

Readmission Appeal Application Service Request Upload

This student guide covers 3 parts of the Readmission Appeal process:

- Part 1: Submitting your Readmission Appeal Application service request
- Part 2: Reviewing your Readmission Appeal Application status
- Part 3: Reviewing your Readmission Appeal Application service request comments

The Readmission Appeal Process:

- Read the Readmission Appeal Information sheet carefully. The information sheet will be emailed to your @myuct.ac.za email address. The information sheet as well as the Undergraduate and Postgraduate Appeal form can be found on the <u>Student Records website</u>.
- Save your Appeal form followed by all supporting documents as a Single PDF document and submit it as a service request via the Peoplesoft portal.

Part 1: Submitting your Readmission Appeal Service request

• Login to the PeopleSoft Student Administration Self Service:

Password		
	Sign In	
	Sign In	K
	Sign In	T

- 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

SFA_BL_ACCOMM	Profile	Application Summary	Admissions	Academic Records	
Meeting Attendance	Postgraduate Center	MoUPPA E = E =	Manage Classes	Student Finance	
Undergraduate Funding	Postgrad & Postdoc Funding	No Action Required	Tasks	Service Requests	
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• 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			
Creat	e New Request							

• Click the Create New Request button.

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	Academic Institution University of Cape Town	
Select a F	Request Category	1 -2 -3
Select a Red	quest Category	
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	Request Category	
0	Registration Curriculum Approvals	
0	Change of Curriculum Applications	
0	Deferred Examination Applications	
0	Leave of Absence (LOA) Applications	
•	Readmission Appeal Applications	
0	Thesis/Dissertation related matters	
0	International Student Pre-registration Applications	
	·	Cancel Next >

- Select the tick box for Readmission Appeal Applications.
- Click the Next button once the tick box has been selected.

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Select a Request Type		1 -2 -3				
Select a Requ	est Type					
E, Q				< <	1-1 of 1 🐱 >	> View All
	Request Type					
	Upload Readmission Appeal Application					
	•		Cancel		< Previous	Next >

- Select the **tick box** for Upload Readmission Appeal Applications.
- Click the Next button once the tick box has been selected.



Student Systems Support Documentation

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Select a l	Request Subtype	1 -2 -3				
Select a Re	equest Subtype			< 1-3 of 3 🗸 >	>	View All
	Request Subtype					
0	COM RAC appeal due 7-Jan-2024					
0	Transfer to HUM RAC appeal due 3-Jan-2024					
0	Transfer to SCI RAC appeal due 7-Jan-2024					
			Cancel	< Previous		Next >

- Select the tick box on the Request Subtype you would like to submit.
 - Click the **Next** button once the tick box has been selected.

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My Request Deta	ail		
Category	Readmission Appeal Applications	Туре	Upload Readmission Appeal Application
Subtype	COM RAC appeal due 7-Jan-2024	Request Da	te 04/12/2023
Status	Submission received		
Comment			
			1
File Attachments	S		<
Attachments	Au <u>d</u> it ∥⊳		
Attached File		View	Add Attachment
		View	Add Attachment
Submit	Cancel		

• Click on the Add Attachment button to upload your Re-admissions Appeal Application form.



• Click on the Choose File button to locate the file.

Wote The appropriate appeal form can be found on the Student Records website (Undergraduate Appeal Application form).

Save your Appeal form and any supporting documents as a **Single PDF document**.

🚱 Open					×			
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			2023/0	5/11 08:33	Application			
			2023/0	5/04 10:18	Microsoft Word 9			
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File	e name:		~	All Files	~			
				Open	Cancel			

- Select your Readmission Appeal Application Form. Click the **Open** button. ٠
- •



Click the Upload button. •

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My Request Deta	ail					
Category	Readmission Appeal Application	ons	Type U	pload Readmission Appeal	Application	
Subtype	COM RAC appeal due 7-Jan	COM RAC appeal due 7-Jan-2024 Request Date 04/12/2023				
Status	Submission received					
Comment	Please review my attached Re	admission Appeal form.				
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✓ File Attachments	3					
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Attachments	Au <u>d</u> it ∥⊳					
Attached File		Description			View	
RAC_PG_Appeal_For	rm.pdf	RAC_PG_Appeal_Form	ı.pdf		View –	
+						
Submit	Cancel					

- Add a **comment** in the **Comment Section (**e.g., "Please review my attached Readmission Appeal ٠ form."). Click the **View** button to review your attached document.
- Click on the **Submit** button.





My Service Requests								
My Service Requests Imp Q I I View All								
Request Number	Request Type	Request Subtype	Request Date	Status Status Date				
215591	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan- 2024	04/12/2023	Submission received	04/12/2023			

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

Part 2: Reviewing your Readmission Appeal Application Status

- Check your service request **Status** column timeously, as the application status may change to either **Under Consideration** or **Incomplete**.
 - An **Under Consideration** status indicates that your application has been sent to your Faculty's Readmission Appeal Committee for review.
 - An **Incomplete** status indicates that your application is incorrect in some way, and it needs to be corrected as per the instructions sent to you before your application can be referred to your faculty's Readmission Appeal Committee for review.

An Incomplete Readmission Appeal Application status

An **Incomplete** status indicates that your application is incorrect in some way, and it needs to be corrected as per the instructions sent to you before your application can be referred to your faculty's Readmission Appeal Committee for review.

My Service Requests									
My Service Requests Image: Contract of 15 with the service of the s									
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date				
215587	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan- 2024	01/12/2023	Submission incomplete	01/12/2023				
Create New Request									

• Click on the **Upload Readmission Appeal Application** hyperlink to view the administrators comments and upload the corrected documents.

My Request De	ail						
University of Cape T	own						
Category	Readmission Appeal Applicatio	ns R	lequest N	lumber	215591		
Туре	Upload Readmission Appeal Appeal Appeal	oplication	Reque	st Date	04/12/2023		
Subtype	COM RAC appeal due 7-Jan-2	024		Status	Submission receiv	ved	
Status Date	Comment			Ву			
04/12/2023	Passa sense in discission from	Contraction of States		1008/1			
Add Comm	ent	Update Last Comment					
EF Q					< < 1-1 of 1	~	> >
Attachments	Au <u>d</u> it ∥⊳						
Attached File		Description				View	
RAC_PG_Appeal_F	orm.pdf	RAC_PG_Appeal_Form.pdf				View	—
+							
Save	Cancel						

• Click the + button to add a new row and upload your correct documentation.



- Click the **Upload** button to upload your correct documentation.
- Your corrected documents will then appear below the documents you previously uploaded.

Status Date	Comment		Ву	
04/12/2023	Please review my attached Rea	Think (1984)		
Add Co	mment 1	Update Last Comment		_
<u>Enter Comment</u> Please review m ✓ File Attachm (III) Attachments	3elow ⁷ updated forms 2 ents s Au <u>d</u> it ⊪		✓ I-2 of	2 🗸 > >
Attached File		Description		View
	I Form odf	RAC PG Appeal Form.pdf		View -
RAC_PG_Appea	- on open			
RAC_PG_Appea	I_Form_Updated.pdf	RAC_PG_Appeal_Form_Updated.pdf		View -
RAC_PG_Appea	I_Form_Updated.pdf	RAC_PG_Appeal_Form_Updated.pdf		View -

- Click the Add Comment button.
- Add a comment in the Comment Section (e.g., "Please review my updated forms.").
- Click the **View** button to review your attached documents.
- Click the Save button

Note Once your Readmission Appeal Application has been saved with the updated documents uploaded and comment, the status will be updated to Acknowledged, in order for your application to be reviewed by an administrator.

✤ Part 3: Reviewing your Readmission Appeal Service Request Comments

No. 200 Control of Con								
My Service Requests								
My Service Requests Imploy K < 1-15 of 15 v > > I View All								
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date			
215587	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan- 2024	01/12/2023	Submission declined	01/12/2023			
Create New Request								

• Click on the **Upload Readmission Appeal Application** hyperlink to view the Administrators comments.

My Request D	etail			
University of Cape	Town			
Categor	y Readmission Appeal Applications	Number 215587		
Тур	e Upload Readmission Appeal Applica	est Date 01/12/2023		
Subtyp	e COM RAC appeal due 7-Jan-2024		Status Submission declined	
Status Date	Comment		Ву	
01/12/2023	Dear Student,	Staff		
01/12/2023	See attachment.	Thinks (Figure)		
01/12/2023	Please review my appeal.	Build Partie		
Add Com	ment Upda	ate Last Comment		
File Attachme	Au <u>d</u> it ∥⊳		K < 1-1 of 1 🗸	> >
Attached File		Description		View
RAC_PG_Appeal_Form_mid-year.pdf		RAC_PG_Appeal_Form_mid-year.pdf		View
Attached File RAC_PG_Appeal_Form_mid-year.pdf Save Cancel		Description RAC_PG_Appeal_Form_mid-year.pd	df	Vie

• The comment/s updated by the Faculty Administrator will be displayed in the comment field.