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National
College *of*
Ireland

WELCOME TO NCI

Dear Student,

I am delighted to welcome you as a student to National College of Ireland. I hope your time with us will be both enjoyable and rewarding.

This handbook provides you with a step by step guide on how to register online and gain access to the many services and supports available to you as a student here at National College of Ireland. The handbook will provide you with information on the registration, enrolment and orientation programmes.

I urge you to take the time to read this handbook carefully as it will answer many of the queries you may have at this time and contains important instructions regarding the registration process.

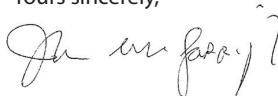
Registration and orientation will be held online for September 2020 as we adhere to the Government guidelines surrounding social distancing. I ask you to read the welcome letter enclosed in your offer pack which further details some of the measures which NCI will take to keep students safe whilst supporting your learning.

It is important to attend the orientation programme, details of which are available on the College website, as this will provide information that you may need in the future. The orientation programme includes a Campus Map and a guide to Student Services, Peer Mentoring, Library and Information Technology Services.

In addition, from the College website (www.ncirl.ie) you can access the student portal which provides a range of material and advice to help you in your first year.

I wish you every success in your academic studies here at National College of Ireland.

Yours sincerely,



John McGarrigle
Registrar

Introduction

Congratulations on your recent examination results.

We are delighted that you have chosen National College of Ireland (NCI) as one of your preferred destinations for further study.

The purpose of this booklet is to help guide you through the next steps to start your exciting college career. Please ensure you read this booklet thoroughly and follow each step as outlined.

 Your lectures will commence the week beginning the 28th September 2020.

All information stated in the registration booklet is correct at time of printing. Information may change as a result of updated Government guidelines and advice of Public Health Authorities in response to the COVID-19 pandemic. A copy of this booklet will be available from the New Students section of the NCI website (www.ncirl.ie/NewStudents). You are asked to check the online version of this booklet and the NCI website regularly for important information and changes.

Academic Calendar

Calendar 2020/21	From	To	
Enrolment	Online		All autumn 2020 students must register online. To complete online registration, students must pay fees online, reset their IT log in details and submit their student ID photo.
Orientation	21/09/2020	25/09/2020	Courses are scheduled for orientation sessions at different dates and times. You MUST check the website for your orientation session www.ncirl.ie/newstudents
Semester 1	28/09/2020	18/12/2020	
Reading Week	09/11/2020	13/11/2020	
Semester 1 - Exams	05/01/2021	16/01/2021	
Semester 2	23/01/2021	30/04/2021	
Reading Week	15/03/2021	20/03/2021	
Easter Holidays	02/04/2021	09/04/2021	
Semester 2 - Exams	07/05/2021	22/05/2021	
Repeat Exams	12/08/2021	28/08/2021	

I've received an offer what happens now?

So you've received an offer of a place from NCI, the next step is to accept your place!

CAO Applicants

Your offer of a place was made through the Central Applications Office (CAO) so you must accept through the CAO. Please carefully read the offer acceptance procedure which the CAO have provided you with.

Direct/Mature Applicants

You may have already received an offer email from NCI. If you have not yet received an offer email, please contact the Admissions Office at admissions@ncirl.ie. To accept your place please contact us on 1850 221 721 or email us at admissions@ncirl.ie. If you have already received an offer and accepted, please skip to "I've Accepted My Offer – What Next?" You must contact us by 19th August 2020 at the very latest to accept your offer.

I've accepted my offer, what next?

CAO Applicants

Your CAO application number is now your student number. Your username will be, for example, x12345678. Once you have accepted your offer from the CAO, you will be required to reset your password. You can reset your password 48 hours after accepting your place by following the Setting Your Password guide on the New Students section of the NCI website. Please carefully read these instructions and follow the steps given to reset your password.

NOTE: If you were deemed eligible under the HEAR scheme please skip directly to the section entitled HEAR (Higher Education Access Route) for your next steps.

Direct/Mature Applicants

Your student number was included on the email communication you were sent by the college, including the email offering you a place on your course. Your username will be, for example, x12345678. Once you have accepted your offer, you will be required to reset your password. You can reset your password 48 hours after accepting your place by following the Setting Your Password guide on the New Students section of the NCI website. Please carefully read these instructions and follow the steps outlined to reset your password.

If you have not yet accepted your place, please do so by contacting admissions@ncirl.ie or 1850 221 721.

Online Registration



This section is applicable to all students except BA Hons in Psychology students. If you have been offered or accepted a place on the BA Hons in Psychology, please see the section entitled "Psychology Students: NC010"

All full-time undergraduate students must register and pay fees online. Due to current Government guidelines registration will not take place on campus this year. However, everything you need to do can be completed from home

Before you start this process please make sure you have the following to hand;

1. This booklet; in order to follow the step by step guide to logging on
2. A credit/debit card
3. Your login details – your username and password as detailed in the above section.

What is online registration?

Online registration allows you to pay your college fees online in a quick and convenient manner.

When do I have to register by?

CAO applicants MUST register online within one week of accepting their CAO offer.

Direct/Mature applicants MUST register online before 31st August.

If your fees are not paid by within this timeframe, a late charge of €75 will apply. Your IT accounts and access to the library will also be suspended after this date if payment is not received. Please see the section entitled Student Fees – A Guide for further information on course fees.

Online Registration

How do I access online registration?

1. To begin online registration, go to the New Students section on the NCI website: <http://www.ncirl.ie/newstudents> and click on "Full Time Registration and Orientation". On this site, you will find a step by step 'Getting Started' guide. Click on "Step 2 - Register & Pay Course Fees"

Step 2 - Register & Pay Course Fees

Once students have accepted their place (as outlined above), they must pay fees due and complete registration. CAO applicants must pay fees and **register online** within one week of accepting their CAO offer. Direct/Mature applicant must pay fees and **register online** before 31st August 2020.

2. Enter your student number and password number eg x12345678)

Sign in

Please use your NCI login details to login. Your username is x plus your student number e.g. x12345678

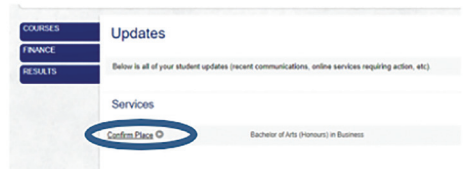
* Username
x12345678

* Password

Sign in

3. If you encounter any problems when accessing the MyDetails section please contact the IT Support Desk by email at support@ncirl.ie (Please note that when logging in to pay your fees, your username will take the form x followed by your student number e.g. x12345678)

4. When you are logged into the My Details service you will see the details of your course on screen. To continue to the registration page, click on "Confirm Place"



5. You will be presented with steps to confirm your registration. These steps include reviewing your profile, providing your PPSN and EIRCODE, and paying fees. Please follow the instructions on each page carefully and ensure the information you provide is accurate.

Student fees - A guide

This section is applicable to all students excluding BA Hons in Psychology students. If you have been offered or accepted a place on the BA Hons in Psychology please see the section entitled "Psychology Students: NC010"

Tuition Fees

Most undergraduate students attending publicly funded third level courses do not have to pay tuition fees, under the terms of the free fees initiative. There are eligibility criteria which you must meet in order to be eligible for free fees, these will be assessed during online registration. If your self-assessment for fees during online registration results in the incorrect calculation of your fees based on your criteria, you will be contacted by the Fees Office to rectify.

Student Grant 2020

Student Universal Support Ireland (SUSI) is the awarding authority for all student grant applications. All students who are applying for the student grant must apply through SUSI. Please see www.susi.ie for more details. If awarded, the student grant will go towards paying for the Student Contribution Fee (SCF).

Student Contribution Fee (SCF)

The SCF must be paid by all students. The SCF for the 2020/21 academic year is €3,000.

- I've applied for a SUSI grant; do I still have to pay the SCF?

If you have applied for the student grant through SUSI you are not required to pay the SCF to register online. However you must provide the college with confirmation that you have made

an application to SUSI for the grant at enrolment. The following will be deemed acceptable as confirmation you have applied to SUSI:

- A copy of your letter from SUSI confirming you have made an application
- A printed screenshot of your SUSI online application account which displays your name and your SUSI ID
- You may already have received confirmation of your awarded grant from SUSI, if you have this, please provide us with a copy

The above should be provided to the Fees Office by email at fees@ncirl.ie.

If proof of a funding application is not provided to the Fees Office by September 29th, then the following payments must be made:

- 20% of SCF (€600) immediately
- 30% of SCF (€900) by 15th November 2020
- Balance of SCF (€1,500) at the start of the second semester (January 2021)

If application for funding is unsuccessful, then payment of the SCF falls due on the above dates.

Student fees - A guide

! **Please Note:** The €80 gym membership fee must be paid by all students. The grant does not cover this cost. Students will need to register online and pay this fee.

I am not entitled to a SUSI grant; do I have to pay the SCF and gym membership in full?

No, if you are not eligible for a SUSI grant you must pay, at a minimum, 20% of the SCF (€600) and the full gym membership (€80) online before the commencement of classes. You may then decide to pay the balance one of two ways:

1. Complete a direct debit form and return it by email to fees@ncirl.ie. The direct debit will split the remainder of the fees (€2,400) equally over 6 months, with the first instalment of €400 due on the 5th October. A direct debit form has been included in this pack and is also available on the website to download. PLEASE NOTE: 20% of the SCF MUST BE PAID ONLINE TO AVAIL OF THE DIRECT DEBIT OPTION and you must submit a completed direct debit form to fees@ncirl.ie or you will not be registered.

OR

1. A further 30% of fees (€900) must be paid by 15th November 2020 with the remaining 50% balance payable at the start of semester two.

Please Note:

Fees Can Be Paid Online By Credit/Debit Card.

We Do Not Accept American Express

We Do Not Accept Cash

Gym Membership Fee

A referendum on gym membership was held and the full-time undergraduate student body voted in a mandatory annual membership fee of SV Fitness (www.svfitness.com). The referendum will require students to pay the mandatory €80 fee at the start of the year when registering. The membership period is fixed for one year from the 1st September 2020 through to the 31st August 2021.

Psychology Students: NC010



This section is applicable ONLY to students who have been offered and accepted a place on NC010 – BA Hons in Psychology. If this does not apply to you please refer to the Section “Student Fees – A Guide”.



Psychology students cannot use the online registration service

Fees

The BA (Hons) in Psychology is not covered under the free fees initiative. The fee for the course is €5,900 per annum.

Students must also pay a gym membership fee of €80 per annum.

Do I have to pay the full fee before the course commences?

No, there is an easy payment plan for the course which has been outlined below. If you sign up for the payment plan you can register as a student by paying 20% of your fee PLUS the full gym membership fee by calling us on 1850 221 721 (at least 48 hours after you have accepted your place through the CAO) and pay by debit or credit card.

Alternatively, you can pay by cheque, bank draft or postal order (made payable to National College of Ireland) and sign the enclosed direct debit form. You MUST sign and return the direct debit form in order to be registered.

Total Course Fee	€5,900
Gym Membership Fee	€80
20% Deposit PLUS Gym Membership Fee to register for the course	€1,260
8 x Monthly Instalments	€590

When does the first direct debit commence?

The first direct debit is scheduled to come out of your account on 5th October.

What is the gym membership fee?

A referendum on gym membership was held and the full-time undergraduate student body voted in a mandatory annual membership fee of SV Fitness (www.svfitness.com).

The referendum will require students to pay the mandatory €80 fee at the start of the year when registering. The membership period is fixed for one year from the 1st September 2020 through to 31st August 2021.

Psychology

Students: NC010

When can I pay my fees?

You can contact us by phone on 1850 221 721 and pay your fees by credit/debit card 48 hours after accepting your place via the CAO. You can email a completed version of your direct debit form to fees@ncirl.ie.

Can I Apply for the Grant?

Yes you can make an application for a grant through SUSI (Student Universal Support Ireland) www.susi.ie.

If I have applied for a grant do I still have to pay the deposit as outlined above?

Yes. If you do not receive confirmation from SUSI of receipt of your grant prior to your course commencing, then you are required to pay the deposit as outlined above and fill out and return the direct debit form to fees@ncirl.ie. If you are subsequently awarded the grant, then any fees over paid by you will be refunded.

What if I have confirmation of my SUSI grant award?

If you have received confirmation of what your SUSI grant is, please ensure to email a copy of this confirmation to fees@ncirl.ie. Your SUSI grant will be offset against

the course fees and you can pay the outstanding amount in one of the following ways;

- Pay 50% of the outstanding fees (along with the €80 gym membership fee) and a further 50% before semester 2.
- Pay 20% of the outstanding fee (along with the €80 gym membership fee) and complete and return the enclosed direct debit form. Your remaining balance will be spread over 8 monthly instalments commencing 5th October.
- Pay 100% of your outstanding fee (along with the €80 gym membership fee)

Does this course qualify for tax relief?

Yes - you can apply for tax relief at the end of each academic year.

PLEASE NOTE: WE DO NOT ACCEPT CASH

Enrolment

Enrolment for all autumn 2020 students will take place online. Please consult the step by step “Getting Started” guide on the New Students section of the website to ensure you complete the enrolment process. To ensure you are ready for your first semester you must:

1. Set your student log-in details
2. Pay fees and register online
3. Submit your student ID photo in order to obtain your student card
4. Confirm your course start date and timetable

Your student card is a vital part of your student life. **From September 2020, students will not be permitted to enter the college building without a valid student card.** It is therefore very important that you obtain your student card and keep it safe. You will also need your student card to enter the College library, for printing and photocopying, for identification purposes and, importantly, for student discounts!

In order to obtain your student card, you must provide a student ID photo. To submit this photo, new students must download a photo app to their smartphone or laptop and take a selfie. This selfie must be passport style, and a guide to downloading the app and taking your photo is provided in “Step 3 – Getting Your Student Card” section of the New Students site. Once students submit their ID photo, their student card will be sent to them by post.

The College will endeavour to post your card in advance of classes commencing however due to current restrictions because of COVID-19, there may be a slight delay.

HEA Student Data Collection Notice

NCI is required to collect data from students, and pass this data to the Higher Education Authority

in order for them to perform their statutory functions under the Higher Education Authority Act, 1971. Students are advised to consult the Student Collection Notice for further information (<https://www.ncirl.ie/Legal/HEA-Student-Collection-Notice>).

The HEA student survey will pop up when you log into NCI360/Moodle for the first time, we would urge you to take this survey as it assists the HEA in measuring equality of access to higher education and allocate the resources needed to support students of all backgrounds and abilities.

Orientation

Orientation for first year students will take place online in the week beginning 21st September. Each course is assigned a separate date and time for orientation so please ensure you check the schedules online at <http://www.ncirl.ie/newstudents> to confirm the correct orientation session for your course.

Orientation is compulsory and extremely important to attend. It will help you to familiarise yourself with the layout of the College and will give you an opportunity meet your new classmates.

You MUST attend your assigned orientation session

so it is important you check this information online at <http://www.ncirl.ie/newstudents>

Access Orientation for DARE & HEAR students
Students who were deemed eligible under the DARE and HEAR scheme MUST also attend a supplementary orientation in addition to the above.

Please see <http://www.ncirl.ie/newstudents> for dates and times of the supplementary orientation.

Registration Summary

CAO Students

- Accept your place with the CAO by following the steps they have outlined in the CAO Offer Notice.
- 48 hours after your acceptance has been submitted to CAO, you will have permission to reset your log-in password. A guide on how to reset your password is available from the New Students section of the NCI website (<http://www.ncirl.ie/newstudents>). Please ensure you follow these steps in order to progress to online registration.
- Click on the link to “Register & Pay Course Fees”
- When logged in, select “Confirm Place” under Actions from right hand menu. Follow the instructions to complete your registration
- Download the student photo app and submit your student ID photo to receive your student card
- Attend your online Orientation Session
- Commence classes on 28th September 2020
- Late charges will be applied if you do not register by 28th September 2020

Direct/Mature Applicants

- If you have not already accepted your place with the National College of Ireland please contact us by email at admissions@ncirl.ie or by phone on 1850 221 721 to accept your place
- 48 hours after your acceptance has been submitted to NCI, you will have permission to reset your log-in password. A guide on how to reset your password is available from the New Students section of the NCI website. Please ensure you follow these steps in order to progress to online registration.
- Click on the link to “Register & Pay Course Fees”
- When logged in select “Confirm Place” under Actions from right hand menu. Follow the instructions to complete your registration
- Download the student photo app and submit your student ID photo to receive your student card
- Attend your online Orientation Session
- Commence classes on 28th September 2020
- Late charges will be applied if you do not register by 28th September 2020

Registration Summary

BA Hons in Psychology Students

- Accept your place with the CAO by following the steps they have outlined in the CAO Offer Notice. Mature students can accept their place by emailing admissions@ncirl.ie or calling 1850 221 721
- 48 hours after accepting your place with the CAO contact us on 1850 221721 to make a payment by credit or debit

OR

- Make a payment by cheque, bank draft or postal order and return it to the Fees Office along with a completed direct debit form.
- 48 hours after your deposit payment has been made, you will have the opportunity to reset your log-in password. A guide on how to reset your password is available from the New Students section of the NCI website. Please ensure you follow these steps in order to progress to online registration.
- Download the student photo app and submit your student ID photo to receive your student card
- Attend your Orientation session
- Commence classes on 28th September 2020
- Late charges will be applied if you do not register by 28th September 2020

What if I want to defer my place?

Deferrals for autumn 2020 will be granted for medical reasons only.

If you wish to apply for a deferral based on medical grounds, please ensure you follow the following steps:

- Do NOT accept the offer of a place through the CAO..
- Email admissions@ncirl.ie immediately and give your name as it appears on your CAO application, quote your 2020 CAO Application Number and the Course Code of the offer you wish to defer and set out the reason(s) for the request. Mark 'DEFERRED ENTRY' clearly in the subject line of your e-mail.
- Deferral requests must be accompanied by supporting documentation (that is, a hospital or doctor's note). A deferral cannot be granted in the absence of supporting documentation.
- The letter or e-mail must arrive in the Admissions Office at least two days before the "Reply Date" shown on the Offer Notice.

If the deferral is granted, you will receive notification by email from the Admissions Office. In order to take up your offer of a deferred place you will have to reapply through the CAO for 2021 entry and indicate you are applying as a deferred applicant and place the course you deferred as your ONLY preference on the application form.

Dare and Hear

DARE (Disability Access Route to Education)

National College of Ireland believes that one of the most important first steps for students with disabilities is to be sure that you can access supports in an open, relaxed, friendly and confidential manner.

In order for the College to help you achieve these first steps, students who have applied via DARE and were deemed eligible will be contacted by the Disability Support Officer to arrange a meeting in order to register with the Learning and Disability Service.

Supplementary Orientation

If you were deemed eligible under the DARE scheme you **MUST** attend a supplementary orientation. The time and date of this session is available from www.ncirl.ie/newstudents.

HEAR Students and Online Registration

Students who have been deemed eligible under HEAR must indicate during online registration that they have applied for SUSI funding. As a HEAR student you are only required at this time to pay the €80 Gym Membership Fee in order to be registered.

The Gym Membership Fee is a mandatory charge and registration cannot be completed until this charge has been paid. All students in receipt of Higher Education grants or VEC grants are required to pay this charge which is not covered by the grant scheme

Supplementary Orientation

If you were deemed eligible under the HEAR scheme you **MUST** attend a supplementary orientation. The time and date of this session is available from www.ncirl.ie/newstudents.

Life at NCI

Getting to NCI

NCI's central location means it is serviced by a number of different methods of public transport.

Luas

With a red line Luas stop right outside our door (Mayor Street) you'll never be late for lectures. See www.luas.ie for more information.

Connolly Station

Connolly station is a five minute stroll away from the College. Connolly services the DART, South Eastern suburban, Northern suburban and Western suburban routes see www.irishrail.ie for more information

Dublin Bus

Dublin bus services a number of stops direct to the city centre and North Wall Quay, see www.dublinbus.ie for more information.

On-campus Accommodation

The Exeter Property Group own and operate student accommodation based on the NCI campus. For student accommodation enquiries, visit <https://www.mayorsquare.com/>

Student Support

At NCI we realise that adapting to College life can be daunting so we have set up a number of support services to help your transition to third-level.

Student Attendance

Student attendance at lectures, tutorials, practicals and laboratories has been recognised to be a key indicator to how well a student will perform on their respective course.

NCI considers attendance to be a serious part of a student's life at the college and expects each student to attend all their respective learning events. As a result, all student attendance at their respective learning events is recorded and reviewed.

Student Leaders

The Student Leader Programme is designed to specifically help new students of the College. Each year, 12 current NCI students are chosen to help make the transition to college life as easy and enjoyable as possible by providing guidance and support to you throughout the whole of your first year.

The Leaders are specifically trained to answer your questions about college and to be a source of support to you. If you have questions or concerns through your first year and are unsure of where to go or what supports are available to you, the team will be available to help direct you to the right one.

Mathematics Support

Service The Mathematics Support Service provides an informal environment for students who are experiencing difficulties where they can improve their understanding of and confidence in mathematical concepts.

The Service provides workshops and one-to-one sessions throughout the year. The service is free to all students in NCI and you can attend as often as you wish.

Learning Support

The Learning Support Service is centred around some core areas such as academic writing, reading, researching, studying, note-taking, exam revision and aiding students in all areas of academic advancement.

Disability Support

National College of Ireland believes that one of the most important first steps for students with disabilities is to be sure that you can access supports in an open, relaxed, friendly and confidential manner.

In order for the College to help you achieve these first steps please contact our Disability Support Officer in order to arrange a first meeting by calling 01 6599269.

If you need to talk to someone about a matter regarding day-to-day life beyond the lecture theatre, or if you have any medical, social or well-being concerns, the Disability Support Officer will be more than happy to meet with you and provide personal support and guidance.

Medical and Counselling Service

College life can sometimes produce a great deal of stress. The reasons for this can range from a heavy workload and imminent deadlines, to difficulties of a personal nature.

The Counselling Service provides an opportunity to discuss any difficulties you may be experiencing with a qualified person. The counsellor will help by listening without judgement, offering new perspectives and working with you on strategies that are right for you.

National College of Ireland provides a subsidised medical service to all full-time registered students. The Hanover Medical Centre, located just minutes from the College, are the appointed doctors for National College of Ireland.

The Hanover Medical Centre provides full male and female health screening, cardiovascular screening, occupational health, travel vaccinations, minor surgery, nursing care, sports injuries and specialist clinics. Students are charged €15 per appointment and the balance is paid by the College.

Student Amenities

Atrium

The College's Atrium is the hub of the Campus. From here students can find their way to the Library, Canteen, Student Services and the Student's Union.

AIB

AIB has a branch located opposite the College on Mayor Square. The branch provides students with access to student and graduate banking. An ATM is located beside the entrance to the bank.

ATMs

Other ATMs are located in the following newsagents close to the College;

- Fresh
- Spar

Books

The College enjoys a central location in Dublin city. There are many bookshops in the locality;

- Easons – O'Connell Street
- Chapters – Parnell Street
- Hodges Figgis – Dawson Street

Careers and Opportunities

The National College of Ireland provides students with a comprehensive careers advice service and provides classes and individual support on job hunting strategies, creating CVs and cover letters, preparing for interviews and holds a number of careers fairs and events throughout the year.

More information on Careers and Opportunities can be found at www.ncirl.ie/careers

Childcare

The Giraffe Early Learning Centre and Childcare Facility at NCI provides a dedicated space for the care of young children. The facility is located to the rear of the campus in the I.F.S.C. For more information on fees please contact; Giraffe Childcare & Early Learning Centres Tel: 1850 20 10 99 www.giraffe.ie

Clubs and Societies

During Freshers' Week the College holds a "Clubs & Societies Sign-Up Day" which is your opportunity to sign-up to an existing club or society, or even set up your own! NCI has a range of Clubs and Societies some of which are listed below so be sure to check it out.

Badminton Club	Basketball Club
Cricket Club	Dance Society
Pool Club	Soccer Club
Table Tennis Club	Futsal Club Fashion Society
Gaming Society	eSports
Golf Club Equality	International Society
Equality Society Poker	Rugby Club
Adventure Society GAA Club	Music Society

SV Fitness – Lead a Healthier and Fitter Life

Students can access the gym upon presentation of their student card and it's located adjacent to the College quadrangle area.

The state of the art gym and health club offers a wide variety of fitness and spinning classes, free weights area, steam room, sauna, changing area, and massage sports therapy centre. For more information on the excellent gym facilities please visit **www.svfitness.com**.

IT Facilities and Services

The NCI IT Department is responsible for providing IT Services and Support to all students.

For more information about the IT facilities, user guides and updates refer to the IT Facilities and Services section of the website; <https://www.ncirl.ie/Students/IT-Service>. If you encounter any difficulties or have any queries in relation to your IT Services, you are requested to contact the IT Support Desk:

Support Desk:

The best way to contact the IT Support Desk is to log a ticket via NCI360. If you are unable to log a ticket, you may contact the IT Support Desk by phone or email.

Tel: 01 4498671 / 01-4498667

Online: <https://itsupport.ncirl.ie/hc/en-ie>

Laptop Requirements

September 2020 students are asked to note that in light of current and potential future guidelines around social distancing and other measures advised in response to COVID-19, some changes to advertised delivery methods for programmes at NCI are necessary.

These changes include social distancing measures on-campus, additional online delivery of classes replacing some classroom delivery, changes to assessment and other structures. National College of Ireland strongly recommends that all students have a laptop in order to facilitate the use of the online learning environment, as well as various forms of eLearning and e-assessment. Please find enclosed in your offer pack recommendations for laptop specifications.

Library

The Norma Smurfit Library in National College of Ireland will provide you with the key academic material needed in order to make your college career a success.

The Library section of the website provides students with comprehensive information on research tools, using the library and e-information so please ensure you review all information on the Student Portal at the start of the academic year.

Your student card will become your library card so it is important you pick up your student card at your allocated enrolment session.

Photocopying

Printing and photocopying in National College of Ireland is charged to students using a credit management system linked to your Network account and Student ID card. Photocopying credit can be purchased online via the student portal. All new students receive €5 printing credit on commencement of term.

Enrolment and Orientation

Supplementary Access Orientation Schedule for DARE & HEAR Students

If you were deemed eligible under either the DARE or HEAR scheme, we would like to invite you to a supplementary orientation. The event has been designed to specifically address some of the concerns you may have in relation to getting ready for College including general support services available to students, transition and studying tips, welfare and financial advice.

Information Session for Parents

There will also be an information session for parents of prospective students. This will be an opportunity for any parents of prospective students to learn a little more about NCI prior to students starting. This will include information on Fees, SUSI, Admissions, Deferrals, Progressions, Student Supports & Exams. We would encourage you to recommend this session to your parents as it is designed to allow us to help you explain and reassure your parents over any concerns they may have about college life.

Supplementary Orientation Dates

Dates and Times for the Supplementary Access Orientation can be found on the website:

<http://www.ncirl.ie/newstudents>

Please note: Supplementary Access Orientation is a separate event to the traditional enrolment and orientation.

The College is not bound by any error in, or omission from this publication and reserve the right to amend regulations or dates in the future. Please ensure that you check **<http://www.ncirl.ie/newstudents>** regularly for information updates.