First Year-Postgraduate Registration Instructions
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Welcome to UCC

**Please note:** Before starting the steps as laid out in these instructions, **first years who have already accepted their offer from UCC** will have received a registration email outlining the various steps involved in completing Registration, as well as an IT Password email.

We know this can be an exciting and daunting time so to help you along the way, we have developed this useful guide to take you through the registration process.

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

Registration involves additional steps that we need you to complete. Once these are completed, you'll officially be confirmed as a UCC student. Additional steps relevant to your entry route can be found on the [Registration](#) webpage.

You may only make an appointment to collect your [student ID card](#) on full completion of registration of programme and modules. This ID card will be for the duration of your programme of study and will be validated each year as you progress through your programme.

If you have a question or are unsure of where to start, please check our helpful [ASK](#) page. Alternatively, you can submit a query using the [web enquiry form](#).

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

Student Records and Examinations Office
Login – MyStudentAdmin

- You must secure your UCC Student IT Account with Multi-factor Authentication (MFA) **before attempting to complete the steps below.** See the [MFA & Security](#) webpage for further information.

- Once MFA is setup, go to [IT Services for Students | University College Cork (ucc.ie)](#) and click on the [MyStudentAdmin](#) icon.

  ![MyStudentAdmin Icon](#)

  - Enter your full UCC student email address and password when prompted at the screen below:

    ![Sign in](#)

    - 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 display.

**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”.

- **For EU/UK students only**: When Registration of your programme and modules has been completed, you will receive an email in the coming weeks containing instructions to upload personal identity documentation. Acceptable forms of Documentation include a valid Passport (Photo page), Birth Certificate, Irish NDLS Driving Licence (new Credit Card format only) or Marriage Certificate.

- **Please note for all students**: Throughout the Registration process the name you provide – and its spelling – MUST EXACTLY MATCH the name printed on any of your personal identity documents (see acceptable forms listed above).

The details provided by you informs your student record for the duration of your studies and will appear on official documentation such as your certified Academic Transcript and the Parchment received on graduation, so please make sure it is correct.

- Once you have completed Registration of your programme and modules, you may also book an appointment to collect your student ID card.

- If you any questions on the above, check out UCC’s ASK webpage where you will find more information.
STEP 3: Personal Public Service Number Submission

You will be presented with the following screen.

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 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. If you do not yet have a Term Address, please enter your Home Address again – you can update your Term Address later once it is finalised.

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

**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.
**STEP 6: Address Validation**

If you do not have an address in Cork right now, please enter your home address so that you can proceed to the next step. Once you have secured accommodation in Cork, please update your details immediately.

**Please note** you must complete all fields even if you are living at home or away.

Double check your current address details. If your address has changed, please update this now and click “Save”.

*Emergency Contact Address:*
In this section, please enter the name of the person on the first line of the address field.

It is 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 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”.
• Students who have already registered online for 2023/2024 in UCC, but who have now accepted another programme through the CAO, cannot register online for the new CAO offer – contact the Student Records and Examinations in order for your registration to be updated accordingly.

• 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”.

---

Module/Subject Registration

<table>
<thead>
<tr>
<th>Selected Subject/Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject/Title</td>
</tr>
<tr>
<td>BUSI 204 - Professional Skills and Practice</td>
</tr>
<tr>
<td>Total Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selected Subject/Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject/Title</td>
</tr>
<tr>
<td>ENG 210 - Core Elective</td>
</tr>
<tr>
<td>ENG 215 - Core Elective</td>
</tr>
</tbody>
</table>

Note: Please select the subjects/modules you wish to register for. Some compulsory subjects/modules have already been pre-selected for you. Click “Remove” to exclude any of the currently selected subjects/modules from your registration.

Click “Continue” once you have completed your subject/module selection.
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

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 and SUSI Applicant Option where SUSI student must pay €138 at registration.

- **Read this screen carefully** – some bank cards have a transaction limit which may necessitate multiple transactions to complete fee payment.

- **Click “Proceed”** to begin the fee payment process.

---

**Payment of Fees**

**Amount Due: €138**

**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 more than one on-line payment transaction 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 Screen and follow the multiple payment process as outlined above or use a Visa Card.

Please select ‘Proceed’ to the E Payment Screen.
- In the following screen you can change the amount in the **Amount to Pay (EUR)** box, by backspacing out the amount that defaults into this box and inputting the amount you wish to pay.

<table>
<thead>
<tr>
<th>UNIVERSITY COLLEGE CORK</th>
<th>Thursday, 15th June 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number: 119558850</td>
<td>Payment of Fees</td>
</tr>
</tbody>
</table>

**Note:** Click the ‘Pay Now’ button to continue with the transaction.

<table>
<thead>
<tr>
<th>Amount To Pay (EUR)</th>
<th>3730</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Card Holder Name</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payment Type: Fee Account Payments</th>
</tr>
</thead>
</table>

**Note:** Strong Customer Authentication (SCA) brings changes to tight fraud and make card payments more secure. To ensure this, it is now required that the Card Holder details need to be submitted with each payment made. Please ensure that all the details as required below are supplied before selecting “Pay Now”.

<table>
<thead>
<tr>
<th>Card Holder E-mail Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>International Country Code</td>
<td>213</td>
</tr>
<tr>
<td>Mobile Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Postal Code/IR Code</th>
<th></th>
</tr>
</thead>
</table>

| Country: Ireland |  |

**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’

[Pay Now]

Please ensure to provide all details above 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. If this occurs, error code ‘111’ will appear:

111 “Strong Customer Authentication Required”

“Strong Customer Authentication (SCA) works to ensure that it is genuinely you whenever you log in or authorise payments while banking online. It is designed to help keep your financial information safe and make online banking even more secure”.

Please refer to the link below to ensure you payment at registration is successfully processed. [https://www.ucc.ie/en/media/support/financeoffice/fees/FeesOffice-ExtraSecurityMeasures.pdf](https://www.ucc.ie/en/media/support/financeoffice/fees/FeesOffice-ExtraSecurityMeasures.pdf)
The following card details screen will display:

Enter all the **mandatory** fields, as follows:

- *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.

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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.
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”.

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

[Proceed]

Ongoing Postgraduate SUSI application

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”.

Please select the relevant funding. You will be sent an email requesting that you upload proof of funding. Please submit your proof of funding by uploading the relevant document where requested.

- For the 2023/2024 Academic Year, all funding proof must be submitted electronically as there will be no facility to submit physical letters to the Fees Office to support your funding.

- You will be presented with the following screen:
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](https://www.ucc.ie/en/financeoffice/fees/feepayments)

You can select this statement at the Fees step under *Fee Account Statement*.

### Fee Accounts Statement

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-JUN-2023</td>
<td>63 1 0 1</td>
<td>CAPITATION FEE</td>
<td>118.00</td>
<td></td>
<td>5508.00</td>
</tr>
<tr>
<td>19-JUN-2023</td>
<td>63 1 0 1</td>
<td>REGISTRATION FEE</td>
<td>3000.00</td>
<td></td>
<td>8908.00</td>
</tr>
<tr>
<td>24-MAY-2023</td>
<td>63 2</td>
<td>BAO 2 (Non Degree)</td>
<td>2685.00</td>
<td>5370.00</td>
<td></td>
</tr>
<tr>
<td>24-MAY-2023</td>
<td>63 1</td>
<td>BAO 1 (Non Degree)</td>
<td>2695.00</td>
<td></td>
<td>2685.00</td>
</tr>
<tr>
<td>6-JUN-2022</td>
<td></td>
<td>Opening Balance</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
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”.
The following screen will ask you to confirm your registration details:

You will also get an email to your UCC Student Account to confirm your DSS registration details.

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 awaiting to be confirmed.

If you believe this to be an error, please email us at dssinfo@ucc.ie or telephone (021) 4901658.

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) 4901658.

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

- 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”.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM - BComm</td>
<td>2024</td>
</tr>
</tbody>
</table>

**Note:** Use the list of values button provided to access a list of pre-defined values. Click the ‘Save’ button in order to submit. The ‘Clear Form’ button to clear the inserted values.

### Step 15: Accommodation Type

Select the accommodation type you will be occupying during the current academic year. Click “Save”.

<table>
<thead>
<tr>
<th>Accommodation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental Home</td>
</tr>
<tr>
<td>College Accommodation (incl. off-campus)</td>
</tr>
<tr>
<td>Rented Accommodation</td>
</tr>
<tr>
<td>Own House (house/apartment)</td>
</tr>
<tr>
<td>Other Accommodation</td>
</tr>
<tr>
<td>Not Specified</td>
</tr>
</tbody>
</table>
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).

<table>
<thead>
<tr>
<th>Module</th>
<th>Credits</th>
<th>Semester 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU1000</td>
<td>Developing Critical Thinking Skills</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Student Records and Examinations Office
Date: 15-Jun-2023

For Office Use Only
Date of Birth: 01-JAN-00
PPS Number: 12345678A, Gender: Male

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.

Please download to your phone as this will be required for collection of your ID card.

Using the Printer Friendly Format button, print this screen if required.
Ensure that you log out by clicking the Logout at the bottom of the screen.
Support Contacts

The following is available to help you with any queries you may have on registering for your programme:

### Registration Helpdesk

<table>
<thead>
<tr>
<th>Opening hours:</th>
<th>Monday – Friday</th>
<th>8:30am – 5pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>(021) 2427409</td>
<td></td>
</tr>
</tbody>
</table>

### Student IT Support for queries such as MFA, MyStudentAdmin log-in difficulties

<table>
<thead>
<tr>
<th>Opening hours:</th>
<th>Monday – Friday</th>
<th>Saturday - Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:30am – 9pm</td>
<td>10:00am – 5pm</td>
</tr>
<tr>
<td>Phone:</td>
<td>(021) 4902120</td>
<td></td>
</tr>
</tbody>
</table>

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.