MODULE ENROLMENT

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Academic Registry

Where we are!
Jargon
Making sense of Trinity terms!

MICHAELMAS, HILARY, AND TRINITY TERMS
Michaelmas is first term, Hilary is second term, and Trinity is the third term

FRESH AND SOPHISTER
Junior Fresh (1st) Senior Fresh (2nd), Junior Sophister (3rd), Senior Sophister (4th)

MODULE V COURSE
Module is a class and a course is a programme of study

AR
Academic Registry, located in the Watts Building.

https://www.tcd.ie/orientation/jargon/
How to Enrol on your Modules!

Step by step


2. Fill in your module enrolment form

3. Have your School Coordinator sign your form next to each module at a Department or School (or speak to the School coordinator individually)

4. Drop off your signed Module Enrolment form at AR (take a photo first). If there are any timetable issues, AR will let you know

5. Check our modules on my.tcd.ie 24 hours later.

Note: Check with your Home University or Provider regarding number of ECTS.
Enrolling on your Modules

Where? When?

You can enrol on your classes at the Module Enrolment Fair in Goldsmith Hall on the 17th of January from 10:00 – 14:00.

If you are not able to sign up for your modules here don’t worry! You can drop in signed module enrolment sheets to the Academic Registry Service desk in the Watts building between 09:00 and 14:00, between the 20th – 30th of January.

The 30th of January is a hard deadline – any further update to your student record after this date could disrupt your exam schedule and have implications on your academic transcript.
Visiting Student Module Enrolment Fair

January 17th – Goldsmith Hall – 10:00 to 14:00

• Representatives from the below schools will be available to sign off and discuss module choices with students on January 17th in Goldsmith Hall from 10:00 to 14:00.

• Academic registry staff will also be on hand to enrol students in their modules as well as discuss Learning Agreements and Trinity Elective issues.

Faculty of Arts, Humanities and Social Sciences:

Business
Histories and Humanities
Languages, Literatures and Cultural Studies
Linguistic, Speech and Communication Sciences
Psychology
Social Sciences and Philosophy
Social Work and Social Policy
Religions, Peace Studies and Theology

Faculty of Engineering, Mathematics and Science:

Biochemistry and Immunology
Chemistry
Computer Science and Statistics
Engineering
Maths
Physics
Geography
Botany and Environmental Sciences
Goldsmith Hall

Module Enrolment Fair - January 17\textsuperscript{th} –10:00 to 14:00
Trinity Electives
Broaden your Trinity Education

Logon to your my.tcd.ie portal and choose the “My Trinity Electives” tab.
You will be able to choose one module per semester, on a first come first serve basis.
Enrolment available between 9am on 13th January to 1pm on 24th January 2020
There is no change of mind – choose carefully!
What to Ask Your School

• Module content, credits and timetable
• Key requirements
• Who to sign your form and when
• Alternative modules if one is full
• Whether the module fulfils your Learning Agreement
Questions for Academic Registry

- Request a module enrolment form
- Help on filling it out!
- Enrolling you in your chosen modules
- What to do if you have clashing modules
- Explain or clarify the form
- Make change modules (add or delete)
Common Pitfalls

• If you miss the School Module Enrolment meeting or fair:
  Go to the School Office and ask who to speak to about module enrolment

• If there is no meeting listed on the orientation website:
  Go to the School Office and ask who to speak to about module enrolment

• If a module is full:
  Go to the School Coordinator and ask about similar modules

• If you have clashing modules:
  Go to the School Coordinator and ask about similar modules
## Visiting Student Module Enrolment Form

<table>
<thead>
<tr>
<th>Surname/Family Name</th>
<th>Forename(s)</th>
<th>Trinity ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home University</td>
<td>Trinity Email Address</td>
<td>Mobile #</td>
</tr>
<tr>
<td><strong>Student Category (please tick)</strong></td>
<td>Erasmus</td>
<td>Visiting (Non-EU)</td>
</tr>
<tr>
<td><strong>Course Level (please tick)</strong></td>
<td>Undergraduate</td>
<td>Postgraduate</td>
</tr>
<tr>
<td><strong>Course Duration (please tick)</strong></td>
<td>Academic Year (AY)</td>
<td>Michaolmas Term (MT) (Sept – Dec)</td>
</tr>
<tr>
<td></td>
<td>Hilary Term (HT) (Jan – April)</td>
<td>Semester Start-Up Programme: Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add (A) / Delete (D)</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Discipline/School</th>
<th>ECTS</th>
<th>Term (MT/HT/AY)</th>
<th>School Coordinator Signature</th>
</tr>
</thead>
</table>

Module Enrolment Form (MT) V02

PLEASE COMPLETE CLEARLY USING BLOCK CAPITALS
SUBMIT...

Your module form to the Module Enrolment desk at the Academic Registry Service Desk, from 9.00 – 14.00 January 20\textsuperscript{th} to 30\textsuperscript{th}

DO NOT...

Take a ticket or join the general queue

WAIT...

While your form is processed. Our team will confirm if this is complete or advise you of an error which needs to be amended.
MODULE ENROLMENT - TOP TIPS

• You have a form in your packs.

• Your offer letter should list the departments to which you have been accepted.

• Make sure you’re clear on how many credits your home institution requires you to take. You can take a minimum of 20 and a maximum of 30 ECTS per term.

• Some modules are worth 5 ECTS and some are worth 10 ECTS. You’ll take 3 – 6 classes.

• Most modules available to visiting students are in the second and third years. Not many fourth year level modules are normally available.

• Try to be open minded on modules and have a number of options in mind in case some clash or are full. You cannot enrol in more than 30ECTS

• Some areas will not be offered (Dentistry etc.)
THANK YOU!