

## INSTRUCTIONS FOR ON-LINE REGISTRATION AND FEE PAYMENT FOR INCOMING EU STUDENTS

Students should note that the registration and fee payment process may take 20 – 30 minutes to complete. The registration process includes the collection of important data required by HEA.

For full information on your programme requirements see

<http://www.ucc.ie/calendar/arts/index.html>

First Year Information available at

<http://www.ucc.ie/en/cacsss/ug/incoming/>

### **Important Information**

**Non Irish EU students** with a school leaving qualification other than the Irish Leaving Certificate, must bring their original examination certificates to the Deputy Admissions Officer, Admissions Office, First Floor, West Wing before completing online registration.

Students who have already registered online for 2016/17 in UCC, but who have now accepted another programme through the CAO, cannot register online for the new CAO offer but must attend the Kampus Kitchen for registration.

Further information on Registration and Orientation can be found here -

[www.ucc.ie/en/study/undergrad/orientation/](http://www.ucc.ie/en/study/undergrad/orientation/)

## Registration of Degree Programme and Modules

### Login

1. Go to the web and enter <http://sit.ucc.ie> and Click on **MyStudentAdmin login** on the right hand side of your screen
2. Enter your Student ID Number and your Student IT password in the relevant spaces, and click "**Login**"
3. Click on "**Online Registration**" under the **Student Web** options on the left hand side of your screen

### Acceptance of University Rules and Regulations

4. Click on "**Regulations/Data Protection**". This should be read carefully – once read, click on "**I accept**" to proceed to next step.

### Check Biographical Details

5. Click on "**Biographical Details**" to
  - (a) Check **PPS number** (If PPS number is incorrect or unavailable, please bring to Registration Part 2 in Kampus Kitchen and it will be amended immediately)  
*and*
  - (b) Please select classification of **last** awarding institution attended by clicking on button on right and then click on your selection and **Click on "Save"**.

Please note that you can only update your name and date of birth details on the production of your Passport or Birth Certificate at Registration Part 2 in the Kampus Kitchen or alternatively by presenting these documents to the Admissions Office, Floor 1, West Wing.

## **Compulsory Address Validation**

### 6. Click on “**Compulsory Address Validation**”.

Your current

- 1) Permanent Home Address
- 2)\*Emergency Contact Address
- 3) **Term Address**
- 4) Correspondence Address

is displayed on the left hand side of the screen.

To update any address type, enter the details in the corresponding box on the right and click on “**Save**”.

**PLEASE NOTE YOU MUST COMPLETE ALL ADDRESS TYPE DETAILS EVEN IF YOU ARE NOT LIVING AWAY FROM HOME**

Your new address details will be displayed immediately on the left hand side once saved.

**Please remember to update each address type as outlined above.**

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

Click on “Compulsory Communication Validation”

Enter \*Secondary Email address and Click on “Save”

### 7. Click on “**Personal Contact Detail**”.

Your current

- (a) \*Secondary Email Address
- (b) Home Telephone Number
- (c) Mobile Telephone Number
- (d) Emergency Contact Email
- (e) \*\*Emergency Contact Telephone Number

**details are displayed on the left hand side of the screen.**

To update your contact details enter the details in the corresponding box on the right hand side and click on **“Save”**. Your new contact details will be displayed immediately.

**\*Secondary Email Address** – Your Secondary email address is the email Address which you must enter above - this is where a new Student IT Password will be sent if you forget your current one. Please do not use your student email (.....@umail.ucc.ie) as your Secondary Email Address

**\*\*Emergency Contact Telephone Number:** When recording contact number of Emergency Contact Person please enter name of person together with telephone details.

## **8. Equal Access–Student Information**

### **Applicable only to First Time Entrants to Higher Education**

Click on **“Equal Access - Student Information”** and Click on **“Proceed”** and complete the survey.

**Note:** (In the event of you not being able to complete the survey online, you will have another opportunity to complete same at Registration Part 2)

## **Registration of Programme and Modules**

9. Click on **“\*Programme Registration”** and Click on **“Yes”** to register for your Programme

### **Fitness to Practise – Applicable to some programmes only**

Before you can complete the registration of your programme you must read and complete the Fitness to Practise Section by ticking all the relevant boxes and completing the Declaration as appropriate. For more information see <http://www.ucc.ie/en/academicsecretariat/fitnesstopractise/>

CAO Code	Description	UCC Code	Optional Subjects to be Selected (Registered)
CK101	BA (Hons)	BA	4
CK104	BA (Hons) Arts Music	BAMUS	2
CK105	BA (Hons) (Film and Screen Media)	BAFX	2
CK106	BA (Hons) (Applied Psychology)	BAP	2
CK108	BA (Hons) (International)	BAINT	4
CK109	BA (Hons) (English)	BAEN	2
CK110	BA (Hons) (World Languages)	BAWL	3
CK112	BA (Hons) (Drama & Theatre Studies)	BDTS	2
CK113	BA (Hons) (Criminology)	BACRM	1
CK116	BEEd (Hons) (Sports Studies & Physical Education)	BEDSS	1
CK117	BA (Hons) (Economics)	BAECN	1
CK118	BA (Hons) (Digital Humanities and Information Technology)	BADH	1

### **FOR CK101**

Students must choose four subjects from the groups in Table 1 (below) **with not more than one subject from any group.**

**TABLE 1**  
**TIMETABLE GROUPS**  
**GROUP SUBJECTS**

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1 [Asian Studies](#), [Computer Science](#)<sup>1</sup>, [History](#) , [Portuguese](#) <sup>2</sup>

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2 (a)# [Applied Mathematics](#) <sup>3</sup>, [Digital Arts and Humanities](#)<sup>16</sup>, [European Studies](#) <sup>4</sup>, [Folklore](#), [Greek](#)

[and Roman Civilisation](#), [Gaeilge/Irish](#), [Studies in Psychology](#) <sup>6</sup>

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2 (b)# [History of Art](#)<sup>5</sup>

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3 [Archaeology](#), [Chinese Studies](#) <sup>7</sup>, [German](#) <sup>8</sup>, [Latin](#) <sup>9</sup>, [Mathematics](#) <sup>10a</sup>, [Mathematical Studies](#)<sup>10b</sup>, [Politics](#)

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4 [French](#)<sup>11</sup>, [Sociology](#)

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5 [Béaloideas](#)<sup>12</sup>, [Economics](#), [English](#), [Greek](#)<sup>13</sup>, [Religions and Global Diversity](#)

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6(a)\* [Geography](#), [Italian](#)<sup>14</sup>

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6(b)\* [Celtic Civilisation](#), [Philosophy](#), [Spanish](#)<sup>15</sup>

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**# Groups 2(a) and 2 (b):** *Students can combine group 2(b) History of Art with any subject from Group 2 (a) in First Year only. Students can only study one subject from Group (2a) and 2 (b) in Second and Third Year.*

**\*Groups 6(a) and 6(b):** *From second year:*

- *students may combine Italian with Spanish.*
- *students may not combine Italian with Celtic Civilisation or Philosophy.*
- *students may not combine Geography with Celtic Civilisation, Philosophy or Spanish in second year.*

**Points to Note:**

**1. Computer Science:** This is available in First Arts and thereafter only as a 10-credit subject within the Single Subject Degree Programme.

**2. Portuguese:** Students wishing to take **Beginners' Portuguese** *must* have obtained a minimum Grade HC3 in the Leaving Certificate (or equivalent) in another modern continental language, or Irish, Latin or Greek.

**3. Applied Mathematics:** Students who wish to take Applied Mathematics must have achieved at least a HB3 in Mathematics in the Leaving Certificate (or equivalent). Students taking Applied Mathematics in First Arts must also take Mathematics (MA1055). Applied Mathematics may not be combined with Mathematical Studies (MS1002, MS1003, MS1004).

**4. European Studies:** This subject is available in First Arts and thereafter only as part of the BA (International). European Studies students wishing to transfer to the four-year BA (Hons) International must make an application seeking the approval of the College of Arts, Celtic Studies and Social Sciences. All such applications are subject to examination results and availability of places.

**5. History of Art:** History of Art may be taken with another subject in Group 2 in First Year only.

**6. Studies in Psychology:** This is available in First Arts and thereafter as a 10 credit subject in the Single Subject programme or as a 20 credit option in the Major Subject programme.

**7. Chinese Studies:** This subject is available in First Arts and thereafter as a 10-credit subject in the Single Subject Programme or as a 20-credit subject in the Major Subject Programme in the three year BA Degree. Students wishing to continue with Chinese Studies as a 30 or 40 credit subject must make an application seeking the approval of the College of Arts, Celtic Studies and Social Sciences to transfer to the BA (International). All such applications are subject to examination results and availability of places. These students will spend the third year of their degree studying at an approved university in China and return to UCC to complete their degree programme in Fourth Year.

**8. German:** Students wishing to select **German Non-Beginners** should have a minimum grade HC3 in German in the Leaving Certificate Examination (or equivalent). Students wishing to take **German (Beginners)** are recommended to have a minimum of Grade HC1 in another modern continental language, or Irish, or Latin, or Greek in the Leaving Certificate Examination (or equivalent). Students will be accepted to the Beginners group only if they have no prior German, or if they have reached a level no higher than Junior Certificate German.

**9. Latin:** This is available in First Arts and thereafter only as a 10 credit subject in the Single Subject programme.

**10. (a) Mathematics:** This subject may **not** be combined with Celtic Civilisation **or** Spanish in First Arts due to timetable restrictions. Students who wish to take Mathematics must have achieved at least a HB3 in Mathematics in the Leaving Certificate Examination (or equivalent). Students who have passed MS1002, MS1003 and MS1004 may not register for MA1055 in a repeat year.

**10. (b) Mathematical Studies:** Students who have passed MA1055 may not register for MS1002, MS1003 and MS1004 in a repeat year.

**11. French:** A student will not normally be allowed to select French unless s/he has attained a pass standard in French in the Leaving Certificate Examination (or equivalent). It is recommended that students select Latin with French.

**12. Béaloideas:** Students wishing to select Béaloideas should normally have a minimum grade HC3 in Irish in the Leaving Certificate Examination (or equivalent). Lectures are through the medium of Irish. Students may not take both Béaloideas and Folklore. Students intending to apply to transfer to the BA (International) and take Chinese Studies, or continental languages at a Single, Major or Joint subject in second year, as part of it should note that they cannot also register for Béaloideas in second year.

**13. Greek:** This is available in First Arts and thereafter only as a 10 credit subject in the Single Subject programme.

**14. Italian:** Students wishing to take **Beginners' Italian** are recommended to have a minimum of Grade HC3 in another modern continental language, or Irish, or Latin, or Greek in the Leaving Certificate Examination (or equivalent). Students wishing to take **Non-Beginners' Italian** are recommended to have a minimum of Grade HC3 in Italian in the Leaving Certificate Examination (or equivalent).

**15. Spanish:** Students wishing to take **Beginners' Spanish** *must* have obtained a minimum Grade HC3 in the Leaving Certificate (or equivalent) in another modern continental language, or Irish, Latin or Greek. Students wishing to take **Non-Beginners' Spanish** *must* have obtained a minimum Grade HC3 in Spanish in the Leaving Certificate Examination (or equivalent).

**16. Digital Arts and Humanities:** This subject is only available as a 10 credit minor in Second and Third year for students who entered CK101 on or before September 2015.

***Your programme involves selecting some Elective/Optional modules, Click on “View Qualification Structure” for the Programme Requirements.***

***To select your modules***, click on your module choice and select this module for registration. Continue to select modules to the value of 60 credits and click on “Continue”. If you are satisfied with your choice then finalise module registration, by clicking on “Continue”. **Please ensure that you are fulfilling the requirements for the programme (selecting the correct module combinations etc see <http://www.ucc.ie/calendar/>) when completing your registration.** You can change your subject/module registration by using the Registration Amendments facility – see step 14.

**Note – Change of Subject(s) subsequent to online registration**

**You can change your subjects/modules online up to**

**23<sup>rd</sup> September 2016**

**but any subsequent change of subject/module**

**up to 7<sup>th</sup> October 2016**

**you will need to call in person to the Student Records and Examinations Office, West Wing, Floor 1.**

## **Payment of Fees**

**10.** Click on ‘**Payment of Fees**’ step in On-Line Registration process.

Please read the **Fee Debtor Policy** below to ensure that you are aware of the terms and conditions in regard to payment of your fees:

[UCC Student Debtor Policy](#)

**Please note these instructions are applicable to first year undergraduate students and first time entrants to UCC.**

**There are several categories of First Year Undergraduate Student:**

1. [Undergraduate EU Student](#)
2. [Undergraduate International Student](#)
3. [Undergraduate BSC Joint Programme UCC/CIT](#)
4. [Graduate Entry to Medicine](#)
5. [Undergraduate BSC \(Nursing Studies\)](#)
6. [Undergraduate Part-time Students](#)

Each category of student will be presented with a slightly different payment screen displaying differing fee options.

### **Undergraduate EU Student**

You will be presented with 3 payment options you can choose from:

1. [Full Student Contribution and Capitation Liability](#)
2. [First Instalment of Student Contribution and Capitation Liability](#)
3. [SUSI Applicants](#)

OR

You may be presented with these 3 payment options to choose from:

1. [Full Student Tuition and Student Contribution and Capitation Liability](#)
2. [First Instalment of Tuition and Contribution and Capitation Liability](#)
3. Repeats Students

### **International Student**

You will be presented with 2 options you can choose from:

1. [Full Fee Liability](#)
2. [100% Funded](#)

## Undergraduate BSC Joint Programme UCC/CIT

You will be presented with just one payment option:

1. [Capitation Fee](#)

## Graduate Entry to Medicine or BSC (Nursing Studies)

You will be presented with 3 options you can choose from:

1. [Full Fee Liability](#)
2. [First Instalment of Full Fee](#)
3. Repeat Students

## Undergraduate Part-time Students

You will be presented with 3 options you can choose from:

1. [Full Student Tuition and Student Contribution and Capitation Liability](#)
2. [First Instalment of Tuition and Contribution and Capitation Liability](#)
3. Repeat Students

You will then be required to select the payment option which applies to you.

**Sample Payment Options Screen Below (Your payment options may differ slightly depending on the category applicable to you):**

- Your payment options will be displayed in the highlighted area of the screen below

The screenshot shows a web interface for 'Payment of Fees'. On the left is a navigation menu with items like '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' (highlighted), 'E-Payment History', 'Highest Qualification on Entry', 'Accommodation Type', 'Confirmation of Registration', 'Amend your Registration', 'Registration Status', 'Fees', 'Examinations', and 'Personal Details'. Below the menu is a 'Logout' link and the 'ITS tertiary software' logo.

The main content area is titled 'Payment of Fees.' and displays 'Your Full Fee Liability is €3165'. Below this, it states: 'A payment should be made at this point as part of this registration process, consequences for not paying are outlined in the UCC Student Debtor Policy.' A grey box contains the following text:

Please select one of the following:

1. [Full Student Contribution and Capitation Liability](#) €3165
2. [First Instalment of Student Contribution and Capitation Liability](#) €1665  
**Note: Second Instalment due on or before 31st January 2017**
3. [SUSI Applicants \(Capitation Only\)](#) €165  
**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.
  - b. Full/Partial award - You are liable for the full fee liability not covered by the SUSI grant.

Below the selection box, it says: 'If you are unable to complete E-Payment at this time, click [here](#) and select reason.'

At the bottom, there is a progress bar with '(Optional Step 10 of 14)' and a 'Next Step' button.

Figure 1: Payment Options Screen

- Click on the option that applies to you.

## If you selected any of the Full Amount or First Instalment Payment Options:

You will be presented with the screen shown in Figure 2: Multiple Transaction Notice Screen:

Please read this screen carefully – certain bank cards have a transaction limit. Fees may need to be paid via a number of transactions. View online [Demo](#)

The screenshot shows a web interface titled "Payment of Fees". At the top left, there are two input fields: "Student Number:" and "Name:". Below these, the text "Amount Due: €3417.5" is displayed. A red "Important Information" section follows, explaining that users with a Visa Card can settle the amount in one transaction, while those with a Visa Debit Card (laser card) are limited to €1500 per transaction. It provides a three-step process: 1. Adjust the 'Amount to Pay' to €1500 and complete the transaction. 2. Follow the remaining steps to complete registration. 3. Go to the 'Fees' option and click 'Pay Outstanding Fees'. A "Proceed" button is located at the bottom left of the screen.

Figure 2: Multiple Transaction Notice Screen

- Click **Proceed** Button to begin the fee payment process

The screenshot shows the "Payment of Fees" screen at the "Pay Now" step. It features the same "Student Number:" and "Name:" fields at the top. A red "Note" instructs the user to click the "Pay Now" button. Below this, there are three input fields: "Amount To Pay (EUR):" with the value "3417.5", "Card Holder Name:" with the value "Test 123", and "Payment Type:" with a dropdown menu set to "Fee Account Payments". A red warning message states: "Check that the amount in the box above is correct before clicking 'Pay Now'". A "Pay Now" button is located at the bottom right of the screen.

Figure 3: Step one of the payment process

- If the card has no transaction limit you won't need to edit the Amount to Pay field.
  - If your card has a limit and you know you will need to pay in multiple transactions we recommend that you take the time to watch our short [demo](#)
- Enter Card Holder Name
- Click '**Pay Now**' Button

## The card details screen will display:

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

The screenshot displays the UCC Student Web interface for card payment. The browser address bar shows the URL [https://itswebt1.ucc.ie/pls/int3/w99pkg.mi\\_main\\_menu](https://itswebt1.ucc.ie/pls/int3/w99pkg.mi_main_menu). The page title is 'Testi03: 01-Jun-16' and the date is 'Thursday, 28th July 2016'. The left sidebar contains a 'Student Web' menu with various options including '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', 'Registration Status', 'Fees', 'Examinations', and 'Personal Details'. A 'Logout' link is also present. The main content area features a form for card payment with the following fields: 'Card Type' (a dropdown menu), 'Card Number' (a text input), 'Security Code' (a text input with a link to '(About security code)'), 'Expiry Date' (two dropdown menus), and 'Cardholder Name' (a text input). A 'Pay Now' button is located below the form. The Reallex Payments logo is displayed, along with the text 'Securely Processed by'. The footer shows a progress bar and the text '(Optional Step 10 of 14)' and 'Next Step'.

Figure 4: Card Payment Screen

- Select card type
- For Visa Debit select Visa
- Enter your card number
- Security Code (cvn number is not applicable to laser cards)
- Expiry Date
- Cardholder Name
- Click 'Pay Now' Button
  - **Do not refresh your screen or hit the back button, give the system time to process the payment.**

The Successful E-Payment screen is displayed:

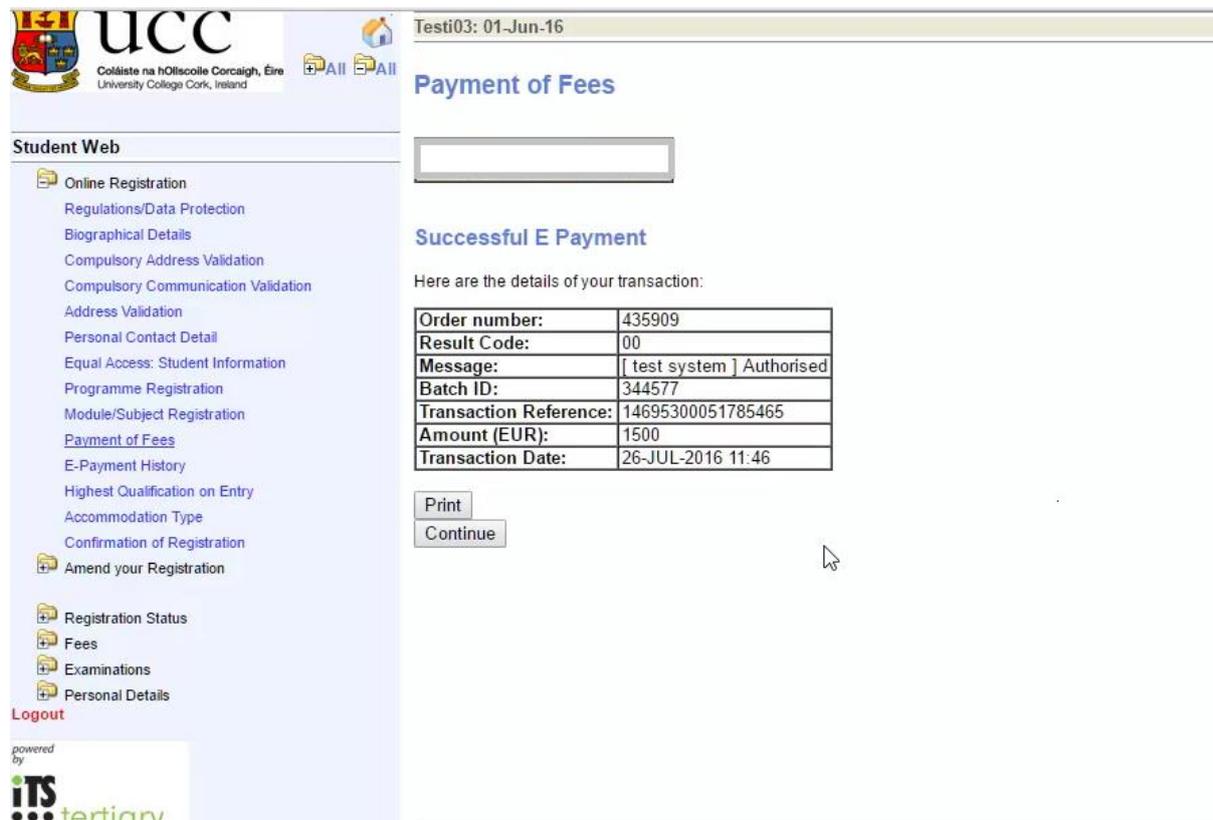


Figure 5: Payment Success Screen

- Click the **Print** button if you require a paper copy of your receipt
- An email receipt will also be issued to you.

Click the **Continue** Button

## Payment History

You will be presented with E-Payment history page:



Figure 6: Payment History

- Click on the **Highest Qualification on Entry** link on the left hand side to progress your registration.



Figure 7: Highest Qualification on Entry

### If you selected the SUSI Option:

You will be prompted for your **SUSI number** as can be seen below.

- Enter your SUSI number and Click **Proceed**:

Student Number: [REDACTED]  
Name: [REDACTED]

Please enter your SUSI Number in the space provided and click on 'Proceed' to continue: W161711111111

**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.  
b. Full/Partial award - You are liable for the full fee liability not covered by the SUSI grant.

Figure 8: SUSI Number

- The multiple transaction warning will appear see Figure 2: Multiple Transaction Notice Screen.
- Click **Proceed** Button
- Fill in the details required by the Figure 3: Step one of the payment process: these should include
  - Amount to Pay (provided)
  - Card Holder Name
- Click **Pay Now**

**The card details screen will display:** see Figure 4: Card Payment Screen

- Enter all the **mandatory** fields as follows:
  - Select card type
  - For Visa Debit select Visa
  - Enter your card number
  - Security Code (cvn number is not applicable to laser cards)
  - Expiry Date
  - Cardholder Name
- Click **'Pay Now'** Button
  - **Do not refresh your screen or hit the back button, give the system time to process the payment.**

**The Successful E-Payment screen is displayed: See Figure 5: Payment Success Screen**

- You can print this off for your own records by clicking the **Print** button
- An email receipt will also be issued to you.

Click the **Continue** Button

**Payment History**

You will be presented with E-Payment history page: See Figure 6: Payment History

- To progress to the next step of the registration process click on the **Highest Qualification on Entry** link on the left hand side.



Figure 9: Highest Qualification on Entry Link

**If you selected 100% Funded:**

You will see a screen similar to that displayed in Figure 10 below:



Figure 10: Funded Options

- Use the drop down and select the type of funding you are in receipt of.
- Click the **Proceed** Button.

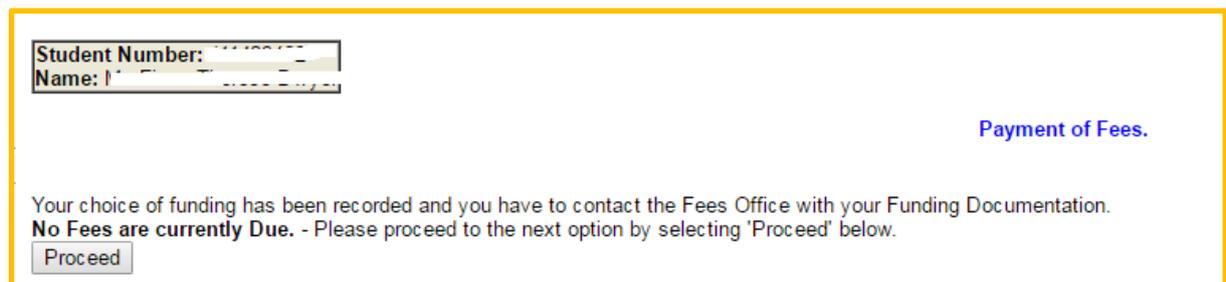


Figure 11: Funded Proceed

- Click the **Proceed** Button.

Following the completion of your registration please note you will need to submit your funding documentation to the Fees Office.

### **Highest Qualification on Entry**

- 11 . Please select Highest Qualification on Entry by clicking on Button on right and then click on your selection and click on **“Save”**

### **Accommodation Type**

12. Click on **“Programme Code (in blue)”** and choose the type of accommodation where you will be living during the current academic year and click on **“Save”**

### **Confirmation of Registration**

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

13. When you have completed subject/module registration, a letter confirming the details of your registration will be generated, a copy of which you should print for your records (Click on Printer Friendly Format)

### **Change of Mind – Module Level**

**14.** If you wish to amend the optional/elective modules you have selected within the *“Change of Mind”* timeframe (Please see College Calendar for details)

<http://www.ucc.ie/calendar/general/info014d.html>:

1. Click on **“Amend Your Registration”** and **“Change Module/Subject Registration.”**
2. Click on **“Remove”** to de-select the optional module(s) you wish to change and select new module(s) from the optional list below to the value of 60 credits.
3. Click on **“Continue”** to complete your amendments.
4. A new letter confirming the changes will be generated.

**NB It is very important that you bring the printed Confirmation of Registration (see Step 13) with you to the Kampus Kitchen for Part 2 of the Registration process.**

## **Helpdesk Details**

**Telephone Numbers available Monday to Friday  
9.00 a.m – 1.00 p.m. 2.00 p.m. – 5.00 p.m.**

**021 4901807**

**021 4901808**

**021 4901809**

**Email address for Registration Queries : [webreg@ucc.ie](mailto:webreg@ucc.ie)**

**Email address for Fee Queries : [fees@fin.ucc.ie](mailto:fees@fin.ucc.ie)**

**Email address for Student IT Helpdesk: [sit@ucc.ie](mailto:sit@ucc.ie)**