

Incoming BA Stage 2 students – students who have earned at least 50 credits at Stage 1, and are beginning Stage 2 in September 2017.

****Please ensure that you always consult the online version of this document, as additional information may be added up to the close of Online Registration.**

When do I register?

Book your Registration Start Time from Thursday 10 August 2017 at 12.00 noon (closes at 10.00am on 11 August).

Confirmation of your Start Time for module registration will be sent to your UCD email.

What should I register to?

Check your UCD Connect email account for the start time that you booked. You can pick degree subjects and modules from this time onwards.

Selecting your degree subjects

If you are registered to a BA Single Honours programme (Economics [DN510], English [DN511], English with Drama [DN512], English with Film [DN513], History [DN515], or Psychology [DN519]), you are not required to select the subject(s) you will take to degree level, but you do need to choose modules. Please see the section below, '**Selecting your modules**', for further information.

If you are registered to BA Joint Honours (DN500) or International Languages (DN541), you need to confirm your two degree subjects. You will only be able to choose a subject at Stage 2 if you have satisfied Stage 1 subject progression requirements in that subject. Information on subject progression requirements for students who will be in Stage 2 in 2017/18 is available [here](#).

If you are registered to BA Joint Honours (DN500) or International Languages (DN541), have earned at least 50 credits at Stage 1, but have not met progression requirements in a subject that you wish to take at Stage 2, please [contact the Programme Office](#) for advice.

If you are in DN500 and are taking a Single Honours Major, you will have already made an application to your School and received confirmation, if you are eligible. If you have been accepted you are not required to choose your subject, but you will need to register to modules.

Instructions for BA Joint Honours (DN500)/International Languages (DN541) students choosing subjects at Stage 2

- Access online registration in the normal way.
- Access Module Registration.
- Choose the 'Subject/Stream' Tab (at the top of the page).
- On this page the Subjects available to you (based on your Stage 1 results) will be displayed.

Select the Subjects you wish to register to.

Selecting your modules

Students are required to complete 60 credits in Stage 2.

- If you are taking a Joint Major, you will complete 25 credits in each subject.
- If you are taking a Single Major, you will complete 50 credits in your subject.

The remaining 10 credits are made up of electives. These can be taken from within your degree subjects (in-programme electives), or from outside (general electives).

Core Modules: Once you have selected or been registered to your degree subject(s), you will find that you have been registered to core modules unless

- there are multiple offerings of the module, in which case you must select an offering yourself; or
- you do not meet pre-requisites for the core, in which case you must register to the core after you have fulfilled the pre-requisite.

Core modules must be completed in order to satisfy subject, stage and degree requirements.

Option Modules: You will then be required to select your remaining programme credits from a list of option modules, bringing you up to the required 25 credits for each subject of your Joint Major or 50 credits for your Single Major. You will be able to register to options via the Core/Options tab in Online Registration. In some cases subjects may have more than one list of options from which you must choose. SIS Web will indicate how many option modules you need to take from a particular group. This information is also available on the [Course Search](#).

If you still have queries, you should [contact the relevant School](#).

Elective Modules: Stage 2 students select two electives, which are chosen via the Electives tab in Online Registration. If you wish to take electives within your degree subjects you should search using the 'In-programme elective' facility; if you wish to go outside your degree subjects, you should search using the 'General elective' facility.

Having registered to your core/option/elective modules, you will then need to register to tutorials/seminars if required, on the Labs/Tutorials page on your SIS Web.

I have failed a module/modules. How do I make up the credit?

Students must have earned 60 credits at Stage 1 in order to have completed the stage. However, it is possible to progress to Stage 2 having earned at least 50 credits, i.e. having failed one or two modules. You can make up this outstanding credit while you are in Stage 2.

You can repeat or resit the module(s) as appropriate. For further information on fee implications and registering to repeats/resits, please [click here](#).

If the failed module is an option or elective, you may substitute it, if:

- There are places available,
- It is compatible with your timetable, and
- You satisfy any pre-requisite requirements.

- Log into Online Registration and go to the **Repeats/Subs/Transf Tab**
- If you have already registered to the repeat then go to the module on the page and click Drop Module beside it
- Go to the Electives tab to pick a substitute, ensuring you assign it to Stage 1.

If you have failed 2 modules at Stage 1, and wish to substitute them with a new Stage 1 subject, you will need to come to the Programme Office to be manually registered. [Click here](#) for manual registration dates.

Please note that substituting a module brings additional fee implications. You can [check the cost of substitute modules](#) on the UCD website.

What do I need to know about degree compliance?

It is important to understand that by the time you reach the end of your degree, (that is the end of Stage 3 for BA students and Stage 4 for BA International students), your 180 credits (for BA)/240 credits (for BA International) must meet the degree requirements as set out in the UCD Academic Regulations. Please remember that you must take responsibility for this – your module choices will not be checked by anyone else.

To ensure degree compliance, by the **end of Stage 3/4**, you must be in a position to have:

Completed sufficient Level 2 and Level 3 credits overall to satisfy University requirements, i.e.:

- No more than 80 credits may be from Level 1 or below modules, of which no more than 10 may be at Level 0.
- At least 100 credits must be from modules at Level 2 or above.
- Within that 100 credits, at least 40 credits must be from modules at Level 3 or above.

This is a University Regulation from which students cannot be exempted.

Please note that in the event of a student finding themselves with insufficient Level 2 or 3 credits at the end of Stage 3/4, no special arrangements will be possible.

You must also have:

- Completed sufficient credits overall (180 credits for BA, 240 credits for BA International)
- Completed sufficient credits in your subjects to satisfy the requirements of your Single Subject Major/Joint Major. You see this information when you check the Course Search, described previously
- Completed all core modules
- Satisfied any subject option rules

Please note that you will not be able to meet all of the requirements listed above during Stage 2, but you will be required to have met them by the end of your degree.

How will my degree GPA be calculated?

BA Programmes: Final and penultimate stages (equally weighted) – based on all modules, including elective modules, which the student completed and passed to satisfy the credit requirements of the final and penultimate stages of the programme.

BA International Programmes: Final and penultimate UCD stages (equally weighted) – based on all UCD modules, including elective modules, which the student completed and passed to satisfy the credit requirements of the final and penultimate UCD stages of the programme (i.e. Stage 2 and Stage 4).