General Information for new Full-time Year 1 Students

Registration Form It is essential that you return your Registration form to the Admissions Office. Bring the completed form to your Registration & Induction. Registration Packs will be issued from the end of August after every CAO Round. If you receive a late offer, collect your pack from the Student Nexus, Bishopstown.

Your myCIT email account In **early September**, you will be sent an email to your personal email address with information on how to activate your **myCIT email** account, how to access **Blackboard** (lecturer notes etc), and **web4student** (your academic record). Personal email addresses will not be used after initial login details are sent. **After** you have received that email, queries regarding your myCIT email account should be sent to servicedesk@cit.ie.

Legal Name Attach a photocopy of your Birth Certificate or Passport to your Registration Form. If you have a non-Eu Birth Certificate / Passport, but are in possession of an **Eu passport**, bring your original Eu passport to the Admissions Office without delay to ensure correct billing. If you wish to be known by a name which is different from your Birth Certificate, bring along your passport or Marriage Certificate showing your preferred legal name.

Non Eu Non-Eu Tuition Fees must be paid by 12th September. Non-Eu students are required to present their **passport and visa** (original and photocopy). If applying to be assessed for Eu fees, please submit an Application for non-Eu Fees Form, and attach required evidence.

ID Card You will receive your ID card at Registration and Induction if all your paperwork is in order. If you are at NMCI, CCAD, or CSM, enquire at the Administration desk. Queries to citcard@cit.ie.

Module Enrolment Deadline Semester 1 Students will be emailed (to their myCIT email account) in early September with instructions on module checking and online enrolment (which opens from 10th Sept.). Contact your own academic department for a list of electives and their CRN codes, if applicable. Check that you are enrolled for ALL your **Semester 1 modules by 5pm Friday 5th October**. Penalties apply for late enrolment.

Social Welfare, Medical card Forms etc These forms should be fully completed before being presented (after 12th September) at the Admissions Office. Present your ID card when requesting form stamping.

Letters / certification of Attendance For all letters, contact your **Departmental secretary** from 12th September. If you require the letter to state that you are Registered (ie. paid), wait 10 days after your payment before requesting the letter.

Fees Payment In September, you will receive information through your **myCIT email account** about paying online. Send fees queries to the Finance Office at fees@cit.ie or tel : 4335440. Students are not fully registered until all fees are paid.

Course start dates Full-time courses commence at **9am Wed. 12th Sept. 2018** (unless otherwise advised). Timetables will be available online from 11th Sept. at http://timetables.cit.ie. Please contact your Department with any queries about room number and your timetable.

Admissions Office The office will stay open until 7pm (Mon.-Thurs) for the first few weeks of semester. Do call over with any queries, or email admissions@cit.ie.

Admissions Office

Academic Department List

Department	Telephone No.	Location
Accounting & Information Systems	021 - 4335920	C163
Applied Social Studies	021 - 4335310	G2.13
Architecture Civil, Structural & Environmental Engineering Construction	021 - 4335950	A223al
Biological Sciences	021 - 4335885	C147L
Centre for Craft Studies	021 - 4335910	B160L
Computer Science Mathematics	021 - 4335160	B225L
Electrical & Electronic Engineering	021 - 4335470	B264L
Management & Enterprise	021 - 4335806	E1A
Marketing and International Business	021 – 4335939	E11
Mechanical, Biomedical & Manufacturing Engineering	021 - 4326505	A285L
Media Communications	021 - 4335810	B121
Organisational & Professional Development	021 – 4335902 021 - 4335903	D143
Physical Sciences	021 - 4335870	C229A
Process, Energy & Transport Engineering	021 - 4335150	A283L
Sport, Leisure & Childhood Studies	021 - 4335930	G Block (1st Floor)
Tourism & Hospitality Studies	021 - 4335820	2nd Floor Tourism & Catering Building
National Maritime College of Ireland	021 – 4335600	Ringaskiddy
Cork School of Music	021 – 4807300	City Centre
Crawford College of Art & Design	021 – 4335200	City Centre

Admissions Office (admissions@cit.ie)	021 - 4335040	Administration Building
Finance Office (fees@cit.ie)	021 - 4335440	Administration Building
Post Graduate (Research) Office (graduate.school@cit.ie)	021 - 4335099	Administration Building (1st Floor)
Accommodation (accommodation@cit.ie)	021 - 4335750	Student Centre (1st Floor)

19/07/2018

Admissions Office