

Faculty of Science (PG) *Programme Enrolment (PE)*



Student Guide *Registration Activity Guide*

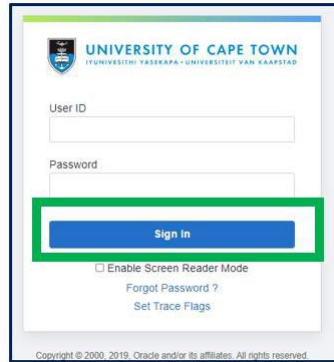
Registration 2024





Registration Activity Guide: Student-facing Steps (PE)

1. Login on PeopleSoft.



UNIVERSITY OF CAPE TOWN
IYUNYISIYI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

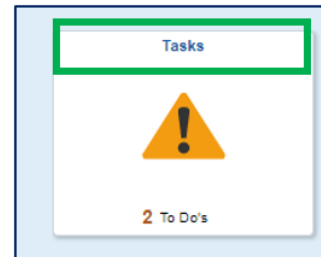
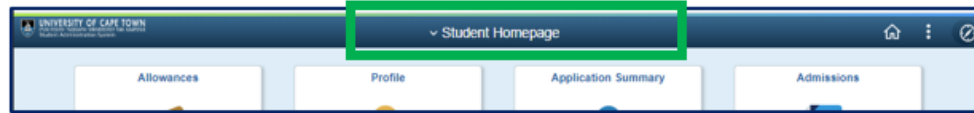
User ID
Password

Sign In

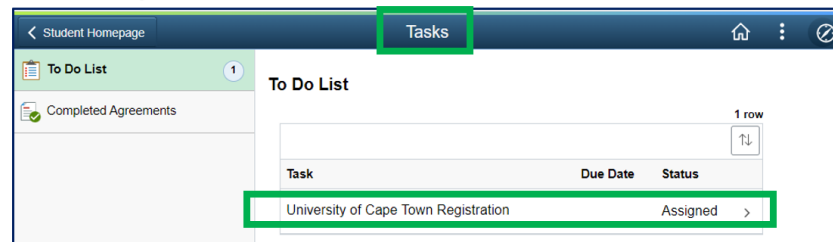
Enable Screen Reader Mode
[Forgot Password ?](#)
[Set Trace Flags](#)

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2. On the Student Home Page, click on the Tasks tile.



3. On the Tasks page, click on University of Cape Town Registration to open the Registration Activity Guide.



Student Homepage Tasks

To Do List 1

Completed Agreements

| Task | Due Date | Status |
|--------------------------------------|----------|------------|
| University of Cape Town Registration | | Assigned > |

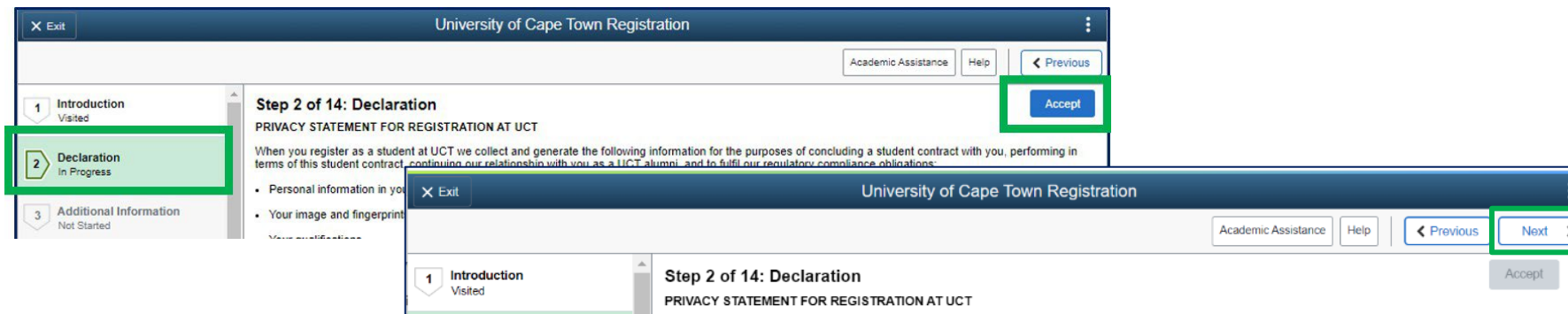


Registration Activity Guide: Student-facing Steps (PE)

4. Upon clicking on the task, the Registration Activity Guide opens on Step 1 (Introduction). Read the introduction and click Next.



5. Upon clicking next, the Declaration (Step 2) is displayed. Read the information and click Accept and Next to continue.





Registration Activity Guide: Student-facing Steps (PE)

6. Based on the student's cohort, the applicable questions in the Additional Information step (Step 3) appears for completion. Complete the questions, Save Answers, and click Next

University of Cape Town Registration

Academic Assistance Help < Previous

1 Introduction Visited

2 Declaration Complete

3 Additional Information In Progress

4 Personal Details Not Started

5 Biographic Details Not Started

6 Contact Details Not Started

Step 3 of 14: Additional Information

Please Answer all the question below truthfully.

*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.

No

*2. Have you ever registered at another university (at another institution)?

No

Expected Graduation Year

*3. In what academic year do you intend to complete all the courses for your qualification?

2026

Save Answers

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

Step 3 of 14: Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

*1. In what academic year do you intend to complete all the courses for your qualification?



The Expected Graduation Year question is an indication of when you think you will finish your degree.

Laptop

By clicking NO: You confirm that you are not interested in purchasing a laptop. By clicking YES: You confirm that you are interested in purchasing a laptop.

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

Research

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



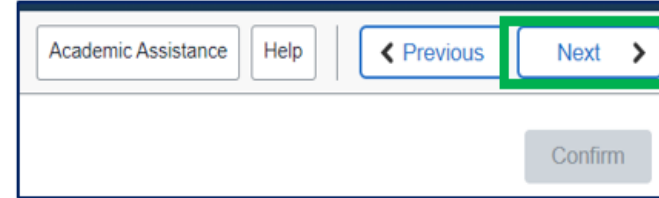
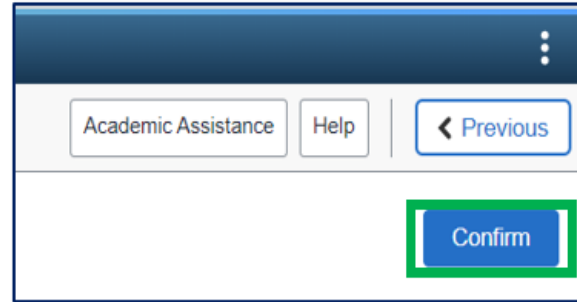
Students are completing their dissertation/thesis will be required to complete the MoU/PPA process prior to completing registration. This will be added as an additional Task on their Homepage>Tasks tile.



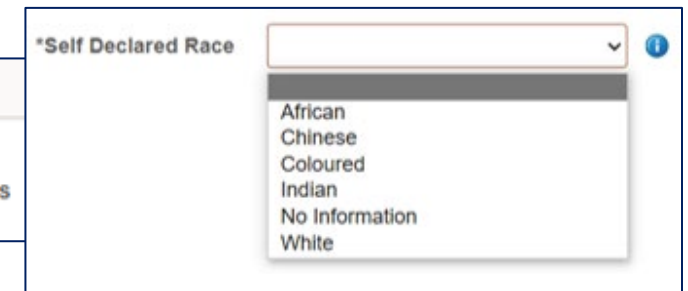
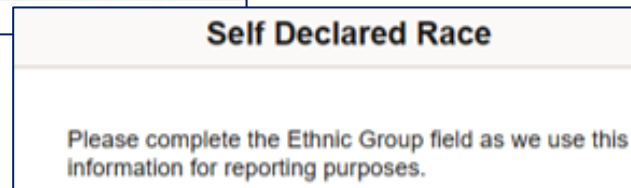
Registration Activity Guide: Student-facing Steps (PE)

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

| | |
|----|--|
| 4 | Personal Details In Progress |
| 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 |



On Step 5: Biographic Details, expand the Demographic Details to indicate your self-declared race from the dropdown menu.



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



Registration Activity Guide: Student-facing Steps (PE)

8. After completing steps 1-11, when clicking on the My Course step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears with an instruction of where to add courses. Click OK.

Shopping Cart

You are active and ready to enrol for the following programme/plan: MSc by dissertation (SM001) / Environmental & Geog Science (SM001EGS02)

To start selecting your courses, please click on the "Add My Courses" button

OK

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

Education Planner

ID/Name:
Campus ID:

Select Year

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

Plan Selection

★ Planned ♦ Enrolled ✔ Passed ✖ Not Passed 🌐 Dropped ⚠ Invalid CourseList

🔄 Grade In Progress

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

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

Credit Summary:

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

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

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

Credit Summary:

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

✔ Your education plan has been updated.

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



Registration Activity Guide: Student-facing Steps (PE)

10. After updating the planner, and clicking on continue, the Schedule Builder renders and the Proceed to Registration button is clickable to finalise your shopping cart.

Schedule Builder

ID/Name:
Campus ID:

Open Closed Wait List

▶ [Change Filter Options](#)

Meeting Information

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



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



Registration Activity Guide: Student-facing Steps (PE)

11. Once all your courses are loaded into your shopping cart, click on the **Select All** button and **Enroll** button.

University of Cape Town Registration

2023 Masters

Academic Assistance Help < Previous

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information

Your Shopping Cart

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

Add My Courses Select All Add Additional Courses Delete **Enroll**



If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

Enrollment

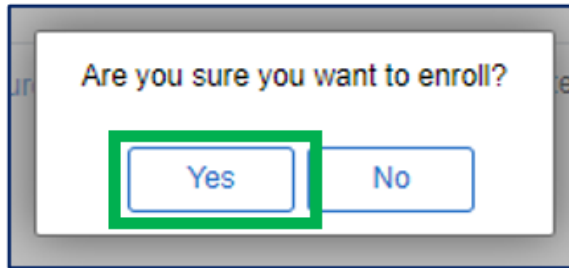
Please ensure you click and select all checkboxes next to each course and then click on the "Enroll" button to finalise your registration.

OK

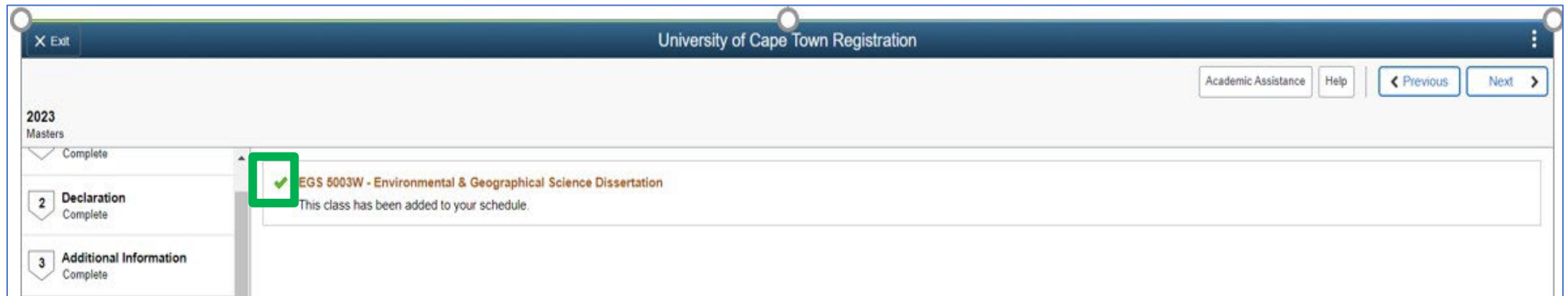


Registration Activity Guide: Student-facing Steps (PE)

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



13. The list of courses you registered for will appear, with a positive or negative icon indicator. Click Next to view your schedule.



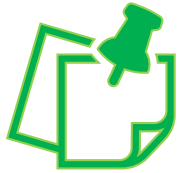
If for some reason, a course/courses could not be added to your schedule, please contact the faculty office to assist.



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



Registration Activity Guide: Student-facing Steps (PE)



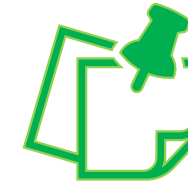
If a PE student wishes to deviate from the prescribed curriculum, the Enroll button will not appear. Instead, a Request Approval button will be displayed. Click on the Request Approval button to trigger a Service Request for the Faculty to review the deviation. Thereafter, the student may finalise their registration.

12 My Courses
In Progress

Select All Add Additional Courses Delete Request Approval

Your Shopping Cart

| Select | Availability | Class | Description | Session | Days and Times | Room | Instructor | Units | Seats | Preferences |
|--------------------------|--------------|----------------|---|--------------|--|------|------------|-------|-------|-------------|
| <input type="checkbox"/> | Open | Lecture - 6561 | IBS 1007S Intro to Integr Hlth Sci Pt 2 | Semester Two | More meeting details available | | | | | |



After clicking on the Request Approval button, the status will change to Decision Pending.

Your Shopping Cart

| Select | Availability | Class | Description | Session | Days and Times | Room | Instructor | Units | Seats | Preferences |
|-------------------------------------|--------------|----------------|---|--------------|--|------|------------|-------|-------|-------------|
| <input checked="" type="checkbox"/> | Open | Lecture - 6561 | IBS 1007S Intro to Integr Hlth Sci Pt 2 | Semester Two | More meeting details available | | | 35.00 | | |

Select All Decision Pending

For more information, see the [Request Approval guide](#). Or continue to the next page for Steps 13 and 14 of the registration task.



Registration Activity Guide: Student-facing Steps (PE)

14. The View My Classes (Step 13) tab will open, showing your class schedule. Click Next to finalise your registration.

University of Cape Town Registration

Academic Assistance Help < Previous **Next** >

2022 Undergraduate

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

By Class By Date

Show Enrolled Classes Show Dropped Classes

EGS 5003W: Enviro & Geog Sci Dissertation

| Status | Units | Grading Basis | Grade | Academic Program | Requirement Designation |
|----------|-------|---------------|-------|-----------------------|-------------------------|
| Enrolled | 18.00 | Graded | | BCom 3 year programme | |

15. The final step, the Complete step (Step 14) opens. Read the information and click Submit.

University of Cape Town Registration

Academic Assistance Help < Previous **Submit**

6 Contact Details Complete

7 Addresses Complete

Step 14 of 14: Complete

Click on the Submit button to complete your UCT registration task.

Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees. You may view your Fee Account and Proof of Registration via PeopleSoft Self-Service.

Tasks

No current tasks



Upon clicking Submit, you will automatically be re-directed to the Student Homepage. The Tasks tile will now show "No current tasks". This marks the end of your registration.

End of Registration Process



Registration Activity Guide: Student-facing Steps (PE)



You can access your Proof of Registration from the Student Homepage, by clicking on the Academic Record tile, and choosing the “Proof of Registration” tab on the left-hand side of the screen.

