## How to Register to Labs &

## **Tutorials.**

Hi, my name is Éabha. I'm a English student and also work part time at the Student Desk. Today I'm going to show you how to register to labs and tutorials. You can find all the links mentioned in this video on the <u>UCD current students website</u>.

First, log into your <u>SISWeb account</u>. If you're not sure how to do this, check out the <u>How to log into SISWeb video</u>. On the SISWeb home page, click on My Registration. You'll then be brought to the My Registration Page.

Some of your Core, Option or Elective modules may have labs or tutorials in addition to lectures. You must first register to your Core, Option and Elective modules before you can choose an associated lab or tutorial. To find out how to register for the different types of modules, watch the videos linked here.

Once you register to all your Core & Option modules, click on the "Main Labs/Tutorials" tab to see what tutorials or labs you need.

If you're registered to Science or Agriculture modules, you'll be automatically registered for lab, practical & tutorial times, so you don't need to do anything further.

For modules in all other subjects, to register for a particular lab or tutorial, click on "Select time".

If there are a number of time slots available, they'll be displayed on a calendar, highlighted in blue.

All of the other modules that you've picked will show up on your calendar, so you'll know where you have free space in your timetable.

Find the offering that best fits your timetable and click "register."

If you see Automatically Registered or Contact School beside a module, that means your School is looking after the registration and you don't need to do anything further.

Once you've registered for your Core and Option labs and tutorials, click on the "Elective labs/tutorials" tab to see what tutorials or labs you need. You might not need any.

To see all of the Core, Option and Elective lectures and all associated labs and tutorial times that you've selected, simply click on the timetable tab.

You can easily tell if you've completed your labs and tutorials section, as a green tick will appear when you've completed what you need to do.

If you have any further questions about registering for labs and tutorials, or if you run into any problems during the online registration process, contact the Student Desk and we'll be happy to help.

Thanks for watching, bye.