



# UCT REGISTRATION

## STUDENT GUIDE

### FACULTY OF COMMERCE

### CHOOSE YOUR DEGREE ( for 1<sup>st</sup> Years)





# CHOOSING YOUR DEGREE STUDENT GUIDE – for 1<sup>st</sup> year students

Follow the steps in this guide to successfully choose your degree on PeopleSoft

## STEPS OVERVIEW

|       |   |
|-------|---|
| START | <u><a href="#">SIGN INTO PEOPLESOFT</a></u> |
| 1     | <u><a href="#">CHOOSING YOUR DEGREE</a></u> |
| 2     | <u><a href="#">SELECT NEW PLAN</a></u>      |
| 3     | <u><a href="#">APPROVAL</a></u>             |

## Sign into PeopleSoft

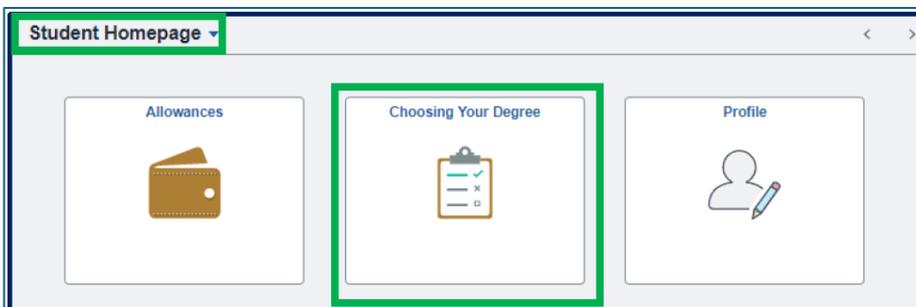
Use the following link to access the PeopleSoft Student site:  
<https://studentsonline.uct.ac.za/>

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

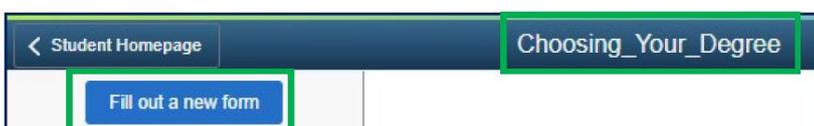
Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)  
Phone: +27 (0)21 650 4500  
Link: <https://password.uct.ac.za/>

## Choosing Your Degree

On the **Student Home Page**, click on the **Choosing your degree**



On the **Choosing Your Degree** page, click on the **“Fill out a new form”** button to open the Choosing Your Degree form.



## Select New plan

On the Choosing Your Degree form, complete the following actions:

- i. Select the current plan
- ii. Select the new plan (choice).

Bucket Program

\*Current Plan

New Program

\*Choice

Use the **Look-up**  and **Search** function to **search** for the **choice** you would like to make.

Cancel **Lookup**

Search for: Choice

▼ Search Criteria Show Operators

Academic Plan (begins with)

Descr (begins with)

Academic Program (begins with)

Description (begins with)

**Search** Clear

▼ Search Results

| Academic Plan | Descr     | Academic Program | Description                  |
|---------------|-----------|------------------|------------------------------|
| CB004BUS22    | Analytics | CB004            | Bachelor of Business Science |

After making your selection, **click Save**.

Choosing\_Your\_Degree Choosing\_Your\_Degree

Instructions **Save**

\*Description

After saving, **click Submit**.

Choosing\_Your\_Degree Choosing\_Your\_Degree

Instructions **Save** **Submit**

\*Description

Approval Status Initial Created On 26/10/2022

**NOTE:** Please do not add any comments in the “More Information” section.  
Please do not add any attachments in the “Attachments” section.

## Approval

**Automatic Approval:** For programme/plans that are setup for **Automatic Approval**, the status immediately shows **Approved**.

| Form                 | Description          | Approval Status | Created Datetime | Submitted Datetime |
|----------------------|----------------------|-----------------|------------------|--------------------|
| Choosing_Your_Degree | Choosing_Your_Degree | Approved        | 26/10/22 11:18AM | 26/10/2022 11:23AM |



Once you successfully chose your degree, you receive a system notification to alert you that you are now ready to start your Registration task.

An Email is also sent to you to confirm the status of your selection.

Dear Student

"CHOOSING YOUR DEGREE" APPROVED

Student Number - **XXXXXXXXXX**  
Form Number - 14763

Your form has been approved and you can continue to register. Please access your registration task via the Tasks tile in PeopleSoft Self-Service.

Yours sincerely  
Commerce Faculty Admin

**Staff Approval Required – Pending:** For programme/plans that are setup for Staff Approval, the status shows Pending.

| Form                 | Description          | Approval Status | Created Datetime | Submitted Datetime |
|----------------------|----------------------|-----------------|------------------|--------------------|
| Choosing_Your_Degree | Choosing_Your_Degree | Pending         | 26/10/22 2:42PM  | 26/10/2022 2:42PM  |



Once your choice is reviewed by staff, the status changes and an email is sent with further instructions.

The status changes to Approved once the request is processed.



**Staff Approval Required – Denied:** The status changes to Denied once the request is processed.

| Form                 | Description          | Approval Status | Created Datetime | Submitted Datetime |
|----------------------|----------------------|-----------------|------------------|--------------------|
| Choosing_Your_Degree | Choosing_Your_Degree | Denied          | 26/10/22 2:43PM  | 26/10/2022 2:43PM  |



If your request is Denied, click on “Fill out a new form” and select another programme you are eligible for (steps 3-6).



Once you successfully chose your degree, you receive a system notification to alert you that you are now ready to start your Registration task.

An Email is also sent to you to confirm the status of your selection.

Dear Student

"CHOOSING YOUR DEGREE" DENIED

Student Number - [REDACTED]  
Form Number - 14761

You do not meet the requirements for the degree you have chosen. Please choose a degree for which you meet the requirements. You must then fill out a new form and submit it via the Choosing Your Degree tile in PeopleSoft Self-Service. Alternatively, please contact the Commerce Faculty Office.

Yours sincerely  
Commerce Faculty Admin

## END OF PROCESS

