



Prep work

What to bring to registration?

- A pen
- A copy of your latest academic transcript
- A list of your pre-approved courses
- Your UCT student number

Registration of courses will take place in-person on UCT campus on **1 February 2019***

(*EXCEPT Law students see overleaf)

You will be placed into a faculty based on the courses that you have selected and the approval status of your courses.

Pay attention to the registration venue that is applicable to you (see overleaf for venue details).

FAQs

Answers to all of these questions are here: bit.ly/UCTglobalFAQs

1. What does the term Faculty mean at UCT?
2. What is registration?
3. Which faculty office will I register in?
4. What to bring to registration?
5. How do I register for courses?
6. Which courses do I register for?
7. What do my UCT grades and credits equate to at my home university?
8. How do I add/drop courses?
9. What times are classes offered?
10. How do I know whether my classes are offered at the same time?
11. Can I receive extra time accommodations and concessions?
12. How do I apply for extra time accommodations and concessions?
13. What documents are required to apply for extra time concessions?
14. What are the relevant deadlines to apply for extra time accommodations?

1 Collection of forms

Collect your **registration form** and **curriculum form** at the registration venue

2

Check and update personal information

- Check your **registration form** to ensure that your **personal details** are accurate.
- **NB:** Update your details online to reflect your Cape Town address & contact number
- Log onto: bit.ly/UCTstudyoffer using your username (UCT student number) and password.

3

Course selection

Use the **curriculum form** to record the **courses** that you wish to **register** for.

4

Selecting additional courses

- To register for **courses** that you are **not pre-approved** for, consult the student **handbooks** available to you at registration and online: bit.ly/UCThandbooks
- The academic advisor at the registration venue can approve you for certain courses.

5

Academic advisor

- Meet with the **academic advisor** at the registration venue to discuss your **course selection** and **sign your forms**.
- The academic advisor will have a list of the courses for which you have been approved, based on your course selection when you applied for the programme.

6

Data capture

- Take your forms to the faculty office **data capture area** for capturing on the PeopleSoft administration system.
- You must **check your registration details** on the self-service platform at this link: bit.ly/UCTstudyoffer within 48 hours and report any discrepancies to your faculty office before **15 Feb 2019**.

7

Check your timetable

- After your courses are captured, you can **view your timetable** on the **self-service platform** at this link: bit.ly/UCTstudyoffer using your UCT student number and password.
- Alternately, download the **UCT mobile App** to check your timetable in preparation for classes on **11 Feb 2019**

You are registered for the courses that appear online. If you are taking a course that does not appear on your record, **see add/drop process (FAQ no.9)** to add the course. Deadline date to add courses is **15 Feb 2019**.

No courses can be added after Friday 15 Feb 2019. If a course which you are not taking appears on your record, **see add/drop process (FAQ no.9)** to withdraw from this course before the deadline date, otherwise **a fail grade will appear on your record.**

If you wish to change your course selection, you will need to follow the **add/drop process (see FAQ no. 9)** during the first week of lectures. That is, **11-15 Feb 2019**.

Faculty office locations:

- **Engineering and the Built Environment:**
Level 5, [New Engineering Building](#), Upper Campus
- **Commerce:**
[Leslie Commerce Building](#), Engineering Mall, Upper Campus
- **Humanities:**
[Beattie Building](#), University Avenue, Upper Campus
- **Science:**
Level 6, [PD Hahn Building](#), North Lane, Upper Campus
- **Law:**
Level 4, Wilfred & Jules Kramer [Law Building](#) Middle Campus

The 7-step registration process

Semester Study Abroad students faculty office registration venue details and times

Please register for your courses in your designated timeslot, as per your surname

Time	Process you need to follow	Venue
COMMERCE FACULTY		
9:00am - 10:30am surnames starting with A-K	<ol style="list-style-type: none"> 1. Collect curriculum form 2. Meet with the academic advisor 3. Take your curriculum form to the designated section in the Sports Centre for capturing on the system 	UCT Sports Centre, Upper Campus (Find it on Google maps)
10:30am - 12:30pm surnames starting with L-Z		
HUMANITIES FACULTY		
9:00am - 10:00am surnames starting with A-G	<ol style="list-style-type: none"> 1. Collect curriculum form 2. Meet with the academic advisor 3. Take your curriculum form to the designated section in the Sports Centre for capturing on the system 	UCT Sports Centre, Upper Campus (Find it on Google maps)
10:00am - 11:00am surnames starting with H-N		
11:00am - 12:00pm surnames starting with O-Z		
SCIENCE FACULTY		
9:00am - 12:00pm	<ol style="list-style-type: none"> 1. Collect curriculum form and meet with the academic advisor in the Jack De Wet Room, PD Hahn Building 2. Take your curriculum form, for capturing on the system, to the Science Faculty reception desk in the PD Hahn Building 	PD Hahn Building, Level 6, Upper Campus (Find it on Google maps)
LAW FACULTY		
9:00am - 11:00am	<ol style="list-style-type: none"> 1. Collect curriculum form and meet with the academic advisor in the Kramer Law Building, Level 4, Lecture theatre 4B 2. Hand your curriculum form to the faculty office administrator for data capturing 	Kramer Law Building, Level 4, Lecture theatre 4B, Middle Campus (Find it on Google maps)
ENGINEERING FACULTY		
10:00am - 12:00pm	<ol style="list-style-type: none"> 1. Collect curriculum form and meet with the academic advisor in the John Martin Boardroom, New Engineering Building, Level 5 2. Hand your curriculum form to the faculty office administrator for data capturing 	John Martin Boardroom, New Engineering Building, Level 5, Upper Campus (Find it on Google maps)

LAW STUDENTS ONLY!
 Course registration takes place on **Mon 4 Feb 2019**