



## 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>SIGN INTO PEOPLESFT</u>
1	<u>CHOOSING YOUR DEGREE</u>
2	<u>SELECT NEW PLAN</u>
3	<u>APPROVAL</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/>

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1. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.  
2. Special pricing on laptops. [Read more](#)

Before your first login, manage your password: <https://password.uct.ac.za>  
Postgraduate enquiries: [admissions-pg@uct.ac.za](mailto:admissions-pg@uct.ac.za)  
Undergraduate enquiries: [admissions-ug@uct.ac.za](mailto:admissions-ug@uct.ac.za)  
Student support: [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)

User ID

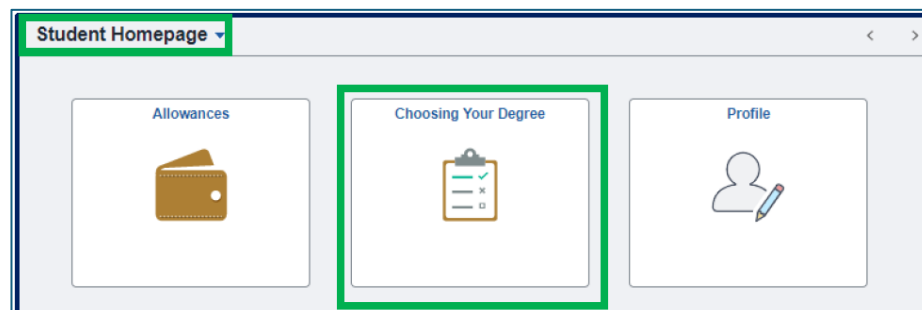
Password

**Sign In**

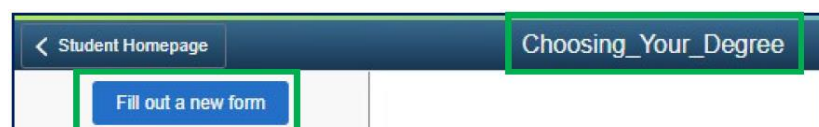
☐ Enable Screen Reader Mode  
[Forgot Password ?](#)

### Choosing Your Degree

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



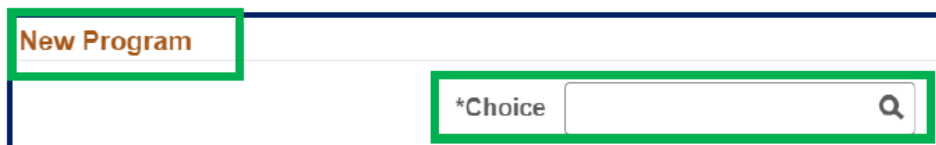
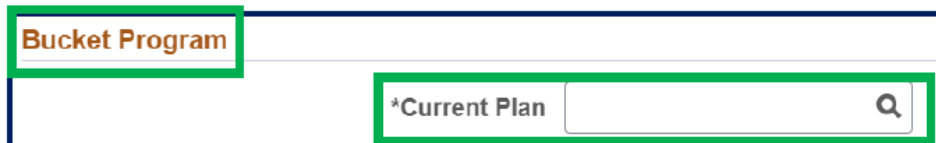
On the **Choosing Your Degree** page, click on the “**Fill out a new form**” button to open the Choosing Your Degree form.



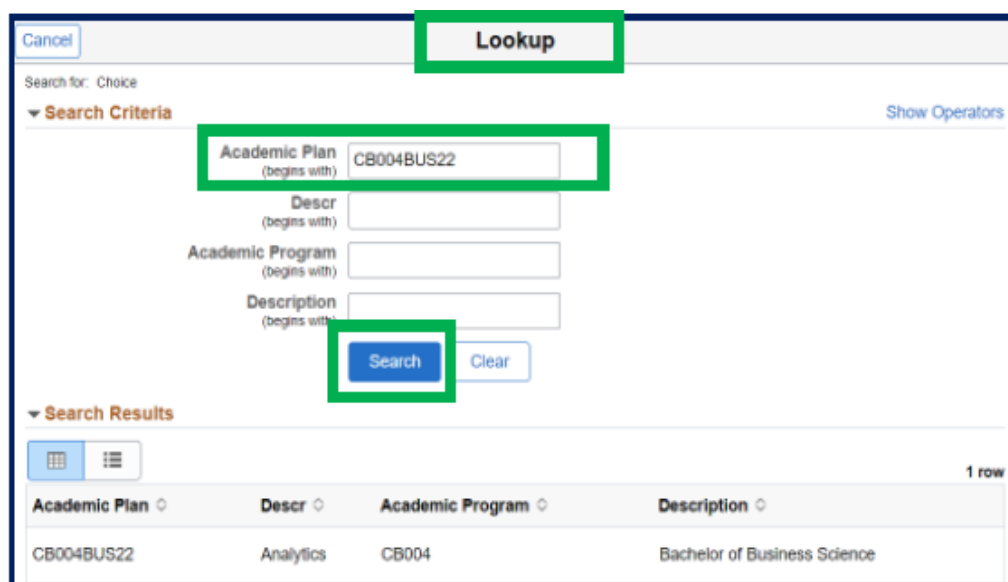
## Select New plan

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

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

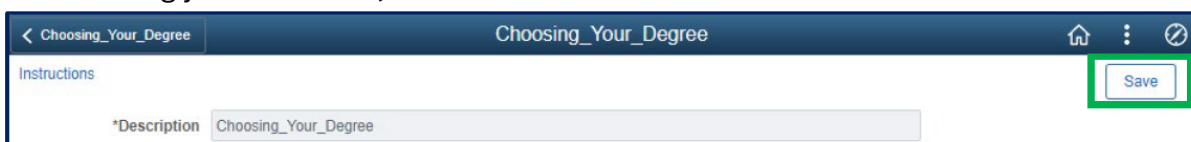


Use the **Look-up**  and **Search** function to **search** for the **choice** you would like to make.

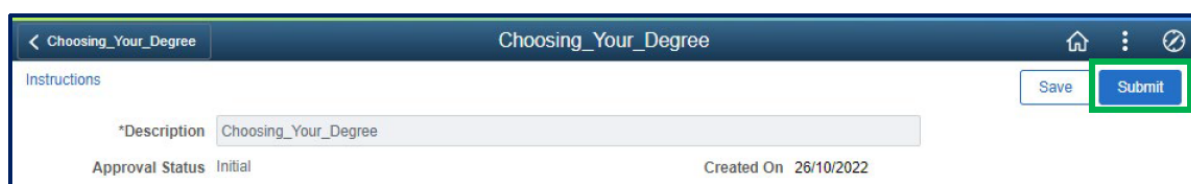


Academic Plan	Descr	Academic Program	Description
CB004BUS22	Analytics	CB004	Bachelor of Business Science

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



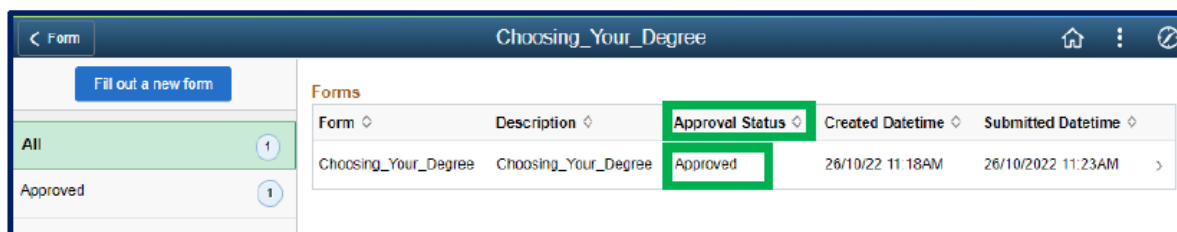
After saving, **click Submit**.



**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**.



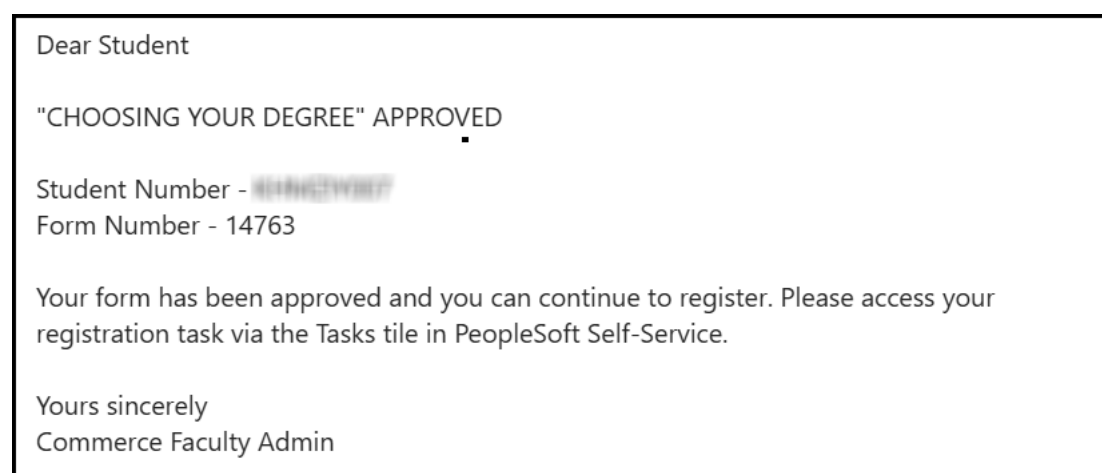
The screenshot shows a web interface for 'Choosing\_Your\_Degree'. On the left, there's a sidebar with a 'Fill out a new form' button and a list of filters: 'All' (1) and 'Approved' (1). The main area displays a table of forms. The first row shows 'Choosing\_Your\_Degree' with a status of 'Approved', which is highlighted with a green box. The table also shows 'Created Datetime' as 26/10/22 11:18AM and 'Submitted Datetime' as 26/10/2022 11:23AM.

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



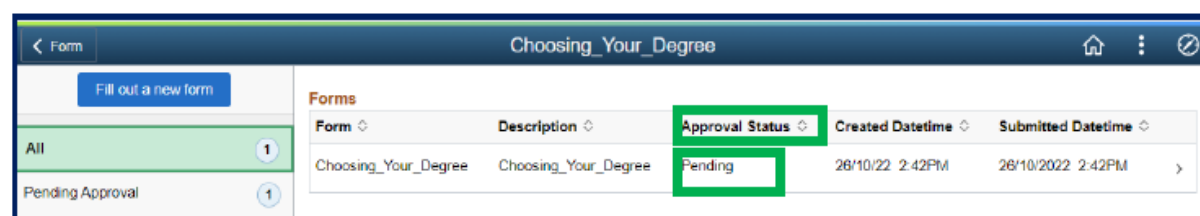
Once you successfully chose your degree, you receive a system notification to alert you that you are now ready to start your Registration task.

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



The screenshot shows an email confirmation message. It starts with 'Dear Student' followed by '"CHOOSING YOUR DEGREE" APPROVED'. Below this, it lists 'Student Number - [REDACTED]' and 'Form Number - 14763'. The main body of the email states: 'Your form has been approved and you can continue to register. Please access your registration task via the Tasks tile in PeopleSoft Self-Service.' It ends with 'Yours sincerely' and 'Commerce Faculty Admin'.

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



The screenshot shows the same 'Choosing\_Your\_Degree' form, but the 'Approval Status' is now 'Pending', highlighted with a green box. The 'Created Datetime' is 26/10/22 2:42PM and the 'Submitted Datetime' is 26/10/2022 2:42PM. The sidebar filter 'Pending Approval' now shows 1 item.

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

