



# UCT REGISTRATION STUDENT GUIDE

## FACULTY OF HUMANITIES POSTGRADUATE

Blank Shopping Cart



## INTRODUCTION

### Welcome to the registration process!

To become a registered student at the University of Cape Town, please meticulously follow all the steps outlined in this Registration Activity Guide. Completing these steps is crucial for your successful registration.

This guide covers the 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](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:

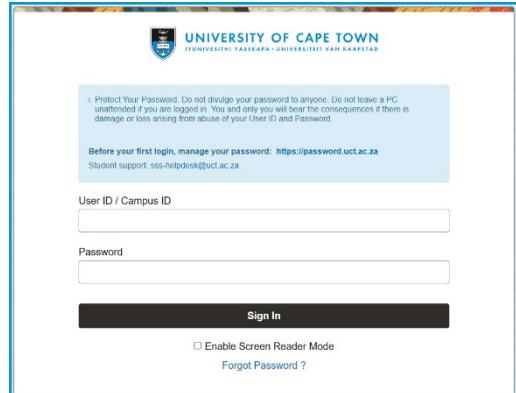
<https://studentsonline.uct.ac.za/>

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

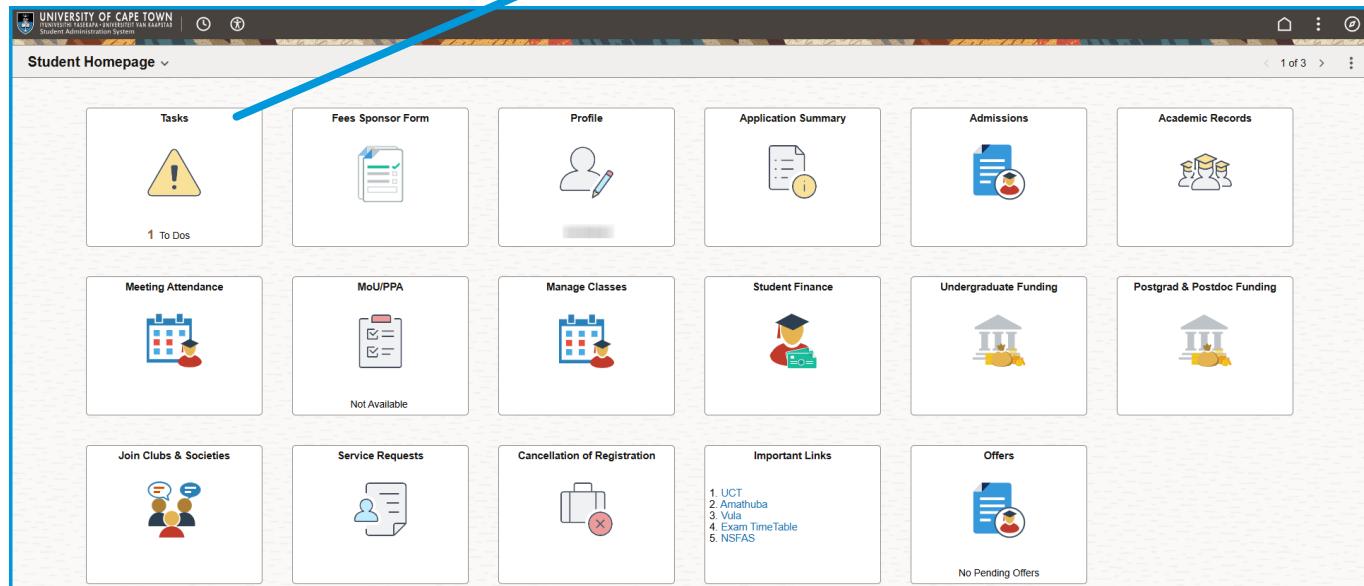
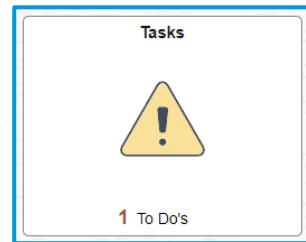
Link: <https://password.uct.ac.za/>



## Access Activity Guide

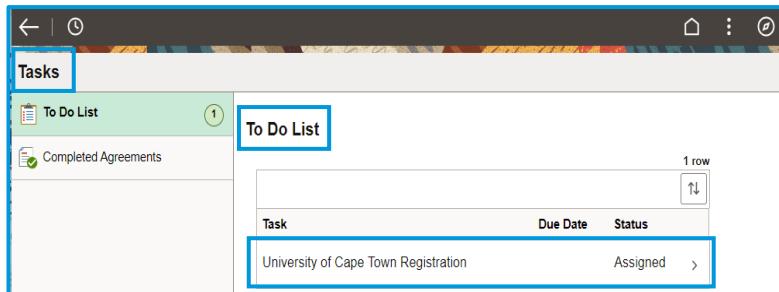
On the **Student Home Page**, click on the **Tasks** tile

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



## 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](#).

Accept | Previous | Help

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, 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.

University of Cape Town Registration

Introduction  
Visited

Declaration  
Complete

Additional Information  
In Progress

**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.

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 the 'University of Cape Town Registration' interface. The top navigation bar includes 'Exit', 'Help', '< Previous', and 'Next >'. On the left, a sidebar shows '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 in the top right. The 'Expected Graduation Year' field is highlighted with a red box.

## 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 to '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. A 'Research' icon is present.

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

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

**OK**

**Cancel**

Completed Instructions

Thank You!

 This question is 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.

X Exit

## University of Cape Town Registration

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

|                                    |   |                     |
|------------------------------------|---|---------------------|
| <p>Introduction</p> <p>Visited</p> | <p><b>Additional Information</b></p> <p>Please Answer all the question below truthfully.</p> <p><b>Expected Graduation Year</b></p> | <p>Save Answers</p> |
|------------------------------------|---|---------------------|

Declaration

Complete

**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.

X Exit

## University of Cape Town Registration

Help < Previous Next >

Introduction  
Visited

Declaration  
Complete

Additional Information  
Complete

Personal Details (Optional) 0

Date of Birth: [REDACTED]

Gender: [REDACTED]

Identity Number: [REDACTED]

Names

| Name  | Type      | Actions   |
|---|-----------|---|
| <span style="border: 1px solid blue; padding: 2px;">[REDACTED]</span> | Primary   | <span style="border: 1px solid blue; padding: 2px;">[REDACTED]</span> |
| <span style="border: 1px solid grey; padding: 2px;">[REDACTED]</span> | Preferred | >   |

Personal Details (Optional)  
Visited

Biographic Details (Optional)  
Not Started

Confirm

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

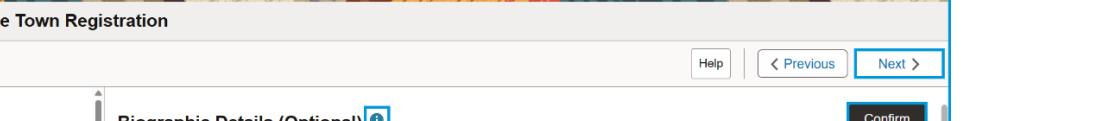
| Field          | Value      |
|----------------|------------|
| Gender         | ██████████ |
| Marital Status | ██████████ |
| Home Language  | ██████████ |
| Disabilities   | ██████████ |

Self Declared Race ?

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.

| Section              | Address | From |
|----------------------|---------|------|
| Home(Street) Address | Address | From |
| Home(Postal) Address | Address | From |

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

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



## STEP 8: Emergency Contacts

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

University of Cape Town Registration

Contact Details (Optional)  Complete

Addresses (Optional)  Complete

**Emergency Contacts (Optional)**  Visited

Communication Preferences (Optional)  Not Started

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

Help | < Previous | Next > | Confirm

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

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

In case emergency contact details are captured, and you would like to add another, click on the plus (+) icon under the appropriate field.

To edit an emergency contact, click on the arrow (>) icon next to the appropriate field.

## STEP 9: Communication Preferences

Check your **Communication Preference**, update if applicable, click **Save** and **Next** to continue

University of Cape Town Registration

Complete

Addresses (Optional)  Complete

Emergency Contacts (Optional)  Complete

Communication Preferences (Optional)  Visited

Personal & Demographic Information (Optional)  Not Started

Holds  Not Started

Communication Preferences (Optional)  My Communication Preferences

Language

Method

Communication Permissions

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

Parent  Yes

Fee Payer  Yes

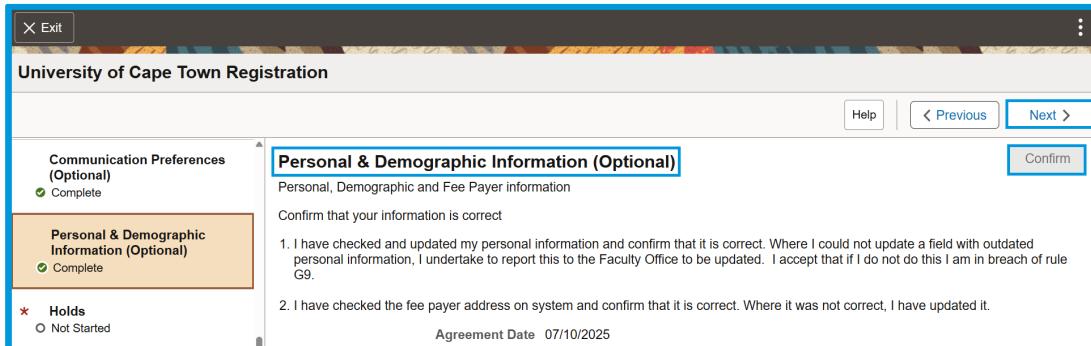
Help | < Previous | Next > | Confirm

To edit/update "Communication Preferences" items, click on the drop-down arrow next to the appropriate field.



## STEP 10: Personal & Demographic Information

Read the Personal & Demographics Information, click Confirm and Next to continue.



University of Cape Town Registration

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

\* Holds

Personal & Demographic Information (Optional)

Confirm

Help < Previous Next >

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

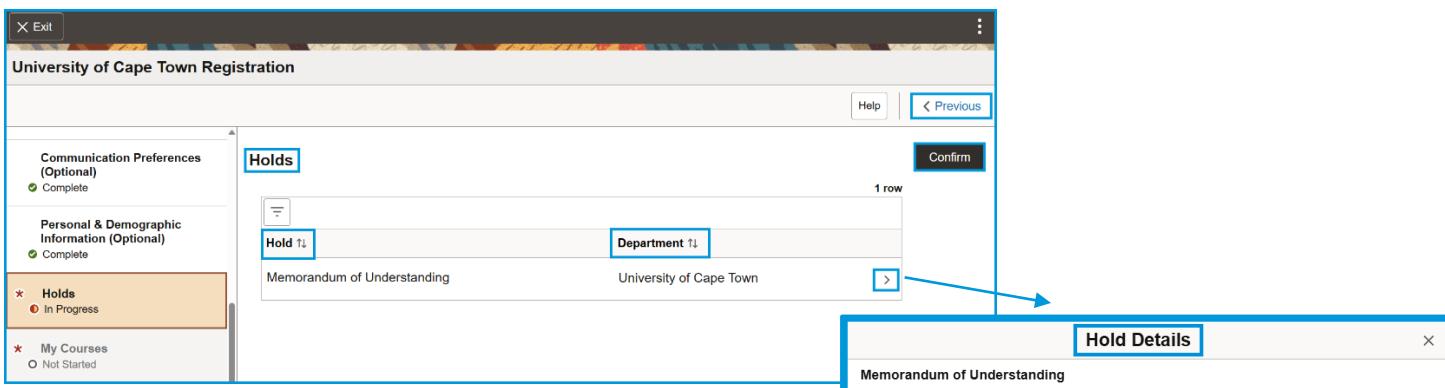
## STEP 11: Hold

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

Help < Previous

Hold Details

Memorandum of Understanding

Reason Memorandum of Understanding

Start Term 2025

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

Complete

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



## WITHOUT HOLDS

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

University of Cape Town Registration

Communication Preferences (Optional)  
Complete

Personal & Demographic Information (Optional)  
Complete

\* Holds  
Complete

\* My Courses  
Not Started

Holds

| Hold | Department |
|------|------------|
|      |            |

1 row

Help | < Previous | Next > | Confirm

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

## STEP 12: My Courses

Click on Step 12.

University of Cape Town Registration

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.

Help | < Previous

### 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.



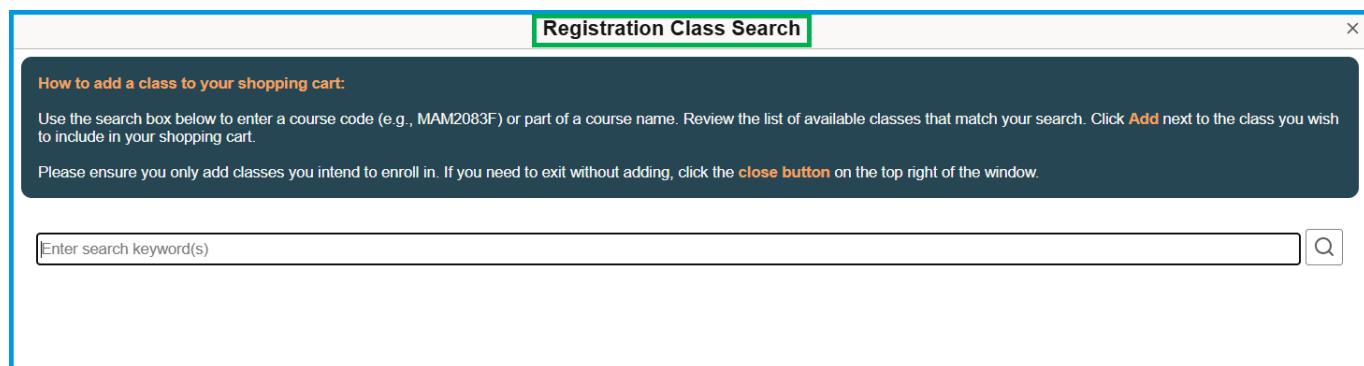
To start populating your registration shopping cart, click on the **Add Courses** button.

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

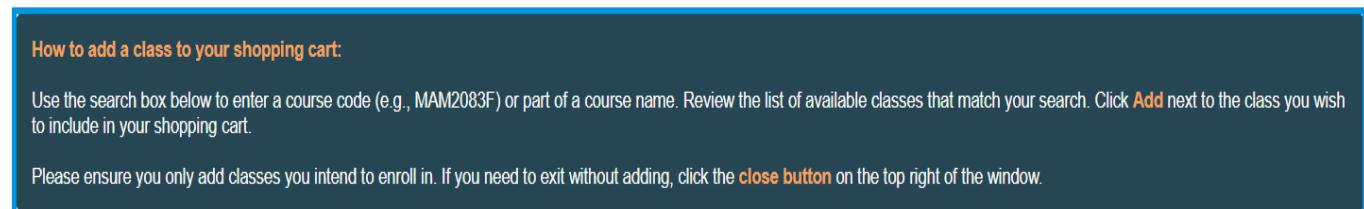
**Add Courses**

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.

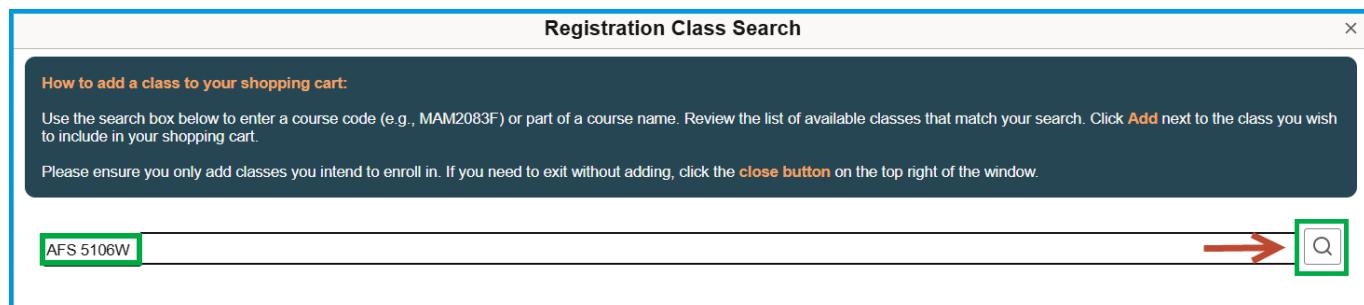
After selecting the Add Courses button the **Registration Class Search** bar will appear.



Follow the instructions that appears in the message:



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.



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 X

**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.

AFS1100S 🔍

| Classes     |                      |                         |   |
|-------------|----------------------|-------------------------|---|
| Course Code | Description          | Class Section/Component | Days/Times  |
| AFS1100S    | Understanding Gender | LG01 (Lecture - 7890)   | <span style="color: red;">→</span> <b>Multiple Meeting Schedules</b> <span style="float: right;">+</span> |
|             |                      | TL01 (Tutorial - 7907)  |   |

Click on the course you need to register for by clicking the **plus icon**.

Registration Class Search X

**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 🔍

| Classes     |                    |                               |   |
|-------------|--------------------|-------------------------------|---|
| Course Code | Description        | Class Section/Component       | Days/Times  |
| AFS5106W    | Minor Dissertation | RG01 (Thesis Research - 7899) | <span style="color: red;">→</span> <span style="float: right;">+</span> |

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

Registration Class Search X

**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 🔍

**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) | <span style="color: red;">→</span> <span style="float: right;">+</span> |

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**

**My Request Detail**

|  |   |
|--|---|
| Category: Registration Curriculum Approvals                      | Type: Curriculum Advice and Approval                  |
| Subtype: None  | Request Date: <input type="text" value="2023-10-10"/> |
| Status: Submission received                                      |   |
| Comment: <input type="text" value="Please approve my request!"/> |   |

**File Attachments**

| Attached File        | View                                | Add Attachment                                | Remove                                |
|----------------------|-------------------------------------|---|---------------------------------------|
| <input type="text"/> | <input type="button" value="View"/> | <input type="button" value="Add Attachment"/> | <input type="button" value="Remove"/> |

**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**

| 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 | ████████                   |
|                         | Type     | Curriculum Advice and Approval    | Request Date   | ████████                   |
|                         | Subtype  | None                              | Status         | <b>Submission received</b> |

| Status Date | Comment                   | By       |
|-------------|---------------------------|----------|
| ████████    | Please review my request. | ████████ |

**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**:

**From:** no-reply@uct.ac.za <no-reply@uct.ac.za>  
**Sent:** Monday, 07 November 2022 23:56  
**To:** Psoft Test <psoft.test@uct.ac.za>  
**Subject:** UCT Curriculum Submission Incomplete

Dear Libhongo Manyuka

**CURRICULUM SUBMISSION INCOMPLETE**

Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

Comments:  
"Please add ECO 1110F to your selection as well - then I will approve."

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

no-reply@uct.ac.za  
To: Psoft Test  
Cc: Psoft Test  
Sat 2025/11/15 22:47



**CURRICULUM SUBMISSION DECLINED**

Dear [REDACTED]

Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

Comments:  
"YOUR REQUEST IS DECLINED"

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Best regards,  
UCT Registration Team

UNIVERSITY OF CAPE TOWN

no-reply@uct.ac.za  
To: Psoft Test  
Cc: Psoft Test  
Sat 2025/11/15 22:48



**CURRICULUM SUBMISSION APPROVED**

Dear [REDACTED]

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

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

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

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

Best regards,  
UCT Registration Team

**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**:

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

Add More Courses Submission Approved

**Your Shopping Cart**

| Availability | Class         | Description          |
|--------------|---------------|----------------------|
| Open         | Thesis - 7899 | AFS 5106W Minor Diss |

Are you sure you want to enrol?

Yes No

→ Enroll

|           | Units | Seats | Preferences  |
|-----------|-------|-------|--|
| Announced | 96.00 |       | <span style="border: 1px solid red; padding: 2px; color: red;">Delete</span> |

**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.



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 < Previous Next >

✓ AFS 5106W - Minor Dissertation  
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, 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](mailto: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 < Previous Next >

| By Class  |   | By Date            |                             |                 |
|---|---|--------------------|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Show Enrolled Classes | <input type="checkbox"/> Show Dropped Classes |                    |                             |                 |
| ✓ AFS 5106W Minor Dissertation                            |   |                    |                             |                 |
| Status  | Units   | Grading Basis      | Grade                       |                 |
| 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.

10 Information (Optional)  
Not Started

11 Holds  
Complete

12 My Courses  
Complete

13 View My Classes  
Visited

14 Complete  
In Progress

**Step 14 of 14: Complete**

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

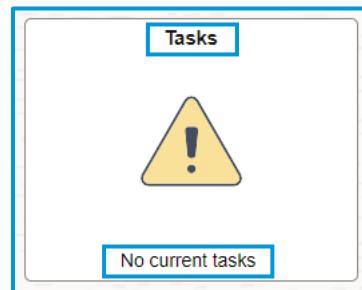
Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees.

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](#).

Submit

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.

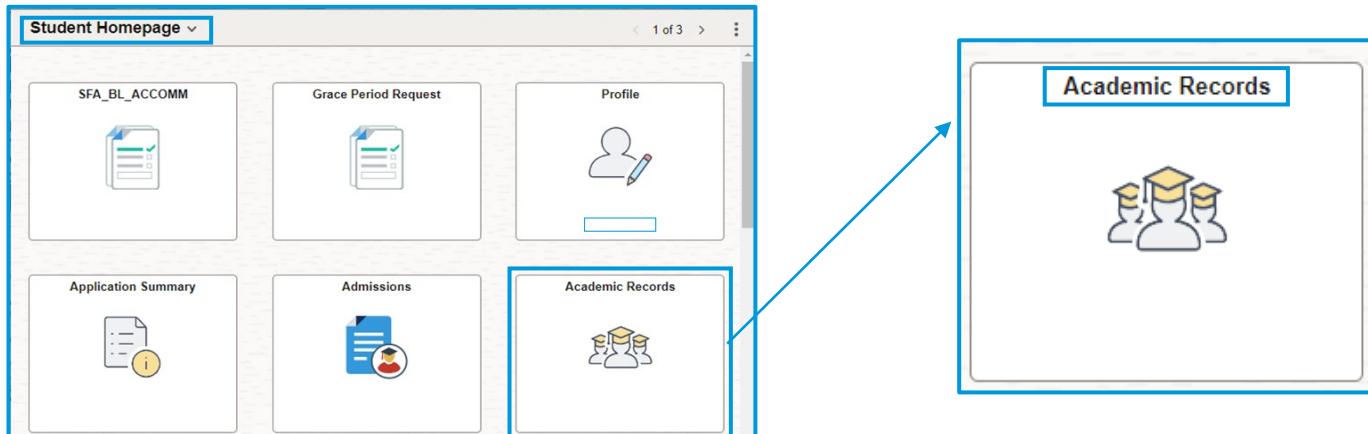


**END OF REGISTRATION PROCESS:** If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.



## 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 options, with 'Proof of Registration' highlighted. The main area shows 'Term Selection' with a dropdown set to '2023'. Below it, 'Academic Information' shows 'Career: Masters', 'Level: Sixth Year', and 'Program: EM023 MSc(Eng) (by dissertation)'. A table lists a course: 'EEE' with '5000W' and 'Full Dissertation: MSc(Eng)'. A large 'EMAIL' button is at the bottom.

Select term and click **Email**