

# GMIT Mayo Campus Student Services



[www.gmit.ie/mayo](http://www.gmit.ie/mayo)  
#lovemayocampus

# FAQs



## Student Services & Careers Officer

Deirdre Sheridan  
Room R110  
094 9043217  
studentservicesmayo@gmit.ie



## Counsellor

Michelle Kerins O'Brien  
Room R111  
094 9043127  
michellekerinsobrien@gmit.ie



## Chaplain

Daniel Caldwell  
Room R112  
094 9043150 or 086 8492552  
chaplaincbar@gmit.ie



## Learning Support Tutor

Cathy McGovern  
Room R109  
094 9043228  
Cathy.mcGovern@gmit.ie



## Sports Office

Nigel Jennings  
Room B007  
087 2496348  
Nigel.jennings@gmit.ie

## Where are the Student Services offices located on campus?

On the first floor, offices R107-R112.

## Finance

### Where can I get more information on financial aid?

Deirdre Sheridan, our Student Services Officer will be able to advise you. You can email her at [studentservicesmayo@gmit.ie](mailto:studentservicesmayo@gmit.ie)

### What is the SAF fund?

The SAF is the student assistance fund and is available to students who for financial reasons are suffering hardship or unable to continue their third level studies. More information and application forms can be found on the **StudentHUB**.

### What is the Student Support Fund?

This is an emergency fund, usually a once off payment, to assist students who have an urgent financial need. Contact Daniel Caldwell, our Chaplain, for more information.

### What if I can't pay my fees?

In very exceptional cases GMIT will consider waiving a student's fees. Contact Daniel Caldwell, our Chaplain, for more information.

### Are there any scholarships available to students?

Yes, we have some sports and other scholarships. To find out more contact Deirdre Sheridan, our Student Services Officer.

### Where can I get more information on accommodation?

Contact the Student Union (email [sumayo@gmit.ie](mailto:sumayo@gmit.ie)): they will be able to provide you with a list of suitable accommodation available in Castlebar.

### Where do I go if I need to see a doctor?

Dr. Stephen Patten is our college doctor. Students can attend his practice, free of charge. To make an appointment, phone **094-9021999**. His practice is located off Main Street in Castlebar. Eircode: F23ND98. We are also located next to Mayo University Hospital so you can attend if you need urgent treatment.

# Careers

## Where do I go if I need information on job opportunities or post graduate courses?

Contact Deirdre Sheridan, our Careers Officer. She will be able to advise you. We also organise an annual Graduate Careers Fair which provides opportunities for graduating students to liaise with recruitment companies.

## Do you advertise job vacancies?

Yes, they are emailed to all students, posted on the careers noticeboard and on the GMIT Careers Facebook page.

## Who do I contact if I need help preparing a CV and interviews?

Deirdre runs CV and interview workshops throughout the year for students. If you need individual advice you can book an appointment to see Deirdre.

## What are the Mayo campus opening hours?

### During Term Time:

Monday-Thursday: 8.30am – 10.30pm. Friday 8.30am - 8pm.  
Saturday: 8.30am -1pm.

### Outside Term Time:

Monday – Friday: 8.30am – 6pm.  
Saturday: 8.30am – 1pm

## Where can I get my class timetable and college calendar?

Timetables are all available online via [timetable.gmit.ie](https://timetable.gmit.ie). The Academic calendar is available on the **StudentHUB**.

## What is the GMIT StudentHUB and how do I get access to it?

The StudentHUB can be accessed online. The StudentHub is the location for a wide range of information including the most popular online student forms, your examination timetable and results. 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 to Register Online?

Online registration can be accessed via

<https://ssb.ancheim.ie/gmit/>

Students will be sent an 'Invitation to Register' via post.

## How do I get my student ID card?

Student ID cards are posted out with photos being uploaded by the students themselves online via [wfs.ie](https://wfs.ie)

Replacement ID cards can be requested via [studentids@gmit.ie](mailto:studentids@gmit.ie) at a cost of €10. This email can also be used to help students experiencing difficulty uploading an image.

## Where can I get a letter of registration?

Letters confirming student registration can be requested via the **StudentHUB** via the link **Letter Request - New item** ([sharepoint.com](https://sharepoint.com))

## Who do I contact about my electives/ module choices?

It is imperative that you register correctly for your electives. Electives/module choices should be discussed with the relevant academic staff members in the first instance.

Changes can be notified to [hswsoffice@gmit.ie](mailto:hswsoffice@gmit.ie). Failure to do so may result in no allocated seat for examinations or access to results.

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

Changes in address/telephone number/personal details can be emailed by the student to [studentreg@gmit.ie](mailto:studentreg@gmit.ie)

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

Students should complete withdrawal/interrupted study forms via the **StudentHUB**. A meeting can be organised with the student if required with the Head of Department before the form is approved.

## How do I access my exam timetable and exam results?

Your exam timetable and exam results will be posted on the **StudentHUB**.

## I may need extra supports when sitting my exams. Who do I contact?

You should contact Cathy McGovern, our learning support tutor in office R109

# Chaplain

## How can the Chaplain help me?

Daniel Caldwell is our chaplain. His office is on the first floor (R112). He assist and supports students by providing care, helping to build a sense of community and support the inner and spiritual life of the person. Feel free to drop in to have a chat. Drop-in time is 12pm – 12.45pm. Monday to Friday.

## Need to talk?

The Chaplain is available for a chat. He provides a safe and confidential space for students. Should you be aware of a student illness, bereavement or accident, please let us know immediately.

## Where do I go to find out about volunteer opportunities at home and abroad?

The Chaplain provides information on opportunities to volunteer. GMIT will be launching the Thrive Volunteer Programme in September 2019.

## Is there a prayer room on campus?

Yes, Room B024. This room is used to facilitate a wide range of religious services and is also available for personal reflection.



# Sport

## What sports are on offer?

We specialise in adventure sports and our surf club has been acknowledged as the best in the country in recent years. Our mountaineering club have their own indoor climbing wall and the kayakers use the new swimming pool as well as the excellent rivers in the locality. Traditional competitive team sports are also popular on campus while we also offer opportunities for judo, yoga, boxing, chess, archery, swimming, recreational soccer and table tennis among others.

## Where can I get the necessary info on sports and Clubs and Societies?

Our Clubs and societies platform [gmitsulife.ie](http://gmitsulife.ie) is where you can find out all the info on clubs and societies. There is a full list of what's available and you can join up on Clubs and Societies day. All the info on your chosen club/soc will be communicated directly to you through this platform. You will also find info here on fitness classes and initiatives that will be happening throughout the year.

Keep up to date with all the latest Clubs & Socs News, Activities and Events by following us on Social Media, find us on **Facebook @GMITMayoClubsAndSocieties** on **Twitter @GMITMayoSports** and on **Instagram @gmitmayoclubsandsocieties** **#GetInvolved #GetInspired #lovemayocampus**

## What else do I need to know?

For any other queries you can call to the Sports Office, (beside the Students Union), where our Sports Officer Nigel Jennings will be delighted to help in anyway so you establish the links necessary to get involved in Sports and Clubs & Societies and make your time in GMIT a truly memorable one.

To get an even better feel for Clubs and Socs check out the following videos:

**GMIT MAYO Campus Challenge 2017 – YouTube**

**GMIT Mayo Campus Challenge 2019 – YouTube**



# Access & Disabilities

## Who should contact the Access and Disabilities service?

Any students 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](mailto:Accessoffice@gmit.ie) or [Cathy.mcGovern@gmit.ie](mailto:Cathy.mcGovern@gmit.ie). You can also call to the Access Office on campus in R109, or phone 0949043228. Please bring current documentation of your disability.

## What happens next?

You should 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.

# Counselling Service

## 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?

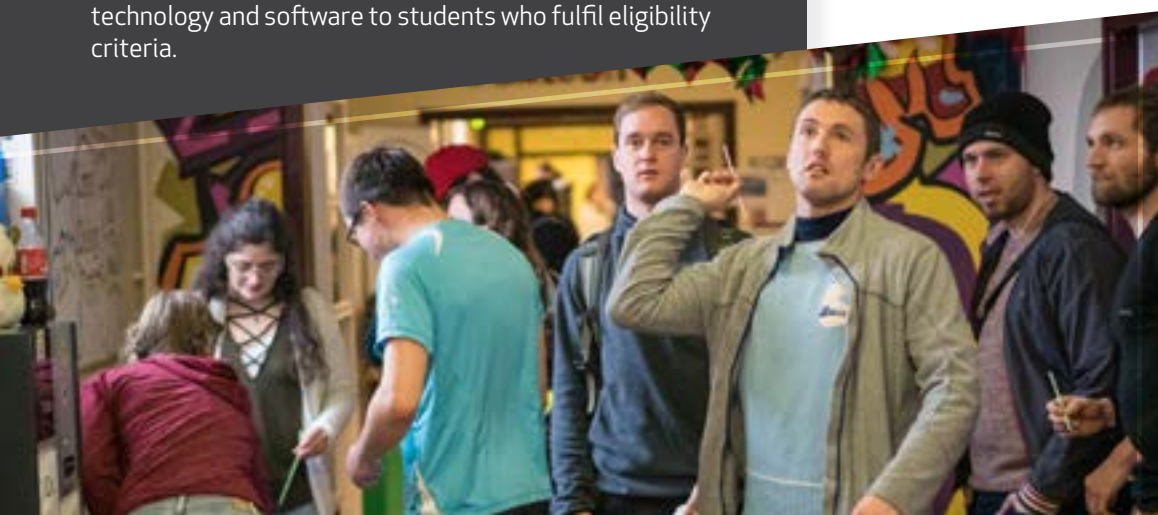
You can call at the drop in time which is 11.15am to 12.00pm every day except Thursday or email the Counsellor, michelle. [kerinsobrien@gmit.ie](mailto:kerinsobrien@gmit.ie) or phone her on:0949043127 to make an appointment. She can be found in room R111.

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

There is a drop in time every day between 11.15am to 12.00pm, except Thursday, for quick queries. You don't need an appointment, just call in.

## 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.



# Useful Links

## AHEAD

### Association for Education Access and Disability

East Hall, UCD,  
Carysfort Avenue, Blackrock  
Co. Dublin.

**T:** (01) 7164396

9am - 1pm, 2pm - 5pm

[www.ahead.ie](http://www.ahead.ie)

## Alcoholics Anonymous

Ozanam House  
St. Augustine St, Galway.

**T:** (01) 8420700

Monday to Friday: 7:30pm - 10pm

Saturday: 11:30am - 2pm

## APCOA Parking Ireland Ltd

11, Millbank Business Park,  
Lucan, Co. Dublin

**T:** 01 6516900

[www.apcoa.ie](http://www.apcoa.ie)

## AWARE

(Helping to Defeat Depression)  
9, Upper Leeson Street, Dublin 2.

**T:** 1800 80 4848

(24 hour LoCall Helpline)

Monday to Thursday: 10am - 10pm

Thursday to Sunday: 10am - 1am

[www.aware.ie](http://www.aware.ie)

## Bus Eireann

Galway Ceannt Station  
Regional Head Office

**T:** (091) 562000

Westport - Passenger Enquiries

**T:** (098) 25711

Ballina - Passenger Enquiries

**T:** (096) 71800

## Citizens Information Centre

(Information for All)

Cavendish House,  
Link Road, Castlebar.

Locall: 0761 07 6040

Monday: 9.30am - 5pm

Tuesday to Thursday:

9.30am - 1pm & 2pm - 5pm

Friday: 9.30am - 1pm & 2pm - 4.30pm

[www.citizensinformation.ie](http://www.citizensinformation.ie)

## Department of Social & Family Affairs

Michael Davitt House Compound,  
Castlebar.

**T:** (094) 90 34280 / 34290

[www.welfare.ie](http://www.welfare.ie)

## Free Legal Advice Centres

85-86 Upper Dorset Street, Dublin 1.

**T:** (01) 874 5690

Monday to Friday: 9:00am - 5:30pm

## Gardai

Castlebar Garda Station  
The Mall, Castlebar.

**T:** (094) 90 38200

## Gay Switchboard

105, Capel Street, Rotunda, Dublin 1

**T:** (01) 8721055

**E:** [info@gayswitchboard.ie](mailto:info@gayswitchboard.ie)

Non-directive counselling, support  
and information.

## Iarnród Eireann

Castlebar

**T:** (094) 90 21222

## Mayo General Hospital

Castlebar

**T:** (094) 90 21733 / 90 42000

## Mayo MABS (South Mayo)

Unit 14 Nephin Halls

Hopkins Road, Castlebar, Co Mayo.

**T:** 0761 072670

## Mindspace Mayo

Market Square, Castlebar, Co Mayo

**T:** 094 9067001

**E:** [info@mindspacemayo.ie](mailto:info@mindspacemayo.ie)

[www.mindspacemayo.ie](http://www.mindspacemayo.ie)

Mental Health Support Service for  
young people aged 15-25

## Mayo Rape Crisis Centre

Newtown, Castlebar, Co Mayo

**T:** (094) 9025657

Confidential telephone counselling  
service

## Pieta House West

Bishop Street, Tuam, Co Galway

**T:** 093 25586

[www.pieta.ie](http://www.pieta.ie)

## St. Vincent De Paul Society

Pavilion Road, Castlebar

**T:** (094) 90 23207

## Student Travel Information

[www.usit.ie](http://www.usit.ie)

## SUSI

Student Universal Support Ireland

P.O. Box 869, Togher, Cork

Contact the SUSI Support Desk

Available Mon/Fri: 9am - 5.30pm

Available Saturdays: 10am - 1pm

**E:** [support@susi.ie](mailto:support@susi.ie)

**T:** 0761 08 7874

[Facebook.com/susisupport](https://www.facebook.com/susisupport)

## Taxis & Taxicabs

Castlebar Cab Taxi Service

(085) 2607520

Castlebar Taxis (087) 25 45404

Jonathan Taxi Castlebar

(087) 6678280

Lynx Taxi (094) 9034700

Michael Moran (094) 90 25736

Peter Gray (094) 90 23456

## The Samaritans

14 Nuns Island, Galway.

**T:** (091) 561 222

Nationwide helpline: 116 123

## Threshold National Housing Organisation

5, Prospect Hill, Galway

9.30am - 5pm

**T:** 1800 454 454

**E:** [thresholdgalway@eircom.net](mailto:thresholdgalway@eircom.net)

## Union of Students in Ireland/ Aontas an Mac Léinn in Éirinn

14, Mount Street Upper, Dublin 2

**T:** (01) 7099300

**F:** (01) 7099302

Monday to Friday: 9am - 5.30pm

[www.usi.ie](http://www.usi.ie)

## USIT

Travel Agent, 16 Mary St., Galway.

**T:** (091) 565177

Monday to Friday: 9.30am - 5.30pm

Saturday: 10am - 4pm



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