S5. Check 2 - Attempt change request

Objective	A change request can be processed once all relevant information is provided and approval for the change request has been granted by those who have authoritative approval.
What are the first steps	1. All supporting info and admin comment history information on the COE request is read, are clear and understood 2. Request is approved by Authoritative Approver 3. Line approvals are saved 4. Check if the change request effects any future or previous semesters (example: SA/SB course)
What to do next	Attempt all change requests via Enrolment Request in the COE using the backdate drop of either when the COE was created or date of the initial email request (whichever is the earliest). **If the request is successful:** 1. Make relevant notes on the COE. 2. Continue with the Tuition Calculation part of the COE process in step 5. **If the request is unsuccessful:** Continue with the COE process in step 5 to troubleshoot the issues on why the COE has been unsuccessful.
Policy Link Information	Admissions, Enrolments and Fees Policy
Who can you escalate to?	
Work Instructions	