



## UCD Registry: Programme Verification Guide & Checklist

### Quick Overview

#### What is Programme Verification?

An annual activity carried out by Schools and Colleges. Staff use a test version of SISWeb to complete test student registrations for their taught majors and stages to ensure the timetable and structures for their programmes are complete and accurate.

Any issues identified are recorded and resolved before online registration goes live for students.

#### Who is involved in the process?

This is a collaboration between School/College Office Staff, the Curriculum Team, Systems & Data Operations team and UCD Estates.

#### When does it take place?

It can commence once a finalised curriculum & timetable is in place.

Typically, from the end of June until the end of July - timelines can vary slightly year on year

### Preparation Checklist

- ✓ **Stable Curriculum:** it's important that the structure of your majors are as stable as possible and key information such as requisites, module trimesters, credit split by trimester & places have been recorded on the module descriptors.
- ✓ **Stable Timetable:** the timetable for your area must be confirmed as complete by UCD Estates.
- ✓ **School/Colleges Staff Availability for testing:** please note that an active JIRA account is required for testing.



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### Testing:

- Test student details will be circulated to you from Tuesday of the selected/relevant week
- Testing can begin from the time test student details have been received until midday on Friday each week and those test student details will only be valid during this time.
- Students are not pre-registered to core modules. Module requisites, pre-reqs, co-reqs etc, are in place during the testing process

### Support

- Contact the Curriculum Team at [curriculum@ucd.ie](mailto:curriculum@ucd.ie), or contact your [College Liaison directly](#) for Curriculum related queries, such as changes to major structures or module descriptors.
- Contact Systems & Data Operations at [systems.data@ucd.ie](mailto:systems.data@ucd.ie) for help with testing, test student ID set-up, use of Jira.
- Contact your timetabling coordinator for timetabling readiness/confirmation.

### Useful Links and Documents

- [Introduction to Programme Verification](#) (opens a web page).
- [Guidelines for Programme Verification](#) (opens as a pdf).
- [Programme Verification - using Jira to log issues](#) (opens as a pdf).
- [Online Registration Video Guides](#) (opens a web page).