

Quick Reference Guide

Cancellation of Registration Service Request Upload

Date Created: 12 May 2020

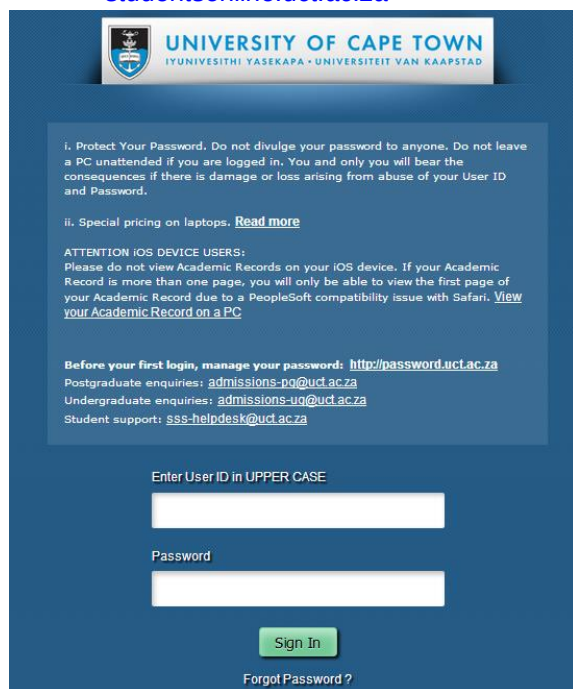
Cancellation of Registration Notes for students:

- 1.1 This form is not to be used to apply for leave of absence.
- 1.2 Complete this form (writable PDF) and upload it to Cancellation of Registration Application on service requests on PeopleSoft. For help in how to do this go to: <https://vula.uct.ac.za/x/7rgfwa>
- 1.3 The date of uploading the form to PeopleSoft service requests is taken as the date of cancellation.
- 1.4 The Faculty Office will check the form and process the cancellation,
- 1.5 Funding disbursed via UCT may be affected by a cancellation of registration. Where this applies, awards made may be pro-rated or cancelled. Any outstanding fee debt as a result of such cancellation or proration is your responsibility.
- 1.6 Ensure that **your contact details are correct or update these via the Student Self-Service URL: <http://studentsonline.uct.ac.za>**
- 1.7 Refer Section 2.2 of the Student Fees Handbook for fee rebate information. A rebate does not apply in all cases.
- 1.8 If any fee refund is due to you see Section 2 below.

2. Refund/Refunds are transferred to a bank account unless payment was made via the on-line credit card functionality, in which case any credit will be reversed to the card holder. Please ensure that your banking details are correct prior to submitting this form. **It is your responsibility to use the Student Self-Service to load or update your banking details.** We are unable to transfer

Lesson 1: Submitting your Cancellation of Registration Service Request

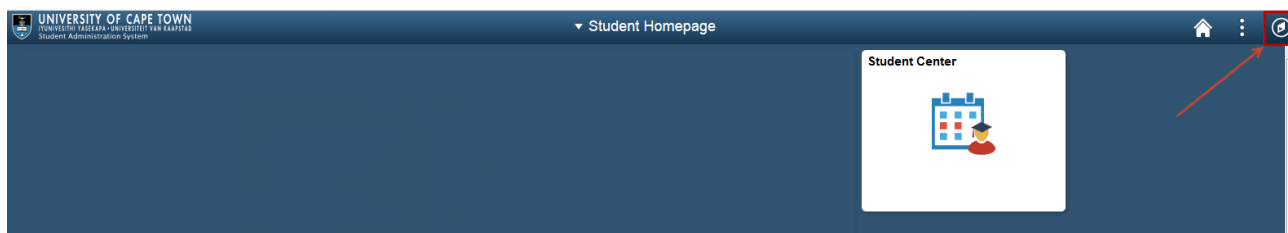
- Login to the **PeopleSoft Student Administration Self Service:**
studentsonline.uct.ac.za



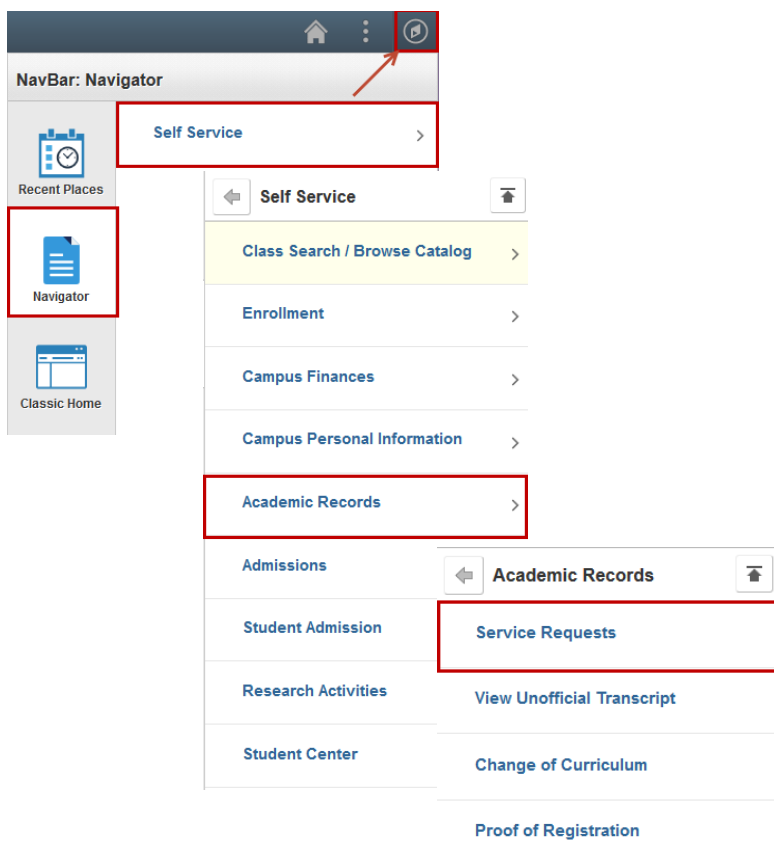
The screenshot shows the login page for the University of Cape Town's PeopleSoft Student Administration Self Service. At the top, the university's name is displayed in English and Afrikaans. Below this, there are several informational sections: a password protection notice, a link to special pricing on laptops, and a note for iOS device users. A 'Before your first login' section provides links to manage passwords and contact information for postgraduate, undergraduate, and student support enquiries. The main login area contains two input fields: 'Enter User ID in UPPER CASE' and 'Password'. Below these fields is a green 'Sign In' button and a link for 'Forgot Password?'.

- Enter your student number in the **Enter User ID in UPPER CASE** field e.g. XXXYYY001
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button

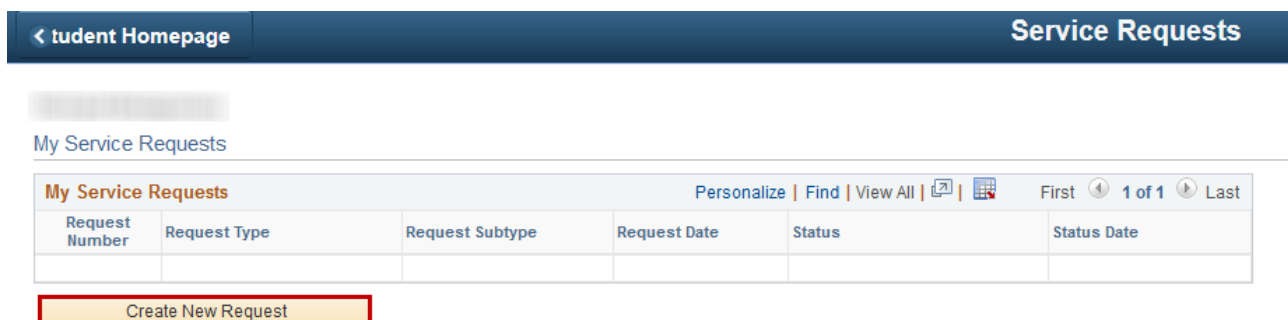
- The **Student Homepage** appears



- Click on the **NavBar** Icon



- Click on the **Navigator** category
- Click on the **Self-Service** category
- Click on the **Academic Records** category
- Click on the **Service Requests** category



- Click on the **Create New Request** button

Select a Request Category

1 — 2 — 3

Select a Request Category Personalize | Find | View All | 1-4 of 4 First 1-4 of 4 Last

Request Category
☒ Change of Curriculum Applications
☐ Deferred Examination Applications
☐ Leave of Absence (LOA) Applications
☐ Thesis/Dissertation related matters

Cancel Next >

- Select the **Change of Curriculum Applications** button
- Click on the **Next** button

Select a Request Type

1 — 2 — 3

Select a Request Type Personalize | Find | View All | 1 of 1 First 1 of 1 Last

Request Type
☒ Upload Curriculum Change Application

Cancel < Previous Next >

- Select the **Upload Curriculum Change Application** button
- Click on the **Next** button

Select a Request Subtype

1 — 2 — 3

Select a Request Subtype Personalize | Find | View All | 1-2 of 2 First 1-2 of 2 Last

Request Subtype
☐ Course Drop Application
☐ Cancellation of Registration Application

Message

Service Request Submission (21000,1788)

If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via sss-helpdesk@uct.ac.za

OK

Cancel < Previous Next >

- A service request message will appear to advise you of what process to follow if you experience any system error.
- Click on the **OK** button

Select a Request Subtype

1 — 2 — 3

Select a Request Subtype Personalize | Find | View All | 1-2 of 2 First 1-2 of 2 Last

Request Subtype
☐ Course Drop Application
☒ Cancellation of Registration Application

Cancel < Previous Next >

- Select the **Cancellation of Registration Application** button for your respective faculty
- Click on the **Next** button

My Request Detail

Category Change of Curriculum Applications

Type Upload Curriculum Change Application

Subtype Cancellation of Registration Application

Request Date 12/05/2020

Status Received

Comment

File Attachments
Personalize | Find |

First 1 of 1 Last

Attachments	Audit
Attached File	View
	View
	Add Attachment
	Add Attachment

Submit
Cancel

- Click on the **Add Attachment** hyperlink to upload your Cancellation of Registration application

Note

Save the appropriate **ACA08 form** from the UCT Student Administrative Forms page: <http://forms.uct.ac.za/studentforms.htm>

Status Received
Comment

File Attachments
Personalize | Find

Attachments Audit

Attached File	View
	View

Submit
Cancel

File Attachment

Browse... No file selected.

Upload Cancel

- Click on the **Browse** button to locate the file

Open

This PC > Documents

Organize New folder

Name	Date modified	Type
aca08_cancel_registration	2020/05/11 17:59	Ad

File name: aca08_cancel_registration
All files

Open Cancel

- Select your **Cancellation of Registration Application Form (ACA08 form)** (Please ensure your form is updated with your correct contact details)
- Click on the **Open** button

My Request Detail

Category Change of Curriculum Applications **Type** Upload Curriculum Change Application

Subtype Cancellation of Registration Application **Request Date** 12/05/2020

Status Received

Comment please review my application

File Attachments Personalize | Find | View

Attachments | Audit | View

Attached File View

Submit Cancel

File Attachment Help

C:\Users\01452596\Documents\aca\ Browse...

Upload Cancel

- Click on the **Upload** button

My Request Detail

Category Change of Curriculum Applications **Type** Upload Curriculum Change Application

Subtype Cancellation of Registration Application **Request Date** 12/05/2020

Status Received

Comment please review my application

File Attachments Personalize | Find | View | First 1 of 1 Last

Attached File	Description	View
aca08_cancel_registration.pdf	aca08_cancel_registration.pdf	View

Submit Cancel

- To review your document, click on the **View** button
- Click on the **Submit** button

My Service Requests

My Service Requests Personalize | Find | View All | First 1-3 of 3 Last

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36355	Upload Curriculum Change Application	Cancellation of Registration Application	12/05/2020	Received	12/05/2020

- The **Status** column will indicate **Received**, which means that you have successfully created your **Upload Curriculum Change Application: Cancellation of Registration** service request and a notification has been sent to relevant administrator to process the request.

Lesson 2: Reviewing your Cancellation of Registration Application Status

- Check your service request **Status** column **timeously**, as the application status may change to either **Declined** where the documentation is incomplete or additional information is required. If the application has been **approved** the Status will be updated to **Accepted**.

My Service Requests					
Personalize Find View All [Icons] First 1-3 of 3 Last					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36355	Upload Curriculum Change Application	Cancellation of Registration Application	12/05/2020	Declined	12/05/2020

- A **Decline** status indicates that your application is incorrect in some way, or incomplete and you will need to create a **new Service Request** with the outstanding information. The faculty will add a comment to the service request to indicate what you will be required to update.

My Service Requests					
Personalize Find View All [Icons] First 1-3 of 3 Last					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36355	Upload Curriculum Change Application	Cancellation of Registration Application	12/05/2020	Accepted	12/05/2020

- An **Accepted** status indicates that the Faculty has captured the Cancellation of Registration.

Lesson 3: Reviewing your Cancellation of Registration Application Comments

My Service Requests					
Personalize Find View All [Icons] First 1-3 of 3 Last					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36355	Upload Curriculum Change Application	Cancellation of Registration Application	12/05/2020	Declined	12/05/2020

- Click on the **Upload Curriculum Change Application** hyperlink to view the administrator's comments

My Request Detail

University of Cape Town	
Category	Change of Curriculum Applications
Request Number	36355
Type	Upload Curriculum Change Application
Request Date	12/05/2020
Subtype	Cancellation of Registration Application
Status	Declined

Status Date	Comment	By
12/05/2020	Dear Student, Please complete section XXX on the ACA08 form. Regards	Staff
12/05/2020	please review my application	Phiwaba Madokwe

File Attachments		
Personalize Find [Icons] First 1 of 1 Last		
Attachments	Audit	[Icons]
Attached File	Description	View
aca08_cancel_registration.pdf	aca08_cancel_registration.pdf	View

- The comment/s updated by the Faculty Administrator will be displayed in the comment field