



University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath



HOW TO REGISTER ONLINE

A STEP-BY-STEP GUIDE TO UCD REGISTRATION

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Every effort has been made to ensure the information contained herein is correct at time of going to print. However, it may be subject to change.

GETTING STARTED

Before you begin the academic year at UCD, you will need to fully register with the University. Registration allows you to obtain your UCD Student Card (UCARD) and gain access to the wide range of facilities available to our students. Registration is carried out online (via your SISWeb account) and involves the following steps:

STEP 1 PERSONAL INFORMATION

This is where you confirm your personal details, upload your photo for your UCARD and pay your fees

STEP 2 MODULE REGISTRATION

There are two main parts to this:

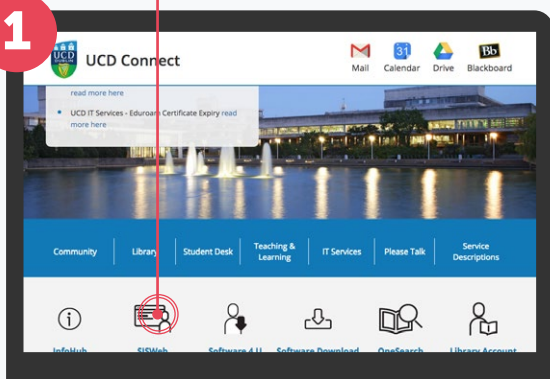
- » Book your registration start time (September start, Undergraduate Degree Programmes only)
- » Record your module choices (core, options and electives)

Check www.ucd.ie/students/keydates for the specific dates for your programme.

Type of Student	Complete Personal Information	Book a Start Time (September starts only)	Complete Module Registration
Incoming Stage 1 Undergraduate	Yes – once online registration opens for you	Yes (check Key Dates for when to book)	Using online registration (Sept starts need a Start Time)
Stage 1 Repeat Undergraduate	Yes – once online registration opens for you	Yes (check Key Dates for when to book)	Using online registration (Sept starts need a Start Time)
Occasional/Visiting Students	Yes – once online registration opens for you	Allocated - no need to book	Check with your Programme Manager/UCD International
Continuing Undergraduate (Stage 2 onwards)	Yes – once online registration opens for you	Yes (check Key Dates for when to book)	Using online registration (Sept starts need a Start Time)
Graduate Taught	Yes – once online registration opens for you	Allocated - no need to book	Using online registration (Sept starts need a Start Time)
Graduate Research	Yes – once online registration opens for you	No need to book	Contact your Graduate School
Undergraduate Cert & Diploma	Yes – once online registration opens for you	Allocated - no need to book	Using online registration (Sept starts need a Start Time)

LOGGING IN

1



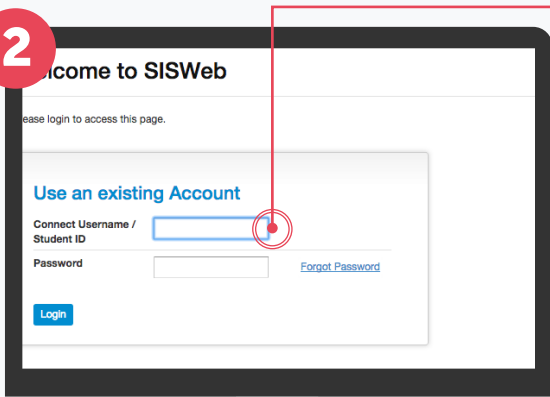
GO TO UCD CONNECT

Go to www.ucd.ie/connect and click on the **SISWEB** icon.



Watch the video

2



LOG INTO SISWEB

You will be asked to enter your UCD Connect username and password.

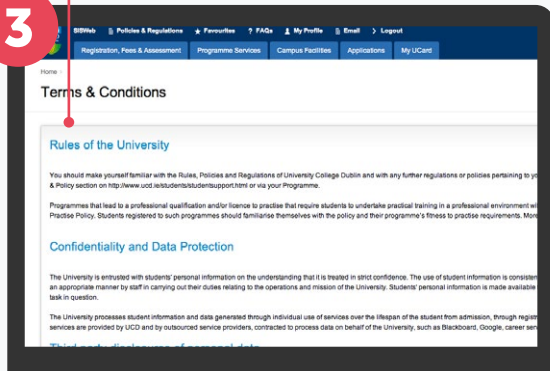
Your username is your CAO number or UCD student number if you are a direct applicant or if you were here before.

If you have already created a SISWeb password, please use that.

! If your password is your date of birth, make sure you change it to something more secure on first login.

Otherwise, your password is your date of birth (in the format ddmmyy).

3

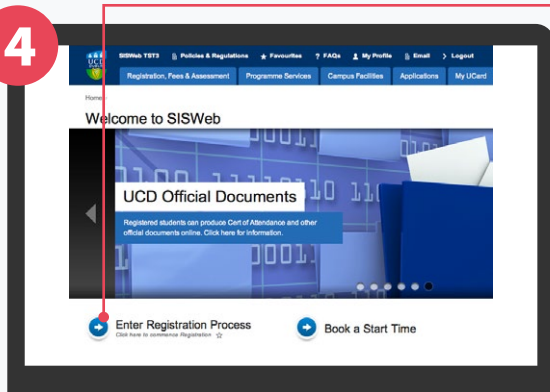


AGREE TO THE UCD TERMS & CONDITIONS

When you enter the registration system for the first time you will be required to agree to the Terms & Conditions of the University.

This is the start of becoming a registered student so make sure you read them carefully.

4

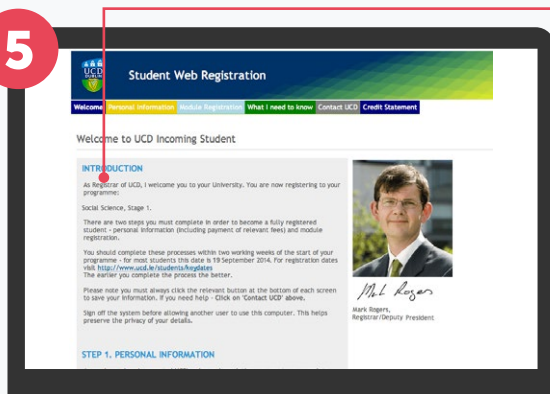


ENTER THE REGISTRATION PROCESS TO CONFIRM YOUR REGISTRATION

On this page, click on the **ENTER REGISTRATION PROCESS** menu item.

This will confirm registration to your programme for the academic year.

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WELCOME TO UCD PAGE

You are now in the Welcome to UCD page where you will see a brief explanation of what you need to do to complete your registration.

Click on the **CONTINUE** button to begin Step 1 of your registration.

STEP 1 PERSONAL INFORMATION

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Student Web Registration

Welcome | **Personal Information** | Academic Requirements | What I need to know | Contact UCD | Credit Statement

Your Details

Contact Details * Indicates Mandatory Fields

Title: []

First Name: [] Incoming

Surname: [] Student

Middle Name(s): []

Permanent Address Details

Address Line 1: [] 1 Main Street

Address Line 2: []

Address Line 3: []

Last Line of Address (city/country): [] Co Dublin

Term Address Details

Your Profile

Incoming Student

Social Science 2014/2015

Stage 1

[View Calendar](#)

Key to Symbols

- Step Completed
- Step partially completed
- Step to be completed
- Schedule Conflict

**CONFIRM YOUR
PERSONAL DETAILS**

**ANSWER A SHORT
SURVEY**

PAY YOUR FEES

**UPLOAD YOUR
UCARD PHOTO**

VIEW YOUR SUMMARY



Watch the video

THINGS TO WATCH OUT FOR

! Some information, such as name and date of birth, cannot be changed online. To change these details, go to the Student Desk (Tierney Building) with your passport or birth certificate and they will make the change.

! If the name on your passport/birth certificate does not match the one used on your application then you may not be able to collect your UCARD until after your name has been updated on your student record.

! If your term address and/or phone number is different to your home address, make sure to enter it.

! Enter your emergency contact details in the fields provided.

! Remember to include your Student Universal Support Ireland (SUSI) grant application number if you have applied for a grant.

! In **Email Preferences**, you can confirm if you want official UCD emails copied to your personal email address as well as your UCD Connect email.

! If you are registering for certain Health Sciences programmes you will be asked to complete a Programme Requirements section.

! In the fees section, check how much you are required to pay now and enter that amount (or the full amount if preferable) into the box provided. You can pay online using a credit or debit card.

! Incoming students: make sure you upload your photo so you can collect your UCD Student Card (UCARD) at the time allocated for you during Orientation Week.

! If you register late, your UCARD will be available for collection one working day after you have completed Step 1 of online registration.

! If you are continuing in your Programme, once you confirm registration for the new academic year your UCARD will remain active.

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Upload your Photo

Use this facility to upload a photo of yourself which will be used to print your UCARD. All photos will be reviewed by UCD and you will receive photo. It will take at least 1 working day after you have uploaded your photo before it will be available for collection

For criteria and tips on uploading photos click [HERE](#).

To check the size of your photo file click [HERE](#)

To help crop & resize your photo try this website. Click [HERE](#) for Photo Web Resizer.

For a helpful video on how to upload a photo click [HERE](#).

Only jpg files may be uploaded. Maximum file size is 50KB.

If you encounter difficulties in uploading a photo, please contact ucard@ucd.ie for further assistance.

- Click **Choose File** and choose the file which contains your photo and then click **upload**.
- Please ensure that your photo is not out of proportion (e.g. elongated or squashed) before accepting your preview.
- Please ensure your face appears within the green outline in the picture preview image on the right. If it is not, your photo may be rejected.

Choose File no file selected

Upload

UPLOAD YOUR UCARD PHOTO

On the UCD ID Photo page click on **Upload your Photo**.

Click **Browse** to find your photo on your PC and then click **Upload**.

Preview the photo and if you are happy click **Accept** to upload it.

You need to upload a photo before your UCD Student Card (UCARD) can be printed.

It must be a jpg file, 50KB or less. If you need to resize your photo go to www.webresizer.com/resizer

If you need help uploading your photo, contact ucard@ucd.ie

You must show your Passport or Birth Certificate with photo ID before you can collect your UCARD.

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FEES PAYMENT

The outstanding fees amount is € 5992.00

Your transactions for the current term are detailed below. If you wish to review transactions from a previous term, click [here](#)
To make a secure online payment, enter the amount that you will pay now on the right, then complete rest of the form and click the [Online Payment](#) button at the bottom of this page.

Pay Amount:

€ 2996

Amount must be numeric, e.g., 1540.25 (no commas).
[How much do I need to pay now?](#)

PAY YOUR FEES

In order to be a fully registered student you need to pay your fees.

The **Fees page** shows your fee status and the details of the fees that you are being charged.

You can **pay online** or with a Bank Giro. Paying online is the fastest method.

To pay online, go to the **Fee Payment** section. If you click on '**How much do I need to pay now?**' you will see how much you need to pay per semester as well as the dates by when your fees are due. Enter the amount you need to pay in the box provided.

Complete the rest of the form and click **Online Payment** at the bottom of the screen.

Click on **Pay Now** to go to a secure website to enter your debit/credit card details. UCD does not keep a record of your card details.

Once you have completed the payment a confirmation email will be sent to your UCD Connect email address. To send a copy of the receipt to another email address, enter that address in the box provided.

! If you do not wish to pay online, click on the Continue with no payment button. You can then request a UCD Bank Giro through your My Fee Account page in SISWeb. Please note that Bank Giro payments can be paid through any bank in the Republic of Ireland and must be completed five working days before you start in UCD.

! Non-EU students - you can use the PaytoStudy facility to pay your fees to UCD. Go to <https://ucd.studentfees.ie/> for more information.

! Check www.ucd.ie/fees for payment dates and what charges you need to pay.

BEFORE YOU CHOOSE YOUR MODULES

HELPFUL HINTS AND TIPS



Check what modules you need before you begin Step 2 of registration - go to www.ucd.ie/students/course_search.htm to see what modules you can study and how many credits you need. In your first year (called Stage 1) you will normally take 12 modules over two semesters, totalling 60 credits.

Book your start time (if relevant) - check www.ucd.ie/students/keydates to find out when you need to do this.

Check your UCD Connect email for your start time. You can begin your module registration at any stage from this time onwards until registration closes. Check www.ucd.ie/students/keydates

Register to your modules as early as possible! Popular option and in-programme elective modules fill up quickly so it is important to register as early as possible.

Where possible, **additional places** on previously full modules will be released daily, Mon-Fri at 3.00pm during the registration period. Check www.ucd.ie/students/moduleplaces regularly for updates.

Make sure you are happy with your module choices and that you have the right amount of core/option/elective modules.

Check your UCD email regularly as you will receive important emails regarding registration, exams, orientation and much more!

Complete your registration by the closing date - check www.ucd.ie/students/keydates for deadlines.

Make sure you drop any extra credits you're not taking, as you will be charged for them - check www.ucd.ie/students/keydates for deadlines.

September starts - if you change your mind you will have an opportunity in early January to change your choice of Semester 2 option and elective modules. Dates for this will be available midway through Semester 1 so keep an eye on www.ucd.ie/students/keydates

Help is available! Registration Made Easy Labs are run in late August/early September. At other times just call into the UCD Student Desk or submit your query through the **Student Desk Connector**. You can also call us on +353 716 1555.

If you need academic advice, speak to your Programme Office or Graduate School.

STEP 2

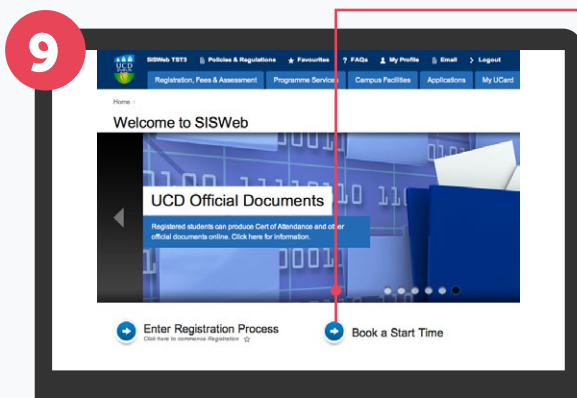
MODULE REGISTRATION

If you are in an undergraduate degree programme that starts in September, you will need to book your Start Time for module registration. Check www.ucd.ie/students/keydates to find out when you need to do this.

Graduate Taught, Occasional and Undergraduate Certificate and Diploma students will be automatically allocated a Start Time. Check your UCD email for the details.

Graduate Research students do not need to book a Start Time.

Want to know more about Start Times? Visit www.ucd.ie/students/starttimes



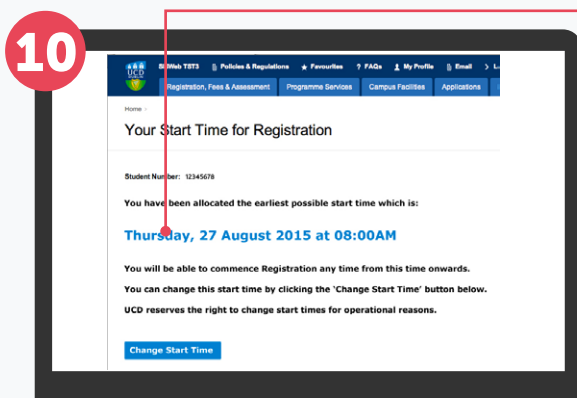
**BOOK YOUR
REGISTRATION START
TIME** (September starts)

On the date specific to your programme, log into your **SISWEB ACCOUNT** (on the UCD Connect page).

Click on the **BOOK A START TIME** button.



Watch the video



**YOU CAN BEGIN YOUR
MODULE REGISTRATION
AT ANY POINT FROM
THIS TIME ONWARDS**

This will show you the exact date/time from which you may begin your module registration.

Once you exit the screen, an email will be sent to your UCD Connect account confirming your Start Time.

RECORD YOUR MODULE CHOICES



Some of your modules will be compulsory core modules; others will be option modules, where you choose modules that interest you from a list of modules related to your programme.

You may also be able to study elective modules that either deepen your knowledge in your chosen programme (In-Programme Electives) or allow you to explore subjects outside of your area of study (General Electives).

You should complete your module registration in the following sequence:

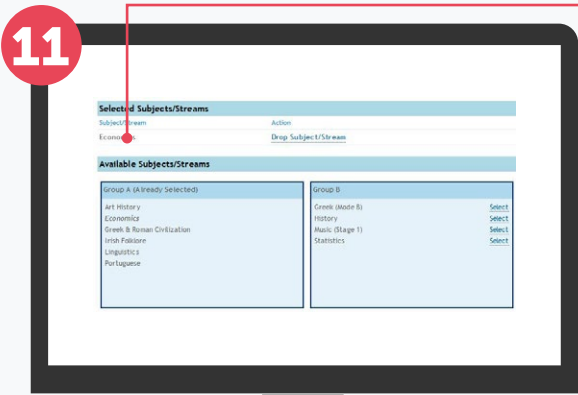
- Subject/Stream (First BA, Social Science and Science students only)
- Core/Options
- Main Labs/Tutorials (for your Core and Option modules)
- Electives (for September starts - please note that Online Module Registration will close briefly for the allocation of general elective places. Check www.ucd.ie/students/keydates.htm for details)
- Elective Labs/Tutorials

Go to the UCD Jargon Buster to found out more about the different types of modules - www.ucd.ie/students/jargon

REPEATING/RESITTING A MODULE?

Go to page 17 for instructions on how to register. Talk to your Programme Office or School if you need academic advice.

STEP 2 MODULE REGISTRATION | SUBJECT/STREAM



CHOOSE YOUR
SUBJECT/STREAM

FIRST YEAR BA,
SOCIAL SCIENCE &
SCIENCE STUDENTS
ONLY

Read your programme information before you start this step. Online guides to choosing subjects/streams are available for:

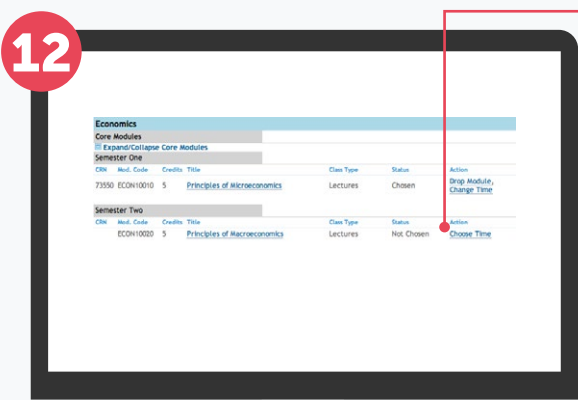
- BA students
- Social Science students
- Science students

You may already be registered to your main subjects based on your CAO choice. You will see these subjects in the **Selected Subjects/Streams** list.

You will then need to select the other subject(s) that you want to study from the **Available Subjects/Streams** section.

If you want to drop a chosen subject simply click on **Drop Subject/Stream** beside the subject in question. If you are a BA student, you will not be able to drop your main subjects until after your Advisory Meetings.

STEP 2 MODULE REGISTRATION | CORE MODULES



REGISTER TO CORE
MODULES

You may find that you are already registered to your Core Modules (Pre –selected will appear beside them).

For some of your Core Modules you may need to pick a time slot. Do this by clicking on **CHOOSE TIME** beside the module.

STEP 2 MODULE REGISTRATION | OPTION MODULES

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Option Modules

Economics

Semester One

CRN	Mod. Code	Credits	Title	Class Type	Status	Action
ECON10040	5		Economics and Society	Lectures	Not Chosen	Select Module

Semester Two

CRN	Mod. Code	Credits	Title	Class Type	Status	Action
ECON10030	5		Intro Quantitative Economics	Lectures	Not Chosen	Select Module

CHOOSE OPTION MODULES

You will also need to select Option Modules. Click on **SELECT MODULE** beside the module of your choice.

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Economics and Society (ECON10040)

Credits	5	Subject	Economics
Level	1	School	Economics
Semester	One	Module Coordinator	Dr Christopher Japen

This module will introduce students to the use of economics as a tool of analysis to provide an understanding of how the economy works. It will consider and analyse issues of contemporary economic concern such as the economic welfare, international trade, the role of government, externalities, and the causes and consequences of the recent economic downturn.

What will I learn?

How will I learn?

How will I be assessed?

What happens if I fail?

Am I eligible to take this module?

When is this module offered?

CHECK IF YOU ARE ELIGIBLE TO TAKE THE MODULE

When you click on **SELECT MODULE**, an information box will appear for that module. Click on the different headings to read about that module. Always read the information in 'Am I eligible to take this module?' before you make your decision.

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Calendar for Semester 2

Module: Principles of Macroeconomics

Lecture Offerings (Show)

Selected Offering:

Exit

Register

Time	Mon	Tue	Wed	Thu	Fri
8:00	Offering 1 in Newman Building 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Starts April 5th		Offering 1 in Newman Building 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Starts April 5th		
9:00					Offering 1 in Newman Building 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Starts April 5th
10:00					
11:00				Offering 2 in Newman Building 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Starts April 5th	
12:00		Offering 2 in Newman Building 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Starts April 5th			
13:00					Offering 2 in Newman Building 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Starts April 5th
14:00					
15:00					
16:00					
17:00					
17:30					

SELECT A TIME SLOT

If there is a choice of time slots for a particular lecture, a calendar will display the available time slots on offer to you (highlighted in blue). Scroll down to see all the time slots on offer. Select the time slot that suits best. Click on **REGISTER** to confirm your choice and return to the Core/Options page.

! Make sure that you register to all of the Option Modules required!

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Module Drop Confirmation

Module: ECON20010 - Microeconomics I

☐ Just drop the module(s) specified

☒ Drop the module(s) specified and replace with:

Modules: [Check](#)

Millennium Development Goals
Semester 1 Offering 1s,T:1500-1550,Th:1600-1650

Are you sure you want to replace this module?

[Not Sure](#) [Sure](#)

DROP/SWAP
MODULES

If you see **Drop/Swap** beside a module that means that you can:

(i) drop the module if you DO NOT want to be registered to it.

or (ii) drop the module and replace it with another module selected from the drop down list.

Use the **Check** button to see when the other module is offered before you drop the old one.

If you cannot get the new module the original will not have been dropped!

STEP 2 MODULE REGISTRATION | LABS & TUTORIALS

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Core/Option Labs & Tutorials

Semester One					
CN#	Mod. Code	Credits	Title	Class Type	Status
73550	ECON10010	5	Principles of microeconomics	Lectures	
No labs / tutorials necessary for this module.					
15749	SOC10010	5	Foundations of Sociology	Lectures	
41719			Foundations of Sociology	Seminar	Chosen
48893	SPOL10010	5	See Pol TheoristConcepts I	Lectures	
			See Pol TheoristConcepts I	Tutorial	Not Chosen
73553	ECON10040	5	Economics and Society	Lectures	
No labs / tutorials necessary for this module.					
Semester Two					
CN#	Mod. Code	Credits	Title	Class Type	Status

[Drop Lab/Tut.](#)
[Change Time](#)

[CONTINUE](#)

CHOOSE YOUR
MAIN LABS &
TUTORIALS

Remember to register to any Laboratories, Tutorials or Practicals that are part of your Core and Option modules.

Sometimes your School will look after your registration to Labs/Tutorials. In this instance you will see a message saying Automatically Registered or Contact School.

To register to a lab or tutorial click on **CHOOSE TIME**.

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Calendar for Semester 1

Module: Foundations of Sociology Semester Offerings Shown

Selected Offering: [Exit](#) [Register](#)

Time	Mon	Tue	Wed	Thu	Fri
8:00	CC2000003 LEC Human Building Th. L 407 Class 10000 Prereq: S, 1, 3, 4, 5, 6, 7, 8, 10, 11, 12		CC2000003 LEC Human Building Th. L 407 Class 10000		
9:00	Offering 1 in Human Building Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	Offering 20 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	Offering 10 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	Offering 11 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	
10:00	CC2000003 LEC Human Building Th. L 407 Class 10000 Prereq: S, 1, 3, 4, 5, 6, 7, 8, 10, 11, 12	Offering 9 in Human Building Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	CC2000003 LEC Human Building Th. L 407 Class 10000 Prereq: S, 1, 3, 4, 5, 6, 7, 8, 10, 11, 12	Offering 21 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	CC2000003 LEC Human Building Th. L 407 Class 10000 Prereq: S, 1, 3, 4, 5, 6, 7, 8, 10, 11, 12
11:00			Offering 19 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	Offering 22 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	
12:00	Offering 20 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	Offering 21 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10		Offering 22 in Human Building P101 407 S, 1, 3, 5, 7, 9, 11 Sect: 407-10	

PICK A TIME FOR YOUR MAIN LABS & TUTORIALS

If there are a number of time slots available they will be displayed on a calendar (highlighted in blue).

Choose the offering that best fits your timetable and click on **REGISTER**.

If you are registered to Science or Agriculture modules, you will be automatically registered to lab/practical/tutorial times. Semester 1 registration to these labs/practicals/tutorials takes place in the first week of term. Semester 2 registration happens in late December.

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Your Profile

Incoming Student

Social Science 2014/2015

Stage 1

View Calendar

Registration Status

- Subjects/Streams still required.
- Core / Options still required.
- Electives still required.
- Labs/Tutorials still required.

VIEW CALENDAR

If you click on **View Calendar** on the right hand side of the screen, you will see all Core and Option lecture times and any associated lab/tutorial times that you have selected.

STEP 2 MODULE REGISTRATION | ELECTIVES - September starts only

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Search for Elective Modules

Search by Subject | Search by School | Keyword Search

Category: Architecture, Food & Nutrition | Applied Sciences | Arts & Humanities | Engineering

Subject: []

Show Modules From: ☐ Level 9 ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5

Choose Semester: ☐ All Semesters ☐ Semester 1 ☐ Semester 2

Show Modules for: ☐ All ☐ In Programme

Order Search Results By: ☐ Module ID ☐ Hide Full Modules

Select a Day: Any Day: Monday, Tuesday, Wednesday

Select an Hour: Any Time: 08:00, 09:00, 10:00

SEARCH

CHOOSE YOUR ELECTIVES

Once you have been registered to your core and option modules/labs/tutorials you can choose elective modules (generally 2 elective modules = 10 credits).

You can choose from **In-Programme electives** (modules from within your programme) or **All Electives** (modules from any subject across UCD).

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Arts & Humanities

Show Modules for: ☐ All ☒ In Programme

SEARCH FOR IN-PROGRAMME ELECTIVES

The default search is In-Programme electives so if you want to search for an In-Programme Elective simply click on **SEARCH** and the relevant modules will be displayed on screen.

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Architecture

Arts & Humanities

Show Modules for: ☒ All ☐ In Programme

SEARCH FOR GENERAL ELECTIVES

If you want to search for General Electives go to the Show Modules for section and select the **ALL** option. Then select your criteria (e.g. Category, Subject) and click on **SEARCH** to get a list of relevant modules.

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- If you are searching for an in-programme
- If you are searching by day or hour select
- Otherwise you must select at least a "C"

**ALWAYS REMEMBER
TO USE THE CLEAR
SEARCH BUTTON!**

To start a new elective search you must always click on **CLEAR SEARCH** and then enter your new information.

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MODULE SEARCH (SHOWING 1 - 4 OF 18)

[← PREVIOUS](#) | [NEXT →](#)

ENG1000 - Literary Genre (Level 1, Semester 1, Credits 5) Available: 25 Relevant: 1

Literary genre is the most important element of a writer's craft, of a reader's understanding, of a critic's tool-box. In every kind of literary and non-literary writing, it is genre that governs and shapes language, style, form, address and the engagement with the literary text.

ENG1000 - Writing the Body (Level 1, Semester 1, Credits 5) Available: 1 Relevant: 1

This course examines prevailing concepts of the body in late nineteenth- and twentieth- and twenty-first century literature. It will focus on a range of social, medical, and political views of the body and will also examine ways in which views of identity have been bound up with...

ENG1000 - Coming of Age Narratives (Level 1, Semester 1, Credits 5) Available: 25 Relevant: 1


What does it mean to come of age? What does it mean to become a fully developed person? How is the boundary between childhood and adulthood shaped and defined? What kind of psychological, familial, institutional and social forces shape the historical unfolding of a self? This...

ENG1000 - Introduction to Reading Poetry (Level 1, Semester 1, Credits 5) Available: 1 Relevant: 1

This Level 1 course for single honours students aims to introduce beginning students to the mechanics of reading poetry. It is unashamedly rooted in close reading, and each class will be focused on a key poem (probably not more than one, as I have found that a full, detailed, ana...

**CHOOSE YOUR
ELECTIVES**

Once you have completed your search, choose a module from the list provided and click on the module title.

If you see this symbol  beside a module this indicates that the module clashes with something already on your timetable. **CLICK ON THE SYMBOL FOR DETAILS.**

25

Search for Elective Modules

[Search by Subject](#) | [Search by School](#) | [Keyword Search](#)

Category	Subject	Show Modules From	Choose Semester
Agriculture, Food & Nutrition	American Studies	<input type="radio"/> Level 0 <input type="radio"/> Level 1	<input type="radio"/> All Semesters
Applied Linguistics	Anthropology	<input type="radio"/> Level 2 <input type="radio"/> Level 3	<input type="radio"/> Semester 1
Architecture	Archives	<input type="radio"/> Level 4 <input type="radio"/> Level 5	<input type="radio"/> Semester 2
Art & Design	Art History		

Show Modules For: ☒ All ☐ In Programme

Order Search Results By: ☐ Hide Full Modules

Select a Day:	Select an Hour:	Select a Day:	Select an Hour:
Any Day	Any Time	Any Day	Any Time
Monday	08:00	Monday	08:00
Tuesday	09:00	Tuesday	09:00
Wednesday	10:00	Wednesday	10:00

[Clear Search](#) [SEARCH](#)

**SEARCH BY
SUBJECT, SCHOOL
OR KEYWORD**

For example, to search by **SUBJECT**:

All available subjects will appear in the Subject box:

- » Click on the subject you want
- » Choose the required Level e.g. 0, 1 etc.
- » Choose the Semester(s) for which you want to find an elective
- » Click on **SEARCH** and a list of relevant modules will be displayed

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SEARCH BY TIME SLOT

If you have time slots free on your timetable and you want to fill them with an elective, there are two ways to search:

1. You can **choose a specific time** (e.g. Tuesday at 10.00am) by selecting the day and time in the first set of **Select a Day** and **Select an Hour** menus.
2. Or, if you have **two timeslots** to fill, you can use both sets of the **Select a Day** and **Select an Hour** menus.

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REGISTER TO ELECTIVE LABS & TUTORIALS

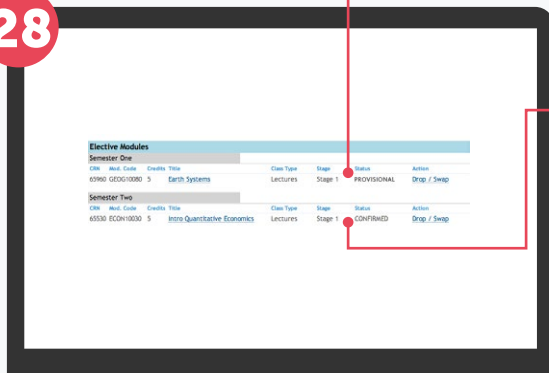
Remember to register to any Laboratories, Tutorials or Practicals that are part of your modules.

Sometimes your School will look after your registration to Labs/Tutorials. If that's the case, you will see a message saying Automatically Registered or Contact School.

To register to Elective Labs & Tutorials, follow the steps for registering to your main labs and tutorials above.

STEP 2 MODULE REGISTRATION | ELECTIVE ALLOCATION

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CONFIRMED & PROVISIONAL ELECTIVES

Your choices will be recorded in the Electives Modules section of the Electives page.

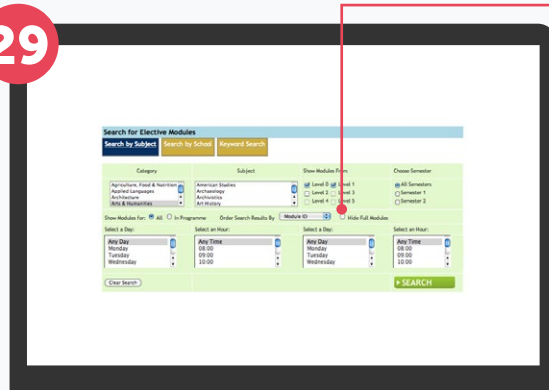
If you see **Confirmed** beside an elective choice that means that you have a place in it. In most cases, registration to an In-Programme Elective will be confirmed immediately.

If you see **Provisional** beside an elective choice it means that places for that module will be randomly allocated on the **Friday and Saturday** before the start of term. Dates are published on www.ucd.ie/stdudents/keydates each year

Check your UCD Connect email on the **Saturday** to see if you were successful in getting a place.

If you get a place in an elective module, the status will change to Confirmed and the credits will be included in the Credit Information box on the right hand side of the screen.

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IF YOU WERE UNSUCCESSFUL, CHOOSE ANOTHER ELECTIVE MODULE

If you did not get a place on your original choice you can choose another module after the allocation of places is finished.

Be sure to click on **HIDE FULL MODULES** to exclude any modules that do not currently have places available.

All elective places are first come first served after the allocation of places is complete.

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Other Failed and Withdrawn Modules

Select failed or modules from which you have previously withdrawn from the list below.

Semester One						
CW	Mod. Code	Credits	Title	Class Type	Stage	Status
	GER100050	5	German Political Culture	Seminar	Stage 1	
	GER101000	5	German Beginners A	Small Group	Stage 1	

REGISTER TO REPEAT/RESIT/WITHDRAWN MODULES

If you have failed a module you may have to repeat it or resit it. In the **Repeats/ Subs/ Transf** tab look at **Other Failed and Withdrawn Modules** to see any modules for which you can choose a repeat or resit offering.

You can also register to any modules for which you previously had a WX or WL grade.

TO REGISTER TO AN AVAILABLE RESIT OR REPEAT MODULE

- » Click on **Select as Repeat** or **Select as Resit** under Action.
- » Once selected, repeat modules will say Preselected in the **Currently Registered** section.
- » Resit modules will say ****Resit****.
- » You may drop a repeat or resit by clicking on **Drop Module** in the Currently Registered section.
- » When you drop a resit, the module should appear in the **Other Failed** and **Withdrawn Modules** section with the option to select it as a repeat (if offered).

PREVIOUSLY WITHDRAWN MODULES

To register to a module for which you were previously withdrawn, click on **Select Module** beside it.

THINGS TO WATCH OUT FOR

! Your repeat (preselected) modules and any previously withdrawn modules will appear on your timetable. The resit modules will not appear as you do not need to attend lectures for them.

! If you have progressed into your next stage carrying these modules you should go to the Core/Options screen next. You will see the Core Modules to which you are already registered as well as any Option Modules available to you.

! If you are repeating a programme with a declared major, e.g. Commerce, you should go to the Next Stage screen to complete the next part of your module registration.

! If you are repeating a programme with an undeclared major, e.g. BA or Engineering Omnibus go to the Electives page where you will be able to select modules that you may wish to study for your next stage.

See www.ucd.ie/students/resitsrepeats for more information.

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Credit Information		i	
	Req'd	Earned	Reg 15/16
Stage 1 Core/Opt	50	0	20
Stage 1 Elective	10	0	10

CREDIT INFORMATION

As you register to modules you will see your credits add up on the right-hand side of the screen under **Credit Information**.

You will see your Core/Option credits as well as your Elective credits (once your place is confirmed).

The normal credit load in an academic year is 60 credits.

www.ucd.ie/students/credits



University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

UCD CURRENT STUDENTS



UNDERGRADUATE STUDENTS - CREDITS AND MODULES

CHECK HOW MANY CREDITS/MODULES YOU NEED FOR YOUR STAGE:

The normal credit load for each stage of an Undergraduate programme is 60 credits (12 modules). Some programmes may vary.

- To see how many credits you need for each stage of your programme go to the [Course Search](#) and click on the **Undergraduate** tab to find your programme.
- You will be able to see how many **programme credits** and how **many elective credits** (if that applies) you need to have as well as a list of the Core and Option modules on offer.

STUDENT SUPPORT

PROGRAMME OFFICES

www.ucd.ie/students/progoffice

Each undergraduate programme is supported by a Programme Office. They are the first point of contact for students seeking academic advice and support. They are here to help you with any concern or query relating to your degree programme. Some of the key areas your Programme Office can help with are: registration queries, academic programme advice, extenuating circumstances/medical certificates, withdrawals/re-admission to programmes or referral to Student Adviser, academic staff/Access and Lifelong Learning - Disability Support, etc.

If you have a query about a particular module you can also contact the relevant School Office: www.ucd.ie/collegesandschools

GRADUATE SCHOOL OFFICES

www.ucd.ie/collegesandschools

Each College also has a Graduate School Office that can help Graduate Taught and Graduate Research students with academic advice and registration issues.

STUDENT DESK

www.ucd.ie/studentdesk

Module registration, SISWeb access, fees and form stamping are just some of the services we provide. You can also get official documents such as Certificates of Attendance, Statements, and Official Transcripts online via your SISWeb account, under the Registration, Fees & Assessment tab. You can also contact us through the Student Desk Connector (as above), call us on 01 716 1555 or call in to see us in the Tierney Building. For opening hours, check www.ucd.ie/studentdesk

UCD has many people available to help with your queries.

GRADUATE STUDIES

www.ucd.ie/graduatestudies

Dr Barbara Dooley is the Dean of Graduate Studies at UCD. The Dean and her team coordinate Graduate Education in UCD. Contact the Dean's office for any general queries you may have concerning any of our Graduate programmes in the University.

STUDENT ADVISERS

www.ucd.ie/studentadvisers

Student Advisers provide support for all students throughout their university experience, particularly during their first year. Each programme has a dedicated Student Adviser who is your gateway to support services. Additionally, there are Student Advisers attached to specific groups of students, such as mature or international students. Students can call to see us in relation to personal, social or practical issues. From simple requests for information to more confidential and serious matters, we will give you the time and space to talk things through.

ACCESS AND LIFELONG LEARNING - DISABILITY SUPPORT

www.ucd.ie/openingworlds

The UCD Access Centre provides a range of support for students with disabilities. Please email disability@ucd.ie for more information.

INTERNATIONAL OFFICE

www.ucd.ie/international

UCD International offers a wide range of support services to international students as well as to Irish students wishing to study abroad on exchange programmes.

STUDENTS' UNION

www.ucdsu.ie

As a UCD student you automatically become a member of the Students' Union.

Keep an eye on www.ucd.ie/students/keydates for key dates/activities throughout the academic year.



THE DIGITAL GUIDE TO UCD FOR NEW STUDENTS

WWW.UCD.IE/STUDENTS/NEWSTUDENTS



[/ucdregistry](https://www.facebook.com/ucdregistry)



[@ucdstudentdesk](https://twitter.com/ucdstudentdesk)

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