

# How to approve a change request

## Saving Line Approval

Once you are on the “VOE Administration” page you will see the change request for the student. To approve this request:

- Click on the line approval tick box for the courses you want to approve
- Click on the “Save Line Approvals” button

Favorites | Main Menu > Records and Enrollment > Enrol Students > VoE Admin List > VoE Admin

### VoE Administration

Request ID: 4026025 Status: Under Review [DECLINE VOE REQUEST](#)

1479130 Tian Xia  
UGRD BCONS Bach Construction Submitted: 19/06/2019  
Semester 2 - 2019 International: ☐  
Email Address Created By: XIAT03  
Telephone: 09 522 8703  
Reason for Changing: New Class Created: 19/06/19 4:49:54PM [CANCEL](#)

Class Nbr	Subject Area	Catalog Nbr	Start Date	End Date	Cancel Date	Course	Add	Swap	Drop	Change to Class Nbr	Line Approval	
1	6531	CONS	7825	08/07/2019	17/11/2019		Advanced BIM in Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[STUDENT HISTORY](#) [SAVE LINE APPROVALS](#)

## Adding notes to support approval

- Click Complete Task then confirm
- Add notes to support approval

### Admin Comment History

#User:JTUHEKE @2019-08-22-15.03.56\* Step 3 Completed.\*  
#User:SKIP--JTUHEKE @2019-08-22-15.03.51\* Step 2 Skipped.\*  
#User:JTUHEKE @2019-08-22-15.03.46\* Step 1 Completed.\*

Updated By: JTUHEKE Last Update Date/Time: 22/08/19 3:04:12PM

### Current Step

VoE Step: 4 Optional Step: N  
Admin Group: Academic Leaders  
User Assigned: KBECKER

[Add Note...](#) Call Back Date:  31

[COMPLETE TASK](#)

## Assigning VOE to the next step

- Delete your name from user assigned
- Click Assign next step

### Assign Step

VoE Step: 4 Approval (APM/SEM/EA)  
Admin Group: Academic Leaders  
User Assigned: KBECKER

[ASSIGN NEXT STEP](#)

**CnX Use Only**  
Difficulty Rating:   
Click Assign Next Step to Save Difficulty Rating