



UCT REGISTRATION STUDENT GUIDE

FACULTY OF HUMANITIES UNDERGRADUATE

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



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 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/>

Access Activity Guide

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

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

Student Homepage

Tasks	Fees Sponsor Form	Profile	Application Summary	Admissions	Academic Records
1 To Dos					
Meeting Attendance	MoU/PPA	Manage Classes	Student Finance	Undergraduate Funding	Postgrad & Postdoc Funding
	Not Available				
Join Clubs & Societies	Service Requests	Cancellation of Registration	Important Links	Offers	
			1. UCT 2. Amathuba 3. Vula 4. Exam TimeTable 5. NSFAS		



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

The screenshot shows a 'Tasks' page with a 'To Do List' section. The list contains one item: 'University of Cape Town Registration' with a status of 'Assigned'. The entire list is highlighted with a blue border.

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:

The screenshot shows the 'Registration Activity Guide' with the 'Introduction' section selected. The guide lists 14 steps, each with a status indicator (Visited, Not Started, or In Progress). The steps are:

- Introduction (Visited)
- Declaration (Not Started)
- Additional Information (Not Started)
- Personal Details (Optional) (Not Started)
- Biographic Details (Optional) (Not Started)
- Contact Details (Optional) (Not Started)
- Addresses (Optional) (Not Started)
- Emergency Contacts (Optional) (Not Started)
- Communication Preferences (Optional) (Not Started)
- Personal & Demographic Information (Optional) (Not Started)
- Holds (Not Started)
- My Courses (Not Started)
- View My Classes (Not Started)
- Complete (Not Started)



STEP 1: Introduction

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

University of Cape Town Registration

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](#).

Help | Next >

STEP 2: Declaration

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

University of Cape Town Registration

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 fulfil our regulatory compliance obligations:

- Personal information in your UCT application and registration forms;
- Your image and fingerprints; and
- Your qualifications.

UCT shares this information with external organisations such as the National Student Financial Aid Scheme (NSFAS), the National learner record data base and other returns as required by the Department of Higher Education.

As a public body, UCT also places records of qualifications we award in the public domain.

If you would like to read more about how we process your personal information, the UCT Student Privacy Notice and UCT Alumni Privacy Notice are available [here](#).

Help | < Previous | Accept

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.

University of Cape Town Registration

Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

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

Yes No

*2. Are you interested in receiving a laptop from UCT?

Save Answers

Introduction
Visited

* Declaration
Complete

* Additional Information
0 In Progress

Personal Details (Optional)
0 Not Started

Biographic Details (Optional)
0 Not Started

Contact Details (Optional)
0 Not Started

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](#).

University of Cape Town Registration

Help < Previous Next >

Introduction Visited

Declaration Complete

Additional Information

Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

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.

University of Cape Town Registration

Help < Previous

Introduction Visited

Declaration Complete

Additional Information In Progress

Personal Details (Optional) Not Started

Biographic Details (Optional) Not Started

Additional Information

Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

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



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.

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

Additional Information
Please Answer all the question below truthfully.

Save Answers

* Declaration
Complete

Expected Graduation Year

STEP 4: Personal Details

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

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

* Declaration
Complete

* Additional Information
Complete

Personal Details (Optional)
Visited

Biographic Details (Optional)
Not Started

Personal Details (Optional)

Date of Birth [REDACTED]
Gender [REDACTED]
Identity Number [REDACTED]

Names

Name	Type
[REDACTED]	Primary
[REDACTED]	Preferred

Confirm

Personal Details

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former name type to record former names that differs from your Senior Certificate name, if one is recorded. Add a Preferred name which will be used for informal communications.

To add, change, or delete a name, click the appropriate link.

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

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

STEP 5: Biographical Details

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

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

* Declaration
Complete

* Additional Information
Complete

Personal Details (Optional)
Complete

Biographic Details (Optional)
Visited

Contact Details (Optional)
Not Started

Biographic Details (Optional)

Demographic Details

Field	Value
Gender	[REDACTED]
Marital Status	[REDACTED]
Home Language	[REDACTED]
Disabilities	[REDACTED]

Self Declared Race [REDACTED] >

Confirm

Edit Details

*Self Declared Race

African
Chinese
Coloured
Indian
No Information
White

Cancel Save

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"/>	✓ >

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

Email Address

Email Address

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 Not Started

Personal & Demographic Information (Optional)

Personal, Demographic and Fee Payer information

Confirm that your information is correct

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

Agreement Date 07/10/2025

Help < Previous Next > Confirm

STEP 11: Hold

A “hold” or “Service Indicator” is placed on a student’s record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include “Holds” on outstanding fee payments to be made.

These “Holds” must be resolved first, before you can enter Step 12 to select your courses.

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

WITH HOLDS

University of Cape Town Registration

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

* Holds In Progress

* My Courses Not Started

Holds

Hold	Department
Memorandum of Understanding	University of Cape Town

1 row

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

Confirm

Help

Previous

Next

1 row

Hold Department

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.

Click the **Select My Curriculum** button to open the **Education Planner**.

Program Enrollment

You are active and ready to enroll for the following programme/plan: Bachelor of Social Science (HB001) To start selecting your courses, please click on the "Select My Curriculum" button

Welcome to Program Enrollment. To start selecting your courses, click the **Select My Curriculum** button below. Refer to your faculty handbook for curriculum information.

Select My Curriculum



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	View
<input type="checkbox"/> HB001/3 - Year 2	View
<input type="checkbox"/> HB001/3 - Year 3	View

Plan Selection

Student Active Plan Combination

Academic Plan	Description
HB001ANS01	Anthropology
HB001SWK03	Social Development

Adjusted Plan Combination

Academic Plan	Description
<input type="text"/>	

Look Up Academic Plan

Academic Institution	UCT01		
Academic Program	HB001		
Academic Plan	begins with <input type="text"/>		
Search	Clear	Cancel	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.

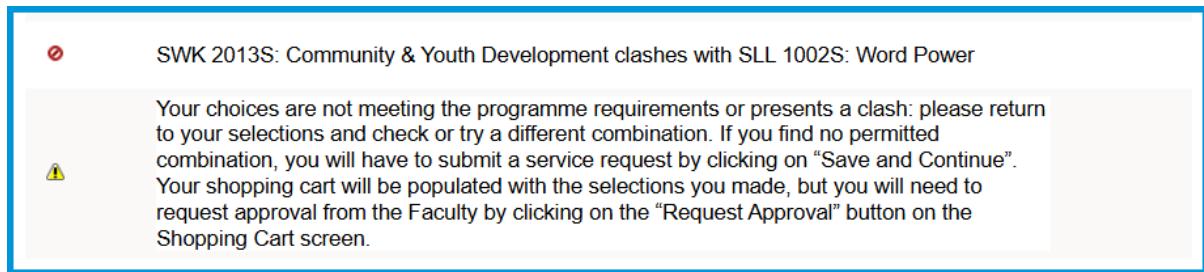
Education Planner

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
		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.



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.

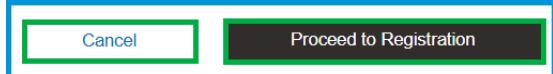
Click the Save and Continue button.



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			ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING	ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING	ANS 1400F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0280 PENDING		
9:00AM	ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0280 PENDING	ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0280 PENDING	ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING	PHI 2016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING	ELL 1013F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0280 PENDING	ELL 1016S - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM2 0280 PENDING	

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.





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  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.
-  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 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.

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 27/07/2026 - 20/11/2026	Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM	To be Announced 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.

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.

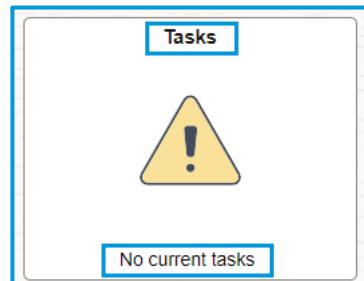
Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees.

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.



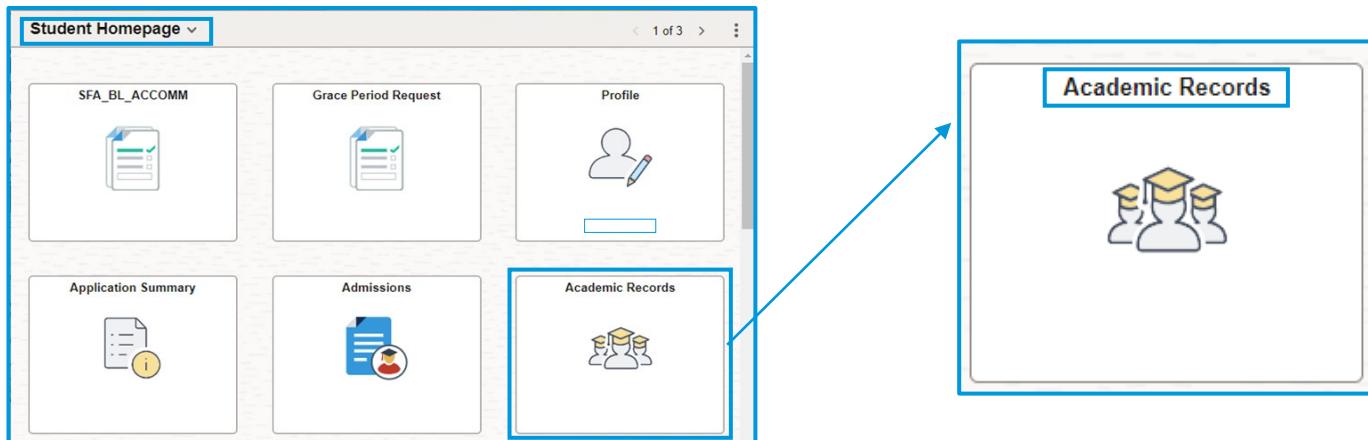
END OF REGISTRATION PROCESS

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

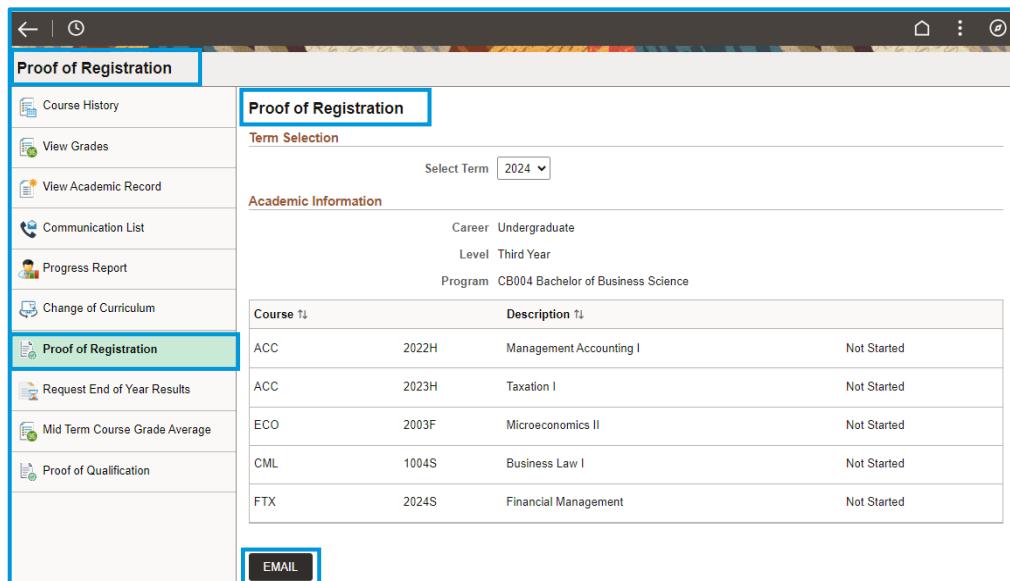


Proof of Registration

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



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.