

Faculty of Humanities (PG) *Programme Enrolment(PE)*



Student Guide *Registration Activity Guide*

Registration 2023





Registration Activity Guide: Student-facing Steps (PE)

1. Login on Peoplesoft <http://studentsonline.uct.ac.za/>

UNIVERSITY OF CAPE TOWN
(YUNIBESITHI YAKKAPA - UNIVERSITEIT VAN KAAPSTAD)

User ID

Password

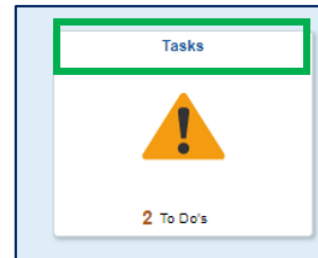
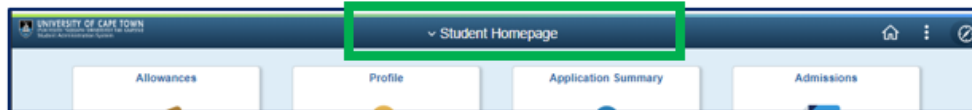
Sign In

☐ Enable Screen Reader Mode

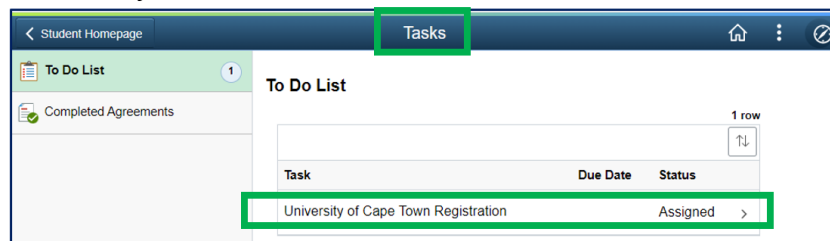
[Forgot Password?](#)
[Set Trace Flags](#)

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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





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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 instructions on how to get 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 in the top right corner. The second screenshot shows the same screen after clicking 'Accept'. The 'Accept' button is now disabled (greyed out), and a 'Next >' button has appeared next to the 'Previous <' button, both highlighted with green boxes.



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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.



PE Registration Method: 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: BSocSc Honours (HH001) /Organisational Psychology (HH001BUS08)

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



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.

[← Tasks](#) **Education Planner**

Education Planner

ID/Name:
Campus ID:

Select Year

☒ - Year 1

★ Planned ♦ Enrolled ✔ Passed ✖ Not Passed 🌐 Dropped ⚠ Invalid Courselist

🔄 Grade In Progress

Courses that must be taken in HH001 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	BUS 4006W: Org Psych Hons Coursework	Core Courses	60.00
<input checked="" type="checkbox"/>	★	and BUS 4030H: Org Psy Research Paper	Core Courses	60.00
<input checked="" type="checkbox"/>	★	FTX 1005F: Managerial Finance	Electives	18.00

Credit Summary:

Year Planned	138	Year Enrolled	0	Year Passed	0
Program Planned	138	Program Enrolled	0	Program Passed	0

✔ Your education plan has been updated.



PE Registration Method: 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
08:00						
09:00						
10:00		● BUS 4006W - LG01 Lecture 10:00 - 12:00 Location: TBA Session 1 0015 PENDING		● BUS 4006W - LG01 Lecture 10:00 - 12:00 Location: TBA Session 1 0015 PENDING		
11:00						
12:00	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING		● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	
13:00						
14:00						



If 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 Enrol button.

Your Shopping Cart										
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1059	BUS 4006W Org Psych Hons Coursework	Full Year				60.00		More meeting details available
<input type="checkbox"/>	Open	Thesis - 2598	BUS 4030H Org Psy Research Paper	Full Year				60.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 1485	FTX 1005F Managerial Finance	Semester One				18.00		More meeting details available

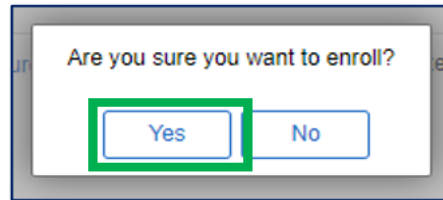


If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.



PE Registration Method: 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 Honours	
6 Contact Details Not Started	✓ BUS 4006W - Org Psych Hons Coursework This class has been added to your schedule.
7 Addresses Not Started	✓ BUS 4030H - Organisational Psychology Research Paper This class has been added to your schedule.
8 Emergency Contacts Not Started	✓ FTX 1005F - Managerial Finance This class has been added to your schedule.
9 Communication Preferences	



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.

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

7 Addresses Not Started	By Class		By Date			
8 Emergency Contacts Not Started	<input checked="" type="checkbox"/> Show Enrolled Classes		<input type="checkbox"/> Show Dropped Classes			
9 Communication Preferences Not Started	▼ BUS 4006W Org Psych Hons Coursework					
10 Personal & Demographic Information Not Started	Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
11 Holds Complete	Enrolled	60.00	Graded		BSocSc Honours	
12 My Courses Complete	Class	Start/End Dates	Days and Times	Room		
13 View My Classes		13/02/2023 - 24/03/2023	Days: Tuesday Thursday Times: 10:00 to 12:00	To be Announced		
		03/04/2023 - 19/05/2023	Days: Tuesday Thursday Times: 10:00 to 12:00	To be Announced		
	Lecture - 1059	24/07/2023 - 01/09/2023	Days: Tuesday Thursday Times: 10:00 to 12:00	To be Announced		
		11/09/2023 - 24/10/2023	Days: Tuesday Thursday	To be Announced		



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



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.