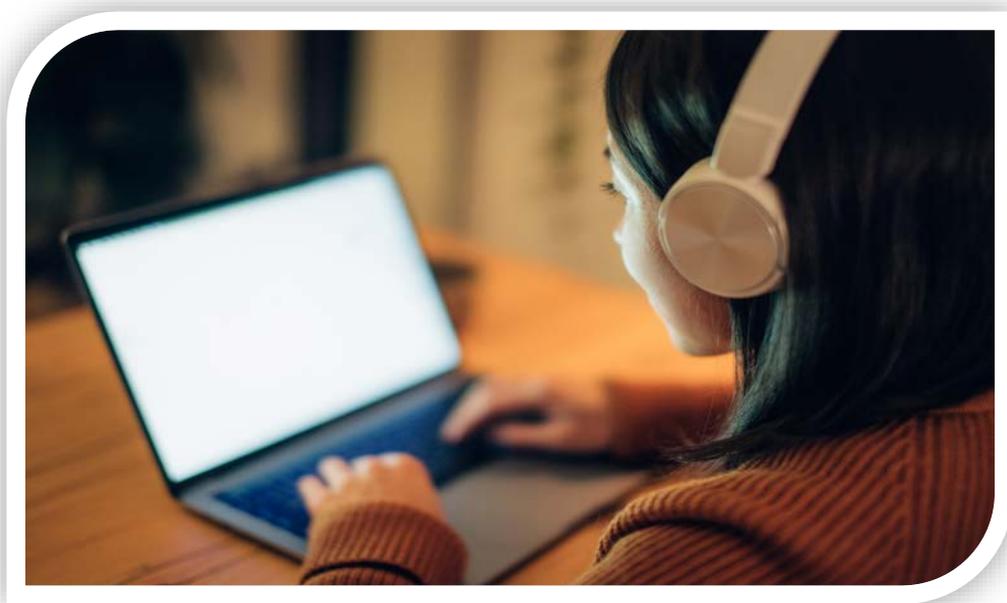




How to Register Online



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.

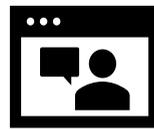
Step 2 MODULE REGISTRATION (if required)

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

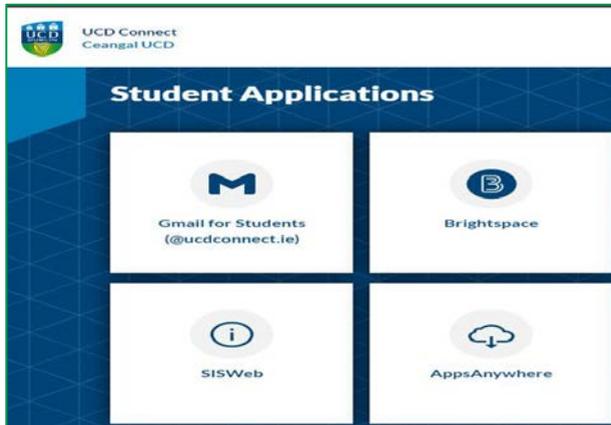
Things to note:

- Check the [Key Dates page](#) to see when online registration opens for your programme/stage.
- Incoming Stage 1 Undergraduates will receive an email with details about when to confirm their registration based on when they accept their offer.
- September Start students will be sent a [Registration Start Time](#) for module registration. Check your UCD Connect email for the details.
- There will be also be a Spring Trimester online registration window – keep an eye on the [Key Dates page](#) and your UCD Connect email for updates.
- 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 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.

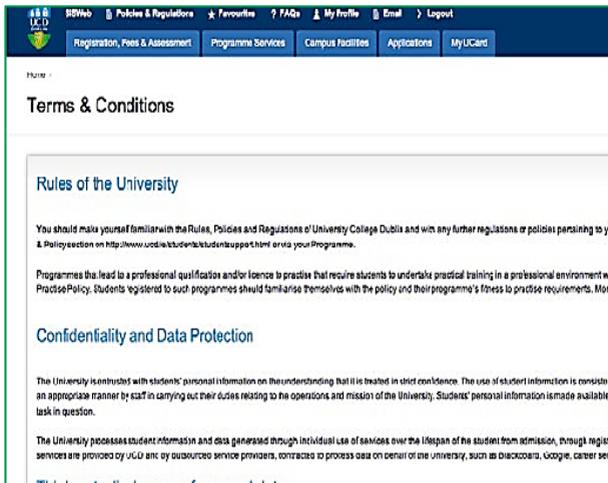
If you have already created a SISWeb password, please use that. Otherwise, your temporary password is your date of birth (in the format **ddmmyy**).

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

Confirm Registration



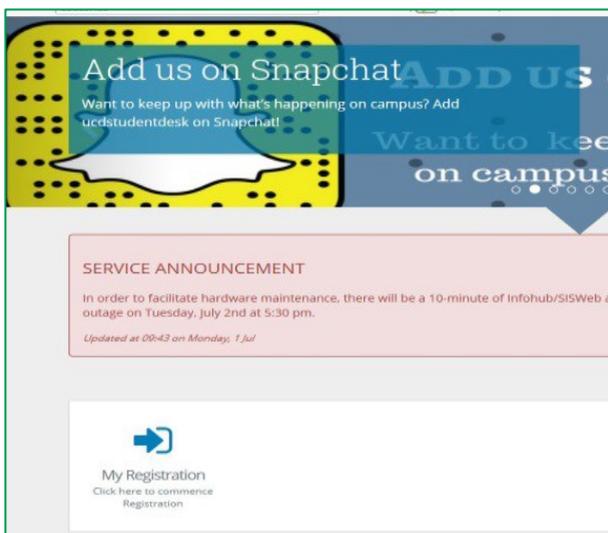
[Watch the video.](#)



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**.

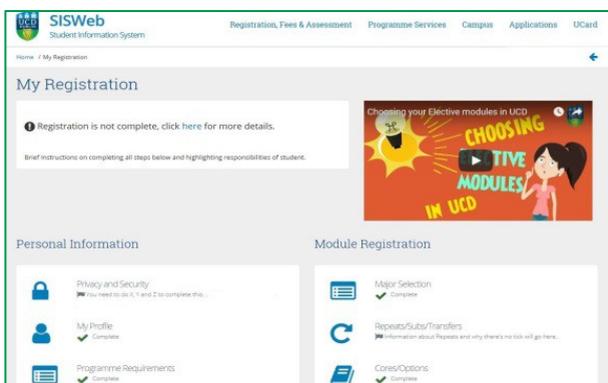
This is the start of becoming a registered student so make sure you read them carefully



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 later on. 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.](#)

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

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 2024/25 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.

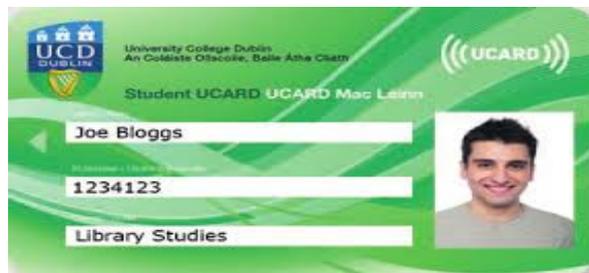
- Click **Choose File** and choose the file which contains your photo and then click **upload**.
- Please ensure that your photo is not out of proportion (e.g. elongated or squashed) before accepting your preview.
- Please ensure your face appears within the green outline in the picture preview image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

No file chosen

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**.

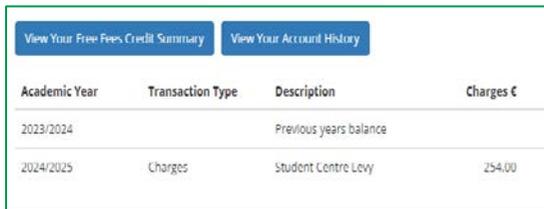
Click **Choose file** to find your photo on your PC/device and then click **Upload**.

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

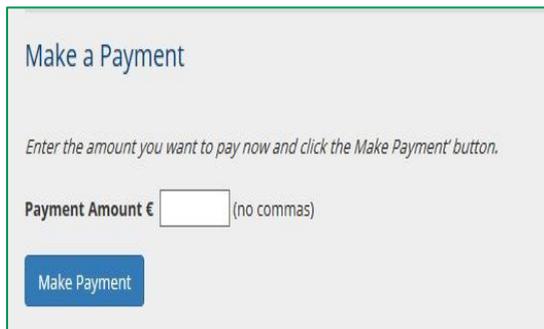
If you need help uploading your photo, contact ucard@ucd.ie

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

Pay your Fees



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.

Step 2

Module Registration



[Watch the Core, Option and Elective modules explained video](#)

You will have Core modules that you must do as well as Option modules related to your programme. The [Course Search](#) will show you the Core and Option modules for 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 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 in SISWeb, 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)
- 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).

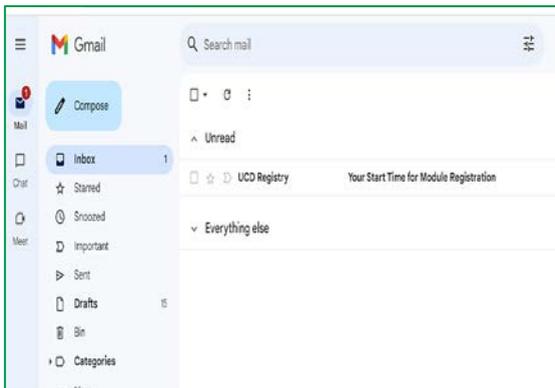


Registration Start Time

Students will be **automatically allocated** a [Start Time](#) for module registration in the Autumn Trimester

A Start Time is an exact date/time from which you can begin your online module registration when it opens for the academic year. You will be able to do all your module registration, including Electives (where necessary), from this date.

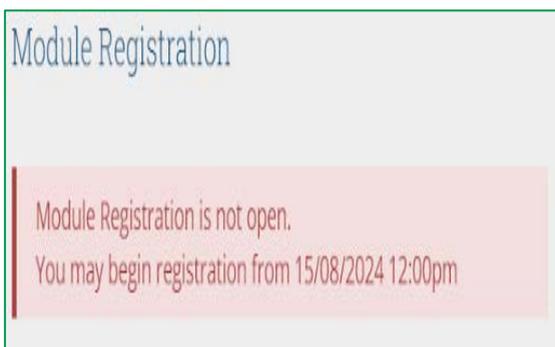
Stage 1 Undergraduates will also get a Start Time for their Elective registration in the Spring Trimester.



Check your Registration Start Time

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

You will also be able to see your Start Time on the **My Registration** page in SISWeb.



Begin your module registration from this time onwards

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

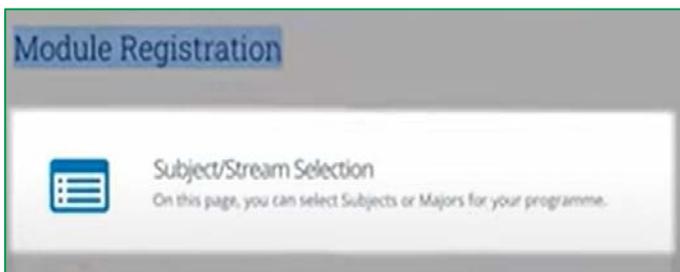
Before you Select your Modules

- **Check what modules you need** before you begin Step 2 of registration. Use the [UCD Course Search](#) 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. See [Key Dates](#) for details.
- **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, Monday -Friday at 3.00 pm, during the registration period.
Check the [Module Places page](#) 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 [Key Dates](#).
- **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 [Key Dates](#) for the relevant deadlines.
- Online registration will reopen for the **Spring Trimester** period. Dates for this will be available midway through the Autumn Trimester so keep an eye on [Key Dates](#).
- **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](#).

Select Subject/Stream

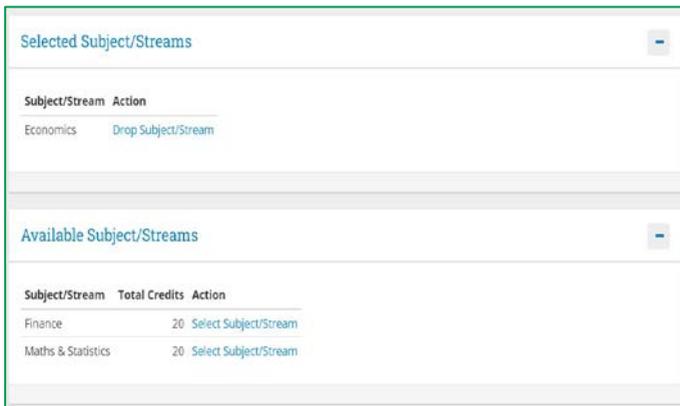
Programmes such as First year BA Arts, BEd (Education Modern Languages/Gaeilge with Modern Languages), BSc Computational Social Science, BA Modern Languages Certain BA Humanities and Science (DN200).

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



Select your Subject/Stream

Once online module registration is open for you the **Subject/Stream selection** link will appear under **Module Registration** on the **My Registration Page** in SISWeb for relevant students.



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.

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 the 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	

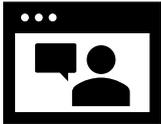
Check Core Modules

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.



Option Modules



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

Option Modules

Conditional Core: Students who did not achieve a O1 or H5 or better in Leaving Certificate Chemistry must take CHEM00010. Students who did not achieve a O2 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 PHYC10070 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 ACM10060 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	PHYC10070	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/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 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 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	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.

Automatic registration for Autumn Trimester Science and Agriculture modules takes place in the first week of term.



Search for Elective Module(s)



[Watch the How to Register to Elective Modules video.](#)

Electives give you the chance to study modules from outside your programme area. There are General Electives, Structured Electives and Discovery modules on offer. [Read more about Electives.](#)

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.

5 credits will be set aside for you to use for your Elective module.

Other undergraduates can select Electives during the Autumn Trimester registration period.

The screenshot shows a search interface with a 'Filter...' field, a 'Subject Search' field, and a 'Trimester' section with radio buttons for 'All Trimesters', 'Autumn', 'Spring', and 'Summer'. The search results list three modules: ACC20010 - Financial Accounting 2 (Autumn, Level 2, Credits 5, Available 10), ACM10060 - Appl of Differential Equations (Spring, Level 1, Credits 5, Available 17), and ACM10080 - Intro to Applied & Comp Math (Autumn, Level 1, Credits 5, Available 10). Each result includes a brief description and a 'Select Elective' button.

Search for Elective(s)

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

The Electives screen will show all the Elective modules available.

Use the filters to narrow your search

Search using a keyword e.g. History.

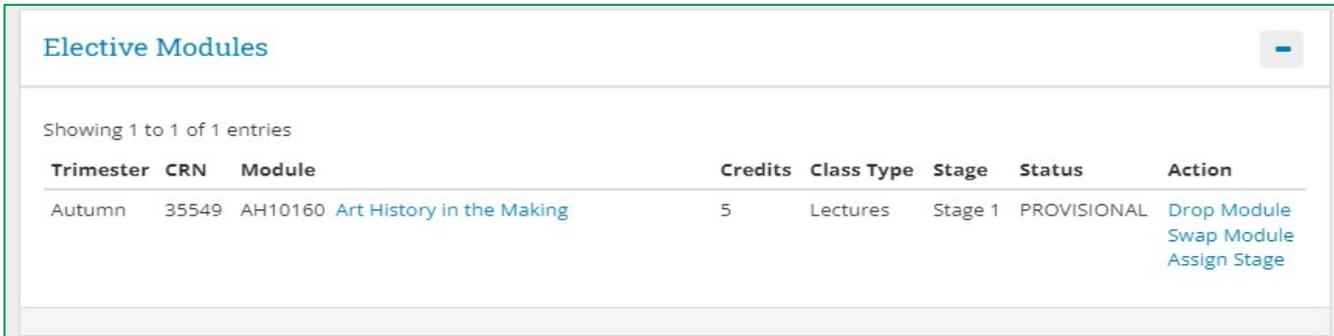
Subject Search – look for modules in a specific subject e.g. Maths.

Trimester – e.g. look for Spring Trimester modules only.

Timing – e.g. look for morning electives.

Fits Timetable – shows you modules that you have space for.

Elective Allocation

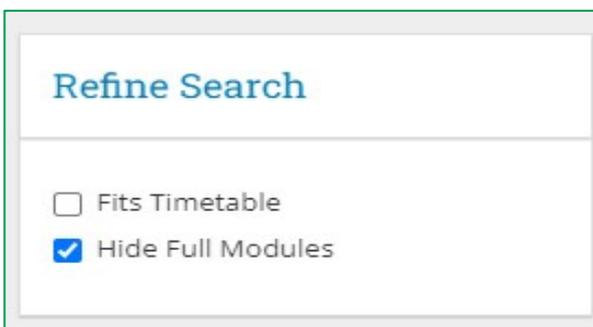


Elective Modules							
Showing 1 to 1 of 1 entries							
Trimester	CRN	Module	Credits	Class Type	Stage	Status	Action
Autumn	35549	AH10160 Art History in the Making	5	Lectures	Stage 1	PROVISIONAL	Drop Module Swap Module Assign Stage

Due to demand, places in most Elective modules are randomly allocated. Online module registration will close to all students for a short period to facilitate this process. Check [Key Dates](#) for when allocation happens each trimester.

An email will be sent to your UCD Connect email to say if you were successful in getting a place or not.

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



Refine Search

Fits Timetable

Hide Full Modules

Selecting another Elective

If you did not get a place on your original choice after allocation, you can select 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.

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 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: 46376)	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: 46376)	14:00 - 14:50 HIS10070: Modern Europe (CRN: 12355)	14:00 - 14:50 GEOG10140: Mapping a Sustainable World (CRN: 46376)		
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 Autumn and Spring buttons to see your timetable for each 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						
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

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

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 on the appropriate link, e.g. **Undergraduate Programme** or **Course Search** to find your programme

The normal credit load for each stage of an Undergraduate Degree programme is 60 credits (12 modules). Some programmes may vary.

You will be able to see how many **programme credits** and how **many Elective credits** (if that applies) you need to have as well as a list of the Core and Option modules on offer.

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

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

Credit Information in SISWeb

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.



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