Clárlann UCD
UCD REGISTRY

Returning from a Leave of Absence in January 2024

Student Number 99999999

Dear Sir/Madam,

Our records show that you are currently on a leave of absence from UCD.
If you are due back in January 2024, this email will help you with what you need to do to get ready:

- Get advice and support
- Complete your registration
- Student Desk supports
- Check your teaching and learning arrangements
- Pay your fees
- Reactivate/Get your UCARD
- View your Student Record (UView)
- Emails from UCD
- Campus Car Parking
- Stay connected

Wishing you every success with your studies this year.

Kind regards,

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

Get advice and support

As you are returning to your programme after a period of absence, you should contact your College or School Office for advice and programme support.

Other supports you can access include the UCD Student Advisers and Student Health Services. There is a full list of the support available to you on the Current Students website.

If you decide not to return and would like to either extend your leave of absence or withdraw from the University, please speak with your College or School Office as soon as possible. There is more information and advice about leave of absence on the web.

<div align="right">Read more</div>

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.

Confirm Registration

- To access **online registration**, go to www.ucd.ie/connect and click on the **SISWeb** icon

    When looking for a particular online service in UCD Connect for the first time, go to the **Show me** box and select **Student Applications** to narrow the search. Once you click on the appropriate icon, it will appear in the **My Recent Applications** list at the top of the page

- Enter your student **UCD Connect username and password**
- Click on the **My Registration** button to **confirm your registration** for 2023/24 and begin online registration
- Please confirm your registration by Wednesday, 31 January 2024
- Watch the How to Confirm Your Registration video

Module Registration

If you need to **register to modules online**, you can do this via SISWeb **Friday, 12 January (depending on your College/Stage) until 5 pm, Tuesday, 06 February 2024**. Check the key dates page for specific details for your College/Stage.

If online module registration is not available for your Programme, your College or School Office will help with module registration.

Guides to online registration are available on the Current Students website.

<div align="right">Read more</div>

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](#)

Check your Teaching and Learning arrangements

The Spring teaching term will begin on Monday, 22 January 2024. Check the [2023/24 Term Dates](#) for more details.

[Read more](#)

Pay Your Fees

Check the [fee payment dates and what you need to pay](#) for 2023/24. The first fee payment deadline will be 31 January 2024.

To make a payment and view your fees balance, **log in to SISWeb, go to Registration, Fees and Assessment and then Programme Fees and Payments**. [Other payment options](#) are also available.

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

[Read more](#)

Reactivate/Get a Student Card (UCARD)

Your UCARD is your official identification card for the duration of your programme in UCD.

If you are a continuing student, once you have confirmed registration for the current academic year, your student card will be valid for 2023/24.

If you need a new student card, contact the [UCARD Bureau](#).

[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

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 address for students who have provided one.

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 to have emails sent only to your UCD Connect address

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

Read more

Campus Car Parking

Parking permits are in use for the Spring Trimester from Monday 22nd January until Friday 17th May (inclusive). 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 8am to 5pm, 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.