Good morning all new students and welcome to College!

As you are beginning to settle into College life, we know that a small number of you may have been thinking about your courses and wanting to make a change to your programme of study.

During your application and enrolment process you have received a vast amount of information, advice and guidance and had opportunity to find out all you need to know regarding your course choices and how these suit your future destinations. In a minority of cases, we know that some students request to change their study programme for valid and reasonable reasons. To make a request there is a process that all students must follow. No course changes will occur prior to this point and without completion of the process. The attachments in this email illustrates the process and key dates for you. There are further attachments that show you how to book a meeting with your Academic Mentor and the Careers team. These meetings will usually be face to face can be completed online via MS Teams also.

We must make it clear that we cannot guarantee we can fulfil a course change request. If your chosen course is on a waiting list there is no guarantee that space will be created and if this is the case, you will not be able to change. We also need to make sure the request is in your best interests, be for a sound reason and must not impact on your future career/study aspirations. Your Academic Mentor will be able to advise you further when you meet with them.