

University Terms – The Basics



NUI Galway
OÉ Gaillimh

University Year

A university year is broken down into two semesters of 12 weeks duration.

Semester 1 runs from September to December and **Semester 2** runs from January to April.



Academic Year

Academic year signifies the year you are attending University e.g. you are starting in September 2021, therefore **you will be in the academic year 2021/22.**

Tutorial

A class in which a tutor gives intensive instruction in some subject to an individual student or a small group of students.

Course Title

Your course title is for example; **Bachelor of Arts** or **Bachelor of Science** etc.

Lecture

A lecture is delivered before an audience or class, especially for instruction or to set forth some subject, usually held in the bigger lecture theatres on campus.

Course Title - TLC

TLC100 The Learning Centre on Blackboard is an academic skills resource that all first year students are automatically enrolled on. It forms part of the wider [Academic Skills Hub](#)

Course Instance Code

You use your CAO course code when dealing with the Admissions Office, but you will use ***your course instance code*** when dealing with the Registration Office for example; **1BA1** (Bachelor of Arts) or **1BS1** (Bachelor of Science)

University Terms – Modules



NUI Galway
OÉ Gaillimh

Modules

Modules are the subjects you will be following while on your course.

Module Title

Module Title is what the module is called e.g.
Introduction to Psychology.

Module Code

Module code is the code associated with the module title e.g. '**PS118** – **Introduction to Psychology.**

Core Modules

Core modules are **compulsory modules** that must be taken as part of your course. These will appear automatically on your record once you register correctly.



Optional Modules

Optional modules are modules that **you can choose to take**, there may be restrictions on these choices so always check with your Discipline.

Year-long Modules

These are modules **that run for the full year**, you can register for them in **semester one only**.

Co-requisite

A Co-Requisite (Co-Req.) is; if a student selects module X they must also choose module Y.

Pre-requisite

A Pre-Requisite (Pre-Req) is; if a student wants to take module X they must have completed module Y or module Y and Z in the previous academic Year

Exclusion requisite

Exclusion Requisite (Excl. Req) is; if a student chooses module X they cannot then choose module Y or module Y and Z (whatever they are not permitted to take along with module X)

Credits (ects)

Credits (ects) are a measure of the work that a student must complete to achieve their university qualification. Each module is assigned a credit e.g. 5, 10, 15 and you generally must meet **60 credits** for your course at the end of each year.

Exempt

If you passed a module previously you will be exempt from taking it again and this will show on your proof of registration

University Terms – Registration



NUI Galway
OÉ Gaillimh

What is Registration?

Registration is the collection and maintenance of student data. All information is stored centrally on the Student Record System. All students at NUI Galway must register to become students of the University each year, this is obligatory.



Online Registration

Online registration allows students the freedom to register for their course and also pay fees online.

Log into your '**Student Portal**' (when open) at www.nuigalway.ie/reg

Registration Dates

Registration dates can be viewed [here](#)

Course Fees

All Fee queries must be directed to the Fees Office, find details [here](#)

University Terms – Registration



NUI Galway
OÉ Gaillimh

To register online you must go to the [Registration website](#) and follow the links



Password

For new students or if you have never activated your student account; your password will be the word galway (small g) followed by the first 4 digits of your date of birth (in format dmm e.g. galway3101

Note from Library & IT Service Desk:

Passwords must be alphanumeric, have at least 8 characters, include upper, lower case and a special character, e.g. Tool12kit! Queries to: servicedesk@nuigalway.ie

Note from Library & IT Service Desk:

If you **cannot remember your password**, and you previously activated your account – please go to CASS and click “**forgot password**” and you will be prompted to answer your security questions and allowed to reset your password. If you are still having issues logging in; contact the Library & IT Service Desk on servicedesk@nuigalway.ie

Register Here

Clicking on '**Register Here**' icon, (**available when online opens**) allows you to register as a student at NUI Galway, for more details click [here](#)

Terms and Conditions

All those who register as a student of NUI Galway do so understanding that they agree to abide by all the rules and regulations of the University as they apply to students including but not limited to those described [here](#)

Username/ID

Your user ID will be your CAO number e.g. 21000000

NB: If you attended NUI Galway previously you will use your old NUI Galway ID number, for more details click [here](#)

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NUI Galway
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Domicile

Domicile refers to your country of permanent address prior to entry to the programme of study e.g. a Polish person comes to Ireland 2 weeks prior to commencing a higher education course. While their nationality is Polish and their correspondence address is in Ireland, their country of permanent residence is still Poland.

Only in the case where a student has been residing in Ireland for 3 years or more prior to commencing their course would their Domiciliary of Origin be Ireland. Their Domiciliary of Origin must not change throughout the duration of their study.

Proof of Registration

Once you are registered you can print off a proof of registration, the button for this is under the **'Profile' tab** on your Student Portal

UpLoad a Photo

To receive a student ID card you must upload a photo, there are very specific guidelines which you can view [here](#)

Select Modules/Subjects

This means you can choose the modules that you want to take for semester 1 (where relevant)

Please refer to your College/School for additional information (e.g. **module/subject** selection).

Links to all of the College/Schools of NUI Galway are listed [here](#).

SUSI Number

SUSI is the single Awarding Authority for all new student grant applications. The SUSI reference begins with a **W followed by 12 numbers**

Student Addresses

You can update your term address (where you will be staying in Galway) under the **'Profile'** tab on your Student Portal

HEA Survey

The HEA (Higher Education Authority) requires us to survey students on their social, economic and cultural background at registration on their behalf. The survey is confidential and responses provided are returned to the HEA without names or addresses. Please see www.heai.ie for more information.



CASS

Your Campus Account provides access, using a single user ID and password, to Blackboard, Email & Microsoft Office 365 Apps, Library Systems, MyCampus, Online Registration, PC Suites, Placement, Exam timetables and Exam results. To activate your Campus Account go to <https://cass.nuigalway.ie> and log in using your Student ID and your password. Once you have activated your account please reset your password - passwords must be alphanumeric, have at least 8 characters, include upper, lower case and a special character, i.e. **Tool12kit!**

BLACKBOARD

The VLE provides a medium for supporting teaching and learning activities, including assessment and examination.

Your Blackboard account will be available to login to 24 hours after you have registered. To login to

Blackboard see [here](#). Log in using your Student ID number and your password. Modules appear 24 hours after registering for them. Module content is made available by your Course Instructors/Tutors.

NUI Galway Email Address

All email correspondence from NUI Galway will only be sent to your NUI Galway email address. Once your Campus Account is activated you can go to your Email Account. Click [here](#) and sign in using your **NUI Galway email address** and your password.

Advice and support on how to use IT services are available from the Library & IT Service Desk. The Service Desk is located in the foyer of the James Hardiman Library. We recommend visiting the ISS website for advice and information on services provided in advance of raising a support request. See www.nuigalway.ie/iss4students - Quick Start Guide for assistance.

Campus Accounts and all associated IT services are automatically disabled when you are no longer a registered student at NUI Galway.