General Information for new Full-time Post Year 1 Students

Registration Form It is essential that you return your Registration form to the Admissions Office.

Your myCIT email account You will be sent an email to your personal email address with information on how to activate your **myCIT email** account, and how to access **Blackboard** (lecturer notes etc), and **web4student**. Personal email addresses will not be used after initial login details are sent. **After** you have received that email, any 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 New students: if you are in Cork on **Monday 11th Sept.**, come to the Student Nexus, Bishopstown at **3pm** with your **birth cert** or **passport** (and marriage certificate if relevant), and get your ID card and a quick tour of the Bishopstown campus. Otherwise, from 12th September, go to the ID card office to collect your ID card (open until 7pm the first few weeks). 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. Contact your own academic department for a list of electives if applicable. Check that you are enrolled for ALL your **Semester 1 modules by Friday 6th 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.

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 7 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 Tuesday 12th Sept. 2017** (unless otherwise advised by your department). Timetables will be available from 11th Sept. at http://timetables.cit.ie. Please contact your Department with any queries about room number or 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.

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 - 4335900	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 - 4807307	City Centre
Crawford College of Art & Design	021 - 4335222	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)