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