Ongoing - Postgraduate

Registration Instructions

UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Student Records & Examinations Office

Contents

Welcome back to UCC

To take you through the registration process, we have developed this useful guide.

During registration, you will enrol on your degree programme, choose modules (if applicable), confirm/update your biographical information, complete fee payment and download your confirmation of registration.

Wait until you receive an email to your student Umail account informing you that online registration and fee payment for the new academic year is open before following the steps below.

Your student ID card is valid for the duration of your programme. Should you need to replace your card, please visit Student ID Cards for more information.

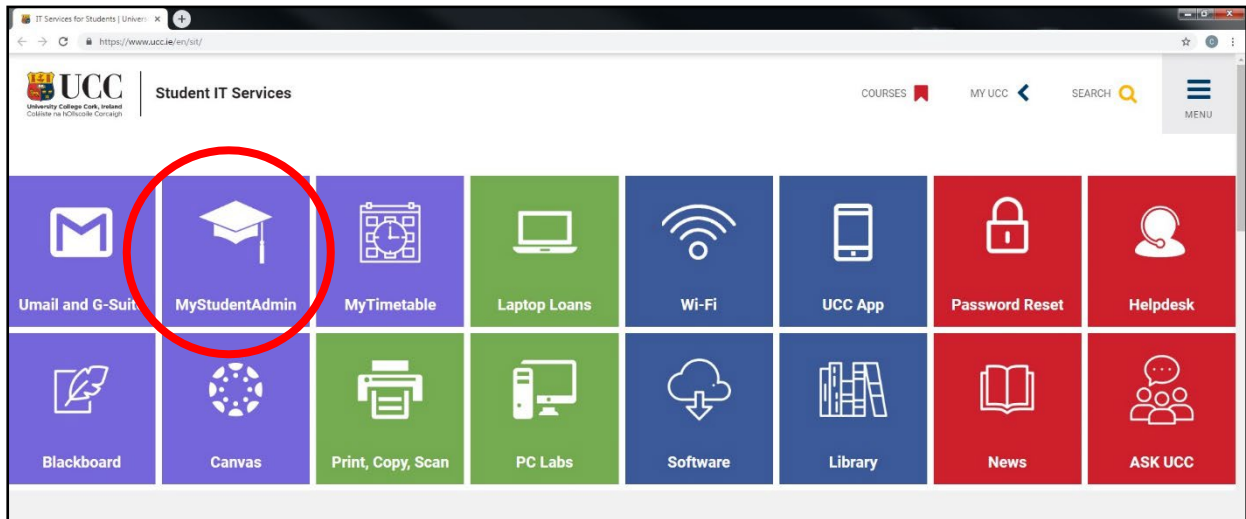If you have a question, please check our helpful ASK page, or alternatively, submit your query here.

We wish you the very best of luck for the upcoming academic year!

Student Records and Examinations Office

Login – MyStudentAdmin

- Go to http://sit.ucc.ie and click on the **MyStudentAdmin** login.

- Enter your Student ID Number or your Student Umail address and your Student IT password and click "**Login**".
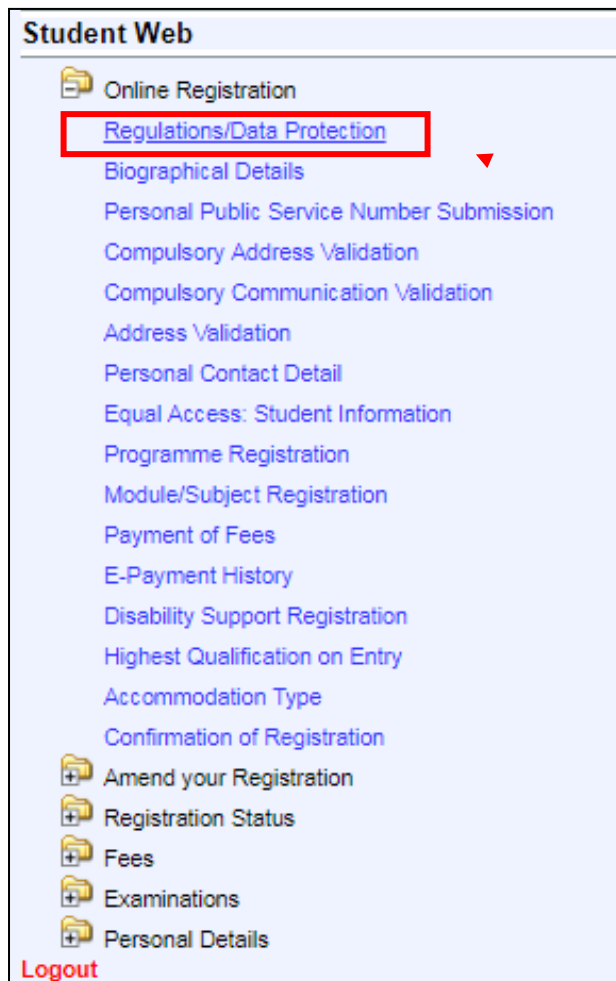

- Please note, your student Umail account is used for _ALL_ official communication from the University, including fees, exams and conferring information.

Online Registration

- Click "Online Registration" under the Student Web options on the left-hand side of the screen.

- The following **steps for online registration** will open.

STEP 1: Regulations/Data Protection

Read this section carefully and confirm your acceptance by selecting "**I accept**".

The University Rules and Regulations need to be accepted in order to proceed.

STEP 2: Biographical Details

1. Check that your biographical details are correct.

2. Select classification of last awarding institution attended. Click **"Save".**

- If your name or birth date details need to be updated, bring your Passport or Birth Certificate to the Student Records and Examinations Office, 1st Floor, West Wing.

STEP 3: Personal Public Service Number Submission

You may be presented with either one of these screens.

If you have an Irish PPS number, and it is not already displayed, **please provide it in this block**.

If your PSS number is correct, click **"Continue"**.

If your PSS number is incorrect, enter the correct PPS number, and click **"Continue"**.

If you do not have an Irish PPS number, you do not have to provide anything in this block. Simply click **"Continue"** to proceed with Registration.

STEP 4: Compulsory Address Validation

All outstanding address details need to be completed.

The first three address lines (marked with *) must be completed. Click **"Save"** after each address entry.

Emergency Contact Address: When recording address details of Emergency Contact Person, please enter the name of the person on the first line of the address field.

Term Address: This is where you will be living during the academic term.

Correspondence Address: This is where you would like any correspondence from UCC to be sent.

Permanent Home Address: This is the home address where you are permanently living (this may be different to your term address if you are living away from home for the academic term). Ensure this is updated throughout your studies, as any correspondence being posted will be sent here.

STEP 5: Compulsory Communication Validation

Enter your Secondary Email and click **"Save".** This is your **CURRENT PERSONAL** email address, such as your Gmail or Hotmail account.

Please **do not** use your Umail address.

Important! Please <u>do not</u> use: an email address belonging to another individual, a UCC student email or UCC staff email.

STEP 6: Address Validation

Double check your address details. Should you need to update these details, enter the information in the corresponding box, and click **"Save"** after each entry. Your details will immediately be displayed.

PLEASE NOTE: YOU MUST COMPLETE ALL ADDRESS TYPE DETAILS AS REQUESTED, EVEN IF YOU ARE NOT LIVING AWAY FROM HOME.

Emergency Contact Address: When recording the address details of your Emergency Contact Address, please enter the name of the person on the first line of the address field.

Is it mandatory for all Irish Students to enter an **Eircode.** This does not apply to Non-EU students.
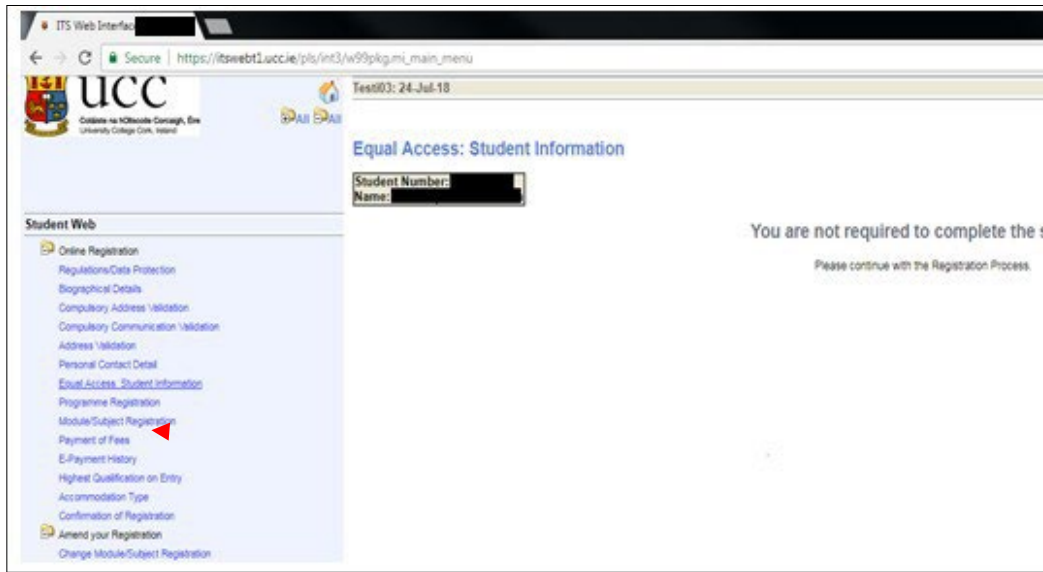
STEP 7: Personal Contact Detail

Double check your contact details. Should you need to update any of these details, enter the updated information in the corresponding box, and click **"Save"**. Your new contact details will be displayed immediately.

STEP 9: Registration of Programme

Click "**Programme Registration**". You will be prompted that you are about to register.

Check that the correct Programme is listed, and click **"Yes"** to continue the registration process.

- If the correct programme is not listed at this step, contact the Student Records and Examinations.

- Please note: **FITNESS TO PRACTISE** is applicable to certain programmes.

  If your selected programme is subject to UCC's Fitness to Practise Policy, you must read and complete the Fitness to Practise Section by completing the Declaration as appropriate *before* you can complete the registration of your programme. For more information see: http://www.ucc.ie/en/academicsecretariat/fitnesstopractise/.
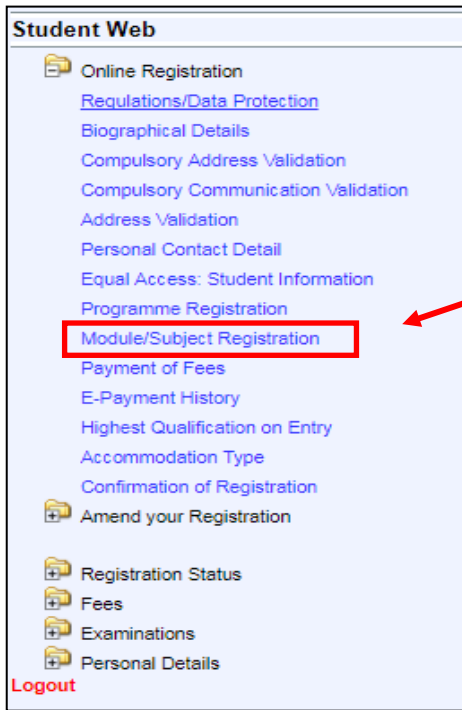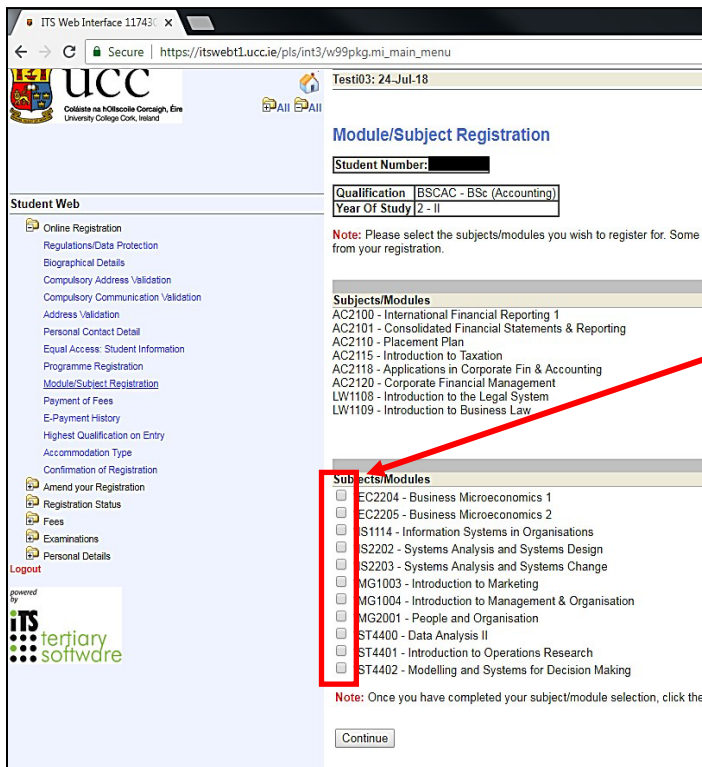
STEP 10: Registration of Compulsory Modules

If your programme consists of only compulsory modules, you will not have to complete the "**Module Registration**" step – you will automatically be registered for the modules.

Move on to the next step by clicking **"Payment of Fees".**

STEP 11: Registration of Elective Modules

If your programme consists of core _and_ elective modules, you will need to select your elective modules.

**To select your preferred module choice,** click on the radio button alongside each relevant module.

Continue to select modules to the value of **the full credit requirement for your programme, e.g. 60 credits**.

If you are satisfied with your choice, finalise your module registration by clicking **"Continue".**

See T&C's below

Module Registration - Terms & Conditions

- **Registration of Dissertation for Master's degree only**.

  You will be registered for your Dissertation at office level by the Student Records and Examinations Office staff at a later date. Therefore, there is no need for you to register your Dissertation during the online registration process.

- Check the College Calendar when completing your registration to ensure that you are fulfilling the programme requirements, such as the full credit requirement, the correct module combinations, etc.

Fee Payment

Payment of Fees

Student Number: ▮▮▮▮
Name: ▮▮▮▮

Your Full Fee Liability is €5770

Important Notice: Fee payment is part of the on-line registration process. If you do not pay your fees, your acces... Debtor Policy.

Please select one of the following:

1. Full Tuition Fees €5770
2. First Instalment of Tuition Fee €2885
3. SUSI Applicants €1885

Note: All SUSI Applicants should note SUSI processing is currently underway for the current acader...

a. No award from SUSI - You are liable for the full fee liability.

b. Full/Partial award - You are liable for the full fee liability not covered by the SUSI grant.

4. Funded

STEP 12: Payment of Fees

Click *"**Payment of Fees**"*. Read the **Fee Debtor Policy** (UCC Student Debtor Policy) to ensure that you are aware of the terms and conditions with regard to payment of your fees.

Your payment options will be displayed on this screen. The payment options may differ slightly depending on the category applicable to you.

Click on the option that applies to you.

There are four categories of Postgraduate Student, each of which will be presented with a slightly different payment screen displaying the relevant fee options (see next page):

1. **Postgraduate EU Student 1ˢᵗ Year / Ongoing**
   You will be presented with a choice of 4 payment options:

   - Full Tuition Fees
   - First Instalment of Tuition Fees
   - SUSI Applicants
   - Funded
   - International Students in receipt of a Canadian or US Federal Loan should select the "Funded" option on the screen they are presented with. They can subsequently select their funding.

2. **Postgraduate Non-EU International 1ˢᵗ Year Student**
   You will be presented with a choice of 3 payment options:

   - Full Fee Liability
   - 100% Funded
   - First Year International Students can pay in 2 instalments. First instalment should have been paid before registration. If not, please blank out the full fee on step 'Payment of Fees' and input first 50% that's due prior to but only now been paid at registration.

3. **Postgraduate International Student Ongoing Student**
   You will be presented with a choice 3 payment options:

   - Full Fee Liability
   - First Instalment of Tuition Fee
   - 100% Funded

4. **Postgraduate CPD (Continuing Professional Education) Student**
   You will be presented with 1 payment option:

   - Fees Due
   - Funded

Full Amount or First Instalment Payment Options

- **Read this screen above carefully** – some bank cards have a transaction limit which may necessitate multiple transactions to complete fee payment. (You can reduce the amount in the paybox in the next step to the amount your card allows in one transaction, complete the process and return here again to make a further payment until you have paid what you need to pay as first instalment.)

- Click **"Proceed"** to begin the fee payment process.

- Please ensure to provide all details here in relation to the account holder.
- Failure of the data entered above to match that provided to the bank by cardholder may result in the payment not been processed by your bank.
- Click on "**Pay Now**" to enter the next screen where you input card number details.

The following screen will be displayed:

*Card type (for *Visa Debit* select *Visa*)

*Card Number

*Security Code (cvn number is not applicable to laser cards)

*Expiry Date

*Cardholder Name

and click **"Pay Now".**

▪ NB: The system will require time to process the payment. Do not refresh your screen or hit the back button as it may impact on your fee payment.

Once the transaction has been completed, the *Successful E- Payment* screen is displayed.

An email receipt will be issued to you.

Click *Print* if you require a paper copy of your receipt and move to the next step of the Registration Process: **"Highest Qualification on Entry"**.

SUSI Applicant Option

First Year Postgraduate SUSI application

If you are a **First Year Postgraduate SUSI application**, you will be prompted for your SUSI number.

Enter your SUSI number and click **"Proceed".**

Ongoing Postgraduate SUSI application

Figure 1: Ongoing SUSI

If you are an **Ongoing Postgraduate SUSI application,** you will be presented with the following screen.

Click **"Proceed".**

Funded or 100% Funded

- Use the drop-down menu to select the type of funding you are in receipt of.

- Click **"Proceed".**

- You will receive an email to the your Umail account with instructions on how to upload your Proof of Funding after selecting the relevant funding. The proof must be uploaded as evidence.

You will be presented with the following screen.

Click **"Proceed"** to continue to the next step in the Online Registration process.

Statement of Fees - Self Service

Statement of Fees is now available for you to print.

It is recommended that you access and print this statement instead of requesting these statements from the Fees Office.

The Statement of Fees can be used for:

- Loan Applications
- Visa Requirements
- Where your employer is paying your Fees and requires an invoice to process a payment on your behalf. This statement can be used along with UCC Fee Account details see
  https://www.ucc.ie/en/financeoffice/fees/feepayments

You can select this statement at the Fees step under **FEES – Current Fee Statement.**
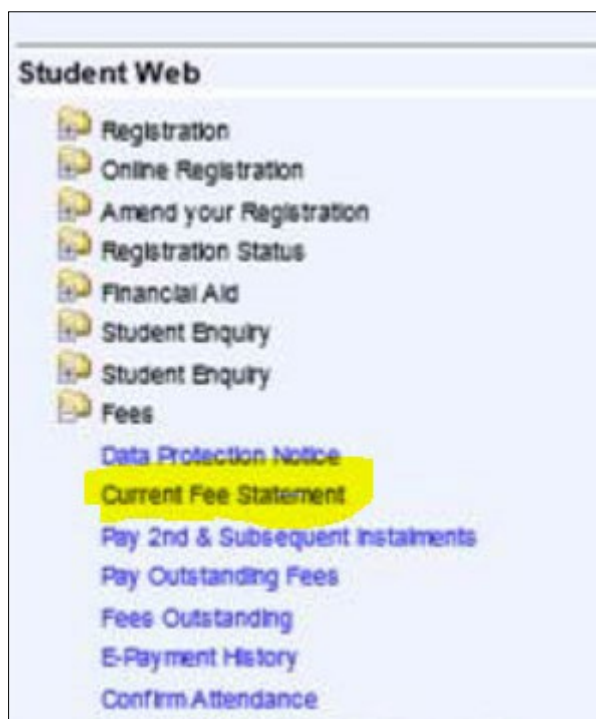
Step 13: Disability Support Registration

As part of your registration you will be asked if you wish to register with the Disability Support Service (DSS). This service supports students with a diagnosed disability and students with a wide range of specific learning difficulties such as Dyslexia, Dyspraxia and students with AS.

Click here if you wish to register with the Disability Support Service.

If you do not need to register with the DSS, click here. You will be taken to Step 13: **"Highest Qualification on Entry".**

Please state your primary disability by selecting from the drop-down list, and then click "**Continue".**

You will then be taken to the Data Protection Notice. It is important that you read and understand this notice.

You will need to confirm that you have read and accepted the Data Protection Notice by ticking this box.

Once you have confirmed your acceptance, click on **"Continue to Review & Complete Registration"**.

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- The final screen shows that your DSS registration has been submitted.
- You will also get an email to your UCC Student account confirming this.
- Once your DSS registration has been submitted, an Advisor from the DSS will be in contact with you to arrange an appointment for your Needs Assessment.
- A Needs Assessment can take approximately 30 minutes to an hour and will look at any supports you may need during your time at UCC.

- If you are already registered with the Disability Support Service, you will see the following screen. If your needs have changed, or you require further support, please contact your designated advisor.

Disability Support Registration

Already Registered with DSS

Our records indicate that you have either registered with the DSS before, or have DSS Registration request submitted which is waiting to be confirmed.

If you believe this to be an error, please email us at **dssinfo@ucc.ie** or telephone **021 4902985**.

If this is correct, but you would like to add or change details pertaining to your DSS record, please contact us directly to arrange a meeting.

If you would like to arrange a meeting with a member of DSS, please email us at **dssinfo@ucc.ie** or telephone **021 4902985**.

Please proceed to the next option by selecting the **Proceed** button at the end of the screen.
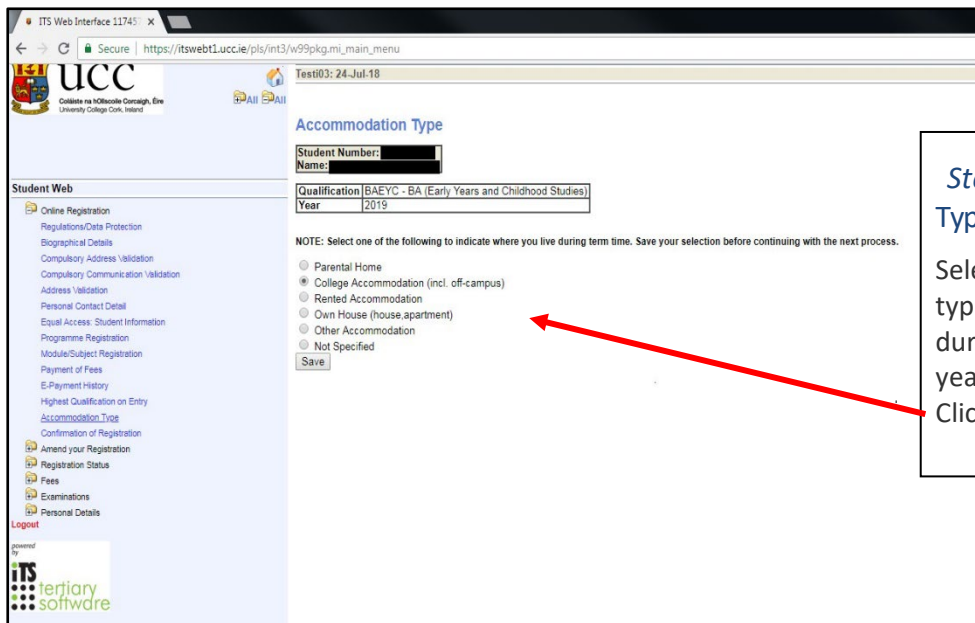
Proceed

- **N.B.** Should you have any queries or concerns when completing or reviewing your DSS registration, please contact the DSS Office directly on dssinfo@ucc.ie.
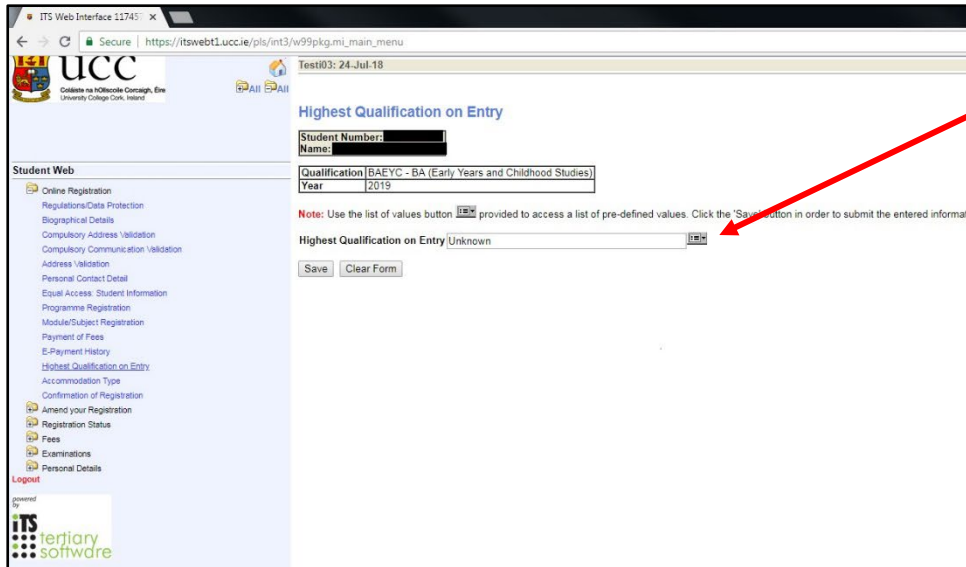
Step 14: Highest Qualification on Entry

Using the drop-down menu, select your highest qualification to date.
Click **"Save".**

Step 15: Accommodation Type

Select the accommodation type you will be occupying during the current academic year.
Click **"Save".**

Step 16:

Confirmation of Registration

When you have completed subject/module registration, a letter confirming the details of your current registration will be generated on this screen.

The Confirmation of Registration screen is an up-to-date record of your <u>current</u> registration. ANY changes to your registration will be reflected here immediately.

For programmes where <u>Garda Vetting</u> is compulsory you will be required to read and accept that you are only provisionally registered until these processes are complete.

Please note: You may amend the elective modules you have selected during registration, within the Change of Module deadline *(2 weeks after the start of each Semester).*
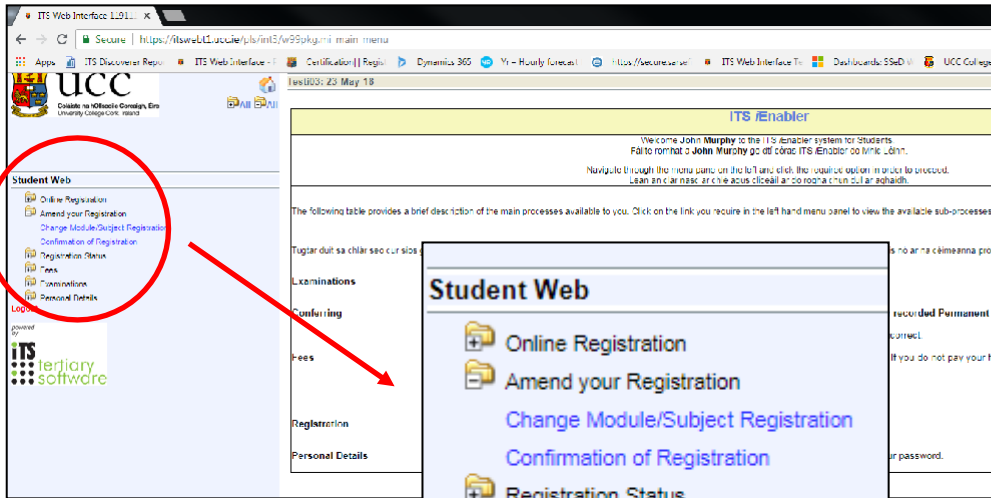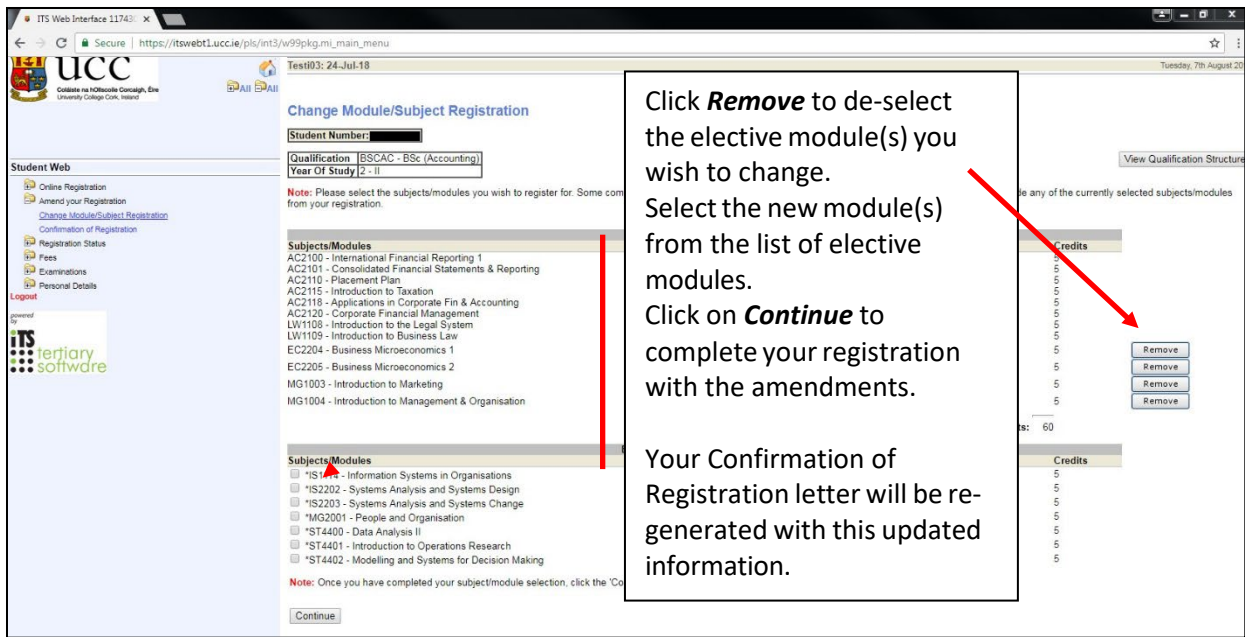
Step 17: Amend your Registration

Click "Amend your Registration" under the Student Web options on the left-hand side of the screen.

Click *"Change Module/Subject Registration"*.

Click *Remove* to de-select the elective module(s) you wish to change.
Select the new module(s) from the list of elective modules.
Click on *Continue* to complete your registration with the amendments.

Your Confirmation of Registration letter will be re-generated with this updated information.

	The following Support is available to help you with any queries:
	Registration Helpdesk Monday – Friday 8:30am – 5pm (021) 490 1807 / 1808 / 1809
	Student IT Support Monday – Friday: 8:30 – 21:00 Saturday - 10:00: 17:00 Sunday - 10:00: 17:00 Call (021) 4902120 or email sit@ucc.ie or alternatively log a support call. You can also chat to IT Services using MS Teams.
	Answers to your UCC related questions can be found at UCC's ASK website. Or you can contact us directly.