



## 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 following registration methods for COM PG studies:

- Programme Enrolment (PE)
- Blank Shopping Cart (BSC)
- Pre-Populated Shopping Cart (PPSC)

The registration method relevant to you will be indicated by the Commerce 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://studentsonline.uct.ac.za/>

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

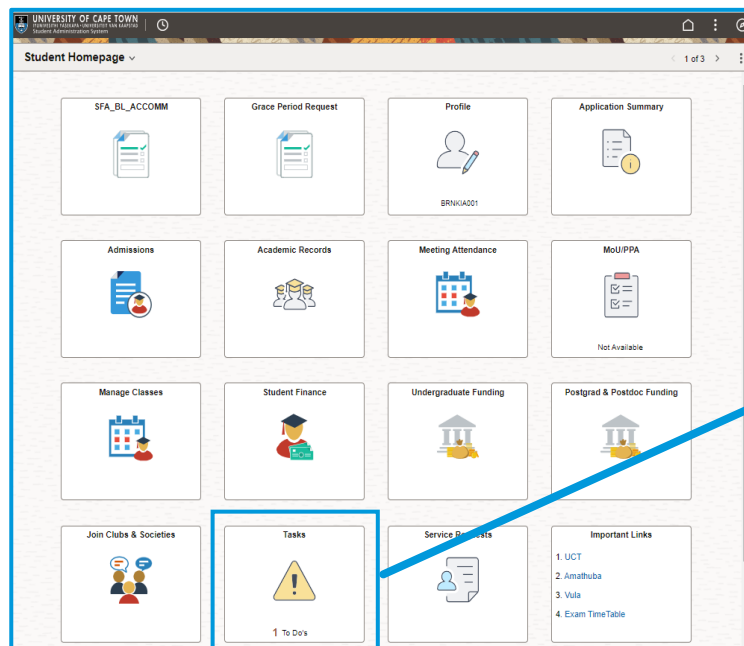
Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)

Phone: +27 (0)21 650 4500

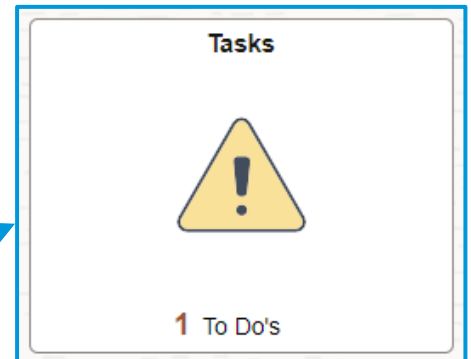
Link: <https://password.uct.ac.za/>

## Access Activity Guide

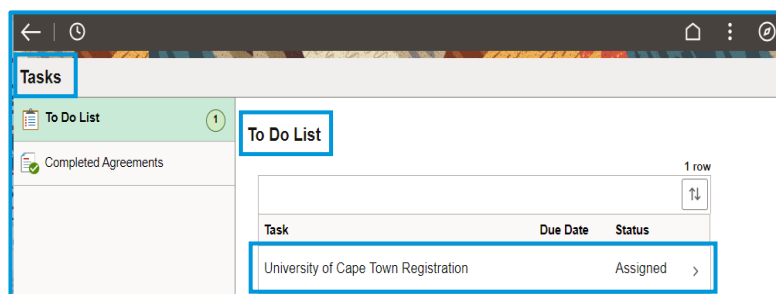
On the **Student Home Page**, click on the **Tasks** tile



Click on the Task Tile"



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 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:



## STEP 1: Introduction

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

The screenshot displays the 'University of Cape Town Registration' interface. On the left, a sidebar lists four steps: 'Introduction' (marked 'Visited' with a green dot), 'Declaration' (marked 'Not Started' with a red star), 'Additional Information' (marked 'Not Started' with a red star), and 'Personal Details (Optional)' (marked 'Not Started'). Below these are 'Biographic Details (Optional)' and 'Not Started'. The main content area is titled 'Introduction' and contains a welcome message, a list of tasks (Verify or update personal information, Verify address details, Indicate your communication preferences, Sign agreements, Register for classes based on your active program of study), and a 'Help' button. A 'Next >' button is located in the top right corner of the main content area.



## STEP 2: Declaration

Read the Privacy Statement and Declaration information and click **Accept** and **Next** to continue

University of Cape Town Registration

Help< Previous

Introduction

● Visited

Declaration

● In Progress

Additional Information

○ Not Started

Personal Details (Optional)

○ Not Started

Biographic Details (Optional)

○ Not Started

Contact Details (Optional)

○ Not Started

Addresses (Optional)

○ Not Started

Emergency Contacts (Optional)

○ Not Started

Communication Preferences (Optional)

○ Not Started

Personal & Demographic Information (Optional)

○ Not Started

Holds

○ Not Started

My Courses

○ Not Started

View My Classes

○ Not Started

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](#).

DECLARATION

Without prejudice to the terms of my application for admission, I make the following declarations:

- I will abide by the University's rules.
- 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.)
- I hold myself responsible for:
  - the payment of all fees and charges due and payable by me to UCT each year;
  - any arrears and interest on arrears as defined in this year's fee booklet; and
  - any costs of recovery, including attorney-and-client scale fees and/or collection commission.
- I agree and choose as my domicile (claudi et executandi), the home address as provided on PeopleSoft, for all purposes relating to this agreement, including giving any notice, the serving of any process and for any other purposes arising out of this agreement and I agree that any change to such address, which I acknowledge may only be to another street address, will only become effective 10 days after updating UCT.
- 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.
- 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.
- I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
- 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.
- I have not been expelled, rusticated, or excluded from any other University.
- 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.
- 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.
- If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
- The information given on this form is complete and accurate.

Printable Page

Accept

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

Declaration

PRIVACY STATEMENT FOR REGISTRATION AT UCT

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- Personal information in your UCT application and registration forms;
- Your image and fingerprints; and
- Your qualifications.

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- I hold myself responsible for:
  - the payment of all fees and charges due and payable by me to UCT each year;
  - any arrears and interest on arrears as defined in this year's fee booklet; and
  - any costs of recovery, including attorney-and-client scale fees and/or collection commission.
- I agree and choose as my domicile (claudi et executandi), the home address as provided on PeopleSoft, for all purposes relating to this agreement, including giving any notice, the serving of any process and for any other purposes arising out of this agreement and I agree that any change to such address, which I acknowledge may only be to another street address, will only become effective 10 days after updating UCT.
- 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.
- 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.
- I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
- 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.
- I have not been expelled, rusticated, or excluded from any other University.
- 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.
- 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.
- If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
- The information given on this form is complete and accurate.

Printable Page

Accept

Agreement Date 07/12/2025

Student Systems Support Documentation

4



## STEP 3: Additional Information

University of Cape Town Registration

Help | < Previous

Introduction Visited

\* Declaration Complete

\* Additional Information In Progress

**Additional Information**

Please Answer all the question below truthfully.

Expected Graduation Year

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

Save Answers

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

Help | < Previous

**Additional Information**

Please Answer all the question below truthfully.

Expected Graduation Year

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

Yes

Answers cannot be changed once the page is saved.  
Select Ok to save or Cancel to review the answers again.

OK Cancel

Save Answers

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



This question is only indicator ether you believe you will be finishing your qualification in full and graduating in the current year. If you are in a programme/plan requiring a combination of coursework and a dissertation/ mini-dissertation to be completed, you need to complete the Research question.

## STEP 4: Personal Details

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

Introduction Visited

\* Declaration Complete

\* Additional Information Complete

**Personal Details (Optional)** Visited

Biographic Details (Optional) Not Started

Contact Details (Optional) Not Started

**Personal Details (Optional)**

Date of Birth 27/01/2001

Gender Male

Identity Number

Names

Name	Type
	Primary >
	Preferred >
	Former1 >

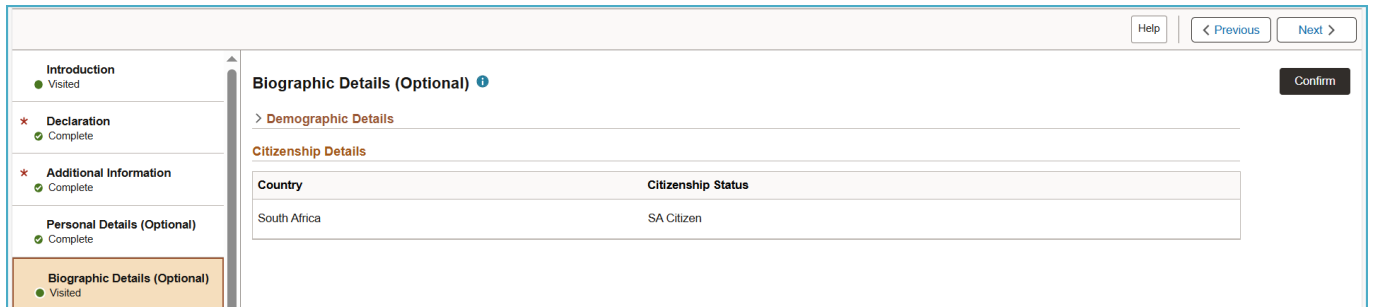
Confirm

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.

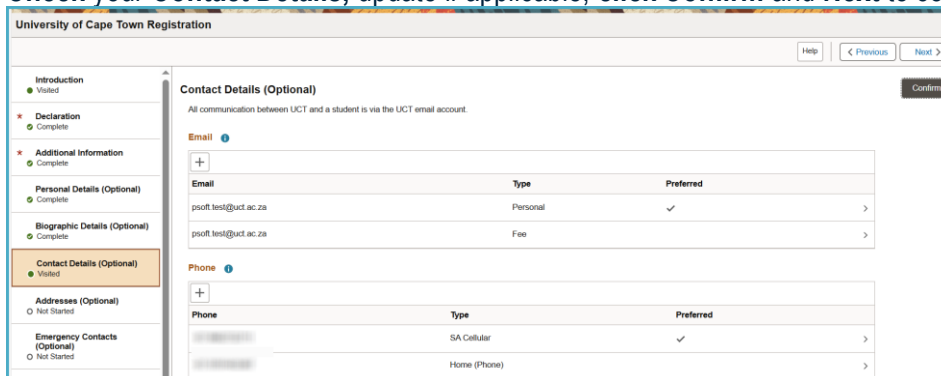


Country	Citizenship Status
South Africa	SA Citizen

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.



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

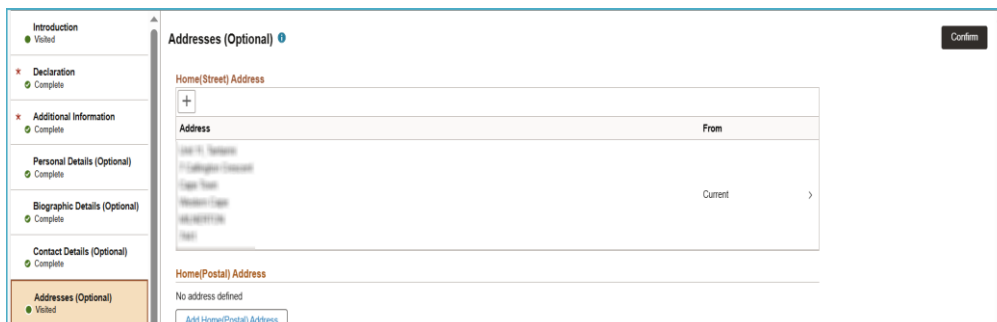
Phone	Type	Preferred
021-4608000	SA Cellular	✓
021-4608000	Home (Phone)	

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.



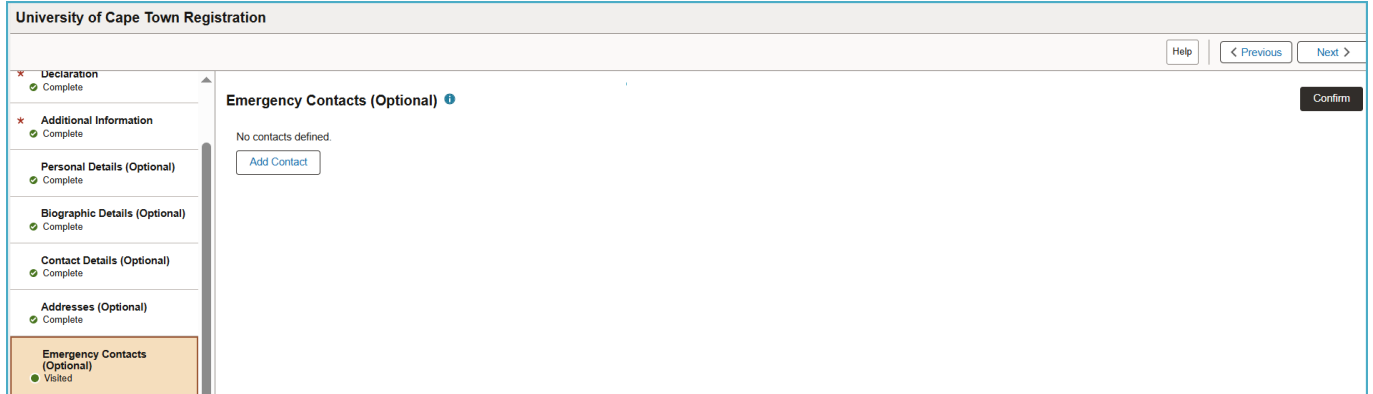
Address	From
100-10, Testers	Current

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.



The screenshot shows the 'University of Cape Town Registration' form. On the left is a sidebar with a list of sections: Declaration (Complete), Additional Information (Complete), Personal Details (Optional) (Complete), Biographic Details (Optional) (Complete), Contact Details (Optional) (Complete), Addresses (Optional) (Complete), and Emergency Contacts (Optional) (Visited). The main area is titled 'Emergency Contacts (Optional)' and contains the text 'No contacts defined.' with an 'Add Contact' button. At the top right of the main area are 'Help', '< Previous', and 'Next >' buttons. A 'Confirm' button is located at the bottom right of the main area.

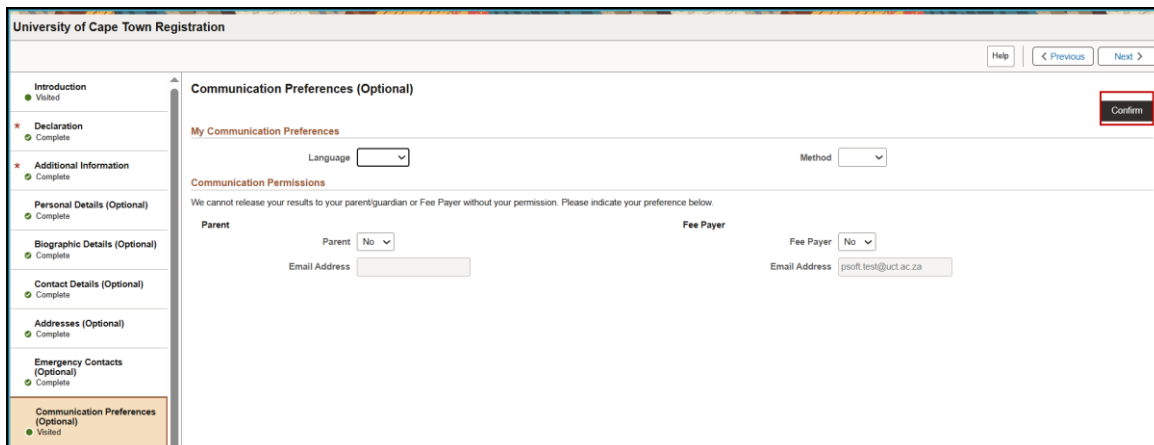
In case no emergency contact details are captured, click on **Add Contact**

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



The screenshot shows the 'University of Cape Town Registration' form. On the left is a sidebar with a list of sections: Introduction (Visited), Declaration (Complete), Additional Information (Complete), Personal Details (Optional) (Complete), Biographic Details (Optional) (Complete), Contact Details (Optional) (Complete), Addresses (Optional) (Complete), Emergency Contacts (Optional) (Complete), and Communication Preferences (Optional) (Visited). The main area is titled 'Communication Preferences (Optional)' and contains a 'Confirm' button at the top right. Below the title is a section 'My Communication Preferences' with 'Language' and 'Method' dropdown menus. Below that is a section 'Communication Permissions' with a warning message: 'We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.' There are two columns: 'Parent' and 'Fee Payer'. Each column has a 'Parent' or 'Fee Payer' dropdown menu (both set to 'No'), an 'Email Address' input field, and a 'Save' button. The 'Parent' email field is empty, and the 'Fee Payer' email field contains 'psort.test@uct.ac.za'.

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

Help

< Previous

Next >

Introduction

● Visited

★ Declaration

● Complete

★ Additional Information

● Complete

Personal Details (Optional)

● Complete

**Personal & Demographic Information (Optional)**

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.

Confirm

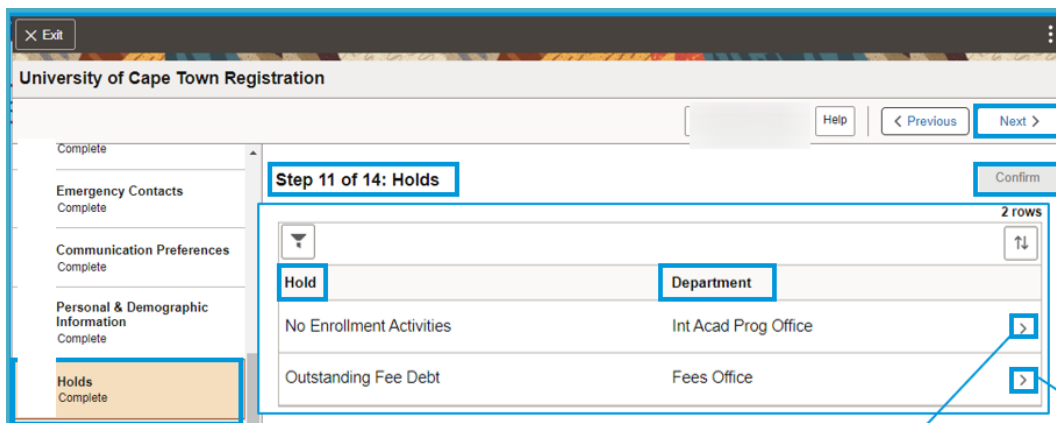


## STEP 11: Holds

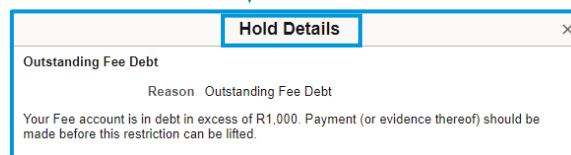
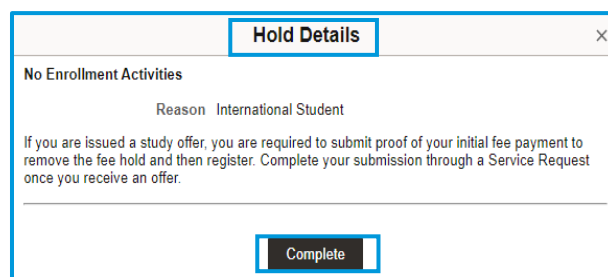
A “hold” or “Service Indicator” is placed on a student’s record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include “Holds” on outstanding fee payments to be made. For Masters students there maybe an MOU hold. 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

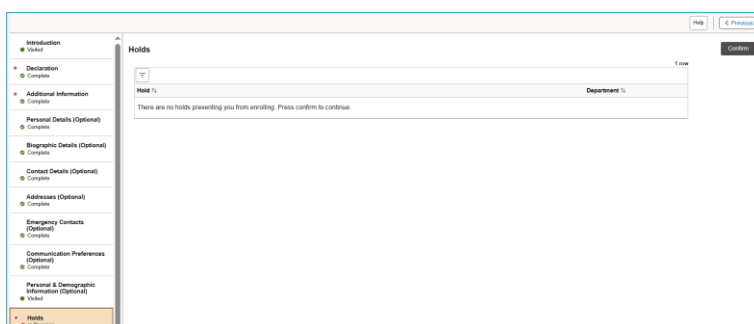


To resolve holds, click on the arrow (>) icon next to the appropriate field, read the instructions and follow the prompts. Once resolved, and holds have been lifted, click on **Confirm** and **Next** to continue.



### WITHOUT HOLDS

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





## STEP 12: My Courses

**IMPORTANT:** Depending on the registration method assigned to your programme/plan of study, the interface you need to register on appears in Step 12. For postgraduate students in Commerce, you either register via Programme Enrolment (PE), Blank Shopping Cart (BSC) or Pre-populated Shopping Cart (PPSC). See description of each method below.

### PROGRAMME ENROLMENT (PE)

Your curriculum is “unpacked” with the required course options, and rules of the programme to guide you to register for your courses.

When clicking on the “Add My Courses” button, your “Education Planner” page appears for completion.

By following the prompts and selecting the required courses, you can self-register without approval from the Faculty.

### BLANK SHOPPING CART (BSC)

You are required to “pack” your curriculum yourself (with the assistance of the Faculty Handbook and other sources).

When clicking on the “Add Additional Courses” button, you are prompted to search and select the courses you need to register for and adding them to your registration list.

Faculty approval is required and once granted, you can finalise Step 12.

### PRE-POPULATED SHOPPING CART (PPSC)

Upon opening Step 12, all required courses are pre-populated in your registration cart. You are only required to select all the pre-defined courses and self-register without approval from the Faculty.

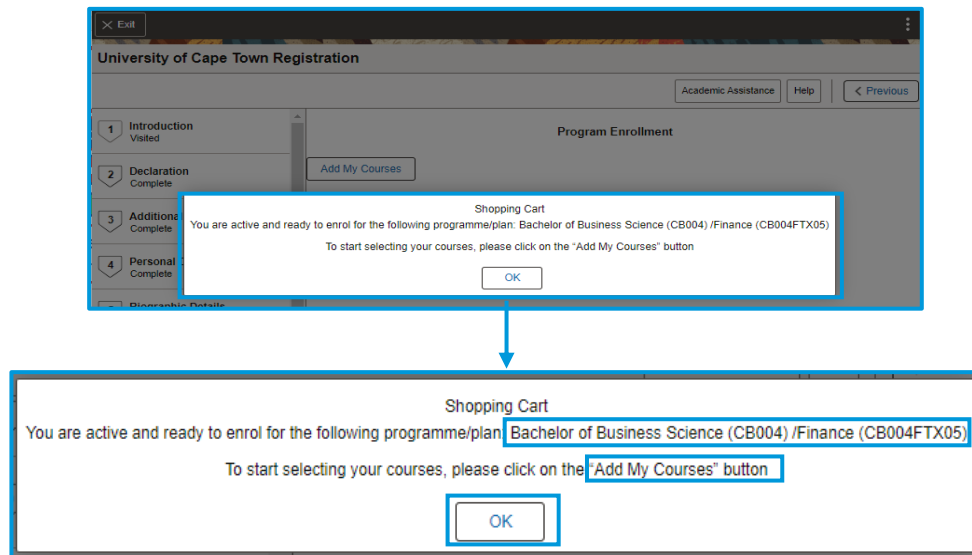
**PROGRAMME ENROLMENT (PE) – CONTINUE BELOW**  
**BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 15**  
**PRE-POPULATED SHOPPING CART (PPSC) – NAVIGATE TO PAGE 27**

**Please note: If the message shown in Step 12 says “Registration Closed,” this means that registration for your programme has not yet opened. Please check your faculty’s webpage for registration dates.**

The screenshot shows the 'University of Cape Town Registration' interface. On the left is a sidebar with a list of registration steps: Introduction (Selected), Declaration (Complete), Additional Information (Complete), Personal Details (Optional) (Complete), Biographic Details (Optional) (Complete), Contact Details (Optional) (Complete), Addresses (Optional) (Complete), Emergency Contacts (Optional) (Complete), Communication Preferences (Optional) (Complete), Personal & Demographic Information (Optional) (Complete), Holds (Complete), and My Courses (In Progress). The main content area displays a 'Registration Closed' message. The message text reads: 'You are active for the following programme/plan: BCom(BusSc) (CB002) / Mainstream General (CB020DCC02). Please note that registration for your programme/plan is closed. Registration will open on: 17-Nov-2025.' There are 'Help' and '< Previous' buttons in the top right corner of the main area.

## 12.1 PROGRAMME ENROLMENT

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**.



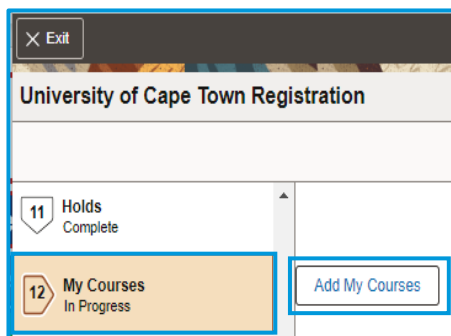
### PLEASE NOTE

**All Students:** If at this point you want to change your programme/plan, you 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.

## PROGRAMME ENROLMENT cont.

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 **Save and Continue**.



You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist you in selecting the correct course



If you select incorrect courses, not adhere to course/programme rules and/or deviate from the curriculum, a pop-up message or prompt will appear at the bottom of the screen. To resolve these, follow the instruction to clear the error.



Credit Summary:

Year Planned	159	Year Enrolled	0	Year Passed	0
Program Planned	159	Program Enrolled	0	Program Passed	0

✓ Your education plan has been updated.

Save Save and Continue

## PROGRAMME ENROLMENT cont.

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

Schedule Builder

ID/Name:

Campus ID:

● Open ■ Closed ▲ Wait List

> Change Filter Options

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM					● ACC 4023W - LG01 Lecture 2:00PM - 4:00PM Location: TBA Session 1 0015 PENDING		
3:00PM							
4:00PM	● ACC 4020W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING		● ACC 4023W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING		● ACC 4023W - LG01 Lecture 4:00PM - 6:00PM Location: TBA Session 1 0015 PENDING		
5:00PM							
6:00PM							

**Note:** If you need to make change, click Cancel to go back to your Education Planner. If you are ready to finalise your registration, click Proceed to Registration.

Cancel Proceed to Registration

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	More meeting details available			24.00		
<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		

As per your selection, all courses now show in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.

Enrollment

Please ensure you click and select all checkboxes next to each course and then click on the "Enroll" button to finalise your registration.

Are you sure you want to enroll?



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.



In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the "Add Additional Courses" and/or "Delete" buttons. Follow the steps in the Blank Shopping Cart section to add and/or remove courses and follow the instructions to submit an approval

## 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.

Personal & Demographic Information Complete	<b>ACC 4002W - Taxation III</b> This class has been added to your schedule.
Holds Complete	<b>ACC 4020W - Managerial Accounting &amp; Finance 2</b> This class has been added to your schedule.
<b>My Courses</b> Complete	<b>ACC 4023W - Financial Reporting IV</b> This class has been added to your schedule.
View My Classes Not Started	<b>ACC 4025W - Corporate Governance III</b> This class has been added to your schedule.
Complete Not Started	

### Indicator Meanings:



Class successfully added to your schedule.



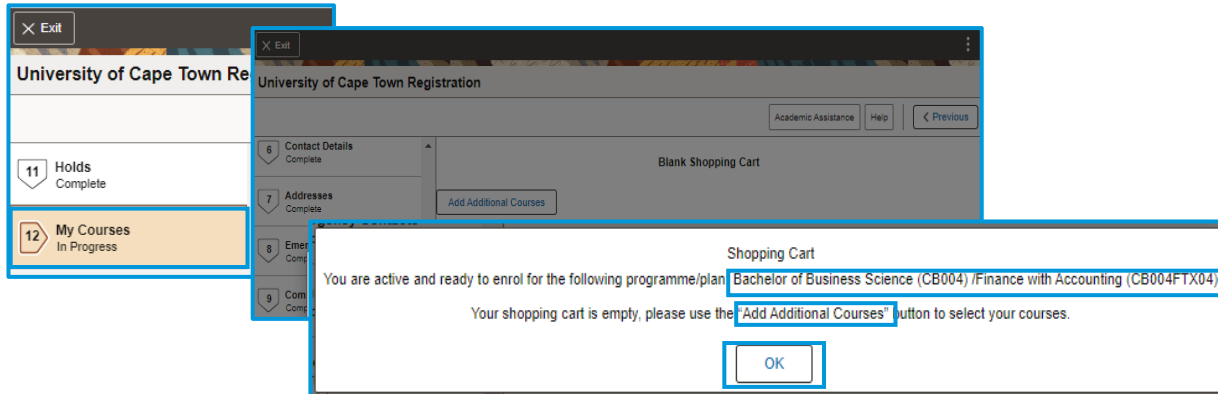
Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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 the last two steps of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

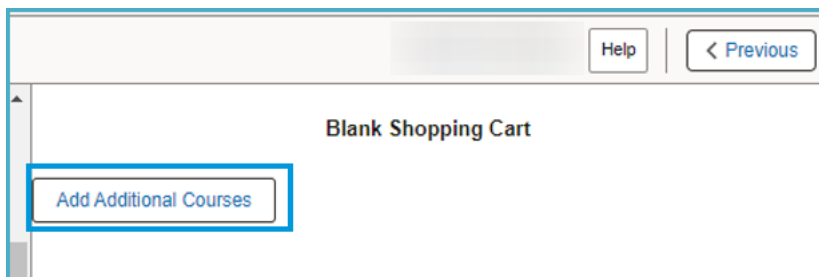
PROGRAMME ENROLMENT (PE) STEP 12 END  
CONTINUE TO STEP 13

## 12.2 Blank Shopping Cart

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**.



**Note:** If at this point you want to change your programme/plan, you 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.



Click the **Add Additional Courses** button to open the course look-up page.



## Blank Shopping Cart cont.

In the **Class Search and Enroll** component, **type** the **Course Code** in the **Search for Classes** field and **click** on the **arrow** to **search**.

Registration Class Search

**How to add a class to your shopping cart:**

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close** button on the top right of the window.

Search Tips

Enter specific keyword(s) for immediate retrieval of courses, for example course title, topic, subject and catalog number, class number.

You can use the Handbook or the Curriculum List available on the Commerce Registration website to assist selecting the correct courses.

It is the easiest to search for courses using the full course code, e.g.: ECO2003F; CML1004S; FTX2024S.

The **Class Search Results** page appears with **available course options**. Click the **arrow (>)** next to the applicable course to open.

Registration Class Search

**How to add a class to your shopping cart:**

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close** button on the top right of the window.

Classes

Course Code	Description	Class Section/Component	Days/Times
MAM2083F	Vector Calculus for Engineers	TG01 (Tutorial - 1742)	Multiple Meeting Schedules
		LG01 (Lecture - 1744)	Multiple Meeting Schedules

The arrow to click on to select a specific course is quite small. It is on the right-hand side of the listed course



## Blank Shopping Cart cont.

On the **Course Information** page, **review** the **details** of the available options. **Select** the appropriate **Option** by clicking on the **Arrow (>)**.

2026 Undergraduate

5 Biographic Details (Optional) Not Started

6 Contact Details (Optional) Not Started

7 Addresses (Optional) Not Started

8 Emergency Contacts (Optional) Not Started

9 Communication Preferences (Optional) Not Started

10 Personal & Demographic Information (Optional) Not Started

11 Holds Complete

12 My Courses In Progress

You are active and ready to enrol for the following programme/plan: BBusSc 4 year programme (CB024) /Finance with Accounting (CB024FTX04) Your shopping cart is empty, please use the "Add Courses" button to select your courses.

One or more courses have been added to your shopping cart. Before you can finalize registration, you must request approval for the selected courses. This request will be sent to the relevant academic staff for review.

Add Courses Request Approval

Your Shopping Cart

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 5954	ECO 2003F Microeconomics II	Semester One	More meeting details available			18.00		
	Tutorial - 5957			To be Announced	To be Announced	To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One	More meeting details available			16.00		
	Lecture - 1744			More meeting details available					

Class Information					X
Meeting Information	Enrollment Information		Class Details	Class Availability	
ECO 5046F Advanced Econometrics					Status : Open
Lecture - 1342					
Meeting Dates	Days	Times	Room	Instructor	
12/02/2024 - 22/03/2024	Monday Wednesday	2:00PM to 4:00PM	To be Announced	To be Announced	
12/02/2024 - 22/03/2024	Wednesday	4:00PM to 6:00PM	To be Announced	To be Announced	
02/04/2024 - 15/05/2024	Monday Wednesday	2:00PM to 4:00PM	To be Announced	To be Announced	
02/04/2024 - 15/05/2024	Wednesday	4:00PM to 6:00PM	To be Announced	To be Announced	

**Note:** The "Class Selection" options provide an overview of available Class Numbers, Meeting Dates, Days and Times, and number of Seats available for each option. To view more details, click on the "Lecture" or "Multiple Meeting Schedules" links.

If any of the class options clash with any of the courses already in your shopping cart, a

- Your cart will display with courses that were added.
- You view class meeting details by clicking on the *Meeting details* hyperlink





## Blank Shopping Cart cont.

- Once you have completed adding courses, click on **Request Approval**

Upon clicking "Submit," a pop-up message appears to prompt if you are sure you want to submit your selection. Click "Yes" to continue.

The screenshot shows a 'Class Information' pop-up window with the following details:

Meeting Dates	Days	Times	Room	Instructor
16/02/2026 - 27/03/2026	Monday to Thursday	9:00AM to 10:00AM	To be Announced	To be Announced
07/04/2026 - 20/05/2026	Monday to Thursday	9:00AM to 10:00AM	To be Announced	To be Announced

Below the table, there is a confirmation dialog box asking: "Are you sure you want to submit?" with "Yes" and "No" buttons.

**Note:** If you are a returning student, aside from selecting 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.

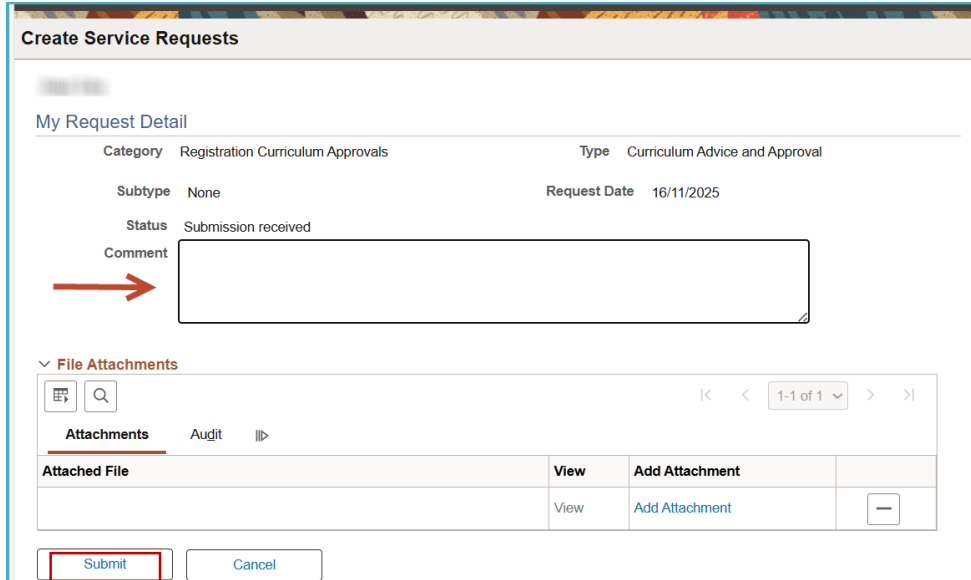
Once you completed adding all your courses, **click Request Approval**.

The screenshot shows the 'My Courses' page with a sidebar on the left containing various options. The 'Request Approval' button is highlighted with a red box. The main content area displays a table of courses in the shopping cart:

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 6273	BUS 3038S Intro to Project Management	Semester Two	More meeting details available			18.00		
Open	Lecture - 5954	ECO 2003F Microeconomics II	Semester One	More meeting details available			18.00		
	Tutorial - 5957			To be Announced	To be Announced	To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One	More meeting details available			16.00		
	Lecture - 1744			More meeting details available					

## Blank Shopping Cart cont.

The **Create Service Requests** page opens. Leave a **comment** and or add an **attachment** (if applicable) and **click Submit**



**Create Service Requests**

**My Request Detail**

Category: Registration Curriculum Approvals      Type: Curriculum Advice and Approval

Subtype: None      Request Date: 16/11/2025

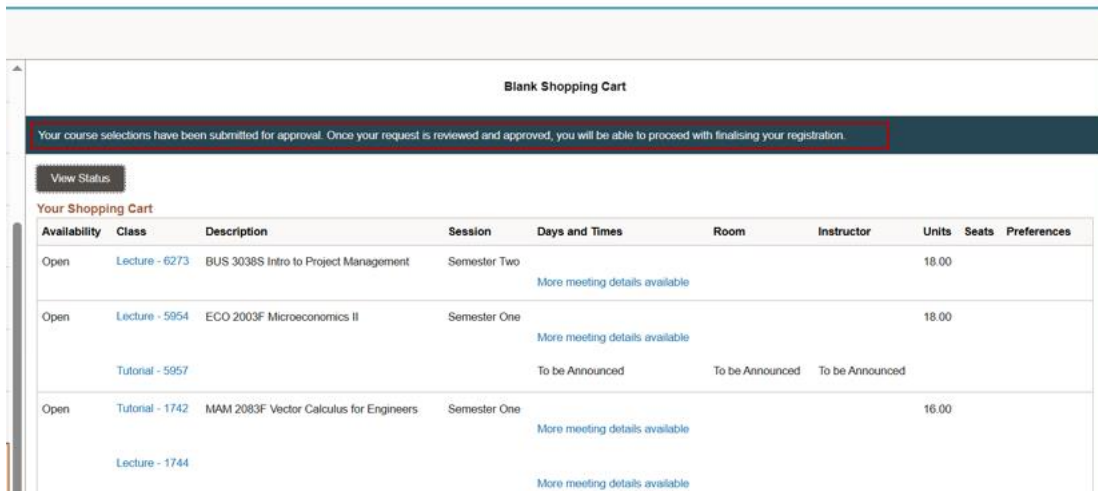
Status: Submission received

Comment:

**File Attachments**

Attachments      Audit      >>>

Attached File	View	Add Attachment
	View	Add Attachment



**Blank Shopping Cart**

Your course selections have been submitted for approval. Once your request is reviewed and approved, you will be able to proceed with finalising your registration.

[View Status](#)

**Your Shopping Cart**

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 6273	BUS 3038S Intro to Project Management	Semester Two	More meeting details available			18.00		
Open	Lecture - 5954	ECO 2003F Microeconomics II	Semester One	More meeting details available			18.00		
	Tutorial - 5957			To be Announced	To be Announced	To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One	More meeting details available			16.00		
	Lecture - 1744			More meeting details available					

**Note:** Upon submission, you are re-directed to the registration shopping cart page, reflecting the status "Decision Pending." This means your request is allocated to a faculty staff member for review and approval.

Note, you are not able to make changes to your shopping cart once it is submitted for review. Once a decision is made, the outcome and further instructions are sent via email. The status bar on your registration shopping cart page (Step 12) also indicates the updated status as per the email.



## Blank Shopping Cart cont.

Upon **receiving** the **updated status** on your registration request, **follow** the **instructions** and **complete actions** as requested.

**IMPORTANT:** Three (3) statuses are applicable and explained:  
1: Action Required by Student; 2: Declined; and 3: Final Approval.

### 1: Action Required by Student

From: no-reply@uct.ac.za <no-reply@uct.ac.za>  
Sent: Monday, 14 December 2023 10:00 AM  
To: Psoft Test <psoft.test@uct.ac.za>  
Subject: UCT Curriculum Submission Incomplete

Dear

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

**Meaning and Action Required:** The reviewer requires you to complete **further actions** (e.g., adding/deleting courses/fixing clashes). Follow the instructions as per the reviewer's comments and action the request. Resubmit the registration approval **request** by **clicking** on **"Action Required by Student"**, **add a comment** and save the request.

If you are required to delete courses from your cart, select the applicable course by ticking the box and click "Delete."

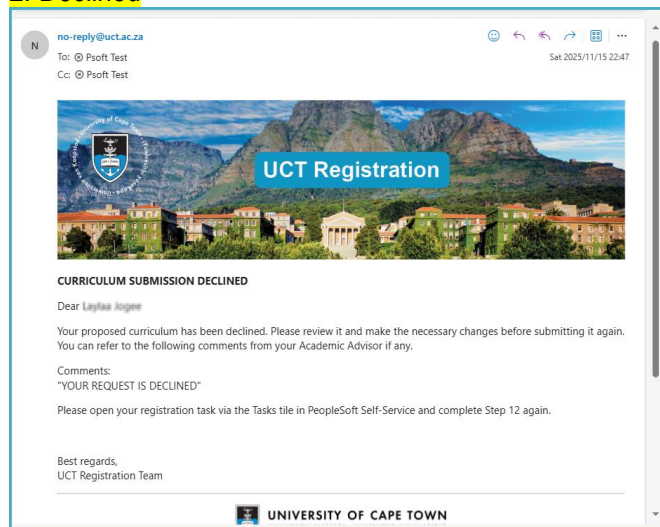
If you are required to add courses to your cart, click "Add Additional Courses."

Once you actioned the reviewer's request, **resubmit** your registration request for approval, by clicking on **"Action Request by Student,"** **add a Comment,** and **click Save.** Upon re-submission, your status reflects as "Decision Pending" again.

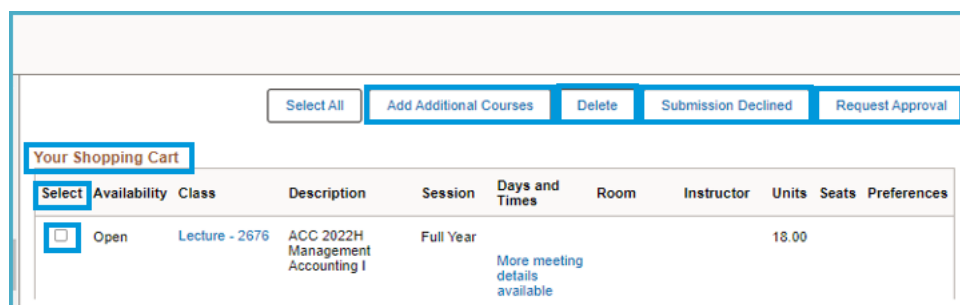


## Blank Shopping Cart cont.

### 2: Declined

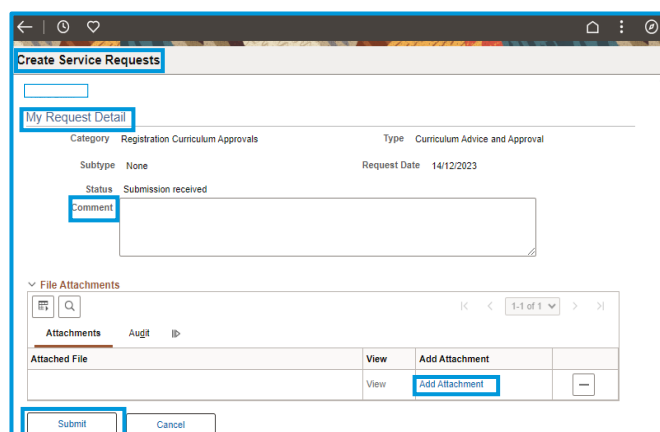
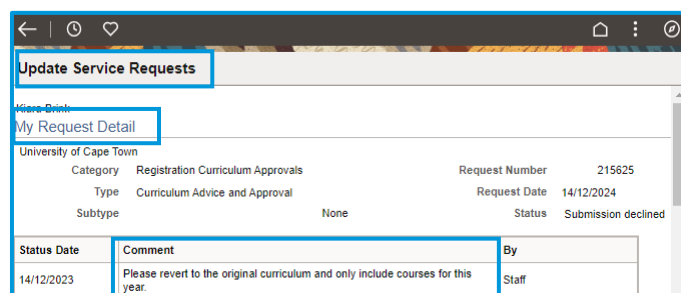


**Meaning and Action Required:** The reviewer **requires** you to **re-start** your registration **request**. Follow the instructions as per the reviewer's comments and action the request. **Submit** the updated registration approval request by clicking on **"Request Approval"**, **add a comment and submit** the request.



If you are required to delete courses from your cart, select the applicable course by ticking the box and click "Delete."

If you are required to add courses to your cart, click "Add Additional Courses."

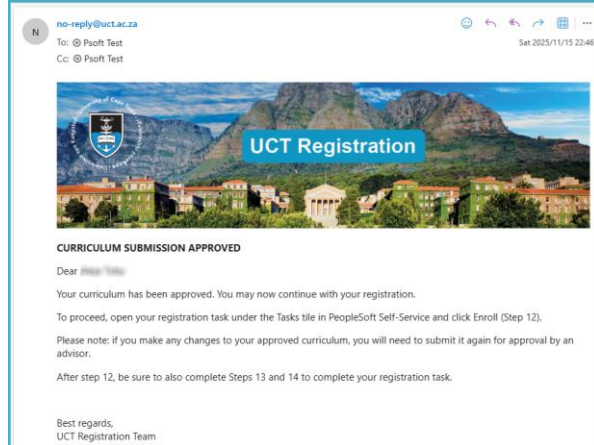


Once you actioned the reviewer's request, a new request for approval must be submitted. **Click Request Approval, add a Comment, and click Submit.** Upon submission, your status reflects as "Decision Pending".



## Blank Shopping Cart cont.

### 3: Final Approval



**Meaning and Action Required:** The reviewer approved your submission. Complete Step 12 by clicking “Select All” and “Enroll”.

Your course selection request has been approved. You may now proceed to enrol for all the approved courses below. If you wish to change your selection, you will need to add courses and submit a new request for approval.

[Add More Courses](#) [Submission Approved](#) [Enroll](#)

**Your Shopping Cart**

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 6273	BUS 3038S Intro to Project Management	Semester Two				18.00		<a href="#">More meeting details available</a>
Open	Lecture - 5954	ECO 2003F Microeconomics II	Semester One				18.00		<a href="#">More meeting details available</a>
	Tutorial - 5957			To be Announced	To be Announced	To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One				16.00		<a href="#">More meeting details available</a>
	Lecture - 1744								

Are you sure you want to enroll?

[Yes](#) [No](#)

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

Enrollment

Please ensure you click and select all checkboxes next to each course and then click on the “Enroll” button to finalise your registration.

[OK](#)

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.



## Blank Shopping Cart cont.

Once you clicked Enroll, the list of courses you are registering for appears with either a positive ✓ or negative X indicator.

**Click Next** to continue to Step 13.

Help

< Previous

Next >

✓ **BUS 3038S - Introduction to Project Management**  
This class has been added to your schedule.

✓ **ECO 2003F - Microeconomics II**  
This class has been added to your schedule.

✓ **MAM 2083F - Vector Calculus for Engineers**  
This class has been added to your schedule.

### Indicator Meanings:

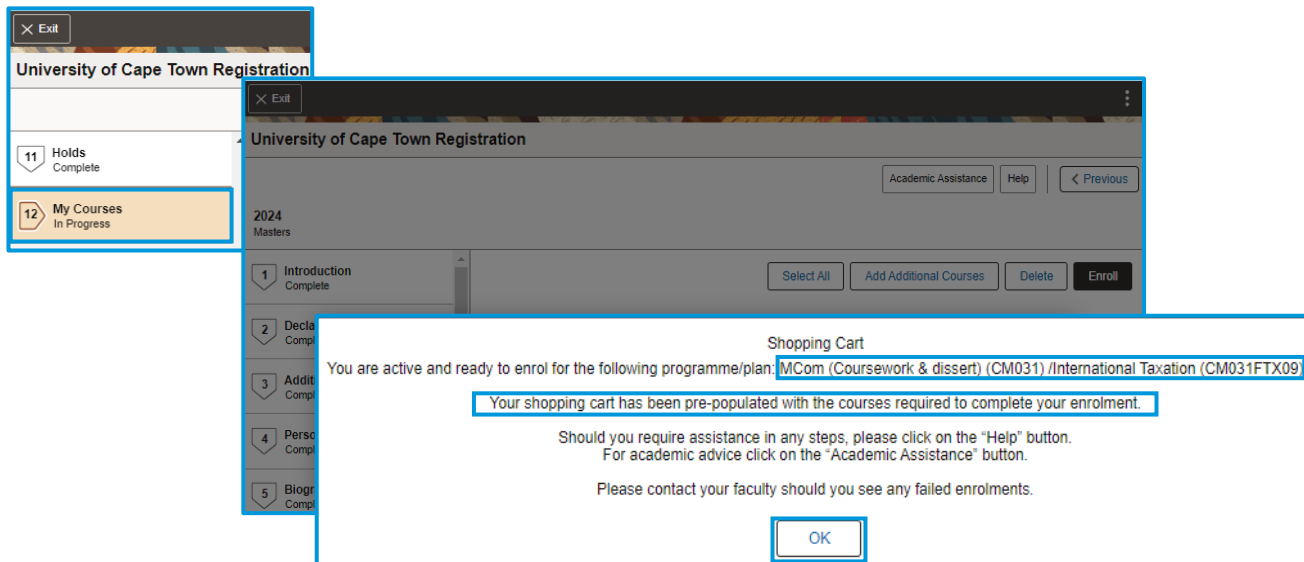
- ✓ Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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.

**BLANK SHOPPING CART – END OF STEP 12**  
**CONTINUE TO STEP 13, NAVIGATE TO PAGE 27**

## 12.3 Pre-Populated Shopping Cart

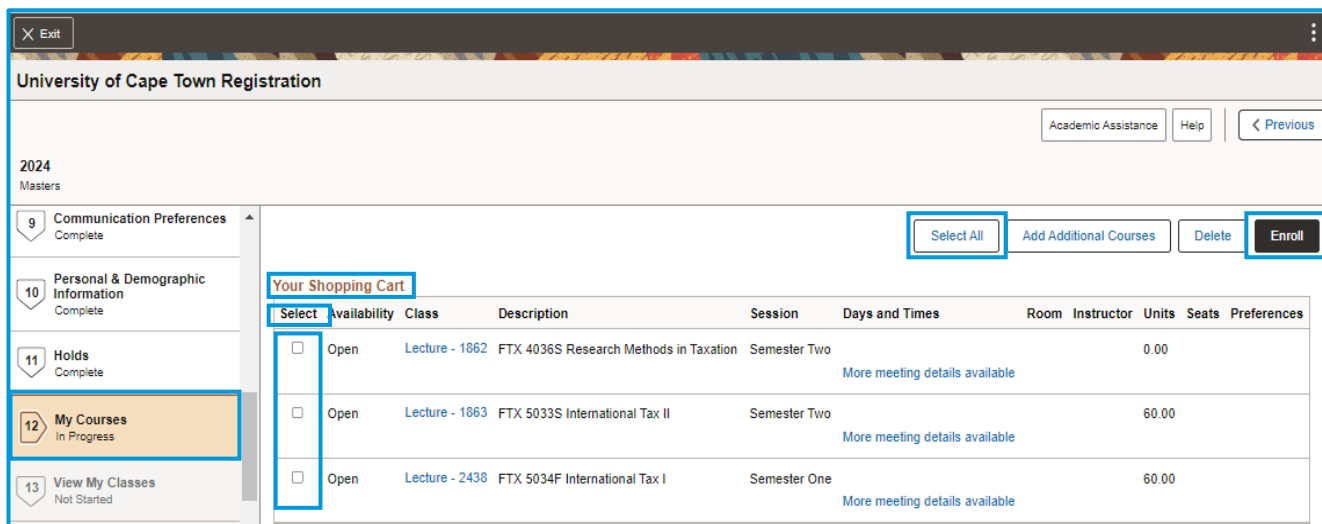
Click on **Step 12**. A **pop-up message** appears to **notify** you of the **programme/plan** you are **active** on to **register** for, and which **prompt** to click on to **start selecting** your **courses**.



The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists steps 11 'Holds Complete' and 12 'My Courses In Progress'. The main area displays a 'Shopping Cart' pop-up message. The message states: 'You are active and ready to enrol for the following programme/plan: MCom (Coursework & dissert) (CM031) /International Taxation (CM031FTX09)'. Below this, it says 'Your shopping cart has been pre-populated with the courses required to complete your enrolment.' and provides instructions on where to click for assistance. An 'OK' button is at the bottom of the pop-up.

**Note:** If at this point you want to change your programme/plan, you 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.

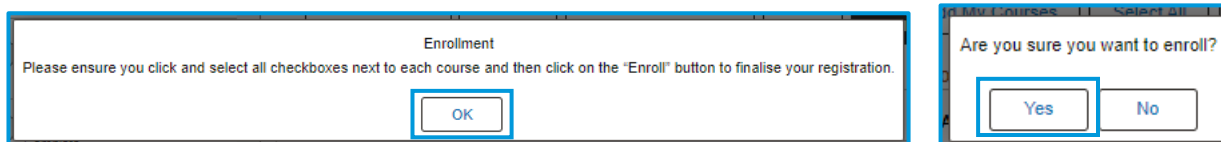
All courses required for registration are listed in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.



The screenshot shows the 'Your Shopping Cart' section of the registration system. It features a table with columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. Three courses are listed, each with an unchecked checkbox in the 'Select' column. The 'Select All' button is highlighted with a red box. The 'Enroll' button is also highlighted with a red box. The sidebar on the left shows step 12 'My Courses In Progress' as the active step.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1862	FTX 4036S Research Methods in Taxation	Semester Two				0.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 1863	FTX 5033S International Tax II	Semester Two				60.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 2438	FTX 5034F International Tax I	Semester One				60.00		More meeting details available

**Note:** 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.



The image shows two pop-up messages. The first, titled 'Enrollment', instructs the user to ensure all checkboxes are selected and to click the 'Enroll' button. It has an 'OK' button. The second, titled 'Are you sure you want to enroll?', asks for confirmation and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.





## Pre-Populated Shopping Cart cont.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1862	FTX 4036S Research Methods in Taxation	Semester Two				0.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 1863	FTX 5033S International Tax II	Semester Two				60.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 2438	FTX 5034F International Tax I	Semester One				60.00		More meeting details available

In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the **"Add Additional Courses"** and/or **"Delete"** buttons. Follow the steps in the Blank Shopping Cart section to add and/or remove courses and follow the instructions to submit and approval request.

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.

✓	ECO 5020F - Advanced Micro Economics	This class has been added to your schedule.
✓	ECO 5030S - Applied Growth Theory	This class has been added to your schedule.
✓	ECO 5046F - Advanced Econometrics	This class has been added to your schedule.

### 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

**PRE-POPULATED SHOPPING CART – END OF STEP 12**

**CONTINUE TO STEP 13**





## STEP 13: View My Classes

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

2026 Undergraduate

Complete

Personal Details (Optional) Not Started

Biographic Details (Optional) Not Started

Contact Details (Optional) Not Started

Addresses (Optional) Not Started

Emergency Contacts (Optional) Not Started

Communication Preferences (Optional) Not Started

Personal & Demographic Information (Optional) Not Started

Holds Complete

My Courses Complete

**View My Classes Visited**

Complete Not Started

By Class By Date

Show Enrolled Classes Show Dropped Classes

**BUS 303BS Intro to Project Management**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		BBusSc 4 year programme	
Class	Meeting Dates	Days and Times	Room		
Lecture - 6273	27/07/2026 - 04/09/2026	Days: Monday Tuesday Friday Times: 8:00AM to 9:00AM	To be Announced		
	14/09/2026 - 27/10/2026	Days: Monday Tuesday Friday Times: 8:00AM to 9:00AM	To be Announced		
Enrollment Deadlines No Exams Scheduled					

**ECO 2003F Microeconomics II**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		BBusSc 4 year programme	
Class	Meeting Dates	Days and Times	Room		
Lecture - 5954	16/02/2026 - 27/03/2026	Days: Monday to Thursday Times: 9:00AM to 10:00AM	To be Announced		
	07/04/2026 - 20/05/2026	Days: Monday to Thursday Times: 9:00AM to 10:00AM	To be Announced		
Tutorial - 5957	16/02/2026 - 15/06/2026	Schedule: To be Announced	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 16/02/2026 To 22/02/2026

**Monday February 16**

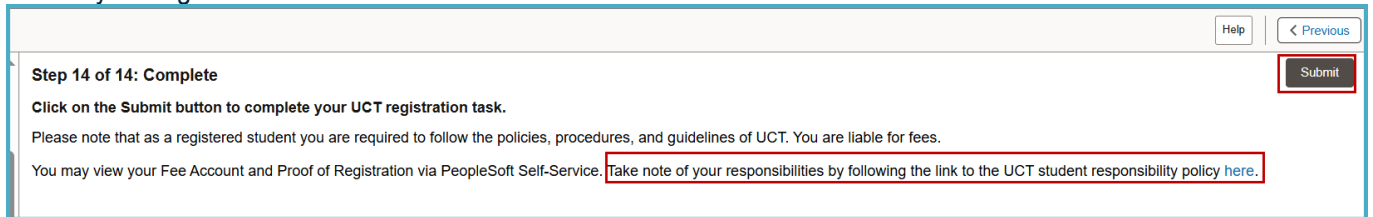
8:00AM	MAM 2083F Lecture	Room: To be Announced	Status: Enrolled	>
9:00AM	ECO 2003F Lecture	Room: To be Announced	Status: Enrolled	>

**Tuesday February 17**

8:00AM	MAM 2083F Lecture	Room: To be Announced	Status: Enrolled	>
9:00AM	ECO 2003F Lecture	Room: To be Announced	Status: Enrolled	>
2:00PM	MAM 2083F Tutorial	Room: To be Announced	Status: Enrolled	>

## STEP 14: Complete

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



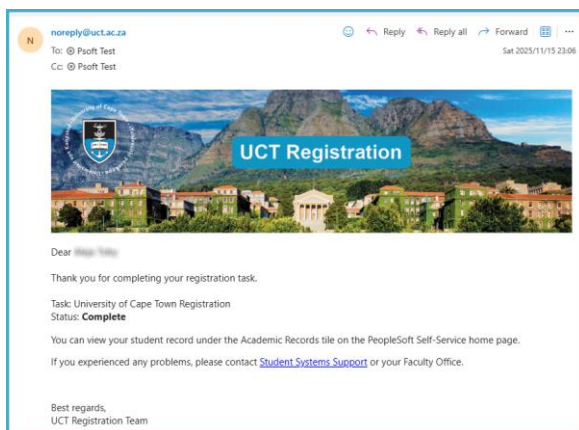
**Step 14 of 14: Complete**

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

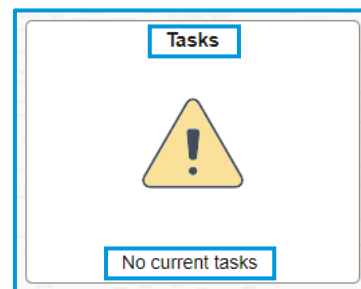
Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees.

You may view your Fee Account and Proof of Registration via PeopleSoft Self-Service. [Take note of your responsibilities by following the link to the UCT student responsibility policy here.](#)

An email notification will be sent informing you that your registration is Complete. You are reminded again where you can view the UCT Student Responsibility Policy page.



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.

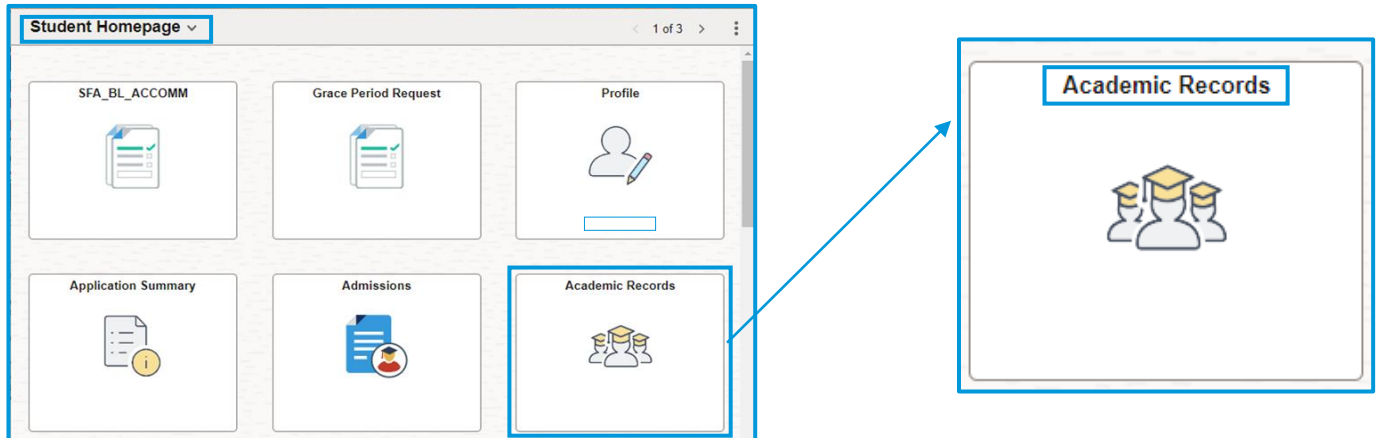
### END OF REGISTRATION PROCESS

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

The 'Proof of Registration' page displays a form for generating a proof of registration. The left-hand navigation menu has 'Proof of Registration' highlighted. The main content area shows a form with 'Term Selection' (2024), 'Academic Information' (Career: Undergraduate, Level: Third Year, Program: CB004 Bachelor of Business Science), and a table of courses. The 'EMAIL' button is highlighted at the bottom.

Course #	Description #	Status
ACC 2022H	Management Accounting I	Not Started
ACC 2023H	Taxation I	Not Started
ECO 2003F	Microeconomics II	Not Started
CML 1004S	Business Law I	Not Started
FTX 2024S	Financial Management	Not Started

Select term and click **Email**