Quick Reference Guide

Change of Curriculum Service Request Upload

Date Created: 5 June 2020

Complete this form when applying for the following change of curriculum:

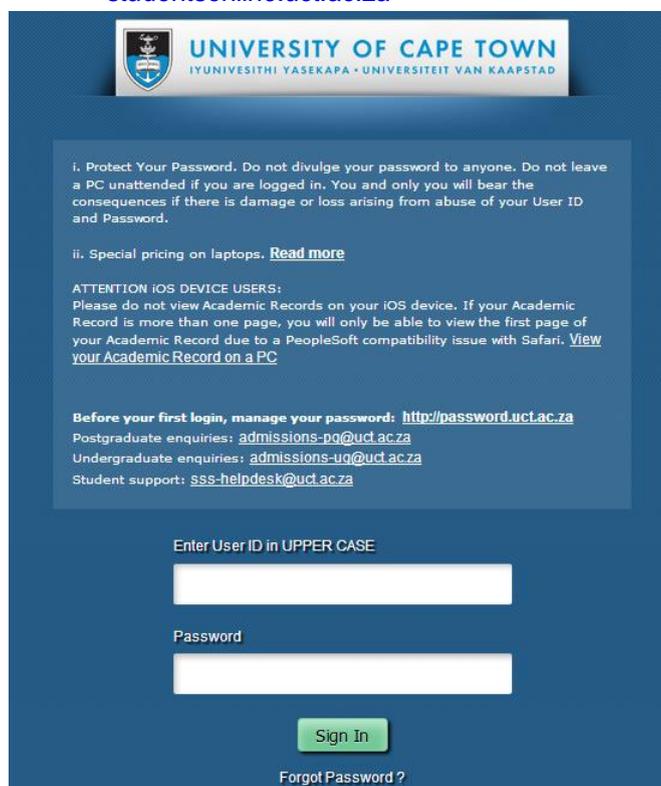**Change of Programme / Specialisation / Major**
Change of Faculty
Withdraw / Add a course

- Curriculum changes are subject to strict deadlines dates, after which penalties may apply.
- If you are currently receiving funding, ensure you consult with your funder prior to applying for your proposed curriculum changes, regarding the impact on your continued eligibility for funding. See: Financial Aid / Sponsor information.
- If you cannot upload it to PeopleSoft, you should approach your Faculty Office.
- You do not need to get it signed by an advisor before you upload it. The advisor will approve it in PeopleSoft. Monitor your service-requests in PeopleSoft to see any comments from your curriculum advisor
- The service-request status will be changed to "accepted" when approved.
- Please allow three or four working days for this to take place. Your transcript will then be updated.
- Check your updated enrollment changes in Student Administration Self Service within 72 hours and report any discrepancy to your Faculty Office immediately.

Lesson 1: Submitting your Change of Curriculum Service Request

- Login to the **PeopleSoft Student Administration Self Service:**
  studentsonline.uct.ac.za

- Enter your student number in the **Enter User ID in UPPER CASE** field e.g. **XXXYYY001**

- Enter your UCT password in the **Password** field
- Click on the **Sign In** button
- The **Student Homepage** appears
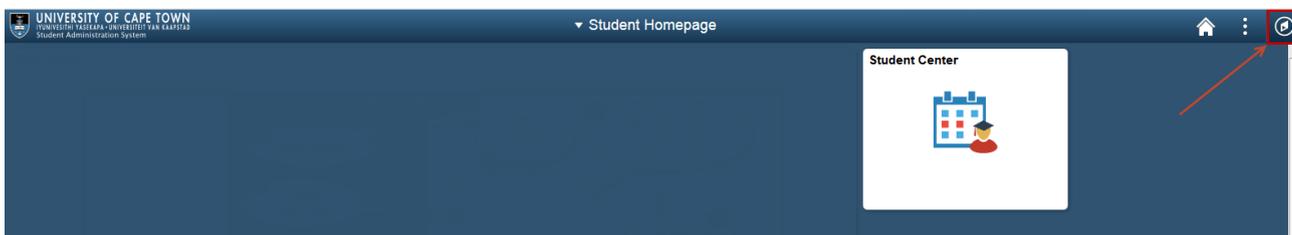
- Click on the **NavBar** Icon
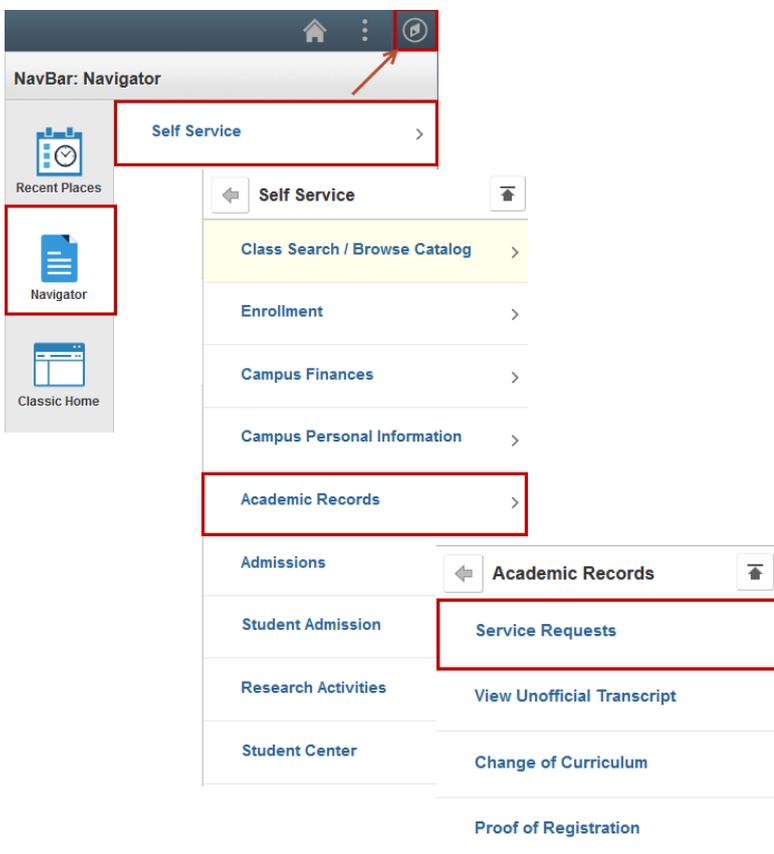
- Click on the **Navigator** category
- Click on the **Self-Service** category
- Click on the **Academic Records** category
- Click on the **Service Requests** category
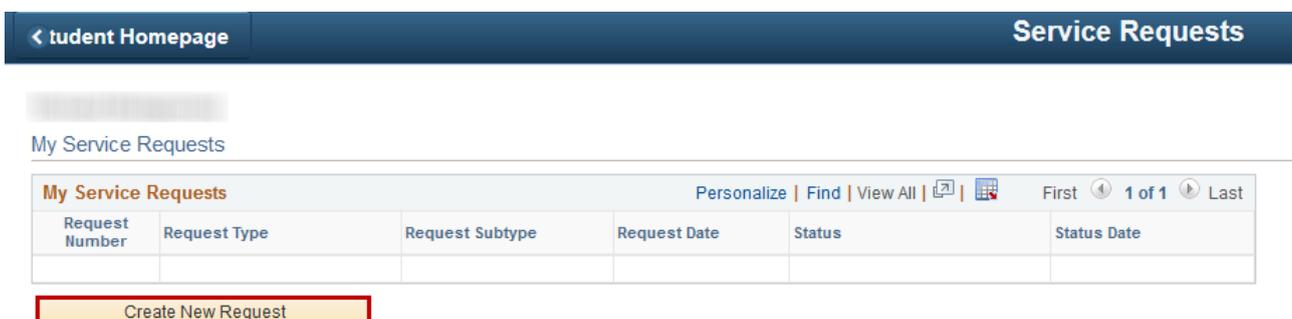
- Click on the **Create New Request** button

Select a Request Category

	Request Category
⦿	Change of Curriculum Applications
◯	Deferred Examination Applications
◯	Leave of Absence (LOA) Applications
◯	Thesis/Dissertation related matters

Select a Request Category — Personalize | Find | View All | | First ◁ 1-4 of 4 ▷ Last

Cancel | Next >

- Select the **Change of Curriculum Applications** button
- Click on the **Next** button

Select a Request Type

Select a Request Type — Personalize | Find | View All | | First ◁ 1 of 1 ▷ Last

|	Request Type
⦿	Upload Curriculum Change Application

Cancel | < Previous | Next >

- Select the **Upload Curriculum Change Application** button
- Click on the **Next** button

Select a Request Subtype

Select a Request Subtype — Personalize | Find | View All | | First ◁ 1-3 of 3

	Request Subtype
◯	Course Drop Application
◯	Cancellation of Registration Application
◯	Change of Curriculum Application

Message

Service Request Submission (21000,1788)

If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via sss-helpdesk@uct.ac.za

OK

- A service request message will appear to advise you of what process to follow if you experience any system error.
- Click on the **OK** button

Select a Request Subtype

Select a Request Subtype — Personalize | Find | View All | | First ◁ 1-3 of 3 ▷ Last

	Request Subtype
◯	Course Drop Application
◯	Cancellation of Registration Application
⦿	Change of Curriculum Application

Cancel | < Previous | Next >

- Select the **Change of Curriculum Application** button for your respective faculty
- Click on the **Next** button

My Request Detail

Category Change of Curriculum Applications   **Type** Upload Curriculum Change Application

Subtype Change of Curriculum Application   **Request Date**

Status Received

Comment

File Attachments   Personalize | Find | | | First 1 of 1 Last

Attachments	Audit				
Attached File		**View**	**Add Attachment**	
		View	Add Attachment	−

Submit   Cancel

- Click on the **Add Attachment** hyperlink **to upload your Change of Curriculum Application**

▶ **Note**   Save the appropriate **ACA09a form** from the UCT Student Administrative Forms page: http://forms.uct.ac.za/studentforms.htm

Status Received
Comment

File Attachments   Personalize | Find

Attachments	Audit		
Attached File		**View**
		View

File Attachment
    Help
Browse...   No file selected.

Upload   Cancel

Submit   Cancel

- Click on the **Browse** button to locate the file
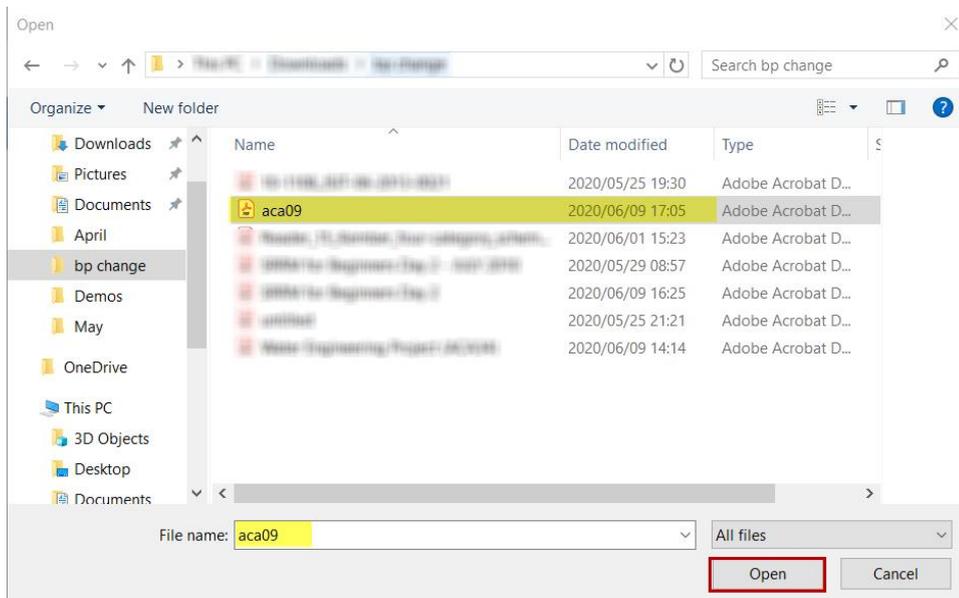
Open				
Organize ▼ New folder				
Downloads	Name	Date modified	Type	
Pictures		2020/05/25 19:30	Adobe Acrobat D...	
Documents	aca09	2020/06/09 17:05	Adobe Acrobat D...	
April		2020/06/01 15:23	Adobe Acrobat D...	
bp change		2020/05/29 08:57	Adobe Acrobat D...	
Demos		2020/06/09 16:25	Adobe Acrobat D...	
May		2020/05/25 21:21	Adobe Acrobat D...	
OneDrive		2020/06/09 14:14	Adobe Acrobat D...	
This PC				
3D Objects				
Desktop				
Documents				

File name: aca09   All files

Open   Cancel

- Select your **Change of Curriculum Application Form (ACA09 form)**
- Click on the **Open** button

- Click on the **Upload** button

My Request Detail

Category Change of Curriculum Applications   **Type** Upload Curriculum Change Application

Subtype Change of Curriculum Application   **Request Date** 09/06/2020

Status Received

Comment Please review my attached ACA09 form

File Attachments   Personalize | Find | 🔁 | 🖩   First ◀ **1 of 1** ▶ Last

Attachments   Audit

Attached File	Description	View	
aca09.pdf	aca09.pdf	View	−
			+

[Submit]   [Cancel]

- To review your document, click on the **View** button
- Click on the **Submit** button

My Service Requests

My Service Requests   Personalize | Find | View All | 🔁 | 🖩   First ◀ **1 of 1** ▶ Last

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36365	Upload Curriculum Change Application	Change of Curriculum Application	05/06/2020	Received	05/06/2020

[Create New Request]

- The **Status** column will indicate **Received,** which means that you have successfully created your **Upload Curriculum Change Application** service request and a notification has been sent to relevant administrator to process the request.

Lesson 2: Reviewing your Change of Curriculum Application Status

- Check your service request **Status** column **timeously**, as the application status may change to either **Pending** or **Declined** where the documentation is incomplete or additional information is required. If the application has been **approved** the Status will be updated to **Reviewed** and **Accepted**.

My Service Requests

My Service Requests				Personalize | Find | View All |	First ◀ 1 of 1 ▶ Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36365	Upload Curriculum Change Application	Change of Curriculum Application	05/06/2020	Pending	05/06/2020

- A **Pending** status indicates that your programme convener requires additional information as per the comments updated on your service request. The advisor will write a comment indicating what clarity is needed.

My Service Requests

My Service Requests				Personalize | Find | View All |	First ◀ 1 of 1 ▶ Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36365	Upload Curriculum Change Application	Change of Curriculum Application	05/06/2020	Declined	05/06/2020

- A **Decline** status indicates that your application is incorrect in some way, or incomplete and you will need to create a **new Service Request** with the outstanding information. The faculty will add a comment to the service request to indicate what you will be required to update.

My Service Requests

My Service Requests				Personalize | Find | View All |	First ◀ 1 of 1 ▶ Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36365	Upload Curriculum Change Application	Change of Curriculum Application	05/06/2020	Reviewed	05/06/2020

- A **Reviewed** status indicates that your application has been reviewed and approved by your programme convener and has been sent to your Faculty to drop the course from your transcript.

My Service Requests

My Service Requests				Personalize | Find | View All |	First ◀ 1 of 1 ▶ Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
36365	Upload Curriculum Change Application	Change of Curriculum Application	05/06/2020	Accepted	05/06/2020

- An **Accepted** status indicates that the Faculty has captured the course/s drop. If you check your transcript, you should no longer find the course listed.

Lesson 3: Reviewing your Change of Curriculum Application Comments

My Service Requests

My Service Requests					Personalize | Find | View All | 🔲 | 🎞	First ◄ 1 of 1 ► Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date	
36365	Upload Curriculum Change Application	Change of Curriculum Application	05/06/2020	Declined	05/06/2020	

- Click on the **Upload Curriculum Change Application** hyperlink to view the administrator's comments

My Request Detail

University of Cape Town

Category	Change of Curriculum Applications	Request Number	36365
Type	Upload Curriculum Change Application	Request Date	05/06/2020
Subtype	Change of Curriculum Application	Status	Declined

Status Date	Comment	By
05/06/2020	Dear Student Please complete section XXXX and re-upload the service request. Regards Faculty	Staff
05/06/2020		Thierry Verfaille

[Add Comment] [Update Last Comment]

▼ File Attachments

	Personalize | Find | 🔲 | 🎞	First ◄ 1 of 1 ► Last

Attachments | Audit | 🔡

Attached File	Description	View
ACA09a.pdf	ACA09a.pdf	View

[Save] [Cancel]

- The comment/s updated by the Faculty Administrator of programme convener will be displayed in the comment field