

# HERE IS WHERE~ I REGISTER



## Welcome back to your studies for the Academic Year 2019/2020!

Your NUI Galway student record has now been rolled forward into the Academic Year 2019/2020

You will be able to register online and add your modules where relevant from Monday, 2<sup>nd</sup> September by clicking [here](#)

\*\*You **cannot** register before your given date.

## Registration Support?



Registration support is available from 14th August until 27th September and is located in 1st Floor, Áras Uí Chathail.

[reghelp@nuigalway.ie](mailto:reghelp@nuigalway.ie)

[www.nuigalway.ie/registration](http://www.nuigalway.ie/registration)

It is important to register correctly as:

- Prompt and correct registration as a student of the University gives you access to College facilities (e.g. Library, computer labs etc).
- Correct module registration gives you access to blackboard (if used by your Lecturer) and ensures that your personal exam timetable will be correct.

For more information about student registration, please visit [Student Registration, NUI Galway](#)

### PLEASE REMEMBER

1. It is your responsibility to ensure that the modules you want to take this year (*registered modules*) and the modules you passed previously (*exemptions*) are correct on your student record.
2. You are not permitted to resit / retake any modules you have previously passed so please ensure that the modules that you have passed before are showing and have exempt listed against them on your record once you register.
3. In some instances, some of the modules that you sat and passed may not automatically carry over to your repeat record as exempt - this is due to the fact that they are not available in your repeat year. In this case, we will manually add the value of these credits in the form of EX005, EX010 etc - please ensure that you only register for the balance of passed modules required.
4. Check your registration statement at any time at [www.nuigalway.ie/registration](http://www.nuigalway.ie/registration)

## Important...

### Access and Passwords?



As you were not on the system for the previous academic year

(18/19) - your **CASS** account will need to be reactivated **before** you can register online.

If you have forgotten your password then please visit CASS and click on 'Forgot Password' on the left of the screen. If you are still having difficulties email [servicedesk@nuigalway.ie](mailto:servicedesk@nuigalway.ie)

### Fees!



Any fees queries to be addressed to [fees@nuigalway.ie](mailto:fees@nuigalway.ie)

## Module Registration



Failure to register your modules correctly will result in:

- no access to blackboard
- you will not be scheduled for an exam in that module.
- Please note that you cannot resit any modules previously sat and passed. It is your responsibility to ensure that all details of registered modules and exemptions are correct.

Should you have any queries in relation to module selection please contact your relevant College

## Blackboard



Please ensure that your Blackboard account exactly matches your module registration.

Note: Once you choose your modules it takes 24 hours for them to appear on Blackboard. If you have any Blackboard queries please contact [servicedesk@nuigalway.ie](mailto:servicedesk@nuigalway.ie)

## Key Dates

**02  
Sept**

Online Course & Module Registration Opens

**16  
Sept**

Course Registration Closes

**23  
Sept**

Module Registration Closes

**08  
Jan**

Change of Mind / Module Registration Opens  
Optional Semester 2 Modules only, for relevant courses

**31  
Jan**

Change of Mind / Module Registration Closes  
Optional Semester 2 Modules only, for relevant courses

### Registration

1<sup>st</sup> Floor, Aras Ui Chathail  
NUI Galway  
[reghelp@nuigalway.ie](mailto:reghelp@nuigalway.ie)

