

22 April 2024



CLÁRLANN UCD UCD REGISTRY

Returning from a Leave of Absence in May 2024

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 May 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.
- 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.

[Read more](#)



Complete your Registration

Your registration is your responsibility. Online registration is open for you to confirm registration, complete your personal information and pay fees if required.

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 (if required) and access online registration.

Online registration guides and videos 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 Summer teaching term will begin on Monday, 20 May 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 Sunday, 12 May 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.

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 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](#)



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
