



# UCT

# REGISTRATION

## STUDENT GUIDE

**FACULTY OF LAW**  
**UNDERGRADUATE**

Blank Shopping Cart

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 following registration methods for LAW PG studies:

- Programme Enrolment (PE)
- Blank Shopping Cart (BSC)

The registration method relevant to you will be indicated by the Law Faculty Office. Ensure that you follow the appropriate registration method and complete all the required steps.

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

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

## STEPS OVERVIEW

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





## Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:

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

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

Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)

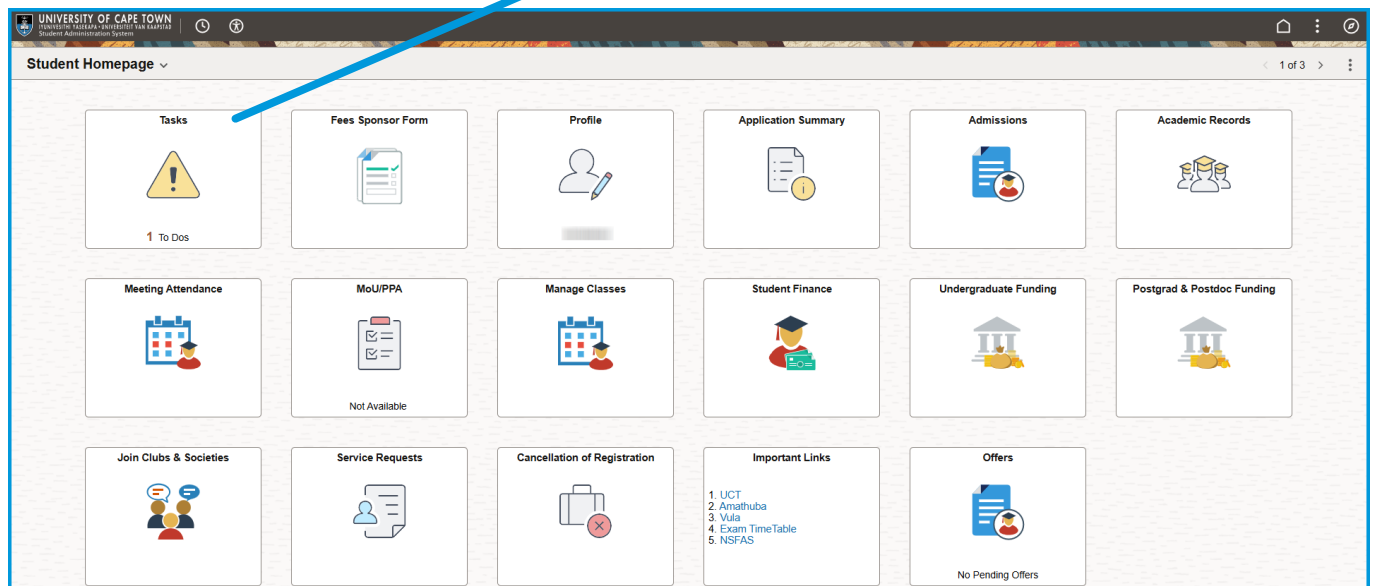
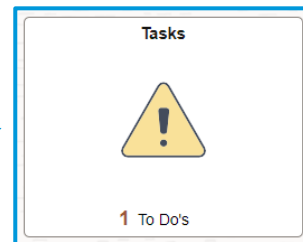
Phone: +27 (0)21 650 4500

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

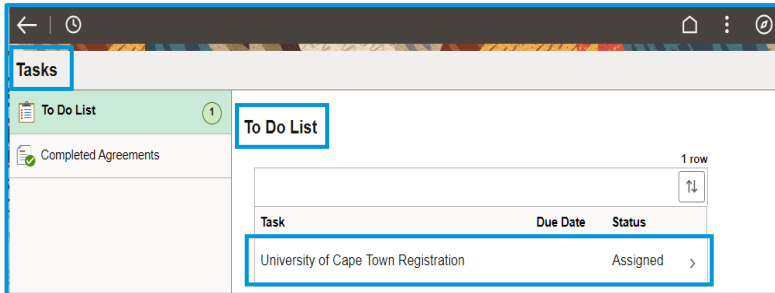
## Access Activity Guide

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

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



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



## ACTIVITY GUIDE

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

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

### NOTE:

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

Additional information, when needed, is denoted with: 

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





## STEP 1: Introduction

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

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:** There are two sets of questions: one for First-year Students and one for Returning Students. Depending on your year of study, you will receive the questions relevant to you. Please refer to the steps applicable to your status as either a first-year or returning student.

### Not Requiring MoU/PPA - Questions

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

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

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



## Requiring MoU/PPA – 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.



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



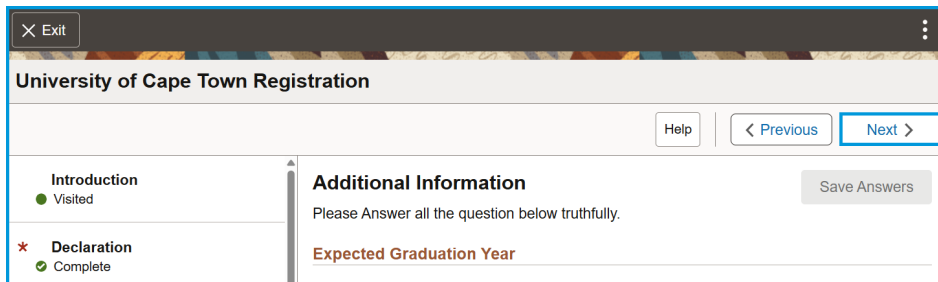
If you are in a programme/plan requiring a combination of coursework and a dissertation/ minor-dissertation to be completed, you need to complete the Research question.

### Which option do you need to select?

- If you are only required to complete the coursework components in the current year, select “No”.  
*This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).*
- If you are only required to complete the dissertation component in the current year, select “Yes”.  
*This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).*
- If you are required to complete both the coursework and dissertation components in the current year, select “Yes”.  
*This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).*

**NOTE:** the MoU/PPA task will result in a hold on the record that will only be lifted once the MoU/PPA is in a ‘Finalised’ status.

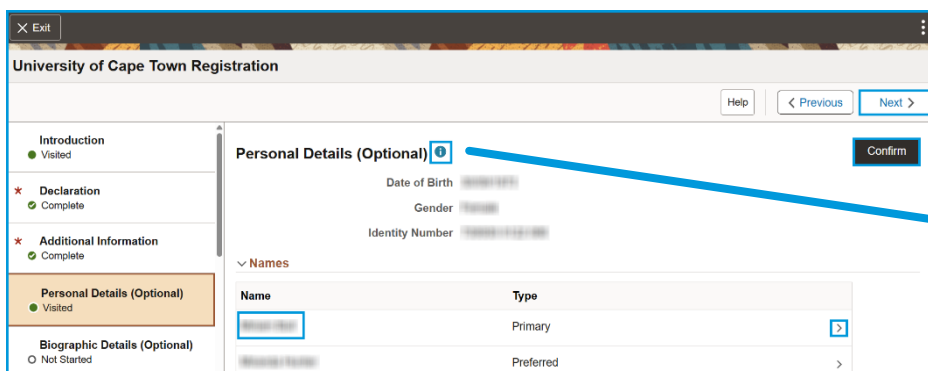
Once saved, click **Next** to continue to step 4.



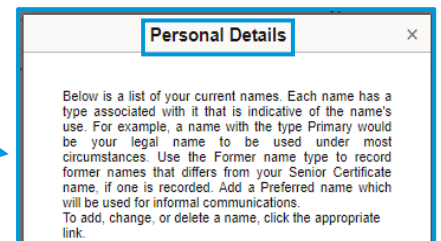
The screenshot shows the 'University of Cape Town Registration' form. The left sidebar indicates that 'Introduction' is visited, 'Declaration' is complete, and 'Additional Information' is complete. The main section is titled 'Additional Information' and contains a 'Save Answers' button and a 'Next >' button. Below the title, it says 'Please Answer all the question below truthfully.' and 'Expected Graduation Year'.

## STEP 4: Personal Details

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



The screenshot shows the 'University of Cape Town Registration' form. The left sidebar indicates that 'Introduction' is visited, 'Declaration' is complete, 'Additional Information' is complete, and 'Personal Details (Optional)' is visited. The main section is titled 'Personal Details (Optional)' and contains a 'Confirm' button. Below the title, it says 'Personal Details (Optional)' and 'Names'. A table lists names with columns 'Name' and 'Type'. The first row shows 'Name' and 'Primary'. The second row shows 'Preferred' and 'Preferred'. A blue arrow points from the 'Names' section to the 'Personal Details' pop-up window.



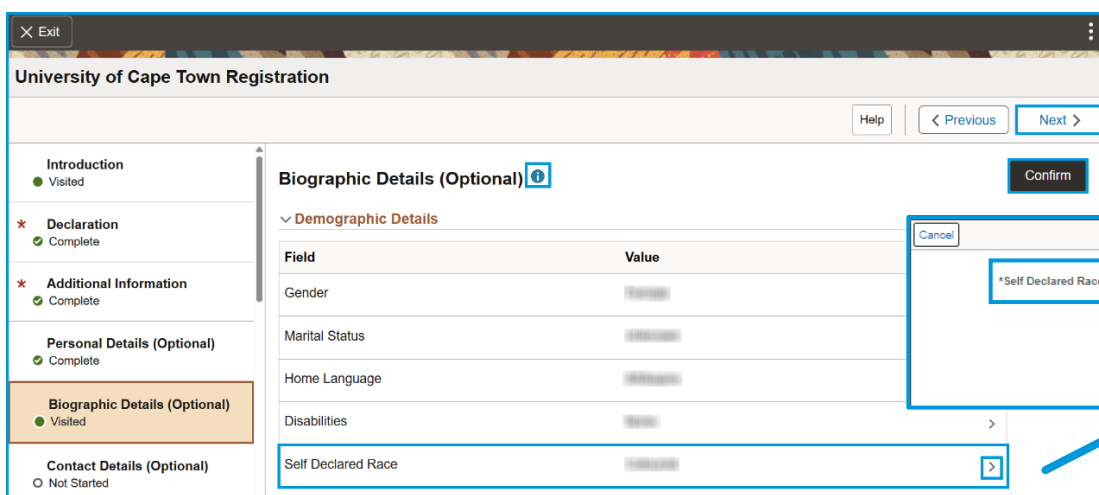
The 'Personal Details' pop-up window contains the following text: 'Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former 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.

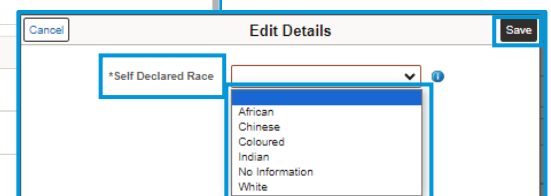
To update/edit current "Name" details, click on the arrow (>) icon.

## STEP 5: Biographical Details

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



The screenshot shows the 'University of Cape Town Registration' form. The left sidebar indicates that 'Introduction' is visited, 'Declaration' is complete, 'Additional Information' is complete, 'Personal Details (Optional)' is complete, and 'Biographic Details (Optional)' is visited. The main section is titled 'Biographic Details (Optional)' and contains a 'Confirm' button. Below the title, it says 'Demographic Details'. A table lists fields with columns 'Field' and 'Value'. The fields are 'Gender', 'Marital Status', 'Home Language', 'Disabilities', and 'Self Declared Race'. A blue arrow points from the 'Self Declared Race' field to the 'Edit Details' pop-up window.



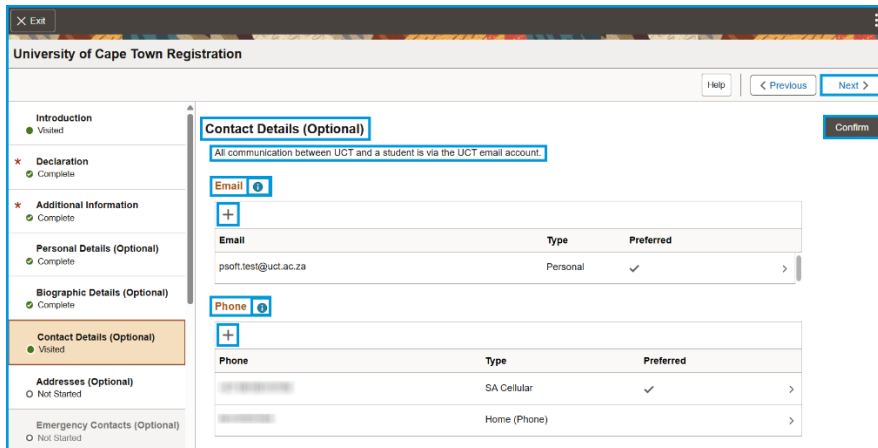
The 'Edit Details' pop-up window contains the following text: '\*Self Declared Race' and a dropdown menu with the following options: African, Chinese, Coloured, Indian, No Information, White. A blue arrow points from the 'Self Declared Race' field in the main form to the dropdown menu.

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.



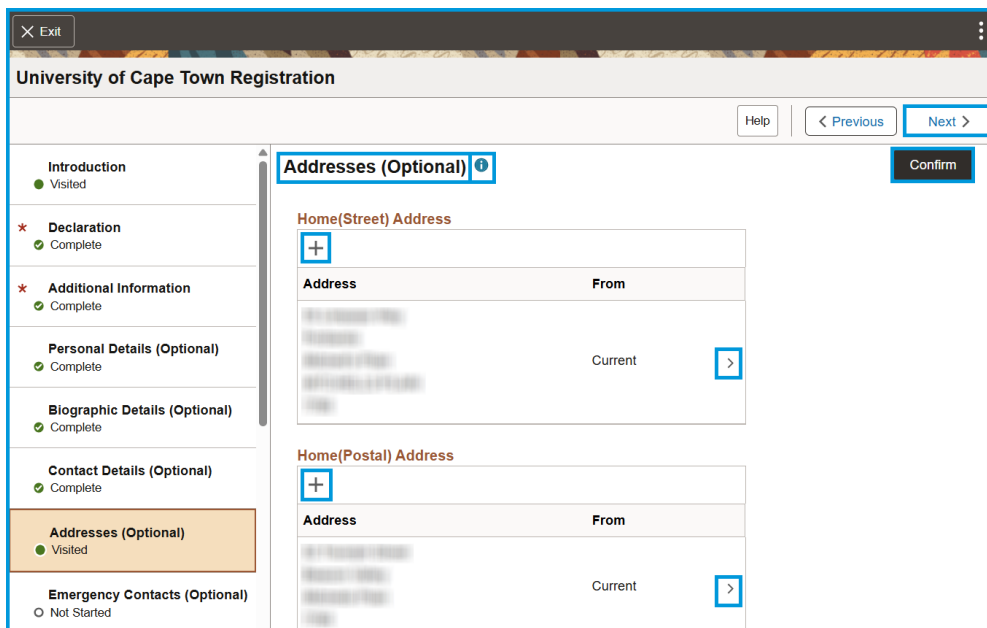
The screenshot shows the 'Contact Details (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has a 'Contact Details (Optional)' header with a 'Confirm' button. Below this is a note: 'All communication between UCT and a student is via the UCT email account.' There are two sections: 'Email' and 'Phone'. Each section has a plus icon to add new items. The 'Email' section shows one entry: 'psoft.test@uct.ac.za' with 'Personal' type and 'Preferred' status. The 'Phone' section shows one entry: 'SA Cellular' with 'Home (Phone)' type and 'Preferred' status. Arrows next to the entries indicate they can be edited or deleted.

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.



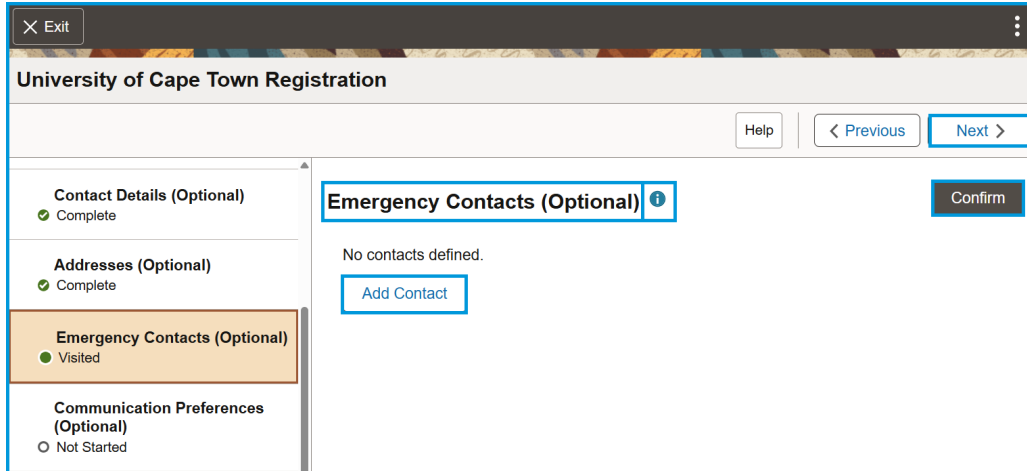
The screenshot shows the 'Addresses (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has an 'Addresses (Optional)' header with a 'Confirm' button. Below this are two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section has a plus icon to add new items. The 'Home(Street) Address' section shows one entry: 'Current' with a plus icon next to it. The 'Home(Postal) Address' section shows one entry: 'Current' with a plus icon next to it. Arrows next to the entries indicate they can be edited or deleted.

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.

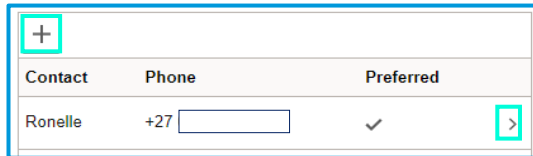
## STEP 8: Emergency Contacts

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 an arrow icon is in the bottom right.

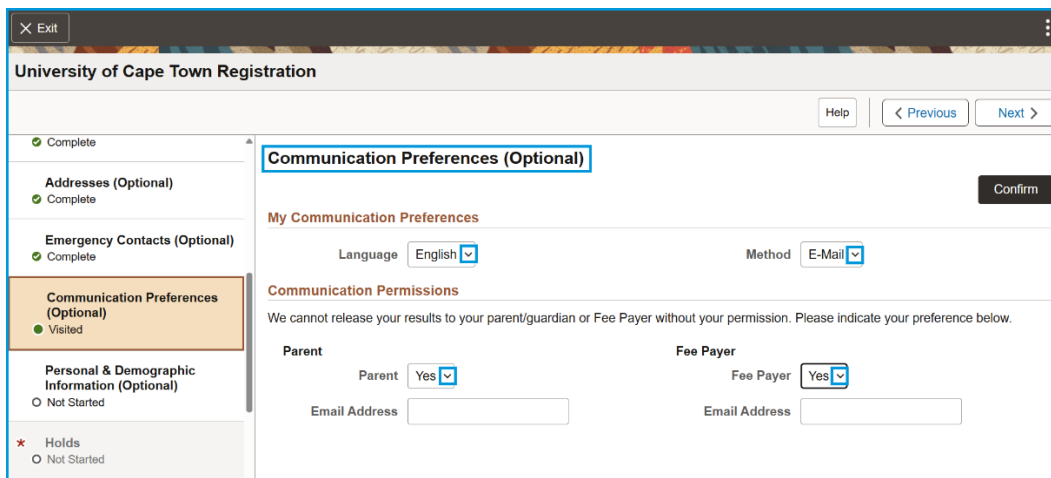
Contact	Phone	Preferred
Ronelle	+27	✓

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

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

## STEP 9: Communication Preferences

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



The screenshot shows the 'University of Cape Town Registration' 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.

University of Cape Town Registration

Help < Previous Next >

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

\* Holds Complete

\* My Courses Not Started

**Holds**

1 row

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

Confirm

## STEP 12: My Courses

**IMPORTANT:** Depending on the registration method assigned to your programme/plan of study, the interface you need to register on appears in Step 12. For postgraduate students in Law, you either register via Programme Enrolment (PE) or Blank Shopping Cart (BSC). See description of each method below.

### PROGRAMME ENROLMENT (PE)

Your curriculum is “unpacked” with the required course options, and rules of the programme to guide you to register for your courses.

When clicking on the “Add My Courses” button, your “Education Planner” page appears for completion.

By following the prompts and selecting the required courses, you can self-register without approval from the Faculty.

### BLANK SHOPPING CART (BSC)

You are required to “pack” your curriculum yourself (with the assistance of the Faculty Handbook and other sources).

When clicking on the “Add Additional Courses” button, you are prompted to search and select the courses you need to register for and adding them to your registration list.

Faculty approval is required and once granted, you can finalise Step 12.

PROGRAMME ENROLMENT (PE) – CONTINUE BELOW  
BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 16



## 12.1 PROGRAMME ENROLMENT

Click on Step 12.

University of Cape Town Registration	
	<a href="#">Help</a>   <a href="#">&lt; Previous</a>
<b>Introduction</b> ✔ Complete	<b>Registration Closed</b>
* <b>Declaration</b> ✔ Complete	You are active for the following programme/plan: [redacted] Please note that registration for your programme/plan is closed.
* <b>Additional Information</b> ✔ Complete	Please contact Student Systems Support or your faculty to obtain further details regarding the date when registration for your programme/plan opens.

### 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: LLM (Professional) IP Law (LM022) /Intellectual Property Law (LM022CML13) To start selecting your courses, please click on the “Select My Curriculum” button
Welcome to Program Enrollment. To start selecting your courses, click the <b>Select My Curriculum</b> button below. Refer to your faculty handbook for curriculum information.
<a href="#">Select My Curriculum</a>

### PLEASE NOTE

**All Students:** If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.





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 LM022CML13 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>		CML 5678F: Principles of IP Law	Core Courses	30.00
<input checked="" type="checkbox"/>		and CML 5678X: Principles of IP Law - Res Tsk	Research Core	15.00
		LM022CML13 - Electives	Electives	
		LM022CML13 - Research Electives	Research Electives	

Credit Summary:

Year Planned	0	Year Enrolled	0	Year Passed	0
Program Planned	0	Program Enrolled	0	Program Passed	0

Save

Save and Continue

Return to Registration

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

**Schedule**

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM	CML 5692F - LG01 Lecture 7:30AM - 9:00AM Location: TBA Session SM1 0065 PENDING			CML 5692F - LG01 Lecture 7:30AM - 9:00AM Location: TBA Session SM1 0065 PENDING			
9:00AM			CML 5696S - LG01 Lecture 9:00AM - 12:00PM Location: TBA Session SM2 0065 PENDING	CML 5678F - LG01 Lecture 9:00AM - 12:00PM Location: TBA Session SM1 0015			
10:00AM							
11:00AM							
12:00PM							
1:00PM							

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 show in **Your Shopping Cart**. Click on **Select All** and **Enroll** to finalise Step 12.

**Program Enrollment**

You are active and ready to enroll for the following programme/plan: LLM (Professional) IP Law (LM022) /Intellectual Property Law (LM022CML13) 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	Thesis - 1161	CML 5613X Collec Labour Law - Res Task	Semester Two				15.00		

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



In exceptional circumstances, you may request approval to deviate from the curriculum. To do this you may use the "Add Non-Curriculum Courses" and/or "Bin/delete" buttons. Follow the steps in the Blank Shopping Cart section to add and/or remove courses and follow the instructions to submit an approval request.

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 >**

**CML 5613X - Collective Labour Law - Research Task**

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 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.

**PROGRAMME ENROLMENT (PE) STEP 12 END**

**CONTINUE TO STEP 13, NAVIGATE TO PAGE 21**



## 12.2 Blank Shopping Cart

Click on Step 12.

University of Cape Town Registration

Help | < Previous

Introduction  
Complete

\* Declaration  
Complete

\* Additional Information  
Complete

Registration Closed

You are active for the following programme/plan: [redacted] 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.

### PLEASE NOTE

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

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

Blank Shopping Cart

You are active and ready to enrol for the following programme/plan: LLM (Professional) Tax Law (LM026) /International Taxation (LM026CML14) Your shopping cart is empty, please use the “Add Courses” button to select your courses.

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

Add Courses

**Note:** If at this point you want to change your programme/plan, you need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

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

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

Add Courses

If you are a returning student, aside from picking the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly

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

Registration Class Search

How to add a class to your shopping cart:

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

Enter search keyword(s)



Search for the course you need to register for by typing the course code in the **Search for Classes** field and press Enter or use the **Search icon** to initiate the search.

Registration Class Search

How to add a class to your shopping cart:

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

Follow the instructions that appears in the message:

How to add a class to your shopping cart:

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

The Class Search Results page will appear with the available course options. Click on the course you need to register for by clicking the **plus icon**.

Registration Class Search

How to add a class to your shopping cart:

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

Classes

Course Code	Description	Class Section/Component	Days/Times
CML5600W	Commercial Law Dissertation	RG01 (Thesis Research - 1018)	<div><div></div></div>

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

Registration Class Search

How to add a class to your shopping cart:

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

Success: The selected course has been added to your shopping cart successfully.

You can now select another course to be added to your shopping cart or return to the shopping cart if all your selections have been made.

Classes

Course Code	Description	Class Section/Component	Days/Times
CML5600W	Commercial Law Dissertation	RG01 (Thesis Research - 1018)	<div><div></div></div>

You can select your courses and add them without closing the window. Once all your courses have been added, you can close the window.



## Blank Shopping Cart cont.

**Note:** If you are a returning student, aside from selecting the courses you need to register for in the particular year, also remember to add the courses you failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.

Once all your courses are loaded into your shopping cart and you are ready to submit your request to the faculty for approval, click on the **Request Approval** button.

**Blank Shopping Cart**

You are active and ready to enrol for the following programme/plan: LLM (Professional) Tax Law (LM026) /International Taxation (LM026CML14) Your shopping cart is empty, please use the "Add Courses" button to select your courses.

One or more courses have been added to your shopping cart. Before you can finalize registration, you must request approval for the selected courses. This request will be sent to the relevant academic staff for review.

[Add Courses](#) [Request Approval](#)

**Your Shopping Cart**

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Thesis - 1018	CML 5600W Commercial Law Dissertation	Full Year	To be Announced	To be Announced	To be Announced	240.00		

By clicking on request approval, the **Create Service Request** page appears. Leave an appropriate comment in the Comment box (if applicable) and click Submit to create the Service Request.

Once your registration service request has been submitted, the allocated faculty staff member will review your request, and you will receive the outcome and further instructions via email.

**Note** that you will not be able to make changes to your shopping cart once it has been submitted for review.

**Create Service Requests**

[Search / Filter](#)

**My Request Detail**

Category	Registration Curriculum Approvals	Type	Curriculum Advice and Approval
Subtype	None	Request Date	16/10/2020
Status	Submission received		
Comment	<div>Please approve my request!</div>		

**File Attachments**

|< < 1-1 of 1 > >|

**Attachments**    Audit    >>

Attached File	View	Add Attachment	
	View	Add Attachment	

[Submit](#) [Cancel](#)

**Note:** Upon submission, you are re-directed to the registration shopping cart page, a View Status button will appear. This means your request is allocated to a faculty staff member for review and approval.

Note, you are not able to make changes to your shopping cart once it is submitted for review. Once a decision is made, the outcome and further instructions are sent via email. The status bar on your registration shopping cart page (Step 12) also indicates the updated status as per the email.





You will then be taken back to Step 12 to wait for approval.

**Blank Shopping Cart**

Your course selections have been submitted for approval. Once your request is reviewed and approved, you will be able to proceed with finalising your registration.

[View Status](#)

**Your Shopping Cart**

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Thesis - 1018	CML 5600W Commercial Law Dissertation	Full Year	To be Announced	To be Announced	To be Announced	240.00		

You can select the **View Status button**, to view your status.

**Blank Shopping Cart**

Your course selections have been submitted for approval. Once your request is reviewed and approved, you will be able to proceed with finalising your registration.

[View Status](#)

After you submit it should be in the “**Submission received**” status.

**Update Service Requests**

**My Request Detail**

University of Cape Town

**Category** Registration Curriculum Approvals

**Type** Curriculum Advice and Approval

**Subtype** None

**Request Number** 1007796

**Request Date** 2019/02/06

**Status** **Submission received**

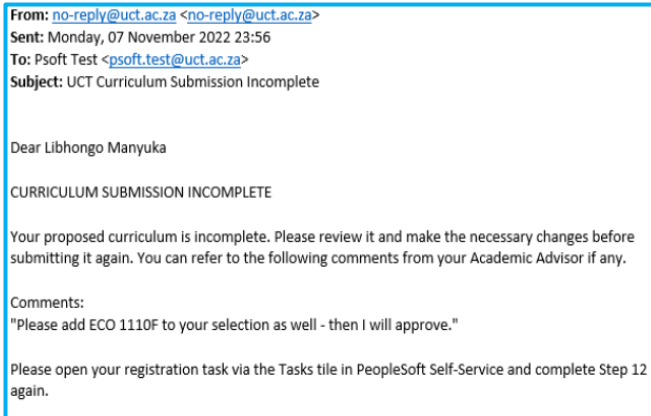
Status Date	Comment	By
2019/02/06	Please review my request.	ADMINISTRATOR

[Add Comment](#) [Update Last Comment](#)

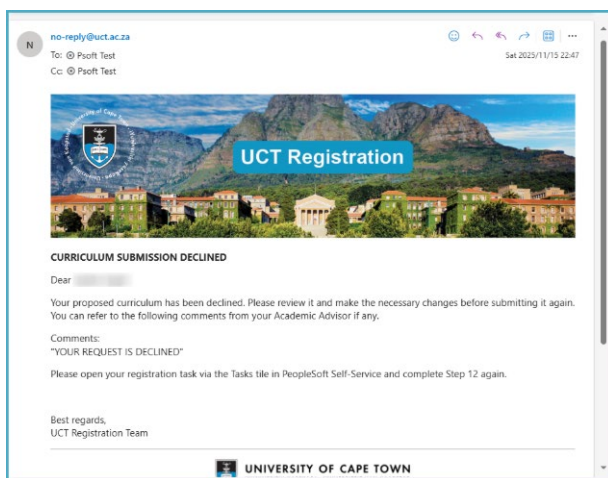
Once the faculty staff member evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below, examples of these email for the various statuses:



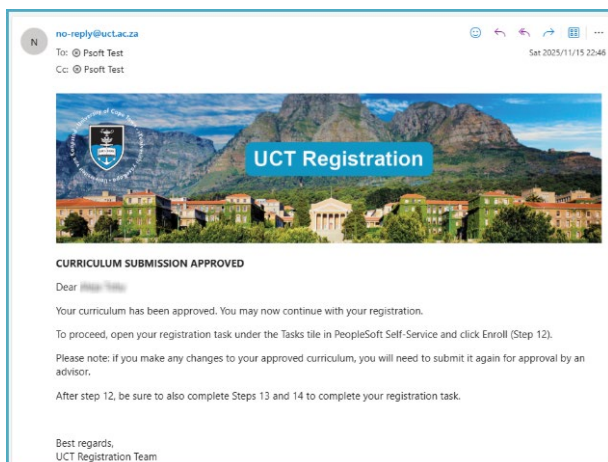
Below, examples of these emails for the various statuses:



**Incomplete:** In cases where the faculty staff member requires you to complete further actions (e.g., adding/deleting courses/fixing clashes), follow the instructions as per the faculty staff member's email/comments and action the request. Once done, resubmit the registration approval request by click on the "Action Required by Student" button, adding a comment and saving the request.

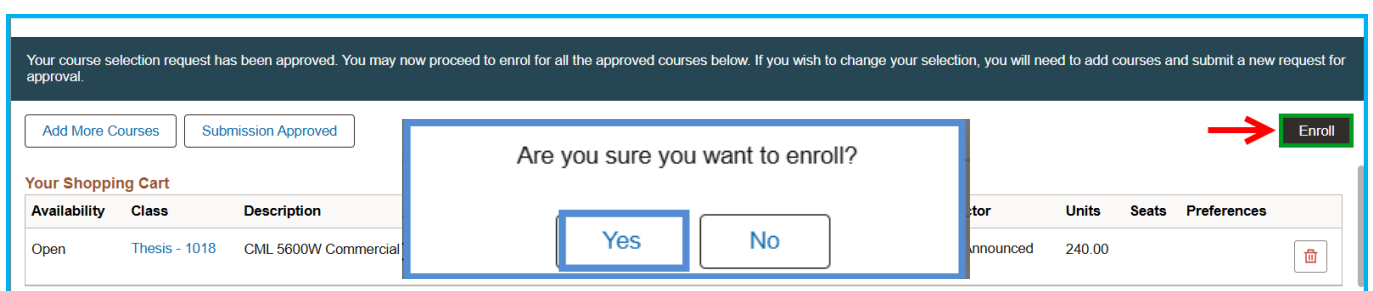


**Decline Status:** In cases where the faculty staff member requires you to re-start your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the "Request Approval" button, adding a comment and submitting the request.



**Submission Approved:** In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the "Enroll" button, as well as Step 13 and Step 14 to finalise your registration. Instructions on how to complete Steps 12- 14 and accessing your Proof of Registration, follow on the next pages.

Once approved your status will change and you will be able to enrol:





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 >

✓

**CML 5600W - Commercial Law Dissertation**  
This class has been added to your schedule.



#### Indicator Meanings:

- ✓ Class successfully added to your schedule.
- X Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

If for some reason, a course/courses could not be added to your schedule at this point, please contact the faculty office 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.

### BLANK SHOPPING CART – END OF STEP 12

### CONTINUE TO STEP 13,

## STEP 13: View My Classes

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

Help

< Previous

Next >

By Class

By Date

☒ Show Enrolled Classes

☐ Show Dropped Classes

✓

**CML 5600W Commercial Law Dissertation**

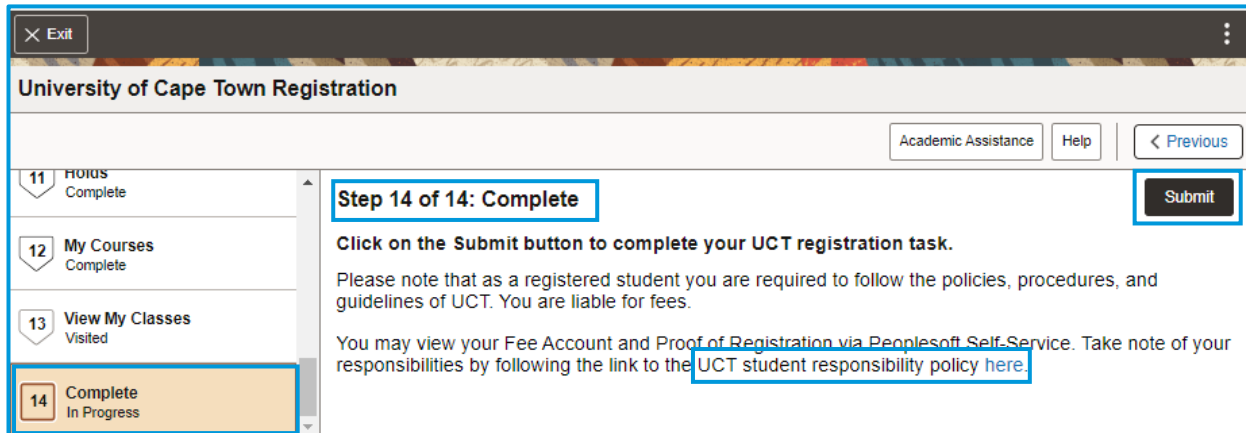
Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	240.00	Graded		LLM (Professional) Tax Law	
Class	Meeting Dates	Days and Times	Room		
Thesis - 1018	16/02/2026 - 20/11/2026	Schedule: To be Announced	To be Announced		
Enrollment Deadlines		No Exams Scheduled			

>



## STEP 14: Complete

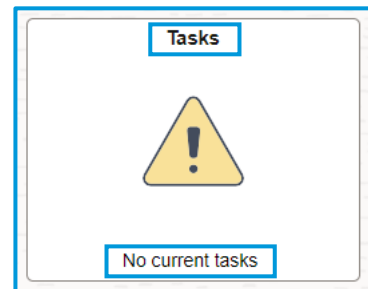
The **Complete** page opens (final step in the Registration Activity Guide). Read the information and click **Submit** to finalise your registration.



The screenshot shows the 'University of Cape Town Registration' interface. On the left is a progress sidebar with four steps: 11 HOURS Complete, 12 My Courses Complete, 13 View My Classes Visited, and 14 Complete In Progress (highlighted). The main content area is titled 'Step 14 of 14: Complete' and contains instructions to click the 'Submit' button. It also includes a note about following UCT policies and a link to the UCT student responsibility policy. A 'Submit' button is located in the top right corner of the main content area. Navigation links for 'Academic Assistance', 'Help', and '< Previous' are at the top right.

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.



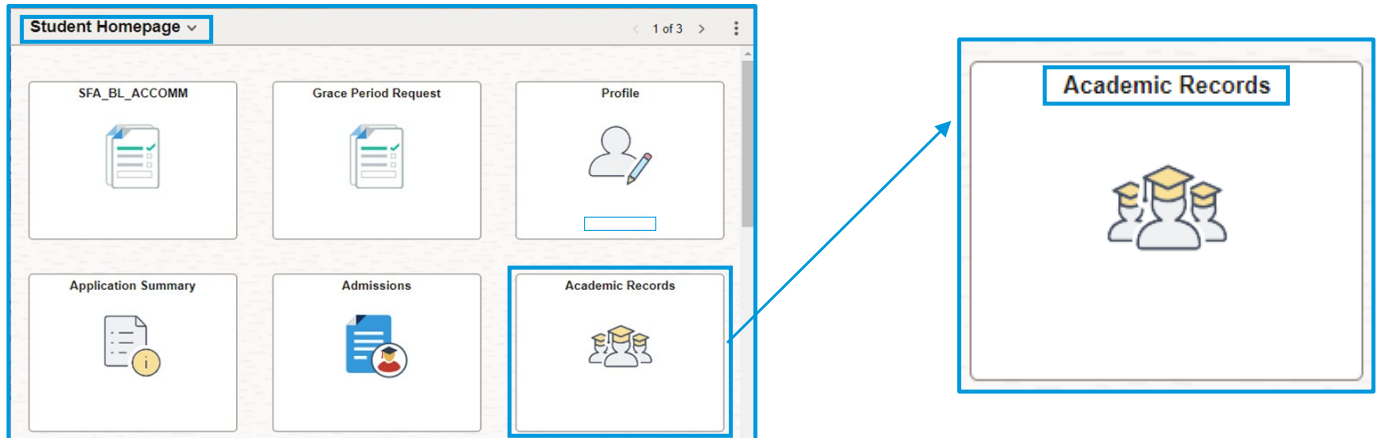
### END OF REGISTRATION PROCESS

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 'Proof of Registration' page displays the following information:

**Term Selection**  
Select Term: 2024

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

Course #	Description #	Status
ACC 2022H	Management Accounting I	Not Started
ACC 2023H	Taxation I	Not Started
ECO 2003F	Microeconomics II	Not Started
CML 1004S	Business Law I	Not Started
FTX 2024S	Financial Management	Not Started

**EMAIL**

Select term and click **Email**