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Welcome to UCC

Please note: Before starting the steps as laid out in these instructions, first years who have already accepted their offer from UCC will have received a registration email outlining the various steps involved in completing Registration, as well as an IT Password email.

We know this can be an exciting and daunting time so to help you along the way, we have developed this useful guide to take you through the registration process.

During registration, you will enrol on your degree programme, choose modules (if applicable), provide biographical information, complete fee payment and download your confirmation of registration.

Registration involves additional steps that we need you to complete. Once these are completed, you'll officially be confirmed as a UCC student. Please find additional steps relevant to your entry route here.

You may only make an appointment to collect your student ID card on full completion of registration of programme and modules. This ID card will be for the duration of your programme of study and will be validated each year as you progress through your programme.

If you have a question or are unsure of where to start, please check our helpful ASK page. Alternatively, submit your query here.

We wish you the very best of luck for the upcoming academic year!
Student Records and Examinations Office
Login – MyStudentAdmin

- 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.

- Once MFA is setup, go to http://sit.ucc.ie and click on the MyStudentAdmin login.

- Enter your Student 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 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.
**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 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.

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

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**

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”.

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 here immediately.

*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.
**The Next Step is only applicable to First Time Entrants to Higher Education.**

**STEP 8: Equal Access Student Information:**

Click the blue Equal Access Survey button to begin the survey.

Answer all relevant questions, and submit your answers using the “Submit Survey” button at the bottom of the survey.

The data collected by the survey will be returned to the HEA without names or personal information.

- **Note:** In the event of you not being able to complete the survey online, please contact us for assistance. Please proceed with the remaining steps of the Online Registration & Fee Payment process.
Students who have already registered online for 2022/2023 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/fitnessopapractise/](http://www.ucc.ie/en/academicsecretariat/fitnessopapractise/).
**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”.

See T&C’s below.
Module Registration - Terms & Conditions

**N.B. First Year Arts**

- Students must choose four subjects from the below groups, with no more than one subject from any group. See the General Section to see the conditions for each subject – ensure that the subjects selected allow for valid subject combinations in Second Year: Single, Major or Joint Honours.

1. Asian Studies, Computer Science, History, Portuguese  
2. (a) History of Art  
2. (b) Applied Mathematics, European Studies, Folklore, Greek and Roman Civilisation, Gaeilge/Irish  
3. Archaeology, Chinese Studies, German, Latin, Mathematics, Mathematical Studies, Politics  
4. French, Sociology, Studies in Music  
5. Béaloideas, Economics, English, Greek, Religions and Global Diversity  
6. (a)* Geography, Italian  
6. (b)*Celtic Civilisation, Philosophy, Spanish

**N.B. First Year Medicine**

- Students registering for First Year Medicine will register for 55 credits only, as the elective module will be registered with the School of Medicine.

- The School will inform the Student Records and Examinations Office of your choice of elective module and it will be registered at office level in mid-October. Further details are available from the School of Medicine.

- 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.

You may be presented with one of the following screens:

**Screen 1:**
- Answer Yes *only* where you previously attended a University, an Institute of Technology or Colleges of Education (excluding PLC and FETAC/QQI colleges). Once you have answered the question, the relevant payment options will be displayed – see below.

**Payment of Fees**

**Student Number:**

**Name:**

**Third Level, Higher Education**

**IMPORTANT:** To ensure your fee is calculated correctly, UCC needs to determine if you have previously attended a third-level higher education institution.

Please read in full before submitting your answer.

Previous attendance of third-level education institution includes any of the following:

1. If you have completed a third-level course.
2. If you have withdrawn from a third-level course before completing it.
3. If you are changing your third-level course.

Note: If you answer 'Yes' below, you will be required to download, complete and return a Previous Attendance Form to the Fees Office. Instructions on how to obtain a copy of this form will automatically be sent to the email address that you provided on your CAO application. In the absence of such an email it will be sent to the secondary email address provided by you during this registration.

**Have you previously attended a Third Level Educational Institution?**

*Yes*  *No*

If you have any queries with regards to the above, please contact fees@ucc.ie

**Screen 2:**

For 2022/23, the options for most students will be:

- Full Contribution €3,138
- First Instalment €1,638
- SUSI funding – Capitation only €138 now.

Amounts higher than this indicates non-entitlement to Tuition Fee Cover due to previous Higher Education attendance or assessment as EU fee paying student.

If this is not as expected, we suggest you pay the **first instalment €1,638** now, and continue with registration. Once you have completed registration, **contact us** with your fee query.
There are several categories of **First Year Undergraduate Student**, each of which will be presented with a screen with different payment options. Please select the option relevant to you.

1. **Undergraduate EU Student (Eligible for free Tuition fees and/or SUSI)**
   You will be presented with a choice of 3 payments options:
   - Full Student Contribution and Capitation Liability
   - First Instalment of Student Contribution and Capitation Liability
   - SUSI Applicants – Must pay €138

2. **Undergraduate EU Student (Ineligible for free Tuition fees)**
   You will be presented with a choice of 3 payments options:
   - Full Student Tuition and Student Contribution and Capitation Liability
   - First Instalment of Full Student Tuition and Student Contribution and Capitation Liability
   - Repeats

3. **International Student**
   You will be presented with a choice of 3 options:
   - Full Fee Liability
   - First Instalment of Tuition Fee
   - 100% Funded

4. **Undergraduate BSc Joint Programme UCC/CIT**
   You will be presented with just one payment option:
   - Capitation Fee

5. **Graduate Entry to Medicine**
   You will be presented with a choice of 3 options:
   - Full Fee Liability
   - First Instalment of Full Fee
   - Repeats

6. **Undergraduate BSc (Nursing Studies) and Evening Law**
   You will be presented with a choice of 3 options:
   - Full Student Tuition and Student Contribution and Capitation Liability
   - First Instalment of Full Student Tuition and Student Contribution and Capitation Liability
   - Repeats
Full Amount or First Instalment Payment Options and SUSI Applicant Option where SUSI student must pay €138 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.

![Image of payment screen]

- **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 (cash 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 online 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 ‘Fee’ option and click ‘Pay Outstanding Fees’ (It is important to note that the ‘Amount Due Now’ 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 proceed 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 Payment Screen and follow the multiple payment process as outlined above or use a Visa Card.

  Please select ‘Proceed’ to the E. Payment Screen.
• 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.

**Payment of Fees**

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

Amount To Pay (EUR): 1380

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/ERCODE

Country: Ireland

Note: If the address supplied above is not in Ireland, use the List function to select the country related to the address.

Check that the amount in the box above is correct before clicking ‘Pay Now’

Pay Now

Please ensure to provide all details above in relation to the account holder.

Failure of the data entered above to match that provided to the bank by cardholder may result in the payment not being 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 your payment at registration is successfully processed.

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.
International Students 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 2022/2023 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:
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](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”.

If you do not need to register with the DSS, click here.
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”.

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[Image of the UCC online registration form highlighting the highest qualification on entry and accommodation type sections.]
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 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).
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”.

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 regenerated with this updated information.

Ensure that you log out by clicking the red Logout at the bottom of the screen.
## Support Contacts

The following is available to help you with any queries:

**Registration Helpdesk**

Monday – Friday  
8:30am – 5pm

(021) 490 1807 / 1808 / 1809

**Student IT Support**

Monday – Friday: 8:30 – 21:00  
Saturday - 10:00 - 17:00  
Sunday - 10:00 - 17:00

Call (021) 4902120 or email sit@ucc.ie or alternatively log a support call. You can also chat to IT Services using MS Teams.

Answers to your UCC related questions can be found at UCC’s ASK website. Or you can contact us directly.