R-37: Change of Module Choice Form

Instructions for Completion – Semester ONE

Section A

Changes to your choice of modules for all Semesters can be made, free of charge, through the following link [http://www.dcu.ie/iss/studentapps.shtml](http://www.dcu.ie/iss/studentapps.shtml) under ‘My Details’ from Monday 25th to Friday 29th September 2017 during Semester 1.

This should be done online during the period outlined above. Please login with your user name and password and click on ‘Change of Module’.

Late Change of Modules – Semester ONE
Monday 2nd October – Friday 6th October 2017

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 the completed form 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 6th October 2017
R-37: Change of Module Choice Form

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) Attendance Type (2)
1 = Semester 1 only N = Normal Attendance
2 = Semester 2 only B = Repeat – Attendance & Exams
0 = Year Long F = Deferred Attempt – Attendance & Exams

Modules to be deleted:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>(1) Semester</th>
<th>(2) Attendance Type</th>
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<tbody>
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Modules to be added:

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<thead>
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<th>Module Code</th>
<th>Module Title</th>
<th>(1) Semester</th>
<th>(2) Attendance Type</th>
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Signed: ____________________________________  Date: _____ / _____ / _____
(Student)

Signed: ____________________________________  Date: _____ / _____ / _____
(Chairperson / Senior Faculty Administrator)

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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