



# Application for Change of Curriculum 2015 ACA09

Student number		PeopleSoft ID					
Surname		First name					
Contact Cell number		Faculty					

**NB: Academic Information:** You must attach a unofficial transcript which has been printed in the last 24 hours

<b>TICK OPTION/S BELOW</b>		National Students Financial Aid Scheme (NSFAS)	
Changing a Programme Code	<input type="checkbox"/>	<b>Are you funded by NSFAS?</b>	
Changing a Specialisation/Major	<input type="checkbox"/>	Yes <input type="checkbox"/>	NO <input type="checkbox"/>
Adding/Dropping courses	<input type="checkbox"/>	<b>Graduation</b>	
Changing Faculty	<input type="checkbox"/>	<b>Do you expect to graduate this year</b>	
		Yes <input type="checkbox"/>	NO <input type="checkbox"/>

For your information					
Course	Last date to add a course	Get 100% fee adjustment	Get 50% fee adjustment	Cancel transcript entry	
Whole year	20 February	20 February	24 July	31 July	
First term	20 February	20 February	6 March	27 March	
Second term	24 July	24 July	7 August	28 August	

<b>REQUEST TO CHANGE FACULTY</b>			
Current Faculty			
Change to Faculty and Programme Code			
Approved by Faculty Manager (or Nominee) or Department of new Faculty: YES <input type="checkbox"/> NO <input type="checkbox"/> Sign: _____			

CHANGING A PROGRAMME/SPECIALISATION/MAJOR			
	Programme Code	Plan/Major Description	From When
Current			
Changing to			

WITHDRAWING		ADDING COURSES			
Withdrawing Courses		Adding Courses			
Course code	Period	Course code	Class number	Period - must be filled in	Signature of course convener (only for adding Science/Humanities PGRD courses)

**DECLARATIONS BY STUDENT AND ADVISOR:**

**STUDENT: I understand that it is my responsibility:**

- To determine any effects that these changes may have on my timetable, fees, source of funding, eligibility for graduation and/or readmission and duration of study.
- To check online and report discrepancies within 24 hours to the Faculty Office.
- I acknowledge that the effective date is the date submitted to the Faculty Office.

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**ADVISOR/PROGRAMME CONVENOR: I have checked the proposed changes and credit load and approve that they comply with the curriculum rules also that the student is in AYOS** 1 / 2 / 3 / 4

Name of Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Dean or Nominee Signature [for Humanities students]: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use	Tick
AYOS has been checked	<input type="checkbox"/>
Expected graduation term checked	<input type="checkbox"/>
QIPA status reviewed (if applicable)	<input type="checkbox"/>
Form has been processed	<input type="checkbox"/>
Name: _____	Signature: _____ Date: _____

## **HELP Document ACA09**

Print the form and attach your unofficial transcript

Note: This is not the form to use if you wish to cancel your registration at UCT. The Cancellation of Registration form is available at: <http://www.uct.ac.za/students/undergraduates/changes/>

The unofficial transcript contains your registration information as it is currently held on the UCT Student System. Any queries about this information should be directed to your Faculty office.

Fill in your personal information in section 1 use your nine digit student number and seven digit PeopleSoft ID. (Remember to keep your personal data, including addresses and telephone numbers, up to date via self service)

### **Fill in the proposed changes in Section**

Tick whether you will be changing Programme/Specialisation/Major. You could also be change from one Faculty to another. If you are changing one of aforementioned then, you should also tick add or dropping courses.

### **Financial Aid/Sponsor**

Changing your curriculum or taking a leave of absence has funding implications. You are required to consult your funder regarding the impact on your continued eligibility for funding.

NSFAS and UCT Student Financial Aid does not allow for students to change their programme of study without prior approval.

It is your responsibility to ensure that you have consulted and received approval from your sponsor regarding changes to your studies.

### **Graduation**

Indicate if you qualify to graduate in this year

### **For your information**

There are deadline dates for course additions and withdrawals. Late changes, if permitted, are subject to a penalty. See the handbook: "General Rules and Policies", (Rule G 14 and G 12.2) or consult your Faculty Office for deadline dates and fee implications. Credits can be obtained from the Faculty Handbooks. Class numbers are available from Faculty Office Notice Boards. Humanities courses class numbers are listed in the Humanities Handbook.

### **Request to Change Faculty**

If you are changing Faculty, submit this form to the faculty you are changing to, along with a letter of motivation

### **Changing a Programme/Specialisation/Major**

Add in the Programme code and Specialisation e.g CB001ACC04. This is obtainable from the Faculty handbook. <http://www.uct.ac.za/students/postgraduates/handbooks/>

### **Addition and Withdrawal of courses**

Departmental signatures are required for course withdrawals or additions. Course convener/student advisor signatures are required. It is your responsibility to establish the consequences of the changes you wish to make. These could include fee changes, timetable changes, changes in eligibility for readmission or graduation, changes in funding eligibility, or changes to your overall duration of study. <http://www.uct.ac.za/usr/finance/fees/fees2015.pdf>

### **Declarations by student and advisor:**

Check and Sign the form yourself and get your Programme Convener / Curriculum Advisor's signature  
The Advisor/Convenor must indicate your Academic Year of Study (AYOS)

### **Submission of form**

Take the completed form to your Faculty Office for processing by the advertised deadline

### **Check PeopleSoft**

Check your enrolment online using PeopleSoft Self Service within 24 hours and report any discrepancy to your faculty office immediately.