

UCD Registration Season

2023/24

Start of Academic Year -
Planning and Information Session

17 July 2023





What we'll cover



Welcome/Registry Updates
Kevin Griffin



CAO Information
Jill O'Mahony



Key Registration Dates
Caroline Barrett



Student Desk Supports
Catherine Mc Donnell



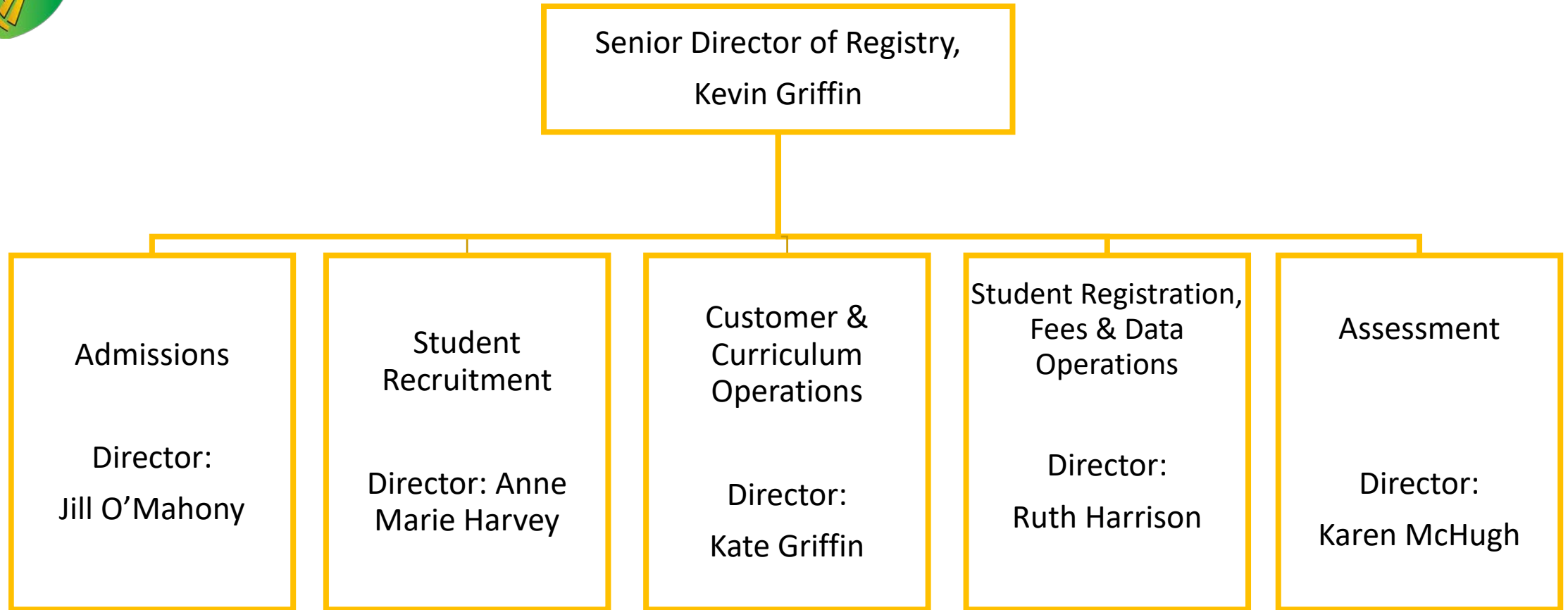
Registry Communications Plan
Emma Caron



Orientation Plans
Nadia Clarkin



Overview of UCD Registry Organisational Structure



Admissions – Registry (July 17th 2023)

	2022 Applicants	2023 Applicants	Change from 2022
UG - CAO	27,540	26,855	- 2.5 %
UCD - Direct	22,516	27,542	+ 22 %

➡ Acceptances up 6.9 %



UCD Registry – Admissions
Cláríann UCD – Iontrál

E: www.ucd.ie/askus
W: www.ucd.ie/admissions

EU UG places

	Total Places
2023 Plan	4543
2022 Plan	4410

New courses

Criminology with Psychology = 60 Places
Education (Languages) = 50 Places

And

Small increases in Engineering, Medicine & Humanities



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2023 CAO Offer and Accept schedule based on Leaving Cert results on Sept 2nd

Offer Round	Offer Types	Offer Date	Acceptance Date
Round A	Mature & Access & Deferrals	6th July	12th July
Round 0	QQI-FET, Open Learning & Grad Entry	3rd Aug	9th Aug
Round 0.5 *	Graduate Entry	14th Aug	16th Aug
Round 1	EU School Leavers & above groups	30th Aug	5th Sept
Round 2	All groups	11th Sept	13th Sept
Round 3	All groups	19th Sept	21st Sept
Round 4	All groups	26 th Sept	28 th Sept
Round 5 **	All groups	3rd Oct	5th Oct

* Additional round to facilitate Grad entry students who will start with continuing students

** No date yet for Appeals but hoping they can be included for Round 5 offers.

Round A	2021	2022	2023
Offers	475	274	300
Accepts	385	213	227
	81.1%	77.7%	75.7%



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Other Focus Items

- Late Transfer Applications (10th to 17th August) for Stage 2+
- No Internal Transfer Applications this year following close of last CAO offer round – Policy does not allow with teaching term starting on Sept 11th
- Planning for new CRM/Applications system
- Streamlining of Qualification Check process
- Recognised Prior Learning (HCI)
- Revised assessment of Mature applications
- Assessment of large EU volumes, A-Level equivalencies, NUI Matriculation and exemptions





Key Dates 2023

Caroline Barrett

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systems.data@ucd.ie



Start Times for 2023/24

- Start times will be allocated to all students requiring one
- Incoming Stage 1 and students that did not progress from Stage 1 will receive different start times
- All students will receive an email to their UCD Connect mail
- Minor Changes to start times this year



Key Dates 2023

Programme area	College	Earliest Start Time
Diploma Students Including the BBS programme	All Colleges	16 August
Final Year Students Undergrads and Final Year HDip Psychology	Business Arts and Humanities Social Sciences and Law	17 August
Graduate Taught Students	Colleges Arts & Humanities Social Science and Law	18 August
Middle Year UG Students	Colleges Arts & Humanities Social Science and Law Business	21 August



Key Dates 2023

Programme area	College	Earliest Start Time
All GT and UG Students	College of Engineering and Architecture	22 August
Lowers Year UG students	Business Arts and Humanities Social Sciences and Law	23 August
UCD Smurfit School including MSc Food Business Strategy	Business	24 August
Stages 2-4 UG	College of Science Agriculture/Food Sc/Human Nutrition Programmes * excl PWE	25 August
Stage 2-4 and Stage 1*	Med/Vet/Nursing/BHLS/Health and Performance Grad*/Med*/Vet* and Radiography ** Excl programmes with Placements outstanding	28 August



Key Dates 2023

Programme area	College	Earliest Start Time
GT Students	College of Science Health and Agricultural Sciences	30 August
Various	Open Learning Students MSc Food, Nutrition & Health Late Boards (e.g. students expecting PWE results) Repeat Stage 1 UG	31 August
GR Students	College of Science Agriculture/Food Sc/Human Nutrition Programmes * excl PWE	1 September



Key Dates 2023

Activity	When?	Notes
Elective Allocation (UG stage 2 -6)	4 September 10.00AM	Online Registration closes at 10AM for Elective allocation. Online module registration will close for all students so Elective places can be allocated to continuing UG students. Manual Registration will not be possible whilst allocation is in progress
Student Fitting continuing Students	Commences 5 September	Automatic Allocation of students to labs... Note the default position for modules that are also part of stage 1 is that they will be fitted later with stage 1
Start of Term (excluding CAO programmes)	11 September	
Registration closes for all students except stage 1 CAO Programmes		22 September 5PM



Key Dates 2023 Incoming UG

Activity		When?
CAO Offers		30 August
Confirm Reg Step 1 Incoming CAO cohort	1/4/5/6 September	Depends on time CAO offer is accepted
Allocation of start times CAO cohort	6 September	Start times will be allocated in the afternoon – check email after 15.00
Module Registration CAO Cohort	7/8 September	Start times over the course of both days 8am to 7pm depending on numbers
Student fitting stage 1		Commences 11 September
Start of Term CAO Cohort		18 September
Registration closes Stage 1 CAO Programmes		29 September



Student Desk

Supports for UCD students - Autumn Trimester 2023/24

Presented by Catherine McDonnell

Student Desk Manager



Student Desk

Who are we?

- 8 permanent team members
- Hourly paid students / alumni





Student Desk

What do we do?

- Support students, applicants, alumni as well as parents and third parties
- Queries around registration, fees, official documents etc.
- Phones, Connector, Rua chatbot, and a drop-ins service in Tierney
- Webpage www.ucd.ie/askus always has the most up to date information.



Student Desk

Start of trimester 2023/24

- Additional temporary staff
- Dedicated teams for
 - Call centre
 - Connector
 - Drop-ins to Tierney
 - Official Documents production





Student Desk

Call Centre

- Increase in size of phone team from Tuesday 15 August for start of trimester
- Phone number 01 716 1555
- More info. on www.ucd.ie/askus





Student Desk Chatbot

- Rua chatbot
- Available 24/7
- Updated build for start of trimester
- Team monitoring and training on-going





Student Desk Connector

- Used since 2012 by team to manage the massive number of email queries annually
- Dedicated team for busy start of trimester period
- SLA 24 hours
- Direct students to www.ucd.ie/askus





Student Desk

Desk walk-in service

- Open all year round, added resources for start of trimester
- Open on Monday to Friday incl. through lunch
- Opening hours on www.ucd.ie/askus





Student Desk

Help with registration

- Direct students to www.ucd.ie/askus for assistance
- New videos will be online by the start of trimester, more info. to follow
- Search for UCD Student Desk FAQs - always up to date





Student Desk

Staff Queries

Staff Queries:

catherine.mcdonnell@ucd.ie (manager)

or

shannon.ellison@ucd.ie (deputy manager)

Staff Connector – coming soon



Communications 2023

Emma Caron, UCD Registry



Information for Students



- Student Data Gathering and Feedback
- Current Students website
- New Students website
- Welcome to UCD Guide
- Orientation Wayfinding
- Registry Video Guides



WELCOME TO UCD CURRENT STUDENTS

Information and Support Services for UCD Students.

SCHO

NEW STUDENTS



New to UCD? You'll find information on orientation timetables, checklists and how

REGISTRATION



All you need to know about online registration with lots of guides to help you

EXAMS



Lots of information on exams, exam timetables, arrangements, regulations and

New Students Website www.ucd.ie/newstudents/



UCD New Students
Mic Léinn Nua UCD

[Accommodation](#)[Getting to UCD](#)[Orientation](#) ▼[Registration](#)[Graduate Studies](#)[Current Students](#)[Contact UCD](#)[Explore UCD](#) ▼[UCD Connect](#)

NEW STUDENTS

Welcome to UCD

[Orientation](#)[Registration](#)[Virtual Tour](#)[Social Sport &](#)

NT DATES



Welcome to UCD Guide

- ✓ Digital version only - no pack posted
- ✓ Redesigned and updated for 2023/24
- ✓ Two editions
 - **Issue 1** - information relevant to Orientation and the first few weeks of term
 - **Issue 2** - information that becomes more relevant towards the mid point of the trimester
- ✓ Finalised in mid August

SUMMER TRIMESTER 23/24

26 SEP	Academic teaching term begins
07* OCT	Incoming Stage 1 Undergraduate registration closes
04 NOV	Autumn Trimester exam timetable published
11 NOV	Deadline for dropping modules/withdrawing from your Programme
02 DEC	End of Autumn Trimester teaching term
10 DEC	Autumn Trimester exams begin (incl. Saturday, 10 & 17 December)
22 DEC	Autumn Trimester exams finish

Online registration will open for Stage 1 Graduate Entry Programmes (DN301, DN401 and DN411) from 29 August until 23 September.

23 JAN	Spring Trimester academic teaching term begins
31 JAN	Autumn Trimester final exam results
31 JAN	Remaining balance of fees due
13 MAR	Fieldwork/study period (2 weeks)
27 MAR	Spring Trimester academic teaching term resumes
24 MAR	Spring Trimester exam timetable published



Orientation Wayfinding Group



- ✓ Subgroup formed from the Orientation Advisory Group
 - ✓ Representatives from Registry, University Relations, Estates, College Offices
- ✓ Increased temporary signage during Orientation
- ✓ Concentrating on the lake area and spine of campus
- ✓ Directions to main buildings used for Orientation
 - ✓ Barriers with signage
 - ✓ Fingerpointing signs
 - ✓ Posters with QR codes to campus map
 - ✓ Posters on lampposts and pillars

Orientation Wayfinding Group

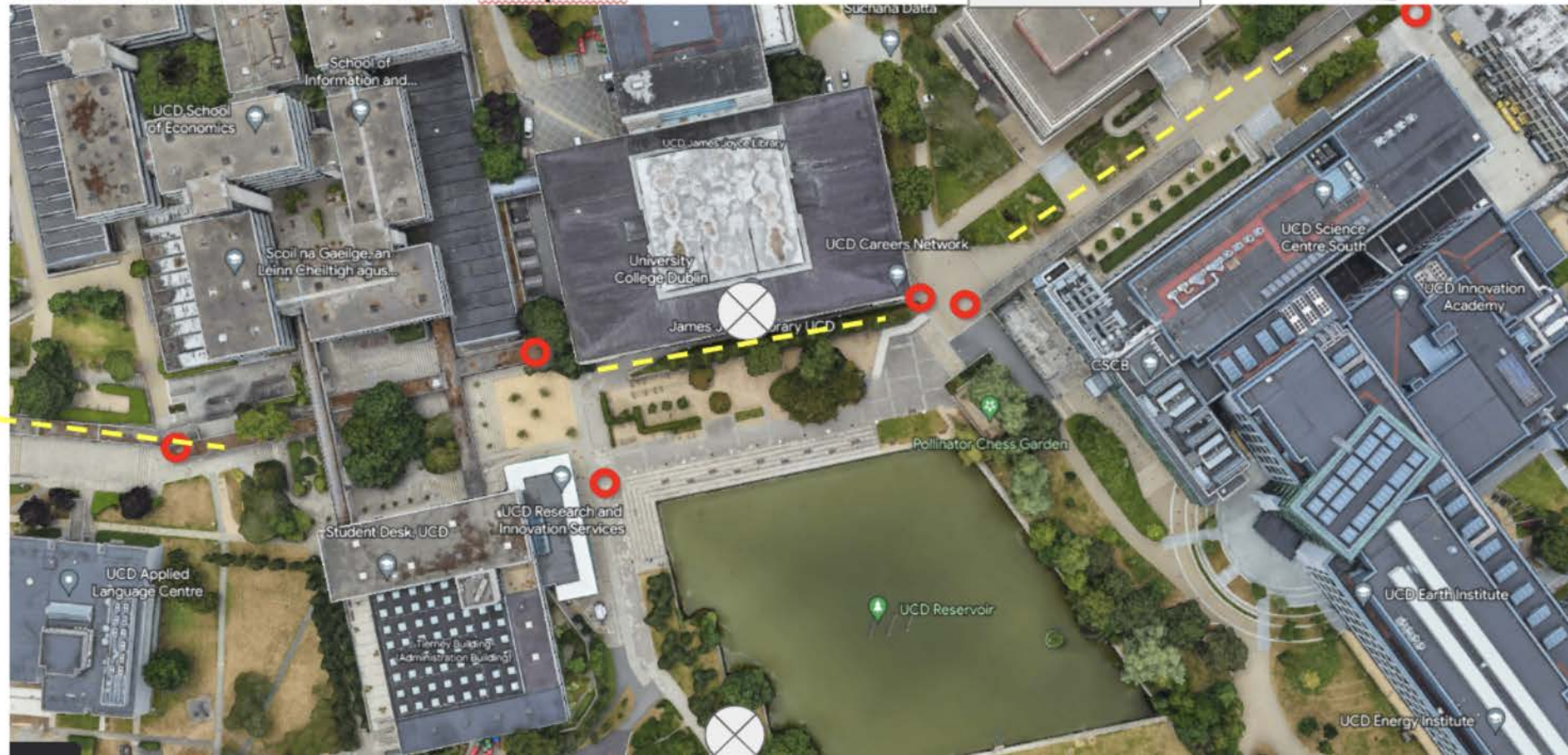


Red Circles : 6 x Barriers

White Circles : 2 x Fingerpointers

Yellow Line : Potential Posters/Lamposts

Near the
church
intersection



Registry Video Guides



- ✓ Extensive consultation with students
 - ✓ Undergraduate
 - ✓ Postgraduate
- ✓ Redesign of suite of Registry videos
- ✓ Inclusion of new videos
- ✓ Registration, Fees, Official Documents
- ✓ Will be published mid August

Information for Staff



- UCD Registry website
- Registry key dates calendar
- Email archives
 - staff
 - student
- Registry staff contacts web page



Registry Key Dates

Today ◀ ▶ September 2023 ▼

Print Week Month Agenda ▼

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28 Online Registration opens for	29	30 Online Registration opens for Round 1 offers available from	31 Online Registration opens for September Start Students -	1 Sept Online Registration begins for Step 1 of Registration open	2	3 Fee Payment Deadline 2022
4	5	6	7	8	9	10
September Conferring Ceremonies						
Elective Allocation begins at	Elective allocation complete	Notification of Start Times for	Incoming Stage 1 Undergraduates - module registration			
Step 1 of Registration open	Step 1 of Registration open	Step 1 of Registration open	CMS: Module Descriptor Ed			
Teaching term begins (Stage 1)						17
18 Teaching Terms begins for Stage 1						24
25						1 Oct UCD Applications open on t



Step 1 of Registration opens for:

When Wednesday, 6 Sept 2023

Description

Incoming CAO students and direct applicants who have **accepted their offer after 5 pm on Friday, 1 September 2023** and up until the closing of Round 1 acceptance

- Online Registration **opens at 10 am**
- During Step 1 of Registration, you can confirm your registration for the academic year, upload a photo for your student card, and confirm your personal details
- During step 1 of Registration you do not register to individual modules (this happens

[more details»](#) [copy to my calendar»](#)

Staff Communications Archive

<https://www.ucd.ie/registry/staff/communications/>



UCD Registry
Clarlann UCD

[PROSPECTIVE STUDENTS](#)

[STAFF](#)

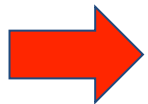
[ABOUT US](#)

[REGISTRY A-Z](#)

[CONTACT](#)

STAFF COMMUNICATIONS ARCHIVE

You are here: [Staff](#) / [Communications](#)



[2022/23 - Staff communications](#)

[2021/22 - Staff communications](#)

[2020/21 - Staff communications](#)

[2019/20 - Staff communications](#)

[2018/19 - Staff communications](#)

Related



View our Staff and Team Structure

UCD Registry is one of nine support units of the Office of the Registrar, Deputy President and Vice-President for Academic Affairs.



Student and Registration Status queries

Browse our contact section to find the right person to answer your query

Student Communications Archive

www.ucd.ie/students/services/emailarchive/

Email Archive

[Home](#) / [Services](#) / [Email Archive](#)

Student Email Archive

OPEN ALL +

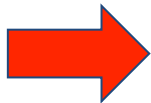
Office of the Registrar and Deputy President Communications 2022/23



UCD Registry Communications 2022/2023



Office of the Registrar and Deputy President Communications 2021/22



Contact

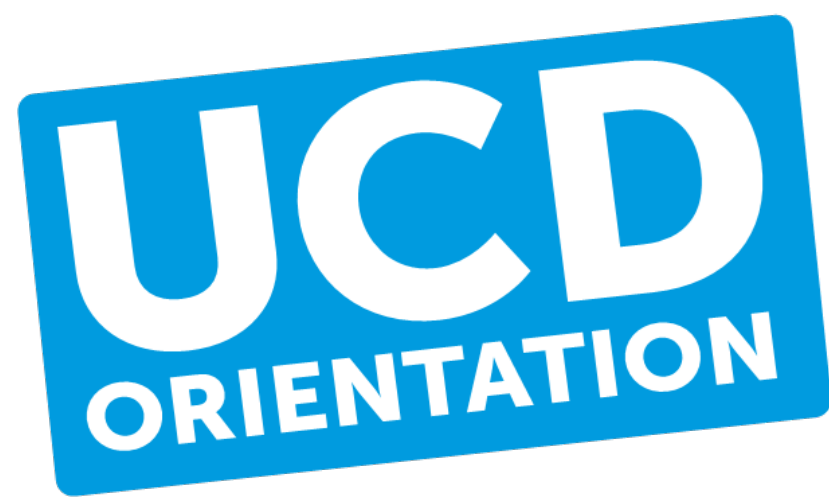


emma.caron@ucd.ie

www.ucd.ie/registry

www.ucd.ie/students





Orientation 2023

Nadia Clarkin

Orientation and Peer Mentoring Manager

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Orientation Week

- Stage 1 Programme Orientation
- 13th -15th September in the Astra Hall
- President's Welcome & Scarfing Ceremony
 - SU Representation Area & Student Services Stands
- Peer Mentor Tours
- Timetabling at local level & will be available at www.ucd.ie/newstudents



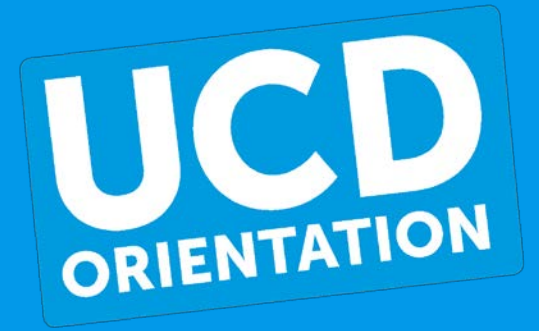
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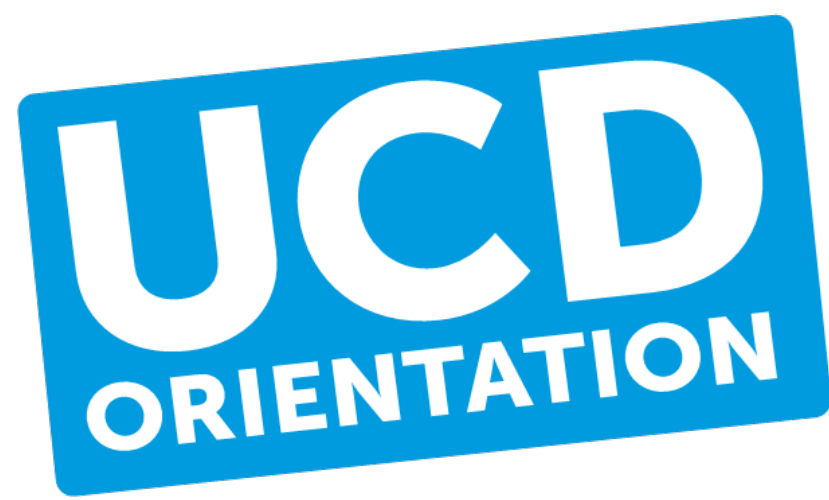
- GEM & Direct Entry [Stage 2],
Wednesday, 6th September
- Orientation Guides & Information
Points
- International Students
 - Host a number of Events
- Extended Orientation



Wider September Planning

- Bookings:
 - Estates sent Wufoo form to request rooms
 - In term –use spaces hosting Stage 1 modules
 - Other facilities can be booked as usual
- Week of 18th to 24th
Freshers Week (Student Centre Quad), Sports Expo (Sports Centre),
- Early October – Welcome for Later Entrants
 - CAO Round 2 and later





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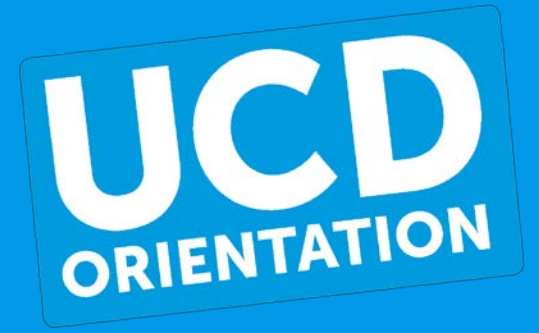
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Thank You!

Keep an eye on the web page for updates

www.ucd.ie/registry/staff/registryservices/registration/registrationplanning/

