

17 December 2024



CLÁRLANN UCD UCD REGISTRY

Returning from a Leave of Absence in January 2025

Student Number 99999999

Dear Student,

Our records show that you are currently on a leave of absence from UCD.

If you are due back in January 2025, 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 [School or College 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 School or College Office as soon as possible. There is more [information and advice about leave of absence](#) on the web.

[Read more](#)



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.
- Enter your student **UCD Connect username and password**.
- Click on the **My Registration** button to **confirm your registration** for 2024/25 and begin online registration.
- Please confirm your registration by Friday, 31 January 2025.

Video guides:

- [How to Login into SISWeb, Brightspace and UCD Email](#)
- [How to Confirm Your Registration](#)

Module Registration

If you need to **register to modules online**, you can do this via SISWeb **from Friday, 10 January until 5 pm, Friday, 07 February 2025**. Check the [key dates page](#) for specific details for your College/Programme/Stage.

If online module registration is not available for your Programme, your [School or College Office](#) will help with module registration.

Guides to online module registration are available on the [Current Students website](#).

[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](#)



[Check your Teaching and Learning arrangements](#)

The Spring teaching term will begin on Monday, 20 January 2025. Check the [2024/25 Term Dates](#) for more details.

[Read more](#)



[Pay Your Fees](#)

Check the [fee payment dates and what you need to pay](#) for 2024/25. The first fee payment deadline will be Friday, 31 January 2025.

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

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](#).

[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 2024/25.

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, 20 January until Friday, 16 May 2025 (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.

This email was sent by UCD Registry