

Welcome to IADT

Academic Year 2019/20



Welcome to IADT – we are delighted that you have accepted a place with us and we hope that you have a rewarding and productive time here.

Your Student Number will be sent to you via the email address you used for the CAO; your PIN Number is your date of birth in the format DDMMYY, ie 1 September 1999 would be 010999 - take careful note of these, as you will use it throughout your period of study with us.

Below is a wide range of information with regard to your attendance at IADT and it is important that you read all of this information carefully, and save it for future reference.

Please read the following information and carry out each of the instructions, in order.

Step	Details
1	Register Online <ul style="list-style-type: none">– Before you attend Induction, you must register online at http://bit.ly/IADTregistration– Step-by-step instructions for registration are available from http://bit.ly/HowtoRegisterOnline– You need to complete online registration before you attend for First Year Matters (FYM)/ Induction Week. Read these instructions carefully before you start.– If you get stuck, we will have ICT helpers available to assist
2	First Year Matters + Induction Week <ul style="list-style-type: none">– The FYM/Induction Week is held from 9 – 13 September 2019– The timetable is available at http://bit.ly/IADTFYMInduction2019– Please consult this as each programme will have a specific set of activities, all of which you need to attend
3	Declaration Form <ul style="list-style-type: none">– Please ensure you print out the Declaration Form available for download at http://bit.ly/IADTFeesDeclaration– Complete it in full and bring it along with you when you come to collect your student card during FYM/Induction Week– All undergraduate students should complete this form, whether you've attended third level education in the past or not– If you have attended 3rd level education previously, please ensure you have Part B of the Declaration Form completed by your previous college and bring this along with you at Induction
4	Fees <ul style="list-style-type: none">– Please use our on-line facility for fee payment by credit/debit card. Payment should be made by clicking https://epay.iadt.ie/invoice– For more information on fees, please click on http://bit.ly/IADTfeesgrants

	<ul style="list-style-type: none"> – Fees do not have to be paid on registration – You should pay 50% of your fees by 31 September and the final 50% by 31 January
5	<p>Photo ID</p> <ul style="list-style-type: none"> – Please email us your photo to studentidcard@iadt.ie – information on requirements is available here http://bit.ly/IADTIDcardinfo
6	<p>SUSI/Maintenance Grant Holders</p> <ul style="list-style-type: none"> – If you have applied to SUSI, make sure you register without delay – We cannot confirm your status as a student with SUSI unless you register online, non-registration will cause a delay in your payment
7	<p>Course Commencement Dates</p> <p>Classes commence in the week beginning Monday 16 September 2019</p>
8	<p>Email, Timetables + Other ICT Services</p> <ul style="list-style-type: none"> – Email and timetable access will be available from 16 September 2019 onwards – From 16 September, online timetables are available at https://timetable.iadt.ie/ - details on how to access your timetable can be found at http://bit.ly/IADTtimetableFAQ – Access to your email is via https://owa.iadt.ie/owa - details on how to access your email can be found at http://bit.ly/IADTemailaccess – If you have any ICT problems, please email ICT at support@iadt.ie with your name, student number and a brief description of the problem you are experiencing – There is a lot of useful information available on the IADT website at https://www.iadt.ie/services – Please note that the Office of Academic + Student Affairs cannot assist with ICT issues, always make sure to email the Support Desk for the quickest response
9	<p>SUSI/Maintenance Grant</p> <ul style="list-style-type: none"> – If you have applied to SUSI, make sure you register without delay – We cannot confirm your status as a student with SUSI unless you register online, non-registration will cause a delay in your payment
10	<p>Car Parking</p> <ul style="list-style-type: none"> – All car parking at IADT is pay and display – You can apply for a free parking permit via https://www.ncps.ie/customer-services/ - details on how to apply are available on http://bit.ly/IADTparkingregs – Please ensure you pay for parking until you receive your permit – do not risk getting clamped
11	<p>Address, Phone Number Changes</p> <p>Remember to keep us informed of any change of mailing address, phone numbers, emergency contact details, etc. Information on contacts for Academic + Student Affairs staff is listed below.</p>
12	<p>Communication with Students</p>

The Office of Student + Academic Affairs communicates with you via your student email address **ONLY**. You will be sent information on exams and fees throughout the year and it is your responsibility to ensure:

- You set up your student email at the beginning of the year
- You check your emails on a regular basis

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Important Contact Points

If you have any queries regarding Admissions, Registration, Fees, Exams/Assessments etc, please contact the relevant member of the Academic + Student Affairs Team, details below.

Fees + Grants	Linda Doyle + Emma Fry	feesgrants@iadt.ie
Exams + Registration	John Mernagh	registration@iadt.ie
Exams + Transcripts	Margaret Murray	margaret.murray@iadt.ie
Exams Officer	Celine Blacow	celine.blacow@iadt.ie
Admissions (undergrad)	Anne Farrell	admissions@iadt.ie
Admissions (postgrad)	Eileen Mac Namara	postgradadmissions@iadt.ie
Manager – Academic + Student Affairs	David Doyle	david.doyle@iadt.ie

For queries specific to your Faculty and/or programme, please contact the relevant **Faculty Administrative Office**, as these will be your first point of contact:

Faculty of Enterprise + Humanities	Colette Carraher	colette.carraher@iadt.ie
	John Mernagh	john.mernagh@iadt.ie
	Sylvia Wrynn	sylvia.wrynn@iadt.ie
Faculty of Film, Art + Creative Technologies	Karen Muldowney	karen.muldowney@iadt.ie
	Marianne Cullen	marianne.cullen@iadt.ie
	Thelma Gill	thelma.gill@iadt.ie
	Rachel Heffernan	rachel.heffernan@iadt.ie
	Pamela Gaynor	pamela.gaynor@iadt.ie
	Linda Carroll	linda.carroll@iadt.ie

Please do not hesitate to contact us should you have any queries.

We wish you the very best with your studies and hope you have a very successful year.

The Academic + Student Affairs Team

Please note that the Office of Academic + Student Affairs communicates with students via their Student Email addresses only – it is your responsibility to set up your email account and check it regularly