YOUR Online Registration Guide for First Year Undergraduate Students 2021/2022

www.nuigalway.ie/reg
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 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 Dates

Semester 1
2021

Online registration opens
- Registering for your course and modules

10 SEPT

New and Incoming First Years
- Undergraduate

Online registration closing
- Registering for your course and modules

8 OCT

New and Incoming First Years
Online registration closing

FOR ACADEMIC DATES

CLICK HERE

NUI Galway Registration – Registration/Registry
Go to the NUI Galway Registration Portal on www.nuigalway.ie/reg

Click on the ‘Click here to Register’ button

**All Students will need:**

A **Username** – this is your CAO number (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
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

Course Code for more information on NUIG/GY (CAO) - click here

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

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 Why can't I register online FAQ here

Spot any errors on your courses page?

Click here
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

Covid-19 – NUI Galway: click here
### Step 4: Add your Home and Term Address

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country*</td>
<td>Yes</td>
</tr>
<tr>
<td>Address*</td>
<td>Yes</td>
</tr>
<tr>
<td>City*</td>
<td>Yes</td>
</tr>
<tr>
<td>Postcode (Eircode)*</td>
<td>Yes</td>
</tr>
<tr>
<td>Mobile*</td>
<td>Yes</td>
</tr>
<tr>
<td>Email*</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country*</td>
<td>Yes</td>
</tr>
<tr>
<td>Address*</td>
<td>Yes</td>
</tr>
<tr>
<td>City*</td>
<td>Yes</td>
</tr>
<tr>
<td>Postcode (Eircode)*</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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### Step 5: Update personal details

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

- **Compulsory***
- **Requested**
- **If applicable**

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality*</td>
<td>Yes</td>
</tr>
<tr>
<td>Domicile*</td>
<td>Yes</td>
</tr>
<tr>
<td>Residence while at college*</td>
<td>Yes</td>
</tr>
<tr>
<td>Student PPS Number (Irish residents)*</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Contact Name</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Contact number</td>
<td>Yes</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>Most recent 3rd level institution attended</td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td></td>
</tr>
<tr>
<td>Year Awarded</td>
<td></td>
</tr>
</tbody>
</table>

Confused by any of the terms in the Personal Details list? – Check out the glossary at the end of the guide.
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 **20 September 2021**. Not uploading your photo or uploading a poor quality or unsuitable photo will lead to a delay in receiving your Student ID Card.

**ID card Verification and Distribution.** For more information on ID card verification and how you will receive your student ID card, [click here](#).

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

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. [Click here](#) for more information.
Complete the HEA Equal Access Survey

The HEA (Higher Education Authority) require us, on their behalf, to survey students on their social, economic and cultural background at registration.

The survey is confidential and responses provided are returned to the HEA without names or addresses. Please see https://hea.ie/ for more information. Please continue and fill out the HEA survey online now.

How to Complete Registration

Once you have completed the survey 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 click here.
What’s Next?

1 Opportunity to Update your Profile:

- **Update your term address**
  Where you are staying in Galway during the year

- **Add or change your personal email address**
  Click here (e.g. 1234567@gmail.com)

- **Add your personal contact number**
  08x 1234567

- **Add your SUSI number** (if applicable)
  Wxxxxxxxxxxxxxxx

- **Upload photo**
  If not already done so

- **EIRCODE**
  Please email registration@nuigalway.ie with your Eircode if it is not showing against your home address on your record.
  registration@nuigalway.ie

- **Editing Bank Account Details**
  Any queries should be directed to fees@nuigalway.ie

Still need help? Click here
Choose Your Modules

1. Before selecting your modules:
   - Attend (or virtually attend) your College's orientation briefings
   - 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

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

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
How to contact us

By Phone

091 494949

Phone lines:
Open: 18th August 2021
Close: 8th October 2021

By Email

registration@nuigalway.ie
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.
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 CAO number 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

Register Here

Once logged into the ‘Courses’ page, 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 requirement of the HEA.
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 CAO course code when dealing with the Admissions Office, but you will use your **course instance code** when dealing with the Registration Office, for example; **1BA1** (Bachelor of Arts). [Click here](http://www.nuigalway.ie) to find out more.

**Course Title**

Your course title is for example; **Bachelor of Arts** or **Bachelor of Science** etc. [Click here](http://www.nuigalway.ie) for more University terminology.

**TLC Course**

TLC100 - The Learning Centre on Blackboard is an academic skills resource that all first year students are automatically enrolled on. It forms part of the wider Academic Skills Hub. [Click here](http://www.nuigalway.ie) to find out more.

**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](http://www.nuigalway.ie). For more information on IT services available within NUI Galway [click here](http://www.nuigalway.ie).

**Forgot your Password**

If you **cannot remember your password**, and you previously activated your account – please [click here](http://www.nuigalway.ie) for further information. Contact the Library & IT Service Desk on servicedesk@nuigalway.ie should you encounter any difficulties.
NUI Galway Support Teams

STARTING UNIVERSITY
Make sure you check the ‘Orientation Week’ page which is available on the NUI Galway website – Starting University

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

ACCESS CENTRE
MATURE STUDENTS
FEES
LIBRARY
STUDENT SERVICES

DISABILITY SUPPORT SERVICES
STUDENT REGISTRY HELPDESK
ISS SERVICE DESK
ADMISSIONS
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
- Completed the HEA Survey
- Activated your Campus Account (CASS)

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