

SCIENCE FACULTY

2019

Coursework Master's Registration Instructions

Detailed GUIDE to completing and submitting registration and curriculum forms for Coursework Master's students.

Note 1: International students must first obtain clearance from the International Academic Programmes Office (IAPO, iapo@uct.ac.za) prior to registration. Your registration will not be captured if you have not first obtained clearance from IAPO.

Note 2: If you were made a conditional offer of acceptance you must meet the conditions of the offer prior to registration. Your registration will not be captured if you have not met the conditions stipulated in your conditional offer.

Note 3: If you are registering for the dissertation component of the degree this year, you will also need to complete a Memorandum of Understanding (MoU) or Progress & Planned Activities form (PPA). Students who are registering for the dissertation for the first time must complete the MoU while students who are registering for the dissertation in a second or subsequent year must complete the PPA form (see point 3 below).

There are two PDF forms required of the registration process, the *2019 Postgraduate registration form* and *2019 Coursework Master's curriculum form*:

- the **registration form** contains a signed declaration binding you to the content of the declaration, and confirms that you have checked your personal details on the PeopleSoft student administration system and;
- the **curriculum form** lists your specialisation and courses for 2019.

You are required to complete, sign and return both forms. Your departmental administrator/course convenor will ensure that the forms are returned to the Faculty Office. The Faculty Office will obtain the Dean's signature and capture your registration on the PeopleSoft student administration system.

Follow these steps:

1. Open the PDF form *2019 Postgraduate registration form* and insert the required information. Complete all required fields of the registration form; read it carefully as it is a legally binding document.
2. Open the PDF form *2019 Coursework Master's 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. Students who are registering for coursework courses and electives, simply tick the courses by placing your cursor in the appropriate square. Only tick the courses you are registering for.
3. If you will be registering for the dissertation component this year you will also need to complete the **MoU** or **PPA** form. Open the MoU (Memorandum of Understanding) or PPA (Progress and Planned Activity) form and complete the relevant sections.
4. Save a copy of all the forms, for your records. Then print the forms and sign the hard copies. If you are registering for the dissertation component, you will also need to obtain the signature of your supervisor on the MoU/PPA. Your departmental administrator will arrange for the signature of the HoD and 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.
5. You will know that your registration has been captured by checking on PeopleSoft. Please allow a turnaround time of 3-4 working days as the curriculum approval and capturing takes time.
6. 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