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 under ‘My Details’ from Monday 1st to Friday 5th October 2018 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 8th October – Friday 12th October 2018

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 12th October 2018
R-37: Change of Module Choice Form
Section B

Student Number: ___________________________________________

Surname: ________________________________________________

First Name: ______________________________________________

Contact Phone 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.

<table>
<thead>
<tr>
<th>Semester (1)</th>
<th>Attendance Type (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 = Semester 1 only</td>
<td>N = Normal Attendance</td>
</tr>
<tr>
<td>2 = Semester 2 only</td>
<td>B = Repeat – Attendance &amp; Exams</td>
</tr>
<tr>
<td>0 = Year Long</td>
<td>F = Deferred Attempt – Attendance &amp; Exams</td>
</tr>
</tbody>
</table>

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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</thead>
<tbody>
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Updated by Registry: 11th October 2018
### Modules to be added:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>(1) Semester</th>
<th>(2) Attendance Type</th>
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</thead>
<tbody>
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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: ________________

**Data Protection Notice:** Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the Registry Data Protection Notice, which can be viewed at the following website address: [https://www.dcu.ie/registry/data-protection-notice.shtml](https://www.dcu.ie/registry/data-protection-notice.shtml)

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