



UCT

REGISTRATION

STUDENT GUIDE

FACULTY OF ENGINEERING &

THE BUILT ENVIRONMENT

UNDERGRADUATE

Programme Enrolment

Blank Shopping Cart



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 EBE UG studies:

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

The registration method relevant to you will be indicated by the Engineering and the Built Environment 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/>

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.

Before your first login, manage your password: <https://password.uct.ac.za>

User ID / Campus ID

Password

Sign In

Enable Screen Reader Mode

Forgot Password ?

Access Activity Guide

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

Tip: The “Tasks” tile is usually found towards the top of the “Student Homepage.”

Student Homepage

Tasks

1 To Do's

Fees Sponsor Form

Profile

Application Summary

Admissions

Academic Records

Meeting Attendance

MoU/PPA

Manage Classes

Student Finance

Undergraduate Funding

Postgrad & Postdoc Funding

Join Clubs & Societies

Service Requests

Cancellation of Registration

Important Links

Offers



On the **Tasks** page **To Do List**, click on **University of Cape Town Registration** to open the **Registration Activity Guide**.

The screenshot shows a 'Tasks' page with a 'To Do List' section. The list contains one item: 'University of Cape Town Registration' with a status of 'Assigned'. The entire list is highlighted with a blue border.

ACTIVITY GUIDE

The Registration Activity Guide consists of fourteen (14) steps that can be completed to finalize your registration. Some steps are essential and cannot be skipped while others are optional

To become a registered student at UCT, you must successfully complete your registration guide.

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:

The screenshot shows a vertical list of 14 steps, each with a status indicator (Visited or Not Started). The steps are:

- Introduction (Visited)
- Declaration (Not Started)
- 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)
- Complete (Not Started)



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

Contact 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. 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 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

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](#).

Help | < Previous | Accept | Next >

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

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:

1. I will abide by the University's rules.
2. 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.)
3. I hold myself responsible for:
 - 3.1. the payment of all fees and charges due and payable by me to UCT each year.
 - 3.2. any arrears and interest on arrears as defined in this year's fee booklet; and
 - 3.3. any costs of recovery, including attorney-and-client scale fees and/or collection commission.
4. 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.
5. 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.
6. 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.
7. I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
8. 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.
9. I have not been expelled, rusticated, or excluded from any other University.
10. 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.
11. 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.
12. If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
13. The information given on this form is complete and accurate.

Agreement Date 07/10/2025

[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

Additional Information

Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

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

Yes
No

Laptop

By clicking NO: You confirm that you are not interested in purchasing a laptop. By clicking YES: You confirm that you are interested in purchasing a laptop.

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

Completed Instructions

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

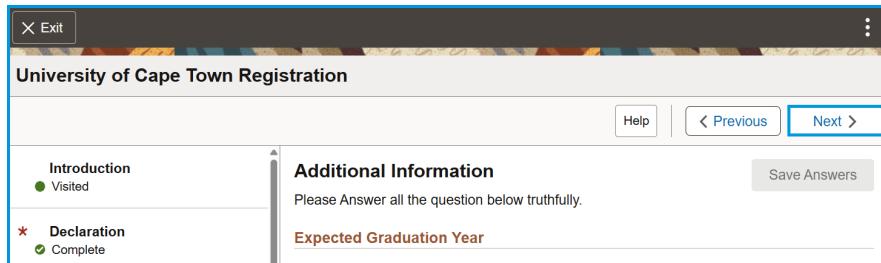
Thank You!



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](#).

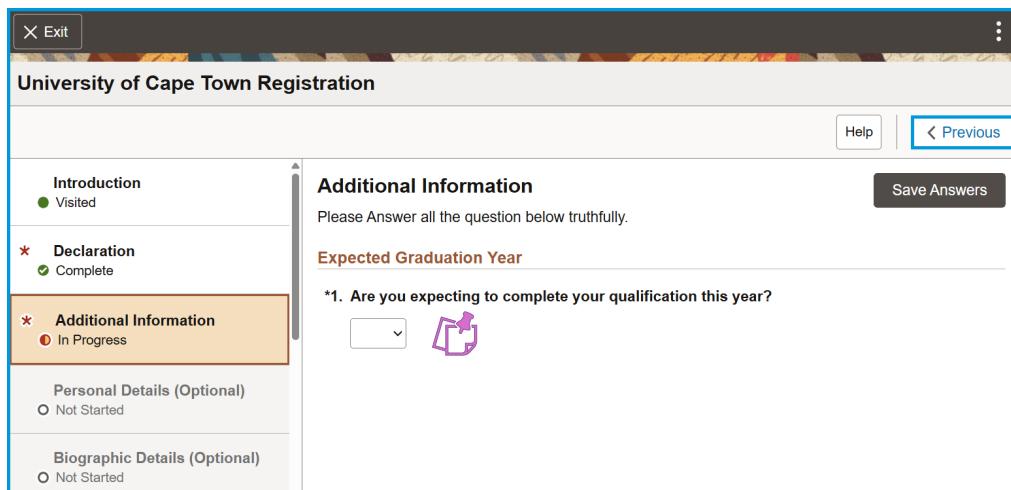


The screenshot shows the 'University of Cape Town Registration' interface. The top navigation bar includes 'Exit', 'Help', '< Previous', and 'Next >'. On the left, a sidebar lists 'Introduction' (Visited), 'Declaration' (Complete), and 'Additional Information' (In Progress, highlighted with an orange box). The main content area is titled 'Additional Information' with the sub-instruction 'Please Answer all the question below truthfully.' A 'Save Answers' button is in the top right. The 'Expected Graduation Year' field is the current focus, indicated by a blue border.

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

Returning Undergraduate Students – Questions

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

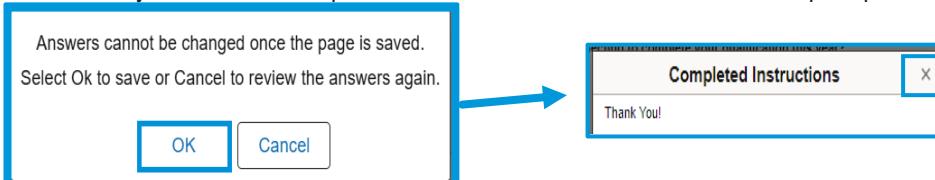


The screenshot shows the 'University of Cape Town Registration' interface. The top navigation bar includes 'Exit', 'Help', and '< Previous'. On the left, a sidebar lists 'Introduction' (Visited), 'Declaration' (Complete), and 'Additional Information' (In Progress, highlighted with an orange box). The main content area is titled 'Additional Information' with the sub-instruction 'Please Answer all the question below truthfully.' A 'Save Answers' button is in the top right. The 'Expected Graduation Year' field is the current focus, indicated by a blue border.



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.



The screenshot shows a confirmation dialog box. The text inside reads: 'Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.' Below this are 'OK' and 'Cancel' buttons. An arrow points from this dialog to a second dialog box titled 'Completed Instructions' with the text 'Thank You!' inside.



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

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

Declaration
Complete

Additional Information
Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

STEP 4: Personal Details

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

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

Declaration
Complete

Additional Information
Complete

Personal Details (Optional)
Visited

Biographic Details (Optional)
Not Started

Personal Details (Optional) ⓘ

Date of Birth: [REDACTED]
Gender: [REDACTED]
Identity Number: [REDACTED]

Names

Name	Type
[REDACTED]	Primary
[REDACTED]	Preferred

Confirm

Personal Details

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former name type to record former names that differs from your Senior Certificate name, if one is recorded. Add a Preferred name which will be used for informal communications.

To add, change, or delete a name, click the appropriate link.

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.

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

Declaration
Complete

Additional Information
Complete

Personal Details (Optional)
Complete

Biographic Details (Optional)
Visited

Contact Details (Optional)
Not Started

Biographic Details (Optional) ⓘ

Demographic Details

Field	Value
Gender	[REDACTED]
Marital Status	[REDACTED]
Home Language	[REDACTED]
Disabilities	[REDACTED]

Self Declared Race

Cancel

Save

Edit Details

*Self Declared Race

African
Chinese
Coloured
Indian
No Information
White

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.

Field	Type	Preferred
Email	Personal	✓
Phone	SA Cellular	✓
Phone	Home (Phone)	✓

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

To add “Email” and “Phone” items, click on the plus (+) icon under the appropriate field.

STEP 7: Addresses

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

Address	From
... (multiple address lines)	Current

Address	From
... (multiple address lines)	Current

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

To add “Address” items, click on the plus (+) icon under the appropriate field.



STEP 8: Emergency Contacts

Check your **Emergency Contacts**, update if applicable, click **Confirm** and **Next** to continue.

University of Cape Town Registration

Contact Details (Optional) Complete

Addresses (Optional) Complete

Emergency Contacts (Optional) Visited

Communication Preferences (Optional) Not Started

Emergency Contacts (Optional) No contacts defined. [Add Contact](#)

Help | < Previous | Next > | Confirm

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

Contact	Phone	Preferred
Ronelle	+27 <input type="text"/>	<input checked="" type="checkbox"/> >

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

Complete

Addresses (Optional) Complete

Emergency Contacts (Optional) Complete

Communication Preferences (Optional) Visited

Personal & Demographic Information (Optional) Not Started

Holds Not Started

Communication Preferences (Optional) My Communication Preferences

Language: English

Method: E-Mail

Communication Permissions

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

Parent: Parent Yes

Fee Payer: Fee Payer Yes

Email Address:

Email Address:

Help | < Previous | Next > | Confirm

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.

Communication Preferences (Optional)
✓ Complete

Personal & Demographic Information (Optional)
✓ Complete

* Holds
○ Not Started

Personal & Demographic Information (Optional)

Personal, Demographic and Fee Payer information

Confirm that your information is correct

1. I have checked and updated my personal information and confirm that it is correct. Where I could not update a field with outdated personal information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule G9.

2. I have checked the fee payer address on system and confirm that it is correct. Where it was not correct, I have updated it.

Agreement Date 07/10/2025

Help < Previous Next > Confirm

STEP 11: Hold

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.

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

WITH HOLDS

Communication Preferences (Optional)
✓ Complete

Personal & Demographic Information (Optional)
✓ Complete

* Holds
● In Progress

* My Courses
○ Not Started

Holds

Hold 1↑ Department 1↑

Memorandum of Understanding University of Cape Town >

Confirm

1 row

Hold Details

Memorandum of Understanding

Reason Memorandum of Understanding

Start Term 2025

You must complete your Memorandum of Understanding before you are allowed to register for the year.

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

Help | < Previous | Next >

Communication Preferences (Optional)
Complete

Personal & Demographic Information (Optional)
Complete

Holds

Hold	Department

1 row

Hold Department

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

Confirm

* Holds Complete

* My Courses Not Started

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 EBE, you either register via Programme Enrolment (PE) or Blank Shopping Cart (BSC) dependent to the programme and year of study. 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.

PROGRAMME ENROLMENT (PE) – CONTINUE BELOW
BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 16



12.1 PROGRAMME ENROLMENT

Click on Step 12.

University of Cape Town Registration

Help | < Previous

Introduction	Complete	Registration Closed
* Declaration	Complete	You are active for the following programme/plan. Please note that registration for your programme/plan is closed.
* Additional Information	Complete	Please contact Student Systems Support or your faculty to obtain further details regarding the date when registration for your programme/plan opens.

PLEASE NOTE

If the message above is shown “**Registration Closed**,” this means that registration for your programme has not yet opened. Please check your faculty’s webpage for registration dates.

Click on Step 12. A pop-up message appears to notify you of the programme/plan you are active on to register for.

Click the **Select My Curriculum** button to open the **Education Planner**.

Program Enrollment

You are active and ready to enroll for the following programme/plan: Bachelor Architectural Studies (EB012) /Architecture (EB012APG01) To start selecting your courses, please click on the “Select My Curriculum” button

Welcome to Program Enrollment. To start selecting your courses, click the **Select My Curriculum** button below. Refer to your faculty handbook for curriculum information.

Select My Curriculum

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.

Tick the appropriate boxes to **select** your **Courses**. Once all **prompts** are followed and **all courses are selected**, Click the **Save and Continue** button.



Education Planner

Courses that must be taken in EB012APG01 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	APG 1003W: Technology I	Core Courses	20.00
<input checked="" type="checkbox"/>	★	and APG 1020W: Design & Theory Studio I	Core Courses	60.00
<input checked="" type="checkbox"/>	★	and APG 1021W: Representation I	Core Courses	20.00
<input checked="" type="checkbox"/>	★	and APG 1004F: History & Theory of Arch I	Core Courses	10.00
<input checked="" type="checkbox"/>	★	and APG 1005S: History & Theory of Arch II	Core Courses	10.00

Credit Summary:

Year Planned	120	Year Enrolled	0	Year Passed	0
Program Planned	120	Program Enrolled	0	Program Passed	0

[Save](#)

[Save and Continue](#)

[Return to Registration](#)

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

Schedule

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM	● APG 1020W - LG01 Lecture 9:00AM - 11:00AM Location: TBA Session 1 0015 PENDING		● APG 1020W - LG01 Lecture 9:00AM - 11:00AM Location: TBA Session 1 0015 PENDING		● APG 1003W - LG01 Lecture 8:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 1020W - LG01 Lecture 9:00AM - 11:00AM Location: TBA Session 1 0015 PENDING	
10:00AM		● APG 1021W - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING					
11:00AM	● APG 1020W - PG01 Practical 11:00AM - 1:00PM Location: TBA Session 1 0015 PENDING		● APG 1020W - PG01 Practical 11:00AM - 1:00PM Location: TBA Session 1 0015 PENDING			● APG 1020W - PG01 Practical 11:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	
12:00PM							
1:00PM							
2:00PM	● APG 1004F - LG01 Lecture 2:00PM - 4:00PM Location: TBA Session SM1 0015 PENDING						

[Cancel](#)

[Proceed to Registration](#)

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 **Enroll** to finalise Step 12.

Program Enrollment

You are active and ready to enroll for the following programme/plan: Bachelor Architectural Studies (EB012) /Architecture (EB012APG01) To start selecting your courses, please click on the "Select My Curriculum" button

Your approval request has been approved. You may now finalize your enrollment or adjust your selection if needed.

[Select My Curriculum](#) [Add Non-Curriculum Courses](#) [Enroll](#)

Your Shopping Cart

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 4725	APG 1003W Technology I	Full Year				20.00		
				More meeting details available					
	Tutorial - 4726			More meeting details available					

Once you have clicked Enrol, a pop-up message will appear to prompt you if you are sure that you want to register. Click 'Yes' to continue.

Are you sure you want to enroll?

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

★ In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the "Add Non-Curriculum Courses" and/or "Bin/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 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.

[Help](#) [< Previous](#) [Next >](#)

APG 1003W - Technology I
This class has been added to your schedule.

APG 1004F - History & Theory Of Architecture I
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 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, NAVIGATE TO PAGE 22



12.2 Blank Shopping Cart

Click on Step 12.

University of Cape Town Registration

Help | < Previous

Introduction Complete

Declaration Complete

Additional Information Complete

Registration Closed

You are active for the following programme/plan. Please note that registration for your programme/plan is closed.

Please contact Student Systems Support or your faculty to obtain further details regarding the date when registration for your programme/plan opens.

PLEASE NOTE

If the message above is shown “**Registration Closed**,” this means that registration for your programme has not yet opened. Please check your faculty’s webpage for registration dates.

Click on Step 12. A pop-up message appears to notify you of the programme/plan you are active on to register for.

Blank Shopping Cart

You are active and ready to enrol for the following programme/plan: B Landscape Arch Hons (EH008) /Landscape Architect (Bridging) (EH008APG16) Your shopping cart is empty, please use the “Add Courses” button to select your courses.

To begin registration, click on Add Courses below. Refer to your faculty handbook to ensure course selections match your curriculum.

Add 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.

To start populating your registration shopping cart, click on the **Add Courses** button.

To begin registration, click on Add Courses below. Refer to your faculty handbook to ensure course selections match your curriculum.

Add Courses

If you are a returning student, aside from picking 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



After selecting the Add Courses button the **Registration Class Search** bar will appear.

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 for the course you need to register for by typing the course code in the **Search for Classes** field and press Enter or use the **Search icon** to initiate the 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.

APG1004F

Follow the instructions that appears in the message:

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.

The Class Search Results page will appear with the available course options. Click on the course you need to register for by clicking the **plus icon**.

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.

APG1004F

Classes

Course Code	Description	Class Section/Component	Days/Times
APG1004F	History & Theory of Arch I	LG01 (Lecture - 5627) TG01 (Tutorial - 4838)	Multiple Meeting Schedules <input type="button" value="→"/> <input type="button" value="+"/>



A message will appear below in green informing you that you have successfully selected your courses.

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.

APG1004F

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.

Classes			
Course Code	Description	Class Section/Component	Days/Times
APG1004F	History & Theory of Arch I	LG01 (Lecture - 5627)	Multiple Meeting Schedules
		TG01 (Tutorial - 4838)	Multiple Meeting Schedules

+

You can select your courses and add them without closing the window. Once all your courses have been added, you can close the window.

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 all your courses are loaded into your shopping cart and you are ready to submit your request to the faculty for approval, click on the **Request Approval** button.

Blank Shopping Cart

You are active and ready to enrol for the following programme/plan: B Landscape Arch Hons (EH008) /Landscape Architect (Bridging) (EH008APG16) 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 - 5627	APG 1004F History & Theory of Arch I	Semester One				10.00		
				More meeting details available					
		Tutorial - 4838			More meeting details available				

By clicking on request approval, the **Create Service Request** page appears. Leave an appropriate comment in the Comment box (if applicable) and click Submit to create the Service Request.

Once your registration service request has been submitted, the allocated faculty staff member will review your request, and you will receive the outcome and further instructions via email.

Note that you will not be able to make changes to your shopping cart once it has been submitted for review.



Create Service Requests

My Request Detail

Category	Registration Curriculum Approvals	Type	Curriculum Advice and Approval
Subtype	None	Request Date	11-Nov-2023
Status	Submission received		
Comment	Please approve my request!		

File Attachments

Attachments	Audit	1
Attached File	View	Add Attachment
	View	Add Attachment

Submit **Cancel**

Note: Upon submission, you are re-directed to the registration shopping cart page, a View Status button will appear. 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.

You will then be taken back to Step 12 to **wait for approval**.

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 - 5627	APG 1004F History & Theory of Arch I	Semester One				10.00		
				More meeting details available					
		Tutorial - 4838						More meeting details available	

You can select the **View Status** button, to view your status.

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



After you submit it should be in the “Submission received” status.

Update Service Requests

My Request Detail

University of Cape Town

Category Registration Curriculum Approvals

Request Number

Type Curriculum Advice and Approval

Request Date

Subtype None

Status

Submission received

Status Date	Comment	By
12/12/2023	Please review my request.	12/12/2023

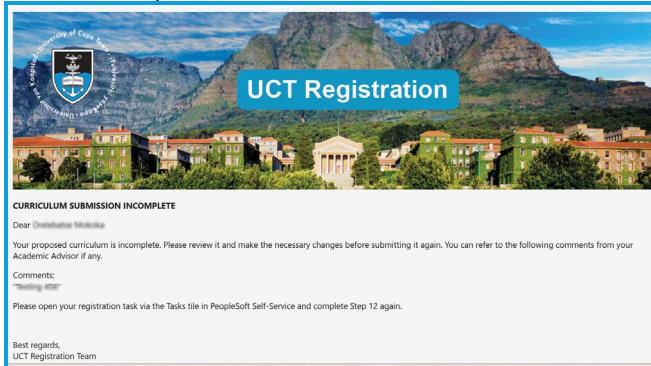
[Add Comment](#)

[Update Last Comment](#)

Once the faculty staff member evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below, examples of these emails for the various statuses:



Below, examples of these emails for the **various statuses**:



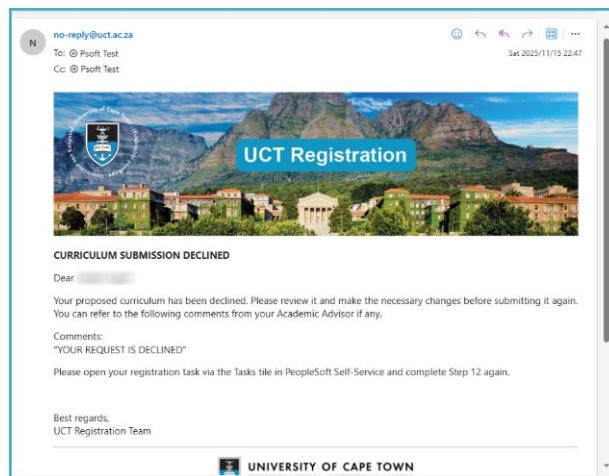
UCT Registration

CURRICULUM SUBMISSION INCOMPLETE

Dear [Redacted]
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:
"Testing #1"
Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Best regards,
UCT Registration Team

Incomplete: In cases where the faculty staff member requires you to complete further actions (e.g., adding/deleting courses/fixing clashes), follow the instructions as per the faculty staff member's email/comments and action the request. Once done, resubmit the registration approval request by click on the "Action Required by Student" button, adding a comment and saving the request.



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

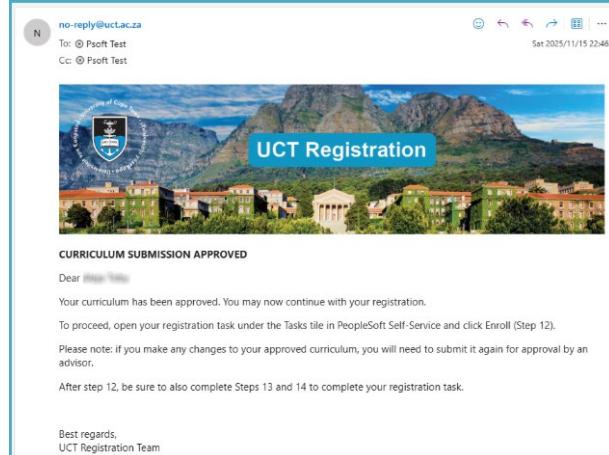
UCT Registration

CURRICULUM SUBMISSION DECLINED

Dear [Redacted]
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.
Comments:
"YOUR REQUEST IS DECLINED"
Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Best regards,
UCT Registration Team

Decline Status: In cases where the faculty staff member requires you to re-start your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the "Request Approval" button, adding a comment and submitting the request.



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

UCT Registration

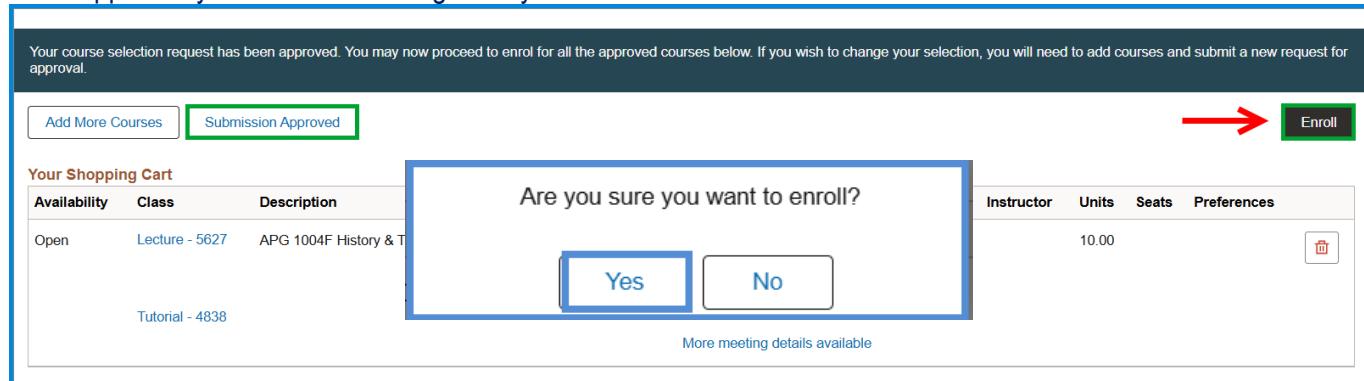
CURRICULUM SUBMISSION APPROVED

Dear [Redacted]
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

Submission Approved: In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the "Enroll" button, as well as Step 13 and Step 14 to finalise your registration. Instructions on how to complete Steps 12- 14 and accessing your Proof of Registration, follow on the next pages.

Once approved your status will change and you will be able to **enrol**:



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** **Enrol**

Your Shopping Cart

Availability	Class	Description	Instructor	Units	Seats	Preferences
Open	Lecture - 5627	APG 1004F History & T		10.00		
	Tutorial - 4838					<input type="button" value="Delete"/>

Are you sure you want to enrol?

Yes **No**

More meeting details available



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

Your class has been added to your Schedule, **Click Next**

The screenshot shows a registration interface. At the top right are buttons for 'Help', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a green box and a red arrow pointing to it. Below the buttons, a message box displays: '✓ APG 1004F - History & Theory Of Architecture I' and 'This class has been added to your schedule.' The entire interface is enclosed in a blue border.

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 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.

The screenshot shows the 'View My Classes' page. At the top right are buttons for 'Help', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a green box and a red arrow pointing to it. Below the buttons, there are filtering options: 'By Class' (selected), 'By Date', 'Show Enrolled Classes' (checked), and 'Show Dropped Classes'. A message box at the top says '✓ APG 1004F History & Theory of Arch I'. The main content is a table with columns: Status, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. The table shows one row for 'Enrolled' status with 10.00 units, Graded basis, Grade B, Landscape Arch Hons program, and Requirement Designation. Below this is a table for 'Meeting Dates' and 'Days and Times' for two classes: 'Tutorial - 4838' and 'Lecture - 5627'. Both classes have Monday meetings from 4:00PM to 6:00PM, and the room is 'To be Announced'. The entire interface is enclosed in a blue border.



STEP 14: Complete

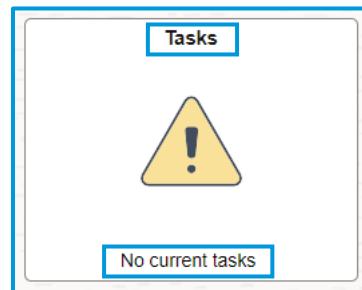
The **Complete** page opens (final step in the Registration Activity Guide). **Read the information** and click **Submit** to finalise your registration.

Help | < Previous

10 Information (Optional) Not Started	Step 14 of 14: Complete	Submit
11 Holds Complete	Click on the Submit button to complete your UCT registration task.	
12 My Courses Complete	Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees.	
13 View My Classes Visited	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 .	
14 Complete In Progress		

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.



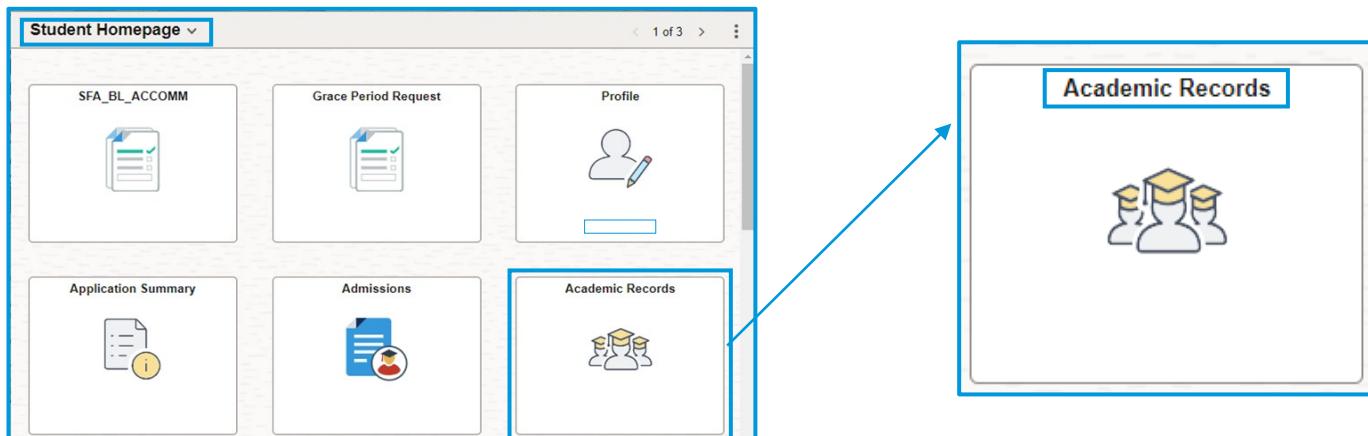
END OF REGISTRATION PROCESS

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 screenshot shows the 'Proof of Registration' page. The left sidebar has a 'Proof of Registration' tab selected, highlighted with a green background. The main content area shows 'Term Selection' (Select Term: 2023), 'Academic Information' (Career: Masters, Level: Sixth Year, Program: EM023 MSc(Eng) (by dissertation)), and a table for the course EEE (5000W, Full Dissertation: MSc(Eng)). A 'EMAIL' button is at the bottom.

Select term and click **Email**