

Faculty of Commerce (UG) *Choosing Your Degree (CYD)*



Student Guide

Registration 2023





Choosing Your Degree: Student-facing Steps

1. Login to PeopleSoft.

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI 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 Choosing Your Degree tile.

Student Homepage ▾

Allowances

Choosing Your Degree

Profile

MBXMOK004



Choosing Your Degree: Student-facing Steps

3. On the Choosing Your Degree page, click on the “Fill out a new form” button to open the Choosing Your Degree form.

< Student Homepage

Choosing_Your_Degree

Fill out a new form

4. On the Choosing Your Degree form, complete the following actions:

- i. Select the current plan.
- ii. Select the new plan.

Bucket Program

*Current Plan

New Program

*Choice



The plan applied for will be the only available option to select.



Use the Look-up and Search function to search for the choice you would like to make.

Cancel

Lookup

Search for: Choice

Search Criteria

Academic Plan (begins with) CB004BUS22

Descr (begins with)

Academic Program (begins with)

Description (begins with)

Search Clear

Search Results

Academic Plan	Descr	Academic Program	Description
CB004BUS22	Analytics	CB004	Bachelor of Business Science

1 row



Choosing Your Degree: Student-facing Steps

5. After making the selections, click Save.

The screenshot shows the top navigation bar with a back arrow, the title 'Choosing_Your_Degree', and icons for home, menu, and refresh. Below the navigation bar is the 'Instructions' section. A text input field labeled '*Description' contains the text 'Choosing_Your_Degree'. In the top right corner, a 'Save' button is highlighted with a green rectangular box.

6. After saving, click Submit.

The screenshot shows the same form as above, but now with a 'Submit' button highlighted with a green rectangular box. Below the description field, the 'Approval Status' is 'Initial' and the 'Created On' date is '26/10/2022'. The 'Save' button is still visible but not highlighted.



Please do not add any comments in the More Information section.

More Information

More Information

The screenshot shows the 'More Information' section with a large red prohibition sign (a circle with a diagonal slash) overlaid on the text area, indicating that no comments should be added.

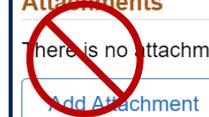


Please do not add any attachments in the Attachments section.

Attachments

There is no attachment uploaded.

Add Attachment





Choosing Your Degree: Student-facing Statuses

Automatic Approval: For plans that are setup for Automatic Approval, the status will immediately show Approved.

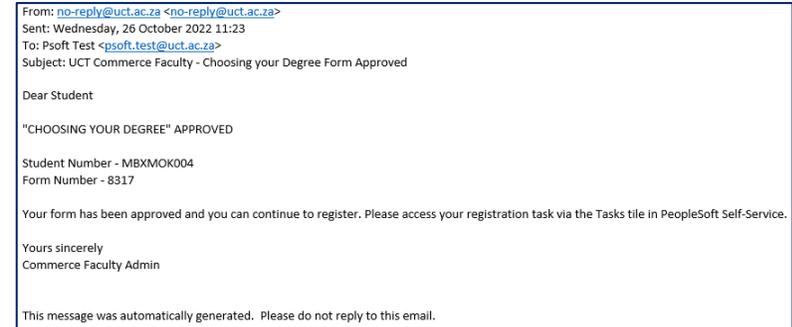


The screenshot shows a web interface for 'Choosing Your Degree'. On the left, there is a sidebar with a 'Fill out a new form' button and a list of filters: 'All' (1) and 'Approved' (1). The main area displays a table of forms. The table has columns for 'Form', 'Description', 'Approval Status', 'Created Datetime', and 'Submitted Datetime'. A single row is shown with the status 'Approved' highlighted in a green box.

Form	Description	Approval Status	Created Datetime	Submitted Datetime
Choosing_Your_Degree	Choosing_Your_Degree	Approved	26/10/22 11:18AM	26/10/2022 11:23AM



An Email is also sent to the student to confirm the status of their selection.



The email screenshot shows the following content:

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Wednesday, 26 October 2022 11:23
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Commerce Faculty - Choosing your Degree Form Approved

Dear Student

"CHOOSING YOUR DEGREE" APPROVED

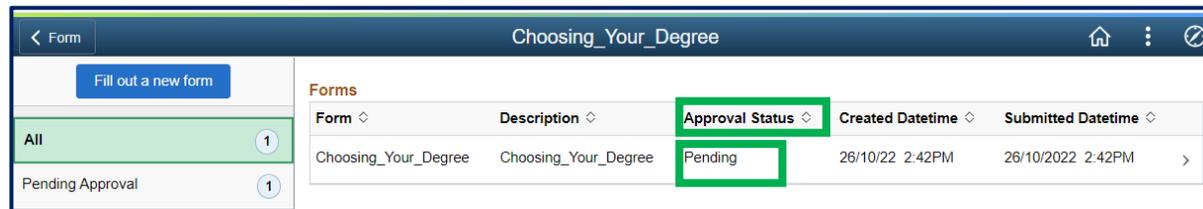
Student Number - MBXMOK004
Form Number - 8317

Your form has been approved and you can continue to register. Please access your registration task via the Tasks tile in PeopleSoft Self-Service.

Yours sincerely
Commerce Faculty Admin

This message was automatically generated. Please do not reply to this email.

Staff Approval Required – Pending: For plans that are setup for Staff Approval, the status will immediately show Pending.

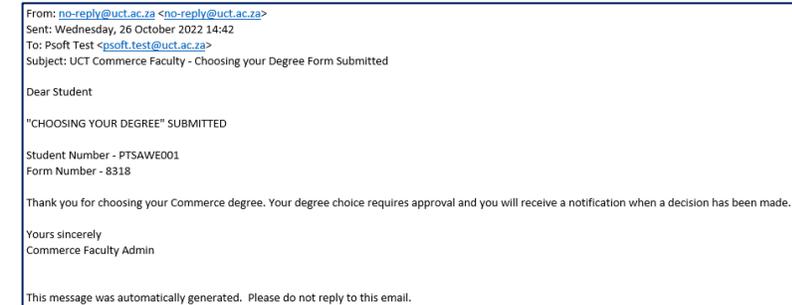


The screenshot shows a web interface for 'Choosing Your Degree'. On the left, there is a sidebar with a 'Fill out a new form' button and a list of filters: 'All' (1) and 'Pending Approval' (1). The main area displays a table of forms. The table has columns for 'Form', 'Description', 'Approval Status', 'Created Datetime', and 'Submitted Datetime'. A single row is shown with the status 'Pending' highlighted in a green box.

Form	Description	Approval Status	Created Datetime	Submitted Datetime
Choosing_Your_Degree	Choosing_Your_Degree	Pending	26/10/22 2:42PM	26/10/2022 2:42PM



An Email is also sent to the student to confirm the status of their selection.



The email screenshot shows the following content:

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Wednesday, 26 October 2022 14:42
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Commerce Faculty - Choosing your Degree Form Submitted

Dear Student

"CHOOSING YOUR DEGREE" SUBMITTED

Student Number - PTSAWE001
Form Number - 8318

Thank you for choosing your Commerce degree. Your degree choice requires approval and you will receive a notification when a decision has been made.

Yours sincerely
Commerce Faculty Admin

This message was automatically generated. Please do not reply to this email.



Choosing Your Degree: Student-facing Statuses

Staff Approval Required – Upon Approval: For plans that are setup for Staff Approval, the status will change to Approved once the staff member has processed the request.

Form	Description	Approval Status	Created Datetime	Submitted Datetime
Choosing_Your_Degree	Choosing_Your_Degree	Approved	26/10/22 2:42PM	26/10/2022 2:42PM



An Email is also sent to the student to confirm the status of their selection.

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
 Sent: Wednesday, 26 October 2022 14:50
 To: Psoft Test <psoft.test@uct.ac.za>
 Subject: UCT Commerce Faculty - Choosing your Degree Form Approved

Dear Student

"CHOOSING YOUR DEGREE" APPROVED

Student Number - PTSAW001
 Form Number - 8318

Your form has been approved and you can continue to register. Please access your registration task via the Tasks tile in PeopleSoft Self-Service.

Yours sincerely
 Commerce Faculty Admin

This message was automatically generated. Please do not reply to this email.

Staff Approval Required - Denied: For plans that are setup for Staff Approval, the status will change to Denied once the staff member has processed the request.

Form	Description	Approval Status	Created Datetime	Submitted Datetime
Choosing_Your_Degree	Choosing_Your_Degree	Denied	26/10/22 2:43PM	26/10/2022 2:43PM



An Email is also sent to the student to confirm the status of their selection.

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
 Sent: Thursday, 27 October 2022 11:01
 To: Psoft Test <psoft.test@uct.ac.za>
 Subject: UCT Commerce Faculty - Choosing your Degree Form Denied

Dear Student

"CHOOSING YOUR DEGREE" DENIED

Student Number - MNPMPH001
 Form Number - 8368

Your degree choice has not been approved. Please submit a new degree choice form for the degree you received an offer for. Use the "Choosing Your Degree" tile in PeopleSoft Self-Service. Alternatively, please contact the Commerce Faculty Office.

Yours sincerely
 Commerce Faculty Admin

This message was automatically generated. Please do not reply to this email.