

# UCD Registry

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## UCD Registry

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## Clárann UCD

Áras Uí Thiarnaigh  
An Coláiste Ollscoile Baile Átha Cliath  
Belfield Baile Átha Cliath 4, Éire  
[www.ucd.ie/registry](http://www.ucd.ie/registry)



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# Who Are We?

Student Recruitment

Assessment

Admissions

Office of the Director of Registry

Administrative Services



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# What Do We Do?

UCD Registry delivers a broad range of student and academic administrative services to the University

**Our mission** is to develop and provide student-centred professional services, support and advice to the wider University community in respect of the following core functions:

- Recruiting, Admitting and Assessing Students
- Maintaining Student Records
- Raising and Collecting Fees
- Supporting Curriculum Approval & Curriculum Management
- Supporting students throughout their UCD lifecycle (prospective, current students and alumni)



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# Registry

## Assessment

- Exam Timetables
- Exam Logistics
- Alternate Exam Arrangements
- Grading Support/Grade Changes/MCQs
- Grade Approvals Process
- Intern/Extern Examiners
- Invigilation
- Theses
- ACCE Support

## Administrative Services

- Curriculum Management
- Timetabling
- Fee Payments
- College Liaisons
- Student Records
- Student Desk
- Transcripts
- Support & Training
- Module Capacity Management
- Systems & Data Services

## Student Recruitment

- Recruitment Campaigns
- Prospectus
- Open Days
- Campus Tours
- Scholarships
- Schools & Careers fairs
- Student Ambassadors

## Admissions

- CAO Admissions
- UCD Applications
- Student Vetting
- Enrolment Planning
- Admissions and Retention Statistics
- Eligibility/Entry Requirements

## Office of the Director of Registry

- Masterclasses
- Maintain Registry website
- Student Ezine
- Registry projects
- Communications
- Project Management
- Budgets
- Staff Planning



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# How Can We Help You?

## **Lecturer/Assistant professor**

- Questions about grade book?
- Questions about the Curriculum Management System?
- Questions about running online exams?



Contact Systems & Data (AS)  
Contact Curriculum (AS)

Contact Assessment

## **UCD Global**

- Questions about documents students can access remotely for INIS apts?
- Questions about refunds or visa receipt requirements in times of covid-19?



Contact the Student Desk (AS)

Contact Student Payments (AS)

## **School Office Administrative staff**

- Want to register someone as a visiting student or submit a decision through delegated authority?



Contact Student Records (AS)

## **Careers Network**

- Want to advertise upcoming events?

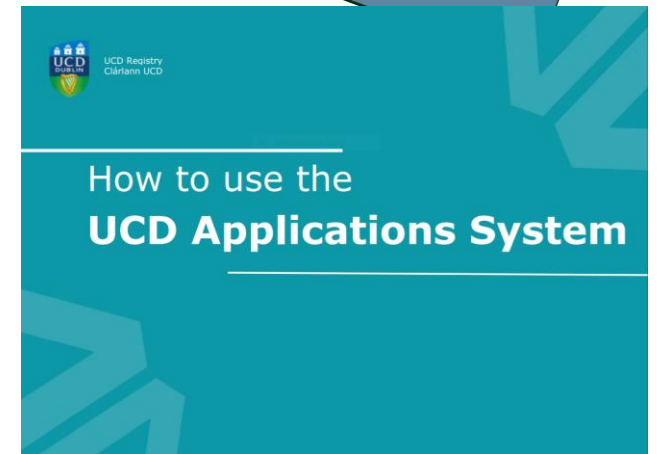
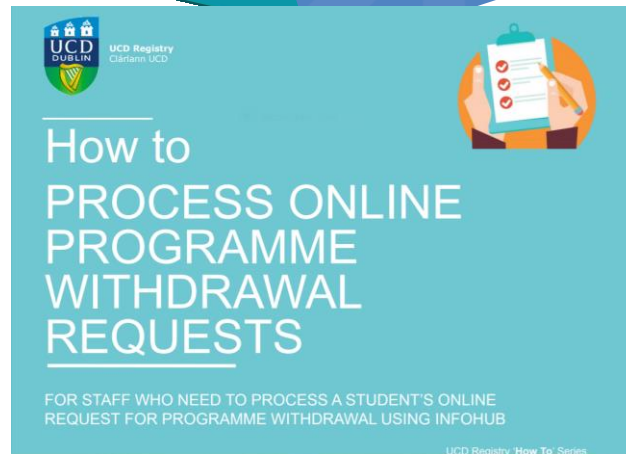
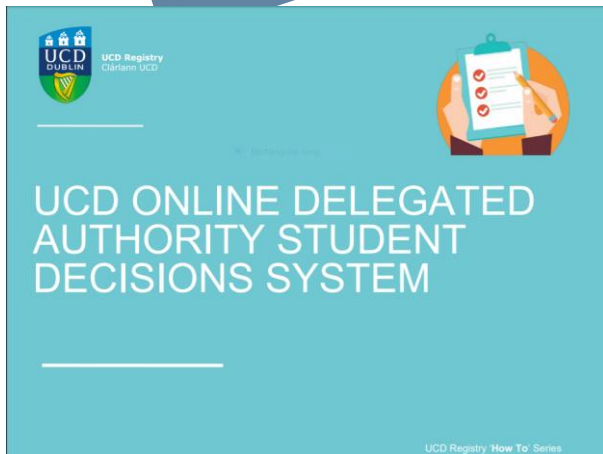
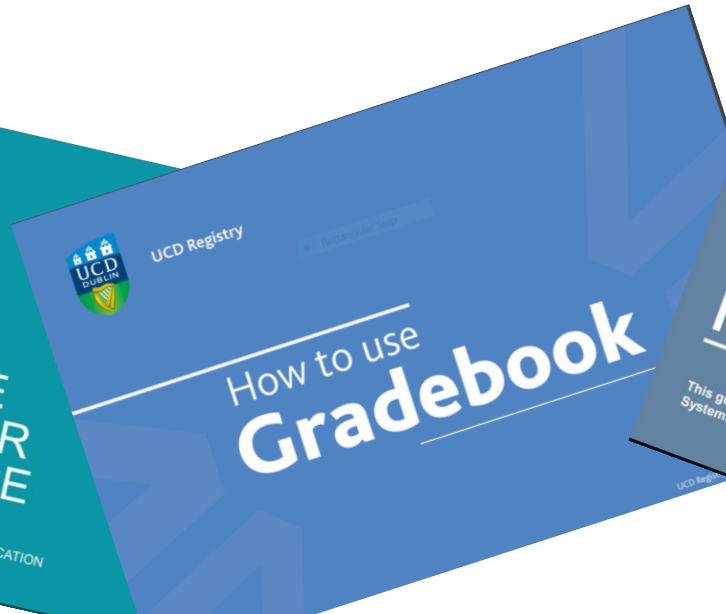
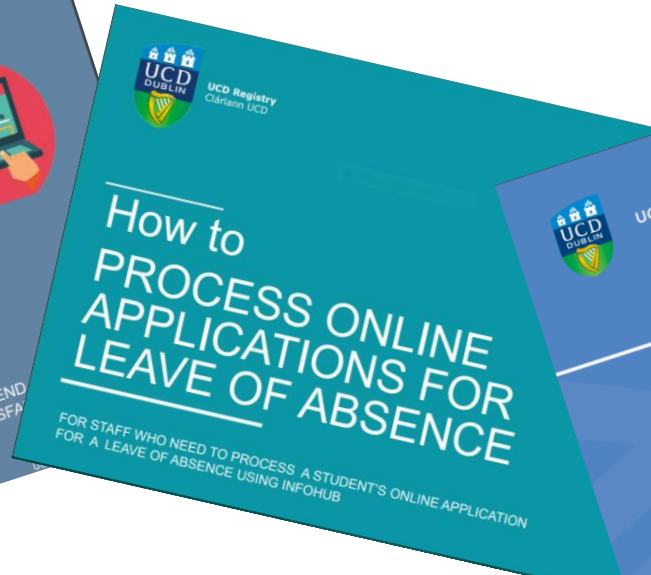
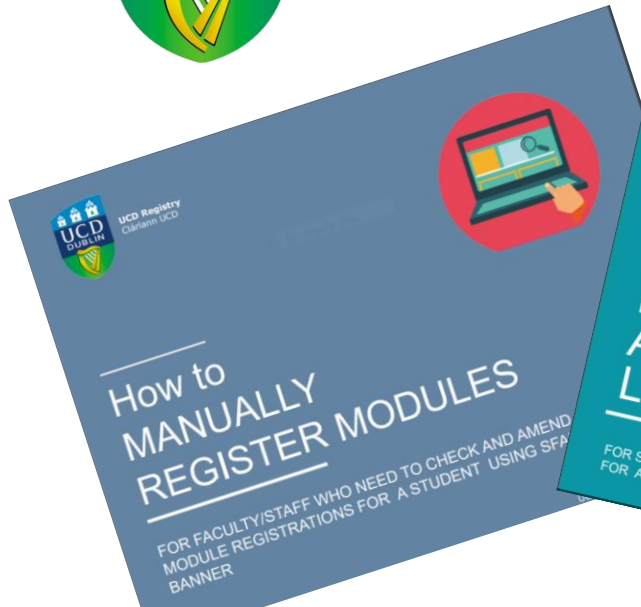


Contact the Communications Officer (office of the director of Registry)



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# How to Guides





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# Masterclasses

On going training

**Masterclasses are  
run every  
2 months**

**Now being held  
online!**

Grade  
Approvals  
process

Fee  
Assessment

Curriculum  
Management  
System

A Rough Guide  
to Admissions

E-thesis

Exam Paper  
Management  
System

Banner (manual  
registration)



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# Helpful Resources

<b>Come to a Master Class</b>	<a href="https://intranet.ucd.ie/registry/staffintranet/staff_dev.html">https://intranet.ucd.ie/registry/staffintranet/staff_dev.html</a>
<b>Access our How to Guides</b>	<a href="https://intranet.ucd.ie/registry/howto.html">https://intranet.ucd.ie/registry/howto.html</a>
<b>Utilize our Jargon Buster</b>	<a href="https://www.ucd.ie/registry/staff/jargon/">https://www.ucd.ie/registry/staff/jargon/</a>
<b>Access our Literature</b>	<a href="https://intranet.ucd.ie/registry/HoSPack.pdf">https://intranet.ucd.ie/registry/HoSPack.pdf</a> <a href="https://intranet.ucd.ie/registry/staffintranet/documents/registry_guide.pdf">https://intranet.ucd.ie/registry/staffintranet/documents/registry_guide.pdf</a>
<b>Ask us a Question</b>	<a href="https://intranet.ucd.ie/registry/staffdirectory.html">https://intranet.ucd.ie/registry/staffdirectory.html</a>
<b>Refer to Key Dates</b>	<a href="http://www.ucd.ie/registry/staff/keydates/">http://www.ucd.ie/registry/staff/keydates/</a> <a href="https://www.ucd.ie/students/keydates/">https://www.ucd.ie/students/keydates/</a>
<b>Find Useful Forms</b>	<a href="http://www.ucd.ie/registry/registrya-z/">http://www.ucd.ie/registry/registrya-z/</a>





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# Questions?