

# First Year- Undergraduate Registration Instructions



# UCC

University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

**Student  
Records &  
Examinations  
Office**

## 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 .....	7
4. Compulsory Address Validation.....	8
5. Compulsory Communication Validation .....	9
6. Address Validation.....	10
7. Personal Contact Details.....	10
8. Equal Access: Student Information.....	11
9. Registration of Programme .....	12
10. Registration of Compulsory Modules .....	13
11. Registration of Elective Modules .....	13
Module Registration - Terms & Conditions .....	14
12. Fee payment .....	15-22
13. Disability Support Registration.....	23-25
14. Highest Qualification on Entry.....	26
15. Accommodation Type.....	26
16. Confirmation of Registration .....	27
17. Amend your Registration .....	28
18. Support Contacts.....	29

## Welcome to UCC (University College Cork)

**Please note:** Before starting the steps as laid out in these instructions, first years who have already accepted their UCC offer 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 will 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 **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, you can submit a 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, 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/](http://www.ucc.ie/en/sit/support/) or phone 021-490 2120 option

2. You can also email [sit@ucc.ie](mailto:sit@ucc.ie)

## MyStudentAdmin

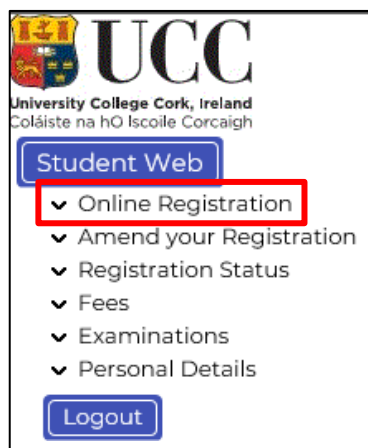
You can access MyStudentAdmin at <http://sit.ucc.ie>, all Student IT Services are detailed on this webpage, along with instructions on how to access them. If you experience an error accessing the UCC 'MyStudentAdmin' registration website, please ensure the following:

- 1 – Sign-out of your browser – e.g. – Sign out of your Google account.
- 2 – Open a New Browser and then access the UCC MyStudentAdmin website.”
- 3 – If the problem persists, please open a New Incognito Tab / New InPrivate Window in your Browser and then access the UCC MyStudentAdmin website.

## Boole Library

<https://libguides.ucc.ie/> library is the link to the Boole Library. Due to current restrictions, the Library has instigated many new systems, e.g. 'Scan and Deliver' and 'Click and Collect', which are managed electronically. Physical access to the library will be restricted until ID cards can be produced.

## Online Registration



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

- The following **steps for online registration** will display.



### STEP 1: Regulations/Data Protection

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

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

UNIVERSITY COLLEGE CORK

Personal Information Update (DYNAMIC)

Student Number: 119666666

Name: Mr UCC Test User

Note: Use the calendar button provided to select a date in the appropriate format. All fields entered information. Click the 'Revert Changes' button to restore the initial values.

Gender: M

Date of Birth: 01-JAN-00

Last Awarding Institution Attended: 4 IRISH INST. OF TECHNOLOGY

Surname: Test User

First Names: UCC

Initials: T1

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/EFTA/UK students only:** When **Registration** of your programme and modules has been completed, you will receive an email in the next week or two 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 (if applicable).
- **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.

UNIVERSITY COLLEGE CORK

Personal Public Service Number Submission

Personal Public Service Number Submission

Student Number: 119666666Personal 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 (available from [www.welfare.ie](http://www.welfare.ie)), 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

#### STEP 4: Compulsory Address Validation

All outstanding address details need to be completed.

The first three address lines (marked with \*) must be completed. Click **“Save”** after each address entry.

**Emergency Contact Address:** When recording address details of Emergency Contact Person, please enter the name of the person on the first line of the address field.

**Term Address:** This is where you will be living during the academic term. If you do not yet have a Term Address, please enter your Home Address again – you can update your Term Address later once it is finalised.

**Correspondence Address:** This is where you would like any correspondence from UCC to be sent.

**Permanent Home Address:** This is the home address where you are permanently living (this may be different to your term address if you are living away from home for the academic term). Ensure this is updated throughout your studies, as any correspondence being posted will be sent here.

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

### Compulsory Address Validation

Student Number: 124000001 Compulsory Address Validation

**Note:** The following Address details are **required**. All address lines marked with \* must be supplied. Remember to save the changes, with the button provided, before continuing with the next process. Use the scroll bar on the right of the screen to view all address details.

**Emergency Contact Address**

\*

\*

\*

Eircode

Save

**Term Address**

\*

\*

\*

Eircode

Save



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

### Compulsory Communication Validation

Student Number: 124000001 Compulsory Communication Validation

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

**Secondary Email**

Save

## STEP 5: Compulsory Communication Validation

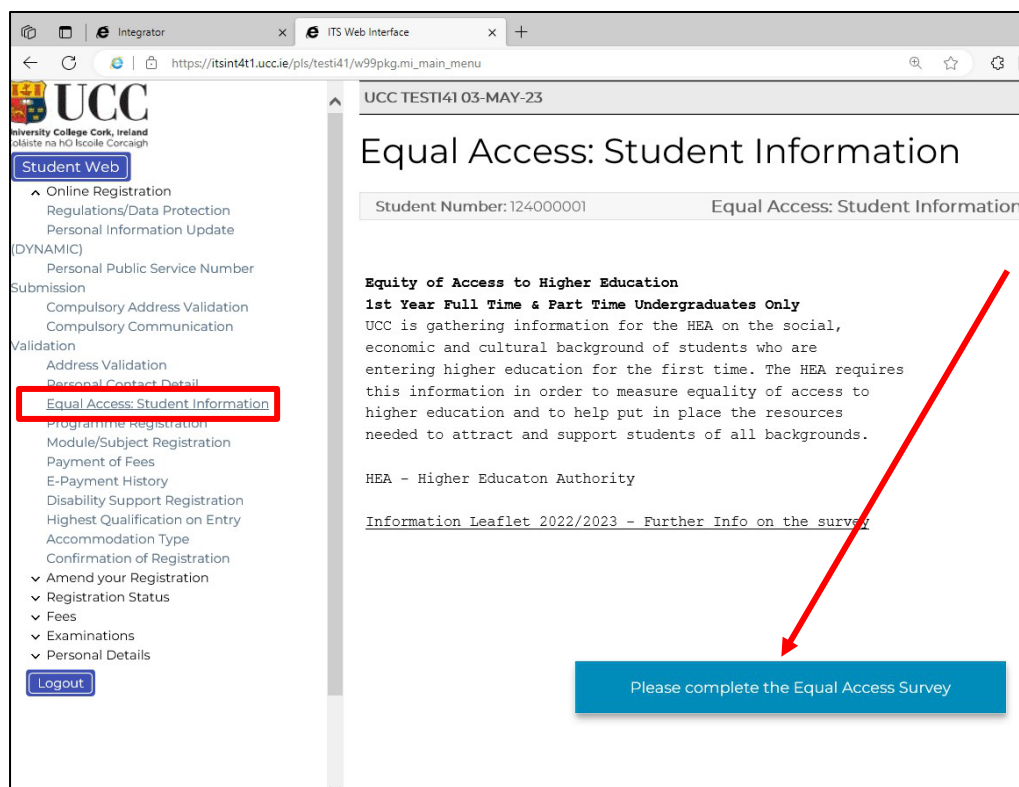
Enter your Secondary Email and click **“Save”**. This is your **CURRENT PERSONAL** email address, such as your Gmail or Hotmail account.

Please ***do not*** use your Umail address.

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



**\*\*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.

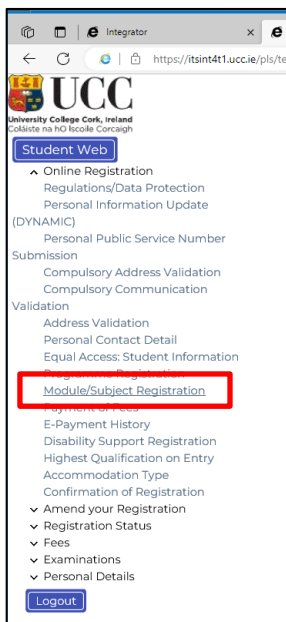
**STEP 9: Registration of Programme**

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

Check that the correct Programme is listed and click **“Yes”** to continue the registration process.

- Students who have already registered online for 2024/2025 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](#) for your registration to be updated accordingly.
- If the correct programme is not listed at this step, [contact the Student Records and Examinations](#).
- Please note: **FITNESS TO PRACTISE** is applicable to certain programmes.

If your selected programme is subject to UCC’s Fitness to Practise Policy, you must read and complete the Fitness to Practise Section by completing the Declaration as appropriate *before* you can complete the registration of your programme. For more information see: <http://www.ucc.ie/en/academicsecretariat/fitnesstopractise/>.



### STEP 10: Registration of Compulsory Modules

If your programme consists of only compulsory modules, you will not have to complete the “**Module Registration**” step – you will automatically be registered for the modules.

Move on to the next step by clicking “**Payment of Fees**”.

### STEP 11: Registration of Elective Modules

If your programme consists of core and elective modules, you will need to select your elective modules.

**To select your preferred module choice**, click on the radio button alongside each relevant module.

Continue to select modules to the value of **the full credit requirement for your programme, e.g., 60 credits**.

If you are satisfied with your choice, finalise your module registration by clicking “**Continue**”.

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

## Module/Subject Registration

Student Number: 124000001

Qualification	BCOM - BComm	View Qualification Structure
Year Of Study	2 - II	

**Note:** Please select the subjects/modules you wish to register for. Some compulsory subjects/modules have already been pre-selected for you. Click 'Remove' to exclude any of the currently selected subjects/modules from your registration.

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

Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
<input checked="" type="checkbox"/> BCM2 10 - BCOMM Optional Subject Group (10 Credits)	Semester 1 & 2	Yes	10

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

**Continue**



## Module Registration - Terms & Conditions

### **\*\*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:** (Where you have not contacted Fees Office prior to the registration process and application data indicates you may have previous attendance) [If you have contacted the Fees Office, staff will have advised you on how to complete this section].

- 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.

The screenshot shows a web form titled "Payment of Fees". The main heading is "Third-Level Higher Education previous attendance". Below this, there is an "IMPORTANT" section. The form is divided into two main parts: A and B. Part A is for "PLC or FETAC college-Previous attendance" and includes a note that this section does not apply if attendance was at a PLC or FETAC college only. Part B is for "All other Third-Level Higher Education college / University attendance - Previous attendance -" and includes a note that this section applies if attendance was at any of the following. Part B contains three numbered questions: 1. If you have completed a third-level course.- You select 'YES'; 2. If you have withdrawn from a third-level course before completing it.- You select 'YES'; 3. If you are changing your third-level course.- You select 'YES'. Below these questions, there is a note that when 'YES' is selected, an email will be sent to the application email address (usually CAO email) with a link to a form that must be completed. On form completion, the Fees office will notify you of the correct fees due. (Where you have already completed this form, please proceed as advised by the Fees Office). Part C is for "Where attendance as in A or B above does not apply to you select 'NO'". At the bottom of the form, there are two buttons: "Yes" and "No", which are highlighted with a red box.

- Where your answer is ‘YES’, the Total fee due that will present to you in the next page will include Tuition Fee. (Total Fee= Capitation, Student Contribution and Tuition Fee).
- If this is correct you can then select how you wish to pay (Pay all fees now or 1st Instalment or
- You can also take out a Payment Plan; in this case you will need to pay €1000 now at registration (Initial Payment) When you have completed registration visit UCC Payment Plan

and activate your plan. For details click on:

[I Would Like to Set Up A Payment Plan | University College Cork \(ucc.ie\)](#)

If the fee calculated is not what you expected, we suggest you pay the **first instalment €1,707** now, and continue with registration. Once you have completed registration, [contact us](#) with your fee query.

Or you may see **Screen 2**:

The options for most students will be:

- Full Contribution €3,3207
- First Instalment €1,707
- SUSI (Student Universal Support Ireland) funding – Capitation only €207 now.

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

If this is not as expected, we suggest you pay the **first instalment €1,707** 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 €207

**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/MTU**

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 €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.

UNIVERSITY COLLEGE CORK	Thursday, 15th June 20
Payment of Fees.	
Amount Due: €3138	
<b>Important Information:</b> 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.	
<input type="button" value="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 your payment at registration is successfully processed.

<https://www.ucc.ie/en/media/support/financeoffice/fees/FeesOffice-ExtraSecurityMeasures.pdf>

- The following card details screen will display:

Payment Details

Card Number

Expiry

Security Code

?

Cardholder Name

PAY NOW

256-bit SSL encrypted

Securely protected by Global Payments

Enter all the **mandatory** fields, as follows:

- \*Card type (for *Visa Debit* select *Visa*)
- \*Card Number
- \*Security Code (cvn number is not applicable to laser cards)
- \*Expiry Date
- \*Cardholder Name

and click **“Pay Now.”**

- NB: The system will require time to process the payment. Do not refresh your screen or hit the back button as it may impact on your fee payment.

UNIVERSITY COLLEGE CORK

Thursday, 15th June 2023

E-Payment History

Student Number: 119666666

Name: Mr UCC Test User

Payment Transaction Number	Bank Ref.	Payment Date	Transaction Status	Transaction Amount
820369		06-DEC-2019	In Progress / Transaction Failed	3105.00
820368		06-DEC-2019	In Progress / Transaction Failed	3105.00
818942		29-NOV-2019	In Progress / Transaction Failed	3185.00
818938		29-NOV-2019	In Progress / Transaction Failed	3185.00
817727		20-NOV-2019	In Progress / Transaction Failed	1.00
817411		18-NOV-2019	In Progress / Transaction Failed	1234.00

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

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.”

UCC  
Coláiste na hOllscoile Corcaigh  
University College Cork, Ireland

Test03: 01-Jun-16 Thursday, 28th July 2016

Student Web

- Online Registration
- Regulations/Data Protection
- Biographical Details
- Compulsory Address Validation
- Compulsory Communication Validation
- Address Validation
- Personal Contact Detail
- Equal Access: Student Information
- Programme Registration
- Module/Subject Registration
- Payment of Fees
- E-Payment History
- Highest Qualification on Entry
- Accommodation Type
- Confirmation of Registration
- Amend your Registration

Payment of Fees

Student Number: [Field]  
Name: [Field]

Select the Funding Code from the list of values supplied:

Note: Click on the drop down to display the valid Funding options. Select your Funding and select 'Proceed' to continue.

If the Fund you are entitled to is not listed use 'Previous'

Previous Proceed

Departmental Funding  
Departmental Funding  
HSE/Hospital Funding  
International Embassy  
Malaysian Funding  
Research Project  
Scholarships  
Tyndall Funding

- 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 2024/25 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:

Student Number [Field]  
Name: [Field]

Payment of Fees.

Your choice of funding has been recorded and you have to contact the Fees Office with your Funding Documentation.  
No Fees are currently Due. - Please proceed to the next option by selecting 'Proceed' below.

Proceed

Click “Proceed” to continue to the next step in the Online Registration

## Statement of Fees - Self Service

**Statement of Fees** is now available for you to print.

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

The Statement of Fees can be used for:


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

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

UNIVERSITY COLLEGE CORK

Monday, 19th June

Fee Accounts Statement



University College Cork, Ireland  
Coláiste na hOíscle Corcaigh

PAGE:

1

UCC Test User

Student:

119666666

Apt 1

Statement Date:

19-JUN-2023 11:39

Main Street

Transactions Up To:

19-JUN-2023

Cork

Reference:

BCOM 1

Date	Reference	Description	Debit	Credit	Balance
		Fee Accounts			
02-AUG-2022		Opening Balance			0.00
24-MAY-2023	BAO 1	BA (Non Degree)	2685.00		2685.00
24-MAY-2023	BAO 2	BA (Non Degree)	2685.00		5370.00
19-JUN-2023	03 I 0 1	CAPITATION FEE	138.00		5508.00
19-JUN-2023	03 I 0 1	REGISTRATION FEE	3000.00		8508.00

### Step 13: Disability Support Registration

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

UCC University College Cork, Ireland

Student Web

- Online Registration
- Regulations/Data Protection
- Personal Information Update (DYNAMIC)
- Personal Public Service Number Submission
- Compulsory Address Validation
- Compulsory Communication Validation
- Address Validation
- Personal Contact Detail
- Equal Access: Student Information
- Programme Registration
- Module/Subject Registration
- Payment of Fees
- E-Payment History
- Disability Support Registration
- Highest Qualification on Entry
- Accommodation Type
- Confirmation of Registration
- Amend your Registration
- Registration Status
- Fees
- Examinations
- Personal Details

Logout

UNIVERSITY COLLEGE CORK Monday, 19th June 2023

## Disability Support Registration

Student Number: 96728574 Disability Support Registration

### Disability Support Registration (DS)

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

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

If you do not have a diagnosed disability or specific learning difficulty, please click the 'I do not need to register for DSS' button at the bottom of this screen.

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

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

Please see here for accepted documentation:  
<http://accesscollege.ie/dare/providing-evidence-of-your-disability/>

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

Click here if you wish to register with the Disability Support Service.

If you do not need to register with the DSS, click here. You will be taken to Step 13: "Highest Qualification on Entry".

Please state your primary disability by selecting from the drop-down list, and then click "Continue".

UCC University College Cork, Ireland

Student Web

- Online Registration
- Regulations/Data Protection
- Personal Information Update (DYNAMIC)
- Personal Public Service Number Submission
- Compulsory Address Validation
- Compulsory Communication Validation
- Address Validation
- Personal Contact Detail
- Equal Access: Student Information
- Programme Registration
- Module/Subject Registration
- Payment of Fees
- E-Payment History
- Disability Support Registration
- Highest Qualification on Entry
- Accommodation Type
- Confirmation of Registration
- Amend your Registration
- Registration Status
- Fees
- Examinations
- Personal Details

Logout

UNIVERSITY COLLEGE CORK Monday, 19th June 2023

## Disability Support Registration

Student Number: 96728574 Disability Support Registration

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

PROCESSING DIFFICULTY

Please Select From The List

- BLIND
- VISION IMPAIRMENT
- DEAF
- HARD OF HEARING
- DYSLEXIA
- WHEELCHAIR USER
- MOBILITY DIFFICULTY
- MENTAL HEALTH DIFFICULTY
- SIGNIFICANT ONGOING ILLNESS
- DYSPRAXIA
- ADDIADHD
- AUTISM
- NEUROLOGICAL CONDITION
- DYSCALCULIA
- LANGUAGE/COMMUNICATION DIFF
- AUDITORY PROCESSING DIS
- PROCESSING DIFFICULTY

Please see here for accepted documentation:  
<http://accesscollege.ie/dare/providing-evidence-of-your-disability/>

Please note your DSS registration will not be complete and you will not be eligible for any supports until DSS receive this evidence of disability.

If you have any questions in relation to the above, please contact DSS on 021 4904848.

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



**UCC**  
University College Cork, Ireland  
Coláiste na Trí Chéile Corcaigh

**Student Web**

- Online Registration
  - Regulations/Data Protection
  - Personal Information Update
- (DYNAMIC)
- Personal Public Service Number
- Submission
  - Compulsory Address Validation
  - Compulsory Communication
- Validation
  - Address Validation
  - Personal Contact Detail
  - Equal Access: Student Information
  - Programme Registration
  - Module/Subject Registration
  - Payment of Fees
  - E-Payment History
  - Disability Support Registration
  - Highest Qualification on Entry
  - Accommodation Type
  - Confirmation of Registration
- Amend your Registration
  - Registration Status
  - Fees
  - Examinations
  - Personal Details

**Logout**

**UNIVERSITY COLLEGE CORK** Monday, 19th June 2023

## Disability Support Registration

Student Number: 96728574 Disability Support Registration

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

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

### Data Protection Notice

At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and accordance with Irish and European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with your rights under data protection law in relation to our processing of your data.

**Who we are:**

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

**How we collect your personal data:**

We collect your data from you when you complete this form. It will be used by us only in accordance with the purposes outlined in this notice.

**The purpose and legal basis for collecting your data:**

Any personal data you provide to us via this registration form will be processed fairly and lawfully.

The purpose of collecting this data is to register you with the Disability Support Service and begin the Needs Assessment. This will identify reasonable accommodations to place for you while in UCC. Any personal data you provide to us via this form will only be shared on a need-to-know basis.

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

**Continue to Review & Complete Registration** **Go Back**

You will then be taken to the Data Protection Notice. It is important that you read and understand this notice.

You will need to confirm that you have read and accepted the Data Protection Notice by ticking this box.

Once you have confirmed your acceptance, click on **"Continue to Review & Complete Registration"**.

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

**UCC**  
University College Cork, Ireland  
Coláiste na Trí Chéile Corcaigh

**Student Web**

- Online Registration
  - Regulations/Data Protection
  - Personal Information Update
- (DYNAMIC)
- Personal Public Service Number
- Submission
  - Compulsory Address Validation
  - Compulsory Communication
- Validation
  - Address Validation
  - Personal Contact Detail
  - Equal Access: Student Information
  - Programme Registration
  - Module/Subject Registration
  - Payment of Fees
  - E-Payment History
  - Disability Support Registration
  - Highest Qualification on Entry
  - Accommodation Type
  - Confirmation of Registration
- Amend your Registration
  - Registration Status
  - Fees
  - Examinations
  - Personal Details

**Logout**

**UNIVERSITY COLLEGE CORK** Monday, 19th June 2023

## Disability Support Registration

Student Number: 96728574 Disability Support Registration

### Review and Confirm DSS Registration Details

**Primary Disability:** PROCESSING DIFFICULTY

**Data Protection Notice:** You have confirmed your acceptance of the Data Protection Notice.

**Confirm DSS Registration:**

The above information is accurate, true and correct.

I will notify DSS if the above information needs to be otherwise updated during the course of my studies at UCC.

**Confirm DSS Registration** **Go Back**

- You will also get an email to your UCC Student Account to confirm your DSS registration details.
- Once your DSS registration has been submitted, an Advisor from the DSS will be in contact with you to arrange an appointment for your Needs Assessment.
- A Needs Assessment can take approximately 30 minutes to an hour and will look at any supports you may need during your time at UCC.

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

## Disability Support Registration

### Already Registered with DSS

Our records indicate that you have either registered with the DSS before, or have DSS Registration request submitted which is waiting to be confirmed.

If you believe this to be an error, please email us at [dssinfo@ucc.ie](mailto: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](mailto: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](mailto:dssinfo@ucc.ie).


UNIVERSITY COLLEGE CORK
Thursday, 15th June 2023

## 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 submit your selection. Click the '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”**.

UNIVERSITY COLLEGE CORK
Thursday, 15th June 2023

## Accommodation Type

Student Number: 119666666
Accommodation Type

Qualification	BCOM - BComm
Year	2024

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

- ☐ Parental Home
- ☐ College Accommodation (incl. off-campus)
- ☒ Rented Accommodation
- ☐ Own House (house,apartment)
- ☐ Other Accommodation
- ☐ Not Specified

Save

**Step 15: Accommodation Type**

Select the accommodation type you will be occupying during the current academic year. Click **“Save”**.

The Confirmation of Registration screen is an up-to-date record of your current registration. ANY changes to your registration will be reflected here immediately.

For programmes where Garda Vetting is compulsory you will be required to read and accept that you are only provisionally registered until these processes are complete.

**Please note:** You may amend the elective modules you have selected during registration, within the Change of Module deadline (*2 weeks after the start of each Semester*).

UNIVERSITY COLLEGE CORK			Th
<u>Confirmation of Registration</u>			
Name:	Ucc Test User		
Student ID:	119666666		
Permanent Address:	Apt 1 Main Street Cork		
Term Address:	123 Bother Bui Main Street Cork		
Registered Programme:	BComm I Full Time (BCOM I )		
Registered Modules/Subjects for Academic Year: 2023/2024			
Module		Credits	
BU1000	Developing Critical Thinking Skills	5.00	Semester 1 & 2
Student Records and Examinations Office			
Date: 15-Jun-2023			
<u>For Office Use Only</u>			
Date of Birth: 01-JAN-00			
PPS Number: 12345678A, Gender: Male			

### *Step 16: Confirmation of Registration*

When you have fully completed your online subject/module registration in **MyStudentAdmin**, you will come to a **Confirmation of Registration** step. Here you will be able to access your Confirmation of Registration which you can download if required.

**Please note that this is the only Confirmation of Registration that is available.**





## 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](mailto: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.