



UCD REGISTRY

Important information for the start of term

Hi Student,

I would like to welcome you to the 2018/19 academic year.

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

What you need to do

- Complete your registration
- Pay your fees
- View your student record
- Check your UCD email preferences
- Check the Semester 1 exam dates
- Stay connected
- Get in touch

Kind regards,

Andrew Myler
Director of Administrative Services
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 Blackboard (or Brightspace where relevant) and that your timetable is correct.

Online registration for undergraduate students will close at **5pm on Friday, 21 September 2018** so please make sure you have completed your registration, including repeats/resits, by that date. Otherwise, you may have to pay a registration re-activation fine of €250. The Privacy & Security screen (SISWeb) will indicate if you have confirmed registration.

Make sure you **register to enough credits** and **drop any extra modules** you are not planning to take. The 'Free Fees' scheme will only cover you for the standard amount of credits (normally 60 credits per stage).

After 21 September, ask your Programme Office to make any changes to Semester 1 modules.

If you drop a Semester 1 module on or after 19 October 2018, you will have to pay fees for that module.

You will have an opportunity in January 2019 to **change your mind about your Semester 2 modules**. Keep an eye on the **key dates** page for updates.

[Read more](#)



Paying your fees

You must pay the appropriate amount of fees in order to be a fully registered student. Check the [fee payment](#) dates for 2018/19.

Online payments can be made through your **SISWeb** account. To view your fees balance, visit SISWeb, enter your UCD student number and password and click on the **Registration, Fees and Assessment** tab.

If you have applied for a SUSI grant, you should pay at least one third of the amount you can see on the fees page in SISWeb. You can check on your grant application using the [SUSI online tracker](#).

[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 log [SISWeb](#) using your UCD student number and password. Click on the Registration, Fees & Assessment tab and select UView in the menu list.

[Read more](#)



Dates for Semester 1 Exams 2018/19

Semester 1 exams will run from **10-21 December 2018**. The exams will finish at **2pm on Friday, 21 December 2018**.

BDIC students: check your [Academic Calendar](#) for your exam dates.

[Read more](#)



Check your UCD Email preferences

Go to the 'My Profile' screen in SISWeb and check that your personal email details are up to date.

If you don't want UCD to use your personal email address, you can tell us using the 'My Profile' screen.

[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
- Read the [UCD student update email](#)
- Check out the [Current Students website](#)
- Follow us on [Facebook](#) and [Twitter](#)
- Add [ucdstudentdesk](#) on Snapchat
- Keep an eye on the [key dates page](#)
- Don't forget, you can also go the [UCD Student Desk](#) with your questions

[Read more](#)

Get in Touch



Student Desk Connector



Tierney Building



@ucdstudentdesk



ucdregistry

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