

Student: Appeal Exclusion Statuses

You may be excluded from registering due to several reasons. To appeal against an Exclusion Status Code that is linked against your student number please follow the steps below carefully.

Quick Summary:

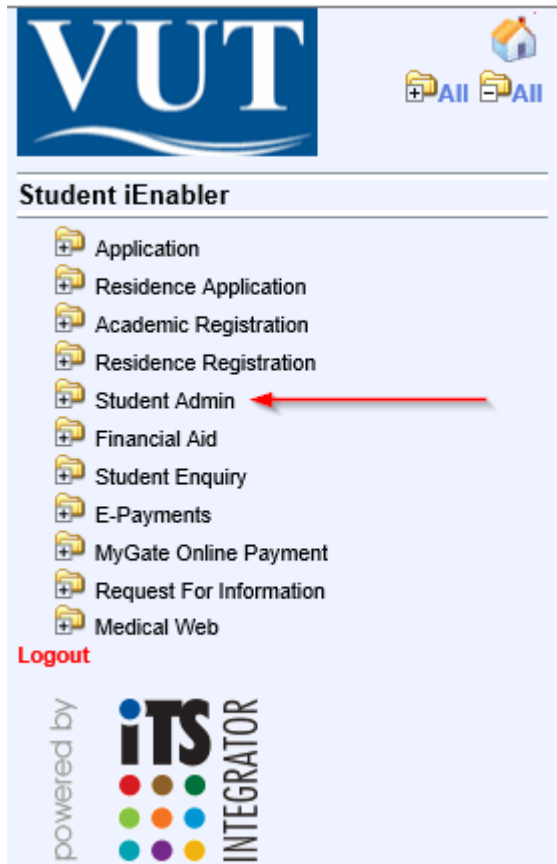
Step	What to do
1.	Student Admin
2.	Appeals
3.	Enter appeal
4.	Enter Motivation
5.	Load supporting documents
6.	Click on "Load/View Documents"
7.	Maintain Documents
8.	Document Upload
9.	Locate the file
10.	Save the file
11.	Close upload dialog
12.	Return to your iEnabler browser session and repeat process if required

Read the detail below



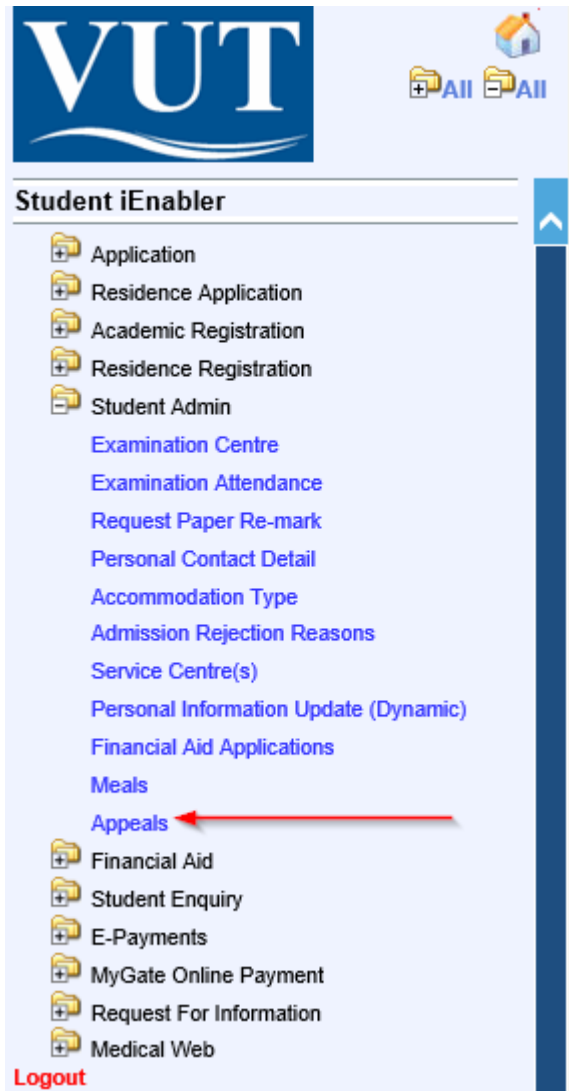
1. Student Admin

a. Open the Student Admin Business Process



2. Appeals

- a. Click on the "Appeals" option in the "Student Admin" business process



3. Enter appeal

- a. Click on the Exclusion Status Code (EXSC) that you want to appeal against (e.g. ACEX)

VUT TEST103 Tuesday, 10th July 2018

Appeals

Student Number:
Name:

Note:

- Click on the hyperlink if you want to appeal a specific status.
- If there is no hyperlink on the status code the status has either already been appealed or the time for appeals has expired.

Status	Status Description	Qualification /Subject	Start Date	Appeal Date	Request Number	Outcome	Upload Documentation
ACEX	EXCLUDE-UNSATISFACTORY ACADEMIC PROGRESS		10-JUL-18	12-AUG-2018			
EXQ1	Unsatisfactory qual progress - 1st		10-JUL-18	12-AUG-2018			

* Days allowed for appeal have expired
** Appeal cycle is closed

4. Enter Motivation

- a. Enter your motivation in the text area provided.
- b. **Click** the “Save” button when you are done
- c. If you want to start over with you motivation, click the “Clear

Appeals

Student Number:
Name:

Year	2018
Status	ACEX
Qual/Subj/Student	T - 210006951
Appeal Date	10-JUL-2018

Motivation

Save Clear Form

5. Load supporting documents

- a. Once you have saved your motivation, you can load supporting documents
- b. You are restricted to the following file types: .pdf, .jpeg, .png, .tiff
- c. The file sizes are restricted to 2Mb
- d. You must scan/load the files to the device you are using (e.g. PC, Smart Phone, Tablet etc.)

Appeals

Student Number:
 Name:

Note:

- Click on the hyperlink if you want to appeal a specific status.
- If there is no hyperlink on the status code the status has either already been appealed or the time for appeals has expired.

Status	Status	Qualification	Start	Appeal	Request	Outcome	Upload
	Description	/Subject	Date	Date	Number		Documentation
ACEX	EXCLUDE-UNSATISFACTORY ACADEMIC PROGRESS		10-JUL-18	12-AUG-2018	24	In Progress	Load/View Documents
EXQ1	Unsatisfactory qual progress - 1st		10-JUL-18	12-AUG-2018			

* Days allowed for appeal have expired
 ** Appeal cycle is closed



6. Click on “Load/View Documents”

- a. On the pop-up, click on “View/Upload – Appeals Documentation”

Note:


- Click on the hyperlink if you want to appeal a specific status.
- If there is no hyperlink on the status code the status has either already been appealed or the time for appeals has expired.

Status	Status	Qualification	Start	Appeal	Request	Outcome	Upload
	Description	/Subject	Date	Date	Number		Documentation
ACEX	EXCLUDE-UNSATISFACTORY ACADEMIC PROGRESS		10-JUL-18	12-AUG-2018	24	In Progress	Load/View Documents
EXQ1	Unsatisfactory qual progress - 1st		10-JUL-18	12-AUG-2018			

* Days allowed for appeal have expired
 ** Appeal cycle is closed

Choose Category Close

[View/Upload - Appeals Documentation](#)



7. Maintain Documents

- a. A new browser window will open.
- b. If there are already documents linked to this EXSC, it will be displayed and you can view them.
- c. To load a new document, click the "Upload Document".

Maintain Documents : Appeals Documentation

Student Number:
Name:

Service Request	24
Academic Year	2018
Exclusion Status	ACEX
Qualification or Subject	208083

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Academic Year	Exclusion Status	Qualification or Subject	Document Sequence	Date	File Name	Remarks
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8. Document Upload

- a. A new browser window is opened
- b. Click on the "Browse" button

Document Upload : Appeals Documentation

Student Number Name:

Prompt	Reference
Service Request	24
Academic Year	2018
Exclusion Status	ACEX
Qualification or Subject	208083

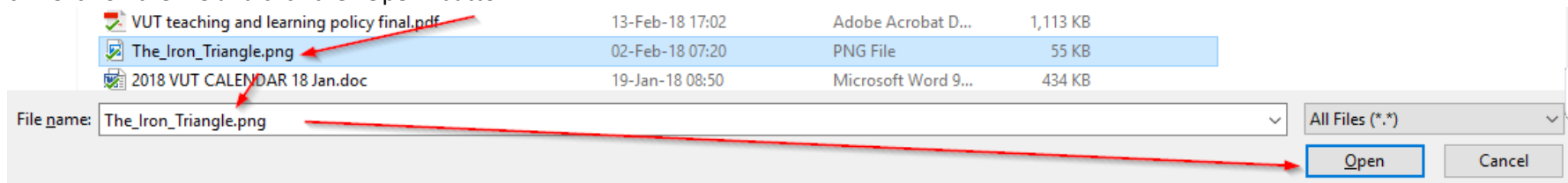
Filename to Upload:

Additional Information:

```
<pre></pre>
```


9. Locate the file

- a. The “browse” action opens the file explorer functionality of your device.
- b. Navigate to the directory where you have stored the file.
- c. Click on the file and click the “Open” button.



10. Save the file

- a. Enter a comment (optional) between the <pre></pre> tags
- b. Click the "Save" button

Document Upload : Appeals Documentation

Student Number:
Name:

Prompt	Reference
Service Request	24
Academic Year	2018
Exclusion Status	ACEX
Qualification or Subject	208083

Filename to Upload: C:\Users\20161121\Google Drive\aa_Business\Clients\VUT\The_ Browse... Save

Additional Information:

```
<pre>This is an example of additional comments for the document to be loaded</pre>
```

This comment is optional

Close

11. Close upload dialog

- a. Click the "Close" button on the report back screen

Document Upload : Appeals Documentation

User Number: :
Name:

Details of loaded document:

Prompt	Reference
Service Request	24
Academic Year	2018
Exclusion Status	ACEX
Qualification or Subject	208083
Filename	F1719086792/The_Iron_Triangle.png
Additional Information	This is an example of additional comments for the document to be loaded
Mime Type	image/png
Document Size	56262
DAD Characteraset	ascii
Content Type	BLOB

Document/Image upload successful

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12. Return to your iEnabler browser session and repeat process if required
 - a. You can repeat this process to load multiple documents
 - b. You can now appeal the next EXSC if more than one is linked to your student number