How to create a change request

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| 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 |
| **Step 1**Enter Student ID | - Enter the student ID in the “Empl ID” then click Search |
| **Step 2**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

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| **Step 3a**To Add Courses | * 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

* Go to Step 4
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| **Step 3b**To Drop Courses | * Select the class the student would like to drop under the “Drop Class” column.
* Click the “Review” button

* Go to Step 4
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| **Step 3c**To Swap Courses | * 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

* Go to Step 4
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| **Step 4**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
* Attach any supporting documents.

Please note for some COE, you must attach supporting documents before progressing to the next step* Click the “SUBMIT” button

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| **Step 5**Change request generated | * Change request has now been completed
* Your change request ID will be generated under the “Request ID” column

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