

18 December 2025



Clárlann UCD | UCD Registry

## Returning from a Leave of Absence in January 2026

Student Number 99999999

Dear Student,

Our records show that you are currently on a leave of absence from UCD.

If you are due back in January 2026, this email will help you with what you need to do to get ready.

- Get support and advice
- Complete your registration
- Student Desk supports
- Reactivate/Get your UCARD
- Pay your fees
- Emails from UCD
- Getting to UCD
- Stay connected

The teaching term begins on Monday, 19 January 2026. Check the [2025/26 Term Dates](#) for more details. Please check your UCD Connect email regularly throughout the academic year for important updates from the University.

Wishing you every success with your studies this year.

Kind regards,

Kate Griffin

Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer and Curriculum Operations  
Clárlann UCD | UCD Registry



## Support and Advice

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As you are returning to your programme after a period of absence, you should contact your [School or College Office](#) for advice and programme support.

Other supports you can access include the [UCD Student Advisers](#) and [Student Health Services](#). There is a full list of the support available to you on the [Current Students website](#).

If you decide not to return and would like to either extend your leave of absence or withdraw from the University, please speak with your School or College Office as soon as possible. There is more [information and advice about leave of absence](#) on the web.

[Read more](#)



## Complete your Registration

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**Your registration is your responsibility.** It is very important that you get it right to ensure that you have access to your modules in Brightspace and that your timetable is correct.

### Confirm Registration

- To access **online registration**, go to [www.ucd.ie/connect](http://www.ucd.ie/connect) and click on the **SISWeb** icon. How you login to SISWeb has changed so check the [How to login to UCD IT Systems](#) guide for details.
- Click on the **My Registration** button to **confirm your registration** for 2025/26 and begin online registration.
- Please confirm your registration by Saturday, 31 January 2026.

Video guide:

- [How to Log in to UCD IT Services](#)

- [How to Confirm Your Registration](#)

## Module Registration

If you need to **register to modules online**, you can do this via SISWeb **from Friday, 09 January until 5 pm, Friday, 06 February 2026**. Check the [key dates page](#) for specific details for your College.

If online module registration is not available for your Programme, your [School or College Office](#) will help with module registration.

Guides to online module registration are available on the [Current Students website](#).

[Read more](#)



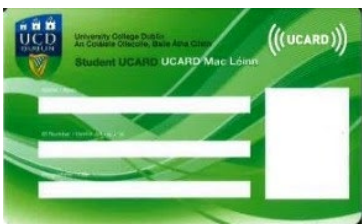
## Student Desk Supports

The Student Desk is here to help you. Check out our [Ask Us page](#) for current services.

You will also find useful information on our [FAQs page](#).

Watch the [Roles of the College Office/Student Advisers/Student Desk video](#).

[Read more](#)



## Reactivate/Get your UCARD

Your Student Card (UCARD) for your current programme will be reactivated for 2025/26 once you have confirmed your registration.

If you need a new **UCARD**, please contact the [UCARD Bureau](#).

[Read more](#)



## Fees Information

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You will see a breakdown of your 2025/26 fees in your [SISWeb](#) account when online registration opens for you. The amount of fees charged will depend on whether you have an [EU](#) or [non-EU](#) fee status.

Check the [fee payment deadlines](#).

[Read more](#)



## Getting to UCD

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The Belfield campus is well served by public transport including [buses](#) [and trains](#). There is also limited [parking](#) available.

The [UCD Michael Smurfit Graduate Business School](#) is also accessible by public transport and car.

Read the [UCD Commuting Guide](#) for more information.

[Read more](#)



## Emails From UCD

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The University uses email as an official means of communication with students and provides a UCD Connect email to each student for this purpose.

### What you need to know

In addition to the UCD Connect email, communications will also be sent to the personal email account for all students who have provided a non-UCD Connect account.

### What you need to do

Log into SISWeb and click on My Registration. Look for the My Profile link and check that your Email Preferences are up to date. If you don't want UCD to use your personal email address, you can change the setting.

### Please note

Your UCD Connect email address remains the main point of contact for all communications.

[Read more](#)



## Stay Connected

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

- Check your [UCD Connect email](#) regularly.
- Check out the [Current Students website](#).
- Read the [UCD Student Email Updates](#).
- Keep an eye on the [key dates page](#).
- Learn more about the [IT Services for students](#).

- Watch the [useful bite-sized videos](#) created by the Student Desk.
- Check out the UCD Student Desk [Ask Us page](#) for how to contact us.

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This email was sent by [UCD Registry](#)

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