

How to decline a change request

Declining a change request

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

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

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

VoE Administration

Request ID 4026025 Status Under Review

1479130 Tian Xia
UGRD BCONS Bach Construction
Semester 2 - 2019
Email Address
Telephone 09 522 8703
Reason for Changing New Class
Enrolment
Created 19/06/19 4:49:54PM

Submitted 19/06/2019
International: ☐
Created By XIAT03

DECLINE VOE REQUEST

CANCEL

Class Nbr	Subject Area	Catalog Nbr	Start Date	End Date	Cancel Date	Course
1	6531	CONS	7825	08/07/2019	17/11/2019	Advanced BIM in Construction

STUDENT HISTORY **SAVE LINE APPROVALS**

Supporting Information

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

COMPLETE TASK

Add Note... Call Back Date 

