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

Secure your UCC Student IT Account (3 parts to Step 1 - see below)

All UCC Students have a Student IT Account. As a student, you must secure your UCC Student IT Account with Multi-factor Authentication (MFA) before using it to logon to UCC services (unless you have previously completed this as a past student, in which case please jump ahead to step 2 below). For a complete step-by-step guide to logging into your UCC Student IT Account for the first time, please refer to this very helpful video: UCC Student IT Account - Set Up (youtube.com)

1. **Sign into your UCC Student IT Account:** To set up MFA on your UCC Student IT Account, go to https://www.ucc.ie/o365 (using your laptop or computer) and log in with your UCC umail address and password (to follow in a second email). If you do not receive your UCC IT password email within 48 hours, please log this here (please check all Folders (Inbox, Junk, Trash, Promotions) for this email before logging an issue).

2. **Set up MFA:** Once you have logged into your UCC Student IT Account, you will be prompted with instructions to install the Microsoft Authenticator app on your mobile device to complete your MFA setup. Please follow the prompted instructions. Further information including an MFA set-up tutorial are available here: MFA & Security. **Please ensure you do not delete your Microsoft Authenticator App, as you will need this to authenticate future logins.**

3. **Reset your Student IT Account Password:** Once MFA is set up on your UCC Student IT Account, you will be prompted to reset your password.

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.

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

Student IT Helpdesk

Please contact the Student IT Helpdesk at www.ucc.ie/en/sit/support/ or phone 021-490 2120 option 2.

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
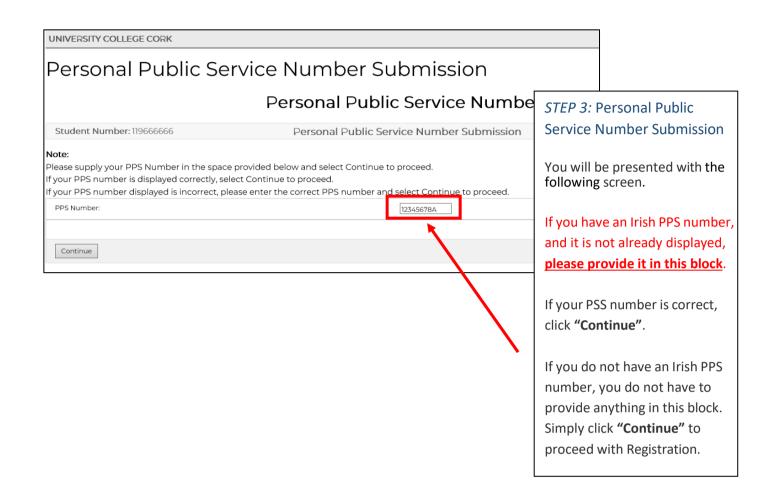
Read this section carefully and confirm your acceptance by selecting "**I accept**".

The University Rules and Regulations need to be accepted in order to proceed.

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Personal Information Update (DYNAMIC)

Student Number: 119666666
Name: Mr UCC Test User

Note: Use the calendar button [icon] provided to select a date in the appropriate format. All fie[ld]
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](link).

- If you have any questions on the above, check out UCC's [ASK](link) webpage where you will find more information.

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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.
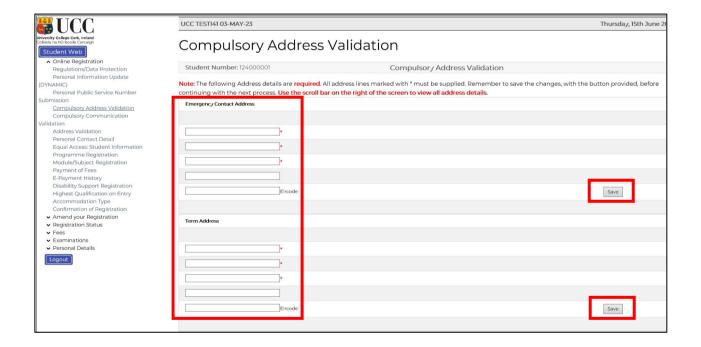
The first three address lines (marked with *) must be completed. Click **"Save"** after each address entry.
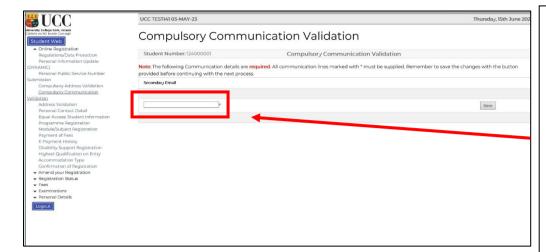
Emergency Contact Address: When recording address details of Emergency Contact Person, please enter the name of the person on the first line of the address field.

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.

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 <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	

<u>If you do not have an address in Cork right now,</u> 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"**.
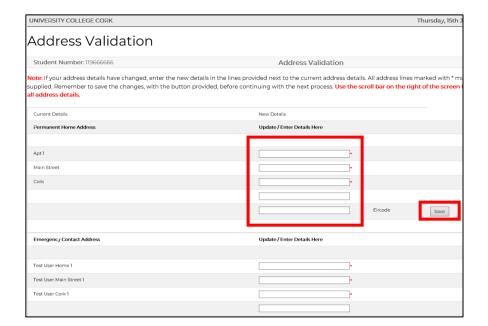
*Emergency Contact Address: In this section, please enter the name of the person on the first line of the address field.
It is mandatory for all <u>Irish Students</u> to enter an **Eircode.** This <u>does not</u> apply to non-EU students.

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

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Equal Access: Student Information

Student Number: 119666666	Equal Access: Student Information
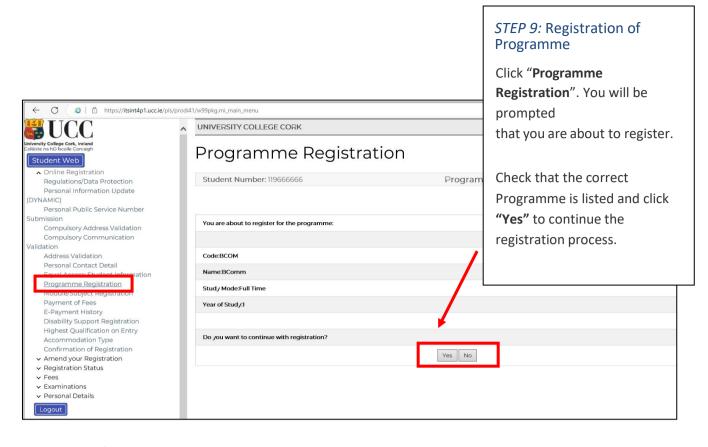
You are not required to complete the

Please continue with the Registration Process.

STEP 8: Equal Access Student Information:
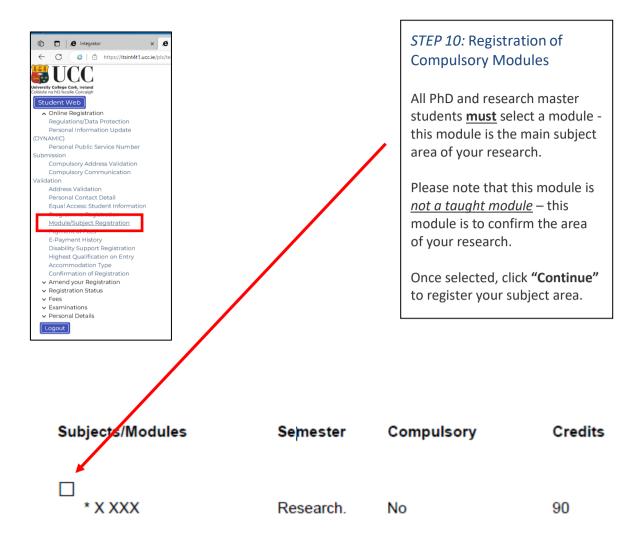
As this step is only applicable to first time entrants to higher education, you are not required to complete the survey.

Please continue with the Registration Process by clicking on **"Programme Registration".**

- 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

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

EU and Non-EU Postgraduate Research Students will be provided with slightly different payment screens, as follows:

1. **Postgraduate Research EU Student 1st Year**. You will be presented with the choice of 4 payment options.
   - Full tuition and Capitation Fee
   - First Instalment of Tuition Fee and Capitation Fee
   - SUSI Applicants
   - Funded

Note: figures below are for illustration purposes only.

If you are a SUSI applicant or in receipt of funding, you are required to pay the capitation fee of €70 on registration.
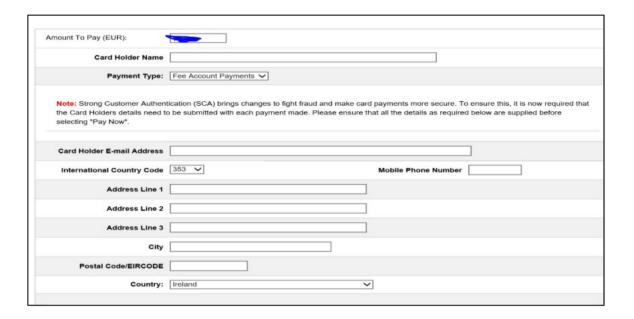
Important Notice: Your First Instalment of Fees is due at registration.

To pay First instalements select option 2 below.

SUSI Funded Students. You must select option 3 and pay Capitation Fee now (Capitation Fee not covered by SUSI).

Where other funding applies select 4 - you will be required to pay Capitation Fee now as this is not covered by Funding agents.

Please select one of the following:

1. Settle Full Liability €5840

2. Pay First Instalment €2955

3. SUSI Applicant - (Capitation Fee) €70
Note: SUSI Award may not cover all your Tuition Fee. Any amount not covered by SUSI is payable by you in 2 instalments. First Instalment (50%) is due now in addition to the Capitation Fee indicated.
Where this is relevant to you change the amount in the 'Pay Now' box at the next step to Capitation Fee plus 50% of your Tuition liability not covered by SUSI.
Click here to obtain SUSI Grant infomation and student debtors policy.

4. I am in receipt of Funding for all or part of my Tuition Fee.

2. **Postgraduate Non-EU Student 1st Year**. You will be presented with the choice of 3 payment options.
   - Full Fee Liability
   - Pay First Instalment (Note: 50% of fees are due to be paid before registration. This option will show balance of first instalment due if not paid in full pre-registration).
   - Funded
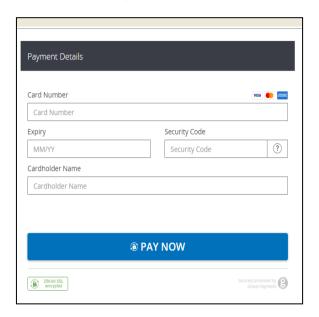
   Note: figures below are for illustration purposes only.

If you are in receipt of funding, you are required to pay the capitation fee of €70 on registration.

**Important Notice** - You were required to pay 50% of your Fee (as per letter of offer). Where this payment was not made select optioin 2 now.

Please select one of the following:

1. Settle Full Liability [Adjusted for payments made in advance of registration] €15007

2. Pay First Instalment [50% of net fee Adjusted for payments made in advance of registration] €9857

3. I am in receipt of Funding for all or part of my Tuition Fee.

After Selecting the relevant option for you, you will be brought to the Payment screen below.

Amount To Pay (EUR):	
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 ⌄

- The following card details screen will display:
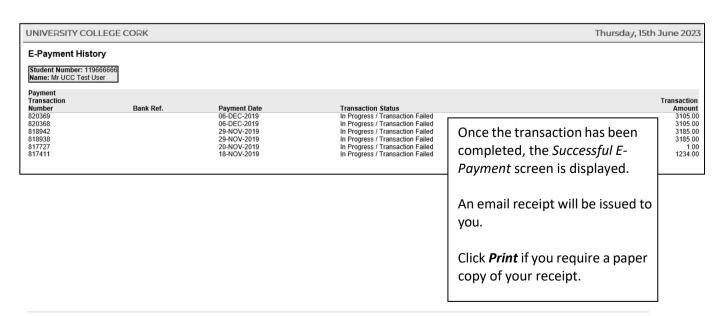
Enter all the **mandatory** fields, as follows:

*Card type (for *Visa Debit* select *Visa*)
*Card Number
*Security Code (cvn number is not applicable to laser cards)
*Expiry Date
*Cardholder Name
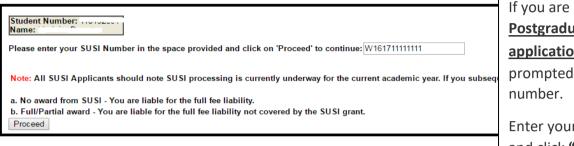
and click **"Pay Now".**

- 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

> **Student Number:** ▓▓▓▓▓▓▓
> **Name:** ▓▓▓▓▓▓▓
>
> Please enter your SUSI Number in the space provided and click on 'Proceed' to continue: `W161711111111`
>
> **Note:** All SUSI Applicants should note SUSI processing is currently underway for the current academic year. If you subseq
>
> a. **No award from SUSI** - You are liable for the full fee liability.
> b. **Full/Partial award** - You are liable for the full fee liability not covered by the SUSI grant.
>
> [Proceed]

If you are a **First Year Postgraduate SUSI application,** you will be prompted for your SUSI number.
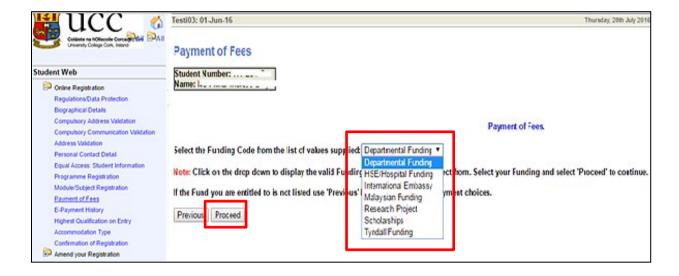
Enter your SUSI number and click **"Proceed".**

Important: Details of amounts to pay on registration for SUSI applicants can be found here: UCC Guidelines for SUSI Students | University College Cork

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 2025/2026 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.

- **Students who are funded are required to pay the €70 capitation fee on registration.**

Statement of Fees - Self Service
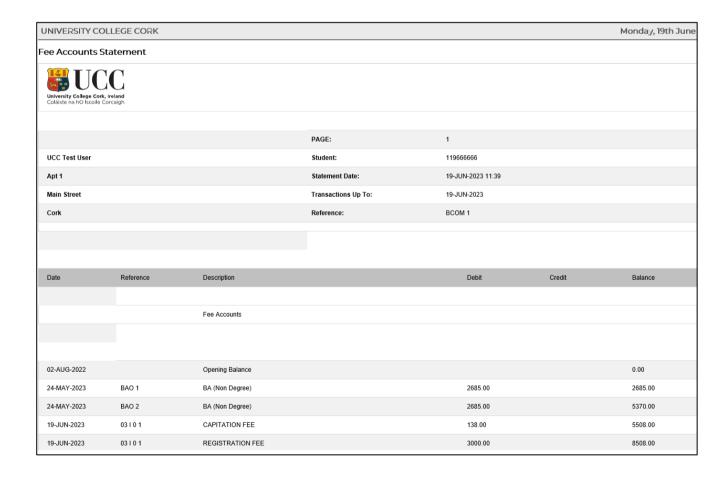
Statement of Fees is now available for you to print.

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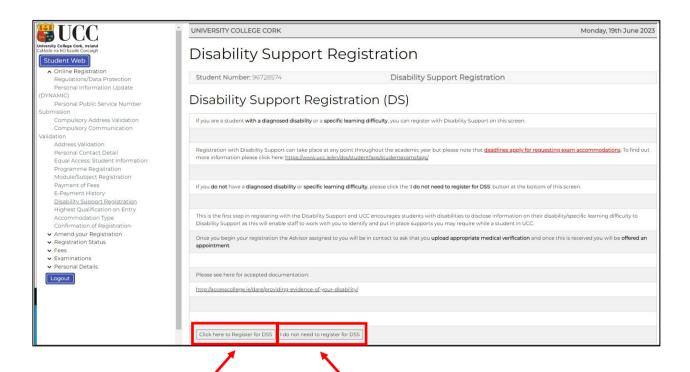
- Loan Applications
- Visa Requirements
- Where your employer is paying your Fees and requires an invoice to process a payment on your behalf. This statement can be used along with UCC Fee Account details see https://www.ucc.ie/en/financeoffice/fees/feepayments

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

UNIVERSITY COLLEGE CORK					Monday, 19th June

Fee Accounts Statement

PAGE:	1
Student:	119666666
Statement Date:	19-JUN-2023 11:39
Transactions Up To:	19-JUN-2023
Reference:	BCOM 1

UCC Test User
Apt 1
Main Street
Cork

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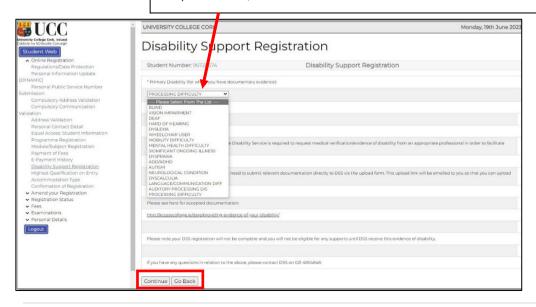
As part of your registration, you will be asked if you wish to register with the Disability Support Service (DSS). This service supports students with a diagnosed disability and students with a wide range of specific learning difficulties such as Dyslexia, Dyspraxia, and students with AS.

Click here if you wish to register with the Disability Support Service.
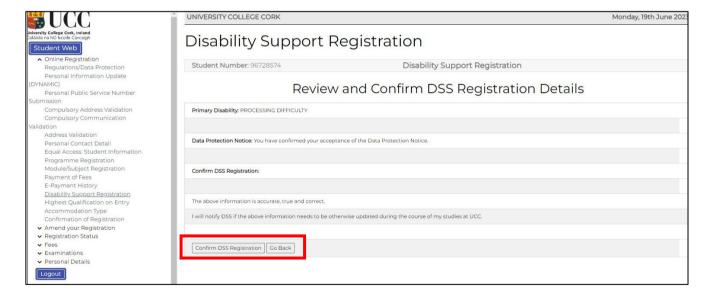
If you do not need to register with the DSS, click here. You will be taken to Step 13: **"Highest Qualification on Entry".**

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".**
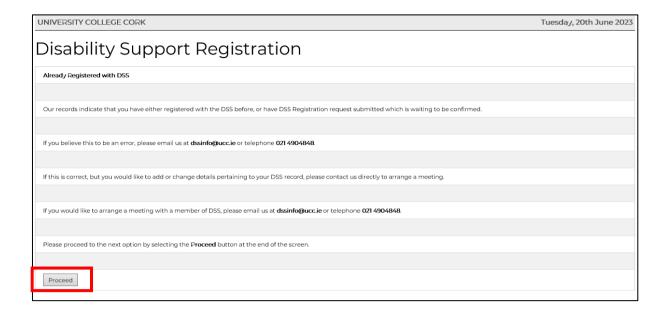
- The following screen will ask you to confirm your registration details:
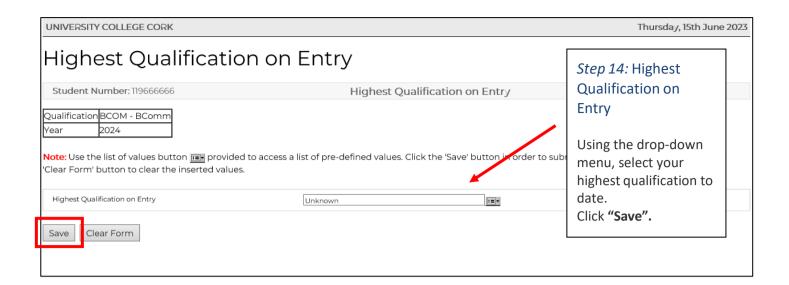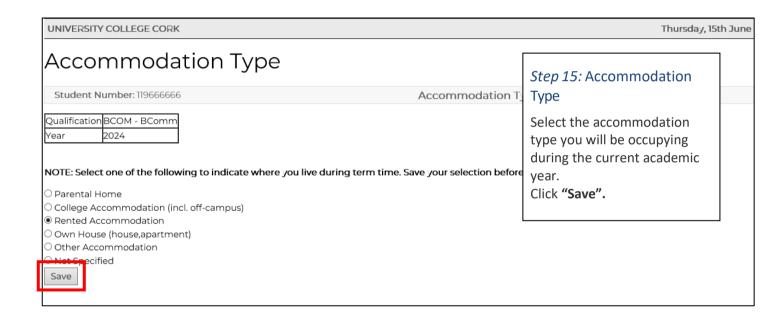
- You will also get an email to your UCC Student Account to confirm your DSS registration details.
- Once your DSS registration has been submitted, an Advisor from the DSS will be in contact with you to arrange an appointment for your Needs Assessment.
- A Needs Assessment can take approximately 30 minutes 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.
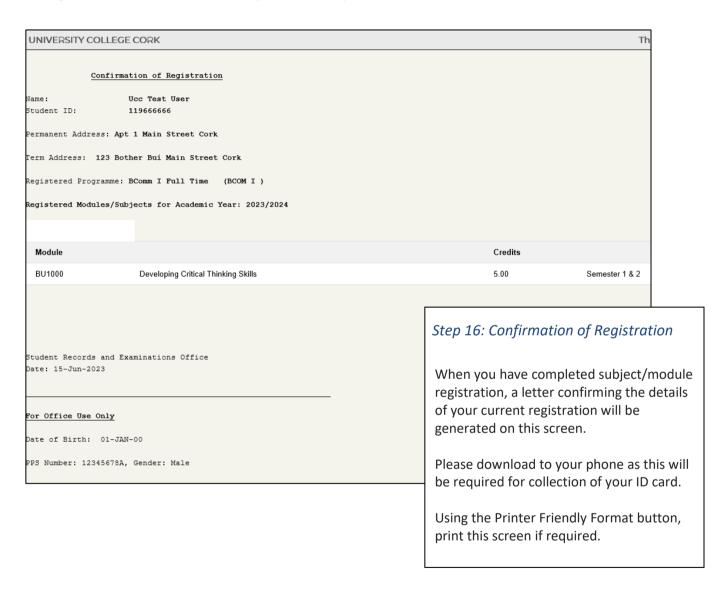Click **"Save".**

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).*

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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 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		
Support:	Students can log a self-service ticket using this link UCC Services Portal If you cannot access your student IT account and need to reset your MFA or password, you can use the link below to log a ticket. Self Service MFA/Password Reset Form		

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