

# SCIENCE FACULTY

## 2018

### Postgraduate Remote Registration

#### GUIDE to completing and submitting your registration and curriculum form for Honours students.

Note: most Honours students will register online and follow the instructions for online registration. International students and students who were made conditional offers that have not yet been confirmed will need to follow this process.

There are two PDF forms required of the registration process, the “2018 Postgraduate registration form” & “2018 Honours curriculum form” which include:

- the registration form (containing a signed declaration and binding you to the content of the declaration, and a statement that you have checked your personal details on system) and;
- the curriculum form (listing your specialisation and courses for 2017 as well as important metadata).

You will be required to complete, sign and return both forms. Your departmental administrator will ensure that the forms are returned to the Faculty Office who will obtain the Dean’s signature and capture your registration. The forms will be checked by the Faculty Office and, if approved, the courses will be captured on system. You will know that your form has been captured by checking your enrolment on PeopleSoft. Please allow a turnaround time of 3-4 working days as the curriculum approval takes time.

#### Follow these steps:

1. Open the PDF form “2018 Postgraduate registration form” and insert the required information.
  - 1.1 Complete all required fields of the registration form; read it carefully as it is a legally binding document.
2. Open the PDF form “2018 Honours curriculum form” and insert the required information.
  - a. For the sub-sections “Student number”, “Date of birth” and “Registration date”, simply place your cursor in the first square and start typing. The cursor will automatically insert one digit per square.
  - b. For the sub-section “Previous academic record”, type the text in free format.
  - c. Select your specialisation using the drop-down menu to access the list of options. The selection of the specialisation will populate the degree code and course code sections of the form with the appropriate code and courses. Note: you may only select the option for which you have been admitted.
3. Save a copy of both the registration and curriculum forms, for your record. Then print both forms and sign the hard copies. Your departmental administrator will ensure that the completed forms are submitted to the Faculty Office. The Faculty Office will obtain the approval of the Dean and capture the forms.
4. You will know that your form has been captured by checking your enrolment on PeopleSoft. Please allow a turnaround time of 3-4 working days as the curriculum approval takes time.
5. It is your responsibility to check that you have been registered for the correct courses. Also check your UCT email account regularly since any registration queries will be sent to you via email. If your registration does not reflect on PeopleSoft within 3-4 days of submitting it to the Faculty Office, send an enquiry via email to [sci-postgrad@uct.ac.za](mailto:sci-postgrad@uct.ac.za)