



# UCT REGISTRATION STUDENT GUIDE

## FACULTY OF HEALTH SCIENCE POSTGRADUATE

Programme Enrolment



## 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 Programme Enrolment (PE) registration process for FHS PG studies.

The registration method relevant to you will be indicated by the Health Sciences 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>
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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/>

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

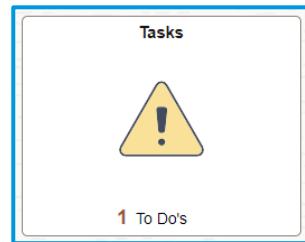
Enable Screen Reader Mode

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

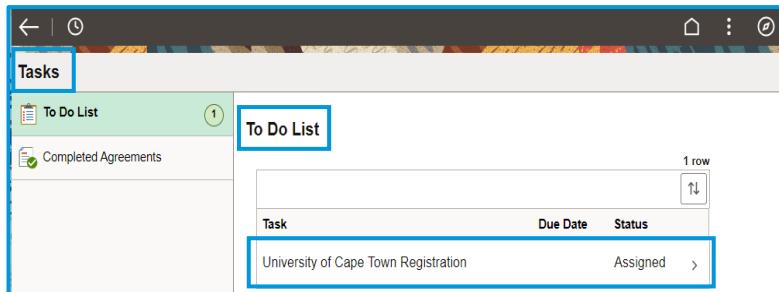
Cancellation of Registration

Important Links

Offers



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



## ACTIVITY GUIDE

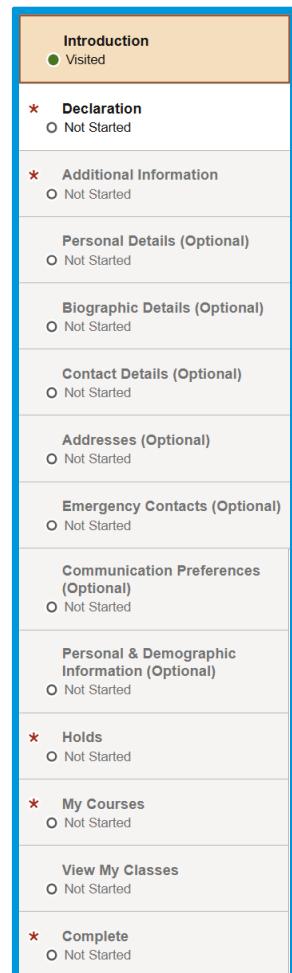
The Registration Activity Guide consists of fourteen (14) steps that can be completed to finalize your registration. Some steps are essential and cannot be skipped while others are optional.

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: 





## STEP 1: Introduction

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

University of Cape Town Registration

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 >

Introduction Visited

\* Declaration Not Started

\* Additional Information Not Started

Personal Details (Optional) Not Started

Biographic Details (Optional) Not Started

Contact 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

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

Introduction Visited

\* Declaration In Progress

\* Additional Information Not Started

Personal Details (Optional) Not Started

Biographic Details (Optional) Not Started

Contact Details (Optional) Not Started

**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.
  - 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.

### Not Requiring MoU/PPA - 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  
Please Answer all the question below truthfully.

Expected Graduation Year

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

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

Save Answers

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!



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

The screenshot shows a registration interface with a header 'University of Cape Town Registration' and buttons for 'Help', '< Previous', 'Next >'. On the left, there's a sidebar with 'Introduction' (Visited) and 'Declaration' (Complete). The main content area is titled 'Additional Information' with the sub-instruction 'Please Answer all the question below truthfully.' A 'Save Answers' button is visible. The 'Expected Graduation Year' field is highlighted with a red border.

## Requiring MoU/PPA – Questions

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

The screenshot shows the 'Step 3 of 14: Additional Information' page. It includes a note 'Please Answer all the question below truthfully.' and a 'Save Answers' button. Two questions are listed: '1. Are you expecting to complete your qualification this year?' and '2. Are you required to register for your dissertation or minor dissertation this year?'. Each question has a dropdown menu with 'Yes' and 'No' options. The 'Expected Graduation Year' field is highlighted with a red border.

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

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

If you are in a programme/plan requiring a combination of coursework and a dissertation/ minor-dissertation to be completed, you need to complete the Research question.

### Which option do you need to select?

- If you are only required to complete the coursework components in the current year, select "No".
- If you are only required to complete the dissertation component in the current year, select "Yes".

*This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).*

- If you are required to complete both the coursework and dissertation components in the current year, select "Yes".

*This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).*

Completed Instructions

Thank You!

**NOTE:** the MoU/PPA task will result in a hold on the record that will only be lifted once the MoU/PPA is in a 'Finalised' status.



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

University of Cape Town Registration

Introduction  
Visited

Declaration  
Complete

Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

Save Answers

Help < Previous Next >

## STEP 4: Personal Details

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

University of Cape Town Registration

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  
Primary [REDACTED] >  
Preferred [REDACTED]

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

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 [REDACTED] >

Cancel Edit Details Save

\*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
... (redacted)	Current

Address	From
... (redacted)	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) i

No contacts defined.

Add Contact

Confirm

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

Contact	Phone	Preferred
Ronelle	+27	>

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) i

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  Fee Payer

Email Address

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.

University of Cape Town Registration

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

- 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.
- 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

University of Cape Town Registration

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

\* Holds In Progress

\* My Courses Not Started

**Holds**

Hold	Department
Memorandum of Understanding	University of Cape Town

1 row

Confirm

**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.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, there is a sidebar with 'Communication Preferences (Optional)' (Complete), 'Personal & Demographic Information (Optional)' (Complete), and two sections: 'Holds' (highlighted with a blue box) and 'My Courses' (highlighted with a blue box). The 'Holds' section contains a table with one row, showing 'Hold' and 'Department'. The message 'There are no holds preventing you from enrolling. Press confirm to continue.' is displayed below the table. At the top right, there are 'Help', '< Previous', 'Next >', and 'Confirm' buttons.

## STEP 12: My Courses

### 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.

Click on Step 12.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, there is a sidebar with 'Introduction' (Complete), 'Declaration' (highlighted with a blue box), and 'Additional Information' (highlighted with a blue box). The 'Declaration' section contains a message: '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.' At the top right, there are 'Help', '< Previous', and 'Registration Closed' buttons.

### 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**.

The screenshot shows the 'Program Enrollment' interface. At the top, it says 'Program Enrollment'. Below that, a message states: 'You are active and ready to enroll for the following programme/plan: PG Dip Healthcare Tech Man (MG010) /Healthcare Tech Management (MG010HUB10) To start selecting your courses, please click on the "Select My Curriculum" button.' At the bottom, a dark bar contains the message: 'Welcome to Program Enrollment. To start selecting your courses, click the **Select My Curriculum** button below. Refer to your faculty handbook for curriculum information.' Below this is a green button with the text '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 MG010HUB10 - Year 1 & 2:

Select	Status	Item	Category	Credits
<input type="checkbox"/>		( HUB 4027W: Hlthcare Technol Assessmnt	Core Courses	13.00
<input checked="" type="checkbox"/>	★	or HUB 4090W: Health Information Systems )	Core Courses	13.00
<input type="checkbox"/>		and HUB 4065W: Med Devices & Instrum Overview	Alternate Core Courses 1	13.00
<input type="checkbox"/>		and HUB 4068W: Asset Man of Hlthcare Tch&Infr	Alternate Core Courses 1	13.00
<input type="checkbox"/>		and HUB 4070W: Hospital Engineering Practice	Alternate Core Courses 1	13.00
<input checked="" type="checkbox"/>	★	and HUB 4032W: Project Hlthcare Techn Mgmt	Alternate Core Courses 2	16.00
<input checked="" type="checkbox"/>	★	and HUB 4028W: HTM Planning & Acquisition	Alternate Core Courses 2	13.00
<input checked="" type="checkbox"/>	★	and HUB 4030W: Healthcare Project Management	Alternate Core Courses 2	13.00
<input checked="" type="checkbox"/>	★	and HUB 4066W: Hlthcare Tech Innov & Entrep	Alternate Core Courses 2	13.00

Credit Summary:

Year Planned	68	Year Enrolled	0	Year Passed	0
Program Planned	68	Program Enrolled	0	Program Passed	0

[Save](#) [Save and Continue](#) [Return to Registration](#)

Should you not choose the courses for which you have approval to register, a warning pop-up message will be displayed to prompt you to make the selection.



After updating the planner, and clicking on continue, the **Schedule Builder** display the Courses selected and **Click Proceed to Registration** to finalise your shopping cart.

**Schedule**

**Meeting Information**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

**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: PG Dip Healthcare Tech Man (MG010) /Healthcare Tech Management (MG010HUB10) 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 - 4494	HUB 4028W HTM Planning & Acquisition	Full Year				13.00		

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 X indicator.

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

The screenshot shows a registration confirmation message: "✓ HUB 4028W - Healthcare Technology Planning and Acquisition. This class has been added to your schedule." Navigation buttons for "Help", "Previous", and "Next" are visible at the top right.

#### 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.

## STEP 13: View My Classes

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

The screenshot shows a list of classes. A single row is highlighted for "HUB 4028W HTM Planning & Acquisition". The "By Class" tab is selected. Navigation buttons for "Help", "Previous", and "Next" are visible at the top right. A red arrow points to the "Next" button.

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	13.00	Graded		PG Dip Healthcare Tech Man	

Class	Meeting Dates	Days and Times	Room
Lecture - 4494	16/02/2026 - 20/11/2026	Schedule: To be Announced	To be Announced

Enrollment Deadlines: No Exams Scheduled



## STEP 14: Complete

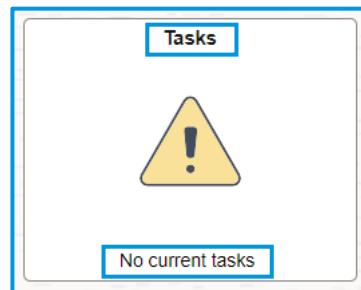
The **Complete** page opens (final step in the Registration Activity Guide). **Read the information** and click **Submit** to finalise your registration.

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 <a href="#">here</a> .	
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.



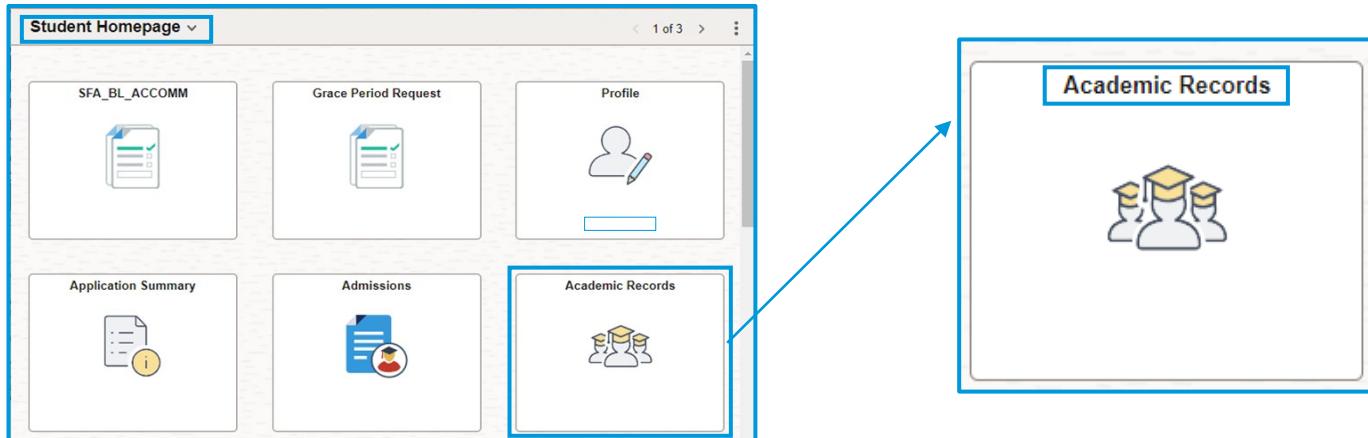
### END OF REGISTRATION PROCESS

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. On the left, a sidebar lists various tabs, with 'Proof of Registration' being the active one and highlighted with a blue border. The main content area is titled 'Proof of Registration' and includes 'Term Selection' (Select Term: 2024) and 'Academic Information' (Career: Undergraduate, Level: Third Year, Program: CB004 Bachelor of Business Science). Below this is a table of courses:

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

At the bottom right of the main content area is a large blue 'EMAIL' button.

Select term and click **Email**