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

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| **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 requestingadditional/change of venue |
|  | **Start****date** | **End****Date** | **M** | **Tu** | **W** | **Th** | **F** | **M** | **Tu** | **W** | **Th** | **F** |
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|  |
| **Office Use Only** |
| Has the above addition/change been captured in PeopleSoft? | Yes |  | No |  | Captured by |  | Date |  |