UCT REGISTRATION

STUDENT GUIDE

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

POSTGRADUATE

Programme Enrolment

Blank Shopping Cart

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 following registration methods for EBE PG studies:
- Programme Enrolment (PE)
- Blank Shopping Cart (BSC)

The registration method relevant to you will be indicated by the Engineering and the Built Enviornment 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   Phone: +27 (0)21 650 5227

STEPS OVERVIEW

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

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:
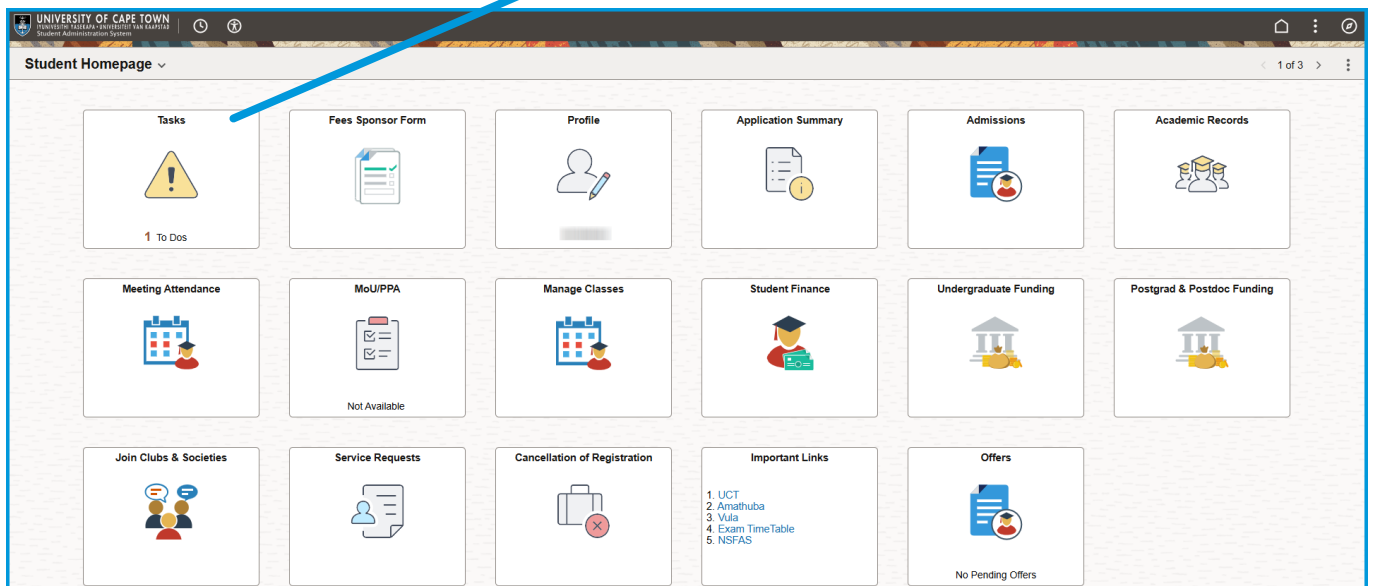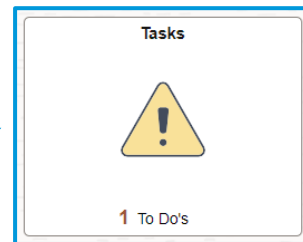
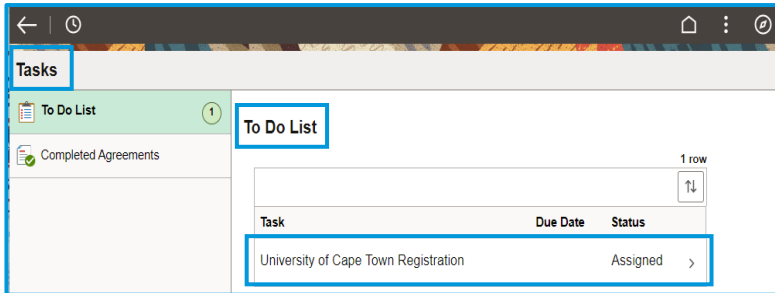Email: icts-helpdesk@uct.ac.za
Phone: +27 (0)21 650 4500
Link: https://password.uct.ac.za/

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.

STEP 2: Declaration

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

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 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 results 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 or programme, 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.

Not Requiring MoU/PPA Trigger - Questions

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

X Exit

University of Cape Town Registration

Help   ‹ Previous

| Introduction ● Visited | **Additional Information** Please Answer all the question below truthfully. | Save Answers |

Expected Graduation Year

* Declaration ● Complete

* Additional Information ● In Progress

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

Note: 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.

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

OK   Cancel

Completed Instructions   X

Thank You!

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

Requiring MoU/PPA Trigger – Questions

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

Note: Once you answered all questions, click Save Answers and follow the prompts 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.
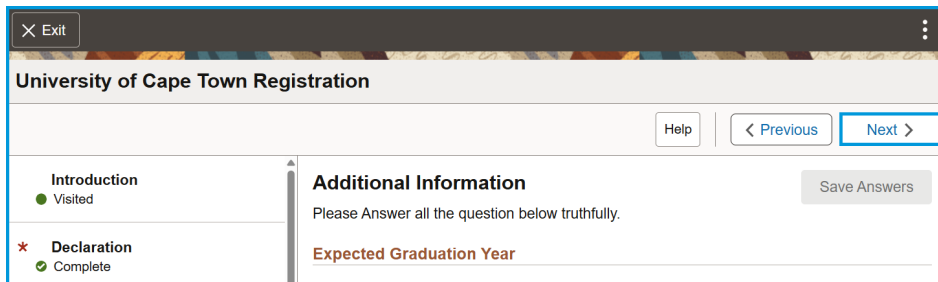
If you are in a programme/plan requiring a combination of coursework and a dissertation/ minor-dissertation to be completed, you need to complete the Research Question.

Which option do you need to select (Research)?

- If you are only required to complete your coursework components in the current year, select "No".
- If you are only required to complete the dissertation component in the current year, select "Yes".
  - *This option triggers the* <u>*MoU/PPA task*</u>*, which you are required to* <u>*complete prior to Step 12*</u> *(Course Selection).*
- If you are required to complete both the coursework and dissertation components in the current year, select "Yes".
  - *This option triggers the* <u>*MoU/PPA task*</u>*, which you are required to* <u>*complete prior to Step 12*</u> *(Course Selection).*

NOTE: The MoU/PPA task will result in a hold on the record that will only be lifted once the MoU/PPA is in a 'Finalised' status.

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 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.

To update/edit current items under the "Demographic Details" option, click on the arrow **(>)** icon to open.
Once open, click on the desired option icon to make changes.

STEP 6: Contact Details

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

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.
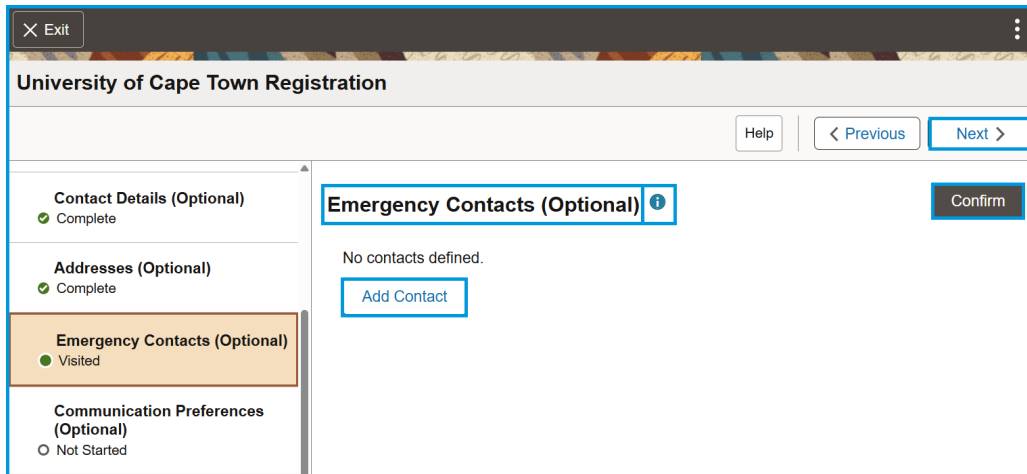
To edit/delete/update "Address" items, click on the arrow **(>)** icon next to the appropriate field.

To add "Address" items, click on the plus **(+)** icon under the appropriate field.
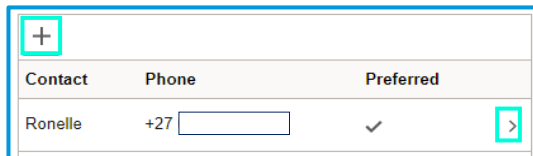
STEP 8: Emergency Contacts

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**
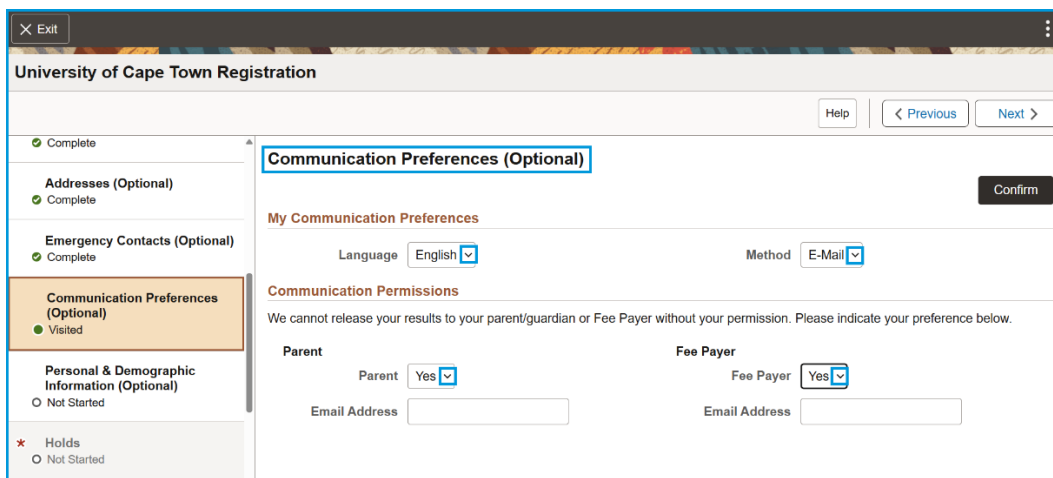
In case emergency contact details are captured, and you would like to add another, click on the plus **(+)** icon under the appropriate field.

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

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 or a Memorandum of Understanding. 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

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.

STEP 12: My Courses

IMPORTANT Depending on the registration method assigned to your programme/plan of study, the interface you need to register on appears in Step 12. For postgraduate students in EBE, you either register via Programme Enrolment (PE) or Blank Shopping Cart (BSC) dependent to the programme and year of study. See description of each method below.

PROGRAMME ENROLMENT (PE)

Your curriculum is "unpacked" with the required course options, and rules of the programme to guide you to register for your courses.

When clicking on the "Add My Courses" button, your "Education Planner" page appears for completion.

By following the prompts and selecting the required courses, you can self-register without approval from the Faculty.

BLANK SHOPPING CART (BSC)

You are required to "pack" your curriculum yourself (with the assistance of the Faculty Handbook and other sources).

When clicking on the "Add Additional Courses" button, you are prompted to search and select the courses you need to register for and adding them to your registration list.

Faculty approval is required and once granted, you can finalise Step 12.

12.1 PROGRAMME ENROLMENT

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.	
* **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. If you do not encounter this message, proceed with Step 12.

Click on **Step 12**.

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: B Landscape Arch Hons (EH008) /Landscape Architect (Bridging) (EH008APG16) 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 through Step 14.

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 EH008APG16 - Year 1:

Select	Status	Item	Category	Credits
☑		APG 4028F: Aspects of City Design	Core Courses	12.00
☑		*and* APG 4030Z: HAT Landscape Arch A	Core Courses	12.00
☑		*and* APG 4032Z: Constructing Landscape Systems	Core Courses	12.00
☑		*and* APG 4036Z: Landscape Arch. Studio I	Core Courses	64.00
☑		*and* APG 4047Z: Plants & Design	Core Courses	12.00
☑		*and* APG 4053Z: Landscape Architecture Practic	Core Courses	6.00
☑		*and* APG 4054Z: Landscape Systems Analysis	Core Courses	12.00
☑		*and* APG 4060Z: LA Bridging	Core Courses	16.00

Credit Summary:

Year Planned	0	Year Enrolled	0	Year Passed	0
Program Planned	0	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							
9:00AM			● APG 4047Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING				
10:00AM	● APG 4036Z - PG01 Practical 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 4054Z - LG01 Lecture 9:00AM - 4:00PM Location: TBA Session 1 0015 PENDING	● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 4030Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 4036Z - PG01 Practical 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING		
11:00AM	● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 4028F - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session SM1 0015 PENDING	● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING	● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING		
12:00PM							

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.

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.

⭐ 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.

PROGRAMME ENROLMENT cont.

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.

Indicator Meanings:
  ✔   Class successfully added to your schedule.
  X   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.

PROGRAMME ENROLMENT (PE) STEP 12 END

CONTINUE TO STEP 13, NAVIGATE TO PAGE 23

12.2 Blank Shopping Cart

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.	
* 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.

Blank Shopping Cart
You are active and ready to enrol for the following programme/plan: B Landscape Arch Hons (EH008) /Landscape Architect (Bridging) (EH008APG16) Your shopping cart is empty, please use the "Add Courses" button to select your courses.
To begin registration, click on Add Courses below. Refer to your faculty handbook to ensure course selections match your curriculum.
Add Courses

Note: 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.

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

After selecting the Add Courses button the **Registration Class Seach** 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.	
Enter search keyword(s) 🔍	

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

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.

The Class Search Results page will appear with the available course options. Click on the course you need to register for by clicking the **plus icon.**

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

You can select your courses and add them without closing the window. Once all your courses have been added, you can close the window.

Blank Shopping Cart cont.

Note: If you are a returning student, aside from selecting the courses you need to register for in the particular year, also remember to add the courses you 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.

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: B Landscape Arch Hons (EH008) /Landscape Architect (Bridging) (EH008APG16) 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 - 5627	APG 1004F History & Theory of Arch I	Semester One				10.00		
				More meeting details available					
	Tutorial - 4838								
				More meeting details available					

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**.**

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 that you will not be able to make changes to your shopping cart once it has been submitted for review.

Create Service Requests

My Request Detail

Category	Registration Curriculum Approvals	Type	Curriculum Advice and Approval
Subtype	None	Request Date	
Status	Submission received		
Comment	Please approve my request.		

∨ **File Attachments**

Attachments   Audit

Attached File	View	Add Attachment	
	View	Add Attachment	—

Submit | Cancel

Note: Upon submission, you are re-directed to the registration shopping cart page, a View Status button will appear. This means your request is allocated to a faculty staff member for review and approval.

Note, you are not able to make changes to your shopping cart once it is submitted for review. Once a decision is made, the outcome and further instructions are sent via email. The status bar on your registration shopping cart page (Step 12) also indicates the updated status as per the email.

You will then be taken back to Step 12 where you will be able to see that your submission is pending 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 - 5627	APG 1004F History & Theory of Arch I	Semester One	More meeting details available			10.00		
	Tutorial - 4838			More meeting details available					

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	
Type	Curriculum Advice and Approval		Request Date	
Subtype		None	Status	Submission received

Status Date	Comment	By
	Please review my request.	

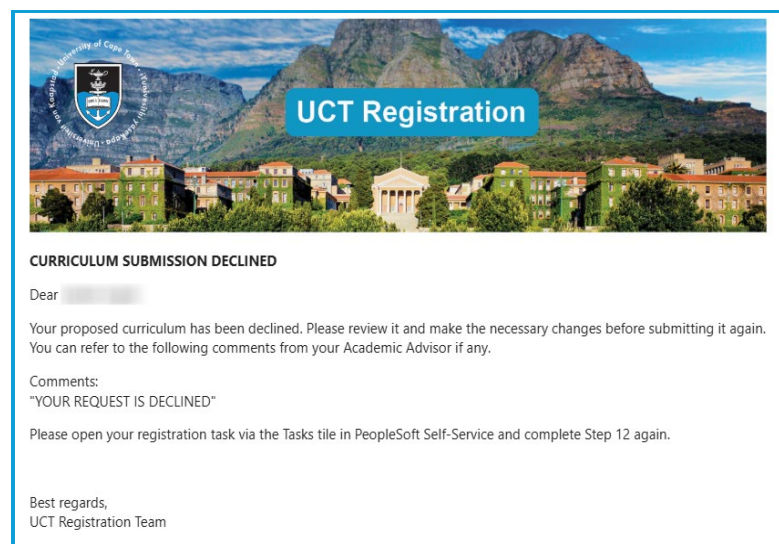| Add Comment	Update Last Comment

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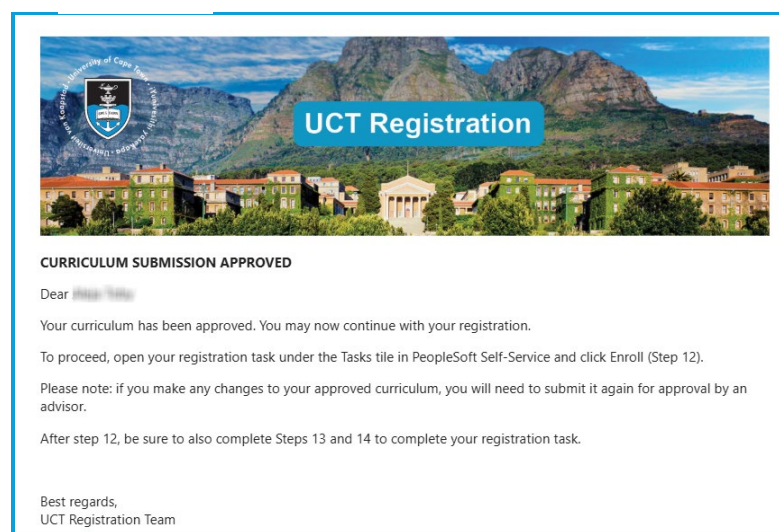
Below, examples of these emails for the **various statuses:**

CURRICULUM SUBMISSION INCOMPLETE

Dear Oretelhatse Mokoka

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:
"Testing 4764"

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

Best regards,
UCT Registration Team

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.

CURRICULUM SUBMISSION DECLINED

Dear

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

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.

CURRICULUM SUBMISSION APPROVED

Dear

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 your status will change and you will be able to **enrol:**

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

Your class has been added to your Schedule, **Click Next**

Indicator Meanings:

✓ Class successfully added to your schedule.

X 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.

BLANK SHOPPING CART – END OF STEP 12

CONTINUE TO STEP 13,

STEP 13: View My Classes

The **View My Classes** page opens. **View** details and **click Next** to continue.

						Help	‹ Previous	Next ›

By Class	By Date

☑ Show Enrolled Classes   ☐ Show Dropped Classes

˅ APG 1004F History & Theory of Arch I

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	10.00	Graded		B Landscape Arch Hons	

Class	Meeting Dates	Days and Times	Room	
Tutorial - 4838	16/02/2026 - 27/03/2026 07/04/2026 - 20/05/2026	Days: Monday Times: 4:00PM to 6:00PM Days: Monday Times: 4:00PM to 6:00PM	To be Announced To be Announced	›
Lecture - 5627	16/02/2026 - 27/03/2026 07/04/2026 - 20/05/2026	Days: Monday Times: 2:00PM to 4:00PM Days: Monday Times: 2:00PM to 4:00PM	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.

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|			
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

Submit

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.
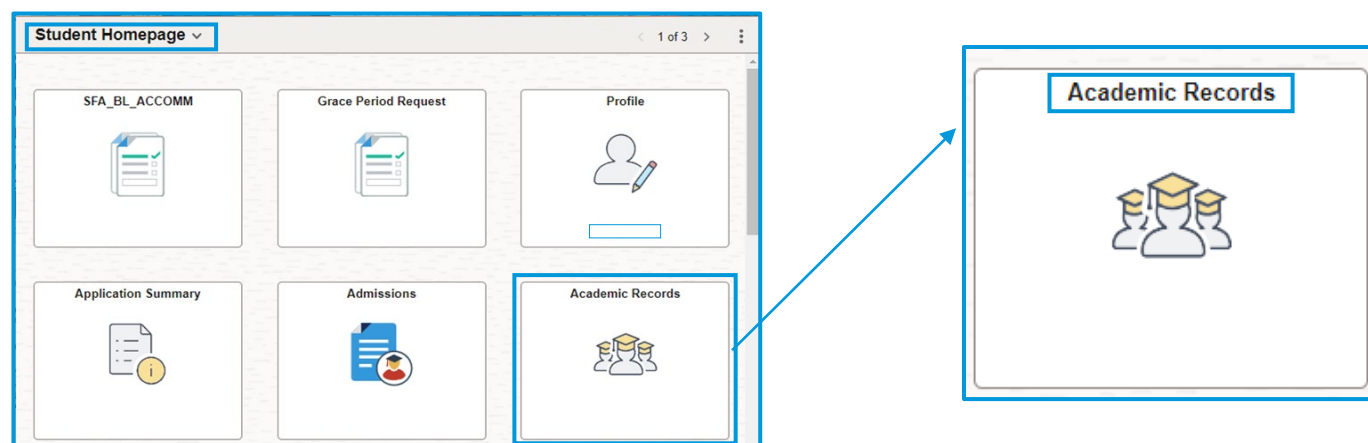
You are reminded again where you can view the UCT Student Responsibility Policy page.
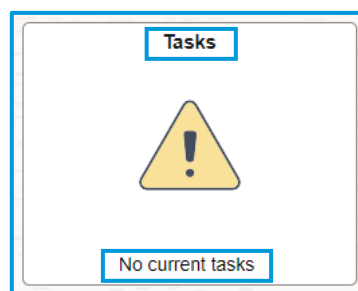
END OF REGISTRATION PROCESS

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

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

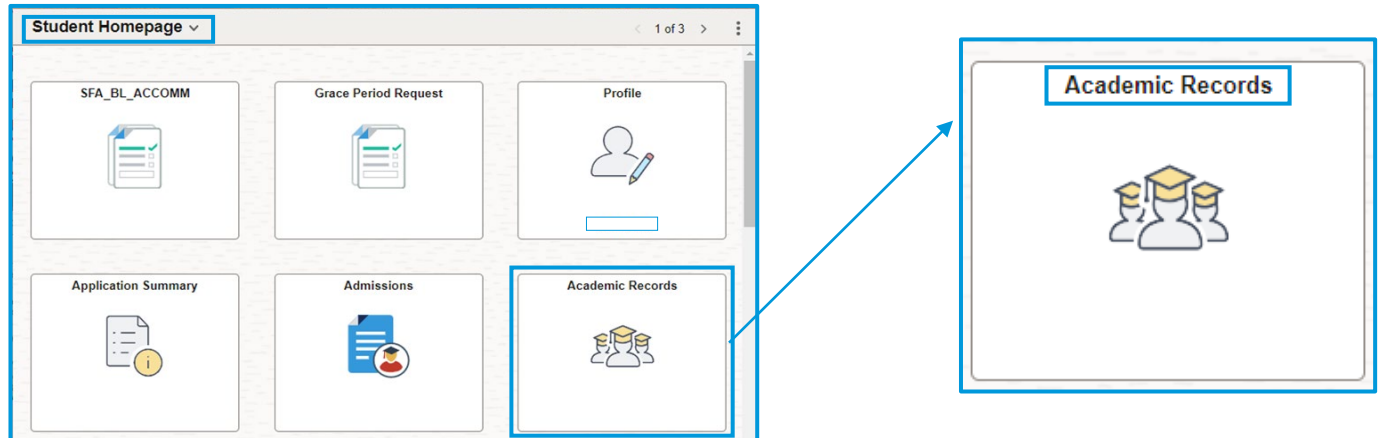**Click** on the **Proof of Registration** tab on the left-hand side navigation

Select term and click **Email**

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	**Proof of Registration**
View Grades	**Term Selection**
View Academic Record	Select Term 2023 ⌄
Communication List	**Academic Information**
Progress Report	Career Masters
Change of Curriculum	Level Sixth Year
Cancellation of Registration	Program EM023 MSc (Eng) (by dissertation)
Proof of Registration	
Mid Term Course Grade Average	
Proof of Qualification	

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

EMAIL

Select term and click **Email**