# CLÁRLANN UCD
# UCD REGISTRY

## Important information for the Start of Term

Hi Student,

I would like to welcome you to the 2023/24 academic year.

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

- Complete your registration
- Student Desk Supports
- UView (your Student Record)
- Paying Your Fees
- Emails from UCD
- Campus Car Parking
- Stay Connected

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 and Curriculum Operations
Clárlann UCD | UCD Registry

## Complete your Registration

**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, 29 September 2023**\* so make sure that you have confirmed your registration by that date. The Privacy & Security screen on the My Registration page in SISWeb will show if you have confirmed registration.
\*Online registration closes at 5 pm on Friday, 22 September for students in Graduate Entry

Programmes.

Make sure you register 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).

**Things to note**

- After Friday, 29 September,* ask your College or School Office to make any changes to Autumn Trimester modules. *This will be Friday, 22 September for Graduate Entry Programmes.
- If you drop an Autumn Trimester module after Friday, 03 November 2023, you will have to pay fees for that module.
- You will have an opportunity in January 2024 to review your Spring Trimester modules and choose an Elective module if required. Keep an eye on the key dates page for updates.

**Registration How-To Video Guides**

- How to Confirm Your Registration
- How to Register to Core & Option Modules
- How to Register to Elective Modules
- How to Register to Labs & Tutorials

Read more

## Student Desk Supports

The Student Desk is here to help you. Check out our Ask Us page for current services. You can also find useful information on our FAQs page.

Read more

## View your student record (UView)

UView allows you to check information such as your Programme history, contact information, module registration, GPA and grades.

You can view your student record in SISWeb at any point. Do this by logging into SISWeb using your UCD student number and password. Click on the Registration, Fees & Assessment tab and select UView in the menu list.

Read more

## Paying Your Fees

Check the [fee payment dates and what you need to pay](#) for 2023/24. The first fee payment deadline was Sunday, 17 September 2023. Watch the [Quick Guide to Fees](#) video.

**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 on a regular basis 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](#).

[Read more](#)

## Emails from UCD

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](#)

## Campus Car Parking

Permit parking will be in effect during the Autumn and Spring Trimesters. To apply for a parking permit go to the UCD Estate Services website.

Limited hourly paid parking is available in designated car parks and charges apply from 8 am to 5 pm, Monday to Friday (excluding bank holidays).

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**
- Check out the **useful bite-sized videos** created by the Student Desk
- Check out the UCD Student Desk **Ask Us page** for how to contact us

## Get in Touch

**Student Desk Connector**

**Tierney Building**

This is an automated message. Please do not respond to this email. Click on the links above to contact us.