



National
College *of*
Ireland

Welcome to

National College

of Ireland

Full-time

Registration Booklet 2016/17

The Learner's Charter

The National College of Ireland is dedicated to providing the highest quality education accessible to learners in a learner-centered environment that promotes individual potential.

Our Commitments

We are committed to providing learners with:

- Accessible, quality education at a time and pace that suits the learner's situation and aspirations
- A learning environment and resources that support and stimulate learners and enables them to realise their full potential
- An environment that promotes continuous improvement
- Courses of the highest quality
- Accurate information about all programmes and expectations
- Assessment of learning that is fair, valid and timely
- The opportunity to evaluate teaching and programmes in confidence
- A skilled, qualified and supportive faculty and staff who will treat all learners with courtesy and respect and be responsive to learner needs and concerns
- A fair and consistent enforcement of all college rules and regulations
- A healthy and safe environment that promotes a positive learning experience

Our Expectations

We expect you to:

- Take charge of your own learning and produce work to the best of your ability
- Participate actively in all learning situations
- Make effective use of the facilities and services provided and plan your use of resources in a responsible and considerate way
- Comply with assessment regulations and use assessment feedback to inform your continued learning
- Participate in programme-related committees and reviews through your student representative network, and provide honest and constructive feedback within the opportunities provided
- Identify problems and concerns and address them to the appropriate people in a timely and constructive manner
- Treat all members of the College community with courtesy and respect
- Have an awareness of the impact that your behaviour can have on other learners
- Act in a manner that promotes, supports and respects the rights of fellow students, faculty and staff to a safe and supportive learning environment
- Abide by all College rules and regulations

In support of our commitment to continuous quality improvement, we provide a range of feedback mechanisms to learners in relation to all aspects of the learning experience. We encourage learners to use the feedback channels to tell us about their views and concerns. On our part we pledge to listen to all feedback carefully and to use it constructively in planning forward.

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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.

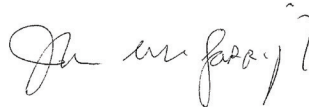
I urge you to take the time to read this handbook carefully as it will answer many of the queries you may have at this time and contains important instructions regarding the registration process.

It is important to attend the orientation programme, details of which are also 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 **19th September 2016**.

Dates and times for enrolment and orientation have been included at the back of this booklet. Please check these carefully and ensure you attend **ALL** sessions.



Academic Calendar

Enrolment	05/09/2016	06/09/2016	Courses are scheduled for enrolment, orientation and the IT session on different dates and times. You MUST cross check the website for your orientation dates www.ncirl.ie/newstudents
IT Session	05/09/2016	06/09/2016	You MUST cross-check the website for specific times and dates for your IT session www.ncirl.ie/newstudents
Orientation	Week beginning 12/09/2016	Week beginning 16/09/2016	You MUST check the website for specific times and dates for your IT session www.ncirl.ie/newstudents
Semester 1	19/09/2016	18/12/2016	
Reading Week	29/10/2016	04/11/2016	
Semester 1 - Exams	05/01/2017	14/01/2017	
Semester 1 Break	16/01/2017	22/01/2017	
Semester 2	23/01/2017	17/04/2017	
Reading Week	13/03/2017	19/03/2017	
Semester 2 - Exams	04/05/2017	20/05/2017	

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 provided you with.

Direct/Mature Applicants

You may have already received an offer from NCI by post. If you have not yet received an offer letter, receipt of this registration booklet can be used in lieu of this. To accept your place please contact us on 1850 221 721. If you have already received an offer and accepted please move to "I've accepted my offer -what next?" You must contact us by Monday 24th August at the very latest to accept your offer.

I've accepted my offer, what next?

CAO Applicants

Within 2-3 working days of accepting your offer via the CAO you will receive login details by post from NCI. Once you have received these please read the section titled "Online Registration" in this booklet.

Direct/Mature Applicants

If you have already accepted your offer you will find your login details enclosed. Please read the section titled "Online Registration". If you have not yet accepted your place you will receive your login details within 3-4 working days of doing so.



Mature students are also required to attend a supplementary orientation. Please see further details at the back of this booklet.

Online Registration



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”

Full-time undergraduate students **MUST** register online **BEFORE** attending their Enrolment and IT Session. 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

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?

Your fees must be paid before you attend enrolment on campus (see schedule on the back of this booklet). If your fees are not paid by **19th September**, you will be required to present yourself to the Fees Office in person to pay your fees and 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.



Please see the section entitled “Student Fees – A Guide” for further information on course fees.

Online Registration

How do I access online registration?

1. Online registration can be accessed via the NCI website. Go to www.ncirl.ie/newstudents and click on the registration section.
2. Follow the instructions to access the “My Details” section of the student portal (have your login details to hand).
3. If you encounter any problems when accessing the My Details section please contact the IT Support Desk:
Tel: 014498671/01 4498667
Email: itsupport@ncirl.ie
4. When you are logged into the My Details service you will see the details of your course on the screen. To continue to the registration page click on the “Confirm Place” link under “Services”
5. You will be presented with a number of steps to confirm your registration.



Please follow the instructions on each page carefully and ensure the information you provide is accurate.

The screenshot displays the NCI student portal interface. On the left, a navigation menu includes 'COURSES', 'FINANCE', 'RESULTS', and 'CALENDAR'. The main content area is titled 'Updates' and contains a section for 'Services'. A teal box highlights the 'Confirm Place' link, with a line pointing to step 4 of the text above. Below this link, the course 'BA (Honours) in Human Resource Management' and the status 'Profile Updated' are visible. On the right side, a box titled 'My Results Explained' contains 'Programme and Module Descriptor Information'. The top right corner shows the user's name 'JULIE JAMES' and a 'Sign out' button.

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

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 2016

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. The student grant if awarded 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 2016/17 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

If the above is not provided then a form will need to be filled out confirming you have made an application to SUSI in respect of the SCF, you will need to have your SUSI application number to hand to fill this form out. The form has been included in this pack but should only be used if the above is not readily available.

If proof of a funding application is not provided to the Fees Office by September 30th, then the following payments must be made:

- 20% of SCF (€600) immediately
- 30% of SCF (€900) by 14th November 2016
- Balance of SCF (€1,500) at the start of the second semester (January 2017)

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 minimum, 20% of the SCF (€600) and the full gym membership (€80) online before you attend enrolment. You may then decide to pay the balance one of two ways:

1. Complete a direct debit form and return it on/before your designated enrolment date. 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 return a completed direct debit form on your enrolment date or you will not be registered.

OR

2. A further 30% of fees (€900) must be paid by 14th November 2016 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, 2016 through to the 31st August, 2017.

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 €5,500 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 easy 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	€5,500
Gym Membership Fee	€80
20% Deposit PLUS Gym Membership Fee to register for the course	€1,180
8 x Monthly Instalments	€550

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, 2016 through to the 31st August, 2017.

Psychology

Students: NC010

When can I pay my fees?

You can pay your fees at the enrolment session (see the back of this booklet for details) or you can contact us on 1850 221 721 and pay your fees by credit/debit card 48 hours after accepting your place via the CAO.

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 on the date of your registration. If you are subsequently awarded the grant then any fees over paid by you will be refunded.

Does this course qualify for tax relief?

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

Enrolment & IT Session

ALL students are required to attend Enrolment in NCI in order to pick up your student card. Details on the enrolment and IT session can be found at the back of this booklet and online (<http://www.ncirl.ie/newstudents>).

Your student card is a vital part of your student life. You will need your student card to enter the College library, printing and photocopying, for identification purposes and most importantly for student discounts!

In order to pick up your student card you must have first registered online and have your CAO number/Student number to hand. Collection of your student card will take place at scheduled times from Monday 5th – Tuesday 6th of September during enrolment.

You must ensure you attend the IT Session after your enrolment session as it demonstrates how to access key online services you will use as a student.

An IT Acceptable Usage Policy has been included in this pack please fill this out and return it with you on the date of registration.

Orientation

Orientation for first year students will take place the week beginning 12th 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 when yours is on.

Orientation is compulsory and extremely important to attend as it will help familiarise yourself with the layout of the College and you will meet your new class mates.

NB: In order to get the most out of your orientation it is important to attend enrolment in the college prior to your designated orientation time.

You **MUST** attend ALL sessions (Enrolment, IT & Orientation) so it is important you check this information online at <http://www.ncirl.ie/newstudents>

Access Orientation for DARE, HEAR & MATURE students

Students who were deemed eligible under the DARE and HEAR scheme **MUST** also attend a supplementary orientation in addition to the above. Mature students who applied directly to the College must also attend.

Please see the back of this booklet 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.
- Within 3-4 working days of accepting your place with the CAO you will be sent a username and password from the National College of Ireland which will allow you to access online registration through the website; www.ncirl.ie/newstudents
- Follow the steps on <http://www.ncirl.ie/newstudents> in order to log into your “My Details” page
- When logged in select “Confirm Place” under Actions from right hand menu. Follow the instructions to complete your registration
- Attend your Enrolment and IT Orientation Session to return your Acceptable Usage Policy and collect your student card
- Attend your Orientation Day
- Commence classes on 19th September 2016
- Late charges will be applied if you do not register by 19th September 2016

Direct/Mature Applicants

- If you have not already accepted your place with the National College of Ireland please send back the acceptance slip at the bottom of your Offer Letter.
- Within 3 - 4 working days of NCI receiving your acceptance slip you will be sent a username and password by post which will allow you to access online registration through the website; www.ncirl.ie/newstudents
- Follow the steps on <http://www.ncirl.ie/newstudents> in order to log into your “My Details” page
- When logged in select “Confirm Place” under Actions from right hand menu. Follow the instructions to complete your registration
- Attend the Supplementary Orientation Schedule
- Attend your Enrolment and IT Orientation Session to return your Acceptable Usage Policy and collect your student card
- Attend your Orientation Day
- Commence classes on 19th September 2016
- Late charges will be applied if you do not register by 19th September 2016

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.
- 48 hours after accepting your place with the CAO contact us on 1850 221721 to make a payment by credit or debit card for the 20% deposit PLUS the gym membership fee. Fill out the enclosed direct debit form and return it on your enrolment date.

OR

- Make a payment by cheque, bank draft or postal order and return it on the date of your Enrolment along with a completed direct debit form.
- You will receive IT login details by post, please keep these safe and bring them with you to your IT session.
- Attend the Enrolment and IT session
- Attend your Orientation session
- Commence classes on 19th September 2016
- Late charges will be applied if you do not register by 19th September 2016

What Should I bring on the day of Enrolment?

- A copy of letter from SUSI confirming you have applied to them or a print screen of your SUSI application
- A completed and signed direct debit form if you choose to pay your fees in this manner.

What Should I bring to the IT Session?

- Your IT login details
- If you have not received these prior to your enrolment date by post you will be able to collect another copy at your enrolment session.

What if I want to defer my place?

You may decide that you are not going to take up your place with NCI this year, if that's the case you may be granted a deferral for one year by doing the following;

- 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 2016 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.
- 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 post from the Admissions Office in late October. In order to take up your offer of a deferred place you will have to reapply through the CAO for 2017/18 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 Applicants

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 please see times and dates at the back of this booklet.

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 please see times and dates at the back of this booklet.

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

NCI guarantees on-campus accommodation for all first year students. With a campus located in Dublin's city centre, on-campus accommodation gives you easy access to all transport links and nightlife.

The student residences consist of 53 apartments offering a total of 286 separate contemporary-style study bedrooms. Apartments vary in size from 3 to 8 study bedroom units. Each apartment has a fully fitted kitchen/dining area and a generous sized living area.

Further information on accommodation is available on our website; www.ncirl.ie/Campus/Student-Accommodation

To book for the upcoming academic year please contact the

Accommodation Office:

Phone: 01 4498705/703

Fax: 01 4498760

Email: campusresidences@ncirl.ie

Student Support

At NCI we realise that adapting to college life can be a 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 have been recognised to be a key indicator to how well a student will perform on their course. NCI considers student 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.

The role of the Student Retention and Attendance Support Coordinator (Jonathan Lynch) is to ensure that if a student is finding it difficult to attend college, due to academic or non-academic pressures, that their individual needs are supported in an attempt to assist the student in recommitting to their studies. You will receive a fob during enrolment with which you will record your attendance at lectures, tutorials and learning events throughout the year.

More information on the Student Attendance Support service can be found on the student portal or by emailing Jonathan.Lynch@ncirl.ie

Peer Mentoring

The Peer Mentor Programme has been put in place to specifically help new students of the College. The role of a Peer Mentor is to help you make the transition to college life as easy and enjoyable as possible.

You will be assigned to a group of about 15 other 1st year students during orientation. This group will be headed up by your Peer Mentor who will be available to talk with you about your experiences of living and studying in NCI throughout the academic year.

Mathematics Support Service

The Mathematics Support Service provide 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. This 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 Custom House Medical Centre, located just minutes from the College, are the appointed doctors for National College of Ireland.

The 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 €10 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 office 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

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	Karting Club
Soccer Club	Basketball Club
Cricket Club	Pool Club
Business Society	Fashion Society
Gaming Society	Harry Potter Society
LGBTQ Society	Health and Fitness 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 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; www.ncirl.ie/campus/student-services/IT-Services. If you encounter any difficulties or have any queries in relation to your IT services, you are requested to contact the IT

Support Desk:

Tel: 01 4498671 / 01-4498667

Email: itsupport@ncirl.ie

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 student portal 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 the start of the semester.

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 and MATURE students

If you were deemed eligible under either the DARE or HEAR scheme or applied directly to NCI as a mature or international student we would like to invite you to a supplementary orientation on Wednesday 7th September. 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 your peer mentor, and financial advice.

! **Please note:** Supplementary Access Orientation is a separate event to the traditional enrolment and orientation. More information regarding times for the Supplementary Access Orientation can be found on the website: <http://www.ncirl.ie/newstudents> Information Session for Parents There will also be an information session for parents of prospective students on Sunday 18th September at 4 – 6pm.

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.

Enrolment Schedule

Please find your enrolment and IT schedule below. You must attend **BOTH** the enrolment and IT sessions.


Monday 5th September

Enrolment Time	Course	Group	CAO CODE
9.00 - 11.00	BA (Hons) in Business	GROUP 1*	NC009
11.00 - 1.00	BA (Hons) in Business	GROUP 2*	NC009
2.00 - 3.30	BA (Hons) in Marketing Practice	Not Applicable	NC020
2.30 - 3.30	BA (Hons) in Human Resource Management	Not Applicable	NC005
3.45 - 4.30	BA (Hons) in Accounting and Finance	Not Applicable	NC022
4.30 - 5.30	BA (Hons) in Psychology	Not Applicable	NC010

Tuesday 6th September

Enrolment Time	Course	Group	CAO CODE
9.00 - 10.30	BSc (Hons) in Computing	Not Applicable	NC003
11.00 - 11.30	BSc (Hons) in Business Information Systems	Not Applicable	NC004
11.30 - 12.30	Higher Certificate in Computing	Not Applicable	NC102
12.30 - 1.00	Higher Certificate in Business Computing	Not Applicable	NC104
2.00 - 3.00	BSc Hons in Technology Management	Not Applicable	NC023
3.00 - 4.00	Higher Certificate in Business	GROUP 1*	NC103
4.00 - 5.00	Higher Certificate in Business	GROUP 2*	NC103


*Groups

 *If your course has been split into groups for enrolment you will find out what group you are in by looking at the cover page of this booklet.

Switching between groups is not permitted

Orientation Schedule & IT Session

Details of the dates and times for your orientation schedule and IT session are available on our website; <http://www.ncirl.ie/newstudents>. Please ensure you check these schedules as you **MUST** attend the IT Sessions and the Orientation Session.

 NOTE: NCI make every effort to ensure information in this booklet is accurate at the time of going to press. 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> in relation to times and dates for the enrolment session, IT session and orientation.



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