



Student Responsibilities: Maintenance of Personal and Academic Information

You are responsible for regularly checking and maintaining the following information yourself via **Student Self Service**. UCT will not accept responsibility for consequences of incorrect, outdated, invalid or missing information:

1. Contact Information: Addresses, Telephone Numbers and Emergency Contacts

This information must be up to date to ensure that post reaches you, and that you are contactable by University staff.

2. Bank Account Information

No cash payments are made to students. Any financial aid allowances, bursary advances and other refunds will go to the bank account that you specify.

3. Course Registrations

Make sure that your course registrations are correctly reflected, as late changes will incur fee penalties. Changes are not allowed after published deadlines

4. Fee Account

Check this regularly. Statements are posted out during the year. Note that course changes will affect fees.

Accessing Student Self Service:

Student Self Service is accessed at: <https://isisweb.uct.ac.za/servlets/clientservlet/prd/?cmd=login>

Alternatively, navigate from the UCT Website as follows:

Current Students>Undergraduates>Online Services and Resources, or
Current Students>Postgraduates>Online Services and Resources, and select:
"Student Administration SelfService"

Log in using your UCT student number and UCT network password

Help for Student Self service:

Documentation explaining the self service functions and how to use them is available at:

Current Students>Undergraduates>Online Services and Resources, or
Current Students>Postgraduates>Online Services and Resources:

On either of these pages, click on:

"PeopleSoft student self service help documentation" for help on functions and how to use them, and on "Accessing PeopleSoft Self Service for Students" for help with login problems.

Student Email:

You must check your UCT email account regularly. Administrative and academic departments will use your UCT email account to send certain information to you. Ensure that your mailbox quota is not exceeded, as further messages will not reach you.

Karen van Heerden
Deputy Registrar: Academic Administration