



University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

HOW TO REGISTER ONLINE

都柏林大学网上注册办法

A STEP-BY-STEP GUIDE TO UCD REGISTRATION FOR BDIC STUDENTS
都柏林学院学生网上注册指南



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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 开始

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 and upload your photo for your UCD student card (UCARD)

STEP 2

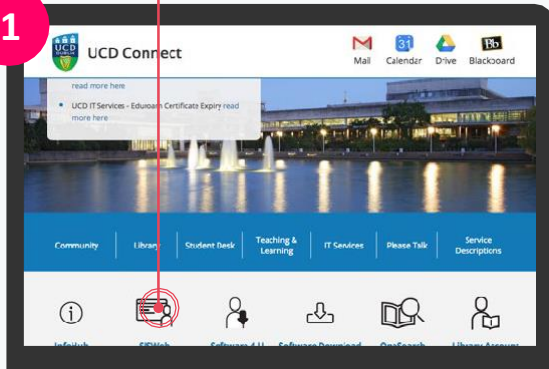
MODULE REGISTRATION

See your module choices

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

LOGGING IN 登录

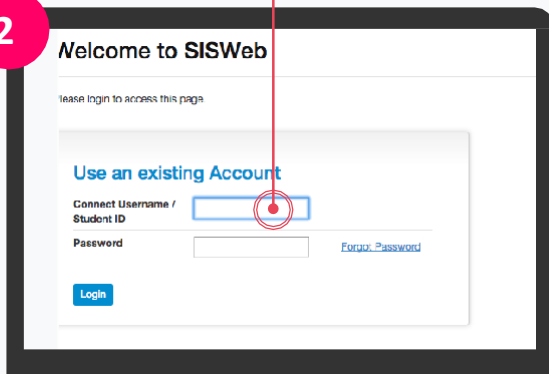
1



GO TO UCD CONNECT

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

2



LOG INTO SISWEB

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

Your username is your UCD student number

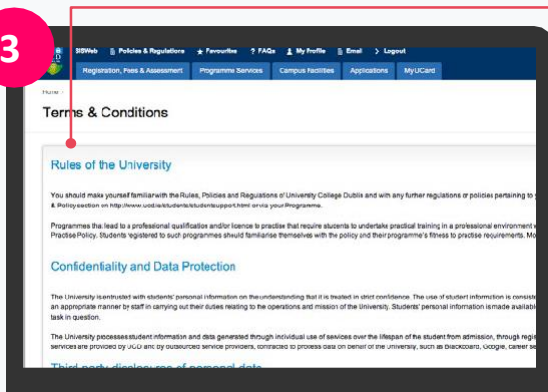
If you have already created a SISWeb password, please use that.

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

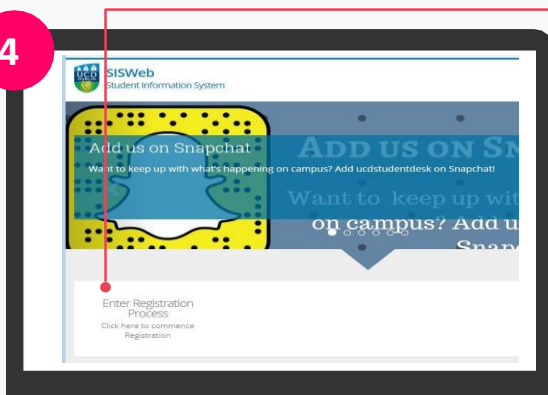


AGREE TO THE UCD TERMS & CONDITIONS

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

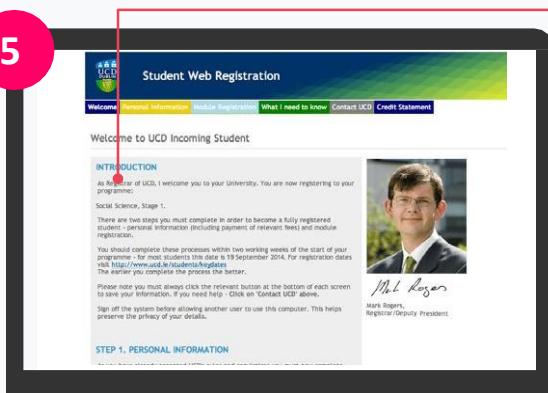


ENTER THE REGISTRATION PROCESS TO CONFIRM YOUR REGISTRATION

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

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

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

个人信息

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Student Web Registration

Welcome Personal Information Social Registration What I need to know Contact UCD Credit Statement

Your Details Survey Info Programme Requirements Accommodation Fees UCD ID Photo Your Summary

Your Details

Contact Details * Indicates Mandatory Fields

Title: Incoming

First Name: Student

Surname: Student

Middle Name (s):

Permanent Address Details

Address Line 1: 1 Main Street

Address Line 2:

Address Line 3:

Last Line of Address: Co Dublin

Term Address Details

Your Profile

Incoming Student

Social Science 2014/2015

Stage 1

View Calendar

Key to Symbols

Steps Completed

Step partially completed

Step to be completed

Schedule Conflict

CONFIRM YOUR PERSONAL DETAILS

ANSWER A SHORT SURVEY

UPLOAD YOUR UCARD PHOTO

VIEW YOUR SUMMARY

THINGS TO WATCH OUT FOR

! Some information, such as name and date of birth, cannot be changed online. To change these details, contact the Student using the following link:

www.ucd.ie/students/studentdesk/contact.html

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

! For term address, make sure to enter either your address at Zhonglan or the BDIC office

! Enter your emergency contact details in the fields provided.

! Remember to ignore the Student Universal Support Ireland (SUSI) grant application number- you don't have one

! 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.

! In the fees section, you do not need to do anything. You pay fees to BJUT so you can skip this section

! Incoming students: make sure you upload your photo by the 8th September deadline so that you can collect your UCD Student Card (UCARD) on time

! If you register late there may be a delay in collecting your UCARD

STEP 1 Personal Information | Name and address

The screenshot shows a web form titled "Your Details". Under the "Contact Details" section, there are fields for "Title:", "First Name:*" (containing "Chong"), "Surname:*" (containing "Li"), and "Middle Name(s):". Below these is a section for "Your preferred appearance of your name on formal documents" with two radio button options: "Chong Li" (selected) and "Li Chong". A red asterisk indicates mandatory fields. An information icon is present next to the "First Name" field.

Enter your Name 输入姓名方法

First name means 名, surname is 姓. For example, if your name is 李崇, your first name is 崇, your surname is 李

You should enter your name in pinyin. Therefore, if your name is 李崇, you should enter your name as Chong Li

Your preferred appearance normally would be first name followed by surname-so in the example, your name will appear as Chong Li

The first letter of your Name and Surname should be capitalized (大写字母), the rest should use lower case (小写字母).

! Mandatory fields are ones you have to fill in-they are indicated by a red astericks

! You can't use Chinese Characters in SISweb-everything should use the Roman alphabet

The screenshot shows a web form titled "Permanent Address Details". It includes fields for "Address Line 1:*", "Address Line 2:", "Address Line 3:", and "Last Line of Address (city/country/country):*". Below this is a section titled "Term Address Details" with a checkbox "Same as Permanent Address?". If not checked, there are fields for "Address Line 1:*", "Address Line 2:", "Address Line 3:", and "Last Line of Address (city/country/country):*". At the bottom, there is an "Accommodation Type" dropdown menu currently set to "College Accommodation". Information icons are present next to the "Address Line 1" and "Last Line of Address" fields.

Enter your address 输入地址方法

In China, you start with the biggest part and work your way down to the smallest part, as in this example:

中国北京市朝阳区平乐园100号北京工业大学
教学四楼7层707室
100124

In English, you need to start with the smallest part and work your way up to the largest, like this:

707, Teaching building No. 4
Beijing university of Technology,
100 Pingleyuan, Chaoyang District, Beijing, China
100124

Make sure to leave spaces between words and use a comma to separate different parts of the address. If the part of the address you are writing is too long for the box, just move to the next box and continue.

Don't forget the postcode

! Term address is where you live during term, normally 中蓝公寓

! Permanent address is where you live when you are not at BJUTU, normally your parent's address

! For accommodation type, choose College Accommodation

STEP 1 Personal Information | Number and emergency contact

	Int. Code:	Area Code :	Phone No.:
Permanent Phone Number*	<input type="text"/>	<input type="text" value="887"/>	<input type="text" value="50522"/>
Term Phone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone Number	<input type="text"/>	<input type="text" value="138"/>	<input type="text" value="10799756"/>

Enter your Numbers
输入电话号码

You need to enter your phone number so that someone calling it from outside China will be able to get through. To do this you need to include the correct international dialling code and get rid of the first zero.

For example:

If your number is: 010 6739 1719

You should enter like this:

86 20 6379 1719

- The area code is 86
- The area code is 10
- The phone number is 6739 1719

If your number is 192 6187 3997

You should enter like this:

86 192 6187 3997

! Permanent phone number is the number that you normally use. You would normally enter either your own mobile phone number here or your parents home telephone number

! Term telephone number can be left blank. You may also enter your mobile telephone number here.

! Mobile phone number is ... your mobile phone number. If you are in Ireland, you can enter your Irish mobile number here.



Parental Authorisation

Please enter a password here if you wish for UCD Student Desk to discuss certain aspects of your record with a parent/guardian. They will need to provide this password.

Password/phrase

Use of Text for Communication

I am happy to receive text messages from UCD. ☐ Yes ☐ No

Name of Parent/Guardian/Next of Kin

Surname*

First Name*

Relationship*

Emergency Contact

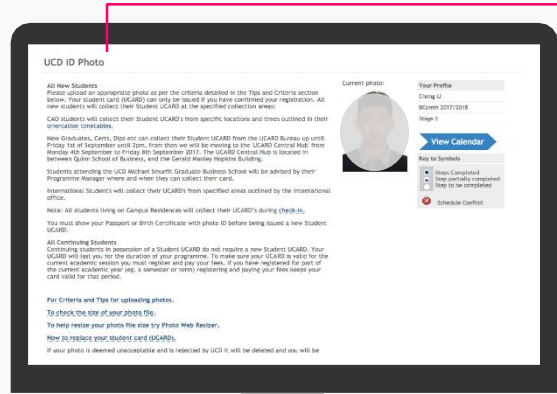
Same as Parent/Guardian/Next of Kin ☐

Emergency contact 紧急联系人

In the parent/guardian/next of kin, you enter the name of either your Mother or Father. Please remember the details above about how to enter the name correctly.

Under emergency contact, if you would like UCD to contact your parents in case of emergency, please select the box marked 'same as next of kin'.

STEP 1 Personal Information | Photo and email



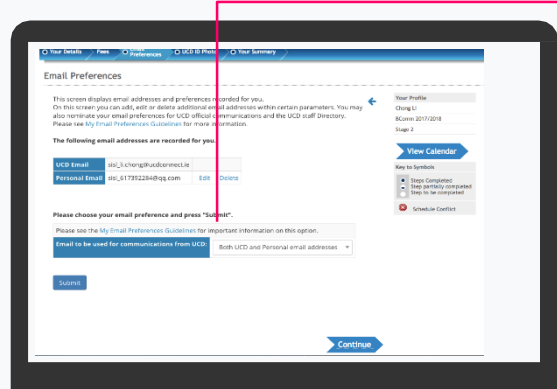
Upload your photo
上传照片

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 ID card with photo ID before you can collect your UCARD.



Email preferences 电子邮箱

You will automatically receive a UCD email address when you become a UCD student. Once you have completed registration the first time, your email address will be firstname.surname@ucdconnect.ie

For example:
chongli@ucdconnect.ie

! Email is the main way that UCD will contact you. Make sure to check your email regularly for important messages

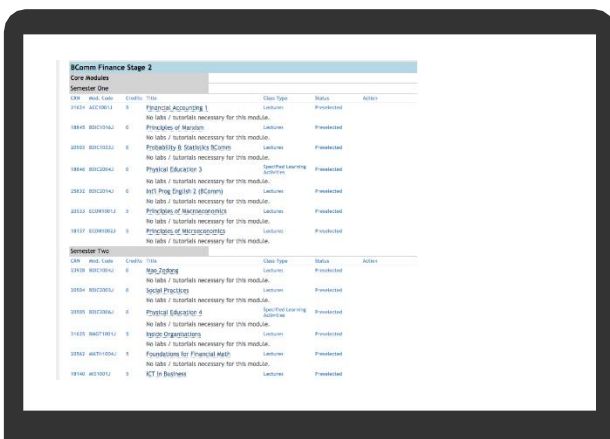
All UCD email is provided by Google. This means you may not always be able to access your account in China. For this reason, we recommend that you choose to have UCD correspondence sent to both your UCD and personal email addresses

STEP 2

MODULE REGISTRATION 课程注册

If you are a **new stage 1 BDIC student**, you do not need to do anything here. Module registration will be done automatically for you and you will be able to see the modules to which you have been registered on your SISweb account

Your module registration page should look something like this:



BCom Finance Stage 2						
Core Modules						
Semester One						
CNR	Mod Code	Credits	Title	Class Type	Status	Action
18143	ACCT001A	3	Financial Accounting 1	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18144	ACCT002A	6	Principles of Management	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18150	ACCT003A	6	Probability & Statistics 1	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18146	ACCT004A	6	Physical Education 5	Specialised Learning Modules	Prerequisites	
			No labs / tutorials necessary for this module.			
23032	ACCT007A	6	Int'l Prog English 2 (BCom)	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
23032	ACCT008A	3	Principles of Macroeconomics	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18137	ACCT009A	3	Principles of Microeconomics	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
Semester Two						
CNR	Mod Code	Credits	Title	Class Type	Status	Action
23120	ACCT005A	6	Maths 2	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18154	ACCT006A	6	Special Practices	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18155	ACCT008A	6	Physical Education 4	Specialised Learning Modules	Prerequisites	
			No labs / tutorials necessary for this module.			
23120	ACCT009A	3	English Organisations	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18152	ACCT010A	3	Foundations for Financial Maths	Lectures	Prerequisites	
			No labs / tutorials necessary for this module.			
18140	ACCT011A	3	ICT in Business	Lectures	Prerequisites	

If you are in **stage 2, 3 or 4** and have **resits** or **repeats**, you will need to register for them here. Check with the BDIC academic affairs office if you have any questions about resit or repeat modules.

Your timetable information is not available on SISweb - check with the BDIC academic affairs office for your class schedule. Once you have progressed to this screen, you have completed your registration.

KEY DATES FOR SEPTEMBER & October

九和十月份的主要日期



DATE	ACTIVITY	STUDENT TYPE
7 September	BJUT registration 北京工业大学注册	stage 1 students 大一学生
12 September	Apply to UCD 申请都柏林大学	Stage 1 students 大一学生
15 September	UCD online applications close 都柏林大学网上申请系统关闭	Stage 1 students 大一学生
20 September	UCD online registration opens 都柏林大学网上注册系统开通	All students 所有学生
22 September	UCD online registration closes 都柏林大学网上注册系统关闭	All students 所有学生
09 October	UCD student cards available for collection 都柏林大学学生卡可以收集	Stage 1 students 大一学生

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



DOWNLOAD YOUR DIGITAL EDITION AT

WWW.UCD.IE/STUDENTS/NEWSTUDENTS



/ucdregistry



@ucdstudentdesk

www.ucd.ie/students

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