



University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

HOW TO REGISTER ONLINE

A STEP-BY-STEP GUIDE TO UCD
REGISTRATION

January

2023/24



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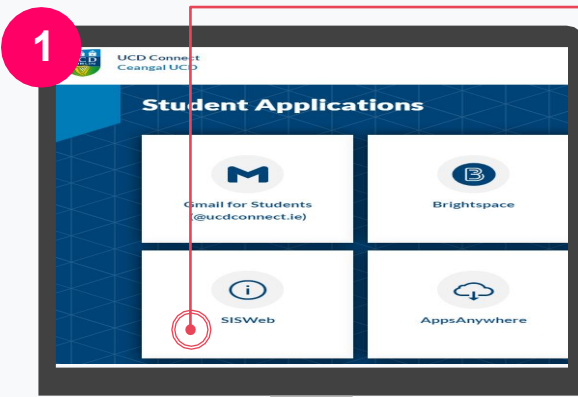
GETTING STARTED

Before you begin your academic year at UCD, you will need to register with the University. Registration allows you to obtain your UCD Student Card (UCARD) and gain access to the wide range of facilities available to our students.

Registration is carried out online (via SISWeb) and involves the following steps:, Step 1 Personal Information and Step 2 Module Registration (if applicable).

If you need help at any point, just contact the [Student Desk](#).

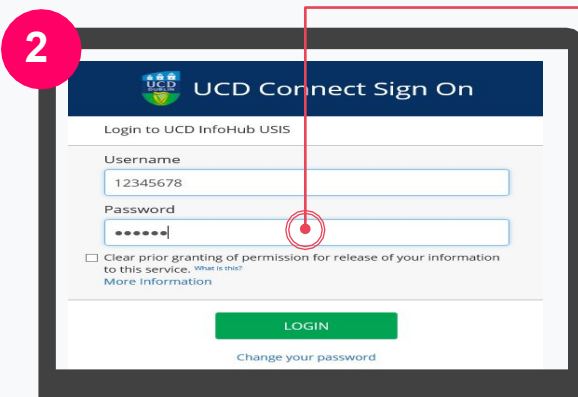
Your College/School will also be able to help.



1

GO TO UCD CONNECT

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



2

LOG INTO SISWEB

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.

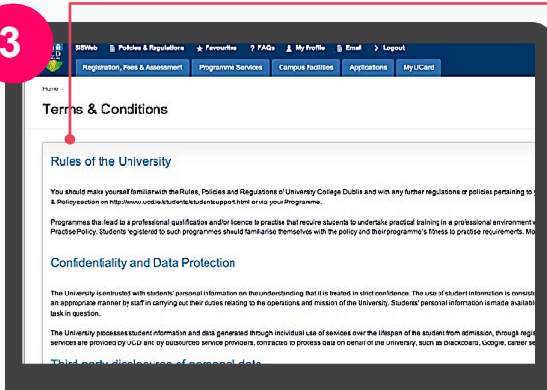
If you have already created a SISWeb password, please use that.

Otherwise, your password is your date of birth (in the format **ddmmyy**).



If your password is your date of birth, make sure you change it to something more secure on first login!

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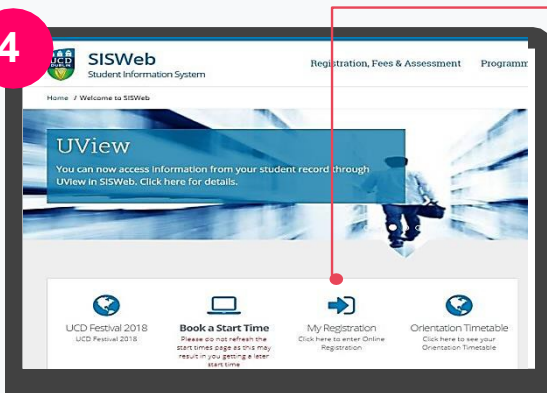


AGREE TO THE UCD TERMS & CONDITIONS

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.

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CLICK ON MY REGISTRATION AND CONFIRM YOUR REGISTRATION

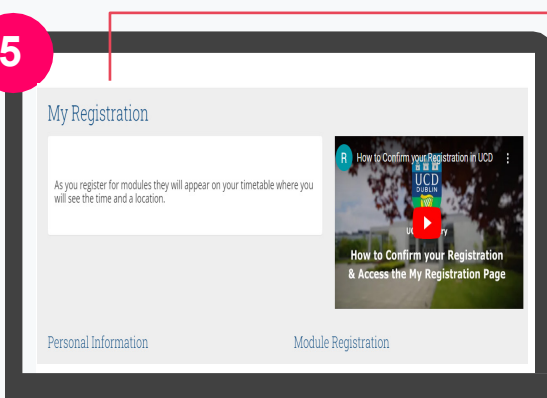
When you click on **My Registration** you will be asked to confirm your registration for 2023/24.

You need to confirm registration so you can select your modules later on if needed.

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



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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




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My Profile

My Personal Details

Name: UCD Student

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

Gender: Male

Phone Number: 111111

Mobile Number: 111111

PPS Number: A66 PPS Number

SUSI Application Number: A66 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	+48 11111 750	Update

CONFIRM YOUR PERSONAL DETAILS

ANSWER A SHORT SURVEY

PAY YOUR FEES

UPLOAD YOUR UCARD PHOTO

Things to note

<p>! Some information, such as name and date of birth can be changed by contacting the Student Desk. Make sure to scan/have a copy your passport or birth certificate.</p>	<p>! In Email Preferences, you can confirm if you want official UCD emails copied to your personal email address as well as your UCD Connect email.</p>
<p>! 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.</p>	<p>! If you are registering for certain Health Sciences programmes you will be asked to complete a Programme Requirements section.</p>
<p>! If your term address and/or phone number is different to your home address, make sure to enter it.</p>	<p>! In the fees section, check how much you are required to pay now and enter that amount (or the full amount if preferable) into the box provided. You can pay online using a credit or debit card.</p>
<p>! Enter your emergency contact details in the fields provided</p>	<p>! Incoming students: confirm your registration and upload your photo so you can collect your UCD Student Card (UCARD).</p>
<p>! Remember to include your Student Universal Support Ireland (SUSI) grant application number if you have applied for a grant.</p>	<p>! If you are continuing in your Programme, once you confirm registration for 2023/24 your UCARD will remain active.</p>

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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 photos. It will take at least 1 working day after you have uploaded your photo before it will be available for collection.

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

To check the size of your photo file click [HERE](#).

To help crop & resize your photos try this website. Click [HERE](#) for Photo Web resizer.

For a helpful video on how to upload a photo click [HERE](#).

Only jpg files may be uploaded. Maximum file size is 500K.
If you encounter difficulties in uploading a photo, please contact ucard@ucd.ie for further assistance.

- 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 (i.e. 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.

no file selected

UPLOAD YOUR UCARD PHOTO

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

Click **Browse** to find your photo on your PC and then click **Upload**.

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

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 go to <http://webresizer.com/>

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.

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Make a Payment

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

Payment Amount € (no commas)

PAY YOUR FEES

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.

Click on **Pay Now** to go to a secure website to enter your debit/credit card details. 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.

Check for other ways to pay:

www.ucd.ie/students/fees/howtopay/

STEP 2

MODULE REGISTRATION



As well as completing Step 1 you may need to be registered to modules.

There may be compulsory Core modules for you to do as well as Option modules, where you choose modules that interest you from a list of modules related to your programme.

If you need to register online to your modules, the instructions below will show you what to do. Complete this step by Tuesday, 06 February 2024.

If online module registration is not available for your Programme, contact your College/School Office for assistance.

STEP 2 MODULE REGISTRATION | CORE MODULES

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Semester	CRN	Module	Credits	Class Type	Status	Action
Semester One	15632	ENG20400 Critical Theory	5	Lectures	Preselected	
Semester Two	15646	ENG20410 Reading Medieval Literature	5	Lectures	Preselected	

CHECK CORE MODULES ON CORE/OPTIONS PAGE

You may find that you are already registered to your Core Modules (Pre-selected will appear beside them).

For some of your Core Modules you may need to pick a time slot. Do this by clicking on **SELECT TIME** beside the module.



STEP 2 MODULE REGISTRATION | OPTION MODULES

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Option Modules

Stage 2 Option List A:

Students must select one module from Option List A, one module from Option List B, and one additional module from Option Lists A or B.

NOTE: You have chosen 1 - you need at least 1 Option Modules in total

Semester	CIN	Module	Credits	Class Type	Status	Action
Semester One	ENVS0440	Irish Literature in English	5	Lectures	Not Selected	Select Module
Semester One	ENVS0490	Renaissance Literature	5	Lectures	Selected	Drop Module Swap Module
Semester One	ENVS0490	Romanticism	5	Lectures	Not Selected	Select Module

CHOOSE OPTION MODULES (CORE/OPTIONS PAGE)

You will also need to select Option Modules.

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

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

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ACC10060 Acc for non-Business students

This module will provide students with an introduction to financial and management accounting. Among the areas covered are: the nature and purpose of accounting; the users of accounting information; preparation and interpretation of Trading, Profit and Loss Accounts, Balance Sheets, VAT. The purpose of management accounting is to provide information to assist management in making informed decisions and evaluations. Management needs to plan, control and make decisions.

Show/hide content

Learning Outcomes

Workload

Assessment Strategies

What happens if I fail?

Am I eligible to take this module?

Module Requisites and Incompatibilities

Incompatible: Financial Accounting 1 (ACC10040)

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.

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Select Time for CHEM00020 Introductory Chemistry (Ag) (Semester 1)

Offering Lecture Tutorial Practical

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00		09:00 - 09:50 MATH0020 Mathematics for Agriculture (CEN)	09:00 - 09:50 ACC00100 Audit Accounting 2 (FIN14090)	09:00 - 09:50 MATH0020 Mathematics for Agriculture (CEN)		
10:00					10:00 - 10:50 MATH0020 Mathematics for Agriculture (CEN)	
11:00		11:00 - 11:50 Offering 8 CHEM00020	11:00 - 11:50 CHEM00020 Introductory Chemistry (Ag) (CEN)			
12:00	12:00 - 12:50 CHEM00020 Introductory Chemistry (Ag) (CEN)	12:00 - 12:50 Offering 10 CHEM00020	12:00 - 12:50 Offering 2 CHEM00020	12:00 - 12:50 Offering 9 CHEM00020	12:00 - 12:50 Offering 11 CHEM00020	12:00 - 12:50 Offering 3 CHEM00020
13:00		13:00 - 13:50 Offering 4 CHEM00020	13:00 - 13:50 Offering 11 CHEM00020	13:00 - 13:50 Offering 5 CHEM00020	13:00 - 13:50 Offering 6 CHEM00020	13:00 - 13:50 Offering 7 CHEM00020

SELECT A TIME SLOT

If there is a choice of time slots for a particular lecture, a calendar will display the available time slots on offer to you. 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.

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Swap Module

Module to Drop

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

Module

ENG20440 Irish Literature in English

Choose Module to Swap

Choose a module in list to view offerings.

ENG20430 - Modern American Literature

Swap Module Details

Semester	Offering	Available Times	Action
Semester Two	1	Thu: 1200-1250	Select Offering

DROP MODULES
SWAP MODULES

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.

If you see **Swap Module**, that means you can replace the module with another module selected from a drop down list.

Select the new offering in the **Swap Module Details** section.

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

STEP 2 MODULE REGISTRATION | LABS & TUTORIALS

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Core/Option Labs and Tutorials

Semester	CRN	Module	Credits	Class Type	Status	Action
Semester One	15632	ENG20400 Critical Theory	5	Lectures		
				Small Group	Not Selected	Select Time
Semester One	15650	ENG20450 Renaissance Literature	5	Lectures		
	15651			Small Group	Selected	Drop Lab/Tut Change Time
Semester One	26291	PHIL20020 Logic	5	Lectures		
				Tutorial	Not Selected	Select Time

CHOOSE YOUR MAIN LABS & TUTORIALS

Remember to register to any Laboratories, Tutorials or Practicals that are part of your Core and Option modules.

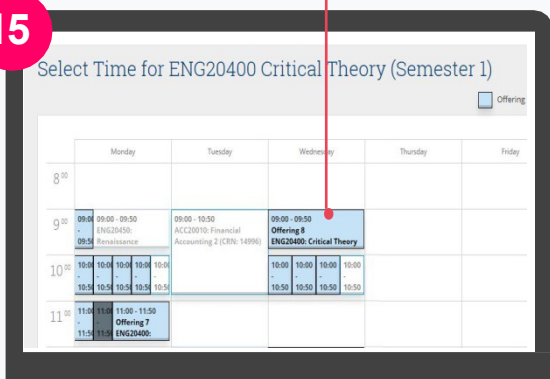
To register to a lab or tutorial click on **SELECT TIME**.

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.

If you see **Automatically Registered** or **Contact School** beside a module that means your School is looking after the registration.



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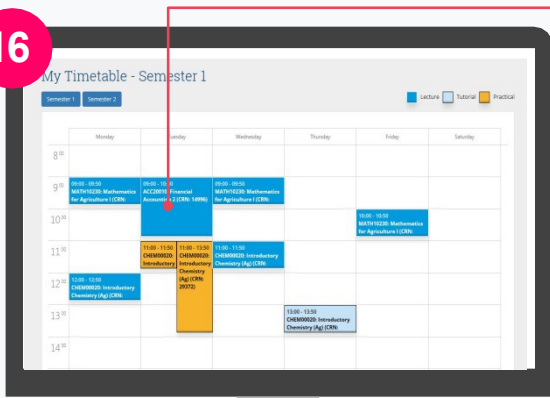
PICK A TIME FOR YOUR MAIN LABS & TUTORIALS

If there are a number of time slots available they will be displayed on a calendar (highlighted in blue).

Choose the offering that best fits your timetable. In the information box that appears, click on REGISTER.

Any other lecture, tutorial, lab or practical times already picked will show up on the calendar so you know where you have free space in your timetable.

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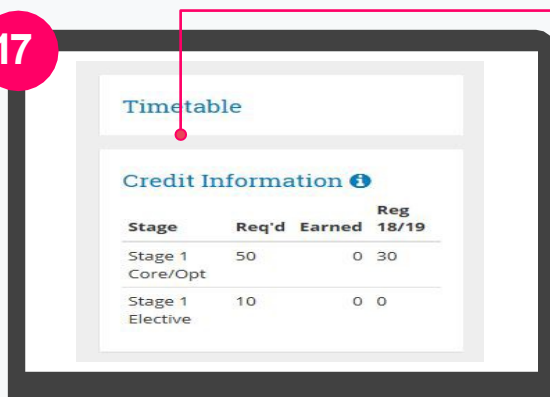


VIEW TIMETABLE

If you click on TIMETABLE on the right hand side of the screen, you will see all your Core and Option lecture times and any associated lab/tutorial times that you have selected.

Click into a time to see details about location.

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CREDIT INFORMATION

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

What credits you need may vary depending on your Programme.



WELCOME

www.ucdnewstudents.ie/
www.ucd.ie/students/registration/
www.ucd.ie/graduatestudies/