



UCD STUDENT DESK

GRADUATE STUDENTS INFOMRATION

INFORMATION LEAFLET FOR STUDENTS

Congratulations on accepting your place and welcome to UCD! This leaflet outlines general information to help you get started. If you have a specific query contact the [Student Desk](#)



1. SISWeb

[SISWeb](#) is your student portal. You can use it to confirm your registration, register for modules, pay your fees and much more. You will be able to access SISWeb after you have accepted your offer. You can access SISWeb via [UCD Connect](#). Your username is your UCD student number. If you applied using UCD's Online Application system, use the same password that you created in order to log in to SISWeb. If you can not remember your password, contact the [Student Desk](#) and we can help you reset it.

2. Confirming your Registration

All students must confirm their registration at the start of each academic year*. You can do this in SISWeb by clicking the "My Registration" button on the homepage. This will confirm to UCD that you are taking up your place. From here, you can complete the personal details section and register to modules, if necessary.

**You can find out when you can begin online registration on the [Key Dates](#) page*

3. Fees

A breakdown of all EU and non-EU programme fees are available on our [Fees](#) page. You can view your balance, generate a fee statement and make payments through SISWeb by navigating to *Registration, Fees and Assessment > Programme Fees and Payments*.

Fees can be paid in instalments and are due at different deadlines throughout the academic year. Details can be found on our [fee payments deadlines](#) page.



There are various ways you can pay your fees. All acceptable payment methods can be found on our [How to Pay](#) page

4. UCARD

Your UCARD is your UCD Student Card. It is used for many services on campus, including library access, printing, photocopying, paying for goods/services, gym access and more. Once you have confirmed your registration and uploaded your photo in SISWeb, you can collect your UCARD from the [UCARD Bureau](#) or ask for it to be posted to you.



5. UCD Connect / Email

[UCD Connect](#) provides access to a wide range of University services and information including your UCD email account. You will gain access to your UCD Connect email 24 hours after you have confirmed your registration in SISWeb. Until your UCD Connect email account is activated, all UCD correspondence will be sent to your personal email address. Once your UCD Connect email account is activated, all information from UCD will be sent to it. You should check your UCD Connect email account on a regular basis to avoid missing important information.

6. Brightspace

[Brightspace](#) is an online system which allows lecturers to upload class materials for students to access. You may also be asked to submit assignments via Brightspace. You will gain access to Brightspace 24 hours after you register for a module. You will only have Brightspace access for modules to which you are registered.

7. Online Resources

There is a lot of helpful information available on the [UCD Current Students](#) website. Below are some useful links to help you find your way:

- [SISWeb](#)
- [UCD Connect](#)
- [UCD Student Desk](#)
- [Graduate Studies](#)
- [UCD Library](#)



UCD STUDENT DESK

OUR OPENING HOURS

	Student Desk (Tierney Bldg) <i>By appointment only</i>		Phones (01 716 1555)
Monday	10am - 4pm	Monday	10am - 4pm
Tuesday	10am - 4pm	Tuesday	10am - 4pm
Wednesday	10am - 4pm	Wednesday	10am - 4pm
Thursday	10am - 4pm	Thursday	10am - 4pm
Friday	10am - 4pm	Friday	10am - 4pm

WHERE WE ARE



Administrative Services
UCD Registry



+353 1 716 1555

www.ucd.ie/askus

Student Desk, Tierney Building