

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

DCU DUBLIN CITY UNIVERSITY

EXPLORE DCU STUDY AT DCU RESEARCH & ENGAGEMENT INFO & SERVICES

Welcome

Accessibility

Username *

Enter your DCU username.

Password *

Enter the password that accompanies your username.

[Log in](#)

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

August 2019

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

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		
<i>Year 1 (Introductory Level modules)</i>		
Lit1: Literature Foundation	His1: History Foundation	
<i>Year 2 (Intermediate Level modules)</i>		
Lit2: Literature of the Twentieth Century	His2: Europe and a Wider World	

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

Student 2 - Complete 12 Modules in 4 Years			
<i>Year 1 (Introductory Level modules)</i>			
Lit1: Literature Foundation	His1: History Foundation		
<i>Year 2 (Intermediate Level modules)</i>			
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
<i>Year 3 (Intermediate and Advanced Level modules)</i>			
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

August 2019

		Victorianism	
<i>Year 4 (Intermediate Level modules)</i>			
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 >>>](#)

August 2019

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.

Dublin City University Live System Tuesday, 20th August 201

ITS /Enabler

Welcome Maree TEST Open Ed to the ITS /Enabler system for Students.
Navigate through the menu pane on the left and click the required option in order to proceed.

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-processes or process steps within each of the displayed processes.

Registration	To register, click the "Online Registration" link on the left and complete all steps, ensuring to follow your "Registration Schedule". You must click 'I Accept' on the Rules and Regulations. It is your responsibility to register correctly.
Confirmation of Examination Attendance	
Withdrawal from Programme	Undergrad students must withdraw prior to 31/10/19 to retain free fees & by 31/1/20 to retain 50% free fees entitlement. In all cases the student registration fee is due & must be paid. Please contact fees@dcu.ie to ensure you have no fee liability.
Fee Payment Policy	Students are required to pay their relevant fee on or before online registration. A late payment fine of €170 & a financial block will be placed on all accounts in arrears. Non-payment of fees will be outsourced to an Independent Collection Agency

Student Web

- Registration
- Online Registration
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout

powered by **ITS INTEGRATOR**

August 2019

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.

The screenshot displays the 'Dublin City University Live System' interface. At the top left is the DCU logo. The header area contains the system name and navigation icons. A left-hand navigation menu lists various options under 'Student Web', including 'Registration', 'Online Registration', and 'Re-Sit Exam Registration 2019'. The main content area is titled 'Step 1 : Equal Access Survey' and features a box with the student's details: 'Student Number: 16110099' and 'Name: MISS Tester Tester'. To the right of this box, a message reads: 'Thank you for completing the survey. Please continue.'

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.

Dublin City University Live System Wednesday, 21st August 2019

Step 3 : Add/Update Addresses

Student Number: 16110099
Name: MISS Tester Tester

Note: If your address details have changed, enter the new details in the lines provided next to the current address details. All address lines marked with * must be supplied. Remember to save the changes, with the button provided, before continuing with the next process. **Use the scroll bar on the right of the screen to view all address details.**


Current Details	New Details
Study Address The Registry DCU Dublin 9	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> <input type="button" value="Save"/>
Postal Address 5 The Registry DCU Dublin	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> <input type="button" value="Save"/>
Delivery Address(Oscail Only)	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> <input type="button" value="Save"/>
Next of Kin Postal Address	Update / Enter Details Here <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Eircode <input type="text"/> <input type="button" value="Save"/>

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'.

Dublin City University Live System
Wednesday, 21st August 2019



Student Web

- Registration
 - Rules And Regulations
 - Submit Registration
 - Academic Record
 - Proof Of Registration
 - Proof and Cost
 - Credit Certificate
 - Add Subjects to a Registration
 - Registration Restrictions
 - Qualification Cancellation
 - Subject Cancellation
- 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

Step 4 : Add/Update Contact Detail

Student Number: 16110099
Name: MISS Tester Tester

Note: If your communication details have changed, enter the new details in the line provided next to the current communication details. Lines marked with * must be supplied. Remember to save the changes with the button provided before continuing with the next process.

Current Details	New Details
Mobile Number 7005338	Update / Enter Details Here <input type="text"/> Save
Next of Kin Telephone guygugu	Update / Enter Details Here <input type="text"/> Save
Name of Next of Kin guyguyguy	Update / Enter Details Here <input type="text"/> Save
Home Telephone Number	Update / Enter Details Here <input type="text"/> Save

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

The screenshot shows the 'Dublin City University Live System' interface. On the left is a navigation menu under 'Student Web' with categories like 'Registration', 'Online Registration', 'Re-Sit Exam Registration 2019', and 'Student Fee Menu'. The main content area is titled 'Step 5 : Personal Public Service Number (PPSN) Submission' and 'Personal Public Service Number'. It displays the user's 'Student Number: 16110099' and 'Name: MISS Tester Tester'. A 'Note' instructs the user to enter their PPS Number in a provided text box and press 'Continue'. The 'Continue' button is visible below the input field.

Dublin City University Live System

DCU

Student Web

- Registration
 - Rules And Regulations
 - Submit Registration
 - Academic Record
 - Proof Of Registration
 - Proof and Cost
 - Credit Certificate
 - Add Subjects to a Registration
 - Registration Restrictions
 - Qualification Cancellation
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 - Step 4 : Add/Update Contact Detail
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 - 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

Step 5 : Personal Public Service Number (PPSN) Submission

Personal Public Service Number

Student Number: 16110099
Name: MISS Tester Tester

Note:
Please enter your PPS Number in the space provided below and press Continue to proceed.
If your PPS number is displayed and correct, press Continue to proceed.

PPSN Number:

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.

Dublin City University Live System Tuesday, 20th August 2




DCU Online Registration Terms and Conditions Academic Year 2019-2020

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
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Logout



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.

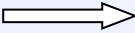
DCU Registry may also obtain personal data relating to you from other sources e.g. CAO/PAC process. Your personal data will at all times be processed, used and retained by the University in accordance with its obligations under applicable data protection law and as set out in the [DCU Privacy Policy](#). 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

Dublin City University Live System Wednesday, 21st /

Subject Selection

Student Number: 16110099
 Qualification: BAEH - BA in English & History
 Year Of Study: C - CONTINUOUS

Note: Please select the subjects/modules you wish to register for. Some compulsory subjects/modules have already been pre-selected for you. Click 'Remove' to exclude any of the currently selected subjects/modules from your registration.

Selected Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
No subjects/modules currently selected.			

Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
<input type="checkbox"/> *HIS1 - History Foundation	1	No	15
<input type="checkbox"/> *LIT1 - Literature Foundation	1	No	15

Note: Once you have completed your subject/module selection, click the 'Continue' button to commence.

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.**

August 2019

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

ITS Web Interface 50366765 - Windows Internet Explorer

http://talwar.dcu.ie:7771/pls/int1stud/w99pkg.mi_main_menu

Dublin City University ****Test****

Step 5: Subject Selection

Student Number: [REDACTED]
Name: [REDACTED]

Qualification BA - Diploma/BA in Humanities
Year Of Study C - CONTINUOUS

View Registration Schedules

Note: This screen displays all subjects/modules that you have selected. Click on 'Complete Subject/Module Registration' to complete your registration. Click on 'Return' to amend your subject/module selection.

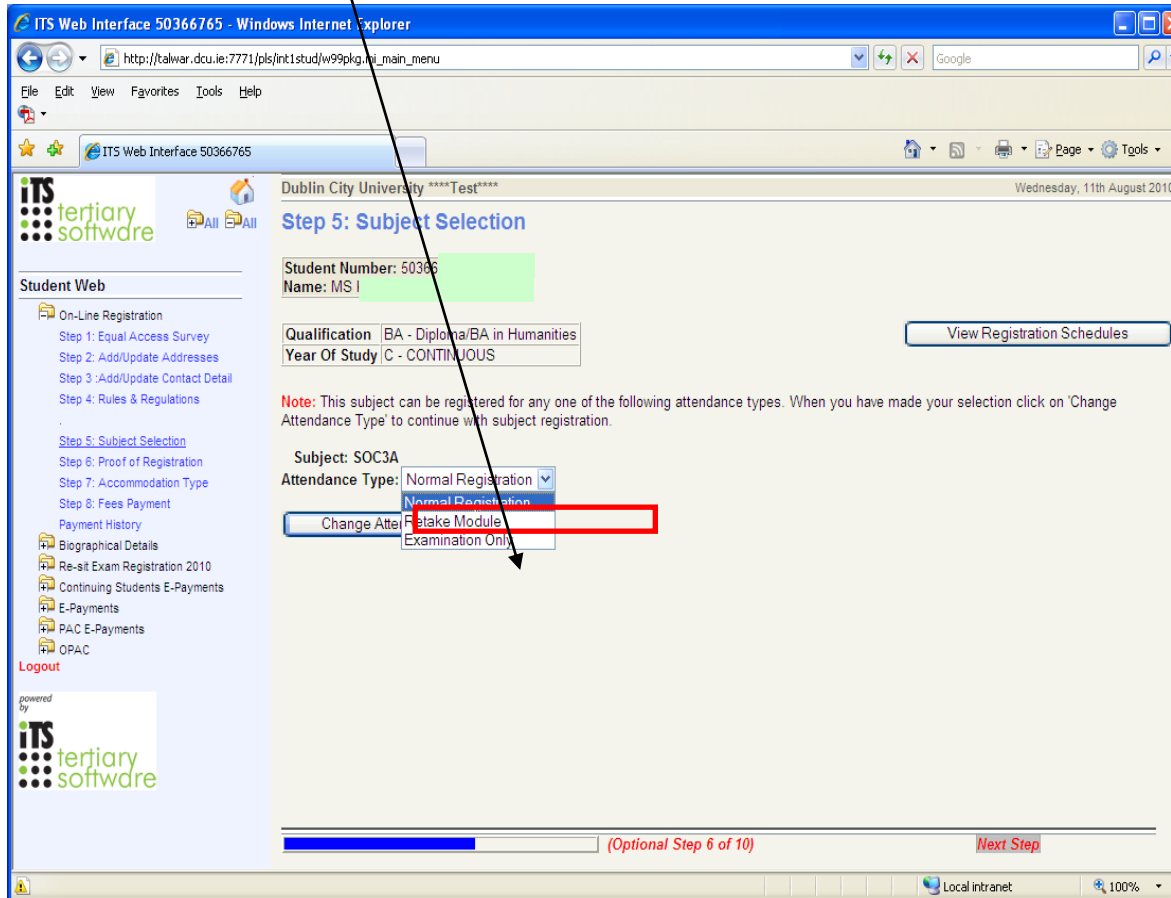
Subjects/Modules	Compulsory	Mode Of Study	Academic Period	Examination Credits	Attendance Type
SOC3A - Power, Social Order, Crime Deviance Work & Empl	No	DISTANCE EDUCATION - NON DCU	-SEPT - MAY BLOCK	2011 5	H NORMAL ATTENDANCE (NDEC)
				Total Credits:	15

Complete Subject/Module Registration Return

(Optional Step 6 of 10) Next Step

August 2019

Please choose 'Retake Module' from the drop down list.




When chosen, press Change Attendance Type and continue.

August 2019

Confirmation of modules Choice: This page confirms the modules you have chosen. Please review this to ensure you have registered correctly.


← → ↻ 🔒 Dublin City University [IE] | its.dcu.ie/pls/prodi03/w99pkg.mi_main_menu



Student Web

- Registration
- Online Registration
 - Step 1 : Equal Access Survey
 - Step 2 : Add Compulsory Contact Details
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 - Step 4 : Add/Update Contact Detail
 - Step 5 : Personal Public Service Number (PPSN) Submission
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 - Step 8 : Accommodation Type
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- Withdrawal from Programme
- Student Fee Menu

Logout



Dublin City University Live System

Confirmation of Module Choices 21-Aug-2019

16110099
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

August 2019

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.



The screenshot shows the Dublin City University Live System interface. At the top, it says "Dublin City University Live System". On the left, there is a navigation menu under "Student Web" with options like "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", and "Student Fee Menu". There is also a "Logout" link.

The main content area is titled "Step 8 : Accommodation Type". It displays the student's information: "Student Number: 16110099" and "Name: MISS Tester Tester". A red note says: "Note: Click on the Qualification to update the Accommodation Type." Below this is a table with the following data:

Qualification	Year	Accommodation Type
BAEH BA in English & History	2020	1 Parental Home

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.


Dublin City University Live System
Wednesday, 21st August 2019

Student Web

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- Withdrawal from Programme
- Student Fee Menu

Logout

powered by 

Cost of Registration

Name: MISS T Tester
The Registry
DCU
Dublin 9

Code	Qualifications And Subjects	Amount
BAEH	BA in English & History	0.00 D
HIS1	History Foundation	900.00 D
LIT1	Literature Foundation	900.00 D
Total For This Registration		1,800.00 D

Ref	Other Transactions	Amount
Total For This Registration		1,800.00 D

This only reflects Cost for your Registrations.
Please print this Cost of Registration which can be used as an invoice to obtain a Bank of Ireland loan or employer sponsorship.

DCU Bank Details:
Allied Irish Bank Plc
Branch:
Account Name:
Account Number:
Sort Code:
Bank Swift Code:
IBAN:

Swords Road, Santry, Dublin 9
Fees Account
43170288 (DCU)
93-22-21
AIBKIE2D
IE 12 AIBK 9322 2143 1702 88

[Printer Friendly Format](#)

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.

Dublin City University Live System Wednesday, 21st August 2019

Step 10: Fees Payment

Student Number: 16110099
Name: MISS Tester Tester

Payment Of Fees

Amount Now Due - €1800

On Line Registration

The Amount Now Due is based on the programme you are registering for and additional information you provided on registration last year in relation to;

1. EU/Non EU Status,
2. Entitlement to Free Fees,
3. Bursary or Sponsorship.

If for some reason these conditions do not still pertain to your account, DCU reserves the right to amend the balance due which will become payable immediately. DCU will not accept any liability in relation to wrong information provided to it.

Options:

- (1) On Line Payment (Immediate) [E-Payment Help Facility](#)
(All receipts will be issued to the student primary email address if none exists it will be issued to the student email address.)
- (2) Research Funded Postgraduates.
- (3) Bank of Ireland College Finance Loan

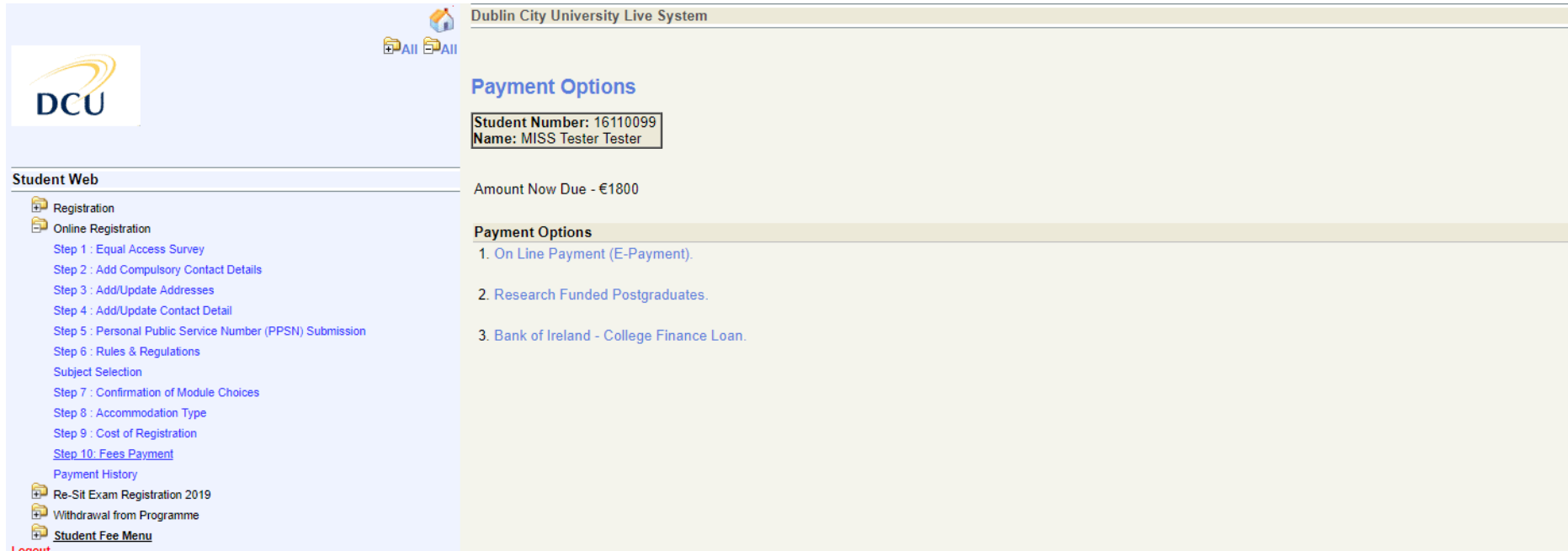
Student Web

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 - Step 9 : Cost of Registration
 - Step 10 : Fees Payment**
 - Payment History
- Re-Sit Exam Registration 2019
- Withdrawal from Programme
- Student Fee Menu

Logout

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Methods of Payment



The screenshot displays the 'Dublin City University Live System' interface. On the left, there is a sidebar with the DCU logo and a 'Student Web' menu containing links for Registration, Online Registration (with steps 1-10), Payment History, Re-Sit Exam Registration 2019, Withdrawal from Programme, and Student Fee Menu. The main content area shows the student's name and number, the amount due (€1800), and a list of three payment options: 1. On Line Payment (E-Payment), 2. Research Funded Postgraduates, and 3. Bank of Ireland - College Finance Loan.

Dublin City University Live System

Payment Options

Student Number: 16110099
Name: MISS Tester Tester

Amount Now Due - €1800

Payment Options

1. On Line Payment (E-Payment).
2. Research Funded Postgraduates.
3. Bank of Ireland - College Finance Loan.

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

Dublin City University Live System

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

Step 10: Fees Payment

Student Number: 16110099
Name: MISS Tester Tester

Note: Click the "Pay Now" button to continue with the transaction.

Amount To Pay (EUR): 1800

Card Holder Name

Payment Type: Student Fee Payment ▼

Pay Now

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'.

Dublin City University [IE] | its.dcu.ie/pls/prodi03/w99pkg.mi_main_menu

Dublin City University Live System

DCU

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Logout

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Payment Details


Important Notice Debit Card limit 1500 euro per transaction

Card Number 

 Expiry Security Code 
 Cardholder Name

PAY NOW

256-bit SSL encrypted

Securely processed by  Global Payments

You are then brought to a secure payment screen where you will enter your card details. Click the 'Pay Now' button to proceed with payment. As 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.

Dublin City University Live System Wednesday, 21st August 2019

Step 10: Fees Payment

Student Number: 16110099
Name: MISS Tester, Tester

Payment Of Fees

Amount Now Due - €1800

On Line Registration

The Amount Now Due is based on the programme you are registering for and additional information you provided on registration last year in relation to;

1. EU/Non EU Status,
2. Entitlement to Free Fees,
3. Bursary or Sponsorship.

If for some reason these conditions do not still pertain to your account, DCU reserves the right to amend the balance due which will become payable immediately. DCU will not accept any liability in relation to wrong information provided to it.

Options:

- (1) On Line Payment (Immediate) [E-Payment Help Facility](#)
(All receipts will be issued to the student primary email address if none exists it will be issued to the student email address.)
- (2) Research Funded Postgraduates.
- (3) Bank of Ireland College Finance Loan**

Proceed

Student Web

- Registration
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 - Subject Selection
 - Step 7 : Confirmation of Module Choices
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- Payment History
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Logout

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August 2019

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

Dublin City University Live System Wednesday, 21st August

DCU **DCU**

Student Web

- Registration
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 - Step 1 : Equal Access Survey
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[Logout](#)

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No : 16110099
21-Aug-2019

Cost of Registration

Name: MISS T Tester
The Registry
DCU
Dublin 9

Code	Qualifications And Subjects	Amount
BAEH	BA in English & History	0.00 D
HIS1	History Foundation	900.00 D
LIT1	Literature Foundation	900.00 D

Ref	Other Transactions	Amount
Total For This Registration		1,800.00 D

This only reflects Cost for your Registrations.
Please print this Cost of Registration which can be used as an invoice to obtain a Bank of Ireland loan or employer sponsorship.

DCU Bank Details:
Allied Irish Bank Plc
Branch: Swords Road, Santry, Dublin 9
Account Name: Fees Account
Account Number: 43170288 (DCU)
Sort Code: 93-22-21
Bank Swift Code: AIBKIE2D
IBAN: IE 12 AIBK 9322 2143 1702 88

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'.

August 2019

Payment History

Dublin City University Live System Wednesday, 21st August 2019


  

Payment History
Student Number: 16110099
Name: MISS Tester Tester

Payment Transaction Number	Bank Ref.	Payment Date	Transaction Status	Transaction Amount
405273		21-AUG-2019	In Progress / Transaction Failed	1800.00

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Please ensure to logout of the process.

Registration is now complete.

Thank You.