Online Registration Student Guide
January 2019 intake

All students must register online using the system illustrated below.

Do I Need a New Password?

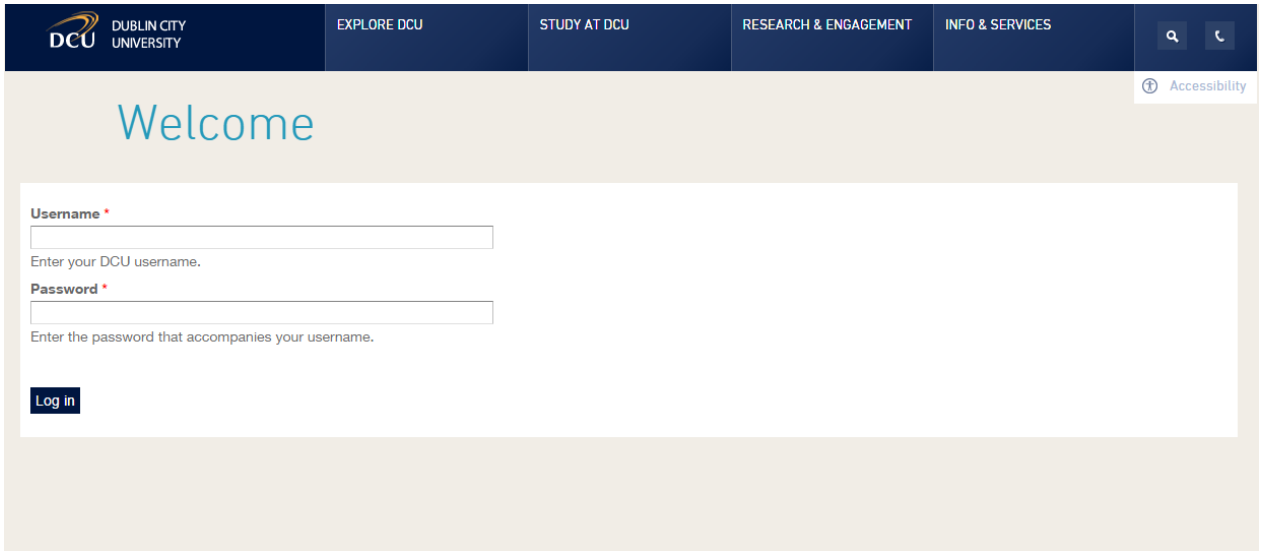
No, all you need is your current user name & password

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.

December 2018

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

MSc in Management of Operations (MOPSA)

******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 0SC20 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.

September Intake	
Year One	
OSC1 (Module commences in September)	OSC2 (Module commences in January)
Year Two	
OSC10 OSC20* (Modules commence in September)	OSC3 (Module commences in January)
Year Three (optional)	
OSC20* (Module commences in September)	

January Intake	
Year One	
	OSC2 (Module commences in January)
Year Two	
OSC10 (Module commences in September)	OSC3 (Module commences in January)
Year Three	
OSC1 OSC20 (Modules commence in September)	

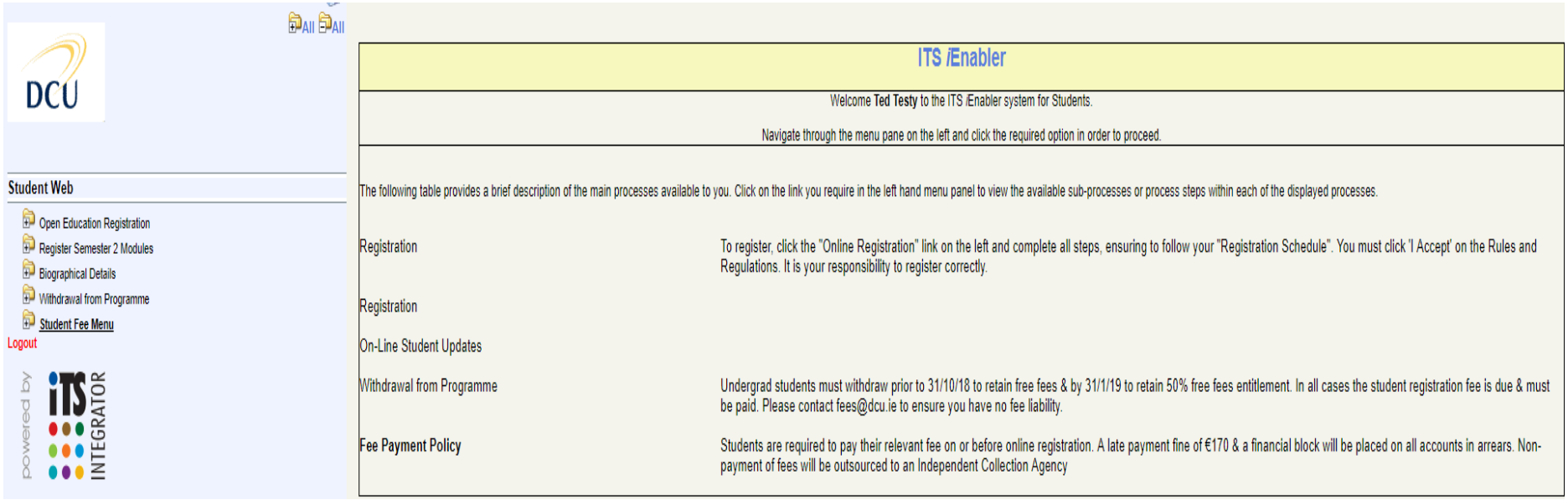
* Student can opt to take OSC20 in either year two or three.

OSC1	Project and Change Management	15 Credits
OSC2	Sustainable Business	15 Credits
OSC3	Evidence based Evaluation and Entrepreneurship	15 Credits
OSC10	Operations Management	15 Credits
OSC20	Dissertation (Sept-August registration)	30 Credits

I have read and understood the above registration instructions.

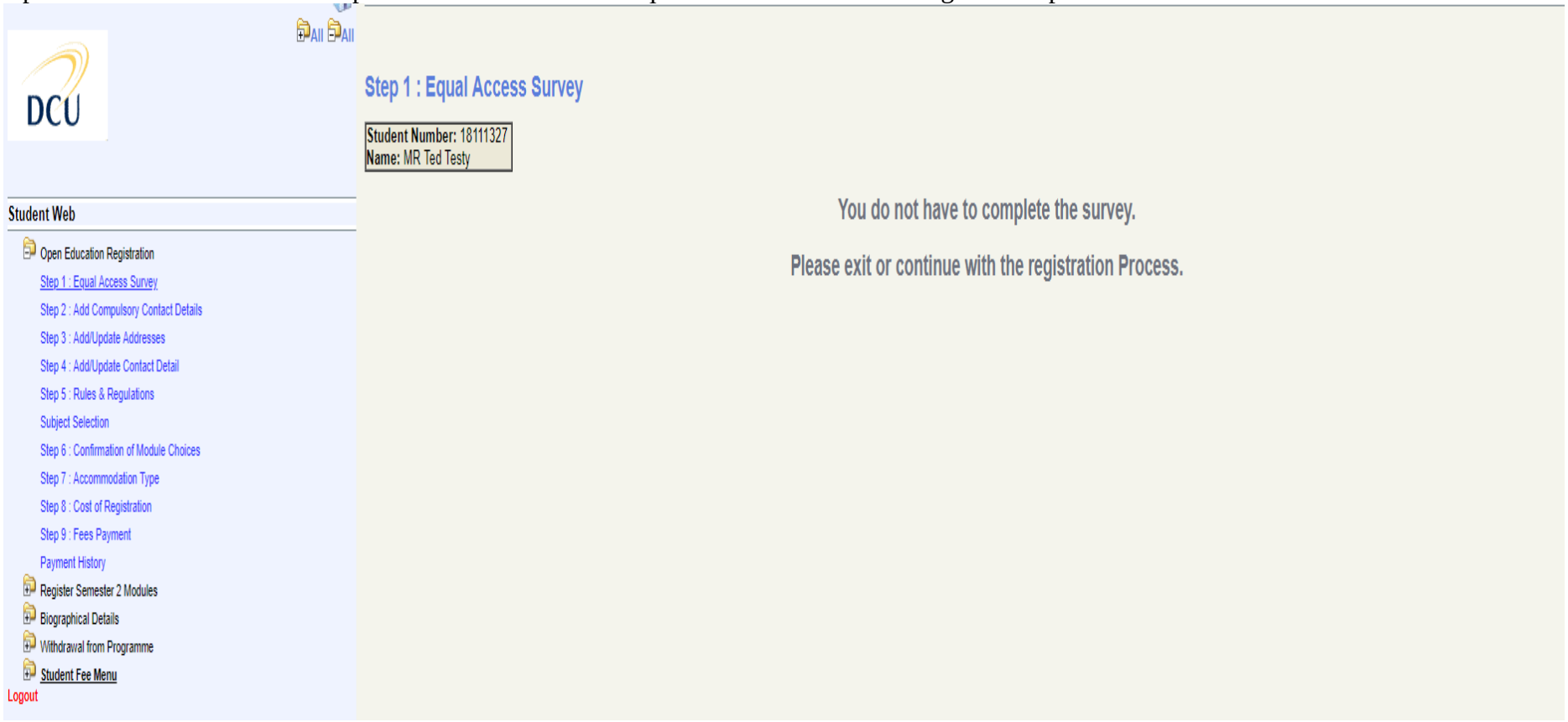
Proceed to Online Registration >>>

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.



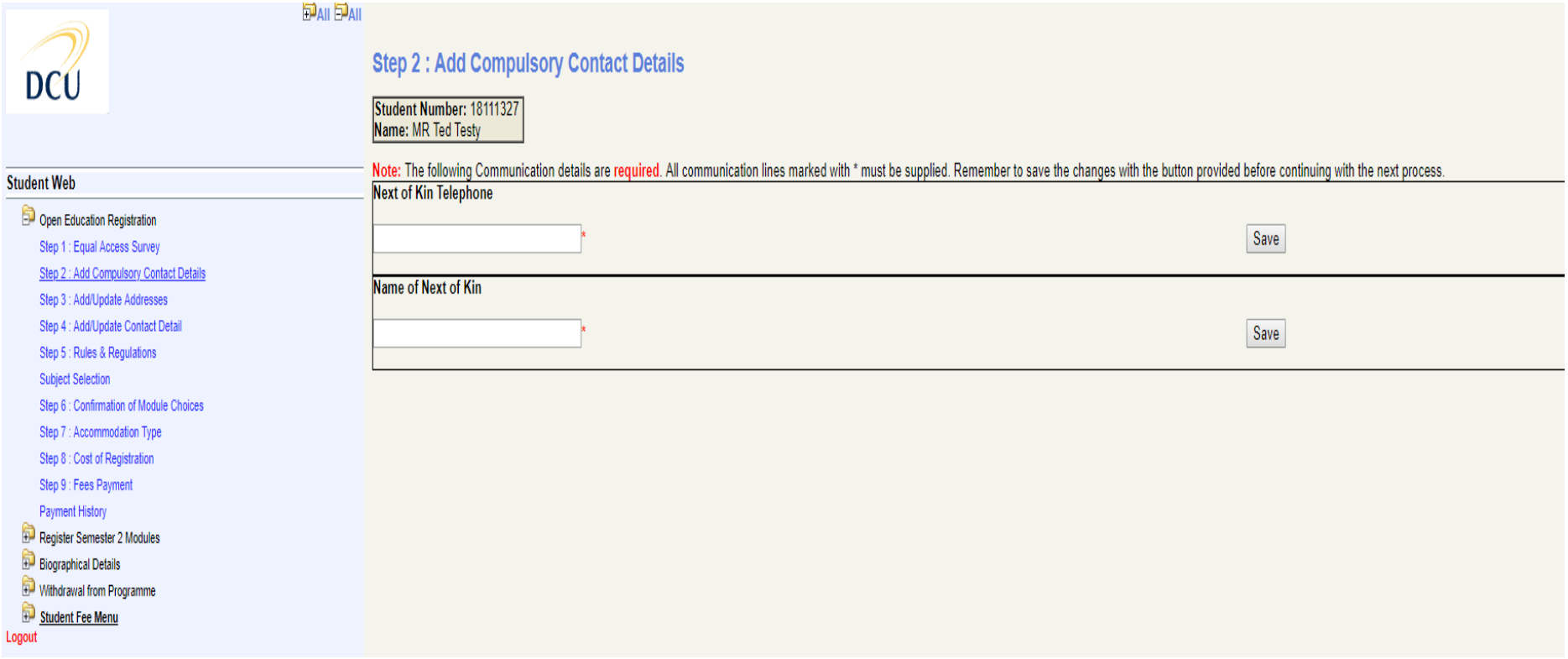
Once chosen, you will see the sequential steps in the registration process to be completed (numbered in blue links on left hand side of the welcome screen). Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.

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'.

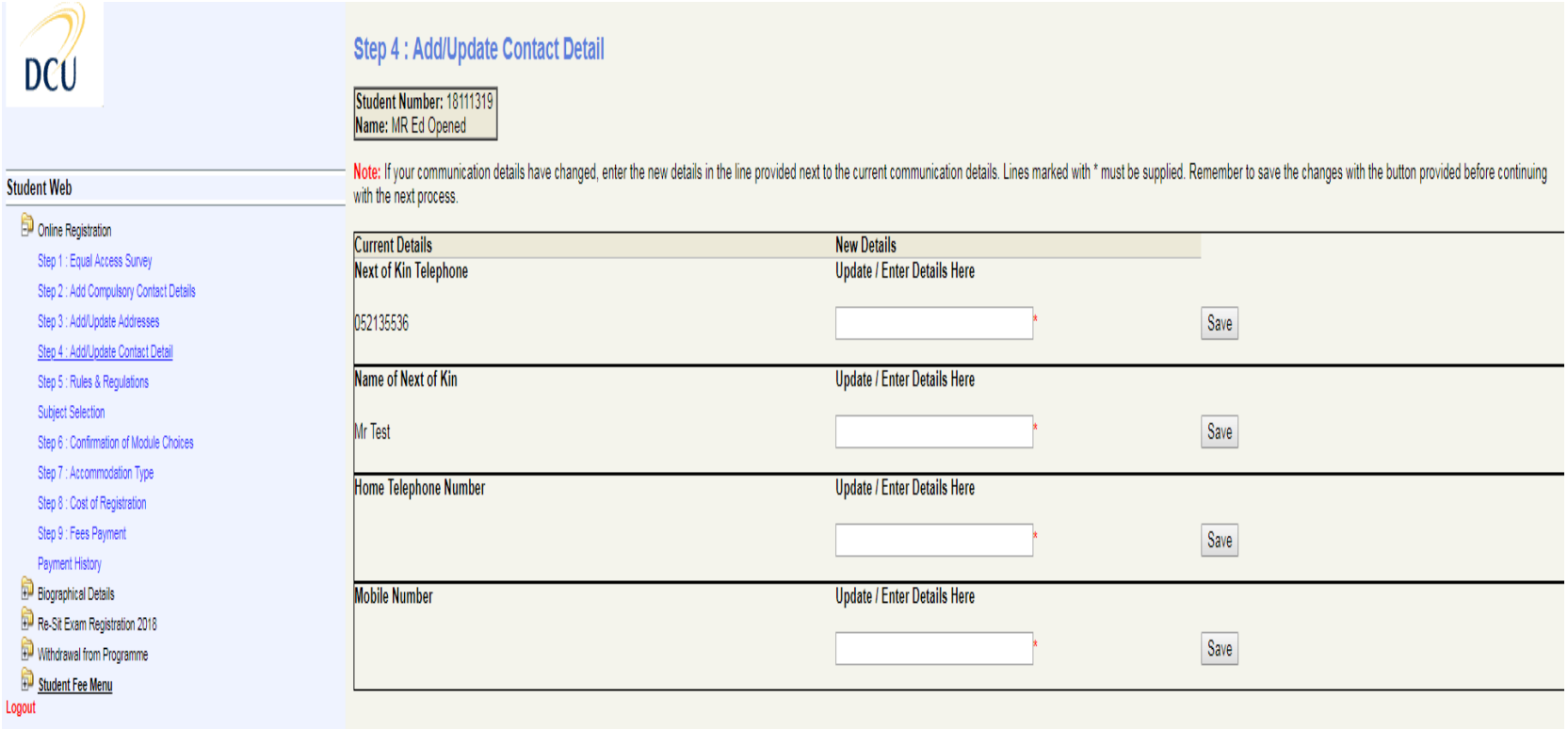


Step 3: Add/Update Addresses

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.

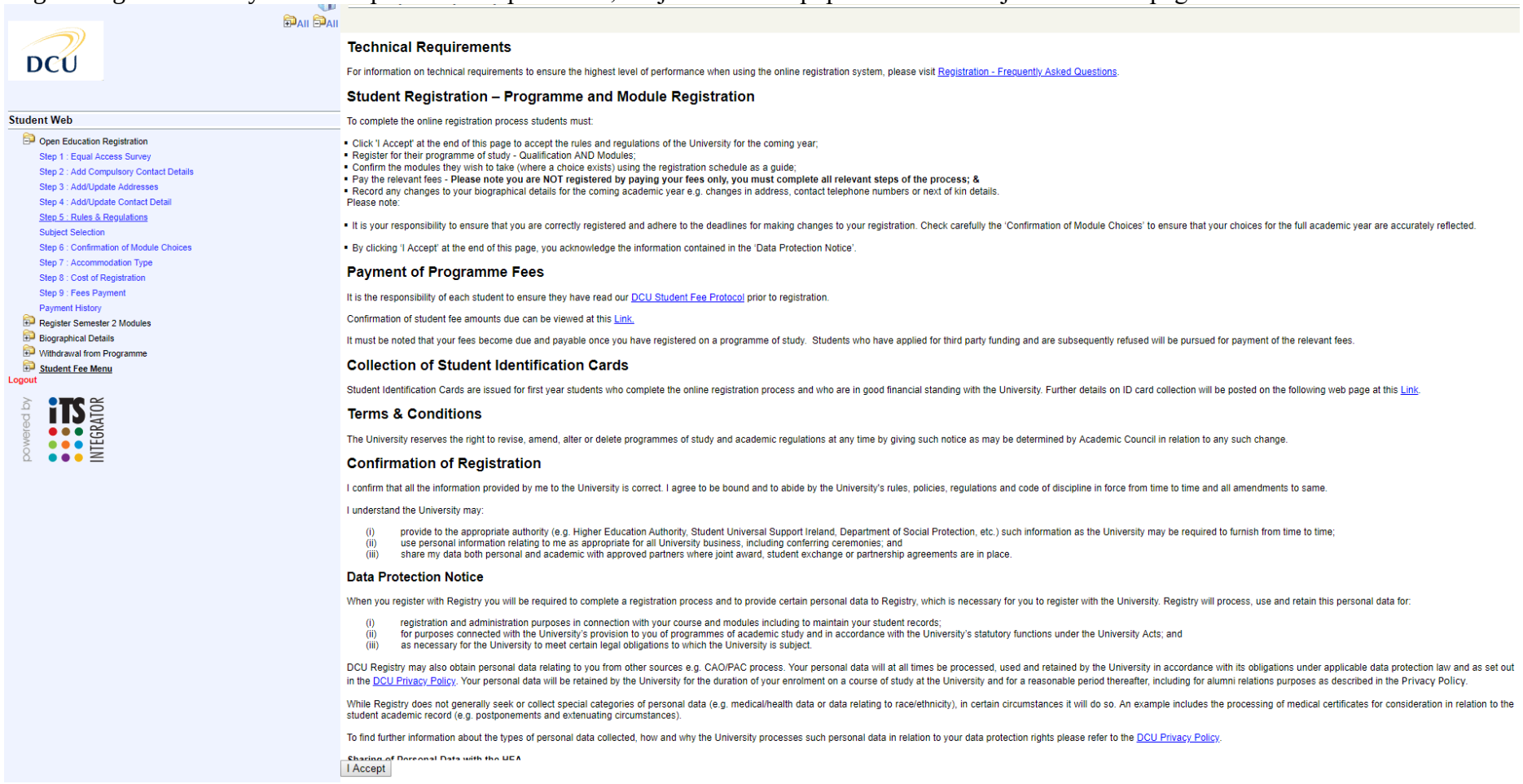
Step 4: ADD/Update Contact Details
Students can update/add contact details by entering them in the box provided and pressing ‘Save’.



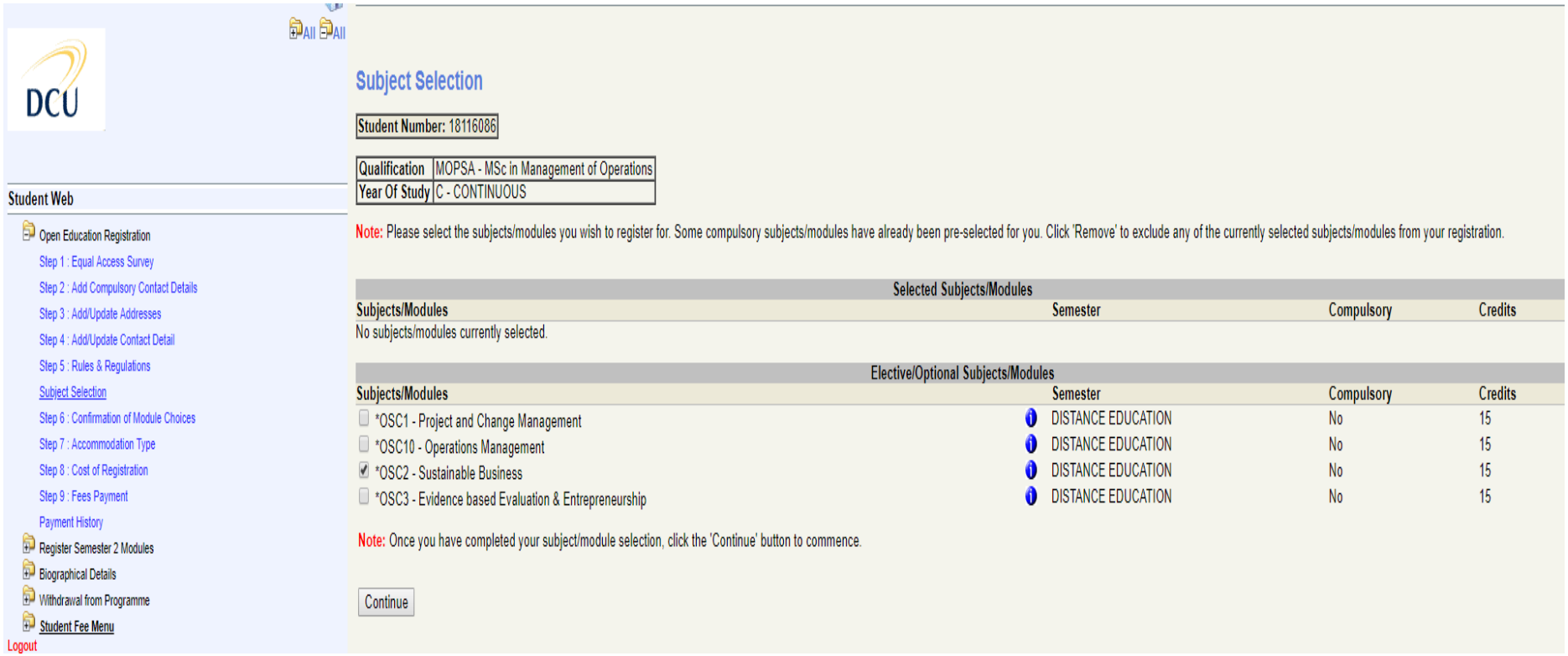
Once saved, continue by pressing ‘Step 4’ on the left hand menu of the screen.

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.

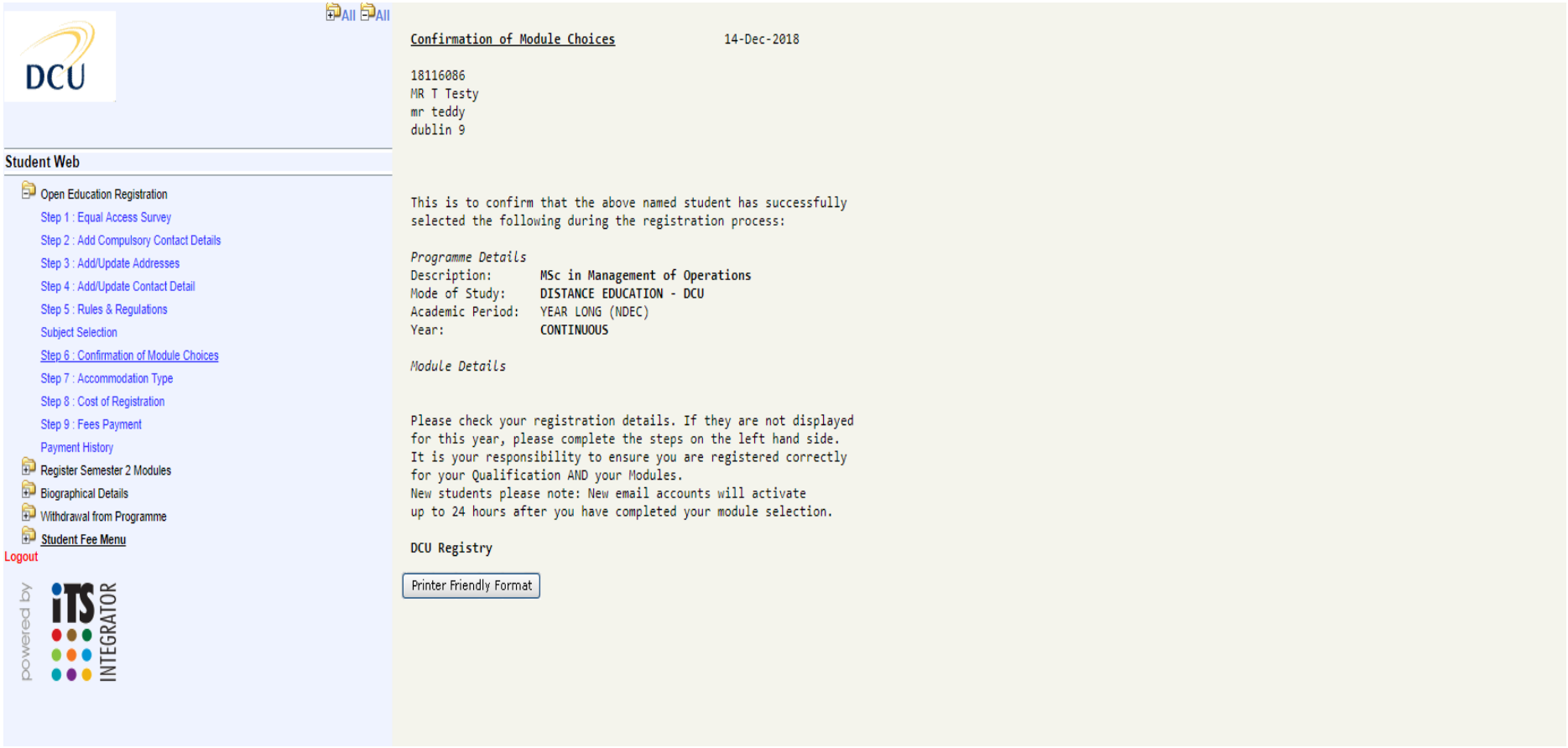


Step 6: Confirmation of module Choices

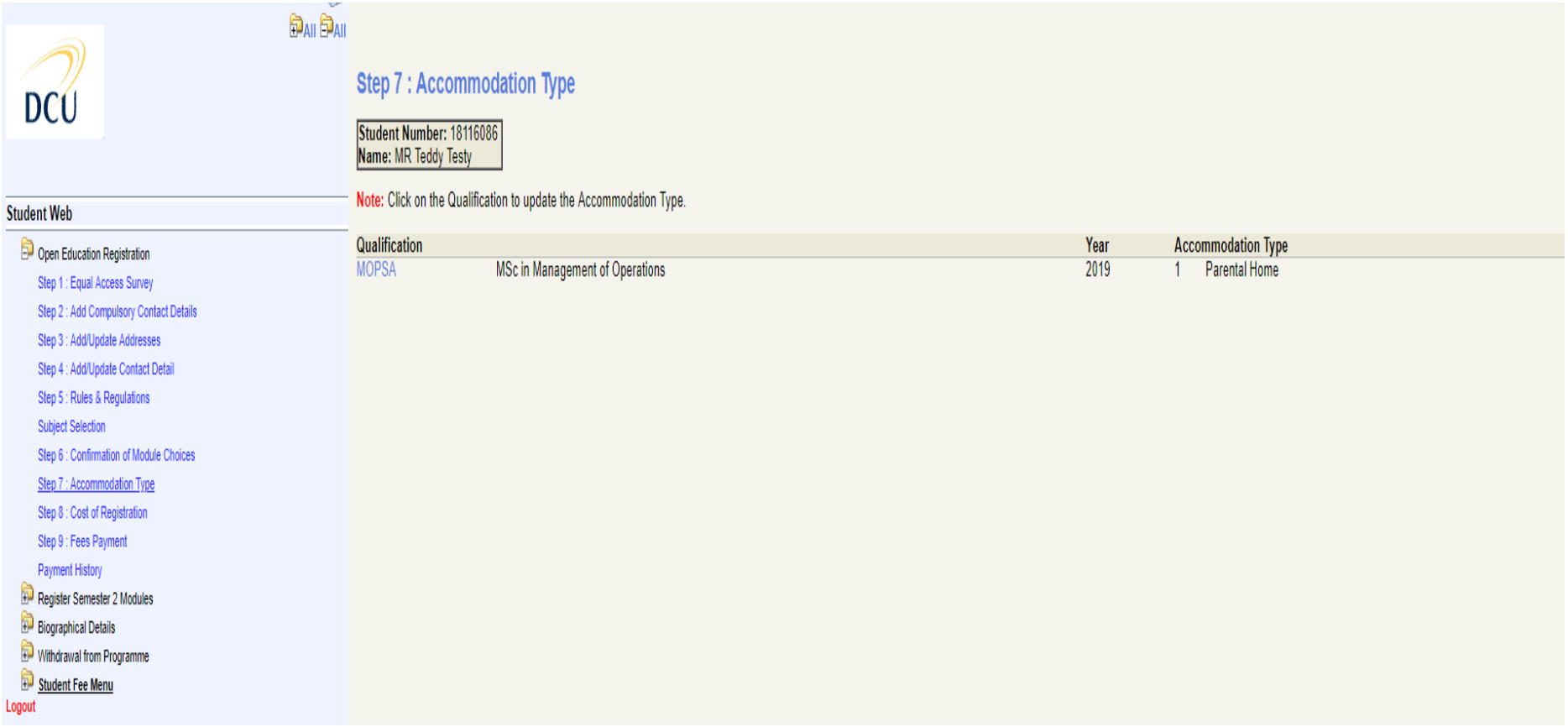


Subject Selection – You must select your subjects to complete the registration process.
Please ensure that you are following the instructions given to you within the registration schedule to guarantee you register for the correct number of modules Your registration schedule is available by clicking on 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).

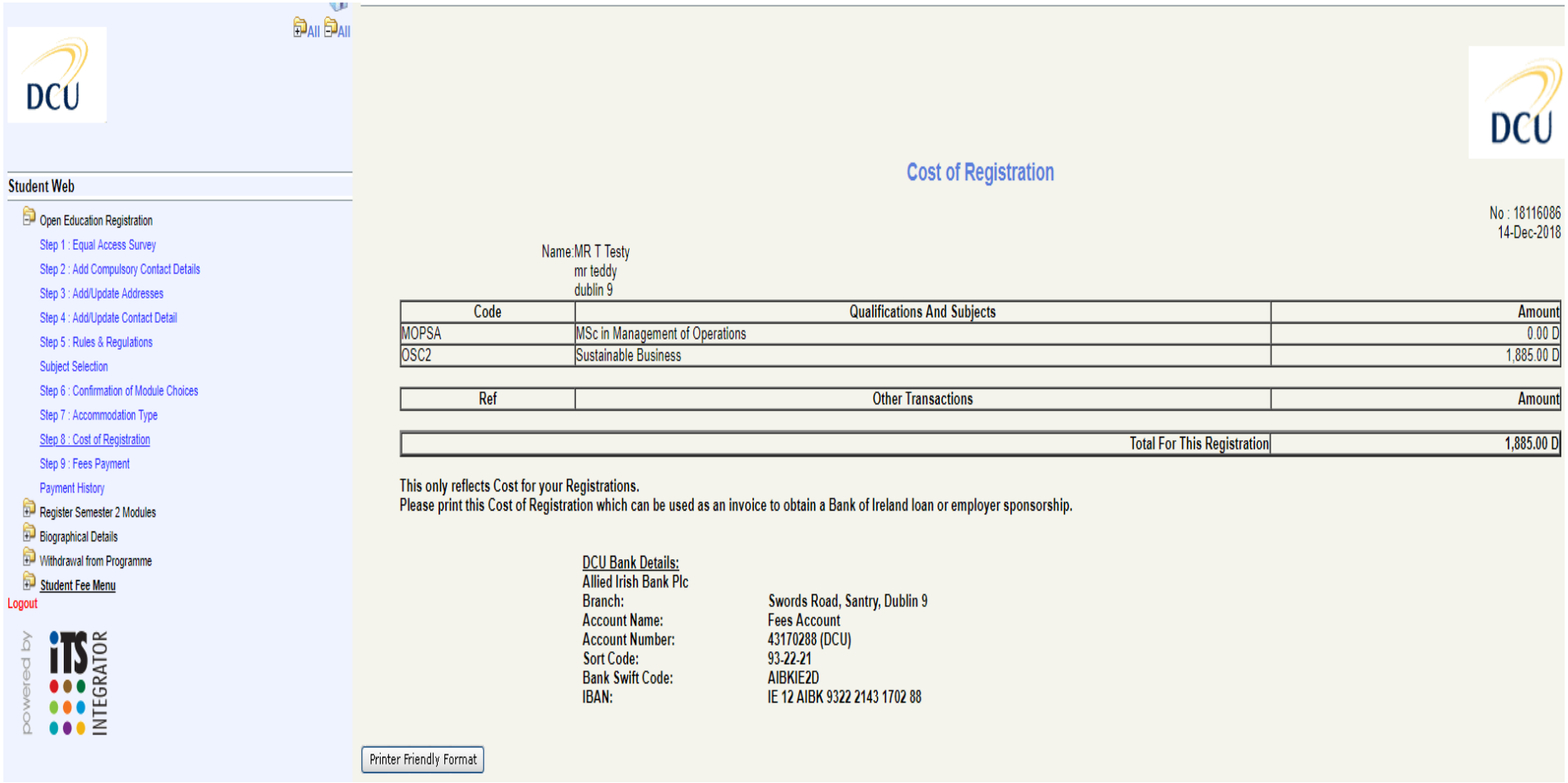
Confirmation of modules Choice: This page confirms the modules you have chosen. Please review this to ensure you have registered correctly.



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.

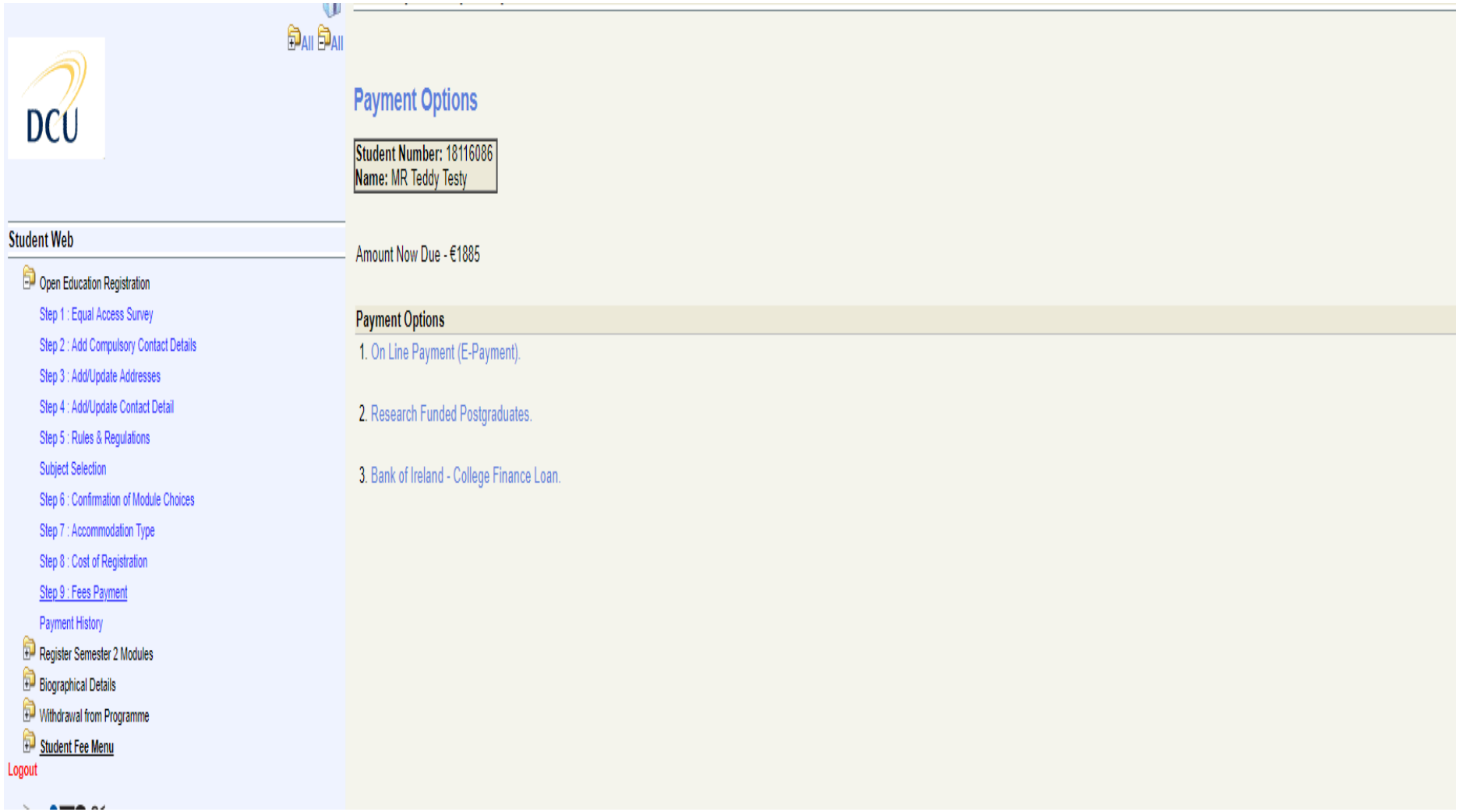


Step 8: Cost of Registration: this details the cost of registration for your programme of study, should you wish to print it for your records. It can be printed out using the 'Printer Friendly Format' button. This should be used as an invoice for students who are being sponsored by their employer or 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.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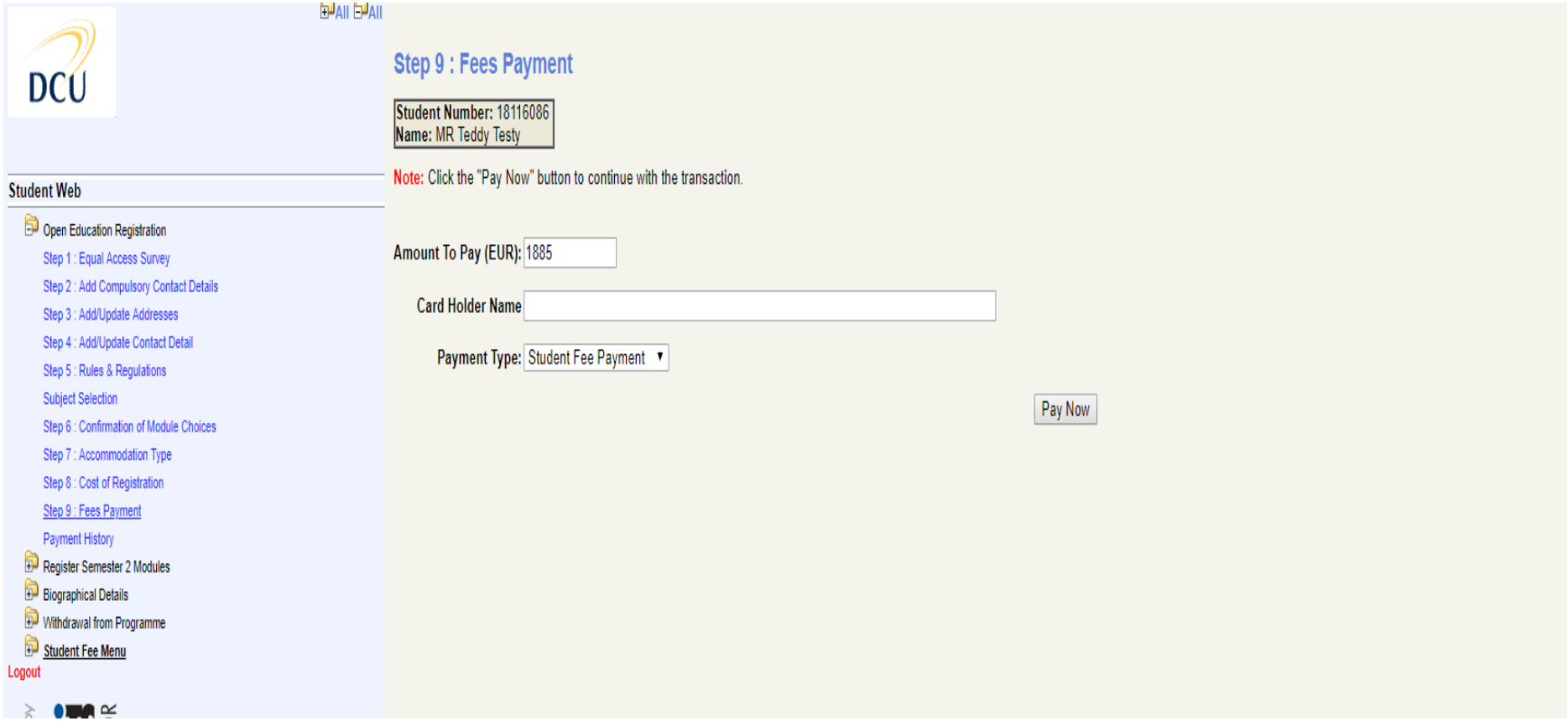
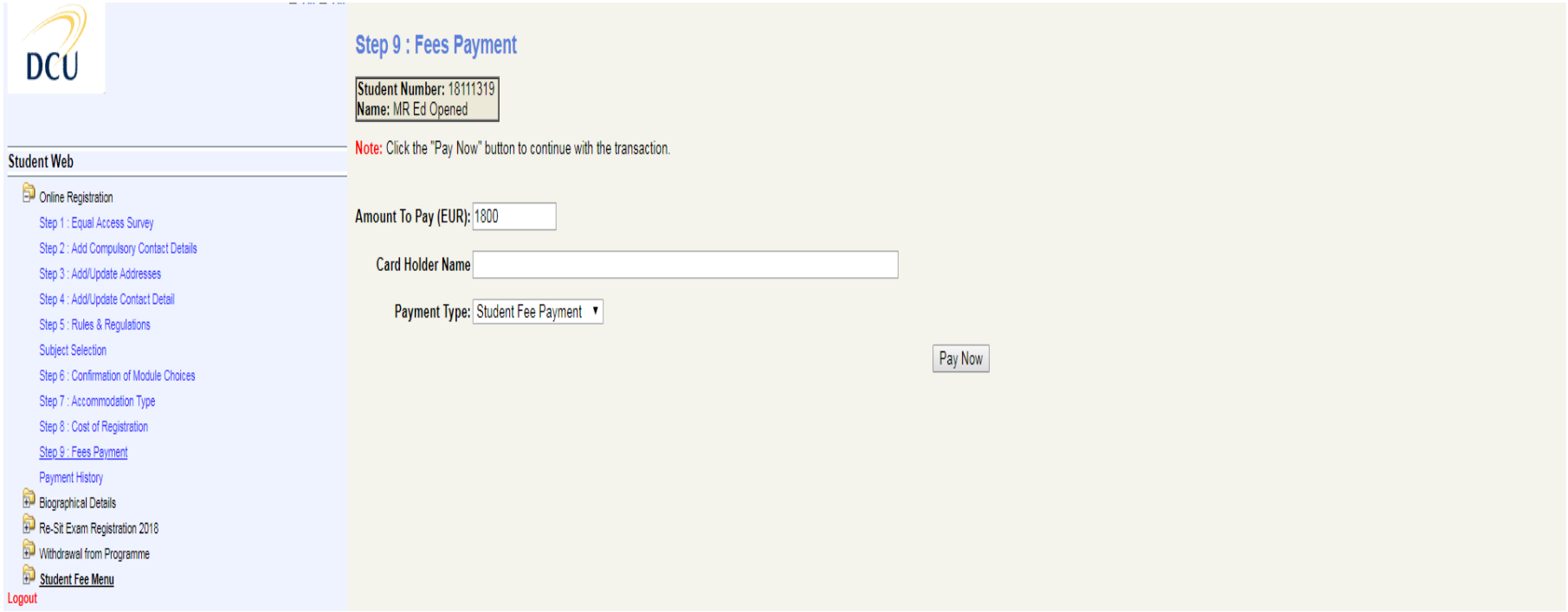
DCU
Student Web
Open Education Registration
Step 1 : Equal Access Survey
Step 2 : Add Compulsory Contact Details
Step 3 : Add/Update Addresses
Step 4 : Add/Update Contact Detail
Step 5 : Rules & Regulations
Subject Selection
Step 6 : Confirmation of Module Choices
Step 7 : Accommodation Type
Step 8 : Cost of Registration
Step 9 : Fees Payment
Payment History
Register Semester 2 Modules
Biographical Details
Withdrawal from Programme
Student Fee Menu
Logout
Payment Options
Student Number: 18116086
Name: MR Teddy Testy
Amount Now Due - €1885
Payment Options
1. On Line 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)’.

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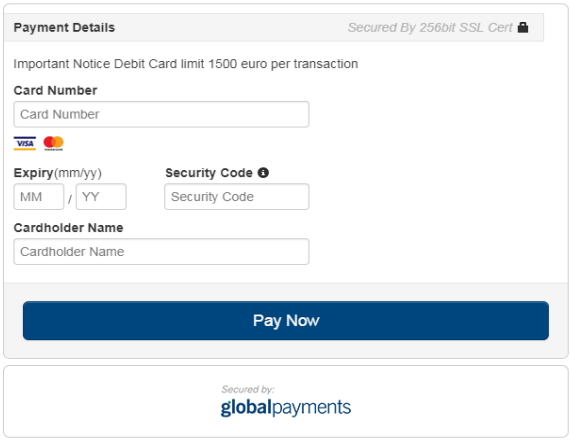
Payment History
Biographical Details
Re-Sit Exam Registration 2018
Withdrawal from Programme
Student Fee Menu
Logout
Step 9 : Fees Payment
Student Number: 18111319
Name: MR Ed Opened
Note: Click the "Pay Now" button to continue with the transaction.
Amount To Pay (EUR): 1800
Card Holder Name
Payment Type: Student Fee Payment
Pay Now

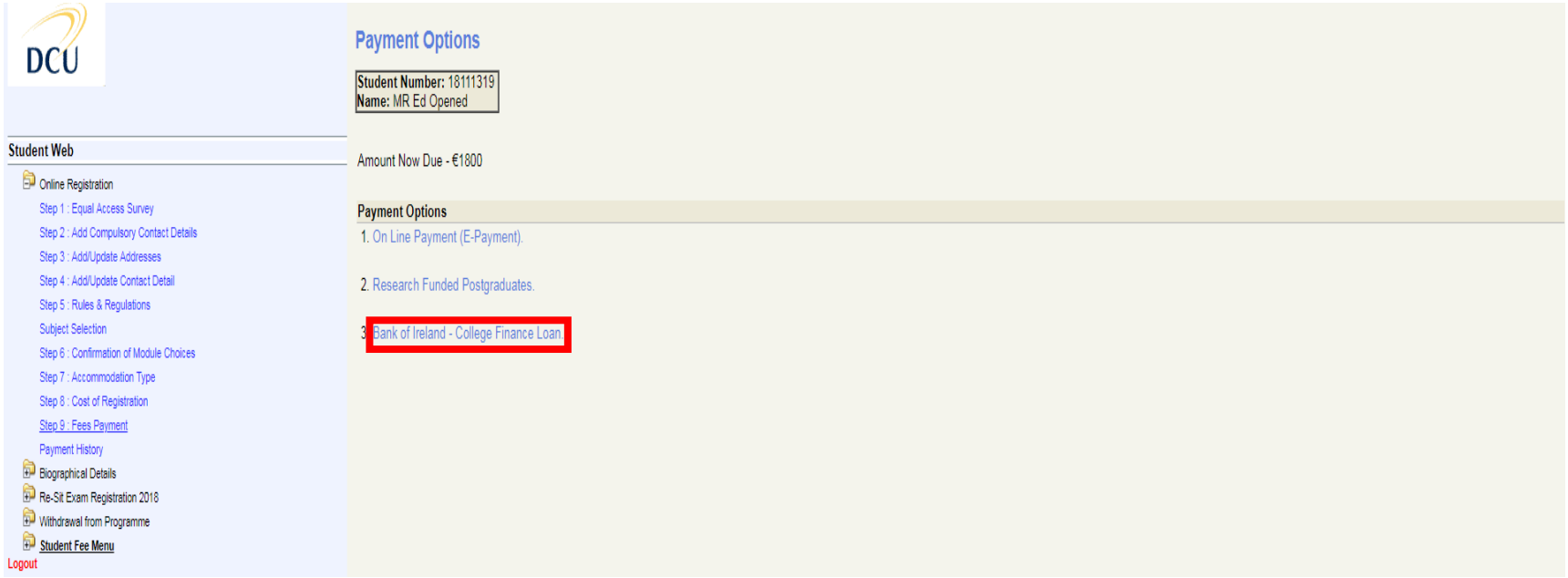
Once you select the Online Payment option, you will be taken to the below screen to fill in your details. The amount due at this time will auto-populate in the 'Amount To Pay' field. You should then enter the 'Card Holder Name' as it appears on the credit/debit card. They 'Payment Type' will be set at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

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

Logout of the system

Registration is now complete.