First Year - Research Postgraduate
Registration Instructions
## Contents

Welcome to UCC ........................................................................................................... 3

Login – MyStudentAdmin Portal ........................................................................................ 4

Online Registration.................................................................................................................. 5

1. Regulations/Data Protection .......................................................................................... 5

2. Biographical Details ....................................................................................................... 6

3. Personal Public Service (PPS) Number Submission ....................................................... 6

4. Compulsory Address Validation ..................................................................................... 7

5. Compulsory Communication Validation .......................................................................... 7

6. Address Validation ......................................................................................................... 8

7. Personal Contact Details ............................................................................................... 8

8. Equal Access: Student Information ............................................................................... 9

9. Registration of Programme ............................................................................................ 9

10. Registration of Compulsory Modules ........................................................................... 10

11. Fee payment ................................................................................................................ 11-16

12. Disability Support Registration .................................................................................. 17-18

13. Highest Qualification on Entry .................................................................................... 19

14. Accommodation Type .................................................................................................. 19

15. Confirmation of Registration ....................................................................................... 20

16. Amend your Registration ............................................................................................ 20
Welcome to UCC

We know this can be an exciting and daunting time so to help you along the way, we have developed this useful guide which will 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. Please find details on these additional steps here.

You may only make an appointment to collect your student ID card on 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, submit your query here.

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

Student Records and Examinations Office
Login – MyStudentAdmin Portal

- You must secure your UCC Student IT Account with Multi-factor Authentication (MFA) **before attempting to complete the steps below.** Further information on MFA set-up are available here: [MFA & Security](#).

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

- Enter your Student ID Number or your Student Umail address and your Student IT password and click “Login”.

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

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

- The following steps for online registration will 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 3: Personal Public Service Number Submission

You may be presented with either one of these screens.

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

If your PSS number is correct, click “Continue”.

If your PSS number is incorrect, enter the correct PPS number, and click “Continue”.

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

STEP 2: Biographical Details

1. Check that your biographical details are correct.

2. Select classification of last awarding institution attended. Click “Save”.

**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.

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

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**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**

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.

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 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.

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/](http://www.ucc.ie/en/academicsecretariat/fitnesstopractise/).
STEP 10: Registration of Compulsory Modules

All PhD and research master students must select a module - this module is the main subject area of your research.

Please note that this module is not a taught module – this module is to confirm the area of your research.

Once selected, click “Continue” to register your subject area.

- If the details for your subject/module area are incorrect, please contact Thesis Submission.
- Research Students who wish to register for taught modules should visit Current Research Students.
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**
   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

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**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.
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.

![Payment screen with highlighted proceed button](image1)

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

![Payment screen with highlighted pay now button](image2)
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”.

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Optional Step of 14
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

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”.

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

You will be presented with the following screen.

Click “Proceed” to continue to the next step in the Online Registration process.
Statement of Fees - Self Service

Statement of Fees is now available for you to print.

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

The Statement of Fees can be used for:

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

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

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

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”.
The final screen shows that your DSS registration has been submitted.

You will also get an email to your UCC Student Account confirming this.

Once your DSS registration has been submitted, an Advisor from the DSS will be in contact with you to arrange an appointment for your Needs Assessment.

A Needs Assessment can take approximately 30 minutes to an hour and will look at any supports you may need during your time at UCC.

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

**N.B.** Should you have any queries or concerns when completing or reviewing your DSS registration, please contact the DSS Office directly on dssinfo@ucc.ie.
Step 14: Highest Qualification on Entry
Using the drop-down menu, select your highest qualification to date. Click “Save”.

Step 15: Accommodation Type
Select the accommodation type you will be occupying during the current academic year. Click “Save”.
Step 16:
Confirmation of Registration

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

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.

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 this process is completed.

Step 17: Amend your Registration

Research students who wish to amend their registration must complete a Research Registration Change Request Form.

Ensure that you log out by clicking the red Logout at the bottom of the screen.
The following Support is available to help you with any queries:

<table>
<thead>
<tr>
<th>Support</th>
<th>Operating Hours</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration Helpdesk</strong></td>
<td>Monday – Friday 8:30am – 5pm</td>
<td>(021) 490 1807 / 1808 / 1809</td>
</tr>
<tr>
<td><strong>Student IT Support</strong></td>
<td>Monday – Friday: 8:30 – 21:00</td>
<td>Call (021) 4902120 or email <a href="mailto:sit@ucc.ie">sit@ucc.ie</a> or alternatively log a support call. You can also chat to IT Services using MS Teams.</td>
</tr>
<tr>
<td></td>
<td>Saturday - 10:00: 17:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunday - 10:00: 17:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Answers to your UCC related questions can be found at UCC’s ASK website. Or you can contact us directly.</td>
</tr>
</tbody>
</table>

**Notes:**
- Support calls can also be logged through the UCC’s ASK website.