

# Faculty of Humanities (UG) *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

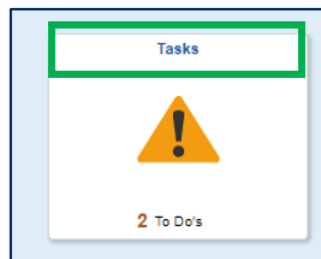
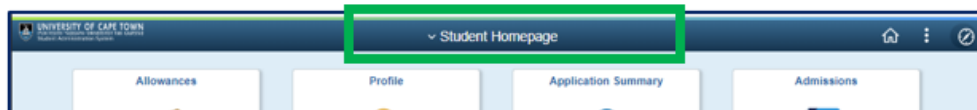
**Sign In**

☐ Enable Screen Reader Mode

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

Copyright © 2009, 2019, Oracle and/or its affiliates. All rights reserved.

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 (PE)

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 steps: 1 Introduction (Visited), 2 Declaration (Not Started), 3 Additional Information (Not Started), 4 Personal Details (Not Started), and 5 Biographic Details (Not Started). The main content area is titled 'Step 1 of 14: Introduction' and includes 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 where to find 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 top screenshot shows the 'Step 2 of 14: Declaration' screen. The sidebar now shows '2 Declaration' as 'In Progress'. The main content area is titled 'PRIVACY STATEMENT FOR REGISTRATION AT UCT' and lists items like 'Personal information in your records' and 'Your image and fingerprint'. An 'Accept' button is highlighted with a green box. The bottom screenshot shows the same screen, but the 'Next >' button in the top right corner is highlighted with a green box, indicating the next step in the process.



# 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 with a green box. The main content area displays 'Step 3 of 14: Additional Information' with a 'Save Answers' button highlighted in green. Below this, there are questions with dropdown menus for 'Expected Graduation Year' and 'Laptop'.



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.

The screenshot shows a grid of steps 4 through 11. Steps 4, 5, 6, and 7 are on the left, and steps 8, 9, 10, and 11 are on the right. Steps 4, 5, 6, and 7 are highlighted with green boxes. Step 4 is 'Personal Details', 5 is 'Biographic Details', 6 is 'Contact Details', 7 is 'Addresses', 8 is 'Emergency Contacts', 9 is 'Communication Preferences', 10 is 'Personal & Demographic Information', and 11 is 'Holds'.

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



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 in Pol, Phil & Econ (HB027) /Philosophy, Politics & Econom (HB027PHI03).

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

- ☒ HB027PHI03 - Year 1 [View](#)
- ☐ HB027PHI03 - Year 2 [View](#)
- ☐ HB027PHI03 - Year 3 [View](#)

★ Planned   ♦ Enrolled   ✓ Passed   ✗ Not Passed   ⚪ Dropped   ⚠ Invalid CourseList

🔄 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.

The standard PPE first year curriculum is 8 courses: ECO1010F, ECO1011S, MAM1010F, STA1000S, POL1004F, POL1005S, PHI1024F, PHI1010S.

For Returning Students, please select the first year PPE core courses you have not already passed.

**Courses that must be taken in HB027PHI03 - Year 1:**

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>		( ECO 1010F: Microeconomics	Core Courses	18.00
<input type="checkbox"/>		or ECO 1010S: Microeconomics )	Repeat Core Course	18.00
<input checked="" type="checkbox"/>		and ( ECO 1011S: Macroeconomics	Core Courses	18.00
<input type="checkbox"/>		or ECO 1011F: Macroeconomics )	Repeat Core Course	18.00
<input checked="" type="checkbox"/>		and PHI 1010S: Ethics	Core Courses	18.00

**Credit Summary:**

Year Planned	126	Year Enrolled	0	Year Passed	0
Program Planned	126	Program Enrolled	0	Program Passed	0

✓ Your education plan has been updated.

[Update Planner](#) [Continue](#) [Return to Registration](#)



# 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.



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.

Credit Summary:

Year Planned	116	Year Enrolled	0	Year Passed	0
Program Planned	116	Program Enrolled	0	Program Passed	0

MAM 1021S: Mathematics 1B for Engineers:

- MAM 1021S: Mathematics 1B for Engineers failed to meet the following requirement: UCT Requisite MAM1020F/S Passed/Planned

PHY 1012F: Physics A for Engineers:

- PHY 1012F: Physics A for Engineers failed to meet the following requirement: UCT Requisite MAM1020F/S or MAM1023F/S Passed/Planned

You need to take 146 credits in the first year

Your choices are not meeting the programme requirements or presents a clash, please return to your selections and check or try a different combination. If you find no permitted combination, you will have to submit a service request by clicking on "Continue". Your shopping cart will be populated with the selections you made, but you will need to request approval from the Faculty by clicking on the "Request Approval" button on the Shopping Cart screen.

[Update Planner](#) [Continue](#) [Return to Registration](#)

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM	MAM 1010F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0050 PENDING	MAM 1010F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0050 PENDING		
9:00AM		ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING		
10:00AM		ECO 1010F - LG02 Lecture 10:00AM - 11:00AM Location: TBA Session SM1 0015 PENDING	ECO 1010F - LG02 Lecture 10:00AM - 11:00AM Location: TBA Session SM1 0015 PENDING	ECO 1010F - LG02 Lecture 10:00AM - 11:00AM Location: TBA Session SM1 0015 PENDING	ECO 1010F - LG02 Lecture 10:00AM - 11:00AM Location: TBA Session SM1 0015 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 Enrol button.

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

[Add My Courses](#) [Select All](#) [Add Additional Courses](#) [Delete](#) [Enroll](#)

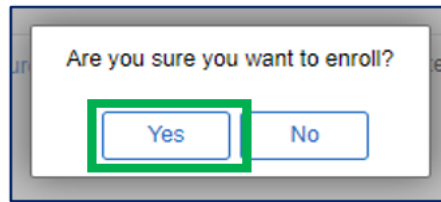
Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1237	ECO 1010F Microeconomics	Semester One	More meeting details available			18.00		
		Tutorial - 1240			To be Announced	To be Announced	To be Announced			
<input type="checkbox"/>	Open	Lecture - 1620	ECO 1011S Macroeconomics	Semester Two	More meeting details available			18.00		

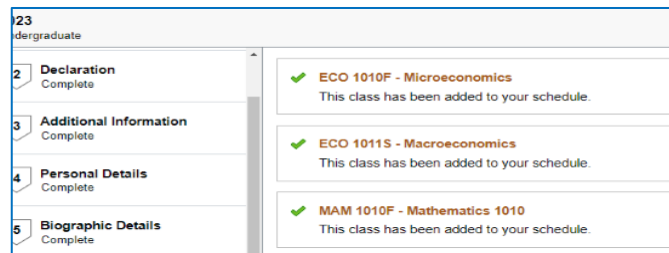


# PE Registration Method: Student-facing Steps (PE)

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

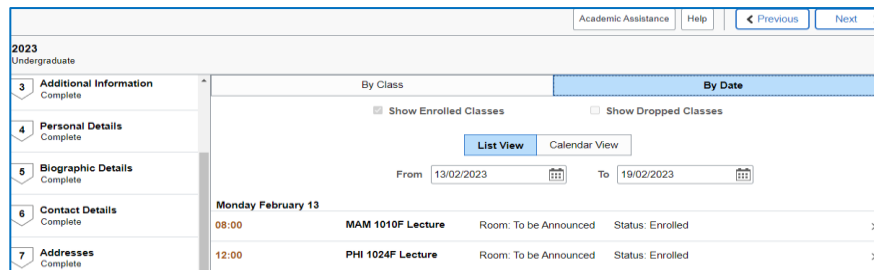


13. The list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.



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 tab will open, showing your class schedule. Click Next to finalise your registration.





# 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 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



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  
UNIVERSITEIT YAKHAPA • UNIVERSITEIT VAN KAPSTAD  
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