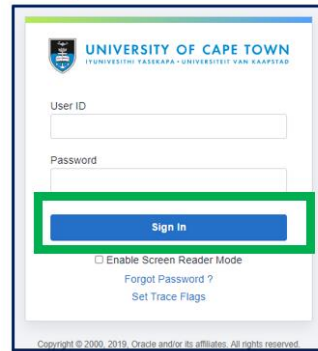


**Faculty of Humanities (PG)**  
**Pre-Populated Shopping Cart(PPSC)**  
**Student Guide**  
**Registration Activity Guide**  
**2024**



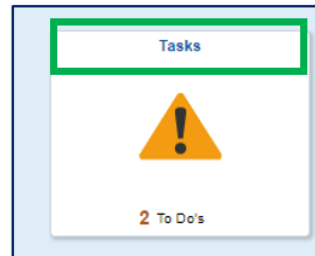
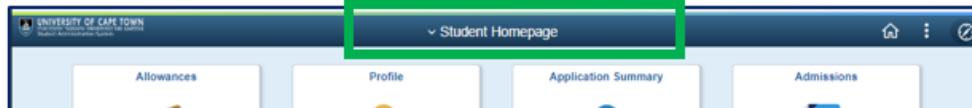
# Registration Activity Guide: Student-facing Steps 1-11

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

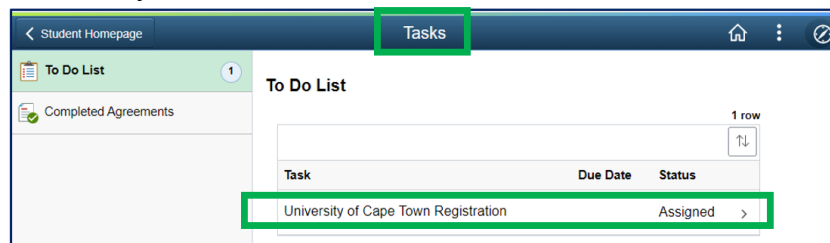


The image shows the login page for the University of Cape Town. It features the university's logo and name at the top. Below the logo are two input fields: "User ID" and "Password". A blue "Sign In" button is highlighted with a green border. Below the button are links for "Enable Screen Reader Mode", "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" title is highlighted with a green border. Below the title 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 "Task" column contains "University of Cape Town Registration", the "Status" column contains "Assigned", and there is a right-pointing arrow next to it. The "Task" and "Status" cells are highlighted with a green border.

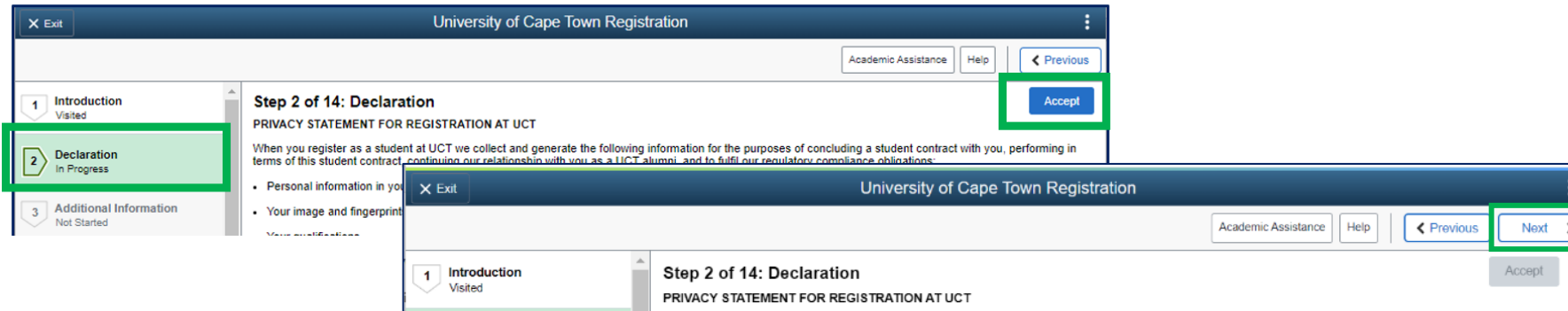
Task	Due Date	Status
University of Cape Town Registration		Assigned >

# Registration Activity Guide: Student-facing Steps 1-11

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.

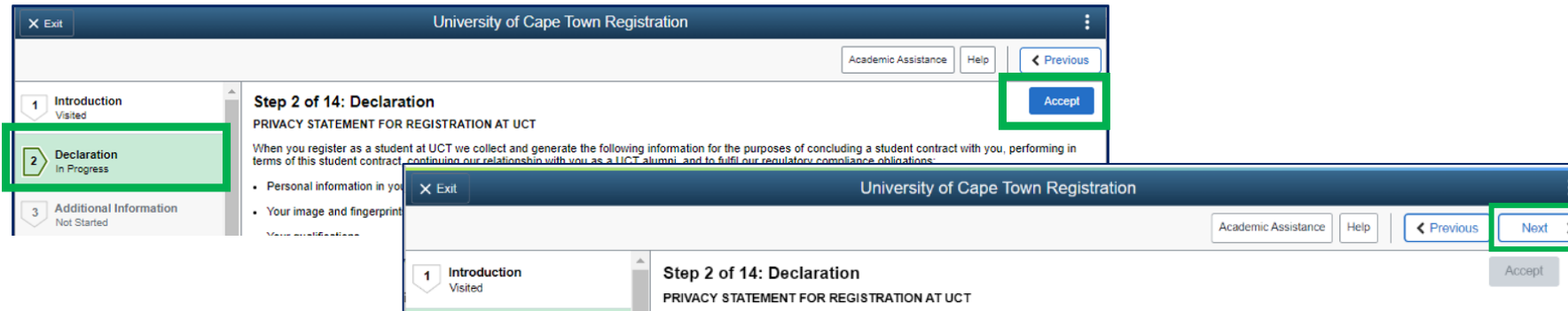


# Registration Activity Guide: Student-facing Steps 1-11

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**

### Expected Graduation Year

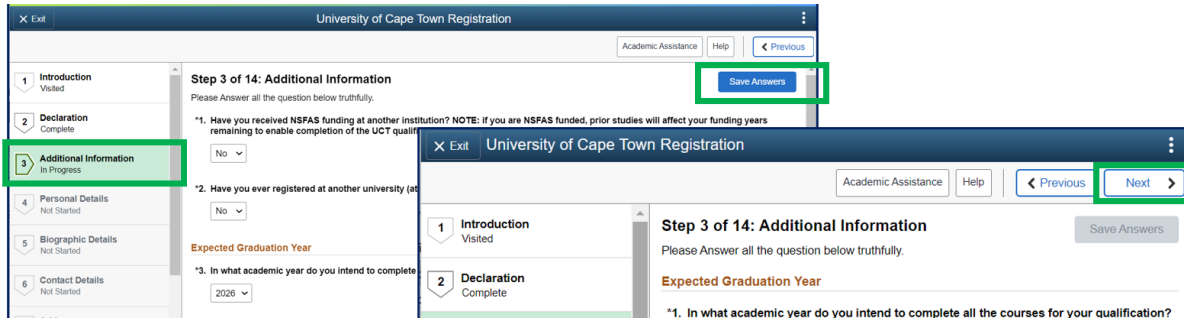
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**\*1. Are you expecting to complete your qualification this year?**



# Registration Activity Guide: Student-facing Steps

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

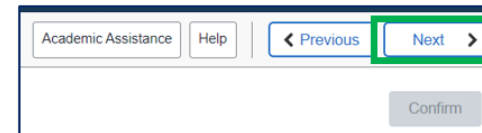
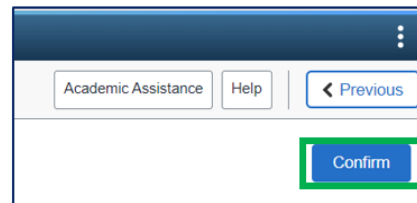
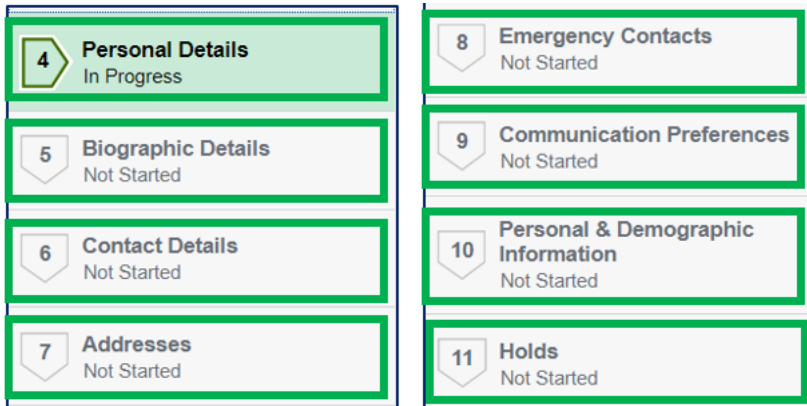


The Expected Graduation Year question is an indication of when you think you will finish your degree.



Students who are eligible, will also see the Laptop question in Step 3. If "Yes" is selected (indicating interest to purchase a Laptop from UCT), an additional Activity Guide will be assigned to you to complete this process.

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 Step 5 (Biographical Details). Complete – Confirm – Next

5

**Biographic Details**  
Complete

★  
**2024**

**Self Declared Race**

✕ Exit **University of Cape Town**

Academic Assistance

## Step 5 of 14: Biographic Details

► **Demographic Details**

**Biographic Details** [X]

Why does UCT want to know about your 'race'?

UCT is committed to social justice, and to transforming the student body to be diverse and representative of the South African population.

The Department of Higher Education and Training (DHET) is also committed to the transformation of universities.

UCT, along with all other higher education institutions, is required to collect and report statistics on the 'race' of our students, using the categories specified by DHET.

This also allows UCT to monitor progress towards student transformation and to be better able to report the student registration statistics more accurately to DHET.

It is for this reason and as part of your registration process, you are requested to choose one of the options from among these choices.

**Self Declared Race**

Please complete the Ethnic Group field as we use this information for reporting purposes.

\*Self Declared Race

African  
Chinese  
Coloured  
Indian  
No Information  
White

★

# PPSC Registration Method: Student-facing Step 12-14

8. Upon clicking on the My Course step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears. Click OK.

2023 Masters

6 Contact Details Not Started

7 Addresses Not Started

8 Emergency Contact 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 Enroll

**Shopping Cart**

You are active and ready to enrol for the following programme/plan: MSocSc by coursework & diss (HM006) /Social Development (HM006SWK03)

Your shopping cart has been pre-populated with the courses required to complete your enrolment.

Should you require assistance in any steps, please click on the "Help" button.  
For academic advice click on the "Academic Assistance" button.

Please contact your faculty should you see any failed enrolments.

OK

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 8116	SWK 5014S Social/Economic Development	Semester Two				24.00		More meeting details available

2023 Masters

6 Contact Details Not Started

7 Addresses Not Started

8 Emergency Contact 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 Enroll

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 7559	SWK 5000F Comp Soc Policy in Africa	Semester One				24.00		More meeting details available
<input checked="" type="checkbox"/>	Open	Prac - 6982	SWK 5012H Social Development Internship	Full Year				24.00		More meeting details available
<input checked="" type="checkbox"/>	Open	Lecture - 8116	SWK 5014S Social/Economic Development	Semester Two				24.00		More meeting details available
<input checked="" type="checkbox"/>	Open	Lecture - 10373	SWK 5056S Social Inclusion and the Youth	Semester Two				24.00		More meeting details available

9. To finalise registration, click on the Select All button and click Enrol.

2023 Masters

6 Contact Details Not Started

7 Addresses Not Started

8 Emergency Contact 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 Enroll

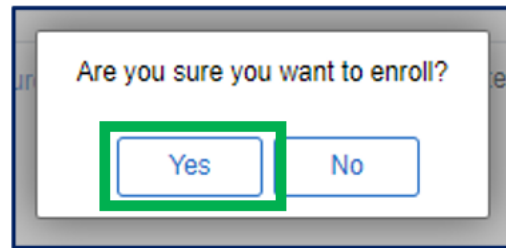
**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 7559	SWK 5000F Comp Soc Policy in Africa	Semester One				24.00		More meeting details available



# PPSC Registration Method: Student-facing Step 12-14

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



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

**2023**  
Masters

6	<b>Contact Details</b> Not Started	✓ <b>SWK 5000F - Comparative Social Policy in Africa</b> This class has been added to your schedule.
7	<b>Addresses</b> Not Started	✓ <b>SWK 5012H - Social Development Internship</b> This class has been added to your schedule.
8	<b>Emergency Contacts</b> Not Started	✓ <b>SWK 5014S - Social and Economic Development</b> This class has been added to your schedule.
9	<b>Communication Preferences</b> Not Started	

# PPSC Registration Method: Student-facing Step 12-14

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

2023 Masters

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

SWK 5000F Comp Soc Policy in Africa

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	24.00	Graded		MSocSc by coursework & diss	

Enrollment Deadlines

SWK 5012H Social Development Internship

Class	Start/End Dates	Days and Times	Room
Lecture - 7559	13/02/2023 - 15/06/2023	Days: Monday to Saturday Times: 08:00 to 18:00	To be Announced

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
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13. The final step, the Complete step (Step 14) opens. Read the information and click Submit.

University of Cape Town Registration

Academic Assistance Help < Previous

6 Contact Details Complete

7 Addresses Complete


**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.

Submit

Tasks



No current tasks



**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.