

Ongoing - Postgraduate Registration Instructions



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

**Student
Records &
Examinations
Office**

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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.

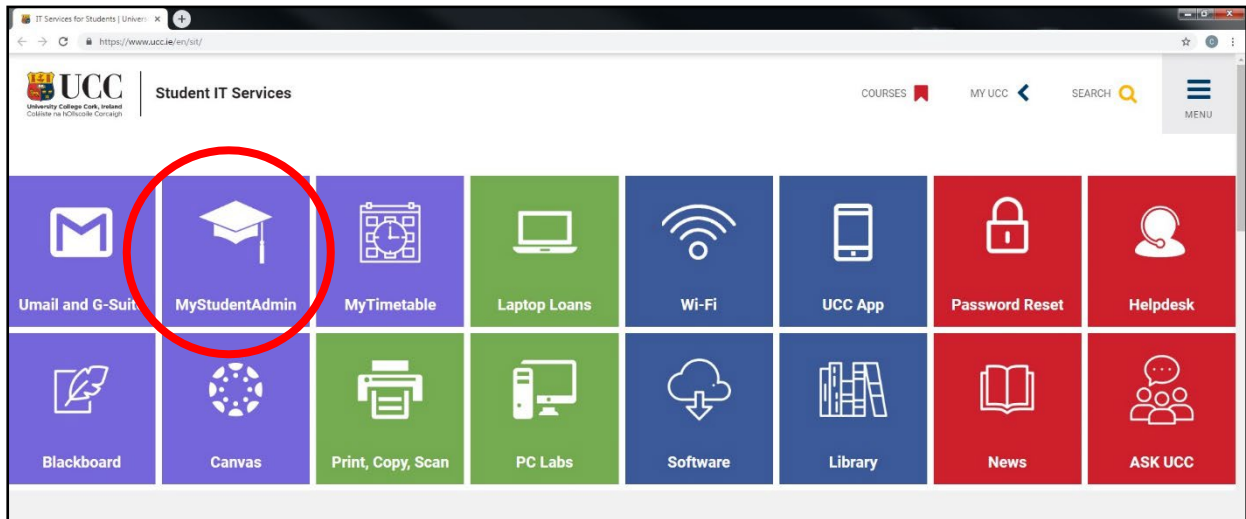
If you have a question, please check our helpful [ASK](#) page, or alternatively, submit your query [here](#).

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”.

ucc home | site map | [Site Feedback](#) Study at UCC | [Current Students](#) | [Research](#) | [Staff](#) | [Teaching & Learning](#) | [Visitors](#) | [Alumni](#) | [About UCC](#)

UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

IT Services for Students

IT Services for Students [Follow Us:](#)

My UCC Student Admin

MyStudentAdmin

Student Number/Email:

Password:

[Forgot Password?](#)

About this Page

Login to My Student Administration for exam timetables, to view your modules, registration and exam results.

New Students

If you are new to UCC, your initial Student IT password will have been emailed to you as part of your registration information from the relevant office. You should **change** this as soon as possible.

Contact Boole Basement IT Helpdesk for Students: T:+353 (0)21 4901886/4902109 | E: sit@ucc.ie

Copyright © 2017 UCC [Abuse](#) | [Acceptable Use Policy](#) | [Legal](#) | [Privacy](#) | [Webmaster](#)

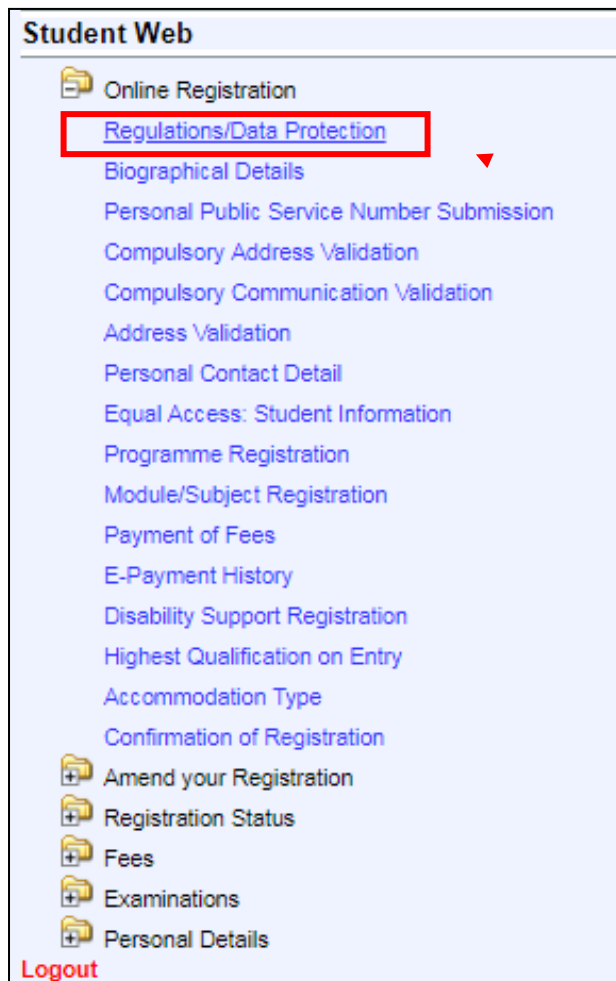
- Please note, your student Umail account is used for ALL official communication from the University, including fees, exams and conferring information.

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.

ITS Web Interface 119000008

https://itswebt1.ucc.ie/pls/int3/w99pkg.mi_main_menu

Testi03: 14-May-19

Biographical Details

Student Number: 119000008
Name: Ms Test Student

Note: Use the calendar button provided to select a date in the appropriate format. Initial values.

Title: Ms
Gender: F
Date of Birth: 01-JAN-00
Last Awarding Institution Attended: OTHER IRISH HEI INSTITUTION
Surname: Student
First Names: Test
Initials: M.

Save Revert Changes

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.

ITS Web Interface 119000008

https://itswebt1.ucc.ie/pls/int3/w99pkg.mi_main_menu

Testi03: 14-May-19

Personal Public Service Number Submission

Student Number: 119000008
Name: Ms Test Student

Note: Please supply your PPS Number in the space provided below and select Continue. If your PPS number is displayed correctly, select Continue to proceed. If your PPS number displayed is incorrect, please enter the correct PPS number.

PPS Number:

Continue

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.

ITS Web Interface 119000008

https://itswebt1.ucc.ie/pls/int3/w99pkg.mi_main_menu

Testi03: 14-May-19

Personal Public Service Number Submission

Student Number: 119000008
Name: Ms Test Student

Note: If you have an Irish PPS number, enter it in the space provided. If you do not have an Irish PPS number, press Continue to proceed.

PPS Number:

Continue

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.

ITS Web Interface 119111111 x
Secure | https://itswebt1.ucc.ie/pls/int3/w99pkg.mi_main_menu
Test03: 23-May-18
UCC
Coláiste na hOllscoile Corcaigh, Éire
University College Cork, Ireland
AII AII AII
Test03: 23-May-18
Compulsory Address Validation
Student Number: 119111111
Name: Mr. John Murphy
Note: The following Address details are required on the right of the screen to view all address details.
Emergency Contact Address
Jane Murphy
Apt 1
1 Main Street
Cork
Correspondence Address
Permanent Home Address
Student Web
Online Registration
Regulations/Data Protection
Biographical Details
Compulsory Address Validation
Compulsory Communication Validation
Address Validation
Personal Contact Detail
Equal Access: Student Information
Programme Registration
Module/Subject Registration
Payment of Fees
E-Payment History
Highest Qualification on Entry
Accommodation Type
Confirmation of Registration
Amend your Registration
Registration Status
Fees
Examinations
Personal Details
Logout
powered by
ITS tertiary software

ITS Web Interface 119111111 x
Secure | https://itswebt1.ucc.ie/pls/int3/w99pkg.mi_main_menu
Test03: 23-May-18
UCC
Coláiste na hOllscoile Corcaigh, Éire
University College Cork, Ireland
AII AII AII
Test03: 23-May-18
Compulsory Communication Validation
Student Number: 119111111
Name: Mr. John Murphy
Note: The following Communication details are required. All communication details are required.
Secondary Email
johnmurphy147@gmail.com
Student Web
Online Registration
Regulations/Data Protection
Biographical Details
Compulsory Address Validation
Compulsory Communication Validation
Address Validation
Personal Contact Detail
Equal Access: Student Information
Programme Registration
Module/Subject Registration
Payment of Fees
E-Payment History
Highest Qualification on Entry
Accommodation Type
Confirmation of Registration
Amend your Registration
Registration Status
Fees
Examinations
Personal Details
Logout
powered by
ITS tertiary software

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 do not use: an email address belonging to another individual, a UCC student email or UCC staff email.

Address Validation

Student Number: 11111123
Name: John Doe

Note: If your address details have changed, enter the new details in the lines provided next to the current address details. All address lines marked with * must be supplied. Remember to save the details provided, before continuing with the next process. Use the scroll bar on the right of the screen to view all address details.

Current Details	New Details
Emergency Contact Address Jane Doe Apt 1, Main Street,	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> Save
Correspondence Address Apt 1, Main Street, Cork	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> Save
Permanent Home Address Apt 1, Main Street, Cork	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> Save
Term Address Apt 1, Main Street, Cork	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> Save

(Mandatory Step 6 of 16) Next Step

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

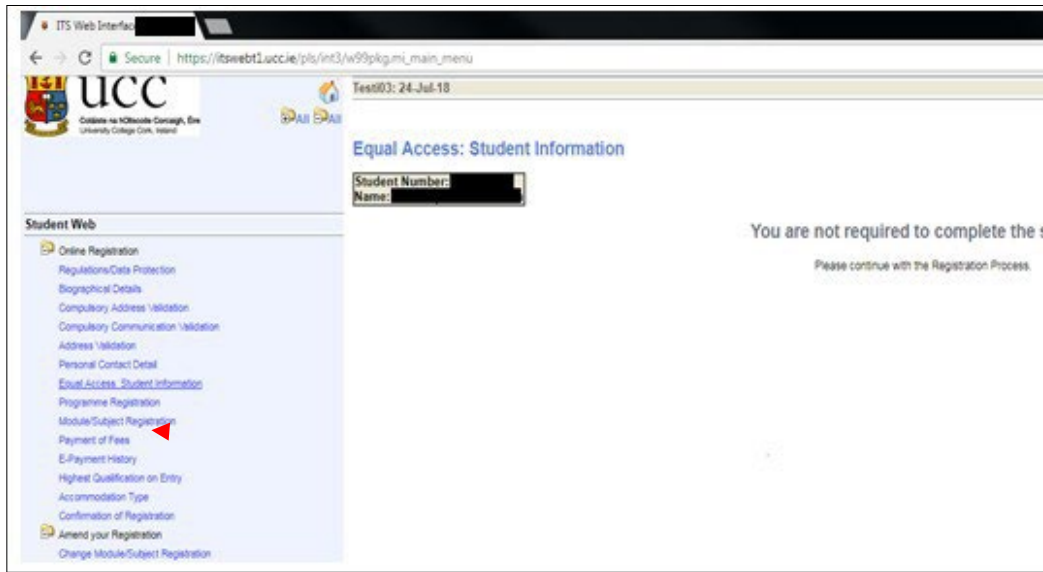
Double check your contact details. Should you need to update any of these details, enter the updated information in the corresponding box, and click **“Save”**. Your new contact details will be displayed immediately.

Personal Contact Detail

Student Number: 11911111
Name: Mr John Murphy

Note: If your communication details have changed, enter the new details in the line provided next to the current communication details button provided before continuing with the next process.

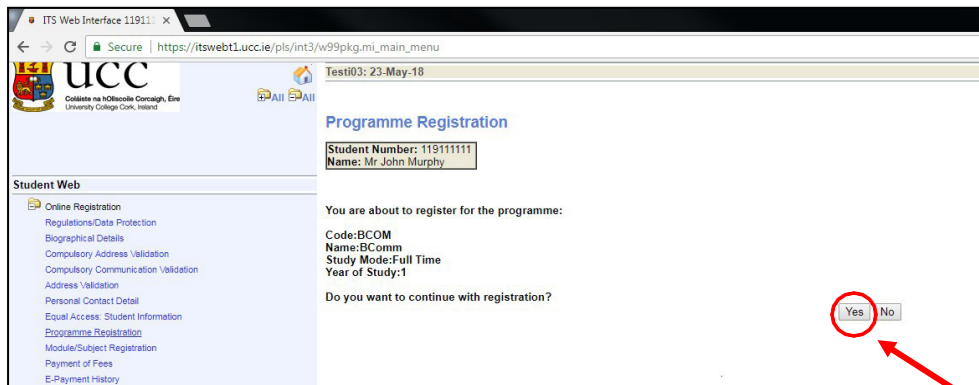
Current Details	New Details
Secondary Email johnmurphy147@gmail.com	Update / Enter Details Here <input type="text"/>
Home Telephone Number	Update / Enter Details Here <input type="text"/>
Mobile Telephone Number	Update / Enter Details Here <input type="text"/>
Emergency Contact email	Update / Enter Details Here <input type="text"/>
Emergency Contact Telephone No	Update / Enter Details Here <input type="text"/>



STEP 8: Equal Access: Student Information

As this step is only applicable to first time entrants to higher education, you are not required to complete the survey.

Please continue with the Registration Process by clicking on **“Programme Registration”**.



STEP 9: Registration of Programme

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

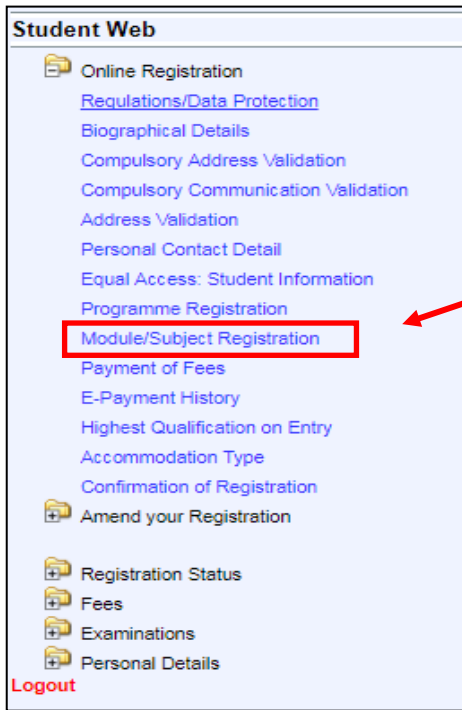
Check that the correct Programme is listed, and click **“Yes”** to continue the registration process.

- 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:

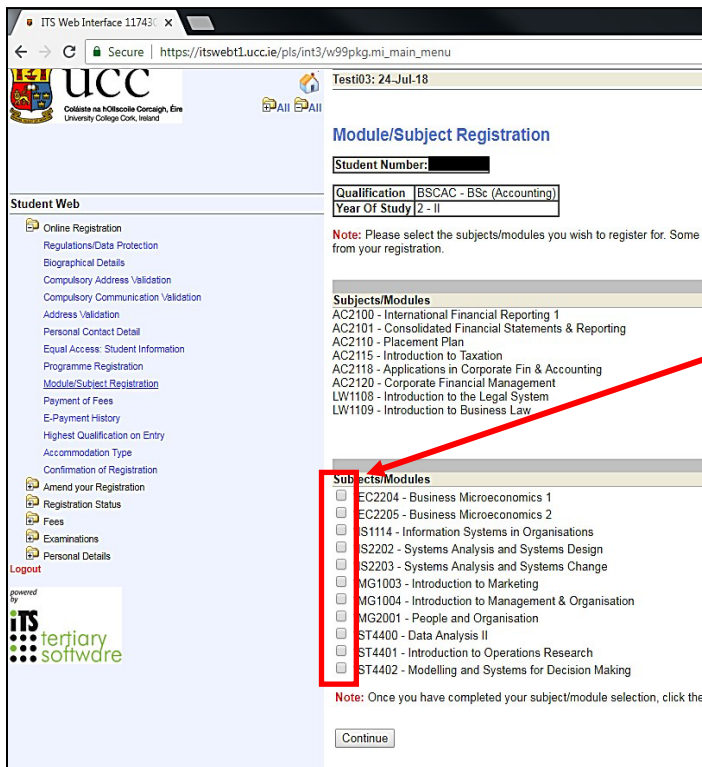
<http://www.ucc.ie/en/academicsecretariat/fitnessstopractise/>.



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: [REDACTED]
Name: [REDACTED]

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 access to the system will be suspended.

Please select one of the following:

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

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

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.

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.

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

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.

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.

Student Number: [REDACTED]
Name: [REDACTED]

Payment of Fees.

Amount Due: €1670

Important Information: If you are using a Visa Card you should be able to settle the amount above in one payment transaction on the next screen.

If you are using a Visa Debit Card (laser card) you may be restricted by your card provider to a €1500 transaction limit. If this is the case and the Amount Due Now is greater than €1500 you will need to complete your payment using multiple payment transactions as follows:

1. Adjust the 'Amount to Pay' on the next payment screen to €1500 and complete the payment transaction.
2. Follow the remaining steps to complete your registration.
3. Go to the 'Fees' option and click 'Pay Outstanding Fees' (It is important to note that the 'Amount Now Due' may not be fully updated at this point but you should adjust it to the balance you need to pay to settle your registration payment).

If you are satisfied that you do not have a transaction limit on your Visa Debit Card then you can process the full amount above in one transaction on the next screen.

You should note that if the transaction limit is in place and you input an amount greater than €1500 on the payment screen you will get an unsuccessful payment notification. We would then recommend that you return to the Payment of Fees screen and complete the multiple payment process as outlined above or use a Visa Card.

Please select 'Proceed' to the E Payment Screen.

Payment of Fees

Student Number: [REDACTED]
Name: [REDACTED]

Note: Click the "Pay Now" button to continue with the transaction.

Amount To Pay (EUR):

Card Holder Name

Payment Type:

Note: Strong Customer Authentication (SCA) brings changes to fight fraud and make card payments more secure. To ensure this, it is now required that all details as required below are supplied before selecting "Pay Now".

Card Holder E-mail Address

International Country Code: Mobile Phone Number

Address Line 1

Address Line 2

Address Line 3

City

Postal Code/EIRCODE

Country:

Note: If the address supplied above is not in Ireland, use the List function to select the country related to the address.

Check that the amount in the box above is correct before clicking 'Pay Now'

- 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 being 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

The screenshot shows a form with the following elements: a 'Student Number:' field with a value of '16171111111', a 'Name:' field, a text prompt 'Please enter your SUSI Number in the space provided and click on 'Proceed' to continue:' followed by a text input field containing 'W16171111111', a red 'Note' about SUSI processing, two bullet points (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.), and a 'Proceed' button.

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

The screenshot shows a form with the following elements: a 'Student Number:' field with a value of '16171111111', a 'Name:' field, a 'Payment of Fees' button, a text prompt 'Your SUSI number according to the University records is as follows' followed by a redacted area, a red 'Note' about SUSI processing, and a 'Proceed' button.

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

Figure 1: Ongoing SUSI

Funded or 100% Funded

- Use the drop-down menu to select the type of funding you are in receipt of.
- Click **“Proceed”**.

UCC
Coláiste na hOileáine Corcaigh
University College Cork, Ireland

Test03: 01-Jun-16 Thursday, 28th July 2016

Student Web

- Online Registration
- Regulations/Data Protection
- Biographical Details
- Compulsory Address Validation
- Compulsory Communication Validation
- Address Validation
- Personal Contact Detail
- Equal Access: Student Information
- Programme Registration
- Module/Subject Registration
- Payment of Fees
- E-Payment History
- Highest Qualification on Entry
- Accommodation Type
- Confirmation of Registration
- Amend your Registration

Payment of Fees

Student Number: [input]
Name: [input]

Select the Funding Code from the list of values supplied:

Note: Click on the drop down to display the valid Funding options. Select your Funding and select 'Proceed' to continue.

If the Fund you are entitled to is not listed use 'Previous' to view previous payment choices.

Departmental Funding
Departmental Funding
HSE/Hospital Funding
International Embassy
Malaysian Funding
Research Project
Scholarships
Tyndall Funding

Previous 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.

Student Number [input]
Name: [input]

Your choice of funding has been recorded and you have to contact the Fees Office with your F
No Fees are currently Due. - Please proceed to the next option by selecting 'Proceed' below.

Proceed

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

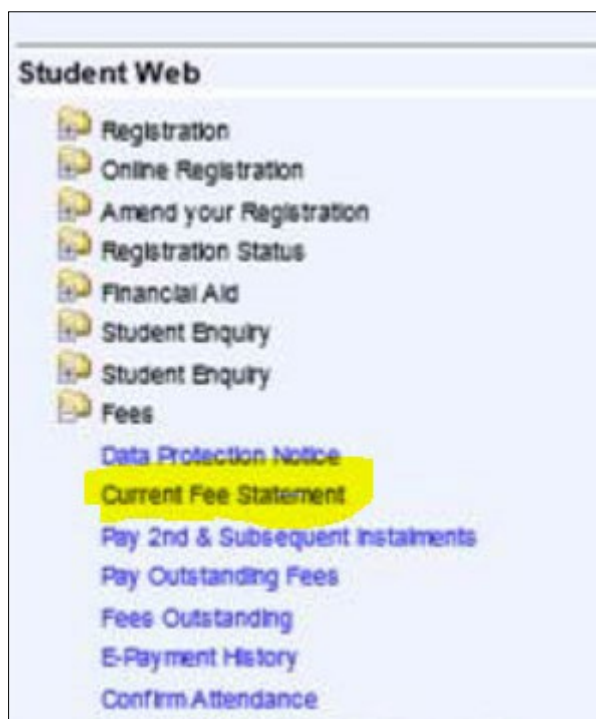
Statement of Fees is now available for you to print.

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.

Disability Support Registration

Student Number: [redacted]
Name: [redacted]

Disability Support Service Registration (DSS)

Hello [redacted]

If you are a student with a diagnosed disability or a specific learning difficulty, please complete registration for the Disability Support Service (DSS) on this screen.

If you do not have a diagnosed disability or specific learning difficulty, please click the 'I do not need to register for DSS' button at the bottom of this screen.

This is the first step in registering with the DSS.
UCC encourages students with disabilities to disclose information on their disability/specific learning difficulty to DSS as this will help identify the supports you may require.

Once you complete your registration the Advisor assigned to you will be in contact.
By registering with the DSS, you will have access to a needs assessment process (in accordance with the DSS Code of Practice).
To complete registration for DSS you will need to submit verification documentation directly to the DSS Office.

Please see here for accepted documentation:
<http://accesscollege.ie/dare/providing-evidence-of-your-disability/>

[Click here to Register for DSS](#) [I do not need to register for DSS](#)

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

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

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

Disability Support Registration

Student Number: [redacted]
Name: [redacted]

* Primary Disability (for which you have documentary evidence):
Please Select From The List

Documentary Evidence of Disability

DSS requires disability documentation from an acceptable professional source that verifies the nature of your disability in order to facilitate your registration.

If you applied to UCC through the Disability Access Route to Education ("DARE") and supplied evidence of disability, the DSS will be able to request a copy of the evidence/medical verification that DARE have as part of your CAO file.

In circumstances where you did not apply through DARE, please submit a copy of your evidence to the DSS at dssinfo@ucc.ie

Please see here for accepted documentation:
<http://accesscollege.ie/dare/providing-evidence-of-your-disability/>

Please note your DSS registration will not be complete and you will not be eligible for any supports until DSS receive this evidence of disability.

If you have any questions in relation to the above, please contact DSS on 021-4902905.

[Continue](#) [Go Back](#)

Disability Support Registration

Student Number: [Redacted]
Name: [Redacted]

Data Protection Notice

At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with.

Who we are:
Throughout this Notice, "we", "us" and "our" refers to Disability Support Service University College Cork. For more information about us, please visit our website.

How we collect your personal data:
We collect your data from you when you complete this form. It will be used by us only in accordance with the purposes outlined in this notice.

The purpose and legal basis for collecting your data:
Any personal data you provide to us via this registration form will be processed fairly and lawfully. The purpose of collecting this data is to register you with the Disability Support Service and begin the Needs Assessment. This will identify personal data you provide to us via this form will only be shared on a need-to-know basis. The Data Protection Act allows us to process your data because you have provided your explicit consent. You are entitled to withdraw your consent at any time.

Details of third parties with whom we share personal data:
The University will share your data with the following third parties where necessary for purposes of the processing outlined above. The University will share your data with the following third parties where necessary for purposes of the processing outlined above. The University will share your data with the following third parties where necessary for purposes of the processing outlined above.

- Schools and Departmental Staff
- Exams and Records Office
- Placement Co-ordinator
- National Access office
- Health and Safety Officer
- Computer Centre
- Occupational Therapist
- Food Office
- Martyria Arena
- Educational Support Workers

Your rights:
You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data.

- to find out if we use your personal data, access your personal data and receive copies of your personal data,
- to have inaccurate or incomplete information corrected and updated,
- in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted,
- to object to certain processing of your data by UCC,
- to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form, where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time,
- to not be subject to solely automated decisions,
- to request that we stop sending you direct marketing communications.

If you wish to avail of these rights, please write to: The Information Compliance Manager, University College Cork, 4 Carrigside, College Park, Cork, Ireland.

Questions or Complaints:
If you have any queries in relation to completing this application form, please contact a member of the Disability Support Service on ds@ucc.ie. If you have any complaints in connection with our processing of your personal data, you can contact UCC's Information Compliance Manager, University College Cork, Western Road, Cork E. fo@ucc.ie Tel: 021 4903949.

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. You can contact the Data Protection Commission on their website (www.data-protection.ie), or by telephoning 1890 252 231.

In submitting this form, you understand and agree that your personal details will be used by the Disability Support Service for the purposes outlined above.

Please tick the box to confirm your acceptance of the Data Protection Notice.

[Continue to Review & Complete Registration](#) | [Go Back](#)

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.

Disability Support Registration

Student Number: [Redacted]
Name: [Redacted]

Review and Confirm DSS Registration Details

Primary Disability: DYSLEXIA

Data Protection Notice: You have confirmed your acceptance of the Data Protection Notice.

Confirm DSS Registration:

The above information is accurate, true and correct.
I will notify DSS if the above information needs to be otherwise updated during the course of my studies at UCC.

[Confirm DSS Registration](#) | [Go Back](#)

- 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.

University College Cork

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.

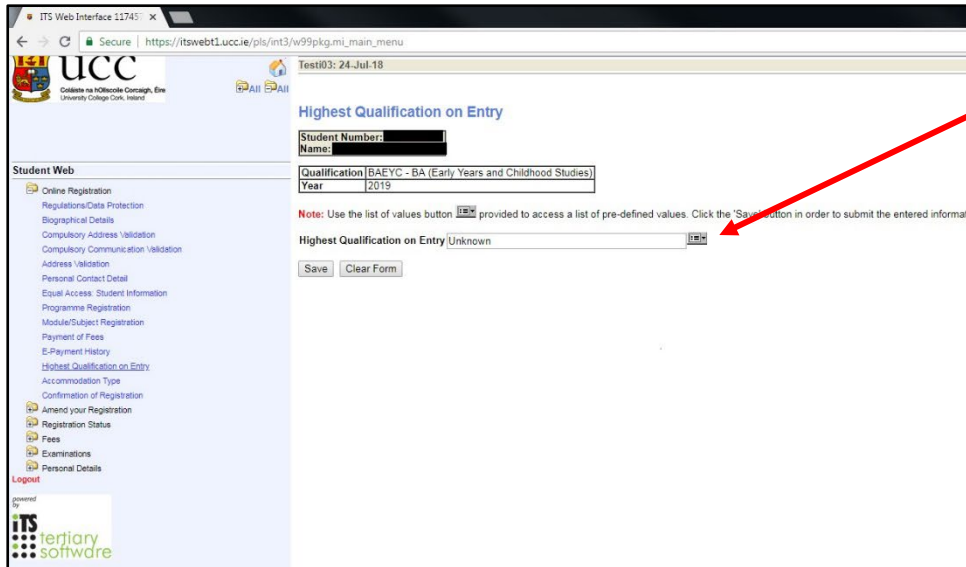
If you would like to arrange a meeting with a member of DSS, please email us at dssinfo@ucc.ie or telephone 021 4902985.

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

Student Web

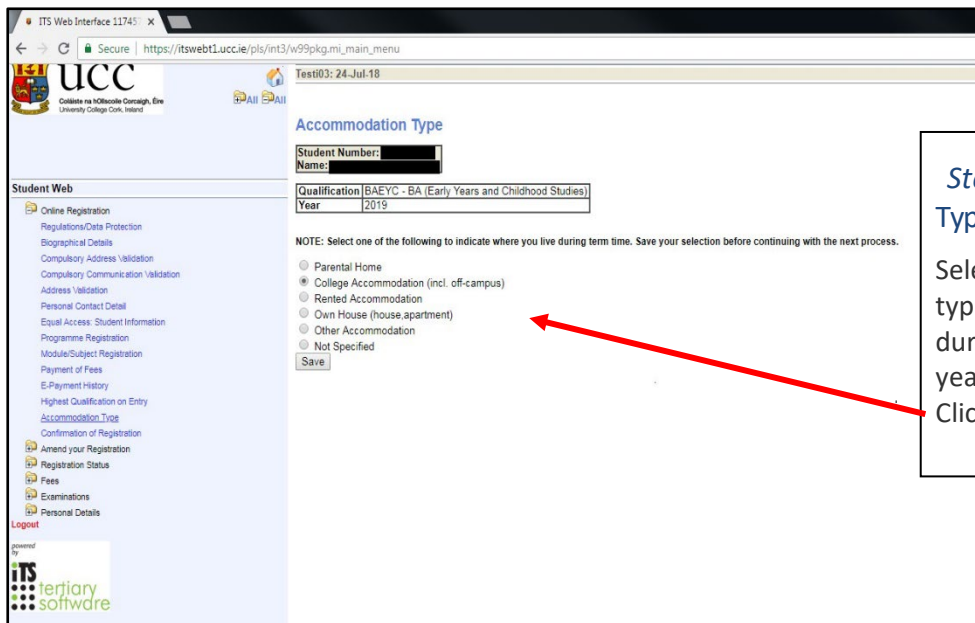
- Online Registration
- Regulations/Data Protection
- Biographical Details
- Compulsory Address Validation
- Compulsory Communication Validation
- Address Validation
- Personal Contact Detail
- Equal Access: Student Information
- Programme Registration

- **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".

Confirmation of Registration

Name: [REDACTED]
 Student ID: [REDACTED]
 Permanent Address: [REDACTED]
 Term Address: xxx xxx xxx
 Registered Programme: BSc (Accounting) II Full Time (BSCAC II)
 Registered Modules/Subjects for Academic Year: 2018/2019

Module	Credits	
AC2100 International Financial Reporting 1	5.00	Semester 1
AC2101 Consolidated Financial Statements and Reporting	5.00	Semester 2
AC2110 Placement Plan	5.00	Semester 2
AC2115 Introduction to Taxation	5.00	Semester 1
AC2118 Applications in Corporate Finance and Accounting	5.00	Semester 1
AC2120 Corporate Financial Management	5.00	Semester 2
EC2204 Business Microeconomics 1	5.00	Semester 1
EC2205 Business Microeconomics 2	5.00	Semester 2
LW1108 Introduction to the Legal System	5.00	Semester 1
LW1109 Introduction to Business Law	5.00	Semester 2
MG1003 Introduction to Marketing	5.00	Semester 1
MG1004 Introduction to Management and Organisation	5.00	Semester 1

Student Records and Examinations Office
 Date: 07-Aug-2018

For Office Use Only

Date of Birth: [REDACTED]
 PPS Number: [REDACTED]
 Nationality: Ireland, Domicile: Cork, Student Type: N
 Survey Completion Status: Not Applicable
 Textual Data: SUSI

Printer Friendly Format

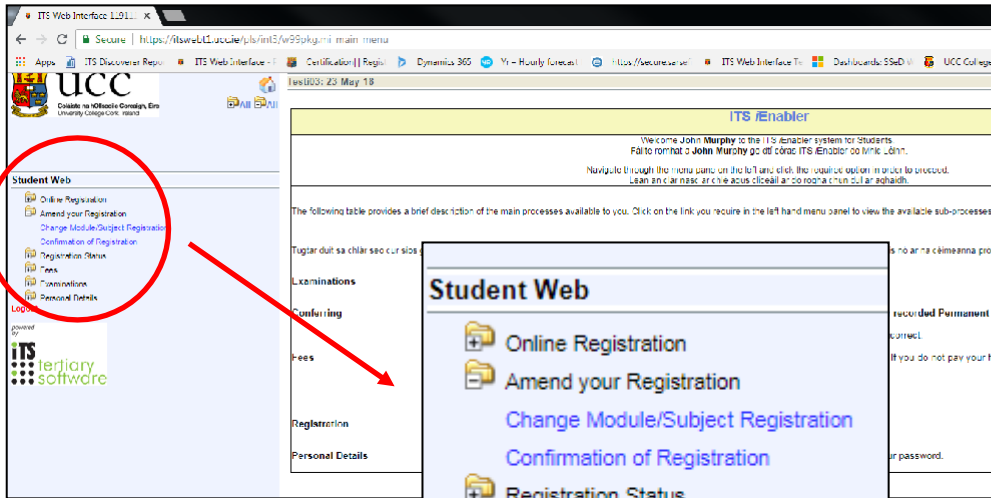
Step 16:
Confirmation of Registration

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 current registration. ANY changes to your registration will be reflected here immediately.

For programmes where Garda Vetting 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).



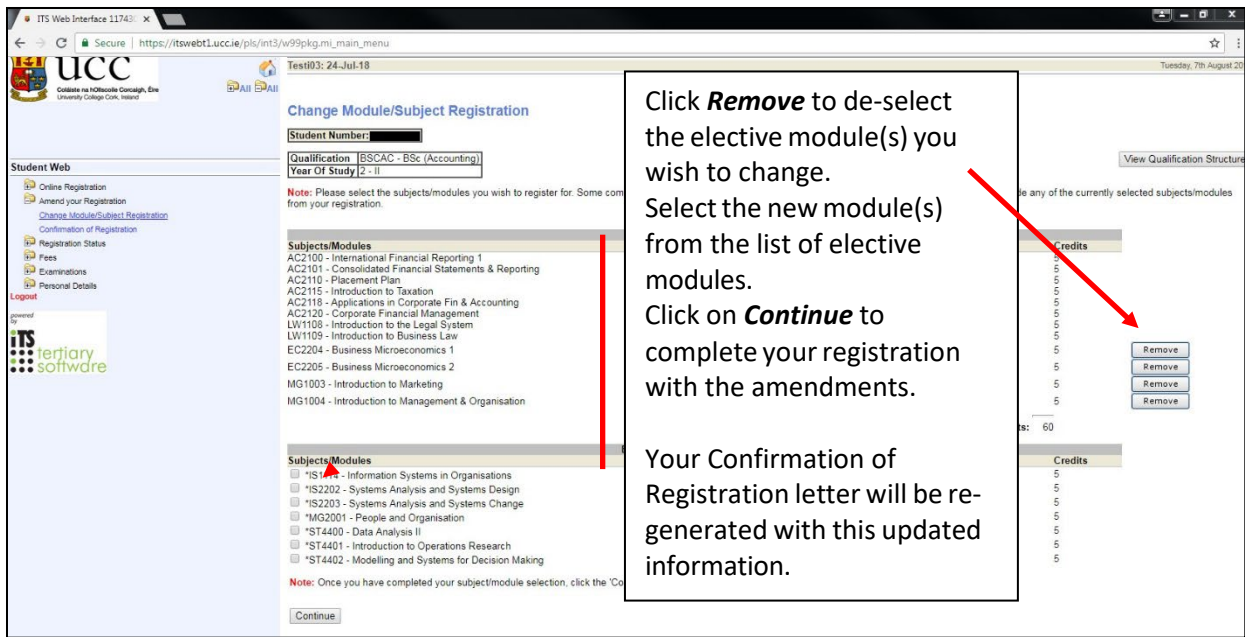
Step 17: Amend your Registration

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

Click "Change Module/Subject Registration".

Student Web




- Online Registration
- Amend your Registration
- Change Module/Subject Registration
- Confirmation of Registration
- Registration Status
- Fees
- Examinations
- Personal Details
- Logout**



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:

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