

# Faculty of Humanities (PG) *Blank Shopping Cart (BSC)*



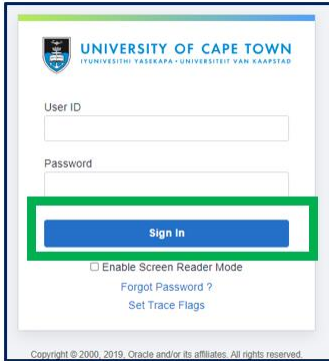
## Student Guide *Registration Activity Guide*

Registration 2024



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

## 1. Login on PeopleSoft.



UNIVERSITY OF CAPE TOWN  
(UNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD)

User ID

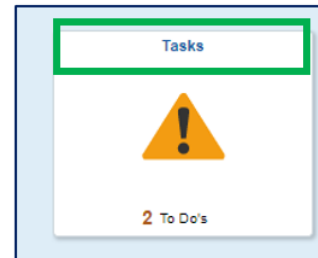
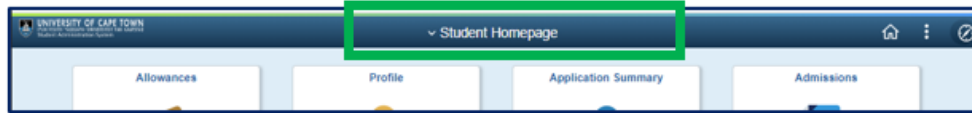
Password

**Sign In**

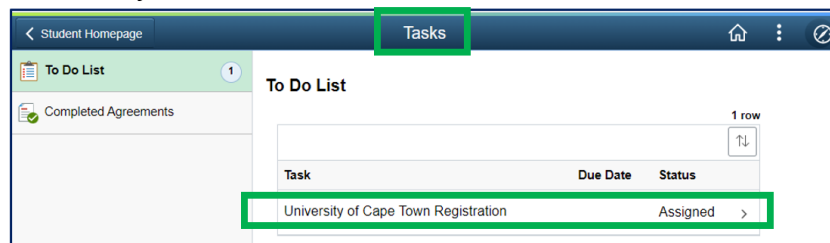
Enable Screen Reader Mode  
[Forgot Password ?](#)  
[Set Trace Flags](#)

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



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



Student Home Page Tasks

To Do List 1

Completed Agreements

To Do List 1 row

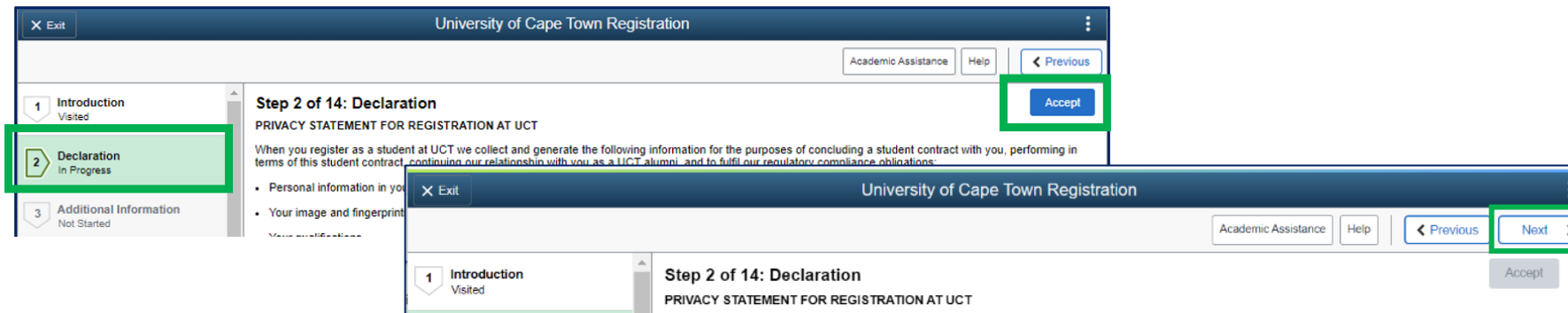
Task	Due Date	Status
University of Cape Town Registration		Assigned >

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

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



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



# Registration Activity Step 3 (Additional Information). Complete – Save – Next

3

Additional Information  
Complete

2024

Are you expecting to complete your qualification this year? Drop Down Yes/No

✕ Exit University of Cape Town Registration

Academic Assistance Help < Previous Next

**Step 3 of 14: Additional Information** Save Answers

Please Answer all the question below truthfully.

**Expected Graduation Year**

\*1. In what academic year do you intend to complete all the courses for your qualification?



# Registration Activity Step 3 (Additional Information). Complete – Save – Next

3

Additional Information  
Complete

★  
2024

Are you expecting to complete your qualification this year? Drop Down Yes/No



## Expected Graduation Year

---

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



# Registration Activity Step 3 (Additional Information). Complete – Save – Next

3

Additional Information  
Complete

**2024**

Are you required to register for your dissertation or minor dissertation this year? Drop Down Yes/No

## Research

\*3. What kind of course will you be enrolling for this year? Please refer to your handbook or faculty if you are unsure. Note: If you are doing a dissertation or thesis, please note that you will be required to complete your MoU / PPA.

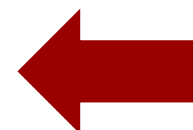
Dissertation or Thesis only



Dissertation or Thesis plus Course work



Course work only



**HOLD - Requires  
an MoU**

# Registration Activity Step 3 (Additional Information). Complete – Save – Next

3

Additional Information  
Complete

## Research

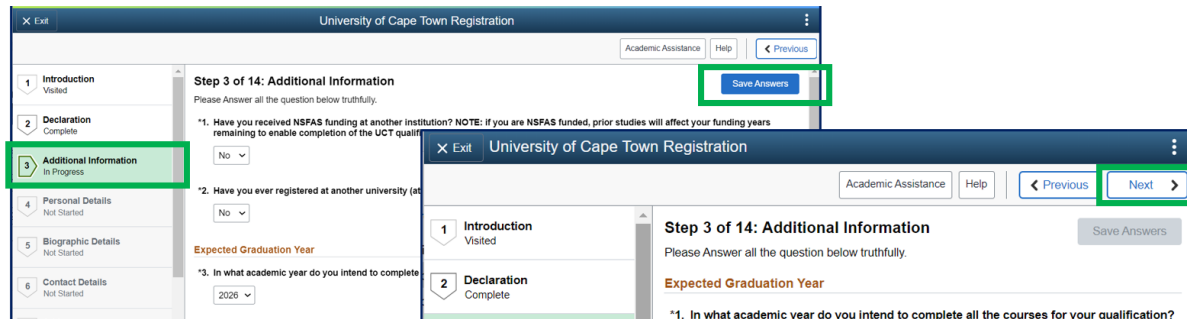
\*3. Are you required to register for your dissertation or minor dissertation this year?



Postgraduate students who register for their Dissertation/Minor Dissertation/Thesis, need to undergo the MoU/PPA process before concluding the registration, which must be completed and submitted.

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

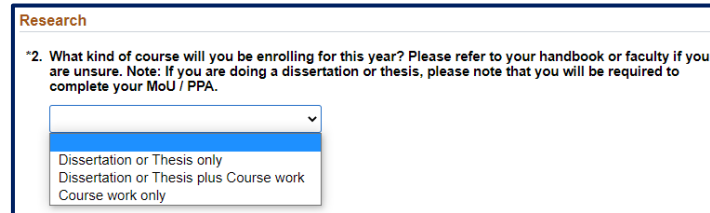
6. Based on the student's cohort, the applicable Questions in the Additional Information step (Step 3) appears for completion. Complete the questions, Save Answers, and click Next



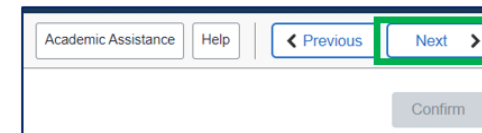
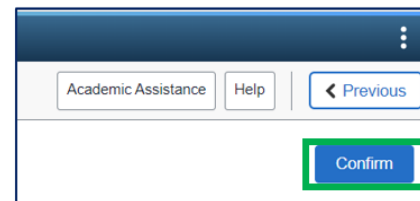
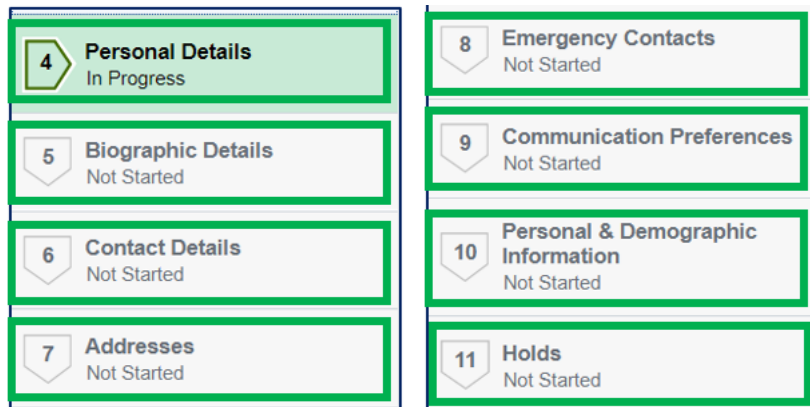
The Expected Graduation Year question is an indication of when you think you will finish your degree.



PG students in programmes with research components, will be required to complete the Research question. They will have to indicate one of the following: 1: Dissertation or Thesis Only, 2. Dissertation or Thesis plus Course Work, or 3. Course Work Only. If option 1 or 2 is selected, a Task will trigger for students to complete the MoU/PPA process prior to completing registration.



7. Complete Steps 4-11 by clicking on the Confirm/Save buttons and Next to move along to the next step.

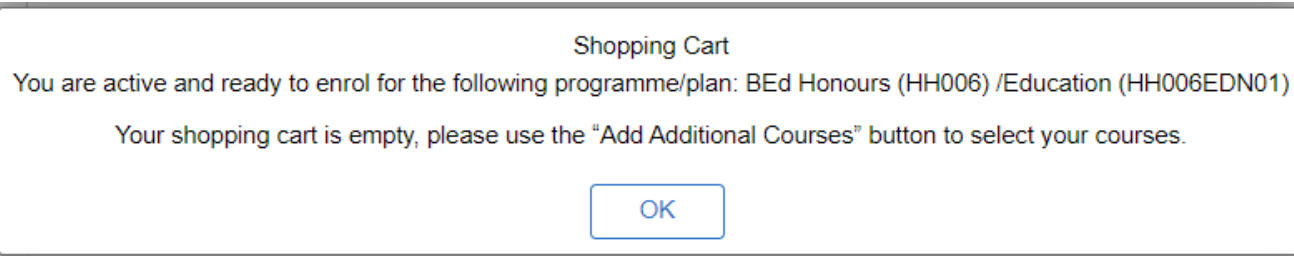


If you have any "blocks/holds" (Service Indicators) on your record, these will be noted in Step 11. Please resolve the "blocks/holds" first, before entering back into the Registration Activity Guide to continue with the Registration Process.



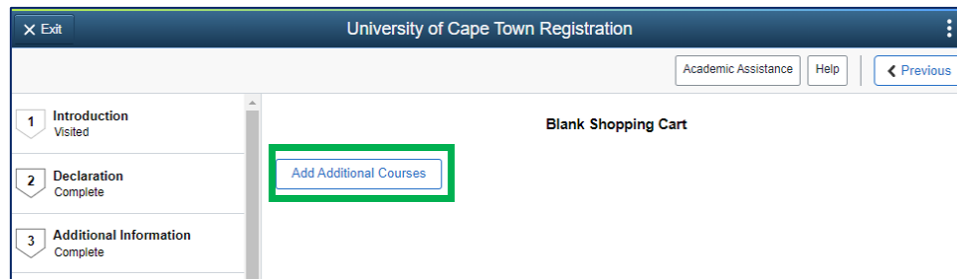
# Registration Activity Guide: Student-facing Steps (BSC)

8. Upon clicking on the My Courses step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears with an instruction of where to add courses. Click OK.



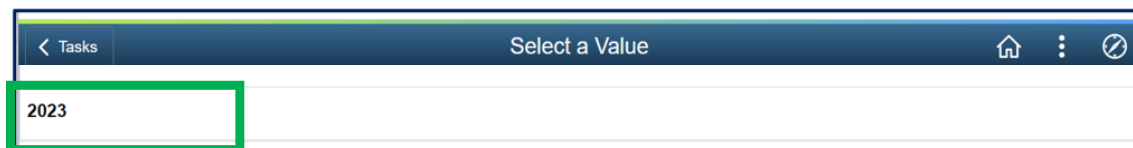
If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

9. To start populating your registration shopping cart, click on the Add Additional Courses button.



If you are a returning student, aside from picking 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.

10. On the Select a Value page, click on the appropriate year to which you want to add courses.





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

11. Search for the course you need to register for by typing the course code in the Search for Classes space and press Enter or use the Arrow to initiate the search.

2023 [Change](#)

Search For Classes [i](#)

EDN 4511F →



Note that the arrow you need to on to select a specific course is quite small. It will be to the right-hand side of the search field.

12. The Class Search Results page will appear with the available course options. Click on the course you need to register for or on the Arrow.

2023 [Change](#)

[View My Classes](#)

[Shopping Cart](#)

[Class Search and Enroll](#)

Search For Classes [i](#)

Enter keyword e.g. course, subject, class, topic

Additional ways to search

▶ **Favorites**

▼ **Recently Viewed**

**EDN 4511F**  
Learning at Work  
1 class option available

**EDN 4507S**



Note that the arrow you need to click on to select a specific class is quite small. It will be to the right-hand side of the results field.



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

13. The Course Information page provide an overview of available Classes, Meeting Dates, Days and Times and number of Seats available for each option. Select the appropriate Option by clicking on the Arrow.

EDN 4511F  
Learning at Work

★ Add to favorite courses

▸ Course Information

▾ Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Semester One	Lecture - 12869	13/02/2023 - 15/06/2023	Multiple meeting schedules		Open Seats 9 of 10 >

As a tip: This system is not able to point out class clashes while you are selecting your courses. To assist you to ensure you pick your classes to not clash with each other, just keep track on the side of what you are picking on which days/timeslots (calendar on your phone/ word document).



Note that the arrow you need to click on to select a specific course/class combination is quite small. It will be to the right-hand side of the results field.



14. The Class Search and Enroll page will open. You need to Review Class Selection, and click Next to confirm your selection.

2023  
Honours  
University of Cape Town

1 **Review Class Selection**  
Visited

2 **Review and Submit**  
Not Started

**Step 1 of 2: Review Class Selection**

You have selected

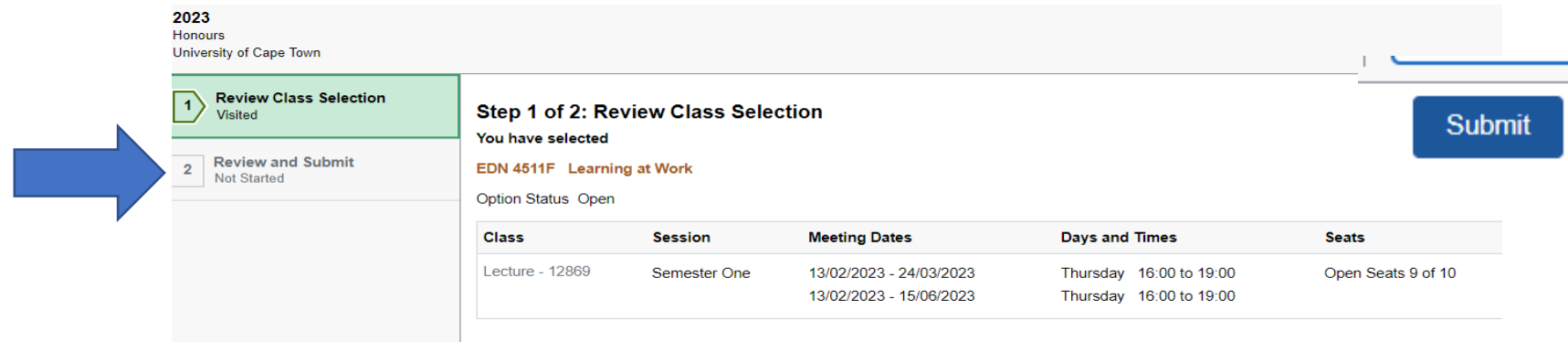
EDN 4511F Learning at Work

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 12869	Semester One	13/02/2023 - 24/03/2023 13/02/2023 - 15/06/2023	Thursday 16:00 to 19:00 Thursday 16:00 to 19:00	Open Seats 9 of 10

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

15. After confirming your selection, the Review and Submit section opens. Click Submit to add your selection to the registration shopping cart .



2023  
Honours  
University of Cape Town

1 Review Class Selection  
Visited

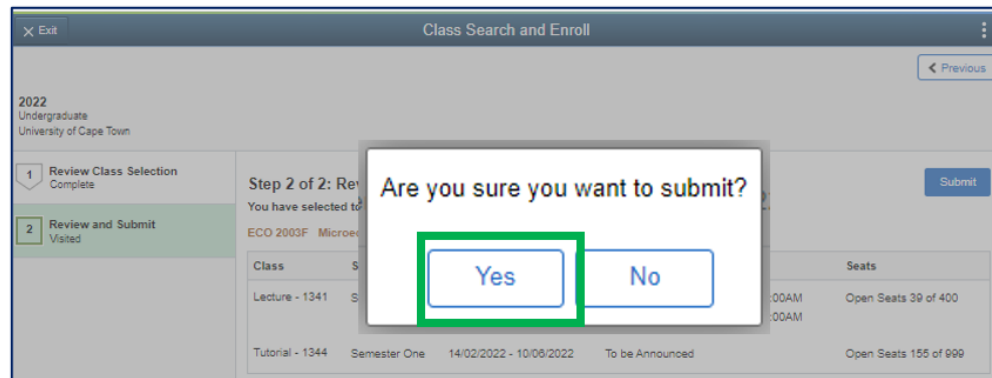
2 Review and Submit  
Not Started

**Step 1 of 2: Review Class Selection**  
You have selected  
EDN 4511F Learning at Work  
Option Status Open

**Submit**

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 12869	Semester One	13/02/2023 - 24/03/2023 13/02/2023 - 15/06/2023	Thursday 16:00 to 19:00 Thursday 16:00 to 19:00	Open Seats 9 of 10

16. A Pop-up Message will appear to ask if you are sure you want to submit your selection. Click Yes to continue.



Class Search and Enroll

2022  
Undergraduate  
University of Cape Town

1 Review Class Selection  
Complete

2 Review and Submit  
Visited

**Step 2 of 2: Review Class Selection**  
You have selected to  
ECO 2003F Microeconomics

**Are you sure you want to submit?**

**Yes** **No**

**Submit**

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1341	Semester One	14/02/2022 - 10/09/2022	To be Announced	Open Seats 39 of 400
Tutorial - 1344	Semester One	14/02/2022 - 10/09/2022	To be Announced	Open Seats 155 of 999



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

17. After clicking yes, you will be taken back to your registration shopping cart. By clicking on Add Additional Courses, repeat the add additional courses steps, to add all the courses you are required to register for.

2023 Honours

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 Complete

12 My Courses In Progress

Select All Add Additional Courses Delete Request Approval

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 10377	EDN 4506S SA Education in Context	Semester Two	More meeting details available			30.00		
<input type="checkbox"/>	Open	Lecture - 9726	EDN 4507S Learning and Teaching	Semester Two	More meeting details available			30.00		
<input type="checkbox"/>	Open	Lecture - 10861	EDN 4508W Doing Research in Education	Full Year	More meeting details available			30.00		
<input type="checkbox"/>	Open	Lecture - 12869	EDN 4511F Learning at Work	Semester One	More meeting details available			30.00		

18. Once all your courses are loaded into your shopping cart and you are ready to submit your request to the faculty for approval, click on the Select All button and Request Approval button.

Select All Add Additional Courses Delete Request Approval

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 10377	EDN 4506S SA Education in Context	Semester Two	More meeting details available			30.00		
<input checked="" type="checkbox"/>	Open	Lecture - 9726	EDN 4507S Learning and Teaching	Semester Two	More meeting details available			30.00		
<input checked="" type="checkbox"/>	Open	Lecture - 10861	EDN 4508W Doing Research in Education	Full Year	More meeting details available			30.00		
<input checked="" type="checkbox"/>	Open	Lecture - 12869	EDN 4511F Learning at Work	Semester One	More meeting details available			30.00		

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

19. By clicking on request approval, the Create Service Request page appears. Leave an appropriate comment in the Comment box (if applicable) and click Submit to create the Service Request.

My Request Detail

University of Cape Town

Category	Registration Curriculum Approvals	Request Number	161488
Type	Curriculum Advice and Approval	Request Date	09/12/2022
Subtype	None	Status	Submission received

Status Date	Comment	By
09/12/2022	I want to request approval for my course selection	Jack Hermans

[Add Comment](#) [Update Last Comment](#)

File Attachments

Attachments Augit

Attached File	Description	View	Add Attachment
		View	Add Attachment



Once your registration service request has been submitted, the allocated faculty staff member will review your request and you will receive the outcome and further instructions via email. Note that you will not be able to make changes to your shopping cart once it has been submitted for review.

20. You will be directed back to the registration Your Shopping Cart page. The status of your request will reflect Decision Pending.

[Select All](#) [Decision Pending](#)

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 10377	EDN 4506S SA Education in Context	Semester Two				30.00		<a href="#">More meeting details available</a>

**Note:** You can click on the “Decision Pending” button to view comments made and attachments submitted.





# Registration Request Processing: Communication



Once the faculty staff member evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below, examples of these email for the various statuses:



## Push Back to Student

**From:** [no-reply@uct.ac.za](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
**Sent:** Monday, 07 November 2022 23:56  
**To:** Psoft Test <[psoft.test@uct.ac.za](mailto:psoft.test@uct.ac.za)>  
**Subject:** UCT Curriculum Submission Incomplete

Dear Libhongo Manyuka

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



## Decline

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

Dear Libhongo Manyuka

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



## Final Approval

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

Dear Thandiwe Sehloho

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



**Push Back to Student Status:** In cases where the faculty staff member requires you to complete further actions (e.g., adding/deleting courses/fixing clashes), follow the instructions as per the faculty staff member's email/comments and action the request. Once done, resubmit the registration approval request by click on the "Action Required by Student" button, adding a comment and saving the request.



**Decline Status:** In cases where the faculty staff member requires you to re-start your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the "Request Approval" button, adding a comment and submitting the request.



**Final Approval Status:** In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the "Enroll" button, as well as Step 13 and Step 14 to finalise your registration. Instructions on how to complete Steps 12-14 and accessing your Proof of Registration, follow on the next pages.



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



Once you receive final approval from the faculty, complete the following steps in your registration activity guide to finalise your registration.

**21. The Your Shopping Cart page will open, and the Decision Pending button will now reflect Submission Approved.**

University of Cape Town Registration

Academic Assistance Help < Previous

Select All Add Additional Courses **Submission Approved** Enroll

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1241	ECO 2003F Microeconomics II	Semester One	More			18.00		

Tasks Update Service Requests

Kamogelo Makofane  
My Request Detail

University of Cape Town

Category	Type	Subtype	Request Number	Request Date	Status
Registration Curriculum Approvals	Curriculum Advice and Approval	None	161125	07/11/2023	Submission approved

Status Date	Comment	By
07/11/2022	Please finalise your registration.	Staff
07/11/2022	Please approve my submission.	Kamogelo Makofane

Add Comment Update Last Comment

File Attachments

Attachments AugIt Il

Attached File	Description	View	Add Attachment
		View	Add Attachment

Save **Cancel**



Aside from the email you receive to indicate the status of and comments on your request, by clicking on the "Submission Approved" button, you will be able to see the comments made by the staff member.

**22. To finalise your registration, tick the boxes in the Select column next to each course on the Your Shopping Cart page OR click on the Select All button. Once all are selected, click on the Enroll button.**

University of Cape Town Registration

Academic Assistance Help < Previous

Select All Add Additional Courses Submission Approved Enroll

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1241	ECO 2003F Microeconomics II	Semester One	More meeting details available			18.00		
		Tutorial - 1244			More meeting details available					



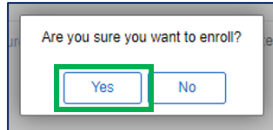
If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.





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

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



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

2 Declaration Complete

3 Additional Information Complete

4 Personal Details

- ✓ ECO 1010F - Microeconomics  
This class has been added to your schedule.
- ✓ ECO 1011S - Macroeconomics  
This class has been added to your schedule.



If for some reason, a course/ courses could not be added to your schedule, please contact the faculty office to assist.



After viewing your class enrolments, please remember to click next, and complete Steps 13 and 14 to finalise your registration.

25. The View My Classes (Step 13) tab will open, showing your class schedule. Click Next to finalise your registration.

2023 Honours

7 Addresses Not Started

8 Emergency Contacts Not Started

9 Communication Preferences Not Started

10 Personal & Demographic Information Not Started

11 Holds Complete

12 My Courses Complete

13 View My Classes Visited

By Class | By Date

Show Enrolled Classes  Show Dropped Classes

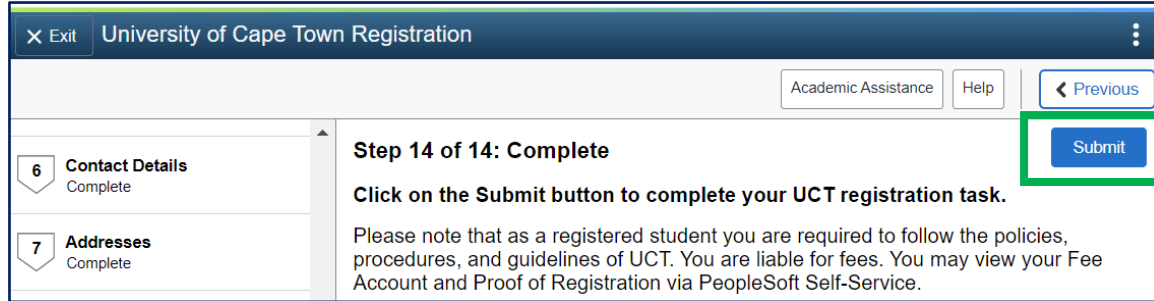
▼ BUS 4006W Org Psych Hons Coursework

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	60.00	Graded		BSocSc Honours	

Class	Start/End Dates	Days and Times	Room
Lecture - 1059	13/02/2023 - 24/03/2023	Days: Tuesday Thursday Times: 10:00 to 12:00	To be Announced
	03/04/2023 - 19/05/2023	Days: Tuesday Thursday Times: 10:00 to 12:00	To be Announced
	24/07/2023 - 01/09/2023	Days: Tuesday Thursday Times: 10:00 to 12:00	To be Announced
	11/09/2023 - 24/10/2023	Days: Tuesday Thursday Times: 10:00 to 12:00	To be Announced

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

26. The final step, the Complete step (Step 14) opens. Read the information and click Submit.



University of Cape Town Registration

Academic Assistance Help < Previous

**Step 14 of 14: Complete**

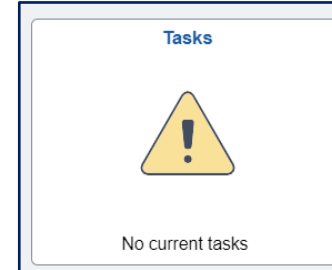
Click on the **Submit** button to complete your UCT registration task.

Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees. You may view your Fee Account and Proof of Registration via PeopleSoft Self-Service.

6 Contact Details Complete

7 Addresses Complete

Submit



Tasks

No current tasks

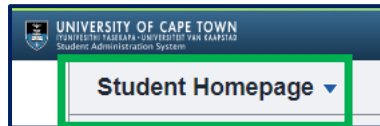


Upon clicking submit, you will automatically be re-directed to the Student Home page. The Tasks tile will now show “No current tasks”. This marks the end of your registration.

**End of Registration Process**

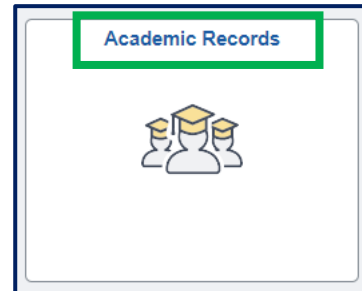


You can access your Proof of Registration from the Student Home page, by clicking on the Academic Record tile, and choosing the “Proof of Registration” tab on the left-hand side of the screen.

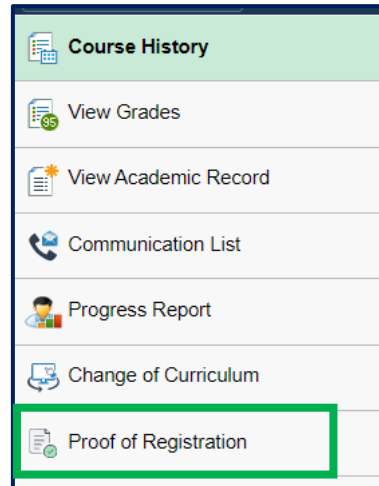


UNIVERSITY OF CAPE TOWN  
UNIBESITHI YASELAPA • UNIVERSITEIT VAN KAPSIG  
Student Administration System

Student Homepage



Academic Records



Course History

- View Grades
- View Academic Record
- Communication List
- Progress Report
- Change of Curriculum
- Proof of Registration