

A large red speech bubble graphic with a white outline, pointing downwards. The text "CAO Change of Mind" is centered inside the bubble in white. The background features faint, concentric circles and dashed lines.

CAO Change of Mind

Change of Mind

- **Log on to Cao.ie and click on My Application**
- **Click Change course choices**
- **Re enter you course choices in order of preference**
- **Make sure you take codes from CAO website.**

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- Make sure the courses are in genuine order of Preference, this is extremely important as you will be offered the highest course on your list that you have the points for.
- Students click continue with course choices to save their changes.
- Check College and course entry requirements before making changes(www.qualifax.ie)
- Fill up as many of the twenty places as you can.

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- **Students cannot add in Restricted Courses ordinarily at this time as assessments take place in February/March.**
- **This year if the assessment has not yet taken place please email the CAO office at enquires@cao.ie**

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- If Students are applying for a grant, they should tick the box on their CAO application so that the CAO supplies their details to SUSI.
- They must also fill out the grant application form on www.susi.ie
- The sooner you apply the sooner your application is processed.

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- If you have an Irish or Foreign language exemption and are applying to a University, then you must provide details of your exemption if you haven't done so already.
- Please make contact with me by email for further advise in this regard.

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- **Students are advised to keep a record of their course changes by taking a screen shot when completed.**
- **The CAO will send an Acknowledgment email when changes are made.**
- **The Change of Mind facility closes on July 1st at 5.15 pm.**

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- You can use the Change of Mind Facility as often as you like free of charge.
- However whatever courses are on your form on July 1st at 5.15pm are your final decision.
- Courses cannot be changed after this.
- Watch the following video
- <https://vimeo.com/86519317>

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- Any questions please email,
- annette.tierney@borrisokanecc.ie
- martina.maher@borrisokanecc.ie