Online Registration Guide
for First Year Undergraduate Students

2017/2018
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/new-students 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,

James J. Browne
Ph.D., D.Sc., MRIA, C.Eng
President
Contents

President’s Message ................................................................. 1
Login to Register ...................................................................... 4
Overview of your Student Account ........................................... 5
Agree to Terms & Conditions .................................................. 6
Update Personal Information ................................................... 6
Photo Upload ............................................................................ 7
Fee Payment Instructions .......................................................... 8
HEA Equal Access Survey ......................................................... 10
Important Things To Know ...................................................... 12
Check List ............................................................................... 14
Congratulations on getting your course at NUI Galway.

Now you must register ONLINE to become a student of this University. ONLINE Registration opens on 24th August 2017 and closes on 11th September 2017.

What is Registration?
Registration is the collection and maintenance of student data. All information is stored centrally on the Student Record System. It is compulsory that all students at NUI Galway register each year.

Why Register?
Registration allows you to collect your student ID card, select your modules, gain access to the library, labs etc. Join up with Clubs and Societies and access all of the on campus facilities available to students.

What is ONLINE Registration?
ONLINE Registration is compulsory and allows you the freedom to register for your course, pay your fees and select your modules (where relevant) online. To register ONLINE go to www.nuigalway.ie/registration and follow the instructions provided.

Non EU Students
You must contact the Fees Office before registering. Pay any monies owed and then you can register ONLINE. More information here.

Student Hotline
091 493999

What is my NUI Galway Login?
Your Login is made up of a user name and password.
Your user name is your CAO number which is now your NUI Galway student ID number e.g. 17123456.* Your password will be the word 'galway' followed by the first 4 digits of your date of birth (in the format ddmn). If your date of birth is 21st May 1996 then your password is ‘galway2105’.

It is very important once you have completed the registration process that you activate your Campus Account (CASS). You will find more information on this process later in the brochure.

What do I next?
Press "Login" to enter your Student account

STEP O1
Login to Register

If you are a past student of this University, please note that it is NUI Galway policy to retain your full student history under your first or old NUI Galway ID number. You will therefore be required to register using your existing NUI Galway student number and should not register using your CAO application number. If your new CAO number has not been merged back to your old NUIG number, you must contact undergradadmissions@nuigalway.ie to get this issue resolved. Please note the implications of not using your old/existing number here.

Note: you must have a passport sized vertical facing photo ready to upload when you start the registration process.

If you are having difficulty with accessing your student account, you can contact the Library & IT Service Desk. Click here for information on how to contact the Library & IT Service Desk.

The COURSES page will outline the details of the course you are going to follow at NUI Galway. You only use your CAO course code when applying to NUI Galway. Now that you are a student you will use the NUI Galway course instance codes click here for details.

The FINANCE page will outline all your fees details and any queries on this page should be directed to fees@nuigalway.ie

The PROFILE page will list your personal details based on your CAO application. The name given here should match that on your birth certificate, passport or driver’s license.

I
Contact reghelp@nuigalway.ie if there are any errors on the Courses page.

The COURSES page will list your personal details based on your CAO application. The name given here should match that on your birth certificate, passport or driver’s license.

I
If your name is incorrect continue to register and when you come to collect your student ID card, we will make the necessary changes for you.

Non EU Students
You must contact the Fees Office before registering. Pay any monies owed and then you can register ONLINE. More information here.

If your name is incorrect continue to register and when you come to collect your student ID card, we will make the necessary changes for you.

Please use the EDIT button to update your mobile number and your term address if different from your home address.

Add in your personal email address if not already there. Click here for information on how to access your NUI Galway student email account

Once you are finished click on the ‘COURSES’ tab at the top of the page. Then to confirm your registration click on ‘Register Here’ on the right hand side of the screen.
Once you read the “Terms and Conditions” you should enter a tick 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.

In this section you need to update all fields marked with the asterix *. Domicile your country of permanent residency prior to entry to the programme of study. It is not necessarily the correspondence/term address.

Neither is it the same as your nationality and does not alter as you progress through your academic career 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 students have been residing in Ireland for 3 years or more prior to commencing their course would their Domicile Ireland. Their Domicile must not change throughout the duration of their study.

You must upload an appropriate front facing photo (head and shoulders) of you ‘only’ which will be used on your student ID card. Please note that this card is valid for the duration of your programme.

To upload your photo you must:

1. Click browse and search for your photo (vertical facing) in the location where you have stored it
2. Click on your photo and choose your file type and click open
3. Click upload

If you did not upload your photo before the 27th August, you must now wait until 11th September to collect your ID card from the Registration Help Desk, 1st Floor, Áras Uí Chathail. MAP Click here

You must upload a vertical facing photo before the 27th August 2017 otherwise it will not be available for collection during orientation.

You must bring either your birth certificate, passport or driver’s licence when collecting your ID card. You will not be issued your student ID card if you do not bring one of the above forms of identification.

View video for more assistance
**Fee Payment Instructions**

In order to be a fully registered student, you must pay the appropriate fees. The questions listed below will determine the fee you must pay.

Please see the fees website at [http://www.nuigalway.ie/fees](http://www.nuigalway.ie/fees) for more details.

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**STEP 06**

**Fee Payment Instructions**

**What amount do I need to pay?**

<table>
<thead>
<tr>
<th>2017-2018</th>
<th>Total Amount Payable by Student</th>
<th>Student Contribution</th>
<th>Tuition Fee</th>
<th>Student Levy €224</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU student, with free tuition fees and on a SUSI grant</td>
<td>€224</td>
<td>To be paid by SUSI</td>
<td>To be paid by government</td>
<td>Yes</td>
</tr>
<tr>
<td>EU student, with free tuition</td>
<td>€3,224</td>
<td>Yes</td>
<td>To be paid by government</td>
<td>Yes</td>
</tr>
<tr>
<td>EU Student not eligible for free tuition and not on a grant</td>
<td>Please see <a href="http://www.nuigalway.ie/fees">www.nuigalway.ie/fees</a> for updates on fees payable</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non EU student</td>
<td>Fees payable in full prior to registration</td>
<td>N.A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A fee is comprised of three elements:

- **Tuition fee**
- **Student Contribution**
- **Student levy**

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**What amount do I pay?**

1. **Tuition - are you eligible for ‘free tuition fees’?**

   Criteria for determining eligibility:
   - EU Nationals (ie holders of an EU Passport and Birth Certificate)
   - Residency for 3 of past 5 years
   - Never been to third level before

   For more information please click on this link: [www.nuigalway.ie/fees](http://www.nuigalway.ie/fees)

2. **Student Contribution**

   In 2017/18 the Student Contribution will be €3,000. If you are eligible for a higher education grant the Fees Office will invoice SUSI for this charge.

   For more information please click on this link: [www.nuigalway.ie/fees](http://www.nuigalway.ie/fees)

3. **The Student Levy**

   In 2017/18 the student levy will be €224.

   This levy is payable by all students and is not covered by SUSI or any other funder.

   The levy relates to student services, e.g. health care, sports and recreation, students union.

   For more information please contact the students union at studentsunion@nuigalway.ie

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**View video for more assistance**
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 www.heacad.ie for more information. Please continue and fill out the HEA survey online now.
Congratulations you are now a registered student of NUI Galway

Activate your Campus Account (CASS)
You should now 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!

Module Selection
Click here for information on what a module is. All queries with regards to module selection should be directed to your relevant College see here for links. When you know what modules you are taking you must register for them ONLINE. To see your modules/course information within Blackboard, you must log on to the ONLINE Registration System and register for your modules. You will have access to these modules within Blackboard 24 hours later.

How do I print my Module Registration?
Click the PRINT tab at the top right hand corner of the first screen of your student account.

How do I print proof of my Registration?
Click the tab on the right hand side of the first screen of your student account.

How do I upload a photo if I omitted to do so during the online registration?
Go to ‘Profile’ on the first page and click on the UPLOAD PHOTO tab under Personal Information and follow the instructions.

How do I edit my term address, now I have one?
Go to ‘Profile’ on the first page and click on EDIT tab under Term Address and then type in your new address and click on UPDATE.

Please note your home address is the address you gave on your CAO application.

If you wish to change your home address you will need to do so at the Student Information Desk (SID), ground floor, Áras Ui Chathail. www.nuigalway.ie/sid for opening hours and map

How do I get my student ID card?
Come along to Áras Ui Chathail, 1st Floor (Map) on the dates listed HERE to collect your student ID card. Make sure you have loaded your passport photo during online registration or else you must log back into online registration www.nuigalway.ie/reg before the 27th August 2017 and upload your photo.

You must bring the following on your ID card collection day:
- your birth certificate, passport, or driver’s license which will be checked before we can issue your student ID card to you. (We will not issue you an ID card if you do not bring one of these forms of identification with you on your ID card collection day)
- your SUSI number (if applicable)
- your PPSN number which we are required to supply to the HEA (Higher Education Authority).

Your student ID card identifies you as a student of NUI Galway and you will be required to carry it at all times on campus, to gain access to the library, when requesting documents e.g. transcripts and for entry into your examinations.

If you did not upload your photo before the 27th August, you must now wait until 11th September to collect your ID card from the Registration Help Desk, 1st Floor, Áras Ui Chathail.

You must have completed Stage 1 of Registration before you can collect your ID card.

I still need more help!
A registration helpdesk will be open Mon – Fri from 22nd August – 11th September.

Details are as follows:
Opening hours: 9:00am – 5pm
Phone number: 091-493999
Email: reghelp@nuigalway.ie
Web: www.nuigalway.ie/reg

Please quote your CAO number, now your NUI Galway Student ID number on all correspondence.

Video guide to selecting your modules
Blackboard Access:
You can access your Blackboard account 24 hours after you have completed your registration. To see your modules/course information within Blackboard, you must log on to the ONLINE Registration System and register for your modules. You will have access to these modules within Blackboard 24 hours later.
Check list

- Registered Online
- Photo Uploaded (Vertical facing)
- Fees Paid
- SUSI Number Entered (if applicable)
- HEA Access Survey Completed
- Campus Account (CASS) Activated

To bring with you at Orientation

- Your birth certificate, passport, or driver’s license
- Your PPSN number
- Your SUSI number (if applicable)

www.nuigalway.ie/new-students