

# SCIENCE FACULTY

2019

## On-line Registration for Master's and PhD students

### Instructions for submitting your MoU/PPA and registering online

#### Follow these steps:

Download the MoU/PPA from the Science Faculty website and complete it with your supervisor.

The completed MoU/PPA, together with any required supporting documents (Research proposal /Ethics approval) must be uploaded into PeopleSoft by selecting the Postgraduate Centre Tile. Please refer to the document titled 'How to upload your completed MoU/PPA to PeopleSoft' for detailed instructions.

Once your MoU/PPA has been approved by your supervisor, HOD and Dean, you will receive a system generated email with instructions for registering online. Follow the instructions in the email to log into the PeopleSoft student administration system to complete your registration.

Once you have completed the registration process, check your registration on PeopleSoft. It is your responsibility to check that you have been registered for the correct courses.

If you have any problems with this process, email [sci-postgrad@uct.ac.za](mailto:sci-postgrad@uct.ac.za) for assistance.

Note 1: International students must first obtain clearance from the International Academic Programmes Office (IAPO) before attempting to register online. You will not be able to register if you have not first obtained clearance from IAPO.

Note 2: New Students - If you were made a conditional offer of acceptance you must first meet the conditions of the offer and have the offer confirmed by the Faculty Office before attempting to register online. You will not be able to register online if your conditional offer has not been confirmed.