

Faculty of Commerce (PG) *Pre-Populated Shopping Cart (PPSC)*



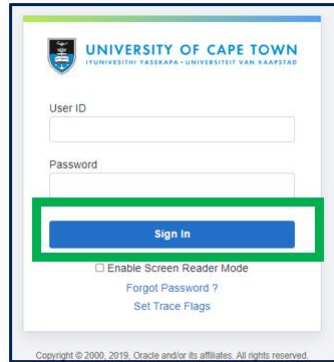
Student Guide *Registration Activity Guide*

Registration 2023



Registration Activity Guide: Student-facing Steps (PPSC)

1. Login on PeopleSoft.



UNIVERSITY OF CAPE TOWN
ITSUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

User ID

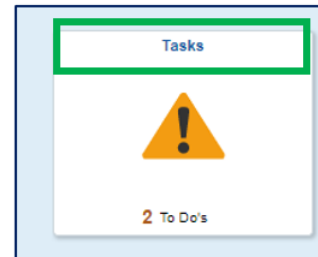
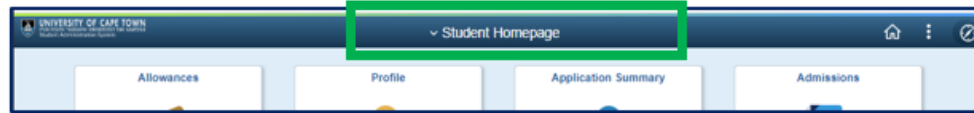
Password

Sign In

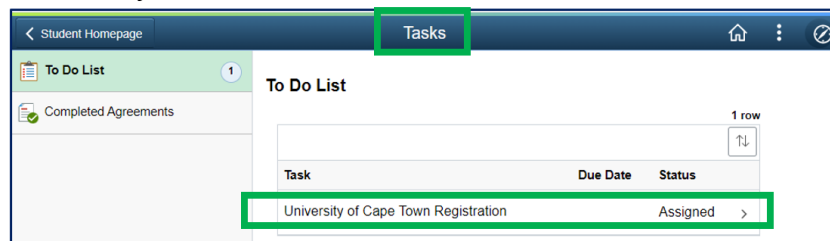
☐ Enable Screen Reader Mode
[Forgot Password ?](#)
[Set Trace Flags](#)

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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 (PPSC)

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

University of Cape Town Registration

Academic Assistance Help Next >

1 Introduction
Visited

Step 1 of 14: Introduction
Welcome to University of Cape Town Registration

This registration task will allow you to:

- Verify or update personal information
- Verify address details
- Indicate your communication preferences
- Sign agreements
- Register for classes based on your active program of study

Should you require assistance in any steps, please click on the "Help" button. For academic advice click on the "Academic Assistance" button.

Your future is important to us. In order to ensure success please take note of your responsibilities by following the link to the UCT student responsibilities policy [here](#).

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

University of Cape Town Registration

Academic Assistance Help < Previous Accept

1 Introduction
Visited

2 Declaration
In Progress

Step 2 of 14: Declaration
PRIVACY STATEMENT FOR REGISTRATION AT UCT

When you register as a student at UCT we collect and generate the following information for the purposes of concluding a student contract with you, performing in terms of this student contract, continuing our relationship with you as a UCT alumni, and to fulfil our regulatory compliance obligations:

- Personal information in your UCT profile
- Your image and fingerprint

University of Cape Town Registration

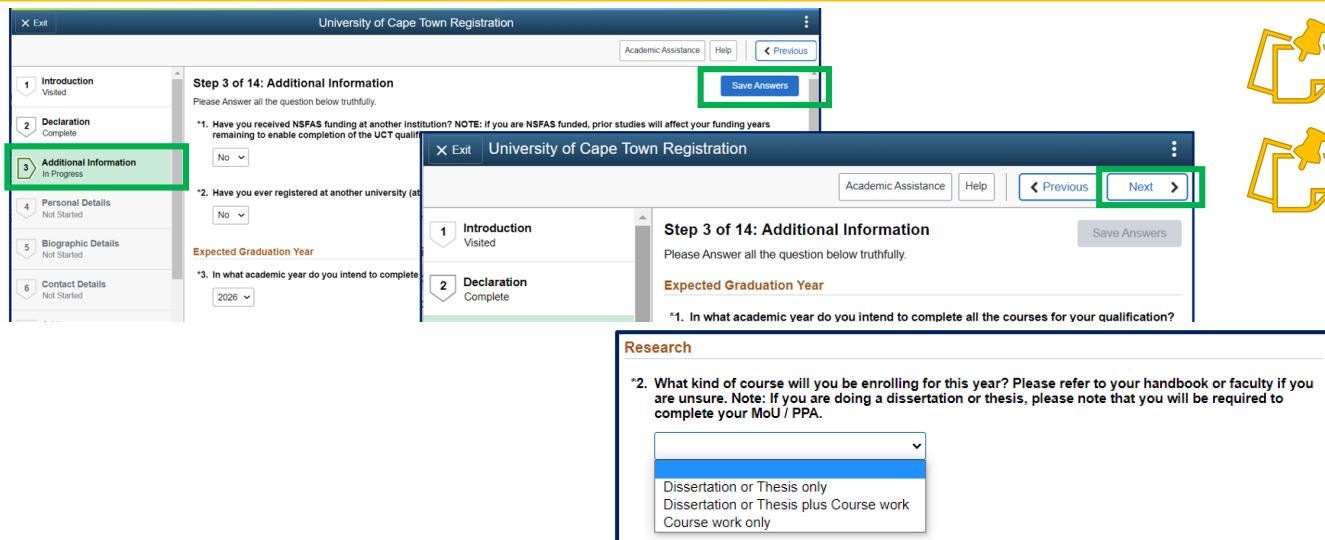
Academic Assistance Help < Previous Next >

1 Introduction
Visited

Step 2 of 14: Declaration
PRIVACY STATEMENT FOR REGISTRATION AT UCT

Registration Activity Guide: Student-facing Steps (PPSC)

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

Save Answers

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

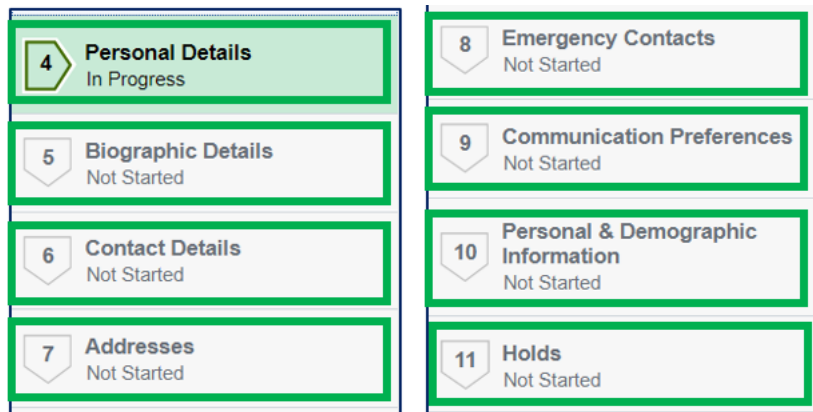


The Expected Graduation Year question is an indication of when you think you will finish your degree.



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

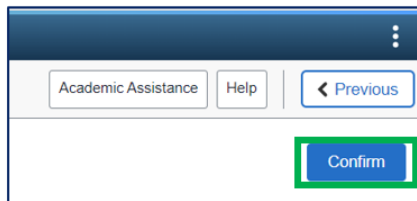
7 Addresses
Not Started

8 Emergency Contacts
Not Started

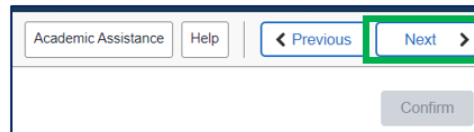
9 Communication Preferences
Not Started

10 Personal & Demographic Information
Not Started

11 Holds
Not Started



Academic Assistance Help < Previous Confirm



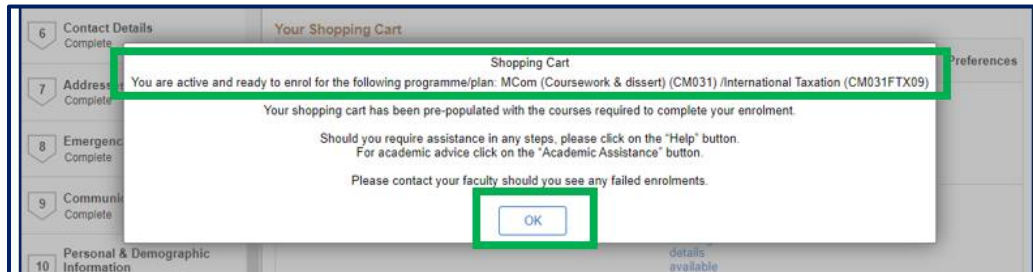
Academic Assistance Help < Previous Next > Confirm



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.

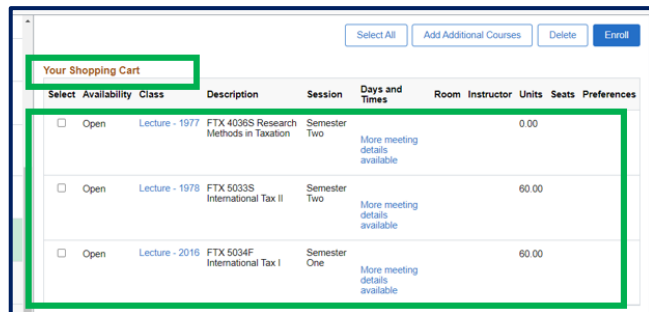
Registration Activity Guide: Student-facing Steps (PPSC)

8. Upon clicking on the My Course step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears. Click OK.

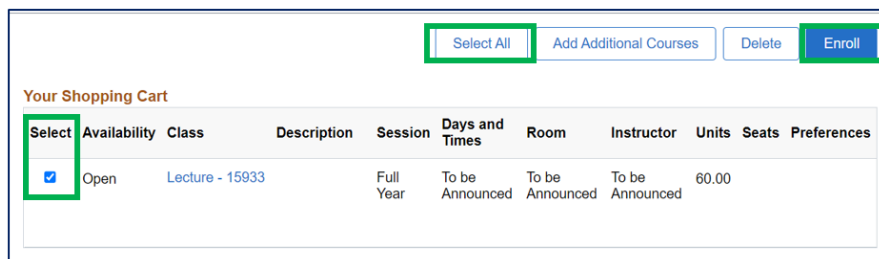


If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

9. The Your Shopping Cart screen opens with all courses you need to register for listed.



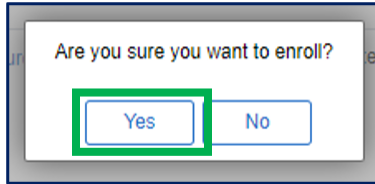
10. To finalise registration, click on the Select All button and click Enroll.



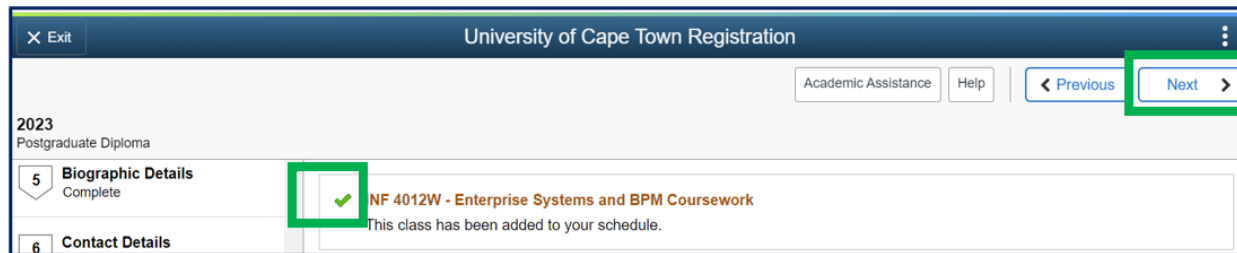
If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

Registration Activity Guide: Student-facing Steps (PPSC)

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



12. 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.



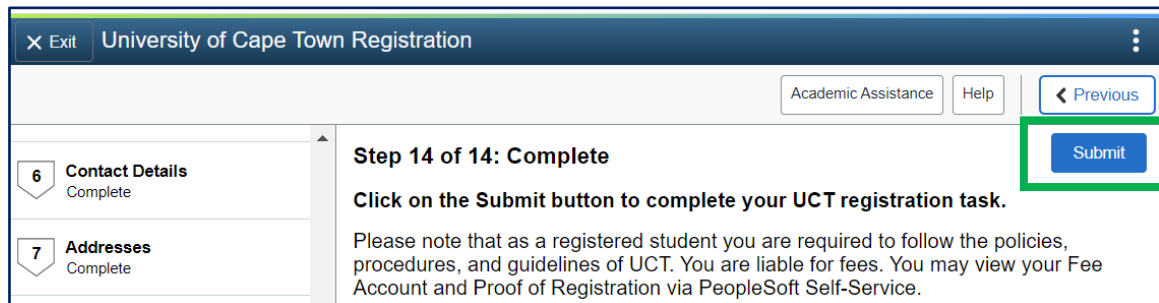
After viewing your class enrolments, please remember to click next, and complete Steps 13 and 14 to finalise your registration.

13. 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 (PPSC)

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



University of Cape Town Registration

Academic Assistance Help < Previous

Submit

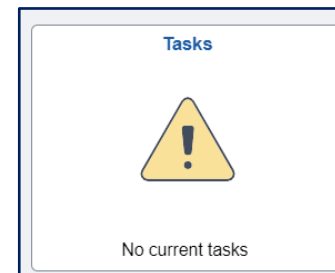
Step 14 of 14: Complete

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.

6 Contact Details Complete

7 Addresses Complete

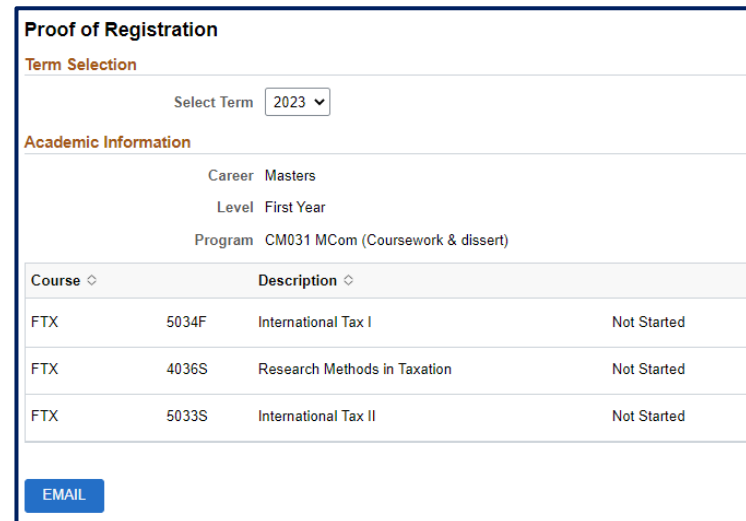
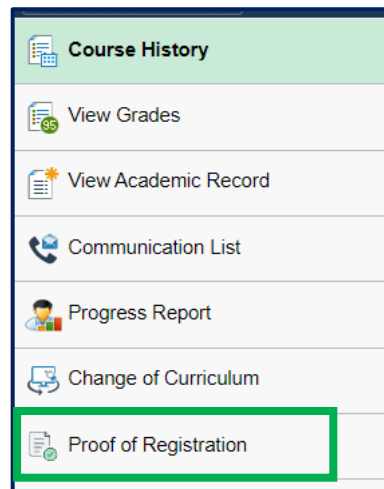
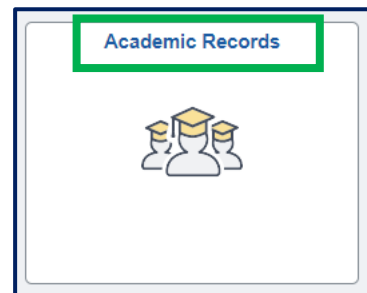
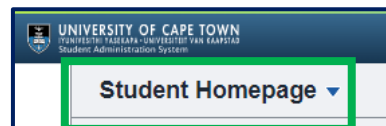


Upon clicking submit, you will automatically be re-directed to the Student Home page. The Tasks tile will now show “No current tasks”. This marks the end of your registration.

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.



Proof of Registration

Term Selection

Select Term 2023

Academic Information

Career Masters

Level First Year

Program CM031 MCom (Coursework & dissert)

Course	Description	Status
FTX 5034F	International Tax I	Not Started
FTX 4036S	Research Methods in Taxation	Not Started
FTX 5033S	International Tax II	Not Started

EMAIL