# First Year-Undergraduate

## Registration Instructions

# Contents

# Welcome to UCC (University College Cork)

> **Please note**: Before starting the steps as laid out in these instructions, <u>first years who have already accepted their offer from UCC</u> 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

- You must secure your UCC Student IT Account with Multi-factor Authentication (MFA) **before attempting to complete the steps below.** See the MFA & Security webpage for further information.

- Once MFA is setup, go to IT Services for Students | University College Cork (ucc.ie) and click on the **MyStudentAdmin** icon.
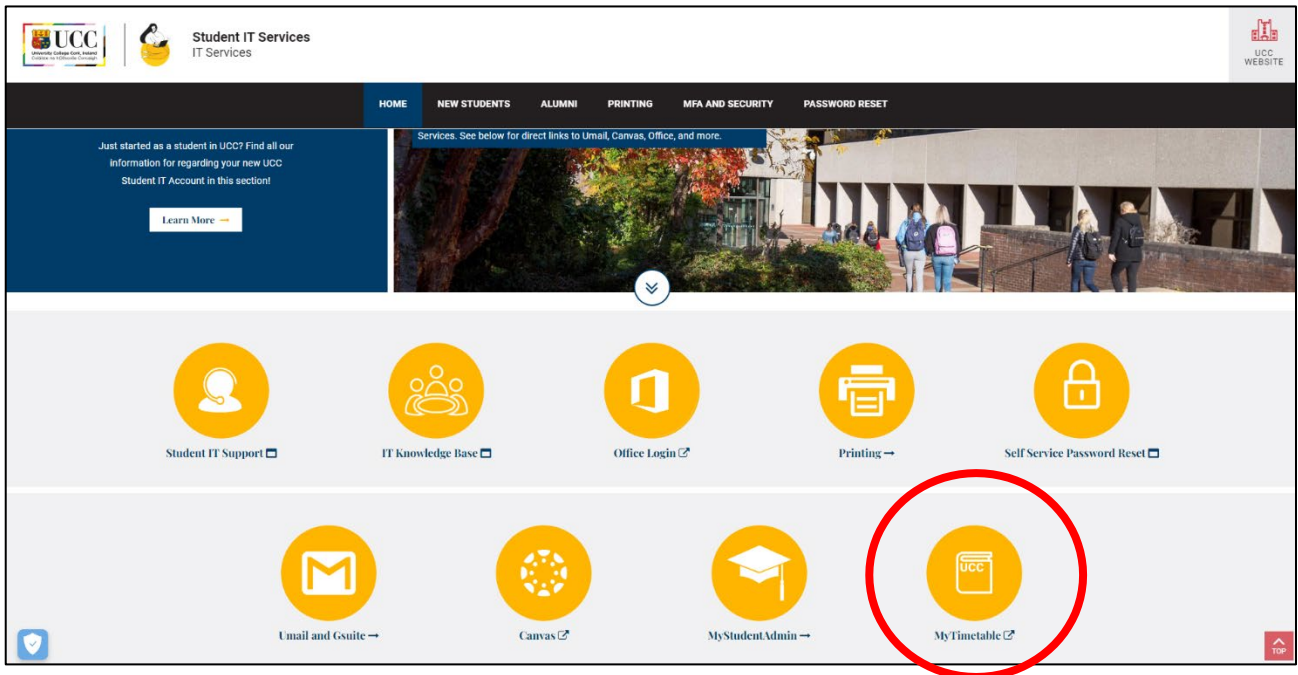


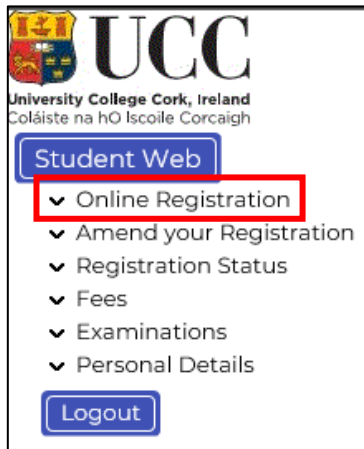- Enter your full UCC student email address and password when prompted at the screen below:
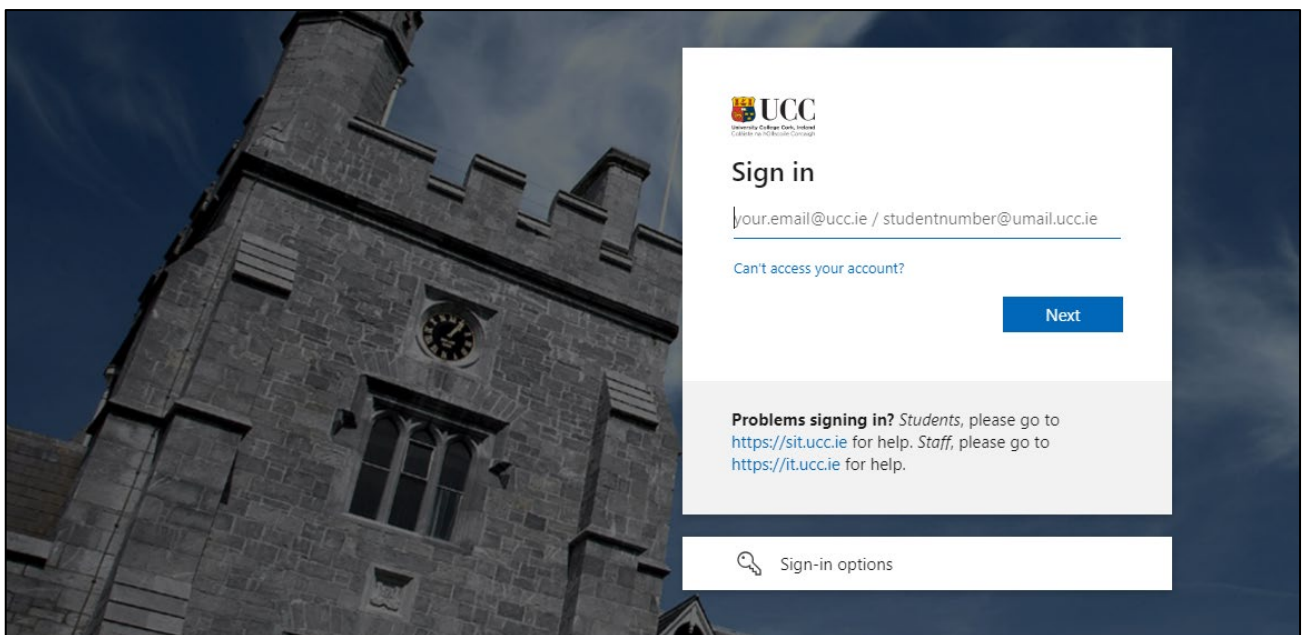


- Please note, your student Umail account is used for *ALL* official communication from the University, including fees, exams and conferring information.

# Online Registration



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

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



*STEP 1:* Regulations/Data Protection

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

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

*STEP 2:* Biographical Details

1. Check that your biographical details are correct.

2. Select classification of last awarding institution attended. Click **"Save".**

- **For EU/UK students only:** When **Registration** of your programme and modules has been completed, you will receive an email in the coming weeks containing instructions to upload personal identity documentation. Acceptable forms of Documentation include a valid Passport (Photo page), Birth Certificate, Irish NDLS Driving Licence (new Credit Card format only) or Marriage Certificate.

- **Please note for all students:** Throughout the Registration process the name you provide – and its spelling – MUST EXACTLY MATCH the name printed on any of your personal identity documents (see acceptable forms listed above).

  The details provided by you informs your student record for the duration of your studies and will appear on official documentation such as your certified Academic Transcript and the Parchment received on graduation, so please make sure it is correct.

- Once you have completed **Registration** of your programme and modules, you may also book an appointment to collect your student ID card.

- If you any questions on the above, check out UCC's ASK webpage where you will find more information.

UNIVERSITY COLLEGE CORK

# Personal Public Service Number Submission

## Personal Public Service Numbe

Student Number: 119666666     Personal Public Service Number Submission

**Note:**
Please supply your PPS Number in the space provided below and select Continue to proceed.
If your PPS number is displayed correctly, select Continue to proceed.
If your PPS number displayed is incorrect, please enter the correct PPS number and select Continue to proceed.

PPS Number:              12345678A

Continue

---

*STEP 3:* Personal Public Service Number Submission

You will be presented with the following screen.

If you have an Irish PPS number, and it is not already displayed, **please provide it in this block**.

If your PSS number is correct, click **"Continue"**.

If you do not have an Irish PPS number, you do not have to provide anything in this block. Simply click **"Continue"** to proceed with Registration.

*STEP 4:* Compulsory Address Validation

All outstanding address details need to be completed.

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

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

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

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

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

**STEP 5:** Compulsory Communication Validation

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

Please *do not* use your Umail address.

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

**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.

**The Next Step is only applicable to <u>First Time</u> Entrants to Higher Education.**
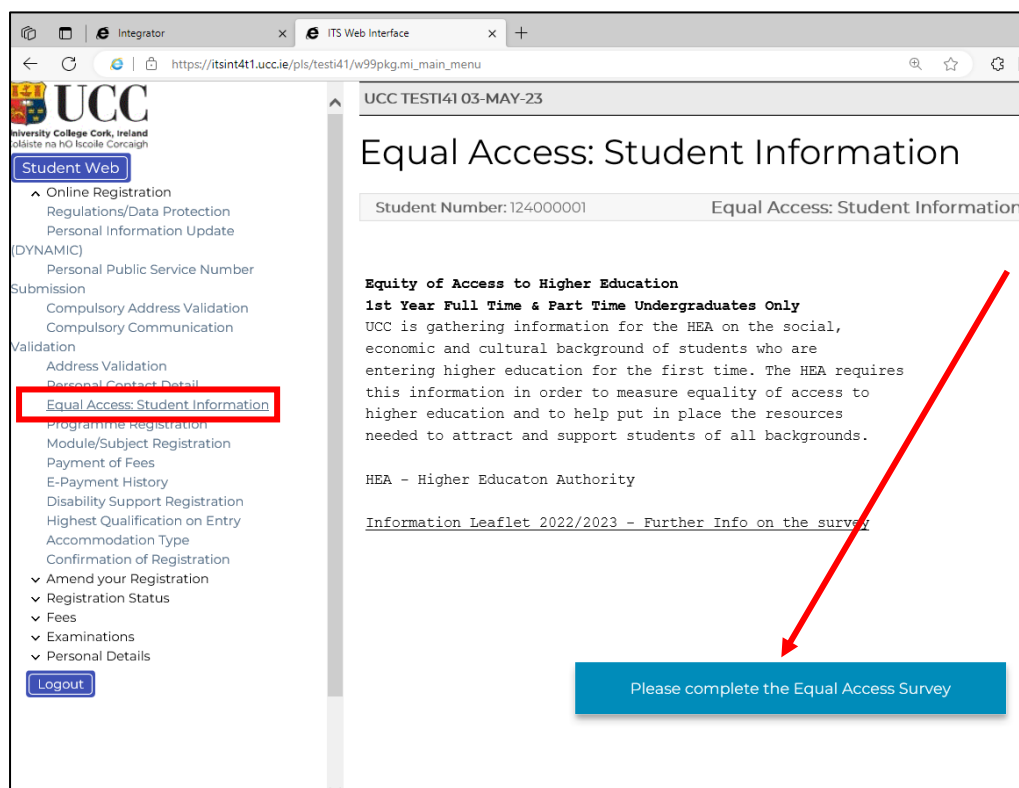
Click the blue Equal Access Survey button to begin the survey.

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 <u>contact us for assistance</u>. Please proceed with the remaining steps of the **Online Registration & Fee Payment** 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/.
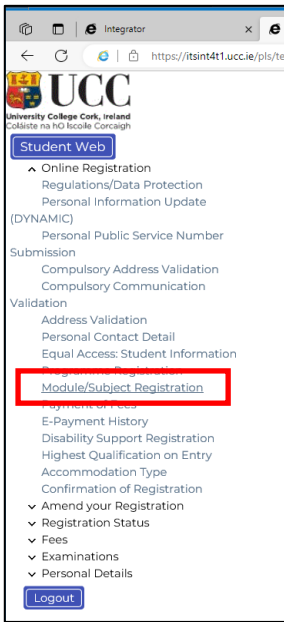
**STEP 10:** Registration of Compulsory Modules

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".**
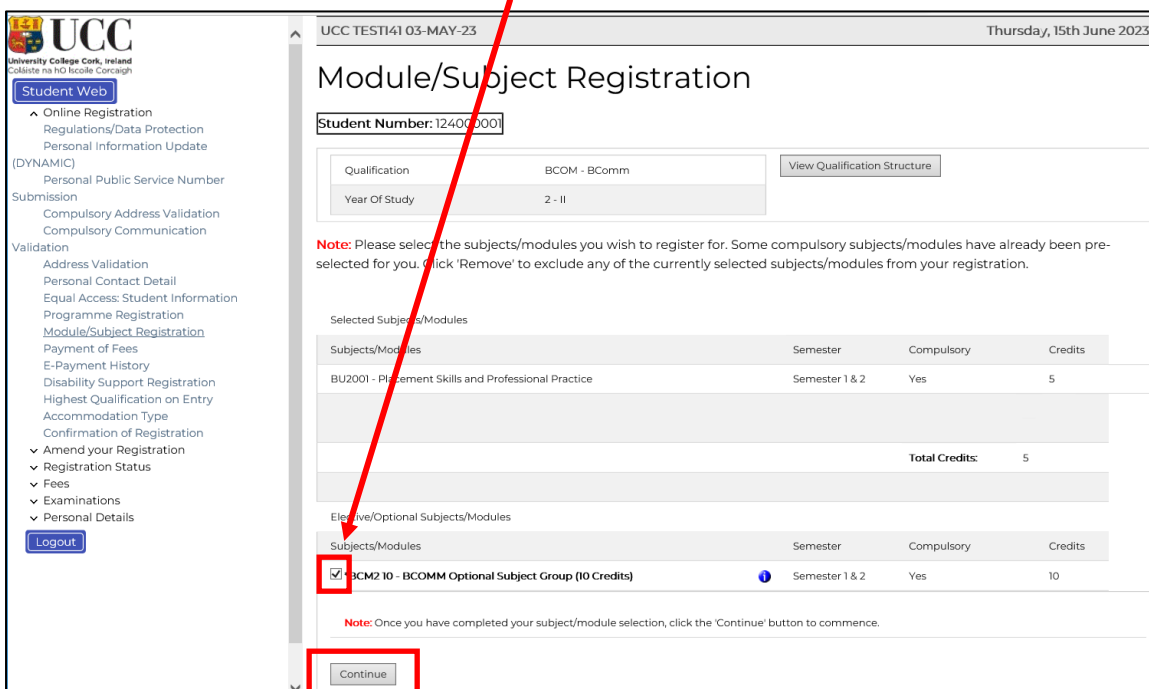
# Module Registration - Terms & Conditions

**\*\*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.



- 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 €1,638** 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 €3,138
- First Instalment €1,638
- SUSI (Student Universal Support Ireland) funding – Capitation only €138 now.

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

If this is not as expected, we suggest you pay the **first instalment €1,638** now, and continue with registration. Once you have completed registration, [contact us](#) with your fee query.



UNIGATE COLLEGE CORK                                                      Thursday, 15th June 20

## Payment of Fees

Student Number: 119666666                                      Payment of Fees

**Payment of Fees.**

**Your Full Fee Liability is €3138**

**Important Notice:** Fee payment is part of the on-line registration process. If you do not pay your fees, your access to UCC student services (Mardyke Arena, Canvas and book borrowing services within the Library) may be denied. Details are available in the UCC Student Debtor Policy.

Please select one of the following:

1. Full Student Contribution and Capitation Liability €3138

2. First Instalment of Student Contribution and Capitation Liability €1638

3. SUSI Applicants (Capitation Only) €138
**Note:** All SUSI Applicants should note SUSI processing is currently underway for the current academic year. If you subsequently receive:

a. No award from SUSI - You are liable for the full fee liability.

There are several categories of **First Year Undergraduate Student**, each of which will be presented with a screen with different payment options. Please select the option relevant to you.

1.  **Undergraduate EU Student (Eligible for free Tuition fees and/or SUSI)**
    You will be presented with a choice of 3 payments options:

    - Full Student Contribution and Capitation Liability
    - First Instalment of Student Contribution and Capitation Liability
    - SUSI Applicants – Must pay €138

2.  **Undergraduate EU Student (Ineligible for free Tuition fees)**
    You will be presented with a choice of 3 payments options:

    - Full Student Tuition and Student Contribution and Capitation Liability
    - First Instalment of Full Student Tuition and Student Contribution and Capitation Liability
    - Repeats

3.  **International Student**
    You will be presented with a choice of 3 options:

    - Full Fee Liability
    - First Instalment of Tuition Fee
    - 100% Funded

4.  **Undergraduate BSc Joint Programme UCC/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 €138 at registration.

- **Read this screen carefully** – some bank cards have a transaction limit which may necessitate multiple transactions to complete fee payment.

- Click **"Proceed"** to begin the fee payment process.



UNIVERSITY COLLEGE CORK                                                      Thursday, 15th June 20

**Payment of Fees.**

Amount Due: €3138

**Important Information:** If you are using a Visa Card you should be able to settle the amount above in one payment transaction on the next screen.

If you are using a Visa Debit Card (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.**

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 you 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:



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.

An email receipt will be issued to you.

Click *Print* if you require a paper copy of your receipt.

## International Students 100% Funded

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

- Click **"Proceed."**



- Please select the relevant funding. You will be sent an email requesting that you upload **proof of funding**. Please submit your **proof of funding** by uploading the relevant document where requested.

- For the 2023/2024 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:



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** | | | |

| | 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.



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

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

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

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

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

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

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



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

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

## Disability Support Registration

**Already Registered with DSS**

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

If you believe this to be an error, please email us at **dssinfo@ucc.ie** or telephone **021 4904848**.

If this is correct, but you would like to add or change details pertaining to your DSS record, please contact us directly to arrange a meeting.

If you would like to arrange a meeting with a member of DSS, please email us at **dssinfo@ucc.ie** or telephone **021 4904848**.

Please proceed to the next option by selecting the **Proceed** button at the end of the screen.

[ Proceed ]

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- **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 sub... 'Clear Form' button to clear the inserted values.

Highest Qualification on Entry          Unknown 🔲

[Save] [Clear Form]

*Step 14:* Highest Qualification on Entry

Using the drop-down menu, select your highest qualification to date.
Click **"Save".**

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# Accommodation Type

Student Number: 119666666
Accommodation T...

| Qualification | BCOM - BComm |
|---|---|
| Year | 2024 |

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

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

*Step 15:* Accommodation Type

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

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

For programmes where <u>Garda Vetting</u> 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

Confirmation of Registration

Name:                 Ucc Test User
Student ID:           119666666

Permanent Address: Apt 1 Main Street Cork

Term Address:  123 Bother Buí Main Street Cork

Registered Programme: BComm I Full Time    (BCOM I )

Registered Modules/Subjects for Academic Year: 2023/2024

| Module | | Credits | |
|---|---|---|---|
| BU1000 | Developing Critical Thinking Skills | 5.00 | Semester 1 & 2 |

Student Records and Examinations Office
Date: 15-Jun-2023

For Office Use Only

Date of Birth:  01-JAN-00

PPS Number: 12345678A, Gender: Male

*Step 16: Confirmation of Registration*

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

Please download to your phone as this will be required for collection of your ID card.

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

**University College Cork**

# Change Module/Subject Registration

Student Number: 119666666                        Change Module/Subject Registration

You are about to register for the programme:

Code:BCOM

Name:BComm

Study Mode:Full Time

Year of Study:1

**^ Amend your Registration**
Change Module/Subject Registration
Confirmation of Registration
**∨ Registration Status**
**∨ Fees**
**∨ Examinations**
**∨ Personal Details**
[ Logout ]

Do you want to continue with registration?

[ Yes ] [ No ]

*Ensure that you log out by clicking the <u>Logout</u> 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:

**Registration Helpdesk**

| Opening hours: | Monday – Friday | |
|---|---|---|
| | 8:30am – 5pm | |
| Phone: | (021) 2427409 | |

**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) 4902120 | | |
| 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. | | | |