

# Faculty of Engineering and Built Environment (PG) *Programme Enrolment (PE)*



## Student Guide *Registration Activity Guide*

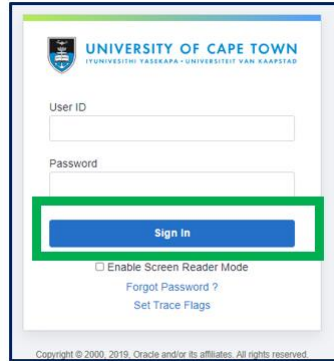
Registration 2023





# Registration Activity Guide: Student-facing Steps (PE)

## 1. Login on PeopleSoft.



UNIVERSITY OF CAPE TOWN  
IUNYVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

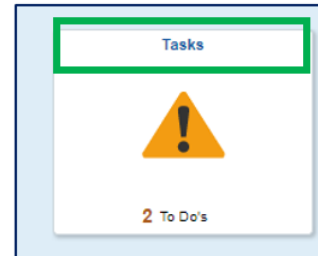
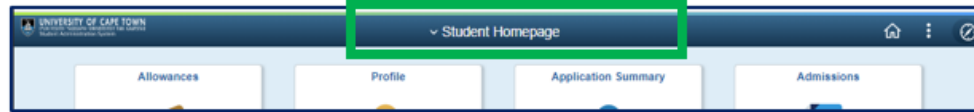
User ID  
Password

**Sign In**

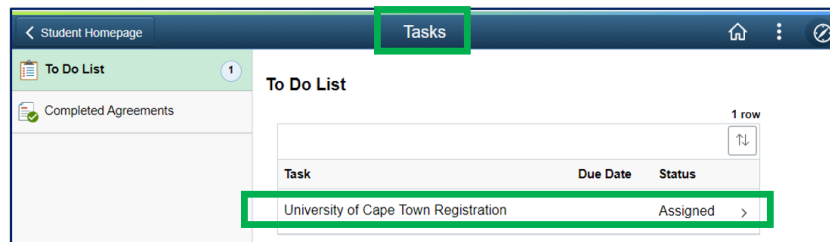
Enable Screen Reader Mode  
[Forgot Password ?](#)  
[Set Trace Flags](#)

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## 2. On the Student Home Page, click on the Tasks tile.



## 3. On the Tasks page, click on University of Cape Town Registration to open the Registration Activity Guide.



Student Homepage Tasks

To Do List 1

Completed Agreements

Task	Due Date	Status
University of Cape Town Registration		Assigned >

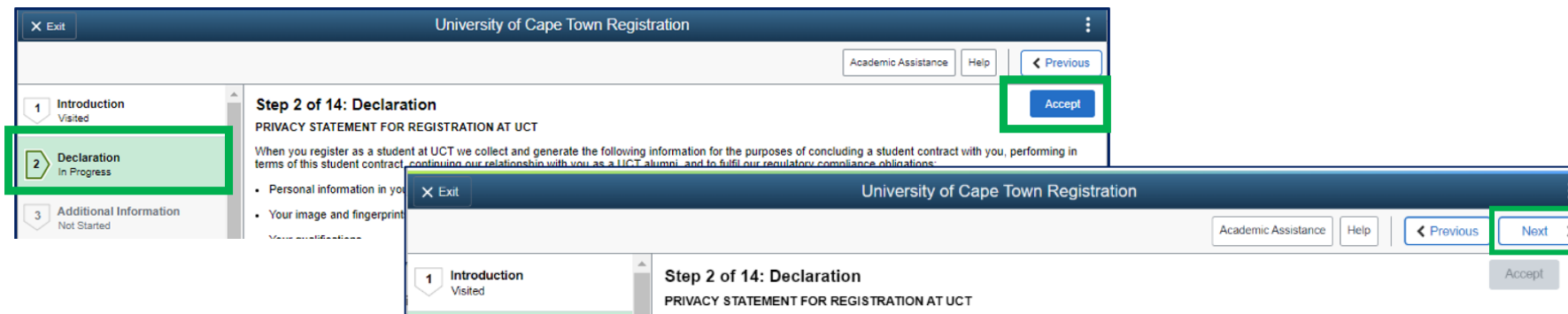


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4. Upon clicking on the task, the Registration Activity Guide opens on Step 1 (Introduction). Read the introduction and click Next.



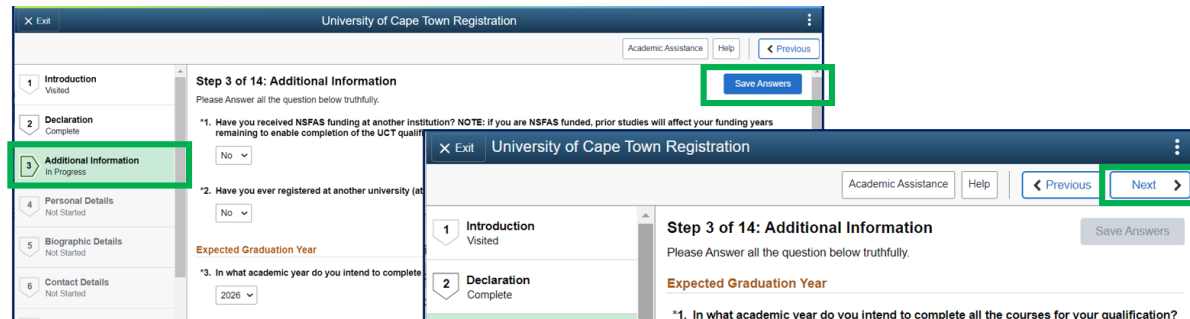
5. Upon clicking next, the Declaration (Step 2) is displayed. Read the information and click Accept and Next to continue.





# Registration Activity Guide: Student-facing Steps (PE)

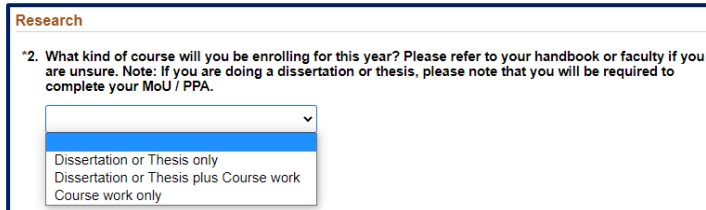
6. Based on the student's cohort, the applicable Questions in the Additional Information step (Step 3) appears for completion. Complete the questions, Save Answers, and click Next



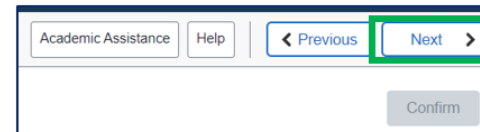
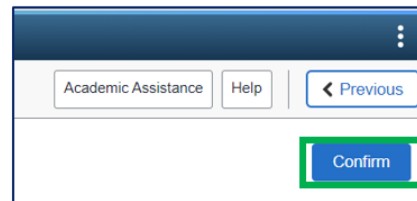
The Expected Graduation Year question is an indication of when you think you will finish your degree.



PG students in programmes with research components, will be required to complete the Research question. They will have to indicate one of the following: 1: *Dissertation or Thesis Only*, 2. *Dissertation or Thesis plus Course Work*, or 3. *Course Work Only*. If option 1 or 2 is selected, a Task will trigger for students to complete the MoU/PPA process prior to completing registration.



7. Complete Steps 4-11 by clicking on the Confirm/Save buttons and Next to move along to the next step.

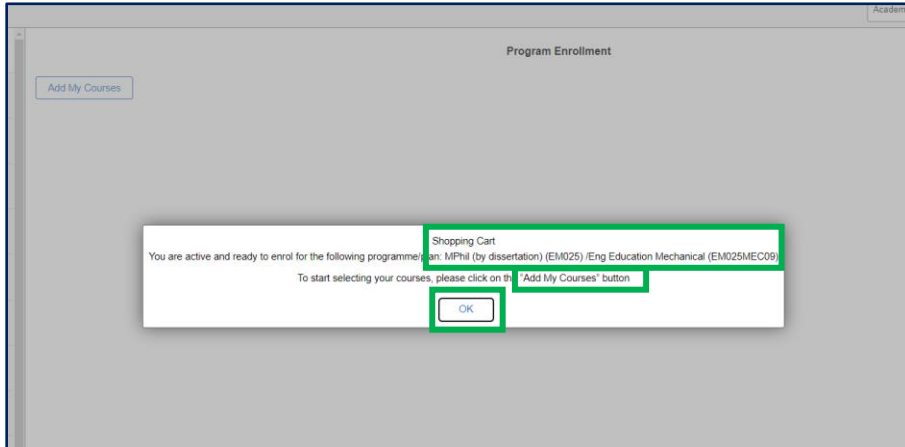


If you have any "blocks/holds" (Service Indicators) on your record, these will be noted in Step 11. Please resolve the "blocks/holds" first, before entering back into the Registration Activity Guide to continue with the Registration Process.



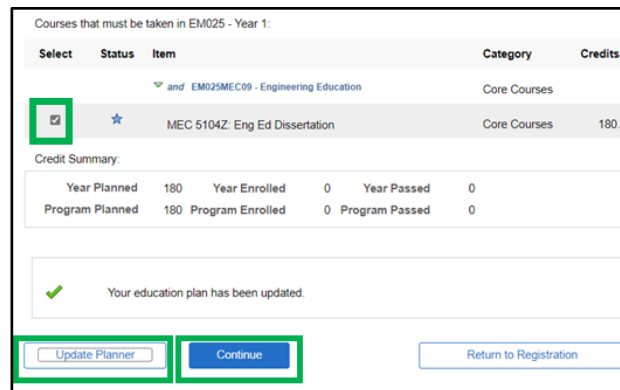
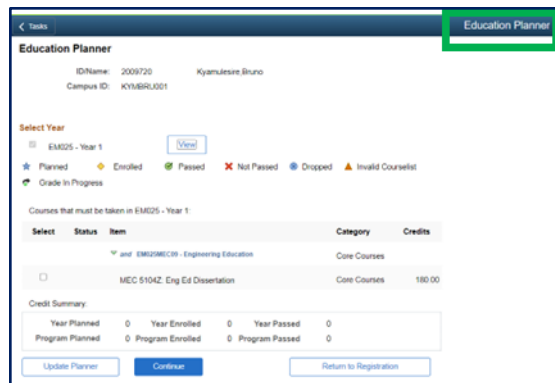
# Registration Activity Guide: Student-facing Steps (PE)

8. After completing steps 1-11, when clicking on the My Course step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears with an instruction of where to add courses. Click OK.



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.

9. Upon clicking on the Add My Courses button, the Education Planner automatically opens on the Year 1 curriculum. Courses taken in EM025 can be selected by ticking the appropriate boxes. Complete the selection of courses and click Update Planner and then Continue.





# Registration Activity Guide: Student-facing Steps (PE)

10. After updating the planner, and clicking on continue, the Schedule Builder renders and the Proceed to Registration button is clickable to finalise your shopping cart.



As you are enrolled for a research programme there are no scheduled classes listed.

11. Once all your courses are loaded into your shopping cart and you have proceeded to registration, in the shopping cart view, click on the Select All button and Enroll button.

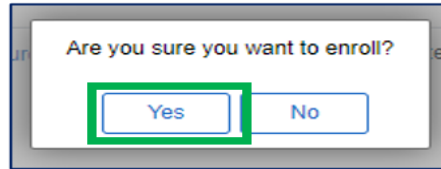


If you forget to select the courses you are approved to register for, a pop-up warning message will appear to remind you to do so.

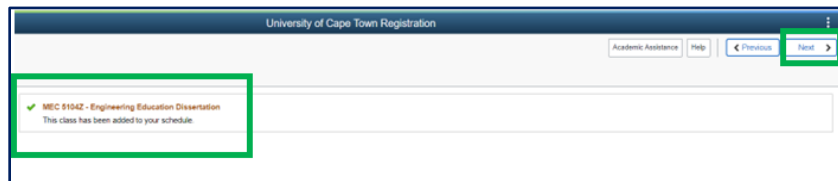


# Registration Activity Guide: Student-facing Steps (PE)

12. A Pop-up Message appears, click Yes to continue.



13. The list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

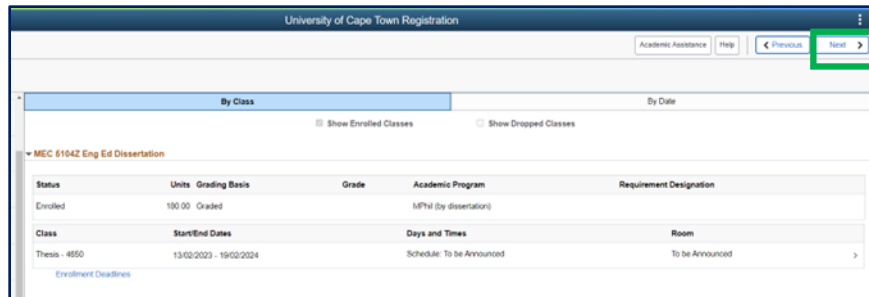


If for some reason, a course/ courses could not be added to your schedule, please contact the faculty office to assist.



After viewing your class enrolments, please remember to click next, and complete Steps 13 and 14 to finalise your registration.

14. The View My Classes (Step 13) tab will open, showing your class schedule. Click Next to finalise your registration.





# Registration Activity Guide: Student-facing Steps (PE)

15. The final step, the Complete step (Step 14) opens. Read the information and click Submit.

University of Cape Town Registration

Academic Assistance Help < Previous

**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.

6 Contact Details Complete

7 Addresses Complete

Submit

Tasks

No current tasks

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.

End of Registration Process



You can access your Proof of Registration from the Student Home page, by clicking on the Academic Record tile, and choosing the “Proof of Registration” tab on the left-hand side of the screen.

UNIVERSITY OF CAPE TOWN

Student Administration System

Student Homepage

Academic Records

Course History

- View Grades
- View Academic Record
- Communication List
- Progress Report
- Change of Curriculum
- Proof of Registration

Student Homepage Proof of Registration

Course History View Grades View Academic Record Communication List Progress Report Change of Curriculum Proof of Registration Request End of Year Results Mid Term Course Grade Average

**Proof of Registration**

Term Selection Select Term 2023

Academic Information Career Masters Level First Year Program EMQ25 MPhil (by dissertation)

Course	Description
MEC 5104Z	Eng Ed Dissertation

EMAIL