



6th Year Students/Parents/ Guardians



CAO - Change of Mind Opens 5th May @ 12 noon

Change of Mind: It is very important that you check your course choices to ensure that they are **absolutely correct**. If you need to amend or add courses you may use the Change of Mind facility before the **1st July at 17:15**. To make changes to your course choices (during the periods outlined below):

- Log in via the 'My Application' facility and go to add/change course choices;
- Introduce all of your courses on the 'New List' in your preferred order of preference, remembering to click 'Continue with course changes' to save the information; and,
- Check the acknowledgement email sent to the e-mail address you supplied when making your application. **Make sure to check that your changes have been recorded completely and correctly.**

For more information on the Change of Mind facility watch the short video resource: CAO Change of Mind Video Guide Change of Mind - 5th May (12:00 noon) to 1st July (17:15)

<https://www.cao.ie/index.php?page=video&l=86519317>

.Making Changes:

- - subject to the exceptions and restrictions mentioned below, you may change course choices (without fee) **as often as you wish**, up to 17:15 on the 1st July;
- - if you submit a Change of Mind it cancels and supersedes all the previous course choices in any category in which changes are made. However, choices in the two categories (Level 8 and Level 7/6) are considered to be completely separate from each other for this purpose e.g. a change of Level 8 course choices will not affect Level 7/6 choices.
- - if you do not wish to change the courses in one category, do not submit a change. Your original courses in that category will remain unchanged.
- - do not mix courses from different categories (Level 8 and Level 7/6) and make sure to list all of your course choices for the particular category which you change.
- - except for **Restricted Application Courses/Restricted Categories of applicants** (see page 3 of the CAO handbook and below), you may enter on the form courses which did not appear on your original application.

Please contact your Guidance Counsellor- Ms. Costello mc@naascbs.ie or Ms. Conneely mcy@naascbs.ie for any help you may need.