

Approval - Extra Electives (Outside of Substantive Programme)

Objective	Students can request for an enrolment outside of their programme that is in line with the programme regulations as an elective course. When the course is outside of a specific programme a multiple approval from all relevant Academic Programme Manager's (APM) will be required.
What are the first steps	<ol style="list-style-type: none"> 1. Identify if there are any courses outside of the students programme. 2. Ensure all relevant line approvals for your specific courses are completed and correct.
What to do next	If there are courses outside of the students programme:
	<ol style="list-style-type: none"> 1. Make relevant notes indicating principal approval for the eligibility of the student to take course outside of programme. 2. Assign the COE to the correct APM of the course's programme for approval.
	If there are no courses outside of the students programme:
	<ol style="list-style-type: none"> 1. Make relevant notes to support your approval and your request 2. Remove User ID from the 'User Assigned' field 3. Complete step 4
Policy Link Information	<ul style="list-style-type: none"> • Admissions, Enrolments and Fees Policy
Who can you escalate to?	<ul style="list-style-type: none"> • Operations Manager – Enrolment Processing • Academic Programme Manager
Work Instructions	