

Faculty of Humanities (UG) *Paper Based Registration*



Student Guide Registration Activity Guide

Registration 2023





Registration Activity Guide: Student-facing Steps

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

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

User ID

Password

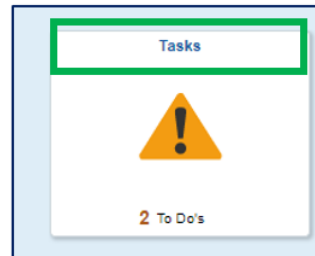
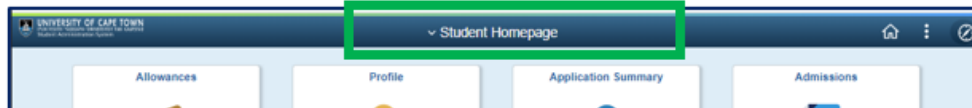
Sign In

☐ 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

Task	Due Date	Status
University of Cape Town Registration		Assigned



Registration Activity Guide: Student-facing Steps

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 'University of Cape Town Registration' window at Step 2: Declaration. The sidebar now shows Step 2 as 'In Progress' (highlighted with a green box). 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. A 'Previous <' button is also visible. The second screenshot shows the same window after clicking 'Next'. The 'Next >' button is now highlighted with a green box, and the 'Accept' button is disabled (grayed out).



Registration Activity Guide: Student-facing Steps

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 as 'In Progress'. 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 in the first column, and steps 8, 9, 10, and 11 are in the second column. 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 highlighted with green borders and labeled 'Not Started'.

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

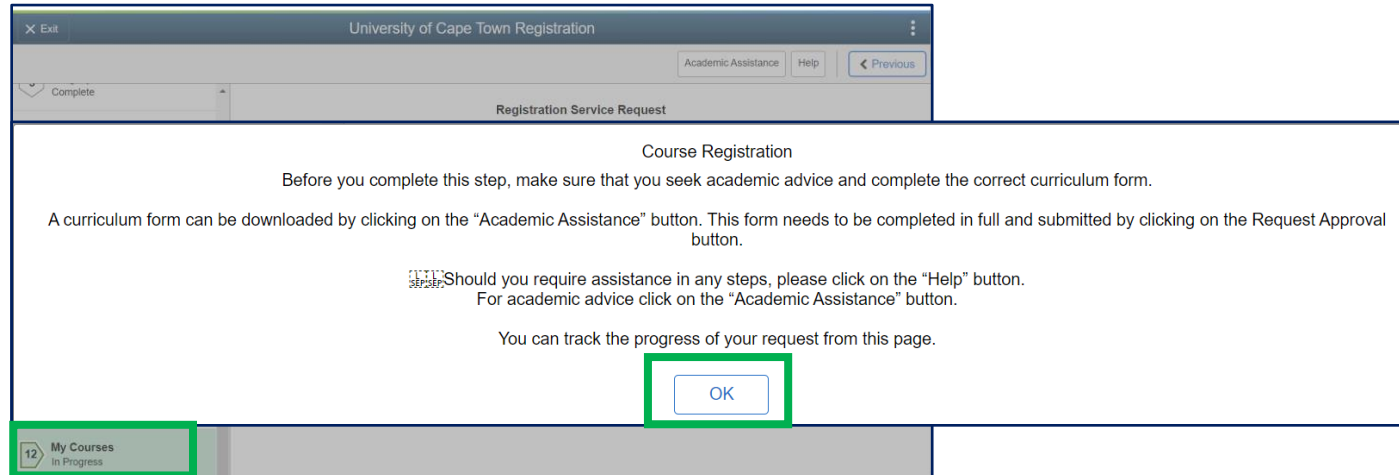
The screenshot shows a section of the registration interface with buttons for 'Academic Assistance', 'Help', '< Previous', a highlighted 'Next >' button, and a 'Confirm' button.



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.

Paper-based Registration Method: Student-facing Step

8. Upon entering Step 12 (My Courses), a Pop-up Message appears, with instructions what to do and how to upload the curriculum form. Click OK to continue.



University of Cape Town Registration

Academic Assistance Help Previous

Complete

Registration Service Request

Course Registration

Before you complete this step, make sure that you seek academic advice and complete the correct curriculum form.

A curriculum form can be downloaded by clicking on the "Academic Assistance" button. This form needs to be completed in full and submitted by clicking on the Request Approval button.

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

You can track the progress of your request from this page.

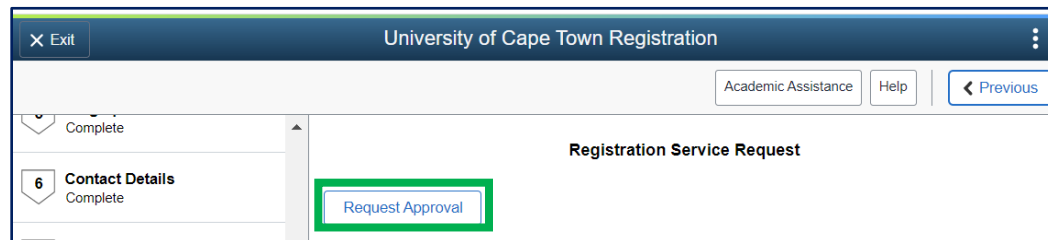
OK

12 My Courses In Progress



You should already have downloaded the fillable PDF of your curriculum form from the Amathuba/Vula site and had your course choices for the year checked by a curriculum advisor. To upload your saved, completed form, click on OK.

9. Click on the Request Approval button to open the Create Service Request page.



University of Cape Town Registration

Academic Assistance Help Previous

Complete

6 Contact Details Complete

Registration Service Request

Request Approval

Paper-based Registration Method: Student-facing Step 12

10. On the Create Service Request page, Enter an appropriate comment in the Comment field, Upload the Curriculum Form and Submit the request.

My Request Detail

Category Registration Curriculum Approvals Type Curriculum Advice and Approval

Subtype None Request Date 10/11/2022

Status Submission received

Comment Attached, my completed curriculum form for approval.

File Attachments

Attached File	Description	View
HB001_and_HB003_Curriculum_Form_Example_UAT.pdf	HB001_and_HB003_Curriculum_Form_Example_UA	View

Submit Cancel



A space is provided for you to type a question or clarification in the Comment box and an Attachment section below where you will upload your completed registration form.



When the File Attachment box comes up, click Browse to select the folder and file on your computer. As the filename shows next to the Browse button, click Upload.

11. Upon submission of the Service Request, the Request Approval button will reflect Decision Pending.

University of Cape Town Registration

Academic Assistance Help < Previous

4 Personal Details Complete

5 Biographic Details Complete

Registration Service Request

Decision Pending



Note

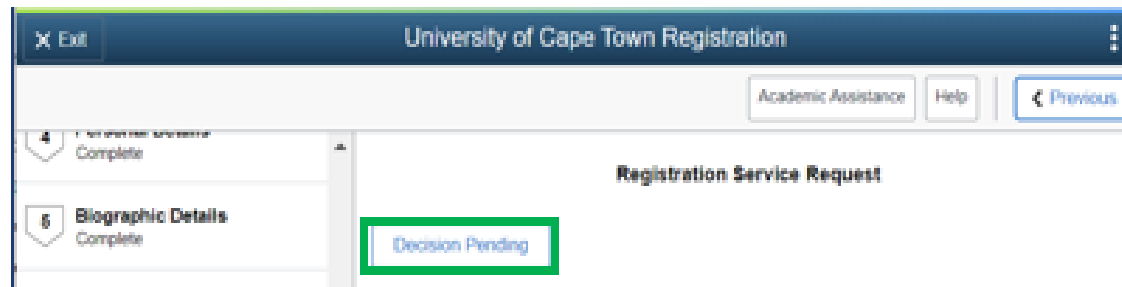
Students will receive email notification relevant to the statuses staff apply during processing. The Status will also be reflected on the button e.g. Registered when curriculum has been approved and captured by staff.

Paper-based Registration Method: Student-facing

The student should now have a screen which shows: Registration service request and Decision pending, as in the previous slide.

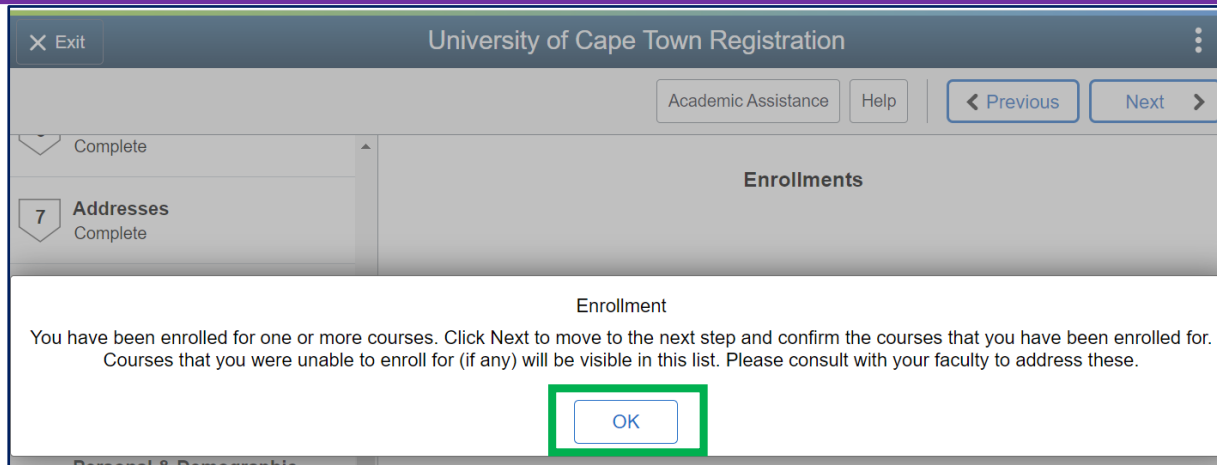
This means that you have submitted correctly, and your submission is waiting for the advisors to approve it. If you want to see exactly what is happening with your submission, click on the “Decision Pending” button, and it will give you a detailed screen.

You can see the progress of your submission from this page, plus any comments written by the advisors who have approved it or returned it to you for corrections. It is important that you check daily after submitting.



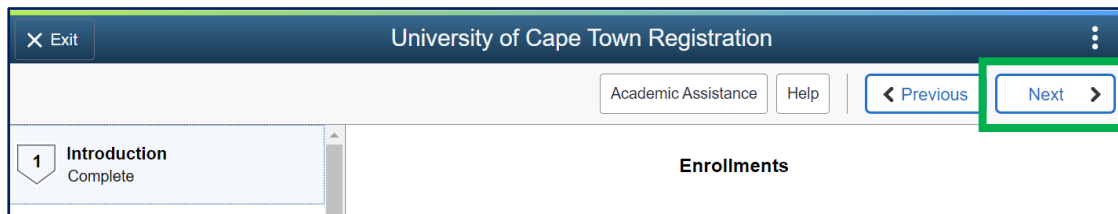
Paper-based Registration Method: Student-facing

12. Upon approval of your service request (when accessing your activity guide again), Step 12 opens and a Pop-up Message appears to alert the student that they have been enrolled for courses and that they need to move to the next step to finalise their registration. Click OK.



The screenshot shows the 'University of Cape Town Registration' window. The top bar includes an 'Exit' button and a menu icon. Below the bar are links for 'Academic Assistance', 'Help', and navigation buttons '< Previous' and 'Next >'. On the left, a sidebar shows progress: 'Complete' for the first step, and '7 Addresses Complete' for the current step. The main area is titled 'Enrollments' and contains a message: 'Enrollment
You have been enrolled for one or more courses. Click Next to move to the next step and confirm the courses that you have been enrolled for. Courses that you were unable to enroll for (if any) will be visible in this list. Please consult with your faculty to address these.' Below the message is an 'OK' button, which is highlighted with a green rectangle.

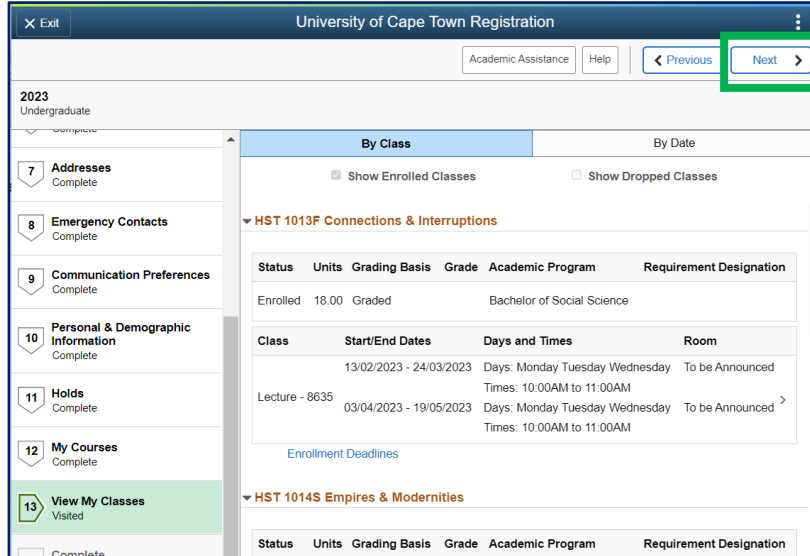
13. To finalise registration, click on Next.



The screenshot shows the 'University of Cape Town Registration' window. The top bar includes an 'Exit' button and a menu icon. Below the bar are links for 'Academic Assistance', 'Help', and navigation buttons '< Previous' and 'Next >'. The 'Next >' button is highlighted with a green rectangle. On the left, a sidebar shows progress: '1 Introduction Complete' for the current step. The main area is titled 'Enrollments'.

Paper-based Registration Method: Student-facing

14. Step 13 shows all the courses and classes the student has been enrolled for. Click Next to continue.



University of Cape Town Registration

Academic Assistance Help < Previous **Next** >

2023 Undergraduate

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

11 Holds Complete

12 My Courses Complete

13 View My Classes Visited

By Class By Date

Show Enrolled Classes Show Dropped Classes

HST 1013F Connections & Interruptions

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Bachelor of Social Science	

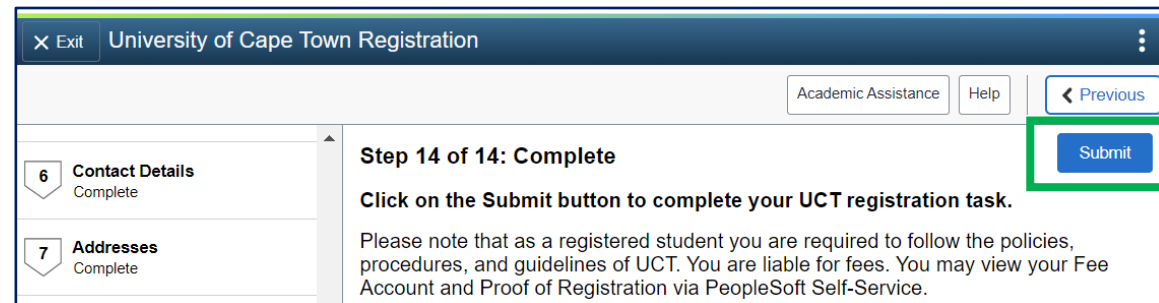
Class	Start/End Dates	Days and Times	Room
Lecture - 8635	13/02/2023 - 24/03/2023	Days: Monday Tuesday Wednesday Times: 10:00AM to 11:00AM	To be Announced
	03/04/2023 - 19/05/2023	Days: Monday Tuesday Wednesday Times: 10:00AM to 11:00AM	To be Announced >

Enrollment Deadlines

HST 1014S Empires & Modernities

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
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15. To finalise registration, click Submit.



University of Cape Town Registration

Academic Assistance Help < Previous **Submit**

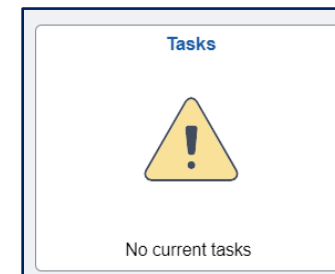
6 Contact Details Complete

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

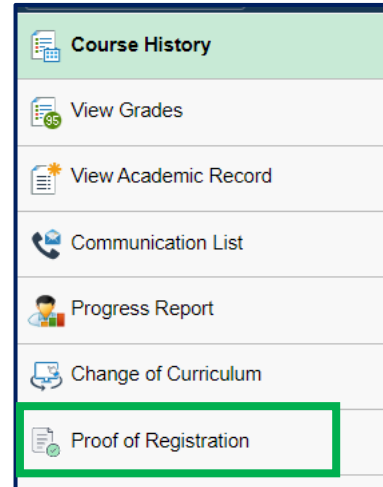
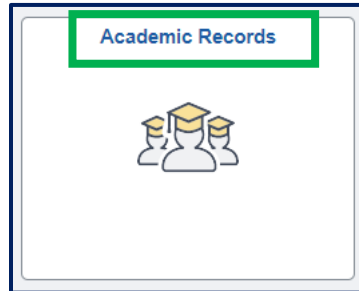
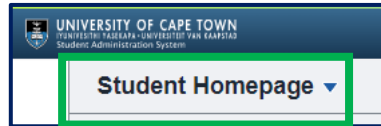
No current tasks

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.

Paper-based Registration Method: Student-facing



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: 2023 ▼

Academic Information

Career
Level
Program

Course ◊	Description ◊

EMAIL