Manual

Introduction to PeopleSoft

Date created: 11 September 2009

Last updated: 06 September 2023

Contents

Section 1: Contextual Information

This document introduces the Online Student Administration System namely Campus Solution 9.0, also known as PeopleSoft (PS), to University of Cape Town (UCT) staff. This system manages applications and student records from the time a person has applied to UCT until the time the student graduates at UCT.

1.1: Target Audience

This course targets staff that will access and update student information on the Student Administration system.

1.2: Specific Outcomes

- Logging into PeopleSoft
- Navigating in PeopleSoft
- To view student information
- To understand the Student Life Cycle at UCT and its relation to the Student Administration system
- To cover PeopleSoft Terminology, Academic Terms and Course Code Structure.
- To view grades, unofficial transcripts and the number of students enrolled in a course.
- To view Personal Information, Passport and Visa Permit Data, Accommodation Data and Service Indicators
- To view the database of UCT courses
- To view Student Fee Accounts
- To run useful reports and queries
- To set up User Defaults

1.3: Your Role as a Staff Member

- **Course Bookings** – Staff must complete a PS01 form with approval from a Line Manager/Head of Department with all courses required for their operational role. This must be sent to the Student Systems Support (SSS) End User Support Administrator.
- **Security** – To protect your password.

> **Note**   Access to the Student Administration Systems is granted within 72 hours after you have attended a PeopleSoft course.

1.4: Functions and Navigational Paths

Function	Navigation Path/Folder
Add/Update a Person	Campus Community>Personal Information>Add/Update Person
Adding a Process Scheduler Request	PeopleTools>Process Scheduler>Process Monitor
Addresses	Campus Community>Personal Information>Biographical>Addresses/Phones>Addresses
Adhoc Photo List	Campus Community>Personal Information(Student)>Adhoc Photo List
Audit Service Indicators	Campus Community>Service Indicators>Person>Audit Service Indicators

Biographical Information	Campus Community>Personal Information>Biographical

Function	Navigation Path/Folder
Citizenship and Passport Data Information	Campus Community>Personal Information>Identification>Citizenship>Citizenship and Passport
Class list with Photos	Curriculum Management> Class Roster>Print with Photos
Class Search	Self Service>Search >Class Search
Counts Per Course	Self Service>Course Counts
Course Catalog Search	Curriculum Management>Course Catalog
Setting up User Defaults	Setup SACR>User Defaults
Electronic Addresses	Campus Community>Personal Information>Biographical>Addresses/Phones>Electronic Addresses
Emergency Contacts	Campus Community>Personal Information>Biographical>Emergency Contacts
Extracurricular Activities	Campus Community>Personal Information>Participation Data>Extracurricular Activities
Individual Photo List	Campus Community>Personal Information(Student)> Photo
Languages	Campus Community>Personal Information>Biographical>Personal Attributes>Languages
Manage Service Indicators	Campus Community>Service Indicators>Person>Manage Service Indicators
Memberships	Campus Community>Personal Information>Participation Data>Accomplishments>Memberships
Names	Campus Community>Personal Information>Biographical>Names
Performing a Search Match	Campus Community>Personal Information>Search Match
Phones	Campus Community>Personal Information>Biographical>Addresses/Phones>Phones
Relationships	Campus Community>Personal Information>Biographical>Relationships>Relationships
Residency Data	Campus Community>Personal Information>Identification>Residency
UCT Clubs and Societies	Campus Community>Personal Information>Participation Data>Accomplishments>UCT Clubs and Societies
UCT Clubs and Societies Report	Campus Community>Personal Information>Participation Data>Accomplishments>UCT Clubs and Societies Report
UCT Course list without Photos	Curriculum Management>UCT Course List
View an Unofficial Transcript for a student	Self Service>View My Advisees>Student Center>Unofficial Transcript
View Schedule of Classes	Curriculum Management >Schedule of Classes>Class Search ▶ **Note** This is the same information you would access when performing a class search under the Self Service folder.
View Student Bank Accounts	Campus Community>Personal Information>Biographical>UCT Student Bank Account Details
View Student Fee Account	Student Financials>View Account Summary

UCT Course List	Curriculum Management>Grading>UCT Course List
Viewing Grades	Self Service>View My Advisees>Student Center>Grades
Viewing student information	Self Service>View My Advisees
Visa/Permit Data	Campus Community>Personal Information>Identification>Citizenship>Visa Permit Data
UCT at Risk Report	Curriculum Management>Grading>UCT at Risk Report

1.5: Useful Terminology

1.5.1: Academic Structure

Term	Description
Admitted	UCT has made an academic offer to the applicant
Admit Term	The year for which the person applies to UCT
Enrolment	Registering students onto a programme and courses
Matriculate	Matriculation is the process in PeopleSoft whereby applicants become students, and have student records created as opposed to application records. This process takes place after a person is offered an academic place at UCT
Registration	A process whereby students are enrolled in a programme/s and courses
Term Activate	Activating the student for the year in which they are enrolling. This is done annually when students enrol into courses
Transcripts	An academic record of a student

1.5.2: Curriculum Management

Term	Description
Course Catalog	Database of courses offered at UCT.
Course List	A course list is a report that specifies all the students enrolled in all the classes for a specific course, in a particular year.
Grade Point Average (GPA)	An average percentage, weighted across all courses which have results (final grades)
Holds	Items preventing students from enrolling in classes e.g. a hold for an outstanding fee balance
To do lists	Checklist items assigned to a student ▶ **Example** If an applicant has not submitted their school leaving results to the Admissions Office, a checklist item will be assigned to the applicant in the system
Unit	Credit count
Academic Record	The academic record is intended to provide a view of the student's full UCT academic record. ▶ **Note** Academic records are printed and provided to the student by the Student Records Office

Course	A course record stores master information such as faculty and subject area
	▶ **Example** Humanities Faculty (HUM), Political Studies(POL)
	What the course consists of e.g. lectures, tutorials, field trips
	Courses are not tied to an academic year and are therefore not used for enrolment purposes
Course Offering	An instance of a course that uses the master data held in the course. A course offering has a catalogue number (the UCT course code) and can be scheduled as one or more classes into a term and session
Class	A class is a scheduled course offering and is linked to a specific academic year (referred to as a term in PS). Classes draw their information from courses. Unlike courses, they can be assigned times and venues.
	Students are enrolled into valid classes for a particular academic year (i.e. registration).

Term	Description
Run Control ID	This is a unique value that is connected to specific parameters (criteria) for a report or process. It is user-defined.
User Preferences	When you set your user preferences, your preferred values automatically appear in certain fields when you log into the system.
	User preferences can be changed at any time.
Process Scheduler	Process Scheduler is the system within PeopleSoft that runs and manages processes and reports. This includes reports created in Crystal, PDF files and text files.
Process Instance	This is a unique number that PeopleSoft attaches to each process that you request to be run in the Process Scheduler.

1.5.3: Campus Community

Term	Description
Extracurricular Activities	Used at UCT to record a student's participation in activities external to UCT.
	▶ **Example** It can be used to specify that a student took a gap year to travel or to work.
Issuing Authority	The place where a student's visa was granted
Issuing Place	The company that issued the student's visa
Memberships	Memberships is used to indicate that a person in the Campus Community is a member of an organisation external to UCT
	▶ **Example** If a student is a member of the Health Professional Council of South Africa, the system's Memberships page can be used to record his or her membership dates and membership number.

Names	The Names page allows you to add an extra name type for a person. It also allows you to alter the entries for an existing name type. ▶ **Example** You can specify that a person used an alternative name on his or her senior certificate. Every person in PeopleSoft has a record for a primary name type and a preferred name. The primary name is the name that is in a person's ID document (his or her legal name). A preferred name is the name that is to be used in informal communications. When a new person is added to the system, it automatically creates both a primary and a preferred name. At this stage, these names are identical. You may need to update the preferred name, where necessary.
Personal Attributes	Home language information
Regional Details	Ethnic group information
Relationships	Stores relationships between two people within the Campus Community, or between a person in the Campus Community and someone external. UCT will use Relationships to store parent/guardian information for applicants and students under the age of 21 years.
Residency Data	Residency is used to record a student's fee payer status, i.e. international fee-payer or South African fee-payer.
Service Indicators	Service indicator functionality allows an individual to either be denied or have access to a particular service. At UCT, the uses of service indicators will include denying services such as enrolment and printing of transcripts to students who have not paid fees. Access for maintaining this functionality is limited to Faculties,

Term	Description
	Admissions Office, Fees Office and International Academic Programmes Office (IAPO). When a service indicator has been assigned to an individual, an icon will appear on system pages related to that individual. Details relating to the service indicator can be viewed by clicking the service indicator icon.
Biographical Information	Personal information of a student.
Campus Community	Individuals and organisations are the foundation of Student Administration. Use Campus Community to create records for individuals and organisations that make up your institution's community. Thereafter, Campus Community can be used to update, maintain, and track information about the individuals and organisations associated with the institution. Campus Community is used to store the personal information of applicants, registered students and certain categories of academic staff (such as supervisors of postgraduate students). Among the organisations recorded in Campus Community will be high schools, other tertiary institutions and donor organisations.
Campus ID	A campus ID is equivalent to a UCT student number. It uses an alphanumeric convention. ▶ **Example** HLMDIO003
Emergency Contacts	Next-of-kin information is stored in Emergency Contacts.

System / EMPL ID	Every person who has been added to Campus Community will have a unique system ID. On the search pages, fields that ask for ID or Empl ID are asking for this value. A system ID is generated by the system and consists of digits only. ▶ **Example** 1074926
User ID	A user ID is the sign-in name that you use to access the system. This is equivalent to your eight digit staff number or your temporary staff number. ▶ **Example** 01406221 or T0010178

1.5.4: View Students Fee Account

Term	Description
Account Summary	A summary of a student's fee account information.
Business Unit	University of Cape Town, **UCT01.**

1.6: Understanding Student Life Cycle at UCT

Student Applies To UCT: Applicants can apply to UCT via the Online Applications function on the UCT website. Hard copy applications are captured into the system via the **Rapid Capture Component** (**RACC**) in PeopleSoft by the Admissions Office. All applications will have a row of **APPL** (application) status on their record with a first (**FRST**) and/or second (**SCND**) application choice. The applicant's record will then be assessed by the respective Faculty for a possible offer.

Admitted by Faculty: If an applicant meet the requirements for admission at UCT, the respective Faculty will change the applicant's status to **ADMIT/FIRM** (Admit Firm Offer) or **DATA/CONF** (Data Change Offer Confirmed) where a conditional offer is confirmed. Once an offer/s has been made (an applicant can apply to two programmes at UCT), the Admissions Office will indicate that the applicant has accepted UCT's offer by adding a **DEIN** (Intention to Matriculate) row on their record where applicable.

Registered by Faculty: Matriculation is the process whereby a student record is created for an applicant. Matriculation and Term Activation is necessary in order to "activate" and register/enrol the student onto a programme and plan at UCT, thereby making applicants students on the system.

Enrolled into Classes: The Faculties will then enrol students into courses. Up until the Friday of the first week of term, students can make changes to their programmes of study and courses for various reasons without fee penalties. This first week is also known as the change of curriculum week.

Student Records Maintenance: After registration and change of curriculum week, faculties will start assessing and cleaning up students' records.

Students Marked: Students will be examined with various assessments designed for each programme offered. Approved exam results will be captured by departmental administrators. The results will then be published on the department's notice boards and student grades in PeopleSoft via Student Self Service.

FEC Process, Student Becomes a Finalist and Attends Graduation: Students graduate after they have completed the requirements of their programmes. All graduates will receive an official academic record (Official Transcript) from the Student Records Office.

RAC Process: Students who did not complete certain academic requirements for the academic year will go through a Readmissions Appeal Process.
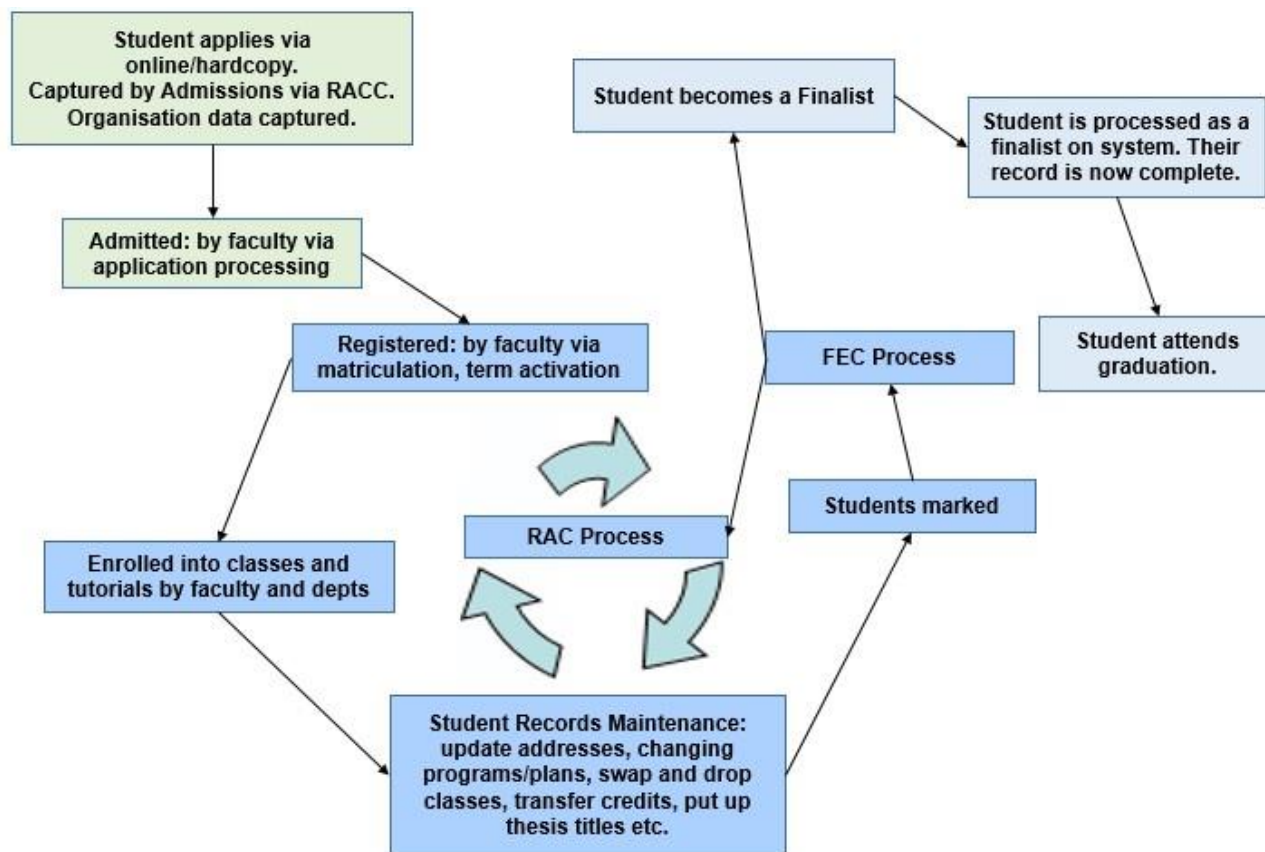
1.7: Academic Terms at UCT

The main academic term (11X1) at UCT is from February to November. Health Sciences courses start earlier in January. There are three terms that students are enrolled into, namely the Full Year, Winter Term and Summer Term.

There are three sessions into which courses are scheduled: the full year, Semester 1 and Semester 2. Summer Term and Winter Term courses occur annually in vacation period in June and December.

	Academic Terms: 1221		
Sessions	**Full Year (1) 1221**	**Winter Term 1223**	**Summer Term 1225**
	Semester 1		**Cont. Ed** **Third Term***
	Semester 2		**1220**

*This occurs between semesters and offers students the opportunity to gain course credits. Thus semester courses are compressed into a four-week block of lectures that occur during June/July (Winter Session) and November/December (Summer Session).

1.7.1: Course Code Structure
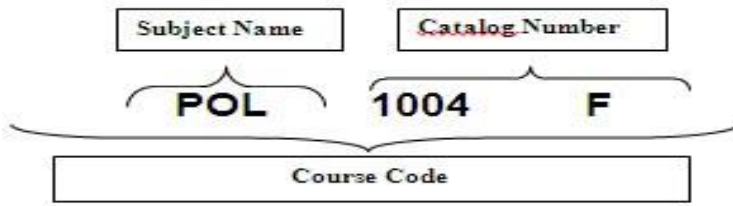
▶ **Note** The last letter of the Course Code denotes the session in which the course is offered.

▶ **Example** F – First Semester, S – Second Semester, W/H/X/Z– full year.

1.8: Academic Structure

UCT offers a full range of undergraduate and postgraduate programmes in six faculties: Commerce, Engineering and the Built Environment, Health Sciences, Humanities, Law and Science. Undergraduate programmes are first degrees such as certificates, diplomas and degrees.

Postgraduate programmes are also pursued for higher qualification by students who have accomplished their first degree programmes. Postgraduate programmes consist of postgraduate diplomas, Honours degrees, Masters and Doctoral programmes.

In PeopleSoft terms, an undergraduate and postgraduate degree refers to the academic career that determines the level of study of a student e.g. Masters / Bachelors. An **Academic Programme** refers to the qualification the student is enrolled into e.g. Masters of Education / Bachelor of Commerce. Programmes have majors or specialisations known as **Plans** in PeopleSoft e.g. Adult Education / Accounting. Once a student has completed the requirements in their programmes, they can qualify for the award of the degree.

All faculties are supported by the Centre for Higher Education Development (CHED) for student development, by the Information Communication Technology Services (ICTS) for computing services, by UCT Libraries which offers a rich and diverse collection of study and research materials, and by Student Affairs for wellness, housing and residence life and to cater for students with disabilities. Refer to the following diagram.
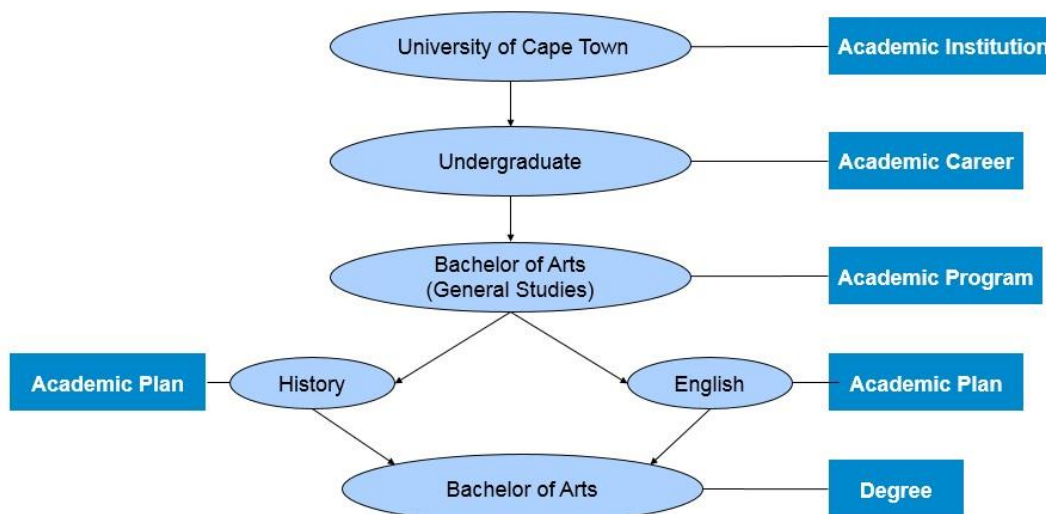
Section 2: Basic Navigation

This section will cover the following so that you may familiarise yourself with navigating the system:
- Logging in and out
- Understanding navigational icons
- Open a new window
- Set up user defaults

2.1: Logging In and Out

In order to login in PeopleSoft, you must have an eight-digit staff number and a network password.

- Go to the UCT website: **www.uct.ac.za**
- Click on the **Staff** tab
- Scroll down and click on the **Login to PeopleSoft Student Administration System** hyperlink

▶ **Note**   You will be required to enter Staff Number and Network Password.

- Your **Staff Homepage** will appear
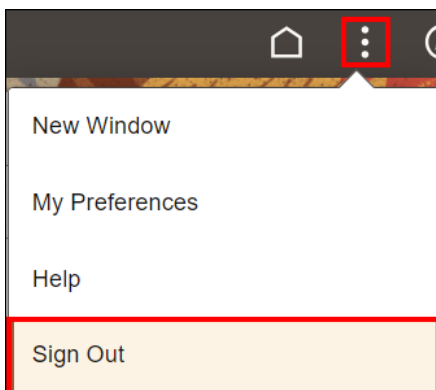
- To sign out, click on the **Actions List** icon and select **Sign Out**

2.2: Navigational Icons

In the top right corner, you will notice the three navigational icons:

2.2.1: Home Icon

Clicking on this will take you back to your staff homepage.
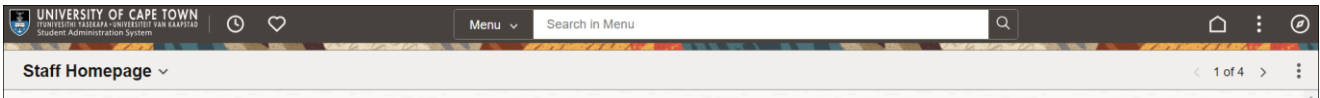
2.2.2: Global Search Icon

You can search for various components on PeopleSoft by typing in the search bar and clicking on the **Search** icon.
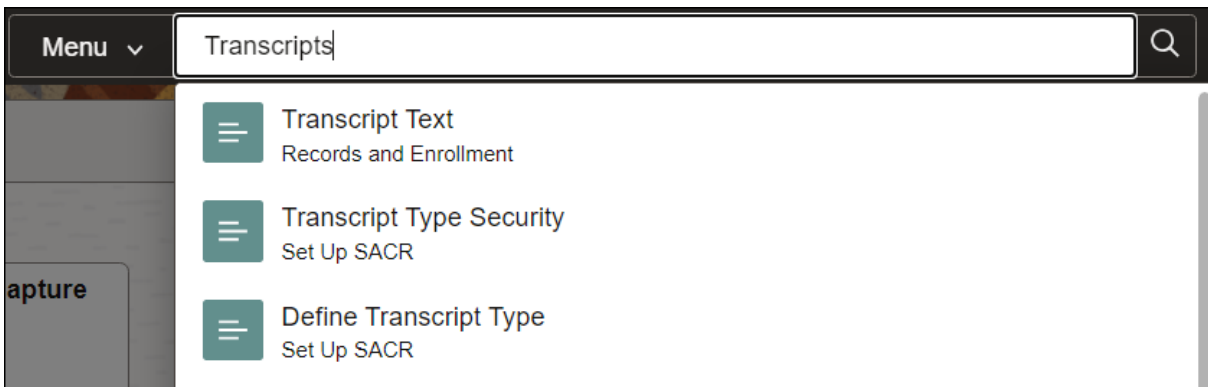
2.2.3: Actions List Icon

You can use the **Actions List** to personalise your navigation.

While on the Homepage, if you click on the Actions List icon on, the following options appear:
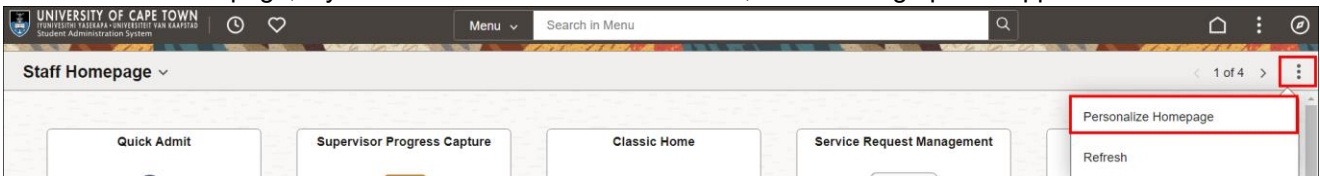
▶ **Note**   **Personalize Homepage** – this will allow you to edit the existing tiles on your homepage
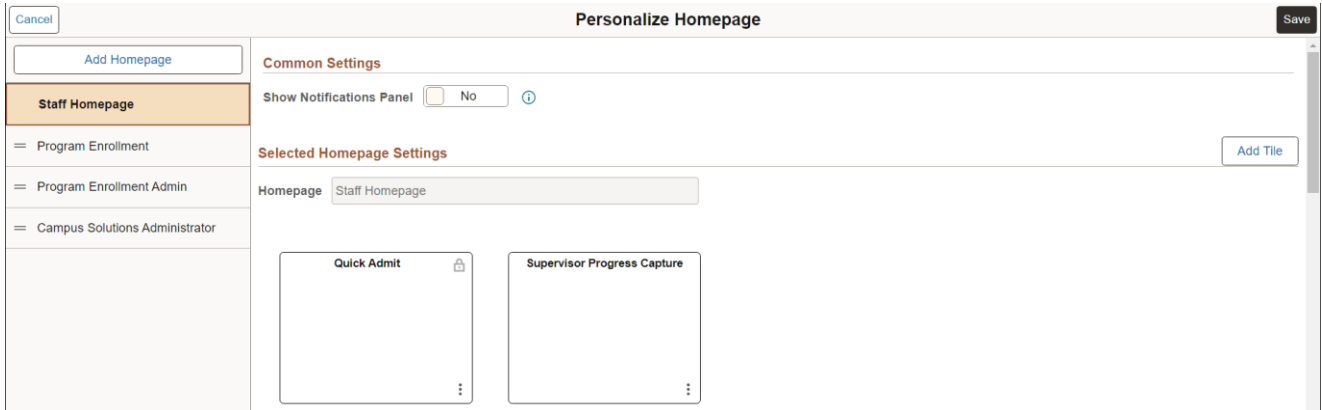
> **Note** **My Preferences** – this allows you 2 options:
>   1. **Automatic Menu Collapse** – Enabling this personalization causes the left structure menu in **Classic Home** to automatically collapse when a transaction is selected.
>   2. **Autocomplete** – Autocomplete is enabled for any field with a prompt edit defined for it. The system will do a prompt lookup as you type to suggest appropriate values.
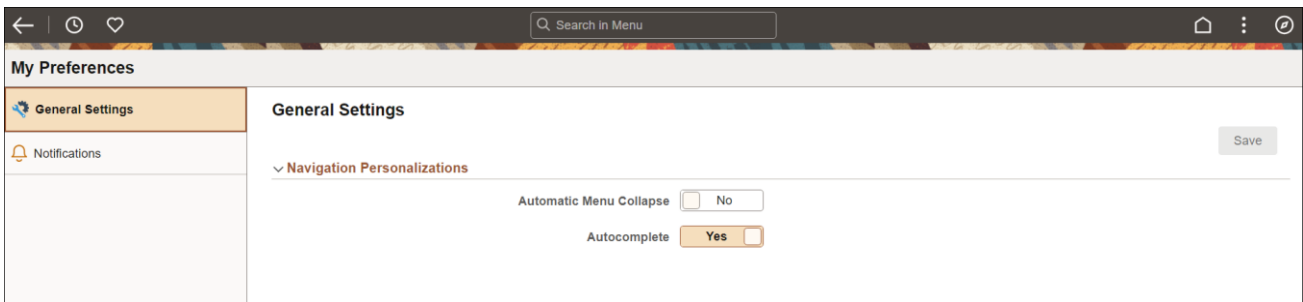
While on a page in PeopleSoft, if you click on the Actions List icon on, the following options appear:
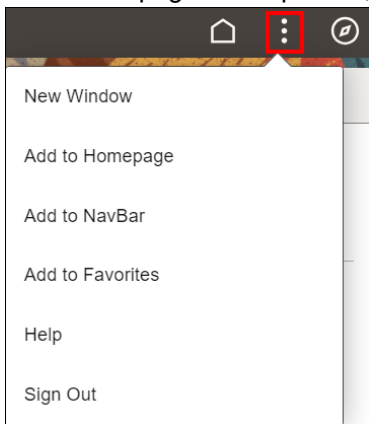
> **Note** **Add to Homepage** – select the homepage you would like the PeopleSoft page e.g. **Maintain Applications** to be added on and it will appear as a tile on your **Staff Homepage**
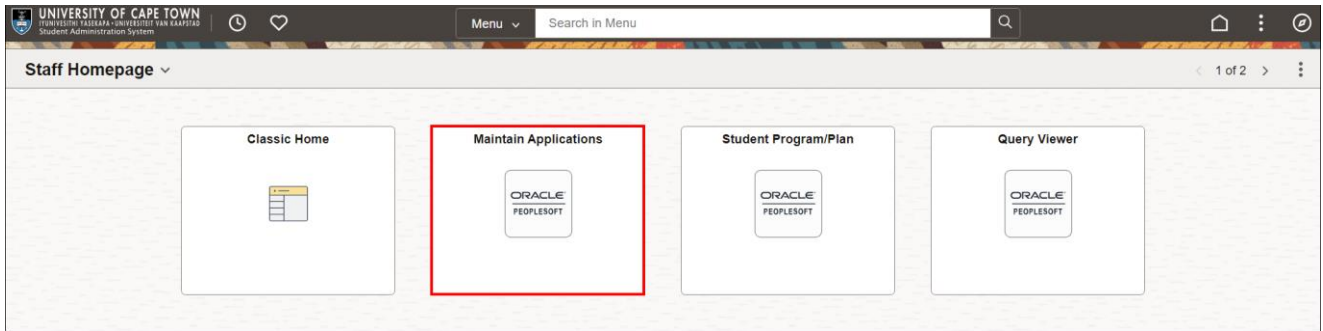
▶ Note   **Add to NavBar** – the page will appear as a tile in your **NavBar.**
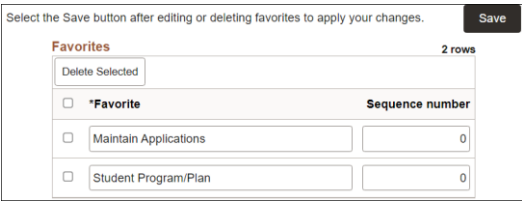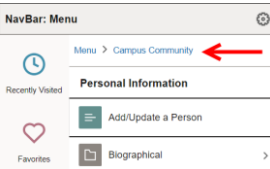
▶ Note   **Add to Favourites** – the page will appear in your **Favourites**.
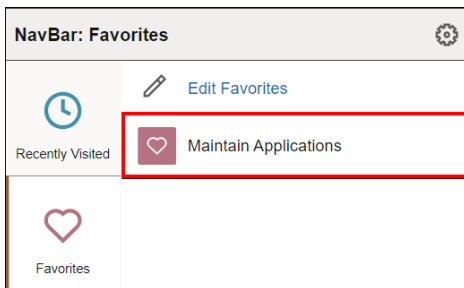
2.2.4: NavBar Icon

NavBar Menu	Description
Recently Visited	This stores up to 10 of your most recently accessed pages on PeopleSoft.
Favorites	This will include the pages that you have added to favourites. You may edit your favourites by clicking on **Edit Favourite.** You will be able to change the sequence in which your favourites appear as well as remove previously added favourites. You may also rename the favourite.
NavBar Menu	**Description**
Menu	The Menu displays a list of PeopleSoft screen options that you should be familiar with, furthermore the menu list is in alphabetical order. When you click on an item in the menu, it will expand the subcategories options. A category is indicated by an arrow icon
	To go back to a category, click on the path displayed in the Menu.
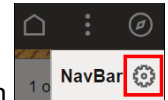
▶ Note You can personalise the **NavBar** by clicking on the **Personalise Navbar** icon 1 o NavBar ⚙. After which you can drag and drop to reorder the existing tiles.
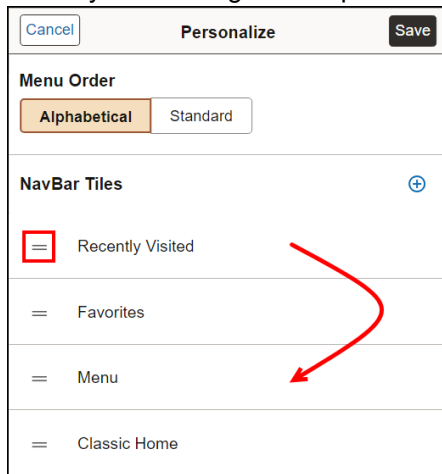
2.2: Opening a New Window

After you have navigated to a page on PeopleSoft, to open a new window, click on the **New Window** hyperlink.
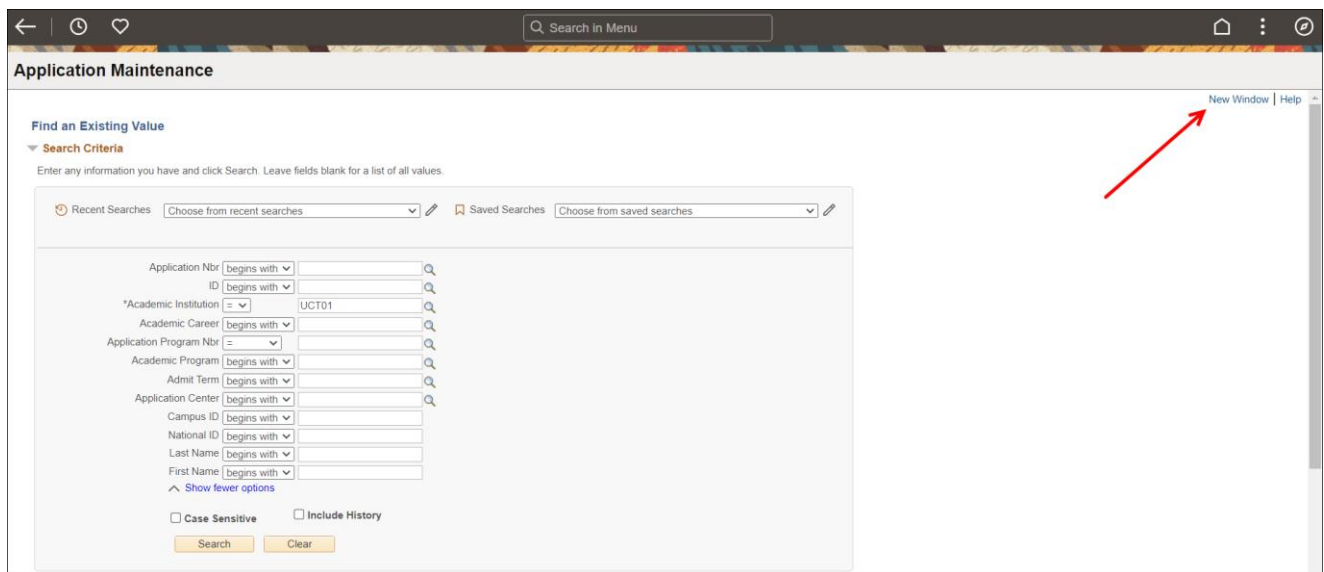
2.3: Set Up User Defaults

User defaults can be set up in PeopleSoft to display default values on certain pages in PeopleSoft e.g. the Term on the **Quick Enrol a Student** page.

Navigational path: Set Up SACR>User Defaults
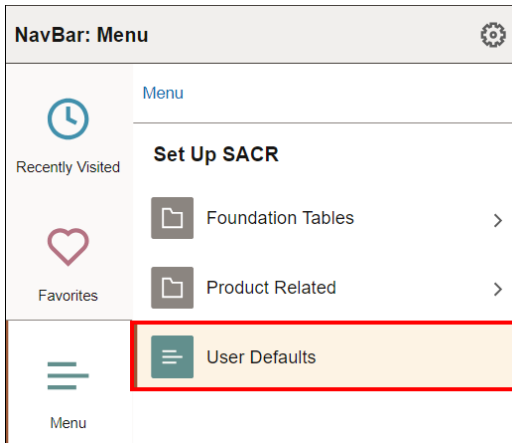
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Set Up SACR** category
- Click on **User Defaults**

▶ Note

You may setup user defaults to fields that are relevant to your operational role.

For example, if you deal with undergraduate students, set your Career to UGRD (see above screenshot).

Section 3: Campus Solutions Administrator

You will be able to view student information in PeopleSoft such as a student to do lists, class schedule, emergency contact numbers, grades, academic records, personal information, class search, course counts by using the Self Service function.

3.1: Viewing Student Personal Information
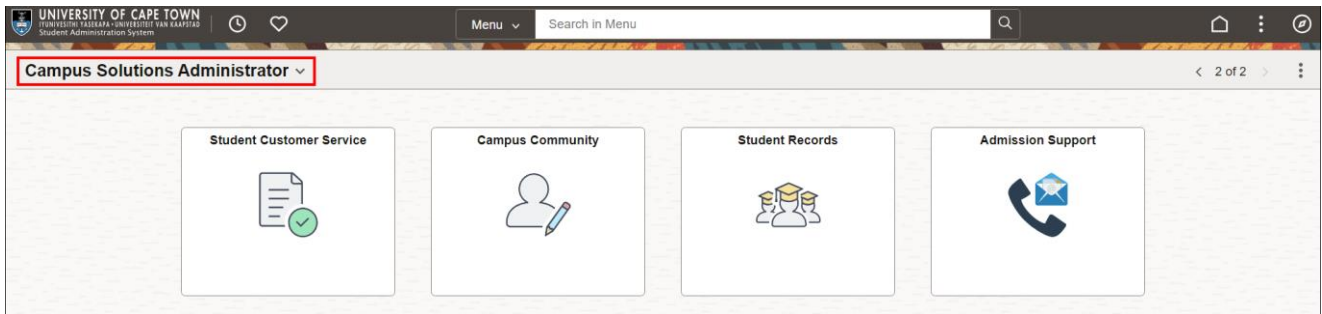
- Select the **Campus Solutions Administrator** category in the main menu drop-down
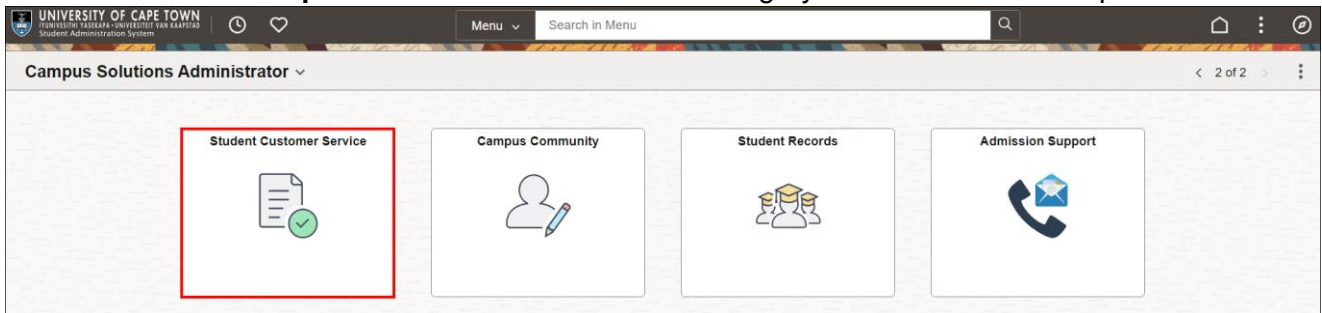
- Click on the **Student Customer Service** tile
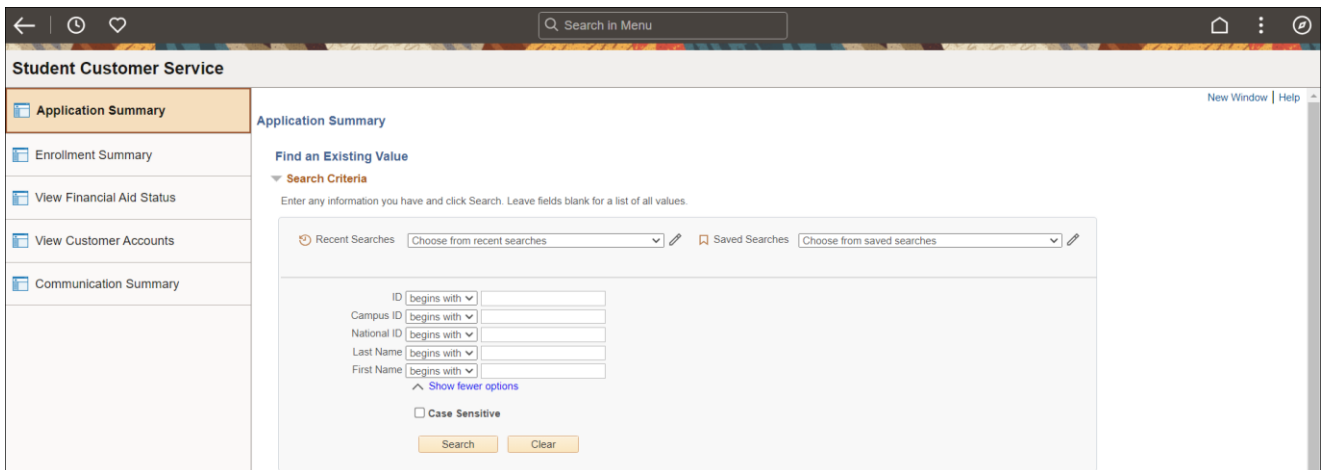
The Student Customer Service tile allows to you view the **Application Summary, Enrolment Summary, View Financial Aid Status, View Customer Accounts and Communication Summary.**

> **Note**

The search page exists in all PeopleSoft modules to retrieve existing data on the Peoplesoft database. To perform a search in PeopleSoft you may use the following fields: PeopleSoft ID, Campus ID, National ID, Last Name and First Name.

- Click on the **Search** button
- Click on the **Application Summary** category
- Enter the student number into the **Campus ID or Peoplesoft Id**
- Click on the **Search** button

> **Note**

The search page exists in all PeopleSoft modules to retrieve existing data on the Peoplesoft database. To perform a search in PeopleSoft you may use the following fields: **PeopleSoft ID**, **Campus ID**, **National ID**, **Last Name** and **First Name**.

3.2 Student Records Tile
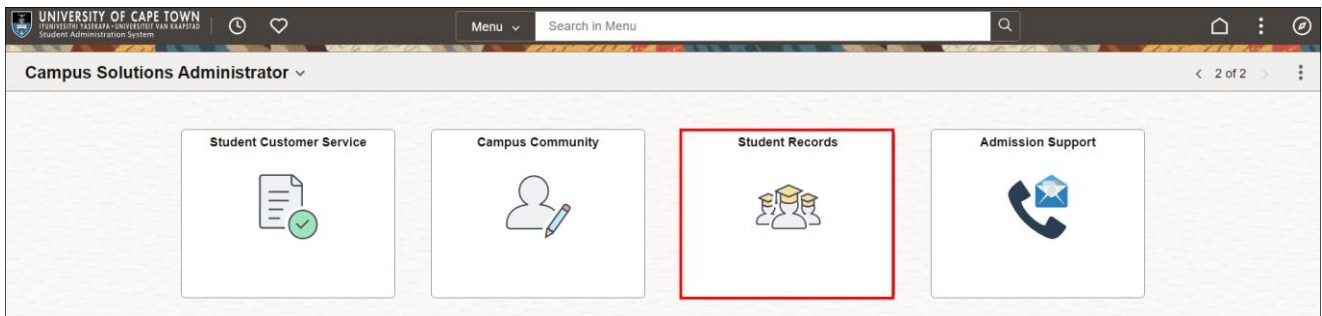
- Click on the Student **Records** tile
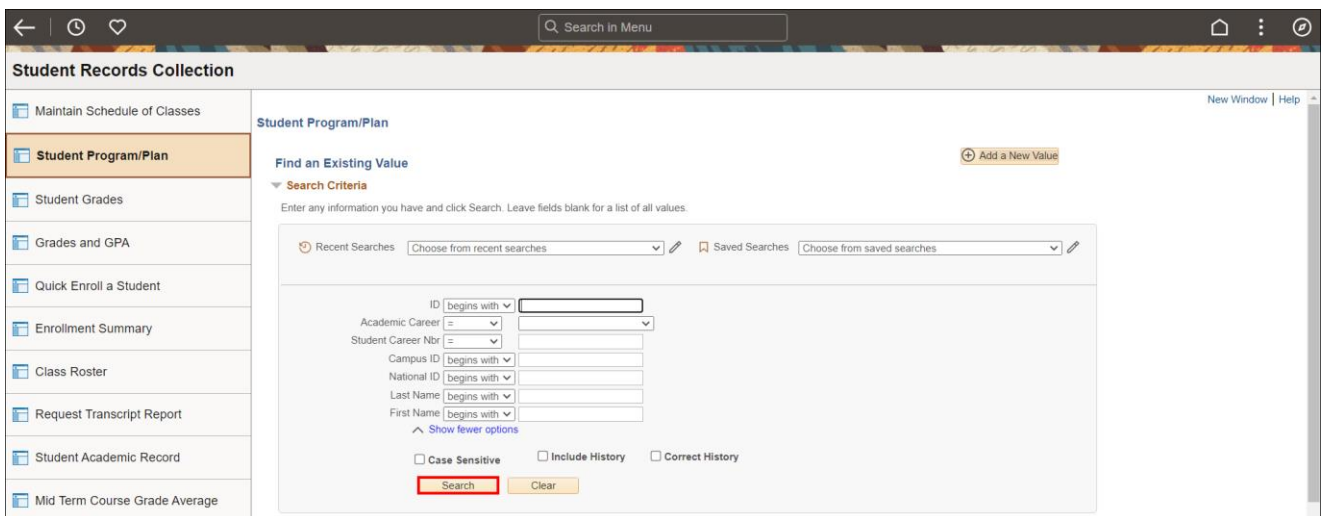
> ▶ Note

The student records tile allows you to view the Student Program/Plan, Student Grades, Grades and GPA, Enrollment Summary, Class Roster, Request Transcript Report, Student Academic Records and Mid Term Course Grades

3.3 Admissions Tile
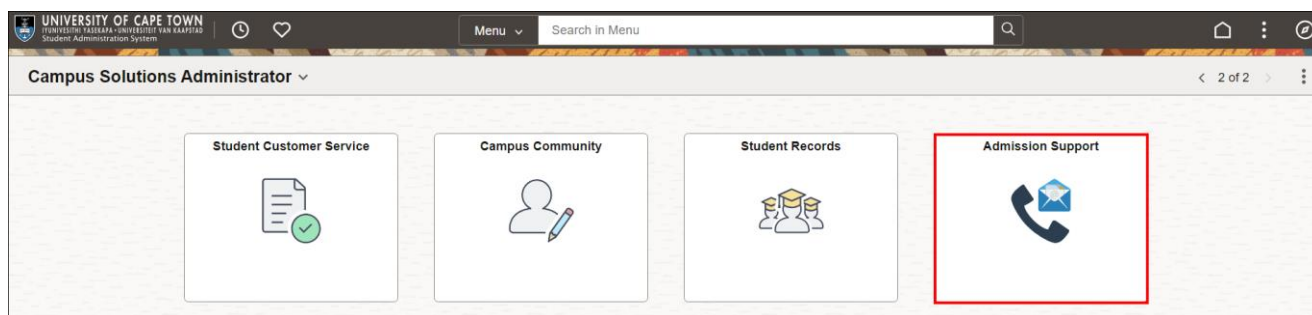
- Click on the **Admissions Tile**
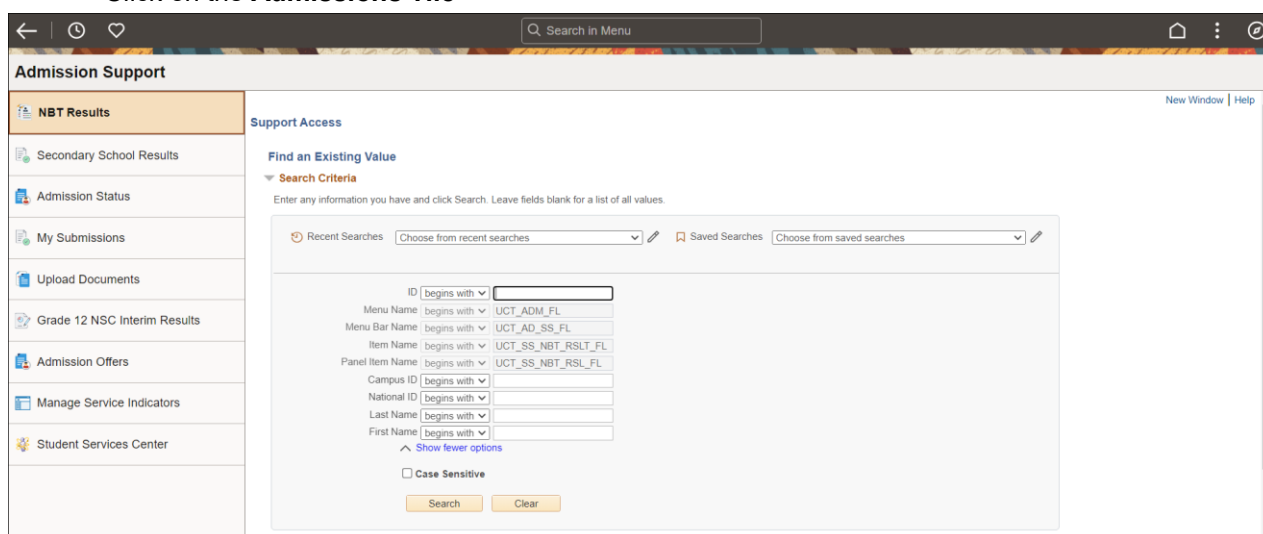
▶ Note

The Admission Support tile allows you to view applicant information. You can view an applicants NBT Results, Secondary School Results, Admission Status, My Submissions (documents that the applicant submitted), Upload documents, Grade 12 Interim Results, Admission Offers, Manage Service Indicators and Student Services Centre

3.4 Campus Community Tile
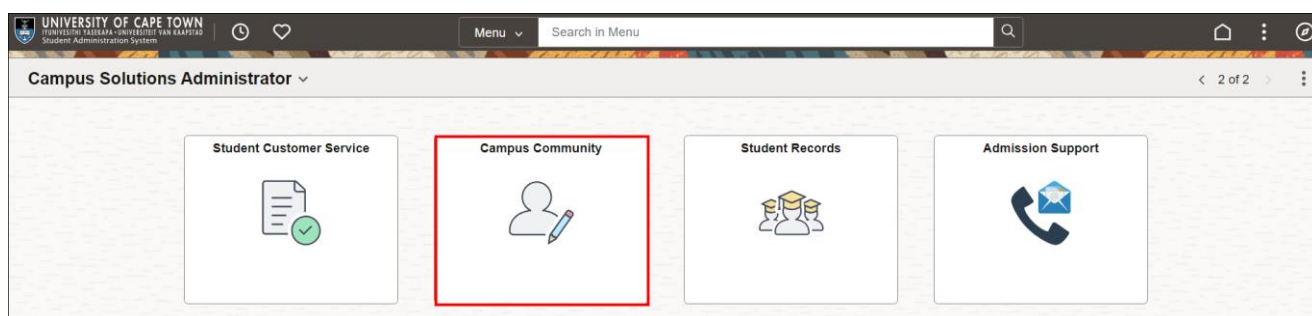
- Click on **Campus Community**

▶ Note

The Campus Community tile allows you to Add/Update a Person biographical details, Addresses and Regional information. The Communication Management screen allows you to view the communication sent to the student and you can view the service indicators on the student record under Manage Service Indicators

Section 4: Navigating to Campus Community

The Campus Community function is used to view a student's personal information and service indicators.
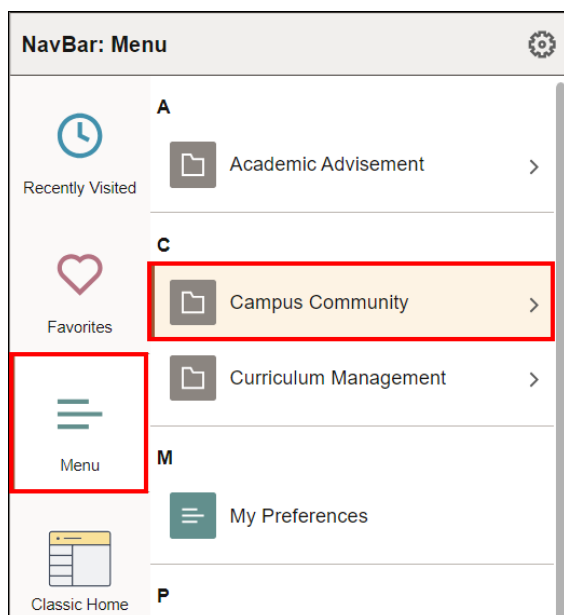
4.1: Viewing Personal Information

Navigational path: Campus Community>Personal Information
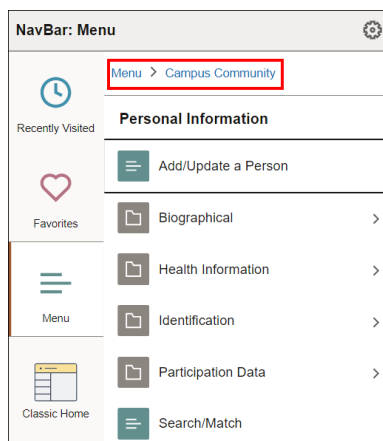
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category

The Personal Information component contains the following functionalities:

- Performing a Search Match
- Biographical Information – Student's personal information
- Identification Data – Student's citizenship and residency
- Participation Data – Student's affiliations in UCT clubs and societies

4.1.1: Performing a Search Match

The **Search Match** functionality enables you to perform a search to prevent duplicate records from being created in the system.

Navigational path: Campus Community>Personal Information>Search Match
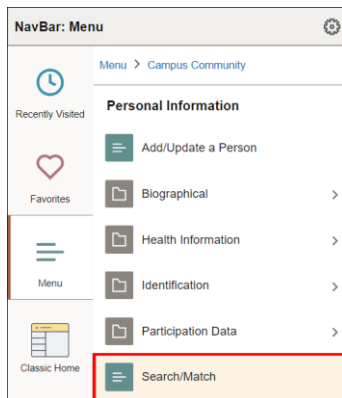
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on **Search/Match**

- Select **Person** in the **Search Type** dropdown box
- Enter **UCT_SEARCH** in the **Search Parameter Lookup** field
- Click on the **Search** button

- Enter **UCT_RACC_RESULT** in the **Search Result Code** field
- Enter **student first name** in the **First Name Search** field
- Enter **student last name** in the **Last Name Search** field
- Click on the **Search** button

▶ Note

Enter the first two search fields, First Name Search and Last Name Search. To move on
to the next field, press the tab key on your keyboard. Clicking on the "tab" key verifies the search criteria you
have entered against the PeopleSoft database.

- A **Search Results** page appears

		Empl ID	Name Type	Name Effective Date	First Name	Last Name	National ID
1	Carry ID					Smith*****	
2	Carry ID					Smith*****	
3	Carry ID					Smith*****	
4	Carry ID					Smith*****	
5	Carry ID					Smith*****	
6	Carry ID	1211516	PRI	26/05/1951	John*****	Smith*****	9999999999999*****
7	Carry ID	1211518	PRI	06/03/1957	John*****	Smith*****	5703065091005*****
8	Carry ID	1211519	PRI	14/11/1957	John*****	Smith*****	5711145038003*****
9	Carry ID	1211520	PRI	21/04/1957	John*****	Smith*****	9999999999999*****
10	Carry ID	1211523	PRI	01/07/1965	John*****	Smith*****	6507015006008*****

Search Type: Person
Ad Hoc Search
Search Parameter: UCT_SEARCH — UCT SEARCH
Search Result Code: UCT_RACC_RESULT — RACC RESULT PAGE

Search Results Summary — Return to Search Criteria

Number of ID's Found: 94
Search Order Number: 90 — First Name, Last Name

Search Results — Personalize | Find | View 100 | First 1-20 of 128 Last
Results | Results2 | Additional Information

▶ **Note**

You will notice that on the **Search Results** page, the entered name as well as similar names are displayed. You can also view more information on these records by clicking on the **Show all columns** icon.

		Empl ID	Name Type	Name Effective Date	First Name	Last Name	National ID	Date of Birth	Gender	Campus ID		
1	Carry ID	1211509	PRI	11/07/1954		Smith*****					Person Organizational Summary	Relations With Institution
2	Carry ID	1211511	SEN	11/07/1987		Smith*****					Person Organizational Summary	Relations With Institution
3	Carry ID	1211513	PRI	02/09/1996	Joanne*****	Smith*****					Person Organizational Summary	Relations With Institution
4	Carry ID	1211514	PRI	29/05/2000		Smith*****					Person Organizational Summary	Relations With Institution
5	Carry ID	1211515	PRI	16/04/1951		Smith*****					Person Organizational Summary	Relations With Institution
6	Carry ID	1211516	PRI	26/05/1951		Smith*****					Person Organizational Summary	Relations With Institution

Search Results — Personalize | Find | View 100 | First 1-20 of 128 Last

▶ **Note**

When you click on the **Carry ID** button in PeopleSoft and navigate to a search page in PeopleSoft, PeopleSoft will remember the ID.

4.1.2: Biographical Information

Biographical Information contains the following information about student :
- • Names
- • Emergency Contact Numbers
- • Addresses/Phones/Electronic Addresses
- • Personal Attributes such as languages and communication preferences
- • Relationships
- • Student Bank Account Details

Navigational path: Campus Community>Personal Information>Biographical>Names

- • Click on the **NavBar** icon
- • Click on the **Navigator** tile
- • Click on the **Campus Community** category
- • Click on the **Personal Information** category
- • Click on the **Biographical** category
- • Click on **Names**

- • Enter the student number on the **Campus ID** field.
- • Click on the **Search** button

> ▶ **Note**

Student's primary and preferred names are displayed.

4.1.3: Emergency Contacts

Navigational path: Campus Community>Personal Information>Biographical>Emergency Contacts

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on **Emergency Contacts**

Emergency Contacts

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches [Choose from recent searches ▼] ✏️   🔖 Saved Searches [Choose from saved searches ▼] ✏️

ID [begins with ▼] [   ]
Campus ID [begins with ▼] [   ]
National ID [begins with ▼] [   ]
Last Name [begins with ▼] [   ]
First Name [begins with ▼] [   ]
⋀ Show fewer options

☐ **Case Sensitive**

[Search]   [Clear]

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

Emergency Contact Information | Emergency Contact OtherPhones

████████ **Campus ID:** ████████ ████████

Emergency Contact   Find | View All   First ⊲ **1 of 1** ⊳ Last

⊞ ⊟

*Contact Name [   ]
*Relationship [Sister ▼]   ☐ **Primary Contact**
☐ Same Address as Individual
☐ Same Phone as Individual

Contact Address

Country [ZAF] 🔍 South Africa

Address   [Edit Address]

Contact Phone

Phone [   ]   Extension [   ]   Country [   ]

🖫 Save   🔍 Return to Search   📋 Notify

> ▶ **Note**

The student's emergency contact's details are displayed.

4.1.4: Addresses

Navigational path: Campus Community>Personal Information>Biographical>Addresses/Phones> Addresses
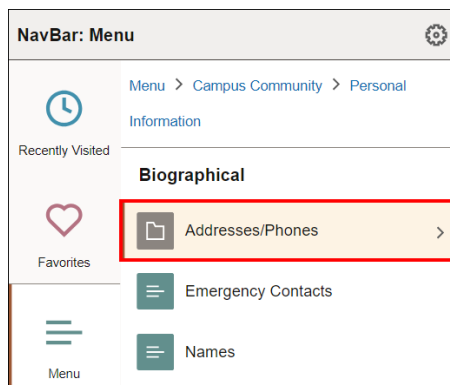
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the **Addresses/Phones** category
- Click on **Addresses**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ **Note**

The student's addresses will be displayed. To view all addresses for the student, click on the View All hyperlink.

▶ **Note**

When changing a student's address, the system will validate the postal code with the town / city entered in the address field. Please make sure that the correct town / city and postal code is entered.

4.1.5: Languages

Navigational path: Campus Community>Personal Information>Biographical>Personal Attributes> Languages
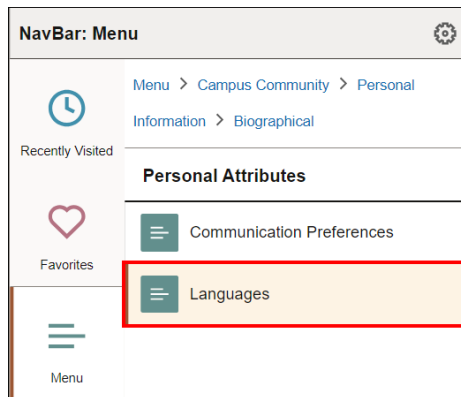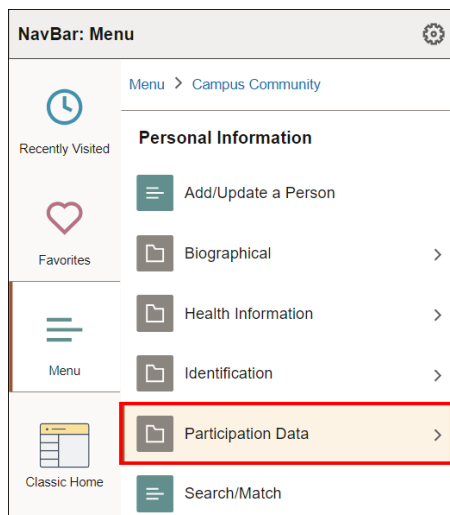

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the **Personal Attributes** category
- Click on **Languages**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

Languages is for viewing Student's preferred language.

4.1.6: Relationships

Navigational path: Campus Community>Personal Information>Biographical>Relationships> Relationships

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the **Relationships** category
- Click on **Relationships**

- Enter the student number on the **Campus ID**
- Click on the **Search** button

> **Note**

The screenshots below displays parent/guardian information such as address, contact number and electronic address.

4.1.7: UCT Student Bank Account Details

Navigational path: Campus Community>Personal Information>Biographical>UCT Student Bank Acc Details

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on **UCT Student Bank Acc Detail**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

► **Note**

The **Student Bank Acc Details** page is displayed below.

4.1.8: Identification Data

The **Identification** component displays citizenship, passport information and residency data of a student.

Navigational path: Campus Community>Personal Information>Identification

4.1.8.1: Citizenship and Passport

Navigational path: Campus Community>Personal Information>Identification>Citizenship>Citizenship and Passport
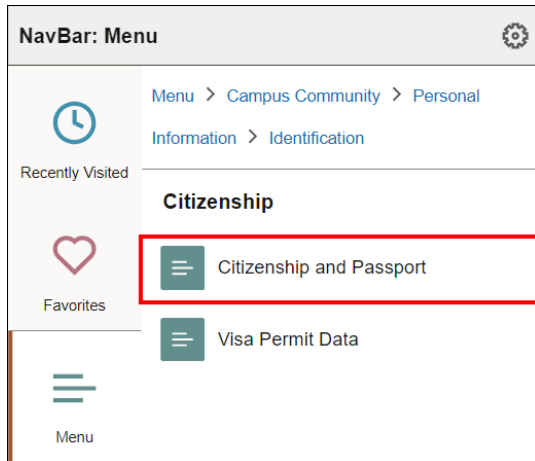
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Identification** category
- Click on the **Citizenship** category
- Click on **Citizenship and Passport**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

On the **Citizenship/Passport** page you can view a student's citizenship and passport numbers.

4.1.8.2: Visa Permit Data

Navigational path: Campus Community>Personal Information>Identification>Citizenship>Visa Permit Data
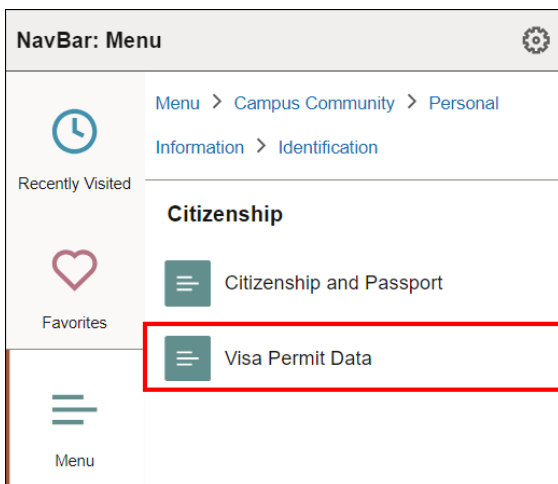
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Identification** category
- Click on the **Citizenship** category
- Click on **Visa Permit Data**

Visa Permit Data

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

�途 Recent Searches	Choose from recent searches ▼ ✎	🔖 Saved Searches	Choose from saved searches ▼ ✎

ID [begins with ▼] [_____]
Campus ID [begins with ▼] [_____]
National ID [begins with ▼] [_____]
Last Name [begins with ▼] [_____]
First Name [begins with ▼] [_____]

∧ Show fewer options

☐ Case Sensitive   ☐ Include History

[Search]   [Clear]   🔖 Save Search
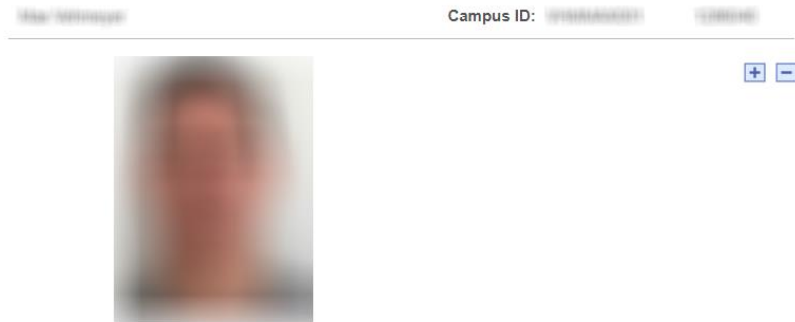
- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ **Note**

The **Visa/Permit Data** tab displays the type of visa, the issuing place and the expiry date of the permit**.**

Visa/Permit Data	Port of Entry Data

Campus ID: _____   ⊘

Visa/Permit Data   Find | View All   First ◀ **1 of 1** ▶ Last

Country ZAF   Sth Africa

Type SP   Study Permit
Classification Residence Permit

Effective Date 26/01/2009

Number _____   Status Granted   Status Date 13/12/2007

Issue Date   Duration   Duration Type Months

Date of Entry into Country   Expiration Date 31/12/2009

Issuing Authority PORT LOUIS

Issue Place SWAN

☐ Permit Submitted   Updated UserID

☐ Permit Exception   Last Updated

Exception Comment [_____]

Update Medical Aid details on the Medical Aid tab

Supporting Documents Needed   Personalize | Find | View All | 🖳 | 🖩   First ◀ **1 of 1** ▶ Last

Document ID	Description	Request Date	Date Received
MEDICL	Medical Insurance Certificate		

[🖫 Save] [🔎 Return to Search] [📧 Notify] [🔄 Refresh]   [🖳 Update/Display] [🖳 Include History]

4.1.9: Participation Data

The **Participation Data** component enables you to view student's extracurricular activities and affiliations in UCT clubs and societies (e.g member of the Badminton Club).

Navigational path: Campus Community>Personal Information>Participation Data

4.1.9.1: Extracurricular Activities

Navigational path: Campus Community>Personal Information>Participation Data> Extracurricular Activities
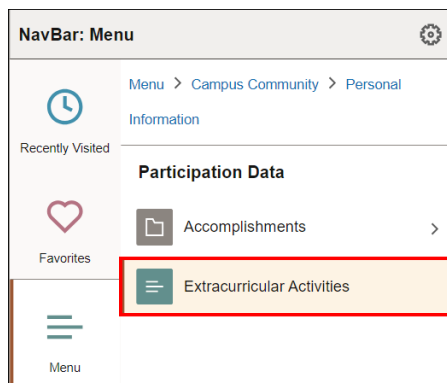
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Participation Data** category
- Click on **Extracurricular Activities**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ Note

In the following **Extracurricular Activities** page, it shows the student was employed from 2010 - 2010.

4.1.9.2: UCT Clubs & Societies

Navigational path: Campus Community>Personal Information>Participation Data>Accomplishments> UCT Clubs/Societies Management
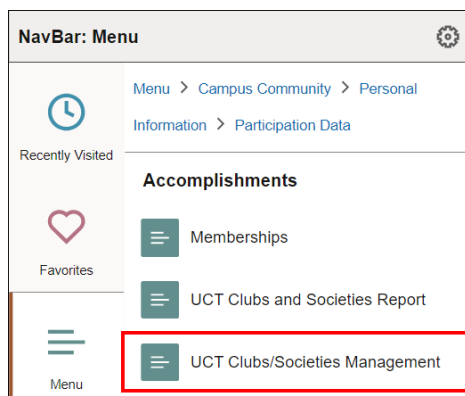
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Participation Data** category
- Click on the **Accomplishments** category
- Click on **UCT Clubs/Societies Management**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

 Note

On the Accomplishments category, you will find a UCT Clubs and Societies Report for viewing students who have joined UCT Clubs / Societies. The following screenshot shows that the student was affiliated with the Ballroom Dancing Society.

4.1.10: Personal Information (Student)

The Personal Information (Student) component enables you to view a student's photo and affiliations in UCT clubs and societies (e.g member of the Badminton Club).

Navigational path: Campus Community>Personal Information (Student)

4.1.10.1: Downloading an Individual Photo

Navigational path: Campus Community>Personal Information (Student)>Identification (Student)>Photo

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information (Student)** category
- Click on the **Identification (Student)** category
- Click on **Photo**

- Enter the student number on the **Campus ID** field
- A **Photograph** page appears

4.1.10.2: Downloading an Adhoc Student Photo List

Navigational path: Campus Community>Personal Information (Student)>Identification (Student)>Adhoc Student Photo List
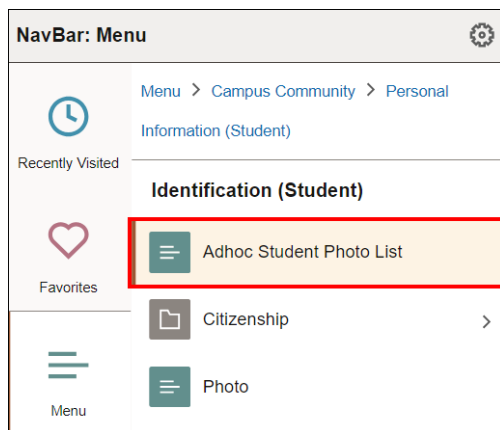
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information (Student)** category
- Click on the **Identification (Student)** category
- Click on **Adhoc Student Photo List**

-
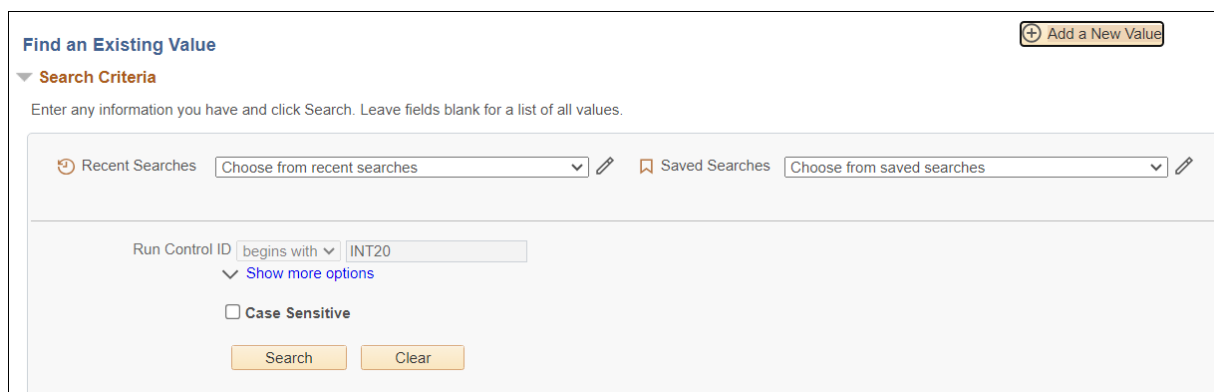
- Click on the **Add a New Value** tab if this is the first time you are running this process

> **Note**

Your **Run Control ID** will be your username i.e. your eight digit staff number.

- Click on the **Add** button

> **Note**

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value, Search and select an existing Run Control ID from the search results lists.**

- The **Adhoc Student Photo List** page appears

- Enter a **Report Title Name** on the **Report Title* field
- Select **UCT01** from the **Institution* lookup 🔍 button
- Select **Term** from the **Term* lookup 🔍 button
- Click on the **Run** button

> **Note**

Student numbers must be captured on a blank spreadsheet before upload. The spreadsheet file must be in .CSV format. You will have to browse for the file to be uploaded and then click the **Upload** button. See spreadsheet as illustrated:

- A **File Attachment** window appears

- Browse for the .CSV file by clicking on the **Choose File** button
- Click on the **Upload** button
- A **Process Scheduler Request** page appears

- Select **PSNT3** from the **Server Name** dropdown box
- Please note that the ***Type** is set to **Web** and ***Format** to **PDF**
- Click on the **OK** button
- Click on the **Process Monitor** hyperlink

You can also access the Process Monitor via
PeopleTools>Process Scheduler>Process Monitor

- You will be required to monitor the process on the **Process List** tab
- Click on the **Refresh** button
- The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**

- Click on the **Go back to Adhoc Student Photo List** hyperlink
- Click on the **Report Manager** hyperlink

- Under the **Administration** tab, click on the **PDF** hyperlink

EDN1001H

4.2: Viewing Service Indicators

A service indicator is a condition or flag that is recorded against a student's record. It can be negative or positive. A negative service indicator will be recorded against a student that owes fees and international students.

4.2.1: Navigating to Service Indicators

Navigational path: Campus Community>Service Indicators
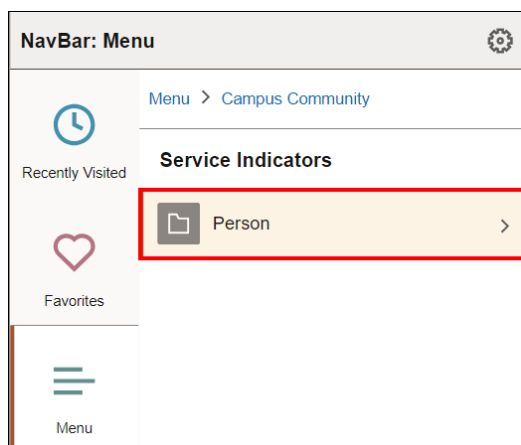
> ▶ Note

On the Service Indicators hyperlink you will find the Audit Service Indicators hyperlink
that enables auditing of service indicators. Only certain users will have access on this e.g. the Fees Office, IAPO and the Admissions Office.

Navigational path: Campus Community>Service Indicators>Person>Manage Service Indicators
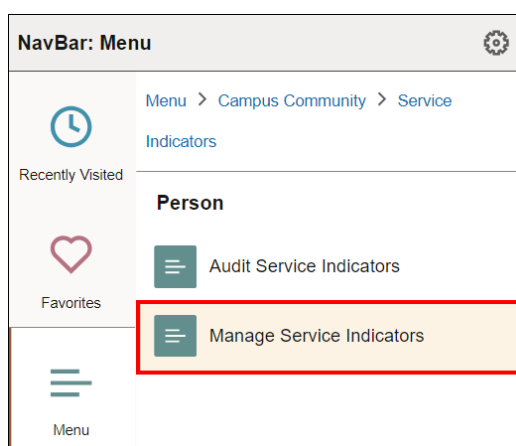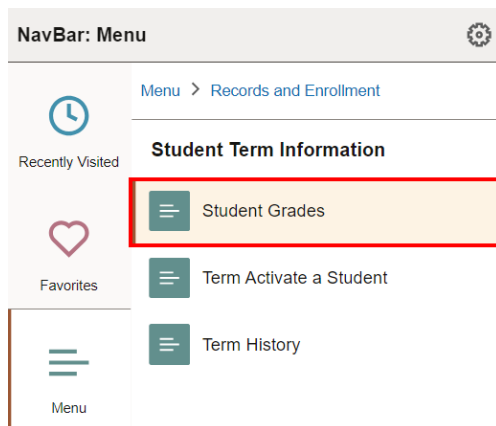

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Service Indicators** category
- Click on the **Person** category
- Click on **Manage Service Indicators**

Manage Service Indicators

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

| �途 Recent Searches | Choose from recent searches ∨ ✎ | 🔖 Saved Searches | Choose from saved searches ∨ ✎ |

ID [begins with ∨] [　　　]
Campus ID [begins with ∨] [　　　]
National ID [begins with ∨] [　　　]
Last Name [begins with ∨] [　　　]
First Name [begins with ∨] [　　　]
⌃ Show fewer options

☐ Case Sensitive

[Search] [Clear]

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

Campus ID:

Display   **Effect** All ∨   **Institution** [　　　　∨]   Refresh ↻

➕ Add Service Indicator

Service Indicator Summary   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1-2 of 2 ▶ Last

Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
ENR	No Enrollment Activities	Immigration document required	UCT01	1161	2016				
ENR	No Enrollment Activities	International Student	UCT01	0000	Begin Term			18/05/2013	

➕ Add Service Indicator

🔍 Return to Search   📧 Notify

▶ Note

A student who has a negative service indicator will have a ⊘ icon ★ next to their EMPL ID throughout their record on Peoplesoft. A student with a positive service indicator will have a icon next to their EMPL ID throughout their record on Peoplesoft. For Example: ID: 1252515 ⊘ or ID: 1592186 ★

Section 5: Navigating to Records and Enrollment

The **Records and Enrollment** page enables you to view a student's registration information such as the current term for which they are registered at UCT.
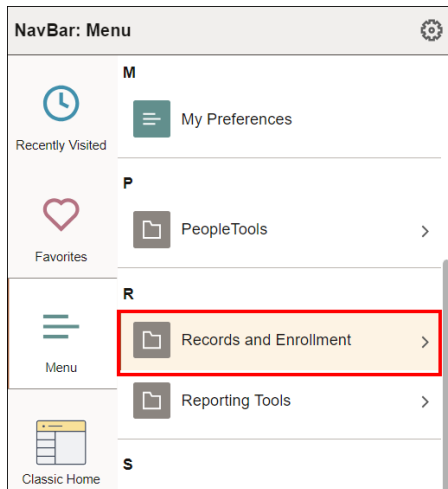
5.1: Term Activate a Student

A student is term activated by the faculty office once they have been made an offer to study at the University and a student record has been created for them in PeopleSoft via the Matriculation process. This process is done annually to activate the student for each year they enrol.

Navigational path: Records and Enrollment>Student Term Information>Term Activate a Student
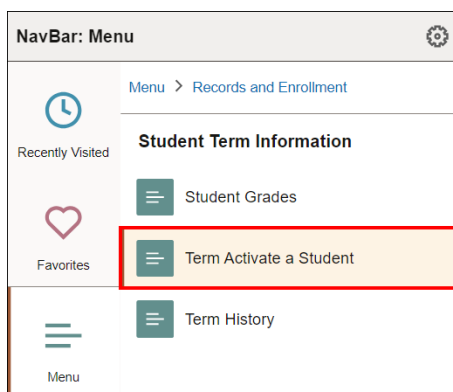
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Student Term Information** category
- Click on **Term Activate a Student**

Term Activate a Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches [Choose from recent searches ▾] ✎   Saved Searches [Choose from saved searches ▾] ✎

ID [begins with ▾] [_____]
Campus ID [begins with ▾] [_____]
National ID [begins with ▾] [_____]
Last Name [begins with ▾] [_____]
First Name [begins with ▾] [_____]
⌃ Show fewer options

☐ Case Sensitive

[Search]   [Clear]

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ Note

You can also view other Careers and Terms for which a student has been registered at UCT by clicking on the **Previous** or **Next** arrows [First ◀ 1 of 3 ▶ Last] .Click on the **Return to Search** button to go back to the **Search Parameters** page.

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

Campus ID:

Academic Career Details   Find | View All   First ◀ 1 of 1 ▶ Last

Academic Career   GSB (Postgraduate Programmes)

                                                                Find | View All   First ◀ 1 of 1 ▶ Last

Academic Institution   UCT01   University of Cape Town
Term   1231   2023   Semester   Activation Date 28/07/2023
Student Career Nbr   0   MasterBus Admin (Full Time)
Override All Academic Levels   ☑   Academic Year   2023
Override Projected Level   ☐   Load Determination   Units
Academic Level - Projected   10   First Year   Form of Study   Class Enrollment
Academic Level - Term Start   10   First Year   Academic Load   Light Load
Academic Level - Term End   10   First Year   Billing Career   BUSN
Level Determination   Terms   Eligible To Enroll   ☑

Go to   Calculate Tuition

[Save] [Return to Search] [Notify]

5.2: Viewing Student Grades via Records and Enrollment

The **Student Grades** hyperlink enables you to view marks obtained by a student for all courses that they are registered in per term as well as their GPA.

Navigational path: Records and Enrollment>Student Term Information>Student Grades

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Student Term Information** category
- Click on **Student Grades**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

You can view other terms for the student by clicking on the **Return to Search** button to go back to the **Search Parameters** page.

5.3: Viewing Student Program/Plan

The **Student Program/Plan** hyperlink enables you to view a student's academic program and plan information.

Navigational path: Records and Enrollment>Career and Program Plan Information>Student Program Plan

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Career and Program Information** category
- Click on **Student Program/Plan**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

> **▶ Note**

You will be required to select the appropriate career in which the student is registered for.

- Click on the **Student Plan** tab

> **▶ Note**

On the **Student Plan** tab, you can view the student's academic plans as displayed in the screenshot below.

5.4: Useful reports

There various reports that you can run, such as the **Term Achievement Report** and **Academic Standing Report in PeopleSoft**.

5.4.1: Term Achievement Report

The **Term Achievement Report** can be used to access information on students enrolled in a particular programme. This report also contains information about student's scholarships, population group, South African citizenship status, GPA, enrolled courses passed etc.

Navigational path: Records and Enrollment>Term Processing>End of Term Processing>Term Achievement Report

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Term Processing** category
- Click on the **End of Term Processing** category
- Click on **Term Achievement Report**

- Click on the **Add a New Value** tab if this is the first time you are running this process

> **▶ Note**

The **Run Control ID** field will be the name of the process that you are about to download. When entering the **Run Control ID,** do not leave spaces between words. You may use an underscore in place of a space (_). You can use an existing **Run Control ID** if you requested the same report previously.

- Enter **report name** in the **Run Control ID** field
- Click on the **Add** button

> **▶ Note**

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value, Search and select an existing Run Control ID from the search results lists.**

- The **Term Achievement Extract Parameters** tab appears

▶ Note

The ***Academic Institution** will default as **UCT01.**

- Select **academic group** in the ***Academic Group** lookup
- Select **academic career** in the ***Academic Career** lookup
- Select **term** in the **Term** lookup
- Select **academic program** in **Academic Program** lookup

▶ Note

You can tick the **Include Supps?** checkbox if you want to include students that have been granted supplementary examinations.

- Click on the **Run** button
- The **Process Scheduler Request** page appears

▶ Note

Please ensure that the **Term Achievement Extract** checkbox is ticked.

- Select **Web** in the ***Type** column
- Select **CSV** in the ***Format** column
- Click on the **OK** button

> Note

Once you have clicked on the **Run** button, your report will be allocated an instance number.

- Click on the **Process Monitor** hyperlink

> Note

You can also access the Process Monitor via:
PeopleTools>Process Scheduler>Process Monitor

> Note

You will have to click on the **Refresh** button until your **Run Status** is **Success** and **Distribution Status** is **Posted.**

- Click on the **Details** hyperlink

Process Detail

Process

Instance	5303855	Type	SQR Report
Name	UCTR0062	Description	Term Achievement Extract
Run Status	Success	Distribution Status	Posted

Run

Run Control ID   test
Location   Server
Server   PSNT
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On	06/09/2023 11:32:56AM PST
Run Anytime After	06/09/2023 11:31:25AM PST
Began Process At	06/09/2023 11:33:16AM PST
Ended Process At	06/09/2023 11:33:30AM PST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

- Click on the **View Log/Trace** hyperlink

Process Monitor

Report

Report ID	3431509	Process Instance	5303855
Name	UCTR0062	Process Type	SQR Report
Run Status	Success		

Message Log

Term Achievement Extract

Distribution Details

Distribution Node   DISTNODE   Expiration Date 06/10/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_UCTR0062_5303855.log	1,809	06/09/2023 11:33:30.233000AM PST
UCTR0062_5303855.out	1,319	06/09/2023 11:33:30.233000AM PST
uctr0062.csv	32,390	06/09/2023 11:33:30.233000AM PST

- Click on the **uctrNNNN.csv** hyperlink

▶ **Note**

The report will be opened and displayed in a spreadsheet format.

5.4.2: Requesting an Academic Standing Report

The **Academic Standing Report** is used to access students who do not have an academic standing or who have a pending academic standing status. For flexibility, the **Academic Standing Status** will be selectable so that the report could also be used to identify all students with a particular status e.g. those who are dismissed etc.

Navigational path: Records and Enrollment>Term Processing>End of Term Processing >Academic Standing Report
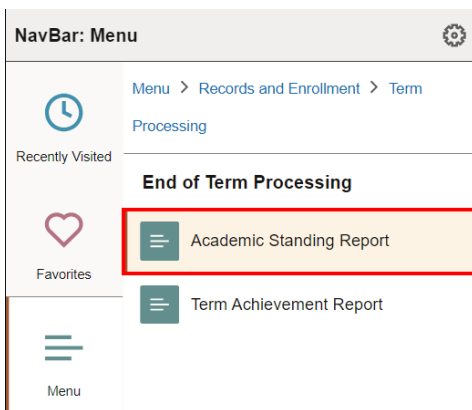
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Term Processing** category
- Click on the **End of Term Processing** category
- Click on **Academic Standing Report**

- Click on the **Add a New Value** tab if this is the first time you are running this process

> ▶ **Note**

The **Run Control ID** field will be the name of the process that you are about to download. When entering the **Run Control ID,** do not leave spaces between words. You may use an underscore in place of a space (_). You can use an existing **Run Control ID** if you requested the same report previously.

- Enter report name in the **Run Control ID** field
- Click on the **Add** button

> ▶ **Note**

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value, Search and select an existing Run Control ID from the search results lists.**

- The **Academic Standing** parameter page appears

> ▶ **Note**

Tick the checkbox for the academic standing(s) you would like to run the report for.

- Select term in the ***Term** lookup
- Select academic career in the ***Academic Career** lookup
- Click on the **Run** button
- A **Process Scheduler Request** page appears

Process Scheduler Request

User ID INT20   Run Control ID 1467903

Server Name PSNT3   Run Date 05/09/2023
Recurrence   Run Time 3:31:20PM   Reset to Current Date/Time
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Academic Standing Report	UCTR0090	SQR Report	Web	CSV	Distribution

OK   Cancel

> **Note**

Please ensure that the **Academic Standing Report** is ticked.

- Select **CSV** in the **Format* Column
- Click on the **OK** button

> **Note**

Once you clicked on the **Run** button, your report will be allocated and instance number.

Academic Standing

Run Control ID   Report Manager   Process Monitor   Run

Process Instance:5303802

*Term: 1221   2022

*Academic Group: MED   Health Sciences

Academic Standing Status

- ☐ Dismissed   ☐ None
- ☑ Good Standing   ☐ Not Eligible to Continue
- ☐ Pending
- ☐ Probation
- ☐ Subject to Dismissal

- Click on the **Process Monitor** hyperlink

> **Note**

You can also access the Process Monitor via:
PeopleTools>Process Scheduler>Process Monitor

Process List	Server List

View Process Requests

User ID	INT20	Type		Last		1	Days		Refresh
Server		Name		Instance		Range			Clear
Run Status		Distribution Status		☑ Save On Refresh		Report Manager			Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	5303802		1467903	SQR Report	UCTR0090	INT20	05/09/2023 3:31:20PM PST	Success	Posted	Details	⌄Actions

▶ **Note**

You will have to click the **Refresh** button until your **Run Status** is **Success** and **Distribution Status** is **Posted.**

- Click on the **Details** hyperlink

Process Detail

Process

Instance	5303802	Type	SQR Report
Name	UCTR0090	Description	Academic Standing Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	1467903
Location	Server
Server	PSNT
Recurrence	

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On	05/09/2023 3:32:30PM PST
Run Anytime After	05/09/2023 3:31:20PM PST
Began Process At	05/09/2023 3:32:47PM PST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

- Click on the **View Log/Trace** hyperlink

- Click on the **UCTRNNNN_ProcessInstanceNumber.csv** hyperlink

The report will be open and displayed in a Spreadsheet format. It will show the latest academic standing record for **active students** for the selected term. **Completed (COMP)** students are no longer active. The **Progression, Posted** and **Batch** fields show the details of the progression code, the progression code status (if it has been captured) as well as **Academic Standing Report** batch number (process instance number) respectively.
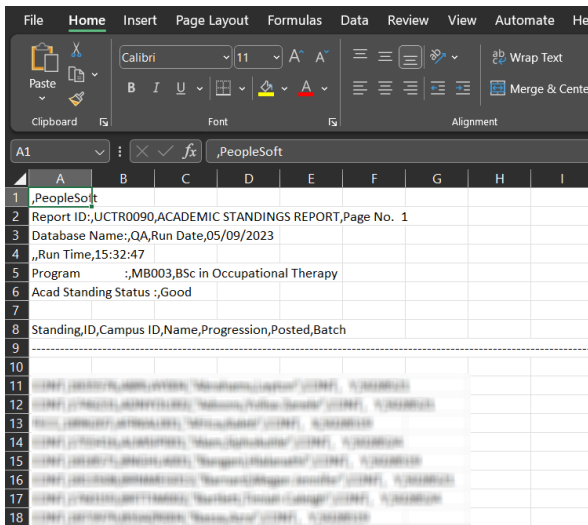
5.5: Viewing Students' Academic Record

The students' academic record functionality enables you to view the students' academic record.

The functionality does not allow you to print or download the transcript, it can only be used for reference proposes.

Navigational path: Records and Enrollment>Transcripts>Student Academic Record
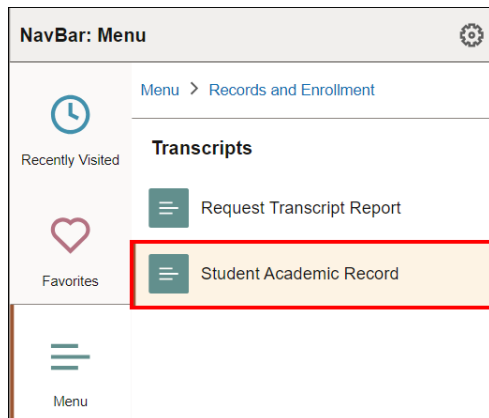
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Transcripts** category
- Click on **Student Academic Record**

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

5.6: Requesting Multiple Unofficial Transcripts

This functionality enables you to request one or multiple transcripts at the same time.

Navigational path: Records and Enrollment>Transcripts> Request Transcript Report
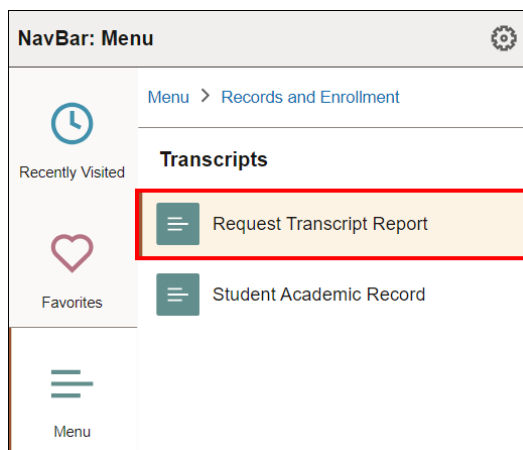
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Transcripts** category
- Click on **Request Transcript Report**

Request Transcript Report

- Click on the **Add a new value** tab
- A **Transcript Request Header** page appears

- Select **UNOFF** in the **Transcript Type** dropdown box
- Click on the **Transcript Request Detail** tab
- Enter the **EMPL ID** in the **ID** field

> **▶ Note**
>
> If you would like to request more than one transcript you will have to add a new row by clicking the **Add a New Row** ✛ button. To remove a row, you will have to click the **Delete Row** ▬ button.

- Click on the **Process Request** button

- A **View Report** hyperlink will appear next to each student, click on this hyperlink to view the academic record for a student

Academic Record

Name:
Campus ID:
Birthdate:

Student Records Office
University of Cape Town
Private Bag X3
Rondebosch
7701
South Africa

Telephone   +27 21 650 3595

Print Date: 06/09/2023

Requestor:

– – – – – Beginning of Masters Record – – – – –

2022

Programme: MPublic Health
Specialisation: Epidemiology Specialisation

Course		Description	NQF Level	NQF Credits	Results	
PPH	7015W	MPH minor diss (60 cred)	09	0	GIP	GIP

Transfer Credit from University of Cape Town
Applied Toward MPublic Health

Course		Description	Grade
PPH	7092S	Biostatistics II	CX
PPH	7018F	Introduction to Epidemiology	CX
PPH	7021F	Biostatistics I	CX
PPH	7063S	Epidemiol of Infect Diseases	CX
PPH	7070S	Quantitative Research Methods	CX
PPH	7041F	Health Policy and Planning	CX
PPH	7029F	Advanced Epidemiology	CX
PPH	7095F	Biostatistics III	CX
PPH	7016F	Public Health and Society	CX
PPH	7022S	Evidence-based Health Care	CX

Potential December qualifier

▶ **Note**

If you would like to print all the academic records for the list of students, click on the **Print** button in the **Transcript Request Detail** tab. The status next to the **Report Request Nbr** will change to Printed. After which click on the **Report Manager** hyperlink.

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	3438045	5310654	UCT_SR_UNOFF - UCT_SR_UNOFF.pdf	06/09/2023 12:03:35PM	Acrobat (*.pdf)	Posted	Details
☐	3438044	5310654	Transcript Request Print	06/09/2023 12:03:18PM	Acrobat (*.pdf)	Posted	Details

☑ Select All   ☐ Deselect All

Delete   Click the delete button to delete the selected report(s)

- Click on the **Refresh** button until the PDF's **Status** is **Posted**
- Click on the **PDF** hyperlink to access the academic records

▶ Note

The academic records will load as a popup in PDF format. Please ensure that you have enabled the popup functionality on your browser.

Section 6: Navigating to Curriculum Management

The **Curriculum Management** category allows you to view information in the course catalog, how to download a class list with and without photos for a course.
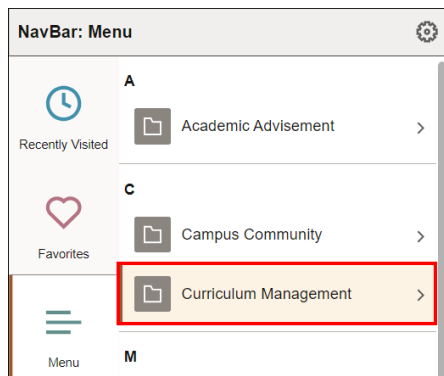
6.1: Viewing Course Catalog

A course catalog is a database of all courses that have been offered at UCT, that are currently offered at UCT and it also lists future courses that will be offered at UCT.

Navigational path: Curriculum Management>Course Catalog>Course Catalog Search
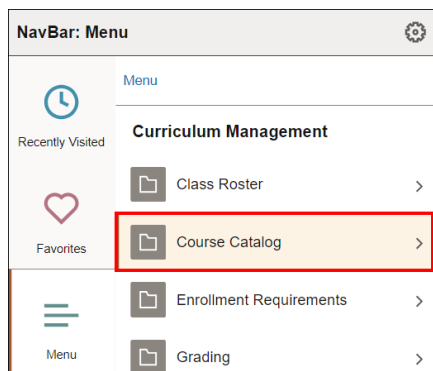
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Curriculum Management** category
- Click on the **Course Catalog** category
- Click on **Course Catalog Search**

- Enter the department code in the ***Subject Area** field or click on the **Lookup** button
- Enter the **Catalog Number** in the **Catalog Nbr** field
- Click on the **Search** button
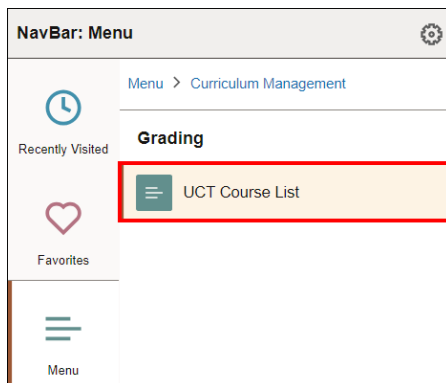

On the **Catalog Search Results** page, you can view the course convenor information, an outline of the course and the types of assessment/s for the course e.g. tests.

6.2: Downloading UCT Course List without Photos

Navigational path: Curriculum Management>Grading>UCT Course List

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Curriculum Management** category
- Click on the **Grading** category
- Click on **UCT Course List**

- Click on the **Add a New Value** tab if it is your first time running the request / process
- Enter a **Run Control ID** in the **Run Control ID** field

▶ **Note**

A **Run Control ID** is the name assigned to the request / process by yourself.

- Click on the **Add** button

▶ **Note**

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value, Search and select an existing Run Control ID from the search results lists.**

> **Note**

Please note that the three checkboxes can be ticked when downloading a class list for students who have been granted a supplementary exam, failed a supplementary exam or deferred an exam.

- Click on the **Run** button

- Select **PSNT3** on the **Server Name** dropdown box
- Select ***Type** to **Web** and ***Format** to **PDF** or **CSV**
- Click on the **OK** button

- A **Process Instance** number will be allocated
- Click on the **Process Monitor** hyperlink

> **▶ Note**

You can also access the Process Monitor via:
PeopleTools>Process Scheduler>Process Monitor

- Click on the **Refresh** button

> **▶ Note**

The **Run Status** must be **Success** and **Distribution Status** must be **Posted**.

- Click on the **Details** hyperlink

- Click on the **View Log/Trace** hyperlink

Report

Report ID	3431465	Process Instance	5303808	Message Log
Name	UCTU0024	Process Type	SQR Report	
Run Status	Success			

Course List

Distribution Details

Distribution Node   DISTNODE

Expiration Date   05/10/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_UCTU0024_5303808.log	1,793	05/09/2023 3:57:26.740000PM PST
UCTU0024_5303808.PDF	45,518	05/09/2023 3:57:26.740000PM PST
UCTU0024_5303808.out	115,538	05/09/2023 3:57:26.740000PM PST

- • Click on the **UCTUNNNN_ProcessInstanceNumber.pdf** hyperlink

▶ Note

You can save the PDF or CSV file to your personal folder.

6.3: Downloading a Class List with Photos

Navigational path: Curriculum Management>Class Roster>Print with Photos

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Curriculum Management** category
- Click on the **Class Roster** category
- Click on **Print with Photos**

- Click on the **Add a New Value** tab if it is your first time running the request / process
- Enter a **Run Control ID** in the **Run Control ID** field

▶ Note

A **Run Control ID** is the name assigned to the request / process by yourself.

- Click on the **Add** button

▶ Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value, Search and select an existing Run Control ID from the search results lists.**

- A selection criteria page appears.

- **UCT01** will be defaulted in the ***Institution** field
- Enter **Term** on the ***Term** field
- Enter **Subject Area** on the ***Subject Area** field
- Enter **Catalog Number** on the ***Catalog Nbr** field
- Enter **Class Number** on the ***Class Nbr** field

> **▶ Note**

Please note that you are running a class list, not a course list. Large courses with multiple lecture groups will require multiple photo lists.

- Click on the **Run** button

- Select **PSNT3** from the **Server Name** dropdown box
- Select ***Type** to **Web** and ***Format** to **PDF**

> **▶ Note**

The **Type** and **Format** is to identify the file format that you would like to get as the output file.

- Click on the **OK** button

- A **Process Instance** number is assigned
- Click on the **Process Monitor** hyperlink

> **▶ Note**   You can also access the Process Monitor via
> **PeopleTools>Process Scheduler>Process Monitor**

- Click on the **Refresh** button.

To check the process has ran successfully your **Run Status** must be **Success** and **Distribution Status** must be **Posted**.

- Click on the **Go back to Print with Photos** hyperlink

- Click on the **Report Manager** hyperlink
- Click on the **Administration** tab

You will be required to click on the PDF file hyperlink for viewing the class list.

2022 Class Roster ECO 1006F

LG01 (Class 1383) Economics for Non-Specialists - Lecture Total Enrolment 83

| Days and Times	Room	Instructor	Meeting Dates
MoTh 16:00 - 18:00			2022-02-14 - 2022-03-25
MoTh 16:00 - 18:00			2022-04-04 - 2022-05-20

▶ Note

You can save the file to your personal folder

Section 7: Navigating to Student Financials

The Student Financials function to view student's fee information and all transactions that took place in the student's account. If you are a departmental administrator, you will not be able to view this.
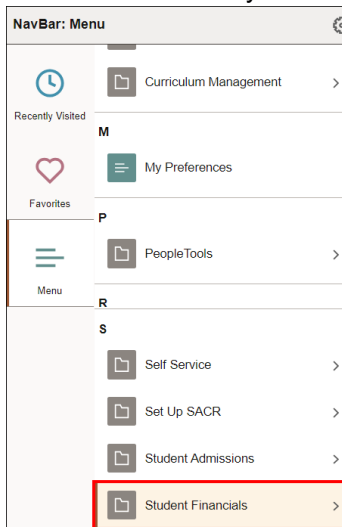
7.1: Viewing Students' Fee Account

Navigational path: Student Financials>View Account Summary
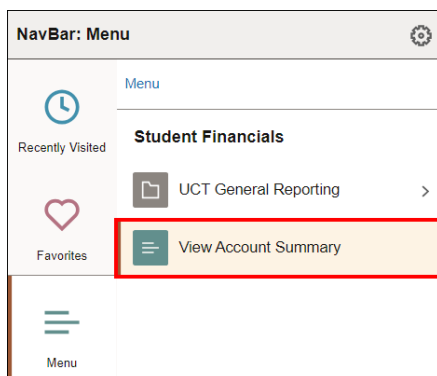
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Student Financials** category
- Click on **View Account Summary**

The **Business Unit** field is set to **UCT01**.

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

The **Account Summary** page displays the following information:

- Student account **Term Balance(s)** – since the year they have registered at UCT
- Credit for a student – where you see an amount with a minus (-) sign next to it
- You can print the **Account Summary** by using the **Print Statement** button. This can only be used if a printer has been registered for printing Peoplesoft documents.

You can view the account activities for a particular term.

- Click on a term's hyperlink e.g. 2023

> **▶ Note**

 You can view the student account in detail for that term.

Account Summary

Summary for Term 2023

Print Statement | Return to Current Fee Account Balance

University of Cape Town

Charge Activity	2,859.98	ZAR
Payment Activity	-3,488.71	
Financial Aid Activity	0.00	
Anticipated Aid Activity	0.00	
Admissions Deposit Activity	0.00	
Term Balance	**-628.73 ZAR**	View Account Detail

Return

- Click on the **View Account Detail** hyperlink

Account Summary

Account Detail for Term

2023 | **As of Date** 06/09/2023

Print Statement

Account Summary

For Fees queries contact 021 650-1704, for Housing queries 021 650-2977

University of Cape Town
Charges

Date Posted	Item Description	Amount	Currency Code
31/12/2022	Interest on overdue fees	319.09	ZAR
31/01/2023	Interest on overdue fees	322.28	
28/02/2023	Interest on overdue fees	546.40	
31/03/2023	Interest on overdue fees	551.87	
30/04/2023	Interest on overdue fees	557.38	
31/05/2023	Interest on overdue fees	562.96	
	Total Charges	2,859.98	ZAR

> **▶ Note**

On the **Account Detail for the Term** page, you can view all the transactions that took place on the student's account.

> **▶ Note**

Account summaries is only for internal use. The Fees Office sends official statements to students on a monthly basis after June.

> **▶ Note**

Departmental Administrators are prohibited from viewing account summary for students whose debt has been handed over or written off. Students must contact the Fees Office.

Account Summary

Summary for all Terms

1041961 ⊘ ★

University of Cape Town

ZAR

Term		
2006		ZAR

Message

We are unable to display the account at this time. (21000,1229)

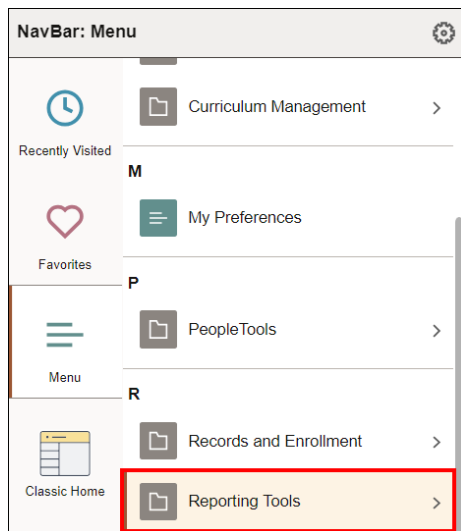Please contact the Fees Office on 021 650 4076.

[OK]

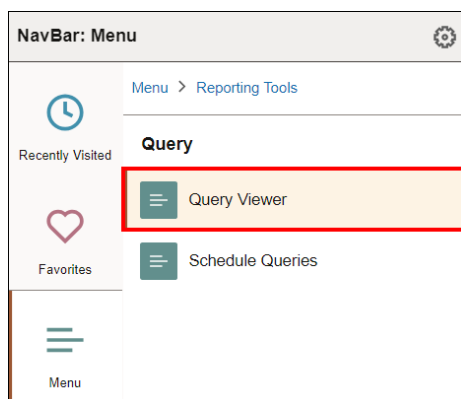[Return to Search] [Notify] [Refresh]

Section 8: Navigating to Reporting Tools

The Reporting Tools function can be used to learn how to view existing PeopleSoft reports.

Navigational path: Reporting Tools>Query>Query Viewer

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Report Tools** category
- Click on the **Query** category
- Click on **Query Viewer**

- Enter the **Query Name** next to **begins with** field e.g. **UCT_SR_COURSE_PHONE_ALL**

▶ **Note**

All query names start with **UCT** followed by an underscore (_). There are many queries categorised in different administrative areas such as Academic Admin (**SR**) and Fees (**FEE**), Financial Aid (**FIN**) and Continuing Education (**CE**) e.g. **UCT_SR_COURSE_PHONE_ALL** or **UCT_SR_PERS_DATA_CLASS**

- Click on the **Search** button

Search Results

*Folder View   -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCT_SR_COURSE_PHONE_ALL	Phone Nos for stus on a course	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

1-1 of 1

- Click on the **HTML** hyperlink
- A separate window appears that will require you to complete the parameters for the query

▶ **Note**

Each query will ask for a different set of parameters.

UCT_SR_COURSE_PHONE_ALL - Phone Nos for stus on a course

Term 1181
Subject MAM
Catalog 1000W

View Results

Row	ID	Term	Subject	Catalog

- Enter the relevant term in the **Term** field e.g. **1231**
- Enter the subject area in the **Subject** field e.g. **MAM**
- Enter the catalog number in the **Catalog** field e.g. **1000W**
- Click on the **View Results** button

UCT_SR_COURSE_PHONE_ALL - Phone Nos for stus on a course

Term 1181
Subject MAM
Catalog 1000W

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (297 kb)

View All

First 1-100 of 1013 Last

Row	ID	Term	Subject	Catalog	Prefix	First Name	Last	Type	Country	Phone	Ext	Preferred
1		1181	MAM	1000W	Mr			CELL				Y
2		1181	MAM	1000W	Ms			CELL	027			Y
3		1181	MAM	1000W	Ms			HOME	027			N
4		1181	MAM	1000W	Ms			CELL	027			Y
5		1181	MAM	1000W	Mr			CELL	027			Y
6		1181	MAM	1000W	Mr			HOME	027			N
7		1181	MAM	1000W	Ms			CELL				Y
8		1181	MAM	1000W	Ms			HOME				N
9		1181	MAM	1000W	Miss			CELL				Y
10		1181	MAM	1000W	Mr			CELL	027			Y

- You can select to download the results in **Excel SpreadSheet** or **CSV Text File** by clicking on the respective hyperlinks

8.1: Schedule a Query

If you receive the following **Query Result Set too Large** message after clicking the **View Results** button, this means that the amount of data returned is too large to display. You will then have to **Schedule** the query.

- After searching for the query, click on the **Schedule** hyperlink
- This redirects you to the **Add a New Value** tab on the **Scheduled Query** page

- The **Query Name** field will default as the query name
- Enter a run control ID with no spaces into the **Run Control ID** field
- Click on the **Add** button

▶ **Note**

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value, Search and select an existing Run Control ID from the search results lists.**

- The parameters box appears

- Enter the relevant term in the **Term** field e.g. **1181**
- Enter the subject area in the **Subject** field e.g. **MAM**
- Enter the catalog number in the **Catalog** field e.g. **1000W**
- Click on the **OK** button
- The **Schedule Query** page appears

- Check that the parameters are correct
- Click on the **Apply** button

► Note

You may also schedule this query to run at a later date and time by editing the **Run Date** and **Run Time** fields.

- Click on the **OK** button

- A process instance number has been allocated
- Click on the **Process Monitor** hyperlink

- Click on the **Refresh** button until the **Run Status** reads **Success** and the **Distribution Status** reads **Posted**
- Click on the **Details** hyperlink

Process Detail

Process

Instance 5303837   Type Application Engine
Name PSQUERY   Description PSQUERY
Run Status Success   Distribution Status Posted

Run   **Update Process**

Run Control ID test   ○ Hold Request
Location Server   ○ Queue Request
Server PSNT   ○ Cancel Request
Recurrence   ○ Delete Request
   ○ Re-send Content ○ Restart Request

Date/Time   **Actions**

Request Created On 06/09/2023 9:45:48AM PST Parameters Transfer
Run Anytime After 06/09/2023 9:45:04AM PST Message Log View Locks
Began Process At 06/09/2023 9:45:58AM PST Batch Timings
Ended Process At 06/09/2023 9:46:13AM PST View Log/Trace

- Click on the **View Log/Trace** hyperlink

View Log/Trace

Report

Report ID 3431493 Process Instance 5303837 Message Log
Name PSQUERY Process Type Application Engine
Run Status Success

Phone Nos for stus on a course

Distribution Details

Distribution Node DISTNODE Expiration Date 06/10/2023

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_5303837.stdout	300	06/09/2023 9:46:13.047000AM PST
UCT_SR_COURSE_PHONE_ALL-5303837.csv	182,122	06/09/2023 9:46:13.047000AM PST

- Click on the **QueryName_ProcessInstanceNumber.csv** hyperlink