



UCT REGISTRATION STUDENT GUIDE

FACULTY OF HUMANITIES UNDERGRADUATE

Programme Enrolment



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 programmes: AdvCert(Teaching) (1st Year); AdvDip(ACET) (1st Year); BA(FA) (1st-3rd Year); BA(SP) (3rd Year); BA(T&P) (All years); BSocSc (PPE) (All years); BSW (All years); Dip(T&P) (All years) & HCert(ACET) (1st Year).

Noting that transferring students and students of all other programmes 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.

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

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

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

STEPS OVERVIEW

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





Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:

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

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

Email: icts-helpdesk@uct.ac.za

Phone: +27 (0)21 650 4500

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

Protect Your Password: Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.

Before your first login, manage your password: <https://password.uct.ac.za>

User ID / Campus ID

Password

Sign In

Enable Screen Reader Mode

Forgot Password ?

Access Activity Guide

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

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

Student Homepage

Tasks

1 To Do's

Fees Sponsor Form

Profile

Application Summary

Admissions

Academic Records

Meeting Attendance

MoU/PPA

Manage Classes

Student Finance

Undergraduate Funding

Postgrad & Postdoc Funding

Join Clubs & Societies

Service Requests

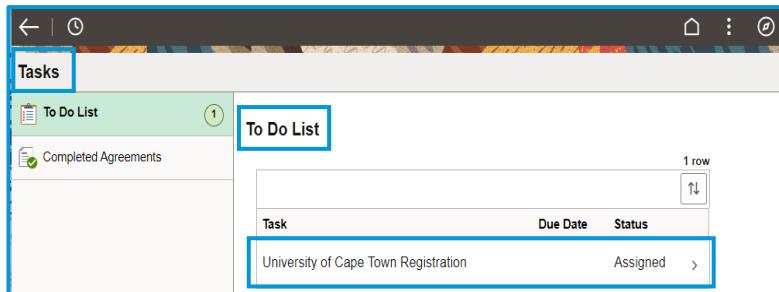
Cancellation of Registration

Important Links

Offers



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



STEP 1: Introduction

Read the Introduction and click Next to continue.

University of Cape Town Registration

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

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

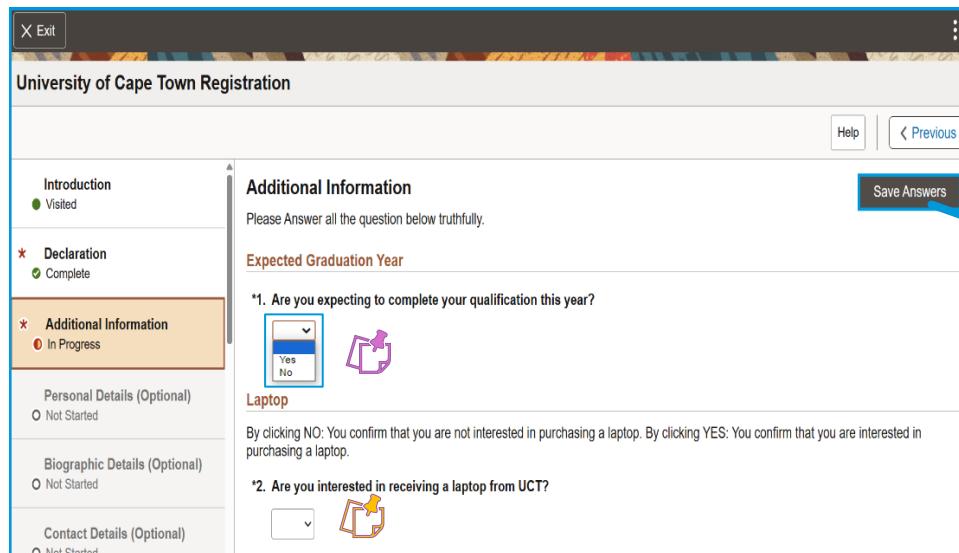
NOTE: You will be unable to amend your answer on Step 3 as soon as you click the Save Answers button.

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

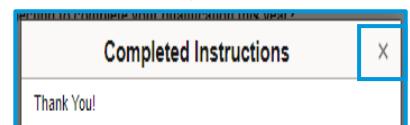
Additional information is required in this step. Complete the questions, Save Answers, and click Next to continue.



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

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

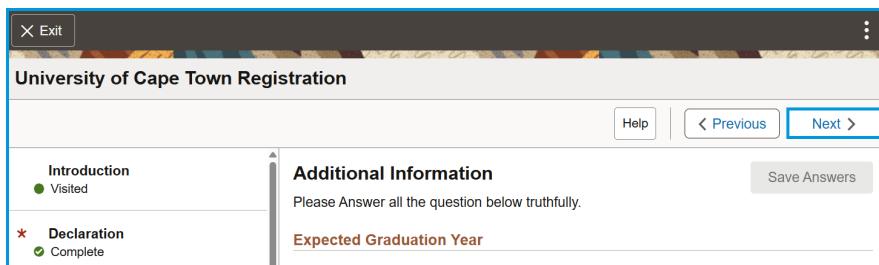
OK **Cancel**





 This question is 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

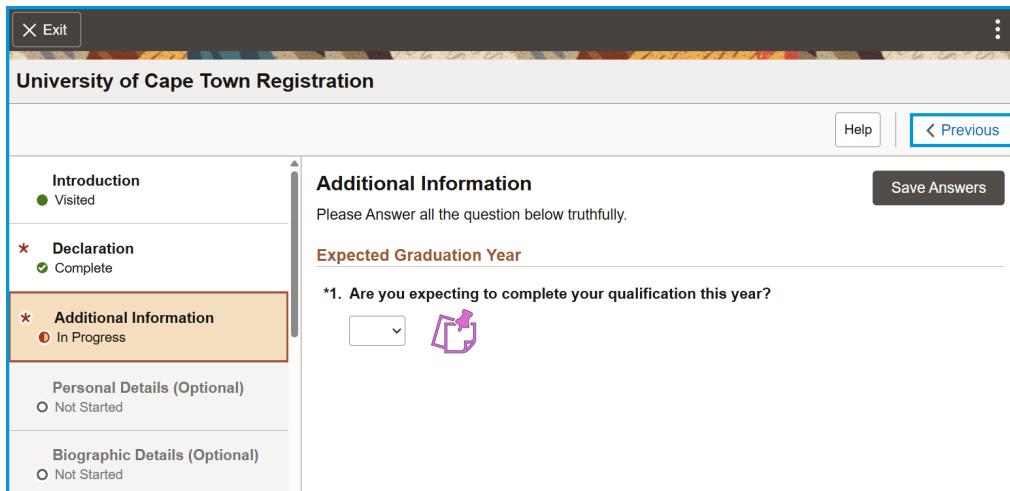
Help | < Previous | Next >

Introduction Visited	Additional Information Please Answer all the question below truthfully.	Save Answers
* Declaration Complete	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	Additional Information Please Answer all the question below truthfully.	Save Answers
* Declaration Complete	Expected Graduation Year	
* Additional Information In Progress	*1. Are you expecting to complete your qualification this year?	
Personal Details (Optional) Not Started		
Biographic Details (Optional) Not Started		

 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] >

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	[REDACTED]	Current
Home(Postal) Address	[REDACTED]	Current

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

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



STEP 8: Emergency Contacts

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

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	✓ 

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 Email Address

Fee Payer Yes 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

Confirm

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.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, there is a sidebar with sections: 'Communication Preferences (Optional)' (Complete), 'Personal & Demographic Information (Optional)' (Complete), 'Holds' (highlighted with a blue box), and 'My Courses' (Not Started). The main area is titled 'Holds' and contains a table with one row. The table has columns for 'Hold' and 'Department'. A message at the bottom of the table says: 'There are no holds preventing you from enrolling. Press confirm to continue.' A 'Confirm' button is located in the top right corner of the main area.

STEP 12: My Courses

Click on Step 12.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, there is a sidebar with sections: 'Introduction' (Complete), 'Declaration' (highlighted with a blue box), and 'Additional Information' (Complete). The main area is titled 'Registration Closed' and contains a message: '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.' A 'Help' and 'Previous' button are located in the top right corner.

PLEASE NOTE

If the message above is shown **“Registration Closed,”** this means that registration for your programme has not yet opened. Please check your faculty’s webpage for registration dates.

Click on Step 12. A pop-up message appears to notify you of the programme/plan you are active on to register for.

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

The screenshot shows the 'Program Enrollment' interface. It displays a message: 'You are active and ready to enroll for the following programme/plan: Dip in Theatre & Performance (HU020) /Dance (HU020TDP03) To start selecting your courses, please click on the "Select My Curriculum" button.' Below this is a dark banner with the text: 'Welcome to Program Enrollment. To start selecting your courses, click the **Select My Curriculum** button below. Refer to your faculty handbook for curriculum information.' At the bottom is a green button labeled '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 navigate to the appropriate list.

Select Year

<input checked="" type="checkbox"/> HU020 - Year 1	View
<input type="checkbox"/> HU020 - Year 2	View
<input type="checkbox"/> HU020 - Year 3	View

BA(T&P) and Dip(T&P) 3rd Year students must select their specialisation/stream:

- The Active Plan Combination, the student's 1st & 2nd Year specialisation/stream, will appear.
- The Adjusted Plan Combination appears underneath. This is where the student must change their specialisation/stream and select "Save and Reload" to proceed.

Education Planner

Select Year

<input checked="" type="checkbox"/> HU020 - Year 1	View
<input type="checkbox"/> HU020 - Year 2	View
<input type="checkbox"/> HU020 - Year 3	View

Plan Selection

Student Active Plan Combination

Academic Plan	Description
HU020TDP03	Dance

Adjusted Plan Combination

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

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](#)



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 HU020 - Year 2:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	★	TDP 1018H: Stagecraft B	Core Courses	18.00
<input checked="" type="checkbox"/>	★	and TDP 2010F: Global Performances	Core Courses	20.00
<input checked="" type="checkbox"/>	★	and TDP 2042F: Global Performances +	Core Courses	10.00
<input checked="" type="checkbox"/>	★	and TDP 2011S: Analysis & Criticism	Core Courses	24.00
<input checked="" type="checkbox"/>	★	and TDP 2013S: Analysis & Criticism+	Core Courses	10.00
<input checked="" type="checkbox"/>	★	and TDP 2040W: T&P Studiowork 2	Core Courses	72.00

Credit Summary:

Year Planned	154	Year Enrolled	0	Year Passed	0
Program Planned	154	Program Enrolled	0	Program Passed	140

[Save](#) [Save and Continue](#) [Return to Registration](#)

 You have not selected the required core courses for the second year. Please amend your selection before proceeding.

 If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

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

Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM		<p>TDP 2010F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0015 PENDING</p>	<p>TDP 2010F - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session SM1 0015 PENDING</p>				
10:00AM							
11:00AM							
12:00PM							

[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 shown in **Your Shopping Cart**. Click **Enroll** to finalise Step 12.

Program Enrollment

You are active and ready to enroll for the following programme/plan: Dip in Theatre & Performance (HU020) /Dance (HU020TDP03) To start selecting your courses, please click on the "Select My Curriculum" button

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

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

Your Shopping Cart

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Prac - 10872	TDP 1018H Stagecraft B	Full Year	To be Announced	To be Announced	To be Announced	18.00		
Open	Lecture - 11091	TDP 2010F Global Performances	Semester One				20.00		

More meeting details available

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

Are you sure you want to enroll?

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](#) [Next >](#) 

 **TDP 1018H - Stagecraft B**
This class has been added to your schedule.

Indicator Meanings:

 Class successfully added to your schedule.

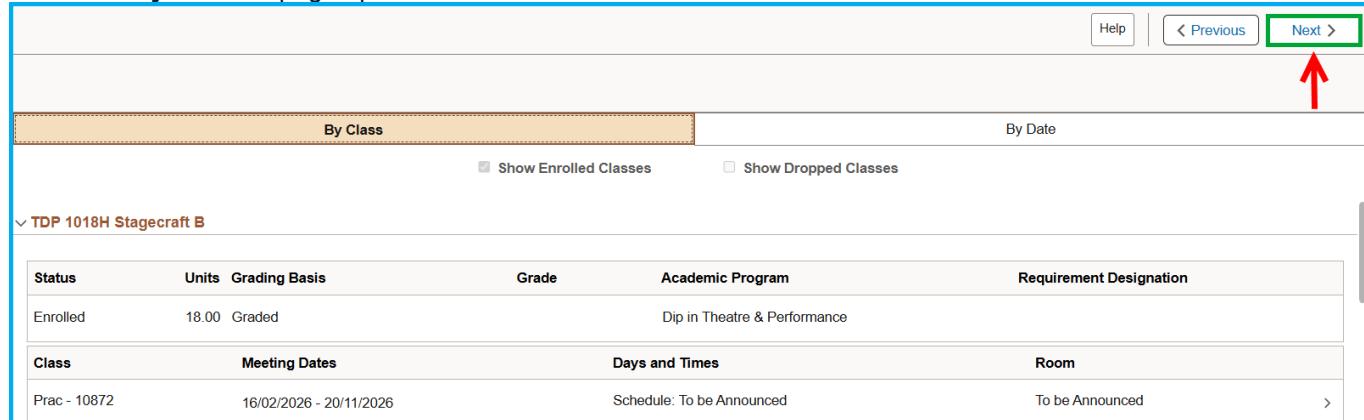
 Class not added to your schedule (with reason why not: e.g., class not open, capacity)

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

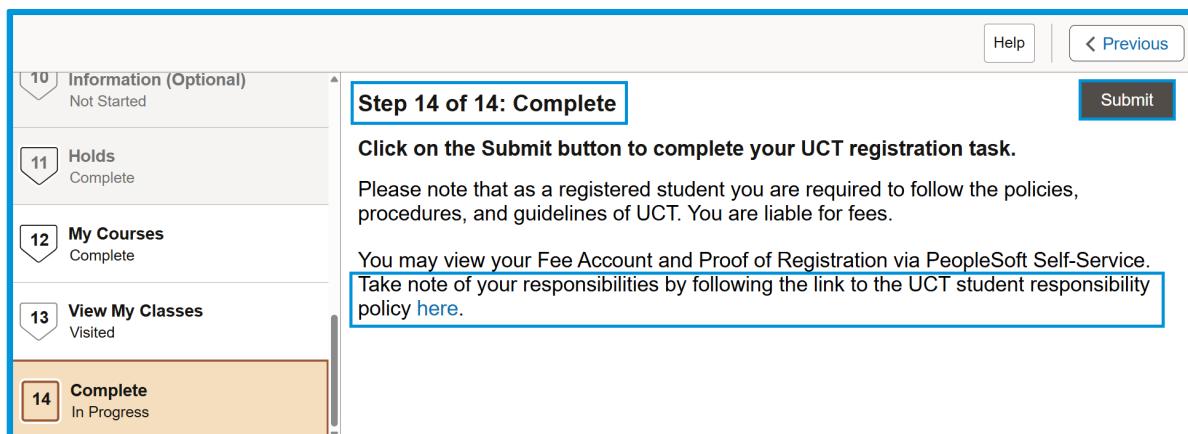
The **View My Classes** page opens. **View** details and **click Next** to continue.



The screenshot shows the 'View My Classes' page. At the top, there are buttons for 'Help', '< Previous', and 'Next >'. Below this, there are two tabs: 'By Class' (selected) and 'By Date'. Under 'By Class', there are checkboxes for 'Show Enrolled Classes' and 'Show Dropped Classes'. A list of classes is shown, starting with 'TDP 1018H Stagecraft B'. The table columns are: Status, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. The first row shows 'Enrolled' with 18.00 units, 'Graded' as the grading basis, 'Dip in Theatre & Performance' as the academic program, and 'Requirement Designation' as 'Requirement Designation'. The second row shows 'Prac - 10872' with 'Meeting Dates' from '16/02/2026 - 20/11/2026', 'Days and Times' as 'Schedule: To be Announced', and 'Room' as 'To be Announced'.

STEP 14: Complete

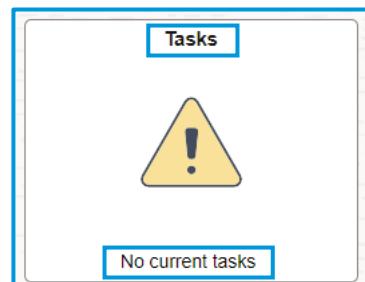
The **Complete** page opens (final step in the Registration Activity Guide). **Read the information** and click **Submit** to finalise your registration.



The screenshot shows the 'Complete' page. On the left, there is a sidebar with numbered steps: 10 (Information (Optional) Not Started), 11 (Holds Complete), 12 (My Courses Complete), 13 (View My Classes Visited), and 14 (Complete In Progress). The main area is titled 'Step 14 of 14: Complete'. It contains the instruction 'Click on the Submit button to complete your UCT registration task.' and a note: 'Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees.' Below this, there is a box containing the text: 'You may view your Fee Account and Proof of Registration via PeopleSoft Self-Service. Take note of your responsibilities by following the link to the UCT student responsibility policy [here](#)'.

Upon clicking **submit**, you will automatically be re-directed to the "Student Home" page. The "Tasks" tile will now show "No current tasks". This marks the end of your registration.

You are reminded again where you can view the UCT Student Responsibility Policy page.



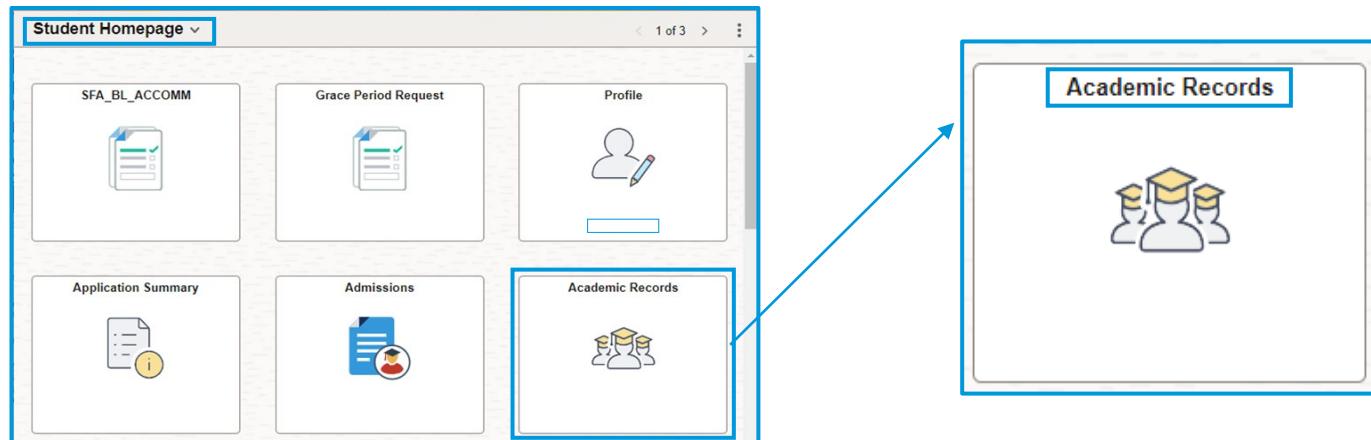
END OF REGISTRATION PROCESS

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



Proof of Registration

Go to your **Student Home** page and **click** on the **Academic Records** tile.



Click on the **Proof of Registration** tab on the left-hand side navigation

The image shows a screenshot of the 'Proof of Registration' page. On the left is a vertical navigation bar with several tabs: 'Course History', 'View Grades', 'View Academic Record', 'Communication List', 'Progress Report', 'Change of Curriculum', 'Proof of Registration' (which is highlighted with a blue box), 'Request End of Year Results', 'Mid Term Course Grade Average', and 'Proof of Qualification'. The main content area is titled 'Proof of Registration' and contains a 'Term Selection' section with a dropdown menu set to '2024'. Below this is an 'Academic Information' section showing 'Career: Undergraduate', 'Level: Third Year', and 'Program: CB004 Bachelor of Business Science'. The main table lists courses with columns for 'Course', 'Description', and 'Status'. The table data is as follows:

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

At the bottom right of the main area is a large blue 'EMAIL' button.

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