



**University College Dublin**  
An Coláiste Ollscoile, Baile Átha Cliath



# HOW TO REGISTER ONLINE

A STEP-BY-STEP GUIDE TO UCD REGISTRATION

*September*

**2017/18**

# CONTENTS

- 01** Getting Started
- 02** Logging In
- 03** Confirm Your Registration
- 04** Step 1 Personal Information
- 05** Upload Your UCARD Photo/Pay Your Fees
- 06** Before You Choose Your Modules
- 07** Step 2 Module Registration/Book a Start Time
- 08** Record Your Module Choices
- 09** Subject/Stream Core Modules
- 10** Option Modules
- 11** Labs & Tutorials
- 13** Elective Modules
- 17** Repeat/Resit/Withdrawn Modules
- 18** Credit Information
- 19** Key Dates

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:

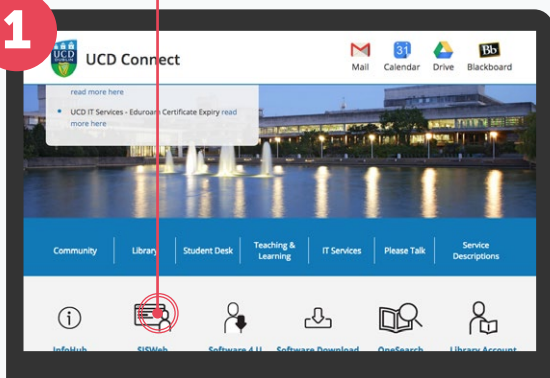
- » Book your registration start time (Undergraduate Degree Programmes only)
- » Record your module choices (core, options and electives)

Type of Student	Complete Personal Information	Book Start Time	Complete Module Registration
<b>Incoming Stage 1 Undergraduate</b> <b>Stage 1 Repeat Undergraduate</b>	From 24 Aug	30 Aug	From 31 August (depending on your Start Time)
<b>Occasional/Visiting Students</b>	From late Aug	Allocated - no need to book	Check with your Programme Manager/UCD International
<b>Continuing Undergraduate</b> (Stage 2 onwards)	From 15 Aug	From 2 Aug	From 15 Aug (depending on your Start Time)
<b>Graduate Taught</b>	From 15 Aug	Allocated – no need to book	From 15 Aug (depending on your Start Time)
<b>Graduate Research</b>	From 17 Aug	N/A	Contact your Graduate School
<b>Undergraduate Cert &amp; Diploma</b>	From 17 Aug	Allocated – no need to book	From 17 Aug (depending on your Start Time)

Check [www.ucd.ie/students/keydates](http://www.ucd.ie/students/keydates) for the specific dates for your programme.

# LOGGING IN

1



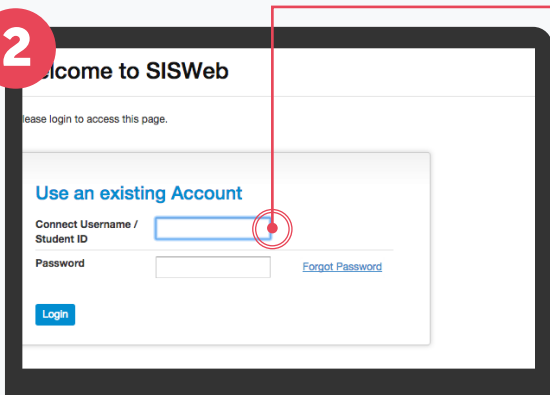
**GO TO UCD CONNECT**

Go to [www.ucd.ie/connect](http://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.

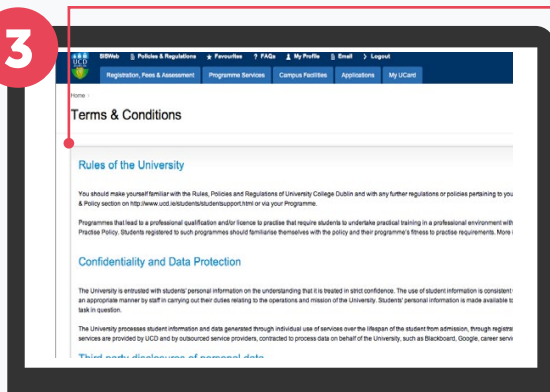
Your username is your CAO number or UCD student number if you are a direct applicant or if you were here before.

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

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

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

3

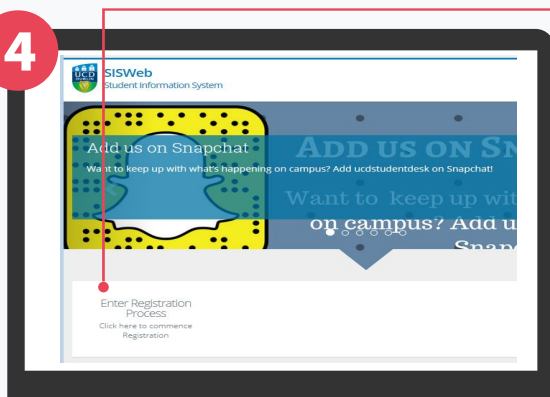


## AGREE TO THE UCD TERMS & CONDITIONS

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

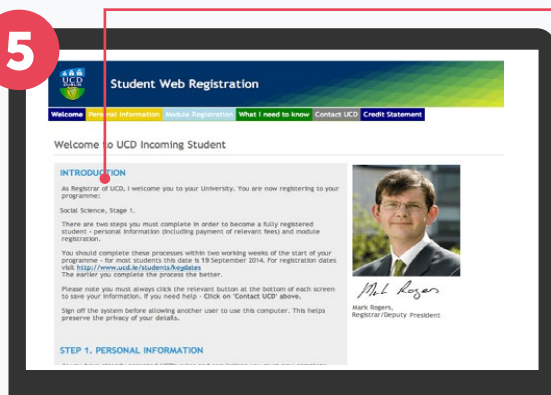


## ENTER THE REGISTRATION PROCESS TO CONFIRM YOUR REGISTRATION

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

This will confirm registration to your programme for 2017/18.

5



## 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

6

**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 by the 1 September deadline so that you can collect your UCD Student Card (UCARD) at the time allocated for you during Orientation Week.

! If you register late (i.e. from Monday, 4 September onwards), 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 2017/18 your UCARD will remain active.

7

### 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](mailto: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.

no file selected

## 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](http://www.webresizer.com/resizer)

If you need help uploading your photo, contact [ucard@ucd.ie](mailto:ucard@ucd.ie)

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

8

### 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.

# 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](http://www.ucd.ie/students/course_search.htm) and click on 2017/18 Programmes 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, totaling 60 credits.

Book your start time (if relevant) - check [www.ucd.ie/students/keydates](http://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](http://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](http://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** (**22 September** for undergraduates, **29 September** for most graduate taught students).

**Make sure you drop any extra credits** you're not taking, as you will be charged for them. The deadline for this is **20 October**.

You'll have a **chance to change your your Semester 2 option and elective modules** in January 2018. Dates for this will be available midway through Semester 1 so keep an eye on [www.ucd.ie/students/keydates](http://www.ucd.ie/students/keydates)

**Help is available!** Go along to the **Registration Made Easy Labs** where staff will be on hand to guide you through your registration.

From **4 - 8 September**, the labs will be in **A105, Newman** (Mon to Fri) from 9.00am to 5.00pm. From **11-15 September**, they'll be at the Student Desk in the Tierney Building.

You can also submit your query through the **Student Desk Connector** or call us on +353 716 1555.

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



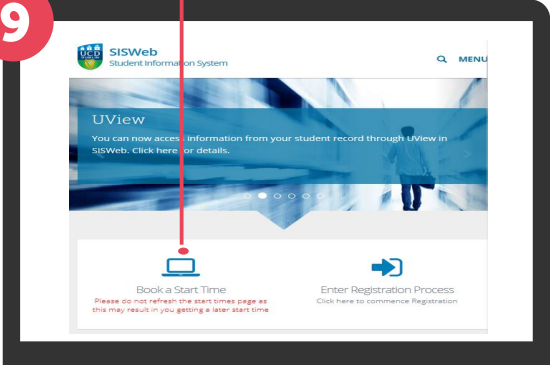
# STEP 2 MODULE REGISTRATION

If you are in an **undergraduate degree programme**, you will need to book your Start Time for module registration. Check [www.ucd.ie/students/keydates](http://www.ucd.ie/students/keydates) to find out when you need to do this. **Stage 1 students - book your Start Time on 30 August 2017 (between 8am and 1pm).**

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.


9



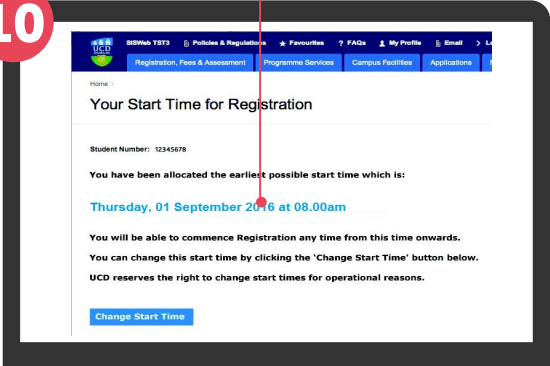
**BOOK YOUR REGISTRATION START TIME**

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**

10



**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).

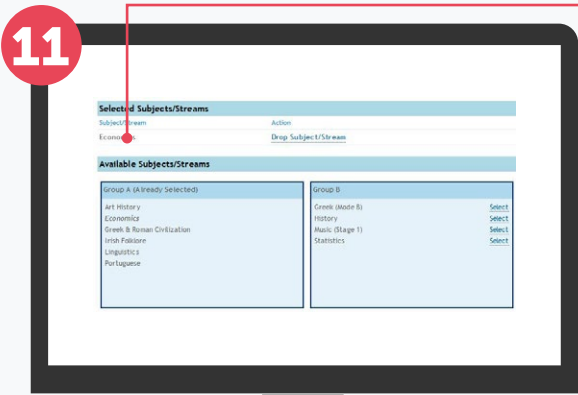
You should complete your module registration in the following sequence:

- Subject/Stream (First BA, Social Science and Science students only)
- Core/Options
- Main Labs/Tutorials (for your Core and Option modules)
- Electives (please note that Online Module Registration will close for the allocation of general elective places at **2.00pm on Friday, 8 September**, and will reopen from **12.00pm on Saturday, 9 September**).
- Elective Labs/Tutorials

## 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

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.

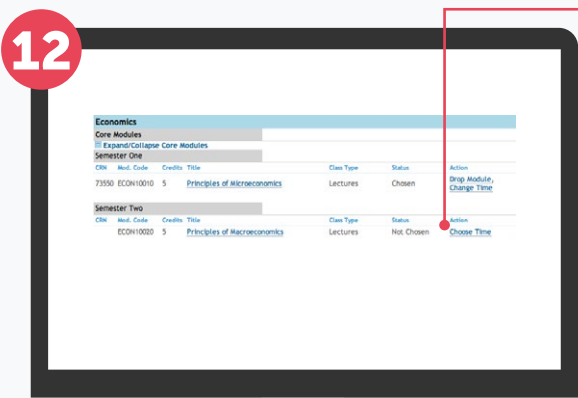
You will then need to select the other subject(s) that you want to study from the **Available Subjects/Streams** section.

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.

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

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

13

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.

14

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.

15

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 2b, 1A, 2, 11, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Seat# Avail: 500		Offering 1 in Newman Building 2b, 1A, 2, 11, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Seat# Avail: 500		
9:00					Offering 4 in Newman Building 2b, 1A, 2, 11, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Seat# Avail: 500
10:00					
11:00				Offering 2 in Newman Building 2b, 1A, 2, 11, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Seat# Avail: 500	
12:00		Offering 3 in Newman Building 2b, 1A, 2, 11, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Seat# Avail: 500			
13:00				Offering 2 in Newman Building 2b, 1A, 2, 11, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 Seat# Avail: 500	
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!

16

## 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 &amp; TUTORIALS

17

## Core/Option Labs &amp; 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	
73553	ECON10040	5	See Pol TheoristConcepts I	Tutorial	Not Chosen
Economics and Society					
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**.

12|

## STEP 2 MODULE REGISTRATION | ELECTIVES

20

The screenshot shows a web form titled 'Search for Elective Modules'. It has three tabs: 'Search by Subject', 'Search by School', and 'Keyword Search'. The 'Search by Subject' tab is active. The form is divided into several sections: 'Category' with a dropdown menu showing 'Architecture, Food & Nutrition', 'Applied Engineering', 'Architecture', and 'Arts & Humanities'; 'Subject' with a text input field; 'Show Modules From' with radio buttons for 'Level 9', 'Level 1', 'Level 2', 'Level 3', 'Level 4', and 'Level 5'; 'Choose Semester' with radio buttons for 'All Semesters', 'Semester 1', and 'Semester 2'; 'Show Modules for' with radio buttons for 'All' and 'In Programme'; 'Order Search Results By' with a dropdown menu; 'Module ID' with a text input field; 'Hide Full Modules' with a checkbox; and 'Select an Hour' with four dropdown menus for 'Any Day', 'Any Time', 'Any Day', and 'Any Time'. There are also 'Clear Search' and 'SEARCH' buttons.

### 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).

21

The screenshot shows a dropdown menu with 'Arts & Humanities' selected. Below it, there is a section titled 'Show Modules for:' with two radio buttons: 'All' and 'In Programme'. The 'In Programme' radio button is selected.

### 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.

22

The screenshot shows a dropdown menu with 'Architecture' and 'Arts & Humanities' listed. Below it, there is a section titled 'Show Modules for:' with two radio buttons: 'All' and 'In Programme'. The 'All' radio button is selected.

### 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.

23

- 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.

24

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: ☐ Module ID ☐ Hide Full Modules

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

Select an Hour: ☐ Any Time ☐ 08:00 ☐ 09:00 ☐ 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



## 26

[illegible]

## 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.

## 27

Select One & Tutorials							
Semester One							
CSE	Acad. Grade	Credits	Title	Class Type	Stage	Status	Action
431040	GE0C/10400	5	Earth Systems	Lectures	Stage 1		
74198			Earth Systems	Tutorial		Chosen	Drop Lab/Tut./Change Time
Semester Two							
CSE	Acad. Grade	Credits	Title	Class Type	Stage	Status	Action
431010	GE0C/10100	5	Intro Quantitative Economics	Lectures	Stage 1		
431010	GE0C/10100	5	Intro Quantitative Economics	Tutorial		Not Chosen	Choose Time

## REGISTER TO ELECTIVE LABS & TUTORIALS

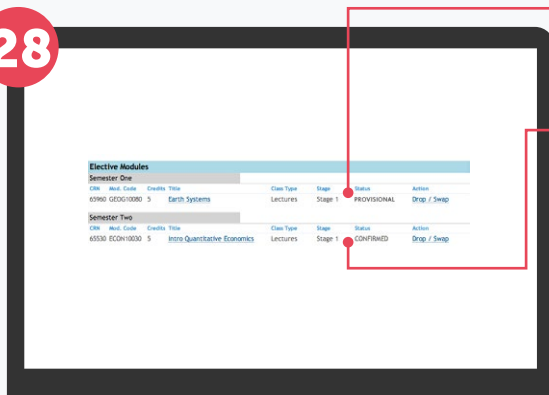
Remember to register to any Laboratories, Tutorials or Practicals that are part of your modules.

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

28



### CONFIRMED & PROVISIONAL ELECTIVES

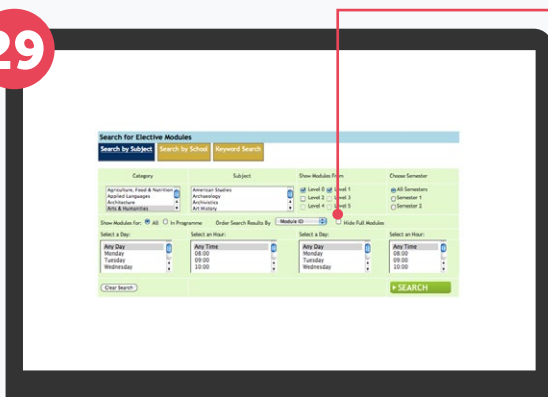
Your choices will be recorded in the Electives Modules section of the Electives page.

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 afternoon of **Friday, 8 September** and **Saturday, 9 September**. Check your UCD Connect email on **Saturday, 9 September** to see if you were successful in getting a place.

If you get a place in an elective module on **9 September**, 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.

29



### IF YOU WERE UNSUCCESSFUL, CHOOSE ANOTHER ELECTIVE MODULE

If you did not get a place on your original choice you can choose another module on or after **9 September**.

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 **9 September**.

30

### 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
	GER10050	5	German Political Culture	Seminar	Stage 1	
	GER10100	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

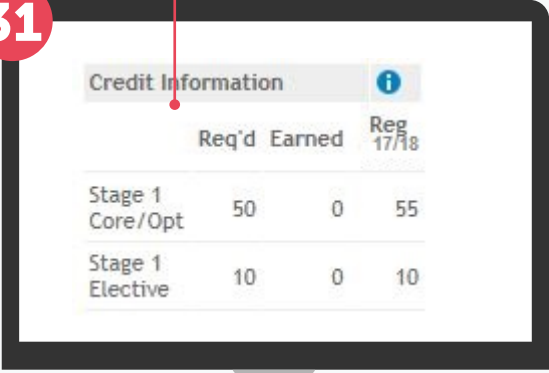
**!** Your repeat (preselected) modules and any previously withdrawn modules will appear on your timetable. The resit modules will not appear as you do not need to attend lectures for them.


**!** 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.

31




Credit Information 			
	Req'd	Earned	Reg 17/18
Stage 1 Core/Opt	50	0	55
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.**



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.

# KEY REGISTRATION DATES FOR SEPTEMBER

DATE	ACTIVITY	STUDENT TYPE
4-8 September	Undergraduate Orientation (don't forget to go to your Academic Advisory session)	Incoming undergraduates (including International students)
8 September	Online registration closes at 2.00pm for elective allocation	All students
9 September	Online registration re-opens on a phased basis between 12.00pm and 4.00pm	All students
10 September	First instalment of fees due	All students
11 September	Start of Semester 1 Teaching Term	All students
22 September	Online registration closes	Undergraduate students
29 September	Online registration closes	Graduate Taught students (closes on Friday, 15 September for UCD Michael Smurfit School of Business)

Keep an eye on [www.ucd.ie/students/keydates](https://www.ucd.ie/students/keydates) for more dates throughout the academic year.



## THE DIGITAL GUIDE TO UCD FOR NEW STUDENTS

[WWW.UCD.IE/STUDENTS/NEWSTUDENTS](http://WWW.UCD.IE/STUDENTS/NEWSTUDENTS)



/ucdregistry



@ucdstudentdesk

[www.ucd.ie/students](http://www.ucd.ie/students)

Tel: **+353 1 716 1555**