

Dear Commerce Student

Below are instructions on how your face-to-face academic advising and registration will work.

Registration details for returning UG students:

Where: UCT Sports Centre on Upper Campus. Follow this [link](#) for a pdf map or this [link](#) for Google Maps directions. (Enter the plus code 2FV7+P7 Cape Town into your Google Maps app.)

When: Monday, 06 February to Thursday, 09 February, between 08h20 and 16h00. (NB: Accounting, Economics and Management Studies students will register in separate venues – see registration website for details). Please book a slot on the Commerce Reg Booking App in advance to avoid long queues and delays.

Only Commerce returning students will be admitted to the registration venue (no accompanying parties): This is to allow for social distancing and to limit the number of people in the Sports Centre.

What to bring with you: Your laptop/tablet/cellphone device. You will require this to complete registration on Peoplesoft.

How: Book your timeslot via the [Book A Slot](#). Here is a guide to assist with your booking [Commerce – Book an Advisor \(Undergrad\) Guide](#).

Please check with your department for the advising timetable so you can book an appropriate slot for your programme. Click your department link to see the advising timetable.

Steps to take before arriving at UCT:

1. Check your Peoplesoft password: You must ensure that you have valid login details. For details on how to reset your password, click [here](#).
2. Download these important UCT apps: You will need these apps before, and when you arrive, so please download them now, familiarise yourself with them and start using them when needed.
 - *UCT Mobile app*: for accessing various UCT information/services. Download the *app* from [Apple App Store](#) or [Google Play Store](#). For more information on UCT Mobile, click [here](#)
 - You need to book a timeslot for academic advice and registration. You can do so by clicking [Book A Slot](#) to access the Commerce Registration Booking app. Please note that only students who have bookings in that specific timeslot will be attended. **Do not arrive without making a booking.** Here is a guide to assist with your booking [Commerce – Book an Advisor \(Undergrad\) Guide](#)
 - Complete steps one to 12 of the registration activity guide. For details on how to do this, click here [COM Returning Students](#) and go to your relevant section (depending on your academic standing).
 - Visit the COM Registration website to download your shopping list of courses -- [COM Returning Students](#). Follow the prompts for your programme of study.
 - Select your courses in the blank shopping cart and follow the steps in the activity guide to submit your registration request.

Now you are ready to see an advisor at the Sports Centre and complete your registration.

Contact details if you need assistance



UCT Chatbot

The UCT Chatbot is a guide for new and returning students, staff and parents to answer common FAQs about UCT during the registration period. Available on <https://uct.ac.za/>

WhatsApp: 087 240 6965

Registration: Student System Support (SSS)

For any system technical queries during the online registration process, please contact the SSS Contact Centre:

Operating Hours: Monday – Friday 09h00 – 17h00

Tel: 021 650 5227

Email: sss-helpdesk@uct.ac.za

Faculty-specific queries can be channelled using the guide below:

Admissions and Registration – applicants, new and returning students	
com.registration@uct.ac.za	<ul style="list-style-type: none">• First year applicants checking on application status, registration, and orientation process.• Information and queries about the first-year campus reception.• Returning undergraduate students requiring registration details on mode of registration or students experiencing challenges during registration.• Transferring students (occasional students, sports students) enquiring about registration and follow ups.• Matric exemption.
Academic activities – returning students	
com-faculty@uct.ac.za	<ul style="list-style-type: none">• FEC• Student academic standing• Transcripts• IAPO matters / VISAs

	• Student enquiring about curriculum advisors
Re-Admission Appeals	
com-rac@uct.ac.za	All RAC issues
Leave of Absence	
comfm@uct.ac.za	All LOA issues

Travel safely. We look forward to welcoming you back on campus.

Commerce Registration Team