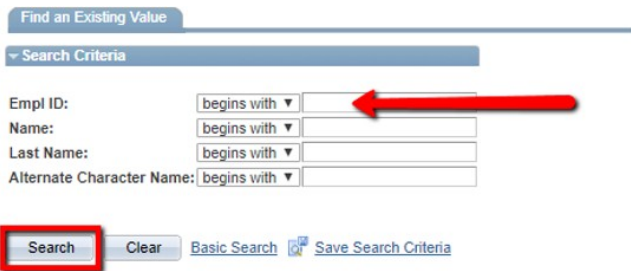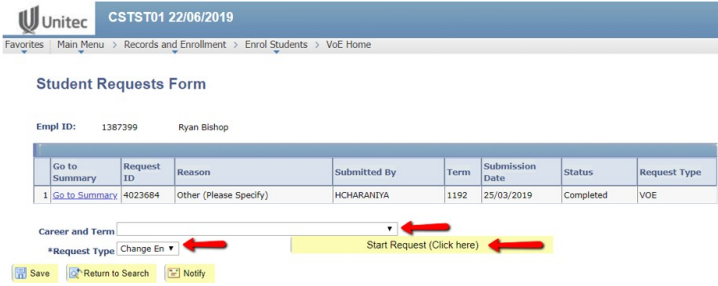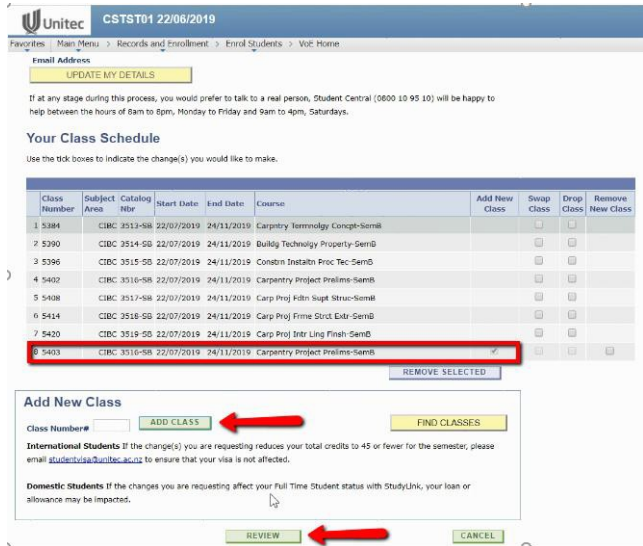# How to create a change request

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

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

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