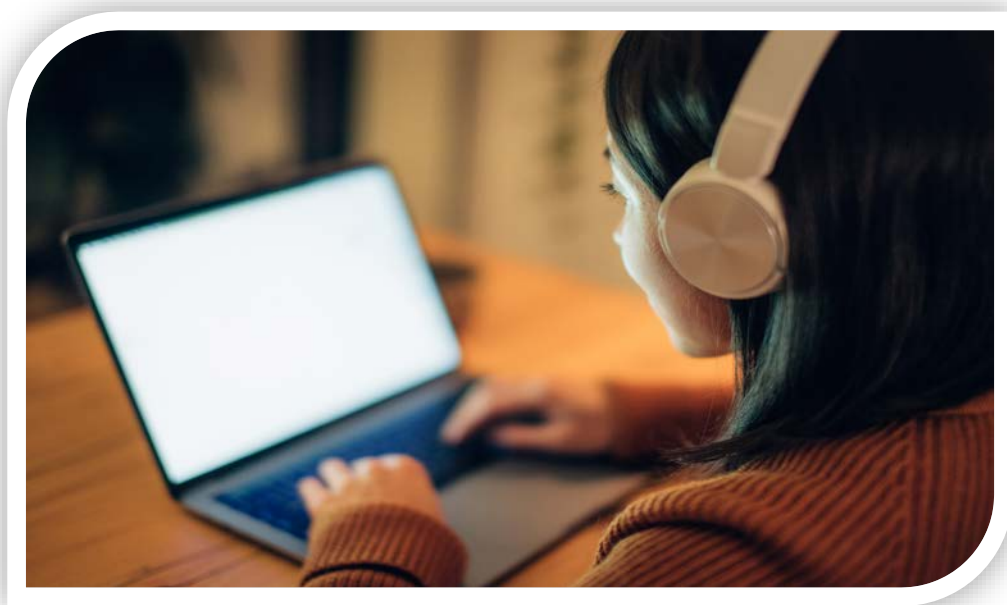




# How to Register Online



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:

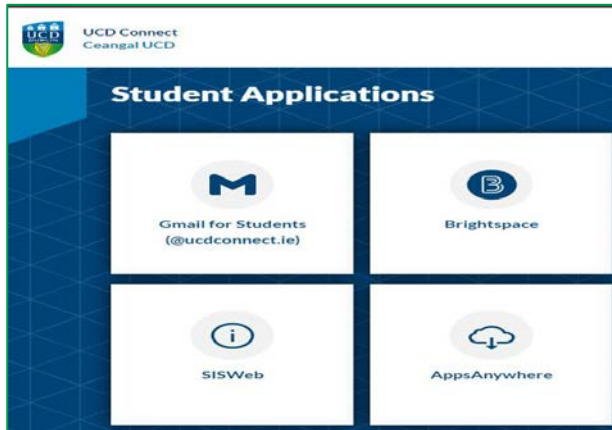
- Check the [Key Dates page](#) to see when online registration opens for your Cohort.
- There are [how-to video guides](#) available to help you through online registration.



# How to Log In



[Watch the How To Log Into SISWeb video.](#)



## Go to UCD Connect

Go to [www.ucd.ie/connect](http://www.ucd.ie/connect) and click on the **SISWEB** icon.

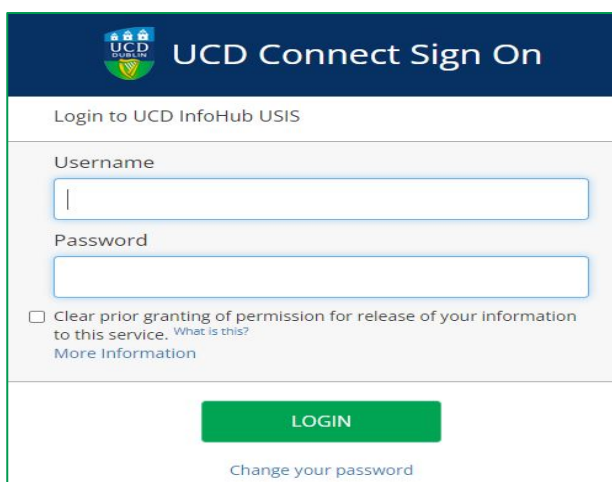
You can filter by **Student Applications** to show the relevant icons.



## Log into SISWeb

Click on the **Log in with UCD Connect** button.

You will be asked to enter your **UCD Connect username and password**.

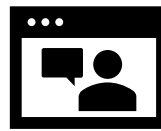


Your username is your UCD student number if you are a direct applicant or if you were here before.

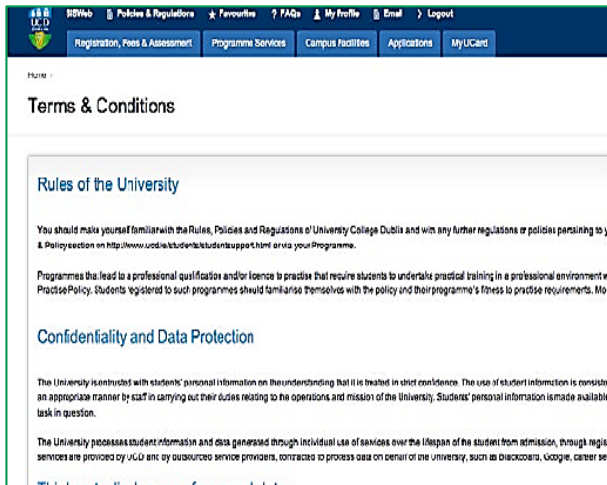
If you have already created a SISWeb password, please use that. Otherwise, your temporary password is your date of birth (in the format **ddmmyy**).

If your password is your date of birth, you must [change it to something more secure](#) on first login!

# Confirm Registration



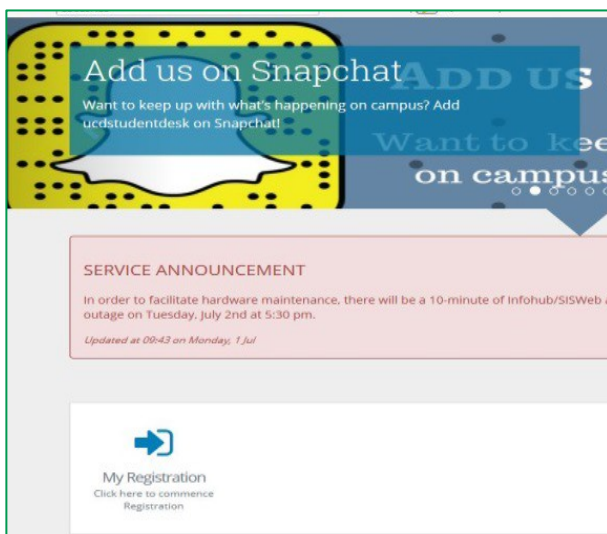
[Watch the video.](#)



## 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.

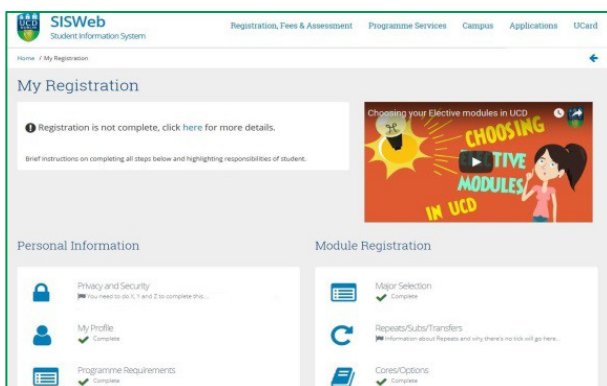
You need to confirm registration so you can select your modules if required.

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.](#)

- ✓ 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 Photo

Use this facility to upload a photo of yourself which will be used to print your UCARD. All photos will be reviewed by UCD and you will receive an email when your photo is approved or rejected. If it is rejected, then you must upload a new photo. It will take at least 1 working day after you have uploaded your photo before your card will be available for collection.

For criteria and tips on uploading photos click [HERE](#).

Only jpg files may be uploaded. Maximum file size is 50kb.

- Click Choose File and choose the file which contains your photo and then click upload.
- Please ensure that your photo is not out of proportion (e.g. elongated or squashed) before accepting your preview.
- Please ensure your face appears within the green outline in the picture preview image on the right. If it is not, your photo may be rejected by UCD.

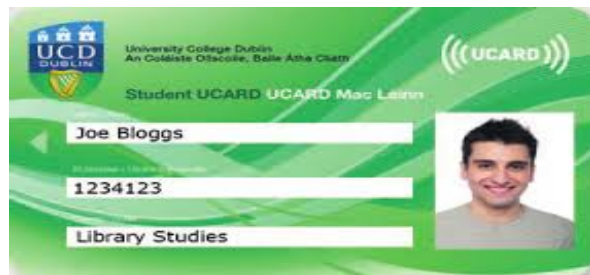
Choose file | No file chosen

Upload

## 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](http://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](mailto:ucard@ucd.ie)

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

# Pay your Fees

| 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

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.

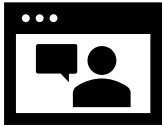
Enter your debit/credit card details and click on **Pay Now**. UCD does not keep a record of your card details.

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.



# 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.

English

Core Modules

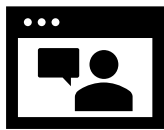
| Trimester | CRN   | Module                           | Credits | Class Type | Status      | Action |
|-----------|-------|----------------------------------|---------|------------|-------------|--------|
| Autumn    | 11039 | ENG10050 Literature in Context 1 | 5       | Lectures   | Preselected | 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

## 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.

# Option Modules



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

| Trimester | CRN       | Module                       | Credits | Class Type      | Status       | Action                        |
|-----------|-----------|------------------------------|---------|-----------------|--------------|-------------------------------|
| Autumn    | ACM10080  | Intro to Applied & Comp Math | 5       | Lectures        | Not Selected | <a href="#">Select Module</a> |
| Autumn    | BIOL00010 | Fundamentals of Biology      | 5       | Lectures        | Not Selected | <a href="#">Select Module</a> |
| Autumn    | CHEM00010 | Introductory Chemistry       | 5       | Lectures        | Not Selected | <a href="#">Select Module</a> |
| Autumn    | COMP10290 | Computation for Scientists   | 5       | Online Learning | Not Selected | <a href="#">Select Module</a> |
| Autumn    | PHYC10070 | Foundations of Physics       | 5       | Lectures        | Not Selected | <a href="#">Select Module</a> |

## 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/O2 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 <sup>00</sup>  |   |  |   |  |
| 9 <sup>00</sup>  |   |  | 09:00 - 10:50<br>Offering 2<br>Contact: Blended<br>ACC20010: Financial Accounting                           |  |
| 10 <sup>00</sup> | 10:00 - 10:50<br>Contact: Face to Face<br>ECON30180: Industrial |  | 10:00 - 10:50<br>Contact: Face to Face  |  |
| 11 <sup>00</sup> |   | 11:00 - 11:50<br>Contact: Face to Face<br>ECON30150: International |   |  |
| 12 <sup>00</sup> |   |  |   |  |
| 13 <sup>00</sup> |   |  | 13:00 - 14:50<br>Offering 1<br>Contact: Blended<br>ACC20010: Financial Accounting 2<br>Quinn School QJI-005 | 13:00 - 13:50<br>Contact: Face to Face<br>ECON30150: International |
| 14 <sup>00</sup> |   |  |   |  |



# 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 lab 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.

| 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 | BIOL00010 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 | BIOL10110 Biology-Cell Biology&Genetics        | 5       | Lectures   |              |             |  |
|           |       |  |         | Practical  | Not Selected | Select Time |  |

|                  | Monday | Tuesday   | Wednesday  | Thursday  | Friday  |
|------------------|--------|---|--|---|---|
| 8 <sup>00</sup>  |        |   |  |   |   |
| 9 <sup>00</sup>  |        |   |  |   |   |
| 10 <sup>00</sup> |        |   | 10:00 - 10:50<br>Contact: Face to Face<br>ACM10080: Intro to | 10:00 - 10:50<br>Contact: Face to Face<br>ACM10080: Intro to  | 10:00 - 10:50<br>Offering 1<br>Contact: Face to Face              |
| 11 <sup>00</sup> |        |   |  |   |   |
| 12 <sup>00</sup> |        |   |  |   |   |
| 13 <sup>00</sup> |        | 13:00 - 13:50<br>Contact: Face to Face<br>BIOL00010: Fundamentals | 13:00 - 13:50<br>Contact: Face to Face<br>ACM10080: Intro to |   | 13:00 - 13:50<br>Contact: Face to Face<br>BIOL00010: Fundamentals |
| 14 <sup>00</sup> |        | 14:00 - 14:50<br>Contact: Face to Face                            | 14:00 - 14:50<br>Contact: Face to Face                       | 14:00 - 14:50<br>Contact: Face to Face<br>GEO10050: Earth and | 14:00 - 14:50<br>Offering 2<br>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.

Legend: Lecture (Blue), Tutorial (Light Blue), Practical (Orange)

|       | Monday  | Tuesday  | Wednesday  | Thursday   | Friday  | Saturday |
|-------|---|--|--|--|---|----------|
| 8:00  |   |  |  |  |   |          |
| 9:00  |   | 09:00 - 09:30<br>HIS10310: Ireland's English Centuries (CRN: 46247)  |  |  |   |          |
| 10:00 | 10:00 - 10:50<br>GEOG10130: Geography Matters (CRN: 46461)          | 10:00 - 10:50<br>ENG10130: Contemporary Irish Writing (CRN: 25026)   | 10:00 - 10:50<br>GEOG10140: Mapping a Sustainable World (CRN: 46376) | 10:00 - 10:50<br>ENG10130: Contemporary Irish Writing (CRN: 27486)   |   |          |
| 11:00 |   |  | 11:00 - 11:50<br>GEOG10130: Geography Matters (CRN: 46376)           |  | 11:00 - 11:50<br>ENG10050: Literature in Context 1 (CRN: 11986) |          |
| 12:00 | 12:00 - 12:50<br>GEOG10130: Geography Matters (CRN: 46376)          |  |  |  |   |          |
| 13:00 |   |  |  | 13:00 - 13:50<br>HIS10070: Modern Europe (CRN: 13375)                |   |          |
| 14:00 |   | 14:00 - 14:50<br>GEOG10140: Mapping a Sustainable World (CRN: 46376) | 14:00 - 14:50<br>HIS10070: Modern Europe (CRN: 12355)                | 14:00 - 14:50<br>GEOG10140: Mapping a Sustainable World (CRN: 46376) |   |          |
| 15:00 | 15:00 - 15:50<br>HIS10310: Ireland's English Centuries (CRN: 46248) |  | 15:00 - 15:50<br>ENG10050: Literature in Context 1 (CRN: 11986)      |  |   |          |
| 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.

| 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 |

| 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 |

## 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.

## 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** .



# Clárann UCD | UCD Registry

[www.ucd.ie/students/](http://www.ucd.ie/students/)