



## **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 1<sup>st</sup> to Friday 5<sup>th</sup> 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 8<sup>th</sup> October – Friday 12<sup>th</sup> 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 12<sup>th</sup> 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.

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:

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: \_\_\_\_\_

**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>

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