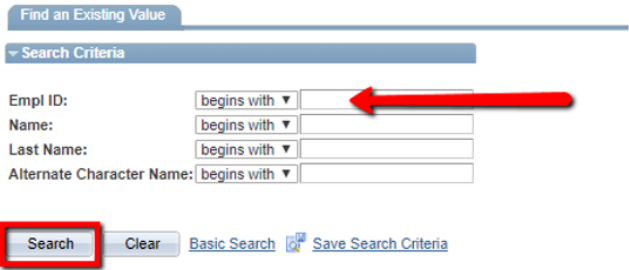
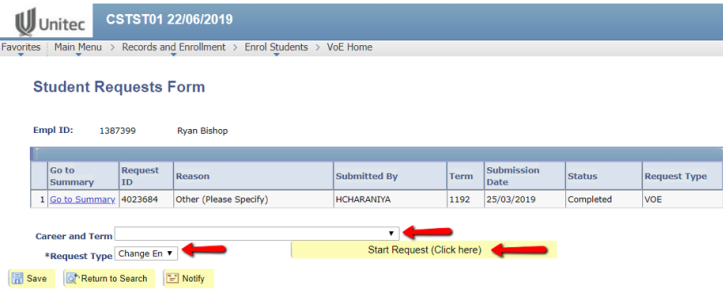
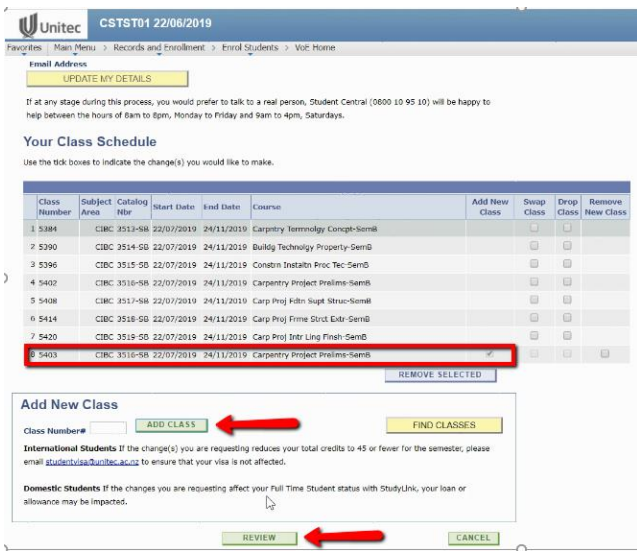


How to create a change request

Navigate to VOE Home	- You will find the VOE Home page on PeopleSoft by going to the following: Main Menu > Records and Enrolment > Enrol Students > VOE Home
Enter Student ID	- Enter the student ID in the “Empl ID” then click Search 
Create the change request	- Select the Career and Semester for the student in the “Career and Term” dropdown box. - Select the correct Request Type in the “Request Type” dropdown box. - Click “Start Request” button 
Change request is for an Add	- Enter the class field in the “Class Number #” field - Click the “Add Class” button - (The class will appear in the “Your Class Schedule” section) - Click the “Review” button 

Change request is for a Drop

- Select the class the student would like to drop under the “Drop Class” column.
- Click the “Review” button

Unitec CSTST01 22/06/2019

Favorites | Main Menu | Records and Enrollment | Enrol Students | Vot Home

(We may use this number to contact you if we need more information)

Email Address
UPDATE MY DETAILS

If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 10 95 10) will be happy to help between the hours of 8am to 8pm, Monday to Friday and 9am to 4pm, Saturdays.

Your Class Schedule

Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject Area	Catalog Nbr	Start Date	End Date	Course	Swap Class	Drop Class
1 5384	CIBC 3513-SB	22/07/2019	24/11/2019	Carpentry Terminology Concept-SemB	☒	☐	
2 5390	CIBC 3514-SB	22/07/2019	24/11/2019	Buildg Technology Property-SemB	☐	☐	
3 5396	CIBC 3515-SB	22/07/2019	24/11/2019	Constn Installn Proc Tec-SemB	☐	☐	
4 5402	CIBC 3516-SB	22/07/2019	24/11/2019	Carpentry Project Prelims-SemB	☐	☐	
5 5408	CIBC 3517-SB	22/07/2019	24/11/2019	Carp Proj Fdtn Supt Struc-SemB	☐	☐	
6 5414	CIBC 3518-SB	22/07/2019	24/11/2019	Carp Proj Fime Strct Extr-SemB	☐	☐	
7 5420	CIBC 3519-SB	22/07/2019	24/11/2019	Carp Proj Intr Ling Finsh-SemB	☐	☐	

REMOVE SELECTED

Add New Class

Class Number# ADD CLASS FIND CLASSES

International Students If the change(s) you are requesting reduces your total credits to 45 or fewer for the semester, please email studentvisa@unitec.ac.nz to ensure that your visa is not affected.

Domestic Students If the changes you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.

REVIEW CANCEL

Change request is for a Swap

- Select the class the student would like to swap under the “Swap Class” column (A new class number field will appear).
- Enter the new class number in the “New Class Number” field
- Click the “Review” button

Unitec CSTST01 22/06/2019

Favorites | Main Menu | Records and Enrollment | Enrol Students | Vot Home

(We may use this number to contact you if we need more information)

Email Address
UPDATE MY DETAILS

If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 10 95 10) will be happy to help between the hours of 8am to 8pm, Monday to Friday and 9am to 4pm, Saturdays.

Your Class Schedule

Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject Area	Catalog Nbr	Start Date	End Date	Course	Swap Class	Drop Class	New Class Number
1 5384	CIBC 3513-SB	22/07/2019	24/11/2019	Carpentry Terminology Concept-SemB	☒	☐		
2 5390	CIBC 3514-SB	22/07/2019	24/11/2019	Buildg Technology Property-SemB	☐	☐		
3 5396	CIBC 3515-SB	22/07/2019	24/11/2019	Constn Installn Proc Tec-SemB	☐	☐		
4 5402	CIBC 3516-SB	22/07/2019	24/11/2019	Carpentry Project Prelims-SemB	☐	☐		
5 5408	CIBC 3517-SB	22/07/2019	24/11/2019	Carp Proj Fdtn Supt Struc-SemB	☐	☐		
6 5414	CIBC 3518-SB	22/07/2019	24/11/2019	Carp Proj Fime Strct Extr-SemB	☐	☐		
7 5420	CIBC 3519-SB	22/07/2019	24/11/2019	Carp Proj Intr Ling Finsh-SemB	☐	☐		

REMOVE SELECTED

Add New Class

Class Number# ADD CLASS FIND CLASSES

International Students If the change(s) you are requesting reduces your total credits to 45 or fewer for the semester, please email studentvisa@unitec.ac.nz to ensure that your visa is not affected.

Domestic Students If the changes you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.

REVIEW CANCEL

Change request information

- Select the reason of the change request in the “Reason for Changing” drop down box
- Add any further detail that supports the change request in the “Supporting Information” box
- Click the “Review” button

Unitec CSTST01 22/06/2019

Home | Performance Tools

Change Enrolment (Review and Submit)

1367399 Ryan Bishop
REU
Semester 2 - 2019

*Reason for Changing: [Dropdown]

Class Ref	Subject Area	Catalogue Ref	Start Date	End Date	Course	Add	Swap	Drop
1	5384 CIBC	3513-SB	22/07/2019	24/11/2019	Carpentry Technology Concept-SemB			
2	5389 CIBC	3514-SB	22/07/2019	24/11/2019	Buildg Technology Property-SemB			
3	5394 CIBC	3515-SB	22/07/2019	24/11/2019	Constrn Instatn Proc Tec SemB			
4	5402 CIBC	3516-SB	22/07/2019	24/11/2019	Carpentry Project Prelim-SemB			
5	5404 CIBC	3517-SB	22/07/2019	24/11/2019	Carp Proj Fina Eval-SemB			
6	5414 CIBC	3518-SB	22/07/2019	24/11/2019	Carp Proj Fina Eval Ext-SemB			
7	5420 CIBC	3519-SB	22/07/2019	24/11/2019	Carp Proj Fina Eval Fin-SemB			
8	5403 CIBC	3516-SB	22/07/2019	24/11/2019	Carpentry Project Prelim-SemB			

Supporting Information: [Text Box]

[SUBMIT] [BACK] [CANCEL]

Change request generated

- Change request has now been completed
- Your change request ID will be generated under the “Request ID” column

Unitec CSTST01 22/06/2019

Home | Performance Tools

Student Requests Form

Empl ID: 1367399 Ryan Bishop

Go to Summary	Request ID	Reason	Submitted by	Term	Submission Date	Status	Request Type
1 Go to Summary	4026084	Other (Please Specify)	HCHARANITIA	1192	25/02/2019	Completed	VOE
2 Go to Summary	4026119	Other (Please Specify)	ALEWIN	1194	30/10/2019	Cancelled	NSW
3 Go to Summary	4026120	Other (Please Specify)	ALEWIN	1194	30/10/2019	Cancelled	NSW
4 Go to Summary	4026121	Other (Please Specify)	ALEWIN	1194	30/10/2019	Cancelled	NSW
5 Go to Summary	4026122	Other (Please Specify)	ALEWIN	1194	30/10/2019	Cancelled	NSW
6 Go to Summary	4026123	Other (Please Specify)	ALEWIN	1194	30/10/2019	Submitted	NSW

Career and Term: [Dropdown]

*Request Type: Change En [Dropdown]

[Save] [Return to Search] [Notify]

Start Request (Click here)