# Faculty of Computing Science Important Student Information

**Faculty (Course) Administration Information**

The computing faculty administrators are Aisling Farrell ([aisling.farrell@griffith.ie](mailto:aisling.farrell@griffith.ie), 01 – 415 0428) and Tina Kulojevic ([tina.kulojevic@griffith.ie](mailto:tina.kulojevic@griffith.ie), 01- 416 3329)

**Academic Calendar;**

The academic calendar is available on Moodle. This will give provisional date ranges for semester dates, exams, exam results, assignment weeks, bank holidays etc. Please download for your information.

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**Letter Requests;**

Please allow a minimum of 72hours (3 working days) for any letter requests, forms to be filled out and stamped and signed or transcript requests to be issued to you.

**When Contacting the Faculty;**

When contacting the faculty/lecturers please have the following information available/ included in your e-mail;

* **Full Name**
* **Student Number**
* **Cohort (BSCH/HDC/MSCC etc.)**
* **Module Code that you are inquiring about.**

**Please note that if you are arranging a meeting with a lecturer please give them at least 48 hours to reply before making further enquires. Part Time lecturers are not based in the office and may take longer to respond. Lecturers are available Monday – Friday, excluding bank holidays and Good Friday**

**WI-FI Password;**

**Gr1ff1thColl3g3**Please note that this can be subject to change.

**Registration;**  
You must register at the start of ***EVERY*** academic year. An email is sent to you with a link inviting you to register. After registration (48hrs) if you have no access to moodle or are missing modules please email your course administrator.

**Moodle;**

Moodle is where you will find important information during your study period here in Griffith College. On the Student Information Dublin Page you will find the following information as below on the Computing-Student Info-

1. Faculty Information
2. Programme Director Contact Information and Group Allocations
3. Timetables and Academic Calendar
4. Student Handbook
5. Library Information
6. Assignment information
7. Exam Timetables and Exam Information
8. Medical Certificates / Information
9. Career Guidance
10. Learner Record Amendment Form (LRAF)
11. August Repeat Assignments & Timetables
12. Appeals Procedure

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If you do not have access or you lose access to Moodle it is either of one of the below reasons;

* A fees issue. For fees please contact the fees office [studentfees@griffith.ie](mailto:studentfees@griffith.ie)
* You have entered in the wrong password. Please email [helpdesk@griffith.ie](mailto:helpdesk@griffith.ie) for help resetting your password.

**Exam Results;**You will receive an email once exam results have been released. Please ensure you check results carefully. If you are required to re-sit any component a “repeat information” email will follow. Please note that you ***MUST pass both components*** in order to pass the module. This means receiving a minimum of 40% in your assessments and a minimum of 40% in your exams. **40% is pass mark and you must pass both elements to pass the Module!**

**Student Leap Cards;**

Student Leap cards can be gotten in the students union, or online at <https://about.leapcard.ie/about/tfi-leap-card-types/student> you can use these for discounted travel.

