

## Module Changes

**Monday 13th January 9am until Friday 24th January 2020 12pm (noon)**

### Important notes on the Module Change Form:

1. You must complete a form for the Info Point that owns the module. For example if you want to add a Business School module and a Politics module, you will need to submit two separate module change forms to the Business School and Amory Info Points.
2. Changes will be completed as soon as possible, the Info Point will aim to process requests within three working days. Please be patient.
3. Forms which are incomplete or contain errors will not be completed: you will be notified via email and the form will be removed
4. Students will be added on a first-come, first served basis
5. Where no spaces are available students will automatically be added to the waiting list and will be added to the module if a space becomes available. You will be notified via email
6. If you wish to delete your request, see a member of the team at the appropriate Info Point.
7. The module code and the module title must be for the same module. For each module you wish to add you will need to complete a new form.
8. If you are not dropping a module (i.e. you do not have 60 credits) you must add 'NA' in the fields 'Module Code (module wish to drop) and 'Module Name (module wish to drop). Do not leave any fields blank.
9. You will find your student number on your acceptance email from Exeter. It will be 9 digits long and start with 6900\*\*\*\* or 7000\*\*\*\*
10. You will need to use your Exeter email address or your home university email address.
11. In the notes section, please state that you are an exchange student
12. If the module you have requested has a pre-requisite, please state which module at your home university you have taken that meets this requirement
13. Once your module change has been confirmed, your ELE pages will update overnight. Your new timetable should be visible **within 48 hours** of your confirmation e-mail. To ensure that you are checking the latest version of your timetable, make sure you refresh each week that you are checking.

**The final deadline for any module changes is 12pm Friday 24<sup>th</sup> January**