



## UCD REGISTRY

### Registration 2019/20 academic year for January start students

Hi Student,

I would like to welcome you to the 2019/20 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



### Confirm your academic year 2019/20 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 Brightspace and that your timetable is correct.

In SISWeb you can review your personal details, pay fees, upload a photo for your student card (if you have not already done so) and confirm and check your registration for the 2019/20 academic year. Please note that while you can now confirm your registration for the current academic year, **online registration for modules** for Undergraduate and Graduate Taught students **will only be open between 10 and 29 January 2020**.

If you have not yet confirmed your registration for the 2019/20 academic year, log into [SISWeb](#), click on **My Registration** and then click **Confirm** - the steps to follow are set out in [this short video](#).

**Please confirm your registration by Friday 31 January 2020**. For other important deadlines (e.g. module registration, withdrawal dates) check the [Key Dates web page](#).

[Read more](#)

[Pay your fees](#)



You must pay the appropriate amount of fees in order to be a fully registered student. Check our 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 make a payment and view your fees balance, log in to SISWeb, go to **Registration, Fees and Assessment** and then **Programme Fees and Payments**.

You can make payments of up to 1,500 euros per transaction in SISWeb. For a list of alternative payment methods please visit our [How to Pay web page](#).

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** who does not 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 for the current academic year, your student card will be valid for 2019/20.

[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](#)
- 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](#)

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