

Ongoing - Postgraduate Registration Instructions



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

**Student
Records &
Examinations
Office**

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Welcome 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 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

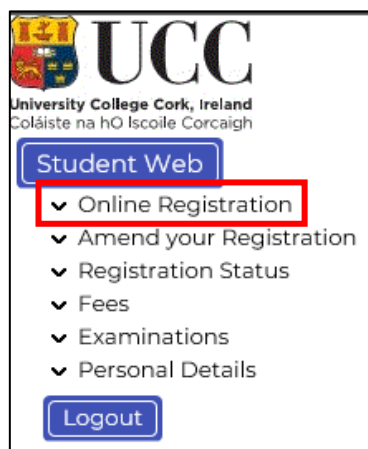
You can access MyStudentAdmin at <http://sit.ucc.ie>, all Student IT Services are detailed on this webpage, along with instructions on how to access them. If you experience an error accessing the UCC 'MyStudentAdmin' registration website, please ensure the following:

- 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 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 fields 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

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.

Personal Public Service Number Submission

Personal Public Service Number Submission

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

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.

UCC TEST141 03-MAY-23 Thursday, 15th June 20...

Compulsory Address Validation

Student Number: 124000001 Compulsory Address Validation

Note: The following Address details are **required**. All address lines marked with * must be 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 to view all address details.

Emergency / Contact Address

*
*
*

Eircode Save

Term Address

*
*
*

Eircode Save

UCC TEST141 03-MAY-23 Thursday, 15th June 202

Compulsory Communication Validation

Student Number: 124000001 Compulsory Communication Validation

Note: The following Communication details are **required**. All communication lines marked with * must be supplied. Remember to save the changes with the button provided before continuing with the next process.

Secondary Email

Save

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

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

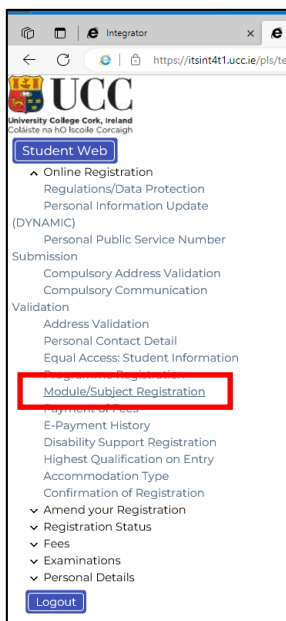
Click “**Programme Registration**”. You will be prompted that you are about to register.

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**”.

UCC TEST141 03-MAY-23 Thursday, 15th June 2023

Module/Subject Registration

Student Number: 124000001

Qualification: BCOM - BComm View Qualification Structure

Year Of Study: 2 - II

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.

Selected Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
BU2001 - Placement Skills and Professional Practice	Semester 1 & 2	Yes	5
Total Credits:			5

Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
<input checked="" type="checkbox"/> BCM210 - BCOMM Optional Subject Group (10 Credits)	Semester 1 & 2	Yes	10

Note: Once you have completed your subject/module selection, click the 'Continue' button to commence.

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 later in the academic year. 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):

Please note that all EU postgraduate students can avail of a payment plan - If you are taking out a payment plan then you will need to change the amount in the 'Pay Now' box which you will see shortly. Where you are taking out a payment plan you will need to make your initial payment of €1000. For more details click on:

[I Would Like to Set Up a Payment Plan | University College Cork \(ucc.ie\)](http://ucc.ie)

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

To determine what you should pay as a SUSI student see [UCC Guidelines SUSI Applications](#).

- **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.

UNIVERSITY COLLEGE CORK	Thursday, 15th June 20
Payment of Fees.	
Amount Due: €3138	
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.	
<div>Proceed</div>	

- 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	
<p>Note: Click the "Pay Now" button to continue with the transaction.</p>		
Amount To Pay (EUR):	3138	
Card Holder Name <input style="width: 90%;" type="text"/>		
Payment Type: Fee Account Payments ▼		
<p>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".</p>		
Card Holder E-mail Address <input style="width: 90%;" type="text"/>		
International Country Code	353 ▼	Mobile Phone Number <input style="width: 150px;" type="text"/>
Address Line 1 <input style="width: 80%;" type="text"/>		
Address Line 2 <input style="width: 80%;" type="text"/>		
Address Line 3 <input style="width: 80%;" type="text"/>		
City <input style="width: 150px;" type="text"/>		
Postal Code/EIRCODE <input style="width: 100px;" type="text"/>		
Country: Ireland ▼		
<p>Note: If the address supplied above is not in Ireland, use the List function to select the country related to the address.</p>		
<p>Check that the amount in the box above is correct before clicking 'Pay Now'</p>		
<div style="border: 2px solid red; display: inline-block; padding: 5px 15px;">Pay Now</div>		

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:

Payment Details

Card Number

Expiry

Security Code

MM/YY

Cardholder Name

PAY NOW

256-bit SSL encrypted

Security processed by Global Payments

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					
<div> <div>Student Number: 119666666</div> <div>Name: Mr UCC Test User</div> </div>					
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

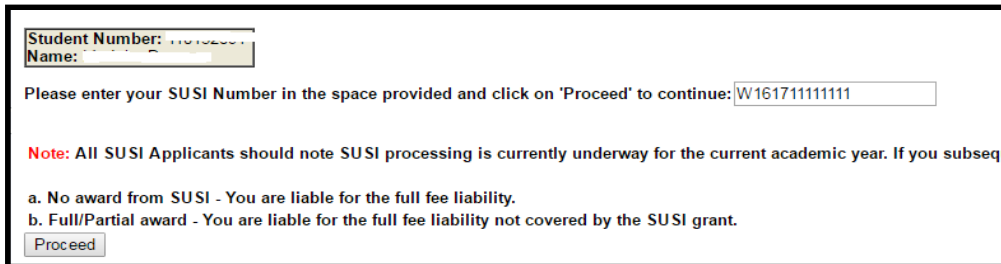
Once the transaction has been completed, the *Successful E-Payment* screen is displayed.

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



The screenshot shows the 'First Year Postgraduate SUSI application' form. At the top, there are fields for 'Student Number' and 'Name'. Below these, a text prompt asks the user to enter their SUSI Number in a provided space and click on 'Proceed' to continue. A text box contains the number 'W16171111111'. A red 'Note' states: 'All SUSI Applicants should note SUSI processing is currently underway for the current academic year. If you subsequently...' Below the note, there are two options: 'a. No award from SUSI - You are liable for the full fee liability.' and 'b. Full/Partial award - You are liable for the full fee liability not covered by the SUSI grant.' At the bottom left, there is 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



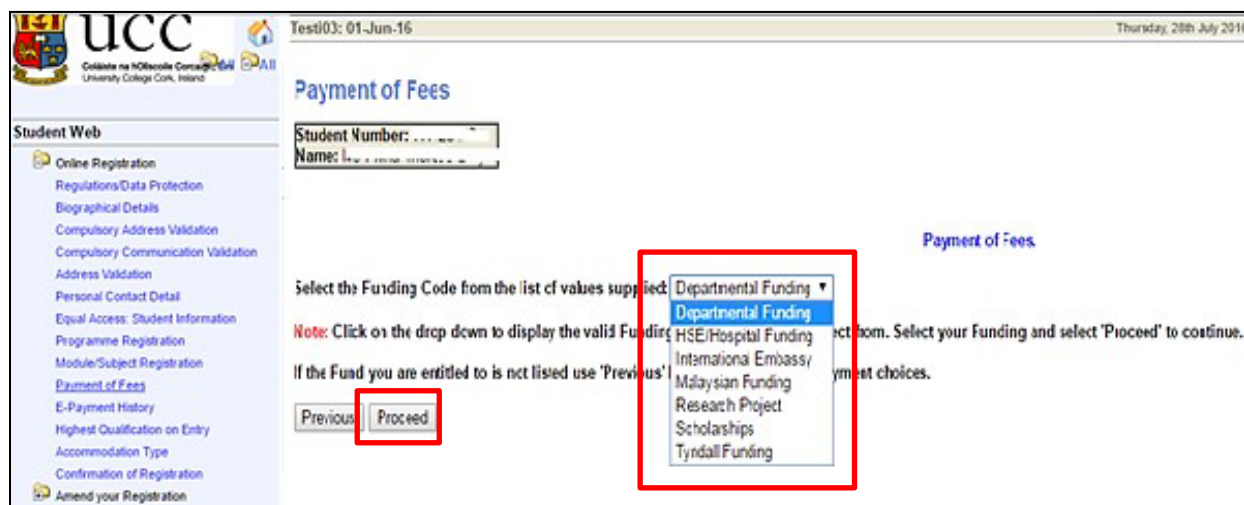
The screenshot shows the 'Ongoing Postgraduate SUSI application' form. At the top, there are fields for 'Student Number' and 'Name'. Below these, there is a 'Payment of Fees' section. A text prompt states: 'Your SUSI number according to the University records is as follows' followed by a redacted area. A red 'Note' states: 'If the SUSI number quoted above is correct please proceed to the payment selected by selecting “Proceed” below. If the SUSI number quoted above is not correct, please contact the Fees Office to amend their records accordingly, but selecting “Proceed” to continue with the payment of the selected payment.' At the bottom left, there is a 'Proceed' button.

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

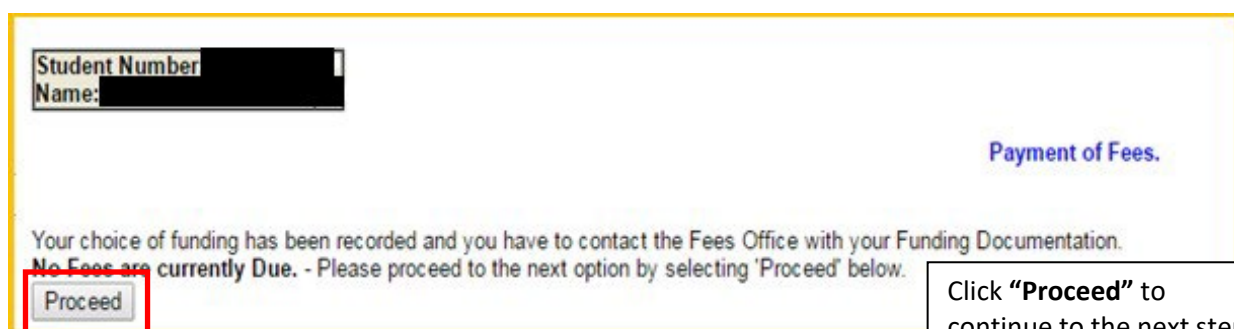
Click **“Proceed”**.

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



University College Cork, Ireland
Coláiste na hOíscile Corcaigh

	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.

UNIVERSITY COLLEGE CORK

Monday, 19th June 2023

Disability Support Registration

Student Number: 96728574

Disability Support Registration (DS)

If you are a student with a diagnosed disability or a specific learning difficulty, you can register with Disability Support on this screen.

Registration with Disability Support can take place at any point throughout the academic year but please note that **deadlines apply for requesting exam accommodations**. To find out more information please click here: <https://www.ucc.ie/en/dss/studentfaq/studentexamfaq/>.

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 Disability Support and UCC encourages students with disabilities to disclose information on their disability/specific learning difficulty to Disability Support as this will enable staff to work with you to identify and put in place supports you may require while a student in UCC.

Once you begin your registration the Advisor assigned to you will be in contact to ask that you **upload appropriate medical verification** and once this is received you will be **offered an appointment**.

Please see here for accepted documentation:

<https://accesscollege.ie/data/providing-evidence-of-your-disability/>

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

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"**.

UNIVERSITY COLLEGE CORK

Monday, 19th June 2023

Disability Support Registration

Student Number: 96728574

Disability Support Registration

* Primary Disability (for which you have documentary evidence):

PROCESSING DIFFICULTY

Please Select From This List

- BLIND
- VISION IMPAIRMENT
- DEAF
- HARD OF HEARING
- DYSLLEXIA
- WHEELCHAIR USER
- MOBILITY DIFFICULTY
- MENTAL HEALTH DIFFICULTY
- SIGNIFICANT ONGOING ILLNESS
- DYSPRAXIA
- ADD/ADHD
- AUTISM
- NEUROLOGICAL CONDITION
- DYS CALCULIA
- LANGUAGE/COMMUNICATION DIFF
- AUDITORY PROCESSING DIS
- PROCESSING DIFFICULTY

Please see here for accepted documentation:

<https://accesscollege.ie/data/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 4904848.

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

UCC
University College Cork, Ireland
Coláiste na hOícole Corcaigh

Student Web

- Online Registration
- Regulations/Data Protection
- Personal Information Update
- (DYNAMIC)
- Personal Public Service Number
- Submission
 - 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
 - Disability Support Registration
 - Highest Qualification on Entry
 - Accommodation Type
 - Confirmation of Registration
- Amend your Registration
 - Registration Status
 - Fees
 - Examinations
 - Personal Details
- Logout

UNIVERSITY COLLEGE CORK

Monday, 19th June 2023

Disability Support Registration

Student Number: 96728574

Disability Support Registration

IMPORTANT - Each student registering with the Disability Support Service must read this Data Protection Notice carefully.

The **Acceptance Tick Box** at the end of this screen **must** be selected before pressing the 'Continue to Review & Complete Registration' button also at the end of this screen.

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 highest standards of security and accordance with Irish and 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 your rights under data protection law in relation to our processing of your data.

Who we are:

Throughout this Notice, "we", "us" and "our" refers to Disability Support Service University College Cork. For more information about us, please refer to our website: www.ucc.ie

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 reasonable accommodations in place for you while in UCC. Any personal data you provide to us via this form will only be shared on a need-to-know basis.

The Data Protection Acts allows us to process your data because you have provided your explicit consent. You are entitled to withdraw your consent at any time. If you do consent, the Disability Support Service will no longer process your personal data and will take steps to delete all reference to your data securely.

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"**.

- The following screen will ask you to confirm your registration details:

UCC
University College Cork, Ireland
Coláiste na hOícole Corcaigh

Student Web

- Online Registration
- Regulations/Data Protection
- Personal Information Update
- (DYNAMIC)
- Personal Public Service Number
- Submission
 - 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
 - Disability Support Registration
 - Highest Qualification on Entry
 - Accommodation Type
 - Confirmation of Registration
- Amend your Registration
 - Registration Status
 - Fees
 - Examinations
 - Personal Details
- Logout

UNIVERSITY COLLEGE CORK

Monday, 19th June 2023

Disability Support Registration

Student Number: 96728574

Disability Support Registration

Review and Confirm DSS Registration Details

Primary Disability: PROCESSING DIFFICULTY

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**

- 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.


UNIVERSITY COLLEGE CORKThursday, 15th June 2023

Highest Qualification on Entry

Student Number: 119666666Highest 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 submit your entry. Click the 'Clear Form' button to clear the inserted values.

Highest Qualification on EntryUnknown

Save

Clear Form

Step 14: Highest Qualification on Entry

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

UNIVERSITY COLLEGE CORKThursday, 15th June 2023

Accommodation Type

Student Number: 119666666Accommodation Type

Qualification	BCOM - BComm
Year	2024

NOTE: Select one of the following to indicate where you live during term time. Save your selection before moving on to the next step.

☐ 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 Bui 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

You are about to register for the programme:

Code: BCOM

Name: BComm

Study Mode: Full Time

Year of Study: 1

- Amend your Registration
 - [Change Module/Subject Registration](#)
 - Confirmation of Registration
- Registration Status
- Fees
- Examinations
- Personal Details

[Logout](#)

Do you want to continue with registration?

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".

ITS Web Interface 1174: X

Secure | https://itswebt1.ucc.ie/pls/mt3/w99pkg_mi_main_menu

Test03: 24-Jul-18

Change Module/Subject Registration

Student Number: [REDACTED]

Qualification: BSCAC - BSc (Accounting)

Year Of Study: 2 - II

Note: Please select the subjects/modules you wish to register for. Some come from your registration.

Subjects/Modules

- AC2100 - International Financial Reporting 1
- AC2101 - Consolidated Financial Statements & Reporting
- AC2110 - Placement Plan
- AC2115 - Introduction to Taxation
- AC2118 - Applications in Corporate Fin & Accounting
- AC2120 - Corporate Financial Management
- LW1109 - Introduction to the Legal System
- LW1109 - Introduction to Business Law
- EC2204 - Business Microeconomics 1
- EC2205 - Business Microeconomics 2
- MG1003 - Introduction to Marketing
- MG1004 - Introduction to Management & Organisation

Subjects/Modules

- *IS1114 - Information Systems in Organisations
- *IS2202 - Systems Analysis and Systems Design
- *IS2203 - Systems Analysis and Systems Change
- *MG2001 - People and Organisation
- *ST4400 - Data Analysis II
- *ST4401 - Introduction to Operations Research
- *ST4402 - Modelling and Systems for Decision Making

Note: Once you have completed your subject/module selection, click the 'Continue' button.

[Continue](#)

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.

[Remove](#) [Remove](#) [Remove](#) [Remove](#)

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.