

## MIC Student Registration 2019/20

Dear Student,

As we welcome you back to the beginning of a new Academic Year we ask you to note the following:

All Students are invited to complete the [College Registration Process](#) which consists of the following two parts:

- A. Financial Registration & Fee Payment (Student Portal Open: 19<sup>th</sup> August to 6<sup>th</sup> Sept)
  - B. On-line Module Registration – Module Selection/Confirmation (Student Portal Open: 9<sup>th</sup> – 13<sup>th</sup> Sept)
- A Student is deemed not registered until they have completed **both** parts A & B of the Registration Process.

### Part A. [Financial Registration & Fee Payment](#)

**What do I need to do?** Log on to your Student Portal [www.si.ul.ie](http://www.si.ul.ie), go to the Student Fees & Grants Tab, Click on the Financial Registration box, answer the questions asked and then proceed to pay your fees.  
(You will not see your balance due until you answer the questions asked)

**When do I need to do this?** The Student Portal opens on the 19<sup>th</sup> of August and closes the 6<sup>th</sup> September.

Click [here](#) to see the step-by-step online enrolment and financial registration process guide.

**NOTE: All courses attract College Levies, these fees must be paid by All Student on or before the First Instalment Due Date. (SUSI do not cover Levies)**

**Are there any exceptions to the closing date?** Students awaiting the results of **Annual Repeat Examinations** are asked to defer completing their Financial Registration Process until they have received their results, final payment date for progressing Students following Annual Repeats is Friday 13<sup>th</sup> Sept. Progressing Students will be in a position to then complete their registration process as normal.

If you are having difficulty paying online please use our Automated Telephone Payment Service on 061-529092, you will require your ID#, DOB & Card Details.

MIC no longer accept Cash/Cheques see [Payment Options](#) on [www.mic.ul.ie/fees](http://www.mic.ul.ie/fees)

**Note:** Students will be advised of Second Semester Payment via text and portal message only. A full listing of Course Fees are available on the Fees Office web page [www.mic.ul.ie/fees](http://www.mic.ul.ie/fees)

### Part B. [On-line Module Registration – Module Selection/Confirmation](#)

On-line Module Registration will occur during Week 1 of each Semester.

**What do I need to do?** Follow the instructions on the following Link: [How to complete Module Registration](#): Students who do not complete either process are liable for the Late Registration Fee of €30 which will apply after the closure of On-Line Module Registration. Students should familiarise themselves with their Student Hand book in relation to Registration and Fee Payment.

**A Student is deemed not registered until they have completed both parts A & B of the Registration**

#### Dates to Note:

Financial Registration Opens: 19<sup>th</sup> August – Closes 6<sup>th</sup> September 2019

Final Payment Date for 1<sup>st</sup> Instalment of Course Fees: 6<sup>th</sup> September 2019

Final Payment Date for 2<sup>nd</sup> Instalment of Course Fees: 7<sup>th</sup> January 2020

Annual Repeat Examination Results: 6<sup>th</sup> September 2019

Financial Registration & Fee Payment for Progressing Annual Repeat Students to be completed by 13<sup>th</sup> September.

Start of Term: All lectures will commence on Monday 9<sup>th</sup> September 2019.