

Faculty of Commerce

Registration Activity Guide



Postgraduate Student Guide





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Registration Activity Guide: Postgraduate Students

How to Sign-in to PeopleSoft and Access Your “Registration Activity Guide”

1. Sign-in to PeopleSoft.

UNIVERSITY OF CAPE TOWN
IYUNESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

I. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.
ii. Special pricing on laptops. [Read more](#)

Before your first login, manage your password: <https://password.uct.ac.za>
Postgraduate enquiries: admissions-pg@uct.ac.za
Undergraduate enquiries: admissions-ug@uct.ac.za
Student support: sss-helpdesk@uct.ac.za

User ID
Password

Sign In

Enable Screen Reader Mode
[Forgot Password ?](#)



Note: Use the following link to access the PeopleSoft Student site:

<https://studentsonline.uct.ac.za/>

If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

e: icts-helpdesk@uct.ac.za

t: +27 (0)21 650 4500

Link: <https://password.uct.ac.za/>



Note: If you experience any difficulties accessing and navigating the PeopleSoft student page, or any other steps in the registration process, please contact the SSS Student Support Help-desk:

e: sss-helpdesk@uct.ac.za

t: +27 (0)21 650 5227

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



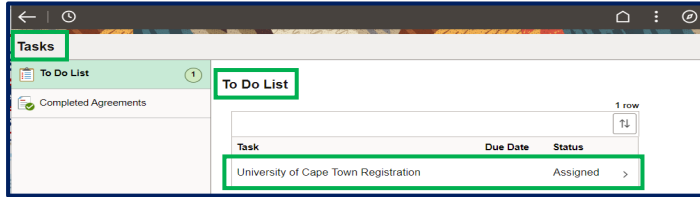
Tip: The “Tasks” tile is usually found towards the bottom of the “Student Homepage”.



Registration Activity Guide: Postgraduate Students

How to Sign-in to PeopleSoft and Access Your “Registration Activity Guide”

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



4. Upon clicking on the registration task, the **Registration Activity Guide** opens.

1	Introduction	Visited
2	Declaration	Not Started
3	Additional Information	Not Started
4	Personal Details	Not Started
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
12	My Courses	Not Started
13	View My Classes	Not Started
14	Complete	Not Started



Note: The Registration Activity Guide has fourteen (14) steps to complete and finalise your registration. Steps are sequential and cannot be skipped. All steps need to be completed successfully. Refer to: “How to Complete Your Registration Activity Guide” for all steps and actions required.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 1: Introduction

1. Read the Introduction and click Next to continue.

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.

You may view your Fee Account and Proof of Registration via Peoplesoft Self Service. Take note of your responsibilities by following the link to the [UCT student responsibility policy here](#).



Note: The “Introduction” outlines important information regarding the structure and use of this activity guide, where to seek assistance (academically and technically), as well as the link to the UCT Student Responsibility Policy page.

Step 2: Declaration

2. Read the Privacy Statement and Declaration information and click Accept and Next to continue.

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 UCT application and registration forms;
- Your image and fingerprints; and
- Your qualifications.

UCT shares this information with external organisations such as the National Student Financial Aid Scheme (NSFAS), the National learner record data base and other returns as required by the Department of Higher Education.

As a public body, UCT also places records of qualifications we award in the public domain.

[If you would like to read more about how we process your personal information, the UCT Student Privacy Notice and UCT Alumni Privacy Notice are available here.](#)

DECLARATION

Without prejudice to the terms of my application for admission, I make the following declarations:

1. I will abide by the University's rules.
2. I accept, agree and understand that all communication between UCT and a student is via the UCT email account. Similarly, my email communication with UCT will be from my UCT email account for as long as I am a registered UCT student. (See Student Responsibilities in step 1 for detail.)
3. I hold myself responsible for:
 - 3.1. the payment of all fees and charges due and payable by me to UCT each year.
 - 3.2. any arrears and interest on arrears as defined in this year's fee booklet, and
 - 3.3. any costs of recovery, including attorney-and-client scale fees and/or collection commission.
4. If I do not inform the Registrar in writing of withdrawal from studies or a course by the prescribed date(s) I will be liable for full fees even if I do not make use of UCT facilities.
5. UCT does not accept any responsibility for incorrect information or banking details I provided on PeopleSoft and the onus is on me to ensure that the information and data is up to date, complete and accurate.
6. I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
7. I declare that if I had previously been enrolled at another institution, I have disclosed this. I note that if I have not declared my previous enrolment(s) elsewhere when applying, my registration may be terminated and/or disciplinary action may be taken against me.
8. I have not been expelled, rusticated, or excluded from any other University.
9. I accept that concurrent registration in another programme at UCT or any other institution is not allowed without Senate permission and failure to declare concurrent registration may result in de-registration.
10. I waive all claims against UCT for: any damage or loss suffered while I am, or as a consequence of my being, a UCT student and/or arising out of loss or destruction of, or damage to, any property belonging to me or any other person.
11. If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
12. The information given on this form is complete and accurate.

Agreement Date 12/12/2023

[Printable Page](#)



Note: The Privacy Statement highlights important information regarding the use of Personal Information and UCT’s compliance to POPIA. The Declaration contains important statements regarding your registration at UCT. It also highlights that all correspondence between you and the university is via your UCT email account.



Tip: Once you “Accept” the Declaration, you can print this page for safe keeping.

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Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 3: Additional Information

3. Additional information is required in this step. **Complete** the questions, **Save Answers**, and **click Next** to continue.



Tip: There are two sets of questions: One set for **Programmes Not Requiring MoU/PPA**, and one set for **Programmes Requiring an MoU/PPA**. Depending on your year of study, you receive the questions relevant to you. **This slide deals with “Programmes Not Requiring MoU/PPA”.**

Programmes Not Requiring MoU/PPA- Questions

University of Cape Town Registration

Academic Assistance Help < Previous

1 Introduction Visited

2 Declaration Complete

3 Additional Information In Progress

4 Personal Details Not Started

Step 3 of 14: Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

*1. Are you expecting to complete your qualification this year?

Yes No

Save Answers



Note: This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.



Note: Once you answered the question, click **Save Answers** and follow the prompts to continue.

Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.

OK Cancel

Completed Instructions

Thank You!

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Step 3 of 14: Additional Information

Save Answers



Note: Once saved, click next to continue to step 4.



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 3: Additional Information

3. Additional information is required in this step. Complete the questions, Save Answers, and click Next to continue.



Tip: There are two sets of questions: One set for Programmes Not Requiring MoU/PPA, and one set for Programmes Requiring an MoU/PPA. Depending on your year of study, you receive the questions relevant to you. This slide deals with "Programmes Requiring an MoU/PPA".

Programmes Requiring MoU/PPA - Questions

University of Cape Town Registration

Academic Assistance Help < Previous

1 Introduction Visited

2 Declaration Complete

3 Additional Information In Progress

4 Personal Details Not Started

5 Biographic Details Not Started

6 Contact Details Not Started

Step 3 of 14: Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

*1. Are you expecting to complete your qualification this year?

Res

*2. Are you required to register for your dissertation or minor dissertation this year?

Res

Save Answers



Note: Once you answered the questions, click **Save Answers** and follow the prompts to continue.

Answers cannot be changed once the page is saved.
Select Ok to save or Cancel to review the answers again.

Completed Instructions

Thank You!

University of Cape Town Registration

Academic Assistance Help < Previous **Next >**

Step 3 of 14: Additional Information

Save Answers



Note: Once saved, click next to continue to step 4.



Which option do you need to select?

- If you are **only required to complete** the **coursework** components in the **current year**, select **"No"**.
This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).
- If you are **only required to complete** the **dissertation** component in the **current year**, select **"Yes"**.
This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).
- If you are **required to complete both** the **coursework** and **dissertation** components in the **current year**, select **"Yes"**.
This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 4: Personal Details

4. Check your **Personal Details**, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 **Personal Details Complete**

5 Biographic Details Not Started

Step 4 of 14: Personal Details ⓘ

Confirm

Date of Birth

Gender

Identity Number

Names

Name	Type
<input type="text"/>	Primary

+ >



Tip: For more information on the "Personal Details" step, click on the information icon ⓘ

Personal Details X

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former name type to record former names that differs from your Senior Certificate name, if one is recorded. Add a Preferred name which will be used for informal communications. To add, change, or delete a name, click the appropriate link.



Note: To add another "Name" item, click on the plus (+) icon.



Note: To update/edit current "Name" details, click on the arrow (>) icon.

Step 5: Biographic Details

5. Check your **Biographic Details**, update if applicable, **Self-declare Race** under **Demographics Details**, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 **Biographic Details Complete**

Step 5 of 14: Biographic Details ⓘ

Confirm

> Demographic Details

Self Declared Race

Citizenship Details

Country	Citizenship Status
South Africa	SA Citizen

Cancel Edit Details Save

*Self Declared Race

- African
- Chinese
- Coloured
- Indian
- No Information
- White



Tip: For more information on "Biographic Details", click on the information icon ⓘ



Note: To update/edit current items under the "Demographic Details" option, click on the drop-down arrow (>) icon to open. Once open, click on the desired item's arrow (>) icon to make changes.



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 6: Contact Details

6. Check your Contact Details, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Step 6 of 14: Contact Details Confirm

All communication between UCT and a student is via the UCT email account.

Email ⓘ

+ Add

Email	Type	Preferred
psoft.test@uct.ac.za	Personal	<input checked="" type="checkbox"/>

Phone ⓘ

+ Add

Phone	Type	Preferred
+27 <input type="text"/>	SA Cellular	<input checked="" type="checkbox"/>
+27 <input type="text"/>	Home (Phone)	<input type="checkbox"/>

Email

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of *name@address.ext* (e.g., *jsmith13@mweb.com*). The last type for which the Preferred checkbox has been selected will be saved in the system but all communication between UCT and a student is via the UCT email account. Similarly, my email communication with UCT will be from my UCT email account for as long as I am a registered UCT student. (See Student Responsibilities in step 1 for detail.)

You only add a fee email address if it differs from your personal email address. This is the address to which your fee account will be sent. If you are receiving an external bursary DO NOT enter the sponsor's email details here. A copy of your sponsorship letter must be sent to the Fees Office on an annual basis and a copy of your account will be sent directly to your sponsor.

If you are receiving NSFAS / UCT funding enter the email address of the Fee Payer who will be paying your estimated family contribution.

You are ultimately responsible for your fee account being paid promptly.



Tip: For more information on "Email" details and correspondence between you and the university via your UCT email account, click on the information icon ⓘ

Phone

Below is a list of your phone numbers. To add a phone number, click Add a Phone Number. Each phone number must have a unique type. You may indicate your primary contact phone number by selecting the Primary Phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Primary Phone Number.

You are allowed to add phone and fax numbers for Home, Term and Fee. You only add Term phone or fax numbers if it differs from your Home phone or fax numbers. Likewise you only add Fee phone or fax numbers if it differs from any of the above.

Please enter the phone number into the Telephone field starting with the dialling code followed by the number, for example *0215551234* or *0829993456*. The system will automatically reformat the number. You are therefore not required to enter any spaces, slashes or brackets. Please do not use the Ext field.



Tip: For more information on "Phone" details, click on the information icon ⓘ



Note: To edit/delete/update "Email" and "Phone" items, click on the arrow (>) icon next to the appropriate field.



Note: To add "Email" and "Phone" items, click on the plus (+) icon under the appropriate field.



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 7: Addresses

7. Check your **Addresses**, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Step 7 of 14: Addresses

Home(Street) Address

Address	From
Rocky crest, Virgin Island street erf 297 Windhoek 9000	Current >

Home(Postal) Address

Address	From
Katutura P O BOX 61978 Windhoek 9000	Current >

Fee(Billing) Address

Confirm



Tip: For more information on "Address" details, click on the information icon

Addresses

Below is a list of your current addresses. Each address has one or more types associated with it that are indicative of its usage. Please follow the instructions below on how to use the address types:

Home(Street)* and Home(Postal)*:
Home(Str) is used for your physical/street home address. You only add a Home(Pst) address type if it differs from your Home(Str) address. So if you have a PO Box number you will add this address under the Home(Pst) address type.

DO NOT ENTER LOCAL TERM ADDRESS DATA HERE UNLESS YOU LIVE AT HOME DURING TERM TIME. See Term and UCT Residence Addresses below.



Note: To edit/delete/update "Address" items, click on the arrow (>) icon next to the appropriate field.



Note: To add "Address" items, click on the plus (+) icon under the appropriate field.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 8: Emergency Contacts

8. Check your **Emergency Contacts**, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

7 Addresses Complete

8 Emergency Contacts Complete

Step 8 of 14: Emergency Contacts ⓘ

No contacts defined.

Add Contact

Confirm



Tip: For more information on “Emergency Contact” details, click on the information icon ⓘ

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.



Note: In case no emergency contact details are captured, click on **Add Contact**.

Contact	Phone	Preferred
<input type="text"/>	+27 <input type="text"/>	✓



Note: In case emergency contact details are captured, and you would like to add another, **click** on the plus (+) icon under the appropriate field.



Note: To edit an emergency contact, click on the arrow (>) icon next to the appropriate field.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 9: Communication Preferences

9. Check your Communication Preference, update if applicable, click **Save** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Not Started

11 Holds Not Started

12 My Courses Not Started

Step 9 of 14: Communication Preferences

Save

My Communication Preferences

Language English Method E-Mail

Communication Permissions

We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.

Parent Parent Yes Fee Payer Fee Payer Yes

Email Address Email Address



Note: To edit/update “Communication Preferences” items, click on the **drop-down arrow** next to the appropriate field.

Step 10: Personal & Demographics Information

10. Read the Personal & Demographics Information, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

Step 10 of 14: Personal & Demographic Information

Confirm

Personal, Demographic and Fee Payer information

Confirm that your information is correct

1. I have checked and updated my personal information and confirm that it is correct. Where I could not update a field with outdated personal information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule G9.
2. I have checked the fee payer address on system and confirm that it is correct. Where it was not correct, I have updated it.

Agreement Date 12/12/2023

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Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 11: Holds

11. Check your **Holds**, resolve items if applicable, click **Confirm** and **Next** to continue.



What is a "Hold": A "hold" or "Service Indicator" is placed on a student's record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include "Holds" on outstanding fee payments to be made. These "Holds" must be resolved first, before you can enter Step 12 to select your courses.

With Holds

University of Cape Town Registration

Step 11 of 14: Holds

Hold	Department
No Enrollment Activities	Int Acad Prog Office
Outstanding Fee Debt	Fees Office

Buttons: Confirm, Next >

Hold Details

No Enrollment Activities

Reason: International Student

If you are issued a study offer, you are required to submit proof of your initial fee payment to remove the fee hold and then register. Complete your submission through a Service Request once you receive an offer.

Complete

Hold Details

Outstanding Fee Debt

Reason: Outstanding Fee Debt

Your Fee account is in debt in excess of R1,000. Payment (or evidence thereof) should be made before this restriction can be lifted.

Service Requests

My Service Requests

Request Number | Request Type

Create New Request



Note: To resolve holds, click on the arrow (>) icon next to the appropriate field, read the instructions and follow the prompts. Once resolved, and holds have been lifted, click on **Confirm** and **Next** to continue.



Tip: If you are in a programme requiring the MoU/PPA to be completed, please remember to complete your MoU/PPA task prior to moving to Step 12 (Course Selection). If this is not complete the system will not allow you to continue to select your courses.

Without Holds

University of Cape Town Registration

Step 11 of 14: Holds

Hold | Department

There are no holds preventing you from enrolling. Press confirm to continue.

Buttons: Confirm, Next >



Note: If no holds are present, click **Confirm** and **Next** to continue.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses



Important: Depending on the registration method assigned to your programme/plan of study, the interface you need to register on appears in Step 12. For postgraduate students in Commerce, you either register via Programme Enrolment (PE), Blank Shopping Cart (BSC) or Pre-populated Shopping Cart (PPSC). See description of each method below.



Programme Enrolment (PE): Your curriculum is “unpacked” with the required course options, and rules of the programme to guide you to register for your courses. When clicking on the “Add My Courses” button, your “Education Planner” page appears for completion. By following the prompts and selecting the required courses, you can self-register without approval from the Faculty.



Blank Shopping Cart (BSC): You are required to “pack” your curriculum yourself (with the assistance of the Faculty Handbook and other sources). When clicking on the “Add Additional Courses” button, you are prompted to search and select the courses you need to register for and adding them to your registration list. Faculty approval is required and once granted, you can finalise Step 12.

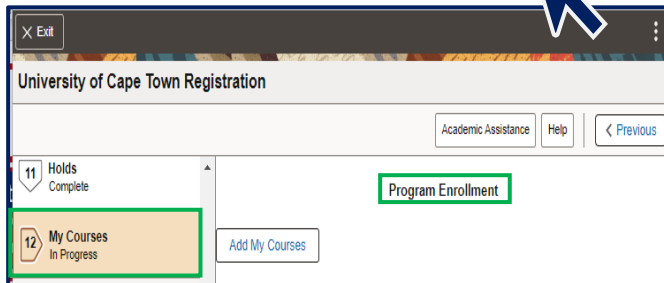


Pre-populated Shopping Cart (PPSC): Upon opening Step 12, all required courses are pre-populated in your registration cart. You are only required to select all the pre-defined courses and self-register without approval from the Faculty.



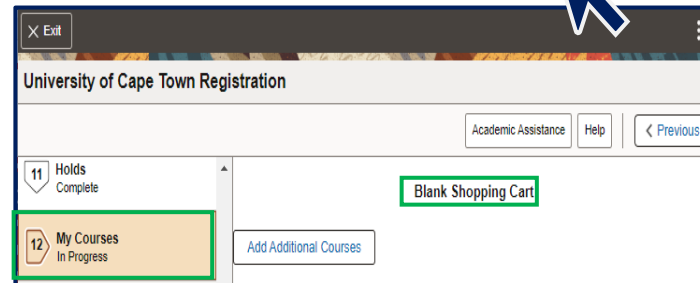
Note: To find your method, click on Step 12 in your Registration Activity Guide. At the top of the page, your registration method is indicated (PE/BSC/PPSC– screen shots below). Once identified, click on the applicable option below to find the steps in this student guide you need to follow to complete Steps 12 on the system.

Programme Enrolment



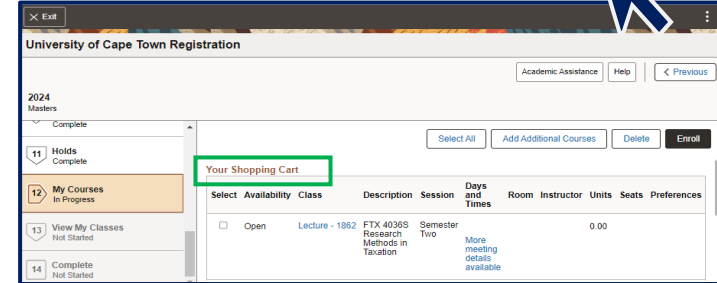
Tip: In Commerce, only the Postgraduate Diploma in Accounting (PGDA) [CG010ACC01] students register via the PE method.

Blank Shopping Cart



Tip: In Commerce, most new and returning postgraduate students register via the BSC method.

Pre-Populated Shopping Cart



Tip: In Commerce, only a few students in set postgraduate programme/plans, (e.g. full research Master’s and PhD), register via the PPSC method.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.1 Programme Enrolment

12.1.1 Click on **Step 12**. A **pop-up message** appears to notify you of the **programme/plan** you are active on to **register** for, and which **prompt to click on to start selecting your courses**. Click **OK**.

The screenshot displays the 'University of Cape Town Registration' interface. On the left, a vertical navigation menu shows progress indicators for steps 11 and 12. Step 11, 'Holds Complete', is marked as complete. Step 12, 'My Courses In Progress', is highlighted with a green border. The main content area is titled 'Program Enrollment' and includes buttons for 'Academic Assistance', 'Help', and '< Previous'. A 'Shopping Cart' section is visible, containing a message: 'You are active and ready to enrol for the following programme/plan: PG Diploma in Accounting (CG010) /Accounting (CG010ACC01)'. Below this message, an 'Add My Courses' button is highlighted with a green border. A green-bordered pop-up box is overlaid on the screen, containing the text: 'To start selecting your courses, please click on the "Add My Courses" button'. An 'OK' button is also highlighted with a green border within this pop-up.



Note - All Students: If at this point you want to change your programme/plan, you 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.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.1 Programme Enrolment

12.1.2 Click the **Add My Courses** button to open the **Education Planner**. Tick the appropriate **boxes** to select your **Courses**. Once all prompts are followed and all courses are selected, click **Update Planner** and **Continue**.

The screenshot shows the University of Cape Town Registration system. On the left, a sidebar menu has 'My Courses In Progress' highlighted with a green box, and an 'Add My Courses' button is also highlighted. The main window is the 'Education Planner' for 'CG010ACC01 - Year 1'. It includes fields for 'ID/Name' and 'Campus ID', a 'Select Year' dropdown, and a legend for course statuses: Planned (star), Enrolled (diamond), Passed (check), Not Passed (X), Dropped (circle), and Invalid Course List (triangle). A section titled 'Courses that must be taken in CG010ACC01 - Year 1' contains a table with four rows, each with a 'Select' checkbox (all checked), a 'Status' star, an 'Item' name, a 'Category', and 'Credits'. Below the table is a 'Credit Summary' table. At the bottom, a green checkmark and the message 'Your education plan has been updated.' are displayed, along with 'Update Planner', 'Continue', and 'Return to Registration' buttons.

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	ACC 4023W: Financial Reporting IV	Core Courses	36.00
<input checked="" type="checkbox"/>	★	and ACC 4025W: Corp Governance III	Core Courses	36.00
<input checked="" type="checkbox"/>	★	and ACC 4020W: Managerial Acc & Finance 2	Core Courses	36.00
<input checked="" type="checkbox"/>	★	and ACC 4002W: Taxation III	Core Courses	36.00

Credit Summary:					
Year Planned	144	Year Enrolled	0	Year Passed	0
Program Planned	144	Program Enrolled	0	Program Passed	0



Tip: You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist you in selecting the correct courses.



Tip: If you select incorrect courses, not adhere to course/ programme rules and/or deviate from the curriculum, a pop-up message or prompt will appear at the bottom of the screen. To resolve these, follow the instruction to clear the error.



Please ensure that you have selected the relevant core courses.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.1 Programme Enrolment

12.1.3 On clicking Continue, the **Schedule Builder** renders. Click **Proceed to Registration** to finalise your shopping cart.

The screenshot displays the 'Schedule Builder' interface. On the left, there are input fields for 'ID/Name:' and 'Campus ID:'. Below these are status indicators for 'Open' (green dot), 'Closed' (blue square), and 'Wait List' (yellow triangle). A '> Change Filter Options' link is also present. The main area is a grid titled 'Meeting Information' with columns for days of the week (Monday to Sunday) and rows for time slots from 8:00AM to 6:00PM. The grid shows several course sessions, some of which are 'PENDING'. Below the grid are two buttons: 'Cancel' and 'Proceed to Registration'.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM					● ACC 4023W - LG01 Lecture 2:00PM - 4:00PM Location: TBA Session 1 0015 PENDING		
3:00PM							
4:00PM	● ACC 4020W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING		● ACC 4023W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING		● ACC 4023W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING		
5:00PM							
6:00PM							



Note: If you need to make changes, click “Cancel” to go back to your Education Planner. If you are ready to finalise your registration, click “Proceed to Registration”.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.1 Programme Enrolment

12.1.4 As per your selection, all courses now show in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.

University of Cape Town Registration

2024 Postgraduate Diploma

Emergency Contacts Complete

Communication Preferences Complete

Personal & Demographic Information Complete

Holds Complete

12 My Courses In Progress

View My Classes Not Started

Complete Not Started

Academic Assistance Help < Previous

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 checked="" type="checkbox"/>	Open	Lecture - 13197	ACC 4002W Taxation III	Full Year	To be Announced	To be Announced	To be Announced	36.00		
<input checked="" type="checkbox"/>	Open	Lecture - 2127	ACC 4020W Managerial Acc & Finance 2	Full Year	More meeting details available			36.00		
<input checked="" type="checkbox"/>	Open	Lecture - 2098	ACC 4023W Financial Reporting IV	Full Year	More meeting details available			36.00		
<input checked="" type="checkbox"/>	Open	Lecture - 13198	ACC 4025W Corp Governance III	Full Year	To be Announced	To be Announced	To be Announced	36.00		



Note: If you accidentally forget to “Select” the courses you are registering for, a pop-up message will appear to remind you to do so.

Enrollment

Please ensure you click and select all checkboxes next to each course and then click on the 'Enroll' button to finalise your registration.

OK



Note: Once you clicked “Select All” and “Enroll”, a pop-up message appears to prompt you if you are sure that you want to register. Click “Yes” to continue.

Are you sure you want to enroll?

Yes No



Tip: In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the “Add Additional Courses” and/or “Delete” buttons. Follow the steps in the Blank Shopping Cart section to add and/or remove courses and follow the instructions to submit an approval request.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.1 Programme Enrolment

12.1.5 Once you clicked Enroll, the list of courses you are registering for appears with either a positive ✓ or negative ✗ indicator. **Click Next** to continue to Step 13.

The screenshot displays the 'University of Cape Town Registration' interface. On the left, a navigation menu shows steps 10 through 14. Step 12, 'My Courses', is highlighted with a green box and marked as 'Complete'. The main content area shows a list of four courses, each with a green checkmark and the text 'This class has been added to your schedule.' The 'Next >' button is also highlighted with a green box.

Course ID	Course Name	Status
ACC 4002W	Taxation III	Added to schedule
ACC 4020W	Managerial Accounting & Finance 2	Added to schedule
ACC 4023W	Financial Reporting IV	Added to schedule
ACC 4025W	Corporate Governance III	Added to schedule



Indicator Meanings:

- ✓ Class successfully added to your schedule.
- ✗ Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).



Note: If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

Programme Enrolment – End of Step 12. Continue to Step 13.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.1 Click on **Step 12**. A pop-up message appears to notify you of the **programme/plan** you are **active** on to **register** for, and which **prompt** to click on to **start selecting** your courses. Click **OK**.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps: '11 Holds Complete' and '12 My Courses In Progress' (highlighted with a green box). The main area shows 'Blank Shopping Cart' with an 'Add Additional Courses' button. A pop-up message is displayed over the main area, titled 'Shopping Cart'. The message text is: 'You are active and ready to enrol for the following programme/plan: MCom (Coursework & dissert) (CM031) /Economic Science (CM031ECO05)'. Below this, it says 'Your shopping cart is empty, please use the "Add Additional Courses" button to select your courses.' There is an 'OK' button at the bottom of the pop-up, also highlighted with a green box.



Note: If at this point you want to change your programme/plan, you 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.

12.2.2 Click the **Add Additional Courses** button to open the course look-up page.

The screenshot shows the 'University of Cape Town Registration' interface. The sidebar on the left shows '11 Holds Complete' and '12 My Courses In Progress' (highlighted with a green box). The main area shows 'Blank Shopping Cart' with an 'Add Additional Courses' button highlighted with a green box. There are also 'Academic Assistance', 'Help', and '< Previous' buttons at the top right of the main area.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.3 On the **Select a Value** page, click on the **current year tab**.

A screenshot of a mobile application interface. At the top, there is a navigation bar with a back arrow, a home icon, and a refresh icon. Below the navigation bar, the text "Select a Value" is displayed in a light gray box. Underneath, a dropdown menu is open, showing the year "2024" selected. The year "2024" is highlighted with a green box.



Note: Only the current year’s tab is visible for selection.

12.2.4 In the **Class Search and Enroll** component, type the **Course Code** in the **Search for Classes** field and click on the **arrow to search**.

A screenshot of a mobile application interface. At the top, there is a navigation bar with a back arrow, a home icon, and a refresh icon. Below the navigation bar, the text "Class Search and Enroll" is displayed in a light gray box. Underneath, the year "2024" is shown with a "Change" button next to it. Below that, there is a search field labeled "Search For Classes" with an information icon (i) to its right. The course code "ECO5030S" is entered in the search field. To the right of the search field is a search button with a right-pointing arrow. The search field and the search button are highlighted with green boxes.



Tip: You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist selecting the correct courses.



Tip: For tips on searching for classes, click on the information icon

Search Tips

Enter specific keyword(s) for immediate retrieval of courses, for example course title, topic, subject and catalog number, class number.



Tip: It is the easiest to search for courses using the full course code, e.g.: ECO5030S; BUS5018F; FTX5043F.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.5 The **Class Search Results** page appears with **available course options**. Click the **arrow (>)** next to the applicable course to open.

Class Search Results

Class Status
 Open Classes

Course Career
 Masters

Subject
 ECO/Economics

Location

View Search Results

1 Course with keyword: ECO5030S

Open Classes (x)

ECO 5030S
Applied Growth Theory
1 Class Option Available

>



Tip: The arrow to click on to select a specific course is quite small. It is on the right-hand side of the listed course.



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.6 On the **Course Information** page, review the **details** of the available options. **Select** the appropriate **Option** by clicking on the **Arrow (>)**.

The screenshot shows the 'Course Information' page for the year 2024. On the left sidebar, there are links for 'View My Classes/Schedule', 'Shopping Cart', and 'Class Search and Enroll'. The main content area shows a list of class options for 'ECO 5030S Applied Growth Theory'. A callout box points to the 'View My 2024 Classes' button with the text: 'Tip: Click on "View My Classes" to see what is currently in your shopping cart.' Another callout points to the '> Course Information' link. A third callout points to the 'Selected Filters 3 options' text. A fourth callout points to a 'Time Conflict with Shopping Cart' warning icon. A fifth callout points to the right-hand arrow (>) next to a class option.

Tip: For information on the specific course, click the **arrow (>)** on the Course Information line item.

The expanded 'Course Information' popup shows the following details:
 Units: 30.00
 Grading: Graded
 Components: Lecture
 Course Career: Masters

Tip: For tips on selecting a class option, click on the information icon **i**

Before selecting a class option you may wish to view additional enrollment information by selecting the class link.

Note: If any of the class options clash with any of the courses already in your shopping cart, a warning message appears under the specific option. Please sort out all clashes, prior to submitting your registration request for approval.

Time Conflict with Shopping Cart

Tip: The arrow to click on to select a specific class is quite small. It is on the right-hand side of the listed option.

Note: The "Class Selection" options provide an overview of available Class Numbers, Meeting Dates, Days and Times, and number of Seats available for each option. To view more details, click on the "Lecture" or "Multiple Meeting Schedules" links.

Class Information

Meeting Information	Enrollment Information	Class Details	Class Availability	
ECO 5046F Advanced Econometrics Lecture - 1342				
Status: Open				
Meeting Dates	Days	Times	Room	Instructor
12/02/2024 - 22/03/2024	Monday Wednesday	2:00PM to 4:00PM	To be Announced	To be Announced
12/02/2024 - 22/03/2024	Wednesday	4:00PM to 6:00PM	To be Announced	To be Announced
02/04/2024 - 15/05/2024	Monday Wednesday	2:00PM to 4:00PM	To be Announced	To be Announced
02/04/2024 - 15/05/2024	Wednesday	4:00PM to 6:00PM	To be Announced	To be Announced



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.7 Once you selected the applicable option, the **Review Class Selection** page opens. **Review** and click **Next**.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1737	Semester Two	22/07/2024 - 30/08/2024	Wednesday Friday 2:00PM to 4:00PM	Open Seats 25 of 25
		09/09/2024 - 22/10/2024	Wednesday Friday 2:00PM to 4:00PM	

12.2.8 Once you clicked next, the **Review and Submit** page opens. **Click Submit** to add the course to your shopping cart.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1737	Semester Two	22/07/2024 - 30/08/2024	Wednesday Friday 2:00PM to 4:00PM	Open Seats 25 of 25
		09/09/2024 - 22/10/2024	Wednesday Friday 2:00PM to 4:00PM	



Note: Upon clicking “Submit”, a pop-up message appears to prompt if you are sure you want to submit your selection. Click “Yes” to continue.

Are you sure you want to submit?



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.9 As per your selection, the course now shows in **Your Shopping Cart**. To add another course, **click Add Additional Courses**. Repeat steps 12.2.3 to 12.2.9 until all required courses are added to your shopping cart.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 11 through 14. Step 12, 'My Courses In Progress', is highlighted with a green box. The main area shows a 'Your Shopping Cart' table with one course. Above the table are buttons for 'Select All', 'Add Additional Courses' (highlighted with a green box), 'Delete', and 'Request Approval'. The course in the cart is:

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1737	ECO 5030S Eco Growth:Theory & Evidence	Semester Two				30.00		More meeting details available

Note: If you are a returning student, aside from selecting the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.

12.2.10 Once you completed adding all your courses, **click Request Approval**.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 10 through 14. Step 12, 'My Courses In Progress', is highlighted with a green box. The main area shows a 'Your Shopping Cart' table with two courses. Above the table are buttons for 'Select All', 'Add Additional Courses', 'Delete', and 'Request Approval' (highlighted with a green box). The courses in the cart are:

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1737	ECO 5030S Eco Growth:Theory & Evidence	Semester Two				30.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 1342	ECO 5046F Advanced Econometrics	Semester One				30.00		More meeting details available



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.11 The **Create Service Requests** page opens. Leave a **comment** and or add an **attachment** (if applicable) and **click Submit**.

The screenshot shows two overlapping windows from the University of Cape Town registration system. The top window is titled "Create Service Requests" and contains a form with the following details:

- Category: Registration Curriculum Approvals
- Type: Curriculum Advice and Approval
- Subtype: None
- Request Date: 14/12/2023
- Status: Submission received
- Comment: [Empty text area]
- File Attachments: [Empty table with "Add Attachment" button]
- Buttons: Submit, Cancel

The bottom window is titled "University of Cape Town Registration" and shows a navigation menu on the left with "12 My Courses In Progress" highlighted. The main content area displays "Your Shopping Cart" with the following table:

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1737	ECO 5030S Eco Growth: Theory & Evidence	Semester Two				30.00		More meeting details available



Note: Upon submission, you are re-directed to the registration shopping cart page, reflecting the status “Decision Pending”. This means your request is allocated to a faculty staff member for review and approval. Note, you are not able to make changes to your shopping cart once it is submitted for review. Once a decision is made, the outcome and further instructions are sent via email. The status bar on your registration shopping cart page (Step 12) also indicates the updated status as per the email.



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.12 Upon **receiving** the **updated status** on your registration request, **follow** the **instructions** and **complete actions** as requested.



Important: Three (3) statuses are applicable and explained: 1.) Action Required by Student; 2.) Declined; and 3.) Final Approval. **This slide deals with "Action Required by Student".**



Action Required by Student

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Monday, 07 November 2022 23:56
To: Psoft Test <pssoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Incomplete

Dear

CURRICULUM SUBMISSION INCOMPLETE

Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

Comments:
"Please add ECO 1110F to your selection as well - then I will approve."

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Sincerely
UCT Registration



Meaning and Action Required: The reviewer **requires** you to complete **further actions** (e.g., adding/deleting courses/fixing clashes). Follow the instructions as per the reviewer's comments and action the request. **Resubmit** the registration approval **request** by **clicking** on **"Action Required by Student"**, **add a comment** and **save** the request.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, there are navigation tiles for 'Holds Complete', 'My Courses In Progress', 'View My Classes Not Started', and 'Complete Not Started'. The 'My Courses' tile is highlighted. In the center, there is a 'Your Shopping Cart' table with columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, Preferences. A row is visible with 'Open' in the Select column and 'Lecture - 2676 ACC 2022H Management Accounting I' in the Description column. On the right, there are buttons for 'Select All', 'Add Additional Courses', 'Delete', and 'Action Required by Student'. The 'Add Additional Courses' and 'Delete' buttons are highlighted with green boxes.



Note: If you are required to **add courses** to your cart, **click "Add Additional Courses"**. Follow steps outlined in 12.2.3 to 12.2.9 to add courses to your cart.



Note: If you are required to **delete courses** from your cart, select the applicable course by **ticking the box** and **click "Delete"**.



Tip: To view Comments in Step 12, click on **"Action Required by Student"**.

The screenshot shows the 'Update Service Requests' form. It displays 'My Request Detail' for a 'Registration Curriculum Approvals' request. The request number is 215625, and the status is 'Submission incomplete'. A comment from a staff member dated 14/12/2023 is visible: 'Remove ECO2003F and CML1004S from your course selection - you have already passed it. Add INF2004F and CML2001F to your course selection - these are compulsory courses for this year.' Below the comment, there is an 'Enter Comment Below' field and an 'Add Comment' button. The 'Add Comment' button is highlighted with a green box.



Note: Once you actioned the reviewer's request, **resubmit** your registration request for approval, by **clicking** on **"Action Request by Student"**, **add a Comment**, and **click Save**. Upon re-submission, your status reflects as **"Decision Pending"** again.



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.12 Upon **receiving** the **updated status** on your registration request, **follow** the **instructions** and **complete actions** as requested. (continue)



Important: Three (3) statuses are applicable and explained: 1.) Action Required by Student; 2.) Declined; and 3.) Final Approval. **This slide deals with "Declined".**



Declined

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Tuesday, 08 November 2022 00:12
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Declined

Dear

CURRICULUM SUBMISSION DECLINED

Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

Comments:
"I cannot approve this request - Please make an appointment with me to discuss."

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Sincerely
UCT Registration

University of Cape Town Registration

2024 Undergraduate

11 Holds Complete

12 My Courses In Progress

13 View My Classes Not Started

14 Complete Not Started

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Beats	Preferences
<input type="checkbox"/>	Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year				18.00		

Buttons: Select All, Add Additional Courses, Delete, Submission Declined, Request Approval



Tip: To view Comments in Step 12, click on "Submission Declined".

Update Service Requests

My Request Detail

University of Cape Town

Category: Registration Curriculum Approvals, Request Number: 215625

Type: Curriculum Advice and Approval, Request Date: 14/12/2024

Subtype: None, Status: Submission declined

Status Date	Comment	By
14/12/2023	Please revert to the original curriculum and only include courses for this year.	Staff



Note: If you are required to **add courses** to your cart, click **"Add Additional Courses"**. Follow steps outlined in 12.2.3 to 12.2.9 to add courses to your cart.



Note: If you are required to **delete courses** from your cart, select the applicable course by **ticking the box** and click **"Delete"**.



Note: Once you actioned the reviewer's request, a new request for approval must be submitted. **Click Request Approval**, add a **Comment**, and click **Submit**. Upon submission, your status reflects as "Decision Pending".



Meaning and Action Required: The reviewer **requires** you to **re-start** your registration **request**. Follow the instructions as per the reviewer's comments and action the request. **Submit** the updated registration approval request by clicking on **"Request Approval"**, add a **comment** and **submit** the request.

Create Service Requests

My Request Detail

Category: Registration Curriculum Approvals, Type: Curriculum Advice and Approval

Subtype: None, Request Date: 14/12/2023

Status: Submission received

Comment

File Attachments

Attached File	View	Add Attachment
	View	Add Attachment

Buttons: Submit, Cancel



Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.12 Upon **receiving** the **updated status** on your registration request, **follow** the **instructions** and **complete actions** as requested. (continue)



Important: Three (3) statuses are applicable and explained: 1.) Action Required by Student; 2.) Declined; and 3.) Final Approval. **This slide deals with "Final Approval".**



Final Approval

From: no-reply@uct.ac.za <no-reply@uct.ac.za>
Sent: Tuesday, 08 November 2022 12:19
To: Psoft Test <psoft.test@uct.ac.za>
Subject: UCT Curriculum Submission Approved

Dear

CURRICULUM SUBMISSION APPROVED

Thank you for submitting your curriculum. It has been approved and you can continue to register.

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and click on the Enroll button available in Step 12. Note that any changes to your approved curriculum will require a new submission.

Once registered please also complete Steps 13 and 14.

Sincerely
UCT Registration



Meaning and Action Required: The reviewer **approved** your **submission**. Complete Step 12 by clicking "**Select All**" and "**Enroll**".

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 2676	ACC 2022 Management Accounting I	Full Year				18.00		



Note: If you accidentally forget to "Select" the courses you are registering for, a pop-up message will appear to remind you to do so.

Are you sure you want to enroll?



Note: Once you clicked "Select All" and "Enroll", a pop-up message appears to prompt you if you are sure that you want to register. Click "Yes" to continue.

Enrollment

Please ensure you click and select all checkboxes next to each course and then click on the "Enroll" button to finalise your registration.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.2 Blank Shopping Cart

12.2.13 Once you clicked Enroll, the list of courses you are registering for appears with either a positive ✓ or negative ✗ indicator. **Click Next** to continue.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a navigation menu lists steps 10, 11, 12, and 13. Step 12, 'My Courses', is highlighted with a green box. The main content area displays a list of three courses, each with a green checkmark icon and a message: 'This class has been added to your schedule.' The courses are: ECO 5020F - Advanced Micro Economics, ECO 5030S - Applied Growth Theory, and ECO 5046F - Advanced Econometrics. At the top right of the main area, there are buttons for 'Academic Assistance', 'Help', '< Previous', and 'Next >', with the 'Next >' button highlighted by a green box.



Indicator Meanings:

- ✓ Class successfully added to your schedule.
- ✗ Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).



Note: If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

Blank Shopping Cart – End of Step 12. Continue to Step 13.



[Back to Index](#)



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.3 Pre-populated Shopping Cart

12.3.1 Click on **Step 12**. A pop-up message appears to notify you of the **programme/plan** you are **active** on to **register** for, and which **prompt** to click on to **start selecting** your courses. Click **OK**.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps: 11 'Holds Complete' and 12 'My Courses In Progress' (highlighted). The main area shows '2024 Masters' with a list of courses, including '1 Introduction Complete'. A 'Shopping Cart' pop-up is overlaid, displaying the message: 'You are active and ready to enrol for the following programme/plan: MCom (Coursework & dissert) (CM031) /International Taxation (CM031FTX09)'. Below this, it states: 'Your shopping cart has been pre-populated with the courses required to complete your enrolment.' It also provides instructions: 'Should you require assistance in any steps, please click on the "Help" button. For academic advice click on the "Academic Assistance" button.' and 'Please contact your faculty should you see any failed enrolments.' An 'OK' button is at the bottom of the pop-up.



Note: If at this point you want to change your programme/plan, you 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.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.3 Pre-populated Shopping Cart

12.3.2 All courses required for registration are listed in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.

University of Cape Town Registration

2024 Masters

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

11 Holds Complete

12 My Courses In Progress

13 View My Classes Not Started

Academic Assistance Help < Previous

Select All Add Additional Courses Delete Enroll

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1862	FTX 4036S Research Methods in Taxation	Semester Two				0.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 1863	FTX 5033S International Tax II	Semester Two				60.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 2438	FTX 5034F International Tax I	Semester One				60.00		More meeting details available



Note: If you accidentally forget to “Select” the courses you are registering for, a pop-up message will appear to remind you to do so.

Enrollment

Please ensure you click and select all checkboxes next to each course and then click on the “Enroll” button to finalise your registration.

OK



Note: Once you clicked “Select All” and “Enroll”, a pop-up message appears to prompt you if you are sure that you want to register. Click “Yes” to continue.

Are you sure you want to enroll?

Yes No



Tip: In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the “Add Additional Courses” and/or “Delete” buttons. Follow the steps in the Blank Shopping Cart section to add and/or remove courses and follow the instructions to submit and approval request.



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 12: My Courses

12.3 Pre-populated Shopping Cart

12.3.3 Once you clicked Enroll, the list of courses you are registering for appears with either a positive or negative indicator. **Click Next** to continue.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a navigation menu lists steps 10 through 13. Step 12, 'My Courses', is highlighted with a green box. The main content area displays a list of three courses, each with a green checkmark icon and a message: 'This class has been added to your schedule.' The courses are: ECO 5020F - Advanced Micro Economics, ECO 5030S - Applied Growth Theory, and ECO 5046F - Advanced Econometrics. A 'Next >' button is highlighted with a green box in the top right of the main content area.



Indicator Meanings:

- Class successfully added to your schedule.
- Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).



Note: If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

Pre-populated Shopping Cart – End of Step 12. Continue to Step 13.





Registration Activity Guide: Postgraduate Students

How to Complete Your "Registration Activity Guide"

Step 13: View My Classes

13. The **View My Classes** page opens. **View** details and **click Next** to continue.

University of Cape Town Registration

2024 Masters [Change](#)

Academic Assistance Help < Previous **Next >**

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

ECO 5020F Advanced Micro Economics

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	30.00	Graded		MCom (Coursework & dissert)	
Class	Start/End Dates	Days and Times	Room		
	12/02/2024 - 22/03/2024	Days: Tuesday Thursday Times: 2:00PM to 4:00PM	To be Announced		
	12/02/2024 - 22/03/2024	Days: Wednesday Times: 9:00AM to 11:00AM	To be Announced		
Lecture - 1313	02/04/2024 - 15/05/2024	Days: Tuesday Thursday Times: 2:00PM to 4:00PM	To be Announced		
	02/04/2024 - 15/05/2024	Days: Wednesday Times: 9:00AM to 11:00AM	To be Announced		

Enrollment Deadlines No Exams Scheduled

By Class **By Date**

Show Enrolled Classes Show Dropped Classes Show Exam Schedule

List View **Calendar View**

From 12/02/2024 To 18/02/2024

Monday February 12

2:00PM ECO 5046F Lecture Room: To be Announced Status: Enrolled >

Tuesday February 13

2:00PM ECO 5020F Lecture Room: To be Announced Status: Enrolled >

By Class **By Date**

Show Enrolled Classes Show Dropped Classes Show Exam Schedule

List View **Calendar View**

Week of 12/02/2024 Start Time 8:00AM End Time 8:00PM

Time	Monday Feb 12	Tuesday Feb 13	Wednesday Feb 14	Thursday Feb 15	Friday Feb 15
8:00AM					
9:00AM			ECO 5020F Lecture 9:00 AM-11:00 AM Room: To be Announced		
10:00AM					
11:00AM					
12:00PM					
1:00PM					
2:00PM	ECO 5046F Lecture 2:00 PM-4:00 PM Room: To be Announced	ECO 5020F Lecture 2:00 PM-4:00 PM Room: To be Announced	ECO 5046F Lecture 2:00 PM-4:00 PM Room: To be Announced	ECO 5020F Lecture 2:00 PM-4:00 PM Room: To be Announced	
3:00PM					
4:00PM			ECO 5046F Lecture 4:00 PM-6:00 PM Room: To be Announced		
5:00PM					



Registration Activity Guide: Postgraduate Students

How to Complete Your “Registration Activity Guide”

Step 14: Complete

14. The **Complete** page opens (final step in the Registration Activity Guide). Read the information and click **Submit** to finalise your registration.



Note: 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.



Note: You are reminded again where you can view the UCT Student Responsibility Policy page.

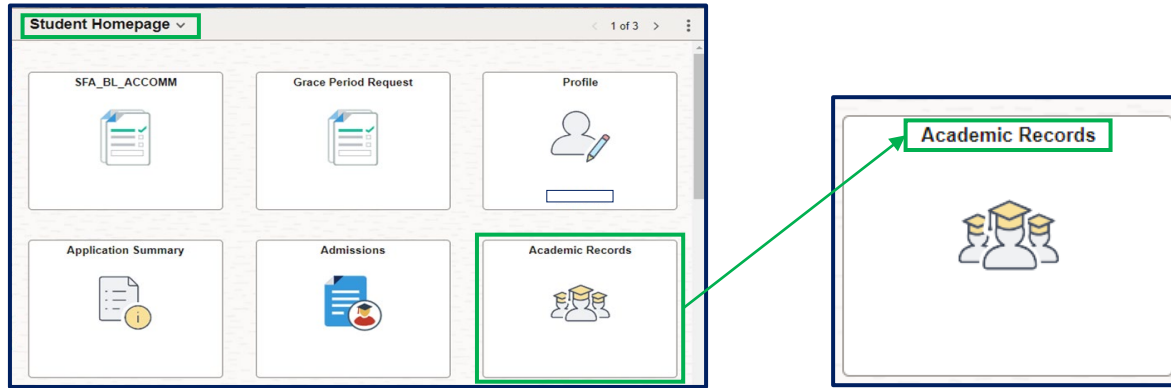
End of Registration Process



Registration Activity Guide: Postgraduate Students

How to Access Your Proof of Registration

1. Go to your **Student Home** page and **click** on the **Academic Records** tile.



2. **Click** on the **Proof of Registration** tab on the left-hand side navigation.

