

Quick Reference Guide

Change of Curriculum Service Request Upload

Date Created: 30 November 2022

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 the ACA09 to PeopleSoft, you should approach your Faculty Office.
- You do not need to get it signed by an advisor or course convenor before you upload it. Your request will be passed on to the appropriate person for approval.
- Monitor your service requests in PeopleSoft to see any comments from the 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*



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 i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password. ii. Special pricing on laptops. Read more 	5
Postgraduate enquiries: admissions-pg@uct.ac.za Undergraduate enquiries: admissions-ug@uct.ac.za	
Student support: sss-helpoesk@uct.ac.za	
Supping Teel	
Password	
Sign In	

- Enter your student number in the User ID field 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 with the Service Requests tile
- Click on the Service Requests tile



Student Systems Support Documentation

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Please note the instructions that appear when you hover on the **Upload Curriculum Change Application** text.

Select a F	Request Type	1-2-3	
Select a Request Type			Personalize Find View All 🖉 🔜 First 🕚 1 of 1 🕑 Last
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O	Upload Curriculum Change Application		
			Cancel < Previous Next >

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





Select a Request Subtype

Image: Cancellation of Registration

Cancellation of Registration

Change of Curriculum for transfer to Commerce

Change of Curriculum for transfer to Engineering

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Next >

- Select the View All to view all Subtypes
- Hover over Request Subtypes for further instructions

Cancellation of Registration

Select a R	Cancellation of Registration Use this service request subtype to cancel your registration entirely (not to change your curriculum) in the faculty where you are currently registered. Required form - ACA08	-2 -0
0	Cancellation of Registration	
0	Change of Curriculum in current Faculty	
0	Change of Curriculum for transfer to Commerce	
0	Change of Curriculum for transfer to Engineering	
0	Change of Curriculum for transfer to the GSB	
0	Change of Curriculum for transfer to Humanities	
0	Change of Curriculum for transfer to Law	
0	Change of Curriculum for transfer to Science	

Change of Curriculum in current Faculty



Select a Request Subtype

1 -2 -3

1 -2 -3

Select a Re	Change of Curriculum Use this service request subtype to add and/or drop a course, to change your academic programme and/or plan where you will remain in the faculty where you are currently registered. Required form - ACA09	
0	Change of Curriculum in current Faculty	
0	Change of Curriculum for transfer to Commerce	
0	Change of Curriculum for transfer to Engineering	
0	Change of Curriculum for transfer to the GSB	
0	Change of Curriculum for transfer to Humanities	
0	Change of Curriculum for transfer to Law	
0	Change of Curriculum for transfer to Science	

Change of Curriculum for transfer to Other Faculties

Select a Request Subtype

Select a Request Subtype

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		Change of Curriculum - Transfer to the Commerce Faculty Use this service request subtype to change your academic programme and/or plan where the new program/plan will be offered in the Commerce Faculty.	
0		Required form - ACA09	
0		Change of Curriculum for transfer to Commerce	
0		Change of Curriculum for transfer to Engineering	
0		Change of Curriculum for transfer to the GSB	
0		Change of Curriculum for transfer to Humanities	
0		Change of Curriculum for transfer to Law	
0		Change of Curriculum for transfer to Science	

• Please note that no transfer option is available for the Health Faculty as any transfer in this faculty would require a formal process that is subject to the decision of an admissions committee. The application for a transfer is made online via the applications portal and is subject to prescribed deadlines set by the Faculty.



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Select a Request Subtype		1 -2 -3					
Select a R	lequest Subtype						
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	Request Subtype						
0	Cancellation of Registration						
0	Change of Curriculum in current Faculty						
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0	Change of Curriculum for transfer to Engineering						
0	Change of Curriculum for transfer to the GSB						
0	Change of Curriculum for transfer to Humanities						
0	Change of Curriculum for transfer to Law						
0	Change of Curriculum for transfer to Science						
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Select the **Change of Curriculum Application** button for your respective faculty

• Click on the Next button

Category	Change of Curriculum Applications	Туре	Upload Curriculum Change Application
Subtype	Change of Curriculum for transfer to Commerce	Request [Date 24/11/2022
Status	Submission received		
Comment			
File Attachments	\$		4
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• Click on the Add Attachment hyperlink to upload your Change of Curriculum Application



Save the appropriate **ACA09 form** from the UCT Student Administrative Forms page: <u>http://forms.uct.ac.za/studentforms.htm</u>

Status	Received					
Comment						
			ſ	File Atta	chment	×
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File Attachmer	nts	Personalize	Find	Browse	No file selecte	d.
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• Click on the Browse button to locate the file

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- Select your Change of Curriculum Application Form (ACA09 form) and 1 page motivation for wanting to change faculty
- Click on the **Open** button

My Request Detail	
Category Change of Curriculum Applications Subtype Change of Curriculum Application Status Received	Type Upload Curriculum Change Application Request Date 09/06/2020
Comment File Attachments Attachments Augit TTTP Attached File	File Attachment Help aca09 Browse Upload Cancel
Submit Cancel	

• Click on the **Upload** button

My Request Detail

Category Change of Curriculum Applications		ons	Туре	Upload Curricul	um Change A	pplicatio	n
Subtype	Subtype Change of Curriculum Application			09/06/2020			
Status	Received						
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• Click on the **Submit** button

My Service Requests								
My Service Requ	ests							
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Request Number	Request Type	Request Subtype	Request Date	Status	Status Date			
161215	Upload Curriculum Change Application	Change of Curriculum for transfer to Commerce	24/11/2022	Submission received	24/11/2022			

The Status column will indicate **Submission 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 **Accepted**, **Assigned**, **Duplicate**, **Incomplete**, **Pending**, **Rejected or Reviewed**.

Status	Status
ACCEPTED	Submission approved
ASSIGNED	Assigned
DUPLICATE	Duplicate request
INCOMPLETE	Submission incomplete
PENDING	Submission being processed
REJECTED	Submission declined
REVIEWED	Submission under review

My Request Detail

University of Cap	Town			
Category Change of Curriculum Applications		Request Number	161308	
Ту	Upload Curriculum Change Application	ation Request Date		
Subty	Change of Curriculum for transfer to Science	Status	Submission being proc	essed
Status Date	Comment	Ву		
25/11/2022	Submission being processed.			

 A Pending/Submission being processed status indicates that additional information may be needed as per the comments updated on your service request.

My Request De	tail		
University of Cape	Town		
Category	Change of Curriculum Applications	Request Number	161308
Туре	Upload Curriculum Change Application	Request Date	25/11/2022
Subtype	Change of Curriculum for transfer to Science	Status	Submission declined
Status Date	Comment	Ву	
25/11/2022	Application rejected.		

 A Declined status indicates that your application has not been accepted. The faculty will add a comment to indicate the reason.



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My Request Detail

University of Cape T	own		
Category	Change of Curriculum Applications	Request Number	161308
Туре	Upload Curriculum Change Application	Request Date	25/11/2022
Subtype	Change of Curriculum for transfer to Science	Status	Submission under review
Status Date	Comment	Ву	
25/11/2022	Application under review.		

A Reviewed status indicates that your application has been reviewed and approved and has been sent to your Faculty

/ly Request Detail							
University of Cape	Town						
Categor	y Change of Curriculum Applications	Request Number	161308				
Тур	e Upload Curriculum Change Application	Request Date	25/11/2022				
Subtyp	e Change of Curriculum for transfer to Science	Status	Submission approv				
Status Date	Comment	Ву					
25/11/2022	Approved.						

An Accepted/Approved status indicates that the Faculty has captured the change you requested.

My Request Detail

University of Cape	Town V Change of Curriculum Applications	Request Number	161308
Typ Subtyp	 Upload Curriculum Change Application Change of Curriculum for transfer to Science 	Request Date Status	25/11/2022 Assigned
Status Date	Comment	Ву	
25/11/2022 Assigned to advisor.			

- An **Assigned** status indicates that the Faculty has assigned your request for capturing.

My Request De	tail		
University of Cape	Fown		
Categor	y Change of Curriculum Applications	Request Number	161308
Тур	 Upload Curriculum Change Application 	Request Date	25/11/2022
Subtype	Change of Curriculum for transfer to Science	Status	Duplicate request
Status Date	Comment	Ву	
25/11/2022	Duplicate Request.		

- A **Duplicate request** indicates that you have submitted the same request more than once.



My Request Detail University of Cape Town Category Change of Curriculum Applications Request Number 161308 Type Upload Curriculum Change Application Request Date 25/11/2022 Subtype Change of Curriculum for transfer to Science Status Submission incomplete Status Date Comment Ву 25/11/2022 Duplicate Request. Add Comment Update Last Comment

- A **Submission incomplete** status indicates that your submission is incorrect in some way or that additional information may be needed. Details will be provided in the comments. You can change your submission or respond (you do not have to create a new submission).

Lesson 3: Reviewing your Change of Curriculum Application Comments

My Service Requests								
My Service Requ	uests							
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Request Number	Request Type	Request Subtype	Request Date	Status	Status Date			
161311	Upload Curriculum Change Application	Change of Curriculum in current Faculty	25/11/2022	Submission received	25/11/2022			

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

My Request Det	ail							
University of Cape T	own							
Category	Change of Curricu	ulum Applic	ations	Reques	t Number	1613	08	
Туре	pe Upload Curriculum Change		Application Ro		Request Date 25			
Subtype	Change of Curricu	ulum for tra	nsfer to Science		Status	Submissio	n dec	lined
Status Date	Comment				Ву			
25/11/2022	Dear Student, Pleas form as a new servi	se complete ce request.	e section XXX and re-upload t Regards, Faculty	he ACA09				
Add Comm	ent (Update Last Comment					
Attachments	Au <u>d</u> it Ⅱ▶						1-1 (of1 ∨ ▶ ▶
Attached File			Description			Vie	ew	Add Attachment
ACA09.pdf]	ACA09 FORM			Vie	w	Add Attachment
Save	Cancel							

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