# Change of Curriculum Service Request Upload

**Complete the form when applying for the following change of curriculum:**
**Change of Programme / Specialisation / Major**
**Change of Faculty**
**Withdraw/ Add a course**

- The Change of Curriculum form (ACA09) may be obtained on the [UCT Student Administrative Forms website](UCT Student Administrative Forms website).
- 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.
- 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 enrolment changes in Student Administration Self Service within 72 hours and report any discrepancy to your Faculty Office immediately

❖ **Part 1: Submitting your Change of Curriculum Service request**
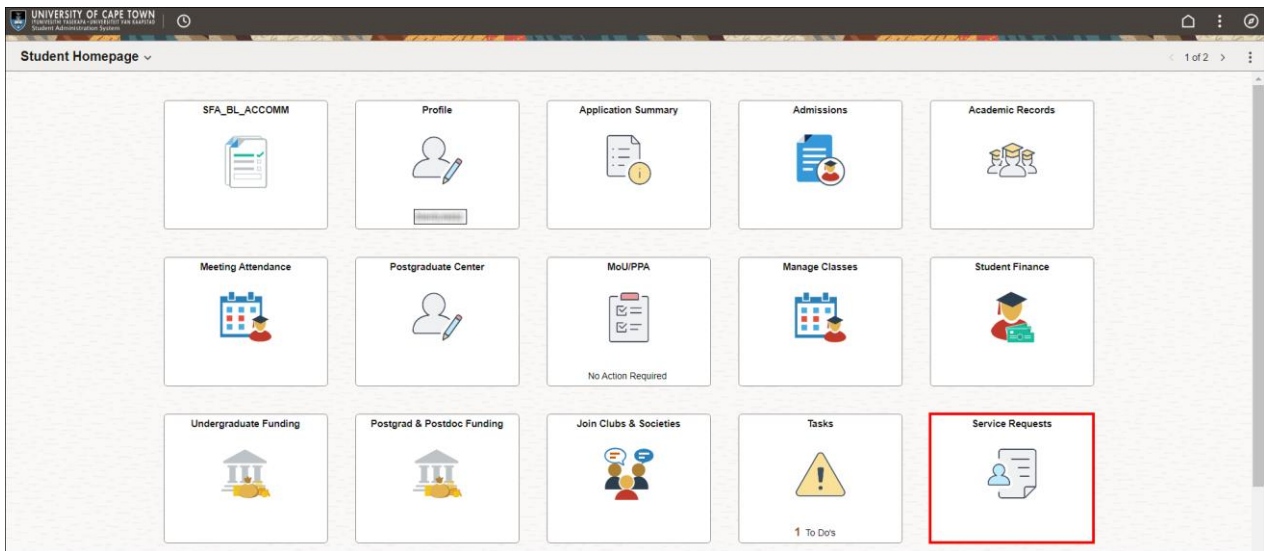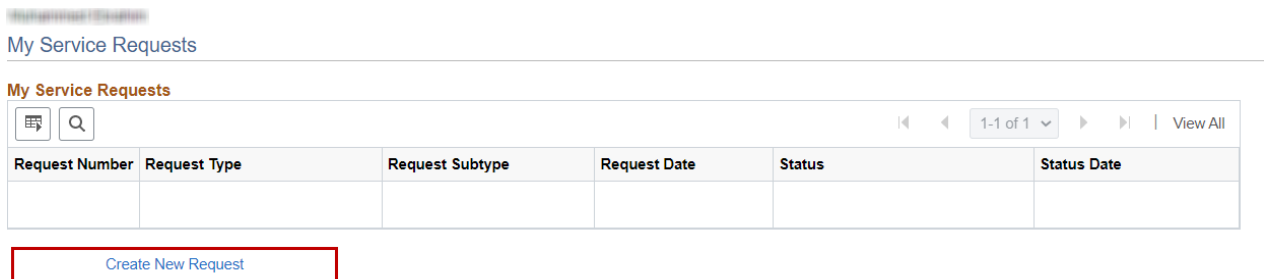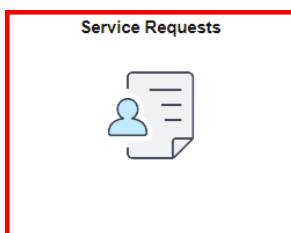- Login to the [PeopleSoft Student Administration Self Service](PeopleSoft Student Administration Self Service):
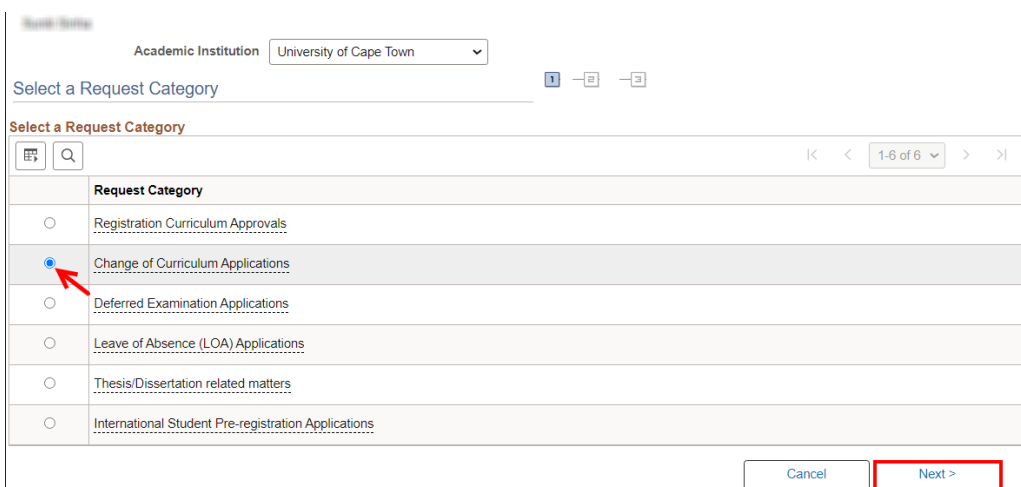


- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button

- Select the **Service Requests** tile on the Student Homepage



**My Service Requests**

**My Service Requests**

| Request Number | Request Type | Request Subtype | Request Date | Status | Status Date |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

Create New Request

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



Academic Institution   University of Cape Town

Select a Request Category

**Select a Request Category**

| | Request Category |
|---|---|
| ○ | Registration Curriculum Approvals |
| ● | Change of Curriculum Applications |
| ○ | Deferred Examination Applications |
| ○ | Leave of Absence (LOA) Applications |
| ○ | Thesis/Dissertation related matters |
| ○ | International Student Pre-registration Applications |

Cancel     Next >

- Select the **tick box** for Change of Curriculum Applications.
- Click the **Next** button once the tick box has been selected.

- Select the **tick box** for Upload Curriculum Change Application.
- Click the **Next** button once the tick box has been selected.



- Click on the View All Hyperlink to view more request subtype's.
- Select the **tick box** for the relevant **service request subtype**.
- Click the **Next** button once the tick box has been selected.



- Click on the **Add Attachment** button to upload your Change of Curriculum Application (**ACA09**).
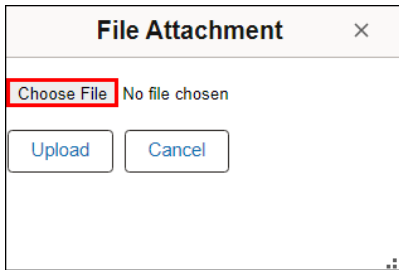
- Click on the **Choose File** button to locate the file.

 **Note**  The **Change of Curriculum form (ACA09)** may be obtained on the UCT Student Administrative Forms website.



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



- Click the **Upload** button.

## My Request Detail

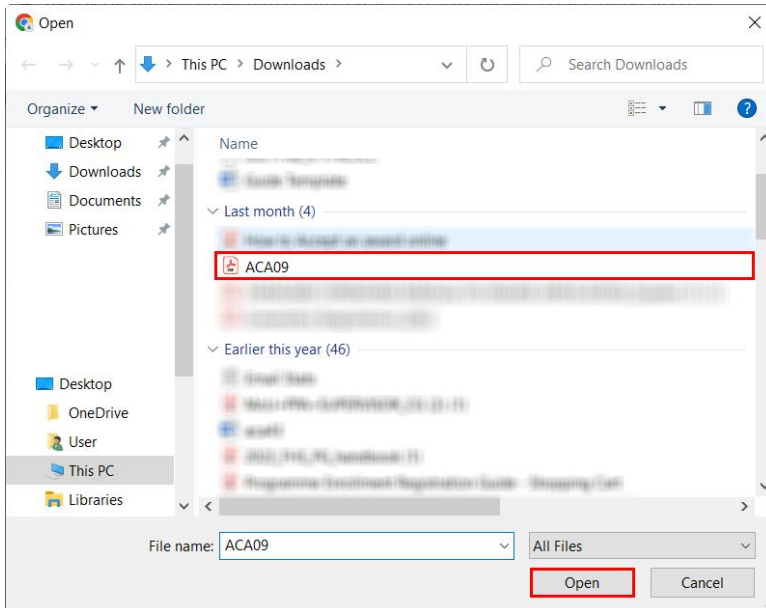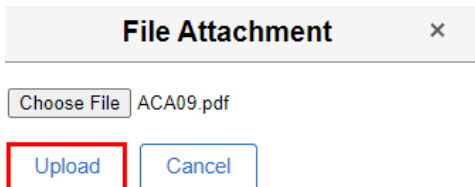| | | | |
|---|---|---|---|
| **Category** | Change of Curriculum Applications | **Type** | Upload Curriculum Change Application |
| **Subtype** | Change of Curriculum in current Faculty | **Request Date** | 11/10/2022 |
| **Status** | Submission received | | |

**Comment**

▼ **File Attachments**

| | 1-1 of 1 | |
|---|---|---|

**Attachments**   Au_dit   ‖▶

| Attached File | Description | View | |
|---|---|---|---|
| ACA09.pdf | ACA09.pdf | View | − |

➕

[ **Submit** ]   [ Cancel ]

- Add a **comment** in the **Comment Section (**e.g., "Please review my attached ACA09 form.").
- Click the **View** button to review your attached document.
- 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 the relevant administrator to process the request.

## ❖ Part 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.

❖ **Part 3: Reviewing your Change of Curriculum Service Request Comments**

My Service Requests

| 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 Administrators 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 | | |

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 |

- The comment/s updated by the Faculty Administrator or Programme Convener will be displayed in the comment field.