



## UCD REGISTRY

### Get ready for registration 2019/20 - July update

Dear :FORENAME,

Preparations for UCD Registration 2019/20 are underway and in order to help you get ready for the start of term we have provided some important information below on the following:

- Online registration
- Paying your fees
- Withdrawing from a module
- Progression
- Autumn (Trimester 1)
- Thesis submissions dates for Graduate students
- Stay connected

If you are completing your studies with UCD in 2018/19, we wish you every success in your future career or further study. The sections on fees and thesis submission may be of relevance to you.

Wishing you all the best for the rest of your summer break.

Kind regards,

Kevin Griffin  
Director of UCD Registry



#### Online Registration 2019/20

Online registration will open in mid-August. If you are an undergraduate student, going into Stage 2 or later of your programme, you will need to [book a Registration Start Time](#) for your module registration. Check [Key Dates](#) for details.

When online registration opens for you in August, you will be able to **register to any repeats/resits through the Repeats page** in Online Registration. You will be able to register to any WL/WX modules as well. See more on the [Repeats/Resits web page](#).



#### Paying your Fees

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

You will see a breakdown of your 2019/20 fees in your [SISWeb](#) account when online registration opens for you in August. Check the website for the [fee payment dates](#) and what you need to pay for 2019/20. The amount of fees charged will depend 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](#).

#### Please note

If you still owe fees from 2018/19, it may affect the following:

- Access to examination results (including transcripts and statements)
- Registration for 2019/20
- Graduation/conferring if you are completing
- Admission to a new programme in UCD



## Withdrawal

From 2019/20 onwards you can withdraw from a module before the end of week 12 of a trimester, or before the last day of teaching in a trimester, with no academic remediation implications. **Potential progression issues may arise should you withdraw from modules late within the trimester.**

If you register to take the module again this will be treated as a first attempt.

A module fee will be incurred where you withdraw from a module after week 8 of a trimester. No additional fee will apply if you retake the same module again. Substitute fees will apply where you take up an alternative module.

An automatic withdrawn grade (WN) will go onto your record should you withdraw from the module after week 8. For more information visit our [website](#).



## Progression

From the academic year 2019/20 onwards you will be able to progress carrying 10 credits from the **immediately preceding Stage only**. This means that all other Stages must be completed in full before you can progress.

For example, if you were in Stage 2 in 2018/2019, you must have fully completed Stage 1 and be carrying no more than 10 credits from Stage 2 to progress to Stage 3 in 2019/2020. You can review stage progression and status within UView under the Programme Summary section.



## Dates for Autumn (Trimester 1) Exams 2019/20

Trimester 1 exams will run from **9 - 20 December 2019**. The exams will finish at 2pm on Friday, 20 December 2019.

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



## Thesis Submission Dates for Graduate Students

The **final submission deadline** for September start Graduate Research students due to complete later this summer is **6 September 2019**.



## Contacting the Student Desk - Ask Us!

If you have an admissions, registration, fees, official documents or assessment query you can contact the Student Desk using the upgraded [Student Desk Connector](#). For information on all the services the Student Desk provides please visit [www.ucd.ie/askus](http://www.ucd.ie/askus).

## Stay Connected

There are a number of ways you can keep up with what's happening in UCD:



- [UCD Course Search web page](#)
- 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

## Get in Touch



Student Desk Connector



Tierney Building



@ucdstudentdesk



ucdregistry

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