

Update Graduation Information

Viewing a Graduand's To Do List

The **To Do List** item/s are documents required from a graduand for submission at the University Of Cape Town. The Graduand is required to update all the required items listed under the **To Do List** on the **Student Center** page.

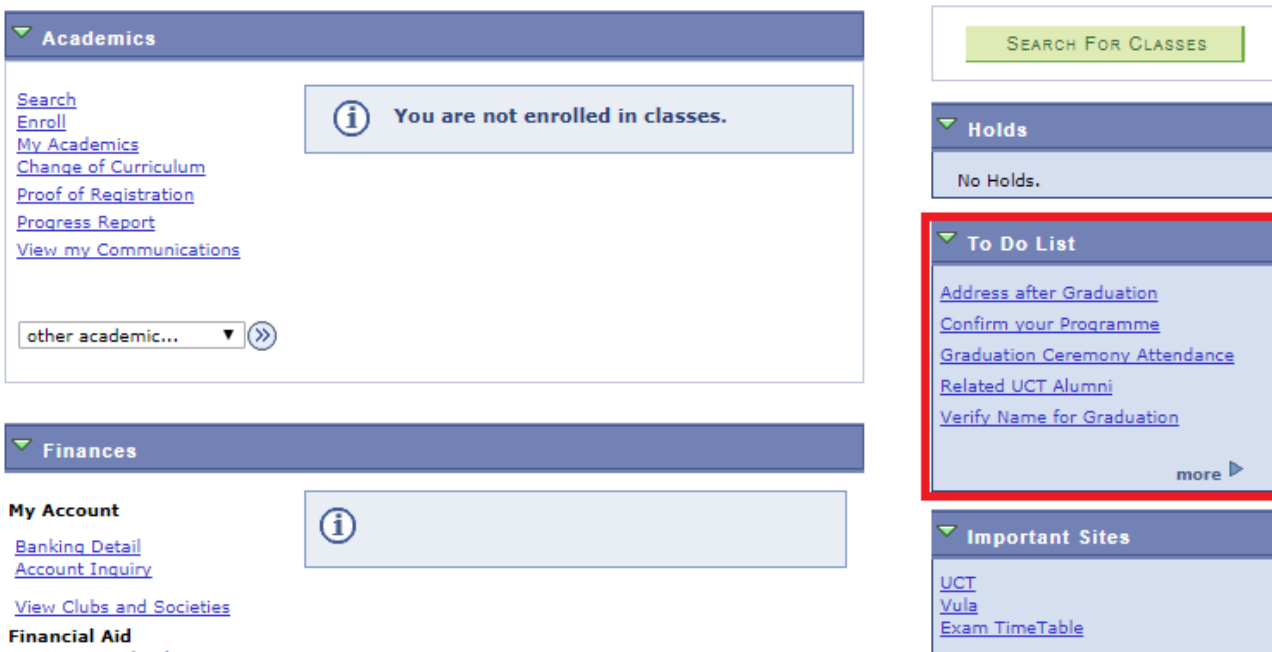
**Note**

The list will be displayed on your **Student Center** under **To Do List**. It is important to read the information under the **To Do List** and to complete what is required from you. Some **To Do List** items will require you to access a hyperlink provided on the **Student Center** for completion once you become a potential graduand. Once all **To Do List** items have been completed, the list of requirements will be removed.

Navigational path: **Student Center**

Updating Address After Graduation

- Click on the green arrow icon **To Do List** to expand the view indicator



The screenshot displays the Student Center interface. On the left, there are sections for 'Academics' and 'Finances'. The 'Academics' section includes links for Search, Enroll, My Academics, Change of Curriculum, Proof of Registration, Progress Report, and View my Communications. The 'Finances' section includes links for My Account, Banking Detail, Account Inquiry, View Clubs and Societies, and Financial Aid. On the right, there is a 'SEARCH FOR CLASSES' button, a 'Holds' section showing 'No Holds.', and a 'To Do List' section highlighted with a red box. The 'To Do List' section contains links for Address after Graduation, Confirm your Programme, Graduation Ceremony Attendance, Related UCT Alumni, and Verify Name for Graduation, along with a 'more' link. Below the 'To Do List' is an 'Important Sites' section with links for UCT, Vula, and Exam TimeTable.

- Click on the blue arrow icon **more** to view all items in your **To Do List**



To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date

Institution

Function

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Address after Graduation	29/03/2018	Initiated	University of Cape Town	Student Term
Confirm your Programme	29/03/2018	Initiated	University of Cape Town	Student Term
Graduation Ceremony Attendance	29/03/2018	Initiated	University of Cape Town	Student Term
Related UCT Alumni	29/03/2018	Initiated	University of Cape Town	Student Term
Verify Name for Graduation	29/03/2018	Initiated	University of Cape Town	Student Term

- Click on the **Address after Graduation** hyperlink under the **To Do Item** column

To Do List

To Do Item Detail

Address after Graduation

Academic Career:	MAST
Term:	1171

Due Date: 29/03/2018

Address after Graduation

READ ALL THE FOLLOWING INSTRUCTIONS CAREFULLY

Click the return button and then go to Student Centre, scroll down to the Contact Details. Click on Home address. If you will continue to use this address after Graduation simply click on the Confirm Address button. If you will have a different address after graduation from your current home address, Click on the Edit Button and change the address, click on OK. Enter the date from which you will be using this address and click SAVE, click OK when the change is saved and the click Confirm Address.



Note


You will have to update the **To Do List** item according to the instruction/s provided. The **Due Date** is the day the **To Do List** item must be completed by.

- Click on the **Return** button
- Select **Student Center** under the **go to...** dropdown list



Note

Selecting **Student Center** under the **go to...** dropdown list will take you back to the **Student Center** page

- Click on the **Go**  button



To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date 

Institution ▼

Function ▼

go

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Verify Name for Graduation	29/03/2018	Initiated	University of Cape Town	Student Term

- Under the **Personal Information** tab, click on the **Home (Street)** hyperlink

▼ **Personal Information**

[Demographic Data](#)

[Family & Emergency Contacts](#)


[Names](#)

[User Preferences](#)

Contact Information

[Home \(Street\)](#)

[SA Cellular](#)





go to ...

Personal Information Security

addresses | names | phone numbers | email addresses | family and emergency contacts | demographic information

Addresses

Below is a list of your current addresses. Each address has one or more types associated with it that are indicative of its usage. Please follow the instructions below on how to use the address types:

Home(Street)* and Home(Postal)*:
Home(Str) is used for your physical/street home address. You only add a Home(Pst) address type if it differs from your Home(Str) address. So if you have a PO Box number you will add this address under the Home(Pst) address type.

DO NOT ENTER LOCAL TERM ADDRESS DATA HERE UNLESS YOU LIVE AT HOME DURING TERM TIME. See Term and UCT Residence Addresses below.

*Note: For foreigners this will be your address in your home country. Once the above address types have been created it cannot be deleted. For example, if you had different Home(Str) and Home(Pst) addresses and for some reason no longer have a postal address, you will need to link the two address types to your physical address.

UCT Residence:
If you are in a UCT residence the system will populate this address type and remove it when you move out of the residence.

Term(Street) and Term(Postal):
Add a Term(Str) address if your term address is different from your home address and if you are not in a UCT residence. You only add a Term(Pst) address if it differs from your Term(Str).

Fee(Billing):
The postal address to which your fee account will be sent. Only add this address if it differs from any of the above address types. If you are receiving an external bursary DO NOT enter the sponsors' details here. A copy of your sponsorship letter must be sent to the Fees Office on an annual basis and a copy of your account will be sent directly to your sponsor. You are ultimately responsible for your fee account being paid promptly.

To add, change, or delete an address or the types associated with an address, click the appropriate link.

Address Type	Address	
Home(Str)	[Redacted]	edit
Home(Pst)	[Redacted]	edit

[ADD A NEW ADDRESS](#)

[CONFIRM ADDRESSES](#)

[Personal Information](#) [Security](#)

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Family And Emergency Contacts](#) | [Demographic Information](#)

go to ...

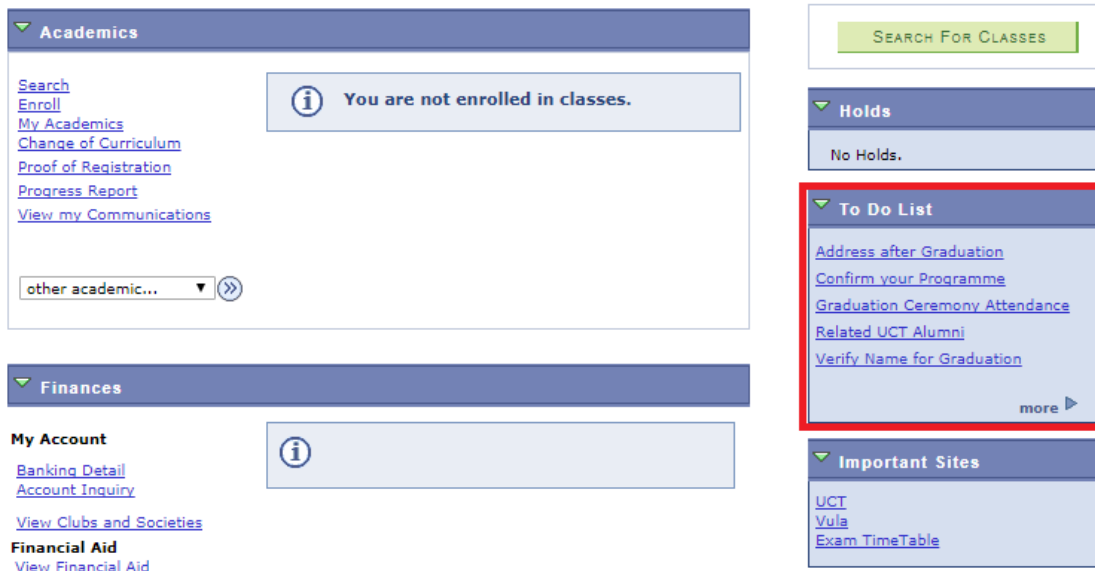


Note You are required to confirm if the current addresses can be used after graduation by simply clicking the **Confirm Addresses** button. If the address needs to be changed, click on the **Edit** button, update

the address and click on the **OK** button. You will then click on the **Save** button and confirm your address by clicking on the **Confirm Addresses** button.

Confirm Programme Information

- Click on the green arrow icon **To Do List** to expand the view indicator



The screenshot shows the 'Academics' section with a message: "You are not enrolled in classes." Below this are links for Search, Enroll, My Academics, Change of Curriculum, Proof of Registration, Progress Report, and View my Communications. There is also a search box with the text "other academic...".

The 'To Do List' section is highlighted with a red box and contains the following links: Address after Graduation, Confirm your Programme, Graduation Ceremony Attendance, Related UCT Alumni, and Verify Name for Graduation. A "more" link is also present.

Other sections visible include 'Holds' (No Holds), 'Important Sites' (UCT, Vula, Exam TimeTable), and 'Finances' (My Account, Banking Detail, Account Inquiry, View Clubs and Societies, Financial Aid, View Financial Aid).

- Click on the blue arrow icon **more** to view all items in your **To Do List**

To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date 

Institution ▼

Function ▼ **go**

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- Click on the **Confirm your Programme** hyperlink under the **To Do Item** column

To Do List

To Do Item Detail



Confirm your Programme

Academic Career:	MAST
Term:	1171

Due Date: 29/03/2018

Confirm your Programme

READ ALL THE FOLLOWING INSTRUCTIONS CAREFULLY
 Click the Return button, then go to My Academics. Check your Programme and Specialisation/Majors. If they are correct, Click the Confirm button. If they are not correct contact your Faculty Office urgently, then return to the system and recheck, if they are now correct, click the Confirm button.

Return




Note You will have to update the **To Do List** item according to the instruction/s provided. The **Due Date** is the day the **To Do List** item must be completed by.

- Click on the **Return** button
- Select **Student Center** under the **go to...** dropdown list



Note Selecting **Student Center** under the **go to...** dropdown list will take you back to the **Student Center** page

- Click on the **Go**  button



To Do List

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View your To Do Items by

Due Date 

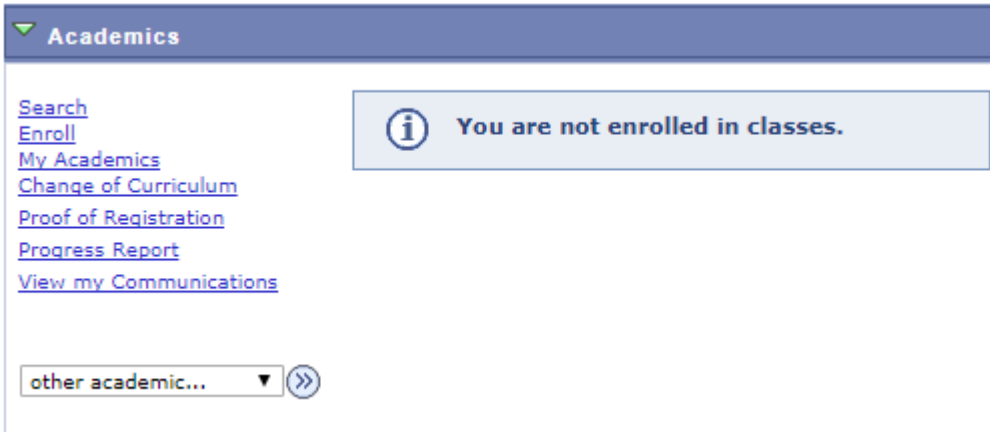
Institution

Function

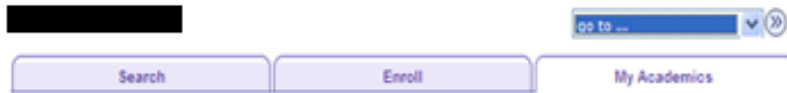
go

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- Under the **My Academics** tab, click on the **My Academics** hyperlink

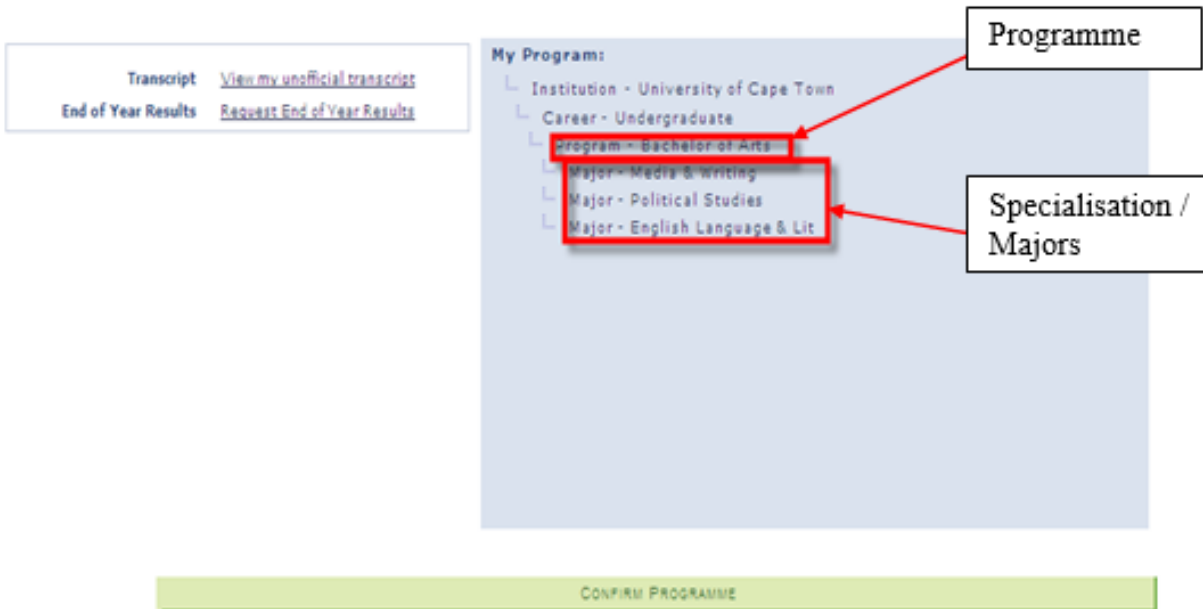


The screenshot shows the 'Academics' menu with a dark blue header. Below the header, there are several links: Search, Enroll, My Academics, Change of Curriculum, Proof of Registration, Progress Report, and View my Communications. A message box on the right says 'You are not enrolled in classes.' At the bottom, there is a search box containing 'other academic...' and a 'go to...' button.



The screenshot shows three navigation tabs: Search, Enroll, and My Academics. The 'My Academics' tab is selected and highlighted. Above the tabs is a 'go to...' search box.

My Academics



The screenshot shows the 'My Program' section with a tree view of the student's program details. The tree includes: Institution - University of Cape Town, Career - Undergraduate, Program - Bachelor of Arts, Major - Media & Writing, Major - Political Studies, and Major - English Language & Lit. A red box highlights the 'Program - Bachelor of Arts' and 'Major - English Language & Lit' items. Red arrows point from labels 'Programme' and 'Specialisation / Majors' to these items. Below the tree is a green 'CONFIRM PROGRAMME' button. To the left, there are links for 'Transcript' and 'End of Year Results'.

Search Enroll My Academics

go to ...

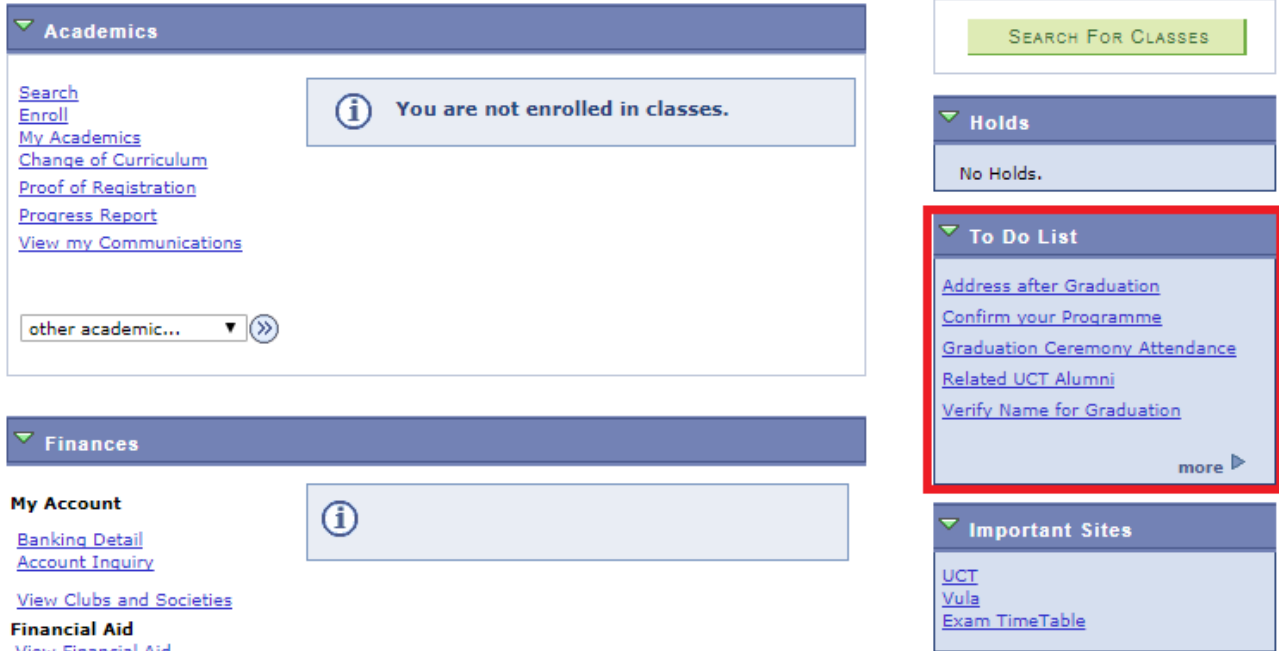


Note

You are required to check if the programme and majors / specialisations are correct. If it is correct, click on the **Confirm Programme** button. If the programme and or majors / specialisations are incorrect, contact the Faculty Office as a matter of urgency. Thereafter, perform another check to see if it has been correctly updated by the Faculty Office. When it is correct, click on the **Confirm Programme** button.

Updating Attendance for the Graduation Ceremony

- Click on the green arrow icon **To Do List** to expand the **To Do List** menu



The screenshot shows the student portal interface. On the left, there are sections for 'Academics' and 'Finances'. The 'Academics' section includes links for Search, Enroll, My Academics, Change of Curriculum, Proof of Registration, Progress Report, and View my Communications. The 'Finances' section includes My Account, Banking Detail, Account Inquiry, View Clubs and Societies, Financial Aid, and View Financial Aid. On the right, there are sections for 'Holds' (No Holds), 'To Do List' (highlighted with a red box), and 'Important Sites' (UCT, Vula, Exam TimeTable). The 'To Do List' section contains links for Address after Graduation, Confirm your Programme, Graduation Ceremony Attendance, Related UCT Alumni, and Verify Name for Graduation, along with a 'more' link.

- Click on the blue arrow icon **more** to view all items in your **To Do List**

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View your To Do Items by

Due Date 

Institution

Function

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Verify Name for Graduation	29/03/2018	Initiated	University of Cape Town	Student Term

- Click on the **Graduation Ceremony Attendance** hyperlink under the **To Do Item** column

To Do List

To Do Item Detail



Graduation Ceremony Attendance

Academic Career:	MAST
Term:	1171
Due Date:	29/03/2018

Graduation Ceremony Attendance

READ ALL THE FOLLOWING INSTRUCTIONS CAREFULLY
 Click Return and Go to the Student Centre. Scroll down to "My Future Meetings" You should see a meeting which is your upcoming Graduation Ceremony. The status will be set to invited, Click on the Update link, your status will show as Invited, update this to "Will Attend" or "Not Attend" to indicate whether or not you intend to attend the graduation ceremony should you successfully qualify. Click on the Address for Certificate and enter the address to which you would like your certificate posted if you do not attend (please enter this even if you intend to be present at the ceremony). Click on the Return to Future Meetings button then click on the Save button.

Return



Note

You will have to update the **To Do List** item according to the instruction/s provided. The **Due Date** is the day the **To Do List** item must be completed by.

- Click on the **Return** button
- Select **Student Center** under the **go to...** dropdown list



Note

Selecting **Student Center** under the **go to...** dropdown list will take you back to the **Student Center** page

- Click on the **Go**  button



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- On the **Academics** tab, click on the **Update** hyperlink under the **Your Future Meetings – Indicate whether you will attend** table

Student Center

Academics

- [Search](#)
- [Enroll](#)
- [My Academics](#)
- [Change of Curriculum](#)
- [Proof of Registration](#)
- [Progress Report](#)
- [Graduate Exit Survey](#)

other academic...

This Week's Schedule	
Class	Schedule
ELL 3009S-LG01 LEC (8482)	MoTu 2:00PM - 3:00PM Room: TBA
ELL 3009S-SG02 SEM (8484)	Th 2:00PM - 3:00PM Room: TBA
FAM 3001S-LG01 LEC (7202)	MoTu 9:00AM - 10:00AM Room: TBA
FAM 3001S-SG15 SEM (7203)	We 9:00AM - 10:00AM Room: TBA
POL 3013S-LG01 LEC (7339)	MoTuWeTh 12:00PM - 1:00PM A100
POL 3013S-TL01 TUT (7340)	TBA

Your latest Academic Standing(Undergraduates only)		
Career	Year	Description
Undergrad	2013	Potential December qualifier
Undergrad	2012	Academically eligible to continue

Your Future Meetings - Indicate whether you will attend			
Description	Meeting Date	Status	Update
Dec 2013 Grad Hum 3	14/12/2013	Invited	Update

- Select the appropriate status under the **Status** dropdown list.
- Click on the **Save** button
- Click on the **Address for Certificate** button

Your Future Meetings - Indicate whether you will attend

Meetings				
Event	Description	Meeting Date	Start Time	Status
Grad Dec 2010 COM 3	CH01 BCom Hons Info Systems	20/12/2010	10:00	Invited <input type="button" value="v"/>



Note

The graduand is required to enter the address in which they would like their certificate to be posted. The required data must be updated even if you will attend the graduation.

- Update the phone number in the **Phone** field
- Click on the **Edit Address** hyperlink if the displayed address must be changed
- Click on the **Return to Future Meetings** button
- Click on the **Save** button

Event Attendee Address

Event ID: 000030651 Grad Dec 2010 COM 3

Attendee: 00001 [REDACTED]

Phone/Address Information

Phone Type: Home (Phone) Phone: [REDACTED] Ext: [REDACTED]

Address Type: HOME

Country: ZAF South Africa

Address: [REDACTED] [Edit Address](#)

[Return to Student Center](#) [Return to Future Meetings](#)

Updating Related UCT Alumni

The Related UCT Alumni to do list enables you to add or update family members who are former graduates at the University of Cape Town.

- Click on the green arrow icon **To Do List** to expand the **To Do List** menu

Academics

[Search](#)
[Enroll](#)
[My Academics](#)
[Change of Curriculum](#)
[Proof of Registration](#)
[Progress Report](#)
[View my Communications](#)

other academic... [arrow]

Finances

My Account
[Banking Detail](#)
[Account Inquiry](#)
[View Clubs and Societies](#)

Financial Aid
[View Financial Aid](#)

SEARCH FOR CLASSES

Holds
No Holds.

To Do List

[Address after Graduation](#)
[Confirm your Programme](#)
[Graduation Ceremony Attendance](#)
[Related UCT Alumni](#)
[Verify Name for Graduation](#)

more ▶

Important Sites
[UCT](#)
[Vula](#)
[Exam TimeTable](#)



- Click on the blue arrow icon  to view all items in your **To Do List**

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- Click on the **Related UCT Alumni** hyperlink under the **To Do Item** column

To Do List

To Do Item Detail



Related UCT Alumni

Academic Career:	MAST
Term:	1171

Due Date: 29/03/2018

Related UCT Alumni

READ ALL THE FOLLOWING INSTRUCTIONS CAREFULLY
 Click the return button and then go to Student Centre, scroll down to the Personal Information and click on the Family and Emergency Contact link.
 IF NONE OF YOUR FAMILY ARE CURRENT OR PAST STUDENTS
 Simply click the Confirm Details button.
 IF YOU HAVE FAMILY WHO ARE NOT LISTED WHO ARE CURRENT OR PAST UCT STUDENTS
 Click on the Add Contact button and proceed as below, adding the address if known.
 IF ONE OF YOUR EXISTING CONTACTS IS A CURRENT OR PAST UCT STUDENT
 Click on the Edit button. Tick the box labeled Is this person a current or former UCT student? and then click on the look up button which appears.
 IF YOU HAVE FAMILY WHO ARE NOT SHOWN WHO ARE CURRENT OR PAST UCT STUDENTS
 Click on the Add Contact button and proceed as above, adding the address if known. Enter the name and birthdate of your relation and click the Submit button. If the search finds a student click the Select Student link, the student number and latest qualification will appear, click the save button.
 If the look up does not find a student, check the details you entered, if they are correct, click the return link and enter the year and last qualification your relation achieved at UCT. Click Save then OK and then Confirm Details.
 If the look up does not find a student, check the details you entered, if they are correct, click the return link and enter the year and last qualification your relation achieved at UCT. Click Save then OK and then Confirm Details.



Note


You will have to update the **To Do List** item according to the instruction/s provided. The **Due Date** is the day the **To Do List** item must be completed by.

- Click on the **Return** button
- Select **Student Center** under the **go to...** dropdown list



Note

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- Click on the **Go**  button



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- Under the **Personal Information** tab, click on the **Family & Emergency Contacts** hyperlink

▼ Personal Information

[Demographic Data](#)

[Family & Emergency Contacts](#)

[Names](#)

[User Preferences](#)

Contact Information

[Home \(Street\)](#)

[SA Cellular](#)

other personal... ▼ 



Note

If none of your family are current or past students, simply click on the **Confirm Details** button.

go to ... ▶▶

Personal Information Security

addresses || names || phone numbers || email addresses || family and emergency contacts || demographic information

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	[REDACTED]	Parent				edit	delete

ADD A CONTACT

SAVE

[Confirm details](#)

Personal Information Security

Addresses Names Phone Numbers Email Addresses Family And Emergency Contacts Demographic Information



Note

If you have family who are not listed who are current or past UCT students, click on the **Add A Contact** button and proceed, adding the address if known.

go to ... ▶▶

Personal Information Security

addresses || names || phone numbers || email addresses || family and emergency contacts || demographic information

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	[REDACTED]	Parent				edit	delete

ADD A CONTACT

SAVE

[Confirm details](#)

Personal Information Security

Addresses Names Phone Numbers Email Addresses Family And Emergency Contacts Demographic Information

- Tick the box **labeled Is this person a current or former UCT student?**



- Click on the **Look Up** button which appears

Family and Emergency Contacts

Family and Emergency Contact Detail

Is this person a current or former UCT student?

Look Up

*Contact Name

*Relationship

Contact's Address

Same Address as Individual

Country

Address

[Edit Address](#)

Contact's Phone

Same Phone as Individual

Phone Extension Country

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Country	
SA Cellular	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>
Home (Phone)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>

[Return to Emergency Contacts Summary](#)

* Required Field

- Enter the **First Name** in the **First Name** field
- Enter the **Last Name** in the **Last Name** field
- Enter the **Date of Birth** in the **Date of Birth** field (DD/MM/YYYY)
- Click on the **Submit** button. A list of matching results appears.
- Select the relevant person by clicking on the **Select Student** hyperlink

Look Up Current/Former Student

Complete all fields and click on Submit

First Name:

Last Name:

Date of Birth:

[Return to Emergency and Family Contacts](#)

Select Student			Find View All	First	1 of 1	Last
Campus ID	Name	Date of Birth				
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Student			



Note

The *Family and Emergency Contact Detail* page appears.

- Enter the alumni name in the ***Contact Name** field
- Select the relationship status in the ***Relationship** dropdown list
- Under the **Contact's Address** tab, if the address is the same as yourself, tick the **Same Address as Individual** checkbox. Otherwise click on the **Edit Address** hyperlink if the address is known.

Contact's Address

Same Address as Individual

Country South Africa

Address

Edit Address

- Click on the **Change Country** hyperlink to change from **South Africa** to another country
- Enter or **Look Up** the **Postal Code** in the **Postal Code** field
- Enter details into **Address Line 1**, **Address Line 2**, **Address Line 3** and **Address Line 4** fields if necessary
- Enter the **Suburb/Town/City** in the **Suburb/Town/City** field
- Click on the **OK** button

Edit Address

Country: South Africa [Change Country](#)

Postal Code:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Suburb/Town/City: Postal Code:

State/Province:



Note

The *Family and Emergency Contact Detail* page appears.

- Under the **Contact's Phone** tab, if the contact number is the same as yourself, tick the **Same Phone as Individual** checkbox. Otherwise complete the fields:
 - Enter the phone number in the **Phone** field
 - Enter the extension in the **Extension** field
 - Enter the country in the **Country** field



Note

If there are other contact numbers that you wish to disclose, click on the **Add a Phone Number** button. This will enable a fillable row under the **Other Telephone Numbers** tab. Alternatively, you may delete rows from the **Other Telephone Numbers** tab by clicking on the **delete** button.

Contact's Phone

Same Phone as Individual

Phone Extension Country

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Country	
SA Cellular	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
Home (Phone)	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete

ADD A PHONE NUMBER

SAVE

[Return to Emergency Contacts Summary](#)

* Required Field

- Click on the **Save** button



Note If one of your existing contacts is a current or past UCT student, click on the **Edit** button next to their name.

go to ...

Personal Information | Security

addresses || names || phone numbers || email addresses || family and emergency contacts || demographic information

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	<input type="text"/>	Parent	<input type="text"/>	<input type="text"/>	<input type="text"/>	edit	delete

ADD A CONTACT

[Confirm details](#)

SAVE

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[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Family And Emergency Contacts](#) | [Demographic Information](#)

- Tick the box **labeled Is this person a current or former UCT student?**
- Click on the **Look Up** button which appears



Family and Emergency Contacts

Family and Emergency Contact Detail

Is this person a current or former UCT student?

[Look Up](#)

*Contact Name

*Relationship

Contact's Address

Same Address as Individual

Country

Address

[Edit Address](#)

Contact's Phone

Same Phone as Individual

Phone Extension Country

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Country	
SA Cellular	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
Home (Phone)	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

[Return to Emergency Contacts Summary](#)

* Required Field

- Enter the **First Name** in the *First Name* field
- Enter the **Last Name** in the *Last Name* field
- Enter the **Date of Birth** in the *Date of Birth* field (DD/MM/YYYY)
- Click on the **Submit** button



Note A list of matching results appears.

- Select the relevant person by clicking on the **Select Student** hyperlink

Look Up Current/Former Student

Complete all fields and click on Submit

First Name:

Last Name:

Date of Birth: [DD/MM/YYYY](#)

[Return to Emergency and Family Contacts](#)

Select Student		Find View All	First	1 of 1	Last
Campus ID	Name				
<input type="text"/>	<input type="text"/>				Select Student

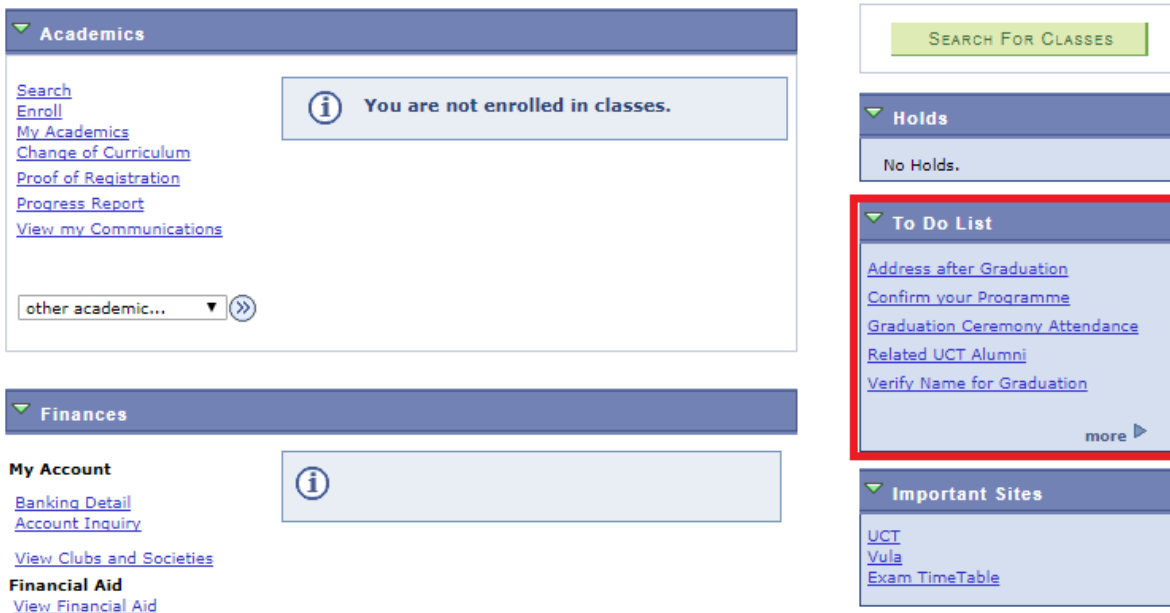


Note

The *Family and Emergency Contact Detail* page appears. Make any necessary edits and click on the **Save** button.

Verify Names for Graduation

- Click on the green arrow icon **To Do List** to expand the view indicator



The screenshot shows the student portal interface. On the left, there are sections for 'Academics' and 'Finances'. The 'Academics' section has a message: 'You are not enrolled in classes.' Below it are links for Search, Enroll, My Academics, Change of Curriculum, Proof of Registration, Progress Report, and View my Communications. The 'Finances' section has a message: 'My Account' and links for Banking Detail, Account Inquiry, View Clubs and Societies, and Financial Aid. On the right, there is a 'SEARCH FOR CLASSES' button, a 'Holds' section with 'No Holds.', a 'To Do List' section (highlighted with a red box) containing links for Address after Graduation, Confirm your Programme, Graduation Ceremony Attendance, Related UCT Alumni, and Verify Name for Graduation, and an 'Important Sites' section with links for UCT, Vula, and Exam TimeTable.

- Click on the blue arrow icon **more** to view all items in your *To Do List*

To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date 

Institution ▼

Function ▼ **go**

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Address after Graduation	29/03/2018	Initiated	University of Cape Town	Student Term
Confirm your Programme	29/03/2018	Initiated	University of Cape Town	Student Term
Graduation Ceremony Attendance	29/03/2018	Initiated	University of Cape Town	Student Term
Related UCT Alumni	29/03/2018	Initiated	University of Cape Town	Student Term
Verify Name for Graduation	29/03/2018	Initiated	University of Cape Town	Student Term

- Click on the **Verify Name for Graduation** hyperlink under the **To Do Item** column

To Do List

To Do Item Detail



Verify Name for Graduation

Academic Career:	MAST
Term:	1171
Due Date:	29/03/2018

Verify Name for Graduation

READ ALL THE FOLLOWING INSTRUCTIONS CAREFULLY
 Please go back to the Student Centre and Scroll down, click on "Names" then click on the Review button next to your Primary Name. Check your First, Middle and Last Names, these are what will appear on your certificate. If this is correct click on the Return to Current Names button and click the Confirm this is my correct name button. If your name is not correct take your Official Identity Document and your Student Id Card to the Student Records office and ask them to change your name on the system. Return to the system and check that your name is now correct and click on the confirm button.

Return



Note


You will have to update the **To Do List** item according to the instruction/s provided. The **Due Date** is the day the **To Do List** item must be completed by.

- Click on the **Return** button
- Select **Student Center** under the **go to...** dropdown list



Note

Selecting **Student Center** under the **go to...** dropdown list will take you back to the **Student Center** page

- Click on the **Go**  button



To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date 

Institution

Function

go

To Do Item	Due Date	Status	Institution	Administrative Function
Address after Graduation	29/03/2018	Initiated	University of Cape Town	Student Term
Confirm your Programme	29/03/2018	Initiated	University of Cape Town	Student Term
Graduation Ceremony Attendance	29/03/2018	Initiated	University of Cape Town	Student Term
Related UCT Alumni	29/03/2018	Initiated	University of Cape Town	Student Term
Verify Name for Graduation	29/03/2018	Initiated	University of Cape Town	Student Term



- Under the **Personal Information** tab, click on the **Names** hyperlink

Personal Information

[Demographic Data](#)
[Family & Emergency Contacts](#)
[Names](#)
[User Preferences](#)

other personal... >>

Contact Information

Home (Street)
 [Redacted]
 SA Cellular
 [Redacted]



Note

Graduands are required to check if primary names in PeopleSoft are the same as the names on their official identity documents. If the names are incorrect, graduands will have to contact Student Records Office to rectify this. Thereafter, they must check on the system again to see if the names have been updated correctly. They will then be required to confirm by clicking the **Confirm This Is My Correct Name** button

[Redacted] go to ... >>

Personal Information **Security**

addresses || names || phone numbers || email addresses || family and emergency contacts || demographic information

Names

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. For example, a name with the type Primary would be your legal name to be used under most circumstances. Use the Former name type to record former names that differs from your Senior Certificate name, if one is recorded. Add a Preferred name which will be used for informal communications.

To add, change, or delete a name, click the appropriate link.

Name Type	Name		
Primary	[Redacted]	edit	
Preferred	[Redacted]	edit	delete
Former	[Redacted]	edit	delete
Sen Cert	[Redacted]		

ADD A NEW NAME

CONFIRM THIS IS MY CORRECT NAME

Personal Information **Security**

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Family And Emergency Contacts](#) [Demographic Information](#)



Note

Once graduand/s has updated and confirmed all the **To Do List** items, they will notice that the will be no more items to update.