Course Change Request Guide

Welcome to College of Arts, Humanities and Social Sciences (CAHSS) Visiting Student Office's guide to the Course Change Request Form! This guide is to help our CAHSS visiting students complete our Course Change Request Form. The guide takes our CAHSS visiting students through the online form step-by-step.

If you have any questions about your courses, the form or this guide, please contact us at CAHSSvisitingstudents@ed.ac.uk.

You can complete the Course Change Request Form using a mobile device. However, to allow you use all the helpful tools provided, we would recommend you use a laptop or a computer.

STEP 1: CAHSS Course Change Request Form

This step of the form will provide you with some important information that you should consider and review before submitting a request.

Before submitting a course change request, please take some time to read the information we've provided on our website about 'Making Course Changes'.

Important information to consider before submitting a Course Change request

- Course change requests are processed on a first-received, first-processed basis, and there is no guarantee of receiving a place in a specific course.

- All Visiting Students must be enrolled in a full course load of 60 credits per semester (120 credits per academic year). There are very few exceptions to this rule, which you can find on our Course Load & Course Auditing Policy.

- You will only be enrolled to courses for which you meet the academic pre-requisites and the English language requirements. You can find out the specific requirements of a course through the Course Finder.

- You cannot be enrolled in courses if there is a timetable conflict. You can use PATH to build a timetable and see which courses fit together timetable wise. Please be aware that not all courses shown on PATH is available to visiting students. For visiting students, PATH is only a timetable building tool and is not linked to your actual course enrolments.

- If there are several tutorial group options for a course, you will be automatically allocated to a tutorial group that will fit with your timetable by the Timetabling Department. This allocation will take place at the start of the semester.

- For subject specific exchange students, you are expected to take two-thirds of your credits within the relevant subject area of your exchange agreement. If your course

change request does not meet the terms of your exchange agreement, we may have to refuse your request.

- If your course change request is submitted beyond the relevant course change deadline, it will not be processed.

Helpful tools:

Please review the Course Finder to see which courses are available to visiting students and their academic pre-requisites: https://www.ed.ac.uk/global/study-abroad/course.

You may also wish to use PATH to help you build a timetable and see which courses fit together. HOWEVER please be aware that not all courses shown on PATH is available to visiting students. For visiting students, PATH is only a timetable building tool and is not linked to your actual course enrolments. To access PATH, please click on the link provided: https://path.is.ed.ac.uk

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After you have reviewed the information that we have made available on this page, the form will ask you to respond to the following statement:

> *I confirm that I am a Visiting Student and that I have read and understood the above information including the 'Making Course Changes' and 'Course Change Request Guide'.*

To be able to progress to the rest of the form, please select '**Yes - I would like to continue with my course change request**', if this is true. You will not be able to move on to the rest of the form if you do not select this answer.

Once you have selected your answer, click on the next button.

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STEP 2: Student Details

This step of the form will request your details:

First Name	
Last Name	
*UUN (essential)	
Contact Email	

It is important that you complete this section correctly and accurately before moving on to the rest of the form.

Please provide your:

- First Name. Please feel free to provide your preferred name
- Last Name (i.e. Surname)
- *UUN. It is **essential** that you provide this so that we can locate your application and make any necessary changes to your courses. Your UUN or student ID number is issued to you when you submitted your application and you would have been required to provide this when communicating with the Visiting Student Office (i.e. 's1234567'). If you do not provide your UUN, or it is incorrect, your request will not be processed.
- Contact Email

Please then complete the confirmation that asks whether you "Are you a CAHSS Visiting Student, or a CSE Visiting Student requesting CAHSS courses?" by selecting the option that applies.

Once you have provided your details and completed the confirmation , click on the next button.

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STEP 3: Which courses are you currently enrolled in?

This step of the form will ask you to list the courses you are currently enrolled in:

Please list all the courses you are currently enrolled in:

	Module Code	Course Name	Duration/Period
COURSE #1			
COURSE #2			
COURSE #3			
COURSE #4			
COURSE #5			

Make sure to fill out this section of the form completely and accurately. The information you provide will be used throughout the rest of the form. It is important that you list all the courses you are currently enrolled in to ensure that we have all the information we require when dealing with your course change request.

Please complete the form from top to bottom (i.e. 1 - 12). Each course you list will be assigned a number from 1 - 12, depending on where you place the course. This number, along with the course details you provide, will be used to identify the course throughout the rest of the form and to action any of your requests.

Please provide:

- the **'Module Code'** (i.e. SCET08006);
- the **'Course Name'** (i.e. Scottish Studies 1A: Conceptualising Scotland); and
- the **'Duration/Period'** (i.e. Semester 1). For example, SCET08006 Scottish Studies 1A: Conceptualising Scotland Semester 2.

You **do not** need to use all the spaces provided.

How to view your current course enrolments:

Prior to your student record being created, you can view the courses you have been approved for through the Applicant Hub: https://www.ed.ac.uk/files/atoms/files/view_course_enrolments_via_the_applicant_hub.pdf.

A student record will be created for you much closer to the start of the semester. Once your student record has been created, you can view the courses you have been enrolled in through your Student Hub on MyEd: https://www.ed.ac.uk/files/atoms/files/view_course_enrolments_via_your_student_hub_on_myed.pdf.

Once you have listed all the courses you are currently enrolled in, click on the next button.

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STEP 4: Please select the courses you would like to DROP (if any)

This step will ask you to select any courses you would like to **DROP**. You are **not required** to select any courses if you do not want to drop any courses you are currently enrolled in.

The information you have provided in the previous section will appear below. If you have not completed the previous section, such as not providing the Module Code and Course Name of all the courses you are currently enrolled in, then this section may appear blank or incorrect or may be missing courses you are currently enrolled in. If so, we would suggest that you revise the previous section by clicking on the back button [←] and provide the information being requested, as instructed.

Only select the courses you would like to drop. These will be highlighted in blue once you click and select them. For example, courses you click on and select to drop will appear like this: **COURSE #1: CELT08014 Celtic Civilisation 1A**, or as shown in the image below:

"I confirm that I would like to **DROP** the following courses..."

COURSE #1: CELT08014 Celtic Civilisation 1A	COURSE #3: PPLS08002 Introduction to Cognitive Science
COURSE #2: PSYL08009 Psychology 1A	COURSE #4: SCIL08004 Sociology 1A: The Sociological Imagination: Individuals and Society

If you **do not** wish to drop any courses, please **do not select any** and move on to the rest of the form. If you change your mind and no longer wish to drop a course, please make sure to de-select the course before moving on to the rest of the form.

Once the Visiting Student Office receives your request, you will be removed from the course(s) you have selected on this page. Please take some time to review your request and make sure to review your request carefully.

Please remember that visiting students must be enrolled in 60 credits per semester (120 credits per academic year). There are very few exceptions to this rule, which you can find on our Course Load & Auditing Policy. Any exceptions to this rule will need to be discussed with the Visiting Student Office: CAHSSvisitingstudents@ed.ac.uk. If there are any issues with your course load once we remove you from a course, the Visiting Student Office will contact you to request further information and you may be required to revise your courses.

Once you have selected the courses you would like to drop (if any), click on the next button.

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STEP 5: Which courses would you like to ADD?

This step will ask you to list all the courses you would like to **ADD**, if any.

Please rank your course choices in order of preference and provide 4-5 course alternatives, if possible. For example, like the image below, place your number one preferred course as 'Course Choice #1', your second preferred course as 'Course Choice #2', and so on. If we are not able to enrol you in 'Course Choice #1' we will try and enrol you in 'Course Choice #2', moving down the list of course alternatives you have listed:

"I would like to try to **ADD** the following courses..."

	Module Code	Course Name	Duration/Period
Course Choice #1	SCWR08003	Social Work: Makin	Semester 1
Course Choice #2	STIS08009	History of Western	Semester 1
Course Choice #3	SCIL07002	Data Literacy	Semester 1
Course Choice #4	SCET08006	Scottish Studies 1A	Semester 1
Course Choice #5	CLGE08003	The Roman World	Semester 1
Course Choice #6	LATI08007	Latin 1A	Semester 1
Course Choice #7	DESI08123	Textiles and Print, T	Semester 1
Course Choice #8			
Course Choice #9			

You will be able to provide more information on your request in the next section.

If you are requesting courses based in the College of Science & Engineering (CSE), it may take longer to respond to your request as we would need to check your eligibility with our colleagues based in CSE. Please note that since you are joining the College of Arts, Humanities and Social Sciences (CAHSS), you can take no more than 20 credits in subject areas from CSE.

Helpful Tools:

- Please consult the Visiting Student Course Finder (http://www.ed.ac.uk/study-abroad/course) for guidance and to see which courses are available to visiting students.
- You can use PATH (https://path.is.ed.ac.uk/) to generate what a timetable would look like with the courses you would like to take. **Not all courses shown in PATH is available to visiting students**.

  If there are several tutorial group options, students will be allocated a tutorial group by the Timetabling Department at the start of the semester.

Before you can move on to the next step of the form, please read the important information provided before requesting to add a course:

- I understand that course change requests are processed on a first-received, first-processed basis, and there is no guarantee of receiving a place in a specific course.

- I understand that all visiting students must be enrolled in a full course load of 60 credits per semester (120 credits per academic year), with very few exceptions. If there are any issues with my course load, I understand that the Visiting Student Office will be in touch to request further information and my request may be refused. In which case, I may be required to revise my course choices.

- I understand that I will only be enrolled into courses for which I meet the academic pre-requisites; the English language requirements; and those that meet the conditions of my exchange agreement (if applicable). Furthermore, I understand that I cannot be enrolled in courses if there is a timetable conflict.

The form will then ask you the following question:

Please confirm that you understand and agree with these statements

Once you have read, and if you understand and agree, with the statements, please select '**Yes - I would like to submit the courses I have listed above for consideration**', if this is true. You will not be able to move on to the rest of the form if you do not select this answer.

Once you have selected your answer, click on the next button.

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STEP 6: Further Information on your Course Change Request

This step will request further information on your course change request.

In this section you can provide any additional information that you think might be helpful when dealing with your course change request. Feel free to provide as much information as you would like!

Examples of what you could include are:

- I would like to drop SCIL08012 Sociology 2A: Thinking Sociologically in Semester 1 and do not plan to replace it with a different course. I am currently enrolled in a full course load of 60 credits (per semester).

  Please note that this example is very rarely the case. Students must be enrolled in 60 credits per semester, which is a full course load, with very few exceptions to this rule (which you can find on our Course Load & Auditing Policy).

- I do not want to drop any of my courses, but I would like to try to add HIAR08010 History of Art 1A (VS1) in Semester 1. If this is not possible, I would like to try to add ECHS08005 History of Christianity as a World Religion 1A in Semester 1 instead. I am aware that 60 credits (per semester) is considered a full course load.

- I would like to drop CELT08016 Gaelic 1A (VS1) in Semester 1 and replace it with CELT08022 Heroes, Wonders, Saints and Sagas: Medieval Celtic Literature in Translation in Semester 1.

- I would like to drop LAWS08114 International Law Ordinary in Semester 1 and replace it with both LAWS081626 Family Law (Ordinary) and LAWS08119 International Private Law Ordinary, both in Semester 1. If this is not possible, I would still like drop to LAWS08114 International Law Ordinary in Semester 1 and replace it with LAWS08128 Scottish Legal System in Semester 1 instead.

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Please be aware that clicking on the 'next' button on this page will submit your Course Change Request Form to the Visiting Student Office for consideration. Please make sure you have provided us with all the information you would like us to have about your request before clicking 'next'.

Once you have provided all the information and are happy with your course change request, click on the next button to submit.

END OF GUIDE