



NUI Galway  
OÉ Gaillimh

# **YOUR** Online Registration Guide **for Postgraduate Students** **2021/2022**



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

# Contents

Welcome from  
the President



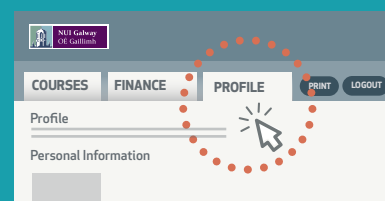
Important Dates



How to register  
in 7 Steps



What's  
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Registration  
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# Welcome from the President



Dear Student,

I am delighted to welcome you as a student to NUI Galway. I hope your time with us will be both enjoyable and rewarding.

**This guide outlines the registration process.**

I urge you to take the time to read this guide carefully as it will answer many of the queries you may have at this time and contains important instructions regarding the registration process at NUI Galway. In addition, the website **[www.nuigalway.ie/startinguniversity](http://www.nuigalway.ie/startinguniversity)** provides a range of material and advice to help you in your first year. I wish you every success in your academic endeavours here at NUI Galway.

Yours sincerely,

Professor Ciarán Ó hÓgartaigh  
President

# Important Open & Closing Dates

## Course & Modules 2021

### Taught Postgraduates

**19**  
**AUG**

#### 1st Year Postgraduates

Registering for your **course** and **modules**  
- Online Registration **opens**

**13**  
**SEPT**

#### Postgraduate Taught

Online Registration for your **course closes**

**21**  
**SEPT**

#### Postgraduate Taught

Online **module** Registration **closes**

**FOR  
ACADEMIC  
DATES**

**CLICK HERE**



### Research Postgraduates

**19**  
**AUG**

#### 1st Year Research

Registering for your **course** and **modules**  
- Online Registration **opens**

**29**  
**OCT**

#### Postgraduate Research

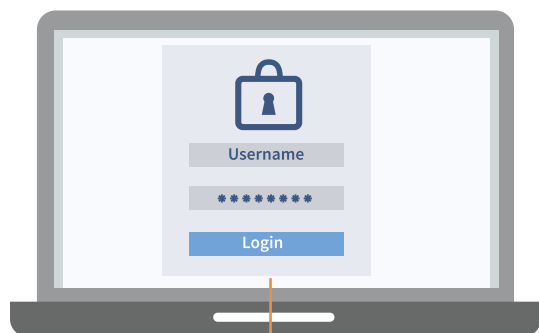
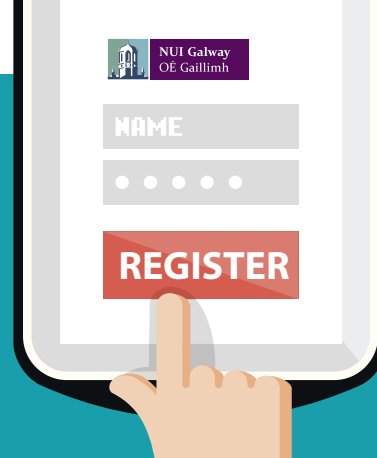
Registering for your **course** and **modules**  
- Online Registration **closes**

#### ALL Postgrad Research - Extra Module Selection dates

From **1st December** until  
**17th December 2021**  
and **7th February** to the  
**18th February, 2022.**

# Step 1

## Login to Register

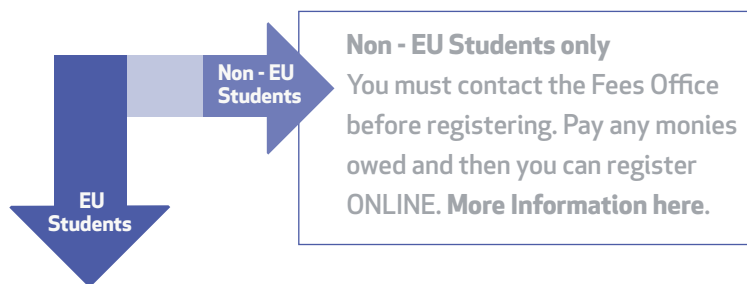


Username

Password



Go to your Student Portal  
on [www.nuigalway.ie/registration](http://www.nuigalway.ie/registration)  
Click on the **Click here to Register** button



### All Students will need:

A **Username** – this is your **ID number** issued to you by the Postgraduate Admissions Office (now your NUI Galway student ID number).

A **Password**, which is **'galwayddmm'**. This is the word **'galway'** (lower case 'g') with the **date and month of your birth** e.g. **'galway2101'**.

If you attended NUI Galway previously, you must use your old/previous NUI Galway Student ID number.

[Click here](#) for more information.

# Step 2

## Start the registration process to confirm your registration

### Welcome to your course profile page

This page gives you an overview of your student and course details

You will see:

Student Name

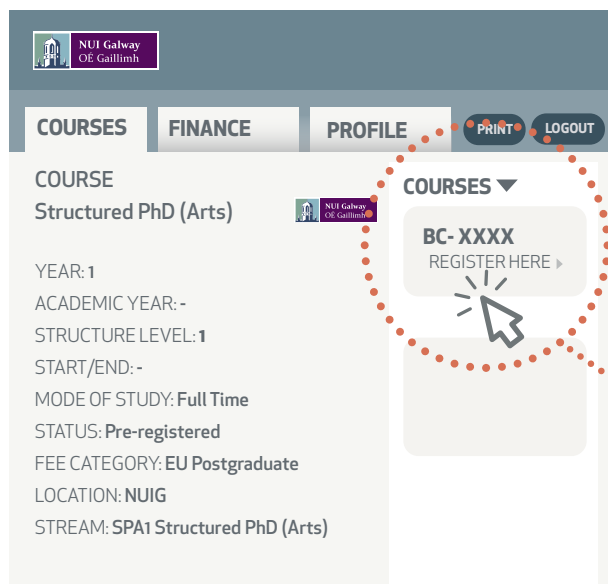
Course Information

Start and End Dates

### Course Code

You will now use the NUI Galway courses instance as detailed on your courses page e.g. 1SPA1.

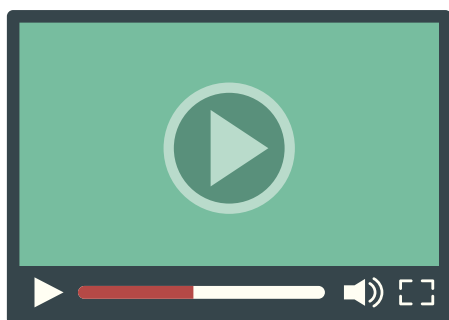
**⚠ Status: Pre-Registered - You are not yet a registered NUI Galway student**



The screenshot shows the NUI Galway Student Portal interface. At the top, there are navigation tabs for COURSES, FINANCE, and PROFILE. Below the PROFILE tab, there are buttons for PRINT and LOGOUT. The main content area displays course details for 'Structured PhD (Arts)'. A 'COURSES' dropdown menu is open, showing a button labeled 'BC-XXXX REGISTER HERE >' which is highlighted by a red dotted circle and a mouse cursor. The course details include: YEAR: 1, ACADEMIC YEAR: -, STRUCTURE LEVEL: 1, START/END: -, MODE OF STUDY: Full Time, STATUS: Pre-registered, FEE CATEGORY: EU Postgraduate, LOCATION: NUIG, and STREAM: SPA1 Structured PhD (Arts).

**Click on the 'Register here' Button** on your Student Portal. This will begin the registration process for your programme.

• If **'Register Here'** does not appear, see our FAQ on **'Why can't I register online'** [here](#).



 **Video for how to register**



**Spot any errors on your courses page?**

## Step 3

# Agree to the terms and conditions

Once you read the “Terms and Conditions” you should enter a ✓ in the tick box.

If you do not tick the “Terms and Conditions”, you will not be able to proceed any further in this application.

● Do you agree to the Terms & Conditions



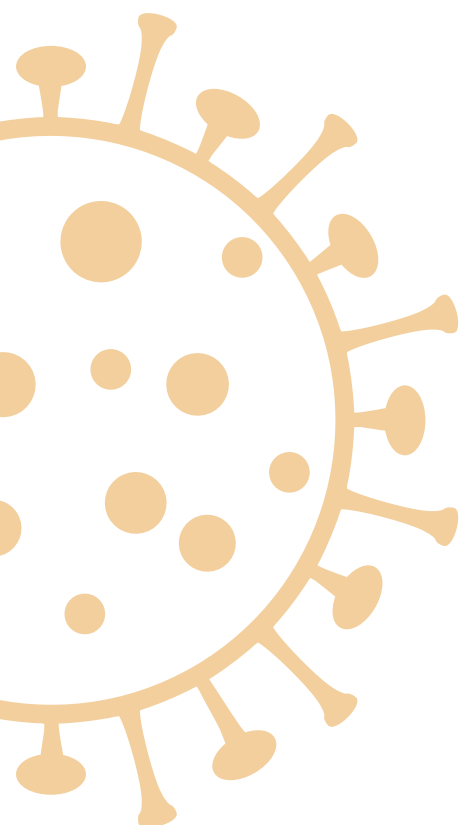
Yes I agree

For T&C's [click here](#)

## NUI Galway Covid information

The University reserves the right to amend course offerings, syllabuses, course delivery methods, examinations, fees, regulations or rules or substitute modules in response to COVID-19 or to any other circumstances outside of the reasonable control of the University. The University will follow government guidelines and public health advice in this regard. Should such an event occur, the relevant University departments will provide you with information in as timely a manner as possible. We ask for your patience as we all continue to navigate through these unprecedented times together. For further information, please see [nuigalway.ie/alert](https://nuigalway.ie/alert)

Covid-19 – NUI Galway: [click here](#)



## Step 4

# Update your address details

In this section, you need to update the fields marked with **Compulsory\***

### Home Address:

A home address is your family home or address where you live outside of university term time. All NUI Galway postal correspondence will go to this mailing address, i.e. Student ID card, transcript requests, etc.

Country\*

Address\*

City\*

Postcode (Eircode)\*

Mobile\*

Email\*

### Term Address:

A term-time address is where you will be living during the academic year. For Non-EU students to receive your Student ID card, when you come to Ireland, it is important to provide a full-term address.

Country\*

Address\*

City\*

Postcode (Eircode)\*

## Step 5

# Update personal details

Nationality\*

Domicile\*

Residence while at college\*

Student PPS Number (Irish residents)\*

Emergency Contact Name

Emergency Contact number

Religion

Most recent 3rd level institution attended

Award

Year Awarded

In this section, you need to update the fields marked with:

Compulsory\*

Requested

If applicable

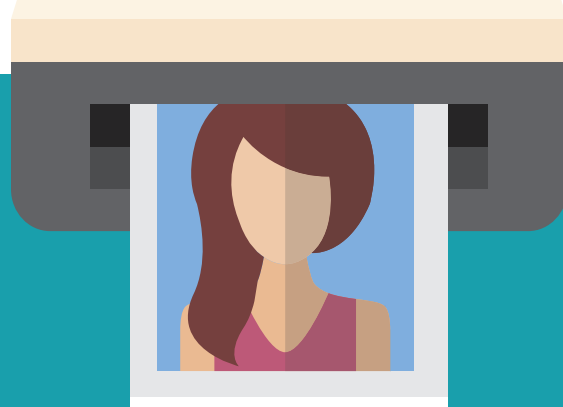


Confused by any of the terms in the Personal Details list? - [click here](#) to see glossary

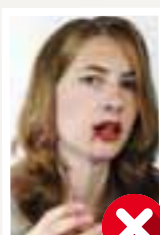


# Step 6

## Upload a Photo



PORTRAIT



LANDSCAPE



### What is needed?

Now you must upload an image of yourself for your NUI Galway student ID card.

### This image must be:

- ⚠ Of good quality
  - ⚠ Be passport sized
  - ⚠ Can be taken 'selfie' style on your phone/tablet
- Photo must be taken vertically** (Do not turn the device to the side for a Landscape shot as it **cannot be** adjusted after upload)

Upload this image in **jpeg** format where possible.  
For more information on acceptable image guidelines

[click here](#)

### How to do it?

- Click **browse** to find your image on your PC/electronic device
- Click on your **photo** and **open**
- **Crop** your photo
- Hit **upload**

**Take Note!** You must upload your photo by **27th August**. Not uploading your photo or uploading a poor quality or unsuitable photo will lead to a delay in receiving your Student ID Card.

### When will I get my ID card?

For NUI Galway Student ID card distribution [click here](#)



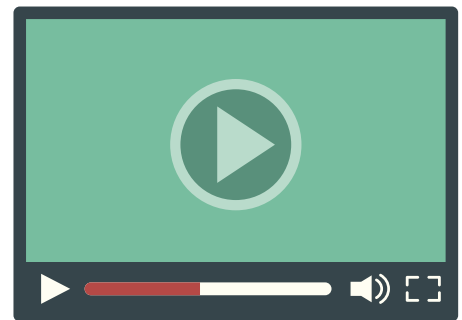
Having problems uploading your image?  
e: [regphotos@nuigalway.ie](mailto:regphotos@nuigalway.ie)

# Step 7

## Fee Payment

In order to be a fully registered student, you must pay the appropriate fees. To find out more about your fees, please [click here](#)

The **6 questions** asked at this step will determine your fee amount.



 **Fee Assessment**

If you are unable to proceed past this point, you will be prompted to contact the **Fees Office**.

Once you have completed all the questions, a fee will be calculated based on your answers. This is the fee you must pay online or by bank giro. If you answered 'Yes' to the Question on SUSI funding, you must choose SUSI from the drop-down box and enter your SUSI number in the format **WXXXXXXXXXXXXX**.

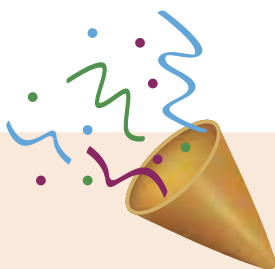
To pay your fees select 'Pay Now'. A secure payment page will open where you can enter your debit/credit card details. For more information [click here](#)

# How to complete registration

Click on the **'Finish'** button

This will return you to your **'Courses'** page

Your status should now be changed from **'Pre-registered'** to **'Registered'**



**CONGRATULATIONS**  
you are now a registered  
student of NUI Galway



## **Forgot to complete your Personal Details?**

To add your PPS number (Irish Residents) or your emergency contact details, log into your Student Portal and click on the **'Profile'** tab.

## **Need a statement to say you are registered?**

### **Student Portal**

Once registered, you can print a registration statement by clicking on the **'Proof of Registration'** button on the **'Courses'** and/or **'Profile'** page on your **Student Portal**.

### **Student Registry Helpdesk**

For customised registration statements, name and address changes, validation and stamping of forms please [see here](#).

# What's Next?

1

## Opportunity to Update your Profile

COURSES FINANCE **PROFILE**

Profile

Personal Information



[Edit](#)

NAME: **Reg Test36**  
ID NUMBER: **20889263**  
DATE OF BIRTH: **09-JUN-1991**  
GENDER: **F**  
PPS NUMBER:  
EMERGENCY CONTACT:

[Edit](#)

Home Address

ADDRESS:  
PHONE NUMBER:  
MOBILE NUMBER:  
EMAIL ADDRESS:

Term Address

ADDRESS:  
PHONE NUMBER:  
MOBILE NUMBER:  
EMAIL ADDRESS:

[Edit](#)



**Log into your Student Portal**  
and click on the **Profile** tab



**Update your term address**

Log into your student portal and click on the **Profile** tab



**Change your personal email**

Add or change your personal email address: [see here](#)  
e.g.1234567@gmail.com



**Add your personal contact number**  
**08x 12345667**



**Add your SUSI number** (if applicable)  
**WXXXXXXXXXXXXX**



**Upload photo**

If not already done so



**EIRCODE**

Please email [registration@nuigalway.ie](mailto:registration@nuigalway.ie) with your Eircode if it does not show against your home address.



Still need help?

# What's Next? contd.

## 2

### Choose Your Modules

#### 1 Before selecting your modules:

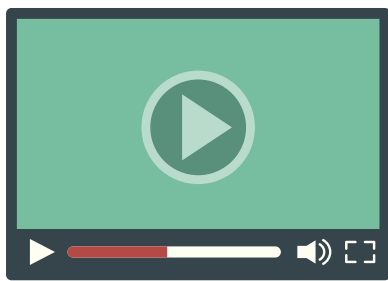
- Attend your orientation module briefing
- Read any course materials provided
- [Click here](#) for flyer on how to build your curriculum for 1st year.

#### 2 Selecting your modules:

Click on **SELECT SUBJECT/MODULES** on your course page. Adding and deleting modules watch the video

#### 3 Confirming your modules:

Once you have selected your modules it is very important to hit **Confirm** and continue to **Finish**



 [Choose Your Modules](#)

**Blackboard Access:** Once you have selected your modules you will have access to them 24 hours later on blackboard. For more information on Blackboard

[click here](#)

## 3

### Activate your Campus Account – CASS (IT account)

Once registered you should immediately activate your Campus Account (CASS). This step is **very important**

You **MUST** change your password to secure your account. **Passwords must be alphanumeric, have at least 8 characters, include upper, lower case and a special character, e.g. Tool12kit!**

To activate your Campus Account [click here](#)



**Can't log in? Disabled my account? Need help?**

For more information on IT services available with in NUI Galway [click here](#)

# Registration Support



## How to contact us

### By Phone



**091 494949**

**Phone lines:**

**Open:** 18th August 2021

**Close:** 8th October 2021

### By Email



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

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



### Open Times for phone and email queries:

Monday to Friday: 9:00 am - 1.00 pm / 2:00 pm - 5:00 pm

**Due to Covid-19, we cannot provide our walk-in helpdesk at present.**

Any changes to this situation will be updated on our website [here](#)

Even though the public desk is closed, our Reghelp team will still be offering registration support; we will just be operating remotely at present. We will endeavour to answer your query as quickly as possible.



[registration@nuigalway.ie](mailto:registration@nuigalway.ie) | [regphotos@nuigalway.ie](mailto:regphotos@nuigalway.ie)



# What's What Glossary!



## What is Registration?

Registration is the collection and maintenance of student data. All students at NUI Galway must register **each year** to become students of the University, this is obligatory.

## Online Registration

Online registration allows students the freedom to register for their course and also pay fees online [www.nuigalway.ie/reg](http://www.nuigalway.ie/reg)

## Username/ID

Your username/ID is your ID number issued to you by the Postgraduate Admissions Office which is now your **NUI Galway Student ID Number**

## Password

For new students or if you have never activated your account; your password will be the word galway (small g) followed by the first 4 digits of your date of birth (in format ddmm  
**e.g. galway3101**)  
Queries to: [servicedesk@nuigalway.ie](mailto:servicedesk@nuigalway.ie)

## Register Here

Once logged into the 'Courses' page on your Student Portal, click on **Register Here**; this starts the process of registration.

## Terms and Conditions

All those who register as a student of NUI Galway do so understanding that they agree to abide by all the rules and regulations of the University as they apply to students. **Click here** for the University's Terms and Conditions

## Nationality

This is the country of your birth

## Domicile

Domicile refers to your country of permanent address prior to entry to the programme of study e.g. a Polish person comes to Ireland 2 weeks prior to commencing a higher education course. While their nationality is Polish and their correspondence address is in Ireland, their country of permanent residence is still Poland.

Only in the case where a student has been residing in Ireland for 3 years or more prior to commencing their course would their Domiciliary of Origin be Ireland. Their Domiciliary of Origin must not change throughout the duration of their study.

## PPS Number

Please supply your **PPS number**: this is a HEA requirement.

# What's What Glossary! contd.

## Emergency Contact Details

Please add a name and phone number of someone we can contact in case of any emergency.

## Fees

All Fee queries must be directed to the Fees Office, find details [www.nuigalway.ie/fees](http://www.nuigalway.ie/fees)

## Term (Galway) Address

You can update your term address (where you will be staying in Galway) under the **Profile** tab

## Personal Email & Mobile Number

Please make sure you supply your personal email address and add your mobile number to your Profile details.

## SUSI Number (if Applicable)

SUSI is the single Awarding Authority for all new student grant applications. The SUSI reference begins with a **W followed by 12 numbers**.

## Course Instance Code

You use your application course code when dealing with the Postgraduate Admissions Office, but you will use **your course instance code** when dealing with the Registration Office for example; **1SPS1 (Structured PhD (Science))**

## Course Title

Your course title is for example; **Structured PhD (Science)** or **Masters of Arts Degree** etc.

## GST Course

All research students will be registered for the Blackboard module GS5110 under 1GST1 Graduate Studies Training. [Click here](#) for more information

## What is a Campus Account - CASS (IT Account)?

Campus Account credentials are your NUI Galway student ID number and password. These credentials provide access to the following: PC suites, WiFi, Microsoft Office 365 (Email, Word, Excel, OneDrive), Blackboard, Library Systems, Self-Service Registration, MyCampus, Placement, Exam Timetables, Exam Results

To activate your Campus Account [click here](#)  
For more information on IT services available with in NUI Galway [click here](#).

## Forgot your Password

If you **cannot remember your password**, and you previously activated your account – please [click CASS](#) for further information. Contact the Library & IT Service Desk on [servicedesk@nuigalway.ie](mailto:servicedesk@nuigalway.ie) should you encounter any difficulties.



# NUI Galway Support Teams



NUI Galway  
OÉ Gaillimh

**Need further advice?**  
Help is available from our  
other support Teams



**GRADUATE STUDIES**

**COLLEGES/SCHOOLS**

**FEES**

**LIBRARY**

**STUDENT SERVICES**

**DISABILITY SUPPORT  
SERVICES**

**STUDENT REGISTRY  
HELPDESK**

**ISS SERVICE DESK**

**ADMISSIONS**

# Check list

## Have you?



- Registered online**
  - Uploaded your photo**
  - Entered SUSI number (if applicable)**
  - Updated your Personal Details**
  - Entered your PPS number (if applicable)**
  - Emailed your home address Eircode to registration@nuigalway.ie (if applicable)**
  - Added emergency contact details**
  - Added your personal email address**
  - Added your term address**
- 
- Paid your fees**
  - Activated your Campus Account (CASS)**

\*The contents of this booklet are for information purposes only and shall not be deemed to constitute a contract between NUI Galway and an applicant or any other third party. Whilst every effort has been made to ensure the accuracy of the information in this publication, the University reserves the right to amend, change or delete any courses, syllabi, examinations, dates, fees, regulations, rules or orders at any time without notice.



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