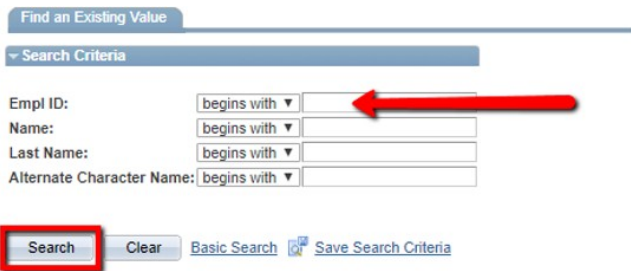
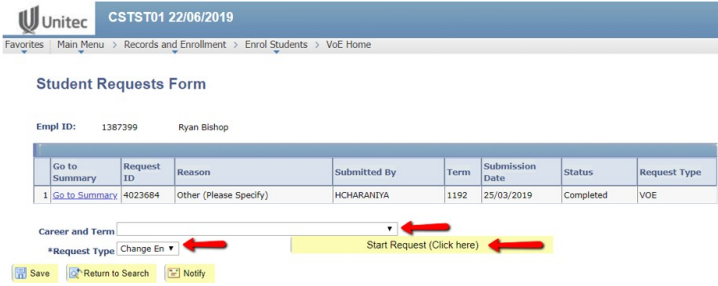
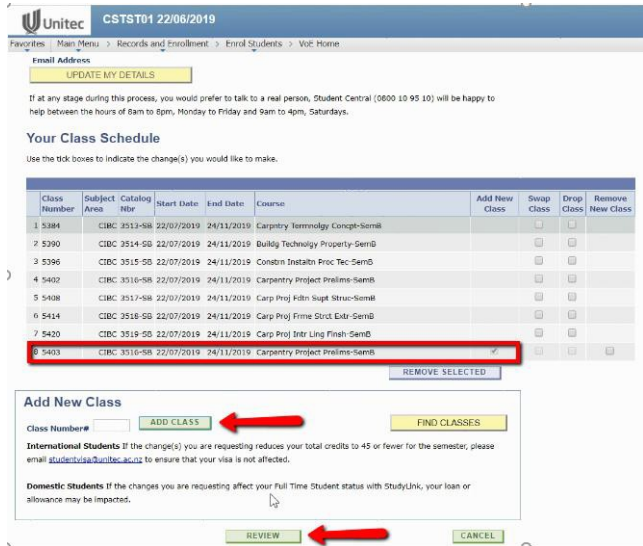


# How to create a change request

<p>Navigate to VOE Home</p>	<ul style="list-style-type: none"> <li>- You will find the VOE Home page on PeopleSoft by going to the following: Main Menu &gt; Records and Enrolment &gt; Enrol Students &gt; VOE Home</li> </ul>
<p><b>Step 1</b> Enter Student ID</p>	<ul style="list-style-type: none"> <li>- Enter the student ID in the “Empl ID” then click Search</li> </ul> 
<p><b>Step 2</b> Create the change request</p>	<ul style="list-style-type: none"> <li>- Select the Career and Semester for the student in the “Career and Term” dropdown box.</li> <li>- Select the correct Request Type in the “Request Type” dropdown box.</li> <li>- Click “Start Request” button</li> </ul> 
<p><b>Step 3a</b> To Add Courses</p>	<ul style="list-style-type: none"> <li>- Enter the class field in the “Class Number #” field</li> <li>- Click the “Add Class” button</li> <li>- (The class will appear in the “Your Class Schedule” section)</li> <li>- Click the “Review” button</li> </ul>  <ul style="list-style-type: none"> <li>- Go to Step 4</li> </ul>

### Step 3b To Drop Courses

- Select the class the student would like to drop under the “Drop Class” column.
- Click the “Review” button

Unitec CSTST01 22/06/2019

Favorites | Main Menu | Records and Enrollment | Enrol Students | VoE Home

(We may use this number to contact you if we need more information)

Email Address  
UPDATE MY DETAILS

If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 10 95 10) will be happy to help between the hours of 8am to 8pm, Monday to Friday and 9am to 4pm, Saturdays.

### Your Class Schedule

Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject Area	Catalog Nbr	Start Date	End Date	Course	Swap Class	Drop Class
1 5384	CIBC	3512-SB	22/07/2019	24/11/2019	Carpentry Terminology Concept-SemB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 5390	CIBC	3514-SB	22/07/2019	24/11/2019	Buildg Technology Property-SemB	<input type="checkbox"/>	<input type="checkbox"/>
3 5396	CIBC	3515-SB	22/07/2019	24/11/2019	Constn Installn Proc Tec-SemB	<input type="checkbox"/>	<input type="checkbox"/>
4 5402	CIBC	3516-SB	22/07/2019	24/11/2019	Carpentry Project Prelims-SemB	<input type="checkbox"/>	<input type="checkbox"/>
5 5408	CIBC	3517-SB	22/07/2019	24/11/2019	Carp Proj Fdtn Supt Struc-SemB	<input type="checkbox"/>	<input type="checkbox"/>
6 5414	CIBC	3518-SB	22/07/2019	24/11/2019	Carp Proj Fmne Strct Extr-SemB	<input type="checkbox"/>	<input type="checkbox"/>
7 5420	CIBC	3519-SB	22/07/2019	24/11/2019	Carp Proj Intr Ling Finsh-SemB	<input type="checkbox"/>	<input type="checkbox"/>

REMOVE SELECTED

### Add New Class

Class Number#  ADD CLASS FIND CLASSES

**International Students** If the change(s) you are requesting reduces your total credits to 45 or fewer for the semester, please email [studentvisa@unitec.ac.nz](mailto:studentvisa@unitec.ac.nz) to ensure that your visa is not affected.

**Domestic Students** If the changes you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.

REVIEW CANCEL

- 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

Unitec CSTST01 22/06/2019

Favorites | Main Menu | Records and Enrollment | Enrol Students | VoE Home

(We may use this number to contact you if we need more information)

Email Address  
UPDATE MY DETAILS

If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 10 95 10) will be happy to help between the hours of 8am to 8pm, Monday to Friday and 9am to 4pm, Saturdays.

### Your Class Schedule

Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject Area	Catalog Nbr	Start Date	End Date	Course	Swap Class	Drop Class	New Class Number
1 5384	CIBC	3513-SB	22/07/2019	24/11/2019	Carpentry Terminology Concept-SemB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2 5390	CIBC	3514-SB	22/07/2019	24/11/2019	Buildg Technology Property-SemB	<input type="checkbox"/>	<input type="checkbox"/>	
3 5396	CIBC	3515-SB	22/07/2019	24/11/2019	Constn Installn Proc Tec-SemB	<input type="checkbox"/>	<input type="checkbox"/>	
4 5402	CIBC	3516-SB	22/07/2019	24/11/2019	Carpentry Project Prelims-SemB	<input type="checkbox"/>	<input type="checkbox"/>	
5 5408	CIBC	3517-SB	22/07/2019	24/11/2019	Carp Proj Fdtn Supt Struc-SemB	<input type="checkbox"/>	<input type="checkbox"/>	
6 5414	CIBC	3518-SB	22/07/2019	24/11/2019	Carp Proj Fmne Strct Extr-SemB	<input type="checkbox"/>	<input type="checkbox"/>	
7 5420	CIBC	3519-SB	22/07/2019	24/11/2019	Carp Proj Intr Ling Finsh-SemB	<input type="checkbox"/>	<input type="checkbox"/>	

REMOVE SELECTED

### Add New Class

Class Number#  ADD CLASS FIND CLASSES

**International Students** If the change(s) you are requesting reduces your total credits to 45 or fewer for the semester, please email [studentvisa@unitec.ac.nz](mailto:studentvisa@unitec.ac.nz) to ensure that your visa is not affected.

**Domestic Students** If the changes you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.

REVIEW CANCEL

- Go to Step 4

#### 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

The screenshot shows the 'Change Enrolment (Review and Submit)' form in the Unitec system. The form includes fields for Request Type (VOE), Student ID (1542656), Career (UGRD), Programme (NZCSC), Term (1214), and Telephone (027416222). It also displays a table for 'Reason for Changing Enrolment' with columns for Class Nbr, Subject Area, Catalog Nbr, Start Date, End Date, Course, Swap, and Drop. Below this is a 'Supporting Information' text area and a 'Supporting Documents' table with columns for Description, Filename, Staff Only, Attach File, View File, Upload Date/Time, and Uploaded by. At the bottom are buttons for SUBMIT, BACK, and CANCEL.

#### Step 5

Change request generated

- Change request has now been completed
- Your change request ID will be generated under the “Request ID” column

The screenshot shows the 'Student Requests Form' in the Unitec system. It displays a table with columns for Request ID, Reason, Submitted By, Term, Submission Date, Status, and Request Type. The table lists several requests, with the last one (Request ID 4026123) highlighted in red. Below the table are buttons for 'Go to Summary', 'Start Request (Click here)', 'Save', 'Return to Search', and 'Notify'.