

Faculty of Commerce (PG) *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

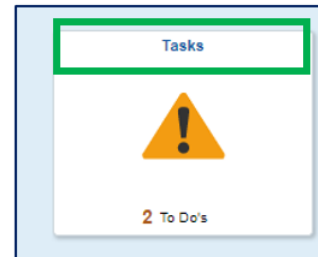
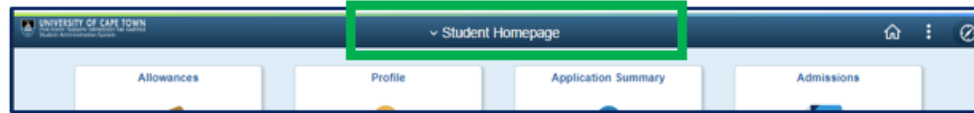
Password

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). 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 top screenshot shows 'Step 2 of 14: Declaration' with the title 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. It contains a paragraph about data collection and a list of items: 'Personal information in your...' and 'Your image and fingerprint...'. A blue 'Accept' button is highlighted with a green box. The bottom screenshot shows the same step, but with a 'Next >' button highlighted with a green box in the top right corner. The 'Accept' button is now greyed out.



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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

University of Cape Town Registration

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 any time)?

No

Expected Graduation Year

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

2026

Research

*2. What kind of course will you be enrolling for this year? Please refer to your handbook or faculty if you are unsure. Note: If you are doing a dissertation or thesis, please note that you will be required to complete your MoU / PPA.

Dissertation or Thesis only
Dissertation or Thesis plus Course work
Course work only



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.

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

Academic Assistance Help < Previous Next >

Confirm

Academic Assistance Help < Previous Next >

Confirm



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: **Postgraduate Diploma (CG010) In Accounting (CG010ACC01)**

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

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. 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/Nan
Campus

Select Year

☒ CG010ACC01 - Year 1 **View**

Plan Selection

★ Planned ♦ Enrolled ✔ Passed ✖ Not Passed ⊗ Dropped ▲ Invalid Course/Subject

➡ Grade In Progress

Courses that must be taken in CG010ACC01 - Year 1:

Status	Item	Category	Credits
<input type="checkbox"/>	ACC 4023W: Financial Reporting IV	Core Courses	36.00
<input type="checkbox"/>	and ACC 4025H: Corp Governance III	Core Courses	24.00
<input type="checkbox"/>	and ACC 4020W: Managerial Acc & Finance 2	Core Courses	36.00
<input type="checkbox"/>	and ACC 4002H: Taxation III	Core Courses	24.00

Credit Summary:

Year Planned	0	Year Enrolled	120	Year Passed	0
Program Planned	0	Program Enrolled	120	Program Passed	0

Update Planner **Continue**



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.

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 - TSG1 Tutorial Location: TBA Session SM1 0015 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	

Cancel

Proceed to Registration

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	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1187	ACC 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 Business Accounting	Semester Two	More meeting details available			18.00		

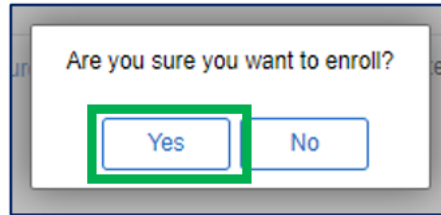


If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.



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 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.





Registration Activity Guide: Student-facing Steps (PE)

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

Icon of three graduation caps

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