

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



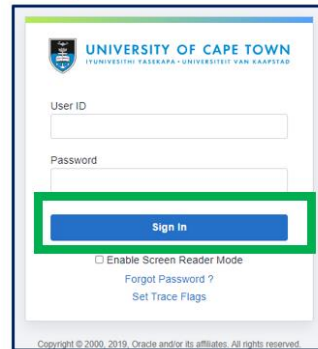
## Student Guide Registration Activity Guide

Registration 2023



# Registration Activity Guide: Student-facing Steps 1-11

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



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

User ID

Password

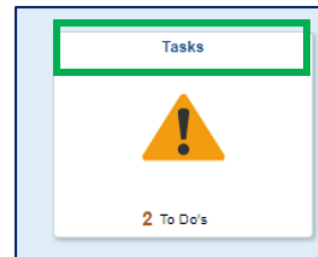
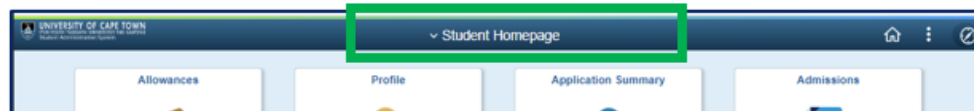
**Sign In**

☐ Enable Screen Reader Mode

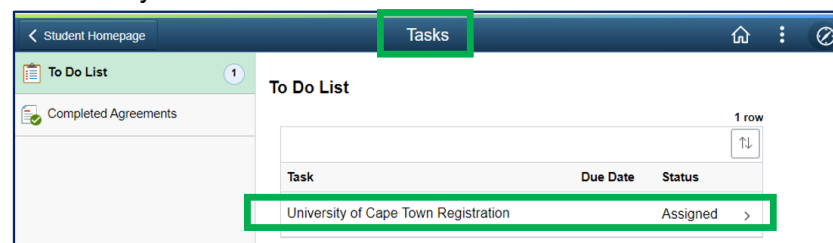
[Forgot Password?](#)  
[Set Trace Flags](#)

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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

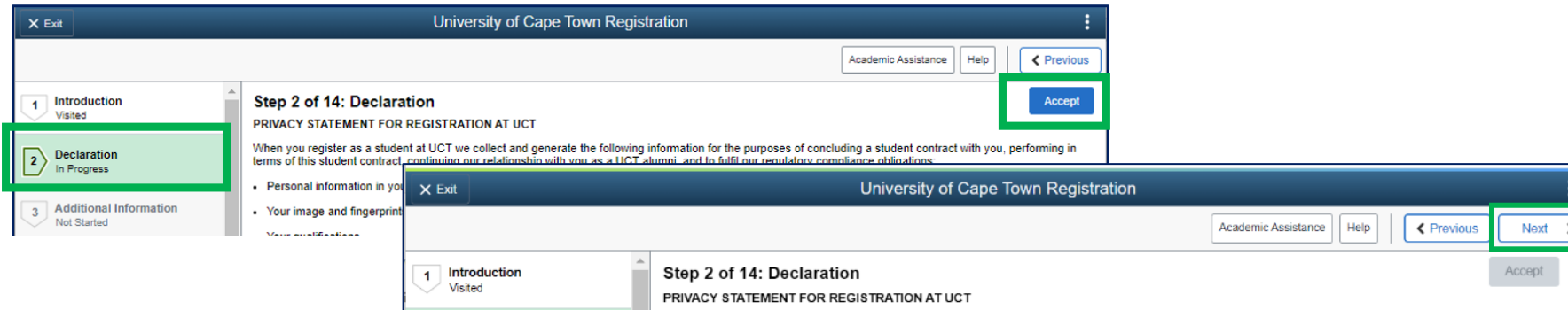
Task	Due Date	Status
University of Cape Town Registration		Assigned >

# Registration Activity Guide: Student-facing Steps 1-11

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



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



# Registration Activity Guide: Student-facing Steps 1-11

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: Introduction (Visited), Declaration (Complete), Additional Information (In Progress), Personal Details (Not Started), Biographic Details (Not Started), Contact Details (Not Started), Addresses (Not Started), Emergency Contacts (Not Started), and Communication Preferences (Not Started). The main area displays 'Step 3 of 14: Additional Information' with the instruction 'Please Answer all the question below truthfully.' It contains three questions with dropdown menus for 'No' or 'Yes' answers. A 'Save Answers' button is highlighted with a green box. Below the questions, there is a 'Laptop' section with a 'By clicking NO: You confirm that you are not interested in...' and a question 'Are you interested in receiving a laptop from UCT?' with a 'No' dropdown. At the bottom, there are 'Academic Assistance', 'Help', '< Previous', and 'Next >' buttons. A 'Confirm' button is also visible at the bottom right.



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 highlighted with green borders and labeled 'In Progress' or 'Not Started'. Steps 8, 9, 10, and 11 are also labeled 'Not Started'. The steps are: 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), and 11 Holds (Not Started).

The screenshot shows a section of the registration interface with 'Academic Assistance' and 'Help' buttons, and a '< Previous' button. A 'Confirm' button is highlighted with a green box.

The screenshot shows a section of the registration interface with 'Academic Assistance' and 'Help' buttons, and '< Previous' and 'Next >' buttons. The 'Next >' button is highlighted with a green box.



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.

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

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

2023 Undergraduate

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contact Complete

9 Communication Complete

10 Personal & Demographic Information Complete

11 Holds Complete

12 My Courses In Progress

Shopping Cart

You are active and ready to enrol for the following programme/plan: Adv Cert Foundation Phase Teac (HU048) /Foundation Phase Teaching (HU048EDN27)

Your shopping cart has been pre-populated with the courses required to complete your enrolment.

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

Please contact your faculty should you see any failed enrolments.

OK

<input type="checkbox"/>	Open	Lecture - 9506	EDN 2525W Learning in the FP	Full Year	More meeting details available	12.00
<input type="checkbox"/>	Open	Lecture - 9507	EDN 2526W Number & Algebra FP	Full Year	More meeting details available	20.00

Select All Add Additional Courses Delete Enroll

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 9075	EDN 2522W English Classroom Proficiency	Full Year	More meeting details available			8.00		
<input checked="" type="checkbox"/>	Open	Lecture - 9505	EDN 2524W First Language & Literacy FP	Full Year	More meeting details available			12.00		
<input checked="" type="checkbox"/>	Open	Lecture - 9506	EDN 2525W Learning in the FP	Full Year	More meeting details available			12.00		
<input checked="" type="checkbox"/>	Open	Lecture - 9507	EDN 2526W Number & Algebra FP	Full Year	More meeting details available			20.00		

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

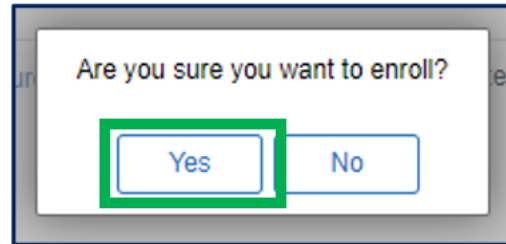
Select All Add Additional Courses Delete Enroll

Your Shopping Cart

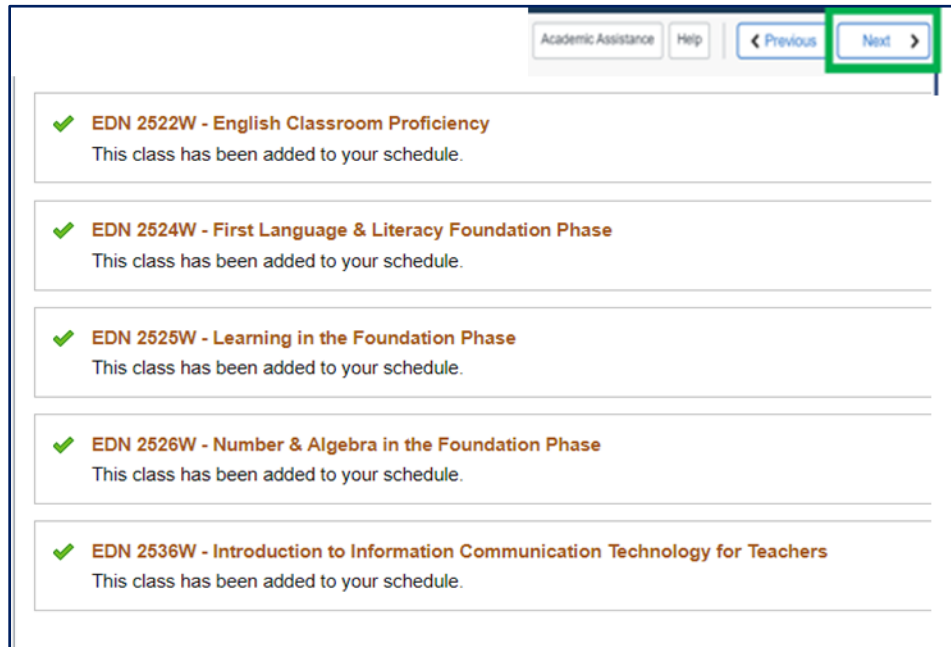
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 9075	EDN 2522W English Classroom Proficiency	Full Year	More meeting details available			8.00		

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

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



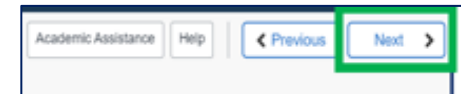
11. Upon clicking on the Enrol button, the list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.



# 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.

By Class					By Date
<input checked="" type="checkbox"/> Show Enrolled Classes					<input type="checkbox"/> Show Dropped Classes
▼ EDN 2522W English Classroom Proficiency					
Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	8.00	Graded		Adv Cert Foundation Phase Teac	
Class	Start/End Dates		Days and Times		Room
Lecture - 9075	13/02/2023 - 24/03/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced
	03/04/2023 - 19/05/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced
	24/07/2023 - 01/09/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced
	11/09/2023 - 24/10/2023		Days: Monday Wednesday Times: 16:00 to 19:00		To be Announced



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

Submit

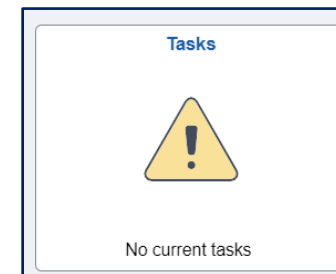
6 Contact Details  
Complete

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.



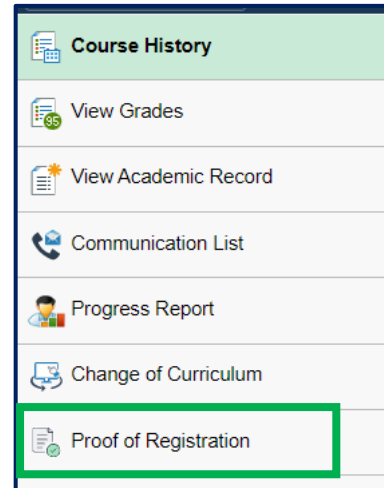
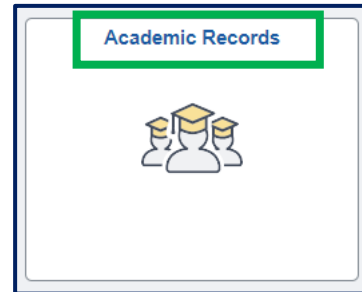
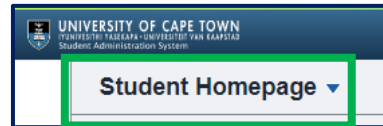
**Note:** Upon clicking submit, the student will automatically be re-directed to the Student Home page. The Tasks tile will now show “No current tasks”. This marks the end of the student’s registration.



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



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

[EMAIL](#)