



Manual

UCT Registration Through Service Request

Date Created: 29 December 2020

Last Updated: 12 January 2022

Step 11: Holds

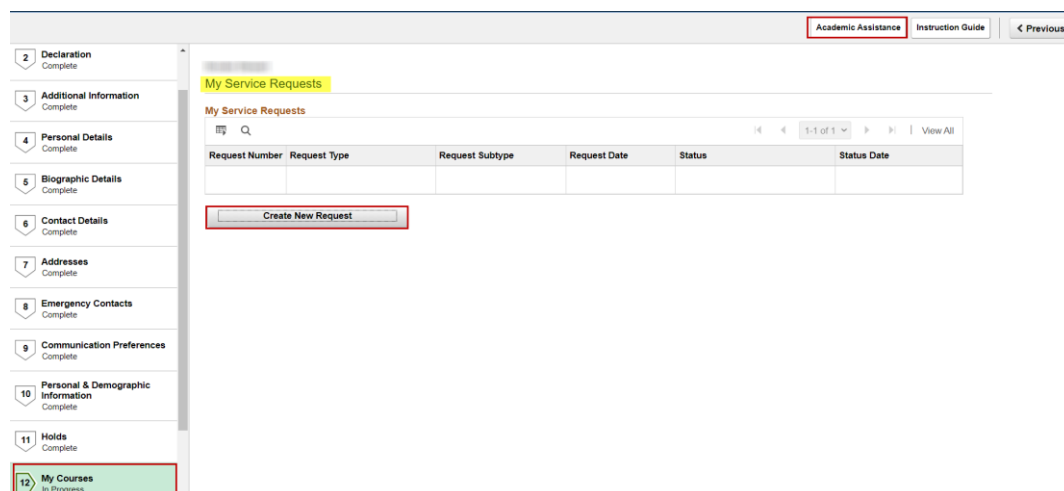
Note If there are Holds on your record for example: International clearance, Fees Outstanding or Signature required on application document, you must contact the faculty or the relevant office for assistance to have it removed. The hold on your record will prevent you from enrolling.

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.



Academic Assistance | Instruction Guide | < Previous

My Service Requests

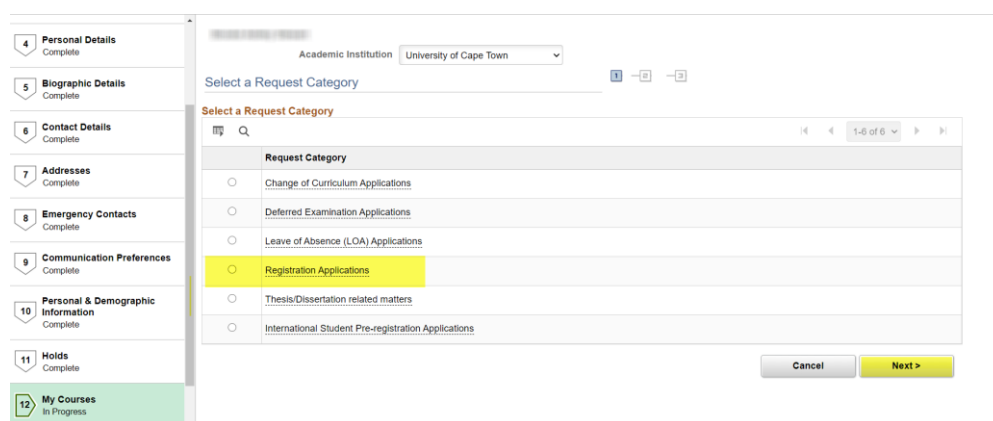
My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
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Create New 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**



Academic Institution University of Cape Town

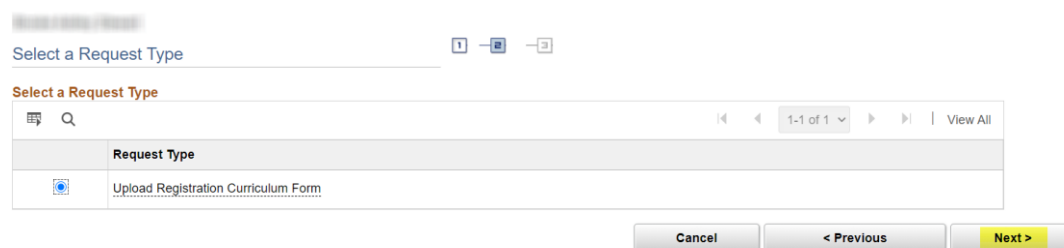
Select a Request Category

Select a Request Category

Request Category
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input checked="" type="radio"/> Registration Applications
<input type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications

Cancel Next >

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



Select a Request Type

Select a Request Type

Request Type
<input checked="" type="checkbox"/> Upload Registration Curriculum Form

Cancel < Previous Next >

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

← University of Cape Town Registration
Create Service Requests

My Request Detail

Category: Registration Applications Type: Upload Registration Curriculum Form

Subtype: None Request Date: 07/01/2021

Status: Received

Comment Curriculum form attached

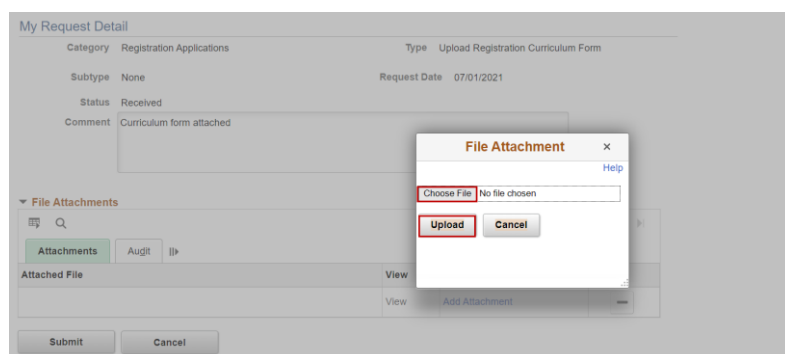
File Attachments

Attachments Audit

Attached File	View	Add Attachment
	View	Add Attachment

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

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Create Service Requests

My Request Detail

Category: Registration Applications Type: Upload Registration Curriculum Form

Subtype: None Request Date: 07/01/2021

Status: Received

Comment Curriculum form attached

File Attachments

Attachments Audit

Attached File	Description	View
Curriculum_Form.pdf	Curriculum_Form.pdf	View

Note When the curriculum 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



My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
47093	Upload Registration Curriculum Form		07/01/2021	Received	07/01/2021

[Create New Request](#)

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

My Request Detail

University of Cape Town

Category	Registration Applications	Request Number	47093
Type	Upload Registration Curriculum Form	Request Date	07/01/2021
Subtype	None	Status	Received

Status Date	Comment	By
07/01/2021	Curriculum form attached	

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

File Attachments

Attached File	Description	View
Curriculum_Form.pdf	Curriculum_Form.pdf	View

[Save](#) [Cancel](#)

- 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**