



# UCT

# REGISTRATION

## STUDENT GUIDE

**FACULTY OF HUMANITIES**  
**UNDERGRADUATE**  
**Programme Enrolment**





# INTRODUCTION

## Welcome to the registration process!

To become a registered student at the University of Cape Town, please meticulously follow all the steps outlined in this Registration Activity Guide. Completing these steps is crucial for your successful registration.

This guide covers the Programme Enrolment (PE) registration process for HUM UG programmes: BSocSc (PPE) (All years); BSW (All years).

The registration process relevant to you will be indicated by the Humanities Faculty Office. Ensure that you follow the appropriate registration method and complete all the required steps.

Upon completing all the steps, you will be able to generate a proof of registration.

If you encounter any difficulties accessing or navigating the PeopleSoft student page, or any other part of the registration process, please contact the SSS Student Support Helpdesk:

Email: [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za) Phone: +27 (0)21 650 5227

## STEPS OVERVIEW

START	<u>ACCESS “REGISTRATION ACTIVITY GUIDE”</u>
1	<u>INTRODUCTION</u>
2	<u>DECLARATION</u>
3	<u>ADDITIONAL INFORMATION</u>
4	<u>PERSONAL DETAILS</u>
5	<u>BIOGRAPHICAL DETAILS</u>
6	<u>CONTACT DETAILS</u>
7	<u>ADDRESSES</u>
8	<u>EMERGENCY CONTACTS</u>
9	<u>COMMUNICATION PREFERENCES</u>
10	<u>PERSONAL &amp; DEMOGRAPHIC INFO</u>
11	<u>HOLDS</u>
12	<u>MY COURSES</u>
13	<u>VIEW MY CLASSES</u>
14	<u>COMPLETE</u>
END	<u>PROOF OF REGISTRATION</u>





## Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:

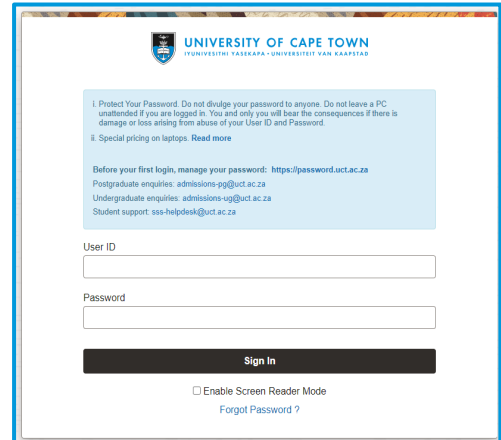
<https://studentonline.uct.ac.za/>

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

Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)

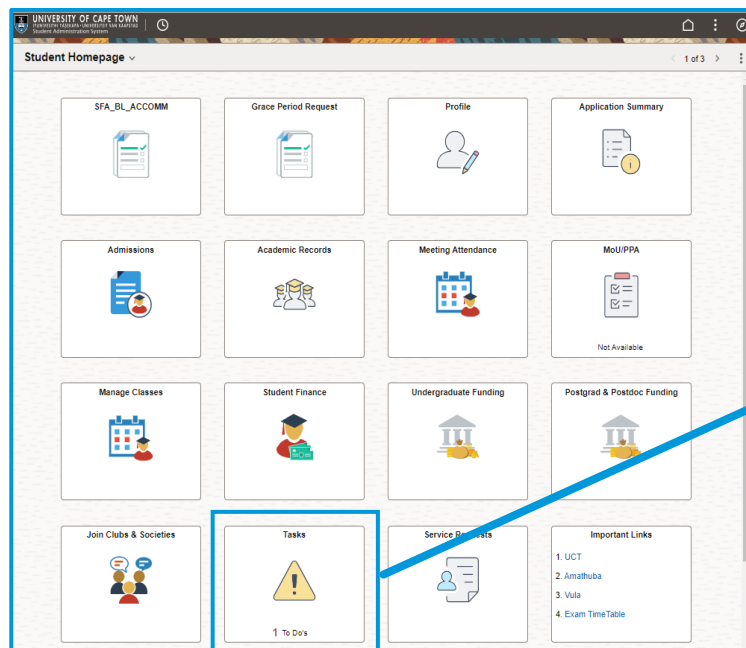
Phone: +27 (0)21 650 4500

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

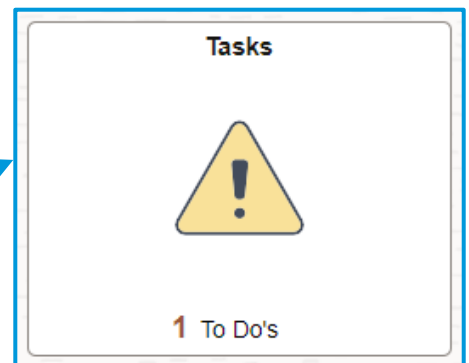


## Access Activity Guide

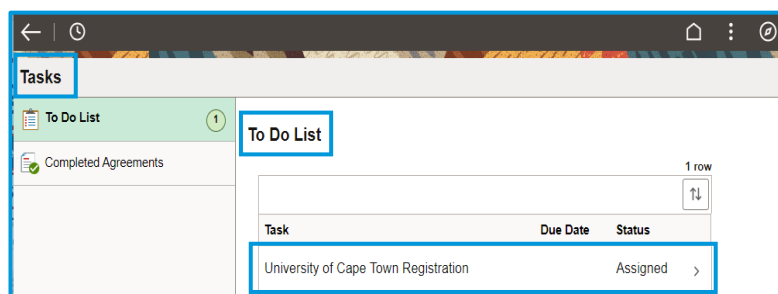
On the **Student Home Page**, click on the **Tasks** tile



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



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





## ACTIVITY GUIDE

The Registration Activity Guide consists of fourteen (14) sequential steps that must be completed to finalize your registration. Each step is essential and cannot be skipped.

To become a registered student at UCT, you must successfully complete all steps.

### NOTE:

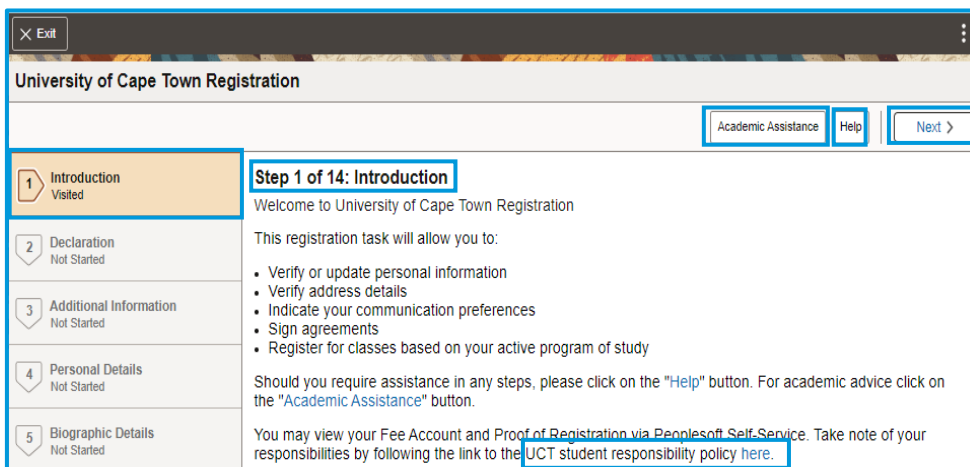
- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial information regarding the use of personal information and UCT's compliance with POPIA (Protection of Personal Information Act).
- The **Declaration** contains essential statements regarding your registration at UCT. It also emphasizes that all correspondence between you and the university will be conducted via your UCT email account.

Additional information, when needed, is denoted with: 

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

## STEP 1: Introduction

Read the **Introduction** and click **Next** to continue.



The screenshot shows the 'University of Cape Town Registration' interface. At the top, there are buttons for 'Academic Assistance', 'Help', and 'Next >'. On the left, a progress bar shows 14 steps, with Step 1 'Introduction' marked as 'Visited'. The main content area is titled 'Step 1 of 14: Introduction' and contains the following text:

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.



## STEP 2: Declaration

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](#).

*The declaration has been expanded to include that all correspondence between UCT and a student is via the UCT email account. Similarly, all student email communication with UCT will be from their UCT email account*

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

**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](#)


## STEP 3: Additional Information


**NOTE:** There are two sets of questions: one for First-year Students and one for Returning Students. Depending on your year of study, you will receive the questions relevant to you. Please refer to the steps applicable to your status as either a first-year or returning student.

### First-year Undergraduate Students - Questions

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

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

 This question is simply to determine whether you believe you will be completing your qualification and graduating in the current year. Typically, first-year students do not graduate in the same year.

 Students who are eligible will receive the Laptop question in Step 3. If you select “Yes” (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up of the device. For more information, please visit: [UCT Laptop Allocation](#).

Once saved, click **Next** to continue to step 4.



## Returning Undergraduate Students – Questions

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



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 all questions, click **Save Answers** and follow the prompts to continue.

Once saved, click **Next** to continue to step 4.

## STEP 4: Personal Details

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

University of Cape Town Registration

Step 4 of 14: Personal Details

Date of Birth

Gender

Identity Number

Names

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

Buttons: Academic Assistance, Help, < Previous, Next >, Confirm

**Personal Details**

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.

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

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

## STEP 5: Biographical Details

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

University of Cape Town Registration

Step 5 of 14: Biographic Details

Demographic Details

Self Declared Race

Citizenship Details

Country	Citizenship Status
South Africa	SA Citizen

Buttons: Academic Assistance, Help, < Previous, Next >, Confirm

Edit Details

\*Self Declared Race

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

Buttons: Cancel, Save

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.

## STEP 6: Contact Details

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

University of Cape Town Registration

Step 6 of 14: Contact Details

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

Email

Email	Type	Preferred
pssoft.test@uct.ac.za	Personal	✓

Phone

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

Buttons: Academic Assistance, Help, < Previous, Next >, Confirm

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

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



## STEP 7: Addresses

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 Confirm

Home(Street) Address

+ Address From Current >

Home(Postal) Address

+ Address From Current >

Fee(Billing) Address

1 Introduction Visited

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Not Started

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

To add “Address” items, click on the plus (+) icon under the appropriate field.

## STEP 8: Emergency Contacts

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

University of Cape Town Registration

Academic Assistance Help < Previous Next >

Step 8 of 14: Emergency Contacts Confirm

No contacts defined.

Add Contact

Contact	Phone	Preferred
Ronelle	+27 <input type="text"/>	<input checked="" type="checkbox"/>

+ >

7 Addresses Complete

8 Emergency Contacts Complete

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

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

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

## STEP 9: Communication Preferences

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 Fee Payer

Parent Yes Fee Payer Yes

Email Address Email Address

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

## STEP 10: Personal & Demographic Information

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

## STEP 11: Holds

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.

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

### WITH HOLDS

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.

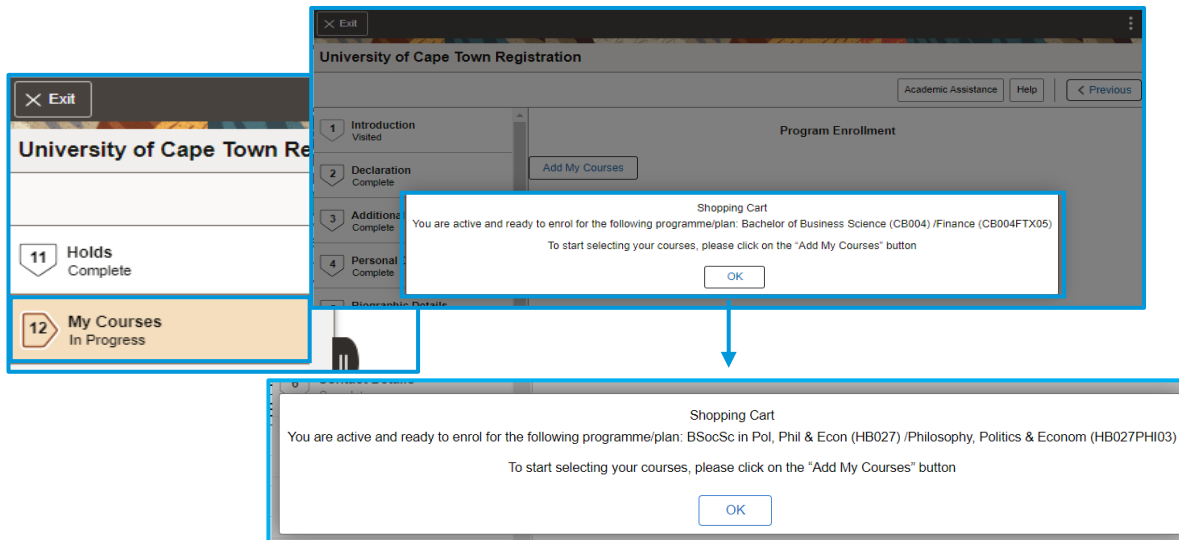
### WITHOUT HOLDS

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



## STEP 12: My Courses

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**.





Click the **Add My Courses** button to open the **Education Planner**. Read the **Instructions**. Tick the appropriate **boxes** to select your **Courses**.

Once all **prompts** are followed and **all courses** are selected, click **Update Planner** and **Continue**.

← Tasks
Education Planner

### Education Planner

**Select Year**

HB027PHI03 - Year 1 View

HB027PHI03 - Year 2 View

HB027PHI03 - Year 3 View

★ Planned   
 ◆ Enrolled   
 ✔ Passed   
 ✘ Not Passed   
 ⊗ Dropped   
 ▲ Invalid Course/ist

🔄 Grade In Progress

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*Please select the courses that you would like to register for from the below list. After your selection, you must click **"Update Planner"** to add these items to your Planner. To submit your course selection for registration, you must click on the **"Continue"** button.*

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

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

Courses that must be taken in HB027PHI03 - Year 1:

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

Credit Summary:

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

✔
Your education plan has been updated.

Update Planner

Continue

Return to Registration



**ECO 1011S: Macroeconomics:**

ECO 1011S: Macroeconomics failed to meet the following requirement: UCT Requisite ECO1010F/S or ECO1110F/S (Planned/Passed or Previously Attempted)

**You need to take 150 core credits in the first year.**

If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

Credit Summary:

Year Planned	60	Year Enrolled
Program Planned	60	Program Enrolled

Your education plan has been updated.

[Update Planner](#) [Continue](#)

You may encounter a “soft block” which is for information purposes only, you will still be able to proceed by clicking continue.

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

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

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

**Schedule Builder**

Open  Closed  Wait List

[Change Filter Options](#)

**Meeting Information**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM			ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING	ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING	ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING		
9:00AM	ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING	ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING		ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING			
	ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1	ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1		ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1			

[Cancel](#) [Proceed to Registration](#)

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

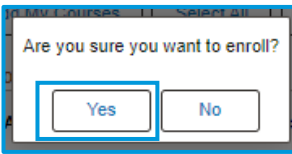
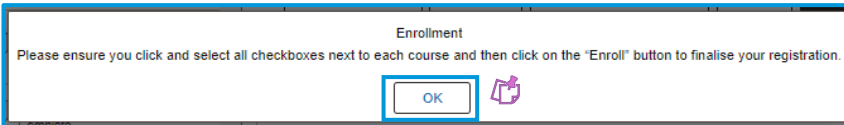
2024 Undergraduate

[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 - 13209	ACC 1020H Accounting 1T	Full Year				24.00		More meeting details available
<input checked="" type="checkbox"/>	Open	Lecture - 1840	BUS 1036S Evidence-based Management	Semester Two	To be Announced	To be Announced	To be Announced	18.00		



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

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.

## PROGRAMME ENROLMENT cont.

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.



### 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).

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.



## STEP 13: View My Classes

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

University of Cape Town Registration

2024 Undergraduate [Change](#)

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

14 Complete Not Started

Academic Assistance Help < Previous **Next >**

By Class By Date

Show Enrolled Classes  Show Dropped Classes

ACC 2022H Management Accounting I

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

Class	Start/End Dates	Days and Times	Room
	12/02/2024 - 22/03/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced
	02/04/2024 - 15/05/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced
Lecture - 2676	22/07/2024 - 30/08/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	To be Announced
	09/09/2024 - 22/10/2024	Days: Monday to Thursday Times: 2:00PM to 3:00PM	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

9:00AM	ECO 2003F Lecture	Room: To be Announced	Status: Enrolled
1:00PM	ACC 2023H Lecture	Room: To be Announced	Status: Enrolled
2:00PM	ACC 2022H Lecture	Room: To be Announced	Status: Enrolled

List View **Calendar View**

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

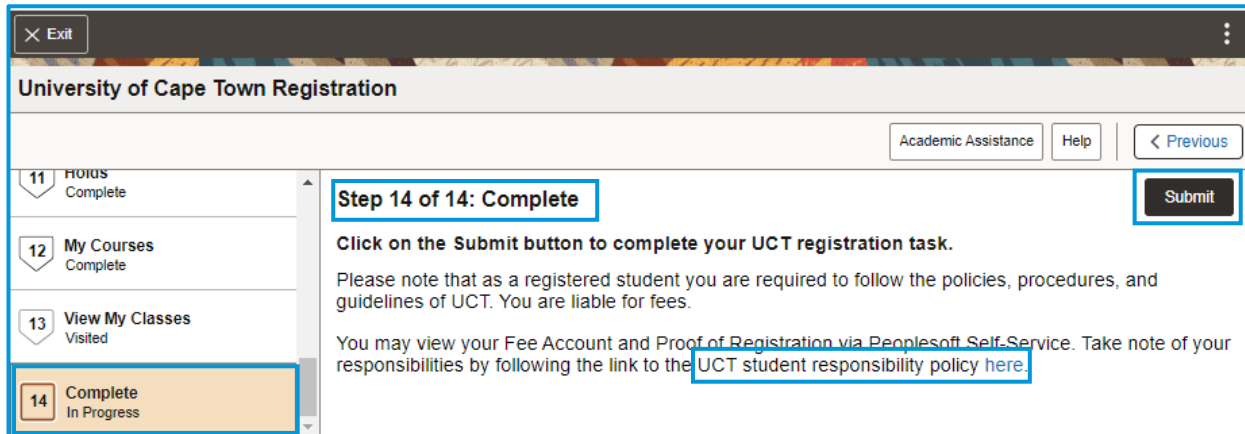
End Time 6:00PM

Time	Monday Feb 12	Tuesday Feb 13	Wednesday Feb 14	Thursday Feb 15	Friday Feb 16
8:00AM					
9:00AM	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced	ECO 2003F Lecture 9:00 AM-10:00 AM Room: To be Announced
10:00AM					



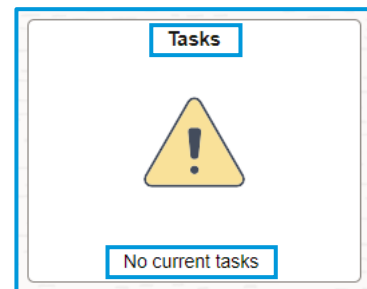
## STEP 14: Complete

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



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.

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

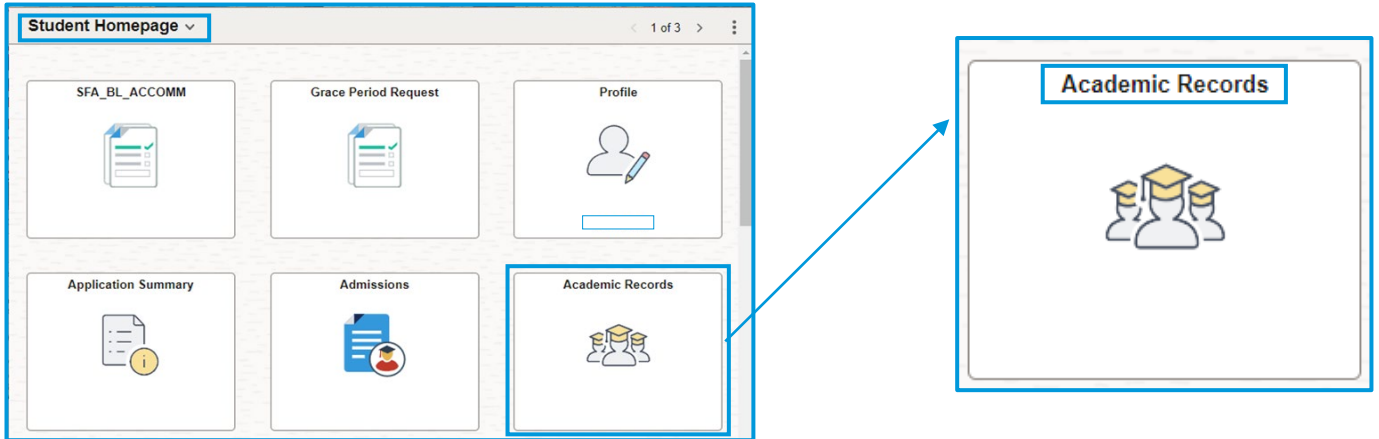


### END OF REGISTRATION PROCESS

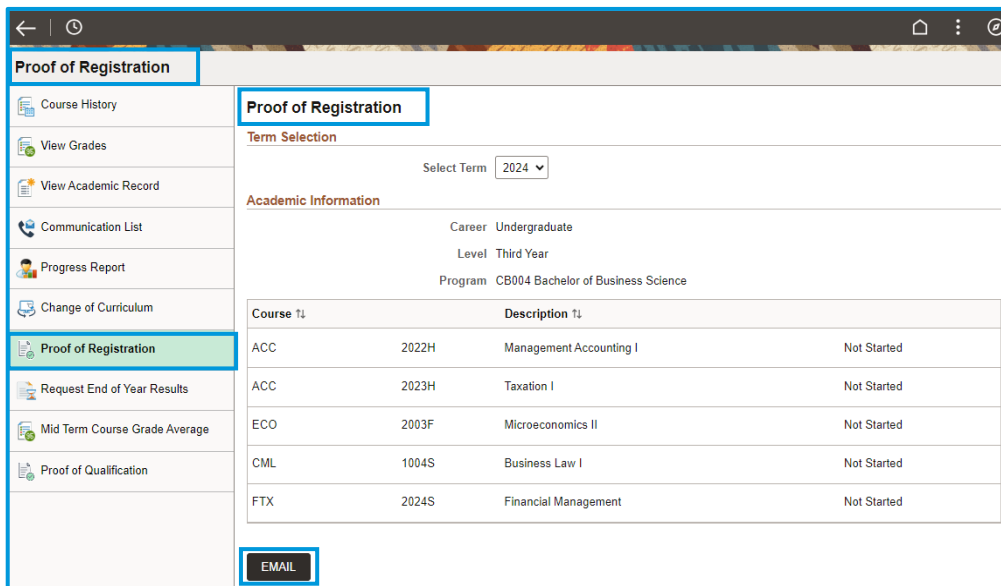
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

## Proof of Registration

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



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



Select term and click **Email**

If you mistakenly missed a course or notice an error in your enrollment, please submit a Change of Curriculum request to PeopleSoft in the first week of the semester to rectify this