

# Faculty of Science (PG)

## *Programme Enrolment: Request Approval*



### Student Guide

## *Registration Activity: Service Requests*

Registration 2024



# Registration Activity Guide: Student-facing Steps (PE)



Steps listed in this guide pertain to Step 12: My Courses in the registration task.



A Service Request is required when a PE student wishes to deviate from their prescribed curriculum i.e., add courses that are not listed on their Education Planner.

## 12 My Courses In Progress

### Education Planner

ID/Name:

Campus ID:

#### Select Year

SM001 and SM002 - Year 1

[View](#)

#### Plan Selection

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

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

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

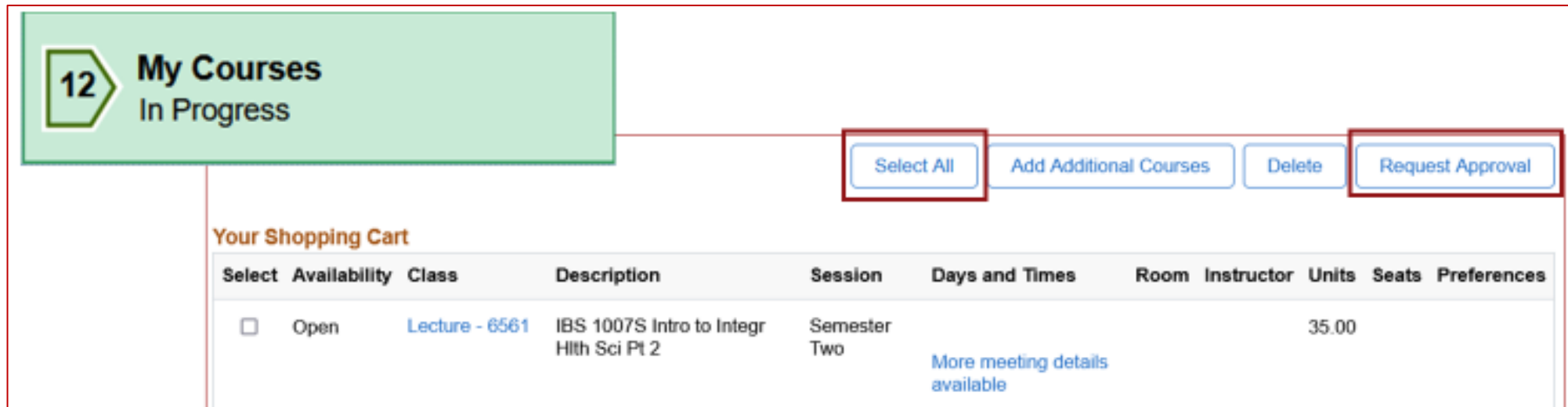
Credit Summary:

Year Planned	180	Year Enrolled	0	Year Passed	0
Program Planned	180	Program Enrolled	0	Program Passed	0

# Registration Activity Guide: Student-facing Steps (PE)

1. If a PE student wishes to deviate from the prescribed curriculum, and add additional courses, the Enroll button will not appear after the student has selected their courses on the Education Planner.

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.

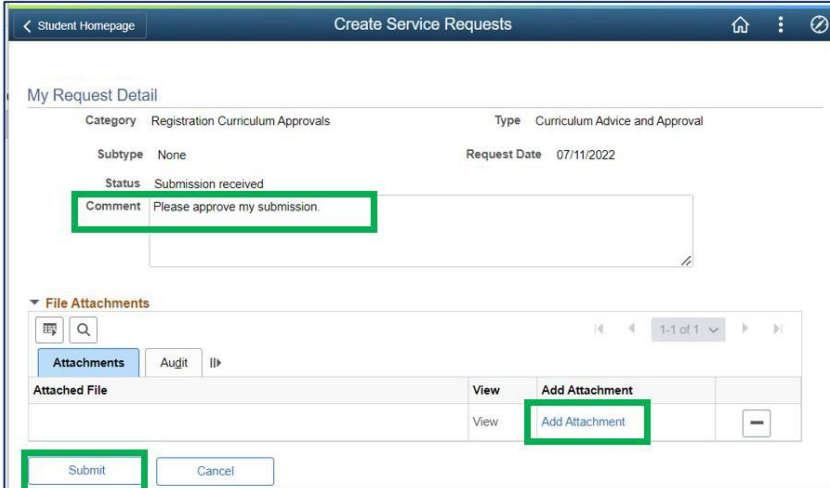


The screenshot displays the 'My Courses In Progress' section of an educational system. A green header box contains a '12' in a hexagon and the text 'My Courses In Progress'. Below this, a row of action buttons is visible: 'Select All', 'Add Additional Courses', 'Delete', and 'Request Approval'. The 'Request Approval' button is highlighted with a red border. Below the buttons is a table titled 'Your Shopping Cart' with the following columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. One course is listed in the cart: 'Lecture - 6561' with a description of 'IBS 1007S Intro to Integr Hlth Sci Pt 2', 'Semester Two' session, and 35.00 units. A link for 'More meeting details available' is shown under the 'Days and Times' column.

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	<a href="#">More meeting details available</a>			35.00		

# Registration Activity Guide: Student-facing Steps (PE)

2. By clicking on Request Approval, the Create Service Request page appears. Leave an appropriate comment in the Comment box (if applicable) and click Submit to create the Service Request.



My Request Detail

Category: Registration Curriculum Approvals      Type: Curriculum Advice and Approval

Subtype: None      Request Date: 07/11/2022

Status: Submission received

Comment: Please approve my submission.

File Attachments

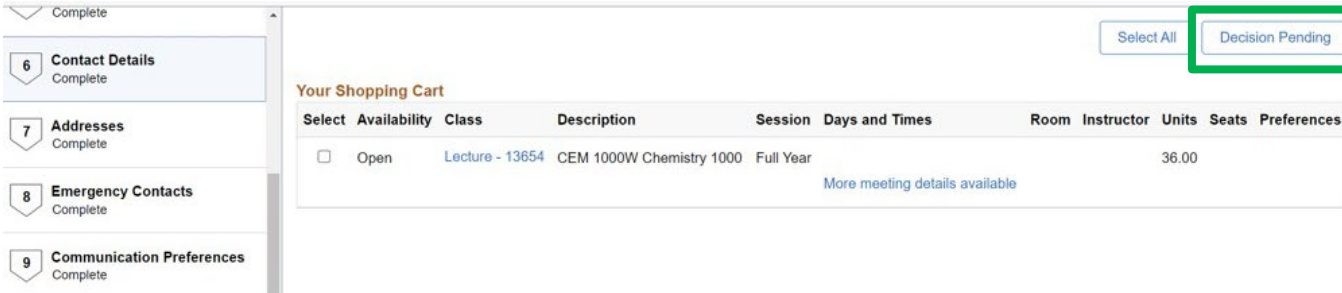
Attached File	View	Add Attachment
	View	Add Attachment

Submit      Cancel



Once your registration service request has been submitted, the allocated faculty staff member will review your request and you will receive the outcome and further instructions via email. Note that you will not be able to make changes to your courses once it has been submitted for review.

3. You will be directed back to Your Shopping Cart page. The status of your request will reflect Decision Pending.



Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

Your Shopping Cart

Select All      Decision Pending

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 13654	CEM 1000W Chemistry 1000	Full Year				36.00		

[More meeting details available](#)



You can click on the “Decision Pending” button to view comments made and attachments submitted.



# Registration Request Processing: Communication



4. Once the faculty staff member has evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below are examples of these email for the various statuses:



## Push Back to Student

**From:** [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
**Sent:** Monday, 07 November 2022 23:56  
**To:** Psoft Test <[psoft.test@uct.ac.za](mailto: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 \_\_\_\_\_ 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



## Decline

**From:** [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
**Sent:** Tuesday, 08 November 2022 00:12  
**To:** Psoft Test <[psoft.test@uct.ac.za](mailto: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



## Final Approval

**From:** [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
**Sent:** Tuesday, 08 November 2022 12:19  
**To:** Psoft Test <[psoft.test@uct.ac.za](mailto: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



**Push Back to Student Status:** In cases where the faculty staff member requires you to complete further actions (e.g., adding/deleting courses/fixing clashes), follow the instructions per the faculty staff member's email/comments and action the request. Once done, resubmit the registration approval request by click on the "Action Required by Student" button, add a comment and save the request.



**Decline Status:** In cases where the faculty staff member requires you to restart your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the "Request Approval" button, add a comment and save the request.



**Final Approval Status:** In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the "Enroll" button, as well as Step 13 and Step 14 to finalise your registration.