



UNIVERSITY of LIMERICK
OLLSCOIL LUIMNIGH

OIDEACHAS LEANÚNACH & GAIRMIÚIL
CONTINUING & PROFESSIONAL EDUCATION
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INFORMATION GUIDE
FOR
CONTINUING & PROFESSIONAL
EDUCATION (CPE)
STUDENTS

Introduction

*Thank you for choosing the University of Limerick (UL) as your place of study.
This guide contains links to information and contacts within UL, which you may find useful
during your first couple of weeks here.*

We hope you enjoy your time with us and wish you every success in your studies.

**If you click on any of the headings below, it will bring you to the relevant section of
this document**

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STUDENT ORIENTATION

- A. Log in to your Student Portal
 - B. Fee Information.
 - C. Enrol online for your programme
 - D. ITD Information
 - E. Student Email
 - F. Register Your Modules (To be completed the first week of EACH Semester)
-

A. Log in to your Student Portal

The student portal gives you access to register for modules, pay fees, access exam results, calendars, timetables, policies, handbooks, learning resources and more.

- Go to **www.si.ul.ie** and follow the instructions on screen.
- **First time students** log in using your Student ID Number (e.g. 11048859) in the Student ID/Username box and enter 9999 in the PIN/Password box.
- You will be prompted to enter your date of birth (DDMMYY format, e.g. 070687) and to change your PIN/Password. Remember this password as you will need it every time you log in.

B. Fee Information

Fees Office Homepage: **www.ul.ie/finance/fees.php**

General Fee Information:

- Student Tuition Fees are classified into EU and Non-EU categories. Details of the criteria and the current fees can be found on the fees website.
- Fees are usually paid per semester
- All new entrants must complete the online 'Finance Registration Workflow', **unless your programme is modular based**. If you are unclear, you can email student.fees.office@ul.ie, Tel: 061 213007 or contact your Admitting Office (see offer letter/email for contact details)

How Can I Pay?

NB: Follow the instructions of your offer letter/email, if different from below.

There are 3 methods of payment as follows:

- 1) **Preferred Payment** - Online with a debit or credit card (**See the Fees Website for Online Fee Payment Instructions** – www.ul.ie/finance/fees.php)
- 2) Electronic Bank Transfer (Your Student ID number must be referenced on the payment)
Account No: UL Fees Account 1
Bank Name: Ulster Bank, University Branch, University of Limerick, Limerick
Account No: 11090221
Sort Code: 98 60 50
IBAN No: IE26 ULSB 9860 5011 0902 21
Swift Code: ULSBIE2D
- 3) Cheque or Bank Draft made payable to the **University of Limerick** (Student ID Number must be written on the back of same)

C. Enrol Online for your Programme

NB: Follow the instructions of your offer letter/email, if different from below.

To enrol on line, you must have:

- A PC with internet access
- Paid the required amount of fees for your programme of study. The University reserves the right to cancel any enrolment record, where a student enrolls online and it is subsequently determined that they have not paid the required amount of fees due.

Online Enrolment Instructions

- Go the UL Student Portal – www.si.ul.ie - (If you have already selected a pin number, enter this four-digit number in the Pin/Password box, otherwise the default PIN is 9999)
- To enrol online, go to the 'UL Enrolment' box and follow the online steps.
- On successful completion you will receive a confirmation email.

If you are experiencing difficulties enrolling online for your programme, please contact your Admitting Office, (see offer letter/email for contact details).

D. ITD Information

ITD Home Page: www.ul.ie/itd

- ITD provides a range of computing services for students. PCs are provided for students in a variety of clusters throughout the University.
NB: Students are prohibited from unplugging network connections in any PC Rooms and connecting in their laptops. Laptop Information is available under www.ul.ie/studentcomputing
- **Computer Laboratory Attendants** (CLA's) are located in ITD managed PC Rooms. They ensure the smooth running of the PC Rooms and are your life line when having problems with printing, email or accessing software programs.
 - CLA's are the first contact point for students who encounter equipment problems with PC rooms
 - There are also CLA's located in the student PC clusters
 - CLA's work Monday to Friday, 09:00 to 22:15 during the academic term, in both the Library and Kemmy Business School's computer labs and work Saturdays in the Library from 11.00 to 15.00 during semester.
- For student computer problems, email: ITSS@ul.ie. Responses are only given during the hours listed above.
- For failing PIN Numbers, email: saa@ul.ie

E. Student Email – For further information click [here](#)

- A student email is set up for you on enrolment and takes the format of your **IDnumber@studentmail.ul.ie**. You are advised to check this email regularly as notifications and reminders from the University of Limerick are sent to this email.
- If you are using a personal email account, it is important that you forward your student email to it, so that you do not miss any communications. You can do so by going to **Settings, Options, where you will see a link *forward your email***
- However, it is recommended that when communicating with other students and lecturers within the University, you use your UL Student email.

Go to www.ul.ie/studentcomputing - for a full list of services provided, e.g.

- [IT Help Guides](#)
- [Student Computer Account](#) (Change your Password, Activate You Email Account, Activate you Print Account, Register for your Modules for Term)
- [Sulis](#)
- [Student PC Clusters](#)
- [Scanners on Campus](#)
- [Laptops](#)
- [Passwords](#)

F. Register for your Modules

NB: Registration of modules to be completed during Registration Week (Week 1 of EACH Semester).

- Please refer to your Student Handbook for full instructions on how to register for your modules or log onto www.ul.ie/studentacademicadmin. Go to Student Information on the left-hand column, then Registration
- You can register 24 hours a day for the 7 days of registration week
- PC Account Password gives you access to the module registration web site and for **new students**, the PIN number is set by default to **9999**
- Failing PIN Numbers, email saa@ul.ie
- **If you encounter any problems with registration, you should email saa@ul.ie during Registration Week.**

STUDENT ACADEMIC ADMINISTRATION (SAA)

SAA's Homepage: www.ul.ie/studentacademicadmin

General Information:

The Student Academic Administration Office (SAA) is located in EO-001 in the Main Building. The office is open from Monday to Friday, 09h30 – 12h30 and 14h30 – 16h30. Opening hours are extended during Week 1 Registration and Examination Periods.

Registration: (See above, Register for your Modules).

Students, who fail to register for their modules in Week 1 of each semester, will incur a late fee fine and be denied access to the Learning Management Systems (LMS) Sulis or Moodle, Computer Accounts, Entry to Examinations and Student Results.

SAA will also assist you with matters relating to the:

- issuing of official letters confirming your status as a student
- providing official copies of transcripts, for which there is a fee
- forms which need to be signed and stamped: social welfare, medical certs etc...

NB: Only students who have registered their modules can get forms signed.

Student Handbook: SAA publish a Student Handbook yearly. All new students should get a copy of this handbook during their orientation. It includes information on **Registration, Academic Awards, Grades, Student Status Committees, Academic Cheating, Plagiarism & Copyright, as well as a FAQ's section.** If you have not received a copy, please contact the relevant admitting office, email saa@ul.ie or view the electronic copy, which is available on the [SAA website](http://www.ul.ie).

LEARNING MANAGEMENT SYSTEMS (LMS)

- SULIS
- MOODLE

SULIS

Sulis is the official UL e-learning platform. It facilitates communication and assessment with students of a particular module.

If your lecturer is using SULIS to communicate, he/she will inform you of this intention. You will also be provided with relevant instructions.

Log in to SULIS using your Student Computer Account Username (ID Number) and the Password you use to log onto a student PC on campus.

For more information, click [here](#)

You access SULIS and user information at the following web address <http://sulis.ul.ie>

If your password does not work, email itss@ul.ie for assistance, Mon – Fri 9am to 5pm.

MOODLE

Moodle is a second learning management system that is used on a number of our on-line and blended learning programmes.

Moodle (Modular Object-Oriented Dynamic Learning Environment) is similar to Sulis in what it does, but takes a different approach and has a different look and feel.

If your programme is using Moodle, your lecturers will provide you with the information that you need to access and use the system.

LIBRARY INFORMATION

Library Homepage: www.ul.ie/library

General Information:

- **Your ID card is your library card.**
- Opening hours ... click [here](#)
- **How Do I?** This section will assist you in finding out what services the library offers and how to use them. ... for further information click [here](#)
- Login via <https://login.proxy.lib.ul.ie> to access off campus
- Use the **Ask us/Tell Us** form for assistance with Library resources. ... click [here](#)
- **Find.** This section will assist you in finding information in the library ... click [here](#)
- **All library books and/or outstanding fees must be returned/paid before graduation**

ROOM NUMBERING GUIDE

How to read and locate your room.

The room numbering system is designed to give an address, as well as a code, to each room. See examples below:

<p>Main Building: Room Number CM-048 C - denotes Block C M - denotes Floor Level (in this case mezzanine) 048 - denotes Room Number (in that block on that level) There are 5 blocks (Blocks A, B, C, D and E) and Plassey House comprising the main buildings.</p>	
<p>Computer Science Building: Room number CS-001 CS - denotes Computer Science Building G - denotes Floor Level (in this case ground floor) 001 - denotes Room Number (in that building on that level)</p>	<p>Lonsdale (Kathleen) Building: Room number L2-014 L - denotes Lonsdale Building 2 - denotes Floor Level (in this case 2) 014 - denotes Room Number (in that building on that level)</p>
<p>Engineering Research Building: Room number ER1-023 ER - denotes Engineering Research 1 - Floor Level 023 - denotes Room Number (in that building on that level)</p>	<p>Millstream Courtyard Building: Room number MC1-021 MC - denotes Millstream Courtyard 1 - denotes Floor Level 021 - denotes Room Number (in that building on that level)</p>
<p>Foundation Building: Room number FB-028 F - denotes Foundation Building B - denotes Floor Level (in this case lower ground) 028 - denotes Room Number (in that building on that level)</p>	<p>Materials and Surface Science Institute: Room number MS1-011 MS - denotes Materials and Surface Science Institute 1 - denotes Floor Level (in this case first floor) 011 - denotes Room Number (in that building on that level)</p>
<p>Glucksman Library & Information Services Building: Room number GLG - 020 GL - denotes Glucksman Building G - denotes Floor Level (in this case garden level) 020- denotes Room Number (in that building on that level)</p>	<p>Robert Schumann Building: Room number SG-15 S - denotes Schumann Building G - denotes Floor Level (in this case ground) 15 - denotes Room Number (in that building on that level)</p>
<p>Health Sciences Building: Room number HS1-001 HS - denotes Health Sciences 1 - Floor Level 001 - denotes Room Number (in that building on that level)</p>	<p>Schrodinger Building: Room number SRI-020 SR - denotes Schrodinger Building 1 - denotes Floor Level (in this case 1) 020 - denotes room number (in that Building on that Level)</p>
<p>Kemmy Business School: Room number KBG-24 KB - denotes Kemmy Business G - Floor Level 24 - denotes Room number (in that building on that level)</p>	<p>Sports Building: Room number PG-043 P - denotes Sports Building G - denotes Floor Level (in this case ground) 043 - denotes Room Number (in that building on that level)</p>
<p>Languages Building: Room number LC1-001 LC - denotes Languages Building 1 - Floor Level 023 - denotes Room Number (in that building on that level)</p>	<p>University Arena: Room number UA2-001 UA - denotes University Arena 2 - denotes Floor Level (in this case second floor) 001 - denotes Room Number (in that building on that level)</p>

BUILDINGS & ESTATES

To go to the Buildings & Estates Homepage click [here](#)

Security

Please report accidents or emergencies immediately to Security on 061 213333.

For more information on Security, click [here](#)

Car Parking & Vehicle Clamping

- Campus Speed Limit is 40 km/h, please drive safely.
- The University does not accept liability for any loss from or damage to any vehicle using the campus, however caused. Users of the car parks do so entirely at their own risk and subject to this policy.
- Park in designated spaces only, wheel clamping is in operation
- Once a clamp has been deployed and locked into position, a release fee must be paid before the clamp will be removed. Release fees may be paid at the Campus Security Centre located at the Reserved Visitor Car Park or, when unattended, at Main Reception
- A vehicle that has been towed away and clamped is liable to a higher release fee.

Bicycle Parking

- Cyclists coming on campus will be required to use the facilities (cycle paths/stands) provided by the University.
- Bicycles are not permitted into the University's buildings. Cyclists are required to park their bicycles at official bicycle stands only.
- Securing of a bicycle to any structure/shrubbery other than official bicycle stand will result in the illegally parked bicycle being fitted with "Security Lock". Owners of illegally parked bicycles can have the "Security Lock" removed by calling to the **Campus Security Centre located at the Reserved Visitor Parking** (Building No. 15 on campus map).

For more information on Parking, click [here](#)

Campus Map



- | | |
|--|---|
| 1 Main University Entrance | 21 Grounds/Maintenance Compound |
| 2 East Gate Entrance | 22 University Arena including 50 metre Pool |
| 3 Carlton Castletroy Park Hotel | 23 The Sports Club |
| 4 Plassey Student Village | 24 Kilmurry Student Village |
| 5 International Science Centre | 25 Horticultural Unit |
| 6 Robert Schuman Building | 26 Dromroe Student Village |
| 7 International Business Centre | 27 Boathouse |
| 8 Computer Science Building | 28 Kemmy Business School |
| 9 Silver Apples Crèche | 29 Tierney Centre |
| 10 Glucksman Library and Information Services Building | 30 Languages Building |
| 11 Foundation Building and University Concert Hall | 31 The Living Bridge |
| 12 Engineering Research Building and Millstream Courtyard | 32 Health Sciences Building |
| 13 Main University Building | 33 Irish World Academy Building |
| 14 Plassey House and University Close | 34 Medical School Building |
| 15 Visitors Information Centre | 35 Medical School Residences |
| 16 Students Centre, Shops, Banks, Bars | 36 Sports Pavilion |
| 17 Kathleen Lonsdale Building | 37 Irish Chamber Orchestra Building |
| 18 Materials and Surface Science Institute | 38 Cappavilla Student Village |
| 19 Sports Building and National Coaching and Training Centre | 39 Thomond Student Village |
| 20 Schrödinger Building | 40 President's House |

CONTACTS & WEBSITES

	Telephone	Email	Website
UL Main Switchboard	061 202700	reception@ul.ie	www.ul.ie
UL Portal			www.ul.ie/portal
UL Security	061 234600		Home Page
24hr UL Campus Emergency	061 213333		
Access Office	061 213104	access@ul.ie	www.ul.ie/access
Café's & Restaurants			www.ul.ie/ul-campus/cafes-restaurants
Continuing & Professional Education (CPE)	061 202530	cpe@ul.ie	www.ul.ie/cpe
Counselling Service	061 202327	counselling@ul.ie	www.ul.ie/counselling
Disability Support Office	061 213478	disabilityservice@ul.ie	www.ul.ie/disabilityservices
Fees Office		Student.fees.office@ul.ie	www.ul.ie/finance/fees.php
International Education Office	061 202414	international@ul.ie	www.ul.ie/international
Mature Student Office	061 202735	mso@ul.ie	www.ul.ie/mso
Postgraduate Admissions	061 234377	postgradadmissions@ul.ie	www.graduateschool.ul.ie
Student Academic Administration	061 233755	saa@ul.ie	www.ul.ie/studentacademicadmin
Student Health Centre	061 202534	studentshealthcentre@ul.ie	Home page
ULearning	061 213360	ulearning@ul.ie	www.ul.ie/ulearning
UL Sport Arena	061 213555		www.ulsport.ie
Undergraduate Admissions	061 202015	admissions@ul.ie	www.ul.ie/admissions
University Concert Hall (UCH)	061 331549		www.uch.ie
ACADEMIC CALENDAR & FACULTY WEBSITES			
Academic Calendar: www2.ul.ie/web/WWW/Services/Academic_Calendar			
Science & Engineering www.scieng.ul.ie	Kemmy Business School www.ul.ie/business	Education & Health Sciences www.ehs.ul.ie	Arts, Humanities & Social Sciences www.artsoc.ul.ie