

# Faculty of Commerce



## Choosing Your Degree Student Guide

*Registration*





# Choosing Your Degree: First-year Students

## 1. Sign-in to PeopleSoft.

UNIVERSITY OF CAPE TOWN  
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

User ID

Password

**Sign In**

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

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## 2. On your **Student Home** page, click on the **Choosing Your Degree** tile.

Student Homepage

Allowances

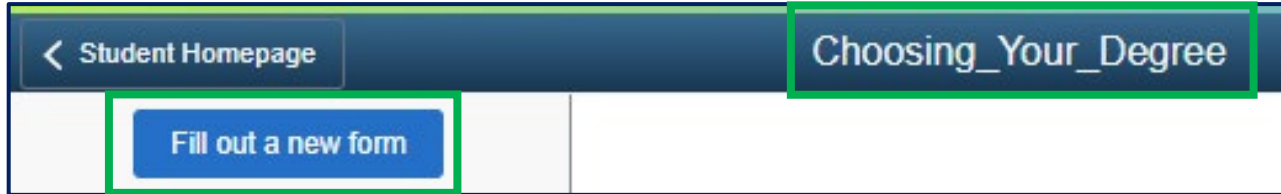
Choosing Your Degree

Profile



# Choosing Your Degree: First-year Students

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



4. On the **Choosing Your Degree** form, **complete** the following actions:

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



The plan you applied for is the only available option to select under “Current Plan”.



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

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



# Choosing Your Degree: First-year Students

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

The screenshot shows the top navigation bar with a back arrow, the title 'Choosing\_Your\_Degree', and icons for home, menu, and refresh. Below the navigation bar is the 'Instructions' section. A text input field labeled '\*Description' contains the text 'Choosing\_Your\_Degree'. In the top right corner, a 'Save' button is highlighted with a green rectangular box.

6. After saving, **click Submit.**

This screenshot is similar to the previous one, but the 'Submit' button is now highlighted with a green rectangular box. Below the description field, the 'Approval Status' is shown as 'Initial' and the 'Created On' date is '26/10/2022'. The 'Save' button is still visible but not highlighted.



Please do not add any comments in the "More Information" section.

The screenshot shows the 'More Information' section with a red circle and a diagonal slash (prohibition sign) overlaid on the text area, indicating that no comments should be added.



Please do not add any attachments in the "Attachments" section.

The screenshot shows the 'Attachments' section with a red circle and a diagonal slash (prohibition sign) overlaid on the 'Add Attachment' button, indicating that no attachments should be added.



# Choosing Your Degree: First-year Students

**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.

From: [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
 Sent: Wednesday, 26 October 2022 11:23  
 To: Psoft Test <[psoft.test@uct.ac.za](mailto:psoft.test@uct.ac.za)>  
 Subject: UCT Commerce Faculty - Choosing your Degree Form Approved

Dear Student

"CHOOSING YOUR DEGREE" APPROVED

Student Number -  
 Form Number - 8317

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

This message was automatically generated. Please do not reply to this email.

**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.



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

From: [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
 Sent: Wednesday, 26 October 2022 14:42  
 To: Psoft Test <[psoft.test@uct.ac.za](mailto:psoft.test@uct.ac.za)>  
 Subject: UCT Commerce Faculty - Choosing your Degree Form Submitted

Dear Student

"CHOOSING YOUR DEGREE" SUBMITTED

Student Number -  
 Form Number - 8318

Thank you for choosing your Commerce degree. Your degree choice requires approval and you will receive a notification when a decision has been made.

Yours sincerely  
 Commerce Faculty Admin

This message was automatically generated. Please do not reply to this email.



# Choosing Your Degree: First-year Students

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

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



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

From: no-reply@uct.ac.za <no-reply@uct.ac.za>  
 Sent: Wednesday, 26 October 2022 14:50  
 To: Psoft Test <psoft.test@uct.ac.za>  
 Subject: UCT Commerce Faculty - Choosing your Degree Form Approved

Dear Student

"CHOOSING YOUR DEGREE" APPROVED

Student Number -  
 Form Number - 8318

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

This message was automatically generated. Please do not reply to this email.



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

**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



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

From: no-reply@uct.ac.za <no-reply@uct.ac.za>  
 Sent: Thursday, 27 October 2022 11:01  
 To: Psoft Test <psoft.test@uct.ac.za>  
 Subject: UCT Commerce Faculty - Choosing your Degree Form Denied

Dear Student

"CHOOSING YOUR DEGREE" DENIED

Student Number -  
 Form Number - 8368

Your degree choice has not been approved. Please submit a new degree choice form for the degree you received an offer for. Use the "Choosing Your Degree" tile in PeopleSoft Self-Service. Alternatively, please contact the Commerce Faculty Office.

Yours sincerely  
 Commerce Faculty Admin

This message was automatically generated. Please do not reply to this email.



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.