

# Faculty of Humanities (PG) *Pre-Populated Shopping Cart (PPSC)*



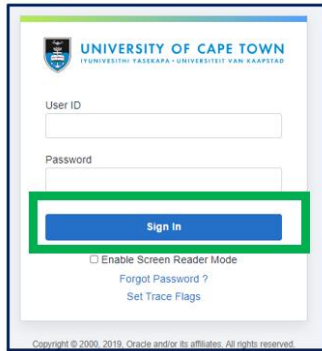
## Student Guide *Registration Activity Guide*

*Registration 2023*



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

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



UNIVERSITY OF CAPE TOWN  
UNIVERSITEIT VAN KAAPSTAD

User ID

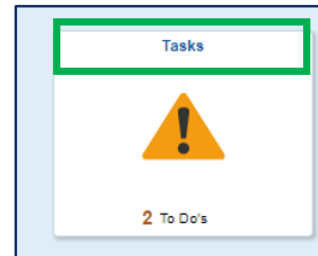
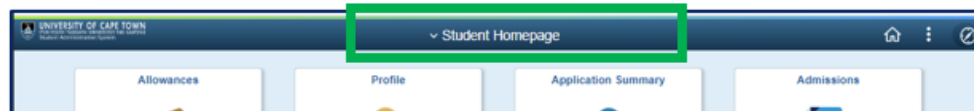
Password

**Sign In**

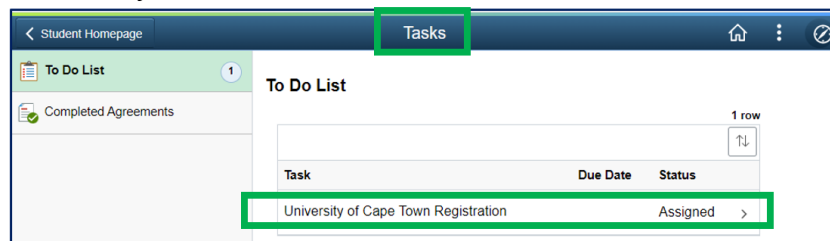
☐ Enable Screen Reader Mode  
[Forgot Password ?](#)  
[Set Trace Flags](#)

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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

To Do List

Task	Due Date	Status
University of Cape Town Registration		Assigned >



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

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

University of Cape Town Registration

Academic Assistance Help Next >

**Step 1 of 14: Introduction**

Welcome to University of Cape Town Registration

This registration task will allow you to:

- Verify or update personal information
- Verify address details
- Indicate your communication preferences
- Sign agreements
- Register for classes based on your active program of study

Should you require assistance in any steps, please click on the "Help" button. For academic advice click on the "Academic Assistance" button.

Your future is important to us. In order to ensure success please take note of your responsibilities by following the link to the UCT student responsibilities policy [here](#).

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

University of Cape Town Registration

Academic Assistance Help < Previous Accept

**Step 2 of 14: Declaration**

PRIVACY STATEMENT FOR REGISTRATION AT UCT

When you register as a student at UCT we collect and generate the following information for the purposes of concluding a student contract with you, performing in terms of this student contract, continuing our relationship with you as a UCT alumni, and to fulfil our regulatory compliance obligations:

- Personal information in your application
- Your image and fingerprint

University of Cape Town Registration

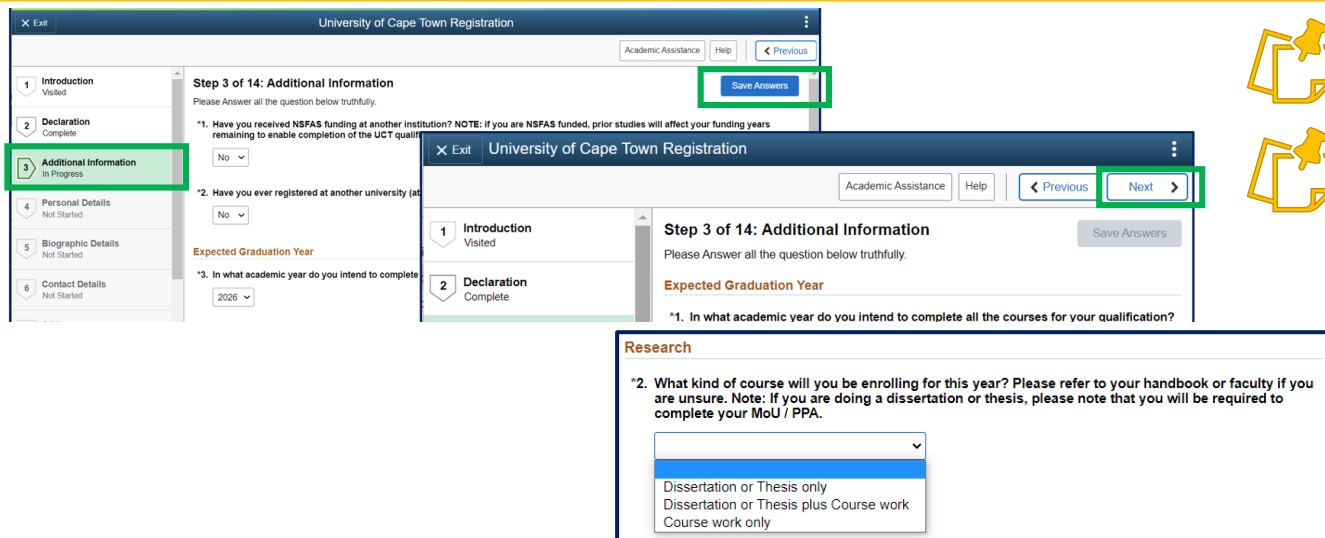
Academic Assistance Help < Previous Next >

**Step 2 of 14: Declaration**

PRIVACY STATEMENT FOR REGISTRATION AT UCT

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

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



University of Cape Town Registration

Step 3 of 14: Additional Information

Please Answer all the question below truthfully.

\*1. Have you received NSFAS funding at another institution? NOTE: If you are NSFAS funded, prior studies will affect your funding years remaining to enable completion of the UCT qualification.

No

\*2. Have you ever registered at another university (at any time)?

No

Expected Graduation Year

\*3. In what academic year do you intend to complete all the courses for your qualification?

2026

Save Answers

Research

\*2. What kind of course will you be enrolling for this year? Please refer to your handbook or faculty if you are unsure. Note: If you are doing a dissertation or thesis, please note that you will be required to complete your MoU / PPA.

Dissertation or Thesis only  
Dissertation or Thesis plus Course work  
Course work only



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.



4 Personal Details In Progress

5 Biographic Details Not Started

6 Contact Details Not Started

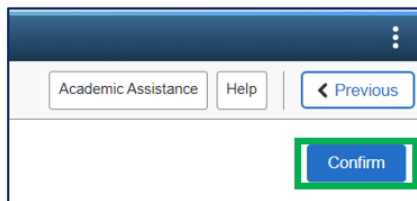
7 Addresses Not Started

8 Emergency Contacts Not Started

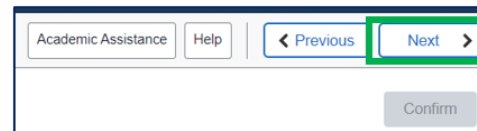
9 Communication Preferences Not Started

10 Personal & Demographic Information Not Started

11 Holds Not Started



Academic Assistance Help < Previous Confirm



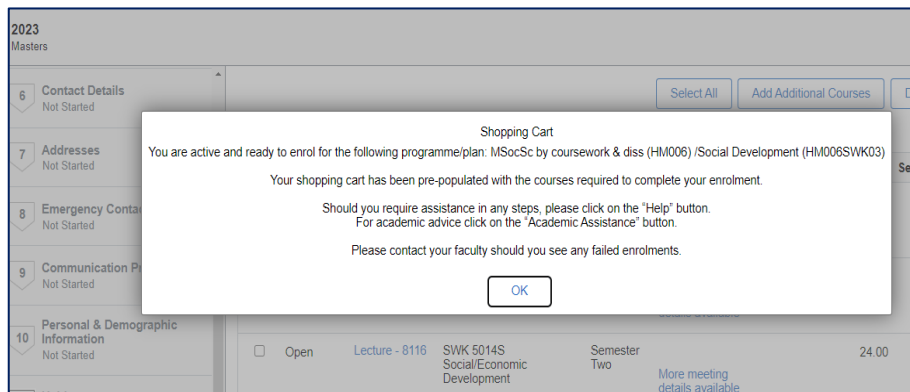
Academic Assistance Help < Previous Next > Confirm



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.

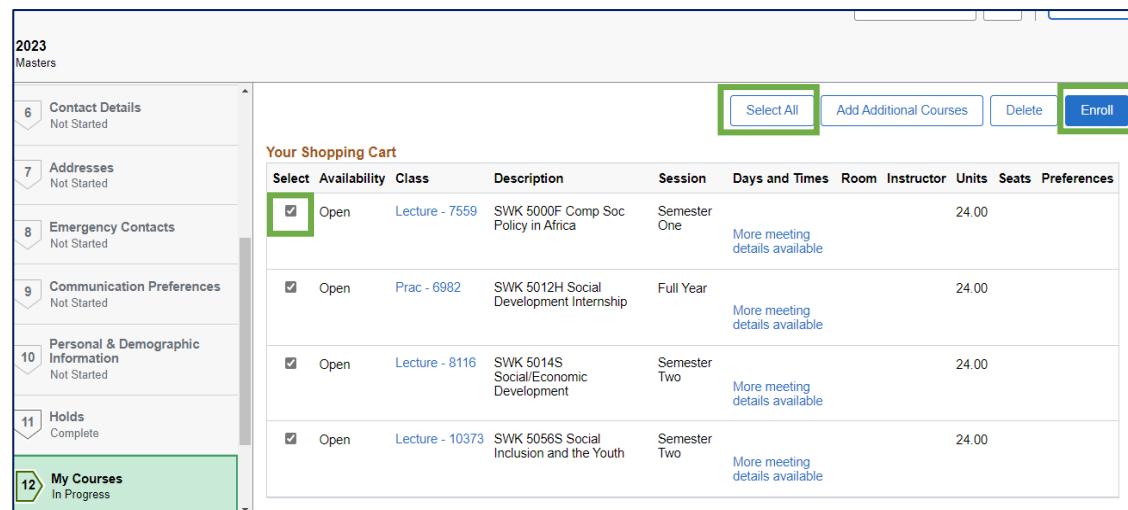
# Registration Activity Guide: Student-facing Steps (PPSC)

8. Upon clicking on the My Course step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears. Click 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.

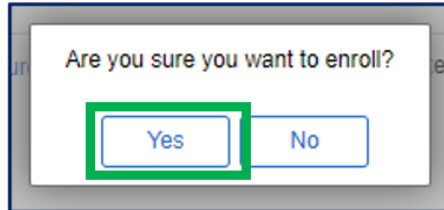
9. To finalise registration, click on the Select All button and click Enrol.



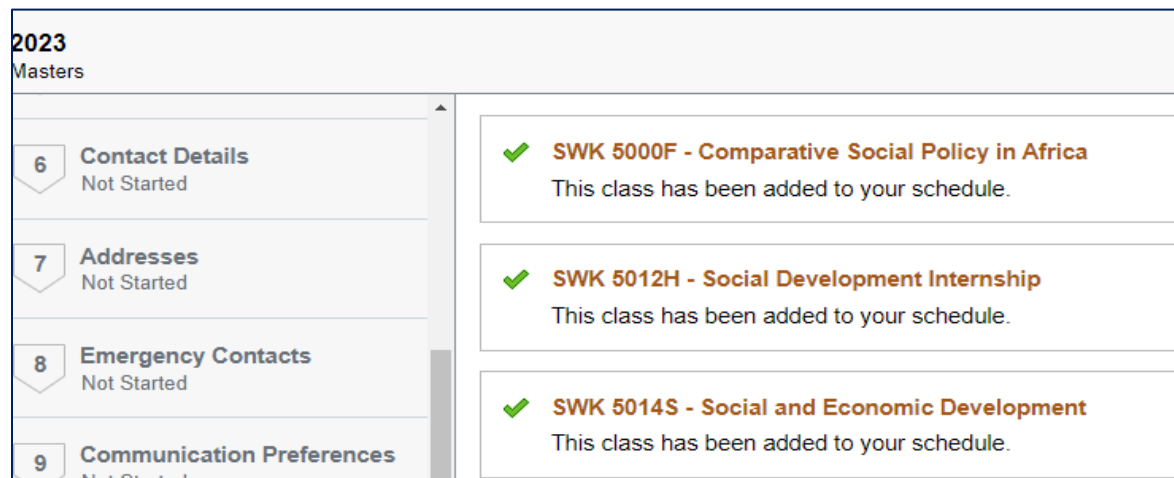
If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

# PPSC Registration Method: Student-facing Step 12-14

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



11. Upon clicking on the Enrol button, the list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

A screenshot of a web application for 2023 Masters registration. On the left is a sidebar with a light gray background. At the top of the sidebar is the text "2023 Masters". Below it are four menu items, each with a numbered icon in a hexagon: "6 Contact Details Not Started", "7 Addresses Not Started", "8 Emergency Contacts Not Started", and "9 Communication Preferences Not Started". The main content area on the right has a white background and displays a list of three enrolled courses. Each course entry starts with a green checkmark icon, followed by the course code and title, and a confirmation message. The courses are: "SWK 5000F - Comparative Social Policy in Africa", "SWK 5012H - Social Development Internship", and "SWK 5014S - Social and Economic Development".

Course Code	Course Title	Status
SWK 5000F	Comparative Social Policy in Africa	Added to schedule
SWK 5012H	Social Development Internship	Added to schedule
SWK 5014S	Social and Economic Development	Added to 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.

# PPSC Registration Method: Student-facing Step 12-14

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

2023  
Masters

7 Addresses  
Not Started

8 Emergency Contacts  
Not Started

9 Communication Preferences  
Not Started

10 Personal & Demographic Information  
Not Started

11 Holds  
Complete

12 My Courses  
Complete

13 View My Classes  
Visited

By Class By Date

☒ Show Enrolled Classes ☐ Show Dropped Classes

▼ SWK 5000F Comp Soc Policy in Africa

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	24.00	Graded		MSocSc by coursework & diss	

Class	Start/End Dates	Days and Times	Room
Lecture - 7559	13/02/2023 - 15/06/2023	Days: Monday to Saturday Times: 08:00 to 18:00	To be Announced

[Enrollment Deadlines](#)

▼ SWK 5012H Social Development Internship

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
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13. The final step, the Complete step (Step 14) opens. Read the information and click Submit.

✕ Exit University of Cape Town Registration

Academic Assistance Help < Previous

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.

Submit

Tasks

!

No current tasks

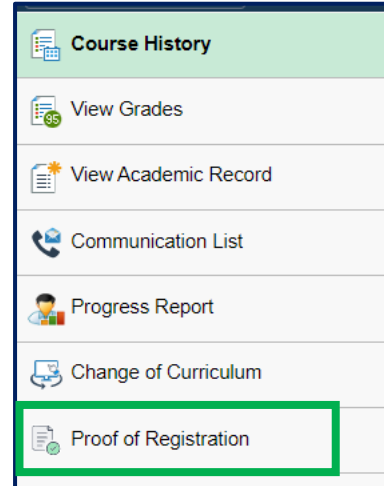
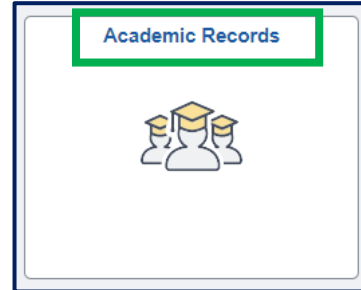
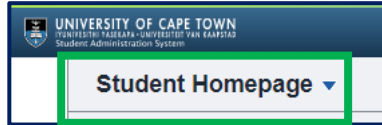


**Note:** Upon clicking submit, the student will automatically be re-directed to the Student Home page. The Tasks tile will now show "No current tasks". This marks the end of the student's registration.

# PPSC Registration Method: Student-facing Step 12-14



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