

# Faculty of Commerce (PG) *Blank Shopping Cart (BSC)*



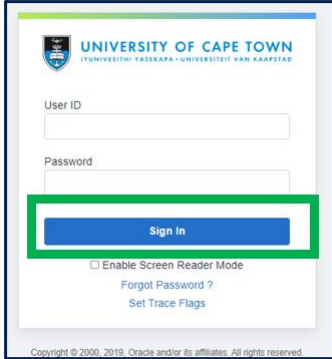
## Student Guide *Registration Activity Guide*

Registration 2023



# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

## 1. Login on PeopleSoft.



UNIVERSITY OF CAPE TOWN  
ITSUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

User ID

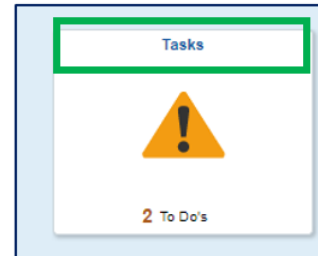
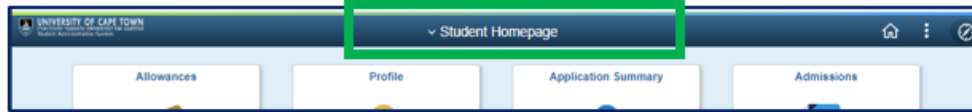
Password

**Sign In**

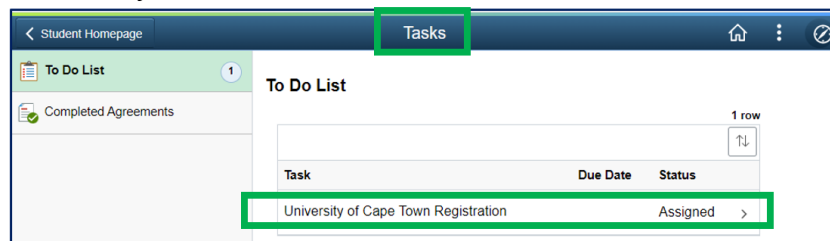
☐ Enable Screen Reader Mode  
[Forgot Password ?](#)  
[Set Trace Flags](#)

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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

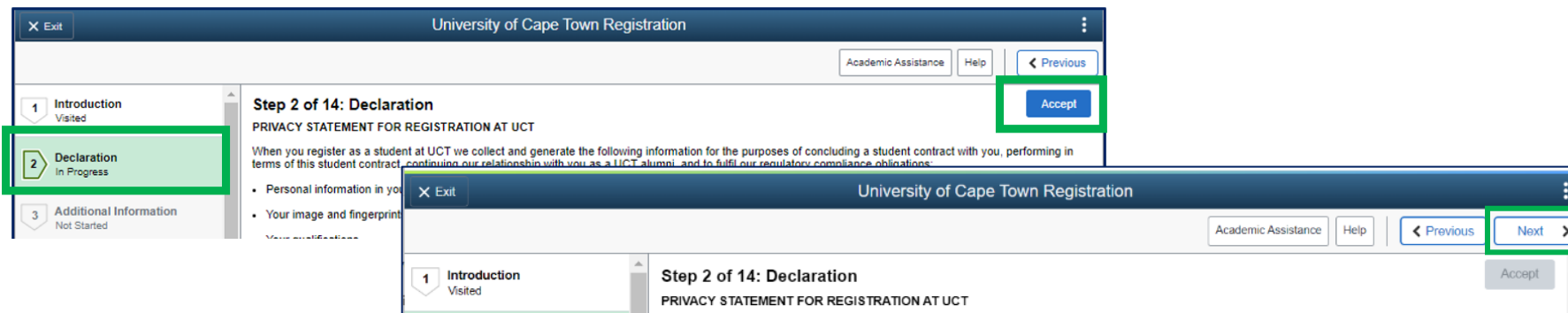
# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

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 a note about assistance. A 'Next >' button is highlighted with a green box in the top right corner.

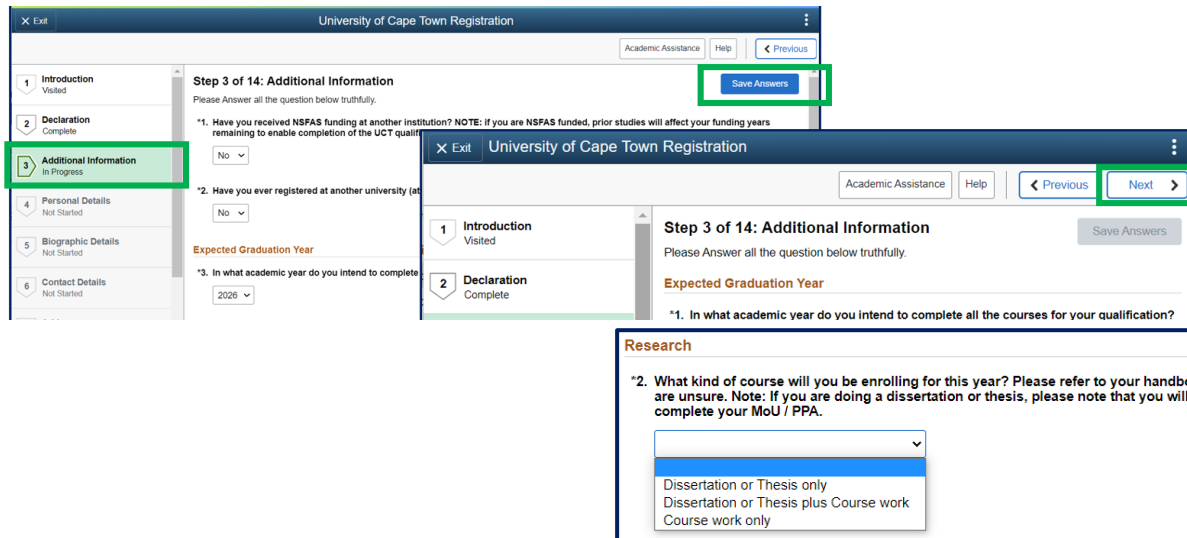
5. Upon clicking next, the Declaration (Step 2) is displayed. Read the information and click Accept and Next to continue.



The screenshot shows the 'University of Cape Town Registration' window at Step 2. The sidebar now shows Step 2 as 'Declaration (In Progress)' and Step 1 as 'Introduction (Visited)'. Step 2 is highlighted with a green box. The main content area is titled 'Step 2 of 14: Declaration' and contains a 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. An 'Accept' button is highlighted with a green box. Below this, a smaller window shows the same Step 2 screen, but with a 'Next >' button highlighted with a green box.

# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

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

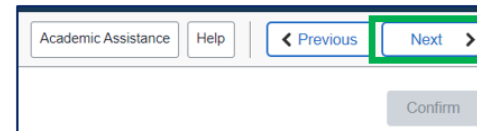
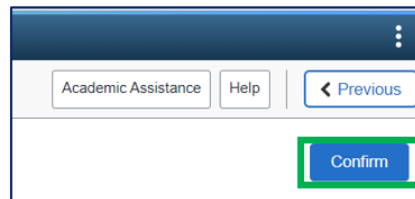
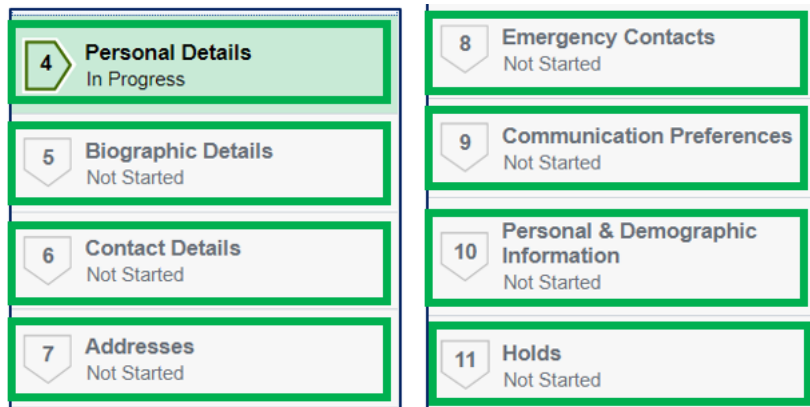


The Expected Graduation Year question is an indication of when you think you will finish your degree.



PG students in programmes with research components, will be required to complete the Research question. They will have to indicate one of the following: 1: Dissertation or Thesis Only, 2. Dissertation or Thesis plus Course Work, or 3. Course Work Only. If option 1 or 2 is selected, a Task will trigger for students to complete the MoU/PPA process prior to completing registration.

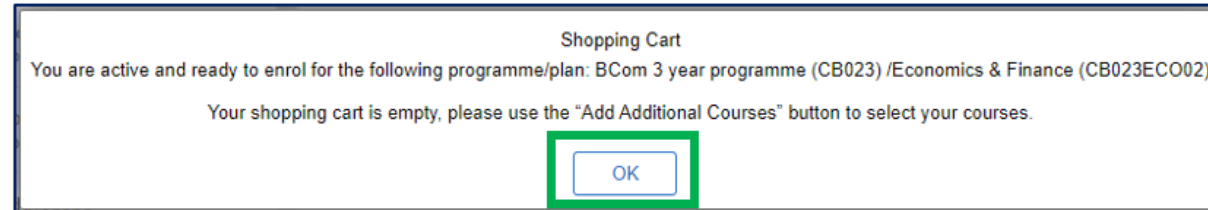
7. Complete Steps 4-11 by clicking on the Confirm/Save buttons and Next to move along to the next step.



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.

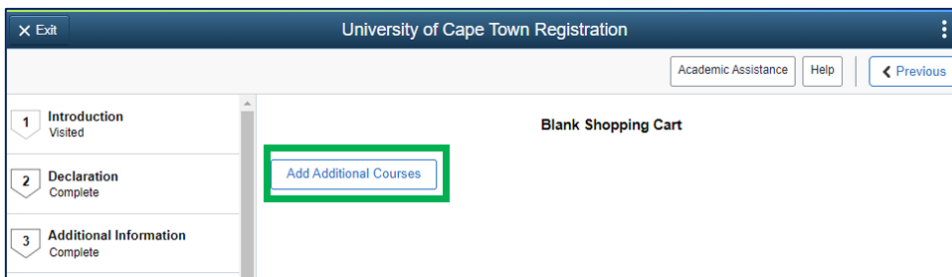
# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

8. Upon clicking on the My Courses 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.



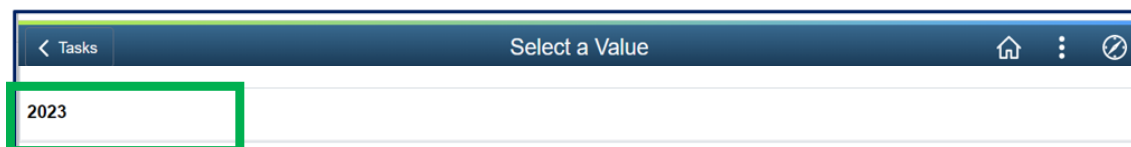
If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

9. To start populating your registration shopping cart, click on the Add Additional Courses button.



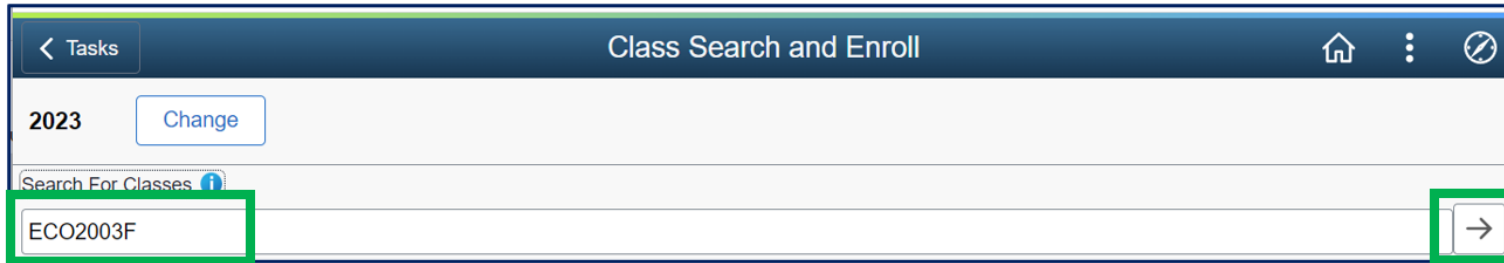
If you are a returning student, aside from picking the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.

10. On the Select a Value page, click on the appropriate year to which you want to add courses.



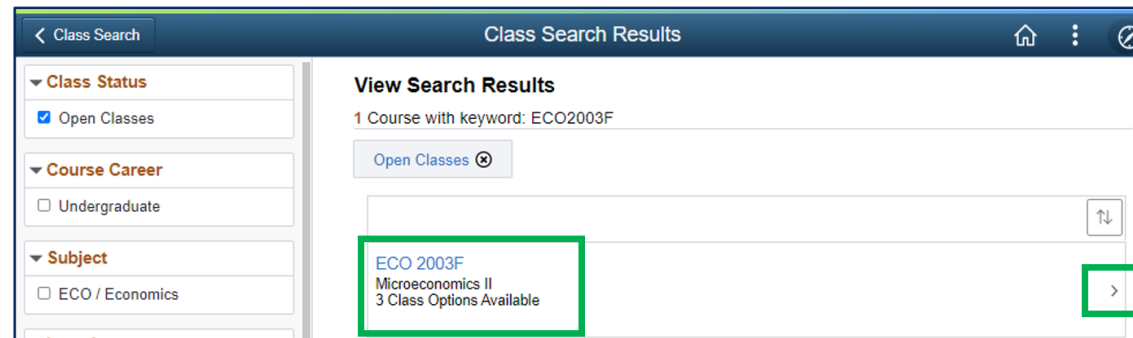
# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

11. Search for the course you need to register for by typing the course code in the Search for Classes space and press Enter or use the Arrow to initiate the search.



Note that the arrow you need to on to select a specific course is quite small. It will be to the right-hand side of the search field.

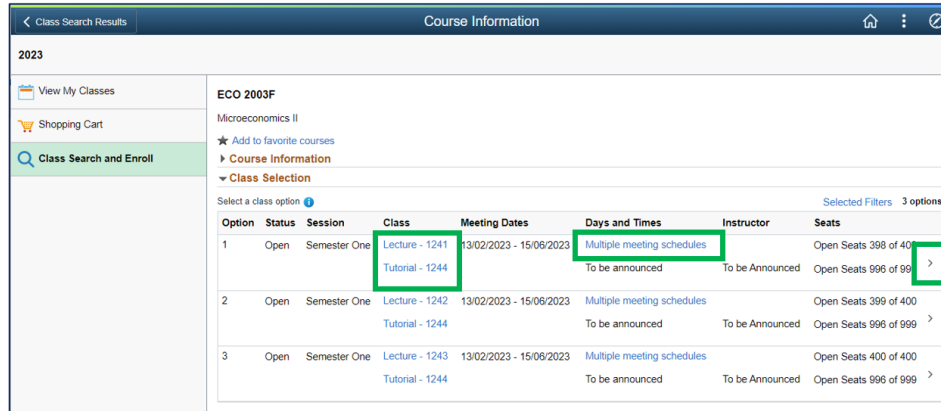
12. The Class Search Results page will appear with the available course options. Click on the course you need to register for or on the Arrow.



Note that the arrow you need to click on to select a specific class is quite small. It will be to the right-hand side of the results field.

# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

13. The Course Information page provide an overview of available Classes, Meeting Dates, Days and Times and number of Seats available for each option. Select the appropriate Option by clicking on the Arrow.



Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Semester One	Lecture - 1241 Tutorial - 1244	13/02/2023 - 15/06/2023	Multiple meeting schedules To be announced	To be Announced	Open Seats 398 of 400 Open Seats 996 of 999
2	Open	Semester One	Lecture - 1242 Tutorial - 1244	13/02/2023 - 15/06/2023	Multiple meeting schedules To be announced	To be Announced	Open Seats 399 of 400 Open Seats 996 of 999
3	Open	Semester One	Lecture - 1243 Tutorial - 1244	13/02/2023 - 15/06/2023	Multiple meeting schedules To be announced	To be Announced	Open Seats 400 of 400 Open Seats 996 of 999

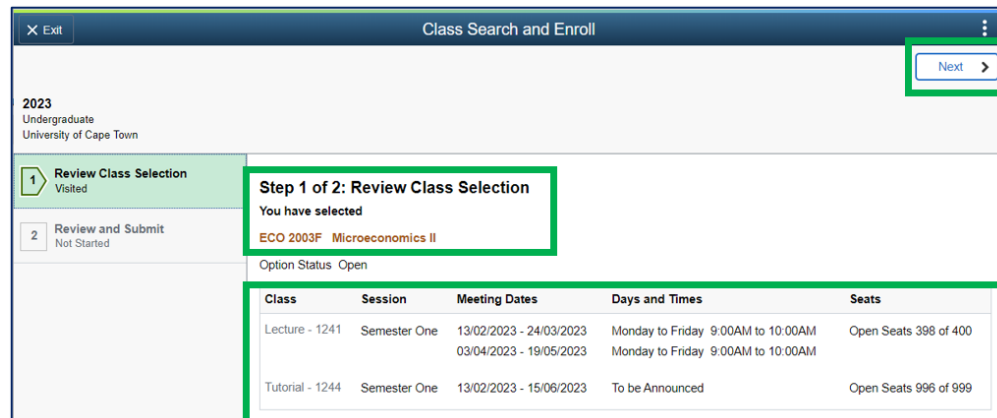


As a tip: This system is not able to point out class clashes while you are selecting your courses. To assist you to ensure you pick your classes to not clash with each other, just keep track on the side of what you are picking on which days/timeslots (calendar on your phone/ word document).



Note that the arrow you need to click on to select a specific course/class combination is quite small. It will be to the right-hand side of the results field.

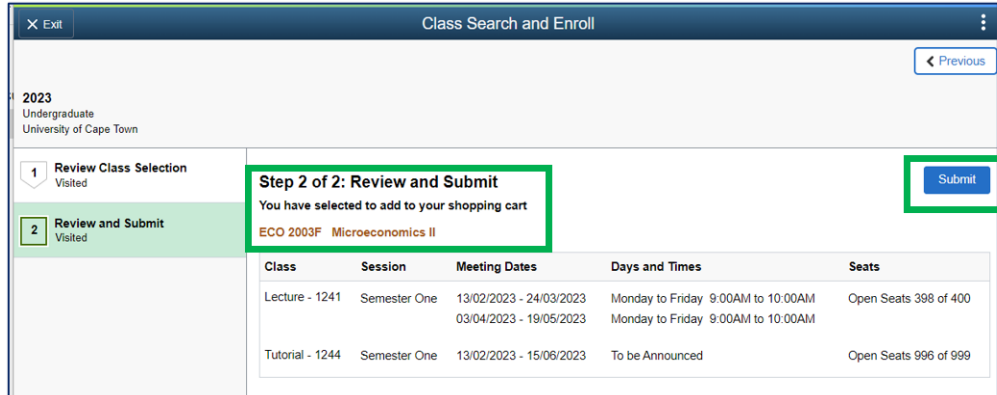
14. The Class Search and Enroll page will open. You need to Review Class Selection, and click Next to confirm your selection.



Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1241	Semester One	13/02/2023 - 24/03/2023 03/04/2023 - 19/05/2023	Monday to Friday 9:00AM to 10:00AM Monday to Friday 9:00AM to 10:00AM	Open Seats 398 of 400
Tutorial - 1244	Semester One	13/02/2023 - 15/06/2023	To be Announced	Open Seats 996 of 999

# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

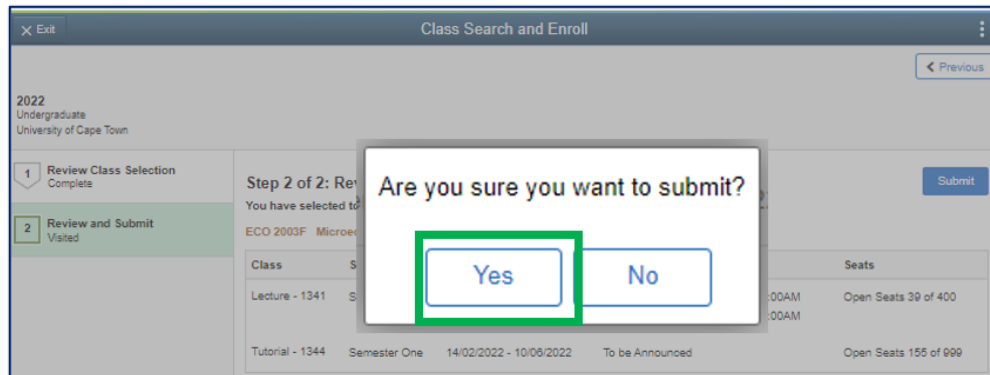
15. After confirming your selection, the Review and Submit section opens. Click Submit to add your selection to the registration shopping cart .



The screenshot shows the 'Class Search and Enroll' window for the 2023 Undergraduate University of Cape Town. The interface has two main steps: '1 Review Class Selection' (Visited) and '2 Review and Submit' (Visited). The '2 Review and Submit' section is highlighted with a green box. It contains a sub-header 'Step 2 of 2: Review and Submit' and a message 'You have selected to add to your shopping cart'. Below this, a table lists the selected class: 'ECO 2003F Microeconomics II'. The table has columns for Class, Session, Meeting Dates, Days and Times, and Seats. The 'Submit' button is highlighted with a green box.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1241	Semester One	13/02/2023 - 24/03/2023 03/04/2023 - 19/05/2023	Monday to Friday 9:00AM to 10:00AM Monday to Friday 9:00AM to 10:00AM	Open Seats 398 of 400
Tutorial - 1244	Semester One	13/02/2023 - 15/06/2023	To be Announced	Open Seats 996 of 999

16. A Pop-up Message will appear to ask if you are sure you want to submit your selection. Click Yes to continue.



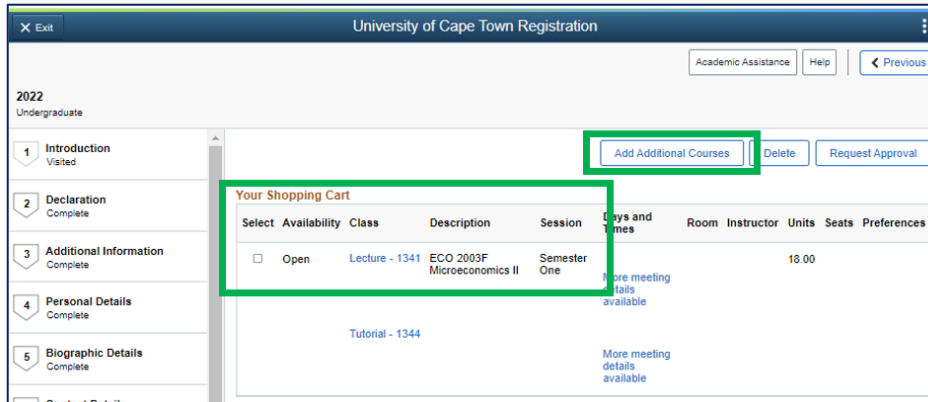
The screenshot shows the 'Class Search and Enroll' window for the 2022 Undergraduate University of Cape Town. The interface has two main steps: '1 Review Class Selection' (Complete) and '2 Review and Submit' (Visited). The '2 Review and Submit' section is highlighted with a green box. It contains a sub-header 'Step 2 of 2: Review and Submit' and a message 'You have selected to add to your shopping cart'. Below this, a table lists the selected class: 'ECO 2003F Microeconomics II'. The 'Submit' button is highlighted with a green box. A pop-up message is displayed in the center of the screen, asking 'Are you sure you want to submit?'. The 'Yes' button in the pop-up is highlighted with a green box.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1341	Semester One	14/02/2022 - 10/06/2022	To be Announced	Open Seats 39 of 400
Tutorial - 1344	Semester One	14/02/2022 - 10/06/2022	To be Announced	Open Seats 155 of 999



# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

17. After clicking yes, you will be taken back to your registration shopping cart. By clicking on Add Additional Courses, repeat the add additional courses steps, to add all the courses you are required to register for.



The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists completion steps: 1 Introduction Visited, 2 Declaration Complete, 3 Additional Information Complete, 4 Personal Details Complete, 5 Biographic Details Complete, and 6 Contact Details. The main area displays 'Your Shopping Cart' with a table containing one item: 'Lecture - 1341 ECO 2003F Microeconomics II Semester One' with 18.00 units. Above the table are buttons for 'Add Additional Courses', 'Delete', and 'Request Approval'. The 'Add Additional Courses' button is highlighted with a green box.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1341	ECO 2003F Microeconomics II	Semester One				18.00		

18. Once all your courses are loaded into your shopping cart and you are ready to submit your request to the faculty for approval, click on the Select All button and Request Approval button.

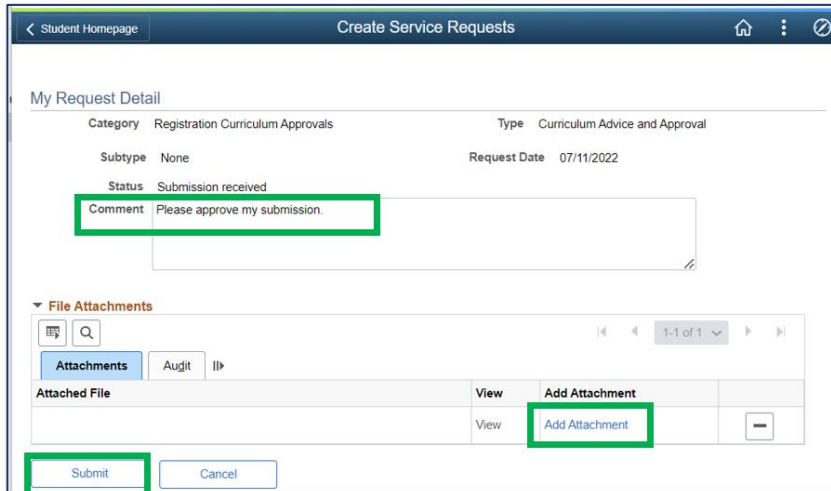


The screenshot shows the 'University of Cape Town Registration' interface. The sidebar completion steps now include: 5 Biographic Details Complete, 6 Contact Details Complete, 7 Addresses Complete, 8 Emergency Contacts Complete, 9 Communication Preferences Complete, and 10 Personal & Demographic. The 'Your Shopping Cart' table shows the same course, but the 'Select' checkbox is now checked (highlighted with a green box). Above the table, the 'Select All' and 'Request Approval' buttons are also highlighted with green boxes.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1241	ECO 2003F Microeconomics II	Semester One				18.00		

# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

19. 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.



Student Homepage Create Service Requests

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 shopping cart once it has been submitted for review.

20. You will be directed back to the registration Your Shopping Cart page. The status of your request will reflect **Decision Pending**.



University of Cape Town Registration

2023 Undergraduate

Biographic Details Complete

Contact Details Complete

Addresses Complete

Emergency Contacts Complete

Decision Pending

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1241	ECO 2003F Microeconomics II	Semester One	More meeting details available			18.00		
		Tutorial - 1244			More meeting details available					



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



# Registration Request Processing: Communication



Once the faculty staff member 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, 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 as 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, adding a comment and saving the request.



**Decline Status:** In cases where the faculty staff member requires you to re-start 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, adding a comment and submitting the request.



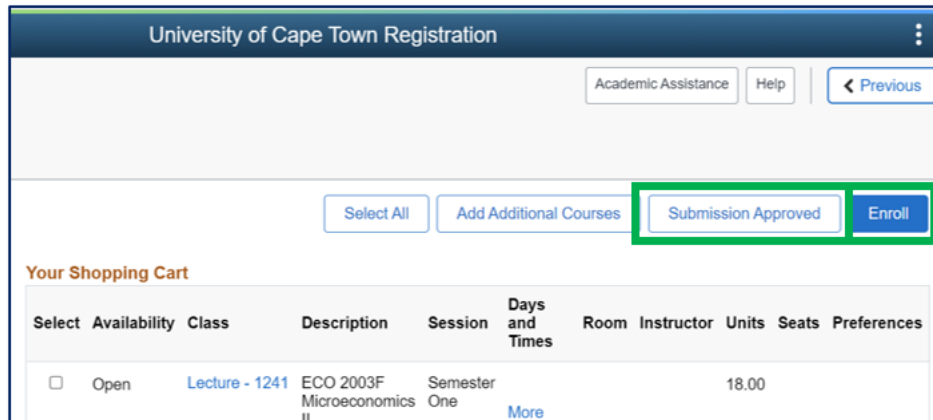
**Final Approval Status:** In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the "Enroll" button, as well as Step 13 and Step 14 to finalise your registration. Instructions on how to complete Steps 12-14 and accessing your Proof of Registration, follow on the next pages.

# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)



Once you receive final approval from the faculty, complete the following steps in your registration activity guide to finalise your registration.

**21. The Your Shopping Cart page will open, and the Decision Pending button will now reflect Submission Approved.**



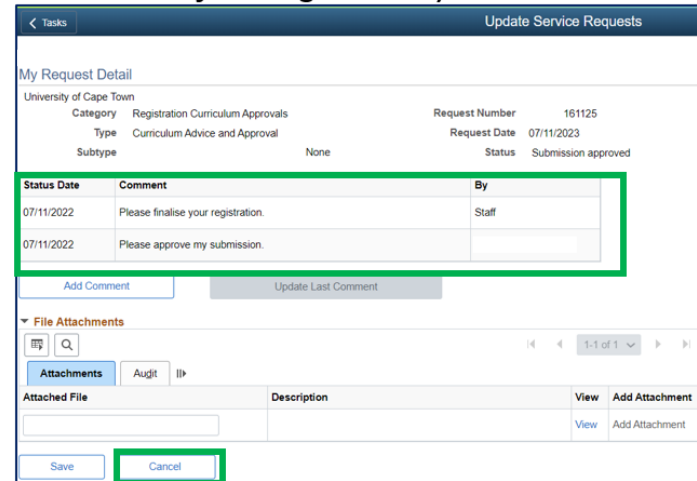
University of Cape Town Registration

Academic Assistance Help < Previous

Select All Add Additional Courses **Submission Approved** Enroll

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1241	ECO 2003F Microeconomics II	Semester One	More			18.00		



Update Service Requests

My Request Detail

University of Cape Town

Category Registration Curriculum Approvals Request Number 161125

Type Curriculum Advice and Approval Request Date 07/11/2023

Subtype None Status Submission approved

Status Date	Comment	By
07/11/2022	Please finalise your registration.	Staff
07/11/2022	Please approve my submission.	

Add Comment Update Last Comment

File Attachments

Attachments Audit IP

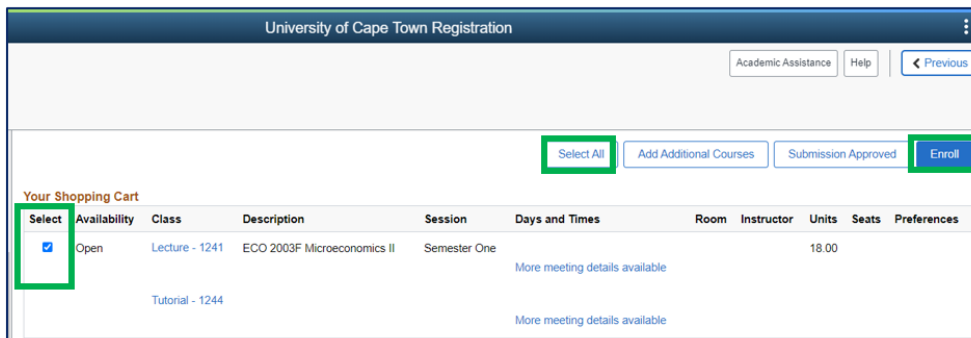
Attached File	Description	View	Add Attachment
		View	Add Attachment

Save **Cancel**



Aside from the email you receive to indicate the status of and comments on your request, by clicking on the "Submission Approved" button, you will be able to see the comments made by the staff member.

**22. To finalise your registration, tick the boxes in the Select column next to each course on the Your Shopping Cart page OR click on the Select All button. Once all are selected, click on the Enroll button.**



University of Cape Town Registration

Academic Assistance Help < Previous

Select All Add Additional Courses Submission Approved Enroll

**Your Shopping Cart**

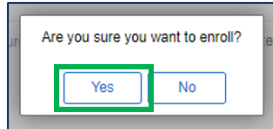
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1241	ECO 2003F Microeconomics II	Semester One	More meeting details available			18.00		
		Tutorial - 1244			More meeting details available					



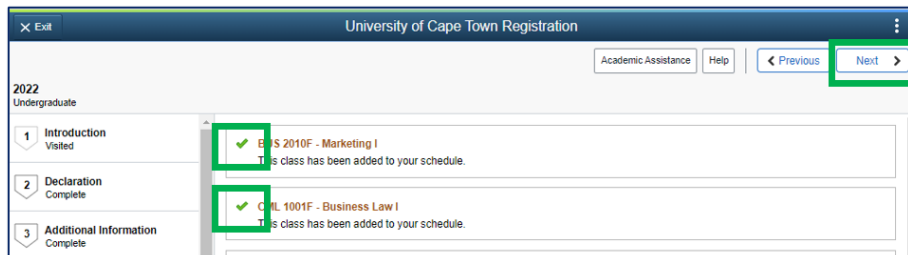
If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.


# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)


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



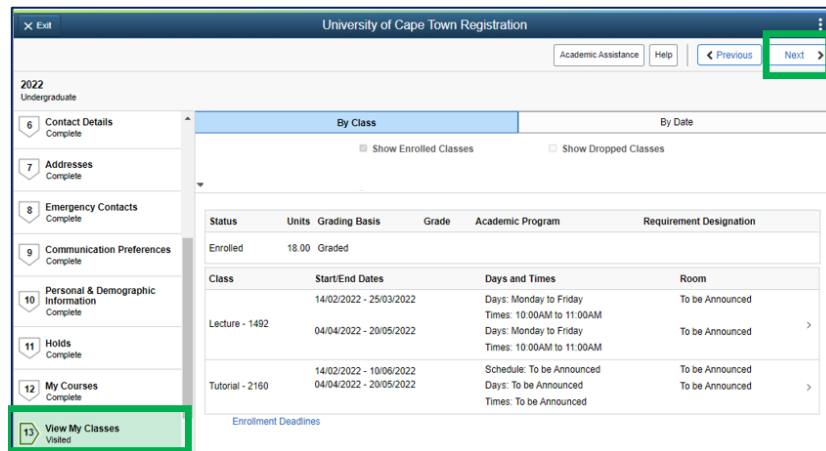
**24. Upon clicking on the Enroll button, the list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.**



 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.

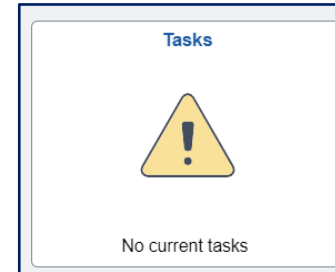
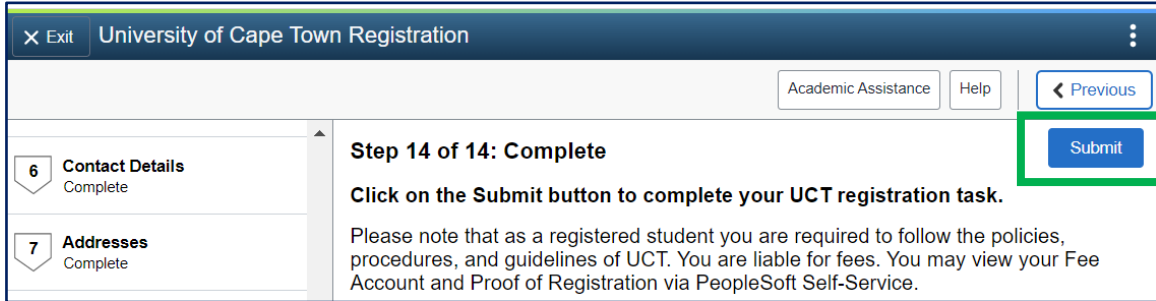
**25. The View My Classes (Step 13) tab will open, showing your class schedule. Click Next to finalise your registration.**



Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded			
Class	Start/End Dates	Days and Times	Room		
Lecture - 1492	14/02/2022 - 25/03/2022	Days: Monday to Friday Times: 10:00AM to 11:00AM	To be Announced		
Tutorial - 2160	14/02/2022 - 10/06/2022	Schedule: To be Announced Days: To be Announced Times: To be Announced	To be Announced		

# Registration Activity Guide: Student-facing Steps (Blank Shopping Cart)

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



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.

