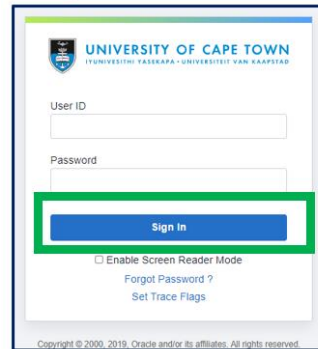


Faculty of Humanities (PG)
Programme Enrolment(PE)
Student Guide
Registration Activity Guide
2024



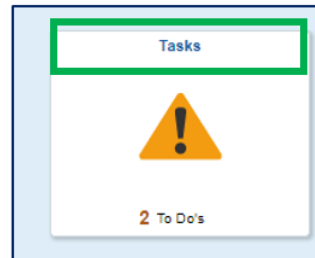
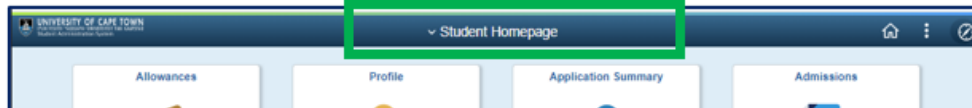
Registration Activity Guide: Student-facing Steps(PE)

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

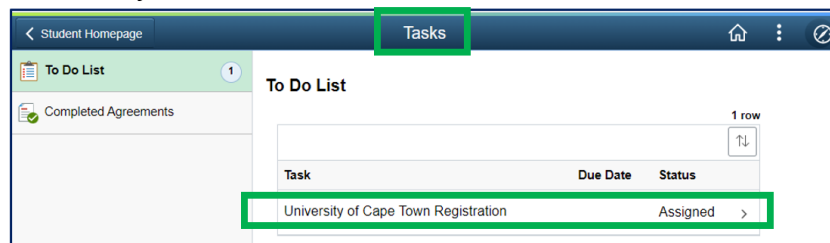


The image shows the login page for the University of Cape Town. It features the university's logo and name at the top. Below the logo are two input fields: 'User ID' and 'Password'. A blue 'Sign In' button is highlighted with a green border. Below the button are links for 'Enable Screen Reader Mode', 'Forgot Password?', and 'Set Trace Flags'. At the bottom, there is a small copyright notice: 'Copyright © 2000, 2019. Oracle and/or its affiliates. All rights reserved.'

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



The image shows the 'Tasks' page. The 'Tasks' tile is highlighted with a green border. Below it, there is a 'To Do List' section with a table containing one row of data. The table has columns for 'Task', 'Due Date', and 'Status'. The row contains the text 'University of Cape Town Registration' under 'Task', 'Assigned' under 'Status', and a right-pointing arrow under 'Status'.

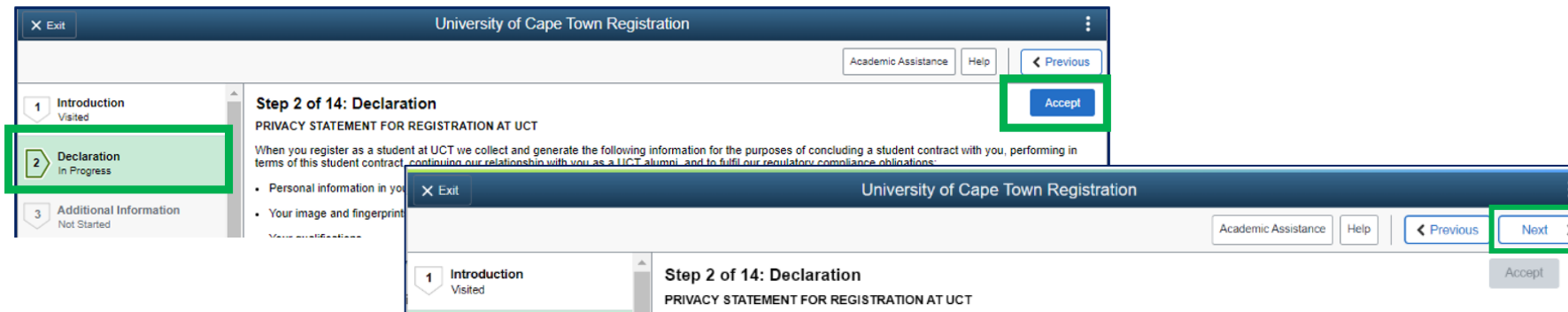
Task	Due Date	Status
University of Cape Town Registration		Assigned >

Registration Activity Guide: Student-facing Steps(PE)

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.



- 2024 - 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.

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(PE)

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

The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 1 through 9. Step 3, 'Additional Information', is highlighted in green and marked as 'In Progress'. The main content area shows 'Step 3 of 14: Additional Information' with a 'Save Answers' button highlighted in green. Below this, there are questions with dropdown menus for answers. A navigation bar at the top right has a 'Next' button highlighted in green.

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

The screenshot shows a list of steps 4 through 11. Steps 4, 5, 6, and 7 are highlighted in green. Step 4 is 'Personal Details' (In Progress), step 5 is 'Biographic Details' (Not Started), step 6 is 'Contact Details' (Not Started), and step 7 is 'Addresses' (Not Started). Steps 8, 9, 10, and 11 are not highlighted and are marked as 'Not Started'. Step 8 is 'Emergency Contacts', step 9 is 'Communication Preferences', step 10 is 'Personal & Demographic Information', and step 11 is 'Holds'.

The screenshot shows a navigation bar with 'Academic Assistance', 'Help', and '< Previous' buttons. A 'Confirm' button is highlighted in green.

The screenshot shows a navigation bar with 'Academic Assistance', 'Help', '< Previous', and 'Next >' buttons. The 'Next >' button is highlighted in green. A 'Confirm' button is also visible below the navigation bar.

Item 11 list any holds on your record – fees outstanding from previous year, application signatures required if you are a 1st year, or international clearance. If there is a hold, you will not be able to proceed with registration, and must contact the relevant office to sort out the block.

PE Registration Method: Student-facing Steps(PE)

8. After completing steps 1-11, when clicking on the My Course 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.

The screenshot shows the 'Program Enrollment' page. On the left, there is a sidebar with steps 5 through 9: Biographic Details, Contact Details, Addresses, Emergency Contacts, and Communication Preferences, all marked as 'Not Started'. The main content area has a header 'Program Enrollment' and a button 'Add My Courses'. A white pop-up message is centered on the screen, titled 'Shopping Cart', with the text: 'You are active and ready to enrol for the following programme/plan: BSocSc Honours (HH001) /Organisational Psychology (HH001BUS08)'. Below this text is the instruction: 'To start selecting your courses, please click on the "Add My Courses" button'. At the bottom of the pop-up is an 'OK' button. To the right of the pop-up, the 'Add My Courses' button from the background page is visible.

9. Upon clicking on the Add My Courses button, the Education Planner opens. Courses can be selected by ticking the appropriate boxes. Complete the selection of courses and click Update Planner and then Continue.

The screenshot shows the 'Education Planner' interface. It is divided into two main sections. The left section is titled 'Courses that must be taken in HH001 - Year 1:' and contains a table with columns 'Select', 'Status', 'Item', 'Category', and 'Credits'. The right section is titled 'Courses that must be taken in HH001 - Year 1:' and contains a table with columns 'Select', 'Status', 'Item', 'Category', and 'Credits'. Below the right table is a 'Credit Summary' table and a confirmation message.

Select	Status	Item	Category	Credits
		and HH001BUS08 - Organisational Psychology	Core Courses	
<input type="checkbox"/>		BUS 4006W: Org Psych Hons Coursework	Core Courses	60.00
<input type="checkbox"/>		and BUS 4030H: Org Psy Research Paper	Core Courses	60.00
		and HH001BUS08 - Elective Managerial Finance	Electives	
<input type="checkbox"/>		FTX 1005F: Managerial Finance	Electives	18.00

Select	Status	Item	Category	Credits
		and HH001BUS08 - Organisational Psychology	Core Courses	
<input checked="" type="checkbox"/>	★	BUS 4006W: Org Psych Hons Coursework	Core Courses	60.00
<input checked="" type="checkbox"/>	★	and BUS 4030H: Org Psy Research Paper	Core Courses	60.00
		and HH001BUS08 - Elective Managerial Finance	Electives	
<input checked="" type="checkbox"/>	★	FTX 1005F: Managerial Finance	Electives	18.00

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

Update Planner Continue Return to Registration

✔ Your education plan has been updated.

Update Planner Continue Return to Registration

PE Registration Method: Student-facing Steps(PE)

10. After updating the planner, and clicking on continue, the Schedule Builder renders and the Proceed to Registration button is clickable to finalise your shopping cart.

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00						
09:00						
10:00		● BUS 4006W - LG01 Lecture 10:00 - 12:00 Location: TBA Session 1 0015 PENDING		● BUS 4006W - LG01 Lecture 10:00 - 12:00 Location: TBA Session 1 0015 PENDING		
11:00						
12:00	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING		● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	● FTX 1005F - LG01 Lecture 12:00 - 13:00 Location: TBA Session SM1 0065 PENDING	
13:00						
14:00						

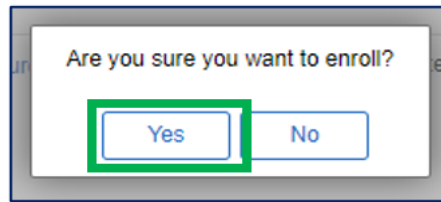
11. Once all your courses are loaded into your shopping cart and you have proceeded to registration, in the shopping cart view, click on the Select All button and Enrol button.

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1059	BUS 4006W Org Psych Hons Coursework	Full Year				60.00		More meeting details available
<input type="checkbox"/>	Open	Thesis - 2598	BUS 4030H Org Psy Research Paper	Full Year				60.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 1485	FTX 1005F Managerial Finance	Semester One				18.00		More meeting details available

PE Registration Method: Student-facing Steps(PE)

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



13. The list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

2023 Honours

- 6 Contact Details Not Started
- 7 Addresses Not Started
- 8 Emergency Contacts Not Started
- 9 Communication Preferences Not Started

- ✓ **BUS 4006W - Org Psych Hons Coursework**
This class has been added to your schedule.
- ✓ **BUS 4030H - Organisational Psychology Research Paper**
This class has been added to your schedule.
- ✓ **FTX 1005F - Managerial Finance**
This class has been added to your schedule.

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

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

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
	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
Lecture - 1059	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		To be Announced

PE Registration Method: Student-facing Steps(PE)

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

The screenshot displays the 'University of Cape Town Registration' interface. On the left, a vertical navigation pane lists steps 6 through 14. Steps 6-13 are marked as 'Complete', while step 14, 'Complete', is marked as 'In Progress' and is highlighted with a green border. The main content area is titled 'Step 14 of 14: Complete' and contains the following text: '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.' A blue 'Submit' button is located in the top right corner of the main content area, also highlighted with a green border. At the top right of the interface, there are links for 'Academic Assistance', 'Help', and '< Previous', along with an 'Exit' button in the top left corner.

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