



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, please meticulously follow all the steps outlined in this Registration Activity Guide. Completing these steps is crucial for your successful registration.

This guide covers the Programme Enrolment (PE) registration process for SCI UG studies:

The registration process relevant to you will be indicated by the Science 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 Phone: +27 (0)21 650 5227

STEPS OVERVIEW

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





Sign into PeopleSoft

Use the following link to access the PeopleSoft Student site:

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

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

Email: icts-helpdesk@uct.ac.za

Phone: +27 (0)21 650 4500

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

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

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

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

User ID / Campus ID

Password

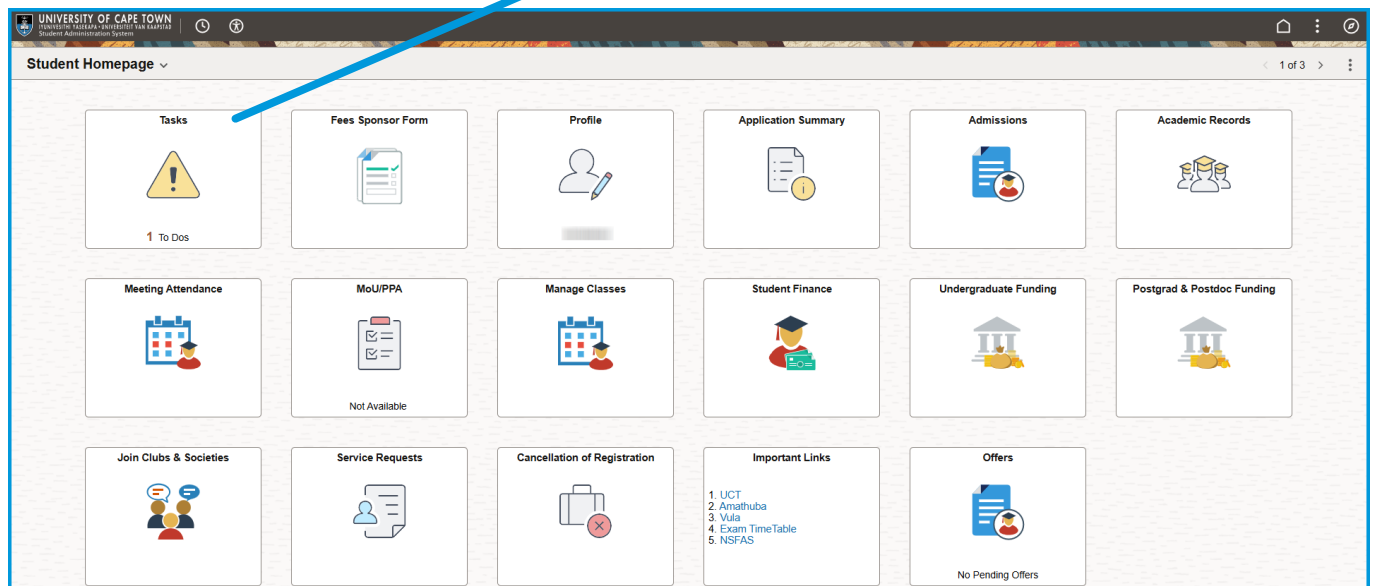
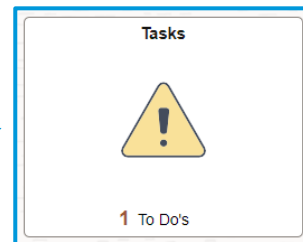
Sign In

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

Access Activity Guide

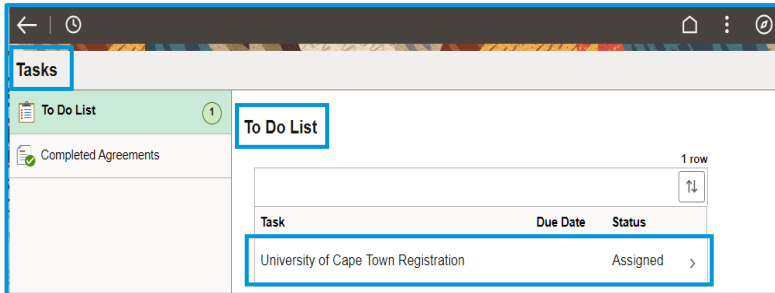
On the **Student Home Page**, click on the **Tasks** tile

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





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



ACTIVITY GUIDE

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

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

NOTE:

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

Additional information, when needed, is denoted with: 

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



STEP 1: Introduction

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

University of Cape Town Registration

Help Next >

Introduction
● Visited

★ **Declaration**
○ Not Started

★ **Additional Information**
○ Not Started

Personal Details (Optional)
○ Not Started

Biographic Details (Optional)
○ Not Started

Contact Details (Optional)
○ Not Started

Introduction

Welcome to University of Cape Town Registration

This registration task will allow you to:

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

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

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

STEP 2: Declaration

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

University of Cape Town Registration

Help < Previous

Introduction
● Visited

★ **Declaration**
● In Progress

★ **Additional Information**
○ Not Started

Personal Details (Optional)
○ Not Started

Biographic Details (Optional)
○ Not Started

Contact Details (Optional)
○ Not Started

Declaration

PRIVACY STATEMENT FOR REGISTRATION AT UCT

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

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

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

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

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

Accept

The declaration has been expanded to include that all correspondence between UCT and a student is via the UCT email account. Similarly, all student email communication with UCT will be from their UCT email account

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



DECLARATION

Without prejudice to the terms of my application for admission, I make the following declarations:

1. I will abide by the University's rules.
2. I accept, agree and understand that all communication between UCT and a student is via the UCT email account. Similarly, my email communication with UCT will be from my UCT email account for as long as I am a registered UCT student. (See Student Responsibilities in step 1 for detail.)
3. I hold myself responsible for:
 - 3.1. the payment of all fees and charges due and payable by me to UCT each year.
 - 3.2. any arrears and interest on arrears as defined in this year's fee booklet, and
 - 3.3. any costs of recovery, including attorney-and-client scale fees and/or collection commission.
4. I agree and choose as my domicilium citandi et executandi, the home address as provided on PeopleSoft, for all purposes relating to this agreement, including giving any notice, the serving of any process and for any other purposes arising out of this agreement and I agree that any change to such address, which I acknowledge may only be to another street address, will only become effective 10 days after updating UCT.
5. If I do not inform the Registrar in writing of withdrawal from studies or a course by the prescribed date(s) I will be liable for full fees even if I do not make use of UCT facilities.
6. UCT does not accept any responsibility for incorrect information or banking details I provided on PeopleSoft and the onus is on me to ensure that the information and data is up to date, complete and accurate.
7. I accept, agree and understand that: UCT may keep and process data and documents in electronic format.
8. I declare that if I had previously been enrolled at another institution, I have disclosed this. I note that if I have not declared my previous enrolment(s) elsewhere when applying, my registration may be terminated and/or disciplinary action may be taken against me.
9. I have not been expelled, rusticated, or excluded from any other University.
10. I accept that concurrent registration in another programme at UCT or any other institution is not allowed without Senate permission and failure to declare concurrent registration may result in de-registration.
11. I waive all claims against UCT for: any damage or loss suffered while I am, or as a consequence of my being, a UCT student and/or arising out of loss or destruction of, or damage to, any property belonging to me or any other person.
12. If I am a minor, I have the consent of my parent(s)/guardian to sign this form.
13. The information given on this form is complete and accurate.

Agreement Date 07/10/2025

Printable Page

Step 3: Additional Information

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

First-year Undergraduate Students - Questions

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

University of Cape Town Registration

Help < Previous

Introduction
● Visited

★ Declaration
● Complete

★ Additional Information
● In Progress

Personal Details (Optional)
○ Not Started

Biographic Details (Optional)
○ Not Started

Contact Details (Optional)
○ Not Started

Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

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

Laptop

By clicking NO: You confirm that you are not interested in purchasing a laptop. By clicking YES: You confirm that you are interested in purchasing a laptop.

*2. Are you interested in receiving a laptop from UCT?

Save Answers

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

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

OK Cancel

Completed Instructions

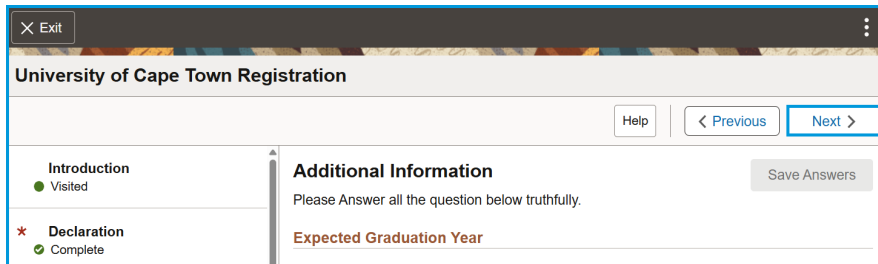
Thank You!



This question is simply to determine whether you believe you will be completing your qualification and graduating in the current year. Typically, first-year students do not graduate in the same year.



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

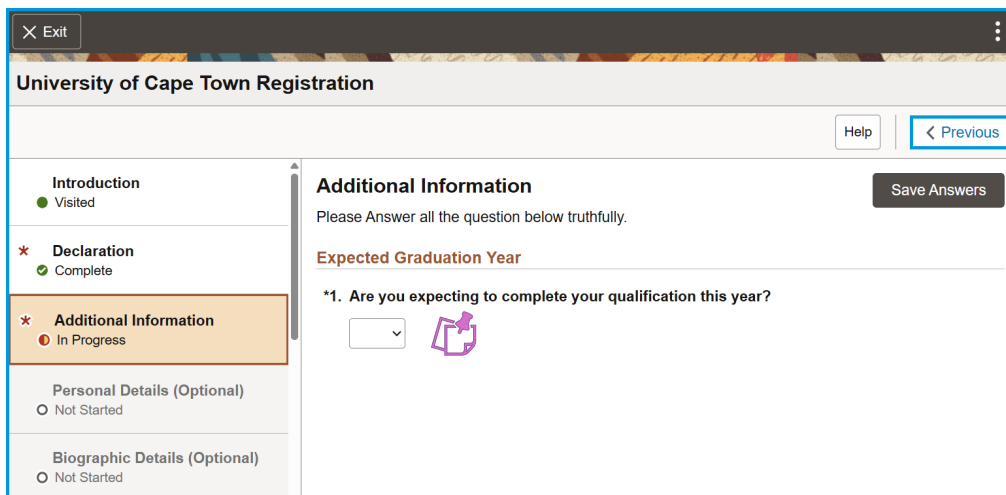


The screenshot shows the 'University of Cape Town Registration' form. On the left, a sidebar lists sections: 'Introduction' (Visited), 'Declaration' (Complete), and 'Additional Information' (In Progress). The main area is titled 'Additional Information' and contains the instruction 'Please Answer all the question below truthfully.' Below this is a question labeled 'Expected Graduation Year' with a dropdown menu. A 'Save Answers' button is visible in the top right corner of the form area. Navigation buttons 'Previous' and 'Next' are also present.

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.

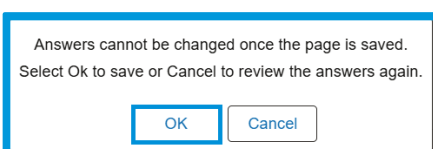


This screenshot shows the same 'Additional Information' section as before, but now with a question displayed: '*1. Are you expecting to complete your qualification this year?'. Below the question is a dropdown menu and a puzzle piece icon. The 'Save Answers' button is now greyed out. The sidebar on the left shows 'Additional Information' as 'In Progress'. The 'Previous' button is highlighted in the top right navigation area.

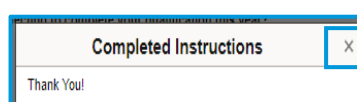


This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.

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

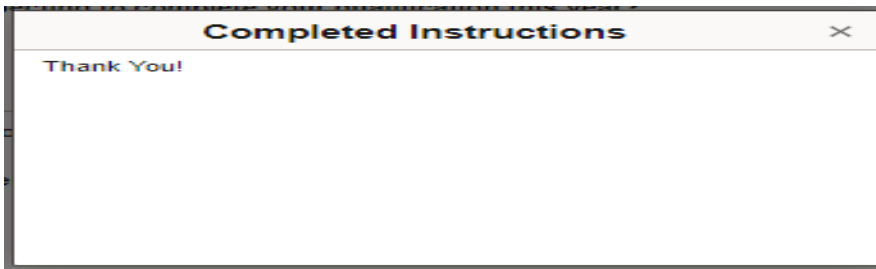


A dialog box with the text: 'Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.' Below the text are two buttons: 'OK' and 'Cancel'.



A screen titled 'Completed Instructions' with a close button (X) in the top right corner. Below the title, it says 'Thank You!'.

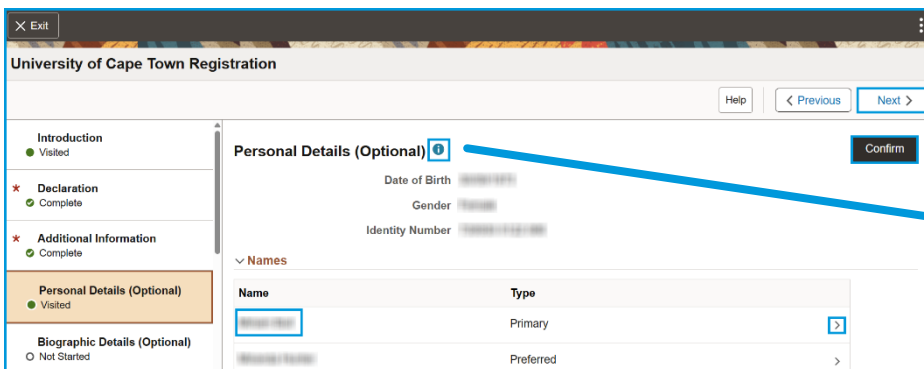
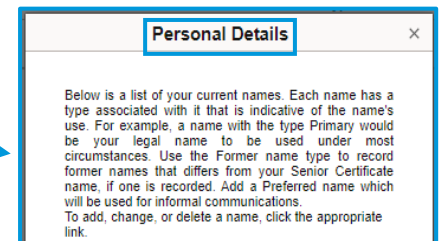
Once saved, click **Next** to continue to step 4.



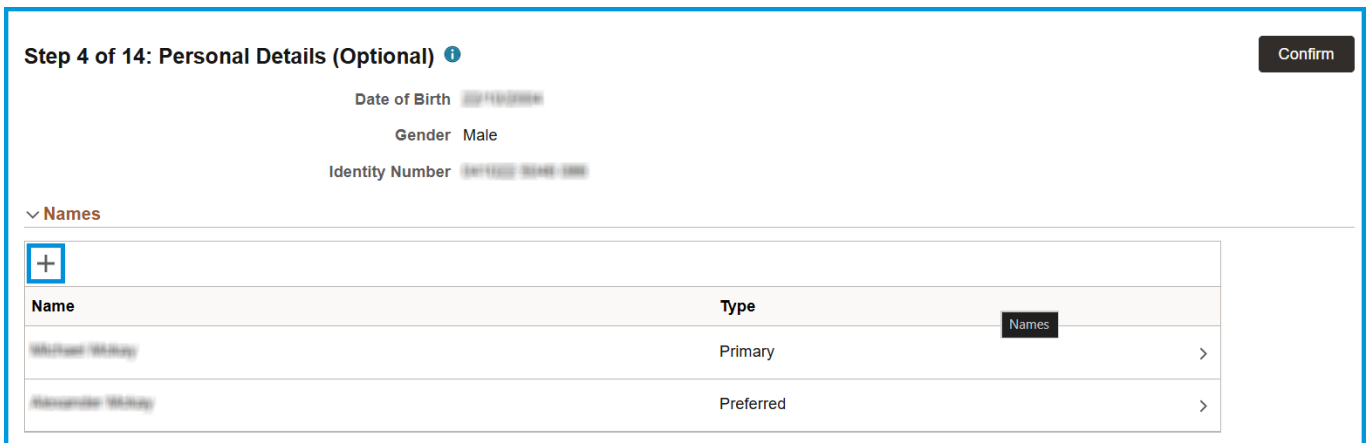
STEP 4: Personal Details

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

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

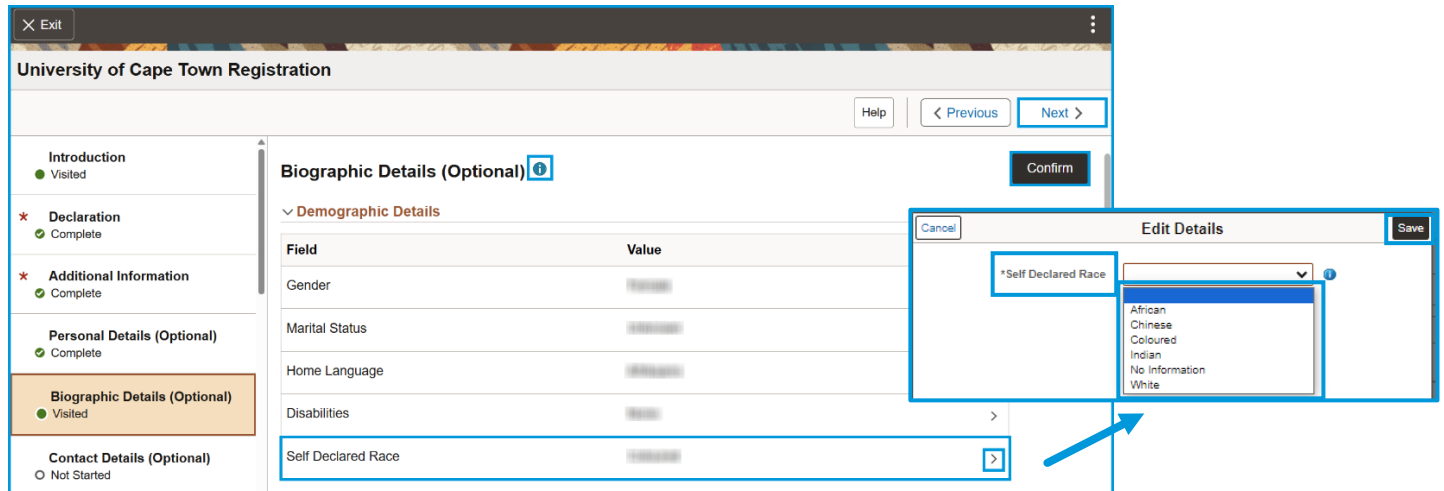
The main registration form titled "University of Cape Town Registration". It has a sidebar with steps: Introduction (Visited), Declaration (Complete), Additional Information (Complete), Personal Details (Optional) (Visited), and Biographic Details (Optional) (Not Started). The "Personal Details (Optional)" section is active. It shows fields for Date of Birth, Gender, and Identity Number. Below these is a "Names" section with a table. The table has columns "Name" and "Type". There are two rows: "Alexander Whaley" with type "Primary" and "Alexander Whaley" with type "Preferred". Each row has a right-pointing arrow icon. A blue arrow points from the "Names" section header to a "Personal Details" dialog box on the right.A dialog box titled "Personal Details" with a close button (X) in the top right corner. It 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.

A detailed view of the "Step 4 of 14: Personal Details (Optional)" form. It includes a "Confirm" button in the top right. The form shows fields for Date of Birth, Gender (Male), and Identity Number. Below these is a "Names" section with a plus (+) icon in a box. There is a table with columns "Name" and "Type". The table contains two rows: "Alexander Whaley" with type "Primary" and "Alexander Whaley" with type "Preferred". Each row has a right-pointing arrow icon. A "Names" button is located to the right of the table.

STEP 5: Biographical Details

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



University of Cape Town Registration

Help < Previous Next >

Confirm

Introduction Visited

Declaration Complete

Additional Information Complete

Personal Details (Optional) Complete

Biographic Details (Optional) Visited

Contact Details (Optional) Not Started

Biographic Details (Optional) ⓘ

Demographic Details

Field	Value
Gender	Female
Marital Status	Single
Home Language	English
Disabilities	None
Self Declared Race	Coloured >

Edit Details

Cancel Save

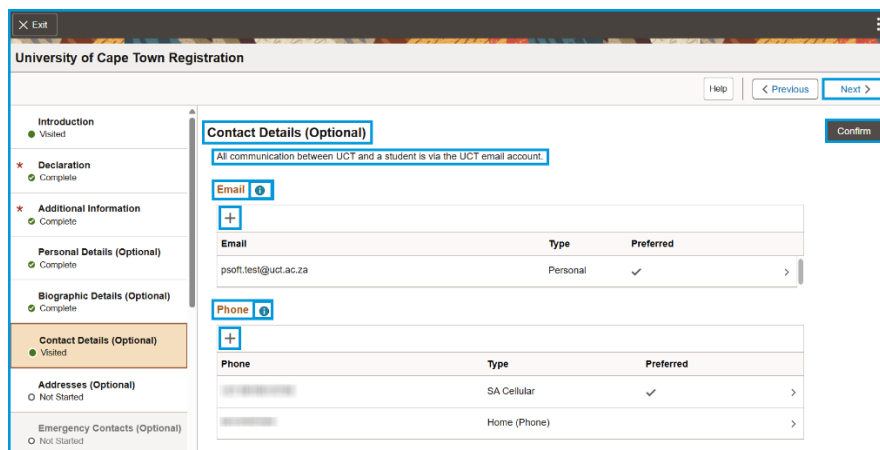
*Self Declared Race

- African
- Chinese
- Coloured
- Indian
- No Information
- White

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

STEP 6: Contact Details

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



University of Cape Town Registration

Help < Previous Next >

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

Contact Details (Optional) ⓘ

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

Email ⓘ

+ Email

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

Phone ⓘ

+ Phone

Phone	Type	Preferred
	SA Cellular	✓
	Home (Phone)	

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

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

STEP 7: Addresses

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

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

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

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

University of Cape Town Registration

Help < Previous

Confirm

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

* Holds In Progress

* My Courses Not Started

Hold	Department
Memorandum of Understanding	University of Cape Town

Hold Details

Memorandum of Understanding

Reason Memorandum of Understanding

Start Term 2025

You must complete your Memorandum of Understanding before you are allowed to register for the year.

Complete

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

WITHOUT HOLDS

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

University of Cape Town Registration

Help < Previous Next >

Confirm

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

* Holds Complete

* My Courses Not Started

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



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: Bachelor of Science SB001 (SB001) 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: 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

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.



Changing your Major

PLEASE NOTE

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

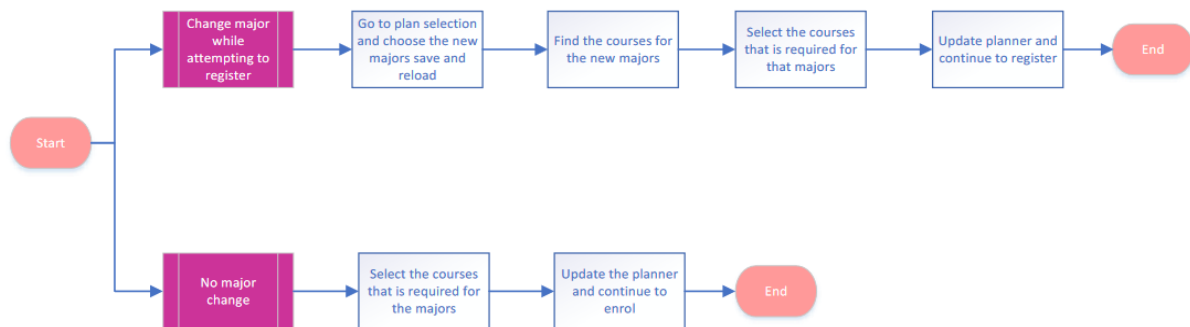
Majors can be changed if you are a FTEN student otherwise you need to consult with the advisor to change majors:
See next slide for changing majors.

First Time Entry UG Students (FTEN)



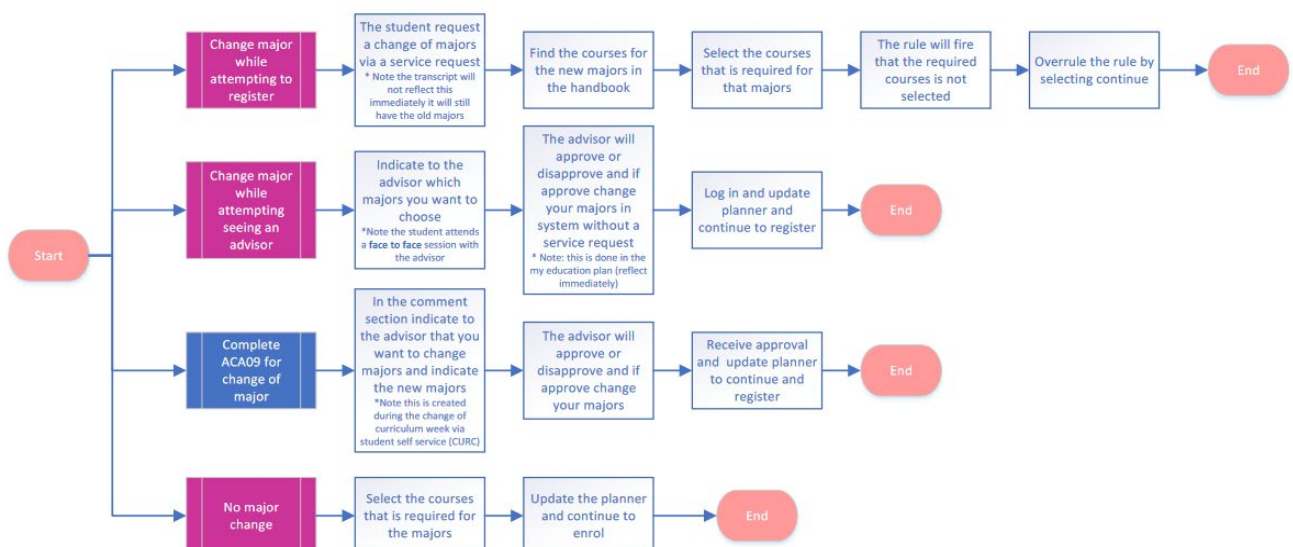
Faculty of Science – Changing Majors

First time entry UG Students (FTEN)



Returning UG Students (RTS)

Returning UG Students (RTS)





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

Please use the lookup fields and buttons to add or change your majors. If you have difficulty signing up for the courses required by the major(s) this year or have concerns about potential timetable or pre-requisite issues which may delay your completion, please consult an advisor.

Save and Reload

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	
<input type="checkbox"/>		ACC 1006F: Financial Accounting	Legacy Science Courses	18.00
<input checked="" type="checkbox"/>	★	or BIO 1000F: Cell Biology	Science Courses	18.00
<input checked="" type="checkbox"/>	★	or BIO 1004S: Biological Diversity	Science Courses	18.00
<input checked="" type="checkbox"/>	★	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 Builder** renders. Click **Proceed to Registration** to finalise your shopping cart.

Schedule

Meeting Information

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

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 **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.

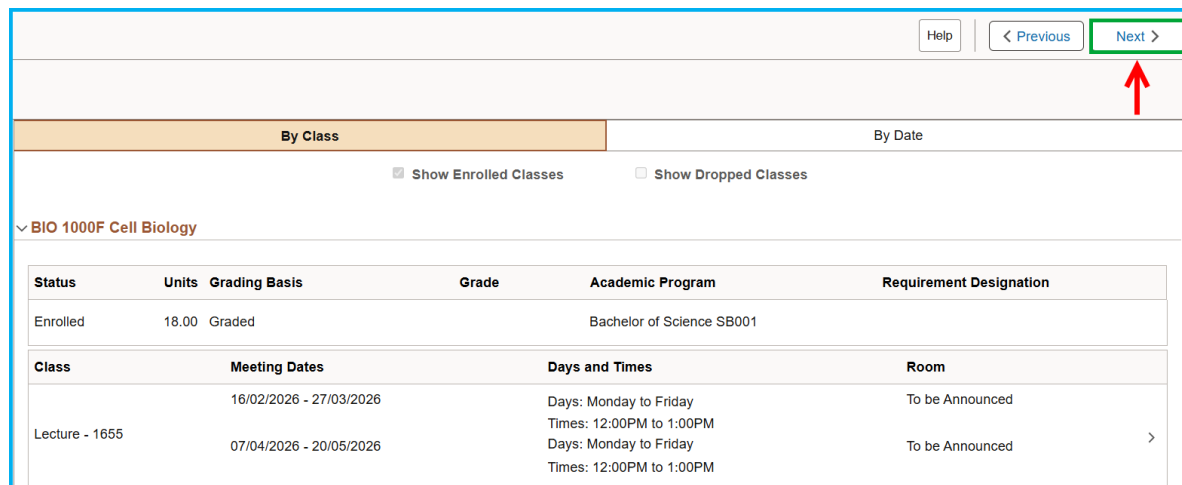


Class not added to your schedule (with reason why not: e.g., class not open, capacity reached).

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.

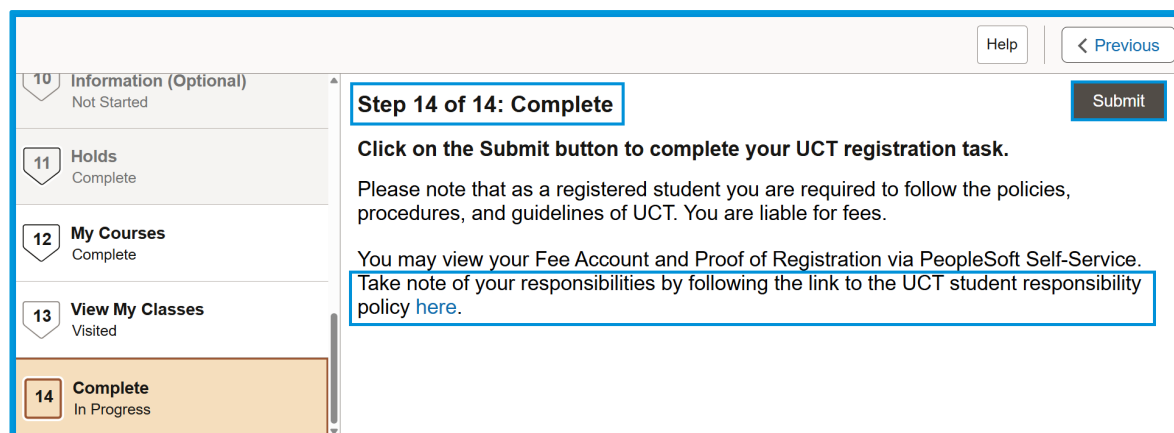


Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	18.00	Graded		Bachelor of Science SB001	

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.



Step 14 of 14: Complete

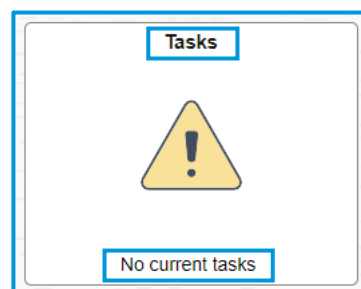
Click on the **Submit** button to complete your UCT registration task.

Please note that as a registered student you are required to follow the policies, procedures, and guidelines of UCT. You are liable for fees.

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

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

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



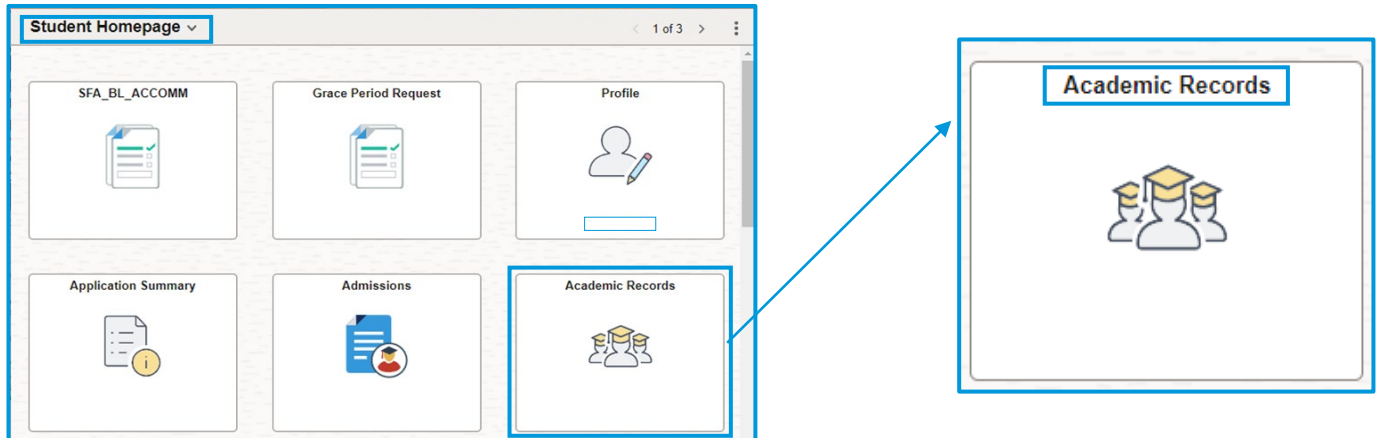
END OF REGISTRATION PROCESS

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



Proof of Registration

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



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

Proof of Registration

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

Proof of Registration

Term Selection

Select Term: 2023

Academic Information

Career: Masters
Level: Sixth Year
Program: EM023 MSc (Eng) (by dissertation)

Course 1:	Description 1:
EEE 5000W	Full Dissertation: MSc(Eng) GIP

EMAIL

Select term and click **Email**