Ongoing - Undergraduate
Registration Instructions
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Welcome back to UCC

To take you through the registration process, we have developed this useful guide.

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

Wait until you receive an email to your student Umail account informing you that online registration and fee payment for the new academic year is open before following the steps below.

Your student ID card is valid for the duration of your programme. Should you need to replace your card, please visit Student ID Cards for more information.

If you have a question, please check our helpful ASK page, or 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

- N.B: Students are obliged to pay their required fee as part of the online registration process. Failure to pay your fees will result in Canvas being disabled and you may be denied access to book borrowing services within the Library.

- Go to http://sit.ucc.ie and click on the MyStudentAdmin login.

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

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

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

- The following steps for online registration will open.

**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.
If your name or birth date details need to be updated, bring your Passport or Birth Certificate to the Student Records and Examinations Office, 1st Floor, West Wing.

**STEP 2: Biographical Details**

1. Check that your biographical details are correct.
2. Select classification of last awarding institution attended. Click “Save”.

**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 PPS number is correct, click “Continue”.
- If your PPS 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.

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

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

**STEP 5: Compulsory Communication Validation**

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

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

**Important!** Please **do not** use: an email address belonging to another individual, a UCC student email or UCC staff email.
**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 on the portal 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.
STEP 8: Equal Access: Student Information

As this step is only applicable to first time entrants to higher education, you are not required to complete the survey.

Please continue with the Registration Process by clicking on “Programme Registration”.

STEP 9: Registration of Programme

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

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

- If the correct programme is not listed at this step, contact the Student Records and Examinations.

- Please note: FITNESS TO PRACTISE is applicable to certain programmes.

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

- **Note:** Students who do not pass the Year III Abroad programmes at the Autumn 2022 examinations will be provisionally registered for the Final Year of their programme in the 2022/23 Academic Year, pending results from the Winter 2022 examination board.

- **N.B.** Registration in certain elective modules are provisional as quotas apply. The relevant Departments shall advise the Student Records and Examinations Office of the successful students in each module and those outside the given quota will be required to re-select their elective module(s).

- 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.

- If your programme involves selecting some Elective/Optional modules, click on “View Qualification Structure” for the Programme Requirements. Please ensure that you are fulfilling the requirements of the programme.
Fee Payment

**STEP 12: Payment of Fees**

Click “Payment of Fees”. Read the Fee Debtor Policy (Student Debtor Policy) to ensure that you are aware of the terms and conditions with regard to payment of your fees.

All payments at registration should be made on MyStudentAdmin, in the section ‘Online Registration’ and at the step ‘Payment of Fees’.

*Selecting any other screen may show fees due which include the amount of Tuition that will be paid by the government under the Free Fees initiative.*

For 2022/23, the options for most students will be:
Full €3,138
First Instalment €1,638
SUSI funding – Capitation only €138 now.

Amounts higher than this indicates non entitlement to Tuition Fee Cover for reasons such as: repeat year of study / continual assessment as ‘EU fee rate ‘paying student / Deferral assessment to be completed.

If amounts displayed here are higher than 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.

Where amounts are lower than the above listed options, it may be that there was a credit balance on your account due to over payment in a previous year.
There are several categories of **Ongoing Undergraduate Student**, each of which will be presented with a slightly different payment screen displaying the relevant fee options:

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

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

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

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

5. **Undergraduate BSC Joint Programme UCC/CIT**
   You will be presented with just one payment option:
   - Capitation Fee (Pay €138)

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

- **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.

![Payment of Fees](Image)

- 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 Screen](Image)

Please provide the bank account details of the person paying the fees as asked above. **If details do not match those recorded with the bank**, then the payment will not go through correctly. You will get the error code:

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".
- 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.
100% Funded

- Use the drop-down menu to select the type of funding you are in receipt of.
- Click “Proceed”.

- You will be presented with the following screen.
- Click “Proceed” to continue to the next step in the Online Registration process.
Statement of Fees - Self Service

Statement of Fees is now available for you to print.

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

The Statement of Fees can be used for:

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

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

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

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

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

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

If you do not need to register with the DSS, click here. You will be taken to Step 13: “Highest Qualification on Entry”.
The final screen shows that your DSS registration has been submitted. You will also get an email to your UCC Student account confirming this. Once your DSS registration has been submitted, an Advisor from the DSS will be in contact with you to arrange an appointment for your Needs Assessment. A Needs Assessment can take approximately 30 minutes to an hour and will look at any supports you may need during your time at UCC.

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

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

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

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

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).
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 re-generated with this updated information.

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

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<tr>
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<th>Registration Helpdesk</th>
<th>Student IT Support</th>
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| **Registration Helpdesk** | Monday – Friday  
8:30am – 5pm  
(021) 490 1807 / 1808 / 1809 | 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. |
| **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. |