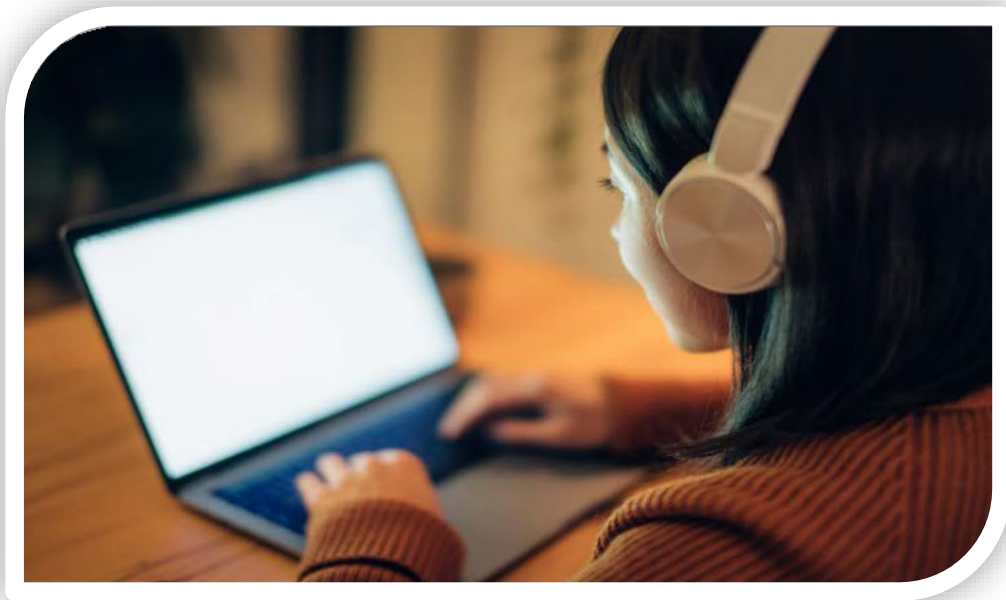


How to Register Online



A guide to using the
UCD Online Registration System
in SISWeb.

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Getting Started

Before you begin the academic year at UCD, you will need to **confirm your registration (via your SISWeb account)**. This allows you to access online registration, obtain/retain your UCD Student Card (UCARD) and gain access to the wide range of facilities available to our students.

Once you confirm registration you can move on to the following online registration steps:

Step 1 PERSONAL INFORMATION

This is where you confirm your personal details, complete a survey, upload your photo for your UCARD and pay your fees.

Step 2 MODULE REGISTRATION (if required)

Check/record your module choices.

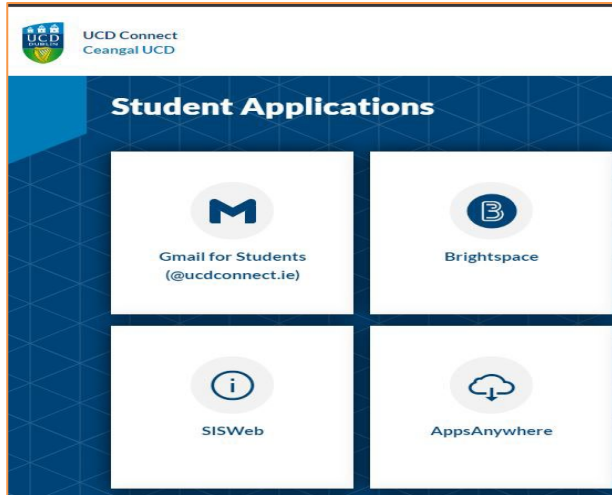
Graduate Research students should read the information about [taking taught modules](#).

If online module registration is not available for your Programme, your [School or College](#) will be able to assist.

Things to note:

- Check the [Key Dates page](#) to see when online registration opens for your Cohort.
- There are [how-to video guides](#) available to help you through online registration.

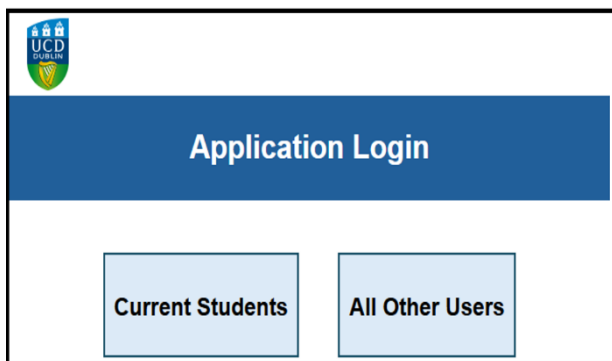
How to Log In



Go to UCD Connect

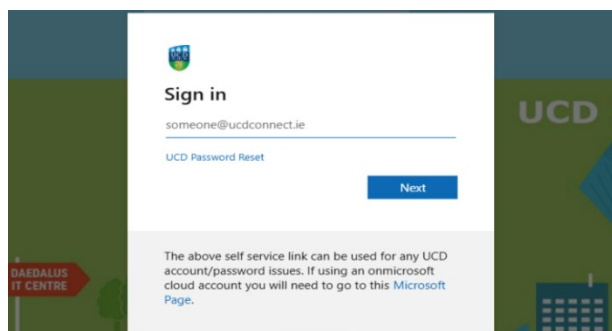
Go to www.ucd.ie/connect and click on the SISWEB icon.

You can filter by Student Applications to show the relevant icons.

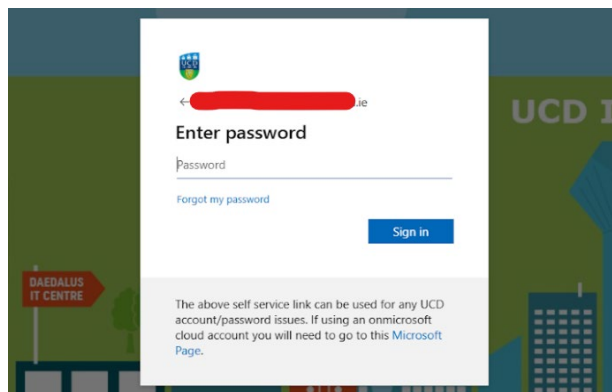


Log into SISWeb

Click on the **Current Students** button to get to the Sign In screen.



Enter your **UCD Connect email address** and click on **Next**.

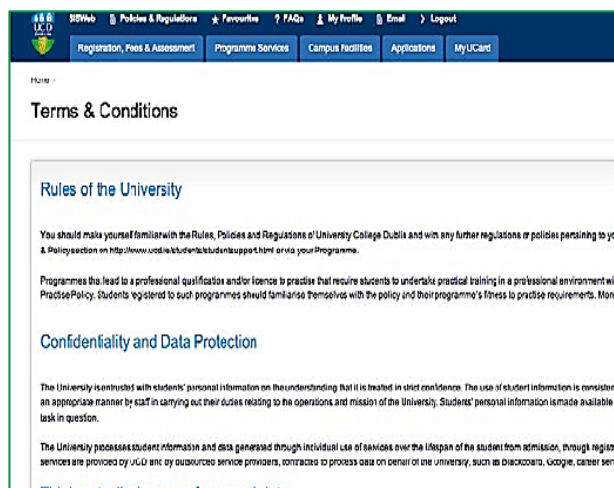


Then enter your **UCD Connect password** and click on **Sign In**.

Confirm Registration



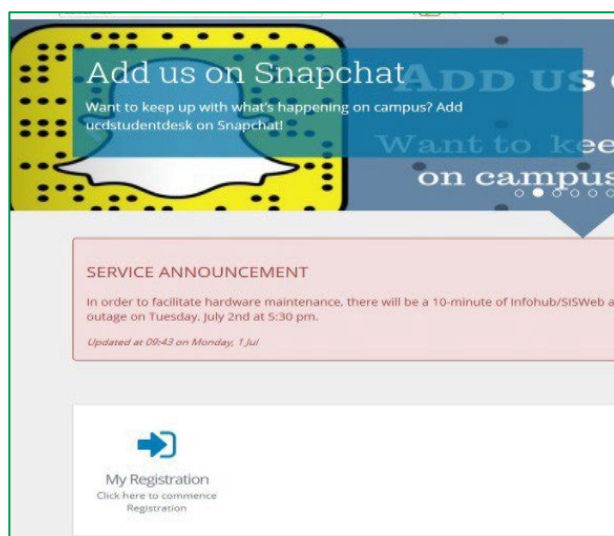
[Watch the video.](#)



Agree to the 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



Click on My Registration and confirm your registration

When you click on **My Registration** you will be asked to confirm your registration for the academic year.

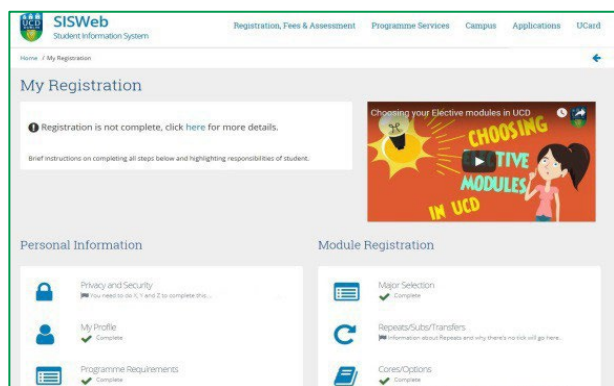
You need to confirm registration so you can select your modules if required.

You will then be brought to the **My Registration Page**.

My Registration Page

On this page you can access and complete your **Personal Information**.

You will also be able to access and complete your **Module Registration** once it opens for you.



Step 1

Personal Information




[Watch the video.](#)

Privacy and Security | My Profile | Programme Requirements | Survey | Fees

My Profile

My Personal Details

Name: UCD Student

My Photo:  [Upload a new Photo](#)

Gender: Male

Phone Number: 111111

Mobile Number: 111111

PPS Number: [Add PPS Number](#)

SUSI Application Number: [Add SUSI Application Number](#)

My Address Details

Address Type	Address	Accommodation Type	Click to
Permanent Address	Main Street Co. Down	N/A	Update
Term Address	Main Street Co. Down	Rented Accommodation	Update

My Emergency Contact Details

Emergency Contact	Emergency Address	Emergency Telephone	Click to
Parent: Mary Smith	Main Street Dublin 1	+44 111111 746	Update

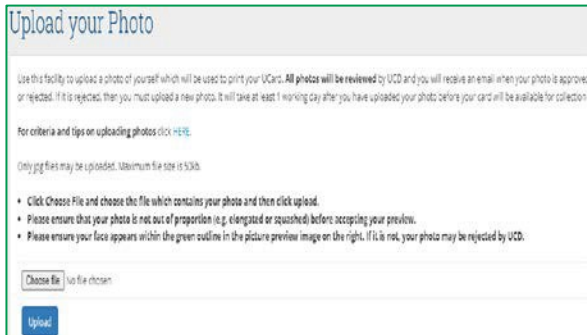
- ✓ Confirm your personal details.
- ✓ Answer a short survey.
- ✓ Pay your fees.
- ✓ Upload your UCARD (Student Card) photo.
- ✓ Set your Email Preferences.

Things to note:

- Your name and date of birth can be updated by the UCD Student Desk if you show them your passport or birth certificate.
- If the name on your passport/birth certificate does not match the one used on your application, then you may not be able to collect your UCARD until after your name has been updated on your student record.
- If your term address and/or phone number is different to your home address, make sure to enter it.
- Enter your emergency contact details in the fields provided.
- Remember to include your Student Universal Support Ireland (SUSI) grant application number if you have applied for a grant.
- If you are registering for certain Health Sciences programmes you will be asked to complete a Programme Requirements section.
- In the fees section, check how much you are required to pay now (if relevant) and enter that amount (or the full amount if preferable) into the box provided. You can pay online using a credit or debit card.
- Use Email Preferences to confirm if you want official UCD emails copied to your personal email address as well as your UCD Connect email.
- Incoming students: upload your photo so you can get your UCARD.
- If you are continuing in your Programme, once you confirm registration for the current academic year your UCARD will remain active.



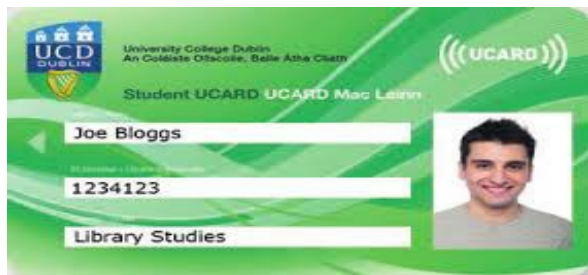
Upload your Photo



Upload your UCARD Photo

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, use www.webresizer.com



On the **My Profile** page click on **Upload your Photo**.

Click **Choose file** to find your photo on your PC/device and then click **Upload**.

Preview the photo and if you are happy click **Accept** to upload it.

If you need help uploading your photo, contact ucard@ucd.ie

You must show your Passport or Birth Certificate with photo ID before you can collect your UCARD.

Pay your Fees

View Your Free Fees Credit Summary		View Your Account History	
Academic Year	Transaction Type	Description	Charges €
2023/2024		Previous years balance	
2024/2025	Charges	Student Centre Levy	254.00

Make a Payment

Enter the amount you want to pay now and click the 'Make Payment' button.

Payment Amount € (no commas)

Make Payment

Payment Details

Card Number visa card

Expiry MM/YY

Security Code ?

Cardholder Name

PAY NOW



Paying your fees online

The Fees page shows your fee status and the details of the fees that you are being charged.

To pay online, go to the **Make a Payment** section and enter the amount you need to pay in the box provided.

Click on **Make Payment** at the bottom of the screen and check the details shown.

Enter your debit/credit card details and click on **Pay Now**. UCD does not keep a record of your card details.

Once you have completed the payment a confirmation email will be sent to your UCD Connect email address. To send a copy of the receipt to another email address, enter that address in the box provided.

If you do not wish to pay online, click on the **Continue** button at the bottom of the screen. [Other payment options](#) are available.

Step 2 Module Registration

If you need to register to modules online the steps below will show you how.

Some programmes will have their module registration done by their School or College Office.

Core Modules



[Watch the How to register to Core and Option modules video](#)

A Core module is one you must do as part of your programme. The [Course Search](#) will show you if there are Core modules for your programme.

Module Registration



Subject/Stream Selection

On this page, you can select Subjects or Majors for your programme.



Repeats

On this page, you can add or drop Resit or Repeat modules. You can also register to or drop modules for which you have already have a grade of WX (extenuating) or WL (withdrawn late).



Cores/Options

On this page, you will see any Core modules that you must take. You can also register to any Option modules that you need.

Go to Module Registration

Once online module registration is open for you the **Cores/Options** link will appear under **Module Registration** on the My Registration Page in SISWeb.

Check Core Modules

If you have Core modules you may find that you are already registered to them (Pre-selected will appear beside them).

If you need to pick a time slot, do this by clicking on **SELECT TIME** beside the module.

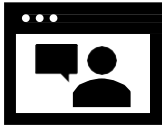
English

Core Modules

Trimester	CRN	Module	Credits	Class Type	Status	Action
Autumn	11039	ENG10050 Literature in Context 1	5	Lectures	Preselected	
Spring	11054	ENG10060 Literature in Context 2	5	Lectures	Preselected	



Option Modules



[Watch the How to register to Core and Option modules video](#)

Option Modules					
Conditional Core: Students who did not achieve a Q1 or H5 or better in Leaving Certificate Chemistry must take CHEM00010. Students who did not achieve a Q2 or H6 or better in Leaving Certificate Biology must take BIOL00010. Students who did not take Leaving Certificate Physics, and who want to remain eligible for Neuroscience or Physiology, must take PHVC10070 in Stage 1 or Stage 2. Students who wish to remain eligible for Applied & Computational Mathematics or any Physics subjects who did not achieve a minimum grade of H5 in Leaving Certificate Higher applied Mathematics must take ACM10080 in Stage 1. Students who wish to remain eligible for Mathematics or Physics subjects in Stage 2 who did not achieve H5 or higher in Higher Leaving Cert Computer Science (or equivalent) must take COMP10290 in Stage 1.					
Trimester	CRN	Module	Credits	Class Type	Status Action
Autumn	ACM10080	Intro to Applied & Comp Math	5	Lectures	Not Selected Select Module
Autumn	BIOL00010	Fundamentals of Biology	5	Lectures	Not Selected Select Module
Autumn	CHEM00010	Introductory Chemistry	5	Lectures	Not Selected Select Module
Autumn	COMP10290	Computation for Scientists	5	Online Learning	Not Selected Select Module
Autumn	PHVC10070	Foundations of Physics	5	Lectures	Not Selected Select Module

Select Option Modules

Click on **SELECT MODULE** beside the module(s) of your choice.

Make sure that you register to all the Option Modules required!

Quick Tip! Check if you are eligible to take the module

Click on the **module title**, and an information box will appear. Click on the different headings to read about that module. Always read the information in '**Am I eligible to take this module?**' before you make your decision.

How will I learn? +

Am I eligible to take this module? -

Requirements, Exclusions and Recommendations

Learning Requirements:
None

Learning Exclusions:
H5/Q2 or higher in Leaving Cert Biology

Module Requisites and Incompatibles

Incompatibles:
BIOL10120 - Cell Biology & Genetics (NUI)

Select a Time Slot

If there is a choice of time slots for a particular lecture, a calendar will show the available time slots (in blue). Scroll down to see all the time slots on offer.

Select the time slot that suits best. In the box that appears, click on **REGISTER** to confirm your choice and return to the Core/Options page.

	Monday	Tuesday	Wednesday	Thursday
8 ⁰⁰				
9 ⁰⁰			09:00 - 10:50 Offering 2 Contact: Blended ACC20010: Financial Accounting	
10 ⁰⁰	10:00 - 10:50 Contact: Face to Face ECON30180: Industrial		10:00 - 10:50 Contact: Face to Face	
11 ⁰⁰		11:00 - 11:50 Contact: Face to Face ECON30150: International		
12 ⁰⁰				
13 ⁰⁰			13:00 - 14:50 Offering 1 Contact: Blended ACC20010: Financial Accounting 2 Quinn School QUI-005	13:00 - 13:50 Contact: Face to Face ECON30150: International
14 ⁰⁰				



Drop/Swap Modules



[Watch the How to register to Core and Option modules video.](#)

Swap Module

Module to Drop

This module will be swapped with the module chosen from the list.

Module

ENG10130 Contemporary Irish Writing

Choose Module to Swap

Choose a module in list to view offerings:

ENG10030 - Literary Genre

Swap Module Details

Trimester	Offering	Available Times	Action
Spring	1	Tue: 1000-1050	Select Offering

Drop a Module

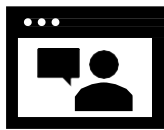
If you see **Drop Module** beside a module that means that you can drop the module if **you do not want** to be registered to it.

Swap a Module

If you see **Swap Module**, that means you can replace the module with another module from the list provided.

If you cannot get the new module the original module will stay on your record!

Register to Labs & Tutorials



[Watch the How to register to Labs and Tutorials video.](#)

Choose your Labs & Tutorials

You also need to be registered to any Laboratories, Tutorials or Practicals that are part of your modules.

For Core and Option modules go to the Main Labs & Tutorials screen.

If you need to register to a labor or tutorial, click on **SELECT TIME**.

If there is a choice of time slots, pick the one that best fits your timetable. An information box will appear where you can click on **Register** to confirm your choice.

Once you select your lab or tutorial, you should be able to drop it or change the time if needed. Check under **Action** to see what you can do.

Core/Option Labs and Tutorials						
Trimester	CRN	Module	Credits	Class Type	Status	Action
Autumn	12693	ACM10080 Intro to Applied & Comp Math	5	Lectures		
				Tutorial	Not Selected	Select Time
Autumn	11602	BIO10010 Fundamentals of Biology	5	Lectures		
				Practical	Not Selected	Select Time
Autumn	11045	GEO10050 Earth and Humanity	5	Lectures		
		No labs / tutorials necessary for this module.				
Spring	11607	BIO10110 Biology-Cell Biology&Genetics	5	Lectures		
				Practical	Not Selected	Select Time

	Monday	Tuesday	Wednesday	Thursday	Friday
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰	10:00 - 10:50 Contact: Face to Face ACM10080: Intro to		10:00 - 10:50 Contact: Face to Face ACM10080: Intro to		10:00 - 10:50 Offering 1 Contact: Face to Face
11 ⁰⁰					
12 ⁰⁰					
13 ⁰⁰		13:00 - 13:50 Contact: Face to Face BIO10010: Fundamentals	13:00 - 13:50 Contact: Face to Face ACM10080: Intro to		13:00 - 13:50 Contact: Face to Face BIO10010: Fundamentals
14 ⁰⁰		14:00 - 14:50 Contact: Face to Face	14:00 - 14:50 Contact: Face to Face	14:00 - 14:50 Contact: Face to Face GEO10050: Earth and	14:00 - 14:50 Offering 2 Contact: Face to Face

Note:

If you see **Automatically Registered** or **Contact School** beside a module that means that your School is looking after the registration to the necessary lab/practical/tutorial.

View your Timetable

My Timetable - Autumn

Autumn Spring Summer Click on a particular time slot to see what room/building that class is in.

Lecture Tutorial Practical

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 ⁰⁰						
9 ⁰⁰		09:00 - 09:30 HIS10310: Ireland's English Centuries (CRN: 46247)				
10 ⁰⁰	10:00 - 10:50 GEOG10130: Geography Matters (CRN: 46461)	10:00 - 10:50 ENG10130: Contemporary Irish Writing (CRN: 25026)	10:00 - 10:50 GEOG10140: Mapping a Sustainable World (CRN: 12335)	10:00 - 10:50 ENG10130: Contemporary Irish Writing (CRN: 27486)		
11 ⁰⁰			11:00 - 11:50 GEOG10130: Geography Matters (CRN: 46376)		11:00 - 11:50 ENG10050: Literature in Context 1 (CRN: 11986)	
12 ⁰⁰	12:00 - 12:50 GEOG10130: Geography Matters (CRN: 46376)					
13 ⁰⁰				13:00 - 13:50 HIS10070: Modern Europe (CRN: 13375)		
14 ⁰⁰		14:00 - 14:50 GEOG10140: Mapping a Sustainable World (CRN: 12335)	14:00 - 14:50 HIS10070: Modern Europe (CRN: 12335)	14:00 - 14:50 GEOG10140: Mapping a Sustainable World (CRN: 12335)		
15 ⁰⁰	15:00 - 15:50 HIS10310: Ireland's English Centuries (CRN: 46248)		15:00 - 15:50 ENG10050: Literature in Context 1 (CRN: 11936)			
16 ⁰⁰						

View Timetable

If you click on **TIMETABLE** on the right-hand side of the screen, you will see all your module lecture times and as well as any lab/tutorial times that you have been registered for so far.

Click on a particular time slot to see what room/building that class/tutorial is in.

Use the buttons to see your timetable for each relevant trimester.

Register to Repeat/Resit/Withdrawn Modules



[Watch the Registering to Repeats, Resits & Previously Withdrawn Modules videos.](#)

If you have failed a module you may have to repeat it or resit it. In the **Repeats screen** look at **Other Failed and Withdrawn Modules** to see any modules for which you can choose a Repeat or Resit offering.

You can also register to any modules for which you previously had a Withdrawn grade by clicking on **Select Module** beside them.

Other Failed and Withdrawn Modules						
Listed below are modules for which you have a fail grade or from which you have previously withdrawn. Some will have resit offerings. Use the Course Search and look at the 'What happens if I fail?' section of the module description to see what your remediation options are. You can also check with the Module Coordinator.						
Trimester	CRN	Module	Credits	Class Type	Stage	Status Action
Autumn	ENG32220	Popular Fiction in Britain	10	Seminar (or Webinar)	Stage 3	Select as Resit
Autumn	ENG32670	Dark Romanticism	10	Seminar (or Webinar)	Stage 3	Select as Repeat

Register to a Repeat or Resit Offering

Under Action, click on **Select as Repeat** or **Select as Resit**. Once selected, modules will appear in the **Currently Registered** section.

You may drop a repeat or resit by clicking on **Drop Module**. When you drop a resit, the module should appear in the **Other Failed and Withdrawn Modules** section with the option to select it as a repeat (if offered).

Register to any [labs and tutorials](#) you may need.

Currently Registered						
Trimester	CRN	Module	Credits	Class Type	Stage	Status Action
Autumn	41859	ENG32220 Popular Fiction in Britain	10	Seminar (or Webinar)	Stage 3	** Resit ** Drop Module
Autumn	31417	ENG32740 King Arthur: History & Romance	5	Lectures	Stage 3	Repeat Drop Module

Things to note:

- Your Repeat modules and any previously Withdrawn modules will appear on your timetable. Resit modules will not appear as you do not need to attend classes.
- If you have progressed into your next stage carrying these modules you should go to the **Core/Options screen** next to continue your module registration.
- If you are repeating a programme with a declared major, you should go to the **Next Stage** screen to complete the next part of your module registration.
- If you are repeating a programme with an undeclared major, e.g. BA or Engineering Omnibus go to the **Electives screen** where you will be able to select modules that you may wish to study for your next stage.



Check your Credits

To see how many credits you need for each stage of your programme go to the [UCD Course Catalogue](#) and click **Course Search** to find your programme

See the [Credits and Modules](#) web page for more information.

Credit Information in SISWeb

As you register to modules you will see your credits add up on the right-hand side of the Online Registration screen under **Credit Information**.



Cláríann UCD | UCD Registry

www.ucd.ie/students/