



UCD REGISTRY CLÁRLANN UCD

Reminder to register to your programme for 2022/23

Dear :FORENAME,

We note from our records that you have not yet confirmed registration for the current academic year 2022/23. If you are undertaking your studies with UCD you need to immediately register to your programme via SISWeb.

What you need to do

- Log into **SISWeb** (using your UCD Connect login details).
 - Click on **My Registration** to confirm your registration.
- A [guide to online registration](#) can be found on the Current Students website.

If you have not confirmed registration by 5.00 pm on Friday, 31 March 2023, your student record will be deactivated. After this time, should you wish to register for 2022/23 you will be charged a registration reactivation charge of €250.

Please note

- If you have not yet paid your fees for 2022/23, 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 2021/22, you may need to pay them before you can register for 2022/23.
- 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 2022/23, 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- If you have withdrawn from UCD, please make sure you have informed your College/School Office if you have not already done so.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 your record is deactivated, you will lose access to your UCD IT Account.

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
Fees & Data Management | Táillí & Bainistíocht Sonraí

Get in Touch



[UCD Student Desk](#)



[Tierney Building](#)

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