Change of Curriculum Service Request Upload

Complete the form when applying for the following change of curriculum:
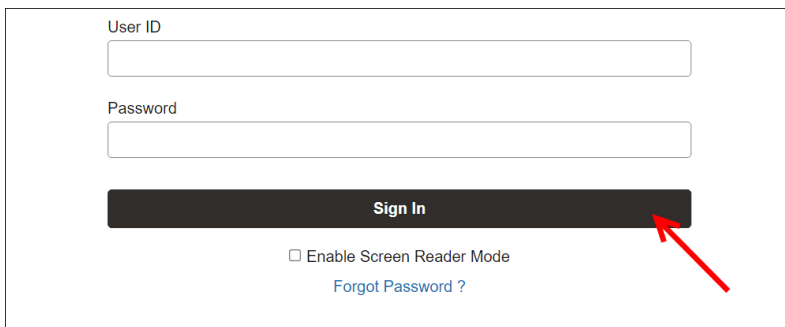**Change of Programme / Specialisation / Major**
**Change of Faculty**
Withdraw/ Add a course

- The Change of Curriculum form (ACA09) may be obtained on the UCT Student Administrative Forms website.
- Curriculum changes are subject to strict deadlines dates, after which penalties may apply.
- If you are currently receiving funding, ensure you consult with your funder prior to applying for your proposed curriculum changes, regarding the impact on your continued eligibility for funding. See: Financial Aid / Sponsor information.
- You do not need to get it signed by an advisor before you upload it. The advisor will approve it in PeopleSoft. Monitor your service-requests in PeopleSoft to see any comments from your curriculum advisor.
- The service-request status will be changed to "**Accepted**" when approved.
- Please allow three or four working days for this to take place. Your transcript will then be updated.
- Check your updated enrolment changes in Student Administration Self Service within 72 hours and report any discrepancy to your Faculty Office immediately

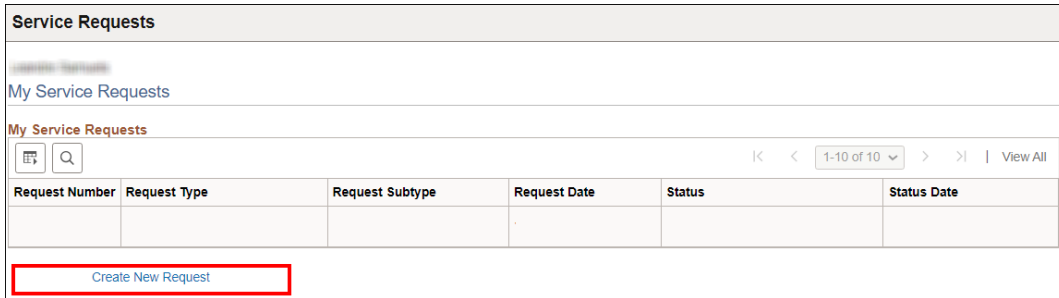❖ **Part 1: Submitting your Change of Curriculum Service request**
  - Login to the PeopleSoft Student Administration Self Service:

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
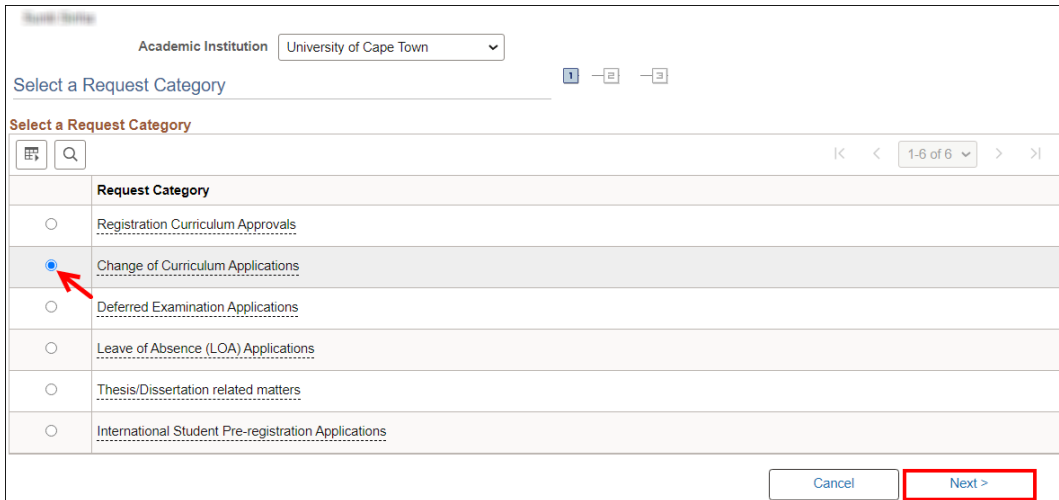- Enter your UCT password into the **Password** field.
- Select the **Sign In** button
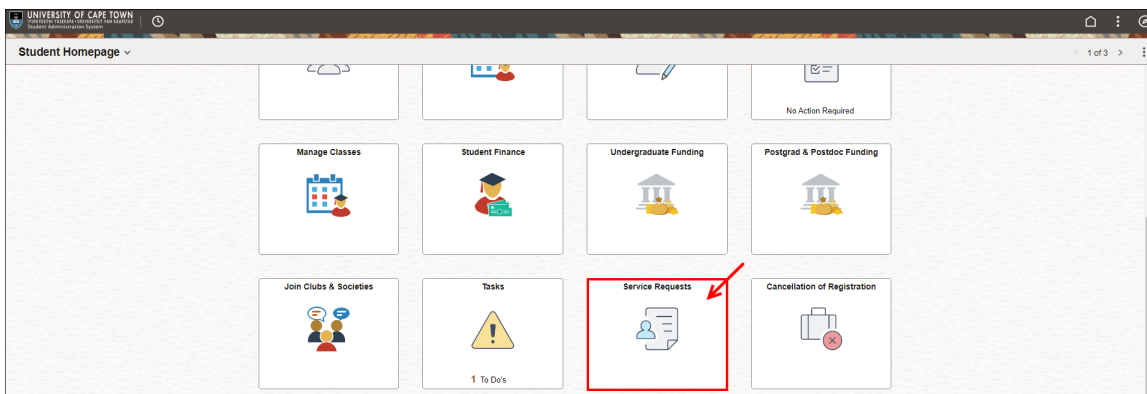
  - Select the **Service Requests** tile on the Student Homepage

Service Requests

My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
		'			

Create New Request

- Click the **Create New Request** button

Academic Institution   University of Cape Town
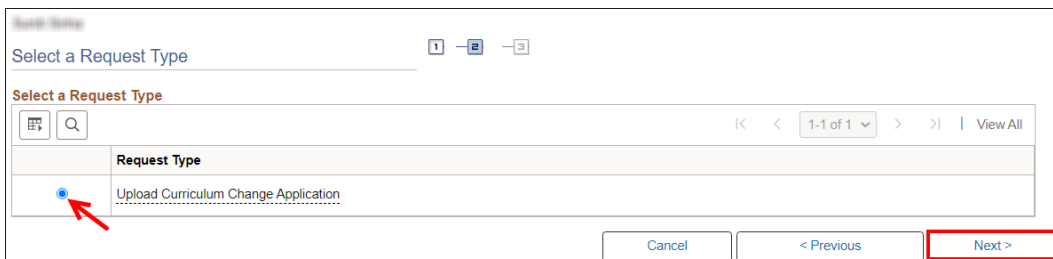
Select a Request Category

Select a Request Category

	Request Category
○	Registration Curriculum Approvals
⦿	Change of Curriculum Applications
○	Deferred Examination Applications
○	Leave of Absence (LOA) Applications
○	Thesis/Dissertation related matters
○	International Student Pre-registration Applications

Cancel   Next >

- Select the **tick box** for Change of Curriculum Applications.
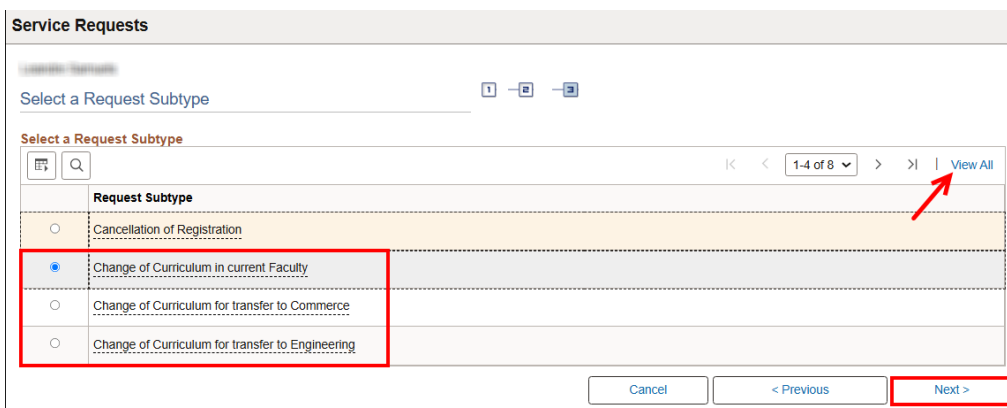- Click the **Next** button once the tick box has been selected.

Select a Request Type

Select a Request Type

	Request Type
⦿	Upload Curriculum Change Application

Cancel   < Previous   Next >

- Select the **tick box** for Upload Curriculum Change Application.
- Click the **Next** button once the tick box has been selected.

Service Requests

Select a Request Subtype

Select a Request Subtype

	Request Subtype
○	Cancellation of Registration
⦿	Change of Curriculum in current Faculty
○	Change of Curriculum for transfer to Commerce
○	Change of Curriculum for transfer to Engineering

View All

Cancel   < Previous   Next >

- Click on the View All Hyperlink to view more request subtype's.
- Select the **tick box** for the relevant **service request subtype**.
- Click the **Next** button once the tick box has been selected.

Create Service Requests

My Request Detail

Category	Change of Curriculum Applications	**Type**	Upload Curriculum Change Application
Subtype	Change of Curriculum in current Faculty	**Request Date**	28/10/2024
Status	Submission received		
Comment			

∨ **File Attachments**

Attachments	Audit	⫸		|K < 1-1 of 1 ∨ > >|

Attached File	View	Add Attachment	
	View	Add Attachment	−

[Submit] [Cancel]

- Click on the **Add Attachment** button to upload your Change of Curriculum Application (**ACA09**).

File Attachment ×

[Choose File] No file chosen

[Upload] [Cancel]

- Click on the **Choose File** button to choose your document/s.
- Once you have chosen the file you want to upload, click the **Upload** button.

ⓘ Note The **Change of Curriculum form (ACA09)** may be obtained on the UCT Student Administrative Forms website.

Create Service Requests

My Request Detail

Category Change of Curriculum Applications	**Type** Upload Curriculum Change Application
Subtype Change of Curriculum in current Faculty	**Request Date** 28/10/2024
Status Submission received	

Comment Please review my attached ACA09 form.

⌄ **File Attachments**

|< < 1-1 of 1 ⌄ > >|

Attachments   Au_d_it   ‖▷

Attached File	Description	View	
ACA09.pdf	ACA09.pdf	View	—

[+]

[**Submit**]   [Cancel]

- Add a **comment** in the **Comment Section (**e.g., "Please review my attached ACA09 form.").
- Click the **View** button to review your attached document.
- Click on the **Submit** button.

Service Requests

My Service Requests

My Service Requests

|< < 1-13 of 13 ⌄ > >| | View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270117	Upload Curriculum Change Application	Change of Curriculum in current Faculty	28/10/2024	Submission received	28/10/2024

- The **Status** column will indicate **Received**, which means that you have successfully created your **Upload Curriculum Change Application** service request and a notification has been sent to the relevant administrator to process the request.

❖ Part 2: Reviewing your Change of Curriculum Application Status

- Check your service request **Status** column timeously, as the application status may change to either **Pending** or **Declined** where the documentation is incomplete or additional information is required. If the application has been approved the status will be updated to **Reviewed** and **Accepted**.

- A **Submission being processed** status indicates that your application has been sent to the administrator for review and processing.

- A **Submission under review** status indicates that your application has been reviewed and approved by your programme convener and has been sent to your Faculty to drop the course from your transcript.

- A **Submission declined** status indicates that your application is incorrect in some way, or incomplete and you will need to create a new Service Request with the outstanding information. The faculty will add a comment to the service request to indicate what you will be required to update.

- An **Submission approved** status indicates that the Faculty has captured the course/s drop. If you check your transcript, you should no longer find the course listed.

Last Updated: October 2024

❖ Part 3: Reviewing your Change of Curriculum Service Request Comments

Service Requests					
My Service Requests					
My Service Requests					
				1-13 of 13 ∨	View All
Request Number	**Request Type**	**Request Subtype**	**Request Date**	**Status**	**Status Date**
270117	Upload Curriculum Change Application	Change of Curriculum in current Faculty	28/10/2024	Submission declined	28/10/2024

- Click on the Upload Curriculum Change Application hyperlink to view the Administrators comments.

Update Service Requests				
My Request Detail				
University of Cape Town				
Category	Change of Curriculum Applications		Request Number	270117
Type	Upload Curriculum Change Application		Request Date	28/10/2024
Subtype	Change of Curriculum in current Faculty		Status	Submission declined

Status Date	**Comment**	**By**
28/10/2024	Please complete section XXXX and re-upload the form as a new service request	Staff
28/10/2024	Please review my attached ACA09 form.	

Add Comment   Update Last Comment

∨ File Attachments

1-1 of 1 ∨

Attachments   Audit ⏸

Attached File	**Description**	**View**
ACA09.pdf	ACA09.pdf	View

Save   Cancel

- The comment/s updated by the Faculty Administrator or Programme Convener will be displayed in the comment field.