



# UCT

# REGISTRATION

## STUDENT GUIDE

## FACULTY OF HUMANITIES

## UNDERGRADUATE

Programme Enrolment – BA & BSocSc (HB001; HB003; HB061 & HB062)

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 HUM UG programme BA/BSocSc studies. Noting that transferring students and 3rd- and 4th Year students on the extended degree programmes (HB061 & HB062) should refer to the Blank Shopping Cart [BSC] guide.

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.

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)

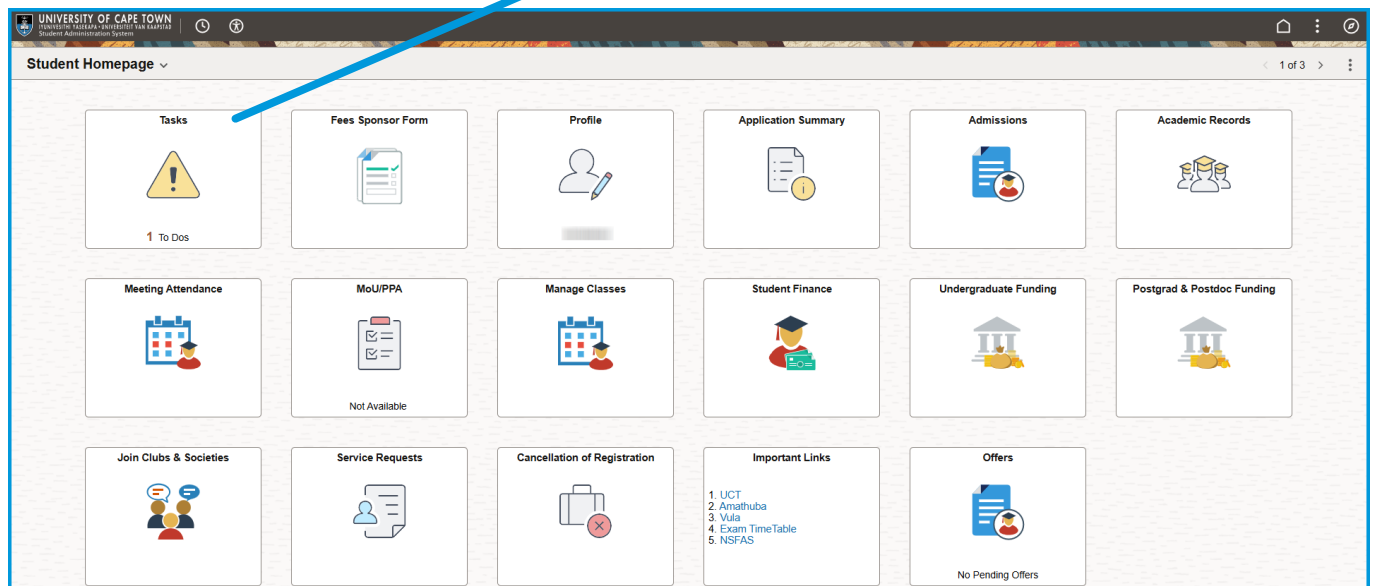
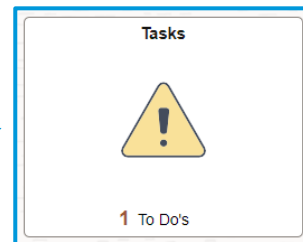
Phone: +27 (0)21 650 4500

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

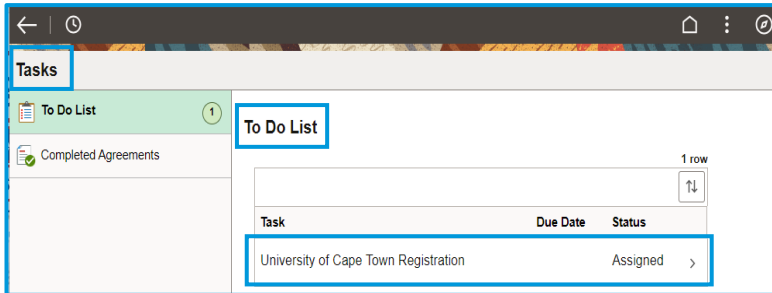
## Access Activity Guide

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: 

<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 academic 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 content 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 on the left 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 content 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:** 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:** 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.

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

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

**OK**

**Cancel**

**Completed Instructions**

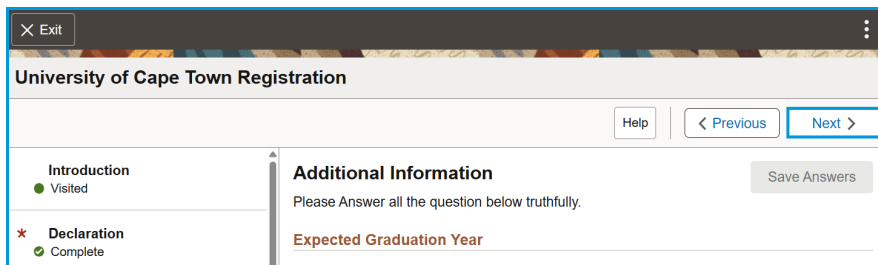
Thank You!



This question is simply to determine whether you believe you will be completing your qualification and graduating in the current year. Typically, first-year students do not graduate in the same year.



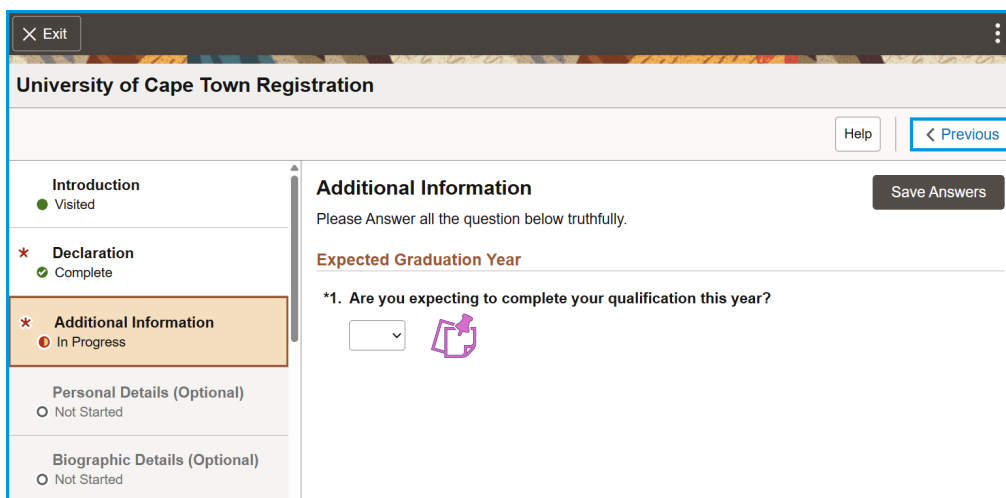
Students who are eligible will receive the Laptop question in Step 3. If you select “Yes” (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up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



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

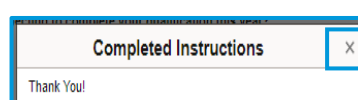
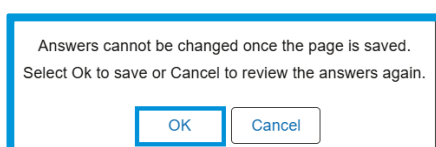
## Returning Undergraduate Students – Questions

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



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.



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.

**Edit Details**

\*Self Declared Race

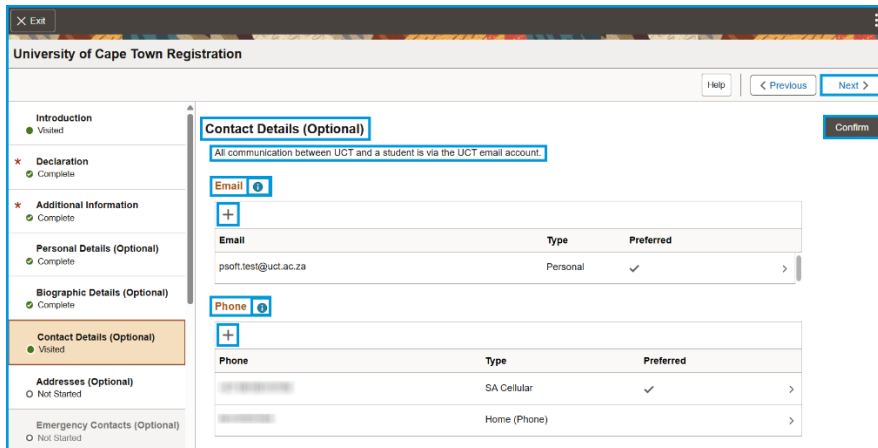
- African
- Chinese
- Coloured
- Indian
- No Information
- White

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.



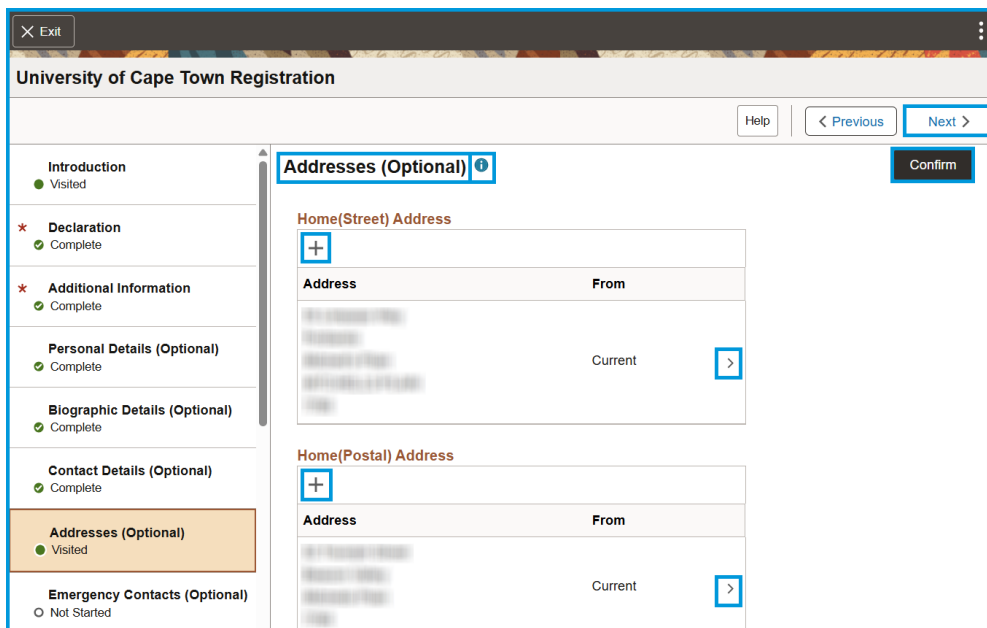
The screenshot shows the 'Contact Details (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has a 'Confirm' button and a 'Next >' button. Below the 'Contact Details (Optional)' header, there is a note: 'All communication between UCT and a student is via the UCT email account.' Under the 'Email' section, there is a table with columns 'Email', 'Type', and 'Preferred'. A single row is shown with the email 'psoft.test@uct.ac.za', type 'Personal', and 'Preferred' checked. Under the 'Phone' section, there is a table with columns 'Phone', 'Type', and 'Preferred'. A single row is shown with a phone number, type 'SA Cellular', and 'Preferred' checked. Both tables have a plus icon to add more entries and an arrow icon to edit/delete.

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.



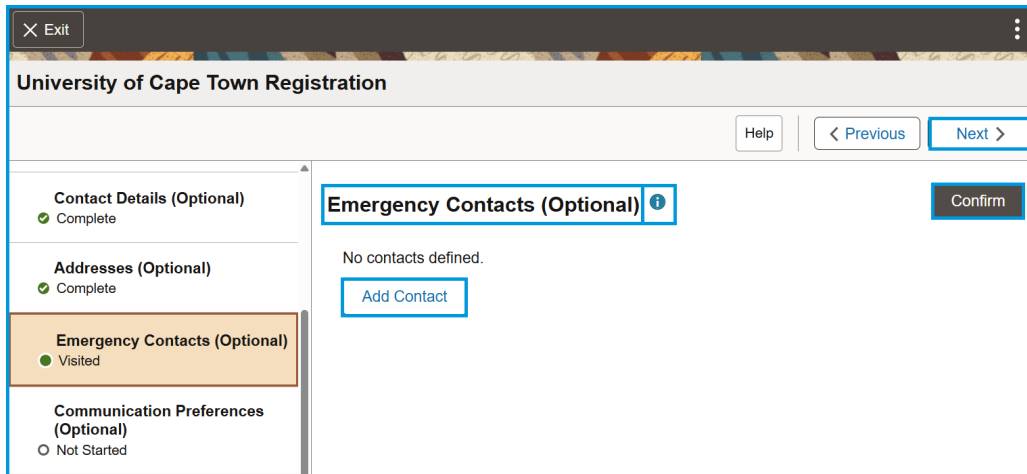
The screenshot shows the 'Addresses (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has a 'Confirm' button and a 'Next >' button. Below the 'Addresses (Optional)' header, there are two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section has a table with columns 'Address' and 'From'. A single row is shown in each table with a street address, 'Current' status, and an arrow icon to edit/delete. Both sections have a plus icon to add more entries.

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.

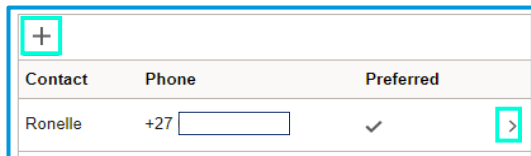
## STEP 8: Emergency Contacts

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



The screenshot shows the 'University of Cape Town Registration' page. On the left, a sidebar lists registration steps: '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 'Previous' and 'Next' are also present.

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 contains 'Ronelle', '+27', and a checkmark. A plus icon is in the top left, and an arrow icon is in the bottom right.

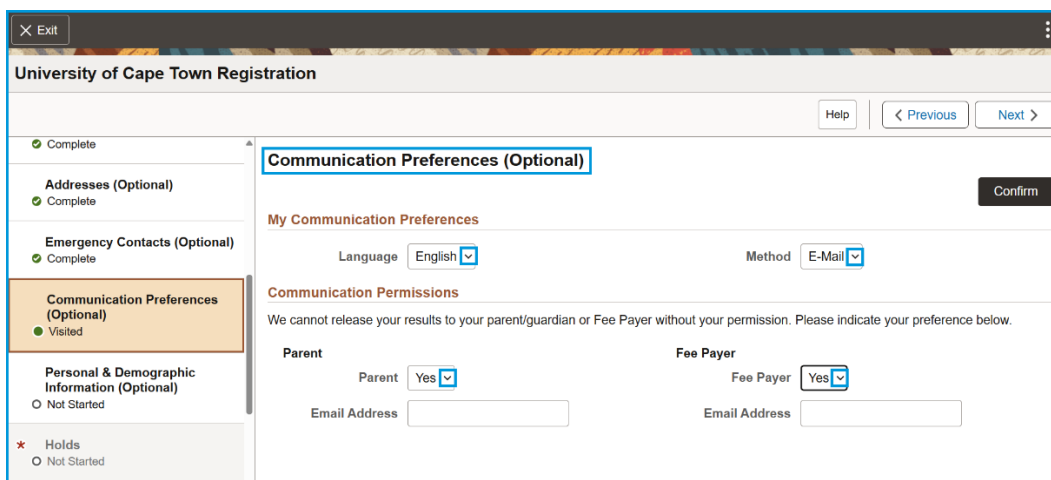
Contact	Phone	Preferred
Ronelle	+27	✓

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

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

## STEP 9: Communication Preferences

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



The screenshot shows the 'University of Cape Town Registration' page for 'Communication Preferences (Optional)'. The sidebar shows 'Communication Preferences (Optional)' as 'Visited'. The main area is titled 'Communication Preferences (Optional)' and contains sections for 'My Communication Preferences' (Language: English, Method: E-Mail) and 'Communication Permissions' (Parent: Yes, Fee Payer: Yes). There are also fields for 'Email Address' for both Parent and Fee Payer. A 'Confirm' button is in the top right. Navigation buttons 'Previous' and 'Next' are also present.

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

Help < Previous Next >

Communication Preferences (Optional)  
Complete

Personal & Demographic Information (Optional)  
Complete

★ Holds  
○ Not Started

**Personal & Demographic Information (Optional)** Confirm

Personal, Demographic and Fee Payer information

Confirm that your information is correct

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

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

Agreement Date 07/10/2025

## 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

Help < Previous Confirm

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

>

**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.

## STEP 12: My Courses

Click on **Step 12**.

### 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**.



Courses are separated by year (i.e. 1000-level courses are housed in 'Year 1', 2000-level courses in 'Year 2' and 3000-level courses are housed in 'Year 3'). Click the View button to select navigate to the appropriate year you are required to register for.

**Education Planner**

**Select Year**

<input checked="" type="checkbox"/> HB001/3 - Year 1	<a href="#">View</a>
<input type="checkbox"/> HB001/3 - Year 2	<a href="#">View</a>
<input type="checkbox"/> HB001/3 - Year 3	<a href="#">View</a>

**Plan Selection**

**Student Active Plan Combination**

Academic Plan	Description
HB001ANS01	Anthropology
HB001SWK03	Social Development

**Adjusted Plan Combination**

Academic Plan	Description		
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Look Up Academic Plan**

Academic Institution: UCT01  
Academic Program: HB001  
Academic Plan: begins with

Search   Basic Lookup

Search Results

View 100 |< < 1-41 of 41 > >|

Academic Plan	Description	Selected for Change
HB001AFS01	Gender Studies	Yes

Please use the lookup fields and buttons to add or change your majors. If you have difficulty signing up for the courses required by the major(s) this year or have concerns about potential timetable or pre-requisite issues which may delay your completion, please consult an advisor.

[Save and Reload](#)

The Active Plan Combination, the student's current selection of majors, will appear.

The Adjusted Plan Combination appear underneath. This is where the student can change their selection of majors. If majors are changed, the student needs to **"Save and Reload"**.

To view your required courses, please make use of the following:

[Required Course Summary](#)

[Handbook](#)



You can use the Required Course Summary and Handbook resources to assist you in selecting the correct courses.





The Required Course Summary shows the courses for the specific majors that the student needs to select.

## Required Course Summary

Please use the following guideline to determine which courses are required for the plans that you have chosen. Note, courses that have a category of Legacy Core, Augmented Core or EDP Core cannot be planned without faculty intervention.

### HB001/3 - Year 1

#### HB001ANS01 Anthropology Year 1

Plan(s): HB001ANS01

Plan Description: N/A

Minimum Credits Required: N/A

Minimum Courses Required: N/A

Maximum Credits Allowed: N/A

Maximum Courses Allowed: N/A

	Courses	Description	Category
	ANS 1400F	ANS 1400F: Words Deeds Bones & Things	Core Courses
OR	ANS 1401S	ANS 1401S: Introduction to Anthropology	Core Courses

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 HB001/3 - Year 1:


Select	Status	Item	Category	Credits
		▼ HB001/3 Year 1 Humanities Courses	Core Courses	
<input checked="" type="checkbox"/>		AFS 1100S: Understanding Gender	Humanities Courses	15.00
<input checked="" type="checkbox"/>		or AGE 1002S: Archaeology & our Heritage	Humanities Courses	18.00
	✗	or ANS 1400F: Words Deeds Bones & Things	Humanities Courses	15.00
	✓	or ANS 1401S: Introduction to Anthropology	Humanities Courses	15.00
<input checked="" type="checkbox"/>		or ASL 1201S: Representations of Africa	Humanities Courses	15.00



 If there is any timetable clash in the course selection, a pop-up message will appear.



SWK 2013S: Community & Youth Development clashes with SLL 1002S: Word Power



Your choices are not meeting the programme requirements or presents a clash: please return to your selections and check or try a different combination. If you find no permitted combination, you will have to submit a service request by clicking on "Save and Continue". Your shopping cart will be populated with the selections you made, but you will need to request approval from the Faculty by clicking on the "Request Approval" button on the Shopping Cart screen.

Amend your selection to fix any clashes or requirements. If you find no permitted combination, you will have to submit a service request by clicking on "**Save and Continue**" again.

Click the Save and Continue button.

Save

**Save and Continue**

Return to Registration

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

Meeting Information							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM			<div>● ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING</div>	<div>● ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING</div>	<div>● ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING</div>		
9:00AM	<div>● ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0280 PENDING</div> <div>● ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING</div> <div>● PHI 2016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING</div>	<div>● ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0280 PENDING</div> <div>● ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING</div> <div>● PHI 2016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING</div>	<div>● PHI 2016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING</div>	<div>● ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0280 PENDING</div> <div>● ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 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 on **Select All** and **Enroll** to finalise Step 12.

Program Enrollment

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

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

**Your Shopping Cart**

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 7890	AFS 1100S Understanding Gender	Semester Two				15.00		
				More meeting details available					
	Tutorial - 7907			To be Announced	To be Announced	To be Announced			

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

Are you sure you want to enroll?

**Yes** No

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

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

Help < Previous

✓ **AFS 1100S - Understanding Gender**  
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).

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

☒ Show Enrolled Classes ☐ Show Dropped Classes

▼ AFS 1100S Understanding Gender

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	15.00	Graded		Bachelor of Social Science	

Class	Meeting Dates	Days and Times	Room
Lecture - 7890	27/07/2026 - 04/09/2026	Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM	To be Announced
	27/07/2026 - 20/11/2026	Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM	To be Announced
Tutorial - 7907	27/07/2026 - 20/11/2026	Schedule: To be Announced	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.

Help | < Previous

**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

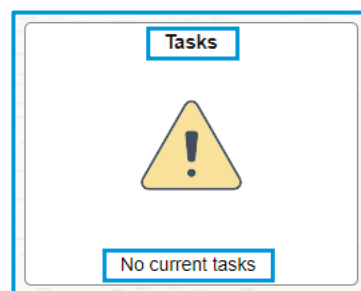
12 My Courses Complete

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.

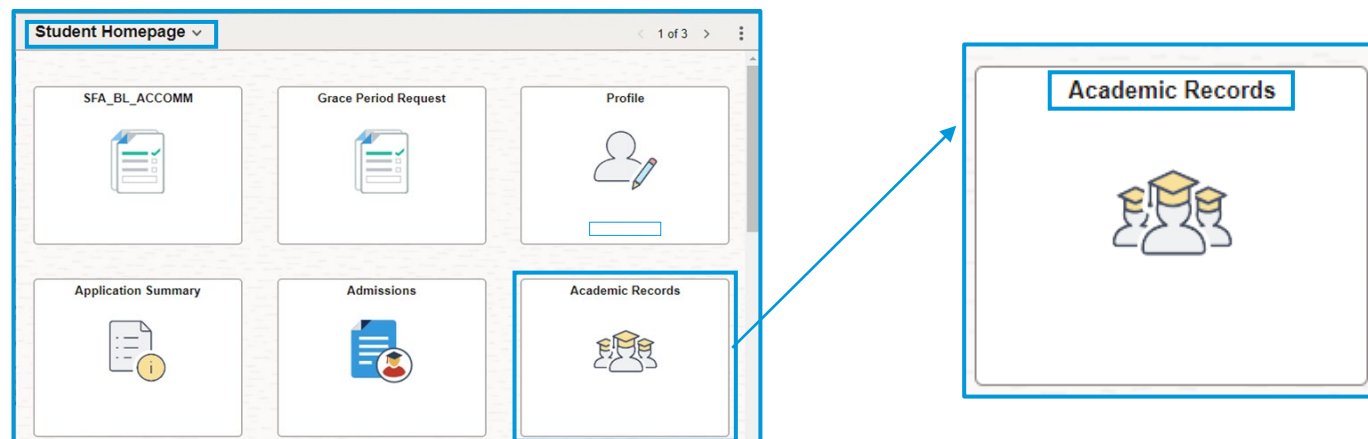


### END OF REGISTRATION PROCESS

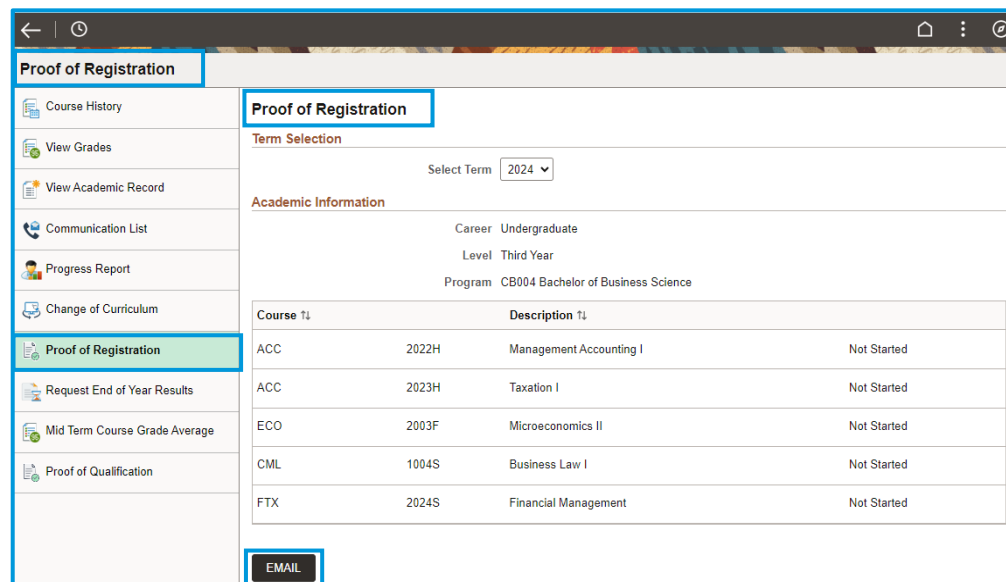
If you have successfully completed all steps, you are now registered for classes and can generate a proof of registration.

## 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



The screenshot shows the 'Proof of Registration' page. The left-hand navigation menu has 'Proof of Registration' highlighted. The main content area shows a form for selecting a term and viewing academic information.

**Proof of Registration**

**Term Selection**

Select Term:

**Academic Information**

Career: Undergraduate  
Level: Third Year  
Program: CB004 Bachelor of Business Science

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

**EMAIL**

Select term and click **Email**

If you mistakenly missed a course or notice an error in your enrollment, please submit a Change of Curriculum request to PeopleSoft in the first week of the semester to rectify this.