



## Student Self Service Online Registration

### Navigating to online student registration

Path: **Self Service>Student Center>Academics.**

### Student Center Page Opens.

- Click **Other Academics** hyperlink
- On the drop down menu select **Enrollment: Add**
- Click



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go to ...

Search	Enroll	My Academics
my class schedule	add	term information

### Add Classes



#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2014 | Undergraduate | University of Cape Town

Open
  Closed

**Add to Cart:**

Enter Class Nbr

Find Classes

Class Search

2014 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">POL 3044S-LG01 (7517)</a>	MoTuWeTh 2:00PM - 3:00PM	HOERI LT2	Staff	30.00	<input checked="" type="radio"/>
	<a href="#">POL 3044S-TL01 (10218)</a>	TBA	TBA	Staff		<input checked="" type="radio"/>

#### Enroll add Page Opens.

- Enter **Class Number** in shopping cart page
- Click  to continue



**Note**

If you do not know the class number you can click the search button under find class and it will give you search option to search for it by course name.



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go to ...

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my class schedule

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### Add Classes



#### 1. Select classes to add - Enrollment Section

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#### INF 1002F - Information Systems I

Tutorial selected: Section TL01  
TuWe 12:00AM - 12:00AM Room: TBA

● Open    ■ Closed

	Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input type="radio"/>	2829	<a href="#">LG01</a>	Lecture	Mo 2:00PM - 3:00PM	JD LT1	Staff	■
<input checked="" type="radio"/>	10187	<a href="#">LG02</a>	Lecture	Mo 3:00PM - 4:00PM	JD LT1	Staff	●

View All Sections | 1-2 of 2 | First | Last

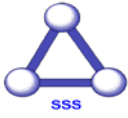
### Select classes to add Enrollment page Opens.

- Tick the **check box** next to an open class you want to enrol into
- Click  to continue



#### Note

It is important to tick the check box next to the class number of your choice as they are in different time periods and some might be full. PeopleSoft indicates with a blue square sign if the class is full and with a round green sign for open classes. You must click next until you reach a section where you will be told your course has been added to your shopping cart always check in each stage if the information is correct. These stages depend on how the course components have been setup, it will look at all related class sections and confirm them if there are any that are linked to the course.



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### Add Classes

1 2 3

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

INF 1002F has been added to your Shopping Cart.

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Open  Closed

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search

2014 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">INF 1002F-LG02</a> (10187)	Mo 3:00PM - 4:00PM	JD LT1	Staff	18.00	<input checked="" type="radio"/>
	INF 1002F-TL01 (2566)	TuWe 12:00AM - 12:00AM	TBA	Staff		<input checked="" type="radio"/>
	<a href="#">POL 3044S-LG01</a> (7517)	MoTuWeTh 2:00PM - 3:00PM	HOERI LT2	Staff	30.00	<input checked="" type="radio"/>
	POL 3044S-TL01 (10218)	TBA	TBA	Staff		<input checked="" type="radio"/>

**Enroll Add Page Opens** to allow you to add more courses, if there are no more courses to add.

- Click  button to continue
- Confirm classes Page Opens



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go to ...

Search  
my class schedule

Enroll  
add

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### Add Classes

1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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● Open    ■ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
INF 1002F-LG02 (10187)	Information Systems I (Lecture)	Mo 3:00PM - 4:00PM	JD LT1	Staff	18.00	●
INF 1002F-TL01 (2566)	Information Systems I (Tutorial)	TuWe 12:00AM - 12:00AM	TBA	Staff		●
POL 3044S-LG01 (7517)	Foreign Policy Analysis (Lecture)	MoTuWeTh 2:00PM - 3:00PM	HOERI LT2	Staff	30.00	●
POL 3044S-TL01 (10218)	Foreign Policy Analysis (Tutorial)	TBA	TBA	Staff		●

- Click



**Note**

Before you click finish enrolling double check if you have added all your classes. If you no longer want to enrol you can click cancel to stop enrollment.

- View results Page Opens

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Search	Enroll	My Academics
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**Add Classes** 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

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✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
AXL 1200S	<b>Error:</b> Unable to complete your request. You do not have access to perform this transaction at this time.	✘
CSC 1017F	<b>Success:</b> This class has been added to your schedule.	✔
EEE 1005W	<b>Success:</b> This class has been added to your schedule.	✔
MAM 1020F	<b>Success:</b> This class has been added to your schedule.	✔

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[Search](#)
[Enroll](#)
[My Academics](#)  
[My Class Schedule](#)
[Add](#)
[Term Information](#)

go to ...



**Note**

This page will give you enrolment status report for all the courses you managed to enrol successfully and with those you got errors on. It also gives you options to add more courses or view your time table/my class schedule.