



## UCD REGISTRY

### Returning from a Leave of Absence – May 2020

Dear Student,

Our records show that you are currently on a leave of absence from UCD. If you are due back in May 2020, this email will help you with what you need to do to get ready.

#### What you need to do:

- Get support and advice
- Check for UCD's COVID-19 updates
- Complete your registration
- Check your teaching and learning arrangements
- 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.

UCD has special arrangements in place due to COVID-19. Advice and information can be found on the [University's dedicated COVID-19 page](#) which is updated continuously.

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 [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](#)

#### COVID-19 Special Arrangements



The health and wellbeing of our students, staff and faculty is very important and UCD has special arrangements in place due to COVID-19. Advice and information can be found on the [University's dedicated COVID-19 page](#).

In line with Government and UCD guidance on COVID-19, faculty and staff are currently working remotely while the University is closed. The UCD Student Desk is available to help you through [the Connector or Hangout Chats](#).

[Read more](#)



## Online Registration

Online Registration is currently open for you. To confirm your registration; log into [SISWeb](#) and click on **My Registration**. You should do this as soon as possible. This allows you to reactivate your UCD Student Card (UCARD) and gain access to the wide range of facilities available to our students.

Make sure to check the [Key Dates](#) page for important deadlines

[Read more](#)



## Teaching and Learning Arrangements

Teaching and learning activities are currently being delivered online due to the special COVID-19 arrangements in place. You will find more information on the [UCD COVID-19 FAQ page](#). We advise that you regularly check this page for up-to-date information on the University's approach to teaching and learning during the COVID-19 pandemic.

Your Module Coordinator or Programme Director will be in touch with you about specific arrangements so keep an eye on your UCD Connect email.

[Read more](#)



## Paying your fees

Check the website for the [fee payment dates](#) and what you need to pay for 2019/20 (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)



Your Student Card (UCARD) for your current programme will be reactivated for 2019/20 once you have confirmed your registration.

If you need a new **UCARD**, please contact the [UCARD Bureau](#).

[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**
- Keep an eye on the **key dates page**
- Contact the UCD Student Desk **via our Connector or Google Hangouts Chat**

## Get in Touch



[Student Desk Connector](#)



[Tierney Building](#)

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