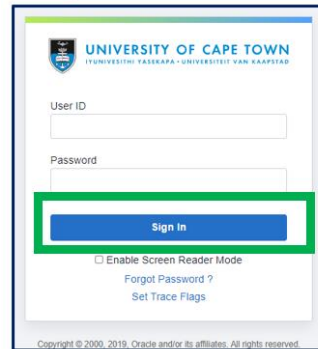# Faculty of Humanities (PG)
# Programme Enrolment(PE)
# Student Guide
# Registration Activity Guide
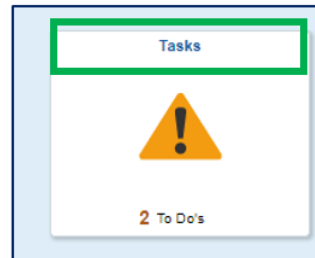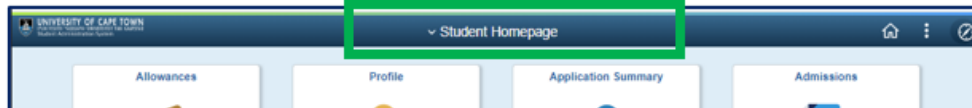# 2024

# Registration Activity Guide: Student-facing Steps(PE)
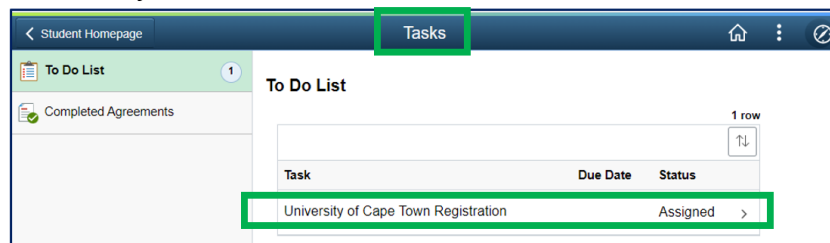
**1. Login on Peoplesoft** http://studentsonline.uct.ac.za/



**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**

# 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.**
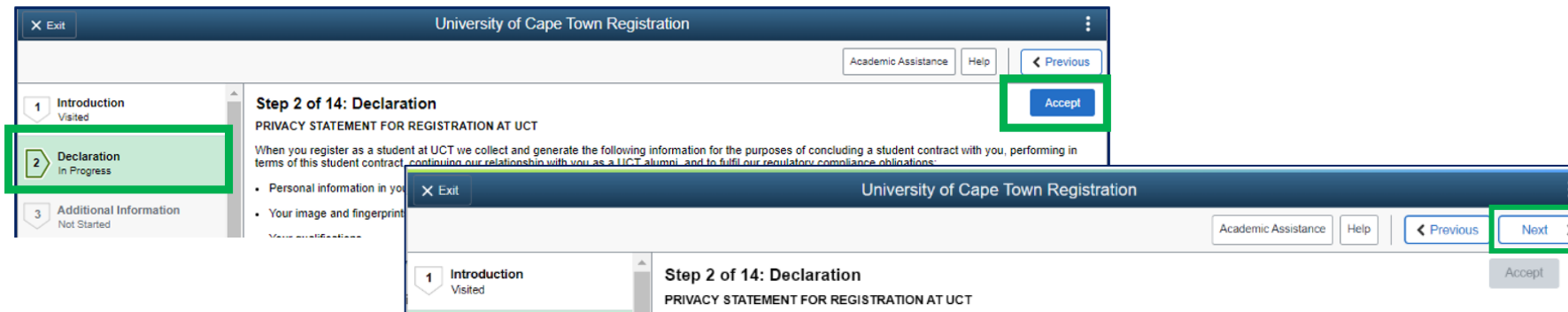


- 2024 - The declaration has been expanded to include that all correspondence between UCT and a student is via the UCT email account. Similarly, all student email communication with UCT will be from their UCT email account.

# 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

---

X Exit    University of Cape Town Registration

| Academic Assistance | Help | ‹ Previous | Next |

## Step 3 of 14: Additional Information

Please Answer all the question below truthfully.

**Save Answers**

### Expected Graduation Year

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

[ dropdown ⌄ ]

# 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**



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



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.**



**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.**

# 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 | Saturd |
|------|--------|---------|-----------|----------|--------|--------|
| 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 | | | | | | |

Cancel     Proceed to Registration

**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.**

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 |
|--------|--------------|-------|-------------|---------|----------------|------|------------|-------|-------|-------------|
| ☐ | Open | Lecture - 1059 | BUS 4006W Org Psych Hons Coursework | Full Year | More meeting details available | | | 60.00 | | |
| ☐ | Open | Thesis - 2598 | BUS 4030H Org Psy Research Paper | Full Year | More meeting details available | | | 60.00 | | |
| ☐ | Open | Lecture - 1485 | FTX 1005F Managerial Finance | Semester One | More meeting | | | 18.00 | | |

# PE Registration Method: Student-facing Steps(PE)

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

Are you sure you want to enroll?

**Yes**    No
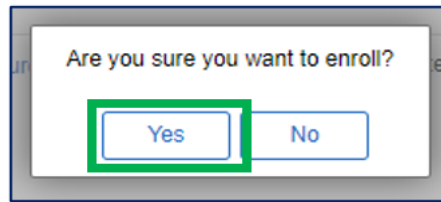
## 13. The list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

**2023**
Honours

| 6 | Contact Details<br>Not Started |
| 7 | Addresses<br>Not Started |
| 8 | Emergency Contacts<br>Not Started |
| 9 | Communication Preferences<br>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<br>Not Started |
| 8 | Emergency Contacts<br>Not Started |
| 9 | Communication Preferences<br>Not Started |
| 10 | Personal & Demographic Information<br>Not Started |
| 11 | Holds<br>Complete |
| 12 | My Courses<br>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<br>Times: 10:00 to 12:00 | To be Announced |
| | 03/04/2023 - 19/05/2023 | Days: Tuesday Thursday<br>Times: 10:00 to 12:00 | To be Announced |
| Lecture - 1059 | 24/07/2023 - 01/09/2023 | Days: Tuesday Thursday<br>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.**



**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.