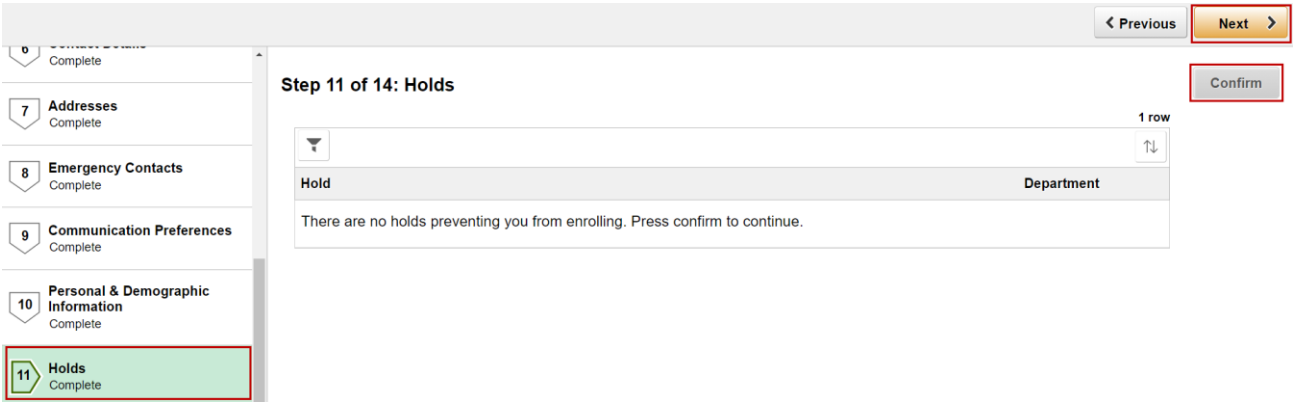
Manual

UCT Registration Through Service Request

Date Created: 29 December 2020

Last Updated: 12 January 2022

Step 11: Holds

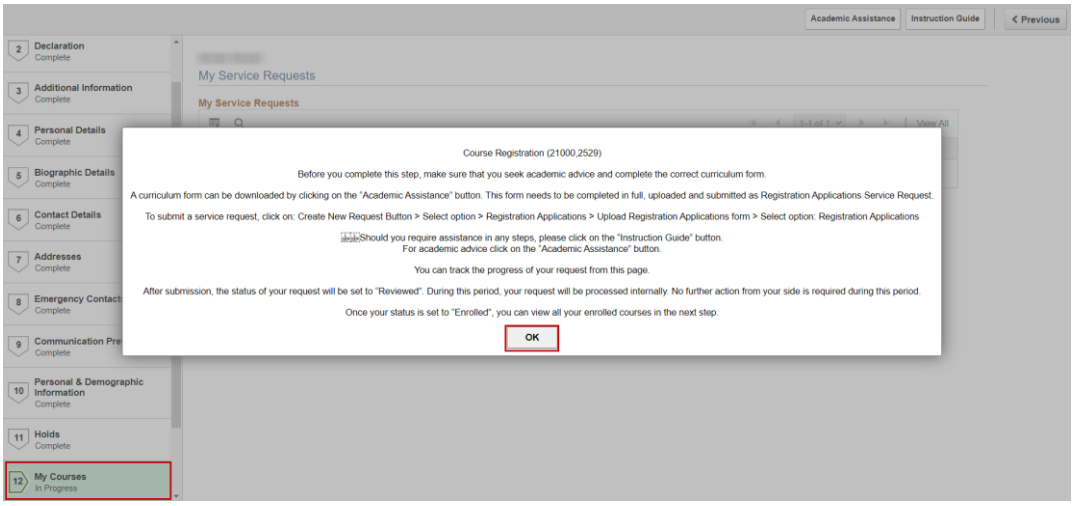


Note **If there are Holds on your record for example: International clearance, Fees Outstanding or Signature required on application document, you must contact the faculty or the relevant office for assistance to have it removed. The hold on your record will prevent you from enrolling.**

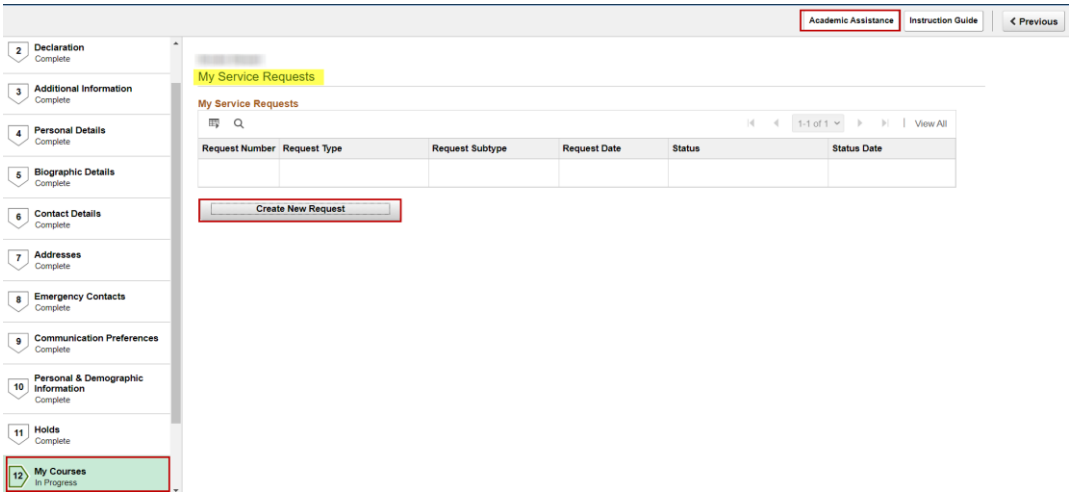
If there are **no holds** on your record:

- Click on **Confirm**
- Click on the **Next**

Step 12: My Courses

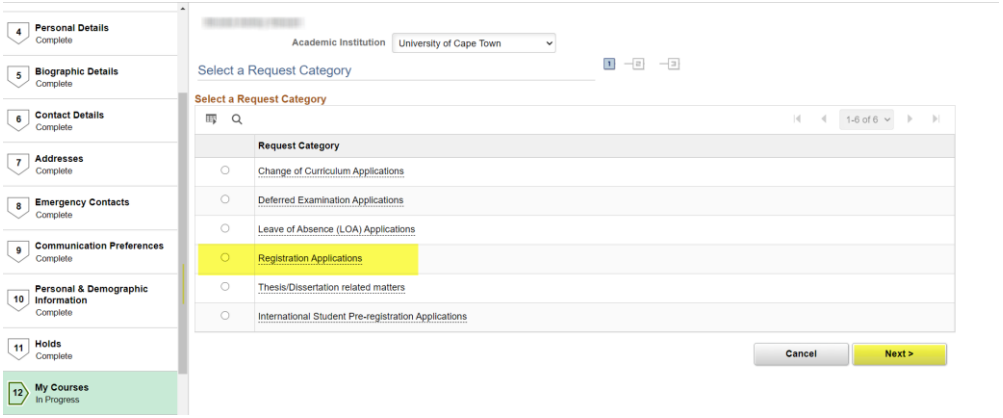


Note **Please read the important course registration message that appears on the My Courses step. Click OK on the message to proceed creating your service request.**

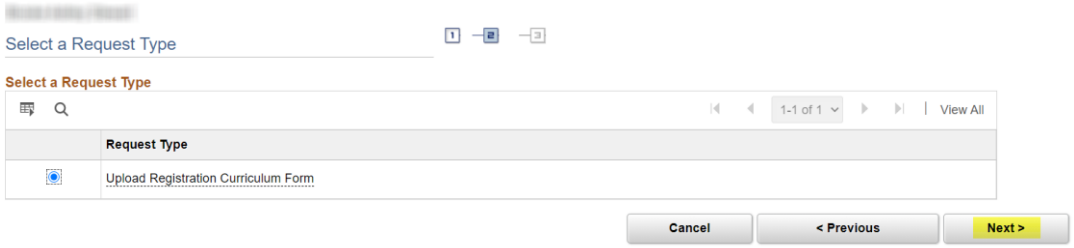


Note **Before you complete this step, make sure that you seek academic advice and complete the correct curriculum form. A curriculum form can be downloaded by clicking on the "Academic Assistance" button. This form needs to be completed in full, uploaded and submitted as a Registration Applications Service Request**

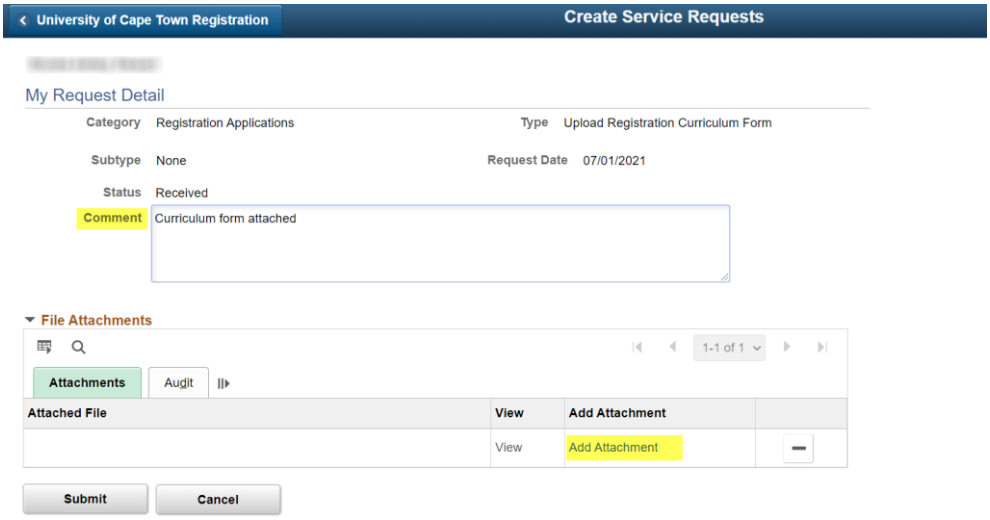
- Click on the **Academic Assistance** button to access the curriculum form
- Click on **Create New Request**



- Click on **Registration Applications**
- Click on **Next**

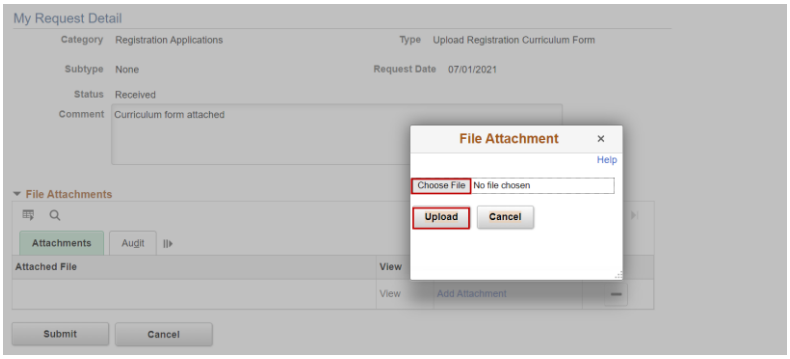


- Click on **Upload Registration Curriculum Form**
- Click on **Next**

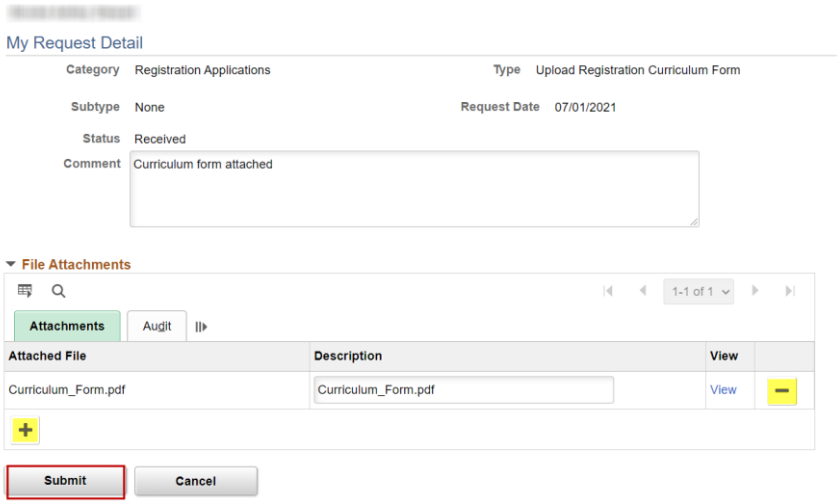


The **My Request Detail** screen would display. Comments can be added in the comment box and you are required to upload your curriculum form.

- Click on **Add Attachment** hyperlink

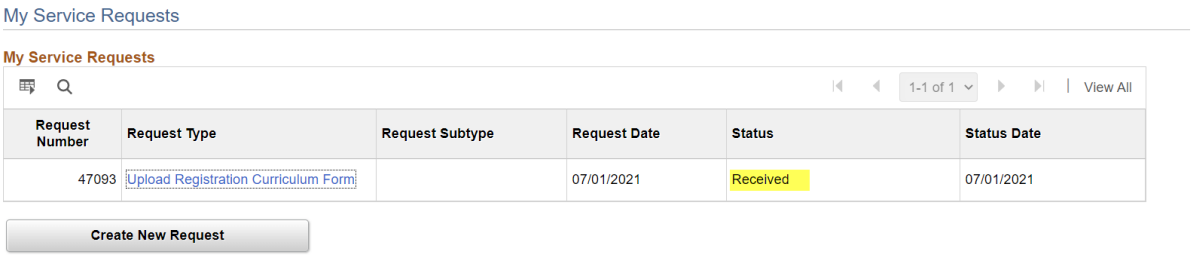


- Click on **Choose File** to attach your completed curriculum form
- Click on **Upload** to ensure that the form is attached to your service request



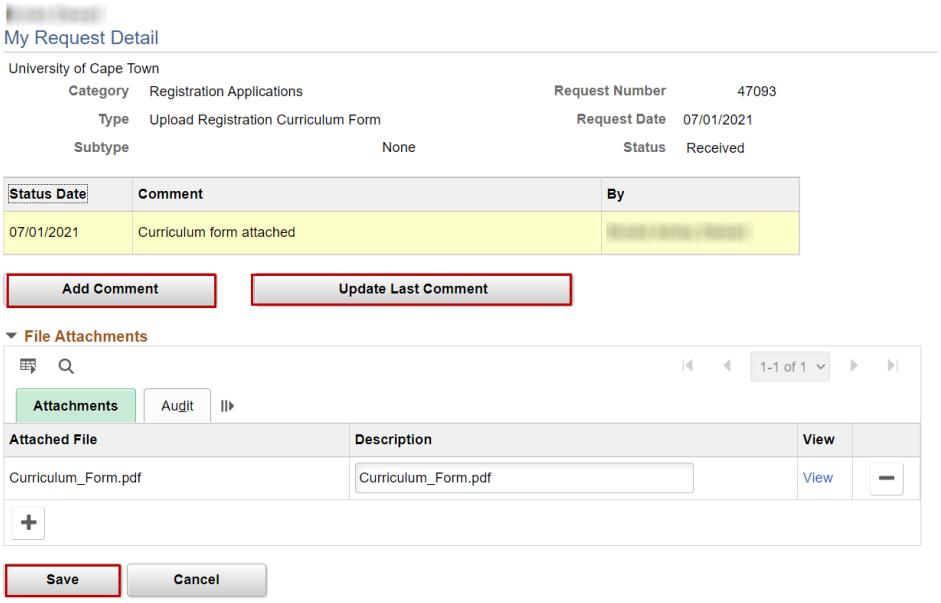
Note When the curriulum form is uploaded it would appear under Attachments with the file name and description. Use the − and + button to add or remove attachments.

- Click on the **View** hyperlink to view the file that was uploaded.
- Click on the **Submit** button



The **My Service Requests** screen will display. The status is of the service request will display as **Received**

- Click on the **Upload Registration Curriculum Form** to view your request



- You can add comments or update last comments by using the **Add Comment** or **Update Last Comment** button
- Click on the **Save** button

Note **You can track the progress of your request from this page. After submission, the status of your request will be set to "Reviewed". During this period, your request will be processed internally. No further action from your side is required during this period. Once your status is set to "Enrolled", you can view all your enrolled courses in the next step which is Step 13. View My Classes**