First Year- Postgraduate

Registration Instructions

UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Student
Records &
Examinations
Office

Contents

Welcome to UCC

Please note: Before starting the steps as laid out in these instructions, <u>first years who have already accepted their UCC offer</u> 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

Please note that all students must secure their Student IT account with Multi-factor Authentication (MFA) and reset their password before they can logon to Student services such as Canvas and Student email (umail). Please follow the below steps:

1. **Secure your UCC Student IT Account with MFA:**
To set up MFA on your UCC Student IT account, go to https://www.ucc.ie/o365 and **log in with your UCC email address and password above**. You have the option to choose verification by SMS text messages to your phone or to use the authenticator app (which is preferred and also works over Wi-Fi so is useful for International students). Further information including a MFA set-up tutorial are available at: MFA & Security | University College Cork (ucc.ie)

2. **Reset your Student IT Account Password:**
Once MFA is setup on your UCC student IT account, you must now reset your password. Go to IT Services for Students | University College Cork (ucc.ie) and select **Password Reset**

3. **UCC Student Email (umail)**
Please ensure that you login to your umail account with your newly reset password.
Your umail address is provided at the top of this email.

IMPORTANT: All correspondence with fellow students and UCC staff and departments should come from your student email address only NOT your personal email.

4. **Other useful IT information**
Further information can be found at https://www.ucc.ie/en/sit/services/ regarding:
- Access to software such as MSOffice
- UCC Wi-Fi (Eduroam)
- Open access labs and laptop loans
- Reset your password/password recovery

5. **Student IT Helpdesk**
Please contact the Student IT Helpdesk at www.ucc.ie/en/sit/support/ or phone 021-490 2120 option 2. You can also email sit@ucc.ie

MyStudentAdmin

You can access MyStudentAdmin at http://sit.ucc.ie, all Student IT Services are detailed on this webpage, along with instructions on how to access them. If you experience an error accessing the UCC 'MyStudentAdmin' registration website, please ensure the following:

1 – Sign-out of your browser – e.g. – Sign out of your Google account.
2 – Open a New Browser and then access the UCC MyStudentAdmin website."
3 – If the problem persists, please open a New Incognito Tab / New InPrivate Window in your Browser and then access the UCC MyStudentAdmin website.

Boole Library

https://libguides.ucc.ie/ library is the link to the Boole Library. Due to current restrictions, the Library has instigated many new systems, e.g. 'Scan and Deliver' and 'Click and Collect', which are managed electronically. Physical access to the library will be restricted until ID cards can be produced.

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.

UNIVERSITY COLLEGE CORK
Personal Information Update (DYNAMIC)

Student Number: 119666666
Name: Mr UCC Test User

Note: Use the calendar button [ ] provided to select a date in the appropriate format. All fie...
entered information. Click the 'Revert Changes' button to restore the initial values.

Gender: M
Date of Birth: 01-JAN-00
Last Awarding Institution Attended: 4 IRISH INST. OF TECHNOLOGY ⌄ *
Surname: Test User
First Names: UCC
Initials: T1

[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".**

- **For EU/UK students only:** When **Registration** of your <u>programme and modules</u> 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 <u>programme and modules</u>, you may also book an appointment to collect your <u>student ID card</u>.

- If you any questions on the above, check out UCC's <u>ASK</u> webpage where you will find more information.

UNIVERSITY COLLEGE CORK

Personal Public Service Number Submission

Personal Public Service Numbe

Student Number: 119666666   Personal Public Service Number Submission

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

PPS Number: 12345678A

Continue

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.

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

Address Validation

Student Number: 119666666   Address Validation

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 * mu supplied. Remember to save the changes, with the button provided, before continuing with the next process. **Use the scroll bar on the right of the screen** all address details.

Current Details   New Details

Permanent Home Address   **Update / Enter Details Here**

Apt 1

Main Street

Cork

Eircode   [Save]

Emergency Contact Address   **Update / Enter Details Here**

Test User Home 1

Test User Main Street 1

Test User Cork 1

STEP 6: Address Validation

<u>If you do not have an address in Cork right now,</u> please enter your **home address** <u>so that you can proceed to the next step</u>. **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 <u>Irish Students</u> to enter an **Eircode.** This <u>does not</u> 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: 121341461   Personal Contact Detail

Note: If your communication details have changed, enter the new details in the line provided next to the current communication details. Lines marked with * must be supplied. Remember to save the changes with the button provided before continuing with the next process.

Current Details   New Details

Mobile Telephone Number   **Update / Enter Details Here**   [Save]

Home Telephone Number   **Update / Enter Details Here**   [Save]

Secondary Email   **Update / Enter Details Here**   [Save]

katebrohan@icloud.com

Emergency Contact Telephone No   **Update / Enter Details Here**   [Save]

UNIVERSITY COLLEGE CORK

Equal Access: Student Information

Student Number: 119666666   Equal Access: Student Information

You are not required to complete the

Please continue with the Registration Process.

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.

- 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/.
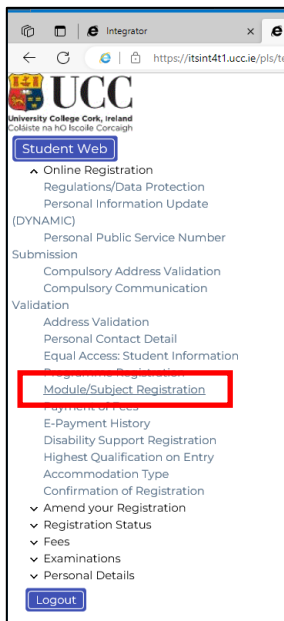
STEP 10: Registration of Compulsory Modules

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 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

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 €207 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.

- 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.

UNIVERSITY COLLEGE CORK		Thursday, 15th June 20

Student Number: 119666666 — **Payment of Fees**

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

Amount To Pay (EUR):	3138
Card Holder Name	
Payment Type:	Fee Account Payments

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

Card Holder E-mail Address			
International Country Code	353	Mobile Phone Number	
Address Line 1			
Address Line 2			
Address Line 3			
City			
Postal Code/EIRCODE			
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 been 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

- 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.

UNIVERSITY COLLEGE CORK				Thursday, 15th June 2023

E-Payment History

Student Number: 119666666
Name: Mr UCC Test User

Payment Transaction Number	Bank Ref.	Payment Date	Transaction Status	Transaction Amount
820369		06-DEC-2019	In Progress / Transaction Failed	3105.00
820368		06-DEC-2019	In Progress / Transaction Failed	3105.00
818942		29-NOV-2019	In Progress / Transaction Failed	3185.00
818938		29-NOV-2019	In Progress / Transaction Failed	3185.00
817727		20-NOV-2019	In Progress / Transaction Failed	1.00
817411		18-NOV-2019	In Progress / Transaction Failed	1234.00
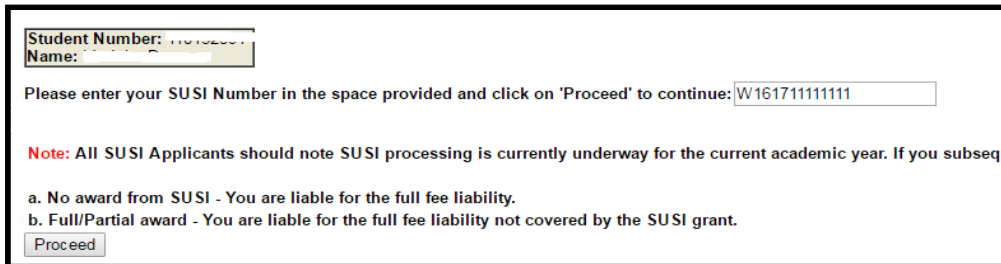
Once the transaction has been completed, the *Successful E-Payment* screen is displayed.

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".**

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".**

- 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 2024/2025 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:

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

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 **Fee Account Statement.**

UNIVERSITY COLLEGE CORK				Monday, 19th June

Fee Accounts Statement

		PAGE:	1	
UCC Test User		Student:	119666666	
Apt 1		Statement Date:	19-JUN-2023 11:39	
Main Street		Transactions Up To:	19-JUN-2023	
Cork		Reference:	BCOM 1	

Date	Reference	Description	Debit	Credit	Balance
		Fee Accounts			
02-AUG-2022		Opening Balance			0.00
24-MAY-2023	BAO 1	BA (Non Degree)	2685.00		2685.00
24-MAY-2023	BAO 2	BA (Non Degree)	2685.00		5370.00
19-JUN-2023	03 I 0 1	CAPITATION FEE	138.00		5508.00
19-JUN-2023	03 I 0 1	REGISTRATION FEE	3000.00		8508.00

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".**

- 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 waiting to be confirmed.

If you believe this to be an error, please email us at **dssinfo@ucc.ie** or telephone **021 4904848**.

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 4904848**.

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.

Highest Qualification on Entry

Student Number: 119666666   Highest Qualification on Entry

Qualification	BCOM - BComm
Year	2024

Note: Use the list of values button 🔽 provided to access a list of pre-defined values. Click the 'Save' button in order to sub[...] 'Clear Form' button to clear the inserted values.

Highest Qualification on Entry	Unknown 🔽

Save   Clear Form

Step 14: Highest Qualification on Entry

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

Accommodation Type

Student Number: 119666666   Accommodation T[...]

Qualification	BCOM - BComm
Year	2024

NOTE: Select one of the following to indicate where you live during term time. Save your selection before[...]

○ Parental Home
○ College Accommodation (incl. off-campus)
⦿ Rented Accommodation
○ Own House (house,apartment)
○ Other Accommodation
○ Not Specified
Save

Step 15: Accommodation Type

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

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).*

```
UNIVERSITY COLLEGE CORK                                                              Th

                    Confirmation of Registration

Name:                Ucc Test User
Student ID:          119666666

Permanent Address: Apt 1 Main Street Cork

Term Address:  123 Bother Buí Main Street Cork

Registered Programme: BComm I Full Time   (BCOM I )

Registered Modules/Subjects for Academic Year: 2023/2024
```

Module		Credits	
BU1000	Developing Critical Thinking Skills	5.00	Semester 1 & 2

```
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.

UNIVERSITY COLLEGE CORK

Change Module/Subject Registration

Student Number: 119666666   Change Module/Subject Registration

- ∧ Amend your Registration
  - Change Module/Subject Registration
  - Confirmation of Registration
- ∨ Registration Status
- ∨ Fees
- ∨ Examinations
- ∨ Personal Details

Logout

You are about to register for the programme:

Code:BCOM

Name:BComm

Study Mode:Full Time

Year of Study:1

Do you want to continue with registration?

Yes   No

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.

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 and payment of fees:

Registration Helpdesk

Opening hours:	Monday – Friday	
	9:00am – 5pm	
Phone:	(021) 490 3000	

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

Opening hours:	Monday – Friday	Saturday - Sunday	
	8:30am – 9pm	10:00am – 5pm	
Phone:	(021) 490 2120		
Email:	sit@ucc.ie or alternatively log a support call.		

Answers to your UCC related questions can be found at UCC's ASK website or, you can contact us directly.