

# Course Change Process – Student Guide

**Process Opens**  
W/C 13<sup>th</sup> September

*To book your appointments with AM/Careers please refer to the 'How to' guides provided in your email. Meeting with AM and Careers can happen in any order, but usually AMs first.*

**AM Meeting**

Book a meeting with your Academic Mentor. Meeting can be over Teams or face to face to discuss course change. They will look at and record key information e.g. do you meet the entry criteria, is there space, reason for not continuing on a course.

**Careers Team Meeting**

Book an appointment and meet with the Careers Team via Teams or face to face. They will discuss and record your intended destination and course options with you to ensure the decision you are making will not adversely affect your future progression.

**Timetable Changed**

At the end of your AM or Career meeting (whichever is last) you will be asked to confirm you wish to proceed with the course change application.

If you confirm you wish to proceed the change will take place **if** a space becomes available.

When a change is made there will be no opportunity to change back / make further changes.

Your timetable will be changed and you will be sent an SMS and email. **You must attend timetabled lessons until you receive this confirmation. Your attendance will be negatively affected if you do not.**

**Process Closes 1<sup>st</sup> October**

