



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 Environment 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	<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

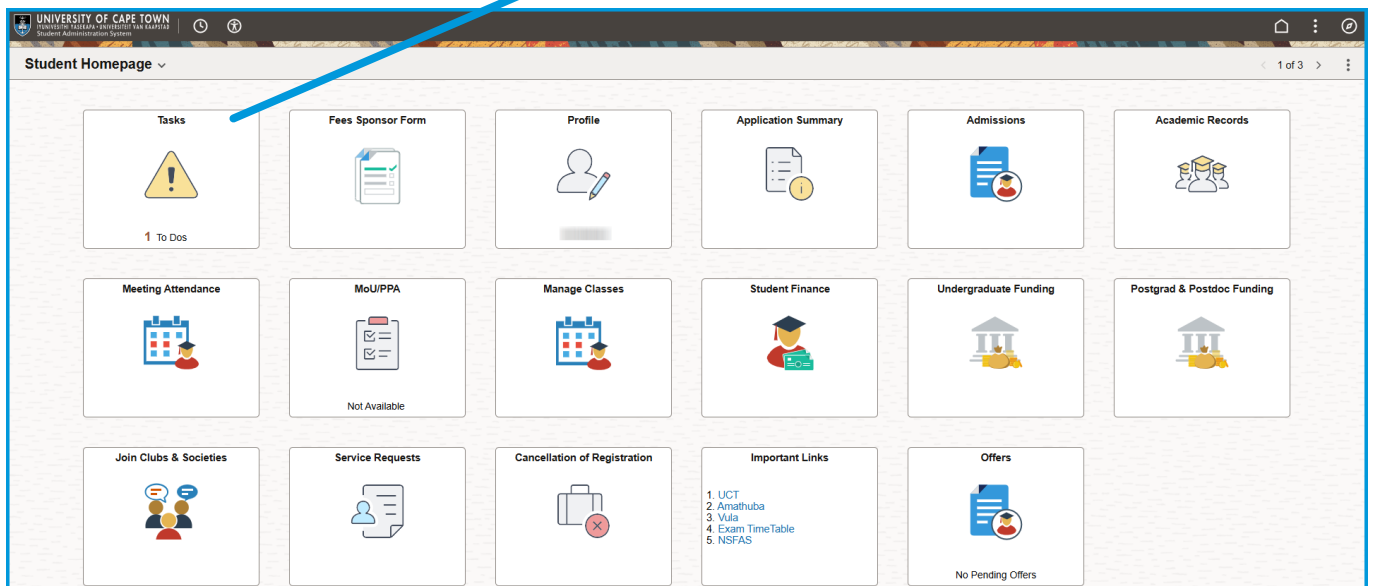
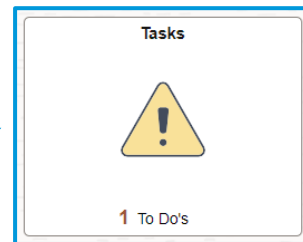
Phone: +27 (0)21 650 4500

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

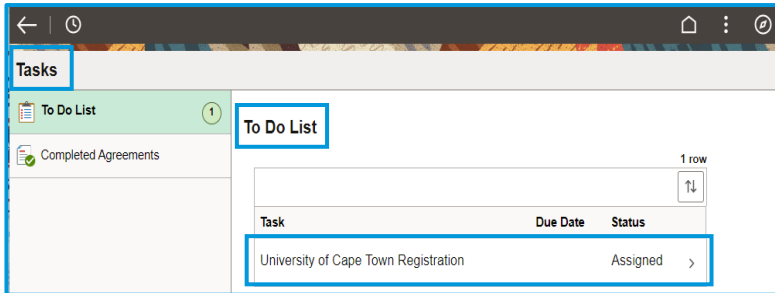
Access Activity Guide

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: 

Introduction <input checked="" type="radio"/> Visited
* Declaration <input type="radio"/> Not Started
* Additional Information <input type="radio"/> Not Started
Personal Details (Optional) <input type="radio"/> Not Started
Biographic Details (Optional) <input type="radio"/> Not Started
Contact Details (Optional) <input type="radio"/> Not Started
Addresses (Optional) <input type="radio"/> Not Started
Emergency Contacts (Optional) <input type="radio"/> Not Started
Communication Preferences (Optional) <input type="radio"/> Not Started
Personal & Demographic Information (Optional) <input type="radio"/> Not Started
* Holds <input type="radio"/> Not Started
* My Courses <input type="radio"/> Not Started
View My Classes <input type="radio"/> Not Started
* Complete <input type="radio"/> Not Started



STEP 1: Introduction

Read the Introduction and click Next to continue.

The screenshot shows the 'University of Cape Town Registration' interface. On the left is a sidebar with a list of steps: Introduction (marked 'Visited'), Declaration (marked 'Not Started'), Additional Information (marked 'Not Started'), Personal Details (Optional) (marked 'Not Started'), Biographic Details (Optional) (marked 'Not Started'), and Contact Details (Optional) (marked 'Not Started'). The main content area is titled 'Introduction' and contains the following text: 'Welcome to University of Cape Town Registration', 'This registration task will allow you to:', a bulleted list of tasks (Verify or update personal information, Verify address details, Indicate your communication preferences, Sign agreements, Register for classes based on your active program of study), a paragraph about seeking assistance via 'Help' or 'Academic Assistance' buttons, and a paragraph about viewing the Fee Account and Proof of Registration via Peoplesoft Self-Service, with a link to the UCT student responsibility policy. At the top right of the main area are 'Help' and 'Next >' buttons.

STEP 2: Declaration

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

The screenshot shows the 'University of Cape Town Registration' interface at the 'Declaration' step. The sidebar now shows 'Introduction' as 'Visited' and 'Declaration' as 'In Progress'. The main content area is titled 'Declaration' and contains the following text: 'PRIVACY STATEMENT FOR REGISTRATION AT UCT', a paragraph about data collection for student contracts, a bulleted list of collected information (Personal information, Image and fingerprints, Qualifications), a paragraph about data sharing with external organizations (NSFAS, National learner record data base), a paragraph about public domain records, and a link to the UCT Student Privacy Notice and UCT Alumni Privacy Notice. At the top right of the main area are 'Help' and '< Previous' buttons. At the bottom right is an 'Accept' button.

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 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.

✕ Exit

University of Cape Town Registration

Help

< Previous

Introduction

● Visited

★ Declaration

● Complete

★ Additional Information

● In Progress

Additional Information

Please Answer all the question below truthfully.

Expected Graduation Year

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

Save Answers

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

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.

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

OK Cancel



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



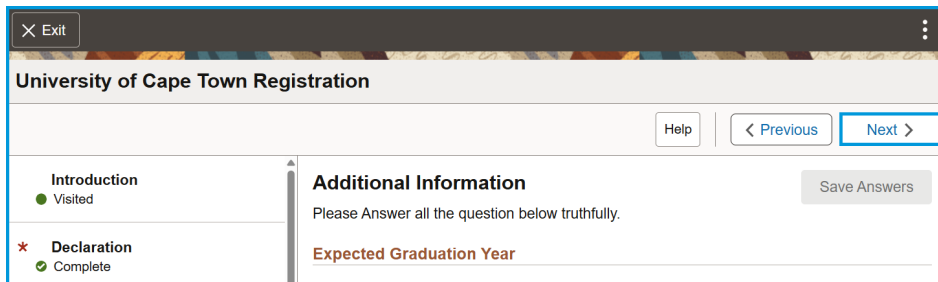
If you are in a programme/plan requiring a combination of coursework and a dissertation/ minor-dissertation to be completed, you need to complete the Research Question.

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 MoU/PPA task, which you are required to complete prior to Step 12 (Course Selection).
- If you are required to complete both the coursework and dissertation components in the current year, select "Yes".
This option triggers the MoU/PPA task, which you are required to complete prior to Step 12 (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.



University of Cape Town Registration

Help < Previous Next >

Introduction
● Visited

★ Declaration
● Complete

★ Additional Information
● Complete

Personal Details (Optional)
● Visited

Biographic Details (Optional)
○ Not Started

Additional Information

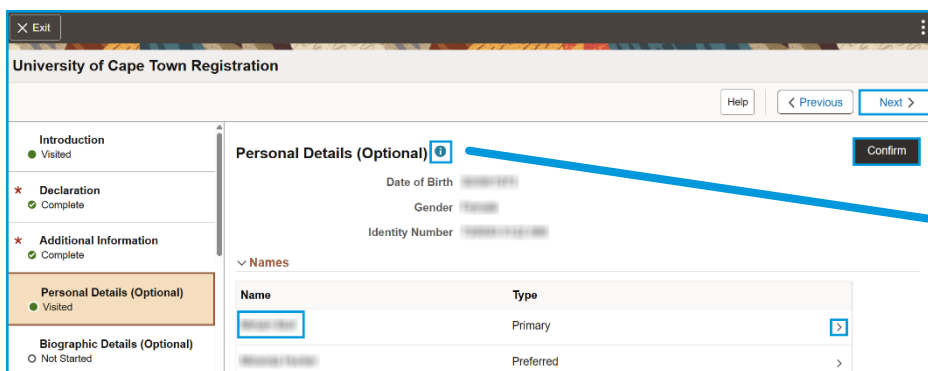
Please Answer all the question below truthfully.

Expected Graduation Year

Save Answers

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

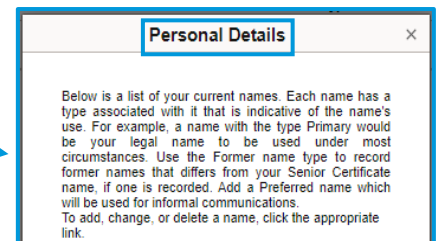
Personal Details (Optional)

Date of Birth
Gender
Identity Number

Names

Name	Type
	Primary
	Preferred

Confirm



Personal Details

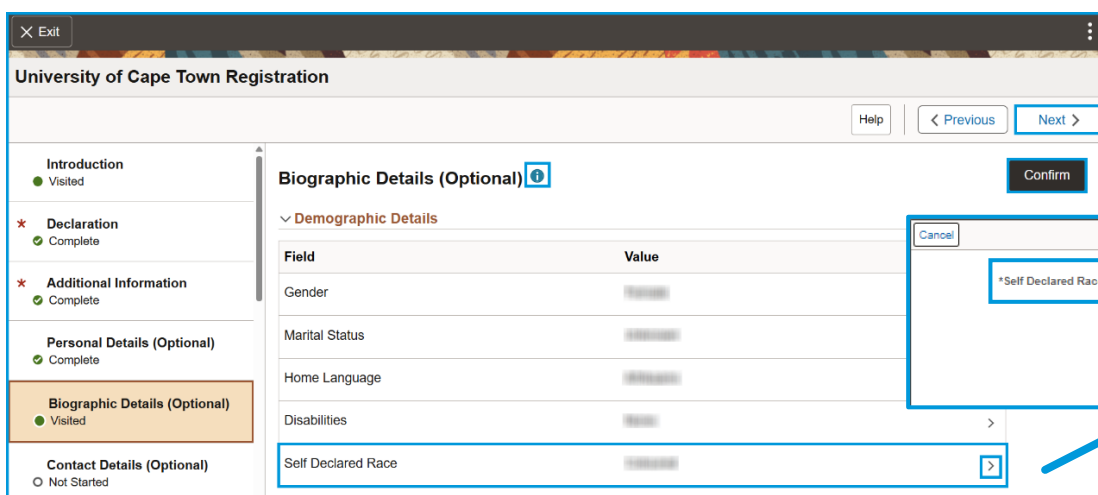
Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former name type to record former names that differs from your Senior Certificate 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.

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)
● Complete

Biographic Details (Optional)
● Visited

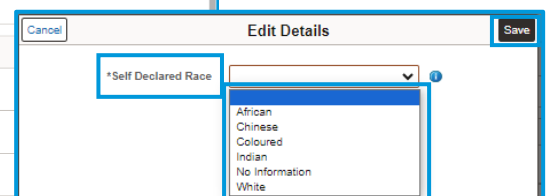
Contact Details (Optional)
○ Not Started

Biographic Details (Optional)

Demographic Details

Field	Value
Gender	
Marital Status	
Home Language	
Disabilities	
Self Declared Race	

Confirm



Edit Details

*Self Declared Race

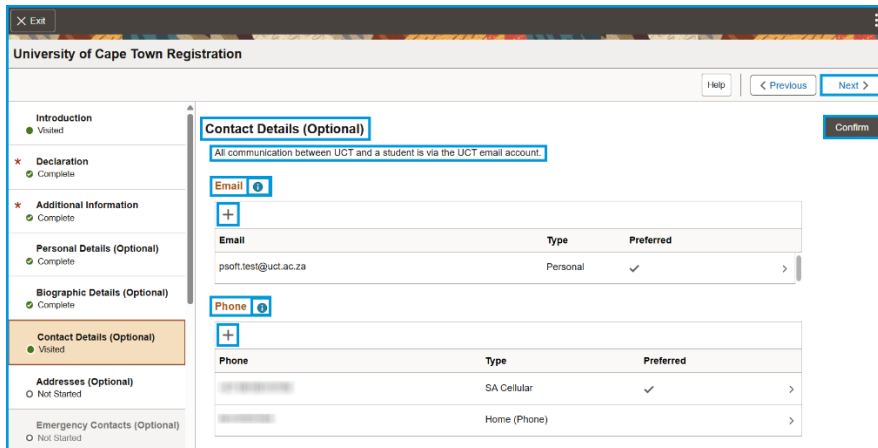
African
Chinese
Coloured
Indian
No Information
White

Cancel Save

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.



The screenshot shows the 'Contact Details (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has a 'Contact Details (Optional)' header with a 'Confirm' button. Below this is a note: 'All communication between UCT and a student is via the UCT email account.' There are two sections: 'Email' and 'Phone'. Each section has a plus icon to add new items. The 'Email' section shows a table with columns 'Email', 'Type', and 'Preferred'. The 'Phone' section shows a table with columns 'Phone', 'Type', and 'Preferred'. Both tables have a right arrow icon for editing.

Email	Type	Preferred
psoft.test@uct.ac.za	Personal	✓

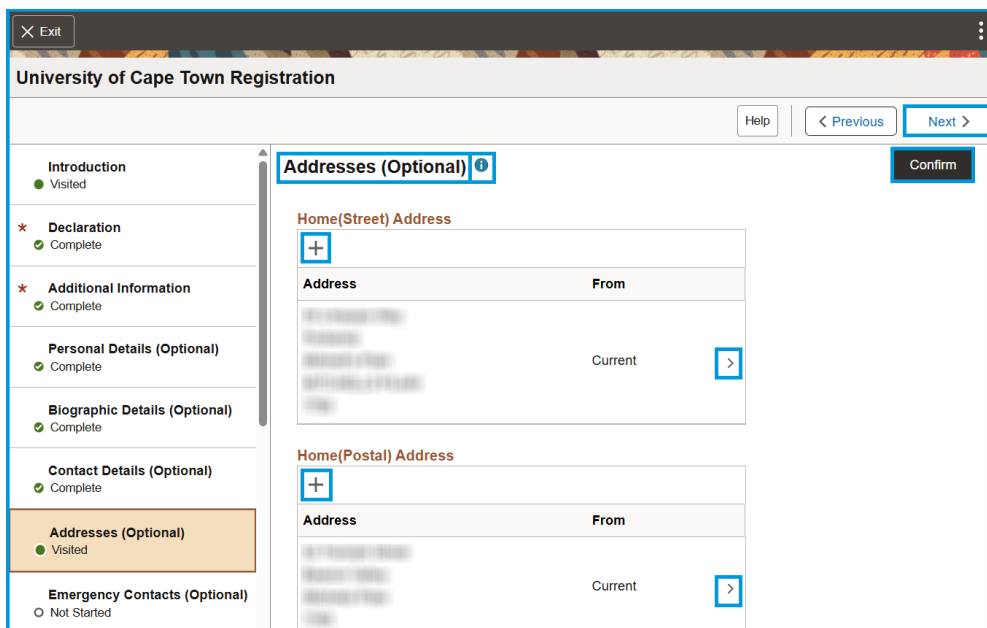
Phone	Type	Preferred
	SA Cellular	✓
	Home (Phone)	

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.



The screenshot shows the 'Addresses (Optional)' section of the registration form. It includes a sidebar with progress indicators for Introduction, Declaration, Additional Information, Personal Details (Optional), Biographic Details (Optional), Contact Details (Optional), Addresses (Optional), and Emergency Contacts (Optional). The main content area has an 'Addresses (Optional)' header with a 'Confirm' button. Below this are two sections: 'Home(Street) Address' and 'Home(Postal) Address'. Each section has a plus icon to add new items. Each section shows a table with columns 'Address' and 'From'. The 'From' column has a 'Current' status and a right arrow icon for editing.

Address	From
	Current

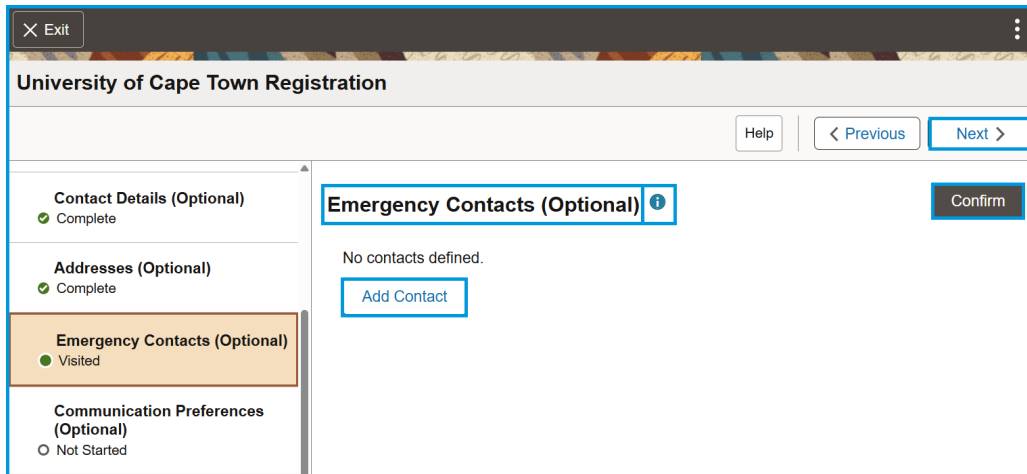
Address	From
	Current

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.

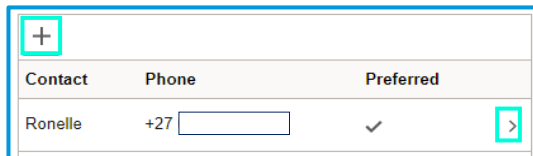
STEP 8: Emergency Contacts

Check your **Emergency Contacts**, update if applicable, click **Confirm** and **Next** to continue.



The screenshot shows the 'University of Cape Town Registration' interface. On the left, a sidebar lists registration steps: 'Contact Details (Optional)' (Complete), 'Addresses (Optional)' (Complete), 'Emergency Contacts (Optional)' (Visited), and 'Communication Preferences (Optional)' (Not Started). The main area is titled 'Emergency Contacts (Optional)' and shows 'No contacts defined.' with an 'Add Contact' button. A 'Confirm' button is in the top right. Navigation buttons include 'Exit', 'Help', '< Previous', and 'Next >'.

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



The screenshot shows the 'Add Contact' form. It has a table with columns 'Contact', 'Phone', and 'Preferred'. The first row contains 'Ronelle', '+27', and a checkmark. A plus icon is in the top left, and a right arrow icon is in the bottom right.

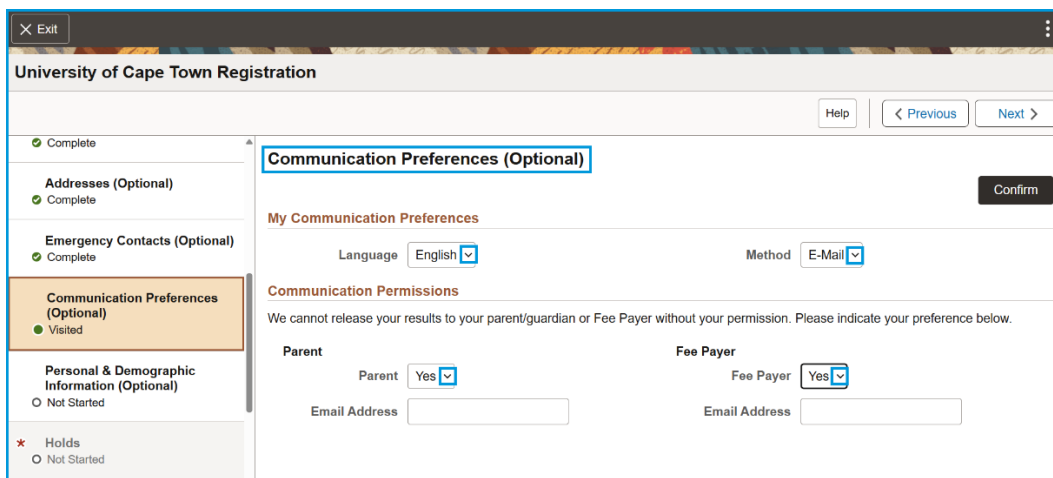
Contact	Phone	Preferred
Ronelle	+27	✓

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



The screenshot shows the 'University of Cape Town Registration' interface for 'Communication Preferences (Optional)'. The sidebar shows 'Communication Preferences (Optional)' as 'Visited'. The main area is titled 'Communication Preferences (Optional)' and contains sections for 'My Communication Preferences' (Language: English, Method: E-Mail) and 'Communication Permissions' (We cannot release your results to your parent/guardian or Fee Payer without your permission. Please indicate your preference below.). There are two columns: 'Parent' and 'Fee Payer', each with a 'Yes' dropdown and an 'Email Address' field. A 'Confirm' button is in the top right. Navigation buttons include 'Exit', 'Help', '< Previous', and 'Next >'.

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

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

University of Cape Town Registration

Help < Previous Confirm

Communication Preferences (Optional)
Complete

Personal & Demographic Information (Optional)
Complete

★ Holds
In Progress

★ My Courses
Not Started

Holds

1 row

Hold	Department
Memorandum of Understanding	University of Cape Town

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.

University of Cape Town Registration

Help < Previous Next >

Communication Preferences (Optional)
Complete

Personal & Demographic Information (Optional)
Complete

* Holds
Complete

* My Courses
Not Started

Holds

1 row

Hold	Department
There are no holds preventing you from enrolling. Press confirm to continue.	

Confirm

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.

PROGRAMME ENROLMENT (PE) – CONTINUE BELOW
BLANK SHOPPING CART (BSC) – NAVIGATE TO PAGE 17



12.1 PROGRAMME ENROLMENT

Click on **Step 12**.

University of Cape Town Registration	
	Help < Previous
Introduction ✔ Complete	Registration Closed You are active for the following programme/plan: <input type="checkbox"/> 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.
* Declaration ✔ Complete	
* 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. 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
<input checked="" type="checkbox"/>		APG 4028F: Aspects of City Design	Core Courses	12.00
<input checked="" type="checkbox"/>		and APG 4030Z: HAT Landscape Arch A	Core Courses	12.00
<input checked="" type="checkbox"/>		and APG 4032Z: Constructing Landscape Systems	Core Courses	12.00
<input checked="" type="checkbox"/>		and APG 4036Z: Landscape Arch. Studio I	Core Courses	64.00
<input checked="" type="checkbox"/>		and APG 4047Z: Plants & Design	Core Courses	12.00
<input checked="" type="checkbox"/>		and APG 4053Z: Landscape Architecture Practic	Core Courses	6.00
<input checked="" type="checkbox"/>		and APG 4054Z: Landscape Systems Analysis	Core Courses	12.00
<input checked="" type="checkbox"/>		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	<div>● APG 4036Z - PG01 Practical 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>	<div>● APG 4054Z - LG01 Lecture 9:00AM - 4:00PM Location: TBA Session 1 0015 PENDING</div>	<div>● APG 4047Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>	<div>● APG 4030Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>	<div>● APG 4036Z - PG01 Practical 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>		
10:00AM			<div>● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>				
11:00AM	<div>● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>	<div>● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>	<div>● APG 4028F - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session SM1 0015 PENDING</div>	<div>● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>	<div>● APG 4060Z - LG01 Lecture 9:00AM - 1:00PM Location: TBA Session 1 0015 PENDING</div>		
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.

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

Your approval request has been approved. You may now finalize your enrollment or adjust your selection if needed.

Select My CurriculumAdd Non-Curriculum CoursesEnroll

Your Shopping Cart

Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Open	Lecture - 4826	APG 4028F Aspects of City Design	Semester One				12.00		

More meeting details available

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?

YesNo

★ 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.

Help | < Previous | **Next >**

✓	APG 4028F - Aspects of City Design This class has been added to your schedule.
✓	APG 4030Z - History & Theory Of Landscape Architecture This class has been added to your schedule.

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**.

The screenshot shows the 'University of Cape Town Registration' page. On the left, there is a sidebar with three sections: 'Introduction' (Complete), 'Declaration' (Complete), and 'Additional Information' (Complete). The main content area displays a 'Registration Closed' message. The message states: 'You are active for the following programme/plan [redacted]. 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.' There are 'Help' and '< Previous' buttons in the top right corner.

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 'Blank Shopping Cart' pop-up message. The message states: '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.' Below this, there is a dark blue bar with the text: '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'.

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.

The screenshot shows a dark blue bar with the text: 'To begin registration, click on Add Courses below. Refer to your faculty handbook to ensure course selections match your curriculum.' Below this, there is a green button labeled 'Add Courses'.

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

The screenshot shows the 'Registration Class Search' bar. It has a title bar with a close button (X). Below the title bar, there is a dark blue box with the text: '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.' Below this, there is a search input field with the placeholder text 'Enter search keyword(s)' and a search button (Q).



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.

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.

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**.

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.

Classes

Course Code	Description	Class Section/Component	Days/Times
APG1004F	History & Theory of Arch I	LG01 (Lecture - 5627)	Multiple Meeting Schedules
		TG01 (Tutorial - 4838)	Multiple Meeting Schedules

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

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.

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
APG1004F	History & Theory of Arch I	LG01 (Lecture - 5627)	Multiple Meeting Schedules
		TG01 (Tutorial - 4838)	Multiple Meeting Schedules

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

[Request / Make New](#)

My Request Detail

Category	Registration Curriculum Approvals	Type	Curriculum Advice and Approval
Subtype	None	Request Date	16/10/2020
Status	Submission received		
Comment	<div>Please approve my request!</div>		

File Attachments

1-1 of 1

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				10.00		
	Tutorial - 4838								

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

Type Curriculum Advice and Approval

Subtype None

Request Number 1952788

Request Date 2019-09-04

Status **Submission received**

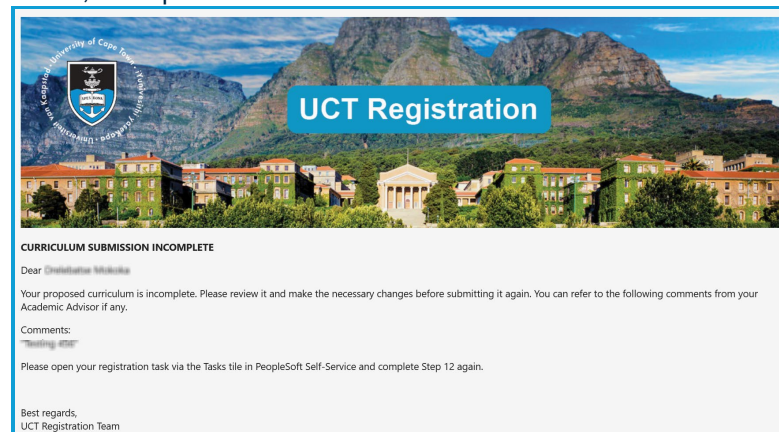
Status Date	Comment	By
2019-09-04	Please review my request.	2019-09-04

[Add Comment](#)[Update Last Comment](#)

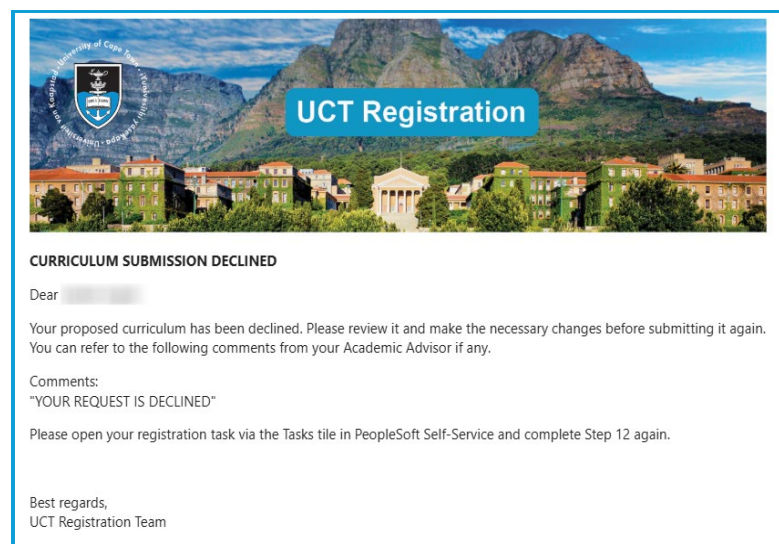


Once the faculty staff member evaluated your registration request, you will receive communication **via email**. Depending on the decision made, the email contains instructions on what you need to do next.

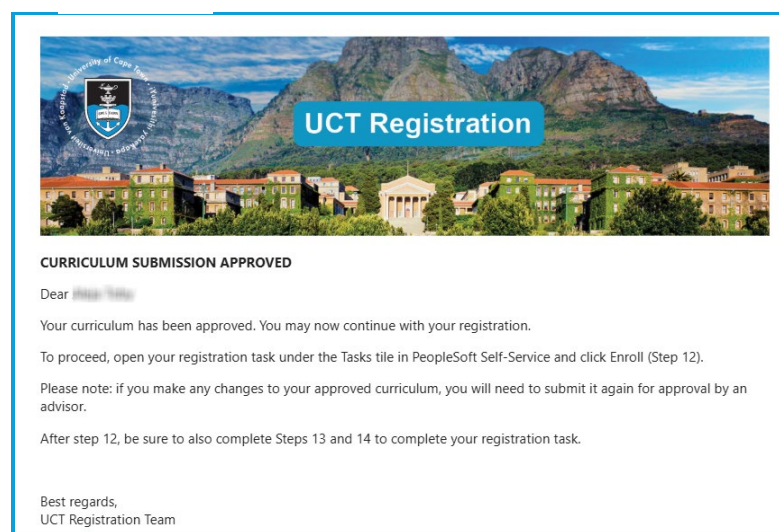
Below, examples of these emails for the **various statuses**:



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.



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.



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**:

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	Instructor	Units	Seats	Preferences
Open	Lecture - 5627	APG 1004F History & T		10.00		
	Tutorial - 4838					

Are you sure you want to enroll?

[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 ✗ indicator.

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

[Help](#) [< Previous](#) [Next >](#)

✓ **APG 1004F - History & Theory Of Architecture I**
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.

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	Days: Monday Times: 4:00PM to 6:00PM	To be Announced
	07/04/2026 - 20/05/2026	Days: Monday Times: 4:00PM to 6:00PM	To be Announced
Lecture - 5627	16/02/2026 - 27/03/2026	Days: Monday Times: 2:00PM to 4:00PM	To be Announced
	07/04/2026 - 20/05/2026	Days: Monday Times: 2:00PM to 4:00PM	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.

Help | < Previous

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

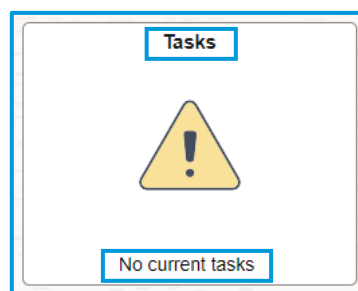
Click on the Submit button to complete your UCT registration task.

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.

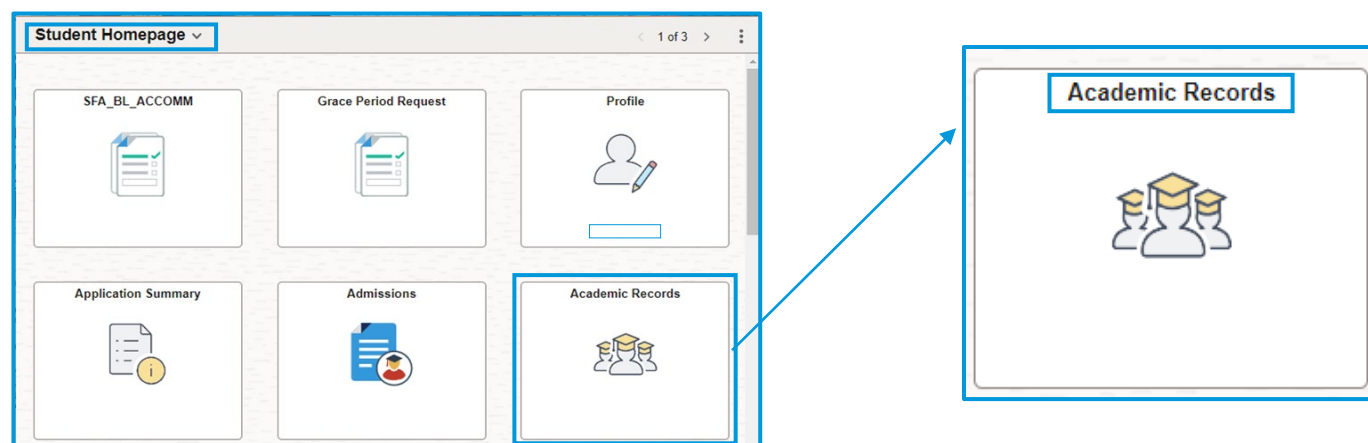
You are reminded again where you can view the UCT Student Responsibility Policy page.



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

Course History

View Grades

View Academic Record

Communication List

Progress Report

Change of Curriculum

Cancellation of Registration

Proof of Registration

Mid Term Course Grade Average

Proof of Qualification

Proof of Registration

Term Selection

Select Term2023

Academic Information

CareerMasters

LevelSixth Year

ProgramEM023 MSc (Eng) (by dissertation)

Course #1		Description #1	
EEE	5000W	Full Dissertation: MSc(Eng)	GIP

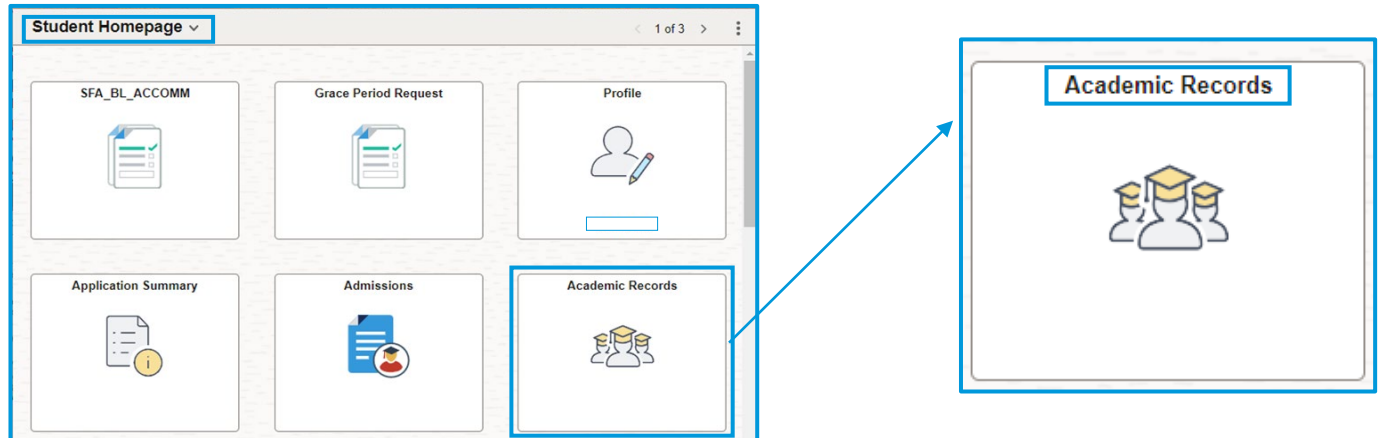
EMAIL

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
View Grades
View Academic Record
Communication List
Progress Report
Change of Curriculum
Cancellation of Registration
Proof of Registration
Mid Term Course Grade Average
Proof of Qualification

Proof of Registration

Term Selection

Select Term: 2023

Academic Information

Career: Masters
Level: Sixth Year
Program: EM023 MSc (Eng) (by dissertation)

Course ¹	Description ¹
EEE	5000W Full Dissertation: MSc(Eng) GIP

EMAIL

Select term and click **Email**