



UCT REGISTRATION STUDENT GUIDE

FACULTY OF SCIENCE POSTGRADUATE

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 Guide. Completing these steps is crucial for your successful registration.

This guide covers the registration process for SCI PG studies.

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 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/>

Accessing the Registration Task

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 Task.

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

Registration consists of 14 steps that can be completed to finalize your registration. Some steps are essential and cannot be skipped while others are optional

To register as a student at UCT, you must successfully complete your registration task.

NOTE:

- The **Introduction** outlines important information about the registration task and includes details on where to find academic and technical help. It also a link to the UCT Student Responsibility Policy page.
- The **Privacy Statement** highlights crucial information regarding the use of your 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 highlights that all correspondence between you and the university will be conducted via your UCT email account.

Additional information, when needed, is denoted with: 

The screenshot shows a list of 14 registration steps. The steps are as follows:

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



STEP 1: Introduction

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

University of Cape Town Registration

Introduction
Visited

Declaration
Not Started

Additional Information
Not Started

Personal Details (Optional)
Not Started

Biographic Details (Optional)
Not Started

Contact Details (Optional)
Not Started

Introduction

Welcome to University of Cape Town Registration

This registration task will allow you to:

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

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

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

Help | Next >

STEP 2: Declaration

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

University of Cape Town Registration

Introduction
Visited

Declaration
In Progress

Additional Information
Not Started

Personal Details (Optional)
Not Started

Biographic Details (Optional)
Not Started

Contact Details (Optional)
Not Started

Declaration

PRIVACY STATEMENT FOR REGISTRATION AT UCT

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

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

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

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

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

Help | < Previous | Accept

NB: All correspondence between UCT and a student is via the UCT email account.

Tip: Once you "Accept" the Declaration, you can print this page for safe keeping by clicking the Print button.



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.

University of Cape Town Registration

Introduction
Visited

Declaration
Complete

Additional Information
In Progress

Additional Information

Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

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

Note: This question is only an indicator of whether you believe you will be completing your qualification 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!

X



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

The screenshot shows a registration interface with a header 'University of Cape Town Registration' and buttons for 'Help', '< Previous', 'Next >'. On the left, there's a sidebar with 'Introduction' (Visited) and 'Declaration' (Complete). The main content area is titled 'Additional Information' with the sub-instruction 'Please Answer all the question below truthfully.' A 'Save Answers' button is visible. The 'Expected Graduation Year' field is highlighted with a red border.

Requiring MoU/PPA – Questions

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

The screenshot shows the 'Step 3 of 14: Additional Information' page. It includes a note 'Please Answer all the question below truthfully.' and a 'Save Answers' button. Two questions are listed: '1. Are you expecting to complete your qualification this year?' and '2. Are you required to register for your dissertation or minor dissertation this year?'. Each question has a dropdown menu with 'Yes' and 'No' options. Below the questions, there are 'Research' and 'Dissertation' icons.

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 only an indicator of whether you believe you will be completing your qualification 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.

Completed Instructions

Thank You!

Which option do you need to select?

- If you are only required to complete the coursework components in the current year, select "No".
- 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: Personal Details.

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

Declaration
Complete

Additional Information
Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

STEP 4: Personal Details

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

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

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction
Visited

Declaration
Complete

Additional Information
Complete

Personal Details (Optional)
Visited

Biographic Details (Optional)
Not Started

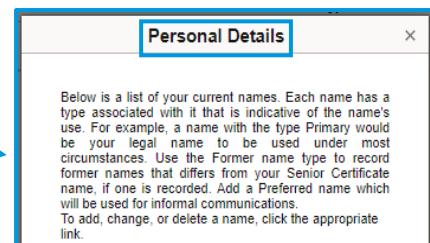
Personal Details (Optional)
Confirm

Personal Details (Optional) ⓘ

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

Names

Name	Type
[REDACTED]	Primary
[REDACTED]	Preferred



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

Step 4 of 14: Personal Details (Optional) ⓘ

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

Names

Name	Type	Names
Michael Whaley	Primary	>
Michael Whaley	Preferred	>

[+]



STEP 5: Biographical Details

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

University of Cape Town Registration

Biographic Details (Optional) ?

Demographic Details

Field	Value
Gender	██████████
Marital Status	██████████
Home Language	██████████
Disabilities	██████████

Self Declared Race >

Confirm

Cancel

Edit Details

*Self Declared Race

African
Chinese
Coloured
Indian
No Information
White

Save

Introduction
Visited

Declaration
Complete

Additional Information
Complete

Personal Details (Optional)
Complete

Biographic Details (Optional)
Visited

Contact Details (Optional)
Not Started

Help

Previous

Next >

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.

University of Cape Town Registration

Contact Details (Optional)

All communication between UCT and a student is via the UCT email account.

Email 0

+ 1

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

Phone 0

+ 1

Phone	Type	Preferred
██████████	SA Cellular	✓
██████████	Home (Phone)	✓

Confirm

Introduction
Visited

Declaration
Complete

Additional Information
Complete

Personal Details (Optional)
Complete

Biographic Details (Optional)
Complete

Contact Details (Optional)
Visited

Addresses (Optional)
Not Started

Emergency Contacts (Optional)
Not Started

Help

Previous

Next >

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

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



STEP 7: Addresses

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

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.

If no emergency contact details are captured, click on **Add Contact**

If emergency contact details are captured, and you would like to add another emergency contact, 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

Help < Previous Next >

Communication Preferences (Optional)

My Communication Preferences

Language English

Method E-Mail

Communication Permissions

We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.

Parent Yes

Fee Payer Yes

Email Address

Email Address

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

Help < Previous Next >

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

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

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

Agreement Date 07/10/2025

Confirm

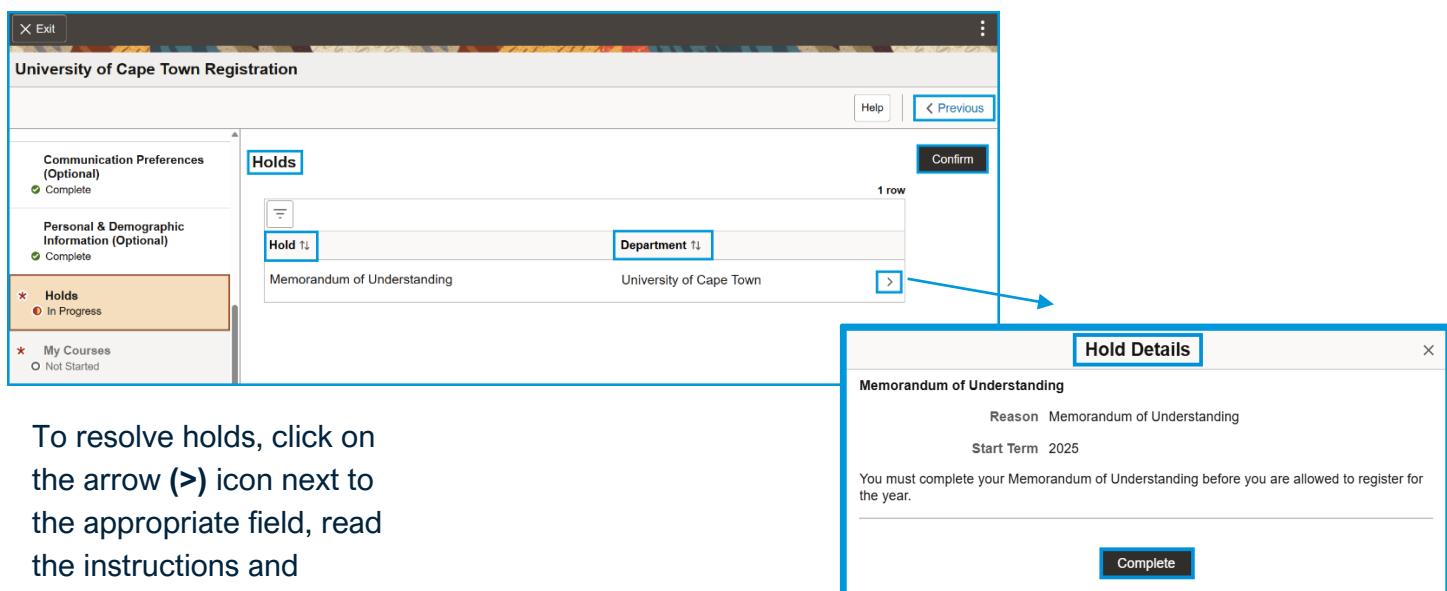


STEP 11: Hold

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

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.

WITH HOLDS

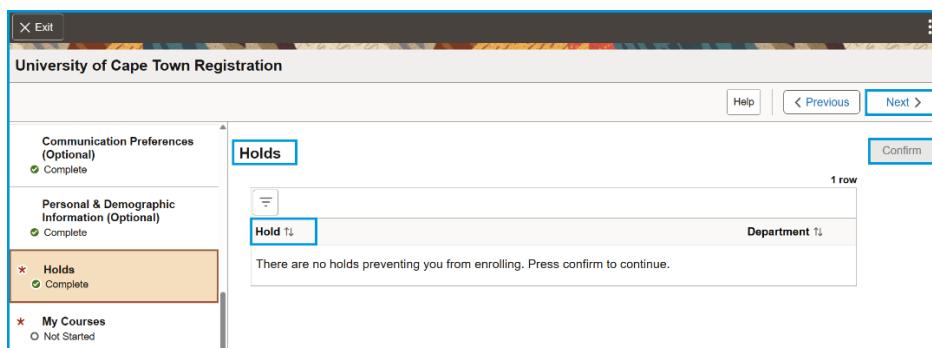


The screenshot shows the University of Cape Town Registration interface. On the left, there is a sidebar with 'Communication Preferences (Optional)' and 'Personal & Demographic Information (Optional)'. The 'Holds' section is highlighted with a red box. It shows a 'Hold' row for 'Memorandum of Understanding' with a 'Department' column. A blue arrow points from the 'Hold' field to a 'Hold Details' modal window. The modal window displays the 'Memorandum of Understanding' hold with a 'Reason' of 'Memorandum of Understanding', 'Start Term' of '2025', and a message: 'You must complete your Memorandum of Understanding before you are allowed to register for the year.' A 'Complete' button is at the bottom.

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. The 'Holds' section is highlighted with a red box. It displays a message: 'There are no holds preventing you from enrolling. Press confirm to continue.' A blue arrow points from this message to the 'Confirm' button.



STEP 12: My Courses

Click on Step 12.

University of Cape Town Registration

Help | < Previous

Introduction	Complete	Registration Closed
* Declaration	Complete	You are active for the following programme/plan. Please note that registration for your programme/plan is closed.
* Additional Information	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: MSc (90 crsewrk/90 diss) (SM004) /Information Technology (SM004CSC06) To start selecting your courses, please click on the “Select My Curriculum” button

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

Select My Curriculum

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.

Courses that must be taken in SD001 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>	▼ and	SD001STA04 - Specialisation in Statistical Science	Core Courses	
<input checked="" type="checkbox"/>	★	STA 6001W: Statistical Sciences Thesis	Core Courses	360.00

Credit Summary:

Year Planned	360	Year Enrolled	0	Year Passed	0
Program Planned	360	Program Enrolled	0	Program Passed	0

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

On clicking Save and Continue, the 'Schedule' page opens. **Click Proceed to Registration** to finalise your shopping cart.

Schedule

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

[Cancel](#) [Proceed to Registration](#)

Note: If you need to make a 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 **Enroll** to finalise Step 12

Program Enrollment

You are active and ready to enroll for the following programme/plan: PhD (SD001) /Statistical Sciences (SD001STA04) 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 - 1517	STA 6001W Statistical Sciences Thesis	Full Year				360.00		

More meeting details available

Once you have clicked Enroll, 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 >](#)

STA 6001W - Statistical Sciences Thesis
This class has been added to your schedule.

Indicator Meanings:

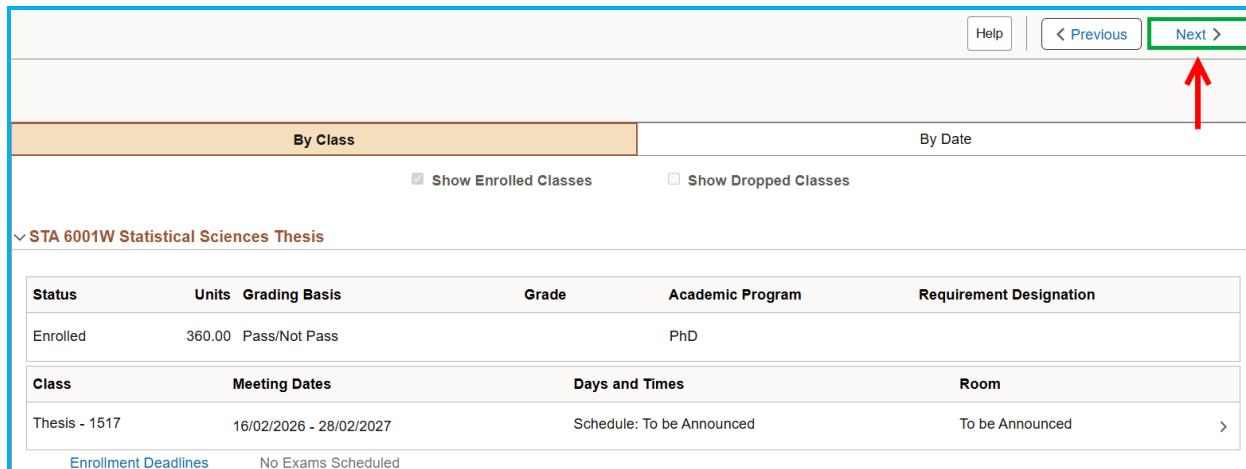
Class successfully added to your schedule.
 Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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.



STEP 13: View My Classes

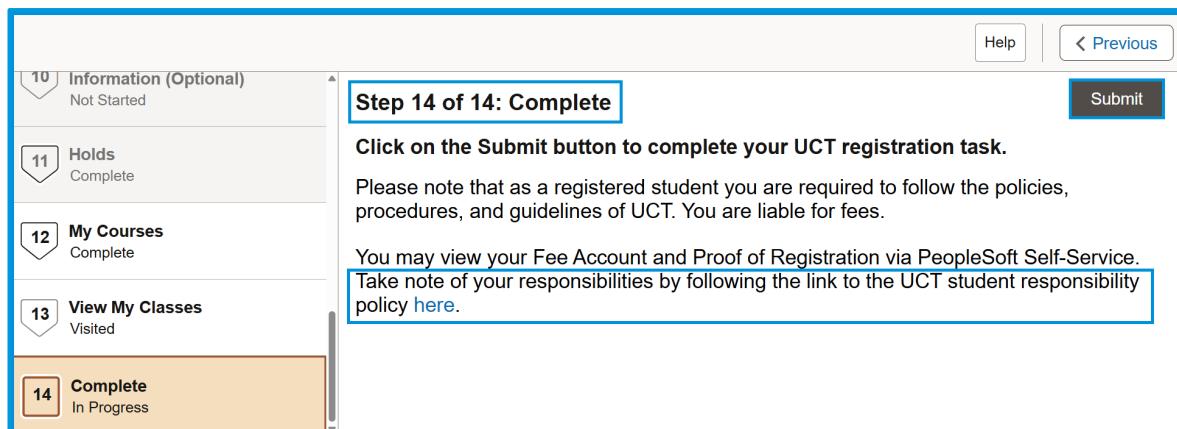
The **View My Classes** page opens. **View** details and **click Next** to continue.



The screenshot shows the 'View My Classes' page. At the top, there are buttons for 'Help', '< Previous', and 'Next >'. Below this is a navigation bar with 'By Class' (selected) and 'By Date'. Underneath are two checkboxes: 'Show Enrolled Classes' (checked) and 'Show Dropped Classes'. A section titled 'STA 6001W Statistical Sciences Thesis' is shown, with a table of details. The table includes columns for Status, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. The status is 'Enrolled', units are '360.00', grading basis is 'Pass/Not Pass', grade is 'PhD', and academic program is 'Requirement Designation'. Below this is another table for 'Meeting Dates', 'Days and Times', and 'Room'. The meeting date is 'Thesis - 1517' (16/02/2026 - 28/02/2027), days and times are 'Schedule: To be Announced', and room is 'To be Announced'. Enrollment deadlines are listed as 'No Exams Scheduled'.

STEP 14: Complete

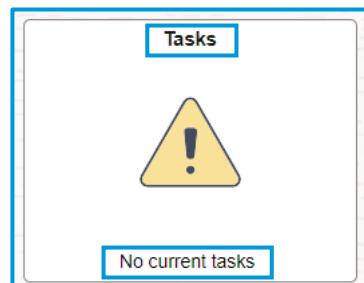
The **Complete** page opens (final step in the Registration Activity Guide). **Read the information** and **click Submit** to finalise your registration.



The screenshot shows the 'Complete' page. On the left, a sidebar lists steps 10 through 14: 'Information (Optional) Not Started', 'Holds Complete', 'My Courses Complete', 'View My Classes Visited', and 'Complete In Progress'. Step 14 is highlighted with an orange box. 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 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](#).' A 'Submit' button is located in the top right corner of this area.

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.



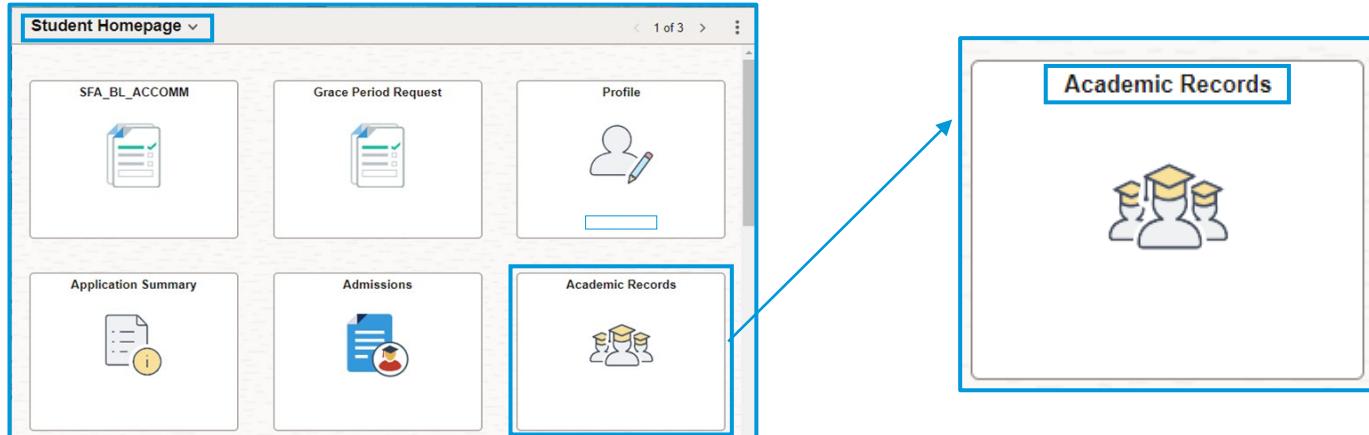
END OF REGISTRATION PROCESS

If you have successfully completed all steps, you are now registered for courses 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 of the page.

The screenshot shows the 'Proof of Registration' page. On the left, a sidebar lists various options: Course History, View Grades, View Academic Record, Communication List, Progress Report, Change of Curriculum, Cancellation of Registration, **Proof of Registration** (which is highlighted in green), Mid Term Course Grade Average, and Proof of Qualification. The main content area is titled 'Proof of Registration' and shows 'Term Selection' with a dropdown menu set to '2023'. Below this, 'Academic Information' is listed: Career 'Masters', Level 'Sixth Year', and Program 'EM023 MSc (Eng) (by dissertation)'. A table shows a course entry: 'EEE' under 'Course', '5000W' under 'Description', and 'GIP' under 'GIP'. At the bottom is a 'EMAIL' button.

Select the term and click 'Email'