

# UCT REGISTRATION STUDENT GUIDE

## FACULTY OF COMMERCE

POSTGRADUATE Programme Enrolment Blank Shopping Cart Pre-populated Shopping Cart





## INTRODUCTION

#### Welcome to the registration process!

To become a registered student at the University of Cape Town, please meticulously follow all the steps outlined in this Registration Activity Guide. Completing these steps is crucial for your successful registration.

This guide covers the following registration methods for COM PG studies:

- Progrmme Enrolment (PE)
- Blank Shopping Cart (BSC)
- Pre-Populated Shopping Cart (PPSC)

The registration method relevant to you will be indicated by the Commerce Faculty Office. Ensure that you follow the appropriate registration method and complete all the required steps.

Upon completing all the steps, you will be able to generate a proof of registration.

If you encounter any difficulties accessing or navigating the PeopleSoft student page, or any other part of the registration process, please contact the SSS Student Support Helpdesk: Email: <u>sss-helpdesk@uct.ac.za</u> Phone: +27 (0)21 650 5227

## **STEPS OVERVIEW**

START	ACCESS "REGISTRATION ACTIVITY GUIDE"
1	INTRODUCTION
2	DECLARATION
3	ADDITIONAL INFORMATION
4	PERSONAL DETAILS
5	BIOGRAPHICAL DETAILS
6	CONTACT DETAILS
7	ADDRESSES
8	EMERGENCY CONTACTS
9	COMMUNICATION PREFERENCES
10	PERSONAL & DEMOGRAPHIC INFO
11	HOLDS
12	MY COURSES
13	VIEW MY CLASSES
14	COMPLETE
END	PROOF OF REGISTRATION





## Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site: <u>https://studentsonline.uct.ac.za/</u>

If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

Email: icts-helpdesk@uct.ac.za Phone: +27 (0)21 650 4500 Link: https://password.uct.ac.za/

unattended if yo	seword. Do not divulge your password to anyone. Do not leave a PC u are logged in. You and only you will bear the consequences if there is axing from abuse of your User II and Password.
ii. Special pricing o	in laptops. Read more
	login, manage your password: https://password.uct.ac.za uries: admissions-pol@uct.ac.za
	unes admissions-pgguct ac za iquíries admissions-upgguct ac za
	iss-helpdesk@uct.ac.za
User ID	
Password	
	Sign In
	Enable Screen Reader Mode

## Access Activity Guide

#### On the Student Home Page, click on the Tasks tile



On the Tasks page To Do List, click on University of Cape Town Registration to open the Registration Activity Guide.

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Tasks			
To Do List	To Do List		
Sompleted Agreements		1 row	
		↑↓	
	Task Due Date S	tatus	
	University of Cape Town Registration A	ssigned >	



#### UCT REGISTRATION: COM PG Students

#### **ACTIVITY GUIDE**

The Registration Activity Guide consists of fourteen (14) sequential steps that must be completed to finalize your registration. Each step is essential and cannot be skipped.

To become a registered student at UCT, you must successfully complete all steps.

NOTE:

- The Introduction section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The Privacy Statement highlights crucial information regarding the use of personal information and UCT's compliance with POPIA (Protection of Personal Information Act).
- The **Declaration** contains essential statements regarding your registration at UCT. It also emphasizes that all correspondence between you and the university will be conducted via your UCT email account.

Additional information, when needed, is denoted with:

	troduction sited
	eclaration It Started
	Iditional Information It Started
	ersonal Details It Started
	ographic Details It Started
	ontact Details It Started
	Idresses It Started
	nergency Contacts It Started
	ommunication Preferences
[10] Inf	ersonal & Demographic formation it Started
	olds it Started
	/ Courses It Started
	ew My Classes It Started
	omplete it Started

## **STEP 1: Introduction**

Read the Introduction and click Next to continue.

× Exit	:
University of Cape Town Reg	istration
	Academic Assistance Help Next >
1 Introduction Visited	Step 1 of 14: Introduction Welcome to University of Cape Town Registration
2 Declaration Not Started	This registration task will allow you to: • Verify or update personal information
3 Additional Information Not Started	Verify address details     Indicate your communication preferences     Sign agreements
4 Personal Details Not Started	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.
5 Biographic Details Not Started	You may view your Fee Account and Proof of Registration via Peoplesoft Self-Service. Take note of your responsibilities by following the link to the UCT student responsibility policy here.



## **STEP 2: Declaration**

#### Read the Privacy Statement and Declaration information and click Accept and Next to continue

X Exit	:
University of Cape Town Regi	istration
	Academic Assistance Help Kext >
1 Introduction Visited	Step 2 of 14: Declaration         Accept           PRIVACY STATEMENT FOR REGISTRATION AT UCT         Accept
2 Declaration Complete	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:
3 Additional Information Not Started	Personal information in your UCT application and registration forms;     Your image and fingerprints; and     Your qualifications.
Personal Details     UCT shares this information with external organisations such as the National Student Financial Aid Scheme (NSFAS), the National learner record data base and othe returns as required by the Department of Higher Education.	
5 Biographic Details Not Started	As a public body, UCT also places records of qualifications we award in the public domain. If you would like to read more about how we process your personal information, the UCT Student Privacy Notice and UCT Alumni Privacy Notice are available here.

#### Tip: Once you "Accept" the Declaration, you can print this page for safe keeping.

DECI		
DLUL	ARAI	

Without prejudice to the terms of my application for admission, I make the following declarations:

1. I will abide by the University's rules

2. I accept, agree and understand that all communication between UCT and a student is via the UCT email account. Similarly, my email communication with UCT will be from my UCT email account for as long as I am a registered UCT student. (See Student Responsibilities in step 1 for detail.)

3. I hold myself responsible for:

3.1. the payment of all fees and charges due and payable by me to UCT each year.

3.2. any arrears and interest on arrears as defined in this year's fee booklet. and

3.3. any costs of recovery, including attorney-and-client scale fees and/or collection commission.

4. If I do not inform the Registrar in writing of withdrawal from studies or a course by the prescribed date(s) I will be liable for full fees even if I do not make use of UCT facilities.

5. UCT does not accept any responsibility for incorrect information or banking details I provided on PeopleSoft and the onus is on me to ensure that the information and data is up to date, complete and accurate.

6. I accept, agree and understand that: UCT may keep and process data and documents in electronic format.

7. I declare that if I had previously been enrolled at another institution, I have disclosed this. I note that if I have not declared my previous enrolment(s) elsewhere when applying, my registration may be terminated and/or disciplinary action may be taken against me.

8. I have not been expelled, rusticated, or excluded from any other University.

9. I accept that concurrent registration in another programme at UCT or any other institution is not allowed without Senate permission and failure to declare concurrent registration may results in de-registration.

10. I waive all claims against UCT for: any damage or loss suffered while I am, or as a consequence of my being, a UCT student and/or arising out of loss or destruction of, or damage to, any property belonging to me or any other person.

11. If I am a minor, I have the consent of my parent(s)/quardian to sign this form.

12. The information given on this form is complete and accurate.

Agreement Date 12/12/2023

Printable Page



## **STEP 3: Additional Information**

**NOTE**: There are two sets of questions: One set for Programmes **Not Requiring MoU/PPA**, and one set for Programmes **Requiring an MoU/PPA**. Depending on your year of study, you receive the questions relevant to you.

#### Not Requiring MoU/PPA - Questions

Additional information is required in this step. Complete the questions, Save Answers, and click Next to continue.

X Exit	:				
University of Cape Town Regi	University of Cape Town Registration				
	Academic Assistance Help				
1 Introduction Visited	Step 3 of 14: Additional Information         Save Answers           Please Answer all the question below truthfully.         Save Answers				
2 Declaration Complete	Expected Graduation Year				
3 Additional Information In Progress	*1. Are you expecting to complete your qualification this year?				
4 Personal Details Not Started	Yes No				

Note: Once you answered all questions, click Save Answers and follow the prompts to continue.

Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.		Completed Instructions	Х
e	OK Cancel	Thank You!	

Once saved, click Next to continue to step 4.

X Exit	:
University of Cape Town Registration	
Academic Assistance Help	ous Next >
Step 3 of 14: Additional Information	Save Answers



#### **Requiring MoU/PPA - Questions**

Additional information is required in this step. Complete the questions, Save Answers, and click Next to continue.

× Exit	
University of Cape Town Reg	
	Academic Assistance     Help
1 Introduction Visited	Step 3 of 14: Additional Information         Save Answers           Please Answer all the question below truthfully.         Save Answers
2 Declaration Complete	Expected Graduation Year
3 Additional Information In Progress	*1. Are you expecting to complete your qualification this year?
4 Personal Details Not Started	Per No *2. Are you required to register for your dissertation or minor dissertation this year?
5 Biographic Details Not Started	
6 Contact Details Not Started	Yes No

questions, click Save Answers and follow the prompts to continue.
Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.

Х

Note: Once you answered all

**Completed Instructions** 

Thank You!

This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.

If you are in a programme/plan requiring a combination of coursework and a dissertation/ mini-dissertation to be completed, you need to complete the Research question.

#### Which option do you need to select?

- If you are only required to complete the coursework components in the current year, select "No".
- If you are only required to complete the dissertation component in the current year, select "Yes".
   This option triggers the <u>MoU/PPA task</u>, which you are required to <u>complete prior to Step 12</u> (Course Selection).
- If you are required to complete both the coursework and dissertation components in the current year, select "Yes".
   This option triggers the <u>MoU/PPA task</u>, which you are required to <u>complete prior to Step 12</u> (Course Selection).

Once saved, click Next to continue to step 4.

X Exit	:
University of Cape Town Registration	
Academic Assistance Help	ous Next >
Step 3 of 14: Additional Information	Save Answers



## **STEP 4: Personal Details**

Check your Personal Details, update if applicable, click Confirm and Next to continue.

X Exit University of Cape Town Reg	ijstration	
	Academic Assistance Help CPrevious Next >	P
1 Introduction Visited	Step 4 of 14: Personal Details	Below is a list of
2 Declaration Complete	Date of Birth Gender	type associated use. For example be your legal
3 Additional Information Complete	Identity Number	circumstances. U former names th name, if one is r
4 Personal Details Complete	+	will be used for in To add, change, o link.
5 Biographic Details Not Started	Name     Type       Primary     >	

	Personal Details	×
type associat use. For example be your le circumstances former names name, if one will be used for	t of your current names. E ed with it that is indicativ mple, a name with the typ gal name to be use s. Use the Former name s. that differs from your 2 is recorded. Add a Prefe or informal communications e, or delete a name, click.	e of the name's e Primary would d under most e type to record Senior Certificate rred name which s.

To add another "Name" item, click on the plus (+) icon.

To update/edit current "Name" details, click on the arrow (>) icon.

## STEP 5: Biographical Details

Check your Personal Details, update if applicable, click Confirm and Next to continue.

X Exit					:
University of Cape Town Regi	istration				
			Academic Assistance H	elp C Previous Next >	
1 Introduction Visited	Step 5 of 14: Biographic Details 🔞			Confirm	1
2 Declaration Complete	> Demographic Details			>	
3 Additional Information Complete	Citizenship Details		Cancel	Edit Details	Save
4 Personal Details Complete	Country South Africa	Citizenship Status SA Citizen	*Self Declared Race	✓ African Chinese	Î
5 Biographic Details Complete				Coloured Indian No Information White	

To update/edit current items under the "Demographic Details" option, click on the drop-down arrow (>) icon to open. Once open, click on the desired item's arrow (>) icon to make changes.

## **STEP 6: Contact Details**

Check your Contact Details, update if applicable, click Confirm and Next to continue.

× Exit					
University of Cape Town Regi	stration				V. S. Car S. Car
		Acade	mic Assistance Help	< Previous	Next >
1 Introduction Visited	Step 6 of 14: Contact D		_		Confirm
2 Declaration Complete	All communication between UC	T and a student is via the UCT email accou	int.		
3 Additional Information Complete	+				
4 Personal Details Complete	Email psoft.test@uct.ac.za	Type Personal	Preferred	>	
5 Biographic Details Complete	Phone (2)				
6 Contact Details Complete	+ Phone	Туре	Preferred		
7 Addresses Not Started	+27	SA Cellular	~	>	
8 Emergency Contacts Not Started	+27	Home (Phone)		>	

To edit/delete/update "Email" and "Phone" items, click on the arrow (>) icon next to the appropriate field.

To add "Email" and "Phone" items, click on the plus (+) icon under the appropriate field.



## STEP 7: Addresses

Check your Addresses, update if applicable, click Confirm and Next to continue.

X Exit		:	
University of Cape Town Re	egistration		
		Academic Assistance Help Academic Assistance Next >	
1 Introduction Visited	Step 7 of 14: Addresses	Confirm	
2 Declaration Complete	Home(Street) Address		To edit/delete/update
3 Additional Information Complete	Address	From	"Address" items, click
Personal Details Complete	Rocky crest, Virgin Island street erf 297 Windhoek 9000	Current	on the arrow <b>(&gt;)</b> icon next to the
5 Biographic Details Complete	Home(Postal) Address		appropriate field.
6 Contact Details Complete	Address	From	To add "Address" items, click on the
7 Addresses Complete	Katutura P O BOX 61978 Windhoek 9000	Current	plus <b>(+)</b> icon under
8 Emergency Contacts Not Started	Fee(Billing) Address		the appropriate field.

## STEP 8: Emergency Contacts

Check your Emergency Contacts, update if applicable, click Confirm and Next to continue.

x Exit University of Cape Town Regi	stration		
		Academic Assistance He	Previous Next >
7 Addresses Complete	Step 8 of 14: Eme	rgency Contacts	Confirm
8 Complete	Add Contact	+       Contact     Phone       Ronelle     +27	Preferred

In case no emergency contact details are captured, click on Add Contact

In case emergency contact details are captured, and you would like to add another, click on the plus (+) icon under the appropriate field.

To edit an emergency contact, click on the arrow (>) icon next to the appropriate field.



## STEP 9: Communication Preferences

Check your Communication Preference, update if applicable, click Save and Next to continue

× Exit	
University of Cape Town Reg	istration
	Academic Assistance Help Keylous Next >
Complete	Step 9 of 14: Communication Preferences
8 Emergency Contacts Complete	Save
Communication Preferences     Complete	My Communication Preferences           Language         English           Method         E-Mail
Personal & Demographic	Communication Permissions
10 Information Not Started	We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.
11 Holds	Parent Fee Payer
Not Started	Parent Yes 🔽 Fee Payer Yes 🔽
12 My Courses Not Started	Email Email Address

To edit/update "Communication Preferences" items, click on the drop-down arrow next to the appropriate field.

## STEP 10: Personal & Demographic Information

Read the Personal & Demographics Information, click Confirm and Next to continue.

x Exit University of Cape Town Re	gistration				
	Academic Assistance     Help     Kext >				
Complete	Step 10 of 14: Personal & Demographic Information     Confirm				
8 Emergency Contacts Complete	Personal, Demographic and Fee Payer information				
	Confirm that your information is correct				
9 Communication Preferences Complete	<ol> <li>I have checked and updated my personal information and confirm that it is correct. Where I could not update a field with outdated personal information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule G9.</li> </ol>				
Personal & Demographic	<ol> <li>I have checked the fee payer address on system and confirm that it is correct. Where it was not correct, I have updated it.</li> </ol>				
Complete	Agreement Date 12/12/2023				



## STEP 11: Holds

A "hold" or "Service Indicator" is placed on a student's record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include "Holds" on outstanding fee payments to be made.

These "Holds" must be resolved first, before you can enter Step 12 to select your courses.

Check your Holds, resolve items if applicable, click Confirm and Next to continue.

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X Exit					:		
University of Cape Town Regi	stration						
			Academic Assist	ance Help < Previo	us Next >		
Complete A					0.0		
8 Emergency Contacts Complete	Step 11 of 14: Holds	5			Confirm 2 rows		
	T				2 TOWS		
9 Communication Preferences Complete	g Communication Preferences						
Personal & Demographic							
10 Information Complete	No Enrollment Activit	es	Int Acad Prog (	office	<u> </u>		
11 Holds Complete	Outstanding Fee Debt Fees Office						
Complete				/			
To receive holds	oliok on			×			4
To resolve holds			Hold Detai	ls	×	S	ervice Requests
the arrow (>) icon next to		No Enrollment Activities					ingile Xulu
the appropriate field, read Reason International Student				M	y Service Requests		
	-				My	Service Requests	

the appropriate field, reac the instructions and follow the prompts. Once resolved, and holds have been lifted, click on **Confirm** and **Next** to continue. Reason International Student If you are issued a study offer, you are required to submit proof of your initial fee payment to remove the fee hold and then register. Complete your submission through a Service Request once you receive an offer.

Hold Details × Outstanding Fee Debt Reason Outstanding Fee Debt Your Fee account is in debt in excess of R1,000. Payment (or evidence thereof) should be made before this restriction can be lifted.

Alungile Xulu My Service Requests
My Service Requests
Request Number Request Type
Create New Request

#### WITHOUT HOLDS

If no holds are present, click Confirm and Next to continue.

				•
X Exit				
University of Cape Town Reg	istration			
		Academic Assistance	Help C Previous	Next >
Complete .				
8 Emergency Contacts	Step 11 of 14: Holds			Confirm
Complete			1 row	
9 Communication Preferences	T		†↓	
Complete	Hold		Department	
10 Personal & Demographic Information Complete	There are no holds prev	renting you from enrolling. Press confirm to continue.		
Complete				
11 Holds Complete				



## STEP 12: My Courses

**IMPORTANT:** Depending on the registration method assigned to your programme/plan of study, the interface you need to register on appears in Step 12. For postgraduate students in Commerce, you either register via Programme Enrolment (PE), Blank Shopping Cart (BSC) or Pre-populated Shopping Cart (PPSC). See description of each method below.

#### **PROGRAMME ENROLMENT (PE)**

Your curriculum is "unpacked" with the required course options, and rules of the programme to guide you to register for your courses.

When clicking on the "Add My Courses" button, your "Education Planner" page appears for completion.

By following the prompts and selecting the required courses, you can self-register without approval from the Faculty.

#### **BLANK SHOPPING CART (BSC)**

You are required to "pack" your curriculum yourself (with the assistance of the Faculty Handbook and other sources).

When clicking on the "Add Additional Courses" button, you are prompted to search and select the courses you need to register for and adding them to your registration list.

Faculty approval is required and once granted, you can finalise Step 12.

#### PRE-POPULATED SHOPPING CART (PPSC)

Upon opening Step 12, all required courses are prepopulated in your registration cart. You are only required to select all the pre-defined courses and self-register without approval from the Faculty.

PROGRAMME ENROLMENT (PE) – CONTINUE BELOW BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 15 PRE-POPULATED SHOPPING CART (PPSC) – NAVIGATE TO PAGE 27



#### **12.1 PROGRAMME ENROLMENT**

Click on Step 12. A pop-up message appears to notify you of the programme/plan you are active on to register for, and which prompt to click on to start selecting your courses. Click OK.

	× Exit University of Ca	ape Town Registration						
🗙 Exit		Academic Assistance Help						
University of Cape Tow	1 Introduction Visited	Program Enrollment						
University of Cape low	2 Declaration Complete	Add My Courses						
11 Holds	3 Additiona Complete	Shopping Cart u are active and ready to enrol for the following programme/plan: Bachelor of Business Science (CB004) /Finance (CB004FTX05) To start selecting your courses, please click on the "Add My Courses" button						
Complete	Complete	OK						
12 My Courses In Progress	Piouranhie De							
Г		Shopping Cart						
Yo	ou are active and ready	e active and ready to enrol for the following programme/plan Bachelor of Business Science (CB004) /Finance (CB004FT)						
		To start selecting your courses, please click on the "Add My Courses" button						
		ОК						

#### PLEASE NOTE

**All Students:** If at this point you want to change your programme/plan, you 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.



#### **PROGRAMME ENROLMENT cont.**

Click the Add My Courses button to open the Education Planner. Read the Instructions. Tick the appropriate boxes to select your Courses.

Once all prompts are followed and all courses are selected, click Update Planner and Continue.



follow the instruction to clear the error.



#### PROGRAMME ENROLMENT cont.

On clicking Continue, the Schedule Builder renders. Click Proceed to Registration to finalise your shopping cart.

-   © ♡	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
chedule Builder	8:00AM							
chequie Builder	9:00AM 10:00AM							
	10:00AM							
	12:00PM							
	1:00PM							
ID/Name:	2:00PM					ACC 4023W - LG01 Lecture 2:00PM - 4:00PM Location: TBA		
	3:00PM					Session 1 0015 PENDING		
	4:00PM	<ul> <li>ACC 4020W - LG01</li> <li>Lecture</li> <li>4:00PM - 6:00PM</li> <li>Location: TBA</li> </ul>		<ul> <li>ACC 4023W - LG01 Lecture</li> <li>4:00PM - 6:00PM Location: TBA</li> </ul>		<ul> <li>ACC 4023W - LG01 Lecture</li> <li>4:00PM - 6:00PM Location: TBA</li> </ul>		
Open Closed A Wait List	5:00PM	Session 1 0015 PENDING		Session 1 0015 PENDING		Session 1 0015 PENDING		
> Change Filter Options	6:00PM	1 ENDING		T ENDING		I ENDING		
<b>Note</b> : If you need to make change, click back to your Education Planner. If you ar inalise your registration, click Proceed to	e ready	/ to		Cancel		Proceed to Re	gistration	

As per your selection, all courses now show in Your Shopping Cart. Click on Select All and Enroll to finalise Step 12.

× Exit					47-07-04400	- AL AL AL AL AL AL					:	
University of Cape Town Reg	gist	ration										
								(	Academic Assista	ance Help	< Previous	
2024 Postgraduate Diploma												
8 Emergency Contacts Complete	•				[	Add My Cou	rses Select A	All Add	d Additional Cour	ses Delete	Enroll	
9 Communication Preferences Complete		Your Sh	opping Ca	t								
Personal & Demographic		Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units Seats	Preferences	
10 Information Complete			Open	Lecture - 13197	ACC 4002W Taxation III	Full Year	To be Announced	To be Announce	To be d Announced	36.00		
11 Holds Complete		2	Open	Lecture - 2127	ACC 4020W Managerial Acc 8 Finance 2	Full Year	More meeting details available			36.00		
12 My Courses In Progress		2	Open	Lecture - 2098	ACC 4023W Financial Reporti IV	Full ng Year	More meeting details available			36.00		
14 Complete Not Started			Open	Lecture - 13198	ACC 4025W Corr Governance III	p Full Year	To be Announced	To be Announce	To be d Announced	36.00		
Please ensure you click and select all cl	heckt	ooxes ne	ext to each co	ollment urse and the disc	k on the "Enroll" b	utton to finalis	e your registration.		you may	request a	nal circumsta approval to de n. To do this	eviat
Yes     No						and/or "[ e steps in	Delete" buttor					
		р а	Once you clicked "Select All" and "Enroll", a pop-up message appears to prompt you if you are sure that you want to register. Click "Yes" to continue.								nd follow the mit an appro	



#### PROGRAMME ENROLMENT cont.

Once you clicked Enroll, the list of courses you are registering for appears with either a positive  $\checkmark$  or negative X indicator.

#### Click Next to continue to Step 13.

× Exit							
University of Cape Town Registration							
	Academic Assistance     Help      Yrevious     Next >						
2024 Postgraduate Diploma							
10 Personal & Demographic Information Complete	ACC 4002W - Taxation III This class has been added to your schedule.						
11 Holds Complete	ACC 4020W - Managerial Accounting & amp; Finance 2 This class has been added to your schedule.						
12 My Courses Complete	<ul> <li>ACC 4023W - Financial Reporting IV</li> <li>This class has been added to your schedule.</li> </ul>						
13 View My Classes Not Started							
14 Complete Not Started	ACC 4025W - Corporate Governance III  This class has been added to your schedule.						

#### **Indicator Meanings:**

- Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

PROGRAMME ENROLMENT (PE) STEP 12 END CONTINUE TO STEP 13, NAVIGATE TO PAGE 27



#### **12.2 Blank Shopping Cart**

Click on Step 12. A pop-up message appears to notify you of the programme/plan you are active on to register for, and which prompt to click on to start selecting your courses. Click OK.

X Exit	X Ext
University of Cape Town Re	University of Cape Town Registration
	Academic Assistance Hep C Yervious
11 Holds	6 Contact Details Complete Blank Shopping Cart
Complete	T         Addresses         Add Additional Courses
12 My Courses In Progress	8 Emer
	You are active and ready to enrol for the following programme/plan Bachelor of Business Science (CB004)/Finance with Accounting (CB004FTX04)
	Your shopping cart is empty, please use the "Add Additional Courses" jutton to select your courses.
	ОК

**Note**: If at this point you want to change your programme/plan, you 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.

Click the Add Additional Courses button to open the course look-up page.

X Exit	
University of Cape Town Regi	tration
	Academic Assistance Help C Previous
A Holds Complete	Blank Shopping Cart
12 My Courses In Progress	Add Additional Courses

On the Select a Value page, click on the current year tab.

$\leftarrow \mid \bigcirc$	Ô	:	Ø
Select a Value			1.1.1
2024			

Only the current year's tab is visible for selection



In the Class Search and Enroll component, type the Course Code in the Search for Classes field and click on the arrow to search.

$\leftarrow$   $\odot$	<u>∩</u> :Ø	
Class Search and Enroll	1965,000-559,000, VAR Dold Dold Dold	You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist selecting the correct courses.
2024 Change		Search Tips
Search For Classes 1 ECO2003F	$\rightarrow$	<ul> <li>Enter specific keyword(s) for immediate retrieval of courses, for example course title, topic, subject and catalog number, class number.</li> </ul>

It is the easiest to search for courses using the full course code, e.g.: ECO5030S; BUS5018F; FTX5043F.

The Class Search Results page appears with available course options. Click the arrow (>) next to the applicable course to open.

←   ©	∩ : Ø
Class Search Results	
✓ Class Status	View Search Results
Open Classes	1 Course with keyword: ECO5030S
✓ Course Career	Open Classes (>)
Masters	1
✓ Subject	ECO 5030S
ECO/Economics	Applied Growth Theory 1 Class Option Available
~ Location	

The arrow to click on to select a specific course is quite small. It is on the right-hand side of the listed course



On the **Course Information** page, **review** the **details** of the available options. **Select** the appropriate **Option** by clicking on the **Arrow** (>).

← │ ③ Course Information		5 <b>8 - 17 67 19 60 7 11 6 10 7</b> 19 10	∩ : 0
2024			
<ul> <li>View My Classes/Schedule</li> <li>Shopping Cart</li> <li>Class Search and Enroll</li> </ul>	View My 2024 Classes         ACC 2022H         Management Accounting I         ★ Add to favorite courses         > Course Information         < Class Selection         Belect a class option ①         Option Status Session Class         1       Open Full Year Lectur         2       Open Full Year Lectur	Meeting Dates e - 2675 12/02/2024 - 20/11/202 e - 2676 12/02/2024 - 20/11/202	Multiple meeting schedules ▲ Time Conflict with Shopping Cart
Course Information This course gives students a comprehensive foundation in th decision-making skills such as: The valuation of future cash t budgeting decisions, the working capital environment and fin corporate risk management. Units 18.00 Grading Graded Components Lecture Course Career Undergraduate	ows and risk, capital		Note: The "Class Selection" options provide an overview of available Class Numbers, Meeting Dates, Days and Times, and number of Seats available for each option. To view more details, click on the "Lecture" or "Multiple Meeting Schedules" links.
	Class Information Class Details	Class Availability Status : Open	If any of the class options clash with any of the courses already in your shopping
Meeting Dates         Days           12/02/2024 - 22/03/2024         Monday Wednesday           12/02/2024 - 22/03/2024         Wednesday           02/04/2024 - 15/05/2024         Monday Wednesday           02/04/2024 - 15/05/2024         Wednesday	Times         Room           2 00PM to 4 00PM         To be Announced           4 00PM to 6 00PM         To be Announced           2 00PM to 4 00PM         To be Announced           4 00PM to 6 00PM         To be Announced	Instructor To be Announced To be Announced To be Announced To be Announced	cart, a warning message appears under the specific option. Please sort out all clashes, prior to submitting your registration request for approval.

#### Once you selected the applicable option, the Review Class Selection page opens. Review and click Next.

Class Search and Enroll					
2024 Undergraduate University of Cape Town					Next >
Review Class Selection     Visited     Review and Submit     Not Started	Step 1 of 2: You have select ECO 2003F Mir Option Status O	ed croeconomics II	ss Selection		
	Class Lecture - 1193	Session Semester One	Meeting Dates 12/02/2024 - 22/03/2024 02/04/2024 - 15/05/2024	Days and Times Monday to Friday 9:00AM to 10:00AM Monday to Friday 9:00AM to 10:00AM	Seats Open Seats 399 of 400
	Tutorial - 1196	Semester One	12/02/2024 - 12/06/2024	To be Announced	Open Seats 997 of 999



Once you clicked next, the Review and Submit page opens. Click Submit to add the course to your shopping cart.

X Exit Class Search and Enroll		6-1.01 (D. 199			₹ Previous	Upon clicking "Submit," a pop-up message appears to prompt if you are sure you want to submit your selection. Click "Yes" to continue.
1 Review Class Selection Visited		Review and			Submit	Are you sure you want to submit?
2 Review and Submit Visited		ted to add to you	ur shopping cart			Yes No
	Class	Session	Meeting Dates	Days and Times	Seats	Roman a
	Lecture - 1193	Semester One	12/02/2024 - 22/03/2024 02/04/2024 - 15/05/2024	Monday to Friday 9:00AM to 10:00AM Monday to Friday 9:00AM to 10:00AM	Open Seats 399 of 400	
	Tutorial - 1196	Semester One	12/02/2024 - 12/06/2024	To be Announced	Open Seats 997 of 999	

As per your selection, the course now shows in **Your Shopping Cart**. To add another course, **click Add Additional Courses**. **Repeat the steps** until **all required courses** are **added** to your shopping cart.

X Exit									
University of Cape Town Reg	istration	1						AT 1975	TRANSFATTAN IN MENTAL SAN
						Academic As	sistance H	lelp	Previous
2024 Undergraduate									
11 Holds Complete				Select All	Add Addit	ional Courses	Delete	Requ	iest Approval
12 My Courses	Your Shopping Cart								1
In Progress	Select Availability Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
13 View My Classes Not Started	Open Lecture - 2676	ACC 2022H Management Accounting I	Full Year	More meeting details available			18.00		

**Note**: If you are a returning student, aside from selecting 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.

Once you completed adding all your courses, click Request Approval.

X Exit									S AT MY STREET AS ALLOS A 19 AN INCOME.	0 TA 10. TO 17			:
University of Cape Town Re	gist	tration											
									Academic	Assistance	Help	Previo	ous
<b>2024</b> Undergraduate													
10 Personal & Demographic Information Complete	•							Select All	Add Additional Courses	Delete		Request Approva	al
Complete		Your Sh	opping Cart	1									1
11 Holds Complete		Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences	
			Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year				18.00			Ш
12 My Courses In Progress							More meeting details available						
			Open	Lecture - 2785	ACC 2023H Taxation I	Full Year				18.00			
13 View My Classes Not Started							More meeting details available						
14 Complete Not Started			Open	Lecture - 10462	CML 1004S Business Law I	Semester Two	More meeting details available			18.00			



The Create Service Requests page opens. Leave a comment and or add an attachment (if applicable) and click Submit

$\leftarrow \mid \odot \ \heartsuit$		۵	: 0
Create Service Requests			
			-
My Request Detail			
Category Registration Curriculum Approvals	Type Curriculum Advic	e and Approval	
Subtype None	Request Date 14/12/2023		
Status Submission received			
Comment			
V File Attachments			1
		< 1-1 of 1 💙 > >	
Attachments Au <u>d</u> it ∥⊳			
Attached File	View Add Attachmer	nt	
	View Add Attachment		
Submit Cancel			
X Exit			
University of Cape Town Registration			
			Academic Assistance Help
2024			
Undergraduate			
Complete A			Select All Decision Pending
12 My Courses			Select Air Decision Fending
12 My Courses In Progress Your Shopping Cart			
Select Availability Class     Descript	on Session	Days and Times Room	Instructor Units Seats Preferences
Not Started Open Lecture - 2676 ACC 202 Accountin	2H Management Full Year Ig I		18.00
14 Complete		More meeting details available	
14 Not Started			

**Note**: Upon submission, you are re-directed to the registration shopping cart page, reflecting the status "Decision Pending." This means your request is allocated to a faculty staff member for review and approval.

Note, you are not able to make changes to your shopping cart once it is submitted for review. Once a decision is made, the outcome and further instructions are sent via email. The status bar on your registration shopping cart page (Step 12) also indicates the updated status as per the email.



Upon **receiving** the **updated status** on your registration request, **follow** the **instructions** and **complete actions** as requested.

**IMPORTANT:** Three (3) statuses are applicable and explained: 1: Action Required by Student; 2: Declined; and 3: Final Approval.

#### 1: Action Required by Student

submitting it again. You can r Comments:	2022 23:56       Meaning and requires you to adding/deleting the instructions and action the instructions and action the registration ap requires you to adding/deleting the instructions and action the instructions and action the registration ap "Action Requires"	Action Required: The reviewer o complete further actions (e.g., g courses/fixing clashes). Follow s as per the reviewer's comments request. Resubmit the proval request by clicking on red by Student", add a save the request.
Please open your registratior again.	task via the Tasks tile in PeopleSoft Self-Service and complete Step 12	
Sincerely UCT Registration		
X Ext University of Cape Town Reg 2024 Undergraduate	pistration          Academic Assistance       Help                 Previo	If you are required to delete courses from your cart, select the applicable course by ticking the box and click
Holds Complete	Select All Add Additional Courses Delete Action Required by Studen	"Delete."
My Courses           In Progress           13         View My Classes           Not Started	Select Availability Class         Description         Session         Days and Times         Room         Instructor         Units         Seats         Preferences           Open         Lecture - 2676         ACC 2022H Management Accounting I         Full Year More meeting         18.00	If you are required to add courses to your cart, click "Add Additional Courses."

←∣© ♡								:	Ø
Update Servic	e Requests								
My Request De	tail								,
University of Cape T Category Type	Registration Curriculum A			t Number Jest Date	21	15625 24			
Subtype	•	None		Status	Submiss	ion incomplete			
Status Date 14/12/2023	Comment By Remove ECO2003F and CML1004S from your course selection - you have already passed it. Add INF2004F and CML2001F to your course selection - Staff								
14/12/2023 Add Comm	ent	Update Last Comment		Enter C	ommen	it Below			-
- File Attachmen	ts Augit ∥⊳				I< <	1-1 of 1 🗸	>	×	
Attached File		Description			View	Add Attachme	nt		
					View	Add Attachment		-	
Save	Cancel								

Once you actioned the reviewer's request, **resubmit** your registration request for approval, by clicking on "**Action Request by Student,**" add a **Comment, and click Save**. Upon re-submission, your status reflects as "Decision Pending" again.



Meaning and Action Required: The reviewer

requires you to re-start your registration

request. Follow the instructions as per the

Submit the updated registration approval

add a comment and submit the request.

reviewer's comments and action the request.

request by clicking on "Request Approval",

#### Blank Shopping Cart cont.

#### 2: Declined

From: no-reply@uct.ac.za <no-reply@uct.ac.za Sent: Tuesday, 08 November 2022 00:12 To: Psoft Test <<u>psoft.test@uct.ac.za</u>> 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

X Exit University of Cape Town Registration Academic Assistance Help 2024 Undergraduate 11 Holds Comple Select All Add Additional Courses Delete Submission Declined Request Approval 12 My Courses Your Shopping Cart Days and Times Instructor Select Availability Class Description Session Room Units Seats Preferences 13 View My Classes Not Started ACC 2022H Managemen Accounting I Open Lecture - 2676 Full Year 18.00 More meeting details available 14 Complete Not Started

If you are required to delete courses from your cart, select the applicable course by ticking the box and click "Delete."

If you are required to add courses to your cart, click "Add Additional Courses."



Once you actioned the reviewer's request, a new request for approval must be submitted. **Click Request Approval, add** a **Comment,** and **click Submit.** Upon submission, your status reflects as "Decision Pending".



#### 3: Final Approval

From: no-reply@uct.ac.za <no-reply@uct.ac.za>         Sent: Tuesday, 08 November 2022 12:19         To: Psoft Test <pre>soft.test@uct.ac.za&gt;         Subject: UCT Curriculum Submission Approved         Dear</pre></no-reply@uct.ac.za>	Meaning and Action Required: The reviewer approved your submission. Complete Step 12 by clicking "Select All" and "Enroll".
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	
x Ewt University of Cape Town Registration	
2024 Undergraduate	Academic Assistance     Help      Yerevious
11 Holds Complete	Add Additional Courses Submission Approved Enroll
12 My Courses In Progress Your Shopping Cart	
Select         Availability         Class         Description         Session	Days and Times Room Instructor Units Seats Preferences
Not Started Open Lecture - 2676 ACC 2022H Full Year Management	18.00 More
14     Complete     Accounting I       Not Started	details
Are you sure you want to enroll?       If you accidently forget to "Select" the you are registering for, a pop-up mes appear to remind you to do so.	
Enrollment Please ensure you click and select all checkboxes next to each course and then click on the "Enroll" button to final OK	ise your registration.
Once you clicked "Select All" and "Enroll", a pop-up message a prompt you if you are sure that you want to register. Click "Yes" continue.	



Once you clicked Enroll, the list of courses you are registering for appears with either a positive  $\checkmark$  or negative X indicator.

#### Click Next to continue to Step 13.

X Exit	:								
University of Cape Town Registration									
	Academic Assistance Help Academic Assistance Help Next >								
2024 Masters									
10 Information Complete	ECO 5020F - Advanced Micro Economics								
11 Holds Complete	This class has been added to your schedule.								
	ECO 5030S - Applied Growth Theory								
12 My Courses Complete	This class has been added to your schedule.								
13 View My Classes Not Started	ECO 5046F - Advanced Econometrics This class has been added to your schedule.								

#### Indicator Meanings:

Class successfully added to your schedule.

X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

### BLANK SHOPPING CART – END OF STEP 12 CONTINUE TO STEP 13, NAVIGATE TO PAGE 27



#### **12.3 Pre-Populated Shopping Cart**

Click on Step 12. A pop-up message appears to notify you of the programme/plan you are active on to register for, and which prompt to click on to start selecting your courses.

× Exit		
University of Cape Town Reg	stration	
	× Exit	
11 Holds	Jniversity of Cape Town Registration	
Complete	Academic Assistance Help C Previous	
12 My Courses In Progress	2024 Masters	
	1 Introduction Select All Add Additional Courses Delete Enroll	
	2 Decta Compi Shopping Cart	
	Addit You are active and ready to enrol for the following programme/plan: MCom (Coursework & dissert) (CM031) /International Taxation (CM031F	-TX09)
	Your shopping cart has been pre-populated with the courses required to complete your enrolment.	
	Persc Compi     Should you require assistance in any steps, please click on the "Help" button. For academic advice click on the "Academic Assistance" button.	
	5 Biogr Please contact your faculty should you see any failed enrolments.	
	ок	

**Note**: If at this point you want to change your programme/plan, you 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.

All courses required for registration are listed in Your Shopping Cart. Click on Select All and Enroll to finalise Step 12.

X Exit							TO NAME TIME, PROPERTY, TO AN ADDRESS.				:
University of Cape Town Registration											
								Academic Assista	ince	Help	Previous
2024 Masters											
9 Communication Preferences Complete	*						Select All	Add Additional Cour	ses	Delete	Enroll
Personal & Demographic		Your S	hopping Car	t							
Complete		Select	vailability	Class	Description	Session	Days and Times	Room Instructor	Units	Seats I	Preferences
11 Holds Complete			Open	Lecture - 1862	FTX 4036S Research Methods in Taxation	Semester Two	More meeting details available		0.00		
12 My Courses In Progress			Open	Lecture - 1863	FTX 5033S International Tax II	Semester Two	More meeting details available		60.00		
13 View My Classes Not Started			Open	Lecture - 2438	FTX 5034F International Tax I	Semester One	More meeting details available		60.00		

**Note**: If you accidently forget to "Select" the courses you are registering for, a pop-up message will appear to remind you to do so. Once you clicked "Select All" and "Enroll", a pop-up message appears to prompt you if you are sure that you want to register. Click "Yes" to continue.

Enrollment Please ensure you click and select all checkboxes next to each course and then click on the "Enroll" button to finalise your registration.	Are you sure you want to enroll?
ОК	Yes No



#### **Pre-Populated Shopping Cart cont.**

X Exit		-					D MURINIA, WALLING TO VALUE				:
University of Cape Town Re	gis	stration									
								Academic Ass	stance	Help	Previous
2024 Masters											
9 Communication Preferences Complete	•						Select All	Add Additional Co	urses	Delete	Enroll
[10] Personal & Demographic [10] Information		Your S	hopping Car	t							
Complete		Select	Availability	Class	Description	Session	Days and Times	Room Instruct	or Units	Seats	Preferences
11 Holds Complete			Open	Lecture - 1862	FTX 4036S Research Methods in Taxation	Semester Two	More meeting details available		0.00		
12 My Courses In Progress			Open	Lecture - 1863	FTX 5033S International Tax II	Semester Two	More meeting details available		60.00		
13 View My Classes Not Started			Open	Lecture - 2438	FTX 5034F International Tax I	Semester One	More meeting details available		60.00		

In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the "Add Additional Courses" and/or "Delete" buttons. Follow the steps in the Blank Shopping Cart section to add and/or remove courses and follow the instructions to submit and approval request.

Once you clicked Enroll, the list of courses you are registering for appears with either a positive  $\checkmark$  or negative X indicator. **Click Next** to continue to Step 13.

X Exit		
University of Cape Town Regis		
	Academic Assistance Help Academic Next >	
2024 Masters		Indicator Meanings:
10 Information Complete	ECO 5020F - Advanced Micro Economics This class has been added to your schedule.	<ul> <li>Class successfully added to your schedule.</li> </ul>
12 My Courses Complete	ECO 5030S - Applied Growth Theory This class has been added to your schedule.	X Class not added to your schedule (with reason why not:
13 View My Classes Not Started	ECO 5046F - Advanced Econometrics This class has been added to your schedule.	e.g., class not open, capacity reached).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

#### PRE-POPULATED SHOPPING CART – END OF STEP 12

#### **CONTINUE TO STEP 13**



## STEP 13: View My Classes

The View My Classes page opens. View details and click Next to continue.

University of Cape Town Registration         Academic Assistance       Help       Previous       Next >         2024 Undergraduate         1       Addresses Complete       By Class       By Date         3       Energency Contacts Complete       Show Enrolled Classes       Show Dropped Classes         40       Complete       Show Enrolled Classes       Show Dropped Classes         5       Complete       Show Enrolled Classes       Show Dropped Classes         6       Complete       Show Enrolled Classes       Show Dropped Classes         7       Acdresses Complete       Status       Units       Grading Basis       Grade       Academic Program       Requirement Designation         10       Bromain       Enrolled       18.00       Graded       Bachelor of Business Science       Times: 200PM to 3:00PM         10       Diodis Complete       12/02/2024 - 22/03/2024       Days: Monday to Thursday       To be Announced       Times: 2:00PM to 3:00PM         10       Verw My Classes       Units of 22/07/2024 - 30/08/2024       Days: Monday to Thursday       To be Announced       Times: 2:00PM to 3:00PM         13       Verw My Classes       Units 0:00PM       Units 0:00PM       Units 0:00PM       Units 0:00PM       Units 0:00PM	X Exit						:	
2024 Undergraduate       Change         7       Addresses Complete       By Class       By Date         8       Energency Contacts Complete       Show Enrolled Classes       Show Dropped Classes         9       Communication Preferences Complete       ACC 2022H Management Accounting I       ACC 2022H Management Accounting I         9       Communication Preferences Complete       Status       Units       Graded       Bachelor of Business Science         10       Personal & Demographic Complete       12/02/2024 - 22/03/2024       Days and Times       Room         11       Holds Complete       12/02/2024 - 15/05/2024       Days: Monday to Thursday Times: 2:00PM to 3:00PM       To be Announced Times: 2:00PM to 3:00PM         13       View My Classes Usited       09/09/2024 - 22/10/2024       Days: Monday to Thursday Times: 2:00PM to 3:00PM       To be Announced Times: 2:00PM to 3:00PM	University of Cape Town Reg	istration		AN LEVEN HARDE AN ALLER AN AR				
Undergraduate       Change         7       Addresses Complete       By Class       By Date         8       Emergency Contacts Complete       Show Enrolled Classes       Show Dropped Classes         9       Communication Preferences Complete       VACC 2022H Management Accounting I       VACC 2022H Management Accounting I         9       Communication Preferences Complete       VACC 2022H Management Accounting I       VACC 2022H Management Accounting I         10       Personal & Demographic Incomplete       Istus       Units       Grading Basis       Grade       Academic Program       Requirement Designation         10       Personal & Demographic Incomplete       Istus       Units       Graded       Bachelor of Business Science         10       Complete       12/02/2024 - 22/03/2024       Days Monday to Thursday       To be Announced         11       Holds Complete       12/02/2024 - 15/05/2024       Days: Monday to Thursday       To be Announced         12/02/2024 - 15/05/2024       Days: Monday to Thursday       To be Announced       Times: 2:00PM to 3:00PM         13       View MY Classes Visited       09/09/2024 - 22/10/2024       Days: Monday to Thursday       To be Announced         09/09/2024 - 22/10/2024       Days: Monday to Thursday       To be Announced       Times: 2:00PM to 3:00PM					Academic Assistance	Help C P	revious Next >	
Complete       By Class       By Date         8       Emergency Contacts Complete       Show Enrolled Classes       Show Dropped Classes         9       Communication Preferences Complete       Status       Units       Grading Basis       Grade       Academic Program       Requirement Designation         10       Information Complete       Status       Units       Graded       Bachelor of Business Science       Class       Status/Lind Dates       Days and Times       Room         11       Holds Complete       12/02/2024 - 22/03/2024       Days: Monday to Thursday       To be Announced         12       My Courses Complete       Times: 2:00PM to 3:00PM       Use Announced       Times: 2:00PM to 3:00PM         13       View My Classes Visited       09/09/2024 - 22/10/2024       Days: Monday to Thursday       To be Announced         09/09/2024 - 22/10/2024       Days: Monday to Thursday       To be Announced       Times: 2:00PM to 3:00PM	Change							
Image: Second secon			By Class			By Date		
Image: Second secon			Show	Enrolled Classes	Show Dropped Cl	asses		
Status       Units       Grading Basis       Grade       Academic Program       Requirement Designation         10       Personal & Demographic Information       Enrolled       18.00       Graded       Bachelor of Business Science         11       Holds Complete       Enrolled       18.00       Graded       Bachelor of Business Science         11       Holds Complete       12/02/2024 - 22/03/2024       Days and Times       Room         12       My Courses Complete       12/02/2024 - 15/05/2024       Days: Monday to Thursday Times: 2:00PM to 3:00PM       To be Announced         13       View My Classes Visited       09/09/2024 - 22/10/2024       Days: Monday to Thursday Times: 2:00PM to 3:00PM       To be Announced								
Information Complete       Enrolled       18.00       Graded       Bachelor of Business Science         II       Holds Complete       Class       Start/End Dates       Days and Times       Room         II       Holds Complete       12/02/2024 - 22/03/2024       Days: Monday to Thursday       To be Announced         II       My Courses Complete       12/02/2024 - 15/05/2024       Days: Monday to Thursday       To be Announced         II       Visited       13/00       Visited       Days: Monday to Thursday       To be Announced         II       Visited       09/09/2024 - 22/10/2024       Days: Monday to Thursday       To be Announced		Status Units	Grading Basis	Grade Academic P	rogram	Requirement	Designation	
11       Holds Complete       12/02/2024 - 22/03/2024       Days: Monday to Thursday Times: 2:00PM to 3:00PM       To be Announced         12       My Courses Complete       02/04/2024 - 15/05/2024       Days: Monday to Thursday Times: 2:00PM to 3:00PM       To be Announced         13       View My Classes Visited       09/09/2024 - 22/10/2024       Days: Monday to Thursday Times: 2:00PM to 3:00PM       To be Announced	10 Information	Enrolled 18.00	Enrolled 18.00 Graded F		Business Science			
12 Complete       Times: 2:00PM to 3:00PM         12 My Courses Complete       02/04/2024 - 15/05/2024         13 View My Classes       Times: 2:00PM to 3:00PM         13 Visited       09/09/2024 - 22/10/2024         14 Complete       Times: 2:00PM to 3:00PM         15 Original       02/04/2024 - 15/05/2024         16 De Announced       Times: 2:00PM to 3:00PM         17 Original       Times: 2:00PM to 3:00PM         18 Original       09/09/2024 - 22/10/2024         19 Original       Times: 2:00PM to 3:00PM         19 Original       09/09/2024 - 22/10/2024         19 Original       Times: 2:00PM to 3:00PM	· · · · · · · · · · · · · · · · · · ·	Class	Start/End Dates	Days and Times		Room		
12       My Courses Complete       Times: 2:00PM to 3:00PM         13       View My Classes Visited       Lecture - 2676         09/09/2024 - 22/10/2024       Days: Monday to Thursday Days: Monday to Thursday       To be Announced						To be An	nounced	
13 View My Classes       Description         09/09/2024 - 22/10/2024       Days: Monday to Thursday       To be Announced         Times: 2:00PM to 3:00PM       Days: Monday to Thursday       To be Announced			02/04/2024 - 15/05/2024 Days: M				nounced	
13         Visited         09/09/2024 - 22/10/2024         Days: Monday to Thursday         To be Announced           Times: 2:00PM to 3:00PM         Times: 2:00PM to 3:00PM         To be Announced         Times: 2:00PM to 3:00PM		Lecture - 2676				To be An	nounced	
Camplete			09/09/2024 - 22/10/2024 Days: I		Days: Monday to Thursday		nounced	
14         Complete Not Started         Enrollment Deadlines         No Exams Scheduled	14 Complete Not Started	Enrollment Deadli	nes No Exan		2:00PM to 3:00PM			

By Class					By Date		
SI SI	Show Enrolled Classes Show Dropped Classes Show Exam Schedule						
Monday February	From 12/02/2024		lendar View	8/02/202	4 🟥		
9:00AM	ECO 2003F Lectur	re Roo	m: To be Anno	ounced	Status: Enroll	ed	>
1:00PM	ACC 2023H Lectur	re Roo	m: To be Anno	ounced	Status: Enroll	ed	>
2:00PM	ACC 2022H Lectur	re Roo	m: To be Anno	ounced	Status: Enroll	ed	>

	By Class By Date									
	Show Enrolled Classes Show Dropped Classes Show Exam Schedule									
	List View Calendar View									
	Week of	12/02/2024	Start Tim	e 8:00AM						
	End Time 6:00PM									
T	<b>र्</b>									
Time	Monday Feb 12	Tuesday Feb 13	Wednesday Feb 14	Thureday Feb 15	Friday Feb 16					
8:00AM										
9:00AM			ECO 5020F Lecture 9:00 AM-11:00 AM							
10:00AM			Room: To be Announced							
11:00AM										
12:00PM										
1:00PM										
2:00PM	ECO 5046F Lecture 2:00 PM-4:00 PM	ECO 5020F Lecture 2:00 PM-4:00 PM	ECO 5046F Lecture 2:00 PM-4:00 PM	ECO 5020F Lecture 2:00 PM-4:00 PM						
3:00PM	Room: To be Announced	Room: To be Announced	Room: To be Announced	Room: To be Announced						
4:00PM			ECO 5046F Lecture 4:00 PM-6:00 PM							
5:00PM			Room: To be Announced							



## STEP 14: Complete

The **Complete** page **opens** (**final step** in the Registration Activity Guide). **Read** the **information** and click **Submit** to finalise your registration.

× Exit University of Cape Town Registration							
	Academic Assistance Help						
11 Holds Complete	Submit						
12 My Courses 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						
13 View My Classes Visited	guidelines of UCT. You are liable for fees. You may view your Fee Account and Proof of Registration via Peoplesoft Self-Service. Take note of						
14 Complete In Progress	responsibilities by following the link to the UCT student responsibility policy here.						

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.

You are reminded again where you can view the UCT Student Responsibility Policy page.



### END OF REGISTRATION PROCESS

If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.



## **Proof of Registration**

Go to your Student Home page and click on the Academic Records tile.



#### Click on the Proof of Registration tab on the left-hand side navigation

←   ©					Û	:	0
Proof of Registration							
E Course History	Proof of Registration						
🕞 View Grades	Term Selection						
View Academic Record	Academic Information	Select Term	2024 •				
😋 Communication List		Career	Undergraduate				
Report			Third Year				
Change of Curriculum		Program	CB004 Bachelor of Business Science				
Change of Curriculum	Course †↓		Description ↑↓				
Proof of Registration	ACC 2	2022H	Management Accounting I	Not Started			
Request End of Year Results	ACC 2	2023H	Taxation I	Not Started			
🕞 Mid Term Course Grade Average	ECO	2003F	Microeconomics II	Not Started			
Proof of Qualification	CML	1004S	Business Law I	Not Started			
	FTX 2	2024S	Financial Management	Not Started			
	EMAIL						

Select term and click Email