**Frequently Asked Questions List – Erasmus & Visiting Students**

**When do classes start?**

Classes begin from Monday 8 September 2014

**What classes can I take?**

Visiting and Erasmus Students should attend the Academic Advisory Sessions which will be held on Friday 5th September 2014 from 9.00 am in the Bailey Allen Hall, Áras na Mac Léinn. Students will be provided with a **Visiting Student Academic Handbook**. The handbook contains a list of the classes available for the semester to Visiting and Erasmus students.

A copy of the handbook will also be available to download in the [**After Your Arrive**](http://www.nuigalway.ie/international-students/afteryouarrive.html) section of the International Affairs Office website.

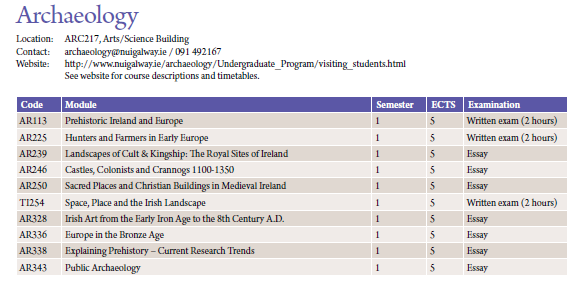
The handbook for Semester 1, 2014-15 will be posted in August 2014.

**Visiting and Erasmus students may only register for courses listed in the Visiting Student Academic Handbook**

Please do not attempt to make alternative arrangements with academic staff to attend a course not listed in the Visiting Student Academic Handbook as you will not be able to register for, sit exams or gain credit, for modules not listed in the handbook.

**Where do I get class timetables?**

Timetables are available from academic disciplines offices and on their websites. Please refer to the Visiting Student Academic Handbook for a list of academic disciplines, locations, email addresses and web addresses. See example below with location, contact information and website address for the Archaeology discipline.



A Visiting Student Academic Handbook can be downloaded at <http://www.nuigalway.ie/international-students/afteryouarrive.html>

Also in the handbook, you will find a map of the campus, a list of abbreviations commonly used in classroom names as well as a list of locations for the most frequently used lecture theatres and classrooms. You should carry the handbook with you for the first few weeks until you are familiar with the campus.

**When can I get my class timetables?**

Normal office opening hours for academic disciplines are 9.00 am – 1.00 pm and from 2.00 pm to 5.00 pm. Students who intend taking classes offered by the academic areas providing advisory sessions will be able to obtain timetables at the advisory sessions. Timetables are also available on discipline websites, by calling to the discipline office or by emailing the office.

**Why are there academic advisory sessions for some subjects but not for all subjects?**

Academic advisory sessions are offered in the following subjects due to the high demand for courses from Visiting and Erasmus students in these areas -  
  
School of Political Science & Sociology

School of Humanities - English

School of Humanities - History

School of Humanities - Philosophy

School of Psychology

School of Languages, Literature & Culture (Italian, Spanish, German, French, Classics, Gaeilge)

School of Geography & Archaeology

School of Law

School of Business

College of Science

College of Engineering

***Introductory lectures for all modules will be provided during the week beginning 8 September 2014***

**When do I register for modules?**

**Registration** will be held on 22nd September 2014.   Students will be required to complete a Module Registration Form and return it to the Registration Office on the first floor of Áras Uí Chathail on 22nd September 2014.  A Registration Statement will then issue to students by email confirming their module choices. Access to the Blackboard learning environment for class information will be available after registration.

The **Change of Mind** deadline is 29th September 2014.  Visiting students can return their completed Change of Mind form to the International Affairs Office by 29th September 2014.  A Registration Statement will issue to students confirming their module choices after the changes have been processed.

**Can I change my mind after I register for modules?**

Yes, you will be able to change your module selection online until the 30 September 2014. Students should ensure they update their module selection online so that module registration accurately reflects the classes they are attending. Examination timetables and examination transcripts will be based on module registration.

**I can’t access my module on Blackboard – what should I do?**

Students will not be able to access material on Blackboard until they are registered for modules. Blackboard access updates with 24 hours of registering for a module.

If you are having difficulty accessing information on Blackboard, check that you are registered for the module. If you are registered and cannot access material, you should check with your lecturer to ensure that he/she is providing material on Blackboard. If the answer is yes then you should log the access problem with the Information Solutions and Services Dept at [servicedesk@nuigalway.ie](mailto:servicedesk@nuigalway.ie).

**When will I receive my examination schedule?**

Exam timetables are not released until the middle of the semester. The exam timetable can be accessed via the Examinations Office website at [www.nuigalway.ie/exams](http://www.nuigalway.ie/exams)

Students should be available for the entire examination period, as timetable amendments may need to be made.  It is not possible to make special arrangements for students who are travelling, or who are unavailable to attend on the date of their examination due to other commitments.

The official finish date for examinations for semester 1, 2014-15 is 19 December 2014.

**When will I receive my student identity card?**

Visiting and Erasmus Students will receive a registration pack including a student identity card, before the Academic Advisory Sessions begin on the morning of Friday 5th September.

The pack will contain a student identity card and a confirmation of your registration which will include your NUI Galway email address and password.