

# Faculty of Science (UG)

## *Programme Enrolment (PE)*



# Student Guide

## *Registration Activity Guide*

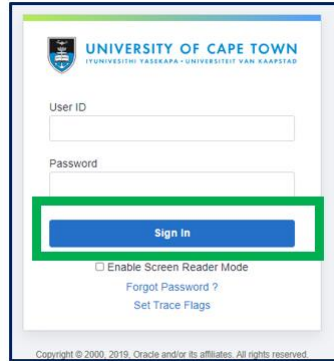
Registration 2023





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

## 1. Login on PeopleSoft.



UNIVERSITY OF CAPE TOWN  
IYUNYISIYI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

User ID

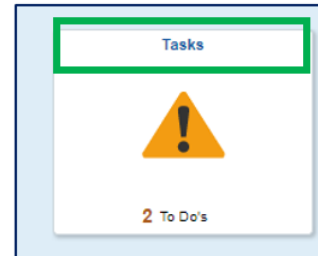
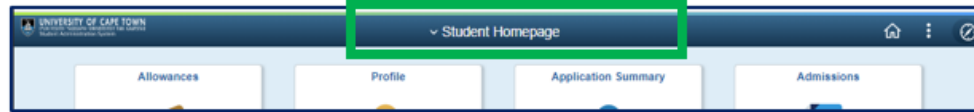
Password

**Sign In**

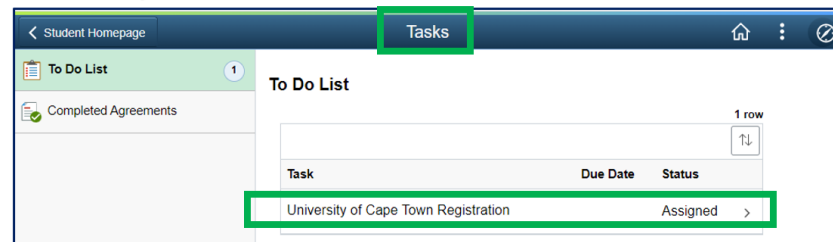
Enable Screen Reader Mode  
[Forgot Password ?](#)  
[Set Trace Flags](#)

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



## 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

Task	Due Date	Status
University of Cape Town Registration		Assigned >

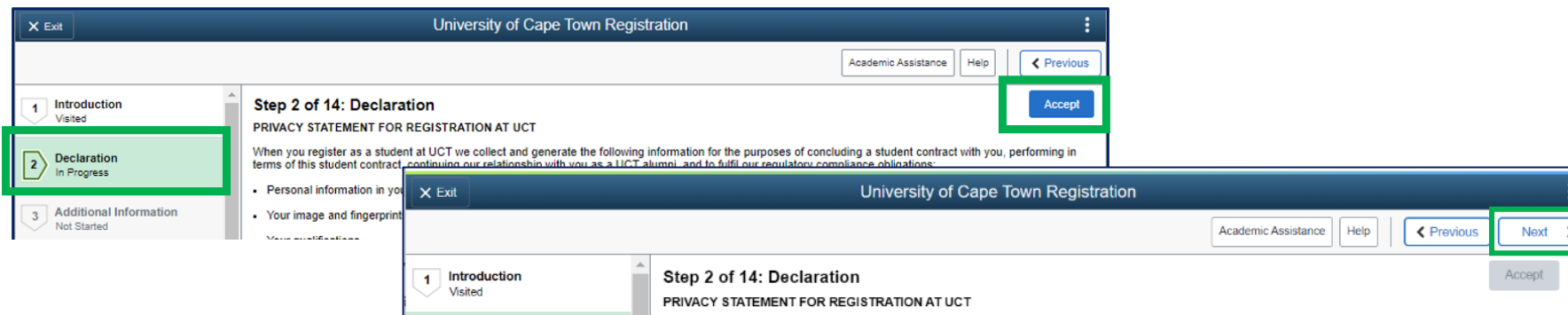


# Registration Activity Guide: Student-facing Steps (PE)

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.





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

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 screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 1 through 9. Step 3, 'Additional Information', is highlighted as 'In Progress'. The main content area displays 'Step 3 of 14: Additional Information' with the instruction 'Please Answer all the question below truthfully.' There are four questions:
 

- 1. Have you received NSFAS funding at another institution? (Dropdown: No)
- 2. Have you ever registered at another university at UCT? (Dropdown: No)
- 3. In what academic year do you intend to complete your qualification? (Dropdown: 2026)
- 4. Are you interested in receiving a laptop from UCT? (Dropdown: No)

 A 'Save Answers' button is highlighted in a green box. A second screenshot shows the 'Next' button also highlighted in a green box.



Students who are eligible, will also see the Laptop question in Step 3. If "Yes" is selected (indicating interest to purchase a Laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop activity guide has all the details regarding payment and pick-up of the device (for more information: <https://icts.uct.ac.za/services-student-computing/allocation-uct-laptops>).



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

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

<b>4</b> Personal Details In Progress	<b>8</b> Emergency Contacts Not Started
<b>5</b> Biographic Details Not Started	<b>9</b> Communication Preferences Not Started
<b>6</b> Contact Details Not Started	<b>10</b> Personal & Demographic Information Not Started
<b>7</b> Addresses Not Started	<b>11</b> Holds Not Started

This screenshot shows a section of the registration interface with buttons for 'Academic Assistance', 'Help', '< Previous', and a highlighted 'Confirm' button.

This screenshot shows a similar section of the registration interface, but with the 'Next >' button highlighted in a green box, and the 'Confirm' button is visible below it.

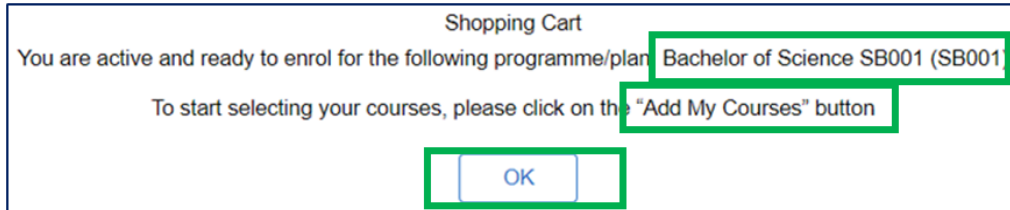


If you have any "blocks/holds" (Service Indicators) on your record, these will be noted in Step 11. Please resolve the "blocks/holds" first, before entering back into the Registration Activity Guide to continue with the Registration Process.



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

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.

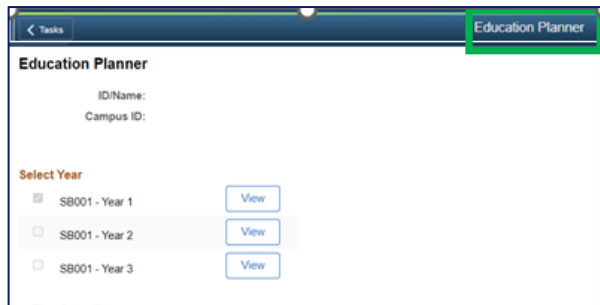


If you are a first-year student and at this point **you want to change your majors** and have not done it yet, you can change it before registration. [Follow this link](#). If you however have register before in this year or in previous years you have to follow the steps for changing majors before you register at all. If you already register, you must raise a service request and attached a request for the change. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.



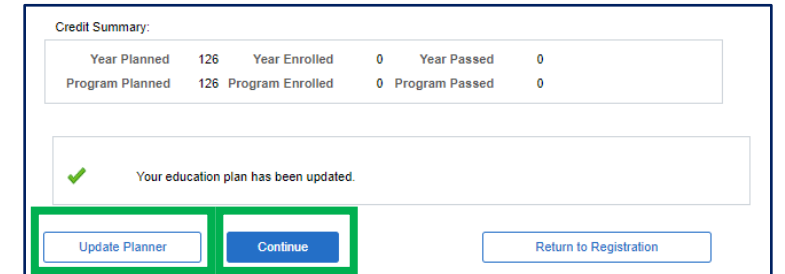
If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

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.



Courses that must be taken in SB001 - Year 1:

Select	Status	Item	Category	Credits
<input type="checkbox"/>		and SB001 Mathematics - Year 1	Core Courses	
<input type="checkbox"/>		MAM 1000W: Mathematics 1000	Legacy Core	36.00
<input type="checkbox"/>		or ( MAM 1031F: Mathematics 1031	Core Courses	18.00
<input type="checkbox"/>		and MAM 1032S: Mathematics 1032 )	Core Courses	18.00
<input type="checkbox"/>		or ( MAM 1031F: Mathematics 1031	Core Courses	18.00
<input type="checkbox"/>		and MAM 1034S: Mathematics 1034 )	Core Courses	18.00
<input type="checkbox"/>		or ( MAM 1033F: Mathematics 1033	Augmented Core	18.00





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

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.

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM	MAM 1004F - L001 Lecture 8:00AM - 9:00AM Location: TBA Session: SMT 2015 PENDING	MAM 1004F - L001 Lecture 8:00AM - 9:00AM Location: TBA Session: SMT 2015 PENDING	MAM 1004F - L001 Lecture 8:00AM - 9:00AM Location: TBA Session: SMT 2015 PENDING	MAM 1004F - L001 Lecture 8:00AM - 9:00AM Location: TBA Session: SMT 2015 PENDING	MAM 1004F - L001 Lecture 8:00AM - 9:00AM Location: TBA Session: SMT 2015 PENDING		
9:00AM	SED 1004F - L001 Lecture 9:00AM - 10:00AM Location: TBA Session: SMT 2015 PENDING	SED 1004F - L001 Lecture 9:00AM - 10:00AM Location: TBA Session: SMT 2015 PENDING	SED 1004F - L001 Lecture 9:00AM - 10:00AM Location: TBA Session: SMT 2015 PENDING	SED 1004F - L001 Lecture 9:00AM - 10:00AM Location: TBA Session: SMT 2015 PENDING	SED 1004F - L001 Lecture 9:00AM - 10:00AM Location: TBA Session: SMT 2015 PENDING		
10:00AM	ERC 1018F - L001 Lecture 10:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 10:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 10:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 10:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 10:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING		
11:00AM	ERC 1018F - L001 Lecture 11:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 11:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 11:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 11:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING	ERC 1018F - L001 Lecture 11:00AM - 12:00PM Location: TBA Session: SMT 2015 PENDING		
12:00PM	AGE 1002S - L001 Lecture 12:00PM - 1:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 12:00PM - 1:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 12:00PM - 1:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 12:00PM - 1:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 12:00PM - 1:00PM Location: TBA Session: SMT 2015 PENDING		
1:00PM	AGE 1002S - L001 Lecture 1:00PM - 2:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 1:00PM - 2:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 1:00PM - 2:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 1:00PM - 2:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 1:00PM - 2:00PM Location: TBA Session: SMT 2015 PENDING		
2:00PM	AGE 1002S - L001 Lecture 2:00PM - 3:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 2:00PM - 3:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 2:00PM - 3:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 2:00PM - 3:00PM Location: TBA Session: SMT 2015 PENDING	AGE 1002S - L001 Lecture 2:00PM - 3:00PM Location: TBA Session: SMT 2015 PENDING		

Cancel **Proceed to Registration**

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.

Your Shopping Cart

Add My Courses **Select All** Add Additional Courses Delete **ENROLL**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 13660	CSC 1010H Computer Science 9010	Full Year				18.00		More meeting details available
		Tutorial - 13661								More meeting details available
<input checked="" type="checkbox"/>	Open	Lecture - 13661	CSC 1015F Computer Science 1015	Semester One				18.00		More meeting details available
		Prac - 13662								

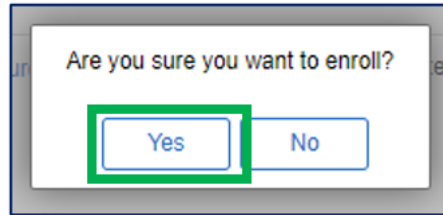


If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.



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

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.

2023 Undergraduate

Academic Assistance | Help | < Previous | Next >

- 3 Additional Information Not Started
- 4 Personal Details Not Started
- 5 Biographic Details Not Started
- 6 Contact Details Not Started
- 7 Addresses Not Started
- 8 Emergency Contacts Not Started
- 9 Communication Preferences Not Started
- 10 Personal & Demographic Information Not Started

<input checked="" type="checkbox"/>	<b>ACC 1006F - Financial Accounting</b> This class has been added to your schedule.
<input checked="" type="checkbox"/>	<b>CEM 1000W - Chemistry 1000</b> This class has been added to your schedule.
<input checked="" type="checkbox"/>	<b>CSC 1015F - Introduction to Problem Solving and Programming in Python</b> This class has been added to your schedule.
<input checked="" type="checkbox"/>	<b>CSC 1016S - Computer Science 1016</b> This class has been added to your schedule.
<input checked="" type="checkbox"/>	<b>MAM 1008S - Introduction to Discrete Mathematics</b> This class has been added to your schedule.
<input checked="" type="checkbox"/>	<b>MAM 1031F - Mathematics 1031</b> 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.



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

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

Academic Assistance | Help | < Previous | **Next >**

**2023**  
Undergraduate

4 Personal Details Not Started

5 Biographic Details Not Started

6 Contact Details Not Started

7 Addresses Not Started

8 Emergency Contacts Not Started

9 Communication Preferences Not Started

10 Personal & Demographic Information Not Started

11 Holds Complete

**By Class** | By Date

Show Enrolled Classes |  Show Dropped Classes

▼ ACC 1006F Financial Accounting

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Bachelor of Science SB001	

Class	Start/End Dates	Days and Times	Room
	13/02/2023 - 24/03/2023	Days: Tuesday to Friday Times: 1:00PM to 2:00PM	To be Announced
Lecture - 1187	03/04/2023 - 19/05/2023	Days: Tuesday to Friday Times: 1:00PM to 2:00PM	To be Announced >
Tutorial - 17013	13/02/2023 - 15/06/2023	Schedule: To be Announced	To be Announced >

[Enrollment Deadlines](#)

▼ CEM 1000W Chemistry 1000





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

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

University of Cape Town Registration

Academic Assistance Help < Previous

**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

Submit

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.

UNIVERSITY OF CAPE TOWN  
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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

# Faculty of Science (UG)

## *Changing your majors for First time entry UG students*



Registration 2023





# Registration Activity Guide: (PE) change majors

Shopping Cart

You are active and ready to enrol for the following programme/plan: Bachelor of Science SB001 (SB001)

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



As soon as you are ready to change your majors press OK to finalise your Registration Process by continuing with Step 12.

To start populating your registration shopping cart, click on the Add Additional Courses button.

University of Cape Town Registration

Academic Assistance Help < Previous

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

Blank Shopping Cart

Upon clicking on the Add My Courses button, the Education Planner opens. The student has the option to Adjust the Plan combinations, changing majors

Click on the left viewed arrow at Plan Selection to reveal the Students Active Plan Combination.



Staff Homepage Education Planner

Education Planner

ID/Name:  
Campus ID:

Select Year

SB001 - Year 1

SB001 - Year 2

SB001 - Year 3

Plan Selection

★ Planned   ♦ Enrolled   ✔ Passed   ✖ Not Passed   ⚙ Dropped   ▲ Invalid Courselist

🔄 Grade In Progress

Courses that must be taken in SB001 - Year 1:



# Registration Activity Guide: (PE) change majors

**Select Year**

SB001 - Year 1

SB001 - Year 2

SB001 - Year 3

**Plan Selection**

**Student Active Plan Combination**

Academic Plan	Description
SB001MCB04	Genetics
SB001STA02	Mathematical Statistics

**Adjusted Plan Combination**

Academic Plan	Description
<input type="text"/>	<input type="text"/>

Please note that if you want to change only one major you can use the one line to select the major you want to change and indicate the new major. If you want to change both majors you need to use the + icon to insert another row and then follow the same procedures as for the first major change.



The plan selection will reveal the **Students Active Plan Combination** with either one or two plan combination.



If the student want to change their combinations the student, use the search function (magnifying glass) to find their new combination. Always add both your combinations (even if only one combination change) by using the "+" and add a row. Refer to the next slide for an example where both combinations are visible.



# Registration Activity Guide: (PE) change majors

**Education Planner**

ID/Name: 19  
Campus ID: ML

**Select Year**

SB001 - Year 1 [View](#)

SB001 - Year 2 [View](#)

SB001 - Year 3 [View](#)

**Plan Selection**

**Student Active Plan Combination**

Academic Plan	Description
SB001CSC02	Business Computing
SB001CSC05	Computer Science

**Adjusted Plan Combination**

Academic Plan	Description		
<input type="text"/>	<input type="text"/>	<input data-bbox="682 1039 721 1061" type="button" value="+"/>	<input data-bbox="759 1039 797 1061" type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input data-bbox="682 1096 721 1118" type="button" value="+"/>	<input data-bbox="759 1096 797 1118" type="button" value="-"/>

[Save and Reload](#)

**Education Planner**

ID/Name: .  
Campus ID: I

**Select Year**

SB001 - Year 1 [View](#)

SB001 - Year 2 [View](#)

SB001 - Year 3 [View](#)

**Plan Selection**

**Student Active Plan Combination**

Academic Plan	Description
SB001CSC02	Business Computing
SB001CSC05	Computer Science

**Adjusted Plan Combination**

Academic Plan	Description		
SB001CEM01 <input type="text"/>	Chemistry	<input data-bbox="1753 1039 1791 1061" type="button" value="+"/>	<input data-bbox="1829 1039 1867 1061" type="button" value="-"/>
SB001EGS02 <input type="text"/>	Environmental & Geog Science	<input data-bbox="1753 1096 1791 1118" type="button" value="+"/>	<input data-bbox="1829 1096 1867 1118" type="button" value="-"/>

[Save and Reload](#)



The next screen indicate the **Students Active Plan Combination**. Just below it is the option to change your majors, the **Adjusted Plan Combination**. Remember even if you want to change only one major you need to add both. Note that two possibilities exists, A and B see next slide.



# Registration Activity Guide: (PE) change majors

## A



**Select Year**

SB001 - Year 1

SB001 - Year 2

SB001 - Year 3

**Plan Selection**

**Student Active Plan Combination**

Academic Plan	Description
SB001MCB04	Genetics
SB001STA02	Mathematical Statistics

**Adjusted Plan Combination**

Academic Plan	Description		
SB001AGE01 <input type="text" value="Q"/>	Archaeology	<input type="button" value="+"/>	<input type="button" value="-"/>
SB001APG11 <input type="text" value="Q"/>	Geoinformatics	<input type="button" value="+"/>	<input type="button" value="-"/>

Please note that if you want to change only one major you can use the one line to select the major you want to change and indicate the new major. If you want to change both majors you need to use the + icon to insert another row and then follow the same procedures as for the first major change.

For students in the **A group** automatic changes is possible as the student already meet all admission NCS requirements , Mathematics and Physical Science. These students can move to any plan combination. They can at the **Adjusted Plan Combination** add any other combination. Please note that you always must add two combinations. If done press **Save and Reload**. **Follow the steps as describe from step 9 slide 5.**

## B



**Education Planner**

ID/Name: 2008099 Nkhumeleni,Vusani Delron Delron  
Campus ID: NKHVUS003

**Select Year**

SB001 - Year 1

SB001 - Year 2

SB001 - Year 3

**Plan Selection**

**Student Active Plan Combination**

Academic Plan	Description
SB001EGS02	Environmental & Geog Science

You do not meet the criteria to change your major, for assistance please contact your advisor.

★ Planned    ♦ Enrolled    ✔ Passed    ✘ Not Passed    ⚙ Dropped    ▲ Invalid Course/ist  
➡ Grade In Progress

Courses that must be taken in SB001 - Year 1:

Select	Status	Item	Category	Credits
<input type="checkbox"/>		and SB001 Mathematics and Statistics - Year 1	Core Courses	
<input type="checkbox"/>		(( MAM 1004F: Mathematics 1004	Core Courses	18.00

For students in the **B group** changes can only happen after approval. If at this point you want to change your combination, 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. [\(Go back to instructions\)](#)