Online Registration Student Guide
January 2019 intake

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 10th December 2018. 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 having difficulties you can contact us by email or phone at msc.openeducation@dcu.ie or call 01-7005328
1. Enter your username
2. Enter your password
3. Log in
On logging in, you will be directed to the registration schedule pertinent to your programme. This is a document which outlines the modules on offer for your programme. Please read the instructions carefully before proceeding to registration and selecting your modules. At the end of the Registration Schedule, Click on the ‘Proceed to Online Registration’ button.
Below you will find registration instructions for your programme of study.

- Please ensure you read these instructions carefully
- Take note of the modules you wish to select.
- You will register for these on the Subject Selection page during the online registration process.
- When you have noted your module selection and are ready to register, please proceed to the bottom of this page and click the ‘Proceed to Registration’ button.

MSc in Management of Operations (MOPSA)
Course Short Code: MOPSA
Course Year: C
Course Offering: 35

****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

When selecting modules you should register based on the month you first commenced your programme of study.

The table below shows the pathway a student should take depending on their month of entry.

For example, if you are a September intake student, you should follow the table on the left and register for OSC1 and OSC2 in your first year, followed by OSC10, OSC3 and OSC20 in your second year (OSC20 is optional, this can be taken in the third year if required).

If you are a January intake student, you should follow the table on the right and register for OSC2 only in your first year, followed by OSC10 and OSC3 in your second year. Finally, you should register for OSC1 and OSC20 in your third year.
<table>
<thead>
<tr>
<th>September Intake</th>
<th>January Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year One</strong></td>
<td><strong>Year One</strong></td>
</tr>
<tr>
<td>OSC1</td>
<td>OSC2</td>
</tr>
<tr>
<td>(Module commences in September)</td>
<td>(Module commences in January)</td>
</tr>
<tr>
<td>OSC2</td>
<td>OSC10</td>
</tr>
<tr>
<td>(Module commences in January)</td>
<td>(Module commences in September)</td>
</tr>
<tr>
<td><strong>Year Two</strong></td>
<td><strong>Year Two</strong></td>
</tr>
<tr>
<td>OSC10</td>
<td>OSC20*</td>
</tr>
<tr>
<td>(Modules commence in September)</td>
<td>(Module commences in September)</td>
</tr>
<tr>
<td><strong>Year Three (optional)</strong></td>
<td><strong>Year Three</strong></td>
</tr>
<tr>
<td>OSC20*</td>
<td>OSC1</td>
</tr>
<tr>
<td>(Module commences in September)</td>
<td>(Module commences in September)</td>
</tr>
</tbody>
</table>

* Student can opt to take OSC20 in either year two or three.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSC1</td>
<td>Project and Change Management</td>
<td>15</td>
</tr>
<tr>
<td>OSC2</td>
<td>Sustainable Business</td>
<td>15</td>
</tr>
<tr>
<td>OSC3</td>
<td>Evidence based Evaluation and Entrepreneurship</td>
<td>15</td>
</tr>
<tr>
<td>OSC10</td>
<td>Operations Management</td>
<td>15</td>
</tr>
<tr>
<td>OSC20</td>
<td>Dissertation (Sept-August registration)</td>
<td>30</td>
</tr>
</tbody>
</table>

I have read and understood the above registration instructions.

Proceed to Online Registration >>>
On this screen you should select the ‘Open Education Registration’ folder on the left hand side of the screen to reveal all steps of the process.
Once chosen, you will see the sequential steps in the registration process to be completed (numbered in blue links on left hand side of the welcome screen). 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 select ‘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, press 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. Don’t forget to press ‘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**
Students can update/add contact details by entering them in the box provided and pressing ‘Save’.

Once saved, continue by pressing ‘Step 4’ on the left hand menu of the screen.
Step 5: Rules and Regulations
Subject Selection

Here you will see the Rules and Regulations of registering as a DCU student. 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 ‘I Accept’ button, subjects will not populate in the Subject Selection page.

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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:

1. Click ‘I Accept’ at the end of this page to accept the rules and regulations of the University for the coming year;
2. Regularly check their programme of study - Qualification & Modules;
3. Confirm that they wish to take the courses they have selected, using the registration scheduler as a guide;
4. Pay the relevant fees. Please note you are NOT registered by paying your fees only; you must complete all relevant steps of the process;
5. Record any changes to your prospectus details for the coming academic year e.g. changes in address, contact telephone numbers or room life details.

Please note:
1. 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 are for the full academic year are accurately reflected;
2. 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 the link.

It must be noted that your fees become due and payable only once you have registered on a programme of study. Students who have applied for third party funding 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 the link.

Terms & Conditions

The University reserves the right to reserve, 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 to and 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 the appropriate authority (e.g. Higher Education Authority, Student Union), Department of Social Protection, etc., such information as the University deems necessary to obtain from time to time;
(ii) use personal information relating to me as a part of University business, including conferring examinations, etc;
(iii) retain 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 of study and existing muting that you maintain your record;
(ii) for purposes connected with the University by way of programmes of study or study in accordance with the University’s statutes, covering academic life, including advising examination, etc;
(iii) as necessary for the University to meet certain legal obligations to which the University is subject.

DCU Registry may also retain personal data relating to you from other sources e.g. CAEPA3. Your personal data will be retained by the University in accordance with its obligations under applicable data protection laws and as set out in the DCU Privacy Policy. Your personal data will be retained by the University for the duration of your registration as 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 ethnic origin), in certain circumstances it will do so. An example includes the processing of medical certificates for consideration in relation to the student academic record in exceptional circumstances.

To find further information about the types of personal data collected, how and why the University processes such personal data in relation to your data protection rights please refer to the DCU Privacy Policy.

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Step 6: Confirmation of module Choices

Subject Selection – You must select your subjects to complete the registration process. Please ensure that you are following the instructions given to you within the registration schedule to guarantee you register for the correct number of modules. Your registration schedule is available by clicking on the ‘View Registration schedules’ box. It is important to read this schedule prior to registering as fees can be incurred unnecessarily when registering correctly. This will guide in your choices when registering. **Your choice of modules will be listed in second half of the screen. Students can select the modules they wish to register for by selecting the desired boxes.** Once you are certain of the module(s) you are choosing, press ‘continue’ button to bring you to the next step. Remember it is your responsibility to ensure that you are registered for the correct module(s).
Confirmation of modules Choice: This page confirms the modules you have chosen. Please review this to ensure you have registered correctly.

Confirmation of Module Choices 14-Dec-2018

18116086
YR T Tasty
nr teddy
dublin 9

This is to confirm that the above named student has successfully selected the following during the registration process:

Programme Details
Description: MSc in Management of Operations
Mode of Study: DISTANCE EDUCATION - DCU
Academic Period: YEAR LONG (MD9EC)
Year: CONTINUOUS

Module Details
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

[Link to Printer Friendly Format]
Step 7: 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 8: 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 9: 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 **Step 9: 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.
December 2018

Payment Options

Student Number: 18116686
Name: Mr. Teddy Testy

Amount Now Due: €1085

Payment Options

1. Online Payment (E-Payment).

2. Research Funded Postgraduates.

3. Bank of Ireland - College Finance Loan.
Methods of Payment 1

If you are paying fees with your credit/debit card please select ‘Option 1: Online Payment (E-Payment)’.
Step 9: Fees Payment

Student Number: 1011519
Name: MR Ed O'Sullivan

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

Amount To Pay (EUR): 1500

Card Holder Name: 

Payment Type: Student Fee Payment

Pay Now
Once you select the Online Payment option, you will be taken to the below screen 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. They ‘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 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.
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.
December 2018

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

Logout of the system

Registration is now complete.