



## UCD REGISTRY

### Returning from a Leave of Absence – May 2019

Student Number :PRIMARY\_ID

Dear Student,

Our records show that you are currently on a leave of absence from UCD. If you are due back in May 2019, this email will help you with what you need to do to get ready.

#### What you need to do:

- Get support and advice
- Complete your registration
- Pay your fees
- Reactivate/Get your UCARD
- Stay connected
- Get in touch

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.

Wishing you every success with your studies this year.

Kind regards,

Ryan Teevan  
Deputy Director  
Administrative Services  
UCD Registry



#### Support and Advice

As you are returning to your programme after a period of absence, you should contact your [Graduate School Office](#) or [Programme 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 Graduate School/Programme Office as soon as possible. There is more [information and advice about leave of absence](#) on the web.

[Read more](#)

#### Online Registration

Online Registration is currently open for you. To confirm your registration; log into [SISWeb](#) and click on **My Registration** . You should



do this as soon as possible. This allows you to reactivate your UCD Student Card (UCARD) and gain access to the wide range of facilities available to our students.

Make sure to check the [Key Dates](#) page for important deadlines

[Read more](#)



## Paying your fees

Check the website for the [fee payment dates](#) and what you need to pay for 2018/19 (depending on whether you have an [EU](#) or [non EU](#) fee status).

**Online payments** can be made through your SISWeb account. To view your fees balance, go to [SISWeb](#), enter your UCD student number and password and click on the **Registration, Fees and Assessment** tab.

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

[Read more](#)



## Student Card (UCARD)

Your Student Card (UCARD) for your current programme will be reactivated for 2018/19 once you have confirmed your registration.

**If you need a new UCARD**, please go to the [UCARD Bureau](#), located in the JK Area of the Newman Building (beside Theatre L).

Remember to keep your UCARD with you at all times, as you will need it for identification purposes, for access to UCD services and to sit your exams.

[Read more](#)



## Campus Car Parking

Parking charges will apply from 8:00am to 5:00pm, Monday – Friday (excluding bank holidays) during the peak demand periods of Semester 1 and Semester 2.

To apply for a parking permit go to the [UCD Estate Services](#) website.

[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
- Read the [UCD student update email](#)
- Check out the [Current Students website](#)
- Follow us on [Facebook](#) and [Twitter](#)
- Add [ucdstudentdesk](#) on Snapchat
- Keep an eye on the [key dates page](#)

- Don't forget, you can also go the **UCD Student Desk** with your questions

[Read more](#)

## Get in Touch



Student Desk Connector



Tierney Building



@ucdstudentdesk



ucdregistry

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

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