



## 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 UG studies:

- Programme Enrolment (PE)
- Blank Shopping Cart (BSC)

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/>

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](mailto:admissions-pg@uct.ac.za)  
Undergraduate enquiries: [admissions-up@uct.ac.za](mailto:admissions-up@uct.ac.za)  
Student support: [sss-helpdesk@uct.ac.za](mailto: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

Student Homepage

Tasks

1 To Dos

Fees Sponsor Form

Profile

Admissions

Academic Records

Meeting Attendance

Click on the Tasks Tile

Tasks

1 To Do's

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 (14) 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: 

1	Introduction Visited
2	Declaration Not Started
3	Additional Information Not Started
4	Personal Details Not Started
5	Biographic Details Not Started
6	Contact Details Not Started
7	Addresses Not Started
8	Emergency Contacts Not Started
9	Communication Preferences Not Started
10	Personal & Demographic Information Not Started
11	Holds Not Started
12	My Courses Not Started
13	View My Classes Not Started
14	Complete Not Started

## STEP 1: Introduction

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

University of Cape Town Registration

Help | Next >

<b>Introduction</b> Visited	<b>Introduction</b> Welcome to University of Cape Town Registration This registration task will allow you to: <ul style="list-style-type: none"><li>Verify or update personal information</li><li>Verify address details</li><li>Indicate your communication preferences</li><li>Sign agreements</li><li>Register for classes based on your active program of study</li></ul> Should you require assistance in any steps, please click on the "Help" button. For academic advice click on the "Academic Assistance" 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 <a href="#">here</a> .
* Declaration In Progress	
* Additional Information Not Started	
Personal Details (Optional) Not Started	
Biographic Details (Optional) Not Started	



## STEP 2: Declaration

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

University of Cape Town Registration

Help | Acc

**Introduction**  
Visited

**Declaration**  
In Progress

Additional Information  
Not Started

Personal Details (Optional)  
Not Started

Biographic Details (Optional)  
Not Started

Contact Details (Optional)  
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**

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

**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.
  - 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: 14/11/2025

[Printable Page](#)



## STEP 3: Additional Information

**NOTE:** There are two sets of questions: one for First-year Students and one for Returning Students. Depending on your year of study, you will receive the questions relevant to you. Please refer to the steps applicable to your status as either a first-year or returning student.

### First-year Undergraduate Students - Questions

Additional information is required in this step. **Complete the questions, Save Answers, and click Next** to continue.

University of Cape Town Registration

Introduction  
Visited

Declaration  
Complete

Additional Information  
In Progress

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

**Additional Information**  
Please Answer all the question below truthfully.

1. Have you received NSFAS funding at another institution? NOTE: If you are NSFAS funded, prior studies will affect your funding years remaining to enable completion of the UCT qualification.

2. Have you ever registered at another university (attended, even if you did not complete a qualification)?

3. Are you expecting to complete your qualification this year?

4. Are you interested in receiving a laptop from UCT?

**Completed Instructions**

Thank You!

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

OK Cancel

 This question is simply to determine whether you believe you will be completing your qualification and graduating in the current year. Typically, first-year students do not graduate in the same year.

 Students who are eligible will receive the Laptop question in Step 3. If you select “Yes” (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up of the device. For more information, please visit: [UCT Laptop Allocation](#).

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

Help < Previous Next >

Save Answers

### Returning Undergraduate Students – Questions



Additional information is required in this step. **Complete the questions, Save Answers, and click Next** to continue.

University of Cape Town Registration

Help | < Previous | Save Answers

Introduction  
Visited

Declaration  
Complete

Additional Information  
In Progress

Personal Details (Optional)  
Not Started

Biographic Details (Optional)  
Not Started

Contact Details (Optional)  
Not Started

**Additional Information**  
Please Answer all the question below truthfully.

Expected Graduation Year

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

Laptop  
Yes  
By clicking YES, you confirm that you are not interested in purchasing a laptop. By clicking NO, you confirm that you are interested in purchasing a laptop.

\*2. Are you interested in receiving a laptop from UCT?



This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.

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

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

OK Cancel

Completed Instructions

X

Thank You!

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

Help | < Previous | **Next >**

Save Answers



## STEP 4: Personal Details

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

University of Cape Town Registration

**Personal Details (Optional)**

Date of Birth:  Gender:  Identity Number:

**Names**

Name	Type
<input type="text"/>	Primary
<input type="text"/>	Preferred
<input type="text"/>	Former1

**Introduction** Visited

**Declaration** Complete

**Additional Information** Complete

**Personal Details (Optional)** Visited

**Biographic Details (Optional)** Not Started

**Contact Details (Optional)** Not Started

To update/edit current “Name” details, click on the arrow (>) icon.

## STEP 5: Biographical Details

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

University of Cape Town Registration

**Biographic Details (Optional)**

**Demographic Details**

Field	Value
Gender	Female
Marital Status	Unknown
Home Language	No value defined
Disabilities	None
Self Declared Race	African

**Citizenship Details**

Country	Citizenship Status
South Africa	SA Citizen

**Self Declared Race**

**Edit Details**

\*Self Declared Race

African  
Chinese  
Coloured  
Indian  
No Information  
White

Click on the heading to expand the list. To update/edit current items under the “Demographic Details” option, click on the arrow (>) icon to open. Once open, click on the desired item’s arrow (>) icon to make

## STEP 6: Contact Details

Check your **Contact Details** (optional), update if applicable, **click Confirm** and **Next** to continue.

University of Cape Town Registration

**Contact Details (Optional)**

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

**Email**

Email	Type	Preferred
psot-test@uct.ac.za	Personal	<input checked="" type="checkbox"/>
psot-test@uct.ac.za	Parent	<input type="checkbox"/>

**Phone**

Phone	Type	Preferred
+27 829447777	SA Cellular	<input checked="" type="checkbox"/>

**Introduction** Visited

**Declaration** Complete

**Additional Information** Complete

**Personal Details (Optional)** Complete

**Biographic Details (Optional)** Complete

**Contact Details (Optional)** Visited

**Addresses (Optional)** Not Started

**Emergency Contacts (Optional)** Not Started

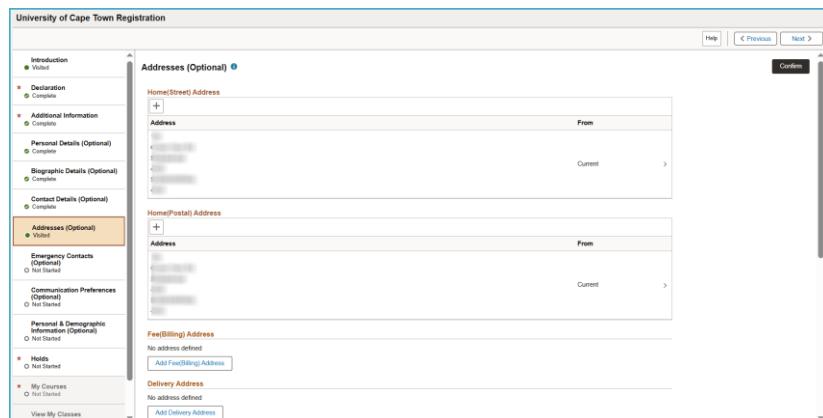
To edit/delete/update “Email” and “Phone” items, click on the arrow (>) icon next to the appropriate field.

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.



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

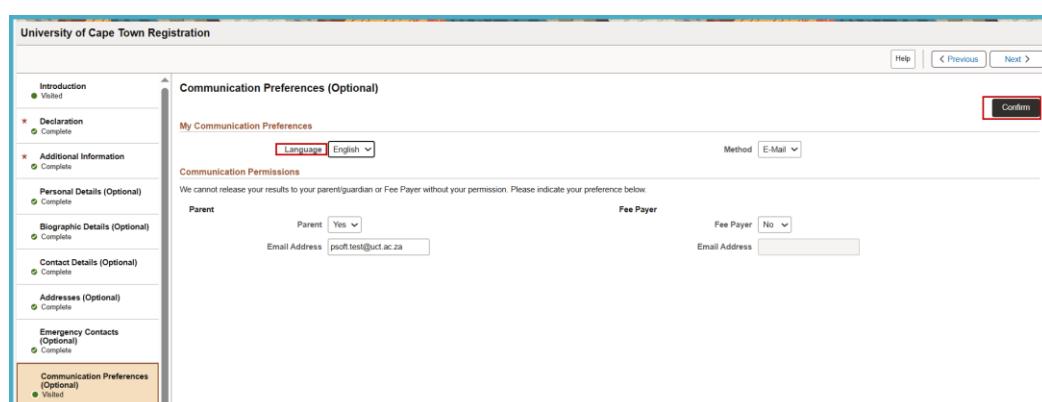


In case no emergency contact details are captured, click on **Add Contact** (+)

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 (optional)**, update if applicable, click **Save** and **Next** to continue





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

Academic Assistance Help < Previous Next >

Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

**Step 10 of 14: Personal & Demographic Information**

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.

Agreement Date 12/12/2023

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.

These “Holds” must be resolved first, before you can enter Step 12 to select your 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 undergraduate students in Commerce, you either register via Programme Enrolment (PE) or Blank Shopping Cart (BSC).

See description of each method below.

Check your **Holds**, resolve items if applicable, click **Confirm** and **Next** to continue.

### WITH HOLDS

University of Cape Town Registration

Declaration Complete

Additional Information Complete

Personal Details (Optional) Complete

Geographic Details (Optional) Complete

Contact Details (Optional) Complete

Address(es) (Optional) Complete

Emergency Contacts (Optional) Complete

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

Holds

Hold	Department
Hold 1	

There are no holds preventing you from enrolling. Press confirm to continue.

Help < Previous Next >

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.

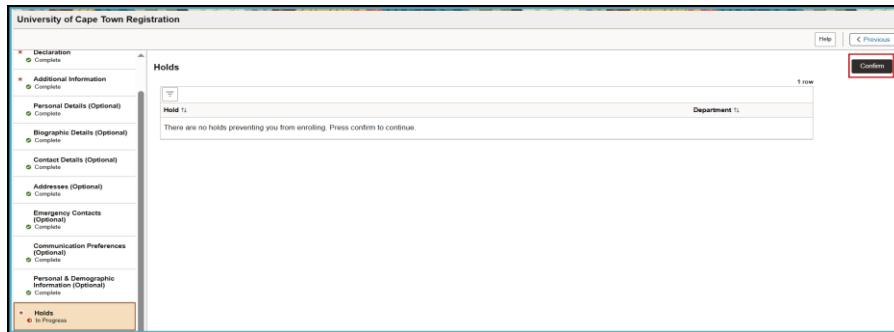
Complete

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.



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): Complete

Communication Preferences (Optional): Complete

Personal & Demographic Information (Optional): Complete

**Holds**

Hold ID: Department ID: 1 row

There are no holds preventing you from enrolling. Press confirm to continue.

Help | < Previous | Confirm | > Next

## Step 12: My Courses

### PROGRAMME ENROLMENT (PE) – CONTINUE BELOW BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 15

#### 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.

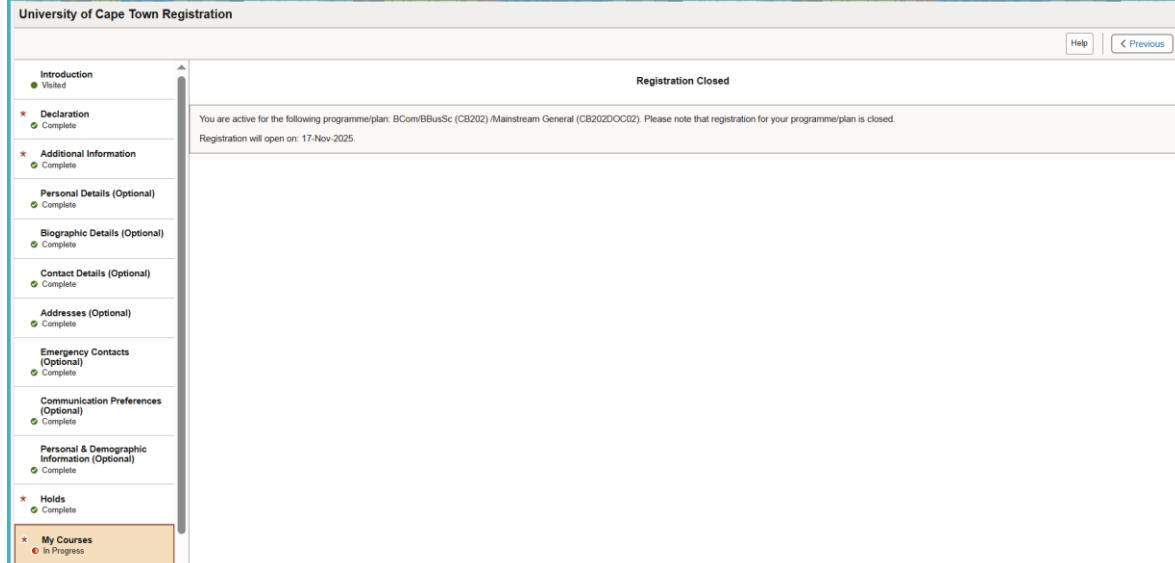
#### BLANK SHOPPING CART (BSC)

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.

**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.**



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): Complete

Personal & Demographic Information (Optional): Complete

**Holds**

My Courses: In Progress

**Registration Closed**

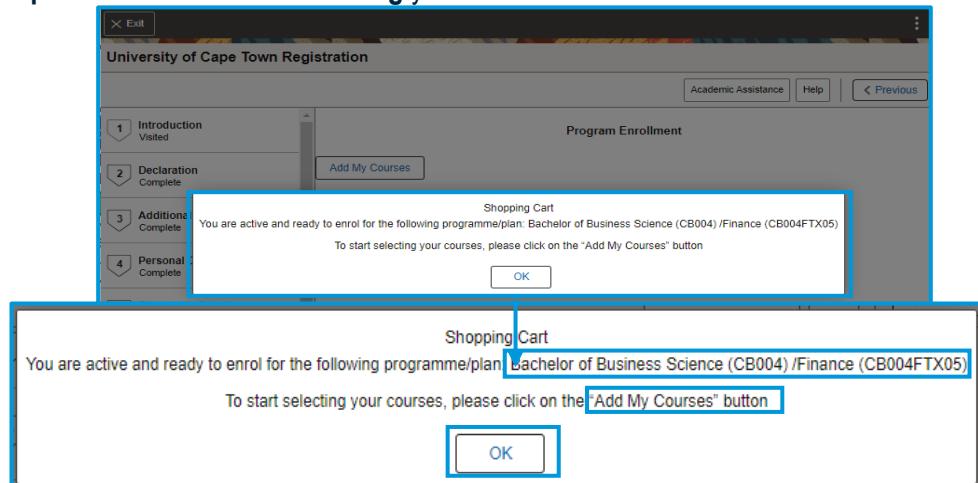
You are active for the following programme/plan: BCom/BBusSc (CB202) /Mainstream General (CB202DOC02). Please note that registration for your programme/plan is closed. Registration will open on: 17-Nov-2025.

Help | < Previous | Confirm | > Next



## 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

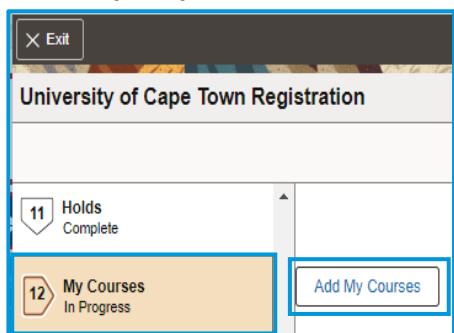
**First-year Students:** If at this point you have not yet completed the “Choosing Your Degree” process, a pop-up message will appear to alert you. Exit the Registration Activity Guide and action your degree choice by using the “Choosing Your Degree” tile on the Student Home page. Once complete and updated, continue with Step 12.

**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.





Select Year

<input type="checkbox"/> CB001ACC04 - Year 1	<a href="#">View</a>
<input type="checkbox"/> CB001ACC04 - Year 2	<a href="#">View</a>
<input type="checkbox"/> CB001ACC04 - Year 3	<a href="#">View</a>

> Plan Selection

Planned Enrolled Passed Not Passed Dropped Invalid Courselist  
Grade In Progress

Please select the courses that you would like to register for from the below list. After your selection, you must click "Save" to add these items to your Planner. To submit your course selection for registration, you must click on the "Save and Continue" button.

Every course described has a name and corresponding code. The last character is the 'year portion' indicator, or suffix, identifying the type of course and when it is offered:

<b>F</b> First Semester Course
<b>S</b> Second Semester Course
<b>W</b> Full Year Course (In Semester 1 and 2)

Courses that must be taken in CB004FTX05 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	ACC 1020H: Accounting 1T	Core Courses	24.00
<input checked="" type="checkbox"/>	★	and ( ECO 1010F: Microeconomics	Core Courses	18.00
<input type="checkbox"/>		or ECO 1010S: Microeconomics )	Repeat Core Course	18.00
<input checked="" type="checkbox"/>	★	and ( INF 1002F: Foundations of Information Sys	Core Courses	18.00

ECO 1011S: Macroeconomics:

ECO 1011S: Macroeconomics failed to meet the following requirement: UCT Requisite ECO1010F/S or ECO1110F/S (Planned/Passed or Previously Attempted)

You need to take 150 core credits in the first year

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](#)

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

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.

## PROGRAMME ENROLMENT cont.

On clicking Continue, the **Schedule Builder** will display. Click **Proceed to Registration** to finalise your registration

Schedule Builder

ID/Name:

Campus ID:

Open Closed Wait List

[Change Filter Options](#)

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM	<span style="color: green;">●</span> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING	<span style="color: green;">●</span> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING	<span style="color: green;">●</span> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING	<span style="color: green;">●</span> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING	<span style="color: green;">●</span> MAM 1012S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0015 PENDING
9:00AM		<span style="color: green;">●</span> ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING	<span style="color: green;">●</span> ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING	<span style="color: green;">●</span> ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING	<span style="color: green;">●</span> ECO 1011S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0015 PENDING



**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

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

University of Cape Town Registration

2024 Undergraduate

Complete

Personal & Demographic Information Complete

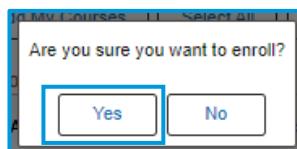
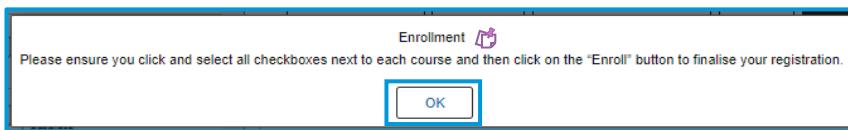
Holds Complete

**My Courses In Progress**

View My Classes Not Started

Add My Courses **Select All** Add Additional Courses Delete **Enroll**

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		



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.

★ 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.

University of Cape Town Registration

2024 Undergraduate

Communication Preferences Complete

Personal & Demographic Information Complete

Holds Complete

My Courses

Academic Assistance Help < Previous **Next >**

✓ ACC 202H - Management Accounting I This class has been added to your schedule.
✓ ACC 203H - Taxation I This class has been added to your schedule.
✓ CML 1004S - Business Law I



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).

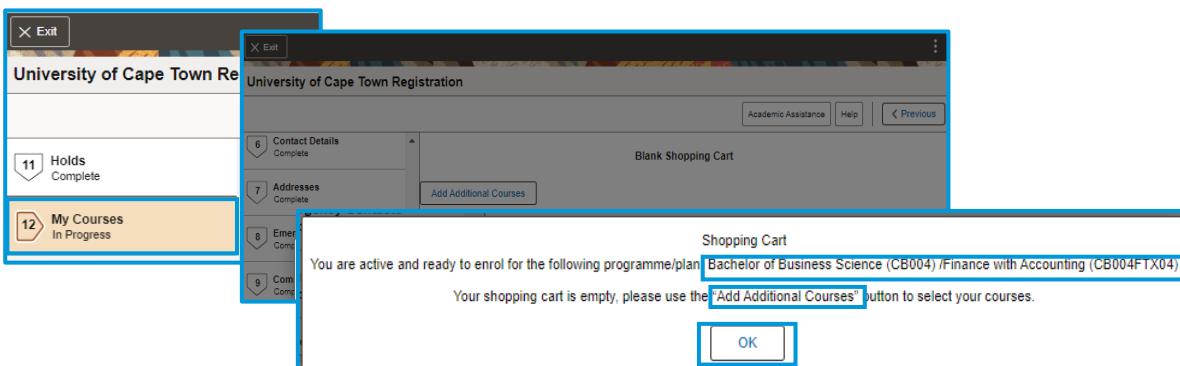
If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office to assist in resolving this issue. Remember to still complete Steps 13 and Step 14 of your Registration Activity Guide, even if these issues appear unresolved. Once resolved, the courses will appear on your schedule and registration record.

**PROGRAMME ENROLMENT (PE) STEP 12 END**

**CONTINUE TO STEP 13**

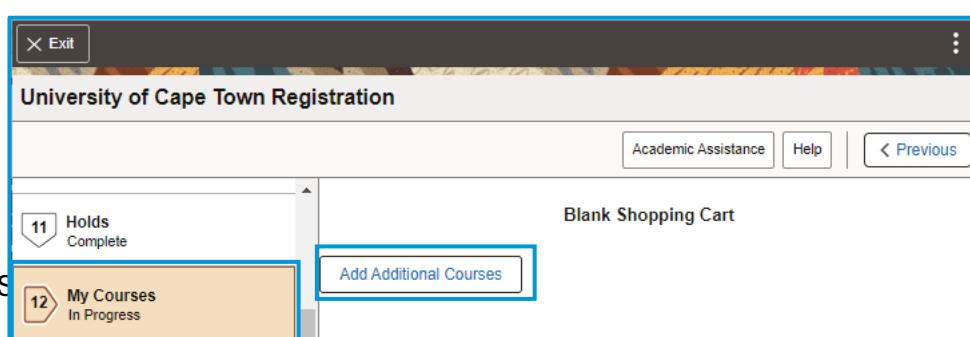
**12.2 Blank Shopping Cart**

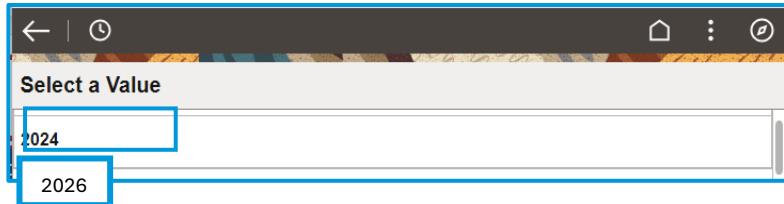
**Click on Step 12. A pop-up message appears to notify you of the programme/plan you are active on to register for, and which prompt to click on to start selecting your courses. Click OK.**



**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.**





Only the current year's tab is visible for selection

### Blank Shopping Cart cont.

In the **Add Courses** 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

<b>Classes</b>			
<b>Course Code</b>	<b>Description</b>	<b>Class Section/Component</b>	<b>Days/Times</b>
MAM2083F	Vector Calculus for Engineers	TG01 (Tutorial - 1742)	Multiple Meeting Schedules <input style="border: 2px solid red; border-radius: 50%; width: 20px; height: 20px;" type="button" value="+"/>
		LG01 (Lecture - 1744)	Multiple Meeting Schedules

- Click on the + button to add the course to your cart



## Blank Shopping Cart cont.

**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

**Success: The selected course has been added to your shopping cart successfully.**

You can now select another course to be added to your shopping cart or return to the shopping cart if all your selections have been made.

- Click on the close button (X) on the top right hand side to exit the screen when you have added your course

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				18.00		<input type="button" value="Edit"/>
	Tutorial - 5957			To be Announced		To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One				16.00		<input type="button" value="Edit"/>
	Lecture - 1744				More meeting details available				

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

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.

**Class Information**

**ECO 2003F Microeconomics II**  
Lecture - 5954

Status : Open

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

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



## Blank Shopping Cart cont.

**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 University of Cape Town registration interface. On the left, a sidebar lists various registration steps: 1. Biographic Details (Optional) Not Started, 2. Contact Details (Optional) Not Started, 3. Addresses (Optional) Not Started, 4. Emergency Contacts (Optional) Not Started, 5. Communication Preferences (Optional) Not Started, 6. Personal & Demographic Information (Optional) Not Started, 7. Holds Complete, 8. My Courses In Progress (highlighted in orange), and 9. View My Classes Not Started. The main content area displays a message: "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." Below this, a dark bar states: "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." Two buttons are present: "Add Courses" and "Request Approval" (highlighted with a red box). The "Your Shopping Cart" table lists three courses: BUS 3038S Intro to Project Management (Lecture - 6273), ECO 2003F Microeconomics II (Lecture - 5954), and MAM 2083F Vector Calculus for Engineers (Tutorial - 1742). Each row in the table includes a "More meeting details available" link and a trash icon.

## Blank Shopping Cart cont.

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

The screenshot shows the "Create Service Requests" page. The "My Request Detail" section includes fields for Category (Registration Curriculum Approvals), Type (Curriculum Advice and Approval), Subtype (None), Request Date (16/11/2025), Status (Submission received), and a large "Comment" text area with a red arrow pointing to it. Below this is a "File Attachments" section with a table for "Attached File". The table has columns for "View", "Add Attachment", and a delete icon. Buttons for "Submit" and "Cancel" are at the bottom.



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

**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 303BS 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	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. 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.

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](mailto:no-reply@uct.ac.za) <[no-reply@uct.ac.za](mailto:no-reply@uct.ac.za)>  
Sent: Monday, 2023-08-28 10:00:00  
To: Psoft Test <[psoft.test@uct.ac.za](mailto: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.



The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists navigation items: 11. Holds Complete, 12. My Courses In Progress (highlighted in orange), 13. View My Classes Not Started, and 14. Complete Not Started. The main area is titled 'Your Shopping Cart' and displays a table with columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. One item is listed: 'Open' (checkbox), 'Lecture - 2676' (Class), 'ACC 2022H Management Accounting I' (Description), 'Full Year' (Session), 'More meeting details available' (Days and Times), and '18.00' (Units). Buttons at the top right include 'Select All', 'Add Additional Courses', 'Delete', and 'Action Required by Student' (highlighted in blue).

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 the 'Update Service Requests' interface. A comment is entered in the 'Comment' field: '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.' The 'By' field is 'Staff'. Below the comment, there is a 'Enter Comment Below' field with a 'Save' button. The 'File Attachments' section shows a table with columns: Attached File, Description, View, Add Attachment, and a delete button. Buttons at the bottom are 'Save' and '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

The screenshot shows an email from 'no-reply@uct.ac.za' to 'Psoft Test' and 'Cc: Psoft Test'. The subject is 'CURRICULUM SUBMISSION DECLINED'. The email body includes a UCT logo and a photo of the university buildings. It states: 'Your proposed curriculum has been declined. 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.' The comments section says: 'Comments: "YOUR REQUEST IS DECLINED"' and 'Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.' The email ends with 'Best regards, UCT Registration Team'.

**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.



University of Cape Town Registration

2024 Undergraduate

11 Holds Complete

12 My Courses In Progress

13 View My Classes Not Started

14 Complete Not Started

Select All Add Additional Courses Delete Submission Declined Request Approval

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				18.00		More meeting details available

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 declined
Status Date	Comment	By	
14/12/2023	Please revert to the original curriculum and only include courses for this year.	Staff	

Create Service Requests

My Request Detail

Category: Registration Curriculum Approvals Type: Curriculum Advice and Approval

Subtype: None Request Date: 14/12/2023

Status: Submission received

Comment:

File Attachments

Attachments	Audit	1
Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

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

no-reply@uct.ac.za  
To: @ Ps oft Test  
Cc: @ Ps oft Test

Sat 2025/11/15 22:46

UCT Registration

CURRICULUM SUBMISSION APPROVED

Dear @ Ps oft Test

Your curriculum has been approved. You may now continue with your registration.

To proceed, open your registration task under the Tasks tile in PeopleSoft Self-Service and click Enroll (Step 12).

Please note: if you make any changes to your approved curriculum, you will need to submit it again for approval by an advisor.

After step 12, be sure to also complete Steps 13 and 14 to complete your registration task.

Best regards,  
UCT Registration Team

**Meaning and Action Required:** Your course selection request has been approved. You may now proceed to enrol for all the approved



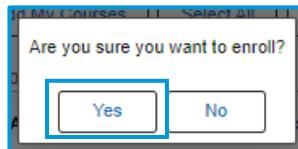
Your course selection request has been approved. You may now proceed to enrol for all the approved courses below. If you wish to change your selection, you will need to add courses and submit a new request for approval.

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

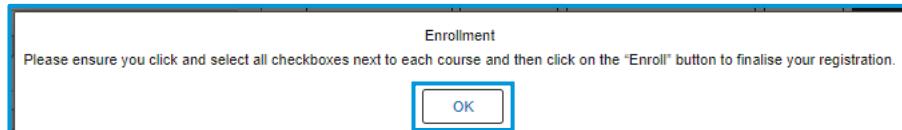
**Your Shopping Cart**

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		
				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	To be Announced			
Open	Tutorial - 1742	MAM 2083F Vector Calculus for Engineers	Semester One				16.00		
				More meeting details available					
	Lecture - 1744								

- Click the Enrol button



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,](#)

## STEP 13: View My Classes

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

2026 Undergraduate

✓ Complete

4 Personal Details (Optional)  
Not Started

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 Complete

13 View My Classes Visited

14 Complete Not Started

By Class

Show Enrolled Classes  Show Dropped Classes

BUS 3038S Intro to Project Management

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		BBusSc 4 year programme	

ECO 2003F Microeconomics II

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		BBusSc 4 year programme	



By Class By Date

Show Enrolled Classes  Show Dropped Classes  Show Exam Schedule

List View Calendar View

From 16/02/2026 16/02/2026 To 22/02/2026 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.

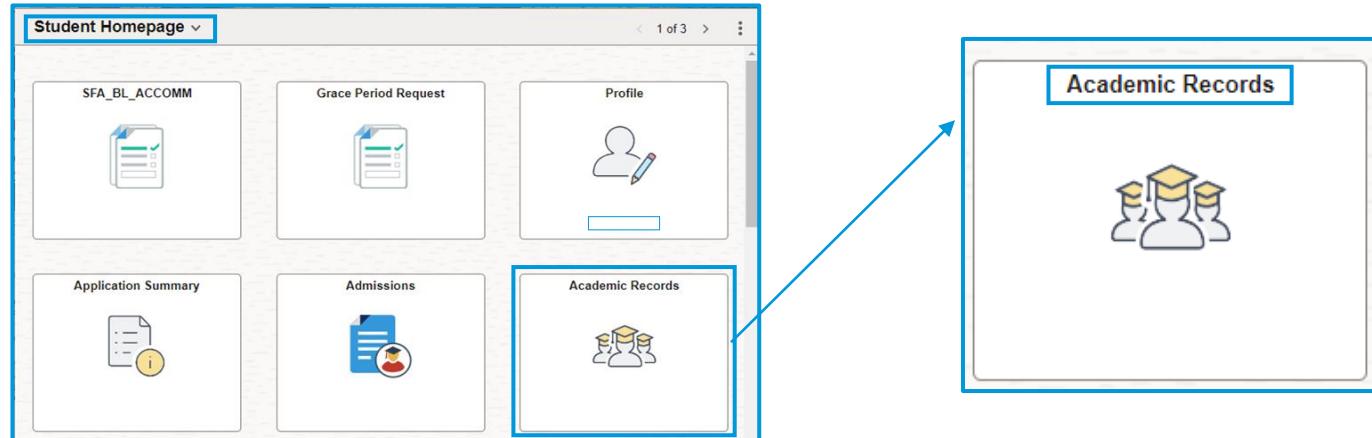
**END OF REGISTRATION PROCESS. YOU CAN NOW PROCEED TO REQUEST A ‘PROOF OF REGISTRATION’**



## ACCESSING YOUR 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 screenshot 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, Cancellation of Registration, **Proof of Registration** (which is selected and highlighted with a red border), Mid Term Course Grade Average, and Proof of Qualification. The main content area is titled 'Proof of Registration' and includes 'Term Selection' (with a dropdown menu showing 'Select Term 2026'), 'Academic Information' (with 'Career Undergraduate', 'Level Fourth Year', and 'Program CB024 BBusSc 4 year programme'), and a table of courses. The table has columns for 'Course' and 'Description'. Courses listed are ECO (2003F, Microeconomics II, Not Started), MAM (2083F, Vector Calculus for Engineers, Not Started), and BUS (3038S, Intro to Project Management, Not Started). A red box highlights the 'EMAIL' button at the bottom of the table.

Select term and click **Email**. The **Proof of Registration** will be sent to your myuct email address.