

Faculty of Commerce (UG) *Programme Enrolment (PE)*



Student Guide *Registration Activity Guide*

Registration 2023





Registration Activity Guide: Student-facing Steps (PE)

1. Login on PeopleSoft.

UNIVERSITY OF CAPE TOWN
ITSUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

User ID

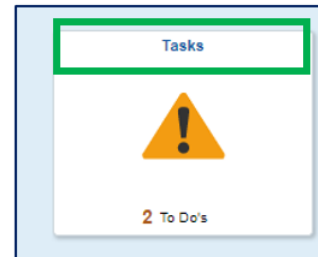
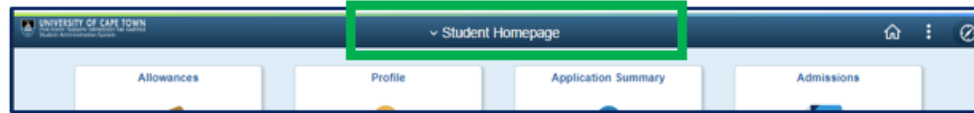
Password

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

To Do List

Task	Due Date	Status
University of Cape Town Registration		Assigned >



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

The screenshot shows the 'University of Cape Town Registration' window. On the left, a sidebar lists five steps: 1. Introduction (Visited), 2. Declaration (Not Started), 3. Additional Information (Not Started), 4. Personal Details (Not Started), and 5. Biographic Details (Not Started). Step 1 is highlighted with a green box. The main content area is titled 'Step 1 of 14: Introduction' and contains a welcome message, a list of tasks (Verify or update personal information, Verify address details, Indicate your communication preferences, Sign agreements, Register for classes), and links for 'Academic Assistance' and 'Help'. A 'Next >' button is highlighted with a green box in the top right corner.

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

The first screenshot shows the 'Step 2 of 14: Declaration' screen. The sidebar now shows Step 2 as 'In Progress' (highlighted with a green box) and Step 1 as 'Visited'. The main content area is titled 'Step 2 of 14: Declaration' and 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. It contains text about data collection and a list of items to be verified. A blue 'Accept' button is highlighted with a green box in the top right corner. The second screenshot shows the same screen after clicking 'Accept'. The 'Accept' button is now greyed out, and a 'Next >' button has appeared in the top right corner, highlighted with a green box.



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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



Students who are eligible, will also see the Laptop question in Step 3. If “Yes” is selected (indicating interest to purchase a Laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop activity guide has all the details regarding payment and pick-up of the device (for more information: <https://icts.uct.ac.za/services-student-computing/allocation-uct-laptops>).



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

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



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



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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: **Bachelor of Commerce (CB023) in Financial Accounting & Law (CB023ACC04)**

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

OK



If at this point you have not yet completed the "Choosing Your Degree" process, a pop-up message will appear to alert you. Exit the registration activity guide and action your degree choice by using the "Choosing Your Degree" tile on the Student Home page.



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.

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

☒ CB023ACC04 - Year 1 **View**

☐ CB023ACC04 - Year 2 **View**

☐ CB023ACC04 - Year 3 **View**

★ Planned ♦ Enrolled ✓ Passed ✗ Not Passed ⚙ Dropped ⚠ Invalid Course List

↻ Grade In Progress

Please select the courses that you would like to register for from the below list. After your selection, you must click "Update Planner" to add these items to your Planner. To submit your course selection for registration, you must click on the "Continue" button.

Every course described has a name and corresponding code. The **last character** is the 'year portion' indicator, or suffix, identifying the type of course and when it is offered.

F	First Semester Course
S	Second Semester Course
W	Full Year Course (In Semester 1 and 2)

Courses that must be taken in CB023ACC04 - Year 1:

Select	Status	Item	Category	Credits
<input type="checkbox"/>	★	ACC 1106F: Financial Accounting	Core Courses	18.00
<input checked="" type="checkbox"/>		and (ACC 1015F: Business Acumen for Accountant)	Core Courses	15.00
<input type="checkbox"/>		or ACC 1015S: Business Acumen for Accountant)	Repeat Core Course	15.00
<input type="checkbox"/>	★	and DOC 1103H: Commerce Case Study	Core Courses	5.00
<input type="checkbox"/>		and (ECO 1110F: Microeconomics	Core Courses	18.00
<input type="checkbox"/>		or ECO 1110S: Microeconomics)	Repeat Core Course	18.00
<input type="checkbox"/>		and (MAM 1110F: Mathematics 1110 for CADP	Core Courses	18.00
<input type="checkbox"/>		or MAM 1010S: Mathematics 1010)	Repeat Core Course	18.00
<input type="checkbox"/>		and ACC 1111S: Financial Reporting I	Core Courses	18.00
<input type="checkbox"/>		and (ECO 1011S: Macroeconomics	Core Courses	18.00
<input type="checkbox"/>		or ECO 1011F: Macroeconomics)	Repeat Core Course	18.00
<input checked="" type="checkbox"/>		and (INF 1102S: Information Systems I	Core Courses	18.00

Credit Summary:

Year Planned	23	Year Enrolled	0	Year Passed	0
Program Planned	23	Program Enrolled	0	Program Passed	0

Update Planner **Continue** **Return to Registration**



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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.

Meeting Information						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
8:00AM	MAM 1010F - LG01 Lecture Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture Location: TBA Session SM1 0050 PENDING	
9:00AM		ECO 1011S - LG01 Lecture Location: TBA Session SM2 0015 PENDING	POL 1001F - TBA Tutorial Location: TBA Session SM1 0050 PENDING ECO 1011S - LG01 Lecture Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture Location: TBA Session SM2 0015 PENDING	
10:00AM		ECO 1010F - LG02 Lecture Location: TBA Session SM1 0015 PENDING	ECO 1010F - LG02 Lecture Location: TBA Session SM1 0015 PENDING	ECO 1010F - LG02 Lecture Location: TBA Session SM1 0015 PENDING	ECO 1010F - LG02 Lecture Location: TBA Session SM1 0015 PENDING	

11. 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.

Your Shopping Cart									
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats
<input checked="" type="checkbox"/>	Open	Lecture - 1187	ACC 1006F Financial Accounting	Semester One	More meeting details available			18.00	
		Tutorial - 17013			To be Announced	To be Announced	To be Announced		
<input checked="" type="checkbox"/>	Open	Lecture - 1582	ACC 1012S Business Accounting	Semester Two	More meeting details available			18.00	

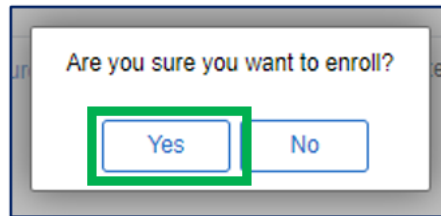


If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.



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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 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.

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





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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

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.

Submit

Tasks

No current tasks



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.

End of Registration Process



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

UNIVERSITY OF CAPE TOWN
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Student Administration System

Student Homepage ▾

Academic Records

Course History

- View Grades
- View Academic Record
- Communication List
- Progress Report
- Change of Curriculum
- Proof of Registration

Proof of Registration

Term Selection

Select Term 2023 ▾

Academic Information

Career

Level

Program

Course ▾	Description ▾
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EMAIL