



UCD Registry

First sent	02 September 2020
Sent to	Incoming Graduate Taught Students (except Smurfit) - September Start (202000 intake)

Welcome to your Graduate Studies in UCD

Student Number:
Graduate School:
School:

Dear Student,

We are delighted that you have chosen to study at UCD. We are confident that you will find your studies with us rewarding and the academic community here enriching and supportive. UCD Registry is here to help you with information and supports on the broader services you will find in UCD.

The **teaching term will begin on Monday, 21 September 2020**. Check the [2020/21 Term Dates](#) for more details. This email will help you with what you need to do between now and the start of term.

COVID-19 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](#).

The University intends to reopen the campus within the national public health guidelines for September and to give you the best possible campus and blended learning experience so that you can continue with your academic progression and engage with university life. You will find more information on the [UCD COVID-19 FAQ page](#).

Please click on the links below for information about:

- [Online Registration](#)
- [Fees/Grants](#)

- [Orientation](#)
- [Obtaining your UCD Student Card \(UCARD\)](#)
- [Information for International Students](#)
- [IT Services](#) - (Click on Support Services)
- [Library Services](#)
- [Student Welfare](#) (Click on Support Services)
- [UCD Online Students](#)
- [UCD Student Email Protocol](#)
- [UCD Jargon Buster](#)
- [UCD Office of Research Ethics](#)

UCD Connect

The information below will explain how to access online services such as email and online registration through UCD Connect.

What is UCD Connect?

[UCD Connect](#) provides access to online services such as your official UCD student email account and Google calendar. You can also access online registration, via the SISWeb icon, where you must confirm your registration for the academic year.

You will need to use your student **UCD Connect username and password** to access these services.

If you have any queries about your UCD Connect email account please contact ithelpdesk@ucd.ie for assistance.

What is my student UCD Connect username and password?

- **Your username** is your UCD student number (see above)
- **Your password:**
- If you created an Online Applications password during the application process, please use that
- If you have not logged into SISWeb (or Online Applications) before, your password is your date of birth (in the format ddmmyy). For your own security, make sure you change that password by using the [Change Password tool](#) in UCD Connect
- If you already have a student UCD Connect account, please use those login details

How do I access my UCD Connect student email account

Your personalised UCD Connect email address will be used for official UCD correspondence so please make sure that you check it regularly.

- To access your **UCD Connect email account**, go to www.ucd.ie/connect
- Click on the **Mail** icon and choose **Student(@ucdconnect.ie)**.
- Enter your student **UCD Connect username and password**.

How do I confirm my Registration?

- To access **online registration**, go to www.ucd.ie/connect and click on the **SISWeb** icon.
- Enter your student **UCD Connect username and password**.
- Click on the **My Registration** button to **confirm your registration** for 2020/21 and begin online registration
- You will be given a **Registration Start Time** for your module registration. The details will be sent to your UCD Connect email.
- A step by step guide to online registration is available on the [Current Students website](#).

Help and assistance

The UCD Student Desk can help you with queries about registration, fees, official documents and many other UCD services and supports.

You can [book an appointment](#) and meet with team members in the Student Desk space. Opening hours for visits are 10am to 12:30pm and 1:30pm to 4pm. Appointments will be limited to adhere to safety guidelines, so we are also available via our [Connector and Hangouts Chats](#).

If you need academic advice, your [College/School](#) will be able to help.

Yours sincerely,

Andrew Myler
Director of Administrative Services
UCD Registry

www.ucd.ie/registry