DT2 – User Guide for Student for Online module enrolment

Contents

Table of Figures

Online module enrolment

Introduction

The purpose of this guide is to explain how Online module enrolment works and the main points to take note of including module rules, selection rules and semester balancing.

Getting Started

Log into my.tcd.ie using your College username and password.

Type my.tcd.ie into the top of your browser window in the url field and press return.
Enter your college network username and password and click on the login button.
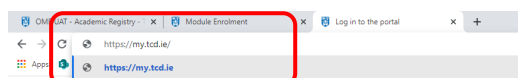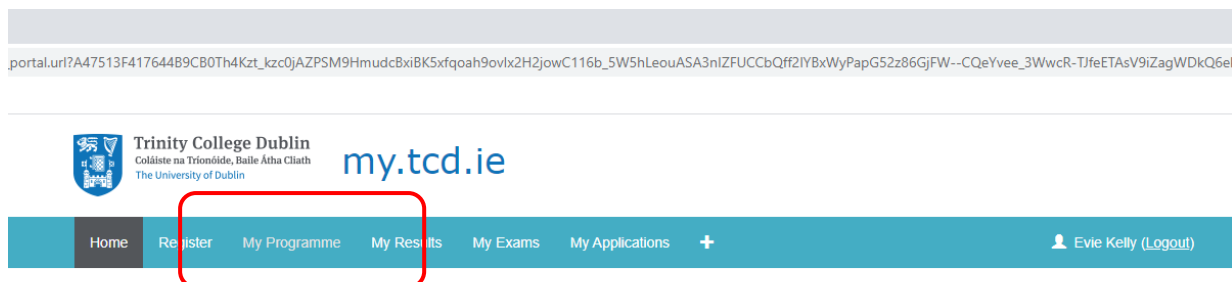
Figure 1: Logging into my.tcd.ie
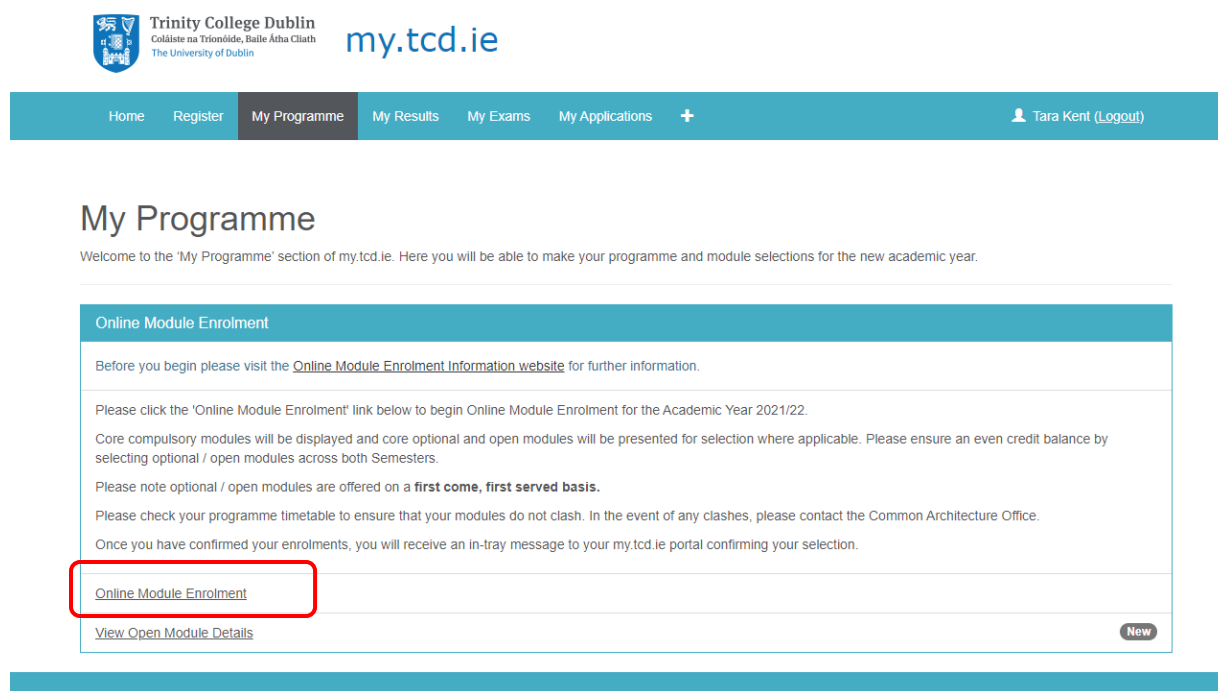

Figure 2: Entering your username & password

Once logged in, click on the **My Programme** tab to access the Online module enrolment functionality.

Figure 3: Accessing Online module enrolment

The welcome to Online module enrolment screen with text and a link to Online module enrolment will be displayed.

Figure 4: Welcome to Online module enrolment

Please read the screen carefully and note that modules are offered on a first come first served basis. Once capacity on a module is full it will not be possible to enrol in that module. A hyperlink is also provided to view open module details.

Click on the **Online module enrolment** hyperlink. Once you click on the **Online module enrolment (ONLINE MODULE ENROLMENT)** link a screen like the image shown below will be displayed.

The content of the screens will vary depending on what programme you are on, if you have compulsory modules, if you have chosen Trinity electives and if you are on a pathway with open module selection.

Compulsory Modules

Compulsory modules are automatically assigned to you and it is not possible for students to change/delete them or make any other amendments. They will appear at the top half of the Online module enrolment screen.

Figure 5: Online module enrolment screen

Legend: Explaining terminology

Welcome to Online Module Enrolment

Jargon buster

Period: SEM101 = Semester 1 Taught and Assessed, SEM102 = Semester 1 Taught but Semester 2 Assessed, SEM202 = Semester 2 Taught and Assessed, YEAR01 = Taught All Year but Semester 1 Assessed, YEAR02 = Taught All Year but Semester 2 Assessed, YEAR12 = Taught All Year but Semester 1 and 2 Assessed

Occ: A = Core Compulsory, Core Optional and Trinity Electrive modules, O = Open modules

Level: U1 = Undergraduate Yr 1, U2 = Undergraduate Yr 2

Status: Compulsory / C = Compulsory / Mandatory module, Optional / O = Optional module

Full Time Undergraduate students are required to take 30 credits per semester.
Open Modules: combinations of compulsory modules and optional module selections may impact ability to select some open modules offered.

Students program

Your Details

Programme:	Bachelor in Arts
Route:	Geography MAJ and History MIN Option A
Mode of Attendance	Full-Time

Compulsory modules if there are any will be displayed

Compulsory Modules

Module	Name	Period	Credits
GGU33933	GEOGRAPHICAL INFORMATION: DATA AND TOOLS	SEM101	5
GGU33001	Residential Field Course	SEM202	10
GGU33928	ADVANCED RESEARCH METHODS IN GEOGRAPHY 1	SEM202	5
GGU33931	Environmental Governance 1	SEM202	5
GGU33001	Residential Field Course	YEAR12	10

Note: If there are no compulsory modules for your programme pathway you will just need to choose optional modules.

Selecting Optional Modules

In the second half of the screen optional modules are listed. They are displayed under compulsory modules (if there are any).

Figure 6: Optional modules, Trinity Electives & Open modules

How to select modules

Step 1: To select a module click on the **Add** button, next to the module.

Step2: Check that the module appears on the "**Selected Modules**" section.

Step 3: Delete a module by clicking on the bin icon and check that it is no longer in the "**Selected Modules**" section.

Step 4: Choose the correct amount of Trinity Elective's if applicable (most students will have these automatically allocated via algorithm) in July but re-assessment, deferred and off books students will be choosing them on a first come first served basis.

Step 5: Once you have chosen all your modules check that the total number of credits is correct in the "**Total ECTS credits**" section.

Step 6: Do not click on the "**Submit Selections"** button until all actions have been completed.

Module rules

Some modules must be taken with another module (co-requisite modules) . In the example shown below ECU22011 & ECU22012 must be taken together if you try to select one without the other an error will appear. Some module enrolment modules have a pre-requisite module (e.g. you must have taken one module in order to take another one.)

Figure 7: Module rules error
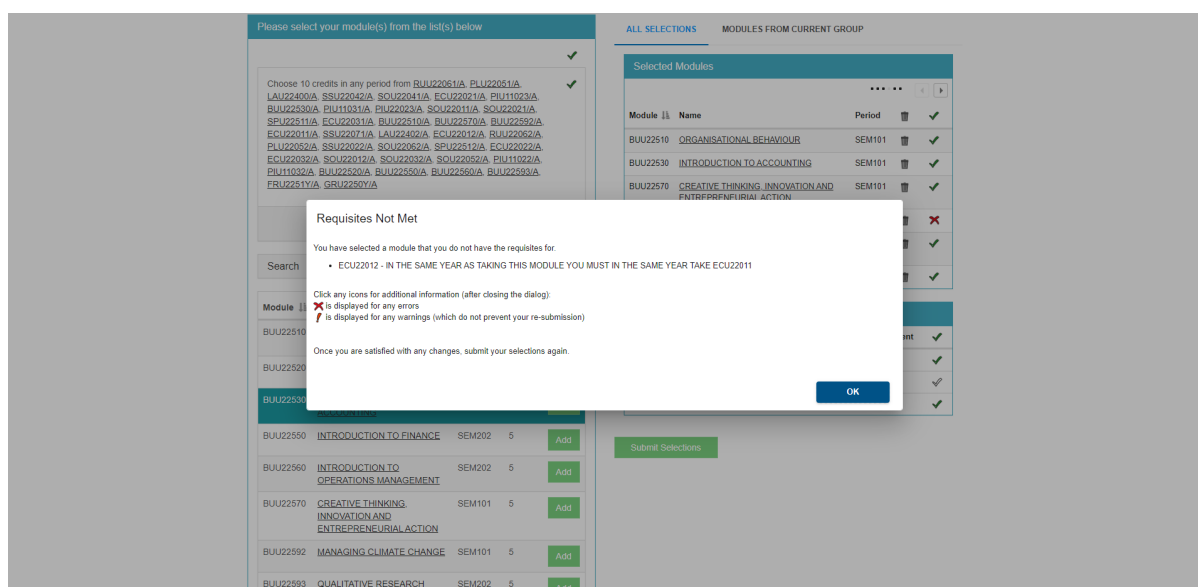
Once you click on OK in the box above. The error will be marked as shown below.
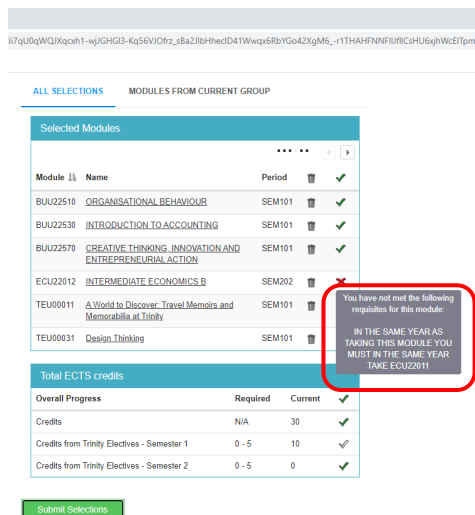
Semester Imbalance

New functionality is being introduced this year to enforce semester balancing.
Students must have 30 credits in each semester before leaving Online module enrolment.

10 credit Year-long modules will be divided across both semesters.

If you get this error message you will need to review your module selections and ensure that you have 30 credits of semester 1 modules and 30 credits of semester 2 modules.

Submitting & Confirming Selections

Once you have reviewed your module selections and are happy with your choices, click on the submit selections button shown below.

You will be brought to a review screen (shown below) where you have one last opportunity to review your module selections.

Important: You must have 60 credits of module selections. Your module selections must be semester balanced so you have 30 credits of modules in Semester 1 and 30 credits of modules in semester 2. The credits for Year-long modules are divided between the two semesters.

Once you have reviewed your module selections click on the confirm selections button.

Figure 8: Confirm Module Selections

Intray Message

Return to your my.tcd.ie home page and you will receive an intray message confirming what modules you have selected.

Change of Mind

If you wish to change your module selections. You can go back into Online module enrolment and change your selections.

Important Note: If you go back into Online module enrolment to change your mind your module selections are voided as soon as you click on the "Change of mind". So do not do so unless you must!

1. Click on the "my programme" tab.
2. To use Change of mind functionality, go back into **Online module enrolment**.
3. Click on the Change of Mind Button (shown below)
4. Once change of mind is activated you **MUST** resubmit your selections and confirm them, if you change a module or not, as your selections have been voided.
5. You will receive a 2nd intray message on the home page with your module choices.

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

my.tcd.ie

Home   Register   My Programme   My Results   My Exams   My Applications   ✚   👤 Tara Kent (Logout)

Change of mind

You have been enrolled on the following modules for the academic year 2021/22:

GGU33001 - Residential Field Course [SEM202 - 10 credits]
GGU33001 - Residential Field Course [YEAR12 - 10 credits]
GGU33010 - Living on the Edge: Estuaries and Coasts [SEM101 - 5 credits]
GGU33928 - ADVANCED RESEARCH METHODS IN GEOGRAPHY 1 [SEM202 - 5 credits]
GGU33931 - Environmental Governance 1 [SEM202 - 5 credits]
GGU33933 - GEOGRAPHICAL INFORMATION: DATA AND TOOLS [SEM101 - 5 credits]
GGU33939 - Exploring the Sustainable City [SEM101 - 5 credits]
GGU33958 - RED PLANET [SEM101 - 5 credits]
HIU34520 - Writing the Enlightenment: Cultural Change in Eighteenth-Century Europe [SEM101 - 10 credits]
HIU34525 - The Elizabethan Renaissance [SEM202 - 10 credits]

Please note that once the enrolment period has closed on Tuesday 24 August 2021, it will not be possible to change your mind and your selection, as listed above, will be deemed **final**.

If you wish to change your mind and your selection please click on the "Change of mind" button below. If not, click on the "Exit" button.

Change of mind   Exit