How to register for modules in the School of English.

Only students who have already been accepted by the School of English can be registered for courses with us. Please do not try and sign up for a module if we have not agreed to accept you as a student in advance of your arrival – late acceptance is not possible.

Students Taking Freshman Courses Only:
You should not go to Dr Vyroubalova’s office during the week of 18\textsuperscript{th}-22nd September. Please register instead after the English orientation meeting on Thursday 21\textsuperscript{st} September from 11am-12pm in the Jonathan Swift Theatre (2041A), in the Arts Building. If you cannot make this meeting, you can register in her office (5089, the Arts Block) on the afternoon of Monday, 25\textsuperscript{th} September or Tuesday 26\textsuperscript{th}. Make sure you bring your module enrolment form with you if you intend to register for English modules.

Students Taking Sophister English Courses only/Sophister and Freshman English Modules:
You should sign up for a meeting with Dr Vyroubalova to take place in room 5089, Arts Block, during the week starting September 18\textsuperscript{th}. Exact dates and times will be made available soon. You will be sent a link via email which will allow you to sign up for a meeting electronically before Friday, 15\textsuperscript{th} September.

1. Pick up a module enrolment (ME) form. You can get this from your orientation pack, or from the Academic Registry office, or at your International office orientation meetings. You will need to have this form with you when you meet with Dr Vyroubalova and any other VS co-ordinator in other departments.

2. If you have been accepted to take Sophister modules in advance of your arrival, please sign up for a meeting with Dr Vyroubalova using the online sign-up system. If you are taking Freshman courses only, or are unable to see Dr Vyroubalova after the orientation meeting on Thursday 21\textsuperscript{st} September from 11am-12pm in the Jonathan Swift Theatre (2041A), in the Arts Building, you can register the following Monday (25\textsuperscript{th}) or Tuesday (26\textsuperscript{th}). Times will be posted on the School website.

3. Make sure you have a good idea of what courses you want to take with us before the meeting. Note down the name and module code of each course. Details for all freshman courses are in the VS handbook, and on the Visiting Student page of the School of English website. Details of Sophister options are also on this page.

4. List your modules in order of preference on the ME form. Be mindful of potential timetable clashes – you may have to select from further down the list if this happens to one of your first preferences. You should check the TCD portal for online timetables in mid-September. You should also check with your home university to see if the courses you have selected are suitable for their requirements BEFORE you see Dr Vyroubalova.

5. Meet with Dr Vyroubalova at the time arranged, and bring your form with you. She will go through your choices with you and then sign the form.
6. Straight after this meeting, go to Brenda in room 4013 to have your form copied as a record must be kept in the School.

7. Take the signed form to the International desk in the Academic Registry office by the date listed on the ME form.

8. Modules can only be changed for exceptional reasons and it is done via the ADD/DELETE rubrics on the MODULE ENROLMENT FORM. If you must change a module within the School of English, email Dr Vyroubalova to see if it is possible to make a change. Bring your Module Enrolment Form (if you have not submitted it to the Academic Registry) with you to this meeting. If you have already submitted your Module Enrolment Form to the Academic Registry bring another Module Enrolment Form. There is an option on this form to add or delete a module. If Dr Vyroubalova approves the change, bring your Module Enrolment form to her during one of her Michaelmas term office hours so that she can sign it. You must also bring the form to Brenda in room 4013 so that she can record the changes.

9. If you have not been able to meet with Dr Vyroubalova before classes start on Monday, 25th September, don’t panic. If you have already been accepted by the School of English, you should attend the freshman lectures that you wish to sign up for anyway, and then see her on Monday afternoon or during her office hours that week. Please note however that you should not attend any Sophister class that hasn’t been approved by Dr Vyroubalova in advance.

(Updated August 28th 2017).