Online Registration Step by Step Student Guide
2019-2020

All students must register online using the system illustrated below.

Do I Need a New Password?

No, all you need is your current user name & password

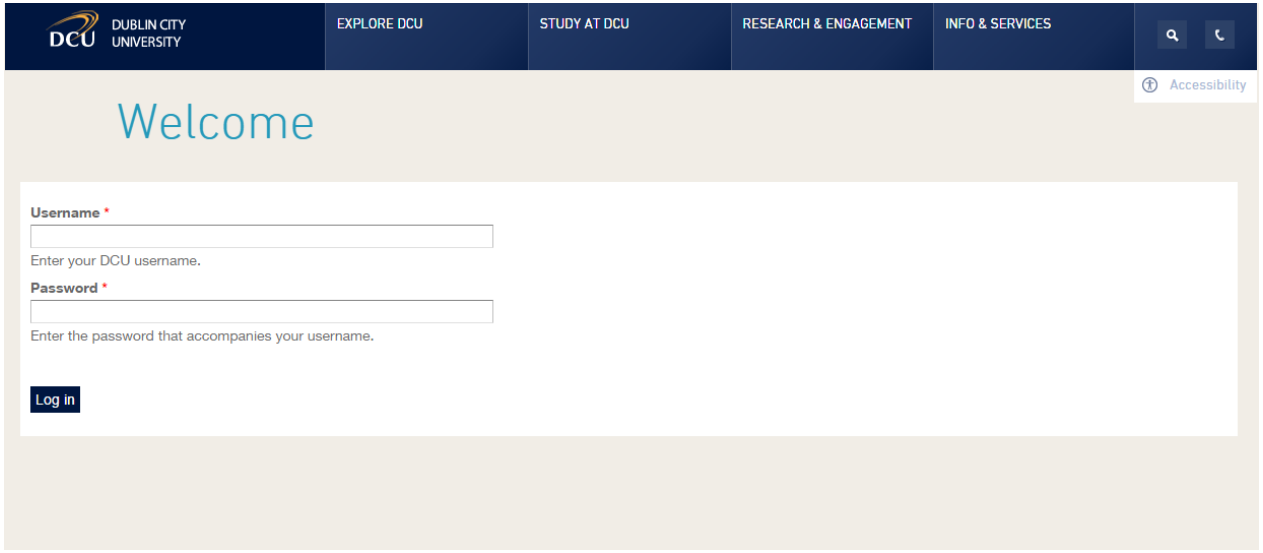
How Do I get Started?

The link for online registration is www.dcu.ie/student-registration.shtml which opens from Monday 26th August 2019. This link will bring you into the Webpage as illustrated on page 2 and follow the instructions as indicated throughout this document.

What Do I Do If I Have a Problem?

* Ensure you are using a PC with an Internet connection
* Ensure you owe no outstanding fees to DCU
* Make sure you have followed each step in the following instructions
* If you are still experiencing difficulties in registering, the following online registration support help lines are available

Programmes:	IT	**Email:**	ict.openeducation@dcu.ie	**Tel:**	01 7005649
	Humanities		ba.openeducation@dcu.ie		01 7005924
	Postgraduate		msc.openeducation@dcu.ie		01 7005328



1. Enter your username
2. Enter your password
3. Log in

On logging in, you will be directed to your registration schedule as per below screenshot.This schedule outlines the modules on offer for your programme. Please read the instructions carefully before proceeding to registration and selecting your modules. Once you are happy with your module choices, click on the **'Proceed to Online Registration'** button at the end of the schedule.

Sample Registration Schedule

BA in English & History

Course Short Code:

BAEH

Course Year:

C

Course Offering:

35

Bachelor of Arts (Hons) in English and History

2019-2020

****IMPORTANT MESSAGE****

The purpose of this information sheet is to allow you view all modules connected to the Qualification, optional and core.
You should print this sheet out and then continue to the next step where your registration will take place.
It is your responsibility to ensure that you register correctly

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REGISTRATION RULES

1. Students on the Bachelor of Arts (Hons) in English and History have a maximum registration period of eight years.
2. Maximum number of modules you can register for in one academic year is 4. (However, students who do not have specific exemptions for the foundation modules can only take the two foundation modules in their first year)
3. Please note that you can only register for a post foundation module in a subject if you have successfully passed the foundation module e.g.to register for HIS2 or any post foundation History module you must have successfully completed HIS1 (or have been granted an exemption from the HIS1 module).

4. Modules in the same subject must be taken in numerical order, except where two numerically adjacent modules are taken together in the same year, i.e. taking LIT2 and LIT3 together.
5. You may select no more than two modules from the same subject in any academic year.
6. Lit6: Please note that this advanced module involves the completion of a dissertation. This type of module requires a high level of commitment and therefore students registering for Lit6 should carefully consider the number of other modules they take in that academic year (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies).
7. His6: Please note that this advanced module involves the completion of a dissertation. This type of module requires a high level of commitment and therefore students registering for His6 should carefully consider the number of modules they take in that academic year (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies).
8. All modules will be presented in 2019 - 2020.
9. Technology and Online Skills Requirements: Your learning experience as a DCU Connected student is enhanced through the use of learning technology and rich digital media. We understand that students will have varying degrees of technical experience and ability when they begin their studies. Due to the key role technology will play in your studies you should be ready to engage with relevant technologies to a minimum level when you begin your studies. That is, you should be familiar with using email, browsing the Internet, downloading files, and using the word processing package Microsoft Word. When you begin your studies you will then further develop your skills with using technology in your studies. Becoming more confident in the use of technology, as you study, will then help you succeed as an online distance learner. You can find detailed information on the necessary equipment and skills required for DCU Connected students under the section 'Technology Requirements'.

MODULES (AND THEIR PREREQUISITES):

Module	Next Year of Presentation	Prerequisite(s)	ECTS Credits
Lit1: Literature Foundation	2019-2020	NA	15
Lit2: Literatures of the 20th Century	2019-2020	Lit1	15

Lit3: Literatures of the 17th and 18th Centuries	2019-2020	Lit1	15
Lit4: The Renaissance	2019-2020	Lit1	15
Lit5: Literatures of the 19th Century: Romanticism to Victorianism	2019-2020	Lit1	15
Lit6: Literatures of the Late 20th Century	2019-2020	Lit1	15
His1: History Foundation	2019-2020	NA	15
His2: Europe and a Wider World	2019-2020	His1	15
His3: Land, Politics and Society in Ireland 1790-1922	2019-2020	His1	15
His4: Politics, Culture and Society in Ireland, 1916-2010	2019-2020	His1	15
His5: Women in Irish and European Society: 1789-1922	2019-2020	His1	15
His6: Researching Local History: People, Place and Time	2019-2020	His1 and at least 3 other His modules	15

TYPICAL PATHWAYS

Below are two typical pathways through the Bachelor of Arts (Hons) in English and History:

Student 1 - Complete 12 Modules in 6 Years		
Year 1 (Introductory Level modules)		
Lit1: Literature Foundation	His1: History Foundation	
Year 2 (Intermediate Level modules)		
Lit2: Literature of the Twentieth Century	His2: Europe and a Wider World	

Year 3 (Intermediate Level modules)		
Lit3: Literature of the 17th and 18th Centuries	His3: Land, Politics and Society in Ireland 1790-1922	
Year 4 (Intermediate Level modules)		
Lit4: The Renaissance	His4: Politics, Culture and Society in Ireland, 1916-2010	
Year 5 (Advanced Level Modules)		
Lit5: Literatures of the 19th Century: Romanticism to Victorianism	His5: Women in Irish and European Society: 1789-1922	
Year 6 (Advanced Level Module)		
Lit6: Late 20th Century	His6: Researching Local History: People, Place and Time	

Student 2 - Complete 12 Modules in 4 Years			
Year 1 (Introductory Level modules)			
Lit1: Literature Foundation	His1: History Foundation		
Year 2 (Intermediate Level modules)			
Lit2: Literature of the Twentieth Century	His2: Europe and a Wider World	Lit3: Literature of the 17th and 18th Centuries	His3: Land, Politics and Society in Ireland 1790-1922
Year 3 (Intermediate and Advanced Level modules)			
Lit4: The Renaissance	His4: Politics, Culture and Society in Ireland, 1916-2010	Lit5: Literatures of the 19th Century: Romanticism to	His5: Women in Irish and European Society

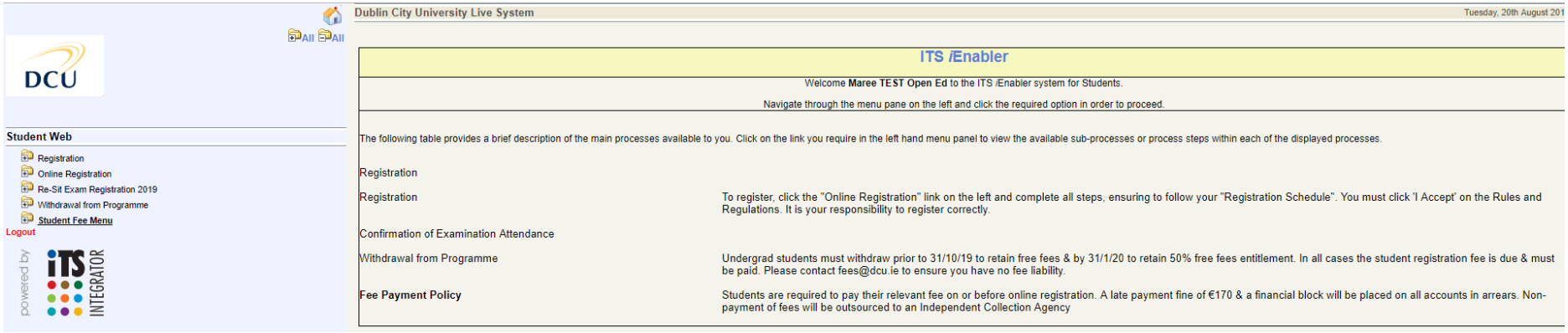
		Victorianism	
Year 4 (Intermediate Level modules)			
Lit6: Late 20th Century	His6: Researching Local History: People, Place and Time		

Last updated 4th July 2019

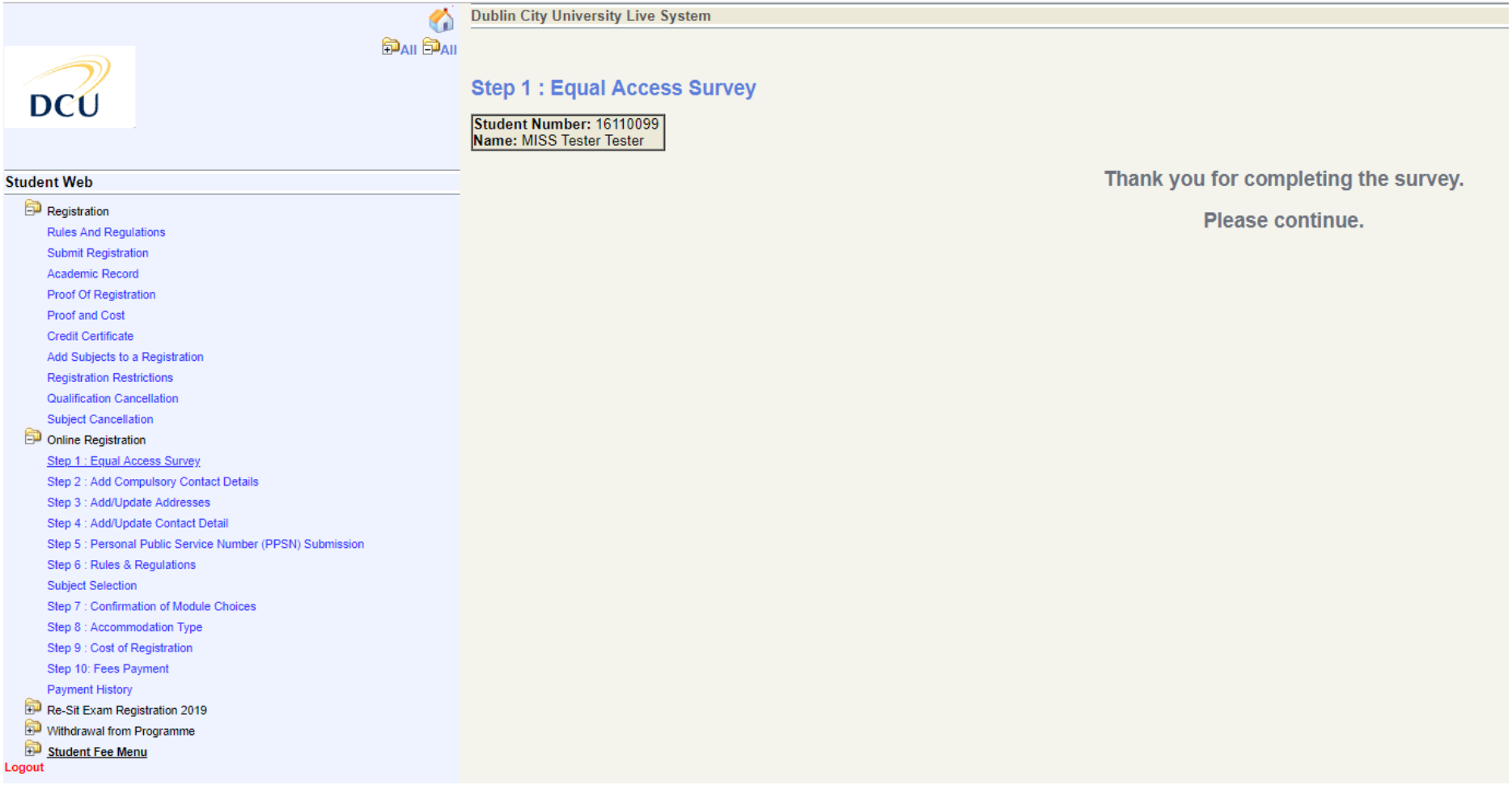
I have read and understood the above registration instructions.

Proceed to Online Registration >>>

Click on the **'Online Registration'** folder on the left hand side of the screen.
Once chosen, you will see the sequential steps in the registration process on the left hand side of the screen to be completed.
Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.



Step 1: Equal Access Survey – During online registration there is an option on the menu to complete a survey. It is **not necessary** for Open Education students to complete this. Please proceed to 'Step 2' to continue with the registration process.

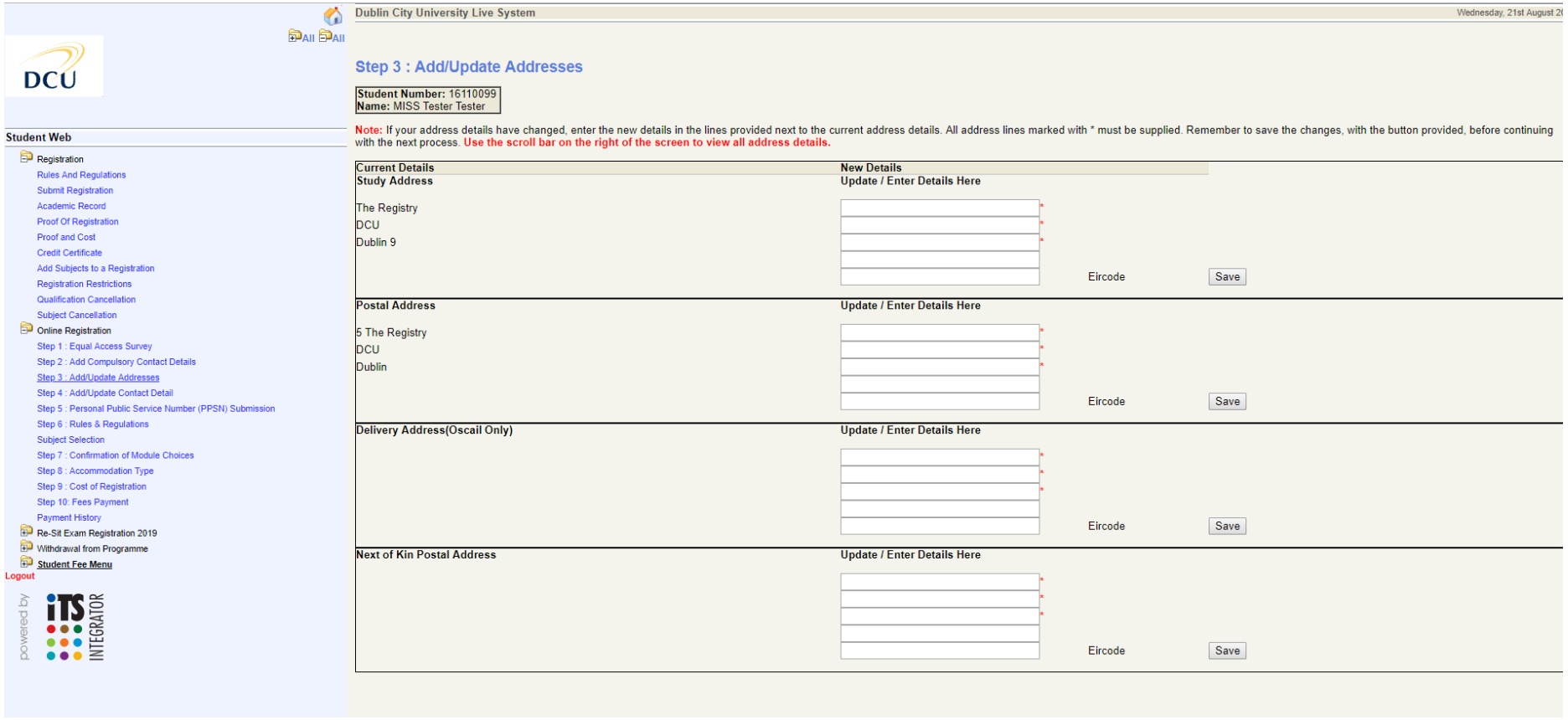


Step 2: Add Compulsory Contact Details

You must enter the compulsory contact details in the fields provided. If you are a continuing student and have already entered them in a previous year, you will not need to re-enter. Once complete, click save. To continue, select 'Step 3'.

Step 3: Add/Update Addresses

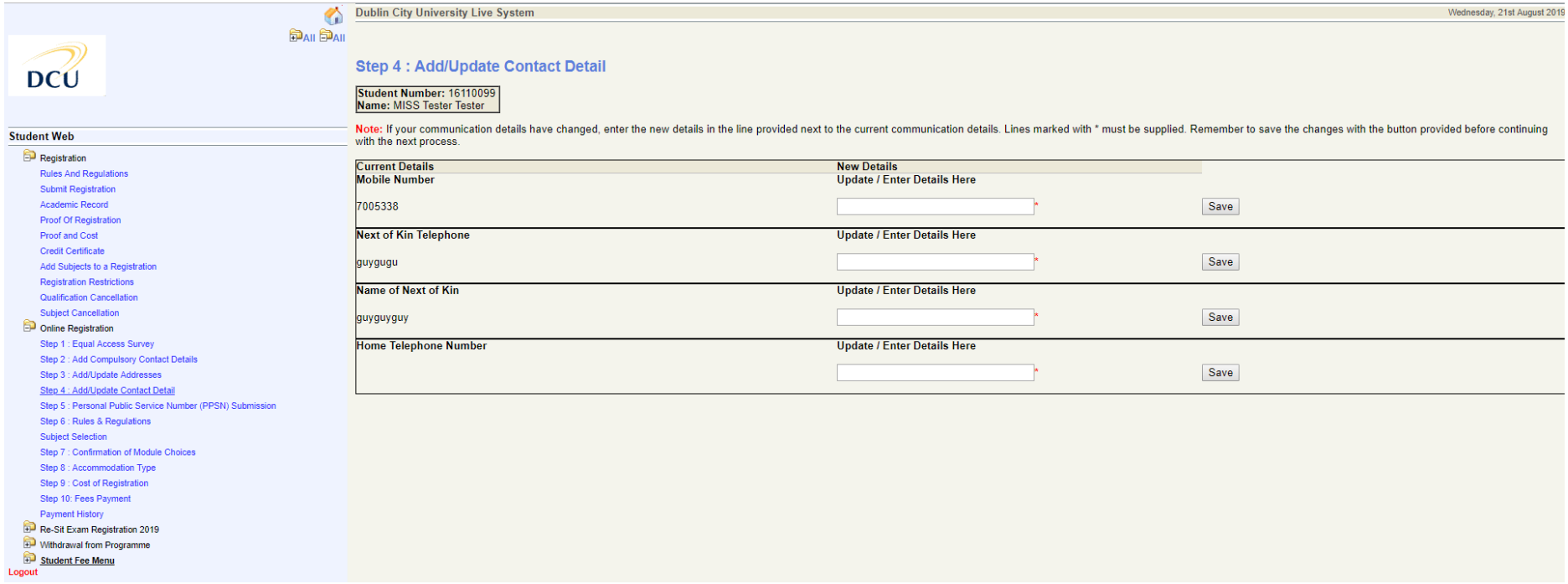
You can update your address details here if required. Please check the address recorded here to ensure all records are correct and up to date. Click 'Save' beside each address you are entering/updating.



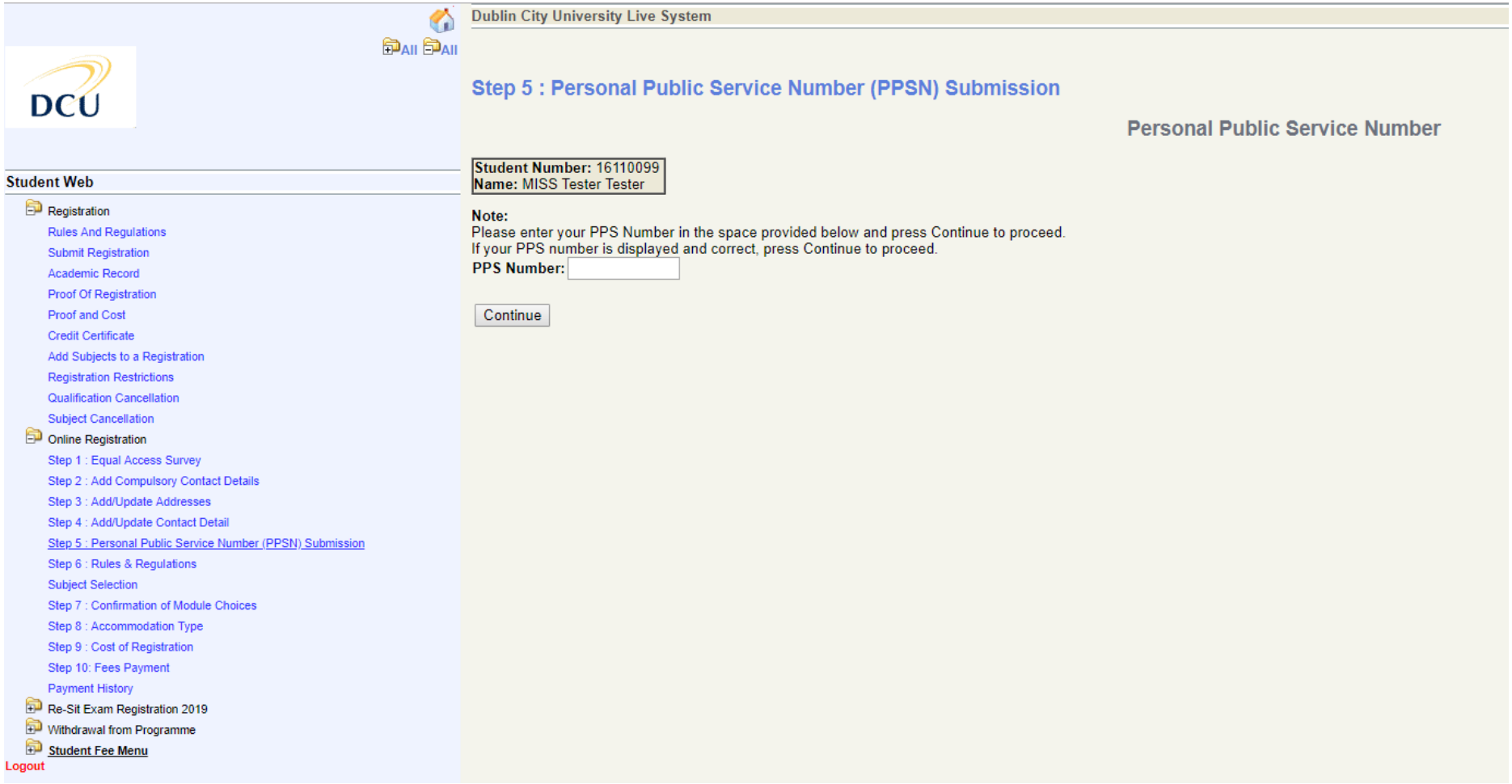
Once saved, continue by pressing ‘Step 4’ on the left hand menu of the screen.

Step 4: Add/Update Contact Details

Please update/add contact details by entering them in the box provided and pressing ‘Save’.



Step 5: Personal Public Service Number (PPSN) Submission. It is **not** necessary for Open Education students to complete this. Press Continue

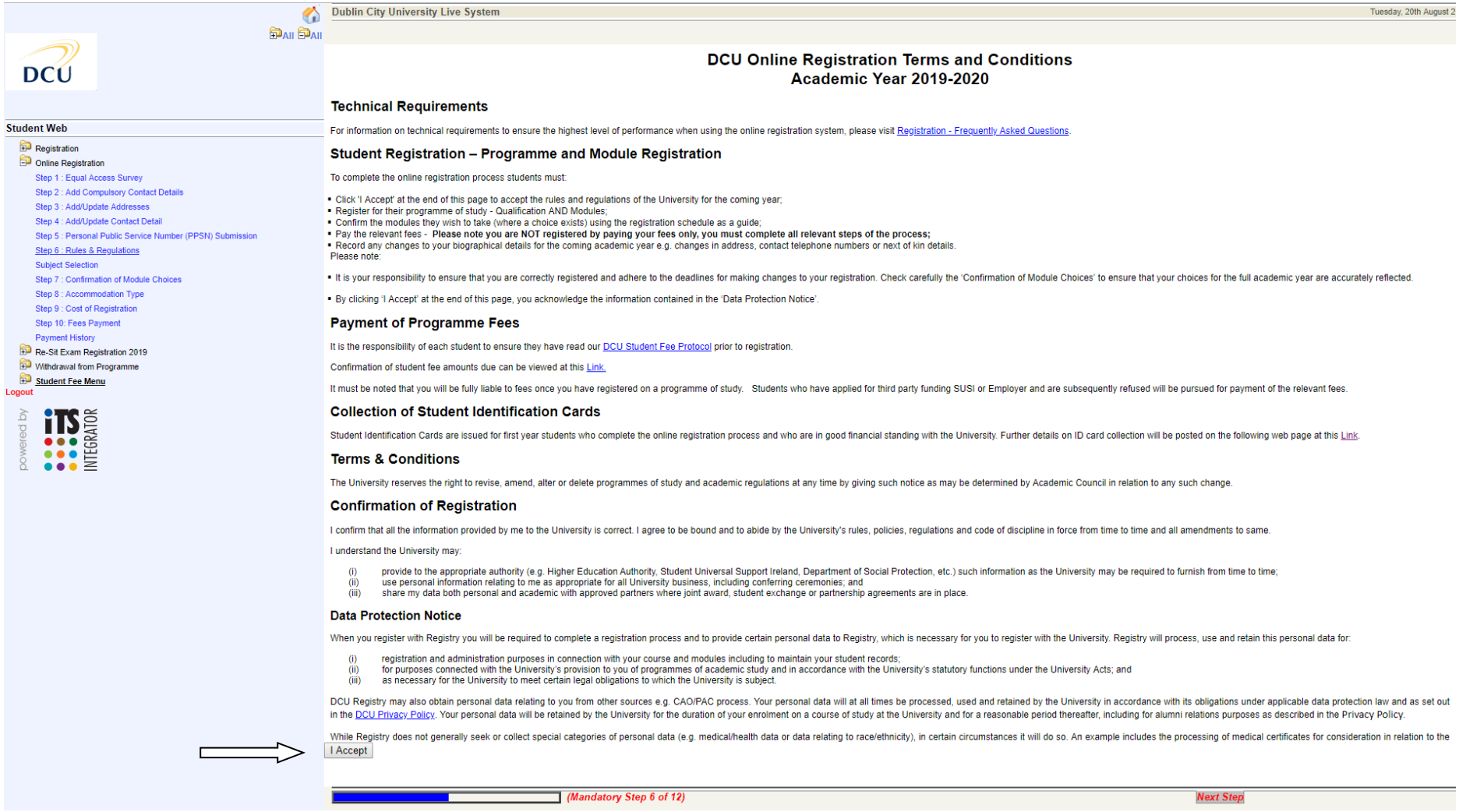


Step 6: Rules and Regulations

Subject Selection

***You must read and accept the Rules and Regulations of the University prior to registering for your programme of study*.**

Please scroll down through the page and read carefully. You can accept what you have read by pressing the **'I Accept'** button at the bottom of this page. This will automatically take you through the next stage of registration. If you **do not** press the 'I Accept' button, subjects will not populate in the Subject Selection page.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Tuesday, 20th August 2
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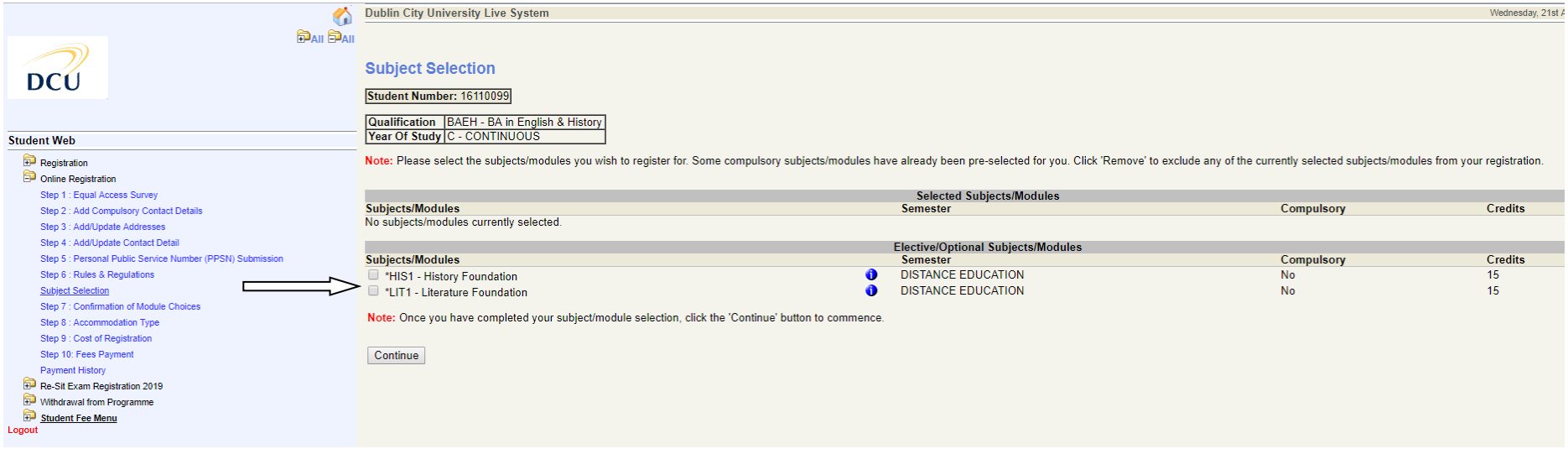
DCU
Student Web
Registration
Online Registration
Step 1 : Equal Access Survey
Step 2 : Add Compulsory Contact Details
Step 3 : Add/Update Addresses
Step 4 : Add/Update Contact Detail
Step 5 : Personal Public Service Number (PPSN) Submission
Step 6 : Rules & Regulations
Subject Selection
Step 7 : Confirmation of Module Choices
Step 8 : Accommodation Type
Step 9 : Cost of Registration
Step 10: Fees Payment
Payment History
Re-Sit Exam Registration 2019
Withdrawal from Programme
Student Fee Menu
Logout
powered by
iTS INTEGRATOR
DCU Online Registration Terms and Conditions
Academic Year 2019-2020
Technical Requirements
For information on technical requirements to ensure the highest level of performance when using the online registration system, please visit Registration - Frequently Asked Questions.
Student Registration – Programme and Module Registration
To complete the online registration process students must:
Click 'I Accept' at the end of this page to accept the rules and regulations of the University for the coming year;
Register for their programme of study - Qualification AND Modules;
Confirm the modules they wish to take (where a choice exists) using the registration schedule as a guide;
Pay the relevant fees - Please note you are NOT registered by paying your fees only, you must complete all relevant steps of the process;
Record any changes to your biographical details for the coming academic year e.g. changes in address, contact telephone numbers or next of kin details.
Please note:
It is your responsibility to ensure that you are correctly registered and adhere to the deadlines for making changes to your registration. Check carefully the 'Confirmation of Module Choices' to ensure that your choices for the full academic year are accurately reflected.
By clicking 'I Accept' at the end of this page, you acknowledge the information contained in the 'Data Protection Notice'.
Payment of Programme Fees
It is the responsibility of each student to ensure they have read our DCU Student Fee Protocol prior to registration.
Confirmation of student fee amounts due can be viewed at this Link.
It must be noted that you will be fully liable to fees once you have registered on a programme of study. Students who have applied for third party funding SUSI or Employer and are subsequently refused will be pursued for payment of the relevant fees.
Collection of Student Identification Cards
Student Identification Cards are issued for first year students who complete the online registration process and who are in good financial standing with the University. Further details on ID card collection will be posted on the following web page at this Link.
Terms & Conditions
The University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.
Confirmation of Registration
I confirm that all the information provided by me to the University is correct. I agree to be bound and to abide by the University's rules, policies, regulations and code of discipline in force from time to time and all amendments to same.
I understand the University may:
(i) provide to the appropriate authority (e.g. Higher Education Authority, Student Universal Support Ireland, Department of Social Protection, etc.) such information as the University may be required to furnish from time to time;
(ii) use personal information relating to me as appropriate for all University business, including conferring ceremonies; and
(iii) share my data both personal and academic with approved partners where joint award, student exchange or partnership agreements are in place.
Data Protection Notice
When you register with Registry you will be required to complete a registration process and to provide certain personal data to Registry, which is necessary for you to register with the University. Registry will process, use and retain this personal data for:
(i) registration and administration purposes in connection with your course and modules including to maintain your student records;
(ii) for purposes connected with the University's provision to you of programmes of academic study and in accordance with the University's statutory functions under the University Acts; and
(iii) as necessary for the University to meet certain legal obligations to which the University is subject.
DCU Registry may also obtain personal data relating to you from other sources e.g. CAO/PAC process. Your personal data will at all times be processed, used and retained by the University in accordance with its obligations under applicable data protection law and as set out in the DCU Privacy Policy. Your personal data will be retained by the University for the duration of your enrolment on a course of study at the University and for a reasonable period thereafter, including for alumni relations purposes as described in the Privacy Policy.
While Registry does not generally seek or collect special categories of personal data (e.g. medical/health data or data relating to race/ethnicity), in certain circumstances it will do so. An example includes the processing of medical certificates for consideration in relation to the
I Accept
(Mandatory Step 6 of 12)
Next Step

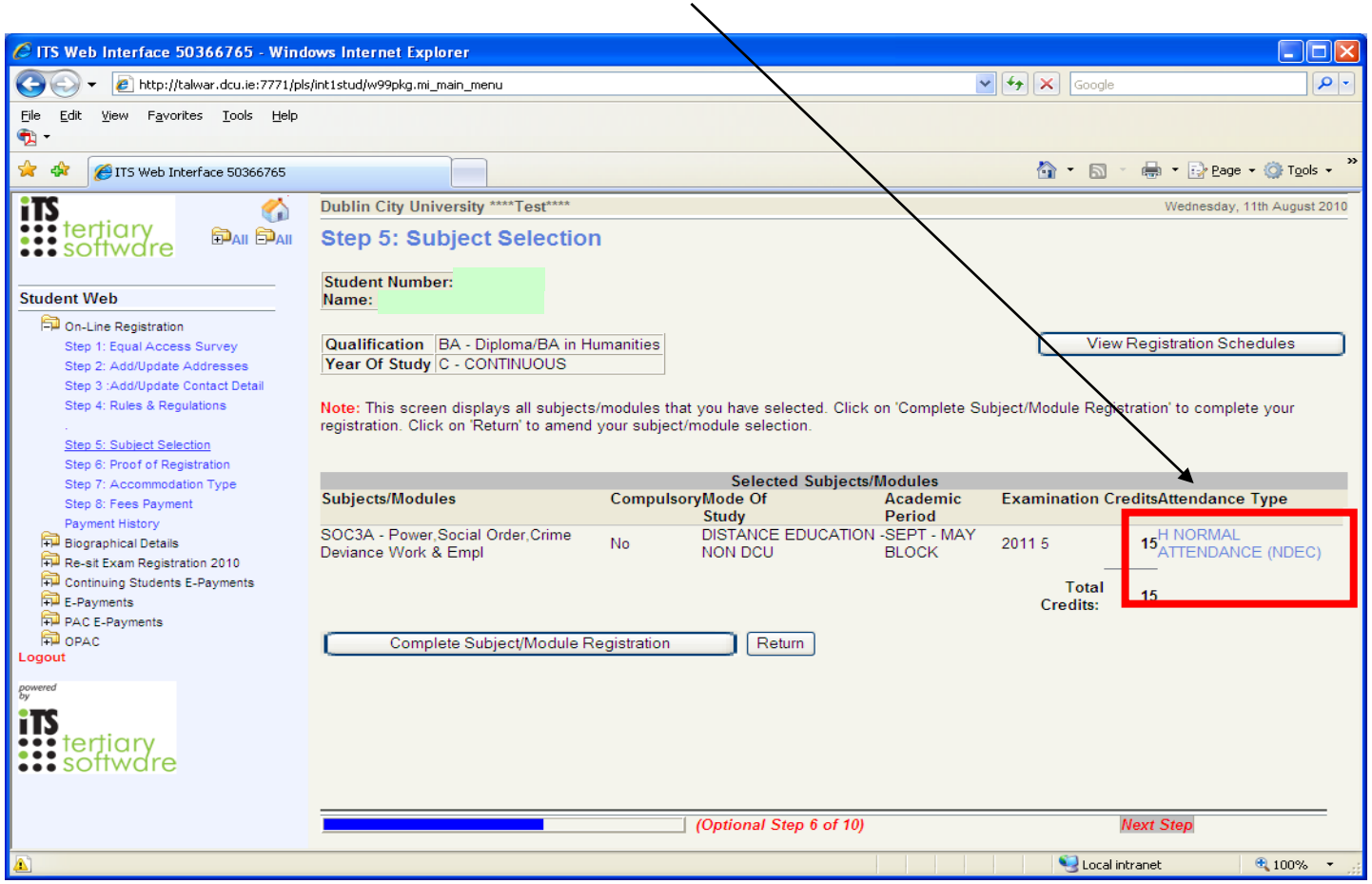
Step 7: Confirmation of module Choices



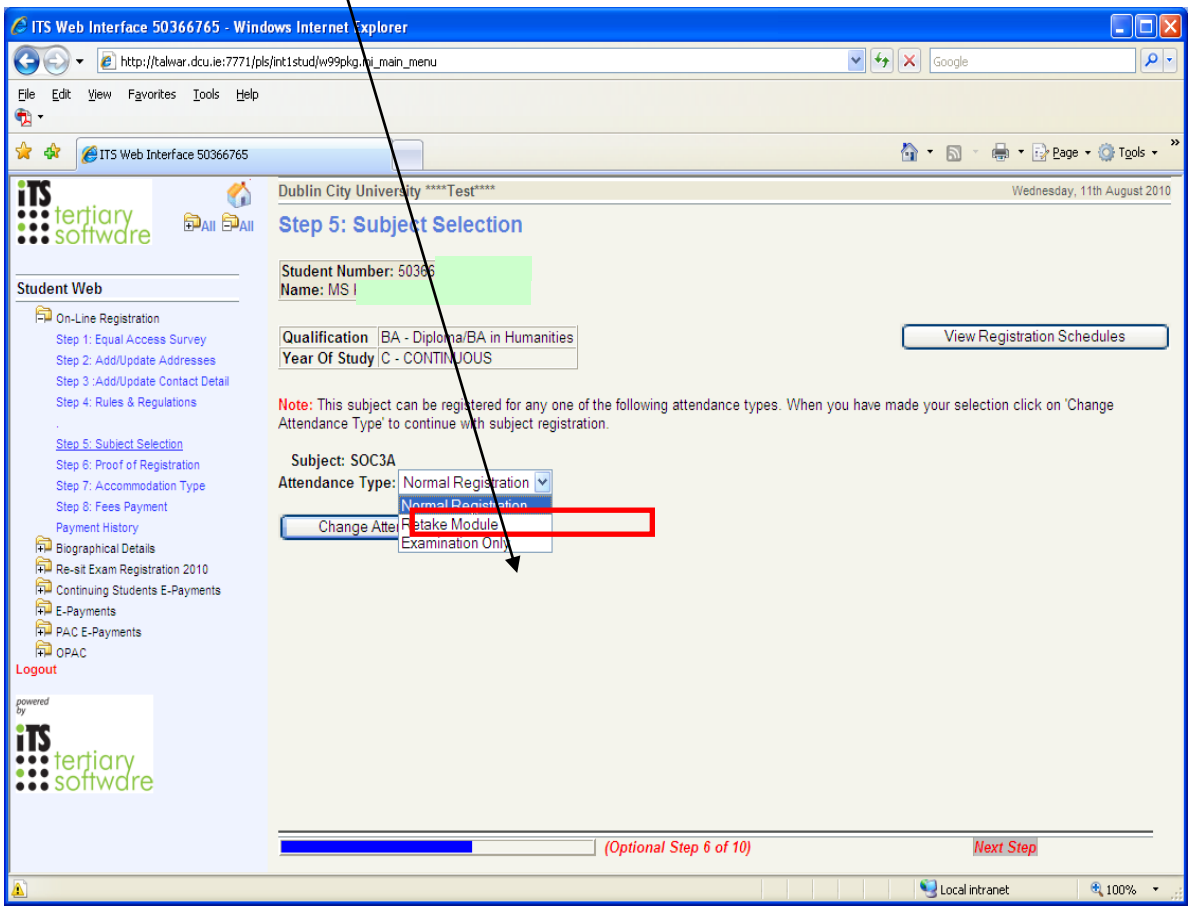
Subject Selection – You must select your subjects to complete the registration process.
Please ensure that you select your modules according to the instructions displayed on the registration schedule. This is the document you reviewed on logging in with your username and password. There is also a link to this on the Confirmation of Module Choices' page above (View Registration Schedule). Your choice of modules will be listed in the second half of the screen. Please ensure you choose the correct combination and number of modules. Once you have ticked the box beside your preferred modules, click the 'Continue' button and proceed to Step 8.

Remember it is **your** responsibility to ensure that you are registered for the correct modules.

This next piece is for **repeating** students only. If you are repeating a module you should change the 'Attendance Type' highlighted in Blue)

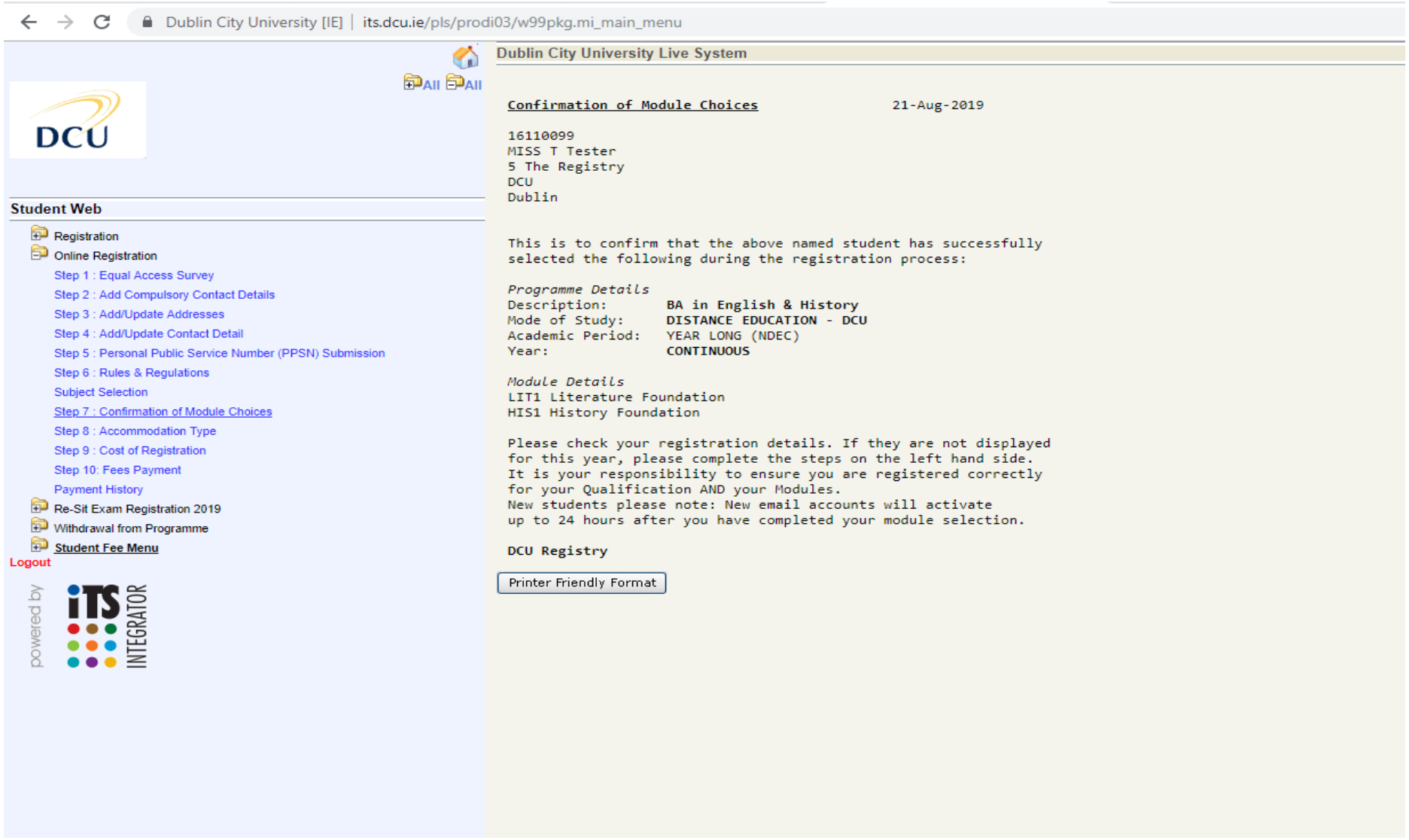


Please choose ‘Retake Module’ from the drop down list.



When chosen, press Change Attendance Type and continue.

Confirmation of modules Choice: This page confirms the modules you have chosen. Please review this to ensure you have registered correctly.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DCU
Student Web
Registration
Online Registration
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Step 10: Fees Payment
Payment History
Re-Sit Exam Registration 2019
Withdrawal from Programme
Student Fee Menu
Logout
powered by iTS INTEGRATOR
Dublin City University Live System
Confirmation of Module Choices 21-Aug-2019
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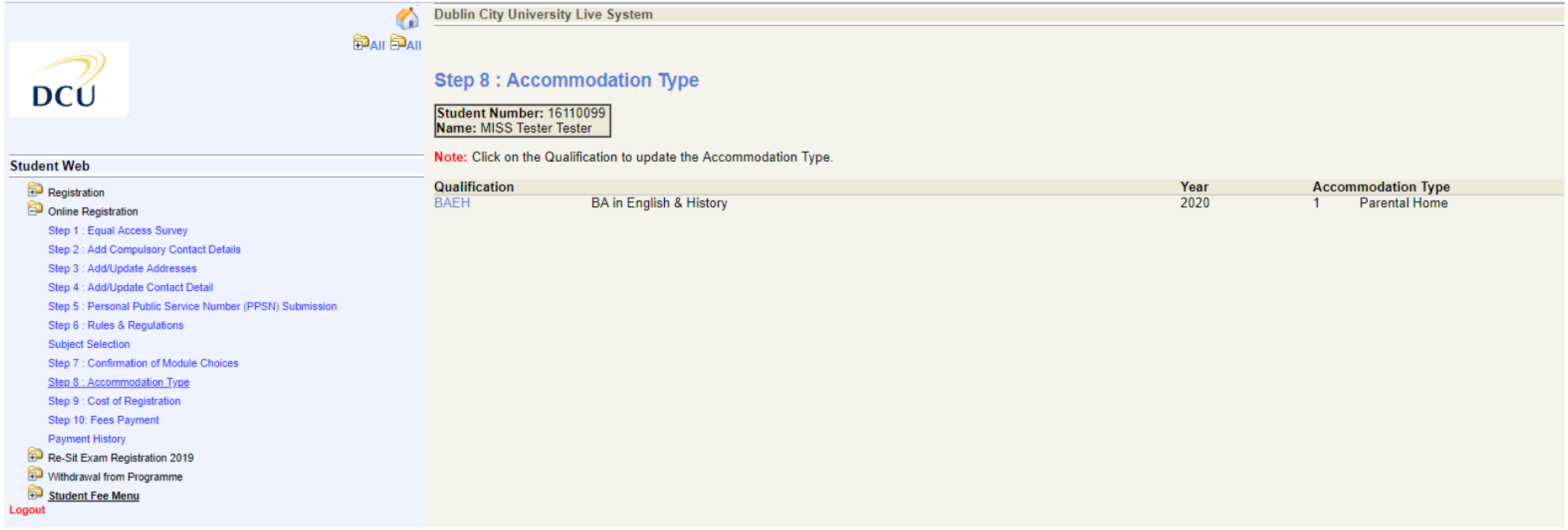
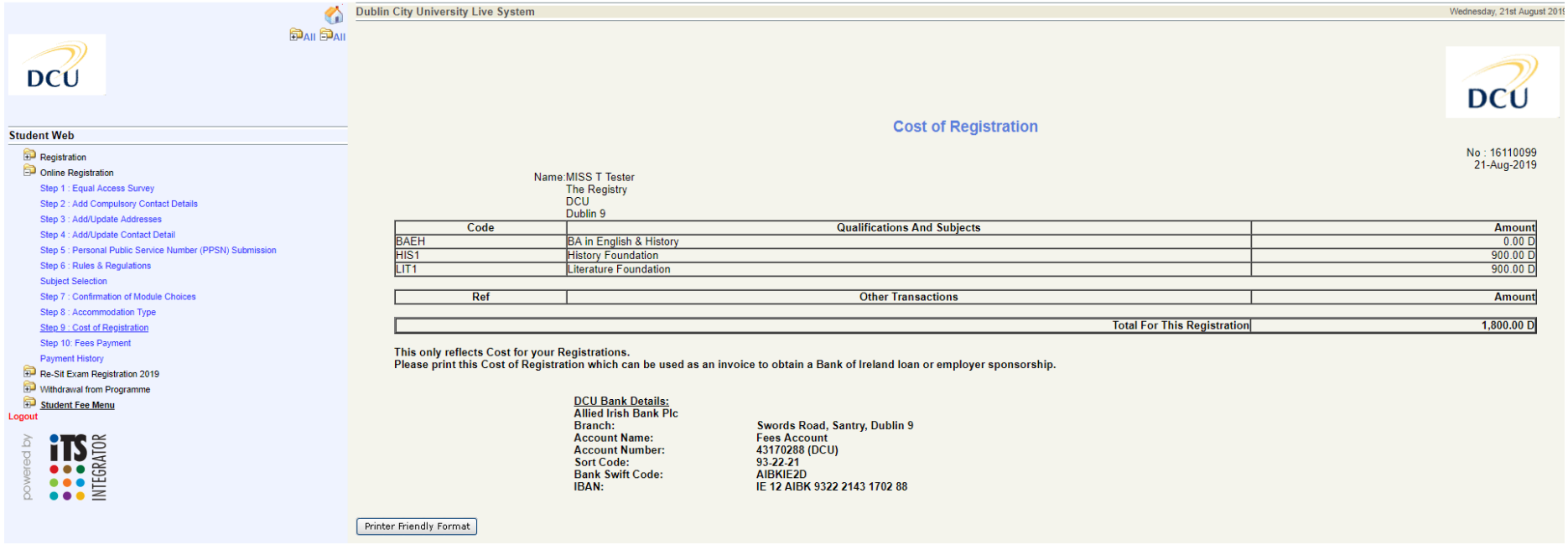
MISS T Tester
5 The Registry
DCU
Dublin
This is to confirm that the above named student has successfully selected the following during the registration process:
Programme Details
Description: BA in English & History
Mode of Study: DISTANCE EDUCATION - DCU
Academic Period: YEAR LONG (NDEC)
Year: CONTINUOUS
Module Details
LIT1 Literature Foundation
HIS1 History Foundation
Please check your registration details. If they are not displayed for this year, please complete the steps on the left hand side.
It is your responsibility to ensure you are registered correctly for your Qualification AND your Modules.
New students please note: New email accounts will activate up to 24 hours after you have completed your module selection.
DCU Registry
Printer Friendly Format

Step 8: Accommodation Type: On this step you will be asked to update the accommodation that you are going to be living in during your time in DCU. Open Education students can select ‘Step 8’ on the left hand menu of the screen to continue.

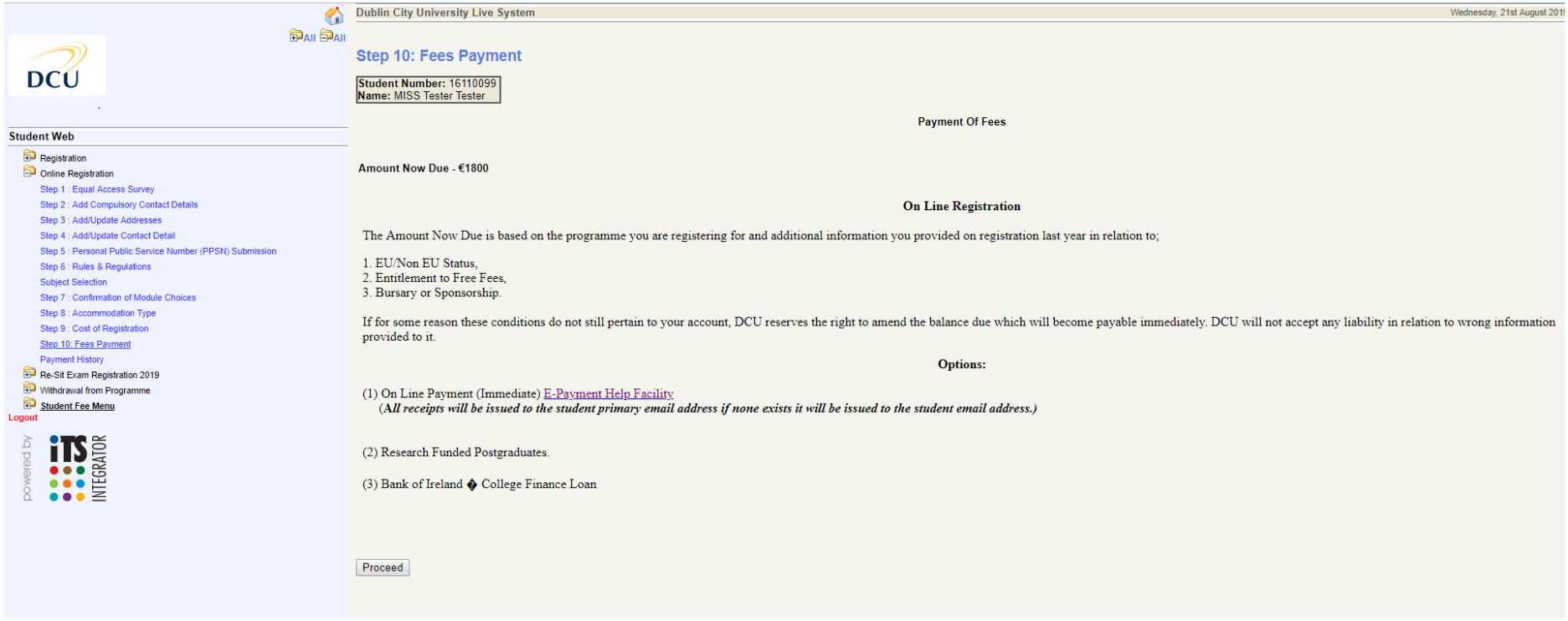


Step 9: Cost of Registration: This details the cost of registration for your programme of study, should you wish to print it for your records. It can be printed out using the 'Printer Friendly Format' button. This should be used as an invoice for students who are being sponsored by their employer or for students applying for loans to cover their fees.

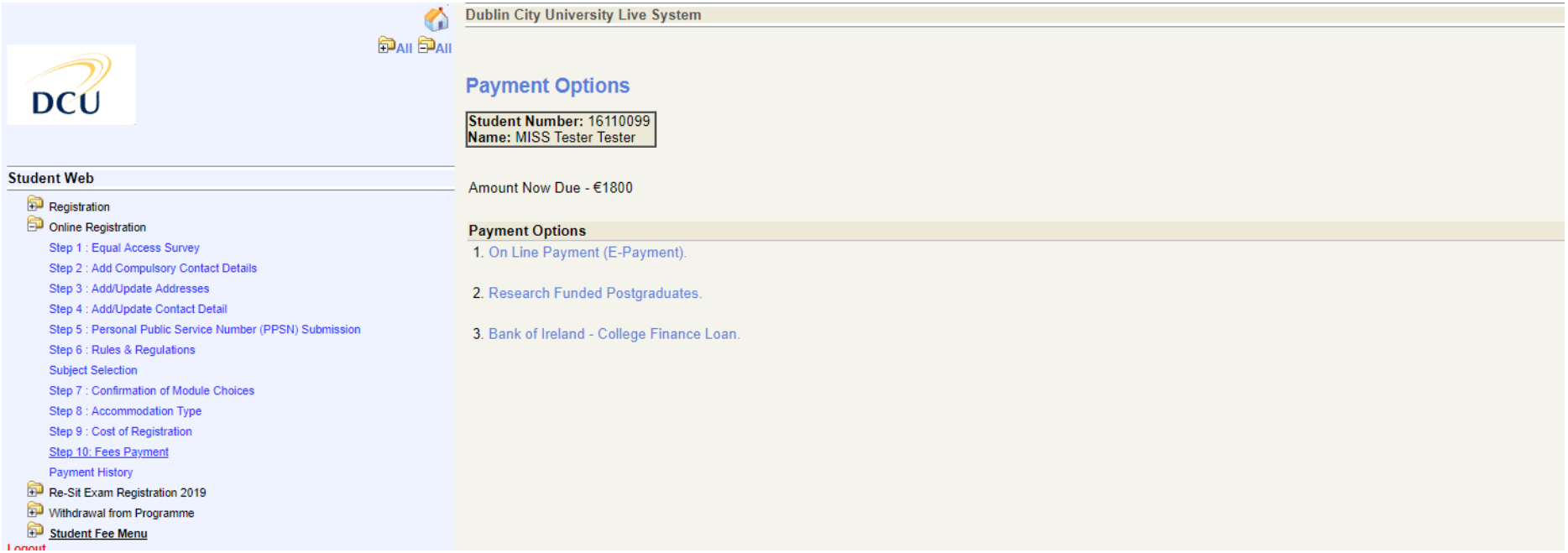


Step 10: Fees Payment Open Education students are required to pay full module fees on registering.
Please note your student identification card will not be issued until you have paid your fees.

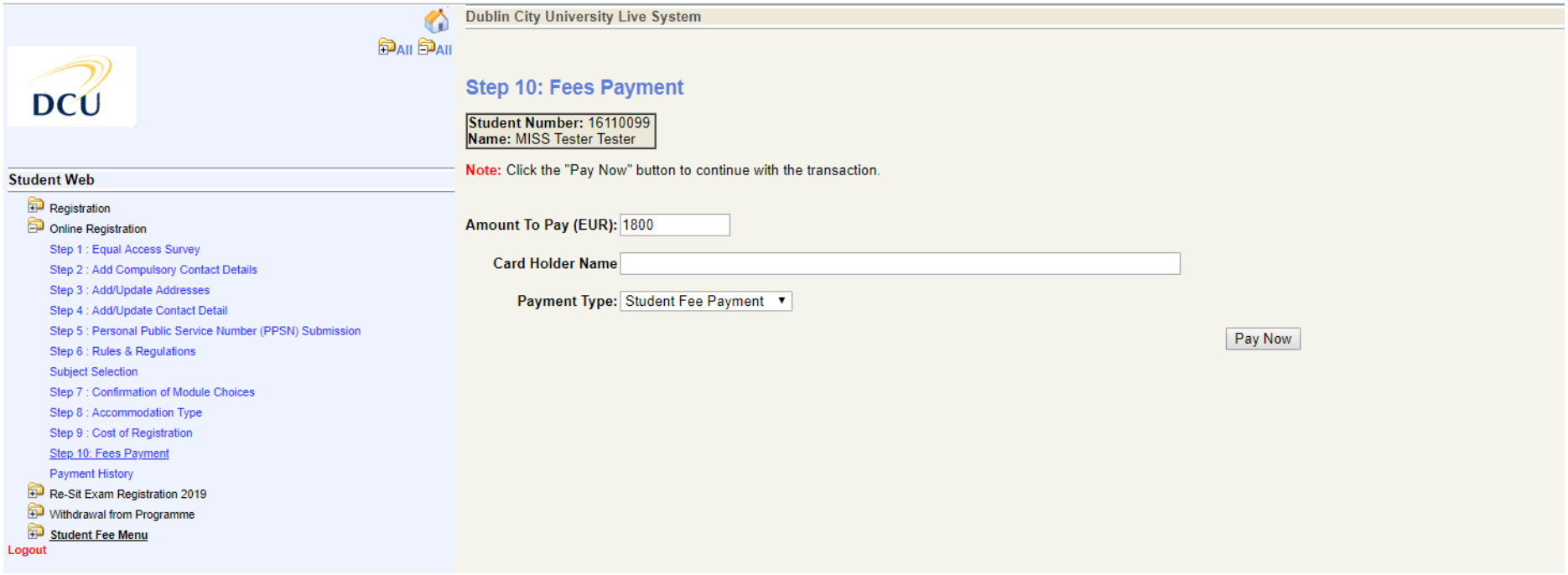
Once you arrive at **Step10**: Fees Payment, you will see the total outstanding fees on your account (Amount Now Due).
You should click 'Proceed' and you will be able to select how you wish to pay.



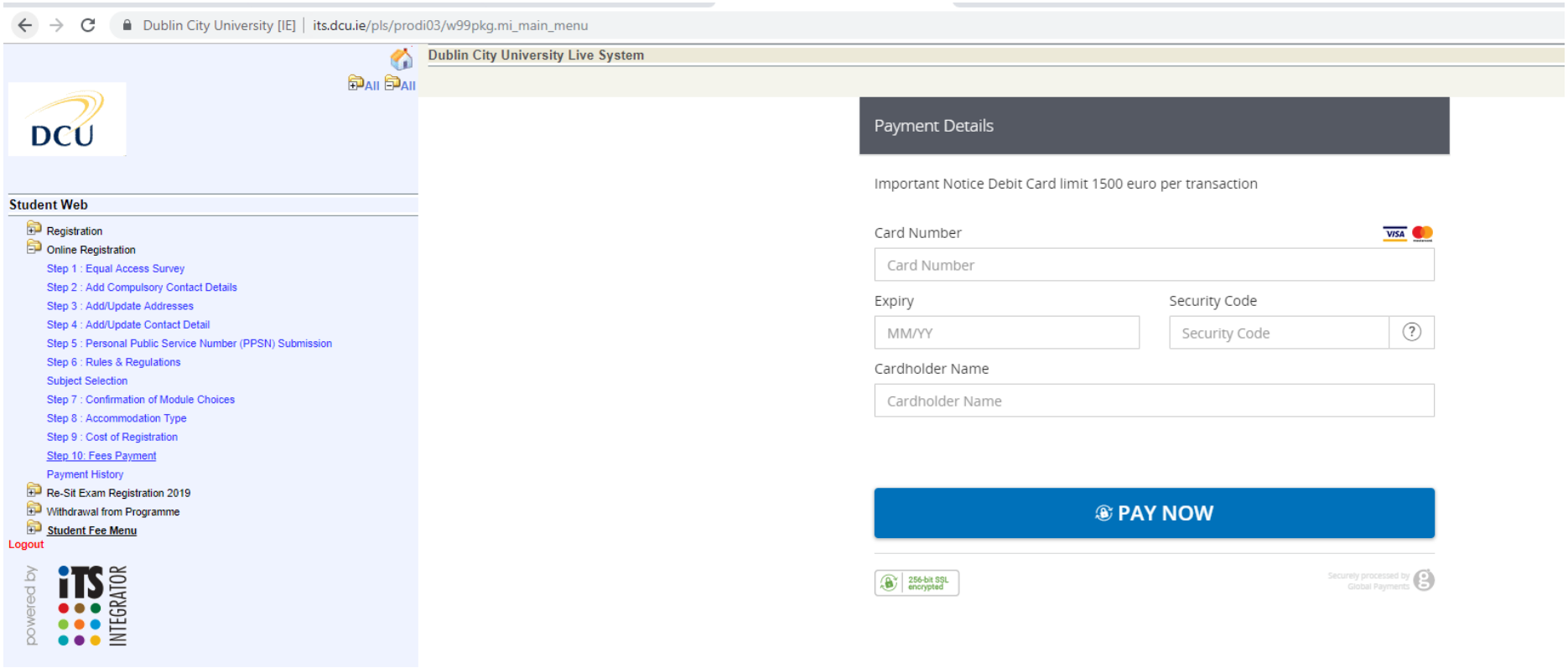
Methods of Payment



If you are paying fees with your credit/debit card please select Option 1: Online Payment (E-Payment)'.



Once you select the Online Payment option, you will be taken to the screen below to fill in your details. The amount due at this time will auto-populate in the 'Amount To Pay' field. You should then enter the 'Card Holder Name' as it appears on the credit/debit card. The 'Payment Type' will be set at 'Student Fee Payment'. Once complete, press 'Pay Now'.



You are then brought to a secure payment screen where you will enter your card details. Click the ‘Pay Now’ button to proceed with paymentAs there is a limit of €1,500 per day on visa debit card payments you may need to make multiple payments over a couple of days. If this is the case, please login as before and go directly to Step 9 ‘Fees Payment’ and continue.

Method of Payment 2

If you are applying for a Bank of Ireland loan to pay for your fees you can print off a copy of the 'Cost of Registration' by selecting 'Option 3: Bank of Ireland – College Finance Loan'. This should be used as proof of registration when making a loan application to the bank.

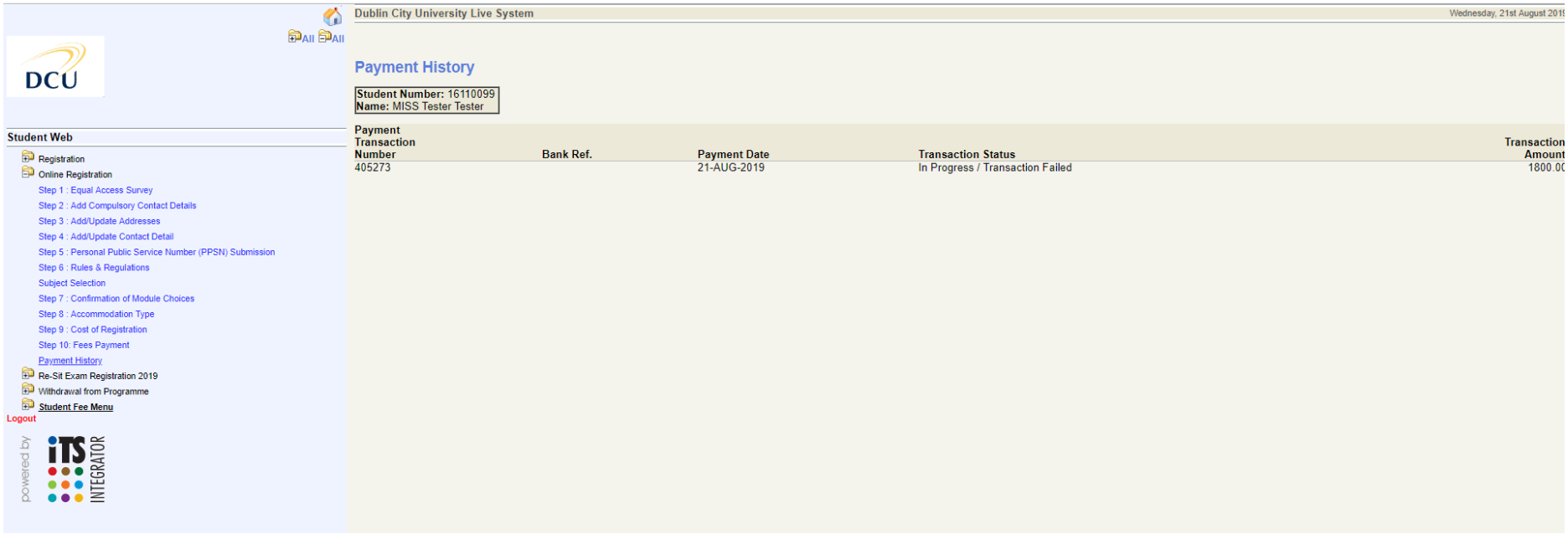
To print of the cost of registration document select ‘Print Friendly Format’ and ‘Print’.

Methods of Payment

The ‘Cost of Registration’ sheet should also be used as proof of registration by students who secure fee payments by their employer.

To print the cost of registration document select ‘Printer Friendly Format’ and ‘Print’.

Payment History



Please ensure to logout of the process.

Registration is now complete.

Thank You.