![NUI Galway OÉ Gaillimh logo]
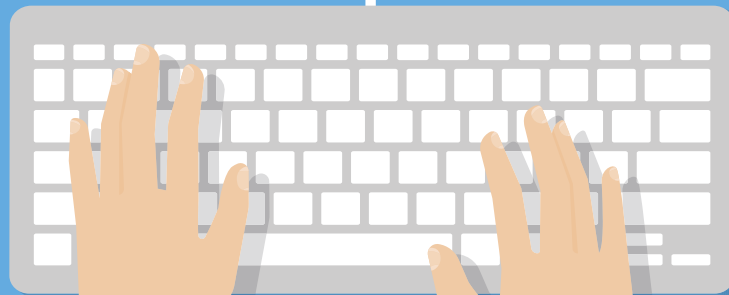
YOUR
Online Registration Guide

for First Year Undergraduate Students

2021/2022

www.nuigalway.ie/reg

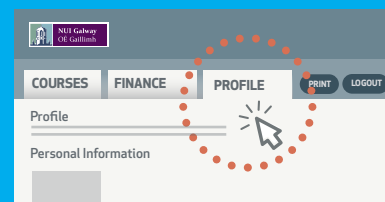# Contents

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** 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
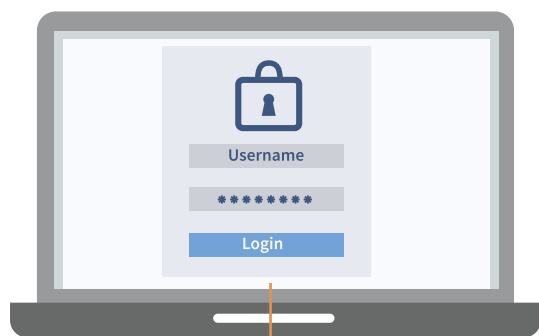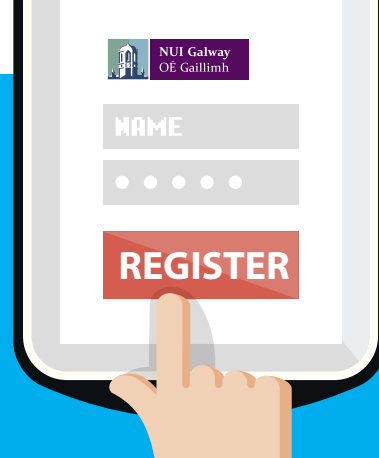
FOR ACADEMIC DATES CLICK HERE

Step 1
Login to Register

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

Click on the '**Click here to Register**' button

Username

Password

Non - EU Students

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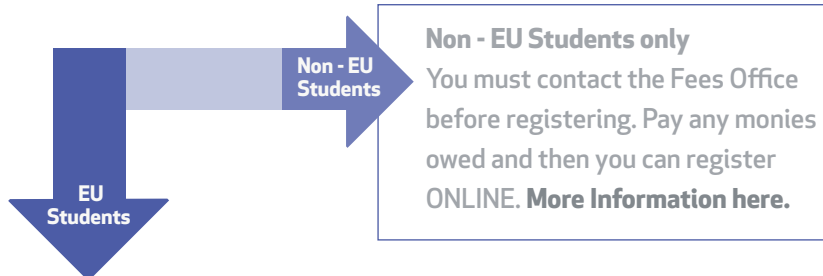
EU Students

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

Step 2

Start the registration process to confirm your registration
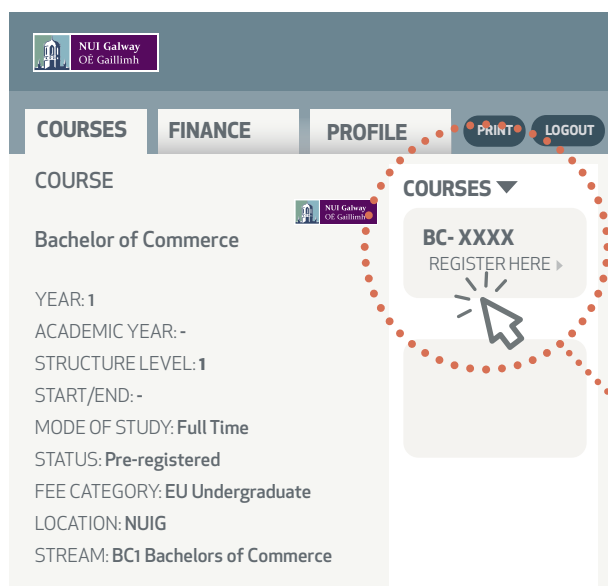
Welcome to your course profile page

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

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

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**

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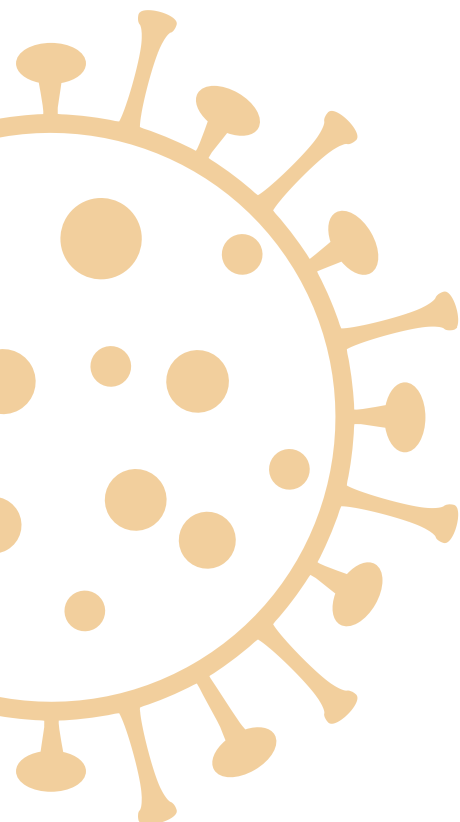
Step 4 Add your Home and Term Address

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.

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:
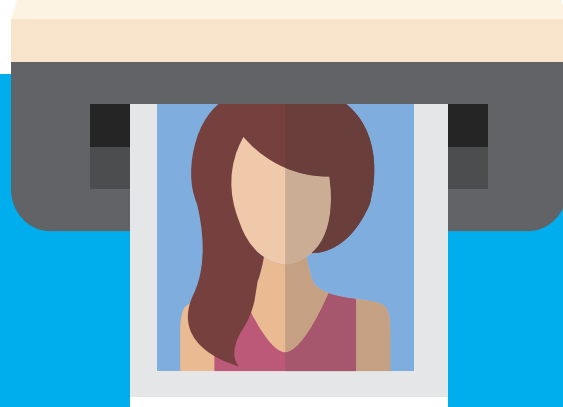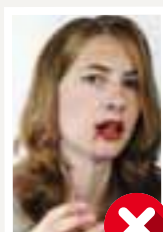
Compulsory*

Requested

If applicable

😫 Confused by any of the terms in the Personal Details list? – Check out the glossary at the end of the guide.

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 **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
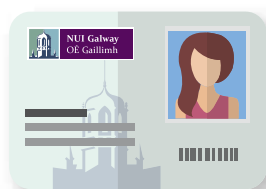
😫 **Having problems uploading your image?**
email **regphotos@nuigalway.ie**

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 **WXXXXXXXXXXXX**.

To pay your fees, select **Pay Now**. A secure payment page will open where you can enter your debit/credit card details. **Cick here** for more information.

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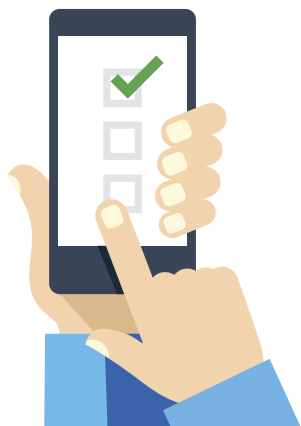
The HEA (Higher Education Authority) require us, on their behalf, to survey students on their social, economic and cultural background at registration.

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:

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

✓ **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 12345667

✓ **Add your SUSI number** (if applicable)
WXXXXXXXXXXXX

✓ **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
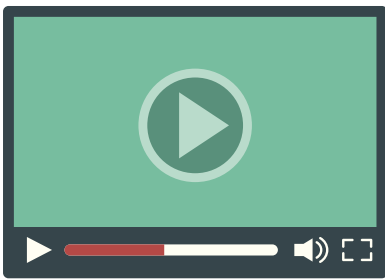**fees@nuigalway.ie**

😬 **Still need help?**
Click here

What's Next? contd.

2 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**

👁 **Choose Your Modules**

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
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 | 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**

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

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** to find out more.

Course Title

Your course title is for example; **Bachelor of Arts** or **Bachelor of Science** etc.
Click here 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** 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**. For more information on IT services available within NUI Galway **click here**.

Forgot your Password

If you **cannot remember your password**, and you previously activated your account – please **click here** for further information. Contact the Library & IT Service Desk on **servicedesk@nuigalway.ie** should you encounter any difficulties.

NUI Galway Support Teams

NUI Galway OÉ Gaillimh

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

DISABILITY SUPPORT SERVICES

FEES

STUDENT REGISTRY HELPDESK

LIBRARY

ISS SERVICE DESK

STUDENT SERVICES

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**
- ☐ **Completed the HEA Survey**
- ☐ **Activated your Campus Account (CASS)**

NUI Galway
OÉ Gaillimh