



# UCT REGISTRATION STUDENT GUIDE

## FACULTY OF HUMANITIES UNDERGRADUATE

Blank Shopping Cart



## 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 Blank Shopping Cart (BSC) registration process for HUM UG studies.

The registration process relevant to you will be indicated by the Humanities Faculty Office. Ensure that you follow the appropriate registration method and complete all the required steps.

Upon completing all the steps, you will be able to generate a proof of registration.

If you encounter any difficulties accessing or navigating the PeopleSoft student page, or any other part of the registration process, please contact the SSS Student Support Helpdesk:

Email: [sss-helpdesk@uct.ac.za](mailto: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>
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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](mailto:icts-helpdesk@uct.ac.za)

Phone: +27 (0)21 650 4500

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

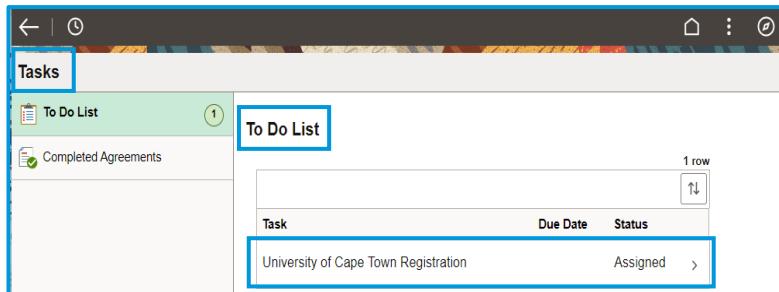
## Access Activity Guide

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 Activity Guide**.



## ACTIVITY GUIDE

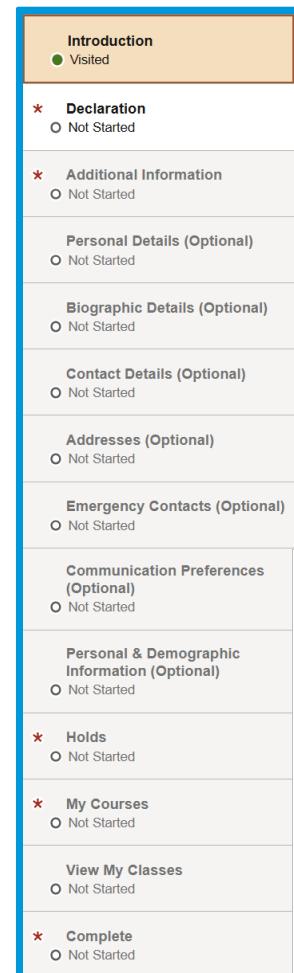
The Registration Activity Guide consists of fourteen (14) steps that can be completed to finalize your registration. Some steps are essential and cannot be skipped while others are optional.

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  
Visited

Declaration  
Not Started

Additional Information  
Not Started

Personal Details (Optional)  
Not Started

Biographic Details (Optional)  
Not Started

Contact Details (Optional)  
Not Started

**Introduction**

Welcome to University of Cape Town Registration

This registration task will allow you to:

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

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

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

Help | Next >

## STEP 2: Declaration

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

University of Cape Town Registration

Introduction  
Visited

Declaration  
In Progress

Additional Information  
Not Started

Personal Details (Optional)  
Not Started

Biographic Details (Optional)  
Not Started

Contact Details (Optional)  
Not Started

**Declaration**

**PRIVACY STATEMENT FOR REGISTRATION AT UCT**

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

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

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

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

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

Help | < Previous | Accept

**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: You will be unable to amend your answer on Step 3 as soon as you click the Save Answers button.**

**If you make a wrong selection on Step 3, you can still proceed onto the next steps as this will not affect your registration.**

**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.

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?

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

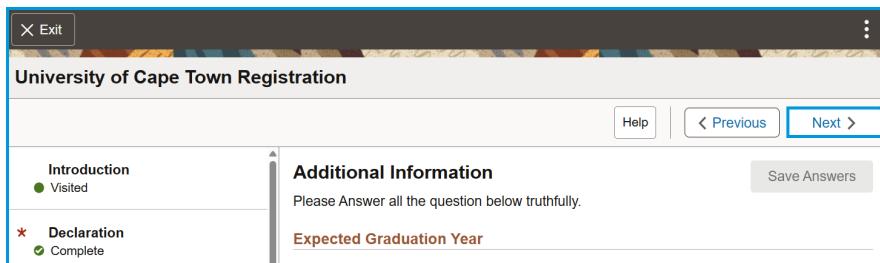
Thank You!



 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.

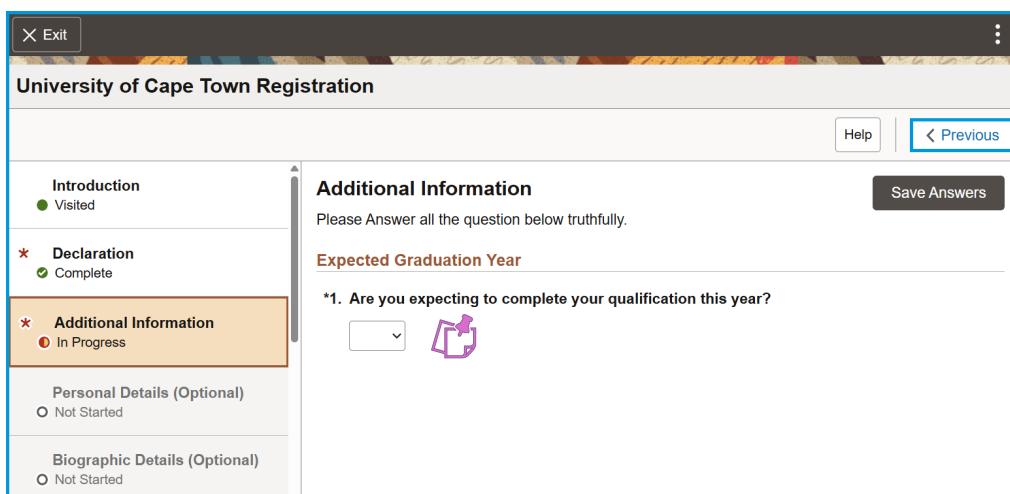
 Students who are eligible will receive the Laptop question in Step 3. If you select “Yes” (indicating interest in purchasing a laptop from UCT), an additional Activity Guide will be assigned to you to complete this process. The Laptop Activity Guide contains all details regarding payment and pick-up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

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.

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction  
Visited

Declaration  
Complete

Additional Information  
Please Answer all the question below truthfully.

Save Answers

Expected Graduation Year

**Returners:** Step 4-10 are optional steps. If none of your details are required to be changed, you may skip to Step 11.

## STEP 4: Personal Details

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

University of Cape Town Registration

Help | < Previous | **Next >**

Introduction  
Visited

Declaration  
Complete

Additional Information  
Complete

Personal Details (Optional)  
Visited

Biographic Details (Optional)  
Not Started

**Personal Details (Optional)** ⓘ

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

Names

Name	Type
[REDACTED]	Primary
[REDACTED]	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.

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

## 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 >**

Introduction  
Visited

Declaration  
Complete

Additional Information  
Complete

Personal Details (Optional)  
Visited

Biographic Details (Optional)  
Visited

Contact Details (Optional)  
Not Started

**Biographic Details (Optional)** ⓘ

**Demographic Details**

Field	Value
Gender	[REDACTED]
Marital Status	[REDACTED]
Home Language	[REDACTED]
Disabilities	[REDACTED]

Self Declared Race: [REDACTED]

Confirm

**Edit Details**

Cancel

\*Self Declared Race

African  
Chinese  
Coloured  
Indian  
No Information  
White

Save

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.

Field	Type	Preferred
Email	Personal	✓
Phone	SA Cellular	✓
Phone	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.

Section	Address	From
Home(Street) Address	Address	From
Home(Postal) Address	Address	From

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
Ronelle	+27 <input type="text"/>	<input checked="" type="checkbox"/> >

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

Complete

Addresses (Optional)  Complete

Emergency Contacts (Optional)  Complete

Communication Preferences (Optional)  Visited

Personal & Demographic Information (Optional)  Not Started

Holds  Not Started

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: Parent  Yes

Fee Payer: Fee Payer  Yes

Email Address:

Help | < Previous | Next > | 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

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

- 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.
- 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

Help < Previous Next > Confirm

## STEP 11: Hold

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.

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

### WITH HOLDS

University of Cape Town Registration

Communication Preferences (Optional) Complete

Personal & Demographic Information (Optional) Complete

\* Holds In Progress

\* My Courses Not Started

**Holds**

Hold	Department
Memorandum of Understanding	University of Cape Town

1 row

Help < Previous Confirm

**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.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, there is a sidebar with 'Communication Preferences (Optional)' (Complete), 'Personal & Demographic Information (Optional)' (Complete), and two sections for 'Holds' and 'My Courses'. The 'Holds' section is highlighted with a yellow box. The 'My Courses' section shows 'Not Started'. On the right, there is a 'Holds' table with one row. The table has columns for 'Hold' and 'Department'. The message 'There are no holds preventing you from enrolling. Press confirm to continue.' is displayed below the table. Buttons for 'Help', '< Previous', 'Next >', and 'Confirm' are at the top right.

## STEP 12: My Courses

Click on Step 12.

The screenshot shows the 'University of Cape Town Registration' interface. On the left, there is a sidebar with 'Introduction' (Complete), 'Declaration' (Complete), and 'Additional Information' (Complete). The 'Declaration' section is highlighted with a yellow box. On the right, the message 'Registration Closed' is displayed. Below it, a note says '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.' Buttons for 'Help' and '< Previous' are at the top right.

### 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.

The screenshot shows a pop-up message titled 'Blank Shopping Cart'. It contains the text: 'You are active and ready to enrol for the following programme/plan: Diploma in Music Performance (HU021) /African Music (HU021MUZ02) Your shopping cart is empty, please use the "Add Courses" button to select your courses.' Below this, a dark bar says 'To begin registration, click on Add Courses below. Refer to your faculty handbook to ensure course selections match your curriculum.' At the bottom, there is a green button labeled 'Add Courses'.

If at this point you want to change your programme, you will 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.



To start populating your registration shopping cart, click on the Add Courses button.

To begin registration, click on Add Courses below. Refer to your faculty handbook to ensure course selections match your curriculum.

**Add Courses**

Aside from picking the courses you need to register for in the particular year, returning students may need to add courses failed/dropped in the previous year. Be mindful of rules of progression and pre-/co-requisite rules that might apply and make your selection accordingly.

After selecting the Add Courses button the **Registration Class Search** bar will appear.

**Registration Class Search**

**How to add a class to your shopping cart:**  
Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.  
Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.



Follow the instructions that appears in the message:

**How to add a class to your shopping cart:**  
Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.  
Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

Search for the course you need to register for by typing the course code in the **Search for Classes** space and press Enter or use the **Search Icon** to initiate the search.

**Registration Class Search**

**How to add a class to your shopping cart:**  
Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.  
Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.



The Class Search Results page will appear with the available course options.

Click the Multiple Meeting Schedules button to check the lecture times of the class.



Registration Class Search X

**How to add a class to your shopping cart:**

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

AFS1100S 🔍

Classes			
Course Code	Description	Class Section/Component	Days/Times
AFS1100S	Understanding Gender	LG01 (Lecture - 7890)	<span style="color: red;">→</span> <b>Multiple Meeting Schedules</b> <span style="float: right;">+</span>
		TL01 (Tutorial - 7907)	

Click on the course you need to register for by clicking the **plus icon**.

Registration Class Search X

**How to add a class to your shopping cart:**

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

AFS1100S 🔍

Classes			
Course Code	Description	Class Section/Component	Days/Times
AFS1100S	Understanding Gender	LG01 (Lecture - 7890)	<span style="color: red;">→</span> <b>Multiple Meeting Schedules</b> <span style="float: right;">+</span>
		TL01 (Tutorial - 7907)	

A message will appear below in green informing you that you have **successfully selected your courses**:

Registration Class Search X

**How to add a class to your shopping cart:**

Use the search box below to enter a course code (e.g., MAM2083F) or part of a course name. Review the list of available classes that match your search. Click **Add** next to the class you wish to include in your shopping cart.

Please ensure you only add classes you intend to enroll in. If you need to exit without adding, click the **close button** on the top right of the window.

AFS1100S 🔍

**Success:** The selected course has been added to your shopping cart successfully.

You can now select another course to be added to your shopping cart or return to the shopping cart if all your selections have been made.

Classes			
Course Code	Description	Class Section/Component	Days/Times
AFS1100S	Understanding Gender	LG01 (Lecture - 7890)	<span style="color: red;">→</span> <b>Multiple Meeting Schedules</b> <span style="float: right;">+</span>
		TL01 (Tutorial - 7907)	

Close the Window to return to your registration shopping cart.

To add more courses from the Registration Class Search Pag, clear the search field and search for another course, e.g. PSY1009F



To add more courses from Step 12, click the Add Courses button, then repeat the same process following the steps below.

**Blank Shopping Cart**

You are active and ready to enrol for the following programme/plan: Bachelor of Social Science (HB001) Your shopping cart is empty, please use the "Add Courses" button to select your courses.

One or more courses have been added to your shopping cart. Before you can finalize registration, you must request approval for the selected courses. This request will be sent to the relevant academic staff for review.

**Add Courses** **Request Approval**

If you would like to remove courses from your shopping cart, click the Bin icon

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 7890	AFS 1100S Understanding Gender	Semester Two				15.00		
				More meeting details available					
		Tutorial - 7907		To be Announced	To be Announced	To be Announced			

**NOTE:** You will be unable to make amendments to your registration cart after submitting a request for approval

Once all your courses are loaded into your shopping cart and you are ready to submit your request to the faculty for approval, click on the **Request Approval** button.

**Blank Shopping Cart**

You are active and ready to enrol for the following programme/plan: Diploma in Music Performance (HU021) /African Music (HU021MUZ02) Your shopping cart is empty, please use the "Add Courses" button to select your courses.

One or more courses have been added to your shopping cart. Before you can finalize registration, you must request approval for the selected courses. This request will be sent to the relevant academic staff for review.

**Add Courses** **Request Approval**

**Your Shopping Cart**

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 7890	AFS 1100S Understanding Gender	Semester Two				15.00		
				More meeting details available					
		Tutorial - 7907		To be Announced	To be Announced	To be Announced			

By clicking on request approval, the **Create Service Request** page appears. Leave an appropriate comment in the Comment box (if applicable) and click Submit to create the Service Request.

**BA and BSocSc students must indicate their chosen majors in the comment of their service request.**



Create Service Requests

My Request Detail

Category	Registration Curriculum Approvals	Type	Curriculum Advice and Approval
Subtype	None	Request Date	20/10/2025
Status	Submission received		
Comment	Please review my submission		

File Attachments

Attachments	Audit	IP
Attached File	View	Add Attachment
	View	Add Attachment

**Submit** **Cancel**

Once your registration service request has been submitted, the allocated faculty staff member will review your request, and you will receive the outcome and further instructions via email.

**NOTE:** You will be unable to make amendments to your registration cart after submitting a request for approval

You will then be taken back to Step 12 to **wait for approval**.

Blank Shopping Cart

Your course selections have been submitted for approval. Once your request is reviewed and approved, you will be able to proceed with finalising your registration.

**View Status**

Your Shopping Cart

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 7890	AFS 1100S Understanding Gender	Semester Two				15.00		
				More meeting details available					
		Tutorial - 7907		To be Announced	To be Announced	To be Announced			

You can select the **View Status** button, to view your status.

Blank Shopping Cart

Your course selections have been submitted for approval. Once your request is reviewed and approved, you will be able to proceed with finalising your registration.

**View Status**

After you submit it should be in the “**Submission received**” status.



## Update Service Requests

### My Request Detail

University of Cape Town

Category	Registration Curriculum Approvals	Request Number	322795
Type	Curriculum Advice and Approval	Request Date	20/10/2025
Subtype	None	Status	Submission received

Status Date	Comment	By
20/10/2025	Please review my submission	[REDACTED]

[Add Comment](#)

[Update Last Comment](#)

Once the faculty staff member evaluated your registration request, you will receive communication via email. Depending on the decision made, the email contains instructions on what you need to do next. Below, examples of these email for the various statuses:



Below, examples of these emails for the **various statuses**:

**From:** no-reply@uct.ac.za <no-reply@uct.ac.za>  
**Sent:** Monday, 07 November 2022 23:56  
**To:** Psoft Test <psoft.test@uct.ac.za>  
**Subject:** UCT Curriculum Submission Incomplete

Dear Libhongo Manyuka

**CURRICULUM SUBMISSION INCOMPLETE**

Your proposed curriculum is incomplete. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

**Comments:**

"Please add ECO 1110F to your selection as well - then I will approve."

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

**Incomplete:** In cases where the faculty staff member requires you to complete further actions (e.g., adding/deleting courses/fixing clashes), follow the instructions as per the faculty staff member's email/comments and action the request. Once done, resubmit the registration approval request by click on the "Action Required by Student" button, adding a comment and saving the request.

no-reply@uct.ac.za  
To: Psoft Test  
Cc: Psoft Test

Sat 2023/11/15 22:47

**UCT Registration**

**CURRICULUM SUBMISSION DECLINED**

Dear [REDACTED]

Your proposed curriculum has been declined. Please review it and make the necessary changes before submitting it again. You can refer to the following comments from your Academic Advisor if any.

Comments:  
"YOUR REQUEST IS DECLINED"

Please open your registration task via the Tasks tile in PeopleSoft Self-Service and complete Step 12 again.

Best regards,  
UCT Registration Team

UNIVERSITY OF CAPE TOWN

**Decline Status:** In cases where the faculty staff member requires you to re-start your registration request, follow the instructions as per the faculty staff member's email/comments and action the request. Once done, submit the updated registration approval request by click on the "Request Approval" button, adding a comment and submitting the request.

no-reply@uct.ac.za  
To: Psoft Test  
Cc: Psoft Test

Sat 2023/11/15 22:48

**UCT Registration**

**CURRICULUM SUBMISSION APPROVED**

Dear [REDACTED]

Your curriculum has been approved. You may now continue with your registration.

To proceed, open your registration task under the Tasks tile in PeopleSoft Self-Service and click Enroll (Step 12).

Please note: if you make any changes to your approved curriculum, you will need to submit it again for approval by an advisor.

After step 12, be sure to also complete Steps 13 and 14 to complete your registration task.

Best regards,  
UCT Registration Team

**Submission Approved:** In cases where the faculty staff member approved your submission, complete Step 12 by clicking on the "Enroll" button, as well as Step 13 and Step 14 to finalise your registration. Instructions on how to complete Steps 12- 14 and accessing your Proof of Registration, follow on the next pages.

Once approved, you must return to your registration task on PeopleSoft and you will be able to select 'enrol':

Your course selection request has been approved. You may now proceed to enrol for all the approved courses below. If you wish to change your selection, you will need to add courses and submit a new request for approval.

**Add More Courses** **Submission Approved** **Enroll**

**Your Shopping Cart**

Availability	Class	Description	Session	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 7890	AFS 1100S Understanding Gender	Session 1			15.00		
Tutorial - 7907								
				To be Announced	To be Announced	To be Announced		

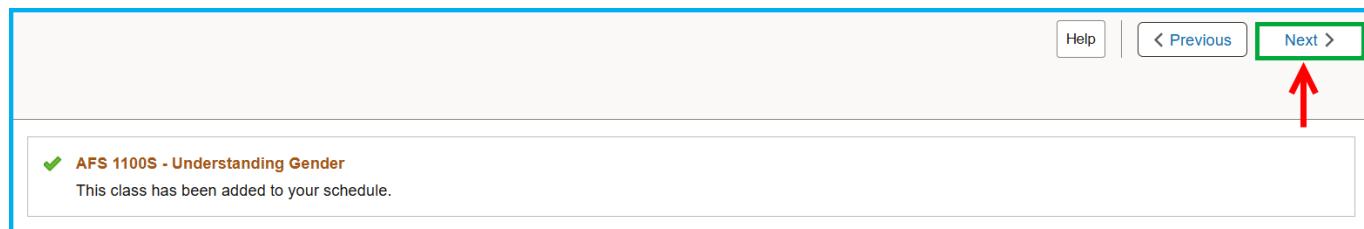
Are you sure you want to enrol?

**Yes** **No**

More meeting details available



Once you clicked Enroll, the list of courses you are registering for appears with either a positive ✓ or negative X indicator.



✓ AFS 1100S - Understanding Gender  
This class has been added to your schedule.

Help | < Previous | **Next >**

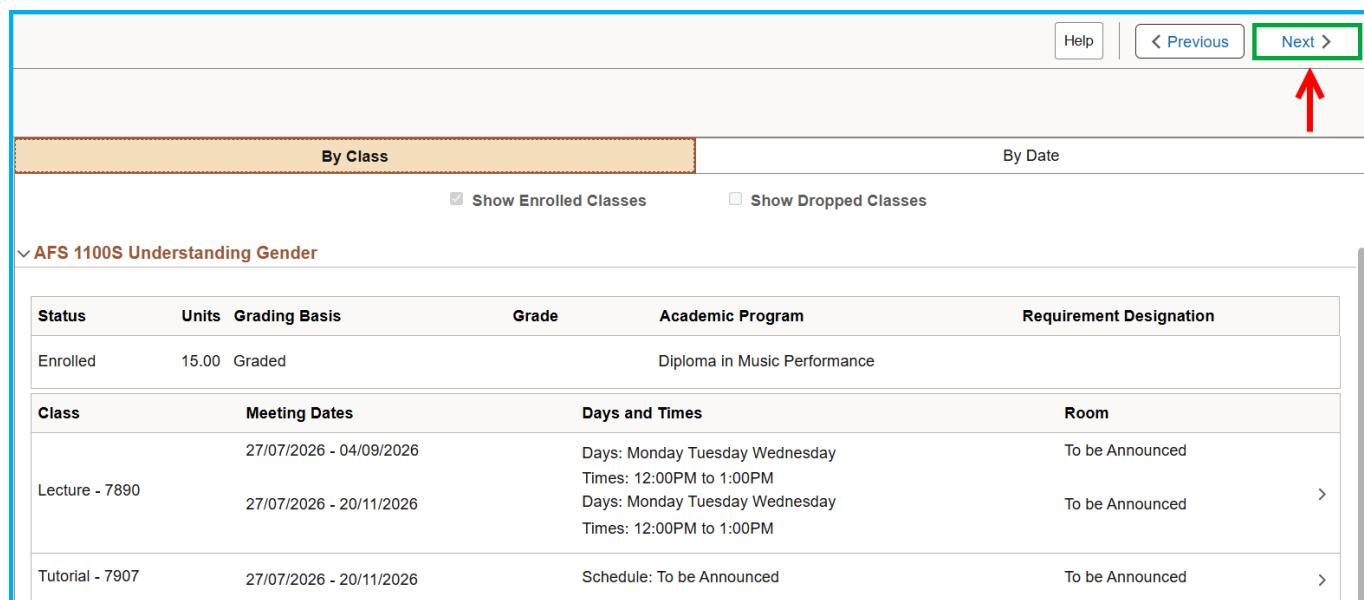
#### Indicator Meanings:

- ✓ 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 at [hum-ugrad@uct.ac.za](mailto:hum-ugrad@uct.ac.za) 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.



By Class

By Date

Show Enrolled Classes  Show Dropped Classes

✓ AFS 1100S Understanding Gender

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	15.00	Graded		Diploma in Music Performance	

Class	Meeting Dates	Days and Times	Room
Lecture - 7890	27/07/2026 - 04/09/2026 27/07/2026 - 20/11/2026	Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM Days: Monday Tuesday Wednesday Times: 12:00PM to 1:00PM	To be Announced To be Announced
Tutorial - 7907	27/07/2026 - 20/11/2026	Schedule: 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.

10 Information (Optional)  
Not Started

11 Holds  
Complete

12 My Courses  
Complete

13 View My Classes  
Visited

14 Complete  
In Progress

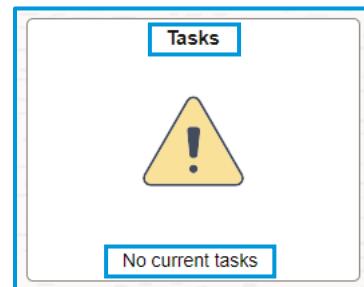
**Step 14 of 14: Complete**

**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](#).

**Submit**

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.

The screenshot shows the 'Student Homepage' with a grid of tiles. The 'Academic Records' tile, which features an icon of three graduation caps and is highlighted with a blue border, is the target of a blue arrow pointing towards a larger screenshot of the 'Academic Records' page.

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

The screenshot shows the 'Proof of Registration' page. The left sidebar has a 'Proof of Registration' tab selected, which is highlighted with a blue box. The main content area displays course information for the term 2024, including courses like ACC, ECO, CML, and FTX. At the bottom right of the main content area is a large blue 'EMAIL' button.

Select term and click **Email**

If you mistakenly missed a course or notice an error in your enrollment, please submit a Change of Curriculum request to PeopleSoft in the first week of the semester to rectify this