

10 September 2025



Clárlann UCD | UCD Registry

## Important Information for the Start of Term

Dear Student,

I would like to welcome you to the 2025/26 academic year.

This email contains important information to get you organised for the year ahead:

- Student Desk Supports
- Complete Your Registration
- Fees Information
- Emails from UCD
- Getting to UCD
- Stay Connected

Important dates in the University are available on the [Current Students key dates calendar](#).

Please make sure that you check your [UCD Connect email](#) regularly throughout the academic year for important updates from the University.

Kind regards,

Kate Griffin

Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer & Curriculum Operations  
Clárlann UCD | UCD Registry



## Student Desk Supports

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The Student Desk is here to help you. Check out our [Ask Us page](#) for current services.

You will also find useful information on our [FAQs page](#).

Watch the [Roles of the College Office/Student Advisers/Student Desk video](#).

[Read more](#)



## Complete your Registration

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**Your registration is your responsibility.** It is very important that you get it right to ensure that you have access to your modules in Brightspace and that your timetable is correct.

**Online registration will close at 5 pm on Friday, 19 September 2025** so make sure that you have confirmed your registration by that date. The Privacy & Security screen (SISWeb) will show if you have confirmed registration.

Complete the **Personal Information section** of online registration. Make sure to enter your emergency contact details in the field provided. You can enter more than one contact if you wish.

Check that you are [registered to enough credits](#) (including repeats/resits if needed) and **drop any extra modules** you are not planning to take. If you are a Full-Time Undergraduate, the 'Free Fees' scheme will only cover you for the standard amount of credits (normally 60 credits per stage).

Watch the [Registration How-To Video Guides](#).

## Things to note

- After Friday, 19 September, ask your [School or College Office](#) to make any changes to Autumn Trimester modules.
- If you drop an Autumn Trimester module after Friday, 31 October 2025, you will have to pay fees for that module.
- If you need to withdraw from your programme, do this by 5 pm on Friday, 31 October to avoid owing fees for 2025/26.
- You will have an opportunity in early January 2026 to review your Spring Trimester module registration. Keep an eye on the [key dates page](#) for updates.
- Incoming Stage 1 Undergraduates can pick their Elective module (if required) during the Spring Trimester registration window in January 2026.

[Read more](#)



## Fees Information

Check the [fee payment dates and what you need to pay](#) for 2025/26. The first fee payment deadline was Sunday, 07 September 2025.

**Online payments** can be made through your [SISWeb](#) account. [Other payment options](#) are also available.

Fees for **undergraduate students** will be charged on a modular basis. This means that as you select or drop modules, your fee charges will change accordingly. Check your fee account regularly to ensure that you have met your fee payment requirements.

If you need to **complete your online grant application or track its progress**, visit the [SUSI website](#).

Watch the [Quick Guide to Fees video](#).

[Read more](#)



## Emails From UCD

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The University uses email as an official means of communication with students and provides a UCD Connect email to each student for this purpose.

### What you need to know

In addition to the UCD Connect email, communications will also be sent to the personal email account for all students who have provided a non-UCD Connect account.

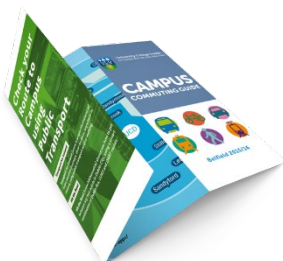
### What you need to do

Log into SISWeb and click on My Registration. Look for the My Profile link and check that your Email Preferences are up to date. If you don't want UCD to use your personal email address, you can change the setting.

### Please note

Your UCD Connect email address remains the main point of contact for all communications.

[Read more](#)



## Getting to UCD

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The Belfield campus is well served by public transport including [buses](#) and [trains](#). There is also limited [parking](#) available.

The [UCD Michael Smurfit Graduate Business School](#) is also accessible by public transport and car.

Read the [UCD Commuting Guide](#) for more information.

[Read more](#)



## Stay Connected

There are a number of ways you can keep up with what's happening in UCD:

- Check your [UCD Connect email](#) regularly.
- Check out the [Current Students website](#).
- Read the [UCD Student Email Updates](#).
- Keep an eye on the [key dates page](#).
- Learn more about the [IT Services for students](#).
- Watch the [useful bite-sized videos](#) created by the Student Desk.
- Check out the UCD Student Desk [Ask Us page](#) for how to contact us.

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