

R-37: Change of Module Choice Form

Instructions for Completion – Semester TWO

Section A

Changes to your choice of modules for Semester 2 can be made, free of charge, using the change of mind link from your portal page from Monday 13th to Monday 20th February 2012 during Semester 2.

This should be done online during the period outlined above. Please log onto your portal page with your user name and password. Further instructions will be displayed on your portal page.

Late Change of Modules – Semester Two Tuesday 21st – Friday 24th February 2012

Late changes can also be made using this form. You cannot use the online system during this time and you are liable for a payment of €60. Please complete this form, have it signed by the Chairperson of your programme board (or Senior Faculty Administrator) and submit it to the Registry with your €60 fee payment. Please note cash will not be accepted, only payments made by credit, debit cards, cheque and bank giro will be processed.

No changes are permitted after Friday 24th February 2012.

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Section B

Student Number: _____

Surname: _____

First Name: _____

Contact Phone Number: _____

PPS Number: _____

Programme of Study: _____

Year of Study: _____

Offering Type: 01 (full-time) 02 (part-time) 03 (modular)

Amendments to Modules:

Please ensure you have completed this section correctly as only one form can be submitted per student per semester.

Attendance/ Examination Requirements Schedule:

Please complete using the codes below.

Semester (1)

1 = Semester 1 only

2 = Semester 2 only

0 = Year Long

Attendance Type (2)

N = Normal Attendance

B = Repeat – Attendance & Exams

F = Deferred Attempt – Attendance & Exams

Modules to be deleted:

Module Code	Module Title	(1) Semester	(2) Attendance Type
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Modules to be added:

Module Code	Module Title	(1) Semester	(2) Attendance Type
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: _____
(Student)

Date: ____ / ____ / ____

Signed: _____
(Chairperson / Senior Faculty Administrator)

Date: ____ / ____ / ____

Please return the completed form to:

Student Enrolment
Registry
Dublin City University
Dublin 9

Section C

Official Use Only:

Late Change of Modules fee

Fee Paid: Laser / Credit Card: Giro:

Received By: _____ Date Stamp: _____

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