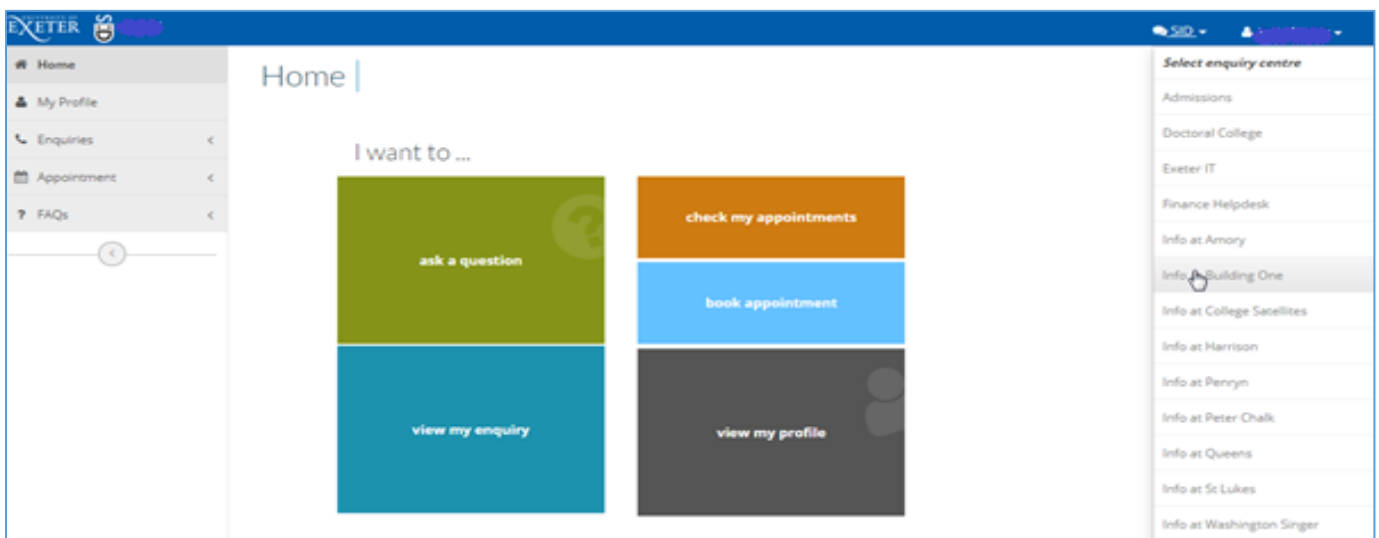


How to log a Change of Programme Form in SID Online

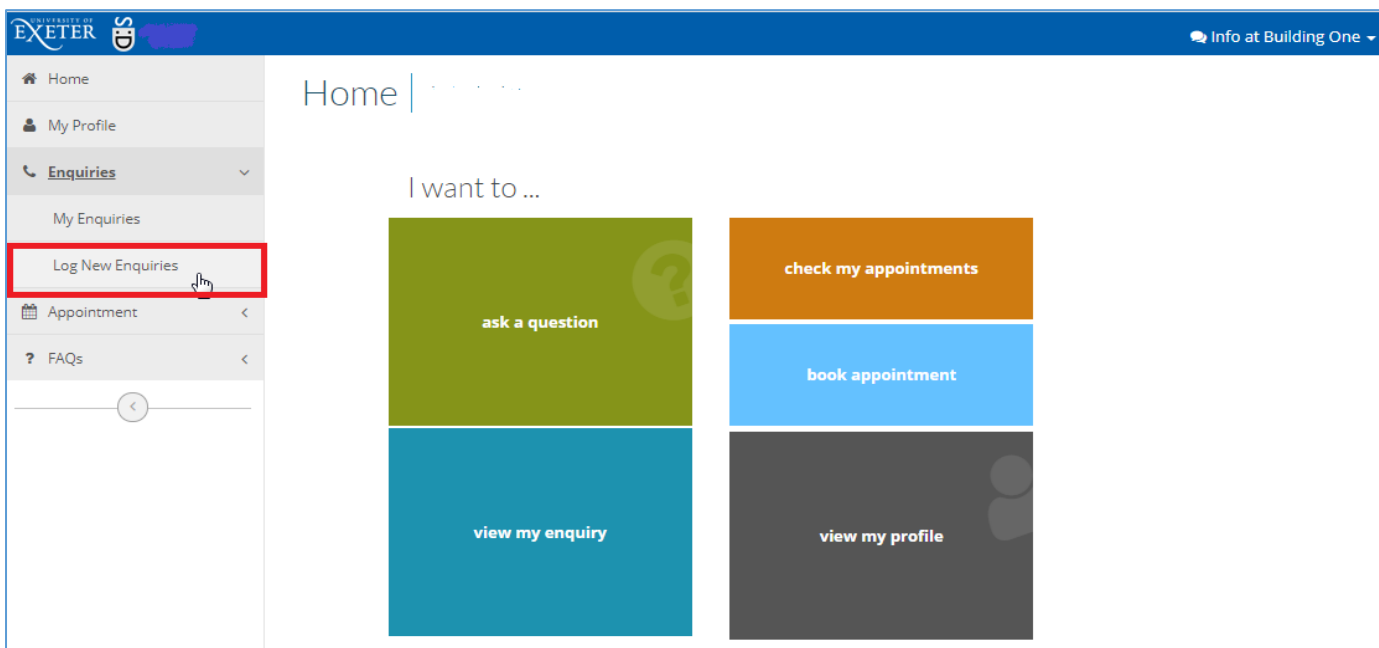


First log into SID with your usual University of Exeter IT username and password via:
<https://sid.exeter.ac.uk>

Once logged in, select your Info Point from the drop down enquiry centre list on the top right of the screen. In this example we have used Info at Building One, however the correct Info Point must be selected as this dictates the team the form will be sent to.



Then expand the “Enquiries” section on the left hand menu and click the “Log New Enquiries” option.



How to log a Change of Programme Form in SID Online



You will then be able to search for the “Change of Programme” category using the search box.

After selecting the category, you will be presented with the relevant Form. Please complete all questions and read the form completion notes.

Depending on your answers to some questions you may be presented with extra information. Please read this information carefully and action as required.

How to log a Change of Programme Form in SID Online



Name of programme you wish to change to **IN FULL** (for example BSC Business and Management) *Please note inaccurate information may result in a delay in processing your request.* *

BSC Medical Sciences

Please enter the date that you would like this change to start from. *If you want to change programme from the start of next year, select 01/08/2020.* (Note: The date will be saved as YYYY-MM-DD when you save your enquiry). *

01/08/2020

What year of study will you be in when the change happens? *

Back to year 1

*
If you have anything else you wish to add please write it in the message text box below.

Once you have completed all relevant information boxes please submit your enquiry by clicking the **Log now** button below.

Message *

Standard quick enquiry re Change of Programme (Building One)

 Drop Files Here

+ Add Files...

Send

As part of logging your request please be sure to write something in the “message” box. If you have no further information to add to your request please write “No further information”

After completing all questions, click on the “Send” button to log your request with your College Info Point.