First Year - Research Postgraduate
Registration Instructions

UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Student
Records &
Examinations
Office

Contents

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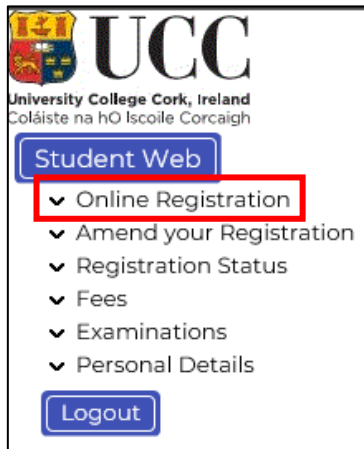
- Click "Online Registration" under the Student Web options on the left-hand side of the screen.

- 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 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), EU Identity card, 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 have any questions on the above, check out UCC's ASK webpage where you will find more information.

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Personal Public Service Number Submission

Personal Public Service Number

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

UNIVERSITY COLLEGE CORK   Thursday, 15th J

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 * must 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

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.

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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**	
katebrohan@icloud.com		Save
Emergency Contact Telephone No	**Update / Enter Details Here**	
		Save

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.

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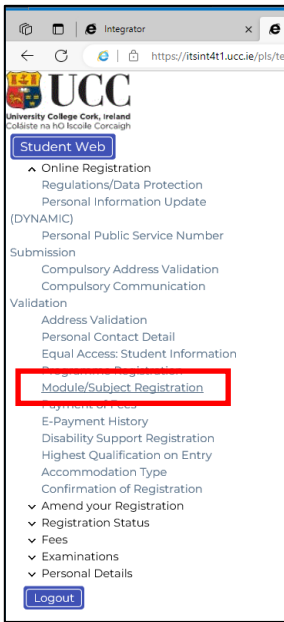
All PhD and research master students **must** select a module - this module is the main subject area of your research.

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.

Subjects/Modules	Semester	Compulsory	Credits
☐			
* X XXX	Research.	No	90

- 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.

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 €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.

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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.

Proceed

- 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.

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.

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 **<u>First Year Postgraduate SUSI application</u>**, 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 <u>if you wish</u> to register with the Disability Support Service.

If you do not need to register with the DSS, click here. You will be taken to <u>Step 13:</u> **"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 subr
'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 <u>current</u> registration. ANY changes to your registration will be reflected here immediately.

For programmes where <u>Garda Vetting</u> 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.

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 <u>Logout</u> 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.