



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 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 & 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

Phone: +27 (0)21 650 4500

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

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

I. Protect Your Password: Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.
II. Special pricing on laptops. [Read more](#)

Before your first login, manage your password: <https://password.uct.ac.za>
Postgraduate enquiries: admissions-pg@uct.ac.za
Undergraduate enquiries: admissions-up@uct.ac.za
Student support: sss-helpdesk@uct.ac.za

User ID

Password

Sign In

Enable Screen Reader Mode

[Forgot Password ?](#)

Access Activity Guide

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

SFA_BL_ACCOMM Grace Period Request Profile Application Summary

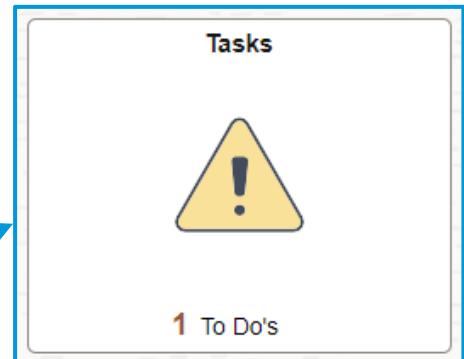
Admissions Academic Records Meeting Attendance MoU/PPA

Manage Classes Student Finance Undergraduate Funding Postgrad & Postdoc Funding

Join Clubs & Societies Tasks Service Requests Important Links

1 To Do's

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**.

Tasks

To Do List

Completed Agreements

Task	Due Date	Status
University of Cape Town Registration		Assigned



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.

University of Cape Town Registration

Introduction Visited

Declaration Not Started

Additional Information Not Started

Personal Details (Optional) Not Started

Biographic Details (Optional) Not Started

Introduction
Welcome to University of Cape Town Registration
This registration task will allow you to:

- Verify or update personal information
- Verify address details
- Indicate your communication preferences
- Sign agreements
- Register for classes based on your active program of study

Should you require assistance in any steps, please click on the "Help" button.
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](#).

Help **Next >**



STEP 2: Declaration

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

University of Cape Town Registration

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 domicilium citandi 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
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](#).
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Without prejudice to the terms of my application for admission, I make the following declarations:

- I will abide by the University's rules.
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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 domicilium citandi 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.

Agreement Date 07/12/2025

[Printable Page](#)

Accept



STEP 3: Additional Information

University of Cape Town Registration

Help | < Previous | Save Answers

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?

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

Help | < Previous | Save Answers

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

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

 This question is only indicator either 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.

Help | < Previous | Confirm

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 1234567890

Names

Name	Type
Redacted	Primary
Redacted	Preferred
Redacted	Former



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.

Biographic Details (Optional) ⓘ

> Demographic Details

Citizenship Details

Country	Citizenship Status
South Africa	SA Citizen

Confirm

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.

Contact Details (Optional)

All communication between UCT and a student is via the UCT email account.

Email ⓘ

	Type	Preferred
psoft.test@uct.ac.za	Personal	>
psoft.test@uct.ac.za	Fee	>

Phone ⓘ

	Type	Preferred
████████████████████	SA Cellular	>
████████████████████	Home (Phone)	>

Confirm

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.

Addresses (Optional) ⓘ

Home[Street] Address

Address	From
100-111 Nelson	>
1234567890	>
Open Text	>
Address 1	>
082-9999999	>
999	>

Home[Postal] Address

No address defined

Add Home[Postal] Address

Confirm

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.

University of Cape Town Registration

Declaration Complete

Additional Information Complete

Personal Details (Optional) Complete

Biographic Details (Optional) Complete

Contact Details (Optional) Complete

Addresses (Optional) Complete

Emergency Contacts (Optional) Visited

Emergency Contacts (Optional)

No contacts defined.

Add Contact

Help < Previous Next > Confirm

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

University of Cape Town Registration

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

Communication Preferences (Optional) Visited

Communication Preferences (Optional)

My Communication Preferences

Language Method

Communication Permissions

We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.

Parent

Parent: No Email Address:

Fee Payer

Fee Payer: No Email Address: pssoft test@uct.ac.za

Confirm

Help < Previous Next >

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 > | Confirm

<p>Introduction ● Visited</p> <p>Declaration ✖ Complete</p> <p>Additional Information ✖ Complete</p> <p>Personal Details (Optional) ● Complete</p>	<p>Personal & Demographic Information (Optional) Personal, Demographic and Fee Payer information</p> <p>Confirm that your information is correct</p> <p>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.</p> <p>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.</p>
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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

Hold	Department
No Enrollment Activities	Int Acad Prog Office
Outstanding Fee Debt	Fees Office

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.

Hold Details

No Enrollment Activities
Reason: International Student
If you are issued a study offer, you are required to submit proof of your initial fee payment to remove the fee hold and then register. Complete your submission through a Service Request once you receive an offer.

Hold Details

Outstanding Fee Debt
Reason: Outstanding Fee Debt
Your Fee account is in debt in excess of R1,000. Payment (or evidence thereof) should be made before this restriction can be lifted.

WITHOUT HOLDS

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

Hold	Department
Hold 1	Department 1



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

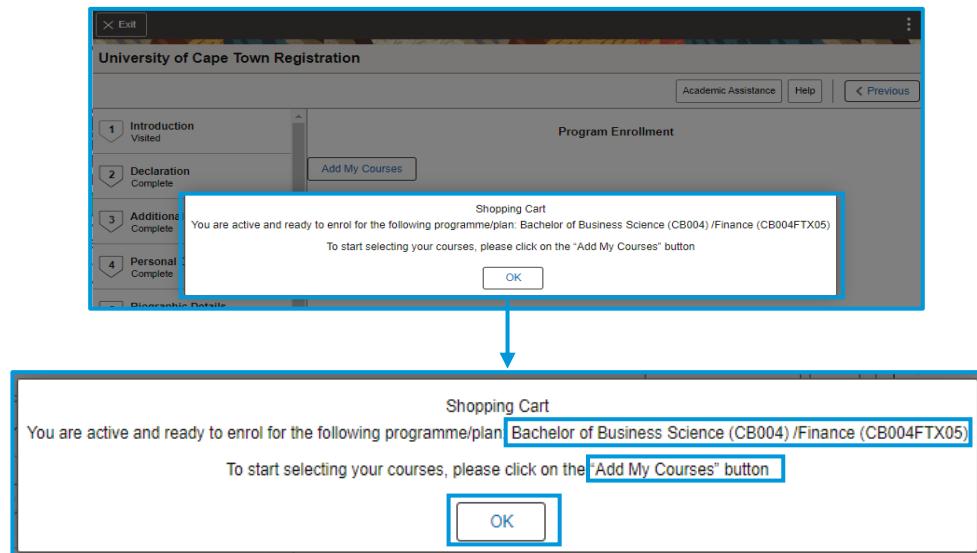
PRE-POPULATED SHOPPING CART (PPSC) – NAVIGATE TO PAGE 27

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.



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.



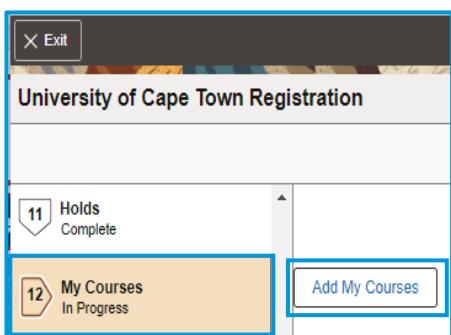
PLEASE NOTE

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.



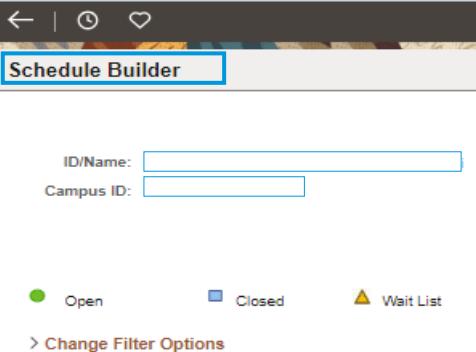
Credit Summary:

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

Your education plan has been updated.

PROGRAMME ENROLMENT cont.

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



Schedule Builder

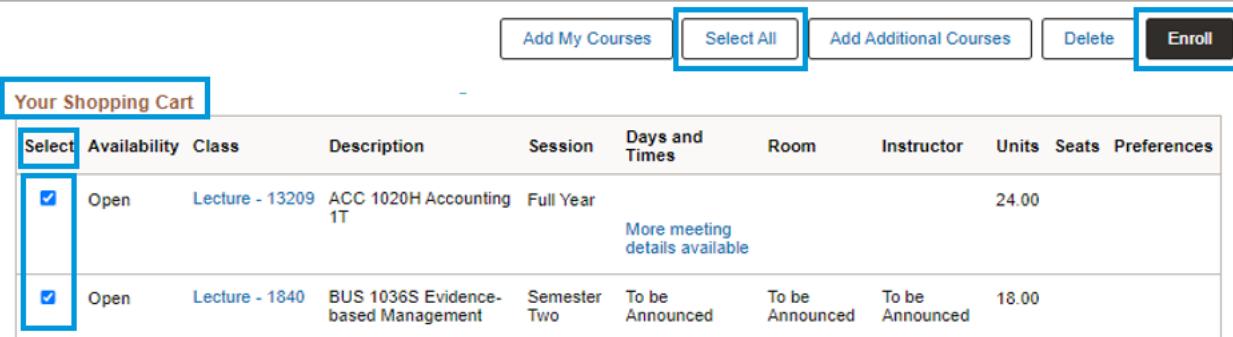
ID/Name:
Campus ID:

● Open ■ Closed ⚠ Wait List

> Change Filter Options

Meeting Information		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM								
9:00AM								
10:00AM								
11:00AM								
12:00PM								
1:00PM								
2:00PM								
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.



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					24.00	
					More meeting details available					
<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?

OK

My Courses | Select All

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. 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

Holds
Complete

My Courses
Complete

View My Classes
Not Started

Complete
Not Started

✓ ACC 4002W - Taxation III
This class has been added to your schedule.

✓ ACC 4020W - Managerial Accounting & Finance 2
This class has been added to your schedule.

✓ ACC 4023W - Financial Reporting IV
This class has been added to your schedule.

✓ ACC 4025W - Corporate Governance III
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 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.

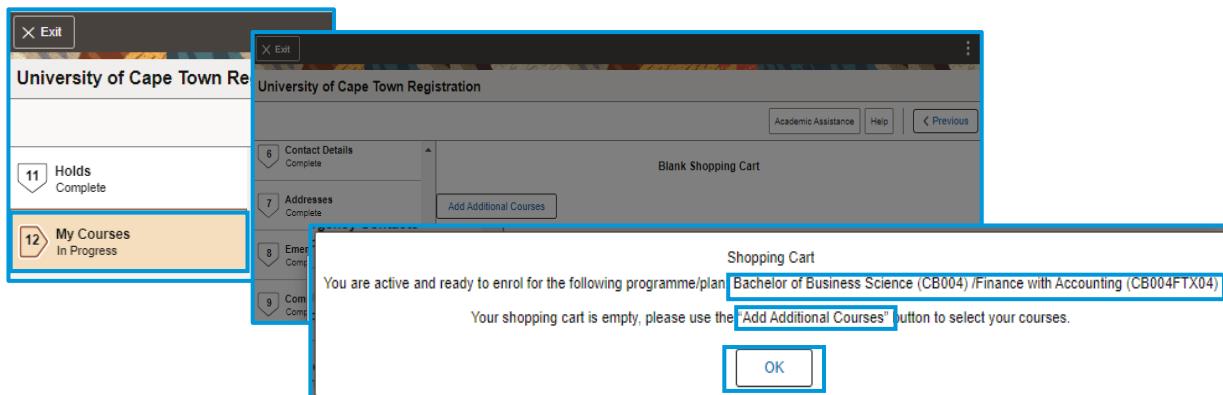


PROGRAMME ENROLMENT (PE) STEP 12 END

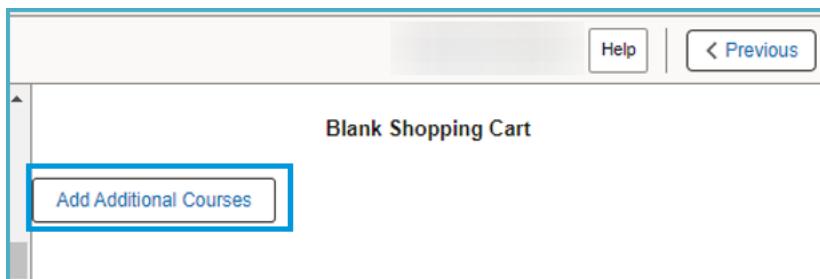
CONTINUE TO STEP 13

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.

Enter search keyword(s)

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.

MAM2083F

Classes			
Course Code	Description	Class Section/Component	Days/Times
MAM2083F	Vector Calculus for Engineers	TG01 (Tutorial - 1742)	Multiple Meeting Schedules <input type="button" value="+"/>
		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 (>)**.

The screenshot shows the University of Cape Town registration interface. On the left, a sidebar lists 12 optional steps: 5. Biographic Details (Optional), 6. Contact Details (Optional), 7. Addresses (Optional), 8. Emergency Contacts (Optional), 9. Communication Preferences (Optional), 10. Personal & Demographic Information (Optional), 11. Holds, and 12. My Courses (In Progress). Step 12 is highlighted with an orange box. The main content area shows a message about being active and ready to enrol for the BBusSc 4 year programme (CB024) /Finance with Accounting (CB024FTX04). It includes buttons for 'Add Courses' and 'Request Approval'. Below this is a 'Your Shopping Cart' table with columns: Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. Two course rows are listed: 'Lecture - 5954 ECO 2003F Microeconomics II' and 'Tutorial - 1742 MAM 2083F Vector Calculus for Engineers'. Each row has a 'More meeting details available' link and a trash icon. The 'Request Approval' button is also highlighted with a red box.

The screenshot shows the 'Class Information' page for ECO 5046F Advanced Econometrics, Lecture - 1342. The page has tabs for Meeting Information, Enrollment Information, Class Details, and Class Availability. The Meeting Information tab is selected. It shows the status as 'Open' and lists four meeting schedules:

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

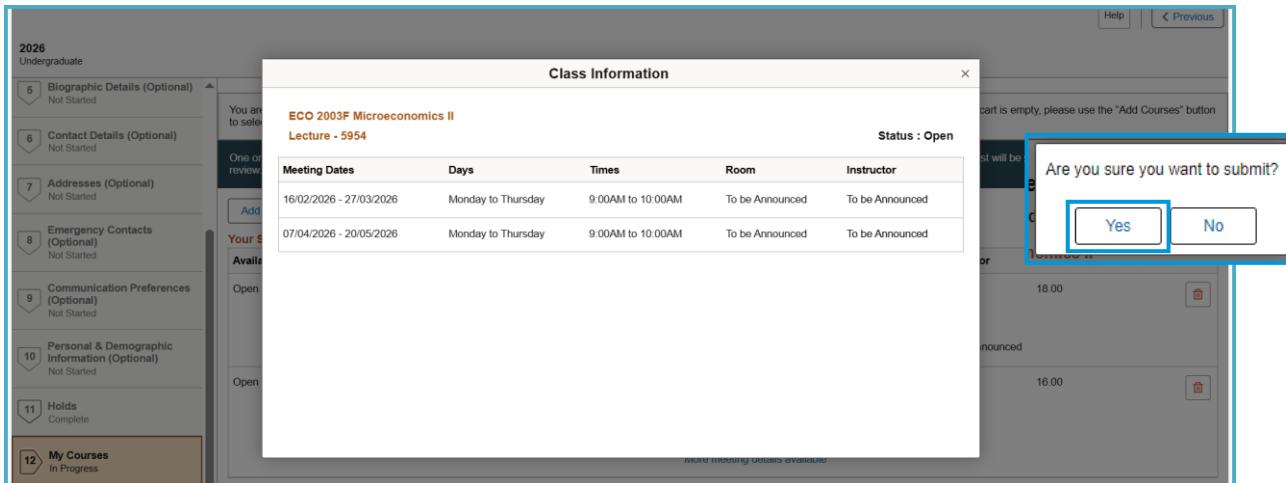
- Your cart will display with courses that were added.
- You view class meeting details by clicking on the *Meeting details* hyperlink



Blank Shopping Cart cont.

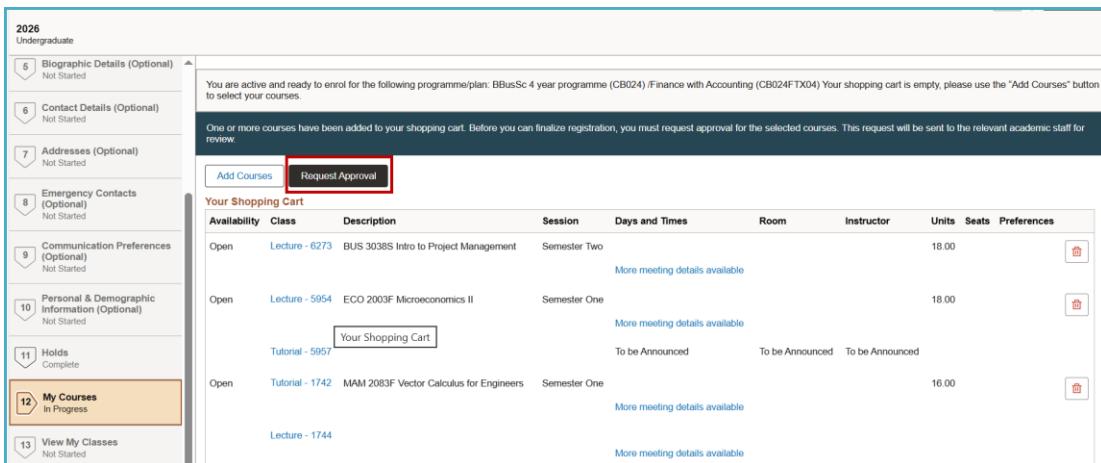
- Once you have completed adding courses, click on **Request Approval**

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



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**.





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	<input type="text"/>		

File Attachments

<input type="button" value="New"/>	<input type="button" value="Search"/>	1-1 of 1		
Attachments	Audit	< < > >		
Attached File	View	Add Attachment	<input type="button" value="—"/>	
	View	Add Attachment	<input type="button" value="—"/>	

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

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		
				More meeting details available					
Open	Lecture - 5954	ECO 2003F Microeconomics II	Semester One				18.00		
				More meeting details available					
	Tutorial - 5957			To be Announced		To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One				16.00		
				More meeting details available					
	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
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.

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 2676	ACC 2022H Management Accounting I	Full Year	More meeting details available			18.00		

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."

Update Service Requests

My Request Detail

University of Cape Town

Category: Registration Curriculum Approvals	Request Number: 215625
Type: Curriculum Advice and Approval	Request Date: 14/12/2024
Subtype: None	Status: Submission incomplete

Status Date: 14/12/2023 **Comment:** Remove ECO2003F and CML1004S from your course selection - you have already passed it. Add INF2004F and CML2001F to your course selection - these are compulsory courses for this year.

Enter Comment Below:

Add Comment **Update Last Comment**

File Attachments

Attached File	Description	View	Add Attachment	[-]
		View	Add Attachment	[-]

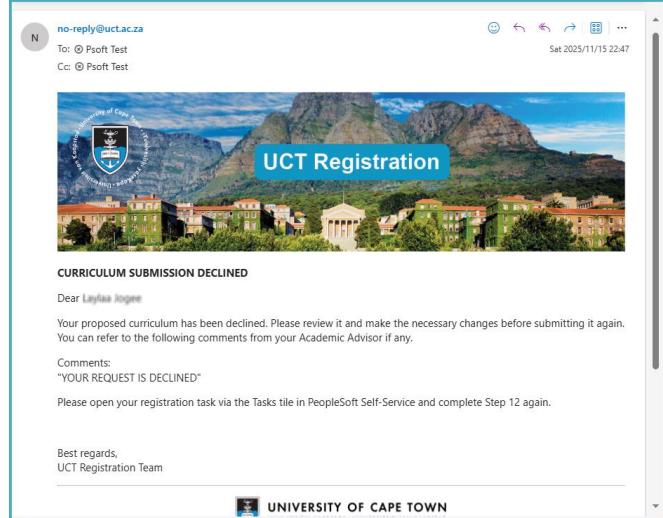
Save **Cancel**

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.

The screenshot shows a table with columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. One row is selected, showing 'Open' status, 'Lecture - 2676' class, 'ACC 2022H Management Accounting I' description, 'Full Year' session, and '18.00' units. A 'More meeting details available' link is present. Action buttons at the top include 'Select All', 'Add Additional Courses', 'Delete', 'Submission Declined', and 'Request Approval'.

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."

The screenshot shows a 'My Request Detail' section for a request with Request Number 215625, Type Curriculum Advice and Approval, and Subtype None. The Status is 'Submission declined'. The Comment field contains 'Please revert to the original curriculum and only include courses for this year.' The 'By' field is 'Staff'.

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".

The screenshot shows a 'My Request Detail' section for a request with Request Number 215625, Type Curriculum Advice and Approval, and Subtype None. The Status is 'Submission received'. The Comment field is empty. Below it is a 'File Attachments' section with a table for 'Attached File' and buttons for 'View', 'Add Attachment', and 'Delete'.



Blank Shopping Cart cont.

3: Final Approval

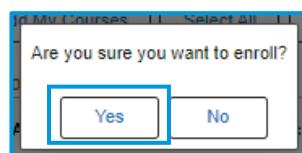


Meaning and Action Required: The reviewer approved your **submission**. Complete Step 12 by clicking “Select All” and “Enroll”.

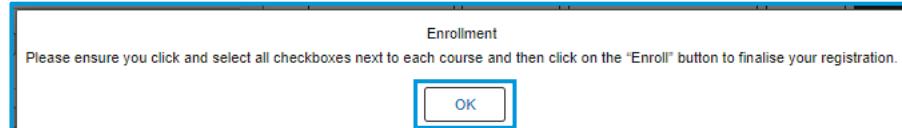
Your course selection request has been approved. You may now proceed to enrol for all the approved courses below. If you wish to change your selection, you will need to add courses and submit a new request for approval.

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

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		
				More meeting details available					
Open	Lecture - 5954	ECO 2003F Microeconomics II	Semester One				18.00		
				More meeting details available					
	Tutorial - 5957			To be Announced		To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One				16.00		
				More meeting details available					
	Lecture - 1744								



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.



Blank Shopping Cart 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.

[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.
- ✗** 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.

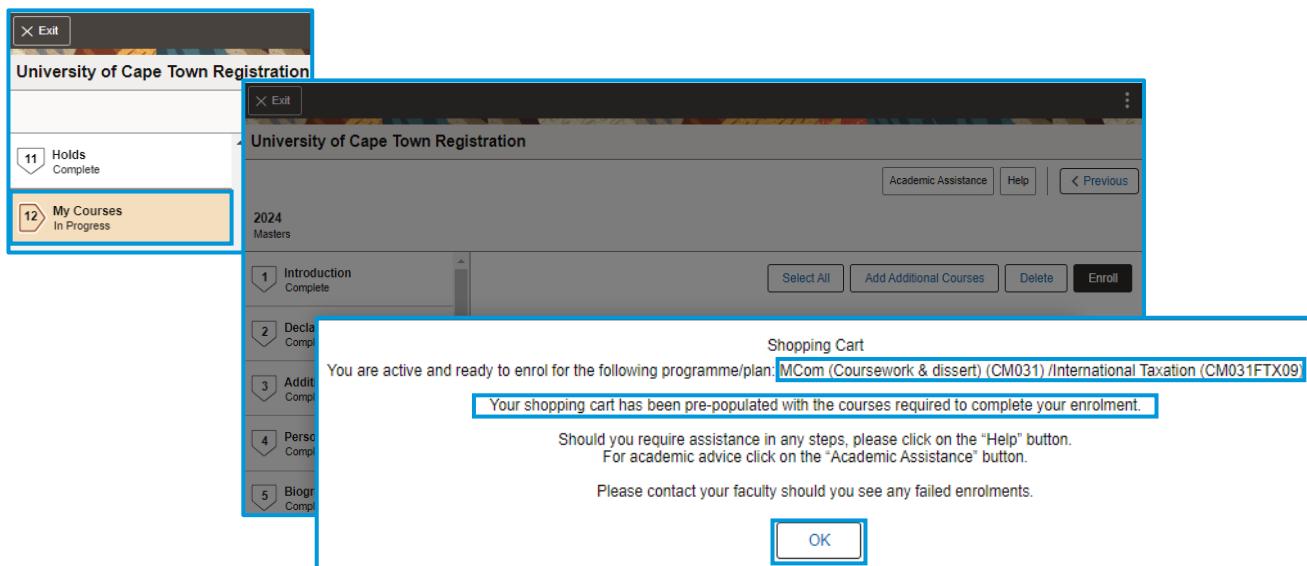
BLANK SHOPPING CART – END OF STEP 12

CONTINUE TO STEP 13, NAVIGATE TO PAGE 27



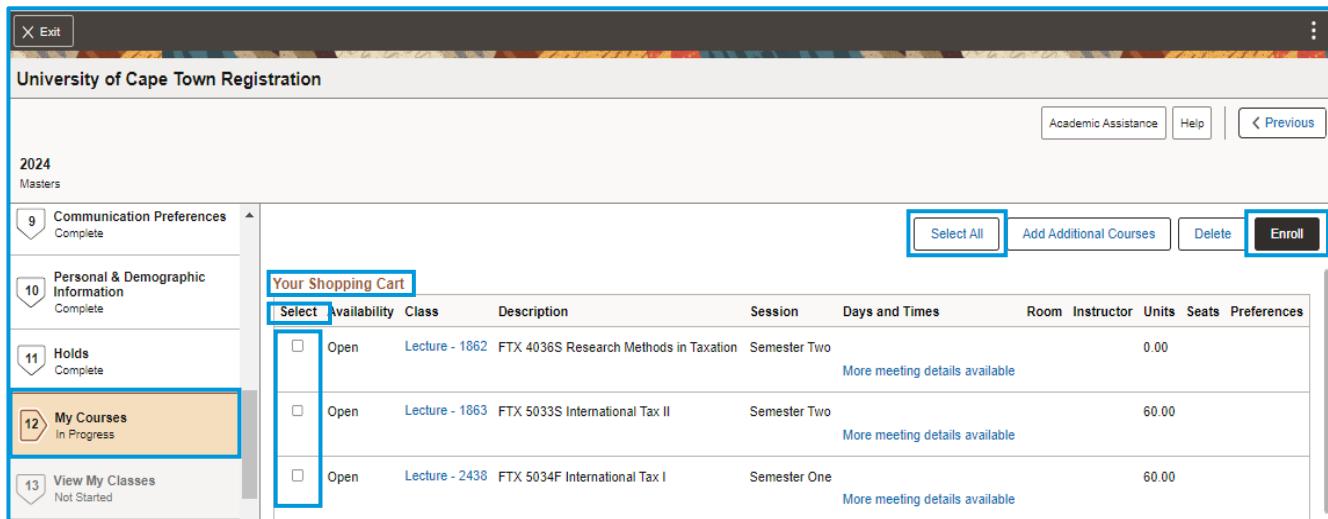
12.3 Pre-Populated Shopping Cart

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.

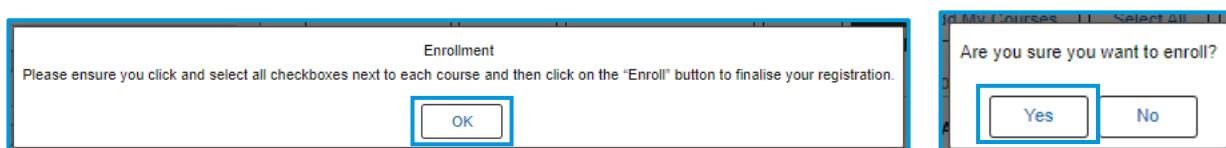


Note: If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

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



Note: If you accidentally forgot 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.





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.

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.

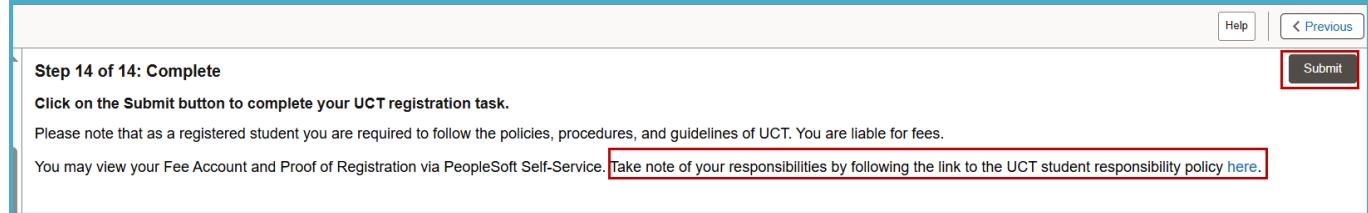
The screenshot shows the 'View My Classes' page. On the left, a sidebar lists 14 items, with item 13 ('View My Classes Visited') highlighted. The main content area displays two courses: 'BUS 3038S Intro to Project Management' and 'ECO 2003F Microeconomics II'. Each course has a table showing status, units, grading basis, grade, academic program, and requirement designation. Below the tables are sections for 'Meeting Dates' and 'Days and Times', and an 'Enrollment Deadlines' section.

The screenshot shows the 'View My Classes' page in a calendar view. At the top, there are buttons for 'By Class' (highlighted), 'By Date' (selected), 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Exam Schedule'. Below this is a date range selector with 'From' set to '16/02/2026' and 'To' set to '22/02/2026'. The main area displays a grid of classes for the specified dates. For Monday, February 16, there are entries for 'MAM 2083F Lecture' and 'ECO 2003F Lecture'. For Tuesday, February 17, there are entries for 'MAM 2083F Lecture', 'ECO 2003F Lecture', and 'MAM 2083F Tutorial'. Each entry shows the time, class name, room, status, and a 'View' link.



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

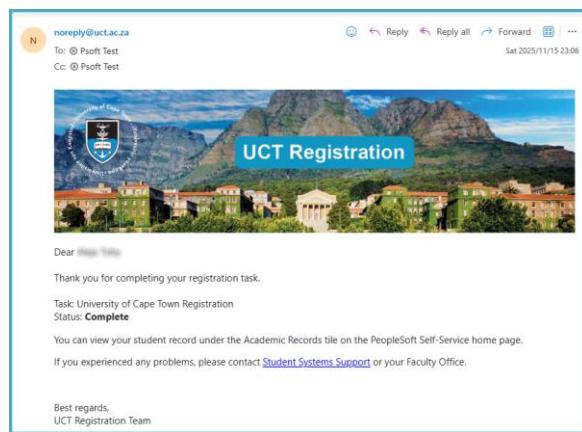
Click on the **Submit** button to complete your UCT registration task.

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

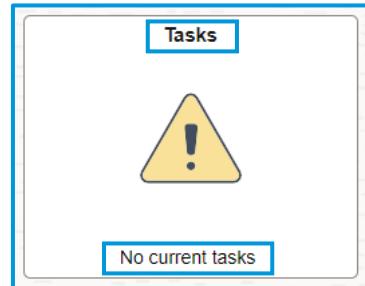
You may view your Fee Account and Proof of Registration via PeopleSoft Self-Service. Take note of your responsibilities by following the link to the UCT student responsibility policy [here](#).

Submit

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.

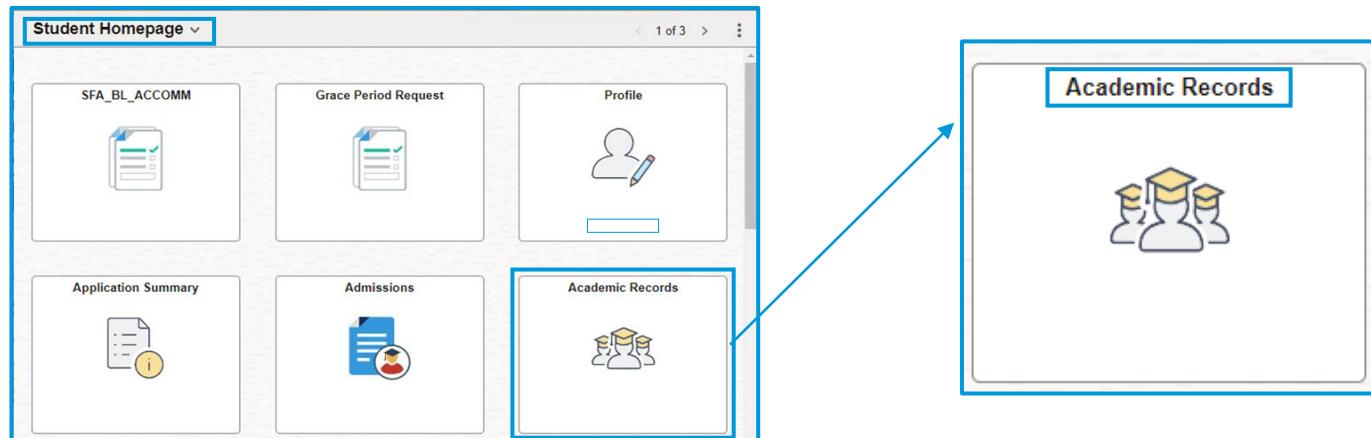
END OF REGISTRATION PROCESS

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 image shows the 'Proof of Registration' page. On the left, a sidebar lists various tabs: 'Course History', 'View Grades', 'View Academic Record', 'Communication List', 'Progress Report', 'Change of Curriculum', 'Proof of Registration' (which is selected and highlighted with a blue border), 'Request End of Year Results', 'Mid Term Course Grade Average', and 'Proof of Qualification'. The main content area is titled 'Proof of Registration' and includes 'Term Selection' (Select Term: 2024), 'Academic Information' (Career: Undergraduate, Level: Third Year, Program: CB004 Bachelor of Business Science), and a table of courses. The table has columns for 'Course' and 'Description'. The courses listed are ACC (Management Accounting I, 2022H, Not Started), ACC (Taxation I, 2023H, Not Started), ECO (Microeconomics II, 2003F, Not Started), CML (Business Law I, 1004S, Not Started), and FTX (Financial Management, 2024S, Not Started). A large blue button labeled 'EMAIL' is at the bottom of the page.

Course	Description	Status
ACC	Management Accounting I	Not Started
ACC	Taxation I	Not Started
ECO	Microeconomics II	Not Started
CML	Business Law I	Not Started
FTX	Financial Management	Not Started

Select term and click **Email**