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| ***Maynooth-University-Logo_CMYK_AW*** | **Ollscoil Mhá Nuad**  **Maynooth University** |

**Form No. R7.3**

(Version 7 14 Feb 2020)

**R7.3** Additional module(s) not part of normal programme:

An additional module registration is used when a student takes additional credits outside their primary qualification. In such cases, the additional module is included in the student’s record, displays on an academic transcript but does not contribute to the primary qualification’s annual result. This is referred to in Registry as an LCO registration. Modules registered as LCOs cannot be later substituted into the primary programme registration.

There is a fee for this type of registration; students should contact the Fees & Grants Office for details.

**Student Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student number |  | MU email | |  |
| Family name |  | Mobile phone number | |  |
| First name |  | Programme and year of study | |  |
| **Additional modules outside your primary qualification / normal programme** | | | | |
| Module(s) to be registered (Code & Title) | | | | |
|  | | |  | |
|  | | |  | |
| **Student Signature** | | | **Date** | |

**Authorisation of relevant Head of Department for module(s) is required**

|  |  |
| --- | --- |
| Approval of Head of Department  [***Department delivering the module ]*** | Comment (if any) |
| Name |
| Department |
| Signature |
| Date |

**Deadline: Requests should be submitted to the Student Records Office (**[**registration@mu.ie**](mailto:registration@mu.ie)**) within the first three weeks of semester one and the first two weeks of semester two.**

Note that:

* Amendments to the student’s record are contingent on a Registry technical check.
* Amendments must be timetable compatible with a student’s existing modules.
* There must be capacity in the chosen module(s).
* These amendments cannot be made online.
* Amendments of this type are not available to first year undergraduate students or to a student carrying a deficit into the current academic year.

**Registry Use Only – Tracking of progress**

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| **Staff Signature** | **Date** | **Student Advised** |