



UCD REGISTRY

Important information for the Start of Term

Hi Student,

I would like to welcome you to the 2020/21 academic year. This email contains important information to get you organised for the year ahead.

- Complete your registration
- Student Desk Supports
- 2020/21 Academic Year
- UView (your Student Record)
- Paying Your Fees
- Emails from UCD
- Campus Car Parking
- Stay Connected

UCD has special arrangements in place due to COVID-19. Advice and information can be found on the [University's dedicated COVID-19 page](#) which is updated continuously.

Please make sure that you check your UCD Connect email regularly throughout the academic year so that you do not miss important updates from the University.

Kind regards,

Andrew Myler
Director of Administrative Services
UCD Registry



Complete your Registration

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.

Online registration will close at 5pm on Friday, 9 October 2020 so please make sure you have completed your registration, including repeats/resits, by that date. Otherwise, you may

have to pay a registration re-activation fine of €250. The Privacy & Security screen (SISWeb) will indicate if you have confirmed registration.

Make sure you [register to enough credits](#) and **drop any extra modules** you are not planning to take. The 'Free Fees' scheme will only cover you for the standard amount of credits (normally 60 credits per stage).

After 9 October, ask your [College or School Office](#) to make any changes to Autumn Trimester modules.

If you drop an Autumn Trimester module after 13 November 2020, you will have to pay fees for that module.

You will have an opportunity in January 2021 to review your Spring Trimester modules. Incoming Stage 1 undergraduates can choose their Spring Trimester Electives in January 2021. Keep an eye on the [key dates page](#) for updates.

[Read more](#)



[Student Desk Supports](#)

The **Student Desk is open for student visits**. There is no walk-in service, but 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](#).

[Read more](#)



[2020/21 Academic Year](#)

The teaching term is underway for Continuing Undergraduates, Graduate Students and Graduate Entry Students. It will begin on Monday, 28 September 2020 for Incoming Stage 1 Undergraduates. Check the [2020/21 Term Dates](#) for more details.

Modules will be delivered either face-to-face, online or blended (face-to-face and online). Currently, most teaching activity will be taking place online due to COVID 19 restrictions.

The following activities that were scheduled to take place on campus will recommence as soon as possible including:

- Practical and laboratory classes
- Clinical teaching and associated activities
- Studio classes

- Practice-based teaching
- Outdoor fieldwork

The [Short Guide for Students Coming to Campus](#) has useful information for students who will be attending campus.

Online teaching will continue as per your timetable. Other scheduled face-to-face lectures, tutorials or other classroom-based teaching will take place online unless you are informed otherwise by your Module Coordinator.

Your School/Module Coordinator will inform you of changes to the delivery for each affected module.

You will find more information on the [UCD COVID-19 FAQ page](#). We advise that you regularly check this page for up-to-date information on the University's approach to teaching and learning during the COVID-19 pandemic.

[Read more](#)



[View your student record \(UView\)](#)

UView allows you to check information such as your Programme history, contact information, module registration, GPA and grades.

You can view your student record in SISWeb at any point. Do this by logging into SISWeb using your UCD student number and password. Click on the Registration, Fees & Assessment tab and select UView in the menu list.

[Read more](#)



[Paying Your Fees](#)

Check the [fee payment dates and what you need to pay](#) for 2020/21. The first fee payment deadline will be 27 September 2020.

Online payments can be made through your [SISWeb](#) account. [Other payment options](#) are also available.

Fees for **undergraduate students** will be charged on a modular basis. This means that as you select or drop modules, your fee charges will change accordingly. Check your fee account on a regular basis to ensure that you have met your fee payment requirements.

To **complete your online grant application or track its progress**, visit the [SUSI website](#).

[Read more](#)



Emails from UCD

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](#)



Campus Car Parking

Parking permits are required on campus from 21 September until 23 December 2020 (inclusive) and 18 January until 14 May 2021 (inclusive). To apply for a parking permit go to the [UCD Estate Services website](#).

Limited hourly paid parking is available in designated car parks and charges apply from 8am to 5pm, Monday to Friday (excluding bank holidays) 52 weeks a year.

[Read more](#)



Stay Connected

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**
- Contact the UCD Student Desk **via our Connector or Google Hangouts Chats**

Get in Touch



[Student Desk Connector](#)



[Tierney Building](#)

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