

Faculty of Health Science

Postgraduate Student

Registration Activity Guide

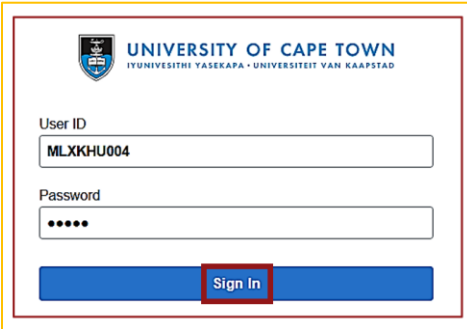


***Prepopulated Shopping Cart
(PPSC)***



Registration Activity Guide: Student-facing Steps (PPSC)

1. Access your PeopleSoft account by logging in.



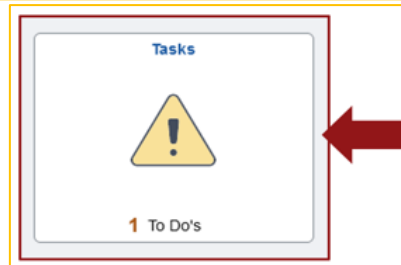
UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

User ID
MLXKHU004

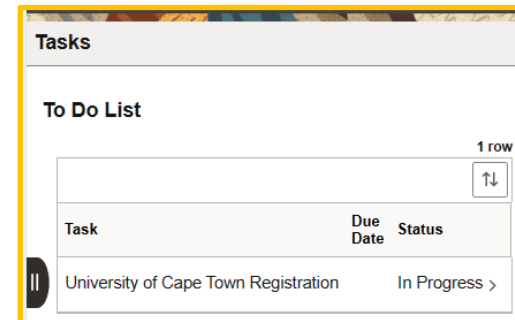
Password
•••••

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

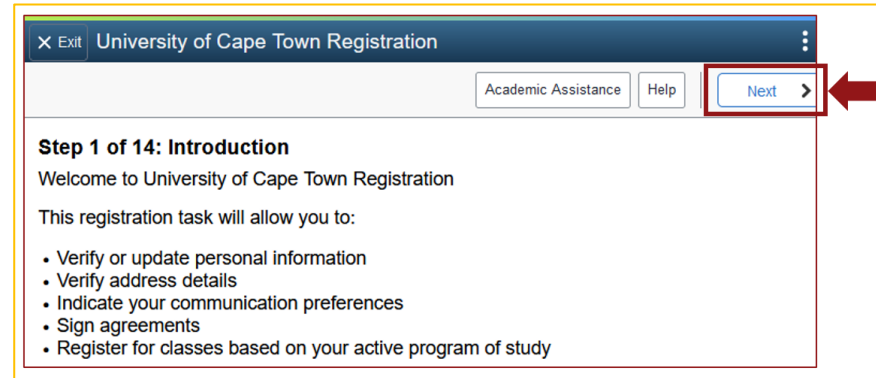
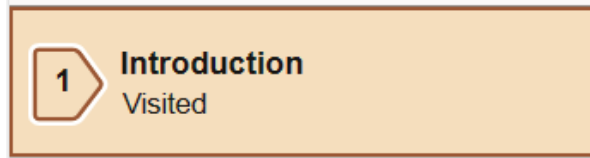
To Do List

1 row

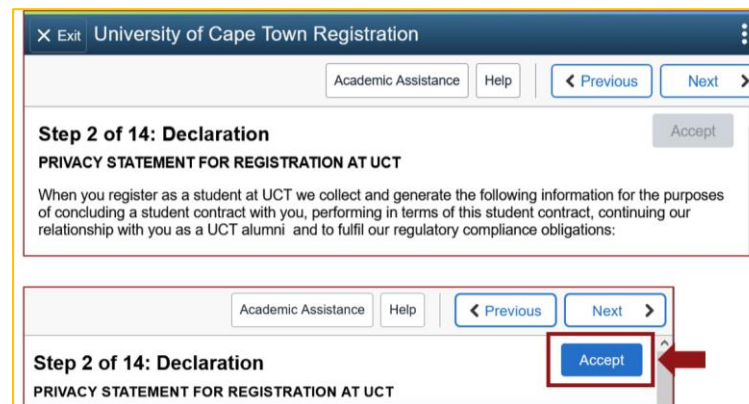
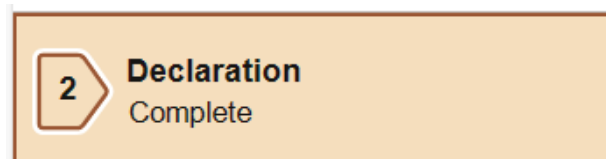
Task	Due Date	Status
University of Cape Town Registration		In Progress >

Registration Activity Guide: Student-facing Steps (PPSC)

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."



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



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.



Registration Activity Guide: Student-facing Steps (PPSC)

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

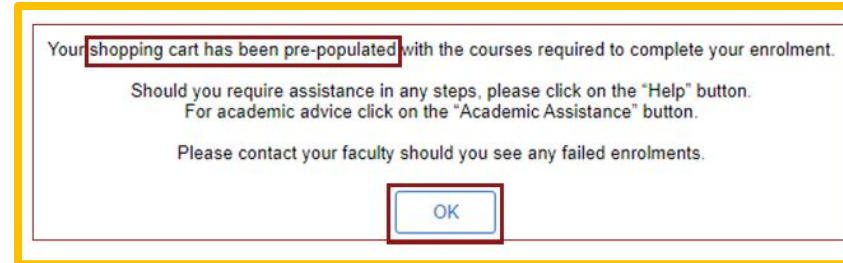
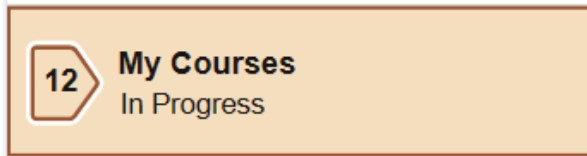
6 **Contact Details**
Complete

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 (PPSC)

8. Upon clicking on the My Course step (Step 12), a Pop-up Message with the applicable Active Programme and Plan appears. Click OK.

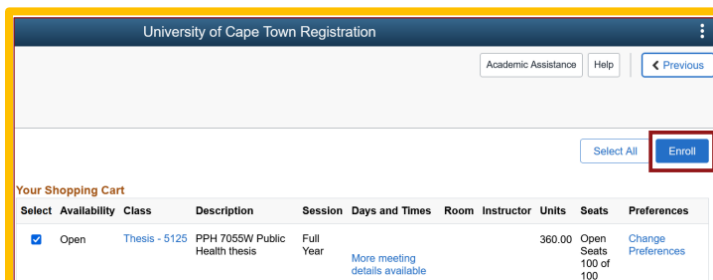


If at this point you want to change your programme, you will need to follow the Change of Curriculum (ACA09) process. As soon as your Change of Curriculum request has been actioned, you can finalise your Registration Process by continuing with Step 12.

9. The Your Shopping Cart screen opens with all courses you need to register for listed.



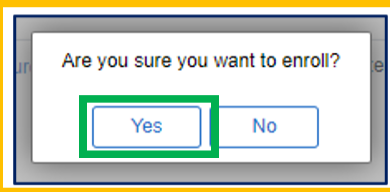
10. To finalise registration, click on the Select All button and click Enroll.



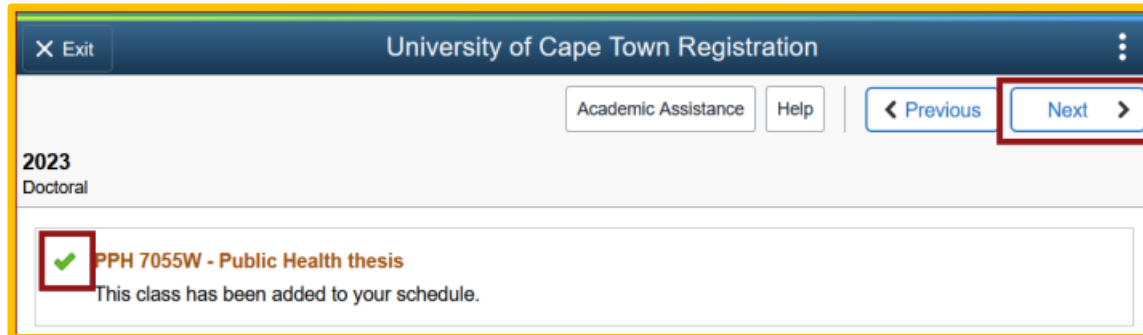
Should you not choose the courses for which you have approval to register, a warning pop-up message will be displayed to prompt you to make the selection.

Registration Activity Guide: Student-facing Steps (PPSC)

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



12. Upon clicking on the Enroll button, the list of courses you registered for will appear, with a positive or negative indicator. Click Next to view your schedule.

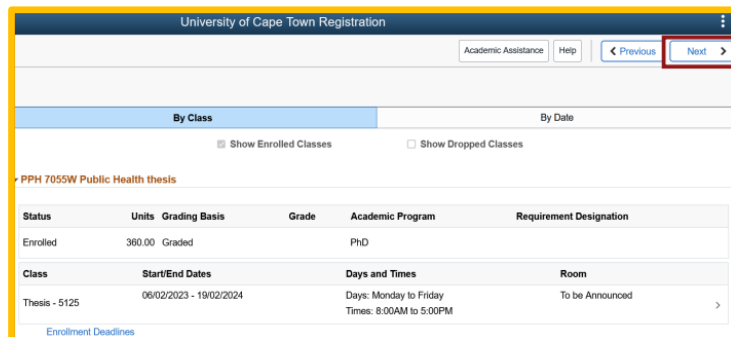


If for some reason, a courses could not be added to your schedule, please contact the faculty office to assist.



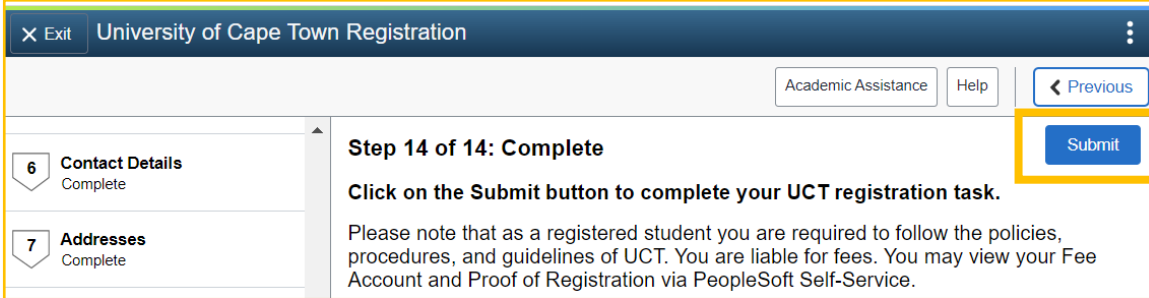
After viewing your class enrolments, please remember to click next, and complete Steps 13 and 14 to finalise your registration.

13. 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)

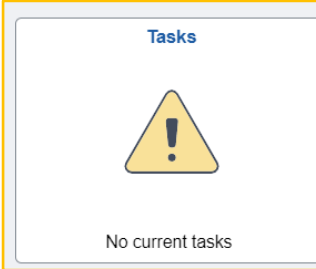
15. The final step, Step 14 (Complete) opens. Read the information and click Submit.



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.



Tasks

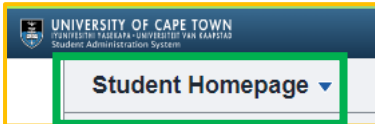
No current tasks



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.

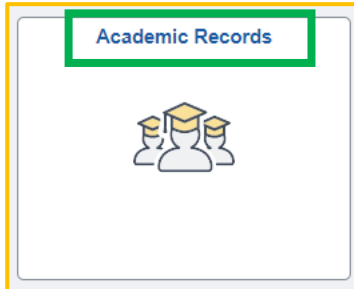
End of Registration Process

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.

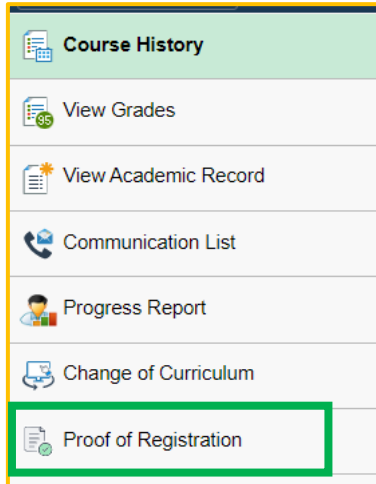


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Student Administration System

Student Homepage ▾

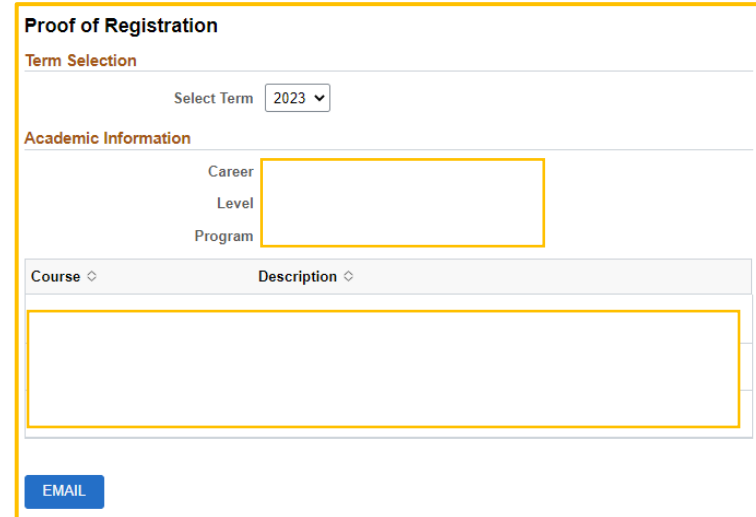


Academic Records



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 ▾

EMAIL