

Registration 2022

Training – Introduction (Activity Guide Step 12)

Programme Enrolment Students



Rule Based
Programme
Enrolment



Your activity guide



Your Activity Guide

1	Introduction Visited
2	Declaration Complete
3	Additional Information In Progress
4	Personal Details Not Started
5	Biographic Details Not Started
6	Contact Details Not Started
7	Addresses Not Started
8	Emergency Contacts Not Started
9	Communication Preferences Not Started
10	Personal & Demographic Information Complete
11	 Holds Complete
12	My Course Selection Complete

Self Service
Registration



Step 12: My Course Selection

Based on your Term activation the relevant registration method will open

Programme Enrolment (PE)

Students register using approved curriculum and rules configured in system. Any deviation requires approval from faculty (student deviating from rules, class clashes, added/deleted course etc).

Pre-populated shopping cart:

Shopping Carts have been configured for some postgraduate and one-year undergraduate programmes. This allows for all first-year students of those programmes to register themselves. In cases of full research Master's and Doctoral programmes, it allows all historical students to also register themselves.

Blank shopping cart:

Programmes that are not on Programme Enrolment yet or have no pre-configured Shopping Cart will register with a Blank Shopping Cart. Students select their courses in the system and submit their selection for approval.

Your Activity Guide

- 1 Introduction Visited
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- 11 Holds Complete
- 12 My Courses Selection Complete

You are active in the following Programme / Plan <Description (Code)>

Shopping Cart

You are active and ready to enrol for the following programme/plan: Bachelor of Business Science (CB004)/ Finance with Accounting (CB004FTX04)

To start selecting your courses, please click on the "Add My Courses" button

Step 12: My Course Selection



Warning message will display if your courses are not ready yet and ask you to return and log back in about an hour



University of Cape Town Registration

Program Enrollment

Add my Courses

University of Cape Town Registration

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 2431	BUS 4027W Actuarial Science II: Assets	Full Year					54.00	More meeting details available
		Tutorial - 2432								More meeting details available
<input type="checkbox"/>	Open	Lecture - 2433	BUS 4028F Act Sci II: Fin Economics	Semester One					21.00	More meeting details available
		Tutorial - 1943								More meeting details available
<input type="checkbox"/>	Open	Lecture - 1942	BUS 4034S Professional Communication	Semester Two					27.00	More meeting details available
		Tutorial - 1943								More meeting details available
<input type="checkbox"/>	Open	Thesis - 2019	BUS 4128H Honours Research Project	Full Year					36.00	More meeting details available

Pre-populated shopping cart opens

University of Cape Town Registration

Blank Shopping Cart

Add Additional Courses

Student Perspective of Programme Enrolment before approval



Your Activity Guide



Rule Based Programme enrolment

University of Cape Town Registration

Program Enrolment

Declaration Complete

Additional Information Complete **Add My Courses**

Personal Details Complete

Biographic Details Complete

Contact Details Complete

Addresses Complete

Add my Courses



Education Planner

ID/Name:
Campus ID:

Select Year

- CB001BUS06 - Year 1
- CB001BUS06 - Year 2
- CB001BUS06 - Year 3

★ Planned ● Enrolled ● Passed ✖ Not Passed ● Dropped ▲ Invalid Counselist

🔄 Grade In Progress

Please select the courses that you would like to register for from the below list. After your selection, you must click "Update Planner" to add these items to your Planner. To submit your course selection for registration, you must click on the "Continue" button.

Every course described has a name and corresponding code. The last character is the 'year portion' indicator, or suffix, identifying the type of course and when it is offered.

F	First Semester Course
S	Second Semester Course
W	Full Year Course (in Semester 1 and 2)



Student selects relevant curriculum followed by Update Planner and then Continue. Any change in the curriculum must be followed by clicking on the Update Planner button at the bottom.

Tasks Education Planner

<input checked="" type="checkbox"/>	or MAM 1000W: Mathematics 1000)	Core Courses	36.00
<input checked="" type="checkbox"/>	and (ACC 1012S: Business Accounting	Core Courses	18.00
<input type="checkbox"/>	or ACC 2011S: Financial Reporting I)	Repeat Core Course	18.00
<input checked="" type="checkbox"/>	and (BUS 1036F: Evidence-based Management	Core Courses	18.00
<input type="checkbox"/>	or BUS 1036S: Evidence-based Management)	Repeat Core Course	18.00
<input checked="" type="checkbox"/>	and (ECO 1011S: Macroeconomics	Core Courses	18.00
<input type="checkbox"/>	or ECO 1011F: Macroeconomics)	Repeat Core Course	18.00
<input checked="" type="checkbox"/>	and ((STA 1000S: Introductory Statistics	Core Courses	18.00
<input type="checkbox"/>	or STA 1000F: Introductory Statistics)	Repeat Core Course	18.00
<input type="checkbox"/>	or STA 1006S: Mathematical Statistics I)	Core Courses	18.00

Credit Summary:

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

Your education plan has been updated.



Deviation message:
Student decides to deviate from the configured PE curriculum and/or rules. E.g., Lesser load or have a class clash, pre-requisites not met

ECO 1011S: Macroeconomics:

- ECO 1011S: Macroeconomics failed to meet the following requirement: UCT Requisite ECO1010F/S or ECO1110F/S or Passed/Planned / Previously Attempted

STA 1000S: Introductory Statistics:

- STA 1000S: Introductory Statistics failed to meet the following requirement: UCT Requisite MAM10(04/10/20F/S /06H) ,(00W/05H) /1110F/ STA1001F Planned/Passed

You need to take at least 185 core credits in the first year

To continue despite the error(s) displayed, a concession will be required. By clicking on "Continue", your shopping cart will be populated with the selections you made, but you will need to request approval from the Faculty. To request approval, click on the "Request Approval" button on the Shopping Cart screen.



Your Activity Guide



Rule Based Programme enrolment

No changes the student will enrol without any intervention required

Uct Sss Mep Schedule Builder

Schedule Builder

Open Closed Wait List

Change Filter Options

Meeting Information

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00	MAM 1000W - LG01 Lecture 08:00 - 09:00 Location: TBA Session 1 0015 PENDING	MAM 1000W - LG01 Lecture 08:00 - 09:00 Location: TBA Session 1 0015 PENDING	MAM 1000W - LG01 Lecture 08:00 - 09:00 Location: TBA Session 1 0015 PENDING	MAM 1000W - LG01 Lecture 08:00 - 09:00 Location: TBA Session 1 0015 PENDING	MAM 1000W - LG01 Lecture 08:00 - 09:00 Location: TBA Session 1 0015 PENDING		
09:00		ECO 1011S - LG01 Lecture 09:00 - 10:00 Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture 09:00 - 10:00 Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture 09:00 - 10:00 Location: TBA Session SM2 0015 PENDING	ECO 1011S - LG01 Lecture 09:00 - 10:00 Location: TBA Session SM2 0015 PENDING		
		ECO 1010F - LG01 Lecture 09:00 - 10:00	ECO 1010F - LG01 Lecture 09:00 - 10:00	ECO 1010F - LG01 Lecture 09:00 - 10:00	ECO 1010F - LG01 Lecture 09:00 - 10:00		

Meeting Information not available

Class	Course Title	Instructor	Start Date	End Date	Status
ACC 1006F - TL01 (Tutorial)	ACC 1006F: Financial Accounting	Staff	14/02/2022	10/06/2022	Pending
BUS 1036F - LG01 (Lecture)	BUS 1036F: Evidence-based Management	Staff	04/04/2022	20/05/2022	Pending
CSC 1015F - PL01 (Practical)	CSC 1015F: Computer Science 1015	Staff	14/02/2022	10/06/2022	Pending
DOC 1003H - OG01 (Online)	DOC 1003H: Commerce Case Study	Staff	14/02/2022	15/11/2022	Pending
ECO 1010F - TL01 (Tutorial)	ECO 1010F: Microeconomics	Staff	14/02/2022	10/06/2022	Pending
ECO 1011S - TL01 (Tutorial)	ECO 1011S: Macroeconomics	Staff	25/07/2022	02/09/2022	Pending
INF 1002S - TL01 (Tutorial)	INF 1002S: Information Systems I	Staff	25/07/2022	15/11/2022	Pending
MAM 1000W - TL01 (Tutorial)	MAM 1000W: Mathematics 1000	Staff	14/02/2022	15/11/2022	Pending
MAM 1010F - TL01 (Tutorial)	MAM 1010F: Mathematics 1010	Staff	14/02/2022	10/06/2022	Pending
MAM 1012S - TL01 (Tutorial)	MAM 1012S: Mathematics 1012	Staff	25/07/2022	15/11/2022	Pending

Cancel Proceed to Registration

Undergraduate

Add My Courses Add Additional Courses Approval Status: Approved **Delete**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1342	ECO 2003F Microeconomics II	Semester One				18.00		More meeting details available
		Tutorial - 1344								More meeting details available
<input type="checkbox"/>	Open	Lecture - 1850	ECO 2004B Macroeconomics II	Semester Two				18.00		More meeting details available
		Tutorial - 1849								More meeting details available
<input type="checkbox"/>	Open	Lecture - 1814	ECO 2007B Cooperation and Competition	Semester Two				18.00		More meeting details available



Student can now:

- Add My Courses = take them back to their Education Planner
- Add Additional Courses = option to add courses outside of curriculum
- Delete = remove course from shopping cart
- Request Approval = Approval required

Exit University of Cape Town Registration

Academic Assistance Help Previous Next

2022 Undergraduate

Additional Information Complete Personal Details Complete Biographic Details Complete Contact Details Complete Addresses Complete Emergency Contacts Complete Communication Preferences Complete Personal & Demographic Information Complete Holds Complete My Courses

Add My Courses Add Additional Courses Delete Request Approval

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1260	ACC 1006F Financial Accounting	Semester One				18.00		More meeting details available
		Tutorial - 1667			To be Announced	To be Announced	Staff			
<input type="checkbox"/>	Open	Lecture - 1683	ACC 1012S Business Accounting	Semester Two				18.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 1483	BUS 1036F Evidence-based Management	Semester One				18.00		More meeting details available
<input type="checkbox"/>	Open	Lecture - 10904	CSC 1015F Computer Science 1015	Semester One				18.00		More meeting details available
		Prac - 10905								More meeting details available
<input type="checkbox"/>	Open	Online - 2744	DOC 1003H Commerce Case Study	Full Year	To be Announced	To be Announced	Staff	5.00		
<input type="checkbox"/>	Open	Lecture - 1337	ECO 1010F Microeconomics	Semester One				18.00		More meeting details available

Your Activity Guide



University of Cape Town Registration

2022 Undergraduate

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

10 Personal & Demographic Information Complete

11 Holds Complete

12 My Courses

Add Additional Courses

Add My Courses Add Additional Courses Delete Request Approval

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1260	ACC 1006F Financial Accounting	Semester One	More meeting details available			18.00		
		Tutorial - 1667			To be Announced	To be Announced	Staff			
<input type="checkbox"/>	Open	Lecture - 1683	ACC 1012S Business Accounting	Semester Two	More meeting details available			18.00		
<input type="checkbox"/>	Open	Lecture - 1483	BUS 1036F Evidence-based Management	Semester One	More meeting details available			18.00		
<input type="checkbox"/>	Open	Lecture - 10904	CSC 1015F Computer Science 1015	Semester One	More meeting details available			18.00		
		Prac - 10905			More meeting details available					
<input type="checkbox"/>	Open	Online - 2744	DOC 1003H Commerce Case Study	F	To be Announced	To be Announced	Staff	5.00		
<input type="checkbox"/>	Open	Lecture - 1337	ECO 1010F Microeconomics	Semester One	More meeting details available			18.00		

Select a Value

Terms prior to 2021

Terms on or after 2021

2021

2022

Student will only see active term

Enter course code

Class Search and Enroll

2022 Change

Search For Classes

Enter keyword e.g. course, subject, class, topic

Additional ways to search

- Favorites
- Recently Viewed

Class Search Results

2022

- View My Classes
- Enrollment Appointments
- Shopping Cart
- Class Search and Enroll**
- Drop Classes
- Swap Classes
- Browse Course Catalog

Course Information

PSY 1004F

Intro to Psychology Part 1

★ Add to favorite courses

Course Information

Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Semester One	Lecture - 5435	14/02/2022 - 10/06/2022	Multiple meeting schedules	Open Seats 550 of 550
			Tutorial - 5437		Multiple meeting schedules	Open Seats 550 of 550
2	Open	Semester One	Lecture - 5436	14/02/2022 - 10/06/2022	Multiple meeting schedules	Open Seats 550 of 550
			Tutorial - 5438		Multiple meeting schedules	Open Seats 550 of 550

Select Class

Course added to Shopping Cart

Are you sure you want to submit?

Yes No

Class Search and Enroll

2022 Undergraduate University of Cape Town

1 Review Class Selection Visited

2 Review and Submit Not Started

Step 1 of 2: Review Class Selection

You have selected

PSY 1004F Intro to Psychology Part 1

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 5435	Semester One	14/02/2022 - 25/03/2022 04/04/2022 - 20/05/2022	Tuesday to Friday 08:00 to 09:00 Tuesday to Friday 08:00 to 09:00	Open Seats 550 of 550
Tutorial - 5437	Semester One	14/02/2022 - 25/03/2022	To be Announced	Open Seats 550 of 550

Review selection and submit

Select open class in preferred timeslot

University of Cape Town Registration

2022 Undergraduate

Additional Information Complete

Personal Details Complete

Biographic Details Complete

Contact Details Complete

Addresses Complete

Emergency Contacts Complete

Communication Preferences Complete

Personal & Demographic Information Complete

Holds Complete

My Courses

Open	Lecture	Session	Class	Meeting Dates	Days and Times	Seats
<input type="checkbox"/>	Open	Lecture - 10714	MAM 1000N Mathematics 1000	Full Year	More meeting details available	36.00
		Tutorial - 10051			To be Announced	Staff
<input type="checkbox"/>	Open	Lecture - 10051	MAM 1010F Mathematics 1010	Semester One	More meeting details available	18.00
		Tutorial - 11084			More meeting details available	
<input type="checkbox"/>	Open	Lecture - 11174	MAM 1012S Mathematics 1012	Semester Two	More meeting details available	18.00
		Tutorial - 11264			To be Announced	Staff
<input type="checkbox"/>	Open	Lecture - 5435	PSY 1004F Intro to Psychology Part 1	Semester One	More meeting details available	18.00
		Tutorial - 5437			More meeting details available	
<input type="checkbox"/>	Open	Lecture - 11133	STA 1005S Introductory Statistics	Semester Two	More meeting details available	18.00

Your Activity Guide



Shopping Cart

Request Approval

My Request Detail

Category: Registration Curriculum Approvals Type: Curriculum Advice and Approval

Subtype: None Request Date: 04/12/2021

Status: Received

Comment:

Student adds a comment

File Attachments

Attachments: Audit, IP

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

Student has the option to add an attachment

Student submits Service Request for Approval

Student status = Pending

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1260	ACC 1006F Financial Accounting	Semester One	More meeting details available			18.00		
		Tutorial - 1667			To be Announced	To be Announced	Staff			
<input type="checkbox"/>	Open	Lecture - 1683	ACC 1012S Business Accounting	Semester Two	More meeting details available			18.00		
<input type="checkbox"/>	Open	Lecture - 1483	BUS 1036F Evidence-based Management	Semester One	More meeting details available			18.00		
<input type="checkbox"/>	Open	Lecture - 10904	CSC 1015F Computer Science 1015	Semester One	More meeting details available			18.00		
		Prac - 10905			More meeting details available					
<input type="checkbox"/>	Open	Online - 2744	DOC 1003H Commerce Case Study	Full Year	To be Announced	To be Announced	Staff	5.00		
<input type="checkbox"/>	Open	Lecture - 1337	ECO 1010F Microeconomics	Semester One	More meeting details available			18.00		

Student Perspective of Programme Enrolment after approval



Student can see the status:
"Faculty Approval: Approved".

Add My Courses

Add Additional Courses

Faculty Approval: Approved

Enroll

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1260	ACC 1006F Financial Accounting	Semester One				18.00		
		Tutorial - 1667			To be Announced	To be Announced	Staff			
<input type="checkbox"/>	Open	Lecture - 1683	ACC 1012S Business Accounting	Semester Two				18.00		
<input type="checkbox"/>	Open	Lecture - 1981	ACC 2111S Financial Reporting I	Semester Two				18.00		
		Tutorial - 2186								

Student can see the added course in their shopping cart.

Student can view comment from advisor

University of Cape Town
Category Registration Curriculum Approvals Request Number 102857
Type Curriculum Advice and Approval Request Date 04/12/2021
Subtype None Status Accepted

Status Date	Comment	By
04/12/2021	You may add PSY1004, please just note that you need to take ACC2111S as well. I have added it to your curriculum. AOYS - Year 1 GradTerm - 2023	Staff
04/12/2021	May I please add Psychology as an elective.	

Add Comment

Update Last Comment

File Attachments

Attached File	Description	View	Add Attachment
		View	Add Attachment

Save

Cancel

Student can now:

- **Add My Courses** = takes them back to their Education Planner
- **Add Additional Courses** = option to add courses outside of curriculum

Note: Enroll Button will disappear



Student confirms shopping cart by clicking on Enroll

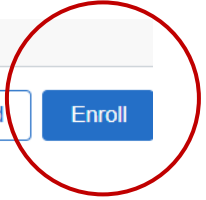


Add My Courses

Add Additional Courses

Faculty Approval: Approved

Enroll



Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1260	ACC 1006F Financial Accounting	Semester One	More meeting details available			18.00		
		Tutorial - 1667			To be Announced	To be Announced	Staff			
<input type="checkbox"/>	Open	Lecture - 1683	ACC 1012S Business Accounting	Semester Two	More meeting details available			18.00		

If student makes changes, the status will change

Student confirms shopping cart by clicking on Enroll

Add My Courses

Add Additional Courses

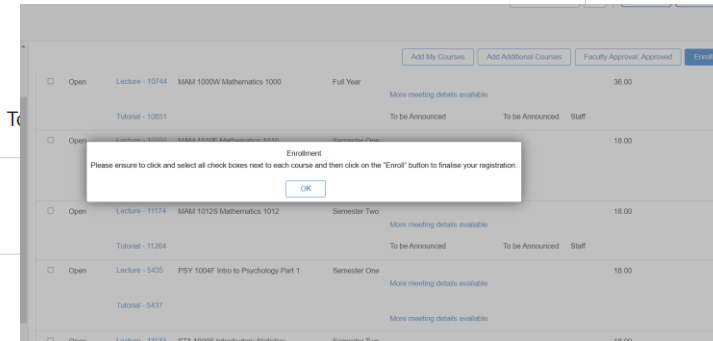
Faculty Approval: Approved

Enroll

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 1260	ACC 1006F Financial Accounting	Semester One	More meeting details available					
		Tutorial - 1667		To be Announced						
<input type="checkbox"/>	Open	Lecture - 1683	ACC 1012S Business Accounting	Semester Two	More meeting details available					

Warning to select / click all



Step 13: View my Classes

2022 Undergraduate

- 3 Additional Information Complete
- 4 Personal Details Complete
- 5 Biographic Details Complete
- 6 Contact Details Complete
- 7 Addresses Complete
- 8 Emergency Contacts Complete
- 9 Communication Preferences Complete
- 10 Personal & Demographic Information Complete
- 11 Holds Complete
- 12 My Courses Complete

ACC 1006F - Financial Accounting
This class has been added to your schedule.

ACC 1012S - Business Accounting
This class has been added to your schedule.

ACC 2111S - Financial Reporting I
This class has been added to your schedule.

BUS 1036F - Evidence-based Management
This class has been added to your schedule.

CSC 1015F - Introduction to Problem Solving and Programming in Python
This class has been added to your schedule.

DOC 1003H - Commerce Case Study
This class has been added to your schedule.

ECO 1010F - Microeconomics
This class has been added to your schedule.

ECO 1011S - Macroeconomics
This class has been added to your schedule.

Academic Assistance | Help | < Previous | Next >

Tutorial - 10851 To be Announced To be Announced Staff

Open Lecture - 10991 MAM 1010F Mathematics 1010 Semester One [More meeting details available](#)

Confirm Enrolment

Are you sure you want to enroll?

Yes No

Open Lecture - 11174 MAM 1012S Mathematics 1012 Semester Two

2 Declaration Complete

3 Additional Information Complete

4 Personal Details Complete

5 Biographic Details Complete

6 Contact Details Complete

7 Addresses Complete

8 Emergency Contacts Complete

9 Communication Preferences Complete

Message: You have been enrolled for one or more courses. Student prompted to click next

Enrollments

Enrollment

You have been enrolled for one or more courses. Click Next to move to the next step and confirm the course that you have been enrolled for. Courses that you were unable to enroll for (if any) will be visible in this list. Please consult with your faculty to address these.

OK



Activity Guide

- 1 Introduction Visited
- 2 Declaration Complete
- 3 Additional Information Not Started
- 4 Personal Details Not Started
- 5 Biographic Details Not Started
- 6 Contact Details Not Started
- 7 Addresses Not Started
- 8 Emergency Contacts Not Started
- 9 Communication Preferences Not Started
- 10 Personal & Demographic Information Not Started
- 11 Holds Not Started
- 12 My Courses In Progress
- 13 View My Classes Not Started
- 14 Complete Not Started

The screenshot shows the 'University of Cape Town Registration' interface. On the left is a sidebar with 14 steps. Step 12, 'My Courses', is highlighted. The main area displays a list of courses with columns for Class, Component, Schedule, Location, Instructor, and Status. A 'Schedule Builder' window is open, showing a list of added courses with success messages. A red circle highlights the 'Continue' button in the 'Schedule Builder' window. Another red circle highlights the 'Finish Enrolling' button at the bottom of the main interface. A red arrow points from the 'Finish Enrolling' button back to the 'My Courses' step in the sidebar.

Step 13: View My Classes

Step 14: Complete



- What if you get stuck?
- You can phone the SSS Contact Centre for support on (021) 650 5227