BAS12 – UCT Teaching Venue Change/Addition Request Form

**Note:**

* This form is to be completed by UCT staff who need to request a change/additional venue for Teaching.
* Email the completed form to [venues@uct.ac.za](mailto:venues@uct.ac.za)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |  | **Submitted by:** |  | **Contact number:** |  |
|  |  |  |  |  |  |
|  |  | **Department:** |  | **Course convenor:** |  |
|  |  |  |  |  |  |

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|  |  |  |  |  |  | **Current** | | | | | | | | | | | | | **Addition/Change to:** | | | | | | | | |  | |
|  | **Course**  **Code** | **P/Soft**  **Class number** | **Quarter** | | **Activity**  **Type** | **Day** | | | | | | | | **Start**  **Time** | | **End**  **Time** | | **Current**  **Venue** | **Day** | | | | | | **Start**  **Time** | | **End**  **Time** | Reason for requesting  additional/change of venue | |
|  | **Start**  **date** | **End**  **Date** | **M** | **Tu** | | **W** | | **Th** | **F** | | **M** | | **Tu** | **W** | **Th** | **F** |
| 1 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 2 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 3 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 4 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 5 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 6 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 7 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 8 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 9 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
| 10 |  |  |  |  |  |  |  | |  | |  |  | |  | |  | |  |  | |  |  |  |  |  | |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Office Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Has the above addition/change been captured in PeopleSoft? | | | | | | | | Yes | |  | | | No | |  | | Captured by | | |  | | | | | | Date | |  |