

# BA Programme Registration Guide for BA Stage 2 Students – Incoming and Continuing August 2014

This document is for BA students who are entering Stage 2 in September 2014 and those who are already in Stage 2 – those who have already completed modules at Stage 2. The document contains information on:

- the registration system;
- the number of credits required to complete Stage 2;
- module levels;
- the number of credits required for a full time student;
- the structure of Stage 2;
- some important clarifications.

You must read the entire document

## Registration

- Registration for Completing Stage 2 students (those who have earned at least 50 credits at Stage 2 and whom we expect to complete in Semester 2 2015 [May 2015]) commences from 14 August.
- Registration for Incoming Stage 2 students and those who earned less than 50 credits at Stage 2 commences from 19 August.
- You can register to modules from your registration start time, which you booked at the end of July or start of August. Check your UCD Connect e-mail for details on your start time for registration.
- It is important to register quickly at this point, particularly for those of you who are continuing in Stage 2.
- If you do not act in time, you may find that there are no places left in the modules of your choice.

When you register you must bear in mind all subject, programme and university requirements to ensure degree compliance.

The Subject Guide for BA Stage 2 students, accessible at <http://www.ucd.ie/acshs/baregistration14/>, outlines the structure of Stage 2 for each subject area and concentration. It is particularly important for those who are already in Stage 2 as it describes any changes that Schools have made and tells you how to deal with them.

**YOU MUST READ THE REGISTRATION GUIDE FOR BA STAGE 2 STUDENTS AND THE SUBJECT GUIDE FOR BA STAGE 2 STUDENTS BEFORE YOU BEGIN REGISTRATION**

The contents of this document may change until registration begins. You should always access the most recent version at

<http://www.ucd.ie/acshs/baregistration14/>

**MAKE SURE YOU ALWAYS USE THE MOST RECENT VERSION**

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## The Registration System

Stage 1 has 60 credits but Stage 2 is a 120-credit Stage and will take you four semesters, at least, to complete. During Registration, BA Stage 2 students see the entire 120 credit Stage 2. As you move through your stage you will see any modules completed at Stage 2, as well as those still to be completed.

Step by step guides on the registration system are available at <http://www.ucd.ie/students/guides.html>, but before registering you must be clear about the modules that you need to select. You have the primary responsibility to ensure that you meet the requirements for the stage and the degree overall. The registration system will only record the choices you have made, it will not police them. Your compliance with degree regulations is checked only when you complete 180 credits (240 credits for International Students) and you will not graduate unless you have met the requirements of the degree. Just because the registration system allows you to do something, does not mean that you are meeting the requirements of the degree.

### Compliance Check list

To ensure that you may graduate, by the end of Stage 2 you must have:

- Completed sufficient credit overall (180 credits for BA; 240 credits for BA Computer Science and BA International)
- Completed sufficient Level 2 and Level 3 credit overall to satisfy University requirements.
  - You must have 100 UCD credits at Level 2 or above of which at least 40 credits must be at Level 3 or above.
- Completed sufficient credit in your subjects to satisfy the requirements of your Major/ Joint Major/Minor.
- Completed ALL core modules
- Taken modules in your subjects in accordance with the requirements of the subject. This means that where a subject organises its modules into groups that you take the required number from each group.

You can use your Credit Statement, available in your SIS, when checking that you meet your requirements. Because of the extent to which BA degrees are individualised, the Programme Office cannot check these requirements for you. Take the time that is necessary to inform yourself and then register on that basis.

### More information on the various requirements

When you enter the registration process, you will see that the stage is generally structured into Core Module Groups and Option Module Groups. You will see that a minimum number of modules are specified to be taken from each group. We will explain more about these groups below.

### Minimum Degree Requirements

You must obtain 180 credits from modules approved by the BA Programme to obtain a BA degree. BA Computer Science students (no longer available to new entrants) must obtain 240 credits. BA (International) students must obtain 240 credits, of which 60 come from the approved programme in the international university. The programme in your host university must be successfully completed and be equivalent to 60 ECTS credits for you to receive your BA (International).

## Complete Stage 1

You must complete 60 credits at Stage 1. If you progress to Stage 2 with 50 or 55 credits, the outstanding Stage 1 credit must be completed while you are in Stage 2. This requirement does not go away just because you have progressed. You will need to make appropriate arrangements to complete any outstanding credit and pay any fees that may result.

## Number of credits to complete Stage 2

You must obtain 120 credits of modules to complete Stage 2. These can be made up as follows:

Single Subject Major	100 credits from your subject plus 20 elective credits
Joint Subject Major	50 credits from each of your two subjects plus 20 elective credits (This is the default pathway for incoming Stage 2 students from September 2013)
Major / Minor	60 credits from your major subject, 40 credits from your minor subject plus 20 elective credits. (This only applies to those who selected this combination prior to the 2013-14 academic year)

**It is your responsibility to ensure that you have completed sufficient credit in each subject to satisfy the requirements of your major combination as appropriate e.g. if you are taking a Joint Major in History and English, you must have completed 50 credits from the History Joint Major structure and 50 credits from the English Joint Major structure.**

You may choose to take your electives within or outside your subject areas.

## Module Levels

This is an important regulation for which you must take responsibility.

In your 180 credit BA degree:

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

In your 240 credit BA International degree:

- No more than 80 credits may be from Level 1 modules, of which no more than 10 may be at Level 0.
- At least 100 credits must be from modules at Level 2 and above.
  - Of those 100 credits, at least 40 credits must be from modules at Level 3 and above
  - 60 credits must come from your approved international programme

In DN050 (BA Computer Science) – no longer available to new entrants

- No more than 80 credits may be from Level 1 modules, of which no more than 10 may be at Level 0.
- At least 160 credits must be from modules at Level 2 and above.
  - Of those 160 credits, at least 90 credits must be from modules at Level 3 and above.

These totals are achieved across the entire degree. You are not necessarily required to have an equal number within each subject area, if you are taking a joint major or a major/minor. However, you must take note of any additional subject specific requirements regarding Level 2 and 3 modules.

When selecting your modules you may find that you can choose between Level 2, Level 3, or perhaps even Level 1 option modules. Be sure to check that you meet degree requirements set out above. The system will not police this for you. It is entirely your responsibility and you will not graduate until you have the required

number of credits at each level. You can monitor the number of credits that you have registered to/completed at Levels 1, 2 and 3 by checking your Credit Statement in SIS.

You can tell the level of the module from its code. A Level 1 module has a code that begins with a '1'; a Level 2 begins with a '2' and so on. Thus GEOG 10020 is a Level 1 module but HIS 30070 is a Level 3 module.

### **Number of credits for a full-time student**

The normal workload for a full-time undergraduate student is 60 credits in a standard two-semester academic session. The maximum number of credits to which you may be registered in an academic session is 70 (excluding re-sits), and the minimum is 50. The maximum number of credits to which you may be registered in any semester is 40 (excluding re-sits), the minimum is 20.

If you exceed the 60 credit total, you will have to pay for the extra credit, and if you fall below the 50 credit total your status as a full-time student may be in jeopardy.

## **Students with Pre-Registration**

Those of you entering Stage 2 for the first time in September 2014 have already completed Phase 1 of registration. During this phase you chose your degree concentrations – Single Subject or Joint Major.

When module registration opens, you will see that you have been pre-registered to any Level 2 core modules in your programme.

You are expected to take and complete these core modules during the coming academic year.

### **YOU ARE NOT PERMITTED TO DROP ANY LEVEL 2 CORE MODULES.**

Be very careful about this. The registration system will allow you to drop these Level 2 core modules, but the programme does not permit it.

## **No Pre-Registration**

If you did not select your degree subject concentrations in July as directed, then the first thing that you must do when module registration opens is to select the two subjects that you intend to take to degree level. You cannot choose a single subject major – that required an application process directly to the School.

Please ensure that you meet the minimum progression requirements for your two subjects. This means that you must have completed the required Stage 1 modules, including core modules where applicable.

You must then ensure that you register to **ALL LEVEL 2 CORE MODULES**. Because you did not complete phase 1 of registration, you will not have been pre-registered to any modules: you must now choose them.

If you do not take and complete all Level 2 core modules during the coming academic year, you will find yourself in difficulty either because these modules are pre-requisites for later modules or because the timetable will make it impossible to take these modules in conjunction with later core modules. This will cost you time and money to rectify.

## **The structure of Stage 2**

You will see the entire 120 credit Stage on the registration screen.

You are not expected to register to everything. This is a four-semester stage, so you are asked to register for the next two semesters – i.e. modules that will take you to the end of April 2015.

## The Basic Structure

You will see core modules and you will see option modules. We are concentrating here only on the modules you choose from each of your subject areas. You will find Elective modules under the Elective tab.

Modules may be grouped and you may find that there are several groups of core modules and equally more than one group of option modules. There may be a minimum requirement specified for each group. It might say, for example, take a minimum 9 modules from this list of Option Modules.

Read these requirements in the context of the information provided in the Subject Guide for BA Stage 2 students at <http://www.ucd.ie/acshs/baregistration14/> and in conjunction with your Credit Statement in SIS. If you have already completed modules in Stage 2 you may have satisfied part of this requirement already. Therefore check the documentation and your Credit Statement before you register or before making enquiries.

## Core Modules

Not every subject has core modules. Subjects that have core modules sometimes divide them into 'Level 2 Core Modules' and 'Level 3 Core Modules'. You must complete Level 2 core modules before attempting Level 3 cores. All core modules must be completed in order to complete Stage 2.

## Option Modules

Many subjects offer you Option Modules. Sometimes they are structured into groups. There might be labelled 'Level 2 Option Modules' or 'Level 3 Option Modules'; or other labels may be used.

You will see requirements to take modules from particular Option groups expressed as 'Minimum x of:'. This means that you are required to take the minimum number of modules specified. However, this is only a minimum, it does not prevent you from taking more modules from that group as long as (a) you meet all of the stage requirements and (b) you meet the overall University requirement to have sufficient credit at Level 2 or above and Level 3 or above, which we outlined earlier.

A special case is the 'Minimum 0 of:'. This means that you may take options from this group but you do not have to take any modules.

## Pre-requisites and Co-Requisites

A number of modules have pre-requisites specified: normally these are at Level 3 or Level 4. This means that you must have previously taken a specified module (or modules or an equivalent) before you attempt the module. It is important that you check your likely choices of Level 3 or Level 4 modules to ensure that you plan to have the pre-requisites. This is particularly important in relation to core modules.

A number of modules have co-requisites specified. These are generally Level 3 or Level 4 modules. This means that you must take a specified module (or modules) at the same time as the module.

## Incompatible Modules

You may find that some modules are described as being incompatible with other modules. This means that the School has determined that the learning outcomes of the modules in question are too similar and that it is not appropriate for you to take both (or more) of these modules.

## Recommendations

Subjects often have recommendations about module choices. If there is a particular recommendation relating to a subject or module, be sure that you check with the School before you finalise your registration decision.

## Some Questions and Answers

### **What will I see on in SIS when registering for Stage 2?**

You will see the complete structure of Stage 2 on your screen. This will show all of the modules that are available to be taken by a Stage 2 student. They may be divided into different groups as indicated above.

### **Must I take Level 2 modules before you take Level 3 modules?**

The learning outcomes required of a Level 3 module are different to that of a Level 2 module. More will be demanded of you at Level 3 than at Level 2. Therefore, as a general principle, you are advised to take Level 2 modules before taking Level 3 modules. The strength of that advice will vary from School to School and you must read the information provided for each subject.

**You must take Level 2 core modules first.** It would be foolish to attempt a Level 3 core module, though the registration system will permit this, before completing your Level 2 core modules.

There is more flexibility with Option modules. Generally if they are grouped into 'Level 2 Option Modules' and 'Level 3 Option Modules', then the advice is to take Level 2 modules before Level 3 modules. However, the choice is yours subject to the timetable and pre-requisites.

### **Will there be changes to the modules on offer during my Stage 2?**

There will be changes. Generally, you may expect that the modules offered as Options are more likely to change than modules offered as Cores. Schools may offer a sequence of modules or they may have to change because of changes in School staffing. The advice, subject to the comment about levels above, is to take any module that really captures your interest when you see it offered. If that does not suit, then check with the School. They should be able to offer at least an indication of the likelihood of the module changing.

### **Modules that I completed last year do not appear on my screen. What has happened?**

Schools change the suite of module offerings from year to year. Only the modules that are offered in a particular year appear on the registration screens. If you completed a module last year but the School is not offering it in this coming year, then it will not appear on your registration screen. However, do not worry:

- The module has been credited to you.
- You can check this by looking at your credit statement in SIS.
- The GP value associated with this module will count in your GPA calculation.

Your credit statement allows you to work out what you need to do to complete your requirements under the various headings.