

Faculty of Science (UG)

Changing majors



Registration 2023





Registration Activity Guide: Student-facing Steps

1. Login on PeopleSoft.

UNIVERSITY OF CAPE TOWN
ITSUNESICHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

User ID

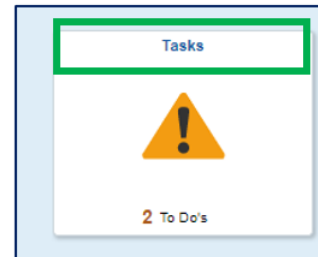
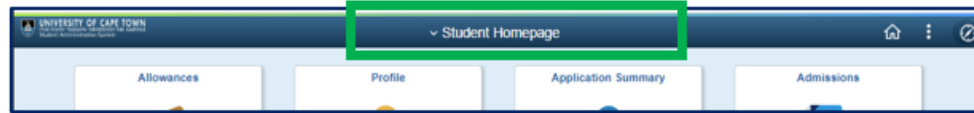
Password

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.

Task	Due Date	Status
University of Cape Town Registration		Assigned

Registration Activity Guide: Student-facing Steps (BSC)

Shopping Cart

You are active and ready to enrol for the following programme/plan: BCom 3 year programme (CB023) /Economics & Finance (CB023ECO02)

Your shopping cart is empty, please use the "Add Additional Courses" button to select your courses.

[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.

4. 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

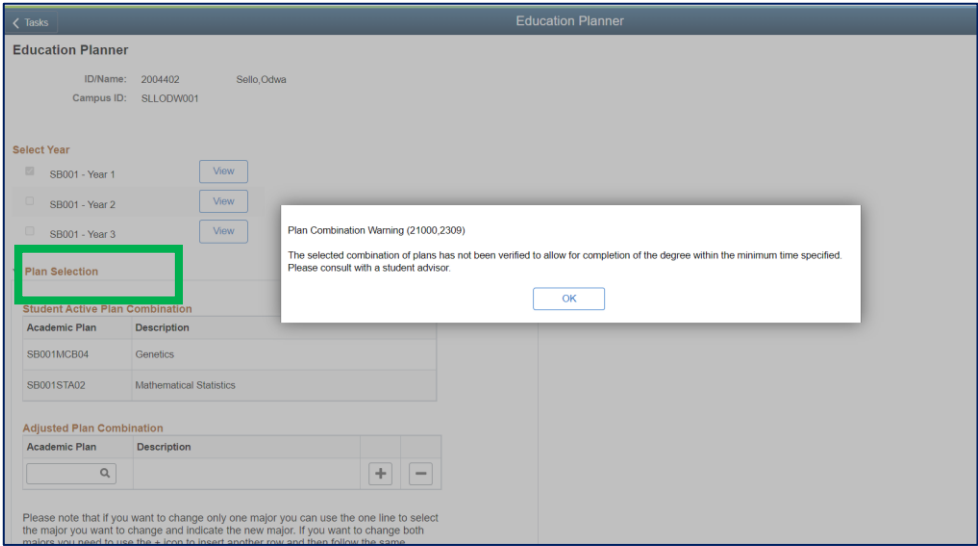
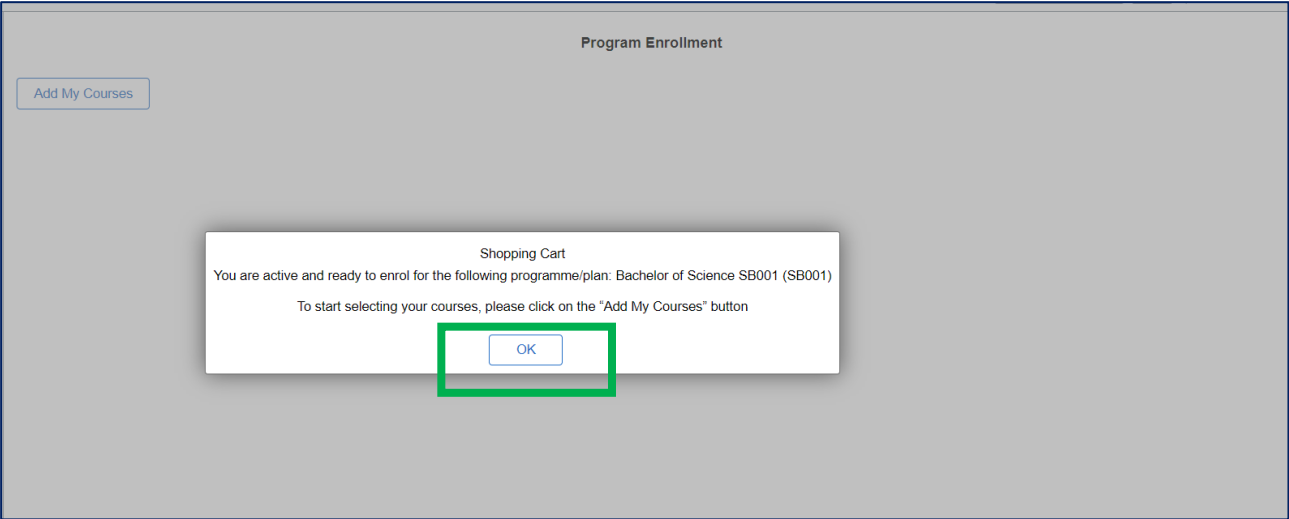
Blank Shopping Cart

[Add Additional Courses](#)



If you are a returning student, aside from picking the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.

5. Upon clicking on the My Courses 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.



The down arrow will reveal your majors. If you can change your majors, it will provide you with a message. Please refer to the next slide for Message A and Message B.

6. Should a student not meet the criteria to change their major, a message will be provided as such. The student is should either stay with the original major of choice or contact an advisor for assistance.

Message A

Education Planner

ID/Name: 2008099 Nkhumeleni,Vusani Delron Delron

Campus ID: NKHVUS003

Select Year

☒ SB001 - Year 1

View

☐ SB001 - Year 2

View

☐ SB001 - Year 3

View

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 CourseList

🔄 Grade In Progress

Courses that must be taken in SB001 - Year 1:

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



Contact an academic advisor for assistance

7. Should a student meet the criteria to change their major, a message will be provided to indicate your new major. Once this is selected, the student is to continue with the Programme Enrolment registration method.

Message B

Select Year

☒ SB001 - Year 1

View

☐ SB001 - Year 2

View

☐ SB001 - Year 3

View

▼ Plan Selection

Student Active Plan Combination

Academic Plan	Description
SB001MCB04	Genetics
SB001STA02	Mathematical Statistics

Adjusted Plan Combination

Academic Plan	Description		
<div>SB001AGE01</div>	Archaeology	<div>+</div>	<div>-</div>
<div>SB001APG11</div>	Geoinformatics	<div>+</div>	<div>-</div>

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.

Save and Reload