



DT2 – User Guide for Student for Online module enrolment

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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

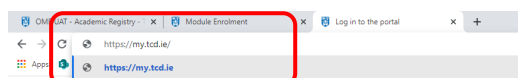
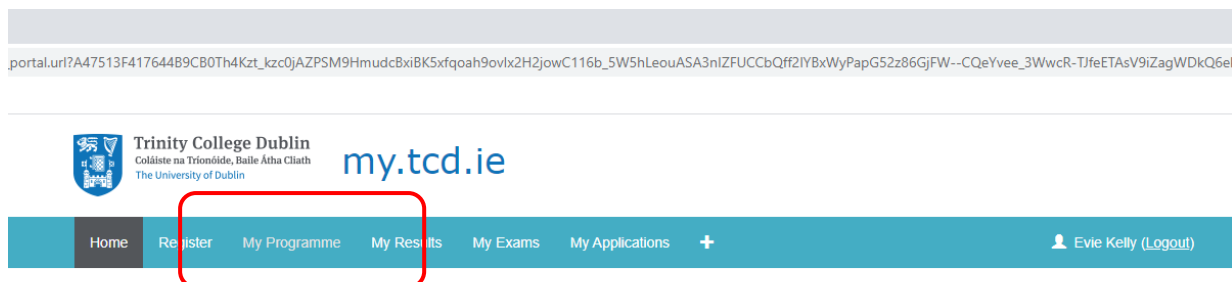


Figure 2: Entering your username & password

A screenshot of the my.tcd.ie login page. The page header includes the Trinity College Dublin logo and the text 'Trinity College Dublin Coláiste na Tríonóide, Baile Átha Cliath The University of Dublin'. Below the header is a blue bar with the text 'Portal Logon'. The main content area is titled 'Login' and contains two input fields: 'Username' with the text 'jbloggs' and 'Password' with masked characters. A red rectangle highlights these two input fields. Below the password field is a link that says 'Forgotten your password?' and a green 'Log in' button.

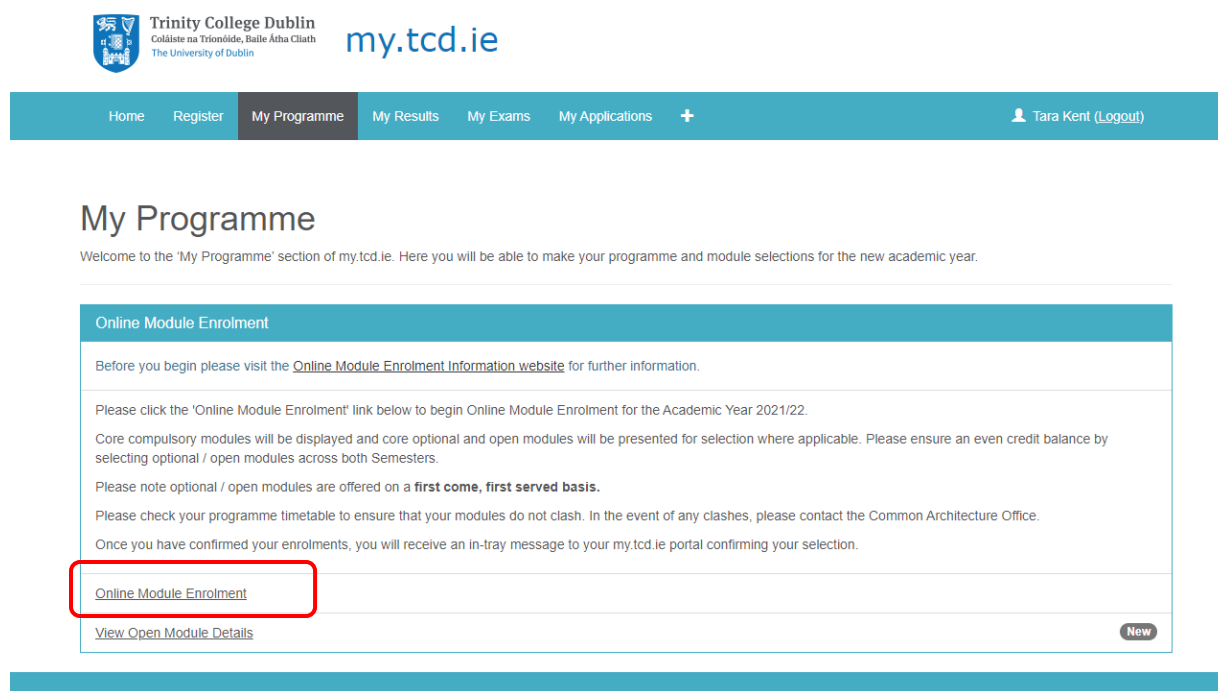
Once logged in, click on the **My Programme** tab to access the Online module enrolment functionality.

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

Dcc: A = Core Compulsory, Core Optional and Trinity Elective 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

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

Compulsory modules if there are any will be displayed

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

The screenshot shows a web interface for selecting modules. It is divided into three main sections, each with a list of modules to choose from. Red callout boxes highlight these sections:

- Optional Modules:** The first list, titled "Please select your module(s) from the list(s) below". It contains a scrollable list of module codes (e.g., LAU22400/A, SSU22042/A) and a "View List" button.
- Trinity Electives:** The second list, also titled "Please select your module(s) from the list(s) below". It contains a scrollable list of module codes (e.g., TEU00321/A, TEU00361/A) and a "View List" button.
- Open Modules:** The third list, also titled "Please select your module(s) from the list(s) below". It contains a scrollable list of module codes (e.g., POU22021/O, POU22061/O) and a "View List" button.

On the right side of the interface, there is a "Selected Modules" table and a "Total ECTS credits" table.

Module	Name	Period	Credits		✓
Total ECTS credits					
Overall Progress			Required	Current	✓
Credits			N/A	0	✓
Credits from Trinity Electives - Semester 1			0 - 5	0	✓
Credits from Trinity Electives - Semester 2			0 - 5	0	✓

At the bottom right, there is a green "Submit Selections" button.

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.

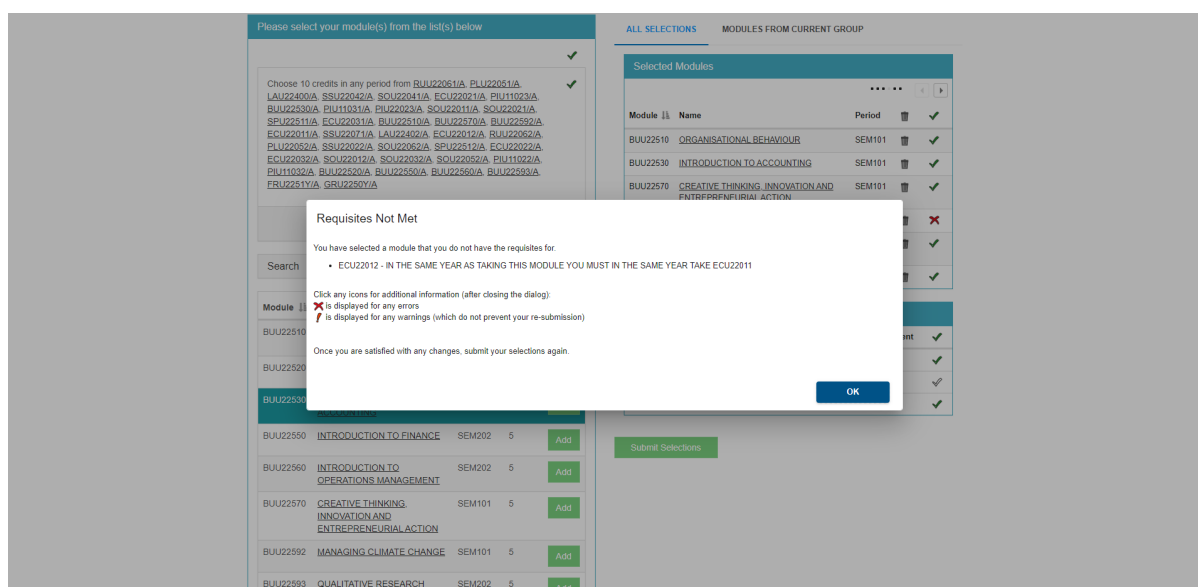
Step 5: Once you have chosen all your modules check that the total number of credits is correct in the **"Total ECTS credits"** section.

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

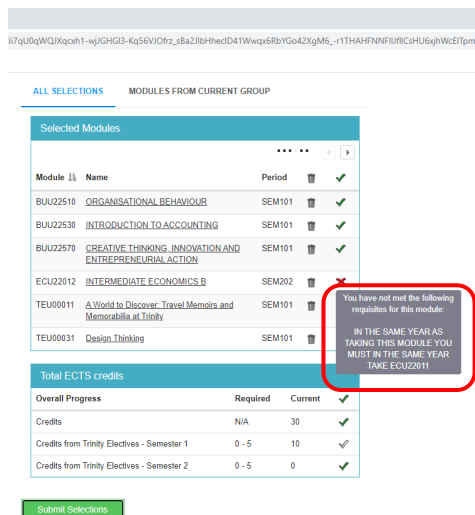
Module rules

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.



Please review your choices

Your selections have led to an imbalance between semesters. You need to make sure you have balanced the number of credits you're taking per semester.
To change your selections click on "Review" below.

Review

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.

Please select your module(s) from the list(s) below

Choose 10 credits from [RUU22061/A](#) [PLU22051/A](#) [LAU22400/A](#) [SSU22042/A](#) [SOU22041/A](#) [ECU22021/A](#) [PIU11023/A](#) [BUU22530/A](#) [PIU11031/A](#) [PIU22023/A](#) [SOU22011/A](#) [SOU22021/A](#) [SOU22061/A](#) [SPU22511/A](#) [ECU22031/A](#) [BUU22510/A](#) [BUU22570/A](#) [BUU22592/A](#) [ECU22011/A](#) [SSU22071/A](#) [LAU22402/A](#) [ECU22012/A](#) [RUU22062/A](#) [PLU22052/A](#) [SSU22022/A](#) [SOU22062/A](#) [SPU22512/A](#) [ECU22022/A](#) [ECU22032/A](#) [SOU22012/A](#) [SOU22032/A](#) [SOU22052/A](#) [PIU11022/A](#) [PIU11032/A](#) [BUU22520/A](#) [BUU22550/A](#) [BUU22560/A](#) [BUU22593/A](#) [FRU22511/A](#) [GRU22501/A](#)

View List

Please select your module(s) from the list(s) below

Choose 10 credits from [TEU00321/A](#) [TEU00361/A](#) [TEU00431/A](#) [TEU00201/A](#) [TEU00211/A](#) [TEU00221/A](#) [TEU00231/A](#) [TEU00241/A](#) [TEU00251/A](#) [TEU00291/A](#) [TEU00301/A](#) [TEU00311/A](#) [TEU00341/A](#) [TEU00351/A](#) [TEU00381/A](#) [TEU00031/A](#) [TEU00041/A](#) [TEU00101/A](#) [TEU00121/A](#) [TEU00131/A](#) [TEU00141/A](#) [TEU00151/A](#) [TEU00161/A](#) [TEU00171/A](#) [TEU00181/A](#) [TEU00191/A](#) [TEU00371/A](#) [TEU00011/A](#) [TEU00322/A](#) [TEU00062/A](#) [TEU00072/A](#) [TEU00082/A](#) [TEU00112/A](#) [TEU00122/A](#) [TEU00132/A](#) [TEU00142/A](#) [TEU00202/A](#) [TEU00212/A](#) [TEU00222/A](#) [TEU00232/A](#) [TEU00242/A](#) [TEU00252/A](#) [TEU00262/A](#) [TEU00272/A](#) [TEU00282/A](#) [TEU00292/A](#) [TEU00342/A](#) [TEU00392/A](#) [TEU00402/A](#) [TEU00412/A](#) [TEU00422/A](#) [TEU00442/A](#) [TEU00452/A](#) [TEU00152/A](#) [TEU00162/A](#) [TEU00172/A](#) [TEU00182/A](#) [TEU00192/A](#)

Trinity Electives - Semester 1
Trinity Electives - Semester 2

View List

ALL SELECTIONS MODULES FROM CURRENT GROUP

Selected Modules

Module	Name	Period		
BUU22510	ORGANISATIONAL BEHAVIOUR	SEM101		
BUU22560	INTRODUCTION TO OPERATIONS MANAGEMENT	SEM202		
BUU22570	CREATIVE THINKING, INNOVATION AND ENTREPRENEURIAL ACTION	SEM101		
BUU22593	QUALITATIVE RESEARCH METHODS	SEM202		
TEU00011	A World to Discover: Travel Memoirs and Memorabilia at Trinity	SEM101		
TEU00062	Engaging in the Digital World: Today and Tomorrow	SEM202		

Total Selected Credits

Overall Progress	Required	Current	
Credits	N/A	30	
Credits from Trinity Electives - Semester 1	0 - 5	5	
Credits from Trinity Electives - Semester 2	0 - 5	5	


Submit Selections

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



Trinity College Dublin
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The University of Dublin

my.tcd.ie

HomeRegisterMy ProgrammeMy ResultsMy ExamsMy Applications+

Confirm Selections

Please click the 'Confirm Selections' button to confirm your module selections

Student20332721/1

NameEVIE KELLY

ProgrammeBachelor in Arts

RoutePolitical Science

Mode of AttendanceFull-Time

Module Selections

Selected a total of 12 module(s) which total 60 credits



PLEASE DO NOT CLICK ON THE CONFIRM SELECTIONS BUTTON IF YOU HAVE NOT SELECTED 60 CREDITS.

Year	Period	Status	Module	Occ	Level	Credits	Name
2021/22	SEM101	O	BUU22510	A	U2	5.00	ORGANISATIONAL BEHAVIOUR
2021/22	SEM101	O	BUU22570	O	U2	5.00	CREATIVE THINKING, INNOVATION AND ENTREPRENEURIAL ACTION
2021/22	SEM101	C	POU22011	A	U2	5.00	HISTORY OF POLITICAL THOUGHT A
2021/22	SEM101	C	POU22021	A	U2	5.00	INTERNATIONAL RELATIONS A
2021/22	SEM101	C	POU22031	A	U2	5.00	COMPARATIVE POLITICS A
2021/22	SEM101	C	TEU00011	A	U2	5.00	A World to Discover: Travel Memoirs and Memorabilia at Trinity
2021/22	SEM202	O	BUU22560	O	U2	5.00	INTRODUCTION TO OPERATIONS MANAGEMENT
2021/22	SEM202	O	BUU22593	A	U2	5.00	QUALITATIVE RESEARCH METHODS
2021/22	SEM202	C	POU22012	A	U2	5.00	HISTORY OF POLITICAL THOUGHT B
2021/22	SEM202	C	POU22022	A	U2	5.00	INTERNATIONAL RELATIONS B
2021/22	SEM202	C	POU22032	A	U2	5.00	COMPARATIVE POLITICS B
2021/22	SEM202	C	TEU00062	A	U2	5.00	Engaging in the Digital World: Today and Tomorrow

Undo Last ChangeConfirm Selections

Intray Message

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

New Intray Messages				
View 2 messages in full screen mode				
Status	From	Subject	Received	Action
	Academic Registry	Confirmation of your Online Module Enrolment selections	19/Jul/2021 at 11:42	Read
	Vice President For Global Relations	Important guidelines for your arrival in Ireland 2021-22	05/Jul/2021 at 19:58	Read
Sent Intray Messages				
All Intray Messages				

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.



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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