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 Murphy’s office during the week of 19th-23rd September. Please register instead after the English orientation meeting on Thursday, 22nd September, 11am, room 3074, the Arts Block. If you cannot make this meeting, you can register in her office (4010, the Arts Block) on the afternoon of Monday, 26th September or Tuesday 27th. **Make sure you bring your module enrolment form with you if you intend to register for English modules.**

You should check in with Brenda in room 4013, Arts Building and pick up your School of English handbook before Thursday 22nd September and before seeing Dr Murphy.

Students Taking Sophister English Courses only/Sophister and Freshman English Modules:
You should sign up for a meeting with Dr Murphy to take place in room 4010, the Arts Block, during the week starting September 19th. 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, 16th 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 Murphy 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 Murphy using the online sign-up system. If you are taking Freshman courses only, or are unable to see Dr Murphy after the orientation meeting on Thursday, September 22nd (11am, room 3074, Arts Block), you can register the following Monday (26th) or Tuesday (27th). 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. Timetables for all Sophister and Freshman courses will also be posted on the School of English Visiting Student notice board at the beginning of Fresher’s week. 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 Murphy.
5. Meet with Dr Murphy 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 as it this be kept on file 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. If you subsequently change your mind about a particular module choice within the School of English, email Dr Murphy to see if it is possible to make a change. Bring the Module Enrolment Change of Mind Form with you to this meeting. If she approves the change, bring your Module Change of Mind 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 Murphy before classes start on Monday, 26th 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 Murphy in advance.

(Updated September 5th 2016).