



University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

HOW TO REGISTER ONLINE

A STEP-BY-STEP GUIDE TO UCD REGISTRATION



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Every effort has been made to ensure the information contained herein is correct at time of going to print. However, it may be subject to change.

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

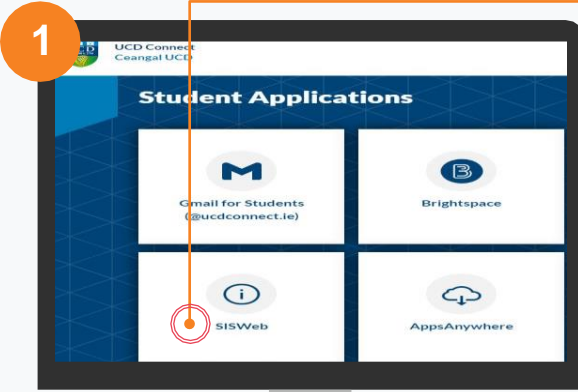
MODULE REGISTRATION

Record your module choices - Cores, Options and Electives. Make sure to register to any tutorials as well!

Type of Student	Check your Start Time (September Starts only)	Confirm registration and complete Personal Information	Complete Module Registration
Undergraduate Degree Students	Details sent to UCD Connect email	Yes – once online registration opens for you	Using online registration - September Starts need a Start Time
Graduate Entry Students	Details sent to UCD Connect email	Yes – once online registration opens for you	Using online registration - September Starts need a Start Time
Occasional/ Visiting Students	Details sent to UCD Connect email	Yes – once online registration opens for you	Check with your Programme Manager/UCD Global
Graduate Taught	Details sent to UCD Connect email	Yes – once online registration opens for you	Using online registration - September Starts need a Start Time
Graduate Research	Details sent to UCD Connect email	Yes – once online registration opens for you	Check for email from Graduate Studies with details
Undergraduate Cert & Dip	Details sent to UCD Connect email	Yes – once online registration opens for you	Using online registration - September Starts need a Start Time

Check www.ucd.ie/students/keydates for the specific dates for your programme.

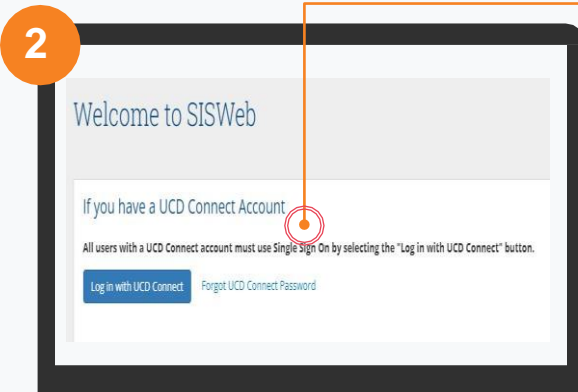
LOGGING IN



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 **Log in with UCD Connect** button

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

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

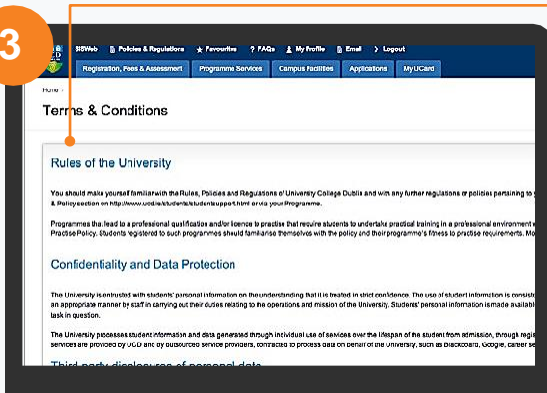
If you have already created a SISWeb password, please use that.

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!

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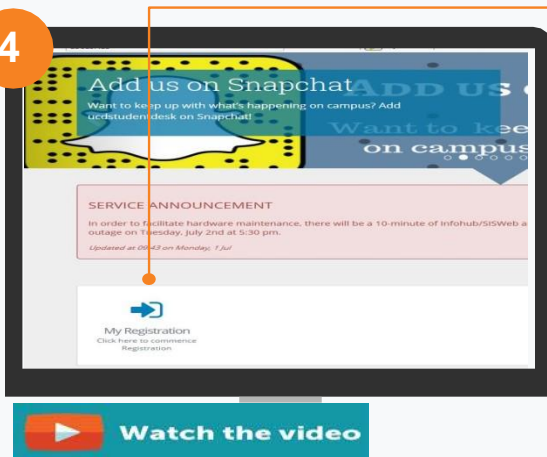


AGREE TO THE UCD TERMS & CONDITIONS

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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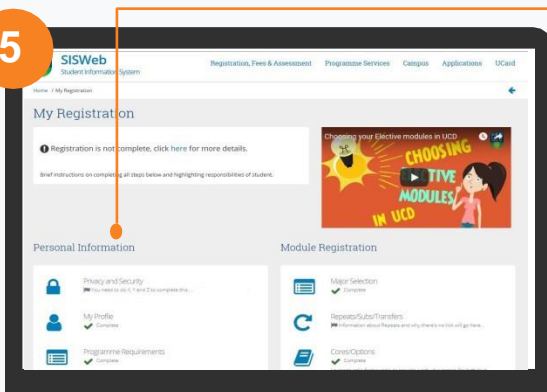
CLICK ON MY REGISTRATION AND CONFIRM YOUR REGISTRATION

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

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

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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- ✓ CONFIRM YOUR PERSONAL DETAILS
- ✓ ANSWER A SHORT SURVEY
- ✓ PAY YOUR FEES
- ✓ UPLOAD YOUR UCARD PHOTO

! Some information, such as name and date of birth can be changed by the Student Desk (Tierney Building) if you show them your passport or birth certificate.

! If you are registering for certain Health Sciences programmes you will be asked to complete a Programme Requirements section.

! 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.

! 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.

! If your term address and/or phone number is different to your home address, make sure to enter it.

! Answer the HEA Survey as it allows us to plan necessary supports for students.

! Enter your emergency contact details in the fields provided

! Incoming students: upload your photo so you can collect your UCD Student Card (UCARD).

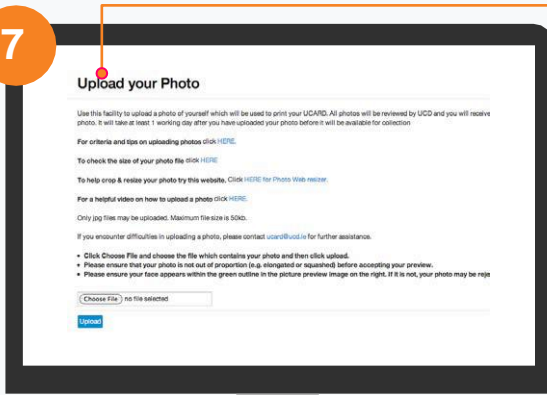
! Remember to include your Student Universal Support Ireland (SUSI) grant application number if you have applied for a grant.

! If you register late, your UCARD will be available for collection one working day after you have completed Step 1 of online registration.

! 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.

! If you are continuing in your Programme, once you confirm registration for the academic year, your UCARD will remain active.

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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.

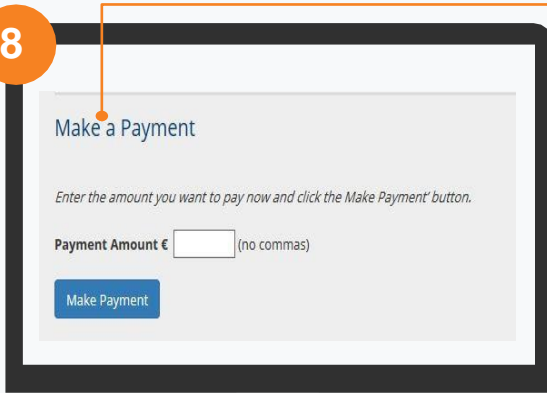
You need to upload a photo before your UCD Student Card (UCARD) can be printed.

It must be a jpg file, 50KB or less. If you need to resize your photo, go to www.webresizer.com/resizer

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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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.

! In order to be a fully registered student you need to pay your fees.

! If you do not wish to pay online, click on the **Continue** button.

You can pay UCD directly by **Bank Transfer.** The bank details are available on www.ucd.ie/students/fees/howtopay.html

BEFORE YOU SELECT YOUR MODULES



HELPFUL HINTS AND TIPS

Check what modules you need before you begin Step 2 of registration.

Go to www.ucd.ie/students/course_search.htm to see what modules you can study and how many credits you need.

September Starts - Check your UCD Connect email for your start time. You can begin your module registration at any stage from this time onwards until registration closes.

www.ucd.ie/students/keydates

Register to your Option modules

Popular modules fill up quickly so it is important to register as early as possible!

Make sure you are happy with your module choices and that you have the right amount of Core and Option modules for both trimesters.

Where possible, **additional places on previously full modules will be released** daily, [Mon-Fri at 3.00pm](#) during the registration period.

Check www.ucd.ie/students/moduleplaces regularly for updates.

Check your UCD email regularly as you will receive important emails regarding registration, exams, orientation and much more!

Complete your module registration by the closing date – see

www.ucd.ie/students/keydates

Stage 1 Undergraduates can choose Elective modules in the Spring Trimester.

Make sure you drop any extra credits you're not taking, as you will be charged for them. Check www.ucd.ie/students/keydates or the relevant deadlines.

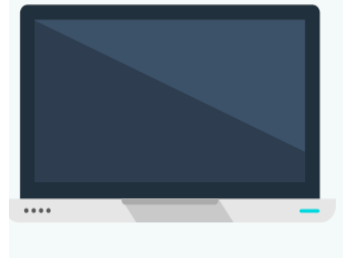
Online registration will reopen for the **Spring Trimester** period. Dates for this will be available midway through Autumn Trimester so keep an eye on www.ucd.ie/students/keydates

Help is available! The Student Desk will be happy to assist you with your online registration. Check out our [Ask Us](#) page for how to contact us.

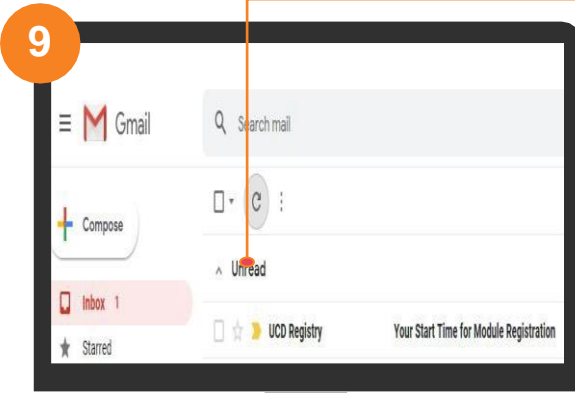
If you need academic advice, speak to your [College/School Office](#)

STEP 2

MODULE REGISTRATION



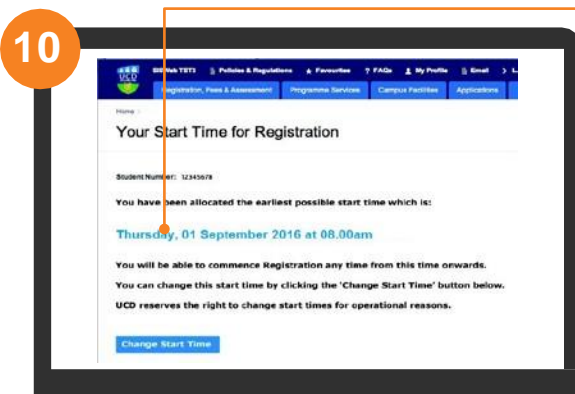
Students will be **automatically allocated a Start Time** for module registration in the Autumn Trimester. Check your UCD email for the details.



CHECK YOUR REGISTRATION START TIME

Check your UCD Connect email for confirmation of your Start Time.

You will also be able to see what Start Time you get in **SISWeb**.



YOU CAN BEGIN YOUR MODULE REGISTRATION AT ANY POINT FROM THIS TIME ONWARDS

This will show you the exact date/time from which you may begin your module registration.

RECORD YOUR MODULE CHOICES



Some of your modules will be compulsory Core modules; others will be Option modules, where you choose modules that interest you from a list of modules related to your programme.

You may also be able to study Elective modules that allow you to explore subjects outside of your area of study.

Incoming Stage 1 Undergraduates will select an Elective module in the Spring Trimester registration period. When you start module registration in September you will normally be able to register to 55 credits worth of Core and Option modules. 5 credits will be set aside for you to use for your Elective module in Spring Trimester.

As you register to modules the times and locations will appear on your timetable. The information may change so check your timetable before lectures start. Once registered, check your modules in Brightspace for messages about your classes.

You should complete your module registration in the following sequence:

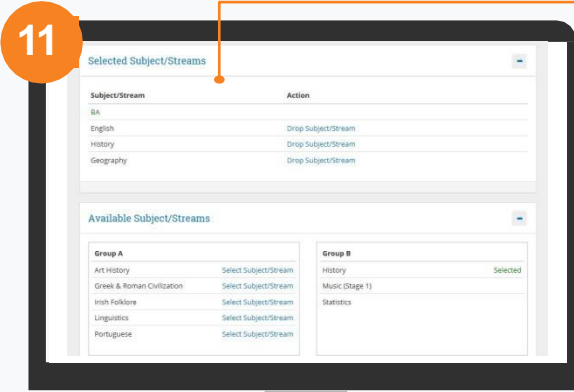
Autumn Trimester

- Subject/Stream (if required)
- Core/Option Modules for both the Autumn and Spring Trimesters
- Main Labs/Tutorials (for your Core and Option modules)
- Elective Modules (if necessary) – incoming Stage 1 UGs pick Electives in Spring
- Elective Lab/Tutorials (if necessary) – incoming Stage 1 UGs pick Electives in Spring
- Repeats/Resits/Withdrawn Modules (returning students if necessary)

Spring Trimester

- Elective Modules (if necessary)
- Elective Lab/Tutorials (if necessary)
- Spring Trimester module changes
- Repeats/Resits/Withdrawn Modules (if necessary)

STEP 2 MODULE REGISTRATION | SUBJECT/STREAM



SELECT YOUR SUBJECT/STREAM
Selected Programmes Only

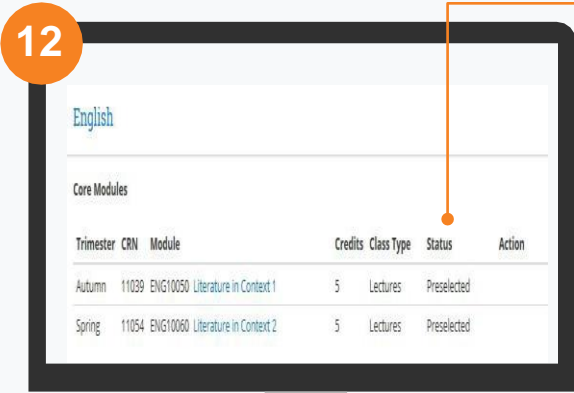
You may already be registered to your main subjects based on your CAO choice. You will see these subjects in the **Selected Subjects/Streams** list.

You will then need to select the other subject(s) that you want to study from the **Available Subjects/Streams** section.

If you want to drop a chosen subject simply click on **Drop Subject/Stream** beside the subject in question. If you are a BA student, you will not be able to drop your main subjects until after your Advisory Meetings.

Read your programme information before you start this step. Online guides to choosing subjects/streams are available for:
[BA Arts students](#)
[Science students](#)

STEP 2 MODULE REGISTRATION | CORE MODULES



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.



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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

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

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.

STEP 2 MODULE REGISTRATION | LABS & TUTORIALS

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Core/Option Labs and Tutorials

Trimester	CRN	Module	Credits	Class Type	Status	Action
Autumn	11039	ENG10050 Literature in Context 1	5	Lectures		
				Small Group	Not Selected	Select Time
Autumn	25026	ENG10130 Contemporary Irish Writing	5	Lectures		
				Tutorial	Not Selected	Select Time
Autumn	46378	CCDC10130 Geography/Matrics	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**.



Watch the video

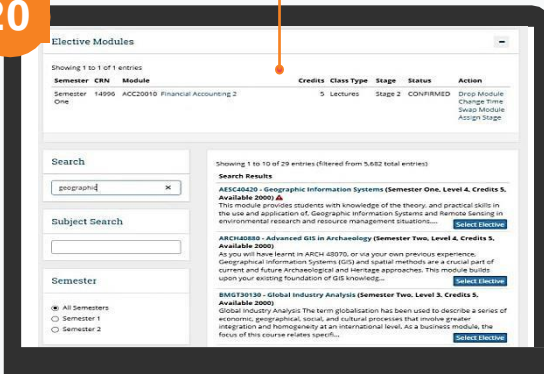
If you see **Automatically Registered** or **Contact School** beside a module that means your School is looking after the registration.

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.

STEP 2 MODULE REGISTRATION | ELECTIVE MODULE

Stage 1 Undergraduates - if you want to study an Elective module you can select one when Online Module Registration opens for the Spring Trimester registration window. Keep an eye on [Key Dates](#) for details. Other undergraduates can select Electives during the Autumn Trimester registration period.

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SELECT YOUR ELECTIVE

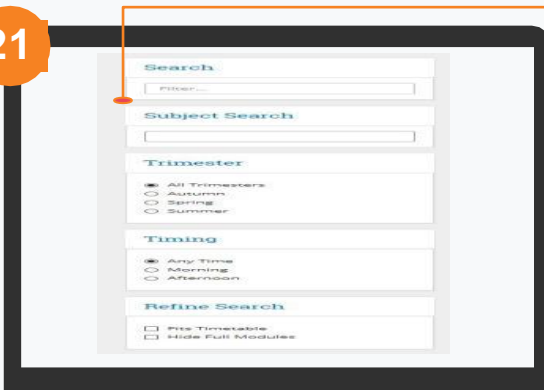
If your programme allows for it, you can select Elective modules.

Note: Stage 1 Undergraduates can do this in the Spring Trimester. 5 credits will be set aside for you to use for your Elective module.

The page will show all the Elective modules available.

Watch the video

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USE THE FILTERS TO NARROW YOUR SEARCH

Search – put in a keyword
Subject Search – look for modules in a specific subject e.g. Maths
Trimester – e.g. look for Spring Trimester modules
Timing – e.g. you only want morning electives
Fits Timetable – shows you modules that you have space for

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Academic Year 2019/2020

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 Open All

Curricular information is subject to change

- What will I learn?
- How will I learn?
- Am I eligible to take this module?
- How will I be assessed?
- What happens if I fail?
- Assessment feedback

READ THE MODULE DETAILS

Read about the module to make sure it is suitable.

Click on the module title and read the information in the 'Am I eligible to take this module?' section.

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Showing 1 to 8 of 8 entries (filtered from 1,547 total entries)


Search Results

ENG10020 - Children's Literature (Spring, Level 1, Credits 5, Available 80)
This module will analyze some major texts from various countries. The focus will be on children's literature and how it subverts or ratifies established "adult" codes. It will consider the differences and similarities between children's and adult classic literature, asking what...

ENG10030 - Literary Genre (Spring, Level 1, Credits 5, Available 50)
Literary genre is the most important element of a writer's craft, of a reader's understanding, of a critic's tool-box. In every kind of literary (and non-literary) writing, it is genre that governs and shapes language, style, form, address and the engagement with the literary tra...

REGISTER TO YOUR ELECTIVES

If you want to register to the module, just click on the **Select Elective** button.

If you see  beside a module, it means that it will clash with something you already have. Click on the symbol to see the details.

Your choices will be recorded in the **Electives Modules** section of the Electives page.

	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00
	-	-	-	-	-	-	-	-	-
	10:50	10:50	10:50	10:50	10:50	10:50	10:50	10:50	10:50
iy									
					11:00	11:00	11:00	11:00	11:00
					-	-	-	-	-
					11:50	11:50	11:50	11:50	11:50



Watch the video

Sometimes your School will look after your registration to Labs/Tutorials. If that's the case, you will see a message saying Automatically Registered or Contact School.

REGISTER TO ELECTIVE LABS & TUTORIALS

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

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**.

You can also change the time if needed.

Group 1 - General Structured Electives

Group 2 - Linguistic Structured Electives

Group 3 - Language Structured Electives

Group 4 - History Structured Electives

Group 5 - Applied Languages Structured Electives

Group 6 - Philosophy Structured Electives

During online registration, keep an eye on the **Module Spotlight** page for a list of interesting Elective modules!

See: www.ucd.ie/students/modulespotlight.html

You may also be interested in doing **Structured Electives!**

For more about this, go to:

www.ucd.ie/students/registration/structuredelectives/

STEP 2 MODULE REGISTRATION | ELECTIVE ALLOCATION

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Trimester	CRN	Module	Credits	Class Type	Stage	Status	Action
Spring	39776	ENGL0020 Children's Literature	5	Lectures	Stage 2	CONFIRMED	Drop Module Swap Module Assign Stage

PROVISIONAL OR
CONFIRMED ELECTIVE

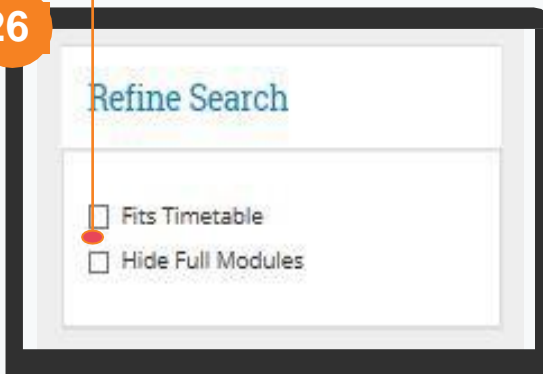
Your choice will be recorded in the **Electives Modules** section of the Electives page.

If you see **Provisional** beside your elective choice, it means that places for that module will be **randomly allocated**. An email will be sent to your UCD Connect email to say if you were successful in getting a place.

Check [Key Dates](#) for when allocation happens each trimester.

If you get a place in an Elective module, the status will change to **Confirmed**.

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Refine Search

Fits Timetable

Hide Full Modules

IF YOU WERE
UNSUCCESSFUL,
CHOOSE ANOTHER
ELECTIVE MODULE

If you did not get a place on your original choice, you can choose another module.

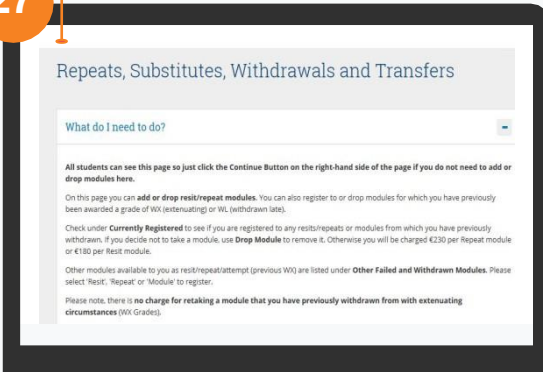
Be sure to click on **HIDE FULL MODULES** to exclude any modules that do not currently have places available.

Places will be first come-first served at that point.

STEP 2 MODULE REGISTRATION | REPEATS/RESITS/WITHDRAWN

Not relevant in the Autumn Trimester if you are a new student!

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REGISTER TO REPEAT/RESIT/WITHDRAWN MODULES

If you have failed a module you may have to repeat it or resit it. In the **Repeats** tab 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.

TO REGISTER TO AN AVAILABLE RESIT OR REPEAT MODULE

- Click on **Select as Repeat** or **Select as Resit** under Action.
- Once selected, repeat modules will say Preselected in the **Currently Registered** section.
- Resit modules will say ****Resit****.
- You may drop a repeat or resit by clicking on **Drop Module** in the Currently Registered section.
- 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).

PREVIOUSLY WITHDRAWN MODULES

To register to a module for which you were previously withdrawn, click on **Select Module** beside it.

THINGS TO WATCH OUT FOR

! Your repeat (preselected) modules and any previously withdrawn modules will appear on your timetable. The resit modules will not appear as you do not need to attend lectures for them.

! If you have progressed into your next stage carrying these modules you should go to the Core/Options screen next. You will see the Core Modules to which you are already registered as well as any Option Modules available to you.

! If you are repeating a programme with a declared major, e.g. Commerce, 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 page where you will be able to select modules that you may wish to study for your next stage.

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Stage	Req'd	Earned	Reg 21/22
Stage 1 Core/Opt	55	tbc	40
Stage 1 Elective	5	tbc	5

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**.

You will see your Core/Option credits as well as your Elective credits.

The normal credit load in an academic year is 60 credits.

Click on the image below to learn more about checking your credits and modules

Checking Your Credits
Home / Registration / Checking Your Credits

Credits and Modules
Updated 28 June 2023

Check how many credits/modules you need for your stage:

- To see how many credits you need for each stage of your programme go to the [Course Search](#) and click on the appropriate link, e.g. Undergraduate Programme or Graduate Programmes, to find your programme



www.ucd.ie/students

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