06 May 2025

Clárlann UCD | UCD Registry

Returning from a Leave of Absence in May 2025

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 May 2025, this email will help you with what you need to do to get ready:

- Get advice and support.

- Complete your registration.

- Student Desk Supports.

- Reactivate/Get your UCARD.

- UView (your Student Record).

- Paying Your Fees.

- Emails from UCD.

- Getting to UCD.

- Stay Connected.

The Summer Trimester Teaching Term begins on Monday, 19 May 2025.

Please make sure that you check your UCD Connect email regularly throughout the academic year for important updates from the University.

Kind regards,

Kate Griffin

Get advice and support

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

Your registration is your responsibility. Online registration is open for you to confirm registration if you haven't already. You can also complete personal details, upload your student card photo and pay fees if necessary.

Confirm Registration

- To access **online registration**, go to www.ucd.ie/connect and click on the **SISWeb** icon.

  Note: When looking for a particular online service in UCD Connect for the first time, go to the **Show me** box and select **Student Applications** to narrow the search. Once you

click on the appropriate icon, it will appear in the **My Recent Applications** list at the top of the page.

- Enter your student **UCD Connect username and password**.

- Click on the **My Registration** button to **confirm your registration** for 2024/25 and begin online registration.

Video guides

- How to Login into SISWeb, Brightspace and UCD Email.

- How to Confirm Your Registration.

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

Reactivate/Get your UCARD

Your UCARD is your official identification card for the duration of your programme in UCD.

If you are a **continuing student**, once you have confirmed registration for the current academic year, your student card will be valid for 2024/25. If you need a new student card, contact the UCARD Bureau.

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.

Watch the UView explained video.

Read more

Paying Your Fees

Check the fee payment dates and what you need to pay for 2024/25. The first fee payment deadline will be Sunday, 11 May 2025.

Online payments can be made through your SISWeb account. Other payment options are also available.

Check your fee account regularly to ensure that you have met your fee payment requirements.

If you need 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

Your UCD Connect email address is the main point of contact for all communications. However, communications will also be sent to the your personal email address if you have provided one.

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 to have emails sent only to your UCD Connect address.

Read more

Getting to UCD

The campus is well served by public transport including buses and trains. There is also limited parking available.

Read the UCD Commuting Guide for more information.

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.**

- 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.