

**Faculty of Health Science**

**Postgraduate Student**

***Registration Activity Guide***



***Programme Enrolment***

***(PE)***





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

1. Access your PeopleSoft account by logging in.

UNIVERSITY OF CAPE TOWN  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

User ID  
MLXKHU004

Password  
•••••

Sign In

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.

Tasks

To Do List

1 row

Task	Due Date	Status
University of Cape Town Registration		In Progress >



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

4. After clicking on the Task, the Registration Activity Guide will open at Step 1 (Introduction). Take a moment to read through the introduction, and then proceed by clicking "Next."

**1** Introduction  
Visited

× Exit University of Cape Town Registration

Academic Assistance Help Next >

**Step 1 of 14: 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

5. After clicking "Next," Step 2 (Declaration) will open. Please read the information provided and proceed by clicking "Accept and Next" to continue.

**2** Declaration  
Complete

× Exit University of Cape Town Registration

Academic Assistance Help < Previous Next >

**Step 2 of 14: 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:

Accept

Academic Assistance Help < Previous Next >

**Step 2 of 14: Declaration**

PRIVACY STATEMENT FOR REGISTRATION AT UCT

Accept

The Declaration specifies that any communication between UCT and a student must take place through the UCT email account. Likewise, all email correspondence initiated by a student with UCT should originate from their UCT email account.



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6. Depending on the student's cohort, relevant questions in Step 3 (Additional Information) will be visible for completion. Provide answers to these questions, save your responses, and then click "Next" to proceed.

**3** Additional Information  
Complete

### Expected Graduation Year

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

Postgraduate students who register for their Dissertation/Minor Dissertation/Thesis, need to undergo the MoU/PPA process before concluding the registration, which must be completed and submitted.

7. Complete Steps 4-11 by clicking on the Confirm/Save buttons. After each confirmation, click "Next" to advance to the subsequent step in the process.

**4** Personal Details  
Complete

**7** Addresses  
Complete

**10** Personal & Demographic Information  
Complete

**5** Biographic Details  
Complete

**8** Emergency Contacts  
Complete

**11** Holds  
Complete

**6** Contact Details  
Complete

**9** Communication Preferences  
Complete

If there are any "blocks/holds" (Service Indicators) on your record, they will be highlighted in Step 11. Resolve these "blocks/holds" before re-entering the Registration Activity Guide to proceed with the registration process.



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

8. Upon completing Steps 1-11, click on Step 12 (My Courses), a Pop-up Message will appear, displaying the relevant Active Programme and Plan. The message will provide instructions on where to add courses. Click "OK" to proceed.

12 My Courses  
In Progress

Shopping Cart  
You are active and ready to enrol for the following programme/plan: MPublic Health (MM012) /Community Eye Health (MM012CHM03)  
To start selecting your courses, please click on the "Add My Courses" button

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 opens. Courses can be selected by ticking the appropriate boxes. Complete the selection of courses and click Update Planner and then Continue.

Education Planner

ID/Name:  
Campus ID:

Select Year

MM054HUB05 - Year 1

Planned Enrolled Passed Not Passed Dropped Invalid CourseList  
Grade In Progress

Courses that must be taken in MM054HUB05 - Year 1:

Select	Status	Item	Category	Credits
<input checked="" type="checkbox"/>		HUB 5002W: MScMed Biomed Eng by diss	Core Courses	180.00



Should you not choose the courses for which you have approval to register, a warning pop-up message will be displayed to prompt you to make the selection.

Credit Summary:

Year Planned	180	Year Enrolled	0	Year Passed	0
Program Planned	180	Program Enrolled	0	Program Passed	0

Your education plan has been updated.



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

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

Schedule Builder

● Open    ■ Closed    ▲ Wait List

> Change Filter Options

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30AM	<ul style="list-style-type: none"> <li>PPH 7078 - LG01 Lecture</li> <li>8:30AM - 4:30PM</li> <li>Location: TBA</li> <li>Session: SM2</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 7078 - LG01 Lecture</li> <li>8:30AM - 4:30PM</li> <li>Location: TBA</li> <li>Session: SM2</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 7078 - LG01 Lecture</li> <li>8:30AM - 1:00PM</li> <li>Location: TBA</li> <li>Session: SM2</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 700P - LG01 Lecture</li> <li>8:30AM - 4:30PM</li> <li>Location: TBA</li> <li>Session: SM1</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 700P - LG01 Lecture</li> <li>8:30AM - 4:30PM</li> <li>Location: TBA</li> <li>Session: SM1</li> <li>0015</li> <li>PENDING</li> </ul>		
9:30AM	<ul style="list-style-type: none"> <li>PPH 7041 - LG01 Lecture</li> <li>8:30AM - 4:30PM</li> <li>Location: TBA</li> <li>Session: SM2</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 7041 - LG01 Lecture</li> <li>8:30AM - 4:30PM</li> <li>Location: TBA</li> <li>Session: SM2</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 7041 - LG01 Lecture</li> <li>8:30AM - 1:30PM</li> <li>Location: TBA</li> <li>Session: SM2</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 700P - LG01 Lecture</li> <li>8:30AM - 2:30AM</li> <li>Location: TBA</li> <li>Session: SM1</li> <li>0015</li> <li>PENDING</li> </ul>	<ul style="list-style-type: none"> <li>PPH 700P - LG01 Lecture</li> <li>8:30AM - 2:30AM</li> <li>Location: TBA</li> <li>Session: SM1</li> <li>0015</li> <li>PENDING</li> </ul>		

Cancel    Proceed to Registration

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.

University of Cape Town Registration

Academic Assistance    Help    < Previous

Add My Courses    **Select All**    Add Additional Courses    Delete    **Enroll**

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats
<input checked="" type="checkbox"/>	Open	Thesis - 5152	HUB 5002W MScMed Biomed Eng by diss	Full Year	More meeting details available			180.00	

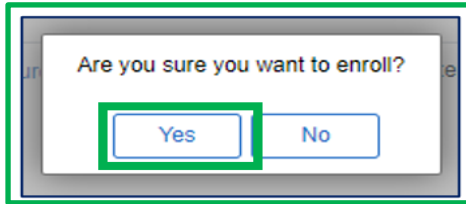


Should you wish to include an extra course, a Service Request must be initiated, and approval from your Conveners is required.

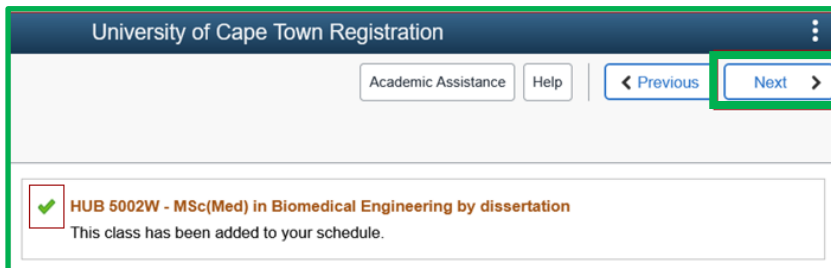


# Registration Activity Guide: Student-facing Steps (PE)

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.

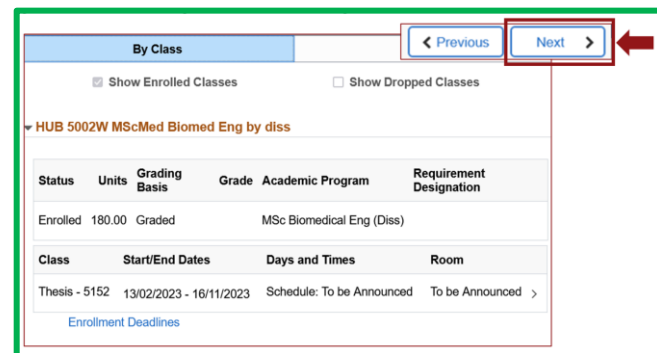


If for some reason, a course could not be added to your schedule, please contact the faculty office to assist.



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, Step 14 (Complete) 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.

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Student Administration System

Student Homepage

Academic Records

Course History

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

Proof of Registration

Term Selection

Select Term 2023

Academic Information

Career

Level

Program

Course	Description
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EMAIL