



UCT REGISTRATION STUDENT GUIDE

FACULTY OF SCIENCE UNDERGRADUATE

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 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/>

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>

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.”

Student Homepage

Tasks

1 To Do's

Fees Sponsor Form

Profile

Application Summary

Admissions

Academic Records

Meeting Attendance

MoU/PPA

Manage Classes

Student Finance

Undergraduate Funding

Postgrad & Postdoc Funding

Join Clubs & Societies

Service Requests

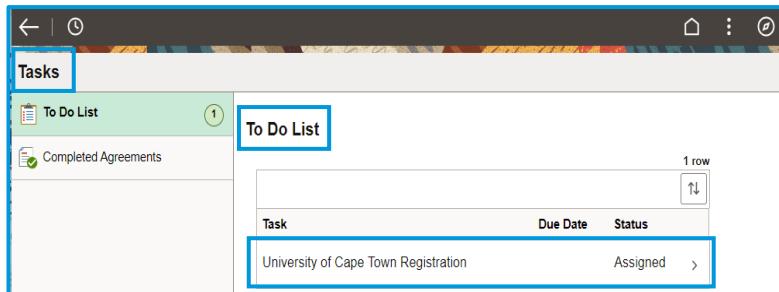
Cancellation of Registration

Important Links

Offers



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



ACTIVITY GUIDE

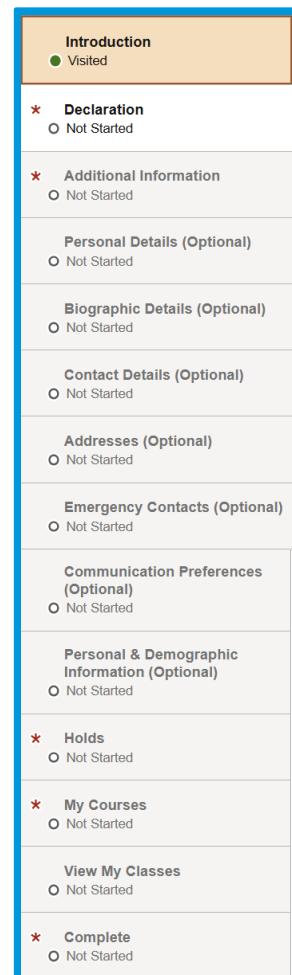
The Registration Activity Guide consists of fourteen (14) steps that can be completed to finalize your registration. Some steps are essential and cannot be skipped while others are optional.

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: 





STEP 1: Introduction

Read the Introduction and click Next to continue.

University of Cape Town Registration

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 >

Introduction

Visited

Declaration

Not Started

Additional Information

Not Started

Personal Details (Optional)

Not Started

Biographic Details (Optional)

Not Started

Contact Details (Optional)

Not Started

STEP 2: Declaration

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

University of Cape Town Registration

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 | Next >

Introduction

Visited

Declaration

In Progress

Additional Information

Not Started

Personal Details (Optional)

Not Started

Biographic Details (Optional)

Not Started

Contact Details (Optional)

Not Started

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

Additional Information

Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

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

Yes
No

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?

Completed Instructions

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

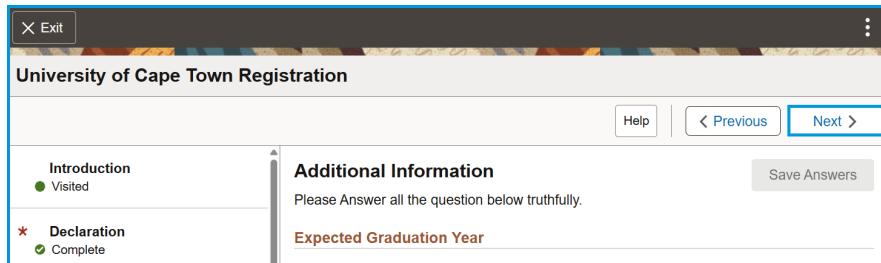
Thank You!



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](#).

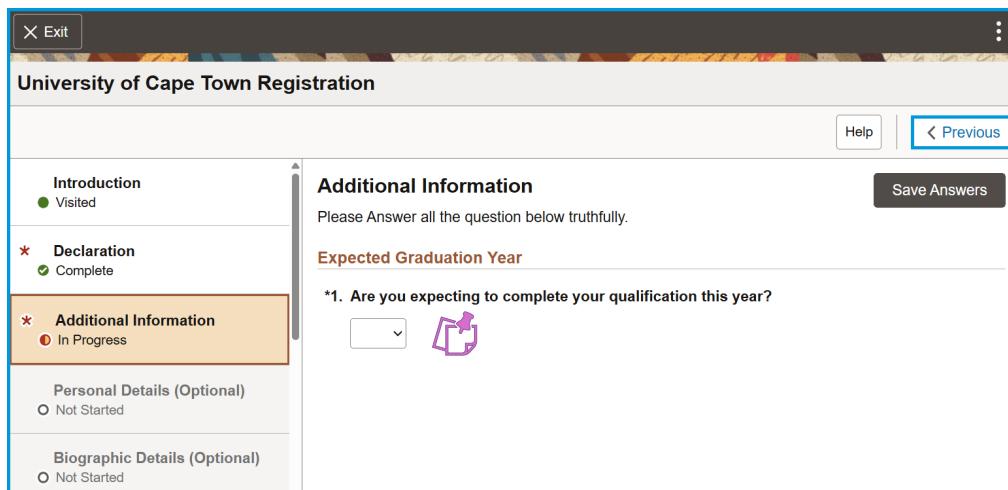


The screenshot shows the 'University of Cape Town Registration' interface. The top navigation bar includes 'Exit', 'Help', '< Previous', and 'Next >'. On the left, a sidebar lists 'Introduction' (Visited), 'Declaration' (Complete), and 'Additional Information' (In Progress, highlighted with an orange box). The main content area is titled 'Additional Information' with the sub-instruction 'Please Answer all the question below truthfully.' A 'Save Answers' button is in the top right. The 'Expected Graduation Year' field is the current focus, indicated by a blue border.

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.

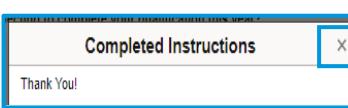
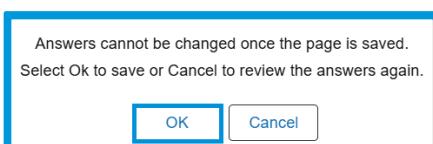


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This question is only an indicator of whether you believe you will be finishing your qualification in full and graduating in the current year.

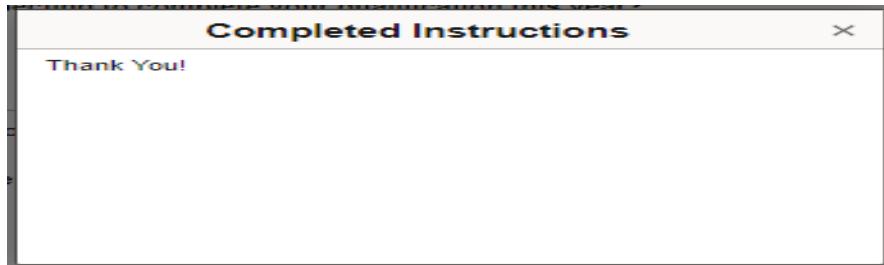
Note: Once you answered all questions, click Save Answers and follow the prompts to continue.



The image shows two dialog boxes. The first is a standard confirmation box with the message: 'Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.' with 'OK' and 'Cancel' buttons. An arrow points from this box to the second box. The second box is titled 'Completed Instructions' with the message 'Thank You!' and a close button.



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.

Personal Details (Optional) ?

Date of Birth ... Gender ... Identity Number ...

Names

Name	Type
...	Primary
...	Preferred

Confirm

Personal Details

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.

Step 4 of 14: Personal Details (Optional) ?

Date of Birth ... Gender Male Identity Number ...

Names

Name	Type	Names
Michael Wiley	Primary	>
Alexander Wiley	Preferred	>

Confirm



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

+ +

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

Phone 0

+ +

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” 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.



University of Cape Town Registration

Introduction Visited

Declaration Complete

Additional Information Complete

Personal Details (Optional) Complete

Biographic Details (Optional) Complete

Contact Details (Optional) Complete

Addresses (Optional) Visited

Emergency Contacts (Optional) Not Started

Addresses (Optional)

Home(Street) Address

Address From Current >

Home(Postal) Address

Address From Current >

Help < Previous Next > Confirm

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.

University of Cape Town Registration

Contact Details (Optional) Complete

Addresses (Optional) Complete

Emergency Contacts (Optional) Visited

Communication Preferences (Optional) Not Started

Emergency Contacts (Optional)

No contacts defined.

Add Contact

Help < Previous Next > Confirm

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

+ Contact Phone Preferred

Contact	Phone	Preferred
Ronelle	+27 <input type="text"/>	✓ >

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

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

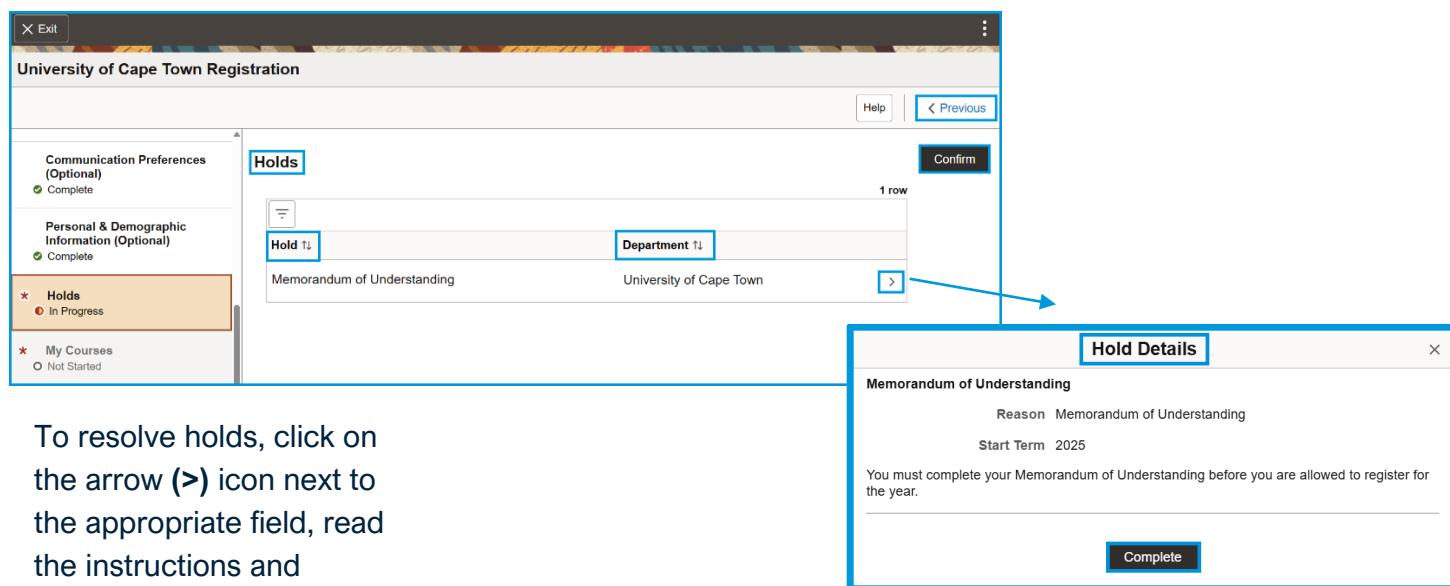


STEP 11: Hold

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

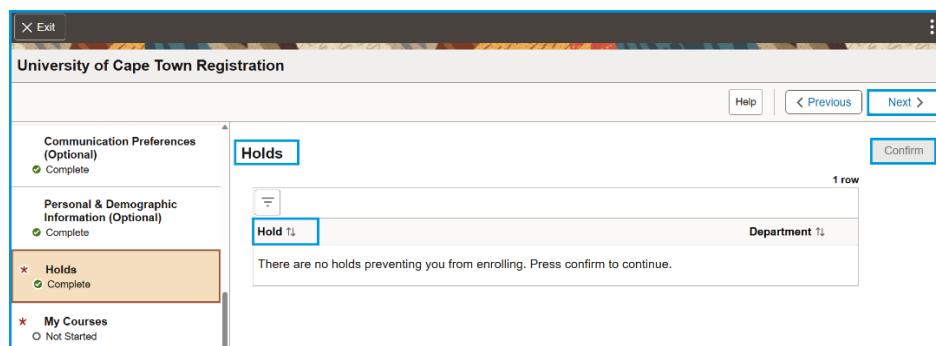


The screenshot shows the University of Cape Town Registration interface. On the left, there is a sidebar with 'Communication Preferences (Optional)' and 'Personal & Demographic Information (Optional)'. The 'Holds' section is highlighted with an orange box. It shows a 'Hold' row for 'Memorandum of Understanding' with a 'Department' field. 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 note: 'You must complete your Memorandum of Understanding before you are allowed to register for the year.' A 'Complete' button is at the bottom of the modal.

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 an orange 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 a '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. Please contact Student Systems Support or your faculty to obtain further details regarding the date when registration for your programme/plan opens.
* Additional Information	Complete	

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.



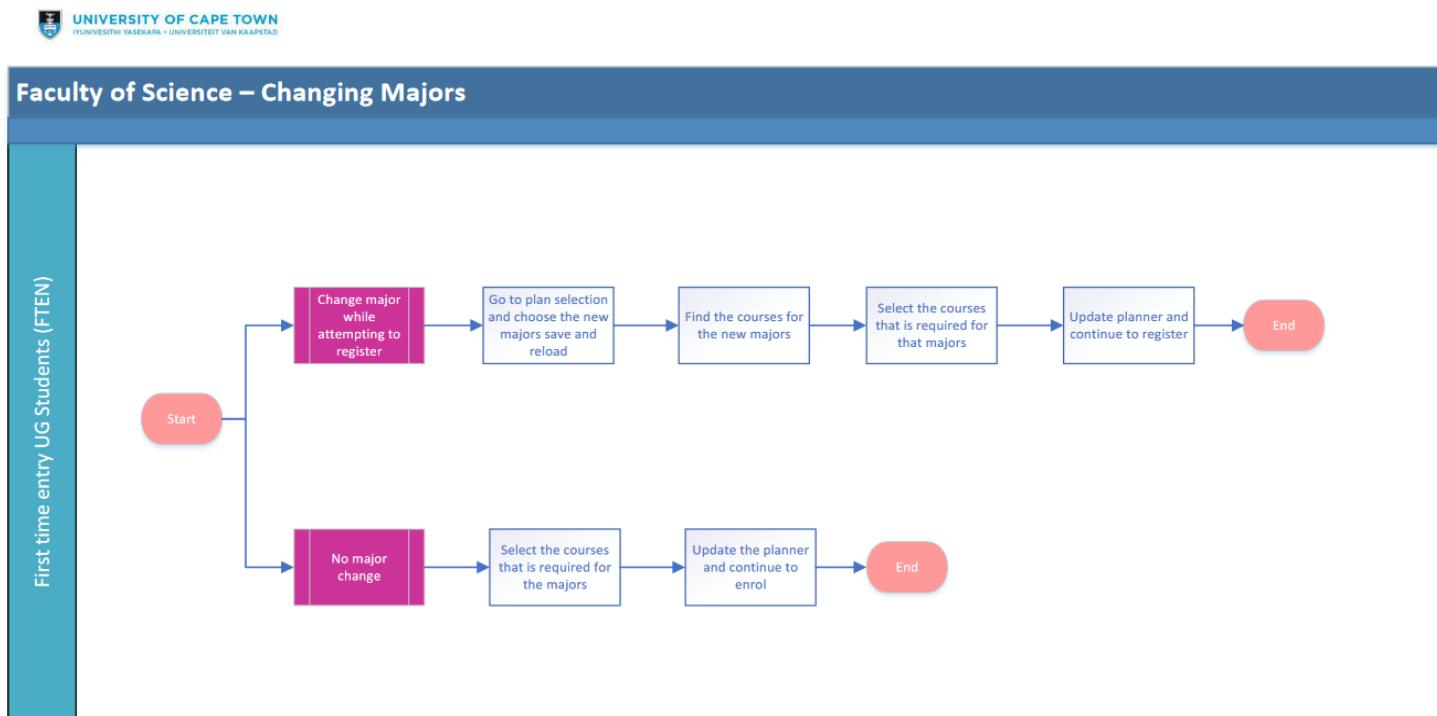
Changing your Major

PLEASE NOTE

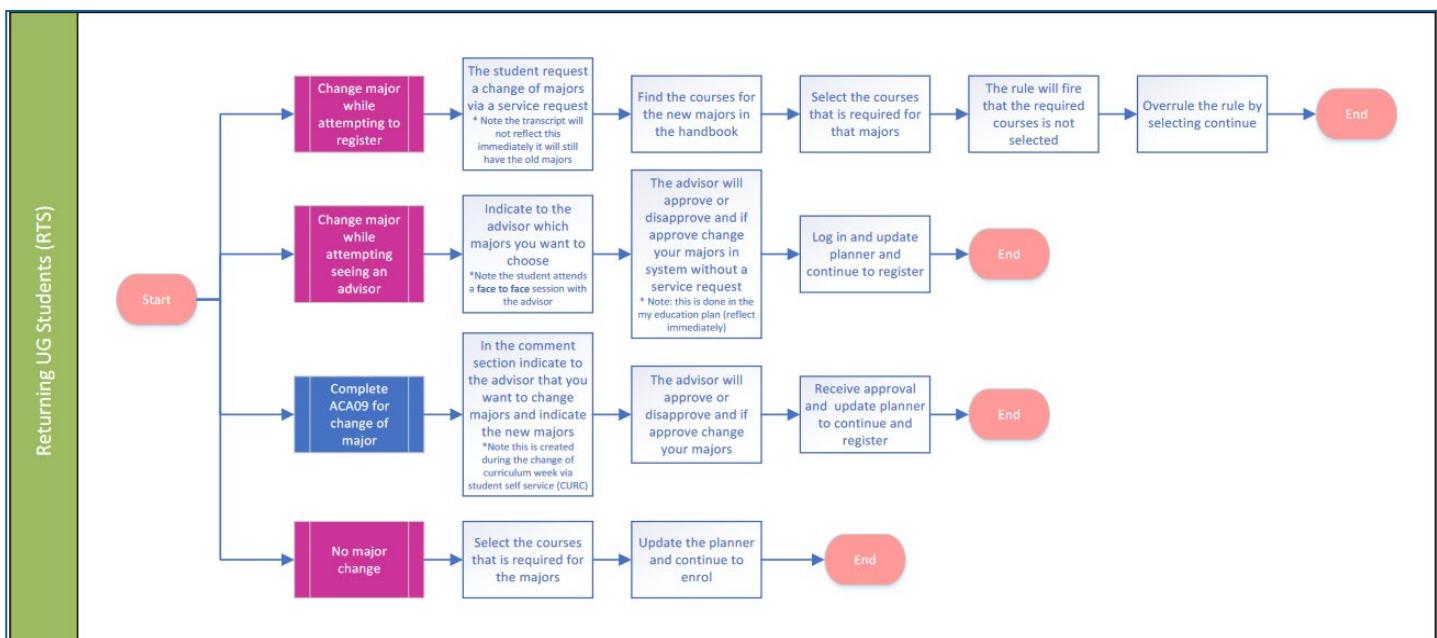
If at this point you do not want to change the majors, proceed to select the required courses for the majors

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)



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" value="Q"/>	<input type="text"/>	<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	MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING	MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING	MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 0230 PENDING	MAM 1031F - LG01 Lecture 8:00AM - 9:00AM Location: TBA Session SM1 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 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	

[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				18.00		
				More meeting details available					
	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 ✗ 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 07/04/2026 - 20/05/2026	Days: Monday to Friday Times: 12:00PM to 1:00PM Days: Monday to Friday Times: 12:00PM to 1:00PM	To be Announced To be Announced

STEP 14: Complete

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

Step 14 of 14: Complete

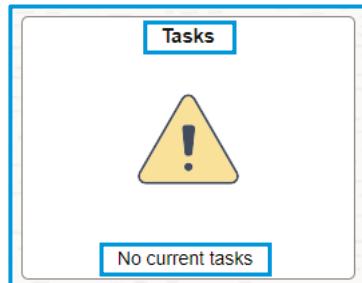
Click on the Submit button to complete your UCT registration task.

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

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

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

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



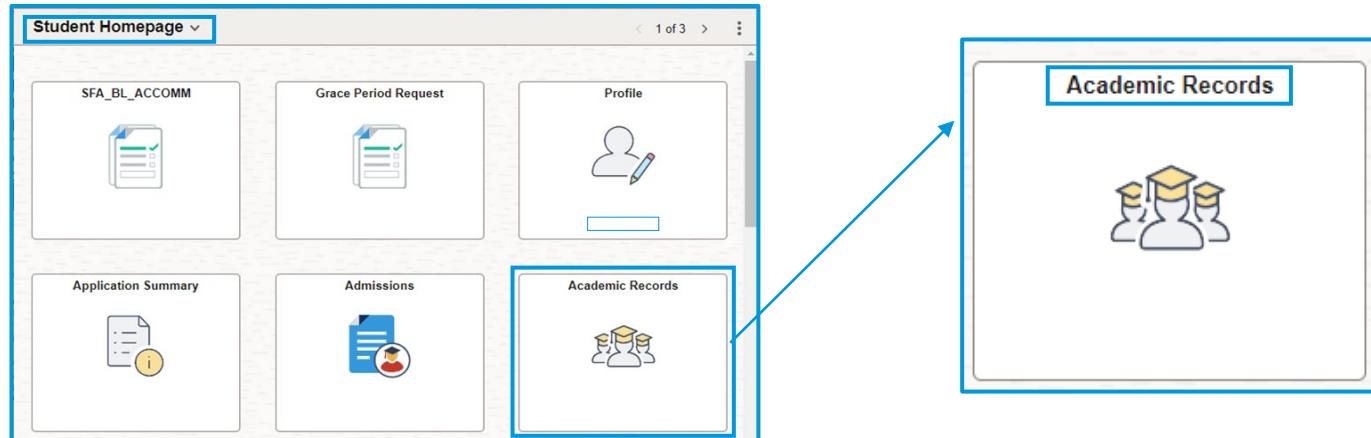
END OF REGISTRATION PROCESS

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



Proof of Registration

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



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

The screenshot shows the 'Proof of Registration' page. On the left, a sidebar lists various tabs: Course History, View Grades, View Academic Record, Communication List, Progress Report, Change of Curriculum, Cancellation of Registration, **Proof of Registration** (which is highlighted with a green background), Mid Term Course Grade Average, and Proof of Qualification. The main content area is titled 'Proof of Registration' and includes 'Term Selection' (Select Term: 2023), 'Academic Information' (Career: Masters, Level: Sixth Year, Program: EM023 MSc(Eng) (by dissertation)), and a table for the course EEE (Description: Full Dissertation: MSc(Eng), GIP). A large 'EMAIL' button is at the bottom.

Select term and click **Email**