

SCIENCE FACULTY

2021

Computer Science Honours registration instructions

Detailed GUIDE to completing and submitting registration and curriculum forms for Computer Science Honours students. All other students must follow the steps outlined in the 2021 Detailed Honours Registration Instructions.

Note 1: International students must first obtain clearance from the International Academic Programmes Office (IAPO) 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.

There are two parts to the registration process, the online *registration declarations* and completing the *2021 Computer Science Honours curriculum form*:

- the online registration contains a series of declarations binding you to the content, and confirms that you have checked your personal details on the PeopleSoft student administration system and;
- the curriculum form which lists your specialisation and courses for 2021.

You are required to complete, sign and submit the curriculum form. The Faculty Office will capture your registration on the PeopleSoft student administration system.

Follow these steps:

1. Open the PDF form *2021 CSC Honours curriculum form* and enter 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 electives, simply tick the courses by placing your cursor in the appropriate square. Only tick the courses you are registering for.
2. After adding your signature, save a copy of the curriculum form. Email it to your departmental administrator/course convenor for signature. Once the signed form is returned to you, submit it as a service request to PeopleSoft (detailed instructions will be emailed to you). The process will start with legally binding registration declarations before allowing you to submit your curriculum form. The Faculty Office will process the request and capture your registration.
3. You will know that your registration has been captured by checking on PeopleSoft. Please allow a turnaround time of 4-5 working days as the curriculum approval and capturing takes time.
4. 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 after 5 days of submitting it, send an enquiry via email to sci-postgrad@uct.ac.za