

SCHOOL OF HISTORIES AND HUMANITIES
EVENING AND SHORT COURSES PROGRAMME

You can watch the recording of our Zoom 'Enrolment process information session' at this link:

https://tcd-ie.zoom.us/rec/share/ZpB3kP6wTWukxuYC5miy-AvB0ST_a19ULAItpjM0jqIfnqRGlfk1m0pjeBv7cpj.RXiyniZQgm4BgXHE?from=hub

Passcode:

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ENROLMENT PROCESS

PEOPLE:

Dr Patricia Stapleton: Room 3141 Arts Building- phone: 01 896 8589

Mr Alberto Santos Cancelas: Room 3133 Arts Building – phone: 01 896 2042

Email: Hhextra@tcd.ie Text: 087 257 2015

DATES TO NOTE:

Enrolments for Hilary Term (Semester 2) will open on **Thursday 4 December** and will close at 5 p.m. Monday 15 December 2025 - they will reopen **Tuesday 6 January** and will close at 5 p.m. on Tuesday 13 January 2026.

Teaching term starts **19 January 2026**.

There are four ways to enrol and **three steps in the enrolment process:**

1. By phone
2. By post
3. In person

4. Online- the most popular and straightforward method.

1. BY PHONE

You may enroll by phone at 01 896 8589 or **text** 087 257 2015 and request a call back **AFTER ENROLMENTS OPEN**. Please note that phone lines will be busy during the registration period, and it may take a day or two to get back to you. **TEXT IS BEST**

2. BY POST

You may send a cheque, made payable to **TCD no. 1 account** for the relevant amount along with the 'Postal application form' to School of Histories and Humanities, Evening and Short Courses Programme, Room 3141 Arts Building, Trinity College Dublin 2.

3. IN PERSON:

You may book in-person at the following dates and times:

Monday 8 December	10.00 – 12.00 room 3133 & 14.00 pm to 16.00 pm room 3141
Thursday 11 December	11.00 am - 13.00 pm
Thursday 8 January	11.00 am - 13.00 pm
Monday 12 January	10.00 – 12.00 room 3133 & 15.00 - 17.00 pm room 3141.

If you can't make these times, please email hhextra@tcd.ie and arrange a time to call in.

THREE-STEP PROCESS TO COMPLETE REGISTRATION:

STEP 1: Make your payment. If you paid online you will receive an initial acknowledgement of payment from PayPal .

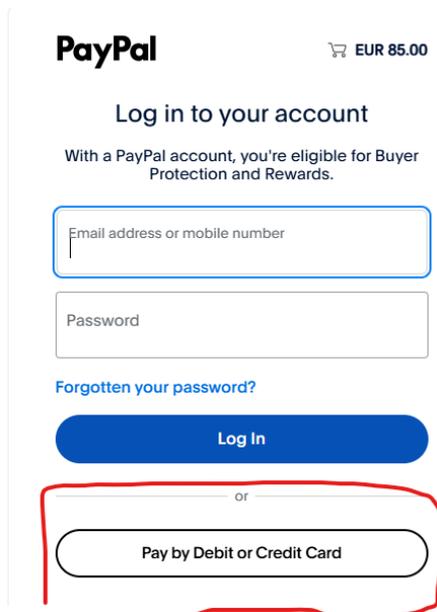
STEP 2: Whichever way you pay, you will receive an email from HHEXTRA@TCD.IE with your course information including your lecture times and venues – this can take up to five working days at busy periods.

STEP 3: **THIS IS A VERY IMPORTANT STEP** – In order to complete your registration, you need to click on the link in the email you receive from us and add your details. **YOUR REGISTRATION WON'T BE COMPLETE UNTIL YOU DO SO.**

PAYING ONLINE- INSTRUCTIONS

Go to The School of Histories and Humanities webpage <https://histories-humanities.tcd.ie/shortcourses/>

1. Click on 'Book a course'
2. Choose from one of the departments below:
 - Centre for Women's, Gender and Sexuality Studies;
 - Classics,
 - History,
 - History of Art
3. Click on the course of your choice and add your details
4. Click Buy now and it will bring you to this PayPal page



PayPal EUR 85.00

Log in to your account

With a PayPal account, you're eligible for Buyer Protection and Rewards.

Email address or mobile number

Password

[Forgotten your password?](#)

Log In

or

Pay by Debit or Credit Card

You do not need to have a PayPal account to use the PayPal platform.
Choose 'Pay by Debit or credit Card'

This will bring you to this page- the format can be slightly different on some devices or on different search engine used:

 85.00 EUR

Pay with debit or credit card
We don't share your financial details with the merchant.

Country/Region
Ireland



Card number

Expires CSC

First name Last name

Billing address

Address line 1

Address line 2


PayPal is a safer, faster way to pay
No matter where you shop with us, we don't share your financial information with the seller.

- Make sure the country is set at Ireland and enter your details.

When you have entered your details, you will see this message at the bottom of the page:

**The security you want.
The protection you deserve.**

Creating a PayPal account is optional but you'll get **PayPal Buyer Protection** on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

Yes! I'd like to create a PayPal account.

No, I don't want an account now.

Pay Now

MAKE SURE TO CLICK ON 'NO I DON'T WANT AN ACCOUNT NOW' – this is sometimes set to YES by default, make sure to untick it if this is the case.

You might have to authenticate your payment with your bank using your app or other security that you may have set up.

WHAT HAPPENS NEXT:

1. If you paid online, you will initially receive an acknowledgement of payment from PayPal.
2. All methods of payment - you will receive an email from HHEXTRA@TCD.IE , usually within two to five working days, with the following text:

PLEASE READ THIS EMAIL CAREFULLY AS IT CONTAINS IMPORTANT INFORMATION

Thank you for your payment for History of Art Course: [name of course]

Please fill in this short form to complete registration*.

<https://forms.office.com/e/AYuF2K0F0j>

*PLEASE ENSURE YOU FILL IN THIS FORM AS IT ADDS YOU TO THE CLASS EMAIL LIST

IF YOU DO NOT FILL IN THIS FORM, your name will not appear on the class list, which could affect your place if spaces are limited.

You will receive a lecture schedule and reading list before the beginning of the course (sometimes this can be the same day as the course starts).

Your lecture times, venue and start date are on your Welcome page (attached to this email)

The link will bring you to a form like this (depending on which department you choose)



Hilary Term 2026 HISTORY OF ART REGISTRATION FORM

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. First name *

2. Last name *

3. Email address ***(PLEASE ENSURE THIS IS THE CORRECT EMAIL ADDRESS AS IT WILL BE USED SEND OUT ALL COURSE INFORMATION)*** *

4. COURSE CHOICE *

- SA09 INTRODUCTION TO EUROPEAN ART II
- SA10 INTRODUCTION TO EUROPEAN ARCHITECTURE II
- SA11 THEMES IN IRISH ART
- SA12 CULTURAL INTERSECTIONS IN HISTORY OF ART

- Enter the name, phone number and email of attendee
- Choose your course
- Choose the amount
- Submit

Remember, **IF YOU DO NOT FILL IN THE FORM YOU WILL NOT HAVE COMPLETED REGISTRATION AND RISK LOSING YOUR PLACE IF THE COURSE IS IN DEMAND.**

Once you submit your details on the form you are automatically added to the class list for your course.

You will receive a course handbook/lecture schedule and reading list by the beginning of the course. This can sometimes be the same day as the first lecture.