Building your
TIMETABLE

Guidelines

Contents

Module (SUBJECTS)1 Choices, Module Registration, and building your Timetable

As a Study Abroad student at DCU you are required to submit the names and numbers of the modules you wish to study during semester to the Study Abroad office in advance of your arrival. In the event that you do not send us choices, we will register you for one module to 'kickstart' the registration process. This should be cancelled thereafter. You will have indicated your choices on the application form. The Study Abroad Office will pre-register you for modules prior to your arrival however there is a **'change of mind'** period over the first 2 weeks of arrival. Please remember that you may only register for a maximum of **30 ECTS/ 18 US credits** worth of modules in each semester on the standard Study Abroad Programme. Most of the modules on offer at DCU carry 5 ECTS/ 3 US credits, but when choosing your modules you should note that a small number of modules carry 10 ECTS credits or more (some 7.5ECTS). **All students must attend module registration and timetabling workshops as outlined in the orientation schedule.**

In addition to this document, we have provided you with a **List of Modules available for your Study Abroad Stream** (HMSAO, ECSAO, SHSAO or BSSAO/PBSSAO). As we have already pre-registered you for modules indicated on your initial application form, you now need to ensure that the modules you are currently registered for work with
a) Your personal requirements, and
b) The DCU class timetable.

Please note: you must be registered for modules in order to attend classes and to receive credits from DCU. You can register as 'A' – Attendance only if you wish but you may not attend more than 6 classes or 30ECTS worth of modules regardless of 'A' attendance or 'Normal' attendance. In other words, these modules are still counted towards your ECTS Credit limit. Our system is defaulted to register you for 'N' Normal attendance (with exam / Continuous Assessment elements).

Change of Mind Module Form:

Please note: you must be registered for modules in order to attend classes and to receive credits from DCU. You can register as 'A' – Attendance only but may not attend more than 6 classes or 30ECTS worth of modules. In other words, these modules are still counted towards your ECTS Credit limit. A reminder that the default registration is for 'N' Normal Attendance.

If you wish to change your mind, you must do so by submitting an online Change of Mind form by visiting:

https://www4.dcu.ie/international/change-module-form-dcu-study-abroad-programme.shtml

Student Card & Student Portal Pages

The International Office will provide you with your Student Card and access details to Loop.   Loop contains your biographical details and details of the modules for which you are registered. It is crucial that you check Loop at frequent intervals during the academic year and inform us if any of your information is incorrect.

If you have technical difficulties, please contact Information Systems & Services, **iss.servicedesk@dcu.ie**

A Word of Caution

The degree of flexibility attached to the wide range of choices available to you can also bring with it difficulties when it comes to building your timetable for the semester / year. We have therefore composed this document to assist you in making module choices that work best for you and to advise you on how to put together your final timetable. **Examination Clashes:** you should note that there is always a risk of exam timetable clashes when exam time approaches. Although the Exams Office their utmost to avoid clashes between exams across the University, the possibility of clashes remains if modules are chosen from different years and / or programmes. One way of dealing with this is that students affected by exam timetable clashes are allowed to change their Assessment / Examination Type during a specified period

once examination timetables have been published - in this case no credits can be awarded but the transcript will show that the student "attended" the module. Another option is for students to be allowed to sit one of the clashing exams during the August examination period. Please note that there are very few exam clashes and this serves merely to caution that it may occur.

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[1] A module is interchangeable for course. While we try to use the term module where possible, you might also find the term course mentioned from time to time.

Module Choices

Most students have listed module choices on the initial application form. At this stage, students may or may not decide to amend original choices, either because they have identified more suitable modules on the module list for the academic year, or because they find that one or more courses are not available during the coming year. Another reason why students might have to find alternative modules is that one or more of the timetables for the modules initially indicated clash, i.e. they run simultaneously, and since it is not possible to attend two different classes at the same time, the need for alternative choices arises. Your orientation pack includes a list of modules available to study abroad students. This listing offers:

The Block Code (also called Period Code), which indicates the period during which a module is offered. They are:

          0 = Full academic year
          1 = Semester 1
          2 = Semester 2

The Module Codes and Module Titles

1. The credits each module carries (most modules carry 5 ECTS credits or 3 US credits)
2. The assessment type is divided into continuous assessment and/or examination – continuous assessment refers to any type of assessment undertaken throughout a module's lifetime whereas examination always refers to an end of semester or end of year examination.
3. Some modules are assessed on a 100% continuous assessment basis – this could include an essay, an individual project, a group project, a report, or laboratory work -, others will be assessed 100% by examination, others again might require some course work and then an examination – the breakdown into continuous assessment and examination will give you the details for each module.

Study Abroad programmes - Which category do you belong to?

There are four faculties in DCU. Each faculty includes a number of schools, which offer a variety of programmes. The category of student you fall into will have been advised to you on your offer letter. When you applied to DCU, you were accepted into one of the four faculties, i.e.

HUMANITIES AND SOCIAL SCIENCES (HMSAO) click here
ENGINEERING AND COMPUTING (ECSAO) click here
BUSINESS (BSSAO) click here
SCIENCE AND HEALTH (SHSAO) click here

The only exception to this is those few students who are doing a Masters/Postgraduate in the Business field. These students would have been given the PBSSAO stream which is Postgraduate Business and can choose from the main BSSAO list above as well as from these extra Masters/Postgraduate Level Business modules:
PG Business (PBSSAO) click here

When making module choices, ensure that the module is available to the category of student you fall into.
 You can view the module descriptor by clicking on the module title

Registration

The International Office will pre-register students for modules prior to arrival however there is a 'change of mind' period over the first 10 days – two weeks of arrival. Please remember that you may only register for a maximum of 30 ECTS. All students must attend module registration and timetabling workshops as outlined in the orientation schedule.

Restrictions

The following restrictions apply:
1. All modules are subject to the running of a course
2. Students must meet prerequisites (if any) for all modules they choose. If unsure, they should approach the lecturer at the first lecture.
3. Some modules may have limits on numbers and may not be available if oversubscribed
4. Entry into some semester 2 modules requires that students have completed specific first-semester modules before registering for second-semester modules.
5. **Postgraduate modules** (modules which start with a '5' or a '6' in the subject code): postgraduate modules can only be chosen in exceptional circumstances (this does not apply to students who come as part of a postgraduate exchange arrangement) and only in cases where a student fully meets the prerequisites for a module. If a student intends to choose a postgraduate module, this must be discussed in detail with the relevant coordinator

Guidelines for choosing Modules

Here are some guidelines on how to proceed:

1. If you already know which modules you wish to take during the coming semester (or year if you are staying for the full academic year), you should now check that these modules appear on the excel list for each of the semesters you will be spending at DCU.
2. If all the modules appear on the list, you can go ahead putting your timetable together (the timetable is subject to change up to and after the beginning of semester).
3. Where some of your modules do not appear, or if you had not yet made your choice previously, you should now identify the modules you would like to take. In some cases it will be necessary for you to get in touch with your study abroad office at home to have your module choices validated by your home institution.
4. Please liaise closely with your home institution to ensure that credits gained for any modules taken at DCU will later transfer to your home institution. Once you have your full complement of modules, you can proceed to build your timetable (after you arrive as timetable information will not be ready until then – for semester two, some may be available). You must check to ensure you are registered for the correct modules through your portal page when semester starts. You will see login details on your registration slip which will be part of your orientation pack.

Building your Timetable

As previously mentioned, it is necessary for students coming to study for a semester or year at DCU on the Study Abroad programmes to build their own timetable. The reason for this is that all subjects or modules available to students on these programmes are already affiliated to or linked to a full degree programme. There are literally over a thousand modules available to Study Abroad students (depending on stream or entry route onto the programme). The advantage of this method is choice and flexibility however; it means putting some time into building timetables which some students might not be used to. Students need to ensure that modules chosen do not 'clash' with other preferences or do not 'overlap'. Timetables are never finalised until literally the day before semester commences and changes have been known to happen even in the early stages of semester!

We ask students to have in mind at least **10 modules in advance of coming to DCU** so that in the event of a module *'not running'* or in the event of a *'clash'*, students have a pre-approved alternative.

So assuming you have your 10 modules chosen, (DCU will register you for your first preferences usually in advance of coming). Students will then be required to build timetables at a workshop which will take place during 'orientation' week.

Building you Time Table - Step One
Copy and paste the following link into your browser http://www.dcu.ie/registry/module_school.shtml

Alternately the PDF documents for each individual steam includes a link to the full module information, credit rating, time timetable etc HUMANITIES AND SOCIAL SCIENCES (HMSAO) , ENGINEERING AND COMPUTING (ECSAO) , BUSINESS (BSSAO) , POSTGRADUATE BUSINESS (PBSSAO) and SCIENCE AND HEALTH (SHSAO)
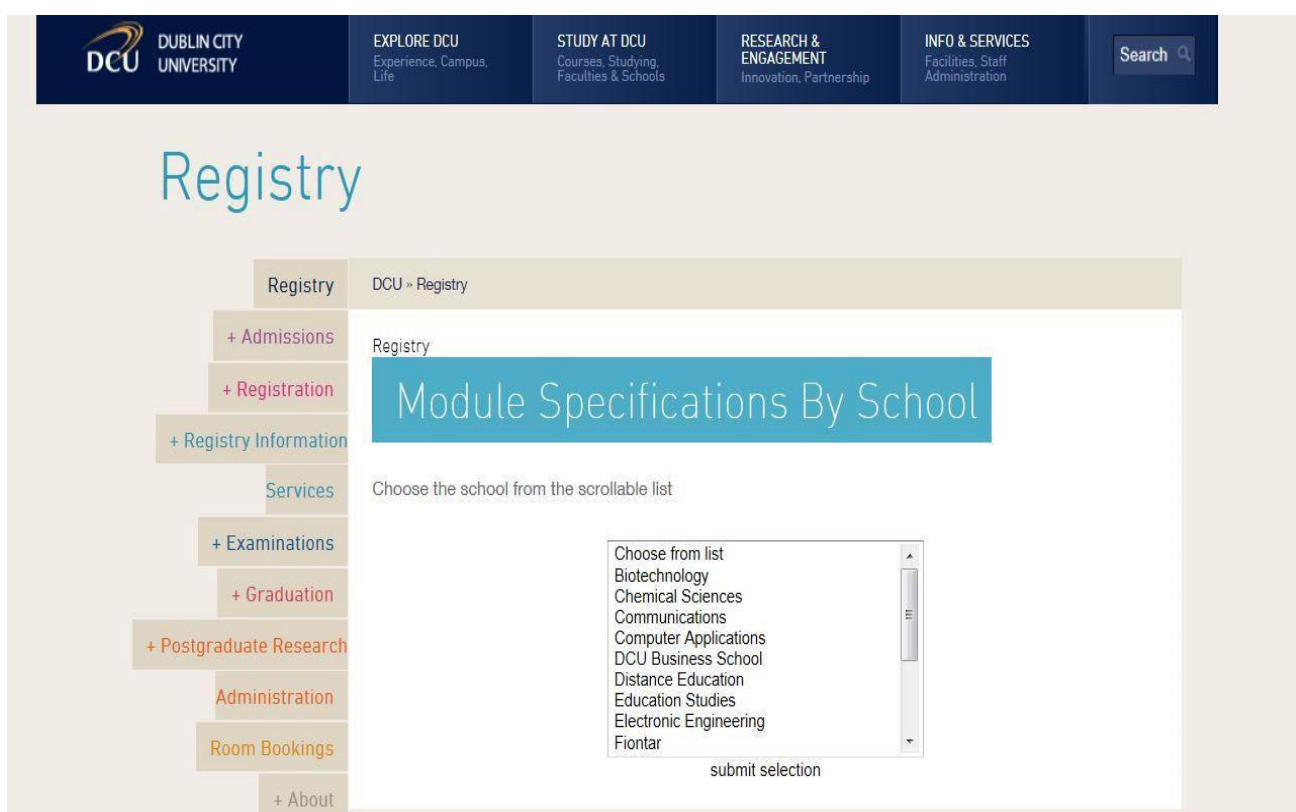
This will bring up a list of all of the schools in DCU. You will find which school the module is linked to by checking your module list and looking under the school column relating to the module**. NB – TIMETABLES ARE NOT AVAILABLE until the beginning of the Semester.**   Click on the school of your chosen module(s).

1. If you are looking for a HRxxx on the module list for example, we can see that HR modules are run by the business school, so we then click on DCU Business School and submit selection. This will bring up every module on offer from the DCU Business School and they will be listed alphabetically.
2. Scroll down to HRxxx and click on the code.
3. This will bring up the module descriptor which provides important information on the module including the co-ordinator's name, the number of lecture hours, academic structure (eg. Type of assessment – exam, CA or both)
4. Scroll down to 'Timetable for HRxxx' and click on this

Click on Online Module Resource

This will bring up the timetable showing information such as the type of lecture (e.g. Lecture or tutorial etc) lecturer, time and duration, lecture hall, and weeks from and to (Semester one is weeks one to 12 and Semester two is week 20 to week 32 – see **academic calendar** for semester details selecting the calendar for year of relevance (https://www4.dcu.ie/timetables/ac-14-15.shtml)

A Sample Time Table

Sometimes the timetable information is unavailable under that screen and you may not see any information. An alternative way of finding this information is by clicking into the module code again and noting which programme the module is linked to.

A HR module may be linked to the BS programme (Business Studies) and if it is HR2xx, we know it's a level two or year two module. If it was HR3xx, we would look in Year 3.

Go into https://www.dcu.ie/timetables/search.shtml

You can also search by module – copy and paste the following http://www.dcu.ie/timetables/search.shtml

Drop down to module timetable and enter the module code and submit

- Or you can choose *'Class timetable'*
- Click *'Submit your selection'*
- From the first drop down list, choose your programme (you will need to know the Qualification Code)
- In this instance, it will be 'BS'

- In 'Choose your year', choose '2' as the module in the example is HR2XX
- Click 'Click here to retrieve your report'

- This will show every module included on the BS programme for Year 2 and HR2XX will be included if it is linked to the programme.

- The final way of accessing the timetable is to find out the name of the lecturer and using the above screen, go into Staff Timetable until you find his/her name.

Time Table Changes

Please note that timetables may change slightly during the first few weeks of Semester and it is advisable to check your portal page regularly.

In order to assist you in reading your timetable – especially during the first few weeks of Semester - we have provided a description (below) of each of the items you may see when you view the timetable on your portal page, hopefully this will help you.

Time Table View

As you can see, each cell on the timetable provides the following information:

1. Activity – Lecture (Lec or L) or Tutorial (Tut or T)
2. Module code - In the timetabling system, modules are typically referred to by their codes not their names. For example, AF students will see references to AC120 on their timetable rather than the module name of Financial Accounting.
3. Location – The first letter in the location descriptor indicates the building (Q = Business School; C = Henry Grattan; H = Nursing etc). The second item indicates the floor (G = ground floor, 1 = first floor etc) and finally the room number is given.
4. Weeks - Activities may not take place in every week of semester. For example, if the timetable cell displays 3, 5, 9, 11 for a tutorial, this means that the tutorial will take place in weeks 3, 5, 9 and 11
5. only. Confirm ALL dates and locations with your lecturer at your first tutorial.

Overview of Buildings in DCU where classrooms are located

C / CA	Henry Grattan Building
H	School of Nursing
L	School of Computing
N	Physics (Block 2)
Q	Business School
S	Engineering & Research
T	Terence Larkin Lecture Theatre
X	Science Building

Students on the Study Abroad programme should also observe the University rules and regulations which can be found on the following web page. http://www4.dcu.ie/info/regulations/index.shtml

DAY	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00
Mon																				
Tues																				
Wed																				
Thurs																				
Friday																				

DAY	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00
Mon																				
Tues																				
Wed																				
Thurs																				
Friday																				

DCU
CAMPUS MAP

KEY

- ■ Existing Buildings
- ■ Grass area
- ■ Foothpaths
- ■ Parking
- ■ Road
- ■ Sportsground
- ■ Compound
- ■ Deliveries
- ■ THE HELIX

△ (M) Campus Maps

HAMPSTEAD PARK

TENNIS IRELAND

CITY CENTRE BUSES

BALLYMUN ROAD ENTRANCE

SPORTS CAR PARK

COLLEGE PARK RESIDENCES

W
W
W
W

RESIDENCES CAR PARK

Y2

UNIVERSITY SPORTS CLUB RESIDENCES

HAMSTEAD RESIDENCES

ACCOMMODATION & SPORTS CLUB RECEPTION

LARKFIELD V1 RESIDENCES

ALBERT COLLEGE

POSTGRAD RESIDENCES

POSTGRAD RESIDENCES

R & D

DELIVERY 7

THE HUB

SOCCER CENTRE

SPORTS COMPLEX

ATM

INTER-FAITH

RESTAURANT

PAVILION

TOWER

DELIVERY 1

JOHN & AILEEN O'REILLY LIBRARY

THE MALL

HENRY GRATTAN EXTENSION

HENRY GRATTAN

BANK

DELIVERY 5

CAR PARK 2

CRÈCHE

DELIVERY 2

PHYSICS / ELECTRONICS

COMPUTER APPLICATIONS

THE HELIX

X

SCIENCES

S

ENGINEERING & RESEARCH BUILDING

DELIVERY 3

LARKIN LECTURE THEATRE T

INVENT

NICB

BDI

DCU BUSINESS SCHOOL

G

VBB ENTRANCE

SET DOWN AREA

VBB EXIT

VBB PARKING

VBB MLG

NURSING

H

COMPOUND

F

CAR PARK 1 MULTI STOREY

ESTATES OFFICE

E

CAR PARK 3

DELIVERY 4

COLLINS AVENUE

MAIN ENTRANCE

COLLINS AVENUE

YOU ARE AT UNIVERSITY RECEPTION