



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

VISITING STUDENT MODULE AMENDMENT PERIOD

Semester TWO (Hilary Term)

Nicole Quigley

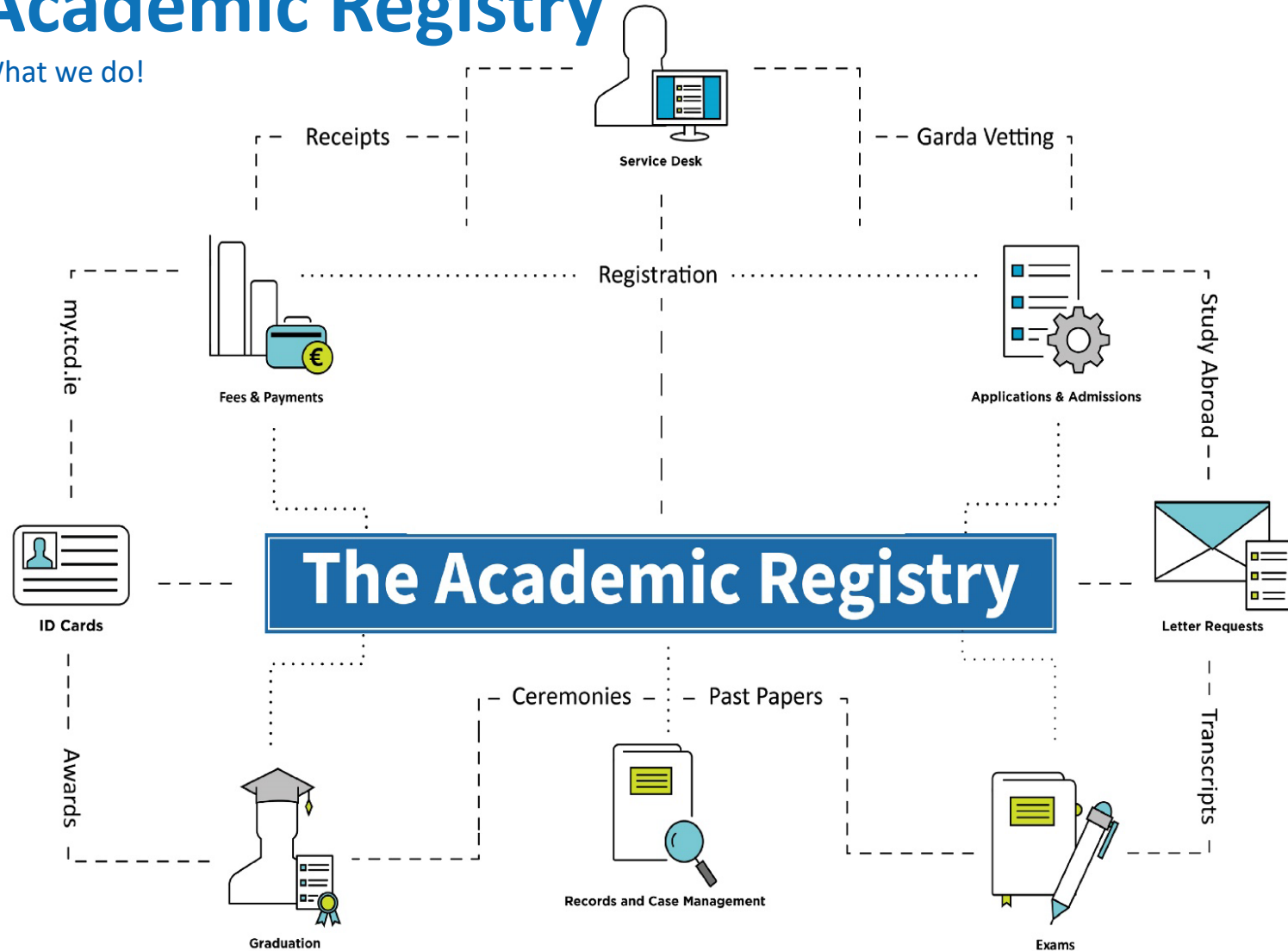
Erasmus and Study Abroad Admissions Manager,
Academic Registry

Trinity College Dublin, The University of Dublin

Erasmus.incoming@tcd.ie / noneu.incoming@tcd.ie

Academic Registry

What we do!



AR Location on Campus?

We are located in the Watts Building at the East End of campus for any queries you may have while studying at Trinity. See [College Maps](#) for directions.

We will be open Monday to Friday, 09:00 – 17:00.

**If you need to post any
documentation, please send it to:**

**Academic Registry,
Watts Building,
Trinity College,
Dublin 2**



Student Registration:

Students should have received an invitation to register through their [my.tcd.ie portal](https://my.tcd.ie). If you have not received an invitation to register, please let us know.

You **do not need** to be registered to complete Module Enrolment

When invited to register, you will be taken through an 8-step process and a helpful video to this is on the orientation webpage: [Visiting Student - Registration Guide](#) (also sent via email)

You must complete all 8 steps to register! Even sponsored students must complete step 7.
Financial Details

See the fees page for more information: [How Do I Pay My Fees? - Academic Registry - Trinity College Dublin \(tcd.ie\)](#)



Student ID (TCARD) Card Collection:

After completing all eight steps of registration you will be eligible for a TCard.

You should have received an email from the Academic Registry confirming a time when you can pick up your ID card from the Service Desk.

Be advised! You will need your email confirmation and ID when collecting your card in January.



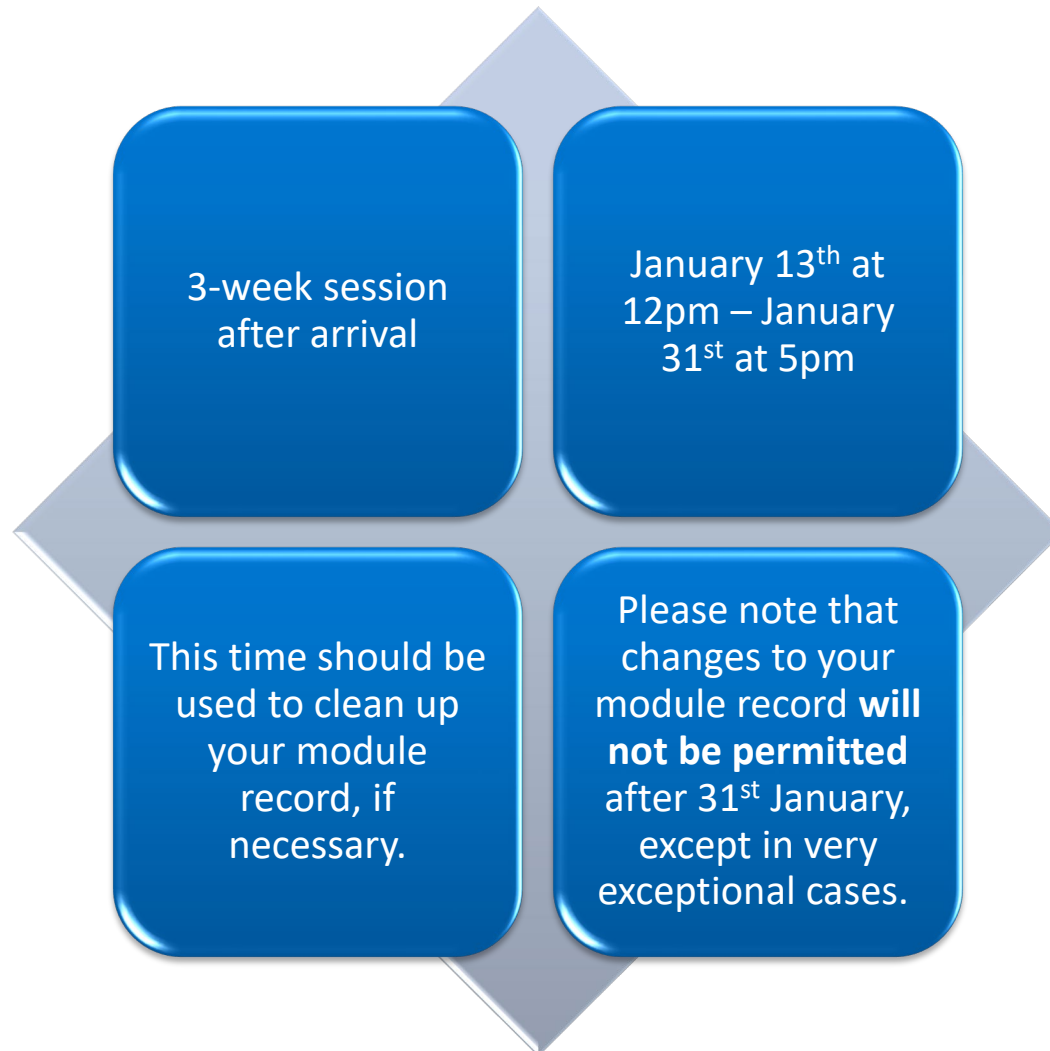
Trinity Jargon

One to remember!

- Module = Class
- AR = Academic Registry
- ESA = Erasmus & Study Abroad
- MT = Michaelmas term (Sem 1)
- HT = Hilary term (Sem 2)
- ECT = European Credit Transfer (credits)
- Junior Fresh (JF) = First Year
- Senior Fresh (SF) = second year
- Junior Sophister (JS) = third year
- Senior Sophister (SS) = fourth year



The Module Enrolment Amendment Period



How to Enrol on your Modules

Each Step in your Enrolment Journey

1 Research options in the Module Directory - [Module Enrolment - Current Students - Trinity College Dublin \(tcd.ie\)](#)

2 The Module Directory gives lots of information on class content, timetables and prerequisite requirements. If not found there, please contact the School/ Coordinator directly for more information.

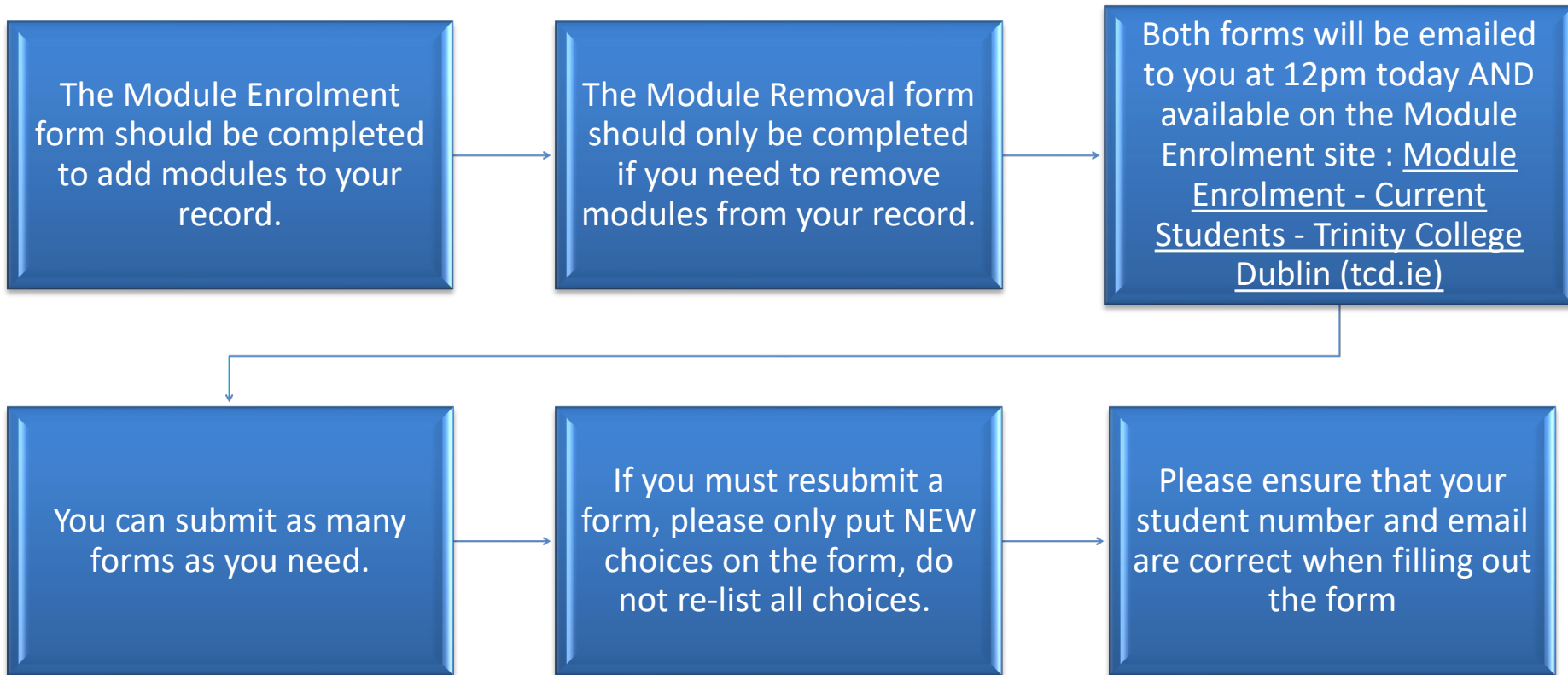
3 Choose modules from the departments confirmed on your Offer Letter/ Email only.

4 Go to your [orientation meetings](#).

5 Fill in the Online Module Enrolment form!

6 Once you are enrolled our team will contact you by email, to confirm the modules you are successfully enrolled in or if there are any issues with your form e.g., clashes

Module Enrolment & Removal Form



Direct Enrolment

Some modules will not appear on the form as they manage their enrolment locally :

School	Contact	Process
Physics	Alessandro Lunghi - lunghia@tcd.ie	Students should contact the department directly In January to discuss enrolment.
French	Florence Signorini - FSGNORNI@tcd.ie	
Maths	Emma Clancy - mathdep@maths.tcd.ie	
History Sophister (3 rd and 4 th year modules)	Francis Ludlow - FLUDLOW@tcd.ie	
Drama	Miranda Fay Thomas - THOMASMF@tcd.ie	The Department will contact you directly once you have been accepted to discuss your enrolment. This may not be until January.
English Sophister (3 rd and 4 th year modules)	Melanie Otto OTTOM@tcd.ie	
Law	Law Exchange - law.exchange@tcd.ie	
Nursing & Midwifery	Padraig Dunne - dunnep5@tcd.ie	

The Module Directory

Source of all visiting and Erasmus module information!

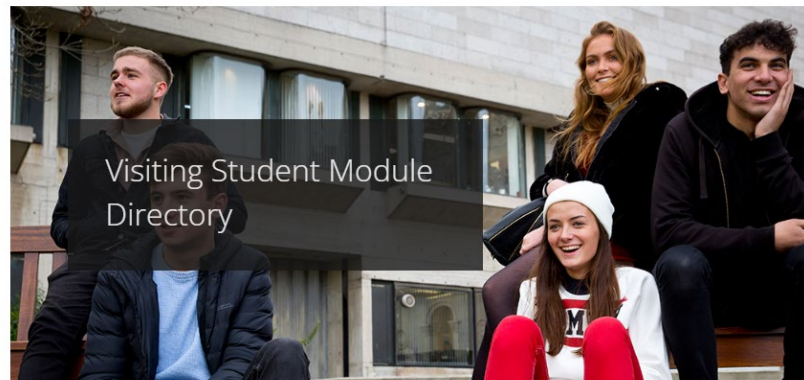
The Module Directory is your main source of information on the enrolment process and can be found here:

<https://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php>

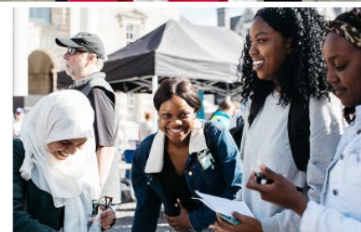


School Module Listings

ORIENTATION / VISITING AND ERASMUS STUDENTS / MODULE ENROLMENT



Semester 2 Module Directory >



Module Enrolment Information Session Recording >



The Online Enrolment Form

Viewing Timetables

Module choices are subject to timetabling constraints so please check timetables prior to enrolling.

Go to <https://my.tcd.ie> (type my.tcd.ie into your browser address bar) and log in

Once you have logged in - the blue bar at the top contains shortcuts to various information

Look for the “My Timetables” (you may have to use the + to get more options. This tab will only appear after an invite to register has been extended.



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my.tcd.ie

The screenshot shows the user interface of my.tcd.ie. At the top, there is a teal navigation bar with the following items: Home, Register, My Programme, My Results, My Exams, My Applications, a plus sign (+), and a user profile icon labeled 'Und'. Below the navigation bar, the main content area is titled 'Home'. A dropdown menu is open from the plus sign, listing the following options: My Finance, My Accommodation, My Timetable (highlighted with a yellow arrow), My Student Record, Courses & Modules, My Disability Service, Student Finder Facility, and Links. Below the navigation bar, there is a welcome message: 'Welcome to your home page, Undergrad One.' followed by a red notice: 'To access your results once they have been published to the portal by your school, please through the My Student Record tab.' and a final message: 'In the event of receiving and formally accepting a course offer, additional functionality will be displayed in your portal account.'

Viewing Timetables (continued)

To view module timetables BEFORE being enrolled in the module, select “Look-Up Module Timetable”.



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my.tcd.ie

Home Register My Programme My Results My Exams My Applications +

Undergrad One Reg Tester (Logout)

My Timetable

My Timetable

[View My Own Student Timetable](#)

[View My Orientation Timetable](#)

Module Timetable

[Look-Up Module Timetable](#)



Useful Links

[Academic Year Structure](#)

Ask TCD

If you require assistance

Viewing Timetables (continued)

To view module timetables AFTER being enrolled in the module, select “View My Own Student Timetable”.



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Useful Links

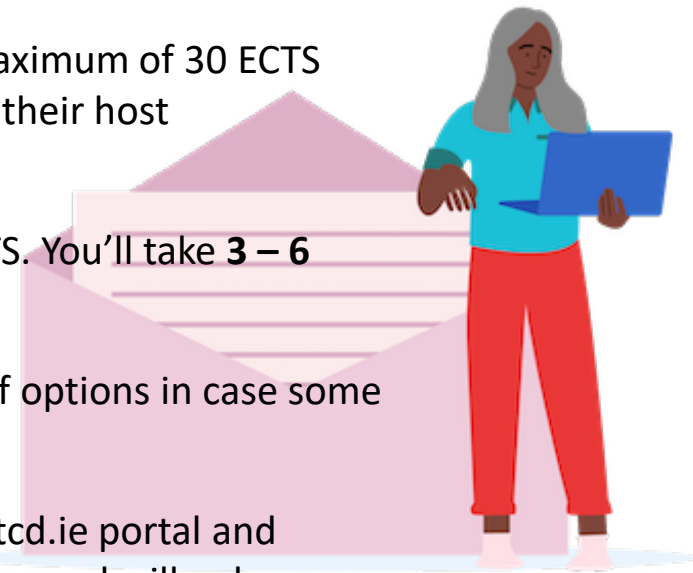
[Academic Year Structure](#)

Ask TCD

If you require assistance [Ask AR](#)

MODULE ENROLMENT - TOP TIPS

- ❖ When completing the enrolment form, choose your modules in order of preference!
- ❖ Check the **Directory**. First year modules usually start with 11, 2nd year modules start with 22 etc. For example: BUU33124 is a 3rd year module
- ❖ Ensure your **Credits** are correct – Minimum 20 ECTS and a maximum of 30 ECTS per term. Erasmus students should take 50% or more within their host department.
- ❖ Some modules are worth 5 ECTS and some are worth 10 ECTS. You'll take **3 – 6 classes per semester**.
- ❖ Try to be **open minded** about modules and have a number of options in case some clash or are full.
- ❖ All successfully enrolled modules should appear on your my.tcd.ie portal and Blackboard within **48-72 hours**. Enrolment is a manual process and will only occur Monday – Friday.
- ❖ Changes in enrolment may take place in some circumstances following **School review**, but you will be informed of this when it arises.



Important to Note

Some small things to Remember!

- If you have clashing modules, **you will be informed of this by the ESA Team.** You must then **choose a different module, so have a list or alternative choices!**
- **Students are not permitted to take clashing modules.**
- If you register for a module and do not **withdraw officially** by the submission deadline you will receive a mark of ABSENT on your Trinity transcript –deadline to remove a module is January 31st.
- If you require further information on a particular module - **Get in touch with the person listed as the module contact on the Module Directory.**



Trinity Electives – 1 per semester- 5 ECT Each

Broaden your Trinity Education - [Trinity Electives](#) - [Trinity Electives](#) - [Trinity College Dublin](#)

Enrolment available for visiting **undergraduate** students from today at 12pm. You should have received an email from OME@tcd.ie with more information last week.

Logon to your my.tcd.ie portal and choose the “My Programme” tab. The tab will only appear on the at 12pm and closes at 11.59pm on the 17th of January.

You will be able to choose **one elective**, on a first come first serve basis.

There is no change of mind – choose carefully!

Postgraduate students are not permitted to enrol in Trinity Electives

Questions for ESA vs. Global Mobility

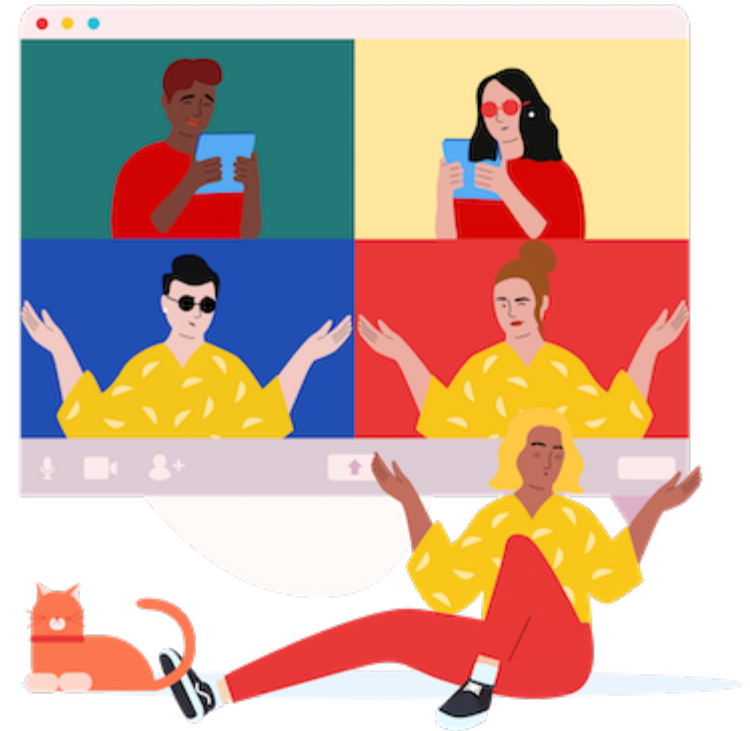
Key Questions for our Student Support teams

Erasmus and Study Abroad Team (ESA)	Global Mobility Team
<ul style="list-style-type: none">• Module enrolment queries• Registration queries• Contact:<ul style="list-style-type: none">➤ Erasmus.incoming@tcd.ie➤ Noneu.incoming@tcd.ie• The ESA team will have a presence at the service desk during the module amendment period from January 13th – 31st.	<ul style="list-style-type: none">• General queries• Contact:<ul style="list-style-type: none">➤ Global.mobility@tcd.ie



What to ask the school

- Module content, credits and timetables
- key requirements/prerequisites
- Alternative modules if one is full
- Does the module fulfil your Learning Agreement (if applicable)?
- For further information, reach out to the School directly via their **webpage** or the **coordinator's details on the website**.
- Go to your school orientation meetings!





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Noneu.incoming@tcd.ie

Erasmus.incoming@tcd.ie

academic.registry@tcd.ie

Global.mobility@tcd.ie



Phone: +353 1 896 4500



<https://x.com/TCDAcadRegistry>

https://www.instagram.com/tcd_academicregistry/

<https://www.facebook.com/TCDAcademicRegistry>

<https://www.linkedin.com/company/academic-registry-trinity-college-dublin/>



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**Thanks, and best of luck
during your time at Trinity!**