



UCD REGISTRY

Returning from a Leave of Absence – January 2019

Dear :FORENAME,

Our records show that you are currently on a leave of absence from UCD. If you are due back in January 2019, this email will help you with what you need to do to get ready.

What you need to do:

- Get support and advice
- Complete your registration
- Pay your fees
- Reactivate/Get your UCARD
- Stay connected
- Get in touch

Please make sure that you check your UCD Connect email regularly throughout the academic year so that you do not miss important updates from the University.

Wishing you every success with your studies this year.

Kind regards,

Ryan Teevan
Deputy Director
Administrative Services
UCD Registry



Support and Advice

As you are returning to your programme after a period of absence, you should contact your [Graduate School Office](#) or [Programme 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 Graduate School/Programme Office as soon as possible. There is more [information and advice about leave of absence](#) on the web.

[Read more](#)



Online Registration

Online registration is currently open for you to confirm/check your registration, review your personal details, pay fees and upload a photo for your student card (if necessary).

To access online registration; log into [SISWeb](#) and click on the **My Registration** button.

If you need to confirm your registration to your programme, you will be asked to do so. [This quick video shows you how.](#)
Please confirm your registration by Thursday, 31 January 2019

Check the [key dates page](#) for important deadlines (e.g. module registration, withdrawal dates). Online module registration for Undergraduate and Graduate Taught students will be open between 8 and 29 January 2019.

[Read more](#)



Paying your fees

Check the website for the [fee payment dates](#) and what you need to pay for 2018/19 (depending on whether you have an [EU](#) or [non EU](#) fee status).

Online payments can be made through your [SISWeb](#) account. To view your fees balance, go to SISWeb, enter your UCD student number and password and click on the **Registration, Fees and Assessment** tab.

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

[Read more](#)



Student Card (UCARD)

Once you confirm your registration online your Student Card (UCARD) will **reactivate for 2018/19**.

If you need a new UCARD, please go to the [UCARD Bureau](#), located in the JK Area of the Newman Building (beside Theatre L).

Remember to **keep your UCARD with you at all times**, as you will need it for identification purposes, for access to UCD services and to sit your exams.

[Read more](#)



Campus Car Parking

Parking charges will apply 8:00am to 5:00pm, Monday – Friday (excluding bank holidays) during the peak demand periods of Semester 1 and Semester 2.

To apply for a parking permit go to the [UCD Estate Services](#) website.

[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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