

Faculty of Law (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
ITSUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

User ID

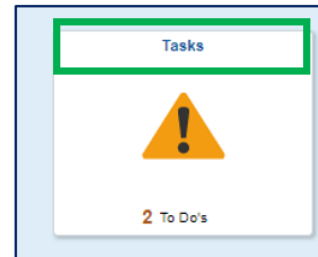
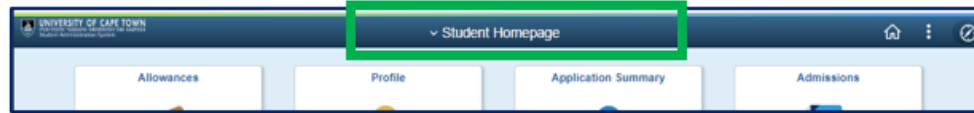
Password

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** Home Menu Help

To Do List 1

Completed Agreements

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.

The screenshot shows the 'University of Cape Town Registration' window. On the left, a sidebar lists five steps: 1 Introduction (Visited), 2 Declaration (Not Started), 3 Additional Information (Not Started), 4 Personal Details (Not Started), and 5 Biographic Details (Not Started). Step 1 is highlighted with a green box. The main content area is titled 'Step 1 of 14: Introduction' and contains a welcome message, a list of tasks (Verify or update personal information, Verify address details, Indicate your communication preferences, Sign agreements, Register for classes), and links for 'Academic Assistance' and 'Help'. A 'Next >' button is highlighted with a green box in the top right corner.

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

The first screenshot shows the 'Step 2 of 14: Declaration' screen. The sidebar now shows Step 2 as 'In Progress' (highlighted with a green box) and Step 1 as 'Visited'. The main content area is titled 'Step 2 of 14: Declaration' and contains a 'PRIVACY STATEMENT FOR REGISTRATION AT UCT'. An 'Accept' button is highlighted with a green box. The second screenshot shows the same screen after clicking 'Accept', with the 'Accept' button now disabled (greyed out) and the 'Next >' button highlighted with a green box.



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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



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.



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.

Shopping Cart

You are active and ready to enrol for the following programme/plan: Bachelor of Laws (LP001) / Preliminary Level (LP001PVL07)

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

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

☒ LP001PVL07 - Year 1 [View](#)

☐ LP001PVL07 - Year 2 [View](#)

☐ LP001PVL07 - Year 3 [View](#)

Plan Selection

★ Planned ♦ Enrolled ✓ Passed ✗ Not Passed ● Dropped ▲ Invalid Course/ist

🔄 Grade In Progress

Please select the courses that you would like to register for from the below list. After your selection, you must click "Update Planner" to add these items to your Planner. To submit your course selection for registration, you must click on the "Continue" button.

Every course described has a name and corresponding code. The **last character** is the 'year portion' indicator, or suffix, identifying the type of course and when it is offered:

F	First Semester Course
S	Second Semester Course
W	Full Year Course (In Semester 1 and 2)

Courses that must be taken in LP001PVL07 - Year 1:

Select	Status	Item	Category	Credits
<input type="checkbox"/>		PVL 1003W: Foundations of SA Law	Core Courses	36.00
<input type="checkbox"/>		and PVL 1004F: SA Private Law: SysCon	Core Courses	18.00
<input type="checkbox"/>		and PVL 1008H: Law of Persons and Family	Core Courses	18.00
<input type="checkbox"/>		and PBL 2000W: Constitutional Law	Core Courses	36.00
<input type="checkbox"/>		and PVL 2002H: Law of Property	Core Courses	18.00
<input type="checkbox"/>		and PVL 2003H: Law of Succession	Core Courses	18.00

Credit Summary:

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

[Update Planner](#) [Continue](#)



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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.

Meeting information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>12:00PM - 1:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>12:00PM - 1:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>12:00PM - 1:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>12:00PM - 1:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>12:00PM - 1:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>		
1:00PM							
2:00PM	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>2:00PM - 3:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>2:00PM - 3:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>2:00PM - 3:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>2:00PM - 3:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>	<div><div></div><div>PVL 1003W - LG01</div><div>Lecture</div><div>2:00PM - 3:00PM</div><div>Location: TBA</div><div>Session 1</div><div>0015</div><div>PENDING</div></div>		
3:00PM							
4:00PM							
5:00PM							
6:00PM							

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

Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/> Open	Lecture - 13029	CML 3001W Corporation Law	Full Year	More meeting details available		36.00		
<input checked="" type="checkbox"/> Open	Prac - 13083	DOL 3001X Community Service	Full Year	To be Announced	To be Announced	0.00		
<input checked="" type="checkbox"/> Open	Prac - 13082	DOL 3002X Int Year Skills Component	Full Year	To be Announced	To be Announced	0.00		
<input checked="" type="checkbox"/> Open	Lecture - 13428	PBL 3001F International Law	Semester One	More meeting details available		18.00		
<input checked="" type="checkbox"/> Open	Lecture - 13003	PBL 3001W Criminal Law	Full Year	More meeting details available		36.00		
<input checked="" type="checkbox"/> Open	Lecture - 13344	PVL 3003F Law of Delict	Semester One	More meeting details available		18.00		
<input checked="" type="checkbox"/> Open	Lecture - 13343	PVL 3003B African Customary Law	Semester Two	More meeting details available		18.00		
<input checked="" type="checkbox"/> Open	Lecture - 13340	PVL 3005W Law of Contract	Full Year	More meeting details available		36.00		
<input checked="" type="checkbox"/> Open	Lecture - 13345	PVL 3005S Jurisprudence	Semester Two	More meeting details available		18.00		

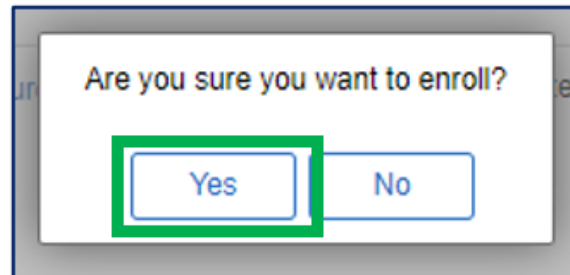


If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

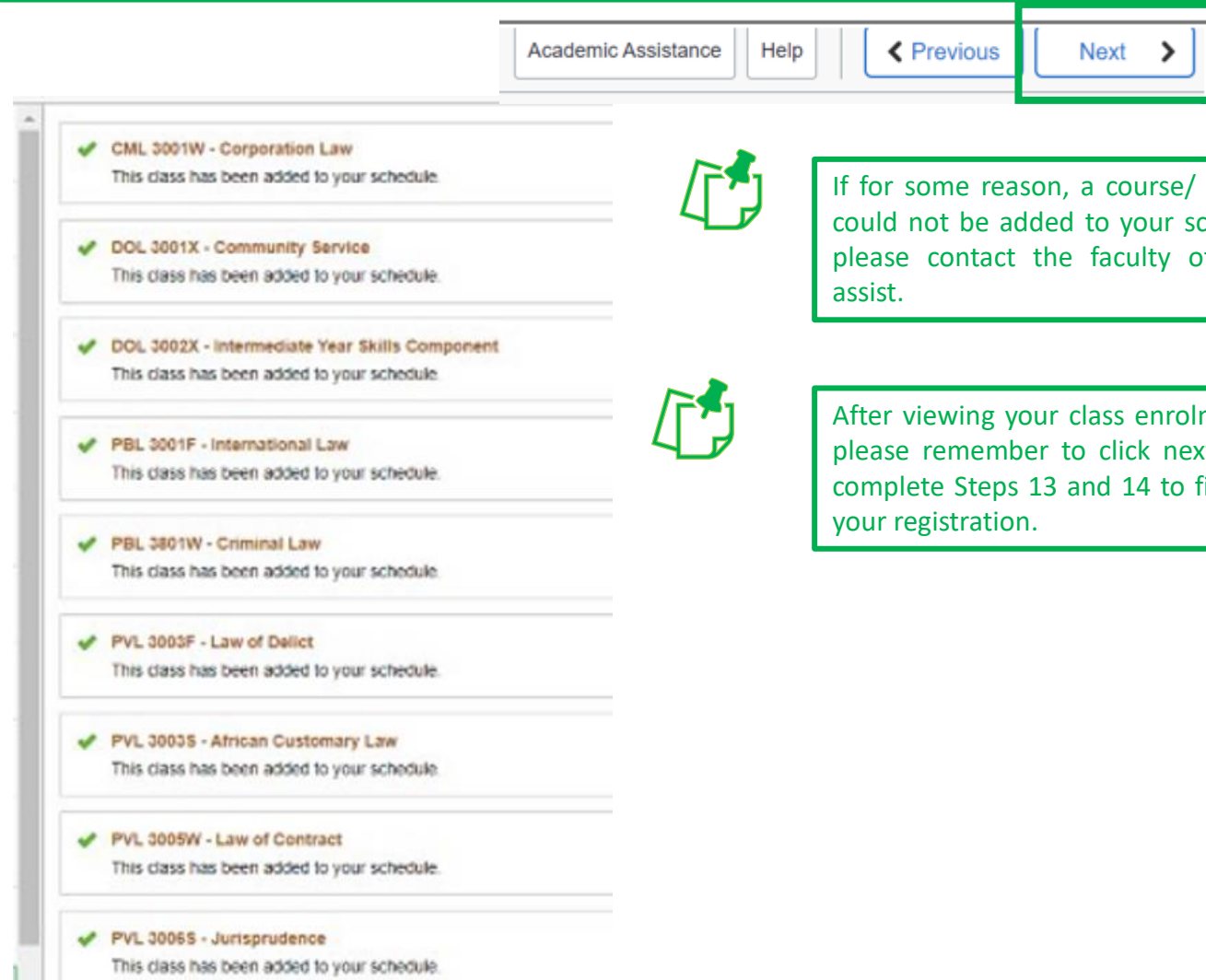


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12. A Pop-up Message appears, click Yes to continue.



13. The list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.



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.

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

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Bachelor of Laws (LP001)	

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 **Submit**

6 Contact Details Complete

7 Addresses Complete

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.

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.

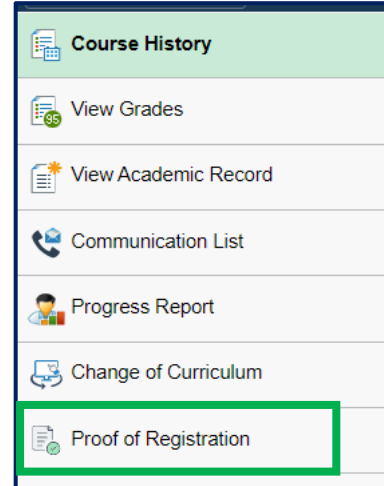
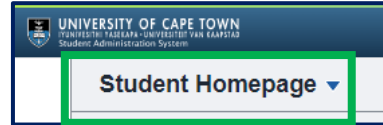
End of Registration Process



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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.



Proof of Registration

Term Selection

Select Term

Academic Information

Career
Level
Program

Course	Description