiated, and approval from your Conveners is required.0



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



The list of courses you registered for will appear, with a green tick or red cross icon. Click Next to view your schedule.



**Indicator Meanings:**

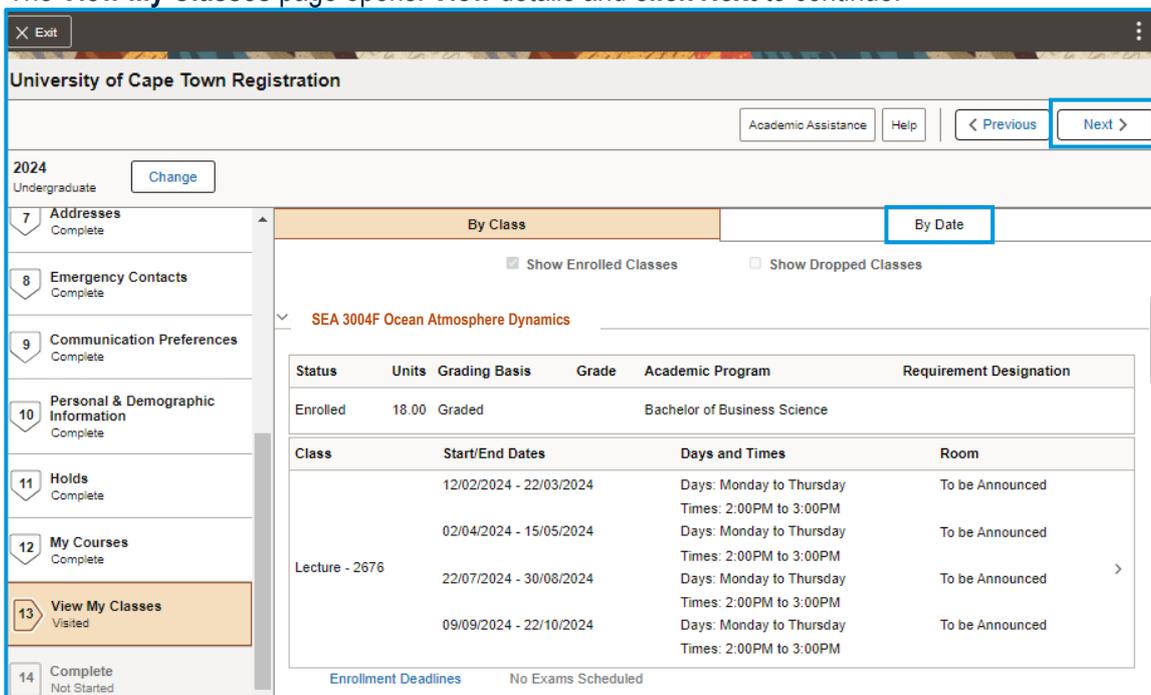
- ✓ Class successfully added to your schedule.
- ✗ Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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

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

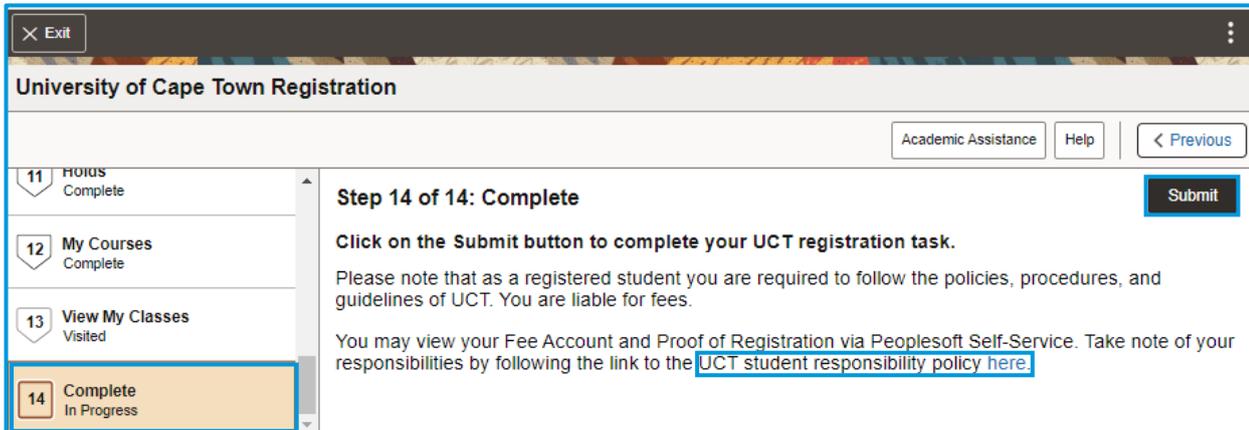
## STEP 13: View My Classes

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



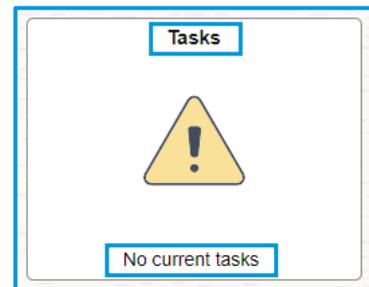
## STEP 14: Complete

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.

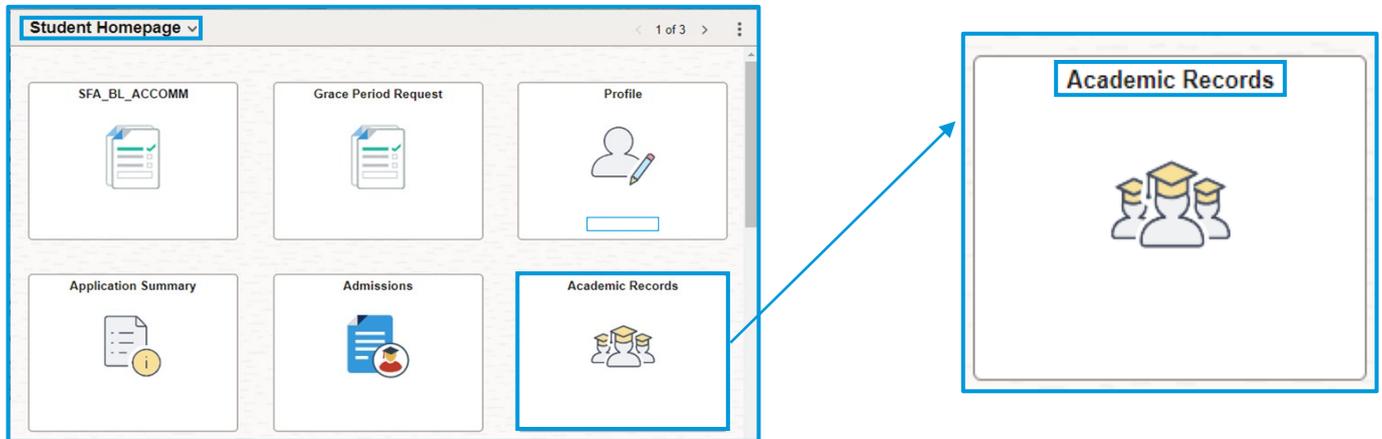


### END OF REGISTRATION PROCESS

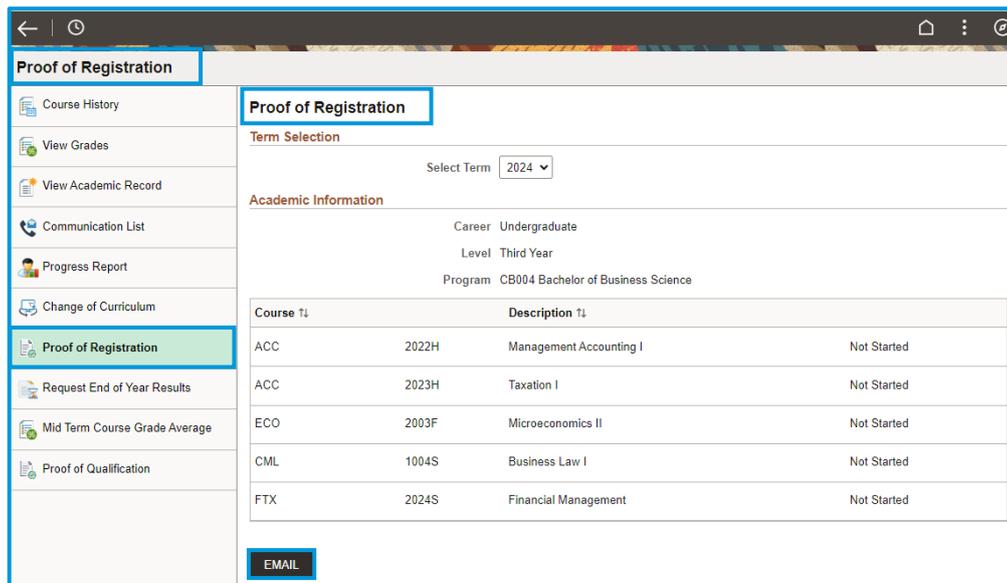
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

## 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**