

# Registration Information 2017/18

When and how do I register to my programme?

Registration allows you to obtain your UCD Student Card (UCARD) and gain access to a wide range of facilities available to our students. Registration is carried out online (via your SISWeb account).

A step-by-step guide can be accessed at

[http://www.ucd.ie/students/documents/how\\_to\\_register\\_online\\_sept\\_2017.pdf](http://www.ucd.ie/students/documents/how_to_register_online_sept_2017.pdf)

Registration process:	
<p><b>Logging in and confirming registration</b></p> <p><b>Within 3 days of accepting your offer</b></p>	<p>Three working days after you accept your offer you can confirm your registration.</p> <ul style="list-style-type: none"> <li>go to UCD Connect <a href="http://www.ucd.ie/connect">www.ucd.ie/connect</a></li> <li>click on SISWeb icon</li> <li>enter your UCD Connect username and password*</li> <li>agree to the UCD Terms and Conditions</li> <li>click "Enter Registration Process" – this will confirm you registration to your programme for 1718.</li> </ul> <p><i>*Your user name is your UCD Student Number and your date of birth is your password in <b>ddmmyy</b> format (unless you have already changed it when logged into UCD Connect email or SISWeb before)</i></p>
<p><b>Step 1</b></p> <p><b>Personal Information</b></p>	<p>At this stage of the registration :</p> <ul style="list-style-type: none"> <li>confirm your personal details</li> <li>answer a short survey</li> <li>pay fees</li> <li>upload your UCard photo</li> <li>view your summary</li> </ul> <p>Watch a video tutorial on how to register step 1: <a href="https://www.youtube.com/watch?v=EAy5-bMBol">https://www.youtube.com/watch?v=EAy5-bMBol</a></p>
<p><b>Step 2 *</b></p> <p><b>Module registration</b></p> <p><b>From 15<sup>th</sup> August</b></p>	<p>The module registration for semester 1 and 2 will open from 15<sup>th</sup> August to all Smurfit Graduate Programmes. Registration Start Time will be allocated to you automatically by the UCD system. Check your UCD Connect email for your exact day and time.</p> <p>At this stage of registration:</p> <ul style="list-style-type: none"> <li>go to UCD Connect and log in to SISWeb</li> <li>click on "Enter Registration Process" button</li> <li>choose your core modules - you might be already pre-registered to them. In some cases you need to choose time (if there is more than one slot available)</li> <li>select your option modules</li> <li>select your tutorials by clicking "Choose Time "</li> </ul> <p><i>You may receive instructions from your Programme Manager guiding you through the module selection – if so, follow those instructions closely.</i></p> <p><b>Module registration will close on Friday, 15th September at 5pm for all Smurfit programmes.</b></p> <p>Registration for Semester 2 will re-open on 27<sup>th</sup> November 2017 (to facilitate a change of mind). Registration for Semester 3 (summer term) modules will open in March 2018.</p>

Students will be automatically pre-registered to their modules on the following programmes:

- MSc Management Programme
- Masters in Accounting Programme
- MSc International Management (CEMS)

**If you have any questions or problems with the registration process, please contact your Programme Manager in the UCD Smurfit School.**