R-37: Change of Module Choice Form

Instructions for Completion – Semester TWO

Section A

Changes to your choice of modules for Semester 2 only, can be made free of charge, through the following link http://www.dcu.ie/iss/studentapps.shtml under 'My Details' from Monday 29th January 2018 to Monday 12th February 2018 during Semester 2. No changes are permitted for Year Long or Semester 1 modules.

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 TWO
Tuesday 13th – Friday 16th February 2018
(Subject to Approval by Registry and Programme Chairperson)

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 16th February 2018

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:

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

Modules to be added:

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

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: _____