



UCD REGISTRY

Important information for the Start of Term

Hi Student,

I would like to welcome you to the 2021/22 academic year. This email contains important information to get you organised for the year ahead.

- Complete your registration
- Student Desk Supports
- 2021/22 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,

Jeremy Britton
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 module registration will close at 5 pm on Friday, 08 October 2021. To avoid a registration reactivation charge of €250, please make sure you have confirmed your

registration by that date. The Privacy & Security screen (SISWeb) will indicate if you have confirmed registration.

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

After 08 October, ask your [College or School Office](#) to make any changes to Autumn Trimester modules.

If you drop an Autumn Trimester module after 12 November 2021, you will have to pay fees for that module.

In **January 2022 you can choose your Spring Trimester Elective** and review your other 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 also find useful information on our [FAQs page](#).

[Read more](#)

[2021/22 Academic Year](#)

The teaching term is underway for Incoming Stage 1 Undergraduates. Check the [2021/22 Term Dates](#) for more details.

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 2021/22. The first fee payment deadline was 26 September 2021.

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 13 September until 22 December 2021 (inclusive) and 17 January 2022 until 14 May 2022 (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](#)

This is an automated message. Please do not respond to this email. Click on the links above to contact us.

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