

Welcome to GMIT Letterfrack. We hope that this will be the beginning of many new friendships, with fantastic opportunities that will await you in your future careers. Your time with us as a student is important and we have a dedicated team of staff who will assist you in settling into college life and to make the most of your college experience. We will do our best to provide you with important information that will help to guide you along your GMIT educational journey.

Please Keep this document handy, it contains useful contacts you may need during your time here.

We look forward to welcoming all returning and new students to GMIT Letterfrack in September 2021.



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 Student Services administration
 shemeem.otoole@associate.gmit.ie
 091 742691



Samantha Flaherty
 Administrator
 samantha.flaherty@gmit.ie
 091 742653



Dermot O'Donovan
 Head of Department of Creative Education
 dermot.odonovan@gmit.ie



Paul Leamy
 Head of Centre, GMIT Letterfrack
 paul.leamy@gmit.ie

FAQ'S

Where can I get my class timetable and college calendar?

These will be issued to you in the first week of term. It will also be available from your Head of Department and the GMIT Student Portal.

What is the GMIT Student Portal and how do I get access to it?

The portal gives you access to a wide range of information on student life including your exam timetable and results. You can log on to the portal: student.gmit.ie. Your login is your GMIT Student Number and your password is the password you will be given when you commence your studies.

What is Eduroam and how do I get access to it?

Eduroam is a Wi-Fi network that allows members to access the internet at multiple sites. Sign in with GMIT email and password on all internet enabled devices. Go to <https://www.gmit.ie/general/eduroam-gmit> to find out how to access.

How do I Register Online?

Online registration can be accessed via <https://ssb.ancheim.ie/gmit/> Students will be sent an 'Invitation to Register' via post. It is important to complete the registration process in FULL.

How do I get my student ID card?

ID cards are issued to students once they have completed their online registration successfully. You will be notified of the time and dates at the start of term. ID cards will be issued from the Administration Office.

Where can I get a letter of registration?

If you require any letters confirming registration or forms stamped, please visit the administration office.

I've changed my address/phone number, do I need to let anyone on campus know?

Yes, you should contact the registration office. Important information will be emailed to your old address if you don't give us your new address.

I wish to withdraw or defer my course, what do I need to do?

You should first speak with your lecturer then contact your Head of Department to discuss.

The Administration and Head of Department Office in Letterfrack is located on the ground floor.



Eve McDonagh
Graduate Student Mentor
eve.mcdonagh@gmit.ie
Tel: 087 3732418

Useful contacts in GMIT

Fees Office

For all queries relating to fees on your account.
T: 091 742139 E: StudentFees@gmit.ie

Fee Collection

For all queries in relation to payment of fees, this includes setting up a payment plan
T: 091 742737 E: FeeCollection@gmit.ie

Grants Office

For all queries in relation to any Grants you have applied for, i.e SUSI grants.
T: 091 742140 E: StudentGrants@gmit.ie

Registration Office

For all queries in relation to your registration with GMIT
T: 091 742087 E: StudentReg@gmit.ie

IT Centre Galway

For all issues in relation to your access to Register in GMIT, Eduroam and lost passwords
T: 091 742799

Student Services

- Financial Supports
- Access & Disability
- Counselling Service
- Student Health
- Chaplaincy
- Careers

FOR STUDENTS IN GMIT LETTERFRACK

The student services team are there to help you as a student receive the necessary assistance you may need to support you during your time in GMIT. Visit the GMIT Student Services page for more details on the services available



Financial Supports

There are two funds available to help students who find themselves in financial difficulty

What is the SAF fund?

The Student Assistance Fund (SAF) is designed to support students from socio-economically disadvantaged backgrounds (including those eligible for HEAR) with ongoing needs for financial support and students with other circumstances including bereavement, family difficulties, caring responsibilities, health problems or disabilities, giving rise to short or longer-term financial difficulties.

You can apply online once you have completed registration. The link to apply will be advertised on the Student Portal and will be advertised regularly on the Student Services social media pages when it is available (normally late September/early October)

E: saf@gmit.ie

What is the Student Support Fund?

The Student Support Fund (SSF) has two different strands, Emergency Funding and Fee Support. Applications for both are available on request by contacting
E: studentservices@gmit.ie

Student Health

If you need to see a doctor please contact

Dr Alexander Michel at the Health Centre in Tully. T: 095 43465

(Due to infection control the surgery doors will be kept closed so please call ahead during opening hours to speak with the Nurse/Doctor)

Your visit at this surgery is covered by GMIT. A female doctor is available on Mondays.

Surgery opening hours are:

Monday 9.00-12.30 & 2.30-5.00pm.

Tuesday 9.00-12.30 & 2.30-5.00pm

Wednesday 9.00-12.30 (Closed in the afternoon)

Thursday 9.00-12.30 & 2.30-5.00pm.

Friday 9.00-12.30 & 2.30-4.00pm.

Outside of these times, in an emergency, contact the out of hours Doctor.

WestDoc out of hrs emergency care: 0818360000 or 091 747710

CAREERS SERVICE

The GMIT Careers Service is available to all fulltime registered students, part-time, online, apprentice students and graduates. We aim to support students and graduates in developing and implementing successful career plans, and to facilitate the recruitment process for students and employers. The Careers Service offers a "Next Step" Online Employability Module which focuses on enhancing students employability skills.

Careers Officer: Bridie Killoran

T: 091 742778 E: bridie.killoran@gmit.ie

Careers Administrator: Fiona O Donnell

T: 091 742765 E: fiona.odonnell@gmit.ie

CHAPLAINCY

The Chaplaincy assists and supports students and staff, by providing pastoral care and spiritual support, helping to build a sense of community and having a concern for the general well-being of all, irrespective of religious conviction or belief. The Chaplain will be based on the Galway and Mayo campuses, if you wish to speak with a chaplain please contact:

E: chaplain@gmit.ie

The Access and Disability Service

The Access and Disability Service provides a range of supports and services for students applying to GMIT and attending full-time and part-time courses within the Institute. It facilitates equality of access and participation for all students.

If you have indicated on your CAO application your need for Learner supports you will be contacted by the Access & Disability office prior to commencing your programme to arrange a meeting with the Learner Support tutor in Letterfrack.

Who should contact the Access and Disabilities service?

Any student with a disability or significant ongoing illness should contact us including, but not limited to, the following: Asperger Syndrome/Autism; Dyspraxia, Dyslexia, Dyscalculia, Dysgraphia, ADD/ADHD., Blind/ Vision Impaired, Deaf/Hearing Impaired, Physical disabilities, Neurological Conditions, Significant Ongoing Illnesses, Mental Health Conditions, Members of the Traveller Community or Other Ethnic Minority Groups. If you ticked the box in the CAO application we will be in touch or contact our Access Office on campus.

How do I get help from the Access and Disabilities services?

Contact the Access and Disability Service by email accessoffice@gmit.ie. to arrange to meet with a member of the Access and Disability Service team to explore what you need to do on your course and outline the types of supports available to you. This is completely confidential and you decide what you'd like to happen next.

What examination supports can the Access and Disability Office organise?

The following reasonable accommodations may be provided during assessments: Spelling, grammar and punctuation consideration in exam sittings. Extra time, use of a private or small room, reader, scribe, or use of assistive technology, for example typing exams instead of handwriting them. It is vital that students requiring any service register with the Access and Disability Office so we can approve these before the end of semester examinations.

Do I get a laptop?

The Access and Disability Office can loan helpful technology and software to students who fulfil eligibility criteria.

Contacts

Letterfrack Learner Support Tutor:
alan.mccrossan@gmit.ie

Access Office:
accessoffice@gmit.ie

Counselling Service

The Student Counselling Service is a professional, confidential and free service available to all registered students at GMIT.

What sort of problems do students see the Counsellor about?

The Counsellor supports students with lots of different types of issues. They can include settling into third level, academic and exam issues, anxiety, depression, relationship and crisis situations. If you are struggling with any issues please call into the service for support. The service is here to help and support you.

How do I make an appointment with the Counselling Service?

You can call in at the drop in time which is 1.00pm to 1.30pm every Thursday or email Michelle Kerins O'Brien to make an appointment. Michelle is located in the student services room on the first floor near the library. Online and in person appointments will be available.

What if I just have a quick query for the Counsellor and don't have an appointment?

You can email Michelle with your query and she will get back to you.

What if I have an urgent issue and cannot wait for an appointment with the Counsellor?

For any urgent issue please contact the Counsellor immediately and she will organise an urgent appointment for you that day.

Contact

Michelle.kerinsobrien@gmit.ie
094 9043127

Text 'GMIT' to 50808 to be connected with a trained volunteer.

text about it

**text GMIT
50808**

50808 provides everything from a calming chat to immediate support for people going through a mental health or emotional crisis – big or small. From breakups or bullying, to anxiety, depression and suicidal feelings, Crisis Volunteers are available 24/7 for anonymous text conversations. 50808 aims to provide immediate support in the short term and connect people to resources that will help them in the future.

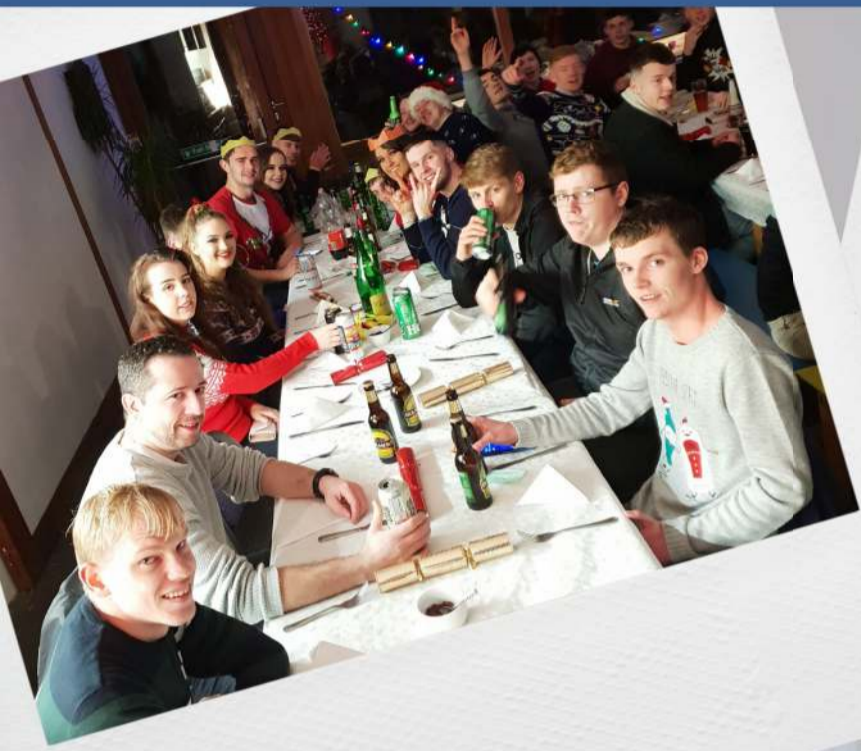
Student's Union

Your Union - Every registered GMIT student is automatically a member of the Students' Union

Student Body is another term for all the students of the institute together. The student body is the supreme decision-making body and has the final say on all matters of most importance affecting the Union. Students have their say by voting for class reps, full-time sabbatical officer and by voting in referenda which may take place on various topics throughout the year.

Class Reps Every class in the institute should have at least 1 class representatives, based on the size of the class. The class rep council is the 'Parliament' of the Union and is made up of all class reps and executive officers. Council meet every month and adopts policy for the Union as well as holding the executive officers accountable for the work they do.

USI The Union of Students in Ireland (USI) is the national representative body for the 374,000 students in third level education on the Island of Ireland. GMIT SU is a Member Organisation (MO) of USI and our officers attend training sessions, monthly National Council meetings and the Annual National Congress. For more information please view the USI website: <http://usi.ie>



Visit the SU website here

Your head rep for this academic year will be confirmed shortly.



details of Clubs & Societies in Letterfrack will be made available to you during the first weeks programme.



**Coming Soon!
Gym in Letterfrack**

Letterfrack Services

Gardaí Station, Letterfrack, T: 095 41052

Post Office, Letterfrack. T: 095 41023

Country Store, Letterfrack (ATM available in Country Store) T: 095 41850

Letterfrack Hardware, T: 095 21235

Hairdresser, Diamonds, Letterfrack, T: 095 41999

Belle Body & Beauty, Letterfrack. T: 087 4327165

Gym, Letterfrack.

Bookings via Saol Sásta at Saolsasta.com. T: 087 9468347

Local Taxis

Patsy Conneely T: 095 43453

Minibus / Coaches

John Hannon T: 083 8495144

Michael Nee T:095 34682

Pat Lydon T: 095 41043

Bars in Letterfrack.

Veldons T: 095 41046

Mollys T:095 41931

Bards Den / Clover fox T: 095 41042

Credit Union, Tully. T: 095 43973

Citizens Advice, Letterfrack. T: Declan 087 1301100

Library GMIT. Suzanne 091 74 2666

Community Radio, Letterfrack. T: 095 41616

CityLink ([Timetable](#)) T: 091 564164

Nearest **Fuel Station** is at Kylemore, 8km towards Westport & in Tully village.

Looking for Accommodation?

There are a number of properties in and around Letterfrack available for Student Accommodation some of which are listed on the [GMITSU website](#). If you need assistance in finding accommodation, please contact the GMIT Letterfrack Administration Office

Clifden Services

(Letterfrack to Clifden 14km)

Supermarkets: Aldi, Lidl & Supervalu

Banks: AIB & BOI

Cinema, Station House Theatre T: 095 30303

Station House Fitness Centre & Swimming Pool with Spa. T: 095 21699

Supermacs & Papa Johns Pizza. T: 095 30809

Health Care

Doctor Surgery. T: 095 21224

Dentist. T: 095 22731

Clifden Public Health Centre. T: 095 21102

Pharmacies:

Morans. T: 095 21273

Clifden Pharmacy. T: 095 21821

Gardaí. T: 095 21021

Fire Brigade. T: 999/112

Other services:

Fuel Stations, Bars, Cafes & Restaurants, Hair salons, Butchers, book shop, library, boutiques, launderette, Phone and camera repairs, jewellers, Church, Post Office etc.



CityLink Services to Galway operate daily:

From Letterfrack 08.45, 10.25 & 18.05

From Clifden 07.00, 09.15, 12.00, 13.15, 15.00 & 18.30.

[View the timetable here](#)