



UCT

REGISTRATION

STUDENT GUIDE

FACULTY OF HUMANITIES
UNDERGRADUATE

Programme Enrolment

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 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/>

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

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

Before your first login, manage your password: <https://password.uct.ac.za>
Student support: icts-helpdesk@uct.ac.za

User ID / Campus ID
Password

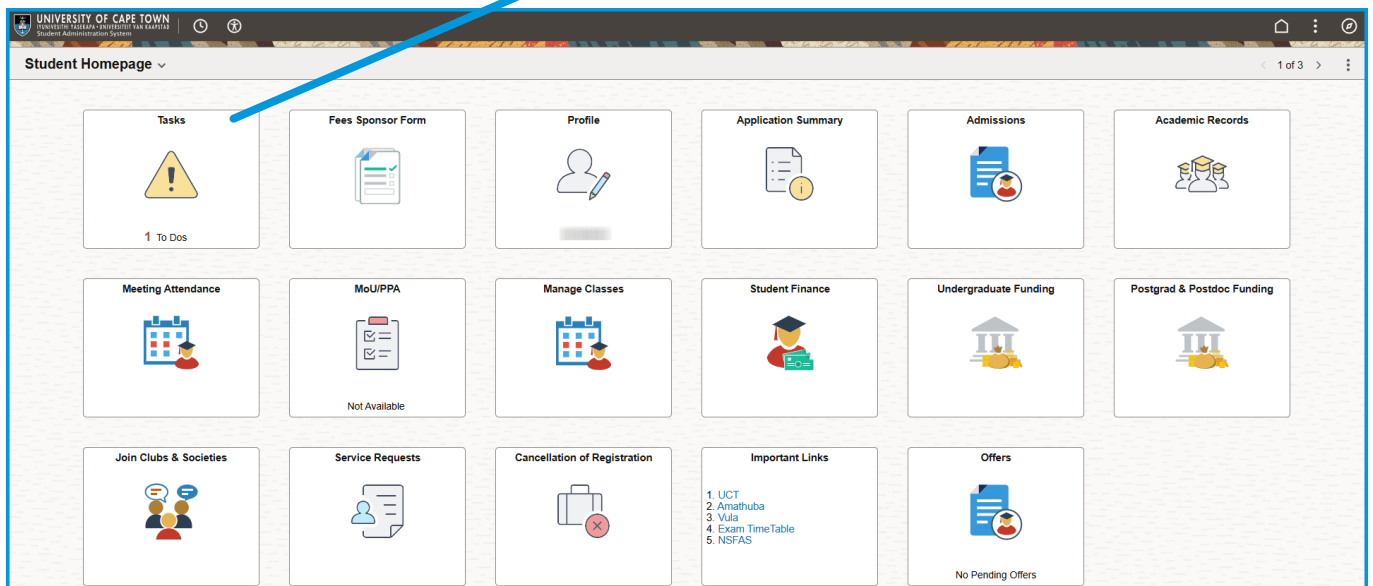
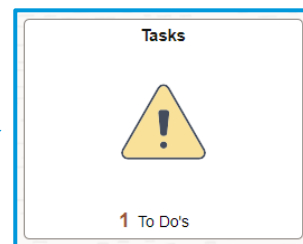
Sign In

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

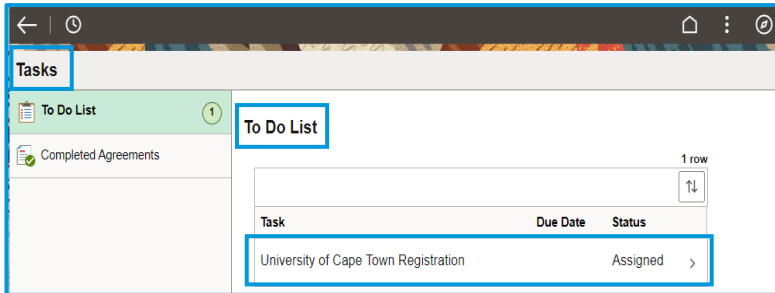
Access Activity Guide

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

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



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



ACTIVITY GUIDE

The Registration Activity Guide consists of fourteen (14) steps that can be completed to finalize your registration. Some steps are essential and cannot be skipped while others are optional

To become a registered student at UCT, you must successfully complete your registration guide.

NOTE:

- The **Introduction** section provides important information about the structure and use of this activity guide. It also includes details on where to seek academic and technical assistance and provides a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial information regarding the use of personal information and UCT's compliance with POPIA (Protection of Personal Information Act).
- The **Declaration** contains essential statements regarding your registration at UCT. It also emphasizes that all correspondence between you and the university will be conducted via your UCT email account.

Additional information, when needed, is denoted with:



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



STEP 1: Introduction

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

University of Cape Town Registration

Help Next >

Introduction
● Visited

★ **Declaration**
○ Not Started

★ **Additional Information**
○ Not Started

Personal Details (Optional)
○ Not Started

Biographic Details (Optional)
○ Not Started

Contact Details (Optional)
○ Not Started

Introduction

Welcome to University of Cape Town Registration

This registration task will allow you to:

- Verify or update personal information
- Verify address details
- Indicate your communication preferences
- Sign agreements
- Register for classes based on your active program of study

Should you require assistance in any steps, please click on the "Help" button. For academic advice click on the "Academic Assistance" button.

You may view your Fee Account and Proof of Registration via Peoplesoft Self-Service. Take note of your responsibilities by following the link to the [UCT student responsibility policy here.](#)

STEP 2: Declaration

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

University of Cape Town Registration

Help < Previous

Introduction
● Visited

★ **Declaration**
● In Progress

★ **Additional Information**
○ Not Started

Personal Details (Optional)
○ Not Started

Biographic Details (Optional)
○ Not Started

Contact Details (Optional)
○ Not Started

Declaration

PRIVACY STATEMENT FOR REGISTRATION AT UCT

When you register as a student at UCT we collect and generate the following information for the purposes of concluding a student contract with you, performing in terms of this student contract, continuing our relationship with you as a UCT alumni and to fulfil our regulatory compliance obligations:

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

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

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

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

Accept

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

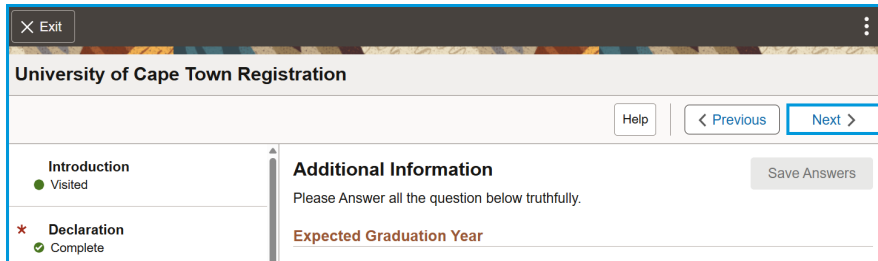
Thank You!



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.



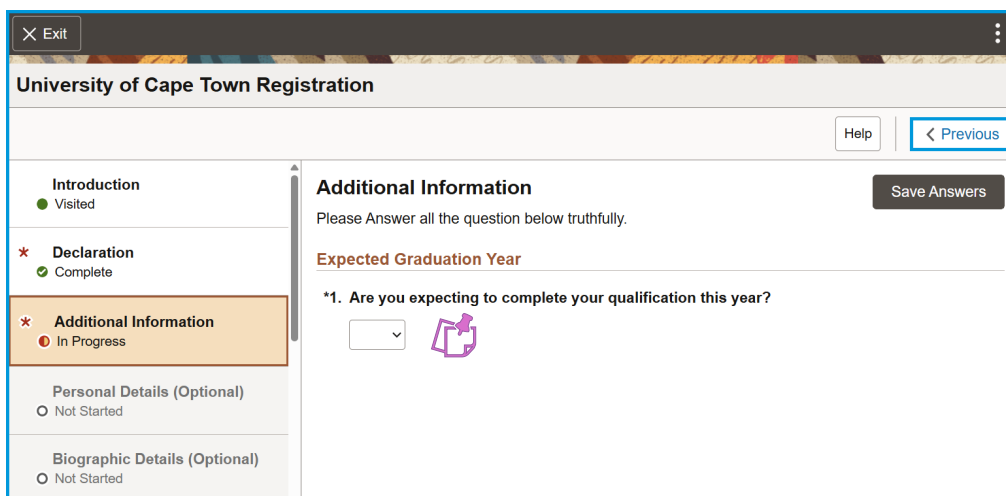
Students who are eligible will receive the Laptop question in Step 3. If you select “Yes” (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up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

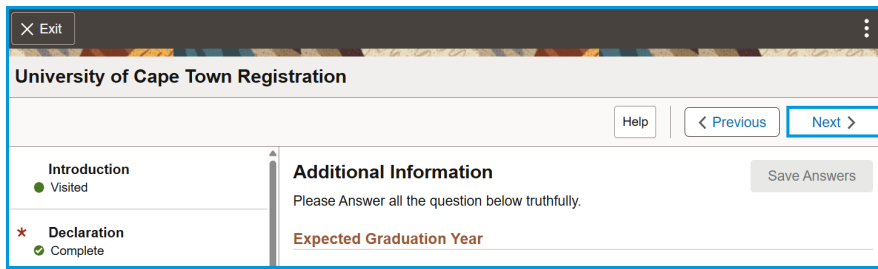


This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.

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

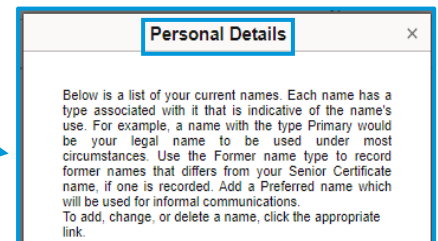
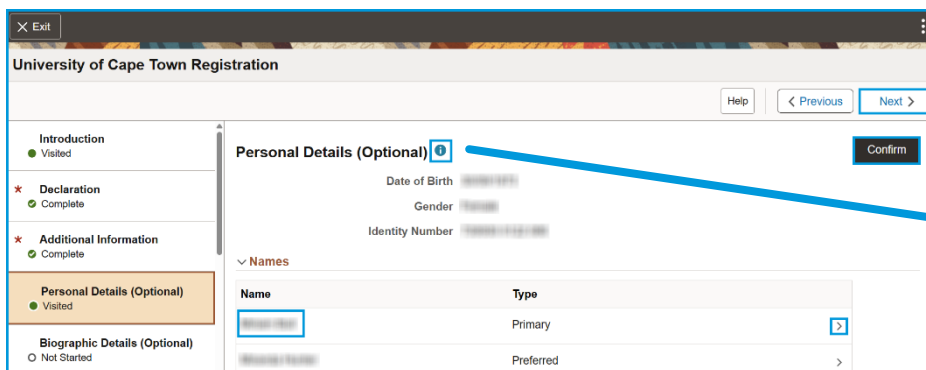


Once saved, click **Next** to continue to step 4.



STEP 4: Personal Details

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

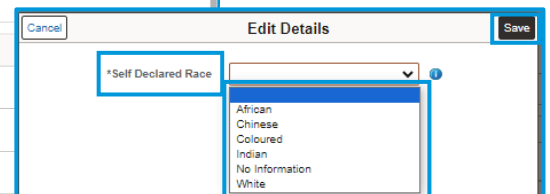
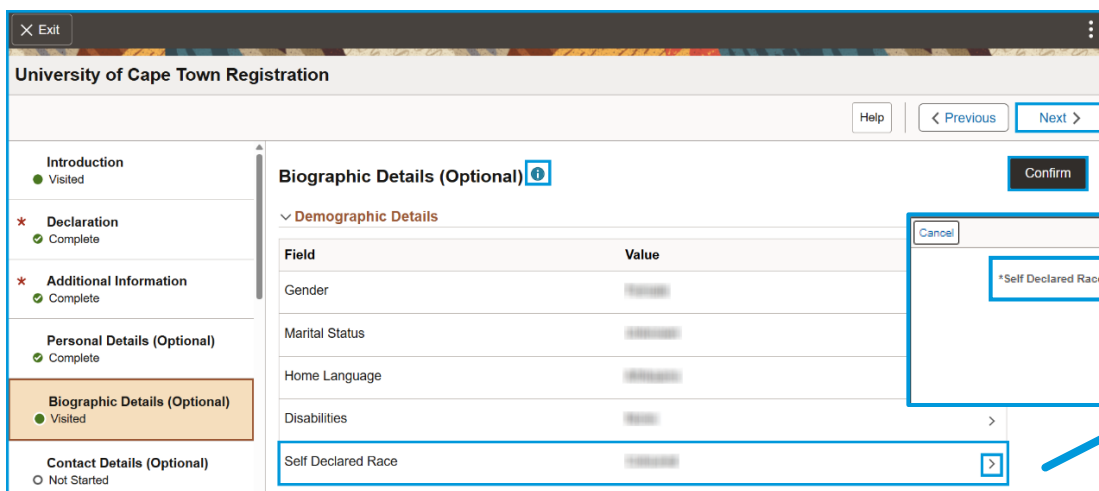


To add another “Name” item, click on the plus (+) icon.

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

STEP 5: Biographical Details

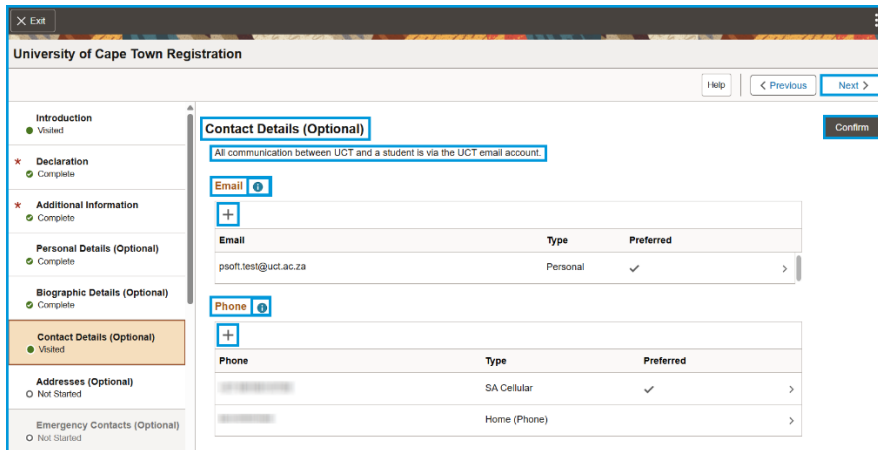
Check your **Personal Details**, update if applicable, click **Confirm** and **Next** to continue.



To update/edit current items under the “Demographic Details” option, click on the drop-down arrow (>) icon to open. Once open, click on the desired item’s arrow (>) icon to make changes.

STEP 6: Contact Details

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



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

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

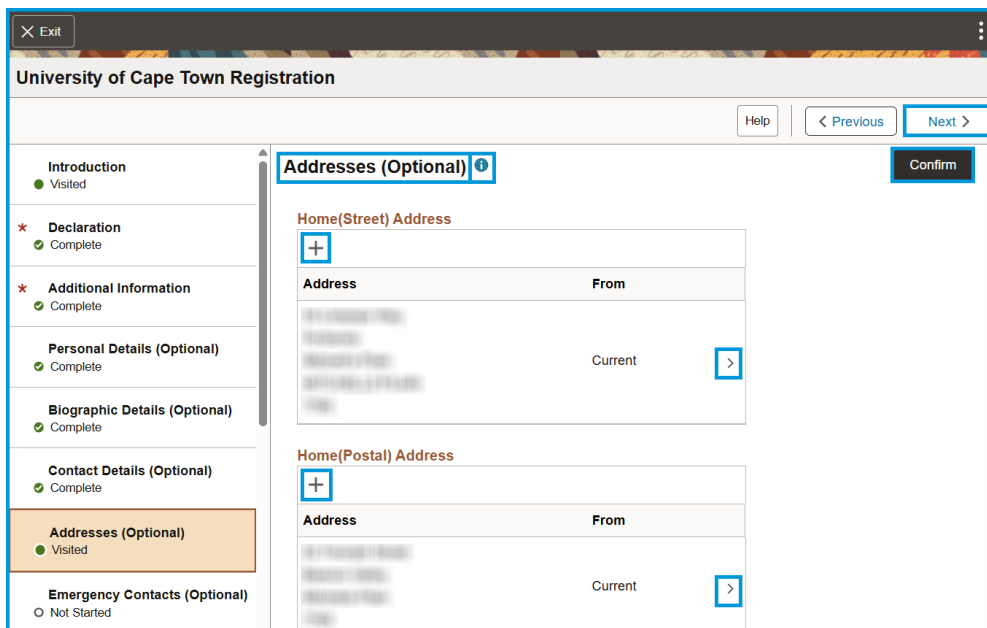
Phone	Type	Preferred
	SA Cellular	✓
	Home (Phone)	

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

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

STEP 7: Addresses

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



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

Address	From
	Current

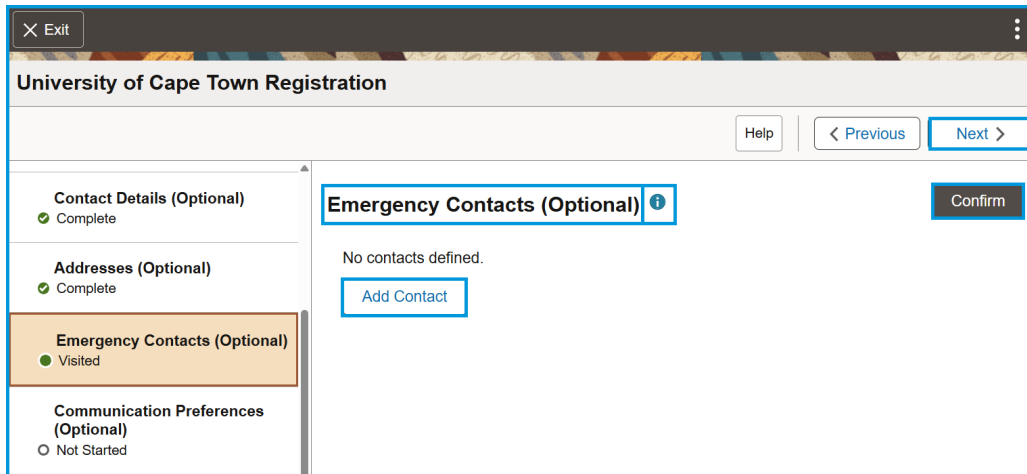
Address	From
	Current

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

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

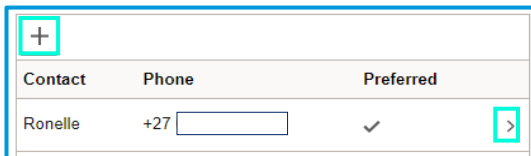
STEP 8: Emergency Contacts

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



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

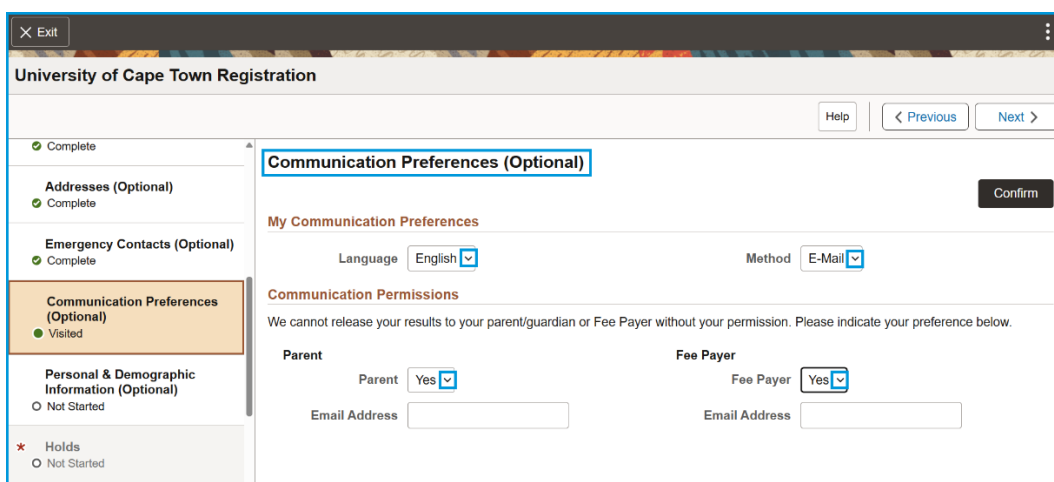
Contact	Phone	Preferred
Ronelle	+27	✓

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

STEP 11: Hold

A “hold” or “Service Indicator” is placed on a student’s record in cases where specific items need to be resolved by you (the student) prior to selecting your courses for registration. As an example, this could include “Holds” on outstanding fee payments to be made. These “Holds” must be resolved first, before you can enter Step 12 to select your courses.

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

WITH HOLDS

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



WITHOUT HOLDS

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

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 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"/>	<input type="text"/>	<input data-bbox="703 1312 740 1346" type="button" value="+"/>	<input data-bbox="767 1312 804 1346" 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

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM		<div><div>TDP 2010F - LG01</div><div>Lecture</div><div>9:00AM - 10:00AM</div><div>Location: TBA</div><div>Session SM1</div><div>0015</div><div>PENDING</div></div>	<div><div>TDP 2010F - LG01</div><div>Lecture</div><div>9:00AM - 10:00AM</div><div>Location: TBA</div><div>Session SM1</div><div>0015</div><div>PENDING</div></div>				
10:00AM		<div><div>TDP 2011S - LG01</div><div>Lecture</div><div>9:00AM - 10:00AM</div><div>Location: TBA</div><div>Session SM2</div><div>0015</div><div>PENDING</div></div>	<div><div>TDP 2011S - LG01</div><div>Lecture</div><div>9:00AM - 10:00AM</div><div>Location: TBA</div><div>Session SM2</div><div>0015</div><div>PENDING</div></div>				
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 X 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.

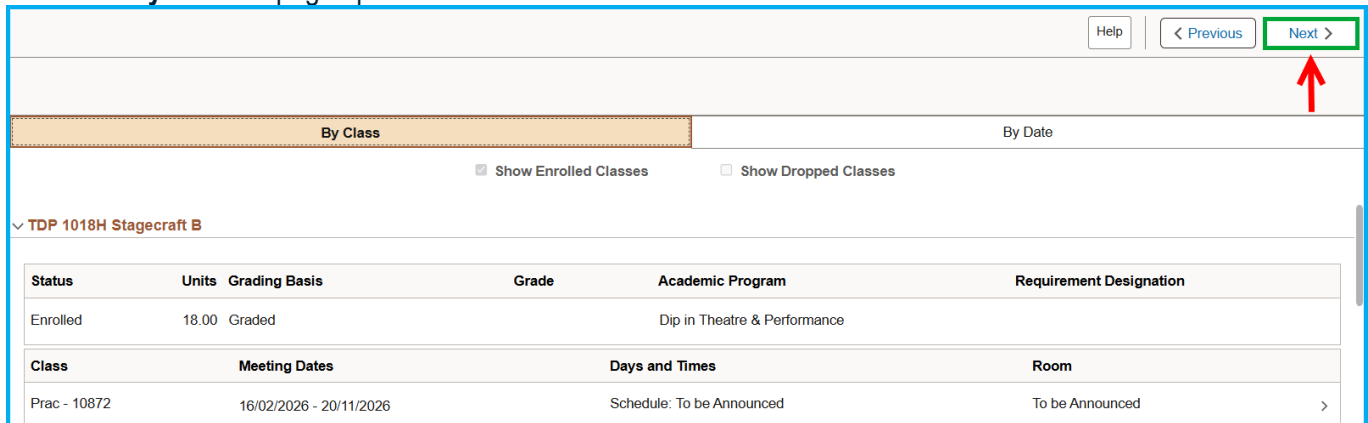


Class not added to your schedule (with reason why not: e.g., class not open, capacity)

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.

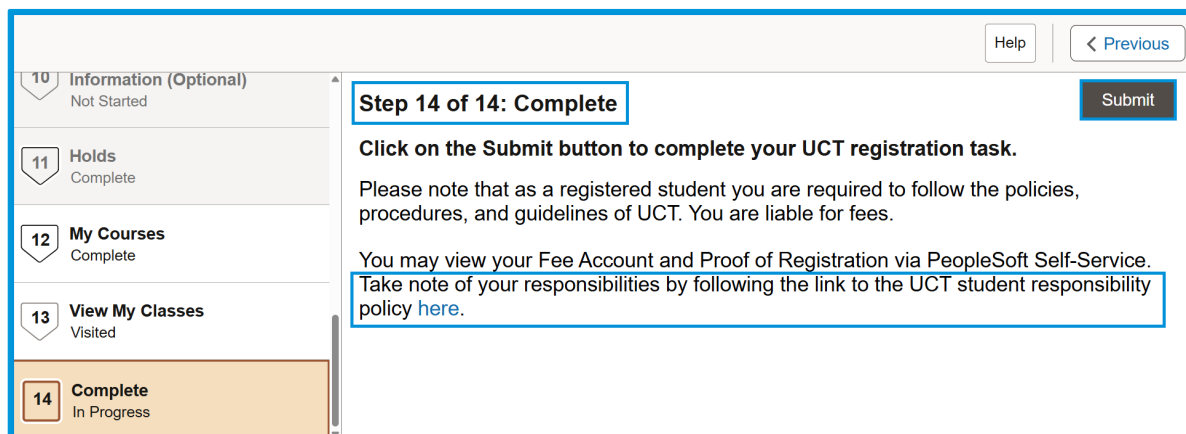


Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Dip in Theatre & Performance	

Class	Meeting Dates	Days and Times	Room
Prac - 10872	16/02/2026 - 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.



Step 14 of 14: Complete

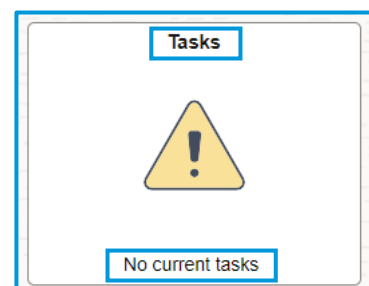
Click on the Submit button to complete your UCT registration task.

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](#).

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

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



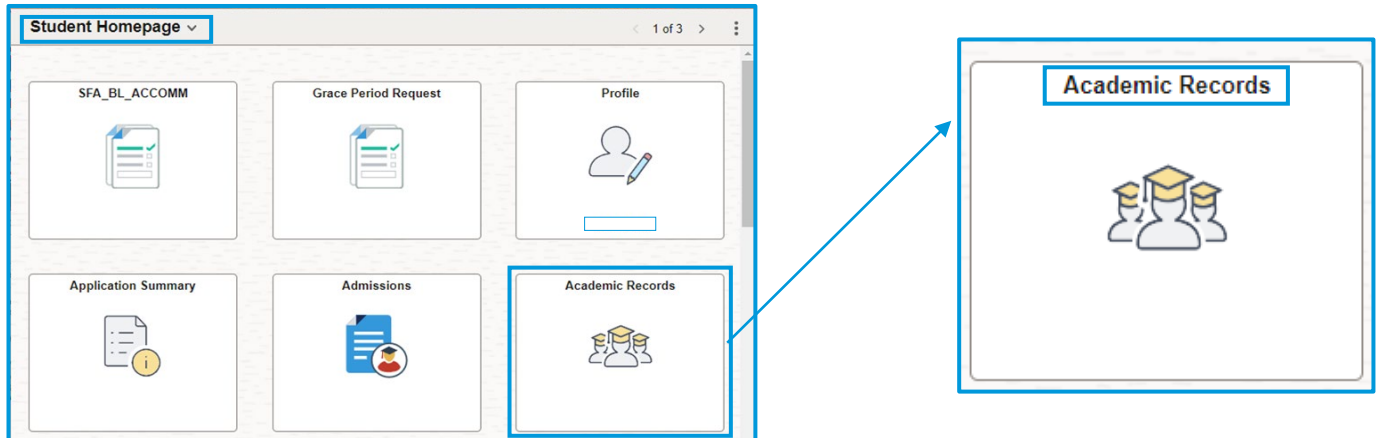
END OF REGISTRATION PROCESS

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



Proof of Registration

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



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

Proof of Registration

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

Proof of Registration

Term Selection

Select Term: 2024

Academic Information

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

Course ID	Description ID	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