



# UCT

# REGISTRATION

## STUDENT GUIDE

**FACULTY OF HEALTH SCIENCE**

**UNDERGRADUATE**

Programme Enrolment – 1<sup>st</sup> Years

STUDENT  
SYSTEMS  
SUPPORT





## 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 UG 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>
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  
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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>  
Student support: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)

User ID / Campus ID

Password

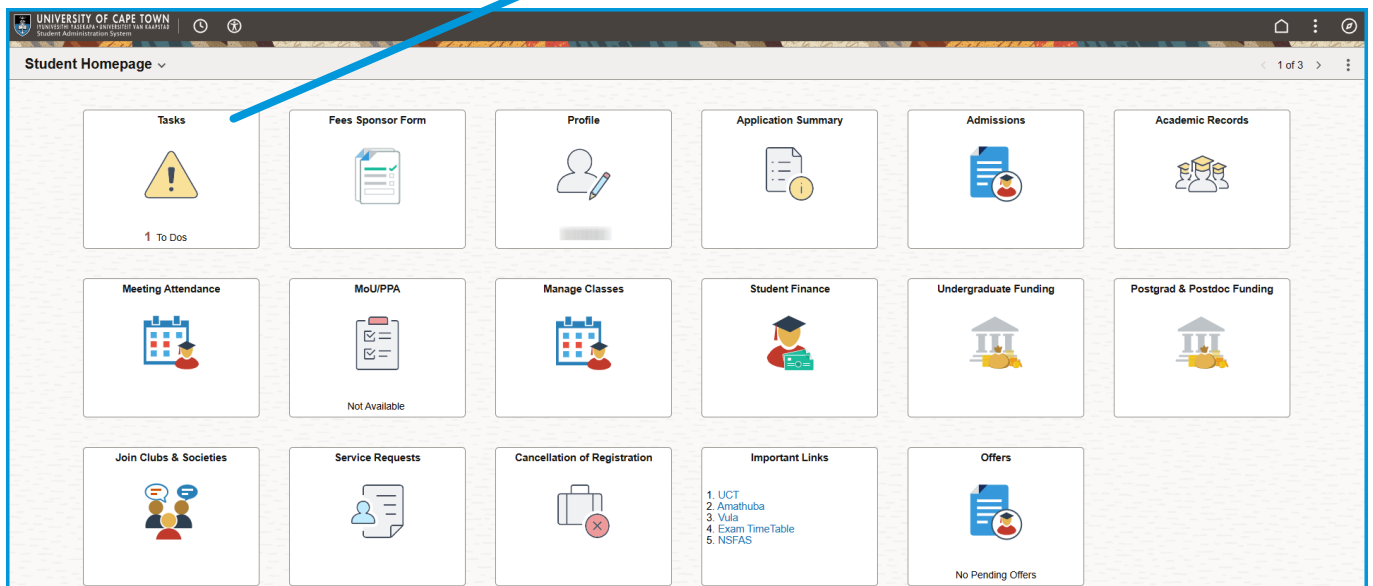
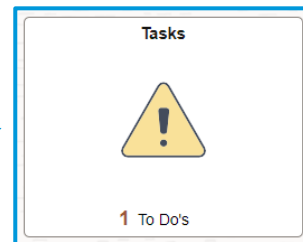
Sign In

☐ Enable Screen Reader Mode  
[Forgot Password ?](#)

## Access Activity Guide

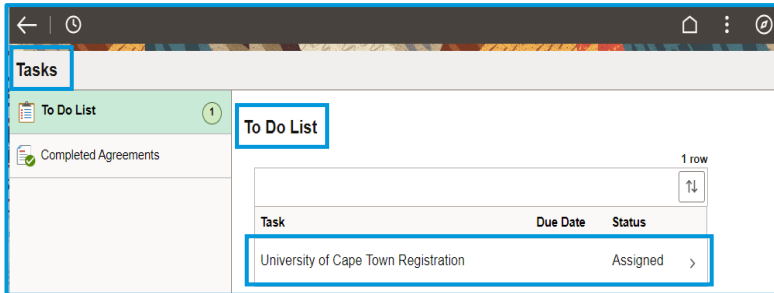
On the **Student Home Page**, click on the **Tasks** tile

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





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: 

<b>Introduction</b> <input checked="" type="radio"/> Visited
<b>* Declaration</b> <input type="radio"/> Not Started
<b>* Additional Information</b> <input type="radio"/> Not Started
<b>Personal Details (Optional)</b> <input type="radio"/> Not Started
<b>Biographic Details (Optional)</b> <input type="radio"/> Not Started
<b>Contact Details (Optional)</b> <input type="radio"/> Not Started
<b>Addresses (Optional)</b> <input type="radio"/> Not Started
<b>Emergency Contacts (Optional)</b> <input type="radio"/> Not Started
<b>Communication Preferences (Optional)</b> <input type="radio"/> Not Started
<b>Personal &amp; Demographic Information (Optional)</b> <input type="radio"/> Not Started
<b>* Holds</b> <input type="radio"/> Not Started
<b>* My Courses</b> <input type="radio"/> Not Started
<b>View My Classes</b> <input type="radio"/> Not Started
<b>* Complete</b> <input type="radio"/> Not Started





## STEP 1: Introduction

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

The screenshot shows the 'University of Cape Town Registration' interface. On the left is a sidebar with a list of steps: Introduction (marked 'Visited'), Declaration (marked 'Not Started'), Additional Information (marked 'Not Started'), Personal Details (Optional) (marked 'Not Started'), Biographic Details (Optional) (marked 'Not Started'), and Contact Details (Optional) (marked 'Not Started'). The main content area is titled 'Introduction' and contains the following text: 'Welcome to University of Cape Town Registration', 'This registration task will allow you to:', a bulleted list of tasks (Verify or update personal information, Verify address details, Indicate your communication preferences, Sign agreements, Register for classes based on your active program of study), a paragraph about seeking assistance (click 'Help' for assistance, 'Academic Assistance' for advice), and a paragraph about viewing the Fee Account and Proof of Registration via Peoplesoft Self-Service, with a link to the UCT student responsibility policy. At the top right of the main area are 'Help' and 'Next >' buttons.

## STEP 2: Declaration

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

The screenshot shows the 'University of Cape Town Registration' interface at the 'Declaration' step. The sidebar now shows 'Introduction' as 'Visited' and 'Declaration' as 'In Progress'. The main content area is titled 'Declaration' and contains the following text: 'PRIVACY STATEMENT FOR REGISTRATION AT UCT', a paragraph about data collection and use, a bulleted list of collected information (Personal information, Your image and fingerprints, Your qualifications), a paragraph about data sharing with external organizations (NSFAS, National learner record data base), a paragraph about public domain records, and a link to the UCT Student Privacy Notice and UCT Alumni Privacy Notice. At the top right of the main area are 'Help' and '< Previous' buttons. At the bottom right is an 'Accept' button.

*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

Help | < Previous

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**  
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?

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.

**Completed Instructions**

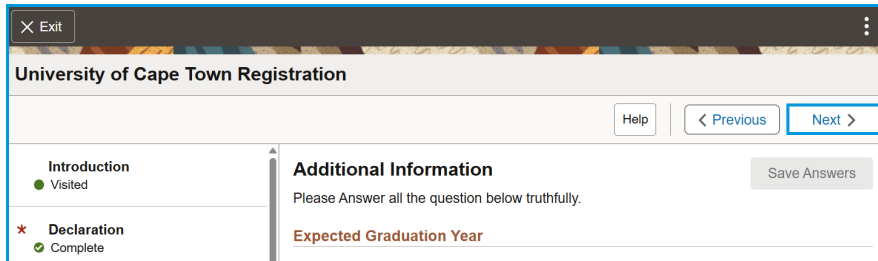
Thank You!



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.



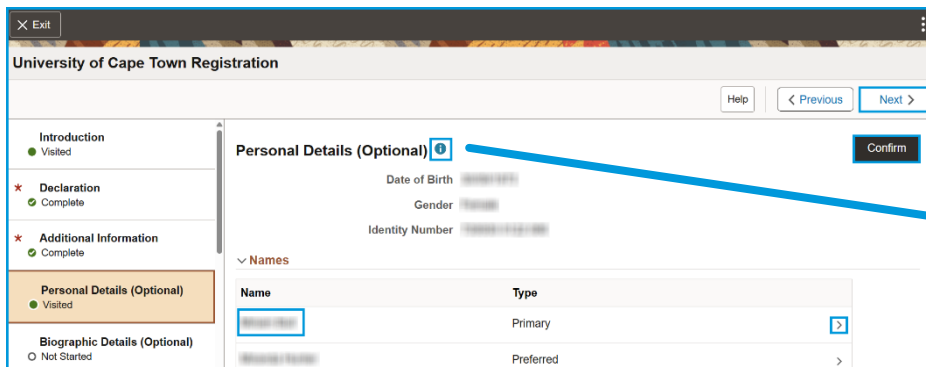
Students who are eligible will receive the Laptop question in Step 3. If you select “Yes” (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up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



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

## STEP 4: Personal Details

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



**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	Female
Marital Status	Single
Home Language	English
Disabilities	None
Self Declared Race	White

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.

University of Cape Town Registration

Help | < Previous | Next >

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

**Contact Details (Optional)**

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

Email

Email	Type	Preferred
psoft.test@uct.ac.za	Personal	✓

Phone

Phone	Type	Preferred
081 234 5678	SA Cellular	✓
021 234 5678	Home (Phone)	

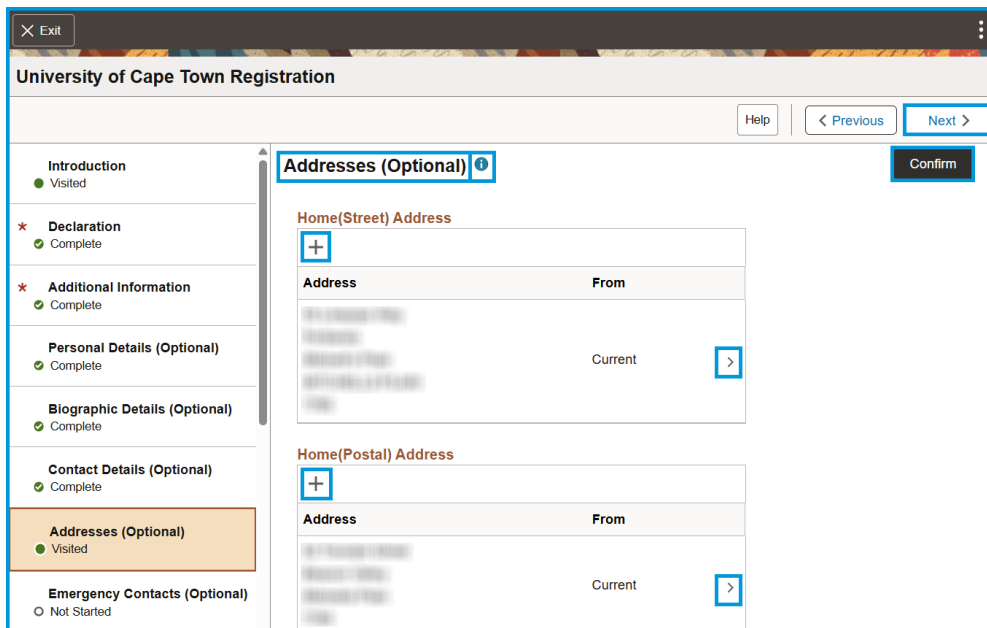
To edit/delete/update “Email” and “Phone” items, click on the arrow (>) icon next to the appropriate field.

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.



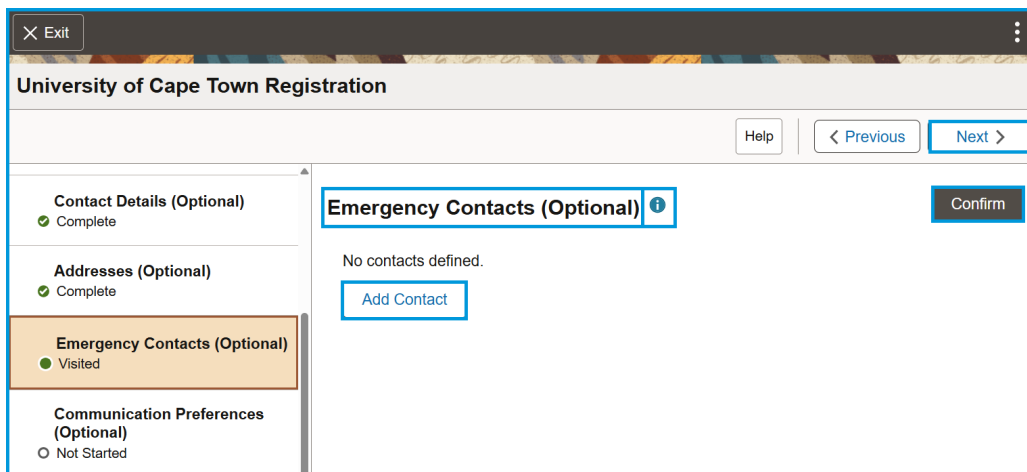
The screenshot shows the 'University of Cape Town Registration' form. The left sidebar lists various sections: Introduction (Visited), Declaration (Complete), Additional Information (Complete), Personal Details (Optional) (Complete), Biographic Details (Optional) (Complete), Contact Details (Optional) (Complete), **Addresses (Optional)** (Visited), and Emergency Contacts (Optional) (Not Started). The main content area is titled 'Addresses (Optional)' and contains two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section has a plus (+) icon to add a new address and a table with columns 'Address' and 'From'. The 'From' column shows 'Current' with an arrow (>) icon next to it. A 'Confirm' button is located at the top right of the main content area.

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

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

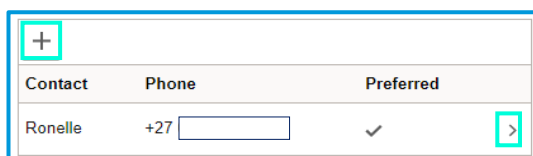
## STEP 8: Emergency Contacts

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



The screenshot shows the 'University of Cape Town Registration' form. The left sidebar lists various sections: Contact Details (Optional) (Complete), Addresses (Optional) (Complete), **Emergency Contacts (Optional)** (Visited), and Communication Preferences (Optional) (Not Started). The main content area is titled 'Emergency Contacts (Optional)' and displays 'No contacts defined.' with an 'Add Contact' button. A 'Confirm' button is located at the top right of the main content area.

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



The screenshot shows a table with columns 'Contact', 'Phone', and 'Preferred'. The first row contains the name 'Ronelle', a phone number starting with '+27', and a checkmark in the 'Preferred' column. A plus (+) icon is in the top left corner, and an arrow (>) icon is in the bottom right corner.

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

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.



## STEP 11: Hold

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

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.

### WITH HOLDS

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

### WITHOUT HOLDS

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



## STEP 12: My Courses

### 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' page. On the left, there is a sidebar with three items: 'Introduction' (Complete), 'Declaration' (Complete), and 'Additional Information' (Complete). The main content area displays a 'Registration Closed' message. The message states: 'You are active for the following programme/plan: [redacted] 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.' There are 'Help' and '< Previous' buttons in the top right corner.

### 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' page. It contains a message: 'You are active and ready to enroll for the following programme/plan: Higher Cert in Disability Prac (MU002) /Disability Practice (MU002AHS21) To start selecting your courses, please click on the “Select My Curriculum” button'. Below this message is a dark blue bar with the text: 'Welcome to Program Enrollment. To start selecting your courses, click the **Select My Curriculum** button below. Refer to your faculty handbook for curriculum information.' At the bottom, there is a green button labeled '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 MU002AHS21 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	and (AHS 1060F: DIMCS Pt I	Core Courses	7.00
<input checked="" type="checkbox"/>	★	or AHS 1061S: DIMCS Pt II )	Core Courses	8.00
<input checked="" type="checkbox"/>	★	and (AHS 1063F: HWFA Pt I	Core Courses	15.00
<input type="checkbox"/>		AHS 1068W: DIMCS	Core Courses	15.00
<input type="checkbox"/>		and AHS 1069W: HFA	Core Courses	30.00
<input checked="" type="checkbox"/>	★	and AHS 1065F: IDA	Core Courses	15.00
<input type="checkbox"/>		and AHS 1070W: WIPL	Core Courses	50.00

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

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		<div>AHS 1065F - LG01 Lecture 8:00AM - 5:00PM Location: TBA Session SM1 0015 PENDING</div>		<div>AHS 1065F - LG01 Lecture 8:00AM - 5:00PM Location: TBA Session SM1 0015 PENDING</div>			
9:00AM							
10:00AM		<div>AHS 1065F - LG01 Lecture 8:00AM - 1:00PM Location: TBA Session SM1 0015 PENDING</div>		<div>AHS 1065F - LG01 Lecture 8:00AM - 1:00PM Location: TBA Session SM1 0015 PENDING</div>	<div>AHS 1065F - LG01 Lecture 8:00AM - 5:00PM Location: TBA Session SM1 0015 PENDING</div>		
11:00AM							
12:00PM							
1:00PM	<div>AHS 1065F - LG01 Lecture 8:00AM - 5:00PM Location: TBA Session SM1 0015 PENDING</div>	<div>AHS 1065F - LG01 Lecture 8:00AM - 5:00PM Location: TBA Session SM1 0015 PENDING</div>	<div>AHS 1065F - LG01 Lecture 8:00AM - 5:00PM Location: TBA Session SM1 0015 PENDING</div>				

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: Higher Cert in Disability Prac (MU002) /Disability Practice (MU002AHS21) 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 CurriculumAdd Non-Curriculum CoursesEnroll

**Your Shopping Cart**

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 4124	AHS 1065F IDA	Semester Two				15.00		

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?

YesNo



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< PreviousNext >

✓ **AHS 1065F - Inclusive Development & Agency**  
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.



## STEP 13: View My Classes

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

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	15.00	Graded		Higher Cert in Disability Prac	

Class	Meeting Dates	Days and Times	Room
	12/02/2026 - 12/02/2026	Days: Thursday Times: 8:00AM to 1:00PM	To be Announced
	13/02/2026 - 13/02/2026	Days: Friday Times: 2:00PM to 5:00PM	To be Announced

## 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**

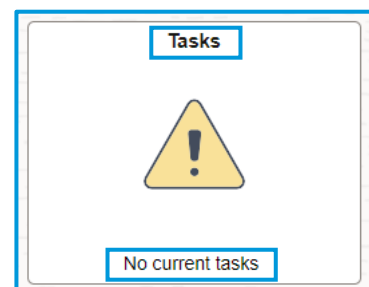
**Click on the Submit button to complete your UCT registration task.**

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](#).

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.



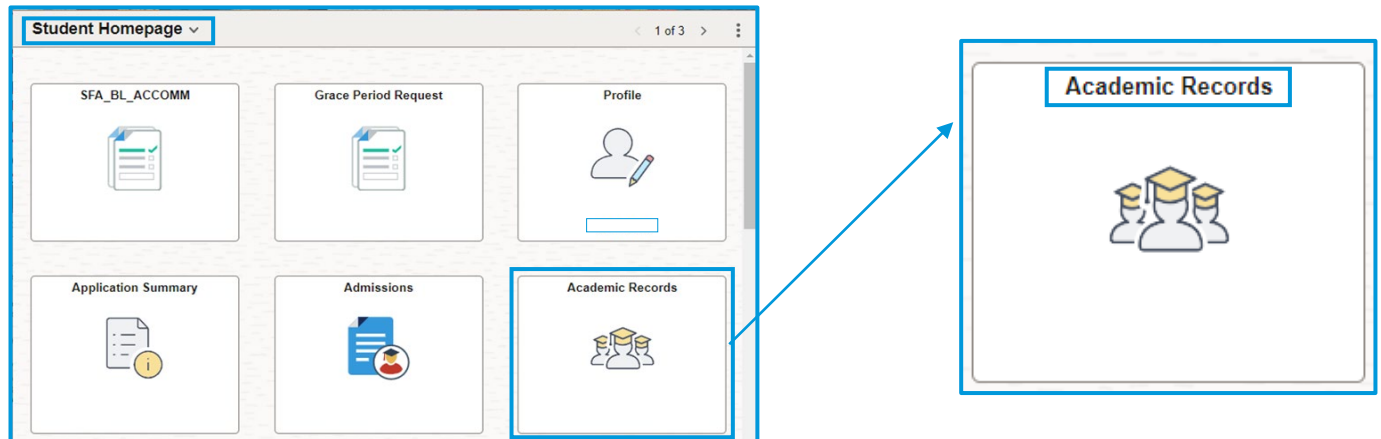
### END OF REGISTRATION PROCESS

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-hand navigation menu has 'Proof of Registration' highlighted. The main content area shows 'Term Selection' with a dropdown set to '2024', 'Academic Information' with fields for Career (Undergraduate), Level (Third Year), and Program (CB004 Bachelor of Business Science), and a table of courses. The 'EMAIL' button at the bottom is highlighted with a blue box.

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

Select term and click **Email**