



Important Information on Dropping and Substituting Modules (incl. Resits and Repeats) in Semester 2 (2011/12)

UCD Registry
ClárIann UCD

The following instructions apply to Undergraduate students only:

Important to Note:
The status WB means in academic terms, withdrawn before the end of week 6. The grade "W" will be the result. The student will not be capped for their grade point for the module should they do it in the future.
The status WA means in academic terms, withdrawn late - after week 6 and before the end of the 13th week of the semester. The grade "WL" will be the result. A student cannot withdraw from a module after week thirteen according to General Regulations. The student will be capped for their grade point for the module should they do it in the future.
The use of the WB, WA or DD status is ultimately an academic judgment so a Programme can use its discretion when applying them.
From 2011/12 onwards, the WA status will raise fees against the student. This is a change from previous practice, where there were no fees raised against either WA, WB or DD i.e. the student was not charged for dropping modules after online registration had closed, no matter what status was used. This will continue to be the case for WB and DD i.e. no fees will be raised with either status. With WA, the practical consequences will depend on whether a student qualifies for free fees – if they do, the module will count towards the credits that the student is allowed for this purpose. If not, it will be included in the credits for which they have to pay.

1. DROPPING MODULES

If you get any requests from students **dated from 28 January 2012 onwards** to drop a **Semester 2** (Part of Term 2) module, please do the following in SFAREGS.

- From 28 January until 24 February 2012:

Use **WB** as the registration status

- From 25 February 2012:



Important Information on Dropping and Substituting Modules (incl. Resits and Repeats) in Semester 2 (2011/12)

UCD Registry
ClárIann UCD

Use **WA** as the registration status

Do not remove the record – leave it visible in SFAREGS.

Please note that for Study Abroad and Erasmus students, you should always use DD (and remove the record) when dropping a module.

2. RESITS/REPEATS

- Students will be able to drop their resits or repeats online until 27 January 2012.
- **DD** status should be used for students who wish to drop resits/repeats from 28 January 2012.
- If the resit or repeat is no longer relevant, based on an Assessment Appeal or a Change of Grade, use **DD** to drop it at all times.

When registering a student as a repeat/resit to a module in SFAREGS; remember to use Grade Mode R, the module status of RR (repeat) or ES (Resit) and assign the relevant Stage to the module via Update Stages in SIS.

3. SUBSTITUTING MODULES

OPTION AND ELECTIVE MODULES

When substituting option or elective modules in **SFAREGS** please do the following:

- Enter the appropriate CRN in SFAREGS
- For **Option** modules use Grade Mode M and Status RW (see example below)

Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours		
66953	BMGT	20010	VA1	M	5.000	5.000	5.000	5.000	RW	UG

- For **Elective** modules use Grade Mode M and Status RV or RP. RV should be used where the elective is a General (open to all) Elective, and RP where it is an In Programme Elective. The example below illustrates how a General Elective should be registered.



Important Information on Dropping and Substituting Modules (incl. Resits and Repeats) in Semester 2 (2011/12)

UCD Registry
ClárIann UCD

Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level
66803	BCHN	30030	YA1	M	5.000	5.000	5.000	5.000	RV	UG

Remember to assign the relevant stage to the module via Update Stages in SIS.

The statuses RY and RZ, which were used for substitute modules in previous years, no longer apply.

CORE MODULES - FORCED SUBSTITUTES

These should be registered in SFAREGS with Grade Mode R and Status RE, as in the example below.

Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level
45718	CHEM	30250	VQ1	R	5.000	5.000	5.000	5.000	RE	UG

In addition, a comment needs to be recorded in **SPACMNT** to outline the details of the substitution.

- In **SPACMNT** enter the student ID in the **ID field** and Ctrl/Page Down.
- If the student has existing comments go to **Record** at the top of the screen and choose **Insert** to get a blank comment page.
- In **Comment Type** enter SUB (to indicate that it is a comment about substitutes).
- In the **Comments** box enter the details of the substitution. Include the following:
 - **Module Code** of the new module
 - **Module Code** of the old module
 - Date(in ddmmyy format)
 - Name of person making the comment

The example below illustrates how this should appear.



Important Information on Dropping and Substituting Modules (incl. Resits and Repeats) in Semester 2 (2011/12)

UCD Registry
Clárann UCD

Person Comment Form SPACMNT 8.0 (USIS)

ID: 08109834 Student, Test

Comment Type: SUB Substitutes
Originator:
Contact:
Contact Date: 06-SEP-2011

Appointments
From Time:
To Time:

Confidentiality
Add Date: 06-SEP-2011
Activity Date: 06-SEP-2011
Last Updated by: BMORR

Comments:
FR10010 replacing FR10020 - Forced Core Substitution
Changed 06/09/11 BMorr

Narrative Comments:

Please Note: Students are charged a resit fee for this type of substitution. This means that they will have to pay for it in 2011/12, regardless of whether they qualify for free fees or not. It will not however be included in the credits for free fees.

4. WX GRADES – RE-TAKING & SUBSTITUTING

This information applies to students who have modules that were graded as WX on their last attempt, and who wish to take that module again in Semester I, or replace it with a different module.

It is important to note that WX modules are included in the credits for free fees. However where the student takes the same module again, there is no charge for that second attempt i.e. the module will be only counted once if it is retaken.

This second attempt requires a registration status which causes no fee to be raised. Use:

- **RY** (for core/option modules) and
- **RZ** (for electives)
- and grade mode **M** with either status

Note:

This is a new use of RY/RZ.

This is the only instance in which RY and RZ are to be used.

The example below illustrates how an option module should be registered



Important Information on Dropping and Substituting Modules (incl. Resits and Repeats) in Semester 2 (2011/12)

UCD Registry
ClárIann UCD

Course Information								Time	Status	Level
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Hours	Status	Level
<input type="text" value="65268"/>	<input type="text" value="ENG"/>	<input type="text" value="20400"/>	<input type="text" value="VQ1"/>	<input type="text" value="M"/>	<input type="text" value="5.000"/>	<input type="text" value=".000"/>	<input type="text" value="5.000"/>	<input type="text" value="5.000"/>	<input type="text" value="RY"/>	<input type="text" value="UG"/>

Where a student has been awarded a WX grade but subsequently decides to take a *different* module, the standard module charge applies for taking that module. This charge will be the pro-rated module fee. If the student is in receipt of free fees therefore, both modules will count towards the 'free fees' credit limit. If not, the student will have to pay for both.

These substitute modules should be registered as follows:-

- **RE** for core
- **RW** for option
- **RV/RP** for elective
- and grade mode **M** in all instances