

## Course Change Offer



### Selecting the new course

To alter the course the applicant is being offered you must first delete the coding in the **Programme** field. Progress the application to the **Academic Decision** screen and then click the **List** button in the **Programme** field and then click **Add criteria** to access the course list.

<b>Programme</b>	<input type="text" value=" "/>	<b>List</b>	<b>Year/Month</b>	2018/19
<b>Block</b>	1U	<b>Occurrence</b>	1A	
<b>Status</b>	APPLICANT	<b>Fee Status</b>	HOME	
<b>Stage</b>	1	<b>INTO Flag</b>		
<b>Initial Decision</b>		<b>Initial Response</b>		
<b>Offer 1</b>		<b>List</b>	<b>Offer 2</b>	
<b>Confirmation Decision</b>		<b>Qualification Status</b>		
<b>Offer Notes</b>			<b>Internal Notes</b>	

Search for or locate the course you wish to offer the applicant, you can search by course code, short name or full name. As in SITS, you can use the goldstar (\*) wildcard within your search. For example, to search for all therapy related courses you can search \*therapy\* and a list showing all available options will be returned, such as that shown below. Once you have located the course click the relevant **Select** button.

MAS Course - Please select a value

Search:

MAS Course (MCR) code	Short name	Full name	Select
DNU1B920302	OCC THERAPY	OCCUPATIONAL THERAPY	Select
DNU2B990502	COGNITIVE BT	COGNITIVE BEHAVIOURAL THERAPY SKILLS (CERT IN CCE)	Select
UNU1B160302	PHYSIO	PHYSIOTHERAPY	Select
UNU1B620302	SPEECH & LANGUA	SPEECH AND LANGUAGE THERAPY	Select
UNU1B920302	OCC THERAPY	OCCUPATIONAL THERAPY	Select

Showing 21 to 25 of 25 entries

First Previous 1 2 3 Next Last

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You will now have returned to the main decision screen and the new course code will be displayed in the **Programme** section. You should also check that the **Year/Month**, **Block**, **Occurrence**, **Status** and **Fee Status** are showing as you would expect.

❗ **You must not type the course code directly into the programme field as this will prevent out of use course codes from being used (as these will not appear in the list if searched for). If you cannot find your course in the list please contact the Data and Systems Team.**

Programme	<input type="text" value="UNU1B160302"/>	List	Year/Month	<input type="text" value="2018/19"/>
				<input type="text" value="09"/>
Block	<input type="text" value="1U"/>		Occurrence	<input type="text" value="1A"/>
Status	<input type="text" value="APPLICANT"/>		Fee Status	<input type="text" value="HOME"/>
Stage	<input type="text" value="1"/>		INTO Flag	<input type="text"/>
Initial Decision	<input type="text"/>		Initial Response	<input type="text"/>
Offer 1	<input type="text"/>	List	Offer 2	<input type="text"/>
Confirmation Decision	<input type="text"/>		Qualification Status	<input type="text"/>
Offer Notes	<input type="text"/>		Internal Notes	<input type="text"/>

You can now proceed with the rest of your offer as you would normally do so (or see [022 HOW-TO GUIDE](#) for details on how to do this).