19 October 2023

CLÁRLANN UCD
UCD REGISTRY

Reminder to register to your programme for 2023/24

Dear Student,

We note from our records that you have not yet confirmed registration for the current academic year 2023/24. If you are undertaking your studies with UCD you must immediately register to your programme via SISWeb.

Confirm your registration by **5.00 pm on Friday, 03 November 2023** to avoid your student record being deactivated. If your record is deactivated, you will lose access to your UCD IT Account.

What you need to do

- Log into **SISWeb** (using your UCD Connect login details).
- Click on **My Registration** to confirm your registration.
- Watch the How to Confirm Registration and access the My Registration Page video.

Please note

- If you have not yet paid your fees for 2023/24, you should still register to your programme immediately and pay your fees online as soon as possible. If you cannot pay online, you may use one of the other payment options available.
- If you owe fees from 2022/23, you may need to pay them before you can register for 2023/24.
- If you are experiencing financial or other issues, you may wish to speak with your Student Adviser before doing anything. Please do this as soon as possible.
- If you are taking a leave of absence during 2023/24, contact your College/School Office if you have not already done so.
- If you have withdrawn from UCD, please make sure you have informed your College/School Office if you have not already done so.

If you need further help, you should contact your College/School Office.
Assistance is also available at the Student Desk.

Kind regards,

Lee O'Farrell

Student Records Manager
Taifid na Mac Léinn | Student Records
Clárlann UCD | UCD Registry