

How to cancel a change request

Cancelling a change request

1. Once you are on the "VOE Administration" page you will see the change request for the student. To cancel this request:

- Fill out Add Note Text Box with reason for the decline
- Click cancel

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

VoE Administration

Request ID 4025916 Status Under Review

1305108 Mele Fifta

UGRD BSP Bach Social Practice

Semester 2 - 2019

Email Address

Telephone 8209153

Reason for Changing New Class

Enrolment

Created 17/06/19 11:00:22AM

DECLINE VOE REQUEST

Submitted 17/06/2019

International: ☐

Created By TMTIU

CANCEL

Class Info	Class Nbr	Subject Area	Catalog Nbr	Start Date	End Date	Cancel Date	Course
1	6877	CSTU	7923	22/07/2019	24/11/2019		Advanced Social Practice Theory
2	7345	CSTU	5164	22/07/2019	24/11/2019		Wrkg Migrant Refugee Families

STUDENT HISTORY

SAVE LINE APPROVALS

Supporting Information

student re-enrolling into sem 2 .comp and elective

Admin Comment History

#User:RPEREIRA @2019-06-20-10.42.48*Hi Aulola, I could not enrol the student in CSTU 7923 due to a pre req error message saying that student needs to have completed CSTU 7922.

For audit purposes, could you please provide us with a valid reason to override this?

Thanks*

#User:ALINO @2019-06-18-15.11.09* Step 4 Completed.*

#User:SKIP--RCHAN @2019-06-18-14.06.44* Step 3 Skipped.*

#User:RTHAKER @2019-06-17-12.53.54*Seats available as of 17/06/19.*

#User:SKIP--RTHAKER @2019-06-17-12.53.29* Step 2 Skipped.*

#User:RTHAKER @2019-06-17-12.53.24* Step 1 Completed.*

#User:RTHAKER @2019-06-17-12.53.20*Initial review done.*

Updated By RPEREIRA Last Update Date/Time 20/06/19 10:42:55AM

Current Step

VoE Step 4 Optional Step N

Admin Group Academic Leaders

User Assigned ALINO

COMPLETE TASK

Add Note... Call Back Date

