

Sonia User Guide – WYAMP Student Extra Forms

Students are able to self-allocate some forms, to complete themselves.

These forms are:

- Mentoring Application Amendment form used to either change the requested subject for tutoring (either due to change in enrolments, circumstances or no longer needing mentoring) or to opt into tutoring after previously opting out.
- Change of Mentoring Hours form this form is used to request additional mentoring hours to cover a supplementary or replacement assessment/examination, or health related issues.

Below the process for filling out the forms will be outlined.

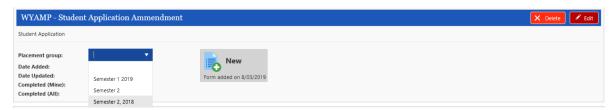
How to self-allocate a form

Go to the forms tab and from the drop down menu select the appropriate form then add. The form will then appear in your list.



Mentoring Application Amendment form

Select the appropriate placement group from the drop down menu and leave the course blank.



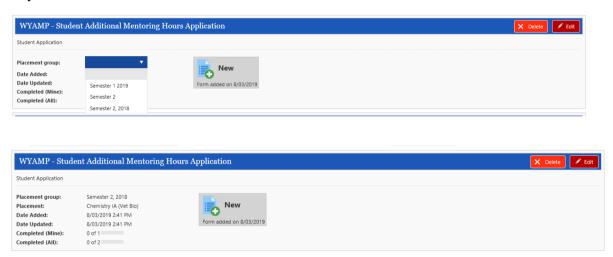
The settings should look like this.



Edit the form and submit.

Change of Mentoring Hours form

If you have an additional or replacement assessment Select the appropriate placement group, and the appropriate course from the drop down menus. If you have a disability support plan select the placement group only.



Edit the form and submit.

If you require additional hours because of a Disability Support Plan (DSP) via the Documents tab upload a copy of your documentation. Select the correct category and within the description box write "your name disability support plan".

