UCD REGISTRY
CLÁRLANN UCD

Important information for the Start of Term

Hi Student,

I would like to welcome you to the 2022/23 academic year.

This email contains important information to get you organised for the year ahead:

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

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,

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

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 5 pm on Friday, 23 September 2022. To avoid a registration reactivation charge of €250, please make sure that you have confirmed your registration by that date. The Privacy & Security screen (SISWeb) will show if you have confirmed registration.

Make sure you register to enough credits (including repeats/resits if needed) and **drop any extra modules** you are not planning to take. If you are a Full-Time Undergraduate, the 'Free Fees' scheme will only cover you for the standard amount of credits (normally 60 credits per stage).

After Friday, 23 September, ask your College or School Office to make any changes to Autumn Trimester modules.

If you drop an Autumn Trimester module after Friday, 11 November 2022, you will have to pay fees for that module.

You will have an opportunity in January 2023 to review your Spring Trimester modules. Keep an eye on the key dates page for updates.

Read more

Student Desk Supports

The Student Desk is here to help you with queries regarding registration, fees, form stamping, official documents, SISWeb etc. Check out our Ask Us page for current services. You can also find useful information on our FAQs page.

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 2022/23. The first fee payment deadline will be Sunday, 25 September 2022.

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 Monday, 12 September until Thursday, 22 December 2022 (inclusive) and Monday, 16 January until Friday, 19 May 2023 (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 8 am to 5 pm, 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**
- Check out the UCD Student Desk **Ask Us page** for how to contact us

Get in Touch

Student Desk Connector

Tierney Building