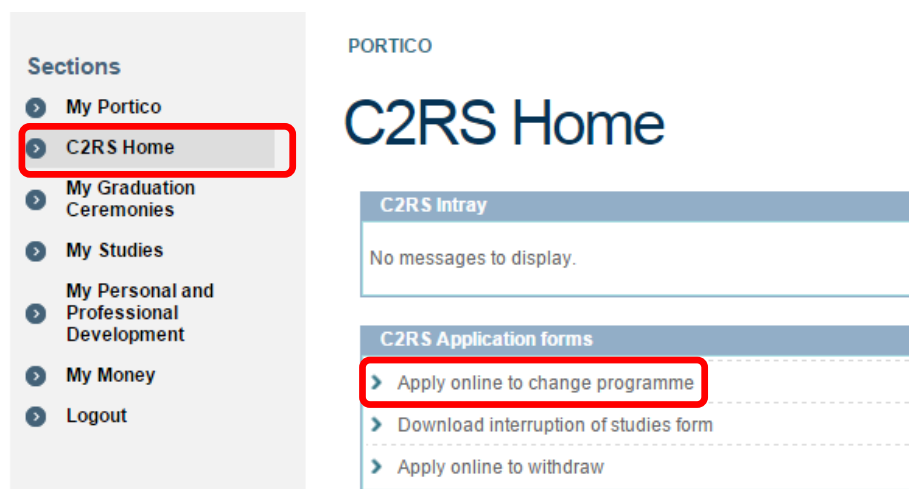


C2RS_005: Applying to Change Programme

This is a student guide to submitting an online application to change programme of study via Portico.

NB: C2RS (Change to Registration Status) manuals are regularly updated, so it is better to download a copy of this manual every time you need it, rather than saving copies in your local folders.

1. Log in to Portico. https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn
2. Click C2RS Home (Screenshot 1).
3. Click the *Apply online to change programme* link located in the C2RS Application forms container (Screenshot 1).



Screenshot 1

Terms and Conditions:

4. Read the onscreen instructions (Screenshot 2). It is important you are familiar with the Guidelines provided and Agree to the Terms and Conditions before you proceed with the application.

➤ Terms and Conditions Application Review

Guidelines for students wishing to change their registration status

You should first discuss any changes in registration with your Personal Tutor/ Postgraduate tutor/Supervisor in your department. The department will discuss your options with you and help you make the right decision.

You must read the [Academic Regulations](#) before making requests to any changes to your academic record.

Terms and Conditions of application to change programme

I have read, understand and confirm that:

- I will not be eligible for consideration for the award of a degree until I have completed the prescribed period of study required by my new degree programme and have satisfied the examiners in the requisite number of course units for my new degree programme as specified in the [UCL Regulations for Students](#).
- I have discussed changes to my registration status with the relevant departmental representative.

By ticking this box, I confirm that I have read and understood the above terms and conditions. ☐

Screenshot 2

5. Click Exit to return to the Home screen or confirm the terms and conditions and click Next to access the Application form

Application form:

6. From here you can:
 - a. Open the help menu by ticking the Help box in the top right of the screen (Screenshot 3).
 - b. View your basic student details for the programme you are currently enrolled on (Screenshot 3).
 - c. Complete the Programme Change Application form (Screenshot 3).

Terms and Conditions > Application Review

☐ Tick to show Help

Basic Student Detail	
Student Code:	12015886/1
Name:	Laurence Thomas Clark-Michalek
E-mail address:	laurence.clark-michalek.12@ucl.ac.uk
Faculty:	[ENG] Faculty of Engineering Sciences
Department:	[COMPS_ENG] Computer Science
Programme:	[UMNCOMSMAT05] MEng Mathematical Computation
Route:	[UMNCOMSMAT05] MEng Mathematical Computation
Year of Study:	Year 3

Programme Change Application	
New programme:	<input type="text"/> Pick Route
Year of Entry:	<input type="text"/>
Effective from:	<input type="text" value="Now"/>
Discussed with:	<input type="text"/>
Supporting documentation:	Upload
Comments:	<input type="text"/>

[Exit](#) [Next](#)

Screenshot 2

7. The Programme Change Application form enables to add 2 files to support your application. These need to be in one of the following formats: .txt, .doc, .docx, .png, .jpg, .pdf or .bmp. If the format is different, it will not be possible to upload the files and an error message will appear.
8. Use Upload button to add documents to your application. When the Upload window opens (Screenshot 4), click Browse to locate the document and then Upload to store it. Close the window.

Upload a maximum of two files

Select file(s) and then click upload button

Name	Status
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Screenshot 4

9. Once happy with the details provided, click Next to continue.

Review the application form:

10. Click Submit if all details are correct or use Back button to make the required amendments.

Application Received:

11. Once the application form has been submitted, store the details of the reference number that appears at the confirmation screen (Screenshot 5).

Change to Registration Status Process

➤ Application Received

Thank you your reference is: LCLAR85_23866184

Please use the links on the left or the exit button below to navigate away from this page.

Exit

Screenshot 5