UCT REGISTRATION
STUDENT GUIDE

FACULTY OF SCIENCE
UNDERGRADUATE
Programme Enrolment

STUDENT SYSTEMS SUPPORT

INTRODUCTION

Welcome to the registration process!

To become a registered student at the University of Cape Town, follow the steps outlined in this Registration Guide.

This guide covers the registration process for SCI UG studies:

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

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:
https://studentsonline.uct.ac.za/

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

Email: icts-helpdesk@uct.ac.za
Phone: +27 (0)21 650 4500
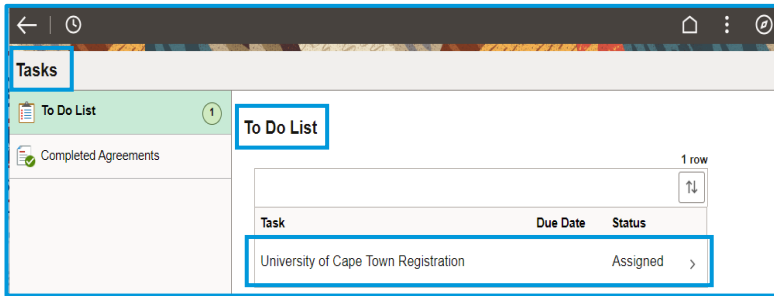Link: https://password.uct.ac.za/

Access Activity Guide

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

Tip: The "Tasks" tile is usually found towards the top of the "Student Homepage."
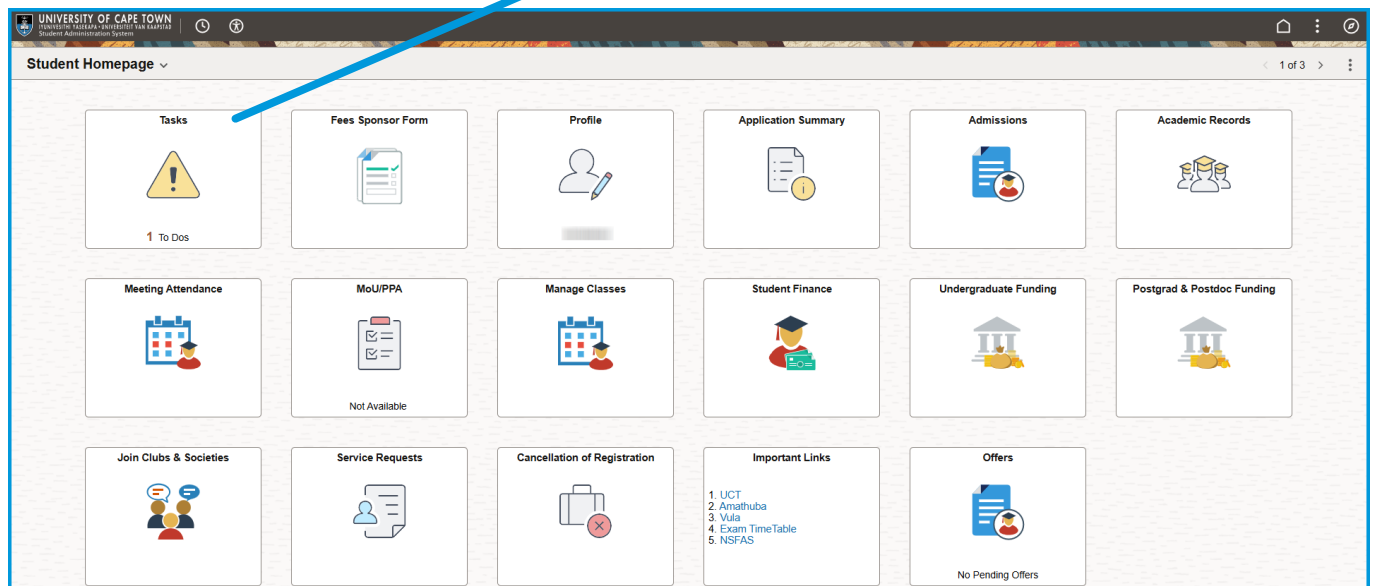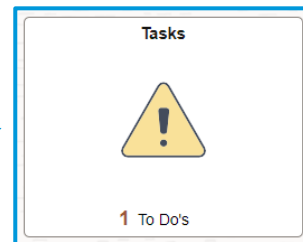
On the **Tasks** page **To Do List**, **click** on **University of Cape Town Registration** to **open** the **Registration Task**.

The Registration Activity Guide 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:

STEP 1: Introduction

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

STEP 2: Declaration

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

The declaration confirms that all correspondence from UCT to a student is via the UCT email account. Similarly, all student email communication with UCT must be sent from 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 results 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. You will receive the questions relevant to your year of study. 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.

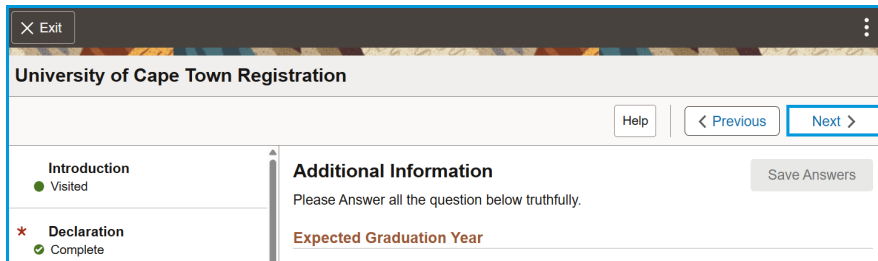Note: Once you answered all questions, click Save Answers and follow the prompts to continue.

This question is only an indicator of whether you believe you will be completing your qualification in the current year.
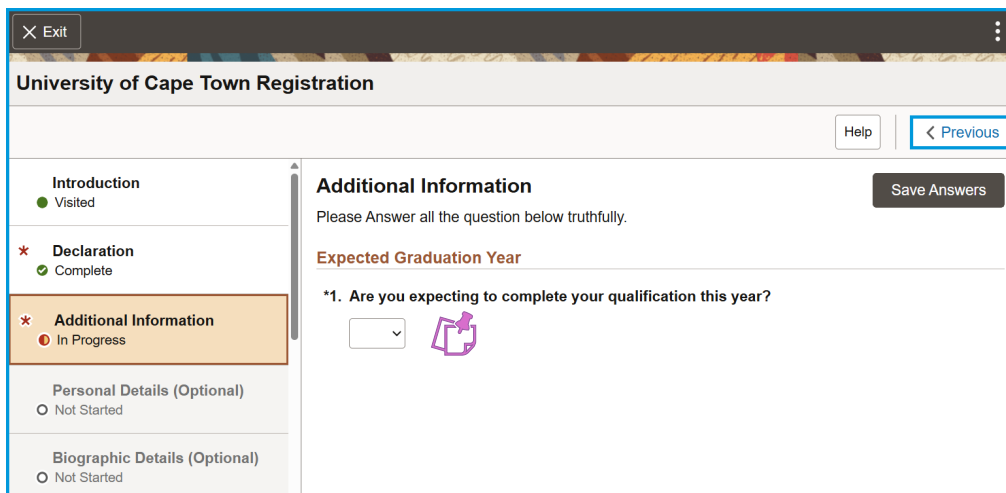
Students who are eligible will receive the Laptop question in Step 3. If you select "Yes" (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up of the device. For more information, please visit: UCT Laptop Allocation.

Once saved, click **Next** to continue to step 4.
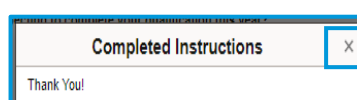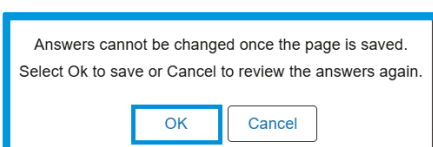
Returning Undergraduate Students – Questions

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.
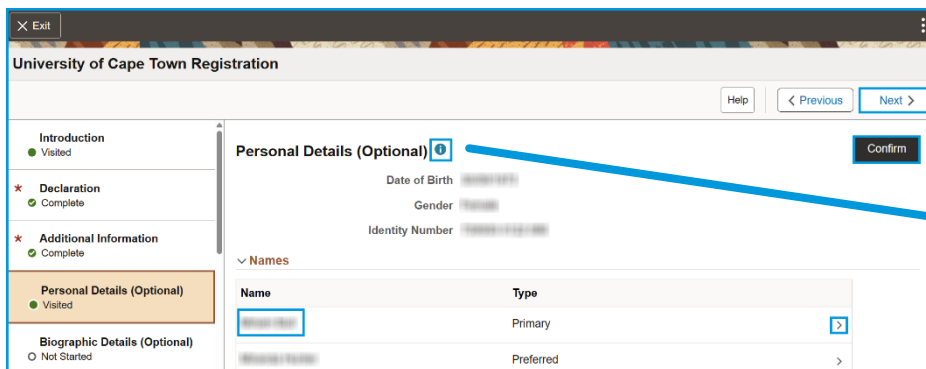
Once saved, click **Next** to continue to step 4.
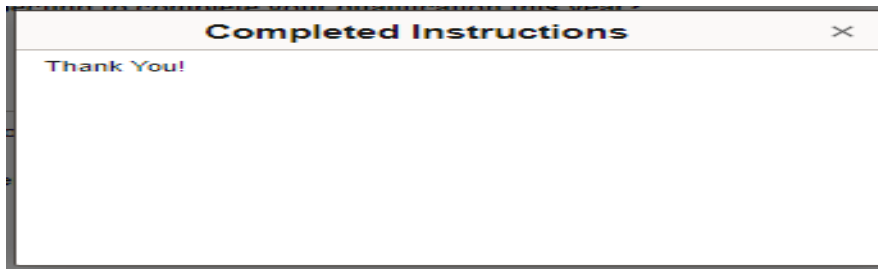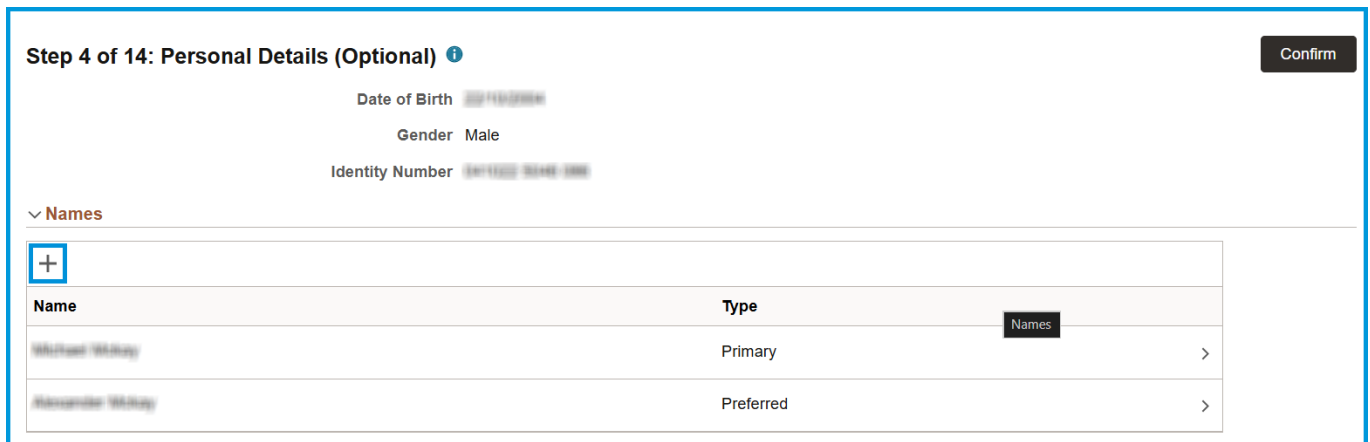
STEP 4: Personal Details

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

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

To add another "Name" item, click on the plus **(+)** 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.
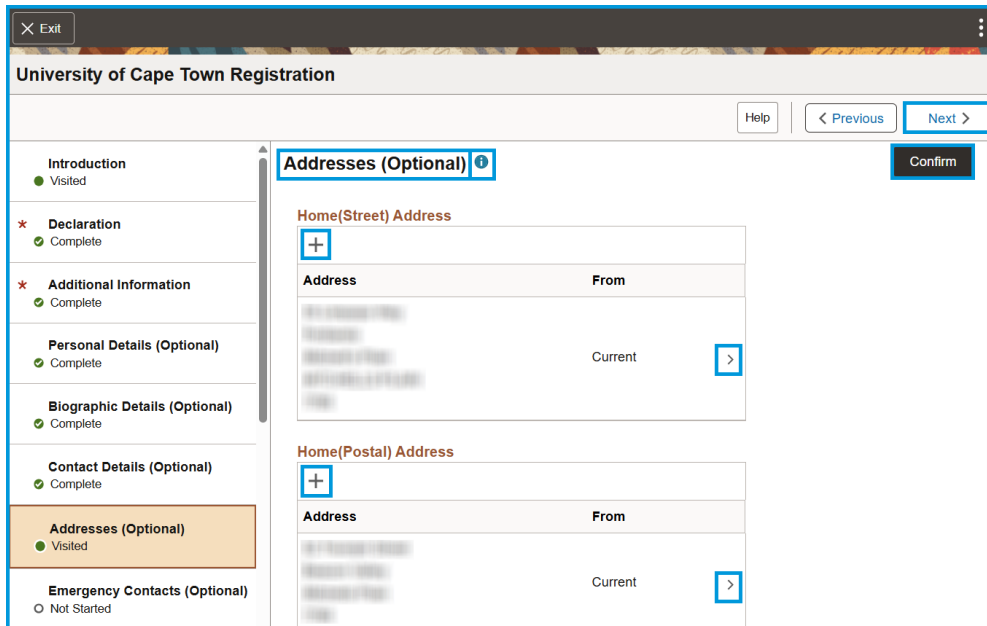
To edit/delete/update "Email" and "Phone" items, click on the arrow **(>)** icon next to the appropriate field.

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.
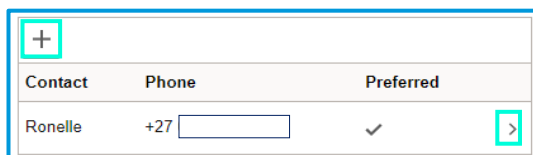
STEP 8: Emergency Contacts

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

In 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

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

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

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.

University of Cape Town Registration		

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Registration Closed

Introduction
✓ Complete

✱ Declaration
✓ Complete

✱ Additional Information
✓ Complete

You are active for the following programme/plan: ▉ Please note that registration for your programme/plan is closed.

Please contact Student Systems Support or your faculty to obtain further details regarding the date when registration for your programme/plan opens.

NOTE

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

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

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

Program Enrollment

You are active and ready to enroll for the following programme/plan: Bachelor of Science SB001 (SB001) 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

NOTE

All Students: If at this point you want to change your programme/plan (= your majors), you need to follow the process outlined below. As soon as your change t has been actioned, you can finalise your Registration Process by continuing with Step 12

PLEASE NOTE

If at this point you do not want to change the majors, proceed to select the required courses for the majors

Changing your Major

Majors can be changed by a new, first-year student, otherwise you need to consult with an advisor to change majors.

First-year undergraduate students

Faculty of Science – Changing Majors
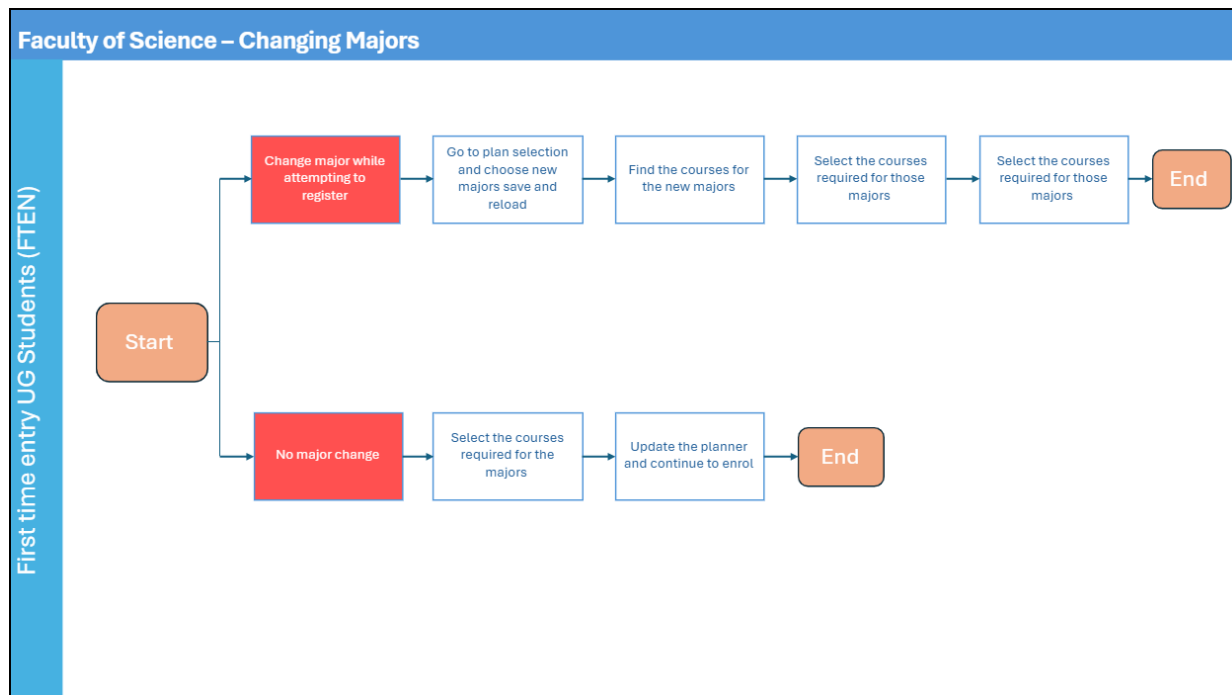
Returning undergraduate students
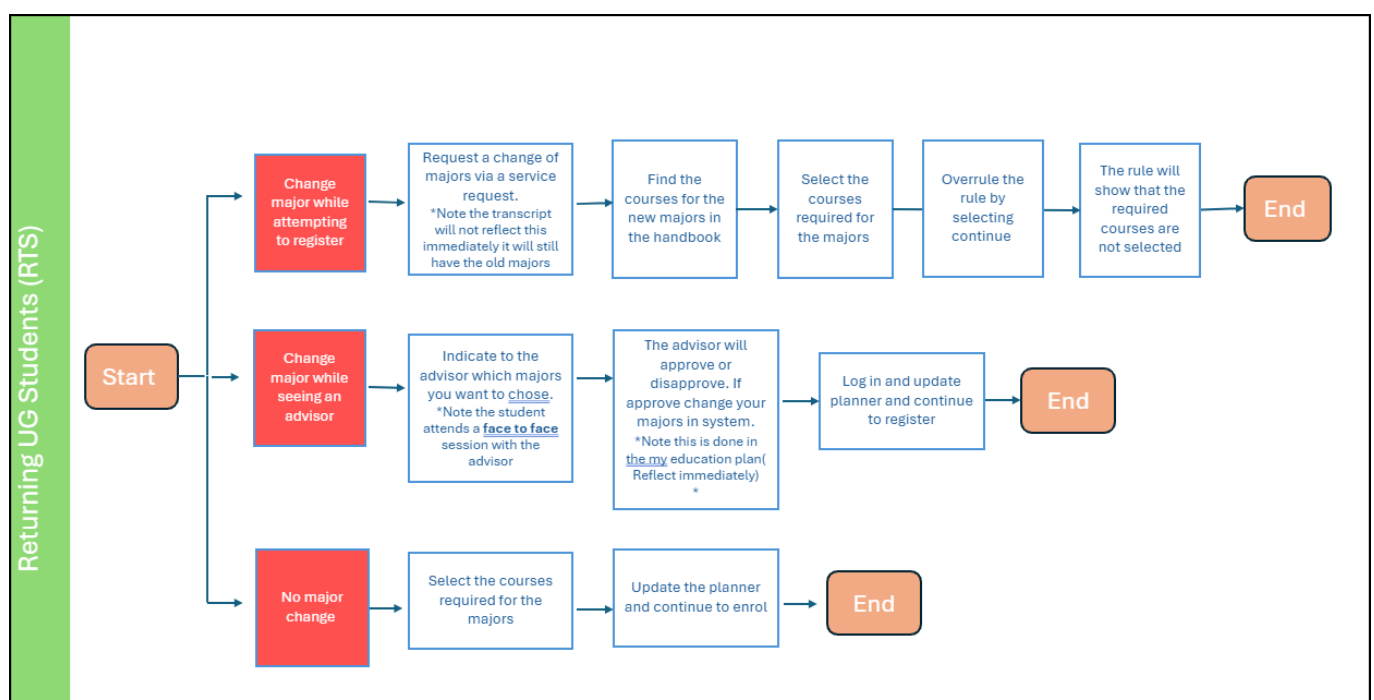
Expand the **Plan Selection** section on the **Education Planner** page.

Click the **Magnifying Glass icon** to search for your adjusted plan.

Education Planner

∨ Plan Selection

Student Active Plan Combination

Academic Plan	Description
SB001CEM01	Chemistry
SB001HUB17	Human Anatomy & Physiology

Adjusted Plan Combination

Academic Plan	Description		
[🔍] ←		[+]	[−]

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]

Select your desired plan from the Look Up pop-up page.

View 100 |< < [1-22 of 22 ∨] > >|

Academic Plan	Description	Selected for Change
SB001AGE01	Archaeology	Yes
SB001AST02	Astrophysics	Yes
SB001BIO05	Marine Biology	Yes

After your selection, click the **Save and Reload** button.

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] ←

Consult the handbook or Require Course Summary to find the required courses for the majors

Education Planner

To view your required courses, please make use of the following:

Required Course Summary ⬅

Handbook ⬅

Selecting your Courses

Tick the appropriate **boxes** to **select** your **Courses.** Once all **prompts** are **followed** and **all courses** are **selected**, **Click the Save** and **Continue button.**

Education Planner

Courses that must be taken in SB001 - Year 1:

Select	Status	Item	Category	Credits
		▽ **SB001 Year 1 Science Courses**	Core Courses	
☐		ACC 1006F: Financial Accounting	Legacy Science Courses	18.00
☑	★	*or* BIO 1000F: Cell Biology	Science Courses	18.00
☑	★	*or* BIO 1004S: Biological Diversity	Science Courses	18.00
☑	★	*or* CEM 1000W: Chemistry 1000	Science Courses	36.00

Credit Summary:

Year Planned	144	**Year Enrolled**	0	**Year Passed**	0
Program Planned	144	**Program Enrolled**	0	**Program Passed**	0

Save	**Save and Continue** ⬅	Return to Registration

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

Schedule

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM	● MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING ● MAM 1032S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0230 PENDING	● MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING ● MAM 1032S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0230 PENDING	● MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING ● MAM 1032S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0230 PENDING	● MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING ● MAM 1032S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0230 PENDING	● MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING ● MAM 1032S - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM2 0230 PENDING		
9:00AM	● CEM 1000W - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session 1 0230 PENDING	● CEM 1000W - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session 1 0230 PENDING	● CEM 1000W - LG01 Lecture 9:00AM - 10:00AM Location: TBA Session 1 0230 PENDING	● CEM 1000W - LG01 Lecture PENDING	● CEM 1000W - LG01 Lecture PENDING		

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: Bachelor of Science SB001 (SB001) 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	Lecture - 1655	BIO 1000F Cell Biology	Semester One	More meeting details available			18.00			🗑
	Prac - 1656			To be Announced	To be Announced	To be Announced				

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

Are you sure you want to enroll?

[Yes]   [No]

★ 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 **X** indicator.

Click Next to continue to Step 13.

| | Help | ‹ Previous | Next › |

✔ **BIO 1000F - Cell Biology**
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.

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

∨ BIO 1000F Cell Biology

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Bachelor of Science SB001	

| Class	Meeting Dates	Days and Times	Room
Lecture - 1655	16/02/2026 - 27/03/2026	Days: Monday to Friday Times: 12:00PM to 1:00PM	To be Announced
	07/04/2026 - 20/05/2026	Days: Monday to Friday Times: 12:00PM to 1:00PM	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.

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10	Information (Optional) Not Started
11	Holds Complete
12	My Courses Complete

Step 14 of 14: Complete

Submit

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.

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.
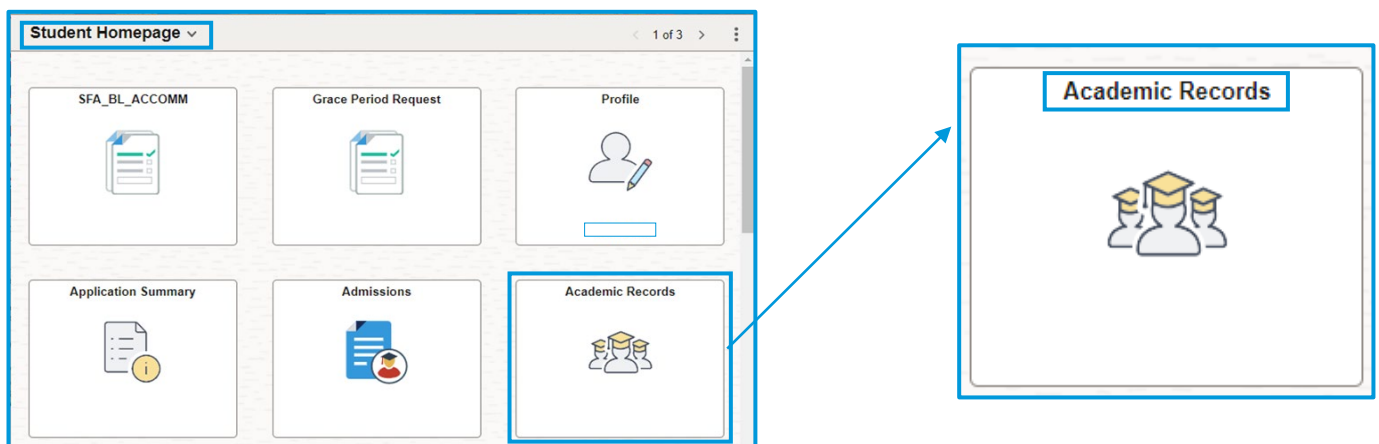
You are reminded again where you can view the UCT Student Responsibility Policy page.
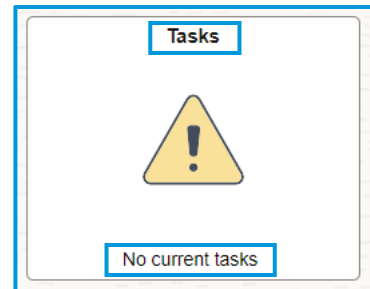
END OF REGISTRATION PROCESS

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

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.

Select the term and click '**Email**'