

Admissions and Registration

New Entrants/First Year Students (CAO) Offers

Frequently Asked Questions

New Entrants = First Year Students (CAO and Direct Entry for WD180 BSc(H) in Physics for Modern Technology)

FAQs - New Entrants/First Year Students (CAO) Offers

How do I accept an Offer? Offers may be viewed and accepted **online** at the CAO web-site (www.cao.ie) from 6.00 am on the Monday after the Leaving Certificate results have issued. You can then specify the course of your choice from a list of courses available to be accepted.

The procedure for accepting an offer received in the **post** is printed on the back of the offer notice. If you wish to accept an offer, you must return the appropriate part of the notice to the CAO, Tower House, Eglinton Street, Galway to arrive no later than 5.15 pm on the Reply Date specified (which for 1st Round Offers is the Tuesday week following the Offers). As only one offer may be accepted, care is required to return the correct part. You are also advised to obtain a **certificate of posting**.

How do I interpret the standard offer notice and determine which course I have been offered? The Standard Offer Notice has three parts. Part A lists your Level 8 and Level 7/6 Course Choices in order of preference with your corresponding points score, and your examination results. Parts B and C show the code(s) for the course(s) being offered, Level 8 and/or Level 7/Level 6. As only the course code is shown in each case you will need to consult the CAO Handbook or the CAO Points Table printed in the national newspapers to check the full title of the course. Ensure to keep a copy of the WIT brochure for reference purposes.

How do I know that my acceptance has been registered? For those who have accepted an offer online, on completion of the procedure you can print out an acceptance receipt and then check your acceptance online after three working days. Formal confirmation of receipt of acceptance will also be made by post within 3 working days of the Reply Date.

What if I have received more than one offer from the CAO?

On line - click View/Accept Offers then simply enter your 8 digit CAO number and your date of birth. You can then specify one course of your choice from a list of courses available to be accepted.

By post - On the CAO **Standard Offer Notice**, the Level 8 and Level 7/Level 6 lists operate independently, so it is quite possible to receive two offers simultaneously on Parts B and C of the Offer Notice. In this case, you can only accept **one** offer and must disregard the other. Should both parts be returned, the CAO at its sole discretion will record an acceptance for only one course, the other will lapse.

In making your choice, it's worth noting that while Level 8 Courses are well favoured, Level 6/Level 7 Courses in the desired subject are excellent qualifications in their own right, with excellent employment prospects and opportunities for further studies with a well established route from Level 6 to Level 7 to Level 8. Remember also that accepting or rejecting an offer from either list at this stage will not exclude you from being offered a higher preference from either or both lists in later rounds, assuming there are vacancies available and points fall sufficiently.

What if I have been offered a course from the Level 7/Level 6 List, but nothing from the Level 8 List? This would suggest that you don't have enough points or meet the minimum entry requirements for your Level 8 choices. You can accept your Level 7/Level 6 offer now and could receive an offer of a Level 8 course in later rounds should the points fall sufficiently and you meet the minimum entry requirements.

What if I get my first preference but I don't want it? If you're offered your first preference in either the Level 8 or Level 7/Level 6 list it is assumed that you've been offered what you really wanted and no further offers will be made from that list. The basic rule is that only higher preference choices can be offered in later rounds. At this point, you will need to carefully consider all your options, which for some may even include re-applying through the CAO the following year.

Can I still change my mind at this stage? No, there is no facility at this stage to change your course choices or the order of preference. The closing date for the CAO Change of Mind Option is 1st July.

I seem to have enough points but haven't been offered the course – why? In addition to points, each higher education institution has its own basic minimum entry requirements and some courses may also require particular subjects/grades regarded as relevant to your course choice. Just in case, you should re-calculate your points based on your six best subjects of one sitting of the Leaving Certificate, taking into account that institutions differ in the points they award for LCVP results, and check the WIT prospectus for minimum entry and specific course requirements. If you don't meet the minimum or specific course requirements, an * will appear immediately to the right of a Course Code in Part A of the Offer Notice, indicating the educational institution in question considers you ineligible for admission to that course. It is also possible, that if there is an * beside the points required for the course on the CAO points table printed in national newspapers, that random selection applies in your case. This means that not everyone with that number of points was offered a place. You'll have to wait for the second round to see if any vacancies arise.

I have enough points for the course I applied for but I failed maths which is a course requirement. Is there any chance that I will be offered a place on the course? No, there is no chance of being offered a place on a course when you fail to meet the course requirements. Points are the final selection procedure and only come into play when an applicant has satisfied all other requirements for the course. Waterford Institute of Technology and City of Waterford VEC are considering a Maths Matriculation examination. Please check the WIT website for further details.

What if information on the CAO Offer Notice is incorrect? In the unlikely event that any information on the Offer is incorrect you should contact the CAO immediately either on line using the email enquiries to help@CAO.ie with "CAO" in the subject line and no attachments or by post using CAO Enquiry Form supplied with Offer Notice. The address for the CAO is Tower House, Eglinton Street, Galway.

The CAO have confirmed that I don't have a first round offer You could still receive an offer in later rounds should the points fall sufficiently and you meet the minimum entry requirements. In the meantime, you should consider some of the many alternatives such as PLC courses or courses in Independent Third Level Colleges. There is also the possibility of applying to view marked scripts for specific subjects prior to making an appeal, or repeating the Leaving Certificate and/or re-applying through the CAO next year.

What are my chances of getting a subsequent round offer? There are no guarantees if you are hoping to secure a higher preference offer in later rounds as the CAO will try to fill as many vacancies as possible in the first round. Any remaining vacancies will be offered in subsequent rounds usually with slightly lower points requirements.

If I accept or reject an offer, could I still receive a further offer in subsequent rounds?

Accepting or rejecting an offer from either list at this stage will not exclude you from being offered a higher preference from either or both lists in later rounds, assuming points fall sufficiently and you meet the minimum entry requirements.

I'm thinking of deferring for a year? An applicant who receives an offer and wishes to defer taking up the place for one year should contact the admissions office of WIT immediately to seek their agreement. Such agreement is not guaranteed and is totally at the discretion of WIT.

What about vacant places? Should any places remain unfilled in a particular course after all offers have been made and the waiting lists of applicants meeting minimum entry requirements have been exhausted, such vacancies will be advertised and listed on the CAO website (www.cao.ie). If you have not applied to the CAO previously, you may make a vacant application online upon payment of the appropriate fee.

FAQs – Registration

New Entrants Registration

New Entrants/First Year Students (CAO)

When I accept my offer with the CAO, when will WIT contact me? On Tuesday 30th August, WIT will send Registration Packs to all applicants who have accepted an offer of a place in the Institute from Round A, Round Zero or Round 1. If you do not receive your Registration Pack by Friday 2nd September, please contact 051 84 5555.

When will Registration take place? Registration for **New Entrants** to Waterford Institute of Technology will take place on Monday 5th September and Tuesday 6th September, 2011. Induction will take place on Wednesday 7th September, 2011. **However, before attending Registration, you must REGISTER ON-LINE as per the instructions in your registration pack.**

FAQs - W.I.T. On-line Registration Facility

What is my WIT Student Number? For New Entrants, your WIT Student Number was given to you on your Registration Letter in your Registration Pack.

Where do I get my Online Student Services Password? For New Entrants, your password was given to you on your Registration Letter in your Registration Pack.

I cannot access the Registration Page – why? **Firstly**, in order to access the WIT Registration Page, you must have accepted your offer of a place at Waterford Institute of Technology (WIT) by the CAO deadline if you are a new First Year Student **or** by the date specified on the Offer issued by WIT. **Secondly**, you must have log-in details (WIT Student Number and Online Student Services Password) which would have been issued to you in your Registration Pack by the Institute's Admissions Office. If you continue to experience difficulties accessing the Registration Page, please send an email to registration@wit.ie giving details of the exact error message displayed on your computer screen. All emails will be responded to in strict rotation.

I have registered On-line and paid all fees, do I still have to go to Waterford Institute of Technology to complete my registration? You must **attend the Institute for Registration Day on your allocated date and time**. Please refer to your Registration Letter in your Registration Pack. Registration will take place on Monday 5th and Tuesday 6th September, 2011.

What is the Late Registration Fee? There is a late registration fee of €150.00 payable by students who do not pay their fees on time. All fees must be paid by 31st September 2011.

How do I register if I miss Registration Day on the 5th or 6th of September? Only in very exceptional circumstances and only with the prior permission of the Admissions Office will late Registration be accommodated. In such circumstances, you must contact the Admissions Office of WIT on 051 84 5555. Alternative arrangements will be made. However, students will experience difficulties by registering late.

Who can I contact if my question is still not answered? Please call Registration at +353 (0)51 302087 or e-mail registration@wit.ie.

FAQs – General Questions

What is Induction? This is the Institute's programme to introduce students to the campus and their programme of study so that they can get used to their new surroundings and meet fellow students. Incoming students are informed of the various services available to them during their time on campus. It also provides an opportunity for students to meet with academic staff and discuss various academic issues where this is relevant.

When you register at your appointed date and time, details of Induction will be given to you.

When will Lectures commence? Lectures will commence on 8th September, 2011. You must attend Induction on the 7th September.

When will I get my Timetable? Timetables will be distributed during your Induction to the Institute. They will also be available from the School Administration Offices. The location of the office relevant to you will be given to you on Induction Day.

When will I get my Academic Calendar? This is available on www.wit.ie/WITResources/AcademicCalendar/. This will give you the commencement dates for each semester, study periods, holiday details and examination sessions.

How do I get a Student Card? You will receive your WITCard on the day you register in the Institute. The WITCard is the official identification card for students. It is used for numerous services on campus including accessing the library, identification, printing, photocopying, point of sale and access control. (This does not apply to continuing students)

What do I do if I lose my Student Card? If your WITCard is lost or stolen, this fact should be reported immediately to the WITCard Office (051-302732 or witcard@wit.ie). You will be responsible for all charges to the card until the card is reported missing. A fee will apply when attaining a replacement. You can also access your Web Card Management account on the internet at any time and suspend your account. For further information on the WITCard go to www.witcampusservices.ie/WITCard/

How do I find somewhere to live? There is a variety of accommodation options available including: on-campus, digs and house share. For information on accommodation, visit www.witstudentservices.com. You can also contact the WIT Main Accommodation Office on 051 302615. Accommodation lists are also available on a stand outside the WIT Card office during office hours.

Is there a crèche on campus? No, however please refer to waterfordcitychildcare.com for information on all matters relating to Childcare in the Waterford area.

How do I find out about Bus and Rail services to and from the Institute?

Information on and tickets for Bus and Rail services are on sale in the Campus Shops. Locations: Spar Shop & The Book Shop, Cork Road Campus and the Campus Shop, College Street. Information is also available on www.buseireann.ie and www.irishrail.ie

Can I buy textbooks on Campus?

Yes, there is a book-shop "The Book Point" located in the Luke Wadding Library on the Cork Road Campus. Books can be purchased and ordered here.

Where can I get a letter to say that I am a registered student of W.I.T.? Need to give clear instruction.

Where can I get Social Welfare or Bank Forms stamped by W.I.T.? These letters can be got at reception.

FAQs – Grants and Fees

Am I entitled to a Grant, where do I apply? You need to contact your local Vocational Education Committee (VEC) or County Council/City Council (HEG) office for an application form who will then inform you if you are eligible for a grant. The Maintenance Grant is a 'means tested' form of financial support. This means that in order to qualify, your annual household income must be within certain income bands. Depending on what band you fall into (if any), you qualify for different levels of support. A calculation for your annual household income is always based on the previous year's income and tax returns. So, for example, if you are applying in 2011, your statement of annual household income will be based on that of 2010.

Do I need to re-apply every year for my Grant? Most VEC's/County Councils require all students to re-apply each year, it is best to contact them to make sure, you may need to provide a copy of your end of year exam results for progression into the following academic year.

How do I register if I have applied for a Grant? Register online at www.wit.ie/registration. On Registration Day present the letter from your local grant authority, either your local VEC (Level 6,7 & 8) or County Council/City Council (Level 8), confirming that you have applied/have been awarded a grant.

Do I need to pay Registration Fees if I have a Grant? If you have been awarded a grant and have the relevant letter on registration day you do not have to pay registration fees (subject to the terms of grant). If you pay registration fees and are later awarded a grant, this will be refunded to you electronically. It will be necessary in such cases to submit bank details to the Grants Office. Please note refunds are only issued from the end of October and issued on a fortnightly basis thereafter.

Can I pay the registration fee through instalments? You can pay half in September and the other half in January (awaiting confirmation on this from E Sheridan re this).