



## UCD REGISTRY

### Registration 2018/19 for January start students

Hi :FORENAME,

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

This email contains important information to allow you to:

- Complete your registration
- Pay your fees
- Get your UCARD
- View your student record
- Check your UCD email preferences
- Stay connected
- Get in touch

Wishing you every success with your studies this year.

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 and that your timetable is correct.

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

To confirm your registration; log into [SISWeb](#) and click on the **My Registration** button. [This quick video shows you how](#). You should confirm your registration by Thursday, 31 January 2019.

Check the [key dates page](#) for important deadlines (e.g. module registration, withdrawal dates).

[Read more](#)



#### Paying your fees

You must pay the appropriate amount of fees in order to be a fully registered student. 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](#)



## Get your UCARD

If you are a **new student** and don't have a UCARD yet, you can get it from the [UCARD Bureau](#) (JK area in the Newman Building). Remember to confirm registration and upload your photo online before you go to collect your card.

If you are a **continuing student**, once you have confirmed registration, your student card will be valid for 2018/19.

[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](#)



## Check your UCD Email preferences

Go to the **'My Profile'** page 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'** page.

[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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