

# Ongoing - Undergraduate Registration Instructions



**UCC**

University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

**Student  
Records &  
Examinations  
Office**

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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 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 steps 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](#) website. 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

### 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 log 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 \(youtube.com\)](https://www.youtube.com/watch?v=UCC_Student_IT_Account_Set_Up)

- 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 uemail 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 (uemail)

Please ensure that you login to your uemail account with your newly reset password. Your uemail 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/](http://www.ucc.ie/en/sit/support/) or phone 021-490 2120 option 2.

### MyStudentAdmin

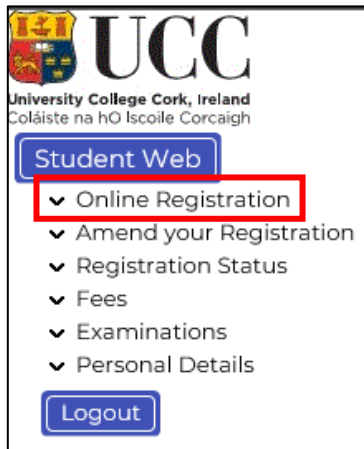
You can access MyStudentAdmin at <http://sit.ucc.ie>, all Student IT Services are detailed on this webpage, along with instructions on how to access them. If you experience an error accessing the UCC 'MyStudentAdmin' registration website, please ensure the following:

- 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 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/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.

# Personal Public Service Number Submission

## Personal Public Service Number Submission

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.

The screenshot shows the 'Compulsory Address Validation' page on the UCC website. The page header includes the UCC logo, 'UCC TEST141 03-MAY-23', and the date 'Thursday, 15th June 20...'. The main heading is 'Compulsory Address Validation'. Below the heading, the student number '124000001' is displayed. A note states: '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.' The form is divided into two sections: 'Emergency Contact Address' and 'Term Address'. Each section contains five input fields, with the first three marked with an asterisk (\*). The 'Eircode' field is located to the right of the fifth input field in each section. A 'Save' button is located to the right of the 'Eircode' field in each section. A red box highlights the first three input fields in both sections, and another red box highlights the 'Save' button in each section. The left sidebar contains a navigation menu with options like 'Student Web', 'Online Registration', 'Regulations/Data Protection', 'Personal Information Update', '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', and 'Personal Details'. A 'Logout' button is also present at the bottom of the sidebar.

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

## 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

UNIVERSITY COLLEGE CORK Thursday, 15th June

## Address Validation

Student Number: T1966666 Address Validation

**Note:** If your address details have changed, enter the new details in the lines provided next to the current address details. All address lines marked with \* must 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.

Current Details	New Details
<b>Permanent Home Address</b>	<b>Update / Enter Details Here</b>
Apt 1	<input type="text"/>
Main Street	<input type="text"/>
Cork	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Eircode <input type="text"/>
	<input type="button" value="Save"/>
<b>Emergency/ Contact Address</b>	<b>Update / Enter Details Here</b>
Test User Home 1	<input type="text"/>
Test User Main Street 1	<input type="text"/>
Test User Cork 1	<input type="text"/>
	<input type="text"/>

### STEP 6: Address Validation

If you do not have an address in Cork right now, please enter your **home address** so that you can proceed to the next step. Once you have secured accommodation in Cork, please update your details immediately.

**Please note** you must complete all fields even if you are living at home or away. Double check your current address details. If your address has changed, please update this now and click **“Save”**.

*\*Emergency Contact Address:* In this section, please enter the name of the person on the first line of the address field. It is mandatory for all Irish Students to enter an **Eircode**. This does not apply to non-EU students.

### STEP 7: Personal Contact Detail

Double check your contact details. Should you need to update any of these details, enter the updated information in the corresponding box, and click **“Save”**. Your new contact details will be displayed immediately.

UNIVERSITY COLLEGE CORK Thursday, 15th June

## Personal Contact Detail

Student Number: T21341461 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
<b>Mobile Telephone Number</b>	<b>Update / Enter Details Here</b>
	<input type="text"/>
	<input type="button" value="Save"/>
<b>Home Telephone Number</b>	<b>Update / Enter Details Here</b>
	<input type="text"/>
	<input type="button" value="Save"/>
<b>Secondary Email</b>	<b>Update / Enter Details Here</b>
katebrohan@icloud.com	<input type="text"/>
	<input type="button" value="Save"/>
<b>Emergency/ Contact Telephone No</b>	<b>Update / Enter Details Here</b>
	<input type="text"/>
	<input type="button" value="Save"/>

## Equal Access: Student Information

Student Number: 119666666

Equal Access: Student Information

You are not required to complete the survey.

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**".

The screenshot shows the 'Programme Registration' page on the UCC website. The left-hand navigation menu has 'Programme Registration' highlighted with a red box. The main content area displays the student's registration details, including the Student Number (119666666) and the Programme (BCOM). Below the details, there is a section titled 'You are about to register for the programme:' with fields for Code (BCOM), Name (BComm), Study Mode (Full Time), and Year of Study (1). At the bottom of this section, there is a question 'Do you want to continue with registration?' with 'Yes' and 'No' buttons. A red box highlights these buttons, and a red arrow points to them from a text box on the right.

**STEP 9: Registration of Programme**

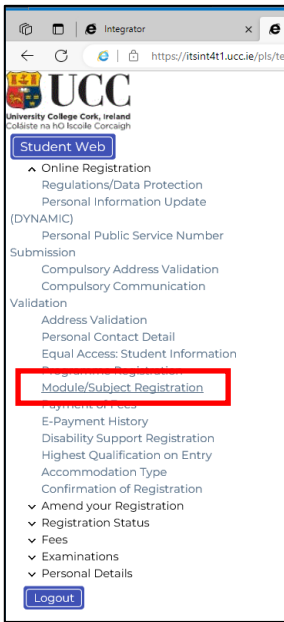
Click “**Programme Registration**”. You will be prompted that you are about to register.

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

- Students who have already registered online for 2023/2024 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**”.

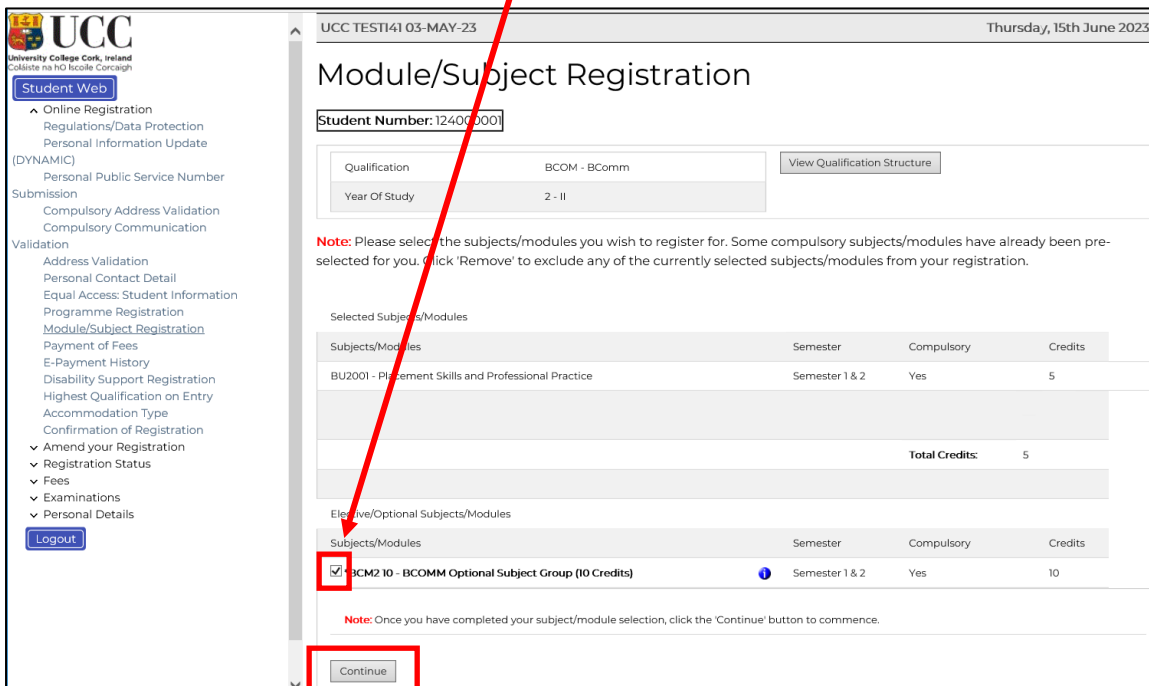
### STEP 11: Registration of Elective Modules

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**”.



## Module Registration - Terms & Conditions

- **Note:** Students who do not pass the Year III Abroad programmes at the Autumn 2023 examinations will be *provisionally* registered for the Final Year of their programme in the 2023/24 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

First Instalment to be paid here- you should have your card details available to make a payment when asked. SUSI applicants now pay €207.

### 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.**

### Screen 1: Example displayed if Undergraduate EU

Payment of Fees.

Your Full Fee Liability is €3207

**Important Notice:** Your First Instalment of Fees is due at registration.  
To pay First instalments select option 2 below.

Please select one of the following:

1. [Settle Full Liability](#) €3207
2. [Pay First Instalment](#) €1707
3. [SUSI Applicants \(Capitation Only\)](#) €207

**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 information and student debtors policy.



Student (Eligible for free Tuition fees)-Need to select one of these options

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: see table

Category	Eligibility Description	Payment Option
Undergraduate EU Student (Eligible for free Tuition fees and/or SUSI)	Eligible for free Tuition or SUSI grant	Full Student Contribution & Capitation Fee 1st Instalment of Student Contribution & Fee SUSI Applicants-must pay €207.
Undergraduate EU Student (Ineligible for free Tuition fees)	Not eligible for free tuition	Full Student Tuition, Student Contribution & Capitation Fee First Instalment of all fees Repeats-€500 now at registration.
International Student	International tuition status	Full Fee Liability First Instalment of Tuition & Capitation Fee 100% Funded-must pay €207
Undergraduate BSc Joint Programme UCC/MTU	Joint UCC/MTU programme	Capitation Fee
Graduate Entry to Medicine	Graduate entry programme	Full Fee Liability First Instalment of Full Fee Repeats
Undergraduate BSc (Nursing Studies) and Evening Law	Nursing/Evening Law students	Full Student Tuition, Student Contribution & Capitation First Instalment of all fees Repeats

**Progressing Students** may be presented after selecting a payment option with advice that there is a credit that can be used against their payment now.

They will get this advice below after selecting payment option.

We advise you to use this as there may be an overpayment on your account from previous year that we were not able to refund up to this point.

TESTI03: 09-APR-25 Friday, 25

Student Number: [REDACTED] Payment of Fees

[Payment of Fees.](#)

**Amount Due: €3207**

You have a credit due to you on your students account, do you want to set it off against your payment now?

**Screen 2** (After selection above)-Click **“Proceed”** to begin the fee payment process.

Payment of Fees.

Amount Due: €1707

**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.

Your card provider may have a daily limit on transactions. Please check this if you encounter an error with payment.

Please select 'Proceed' to the E Payment Screen.

Proceed

In the following screen you can change the amount in the **Amount to Pay (EUR)** box, by backspacing out the amount that defaults into this box and inputting the amount you wish to pay(Circled in red below)

**Note:** Click the "Pay Now" button to continue with the transaction.

Amount To Pay (EUR):

Card Holder Name

Payment Type:  ▼

**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  ▼ Mobile Phone Number

Address Line 1

Address Line 2

Address Line 3

City

Postal Code/EIRCODE

Country:  ▼

**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'**

At the next screen you need to supply your card details and progress with your payment.

- The following card details screen will display:

Payment Details

Card Number VISA

Card Number

Expiry MM/YY Security Code Security Code

Cardholder Name

Cardholder Name

**PAY NOW**

256-bit SSL encrypted Security processed 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.

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 hOileáine Corcaigh  
University College Cork, Ireland

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

### Payment of Fees

Student Number: [Redacted]  
Name: [Redacted]

Select the Funding Code from the list of values supplied:

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

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

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

Previous 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 2025-26 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 [Redacted]  
Name: [Redacted]

### 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

- You will be returned to the payment screen to pay the ‘Capitation Fee’ as this fee is not covered by most Funding agencies.

## 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	
<b>Fee Accounts Statement</b>					
					
		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   0 1	CAPITATION FEE	138.00		5508.00
19-JUN-2023	03   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.

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/studentfaq/studentexamsfaq/>

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 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"**.

UNIVERSITY COLLEGE CORK Monday, 19th June 2023

### Disability Support Registration

Student Number: 96728574 Disability Support Registration

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

Please Select From The List

- BLIND
- VISION IMPAIRMENT
- DEAF
- HARD OF HEARING
- DYSLEXIA
- WHEELCHAIR USER
- MOBILITY DIFFICULTY
- MENTAL HEALTH DIFFICULTY
- SIGNIFICANT ONGOING ILLNESS
- DYSPRAXIA
- ADD/ADHD
- 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.

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](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).




## 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 entry. Click the 'Clear Form' button to clear the inserted values.

Highest Qualification on Entry

Unknown  

### 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 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 page.

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

### 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*).

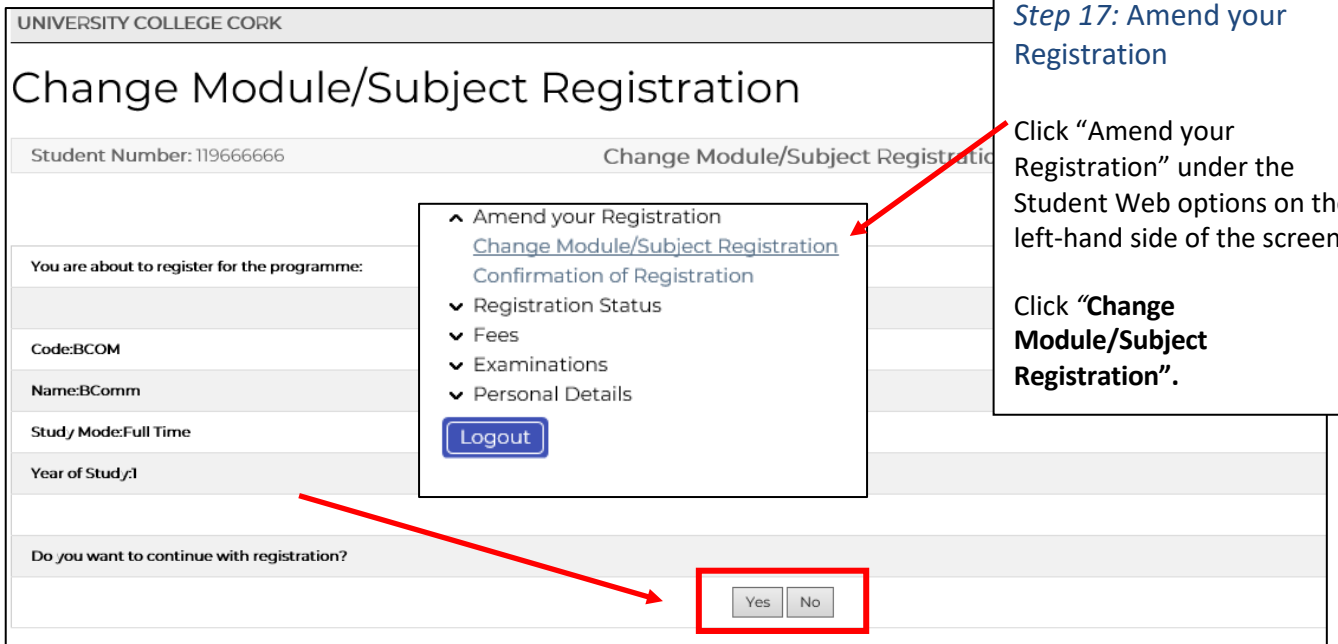
UNIVERSITY COLLEGE CORK		Th	
<u>Confirmation of Registration</u>			
Name:	Ucc Test User		
Student ID:	119666666		
Permanent Address:	Apt 1 Main Street Cork		
Term Address:	123 Bother Bui Main Street Cork		
Registered Programme:	BComm I Full Time (BCOM I )		
Registered Modules/Subjects for Academic Year:	2023/2024		
<div style="background-color: #e0e0e0; padding: 5px;"> </div>			
Module		Credits	
BU1000	Developing Critical Thinking Skills	5.00	Semester 1 & 2
<div style="background-color: #e0e0e0; padding: 5px;"> </div>			
Student Records and Examinations Office			
Date: 15-Jun-2023			
<hr/>			
<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 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.

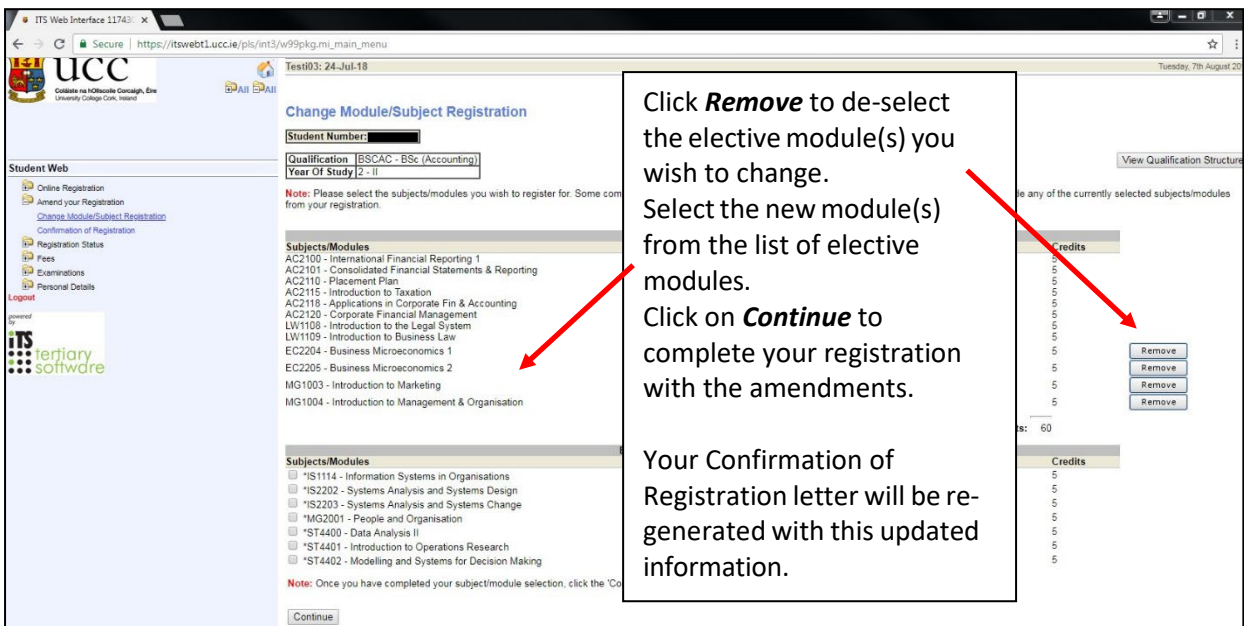
Using the Printer Friendly Format button, print this screen if required.



**Step 17: Amend your Registration**

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 [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.