

Registration for Continuing Students

Academic Year 2019/20



Welcome back to IADT. We hope that you had a rewarding summer and are looking forward to the new academic year.

Please take the time to read the following important information for this year – you will have to act on some of the information, the rest is for you to note.

Step	Details
1	<p>Register Online</p> <ul style="list-style-type: none"> As a continuing student, you must register online at http://bit.ly/IADTregistration Step-by-step instructions for registration are available from http://bit.ly/HowtoRegisterOnline
2	<p>Pay your Fees Online</p> <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 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
3	<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
4	<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
5	<p>Course Commencement Dates</p> <p>Classes commence in the week beginning Monday 16 September 2019</p>
6	<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

7	Address, Phone Number Changes																						
	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																						
8	Communication with Students																						
	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: <ul style="list-style-type: none"> – You set up your student email at the beginning of the year – You check your emails on a regular basis 																						
9	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.																						
	<table border="1"> <tr> <td>Fees + Grants</td> <td>Linda Doyle + Emma Fry</td> <td>feesgrants@iadt.ie</td> </tr> <tr> <td>Exams + Registration</td> <td>John Mernagh</td> <td>registration@iadt.ie</td> </tr> <tr> <td>Exams + Transcripts</td> <td>Margaret Murray</td> <td>margaret.murray@iadt.ie</td> </tr> <tr> <td>Exams Officer</td> <td>Celine Blacow</td> <td>celine.blacow@iadt.ie</td> </tr> <tr> <td>Admissions (undergrad)</td> <td>Anne Farrell</td> <td>admissions@iadt.ie</td> </tr> <tr> <td>Admissions (postgrad)</td> <td>Eileen Mac Namara</td> <td>postgradadmissions@iadt.ie</td> </tr> <tr> <td>Manager – Academic + Student Affairs</td> <td>David Doyle</td> <td>david.doyle@iadt.ie</td> </tr> </table>	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	
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	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:																						
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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