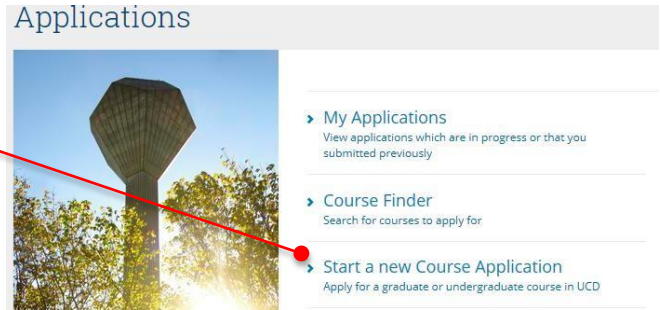


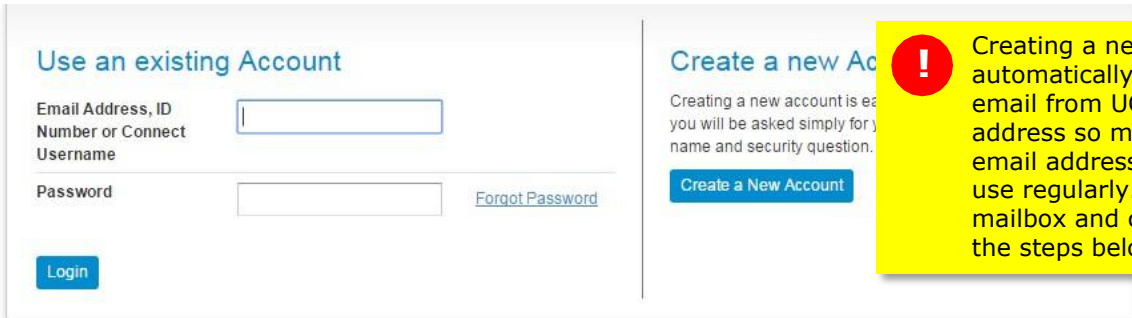


If you wish to apply to one of the School's postgraduate modules rather than committing to a full programme, you can apply as an Occasional Student. Please follow the instructions below:

1. Visit the UCD website at www.ucd.ie/apply. This will take you to the UCD applications web page. Click on '**Start a new Course Application**'.

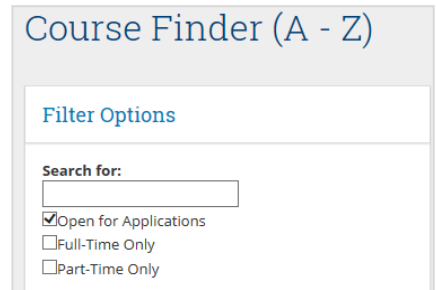


2. Select '**Create a New Account**' or '**Use an existing account**' if you were a student in



! Creating a new account will automatically trigger an email from UCD to that address so make sure the email address is one you use regularly. Check your mailbox and continue with the steps below.

3. When you click **Continue**, you will be taken to the online application form. Check your personal details and then click on **Select a Course.** [Select a Course](#)
Enter one of the codes below, depending on whether you are taking a module in Semester 1, Semester 2 or over two semesters.



- Semester 1: select major code **CT17**
- Semester 2: select major code **CT18**
- Semesters 1 and 2: select major code **CT19**

! Click on the **Apply** button.

4. When the course appears (see example below for CT17), click on the **Apply** button.

Course (click to view course web page)	Description	For Entry in	Closing Date (if applicable)	Click to
Occasional Nursing Midwifery & Health Systems Sem 1 (CT17)	Occasional	Sep 2018	Open for Applications	Apply

5. After selecting the Apply button you will be taken back to the online application form.
6. Select **Add/Edit Personal Details** if you want to change /edit your contact details.
7. Please complete the **General Questions** section indicating which module you are applying for.
8. Upload the required documentation, read the **Declaration** and click **Submit**.

What happens next?

1. You will receive an email from UCD Admissions confirming your **UCD Application**. The Programme Administrator in UCD will issue you with an offer.
2. You will then receive an email from UCD Admissions confirming '**Application status change**'. Log back into your applications account and **Accept your offer**.
3. You will receive a third email from UCD Admissions confirming your '**UCD Acceptance**' - this email will include your UCD Student Number and your UCD email account (name.surname@ucdconnect.ie) will be activated.
4. Once you have your student number you will need to complete your registration. To register, log into [UCD Connect](#) and click on the SISWEB icon. Your username is your UCD student number and your password is the one you created for your online application.
5. You will be asked to accept the UCD Terms & Conditions and to confirm your registration. You must click on the '**Confirm**' button in order to gain access Blackboard. **Blackboard** will be available within 24 hours of clicking the 'Confirm Registration' button.
6. Once you have clicked on **Confirm**, click on '**My Registration**'. Check your personal details in '**My Profile**' and upload your photo for your UCARD which you can collect from the [UCARD Bureau](#) (JK area of the Newman Building)
7. Then click on '**Cores/Options**'. Check that your module is appearing and select the module. If you have been pre-registered, you will see Pre-selected beside the module. Your registration is now complete.

Any questions or need assistance?

If you experience any problems with your application or have any questions, please don't hesitate to contact <mailto:https://www.nmhs.ucd.ie/contact-us> For more information on all our programmes, visit www.nmhs.ucd.ie/graduate