



UCT

REGISTRATION

STUDENT GUIDE

FACULTY OF HUMANITIES
POSTGRADUATE

Blank Shopping Cart

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 Blank Shopping Cart (BSC) registration process for HUM PG studies.

The registration process relevant to you will be indicated by the Humanities Faculty Office. Ensure that you follow the appropriate registration method and complete all the required steps.

Upon completing all the steps, you will be able to generate a proof of registration.

If you encounter any difficulties accessing or navigating the PeopleSoft student page, or any other part of the registration process, please contact the SSS Student Support Helpdesk:

Email: sss-helpdesk@uct.ac.za Phone: +27 (0)21 650 5227

STEPS OVERVIEW

START	<u>ACCESS "REGISTRATION ACTIVITY GUIDE"</u>
1	<u>INTRODUCTION</u>
2	<u>DECLARATION</u>
3	<u>ADDITIONAL INFORMATION</u>
4	<u>PERSONAL DETAILS</u>
5	<u>BIOGRAPHICAL DETAILS</u>
6	<u>CONTACT DETAILS</u>
7	<u>ADDRESSES</u>
8	<u>EMERGENCY CONTACTS</u>
9	<u>COMMUNICATION PREFERENCES</u>
10	<u>PERSONAL & DEMOGRAPHIC INFO</u>
11	<u>HOLDS</u>
12	<u>MY COURSES</u>
13	<u>VIEW MY CLASSES</u>
14	<u>COMPLETE</u>
END	<u>PROOF OF REGISTRATION</u>





Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:

<https://studentsonline.uct.ac.za/>

If you require assistance with resetting/updating your password, please contact the ICTS Help-desk or follow the link:

Email: icts-helpdesk@uct.ac.za

Phone: +27 (0)21 650 4500

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

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

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

User ID / Campus ID

Password

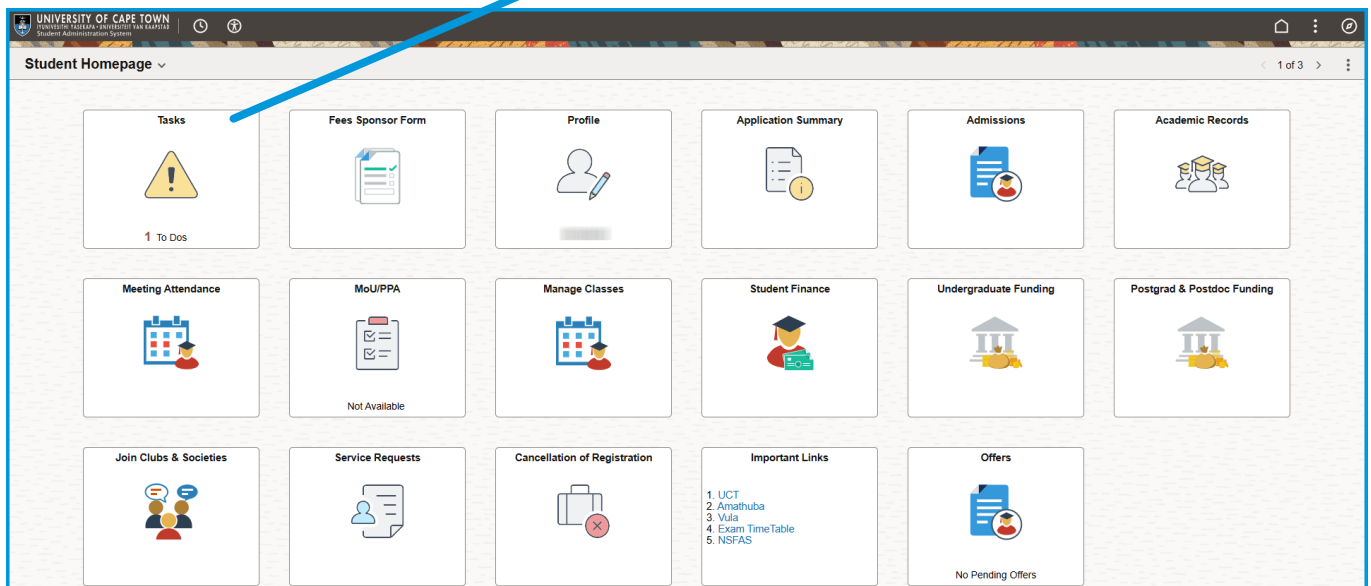
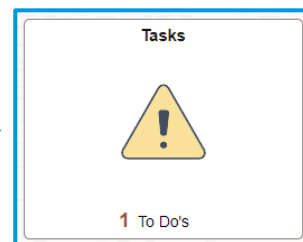
Sign In

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

Access Activity Guide

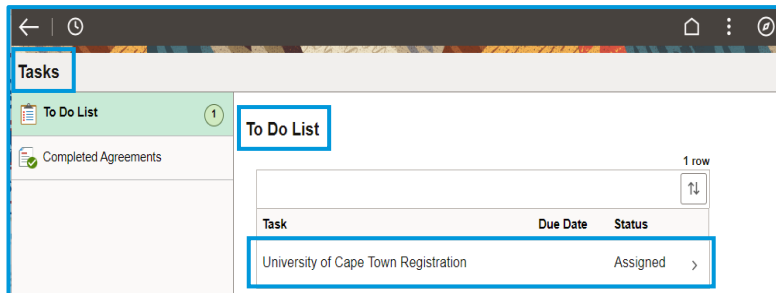
On the **Student Home Page**, click on the **Tasks** tile

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: 

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



STEP 1: Introduction

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

University of Cape Town Registration

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

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.](#)

STEP 2: Declaration

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

University of Cape Town Registration

Help < Previous

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 fulfill 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.](#)

Accept

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.

Not Requiring MoU/PPA - Questions

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

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.

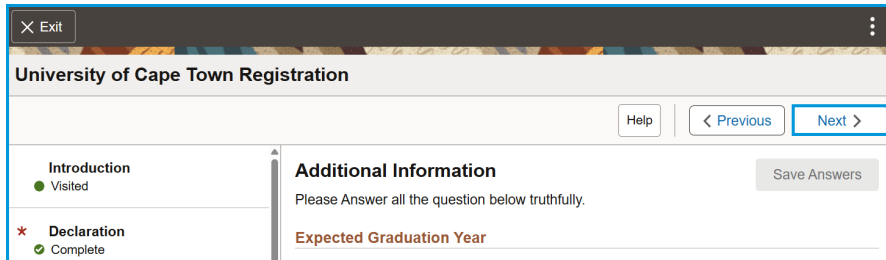
[OK](#)

[Cancel](#)

Completed Instructions

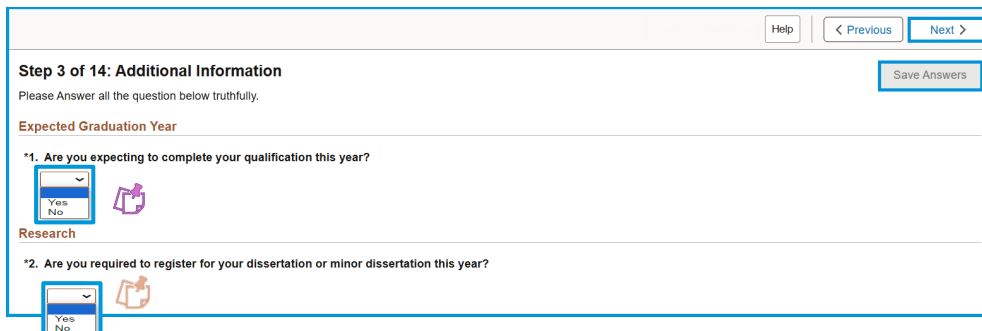
Thank You!

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



Requiring MoU/PPA – Questions

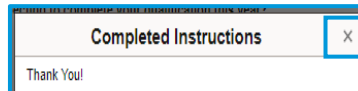
Additional information is required in this step. **Complete** the questions, **Save Answers**, and **click Next** to continue.



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?

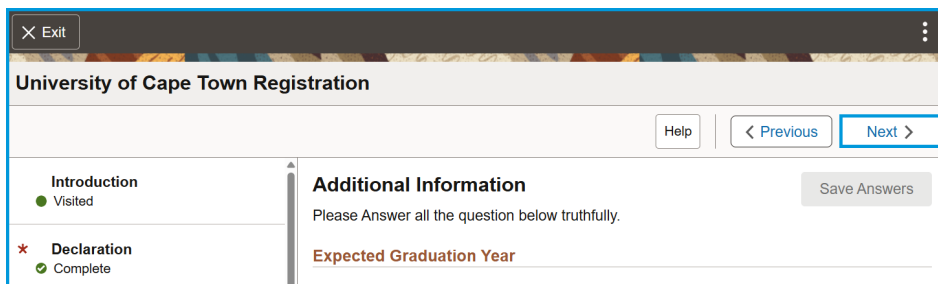
- If you are only required to complete the coursework components in the current year, select “No”.
- If you are only required to complete the dissertation component in the current year, select “Yes”.
This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).
- 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).

NOTE: You will be unable to amend your answer on Step 3 as soon as you click the Save Answers button.

If you make a wrong selection on Step 3, you can still proceed onto the next steps as this will not affect your registration.

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.

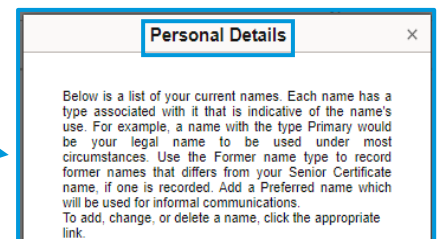
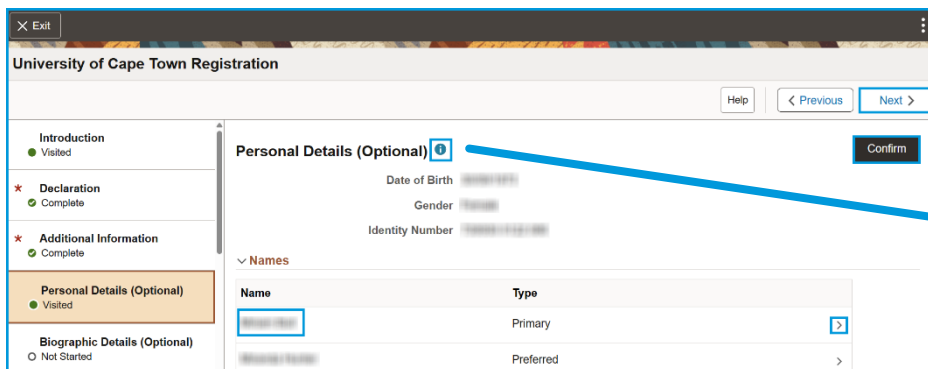
Once saved, click **Next** to continue to step 4.



Returners: Step 4-10 are optional steps. If none of your details are required to be changed, you may skip to Step 11.

STEP 4: Personal Details

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

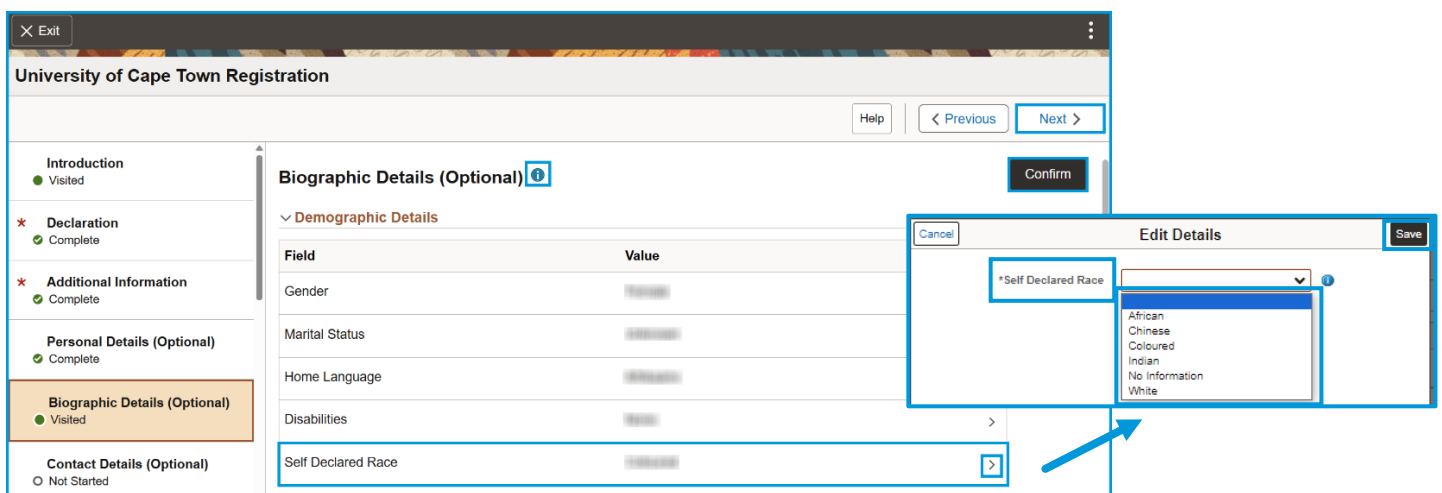


To add another "Name" item, click on the plus (+) icon.

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

STEP 5: Biographical Details

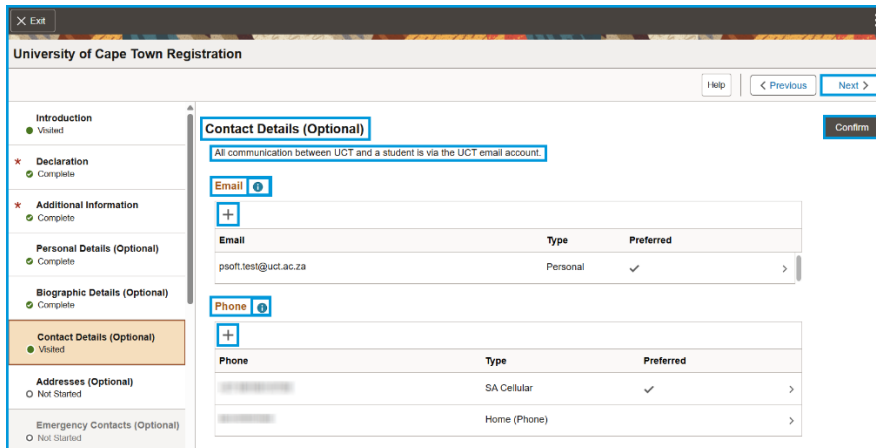
Check your **Personal Details**, update if applicable, click **Confirm** and **Next** to continue.



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.



The screenshot shows the 'Contact Details (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has a 'Confirm' button and a 'Next >' button. Below the title, there is a note: 'All communication between UCT and a student is via the UCT email account.' The 'Email' section has a plus icon and a table with columns 'Email', 'Type', and 'Preferred'. The 'Phone' section has a plus icon and a table with columns 'Phone', 'Type', and 'Preferred'.

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

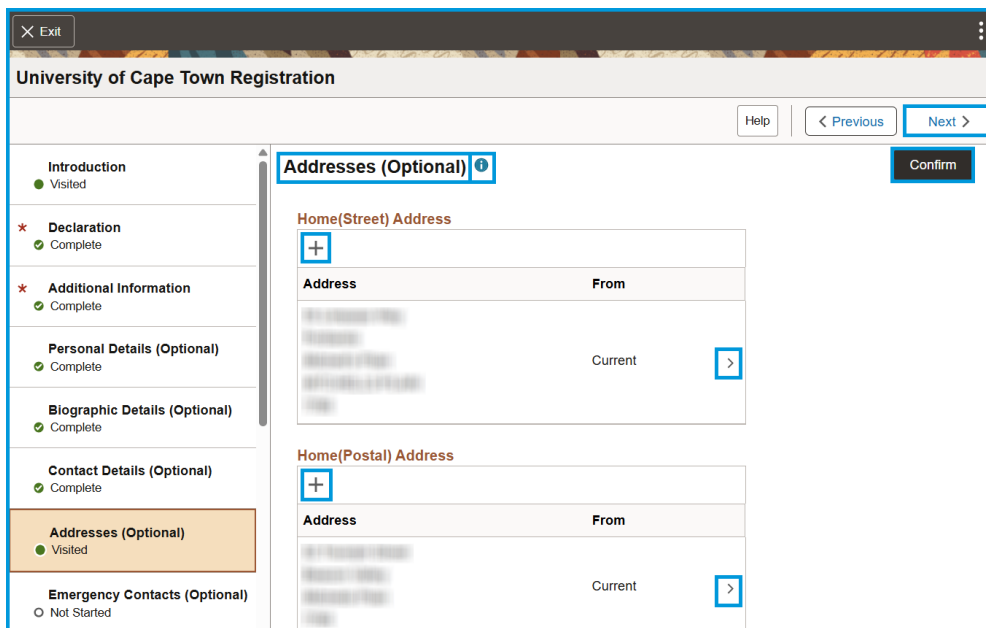
Phone	Type	Preferred
	SA Cellular	✓
	Home (Phone)	

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 'Addresses (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has a 'Confirm' button and a 'Next >' button. Below the title, there are two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section has a plus icon and a table with columns 'Address' and 'From'.

Address	From
	Current

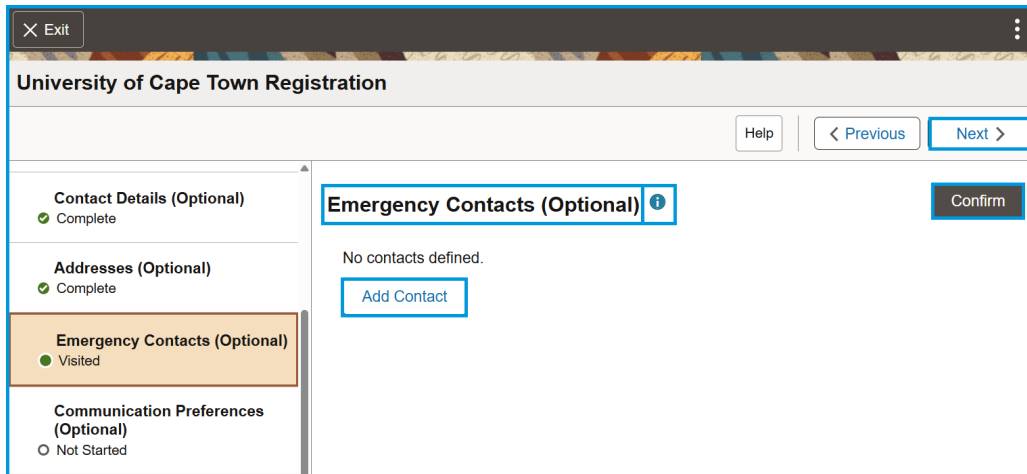
Address	From
	Current

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.

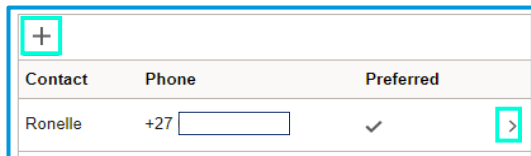
STEP 8: Emergency Contacts

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



The screenshot shows the 'University of Cape Town Registration' form. On the left, a sidebar lists sections: 'Contact Details (Optional)' (Complete), 'Addresses (Optional)' (Complete), 'Emergency Contacts (Optional)' (Visited), and 'Communication Preferences (Optional)' (Not Started). The main area is titled 'Emergency Contacts (Optional)' and shows 'No contacts defined.' with an 'Add Contact' button. A 'Confirm' button is in the top right. Navigation buttons 'Help', '< Previous', and 'Next >' are at the top right.

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



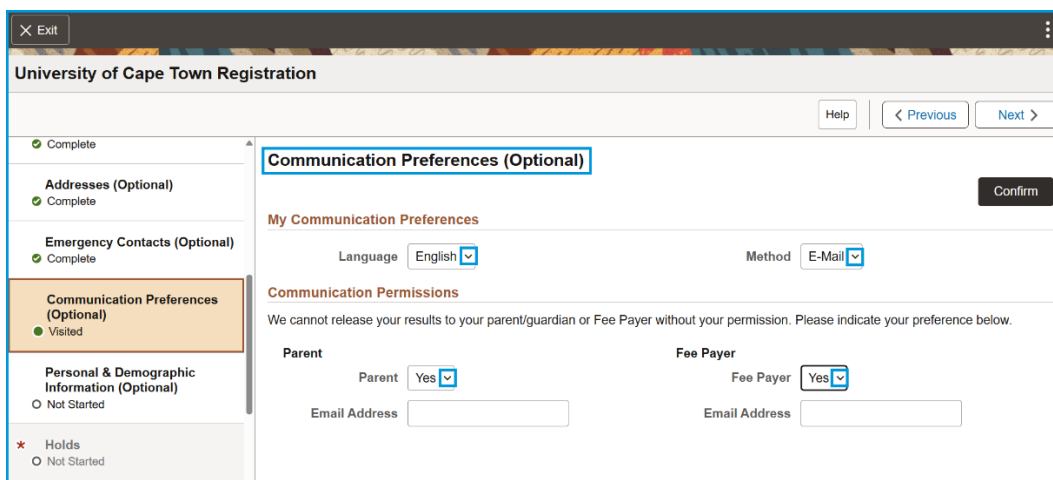
The screenshot shows the 'Add Contact' form. It has a table with columns 'Contact', 'Phone', and 'Preferred'. The first row has 'Ronelle' in the 'Contact' column, '+27' in the 'Phone' column, and a checkmark in the 'Preferred' column. A plus icon is in the top left, and a right arrow icon is in the bottom right.

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



The screenshot shows the 'University of Cape Town Registration' form. On the left, a sidebar lists sections: 'Contact Details (Optional)' (Complete), 'Addresses (Optional)' (Complete), 'Emergency Contacts (Optional)' (Complete), 'Communication Preferences (Optional)' (Visited), and 'Personal & Demographic Information (Optional)' (Not Started). The main area is titled 'Communication Preferences (Optional)' and shows 'My Communication Preferences' with 'Language' set to 'English' and 'Method' set to 'E-Mail'. Below this is 'Communication Permissions' with 'Parent' and 'Fee Payer' both set to 'Yes'. There are 'Email Address' fields for both. A 'Confirm' button is in the top right. Navigation buttons 'Help', '< Previous', and 'Next >' are at the top right.

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

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

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 Complete

* My Courses Not Started

Holds

1 row

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

Confirm

STEP 12: My Courses

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: MSocSc by coursework & diss (HM006) /Gender and Transformation (HM006AFS02) 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 through Step 14.

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, remember you may need to add the courses you failed/dropped in the previous year (Contact the convenor of the course for further guidance). 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)

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.

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.

AFS 5106W

The Class Search Results page will appear with the available course options.

Click the Multiple Meeting Schedules button to check the lecture times of the class.



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.

Classes

Course Code	Description	Class Section/Component	Days/Times
AFS1100S	Understanding Gender	LG01 (Lecture - 7890)	Multiple Meeting Schedules
		TL01 (Tutorial - 7907)	

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.

Classes

Course Code	Description	Class Section/Component	Days/Times
AFS5106W	Minor Dissertation	RG01 (Thesis Research - 7899)	

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.

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
AFS5106W	Minor Dissertation	RG01 (Thesis Research - 7899)	

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

To add more courses from the Registration Class Search Pag, clear the search field and search for another course, e.g. PSY1009F



To add more courses from Step 12, click the Add Courses button, then repeat the same process following the steps below.

Blank Shopping Cart

You are active and ready to enrol for the following programme/plan: Bachelor of Social Science (HB001) 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](#)

NOTE: You will be unable to make amendments to your registration cart after submitting a request for approval

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: MSocSc by coursework & diss (HM006) /Gender and Transformation (HM006AFS02) 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	Thesis - 7899	AFS 5106W Minor Dissertation	Full Year	To be Announced	To be Announced	To be Announced	96.00		

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

[Home](#) / [Registration](#)

My Request Detail

Category: Registration Curriculum Approvals

Type: Curriculum Advice and Approval

Subtype: None

Request Date: 18/12/2022

Status: Submission received

Comment:

File Attachments

Attachments

Audit

Attached File	View	Add Attachment
	View	Add Attachment

[Submit](#) [Cancel](#)



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
Open	Thesis - 7899	AFS 5106W Minor Dissertation	Full Year	To be Announced	To be Announced	To be Announced

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	1927798
Type	Curriculum Advice and Approval	Request Date	2019/05/20
Subtype	None	Status	Submission received

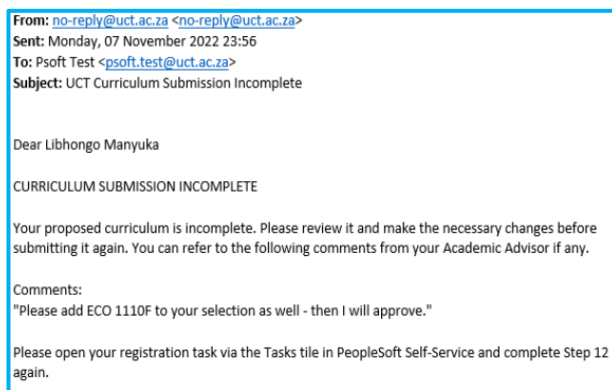
Status Date	Comment	By
2019/05/20	Please review my request.	ADMINISTRATOR

[Add Comment](#)[Update Last Comment](#)

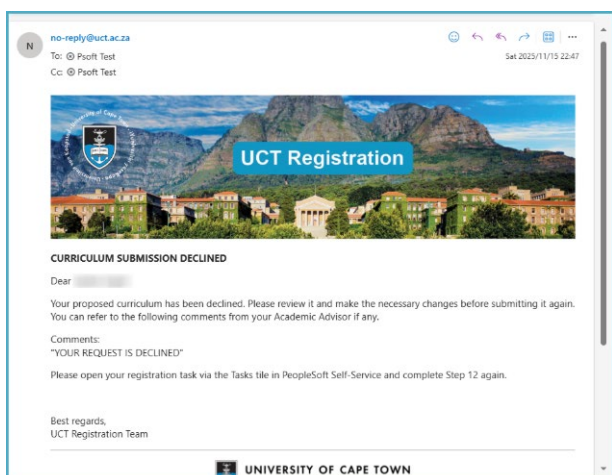
Once the faculty staff member evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below, examples of these email for the various statuses:



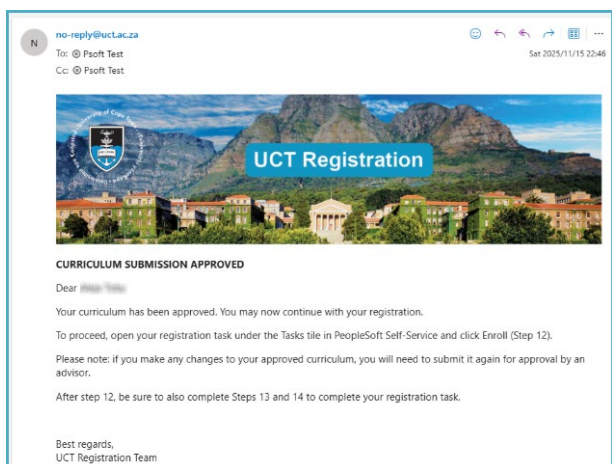
Below, examples of these emails for the **various statuses**:



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.



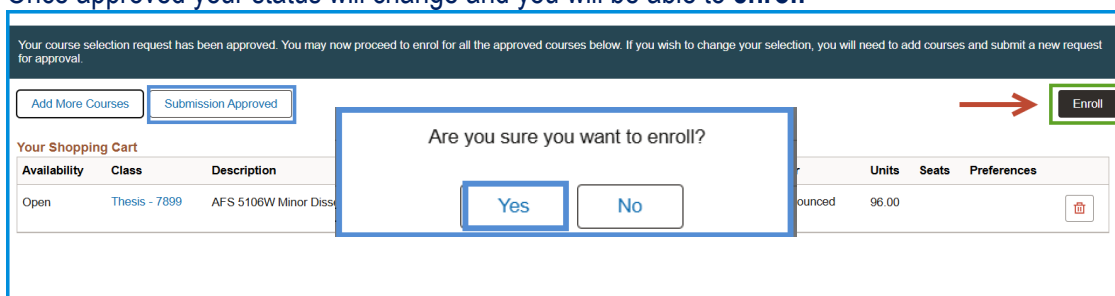
Decline Status: In cases where the faculty staff member requires you to re-start your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the "Request Approval" button,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



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.

Note: Once you have received communication regarding your submission, sign back into Peoplesoft to complete Step 12 of your registration task.

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





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**

Help

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Next >

✓ AFS 5106W - Minor Dissertation

This class has been added to your schedule.

Indicator Meanings:

- ✓ Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached, MoU/PPA not finalised).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office at hum-postgrad@uct.ac.za 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.

STEP 13: View My Classes

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

Help

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By Class

By Date

☒ Show Enrolled Classes

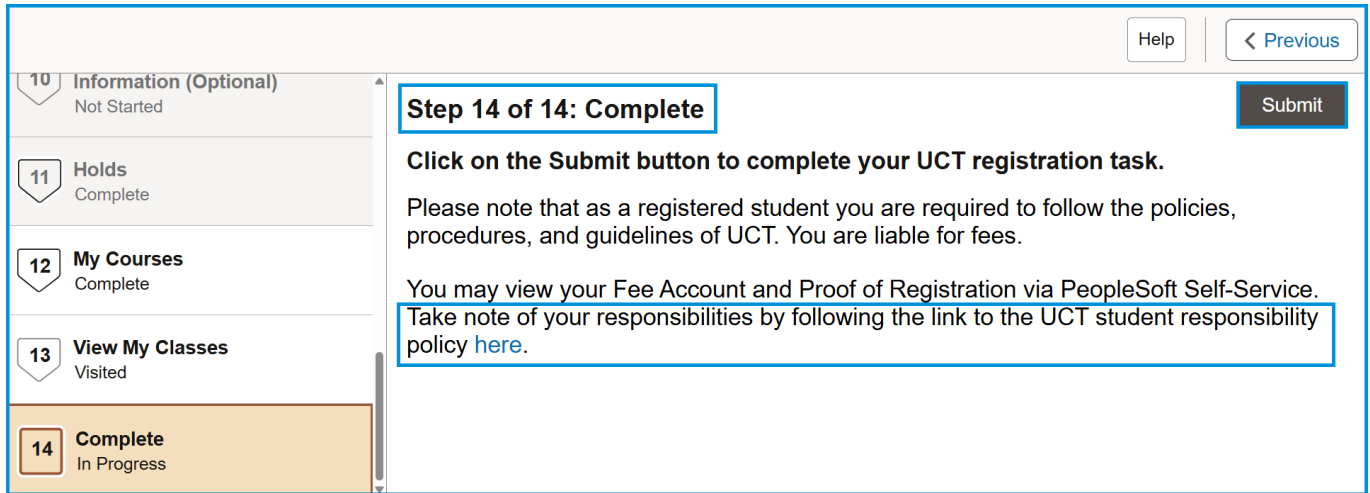
☐ Show Dropped Classes

✓ AFS 5106W Minor Dissertation

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	96.00	Graded		MSocSc by coursework & diss	
Class	Meeting Dates	Days and Times	Room		
Thesis - 7899	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.



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Step 14 of 14: Complete **Submit**

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](#).

10 Information (Optional) Not Started

11 Holds Complete

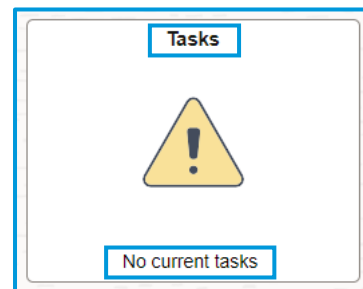
12 My Courses Complete

13 View My Classes Visited

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.

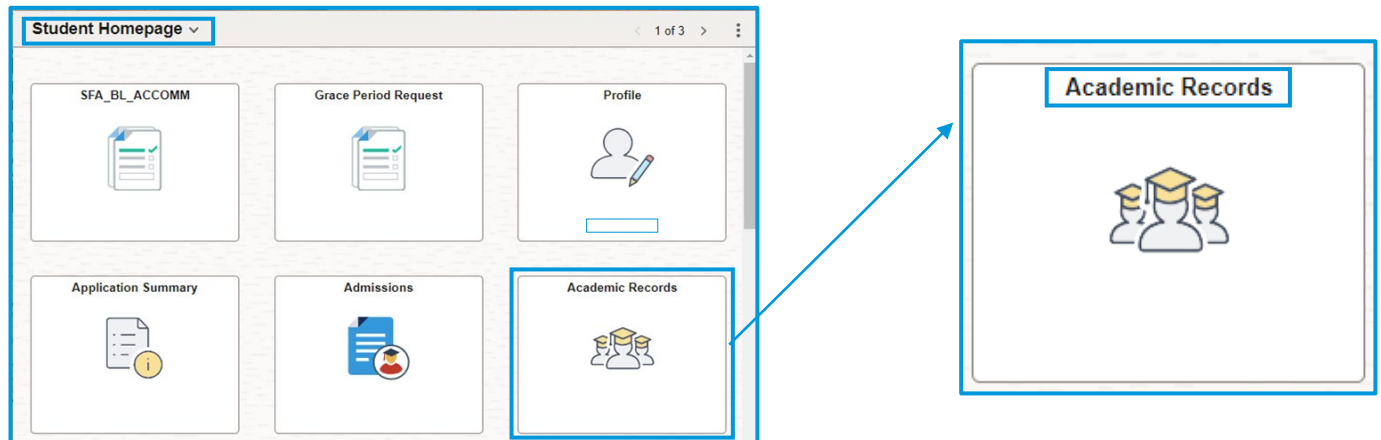


END OF REGISTRATION PROCESS: If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.



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

Proof of Registration

Course History
View Grades
View Academic Record
Communication List
Progress Report
Change of Curriculum
Cancellation of Registration
Proof of Registration
Mid Term Course Grade Average
Proof of Qualification

Proof of Registration

Term Selection

Select Term: 2023

Academic Information

Career: Masters
Level: Sixth Year
Program: EM023 MSc (Eng) (by dissertation)

Course ¹	Description ¹
EEE	5000W Full Dissertation: MSc(Eng)

EMAIL

Select term and click **Email**