

## Frequently Asked Questions - Registration

### CAO

#### I have not received any e-mails from CAO, what should I do?

You should check the email address on your CAO account is correct. Also check the "Junk" or "Spam" folder in your e-mail account and mark CAO e-mails as "not junk" or "not spam".

#### Courses of preference

Students will only be offered a place on a course in order of preference. If a student is offered preference no 3 on their list in round 1, they could be offered preference no 1 in round 2, if places are available. The student must accept their first offer if they wish to go to college. They will not be offered any other places higher on their preference list, if they do not accept the first offer.

#### What do I do if I want to defer?

- Do NOT accept the offer.
- Write or email **IMMEDIATELY** to The Academic and Student Affairs Manager, giving the 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 for the request. It should be marked "**DEFERRED ENTRY**" clearly on the envelope or in the Subject Line of your email.
- The letter or email must be submitted **at least two days** before the "Reply Date" shown on the Offer Notice.
- If the deferral is **not** granted, the student may then accept the offer for the current year.
  
- Communications about deferrals should not be sent directly to CAO.
- Applicants who request a deferral in order to take up another third level place in the CAO system will not be granted deferred entry.

#### If the deferral request is granted ...

To take up your place again on the programme you must re-apply through the CAO online process again next year. When doing so you must:

1. Place the deferred course as your **first and only preference** on the CAO application form.
2. Tick the box that is marked 'Deferred Applicant'.

If you do not re-apply as above, your deferred place on the programme will not be kept for you. Please see page 20 of the 2016 CAO handbook for further details.

#### I didn't get an offer from CAO, what can I do?

If you have not been offered a place on any course, you should check the Available Places on the CAO website <http://www.cao.ie/availableplaces> .

Available places are places that remain unfilled in particular courses after all offers have been made and waiting lists have been exhausted. For 'Available Places' courses, applicants should ignore previously published points in earlier offer rounds, but must meet the minimum entry requirements.

Available Places courses are advertised on the CAO website for part of July and after Round One offers are issued in August – go to [www.cao.ie](http://www.cao.ie) and click on the Available Places tab. This facility is open to new and existing CAO applicants.

## **Registration for 1<sup>st</sup> year students and Transfer / Direct Entry Students**

### **I have just accepted a place on a 1st year course. What happens next?**

A registration pack will be sent to all students which will outline details of the registration process. Students are required to complete the registration form and present at the Institute to complete formal registration and complete a HEA survey. You will be required to attend in person on the day indicated on the Registration and Induction Schedule.

### **When is Induction & Registration scheduled for 1st Year full-time students?**

Registration and induction for all first year full-time programmes (Round A, 0 and 1) will take place from **9<sup>th</sup> September – 16<sup>th</sup> September 2016**. The Registration and Induction schedule will be available on our website at <http://www.it-tallaght.ie/registrationinformation>. Students who have accepted an offer in later CAO rounds, will be contacted by email detailing when and where to register.

### **What happens on the day of registration?**

In the morning, you will be required to attend a Registration and Induction. You must complete all documentation contained in your registration pack and bring it with you. You are also required to complete a HEA survey. Once this documentation has been submitted you will be formally registered, have your photo taken and be issued with a student ID card. You will also be introduced to members of the Student Union and Student Services, Head of Department and Registrar. You will be given a tour of the college.

In the afternoon, IT workshops will be scheduled to introduce new students to the IT systems.

### **What do I do if I am unavailable to attend on the day of registration?**

We will allow you to formally register on one of the other registration days. In the event of you not being available during registration week you should present yourself to the Registrars Office as soon as you start your course, we will then make arrangements to officially register you, take your photo and issue you with a student ID card.

### **When do full-time courses start?**

All classes start on Monday 19th September 2016, unless otherwise advised by the Department.

### **I have a medical card form/social welfare form that needs to be stamped. Where do I go?**

Such forms can be stamped in your School Office once you have completed the registration process.

### **If I am not a first year student, but I am new to the College, how do I register?**

Students who are transferring from another college, will be invited to attend the Registration and Induction session on the scheduled day. Students will also be contacted by email nearer to the scheduled date and a registration pack will also be sent.

### **How do full-time students on a continuing programme register?**

Students who have successfully completed the year by passing all modules and achieving a GPA of 2.0 or more, on an Ab initio programme, will automatically be sent a registration form to register for the new academic year.

Students who have accepted a place on an add-on programme, registration forms are posted in August for the relevant programme.

### **Where can I collect a Student ID card?**

Student Cards will be printed and handed out to students on the scheduled Registration and Induction sessions in September. Student Cards for continuing students can be collected at specific times in September. Details will be available on electronic noticeboards.

### **I want to withdraw from the course, what do I do?**

If you wish to withdraw you will need to complete a Withdrawal Form which is available from our website at <http://www.it-tallaght.ie/studentforms> and are also available from the Registrars Office.

Students who withdraw before 31st October are entitled to a refund of the Student Contribution. There is an administration charge of €150. Students who withdraw after 31st October and return to full time third level education in the future you may be liable for additional fees.

### **Student Fees Information**

Please check the Fees page of our website for full information <http://www.it-tallaght.ie/fees>