🎓 Registration Activity Guide: Student-facing Steps (PE)

1. Login on PeopleSoft.

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

User ID
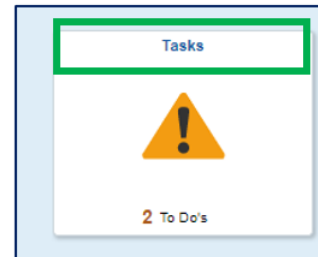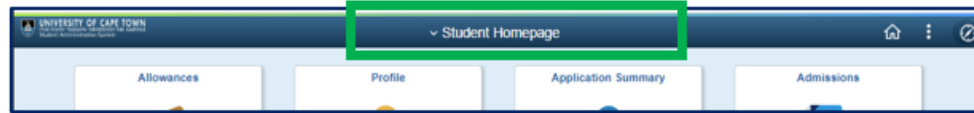
Password

Sign In

☐ Enable Screen Reader Mode

Forgot Password ?

Set Trace Flags

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2. On the Student Home Page, click on the Tasks tile.

UNIVERSITY OF CAPE TOWN

∨ Student Homepage

Allowances   Profile   Application Summary   Admissions

Tasks

⚠️

2 To Do's

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

‹ Student Homepage   **Tasks**   🏠 ⋮ ⊘

📋 To Do List   1

✓ Completed Agreements

To Do List

1 row

↑↓

Task	Due Date	Status	
University of Cape Town Registration		Assigned	›

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4. Upon clicking on the task, the Registration Activity Guide opens on Step 1 (Introduction). Read the introduction and click Next.

5. Upon clicking next, the Declaration (Step 2) is displayed. Read the information and click Accept and Next to continue.

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6. Based on the student's cohort, the applicable Questions in the Additional Information step (Step 3) appears for completion. Complete the questions, Save Answers, and click Next

The Expected Graduation Year question is an indication of when you think you will finish your degree.

PG students in programmes with research components, will be required to complete the Research question. They will have to indicate one of the following: 1: *Dissertation or Thesis Only*, 2. *Dissertation or Thesis plus Course Work*, or 3. *Course Work Only*. If option 1 or 2 is selected, a Task will trigger for students to complete the MoU/PPA process prior to completing registration.

7. Complete Steps 4-11 by clicking on the Confirm/Save buttons and Next to move along to the next step.

If you have any "blocks/holds" (Service Indicators) on your record, these will be noted in Step 11. Please resolve the "blocks/holds" first, before entering back into the Registration Activity Guide to continue with the Registration Process.

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8. After completing steps 1-11, when clicking on the My Course step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears with an instruction of where to add courses. Click OK.

Shopping Cart

You are active and ready to enrol for the following programme/pla : MSc by dissertation (SM001) /Environmental & Geog Science (SM001EGS02)

To start selecting your courses, please click on the "Add My Courses" utton

OK

📌 If at this point you want to change your programme, you will 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.

9. Upon clicking on the Add My Courses button, the Education Planner opens. Courses can be selected by ticking the appropriate boxes. Complete the selection of courses and click Update Planner and then Continue.

Education Planner

ID/Name:
Campus ID:

Select Year

☐ SM001 and SM002 - Year 1   [View]

▶ Plan Selection

⭐ Planned   ◆ Enrolled   ⊘ Passed   ✕ Not Passed   ⊗ Dropped   ⚠ Invalid Courselist
↻ Grade In Progress

Courses that must be taken in SM001 and SM002 - Year 1:

Select	Status	Item	Category	Credits
		▽ *and* SM001EGS02 & SM002EGS02 - Environmental & Geo Scie	Core Courses	
☑	⭐	EGS 5003W: Enviro & Geog Sci Dissertation	Core Courses	180.00

Credit Summary:

Year Planned	180	Year Enrolled	0	Year Passed	0
Program Planned	180	Program Enrolled	0	Program Passed	0

Courses that must be taken in SM001 and SM002 - Year 1:

Select	Status	Item	Category	Credits
		▽ *and* SM001EGS02 & SM002EGS02 - Environmental & Geo Scie	Core Courses	
☑	⭐	EGS 5003W: Enviro & Geog Sci Dissertation	Core Courses	180.00

Credit Summary:

Year Planned	180	Year Enrolled	0	Year Passed	0
Program Planned	180	Program Enrolled	0	Program Passed	0

✔ Your education plan has been updated.

[Update Planner]   [Continue]   [Return to Registration]

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10. After updating the planner, and clicking on continue, the Schedule Builder renders and the Proceed to Registration button is clickable to finalise your shopping cart.

Schedule Builder

ID/Name:

Campus ID:

● Open   ▢ Closed   ▲ Wait List

▶ Change Filter Options

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Cancel   Proceed to Registration

As you are enrolled for a research programme there are no scheduled classes listed.

11. Once all your courses are loaded into your shopping cart and you have proceeded to registration, in the shopping cart view, click on the Select All button and Enroll button.

	University of Cape Town Registration	⋮

✕ Exit

		Academic Assistance	Help	‹ Previous

2023
Masters

		Add My Courses	Select All	Add Additional Courses	Delete	Enroll

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☑	Open	Thesis - 13805	EGS 5003W Enviro & Geog Sci Dissertation	Full Year				180.00		
					More meeting details available					

| 2	Declaration Complete
3	Additional Information Complete
4	Personal Details Complete
5	Biographic Details Complete
6	Contact Details Complete
7	Addresses Complete
8	Emergency Contacts Complete
9	Communication Preferences Complete
10	Personal & Demographic Information

If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.
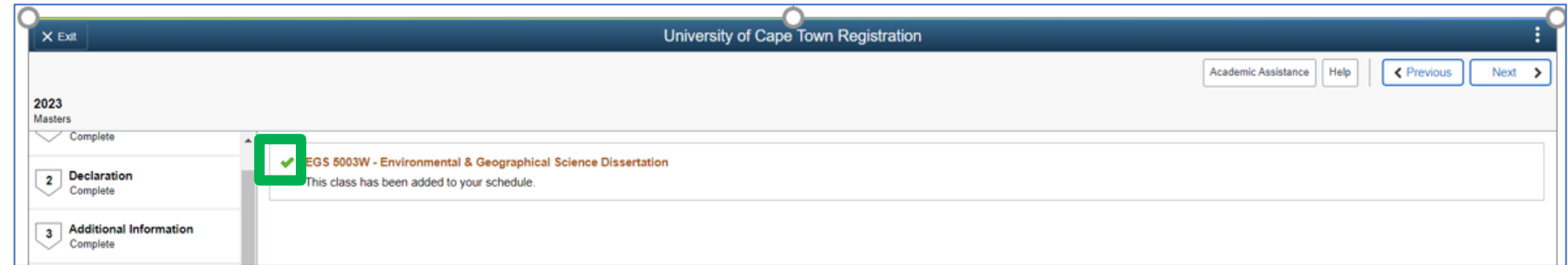
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12. A Pop-up Message appears, click Yes to continue.
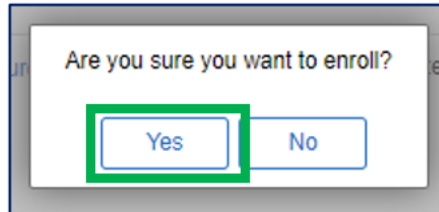
13. The list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

Are you sure you want to enroll?

Yes | No

University of Cape Town Registration

X Exit

Academic Assistance | Help | ‹ Previous | Next ›

2023
Masters

Complete

2 Declaration
Complete

3 Additional Information
Complete

✓ EGS 5003W - Environmental & Geographical Science Dissertation
This class has been added to your schedule.

If for some reason, a course/ courses could not be added to your schedule, please contact the faculty office to assist.

After viewing your class enrolments, please remember to click next, and complete Steps 13 and 14 to finalise your registration.

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14. The View My Classes (Step 13) tab will open, showing your class schedule. Click Next to finalise your registration.

X Exit | University of Cape Town Registration

Academic Assistance | Help | ‹ Previous | Next ›

2022
Undergraduate

6 Contact Details
Complete

7 Addresses
Complete

8 Emergency Contacts
Complete

9 Communication Preferences
Complete

By Class	By Date

☑ Show Enrolled Classes   ☐ Show Dropped Classes

▼ EGS 5003W: Enviro & Geog Sci Dissertation

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		BCom 3 year programme	

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15. The final step, the Complete step (Step 14) opens. Read the information and click Submit.

✕ Exit University of Cape Town Registration

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Submit

Step 14 of 14: 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 guidelines of UCT. You are liable for fees. You may view your Fee Account and Proof of Registration via PeopleSoft Self-Service.

6 **Contact Details** Complete

7 **Addresses** Complete

Tasks

⚠️

No current tasks

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.

End of Registration Process

You can access your Proof of Registration from the Student Home page, by clicking on the Academic Record tile, and choosing the "Proof of Registration" tab on the left-hand side of the screen.

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Student Administration System

Student Homepage ▾

Academic Records

🎓👥

📋 **Course History**

📊 View Grades

📝 View Academic Record

📞 Communication List

👤 Progress Report

🖥️ Change of Curriculum

📄 **Proof of Registration**

Proof of Registration

Term Selection

Select Term [2023 ▾]

Academic Information

Career

Level

Program

Course ◇	Description ◇

EMAIL