Faculty of Humanities (UG)
Paper Based Registration

Student Guide
Registration Activity Guide

Registration 2023

Registration Activity Guide: Student-facing Steps

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

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2. On the Student Home Page, click on the Tasks tile.

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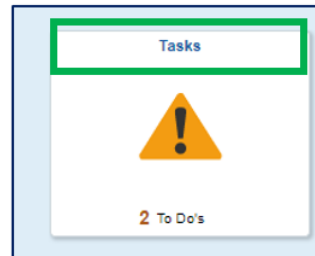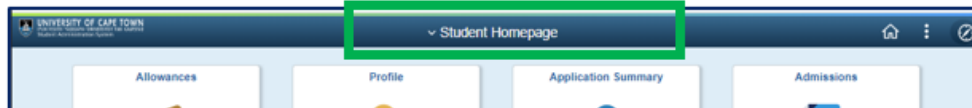
3. On the Tasks page, click on University of Cape Town Registration to open the Registration Activity Guide

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.

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

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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

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.

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.
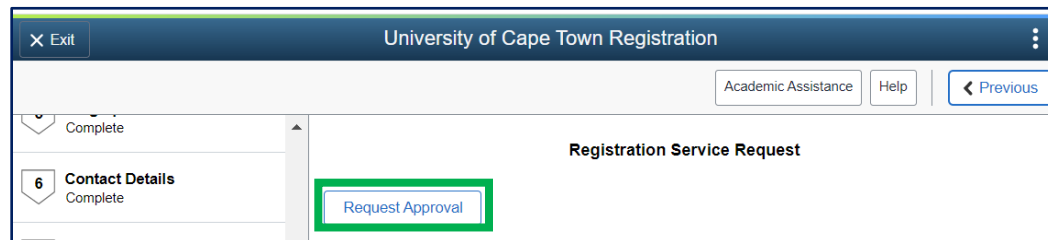

You should already have downloaded the fillable PDF of your curriculum form from the Amathuba/Vula site and had your course choices for the year checked by a curriculum advisor. To upload your saved, completed form, click on OK.

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

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

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.


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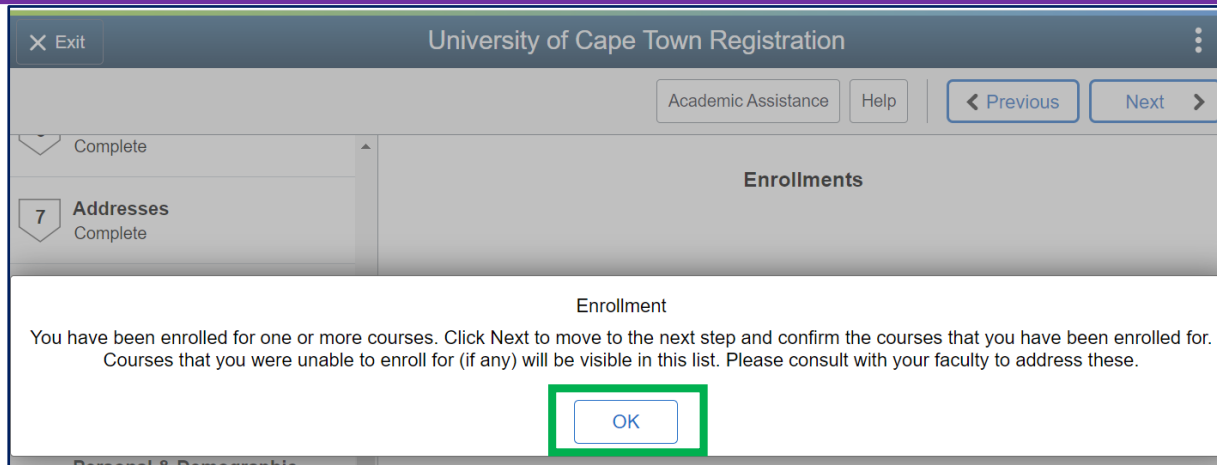
This means that you have submitted correctly, and your submission is waiting for the advisors to approve it. If you want to see exactly what is happening with your submission, click on the "Decision Pending" button, and it will give you a detailed screen.

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.
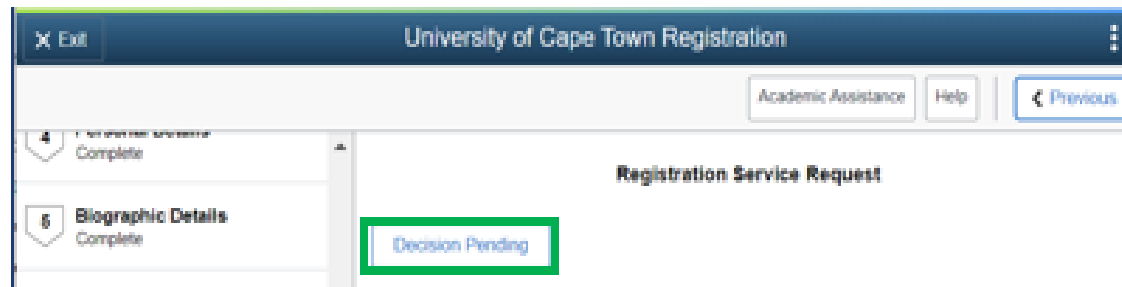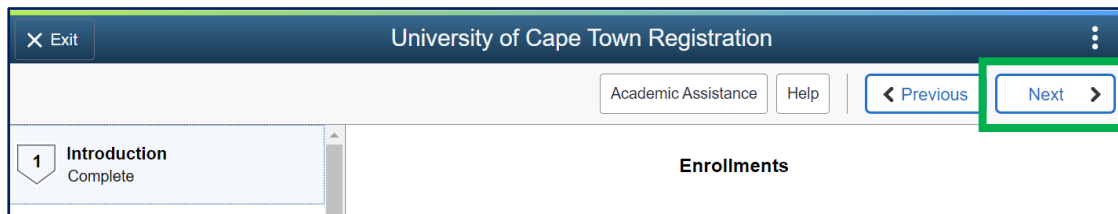
Paper-based Registration Method: Student-facing

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.
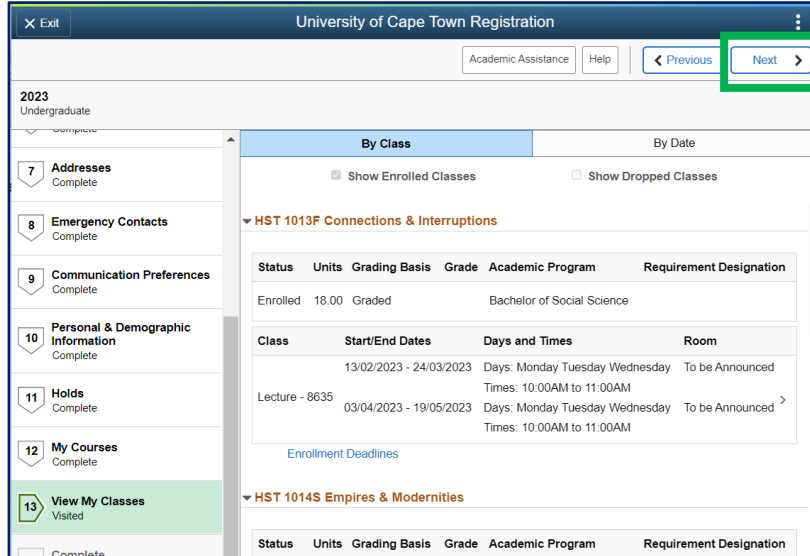
13. To finalise registration, click on Next.

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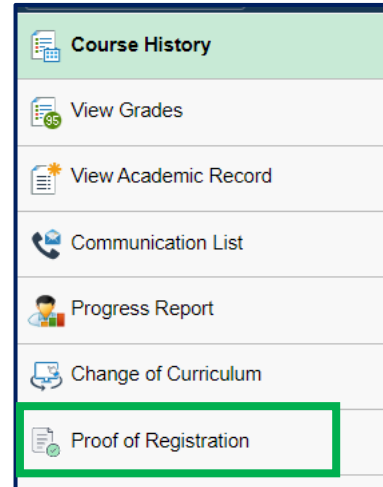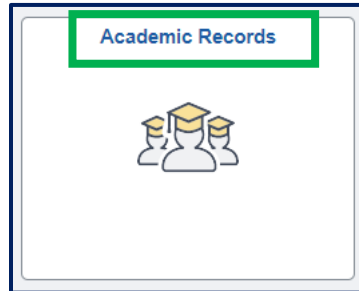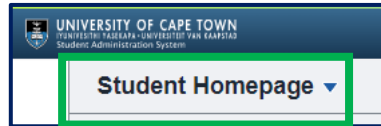

15. To finalise registration, click Submit.

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.