



University College Dublin
University for All

Access and Lifelong Learning Welcome 2024

3rd September 2024

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The ALL Welcome really helped me socialise with some people from similar circumstances to me; as I felt that I would not be able to see anyone like me in UCD. I really enjoyed the day as we got a tour, listened to speakers talking about their experiences so far in UCD and had a nice lunch. It really helped me settle my nerves for the coming year.

– Saoirse Clandillon,
Science

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The Access and Lifelong Learning Welcome 2024

Congratulations on securing your place in UCD. You are receiving this invitation because you earned a coveted seat in UCD. We are delighted and proud to welcome you to your university to begin your Higher Education experience.

Now that you have secured your seat, it is our job to guide you to that seat, and to help you keep it! Our Welcome Programme is the first step you will take to becoming a successful student in UCD. We will share strategies and the 'college knowledge' that is going to help you learn to be an autonomous student. The advice and common sense we will share with you will give you the confidence to start your programme and make connections with ourselves and your fellow students.

The Access and Lifelong Learning Welcome 2024 is designed to give you a head start in getting settled into your successful university life. This year the Welcome will be on 3rd September on UCD campus. During the Access and Lifelong Learning Welcome 2024 you will have a chance to meet current students who were in your shoes this time last year. They will share their first-hand experience and advice with you as they show you around YOUR University. You will also meet other students in your programme and have all your queries answered.

We have prepared this practical ALL Student Welcome booklet which includes key tasks and checklists to help you get started. You will find out about the professional support services we have to help you throughout your time in UCD. This is just the beginning of our time together!

Looking forward to seeing you in UCD on the 3rd of September!



Bairbre Fleming

Dr Bairbre Fleming

Director Access and Lifelong Learning



Fiona Sweeney

Fiona Sweeney

Head of Outreach Engagement and Transition
in Access & Lifelong Learning

Who is Access and Lifelong Learning?

University for All is UCD's whole-university initiative working to ensure that all students feel welcome. We want UCD to be a place where everyone can feel they belong and that diversity is valued. We work with the whole community in UCD – students, educators and everyone beyond the classroom – to increase inclusion in our teaching, learning, assessment, student supports, built campus and technology infrastructure. In Access and Lifelong Learning, we like to say that our job is to be the bridge to inclusion, which means that we offer connections, help you engage and build relationships with the University community. What this means is that we put in place the supports that you may need to fulfil your potential.

We do this by getting to know you and then providing supports to help you succeed in UCD. Some of the supports we offer and the people who help deliver them are outlined in the following pages, but the most important message from us to you is that we are here to help support, guide and advise you. No query, no challenge is too big or too small and if we can't assist you directly, we will let you know where you can find the help you need. Our doors are always open and you are always welcome.



Michelle Tracey

Senior Access Student Support Officer



Dr. Lisa Padden

Deputy Director

FAQs



Q. I need academic advice/ registration guidance about my modules

Go to the College/School office

[This is the link for UCD Colleges and Schools](#)



Q. I'm having problems with the online registration system

Go to the Student Desk College/School office

[This is the link for UCD Programme Offices](#)



Q. I have a personal problem

Make an appointment to speak with
your Student Adviser

[This is the link for the UCD Student Advisers](#)



Q. I have a disability/learning difficulty

Email the disability team at disability@ucd.ie or
drop into the Access & Lifelong Learning Centre.



Q. I have an emergency on campus

Go to Student Help

[This is the link for student help at UCD Estates](#)



Q. I've lost my UCD Student Card (UCARD)

Call to the Ucard Bureau

[This is the link for UCD U Card Bureau](#)



Q. I want to report an emergency on campus

Call Estate Services Ext. 7999 or (01) 716 7999

[This is the link for UCD Estate Services](#)



Q. I need a cert of attendance/ official university stamp/transcript

Drop into the Student Desk

[This is the link for the UCD Student Desk](#)



Q. I have a problem with my UCD accommodation

Contact Student Residences (Resident Assistant)

[This is the link for UCD Residences](#)



Q. I want to join a society to meet new people

You will have plenty of time to do this during Freshers Week at the beginning of term UCD

[This is the link for UCD Student Societies](#)



Q. I have a question about my fees

Drop in to the Student Desk

[This is the link for the UCD Student Desk](#)

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I always thought college was something you had to figure out on your own, but the ALL Welcome showed me there's a team of people willing to help. The ALL Welcome provided me with valuable information on the UCD campus, available supports, and scholarships.

- Aoibheann Crowe, Arts
& Humanities

Can you repeat that?

UCD is a whole new world with a whole new language. During the Access and Lifelong Learning student Welcome 2024, you will begin to hear some of this language. It's all just jargon unless you understand it, so we have translated a small selection of terms you are likely to need.

College Office

Each course (programme in UCD) is supported by a College Office. They are your first point of contact if you need academic advice.

Major

While your programme shows what degree you're studying, such as a BSc, your major will show what subject area your degree is in, such as Zoology.

Module

A module is a self-contained unit of learning, teaching and assessment. Each course will have a set number of modules.

Core Module

A module that you must do as part of your programme.

This QR code will show you the core modules for your programme.



Elective Module

These are modules you can choose from many subject areas across UCD.

Option Module

A module that is part of your programme. You will be given a list of option modules to choose from when you register online. The Course Search will show you the option modules for your programme.

Module Coordinator

The Module Coordinator is responsible for the design, delivery and assessment of a module and acts as the principal examiner for that module. The Course Search will tell you who the coordinator of a module is.

Credit

This is the value given to a module. For example: A 5-credit module will require 100 to 125 hours of work. This includes lectures/seminars, self-directed study and assessment.

Level

The level of a module is an indication of the level of difficulty of the learning outcomes and the material covered, and broadly indicates the stage in your academic career when you are likely to attempt the module. Levels range from 0-5 with 0 being the most basic level. Generally, levels 1-3 are taken by undergraduate students.

GPA

GPA is the numeric average of the grades achieved. When you have completed all the modules of a Stage, all your grade points are averaged to get a Grade Point Average, or GPA, for that Stage.

Stage

This is the term used to identify the year of study. Each Stage is worth 60 Credits.

Trimester

The taught programmes of the University will normally be based on three teaching trimesters, Autumn, Spring and Summer. Within each trimester you will have 15 weeks of teaching, revision week and exams. As an Undergraduate you will have two trimesters – trimester 1 runs from September to December and trimester 2 runs from January to May.

Laboratory, Practicals and Fieldwork

These are opportunities for you to do the practical work related to your course and to put into practice the knowledge and techniques you learn in your lectures, e.g. carrying out chemistry experiments or visiting historic sites.

Brightspace

Brightspace is an e-Learning tool, especially designed for universities. It is used by lecturers to share course material with students and to post class announcements. It also includes other useful features such as virtual classrooms, discussion forums, surveys and much more. Assessment such as multiple choice exams and essay submissions are often done through Brightspace. You can access it through UCD Connect.

Access Leaders

Access Leaders are a group of exceptional students who have been selected to represent UCD Access and Lifelong Learning and provide peer to peer support. Their first-hand understanding of UCD's diverse entry pathways and of the journey you have taken to be here means they are uniquely placed to help you in your new environment.

You will have an opportunity to meet your Access Leader at the Access and Lifelong Learning Welcome 2024. You can also hear what their experience of coming to UCD was like by listening to their podcasts. See the back cover of the Access and Lifelong Learning Welcome 2024 booklet for the web address.

Programme

Tuesday 3rd September – Morning



Check In

Check in at the UCD campus. You will receive a check in time and location by email after you have registered for the Access and Lifelong Learning Welcome 2024.

Timing: 15 minutes



Meet the ALL team and your Access Leader

When you check in you will be linked up with your Access Leader and have a chance to meet the Access and Lifelong Learning team who will be supporting you while you are at UCD.

Timing: 45 minutes



Campus Welcome

Welcome from the Access and Lifelong Learning team.

Timing: 15 minutes



Campus Tour with your Access Leader

The campus tour will start with your programme building. This will help you become more familiar with where you will be studying and see where your lectures will take place.

Timing: 60 minutes

Programme

Tuesday 3rd September – Afternoon



Lunch

Lunch will be provided at the Welcome.

Timing: 1 hour



Student Success Workshops

There will be workshops and information sessions to introduce you to the supports that are available to help you get a head start in UCD.

Timing: 90 minutes



Ice Cream and Chat

Time for a break and a chance to ask your Access Leader any questions you may have while enjoying a 99 cone.

Timing: 55 minutes



ALL Student Mega Quiz

Fingers on the buzzers! Take part in the ALL Student Quiz or if you prefer something quieter, you can take part in our board games activity.

Timing: 60 minutes

Please note

Every student will be contacted with a starting time and place for their UCD Campus Welcome. Each group will have a different location on campus so don't worry if you have a friend with a different registration location, you will meet on campus.

Family and friends information session

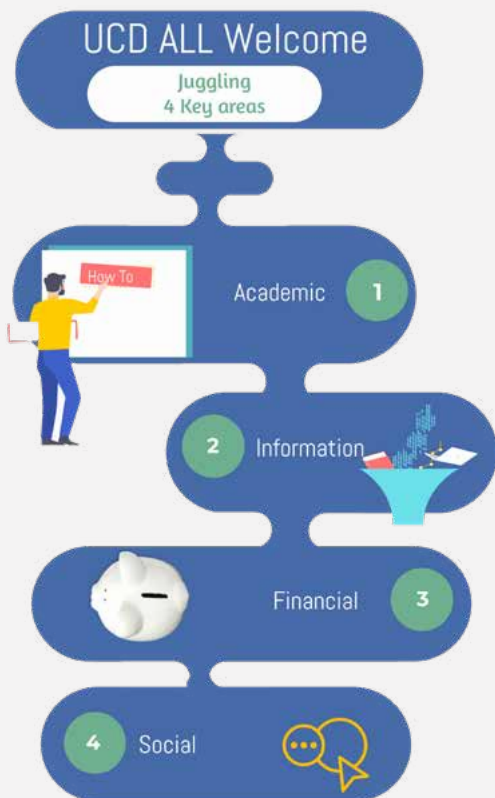
There will be an information session at 6:30pm on Tuesday 3rd September for anyone who has a student in their life coming to UCD including parents and supporters. This is an opportunity for them to know a little bit more about what your new environment will be like. Registration is necessary.

Wednesday 4th September

On Wednesday 4th September, 10:00am – 4:00pm you will have an opportunity to call to the Access and Lifelong Learning Centre to meet with the ALL team and Access Leaders again. This is a drop in day where you can ask any questions that you may have, meet with the Digital Ambassadors who can help with any tech or digital questions or find out more about the supports that you can avail of.

Juggling Balls

As a new student to UCD, there are going to be lots of things that are new to you. You are going to have to get to know the campus, familiarise yourself with your programme, start learning a new vocabulary while at the same time making new friends and getting on top of your academic work. In short, you will be juggling a lot of balls. That's why it's important that you connect and engage with UCD at every level, whether that's availing of academic supports, applying for a scholarship, joining clubs and societies or knowing the importance of your College Office.



During the Access and Lifelong Learning Welcome 2024 you will have an opportunity to find out how to juggle the various priorities. You will participate in activities and workshops to introduce the University and its systems to you. You will discover how UCD works and how you can navigate it to succeed. Like a juggler, you will learn new skills which will feel unfamiliar at first; however with repeated engagement you will succeed. Most importantly, we will be reminding you to take it one step at a time.

5 steps to wellbeing and success

- Connect with other people
- Be active
- Learn new skills
- Pay attention to the present moment
- Give to others



Attending as many orientation events as possible, including the ALL Student Welcome, can be crucial for new students at UCD. The campus can feel overwhelming due to its size and the number of students, and these events provide an excellent opportunity to connect with fellow students. Whether you're in a large course or a smaller one, finding a group of friends early on can be challenging. Welcome events help allay concerns and worries by connecting students with others who have experienced similar issues in previous years, as well as those who are going through the same experiences in the same year group.

- Éanna Brosnan, Law

New student checklist

As a new student, you will have lots of questions about where to go to find the resources and information you need to prepare and get started in UCD. This new student's checklist is a useful tool which outlines and explains the essential things you need to be aware of and to complete in chronological order.

- 1.** Read this Access and Lifelong Learning Welcome Guide
- 2.** Read your emails about the financial supports available
- 3.** Read all relevant emails from UCD
- 4.** Join relevant social media groups
- 5.** Download the UCD App
- 6.** Find out how to get your UCD Student Card – check your email for details
- 7.** Establish when and how you register for your modules
- 8.** Download your timetable and sync your Google calendar
- 9.** Finalise your accommodation
- 10.** Read your Welcome to UCD student handbook
- 11.** Make a note of student support resources and services



○ Read all relevant sections of the UCD Access and Lifelong Learning Welcome 2024 Book, including the top tips

This handbook will help you transition into UCD by providing practical guidance on the first steps and the things you should do in your first weeks. It also includes first-hand advice from current students based on their first year experience.

○ Read your emails about the financial supports available

You will receive emails telling you about the financial supports that are available. Please read these emails as they contain very important information about how to apply and eligibility criteria.

Read all UCD emails and pay particular attention to those from your School/ Programme

Each UCD student receives a personalised email address. Check your UCD Connect email regularly as it is the official channel through which administration related information is communicated to students. You will receive regular updates about registration, fees and exams, a fortnightly student e-zine, information from your Students' Union as well as academic information. It is the responsibility of each student to check their UCD Connect email account, to read the messages issued to them and to act on any requests contained in the messages.

Join relevant social media groups

UCD uses social media to inform students of events and activities. It is also a very useful way to connect with other students in your programme. You should also connect with Access and Lifelong Learning on social media to keep up to date and informed of our activities, events and latest news. Follow us @ucdforall on Twitter, Instagram, Facebook and LinkedIn

You can find a full list of UCD social media sites here:
www.ucd.ie/social-media

○ Download the UCD App from Google Play or iTunes Store



There is a wealth of information available through the new app which delivers real-time news and services. For example, at the touch of a button you can see where exactly you are on campus and find the building you're looking for with the interactive Maps service. Bright Mobile Learn gives you direct access to Brightspace content, announcements and much more.



There is a wide variety of student and faculty produced videos including lectures from various programmes.

○ Make a note of how to get your UCD Student Card



Please keep an eye on your emails to find out when and where you can collect your student card.

Establish when and how you register for your modules

You will have to register for your modules before you begin your course. You can begin Step 1 of Registration from 1st to 6th September (depending on when you accept your offer). To enter online registration, go to UCD Connect, click on the SISWeb icon and enter your login details. Undergraduate registration closes on 20th September 2024, so make sure you have registered. You will receive more information during your programme orientation, but it is very important to make sure that you have enough credits (60 credits) and that you have registered to any labs and tutorials by that date. You will have a chance to change your choice of modules for Trimester 2 in early January.



○ Download your timetable and sync your Google calendar



Your UCD Connect account integrates with Google Calendar and Google Drive, all of which can be synced to smart phones for easy access. This is a very easy way to make sure that you receive any updates or notices sent by the University.



○ Finalise your accommodation

If you have applied to UCD Residences and are offered a room, please make sure to follow the instructions you are given on how to accept your offer. It is very important that you accept within the timeframe given. Failure to do this may result in the offer being rescinded.

Other accommodations options can be found on the UCD Accommodations Pad, which lets you search for housing options in Dublin.



○ Read your Access and Lifelong Learning Welcome 2024 to UCD student handbook



This is a handbook that is given to you when you accept your place in UCD. It contains more information on being a UCD student.

○ Make a note of the student support resources and services

UCD Access and Lifelong Learning delivers a range of student supports to help you become an independent learner. The supports are designed to help you enjoy the full student experience and benefit from all that UCD offers. Supports include financial, academic, disability and social supports. See page 35 & 37 for more information on these.

The key capitals to help support you while at UCD



There are a number of key areas that you need to be familiar with when you begin your studies. These include having a good knowledge of UCD, knowing what supports are available and where to go if you have a question. Having a good understanding of these will help you as you settle into your programme. The information contained in the following pages offers the top tips on each of these and how you can successfully navigate your first trimester and beyond. All you have to do is read the advice, avail of the supports and engage with the services and people here to help.

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It's a great opportunity to settle your nerves before starting college. It allowed me to calm down but also get excited for what was ahead of me! It was great to know you weren't alone in being nervous or scared about starting college - but it's a big change ! The ALL welcome showed me that it's a good / positive big change. It is one of my favorite college memories so far.

- Heidi Woods,
Science

Roadmap to success

Below are the five most relevant people/places for you to explore next in UCD.



1. College Office

Each Programme in UCD has a dedicated College Office. Your College Office is there to support you with questions or queries you may have about your course. You can contact your College Office by visiting their website or dropping into the offices on campus. Scan the QR Code to get more information on your College Office!



2. Student Adviser

Each Programme also has dedicated Student Advisers. Your Student Adviser offers time and space to explore issues of concern and can help you find pathways to deal with personal, social and emotional concerns. They can also advise you of appropriate UCD policies, procedures and services. Scan the QR code to find out who your Student Adviser is!



3. Module Coordinators

Each of your modules has a Module Coordinator. Often, they are the lecturer on the module. Module Coordinators are there to teach you, as well as answer any questions you have about the module, exams, assignments etc. You can find out who your Module Coordinators are for each module by reading the Module Descriptors on Brightspace.



4. Student Desk

The Student Desk is there to help you with anything relating to module registration, fees and official UCD documents. For example, they can help you register for modules at the beginning of term, SUSI, and free fees assessments if you are a Mature Student. They are based in the Tierney Building on campus, or you can contact them via their website.

5. Student Health & Counselling



The Student Health Service offers a range of healthcare services to students, including access to GP's, Nurses and a Psychiatrist. There is a fee for these appointments. See link sheet for This is a link to the Student Health and Counselling Charges.



The Student Counselling Service is free – they offer confidential one-to-one counselling, group based counselling and online programs that can be worked through at your own pace. Scan the QR codes to visit the websites for the Student Health and Student Counselling services.

How to find your way around campus

NaviLens

NaviLens is a free application that uses colourful QR codes to assist you in finding key services and locations around the UCD campus.

You can use audio-cues, written text and vibrations to indicate distances and directions. NaviLens can help you to independently navigate the world around you. This is particularly important for internal spaces that cannot be easily captured by tools such as Google Maps.

NaviLens tags contain key information on how the service can support you and includes opening hours for student services, ways to get in touch, and helpful information links.



How to be college ready and the Top Tips and Tricks for Student Success

1. Get organised

A large part of being a successful student depends on your organisational skills. It is very easy to become organised and just takes a little time and know how. We can provide the top tips which means that all you have to do is put aside a little time to do the following:

- Check your timetable for the times of your lectures.
- If your module has a tutorial, you will find it on your calendar.
- Not all modules will have tutorials and some may not be scheduled every week.
- Some modules will also have laboratory sessions and other classes.
- You should also check the submission dates for any assignments you may have.
- Complete your registration by assigned date given to you by your College Office.

- You can download your timetable onto your Google calendar.
- Plan your finances: It is important that you plan your finances to help ensure you can cover your costs. The Money Management Guide has information that will help with this and also gives examples of some of the costs you may have. You can use the budget template to begin budgeting for the next academic year.

2. Check your emails

UCD only communicates with you by email, so it is very important that you set time aside to read any email you receive. Some of examples of the emails you will receive are:

- An email to let you know when your U card is ready and where you can collect it.
- An email to complete your registration.
- An email from your Student Adviser explaining how they can support you during your time at UCD.

3. Log onto Brightspace

Brightspace is the virtual learning environment used by UCD. This is where you can access material relating to your course and start the “Introduction to UCD Module” where you will be welcomed to your inclusive university and you will learn how to use our IT systems and explore content designed to help you integrate with the UCD Community.

4. Engage and Connect with UCD

Another component of being a successful student is engaging and connecting with UCD. This connection extends to both your studies and your relationships. Some of the tips provided will already be familiar to you so they are just serving as a reminder of what you should do:

- Go to your lectures and tutorials
- Submit assignments on time
- Join clubs and societies
- Be brave – talk to the person sitting beside you in a lecture
- Use the facilities in the UCD Sports Centre

5. Troubleshoot

As a new student to UCD, you are not expected to know everything. There are people and places that can help you when you run into any problems. We are expecting you to come to us when you have any questions so all you have to do is ask. Check out the UCD Roadmap on page 28 to find out who can answer your questions.



How to arrange Disability Supports

What is a Disability?

A disability may be a Specific Learning Difficulty (Dyslexia/ Dyscalculia), Mental Health Difficulty, Autism Spectrum Disorder, ADD/ADHD, Dyspraxia, a Significant Ongoing Illness, Deaf/Hard of Hearing, Blind/Visual Impairment, Physical Disability, Neurological Condition or Speech and Language Communication Disorder.

What are Disability Supports?

All students with a disability or significant ongoing illness in UCD have the opportunity to receive disability supports. These supports may include academic supports such as awareness supports for your lecturers and/or exam supports such as extra time for exams (10 minutes per hour).

How do I arrange Disability Supports?

Provide supporting documentation which confirms your disability or diagnosis. More information on suitable documentation can be found on our website.



Make an appointment by emailing disability@ucd.ie. You will then be asked to complete a short online form and upload your documents there.

Attend your Needs Assessment appointment and discuss the supports that will assist you during your degree.

Financial Support at UCD

There are a range of financial supports that you may be eligible for. Some of these include the Student Assistance Fund, the Student Welfare Fund and scholarship opportunities. These supports and other information can also be found in the Money Management Guide.

1. Cothrom na Féinne Scholarships

Cothrom na Féinne, meaning justice and equality, is the overarching title for UCD scholarships for access students and is now Ireland's largest access scholarship scheme at undergraduate level. These scholarships are awarded to students who demonstrate motivation to pursue higher education, and offer leadership in their communities while overcoming significant socio-economic and educational barriers.

2. 1916 Bursary

The 1916 Bursary is a financial award to encourage the participation and success of students from sections of society that are significantly under-represented in higher education.

3. Student Support Fund

The Student Support Fund (SSF) is a means-tested fund. Students registered to a full-time or part-time UCD programme of at least one year's duration which leads either to an undergraduate or postgraduate qualification can apply.

4. Student Welfare Fund

The purpose of this discretionary fund is to offer financial assistance to students who encounter acute and unexpected difficulties during their time of study in UCD. Illnesses, bereavement and sudden unemployment are some of the issues which may make you eligible for the Welfare Fund support. Applications can be made with your Student Advisers.

Top tips from students



Join at least 1 society/
sports team and stick to it.
It's good to have friends studying
different areas. In college you're
gonna have to really learn time
management if you want to keep
up with friends that aren't in your
course or aren't in UCD.

- Abigail Adeyale, Social
Sciences



Never be scared to talk
to anyone - remember
everyone is in the same
situation as you !

- Souleyimou Do-rego,
Social Sciences

“

Put yourself out there and try to open up. College is full of new opportunities and friendships so try to take advantage of them.

– James Nyoike, Arts & Humanities

“

Making friends in a new place can seem daunting but in UCD there's so many opportunities to make new friends! The great thing about joining a college society or sports club in your first year is that everyone is in the same boat, loads of people are trying this out for the first time so if that's something that's holding you back, don't let it!

– Rebecca Hathaway,
Science

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