



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

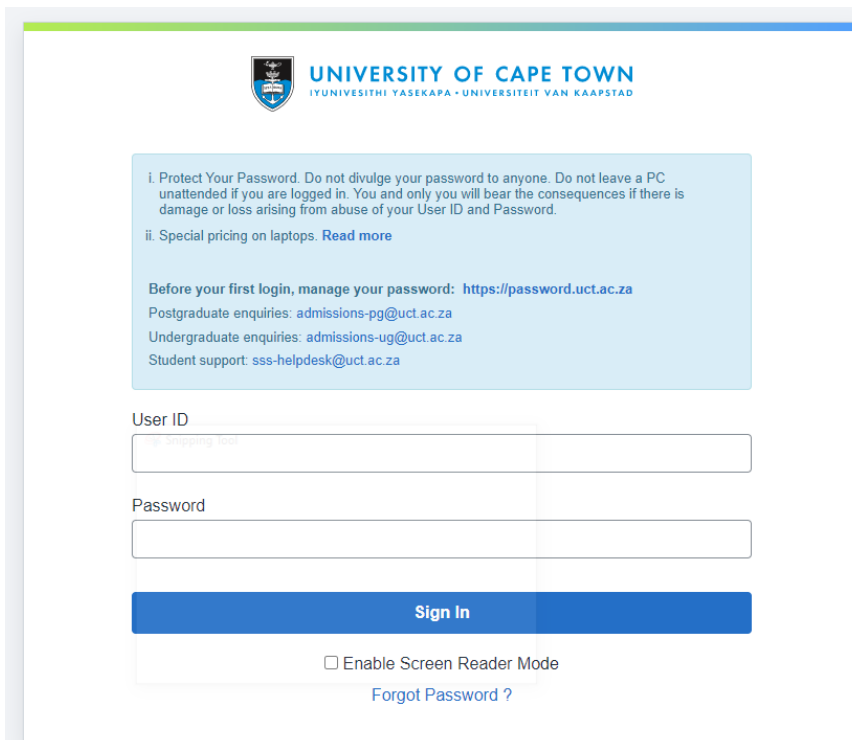
Change of Faculty

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.

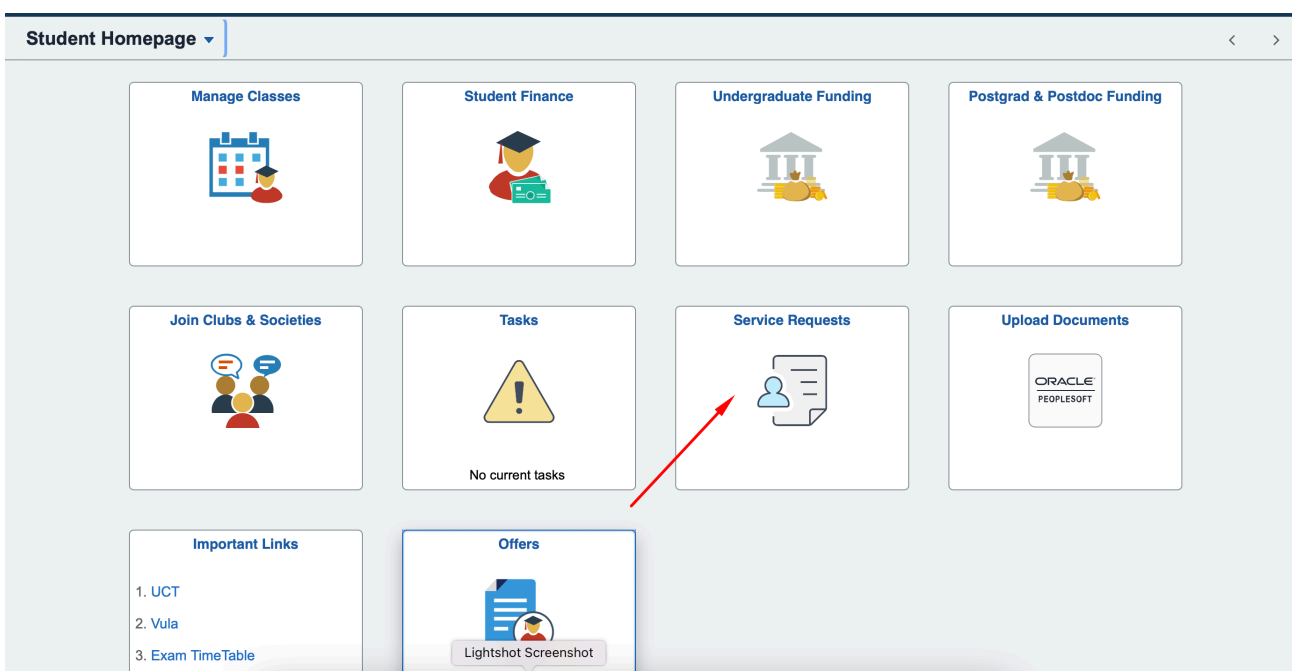
Lesson 1: Submitting your Change of Curriculum Service Request

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



The image shows the University of Cape Town login page. At the top, there is the university's logo and name in English and Afrikaans. Below this, there is a light blue box containing instructions: '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.' and 'ii. Special pricing on laptops. Read more'. Below the instructions, there are links for 'Before your first login, manage your password: https://password.uct.ac.za', 'Postgraduate enquiries: admissions-pg@uct.ac.za', 'Undergraduate enquiries: admissions-ug@uct.ac.za', and 'Student support: sss-helpdesk@uct.ac.za'. The main login area has two input fields: 'User ID' (with a placeholder 'eg. smp123456789') and 'Password'. Below the fields is a blue 'Sign In' button. At the bottom of the form, there is a checkbox for 'Enable Screen Reader Mode' and a link for 'Forgot Password?'.

- 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 Homepage Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
Create New Request					

- Click on the **Create New Request** button

Select a Request Category

Request Category
<input checked="" type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input type="radio"/> Thesis/Dissertation related matters

Cancel Next >

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

Upload Curriculum Change Application

Select a Request Type

Select a Request Type

Request Type
<input type="radio"/> Upload Curriculum Change Application

Cancel < Previous Next >

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

Select a Request Type

Request Type
<input checked="" type="radio"/> Upload Curriculum Change Application

Cancel < Previous Next >

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



Student Systems Support Documentation

Select a Request Subtype



Select a Request Subtype

Request Subtype	
<input type="radio"/>	Cancellation of Registration
<input type="radio"/>	Change of Curriculum in current Faculty
<input type="radio"/>	Change of Curriculum for transfer to Commerce
<input type="radio"/>	Change of Curriculum for transfer to Engineering

1-4 of 8 | [View All](#)

Cancel < Previous Next >

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

Cancellation of Registration

Select a Request Subtype

Select a Request Subtype

Cancellation of Registration	
<input type="radio"/>	Cancellation of Registration
<input type="radio"/>	Change of Curriculum in current Faculty
<input type="radio"/>	Change of Curriculum for transfer to Commerce
<input type="radio"/>	Change of Curriculum for transfer to Engineering
<input type="radio"/>	Change of Curriculum for transfer to the GSB
<input type="radio"/>	Change of Curriculum for transfer to Humanities
<input type="radio"/>	Change of Curriculum for transfer to Law
<input type="radio"/>	Change of Curriculum for transfer to Science

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

Change of Curriculum in current Faculty

Select a Request Subtype



Select a Request Subtype

<input type="checkbox"/>	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
<input type="checkbox"/>	<u>Change of Curriculum in current Faculty</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Commerce</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Engineering</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to the GSB</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Humanities</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Law</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Science</u>

Change of Curriculum for transfer to Other Faculties

Select a Request Subtype



Select a Request Subtype

<input type="checkbox"/>	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. Required form - ACA09
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Commerce</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Engineering</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to the GSB</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Humanities</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Law</u>
<input type="checkbox"/>	<u>Change of Curriculum for transfer to Science</u>

- 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.

Select a Request Subtype

Select a Request Subtype

Request Subtype
<input type="radio"/> Cancellation of Registration
<input type="radio"/> Change of Curriculum in current Faculty
<input type="radio"/> Change of Curriculum for transfer to Commerce
<input type="radio"/> Change of Curriculum for transfer to Engineering
<input type="radio"/> Change of Curriculum for transfer to the GSB
<input type="radio"/> Change of Curriculum for transfer to Humanities
<input type="radio"/> Change of Curriculum for transfer to Law
<input type="radio"/> Change of Curriculum for transfer to Science

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 for transfer to Commerce	Request Date	24/11/2022
Status	Submission received		
Comment	<input type="text"/>		

File Attachments

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

Status Received

Comment

File Attachments

Attached File	View
	View

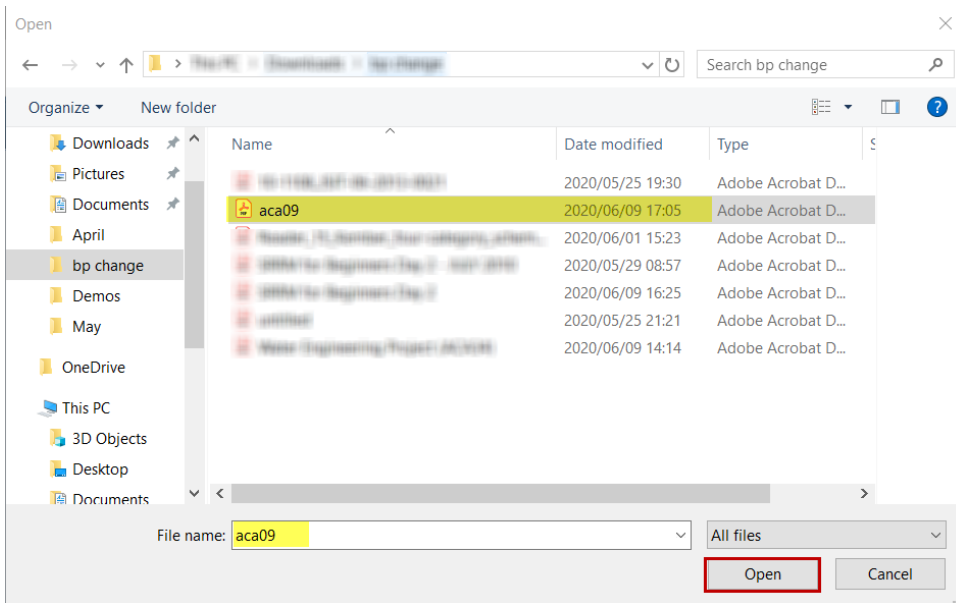
Submit Cancel

File Attachment

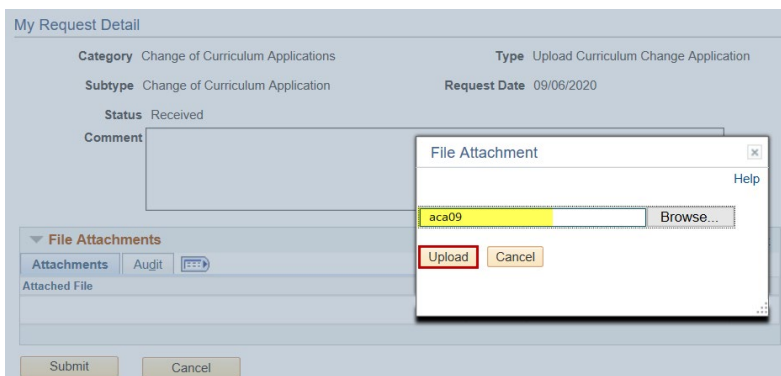
Browse... No file selected.

Upload Cancel

- Click on the **Browse** button to locate the file



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

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 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 being processed

Status Date	Comment	By
25/11/2022	Submission being processed.	[Redacted]

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

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 declined

Status Date	Comment	By
25/11/2022	Application rejected.	[Redacted]

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



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 under review

Status Date	Comment	By
25/11/2022	Application under review.	[Redacted]

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

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 approved

Status Date	Comment	By
25/11/2022	Approved.	[Redacted]

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

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	Assigned

Status Date	Comment	By
25/11/2022	Assigned to advisor.	[Redacted]

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

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	Duplicate request

Status Date	Comment	By
25/11/2022	Duplicate Request.	[Redacted]

- 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	By
25/11/2022	Duplicate Request.	[Redacted]

[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 Requests

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 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 declined

Status Date	Comment	By
25/11/2022	Dear Student, Please complete section XXX and re-upload the ACA09 form as a new service request. Regards, Faculty	[Redacted]

[Add Comment](#) [Update Last Comment](#)

File Attachments

Attached File	Description	View	Add Attachment
ACA09.pdf	ACA09 FORM	View	Add Attachment

[Save](#) [Cancel](#)

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