August 2021

Online Registration Step by Step Student Guide
2021-2022

All students must register online using the system illustrated below.

Do I need a new Password?

New incoming students will receive information regarding their login details in the Registration communication. Continuing students can use the same username and password details used in previous academic years.

How do I get started?

The link for online registration is www.dcu.ie/student-registration.shtml This link will bring you into the Webpage as illustrated on page 2. Please follow the instructions as indicated throughout this document.

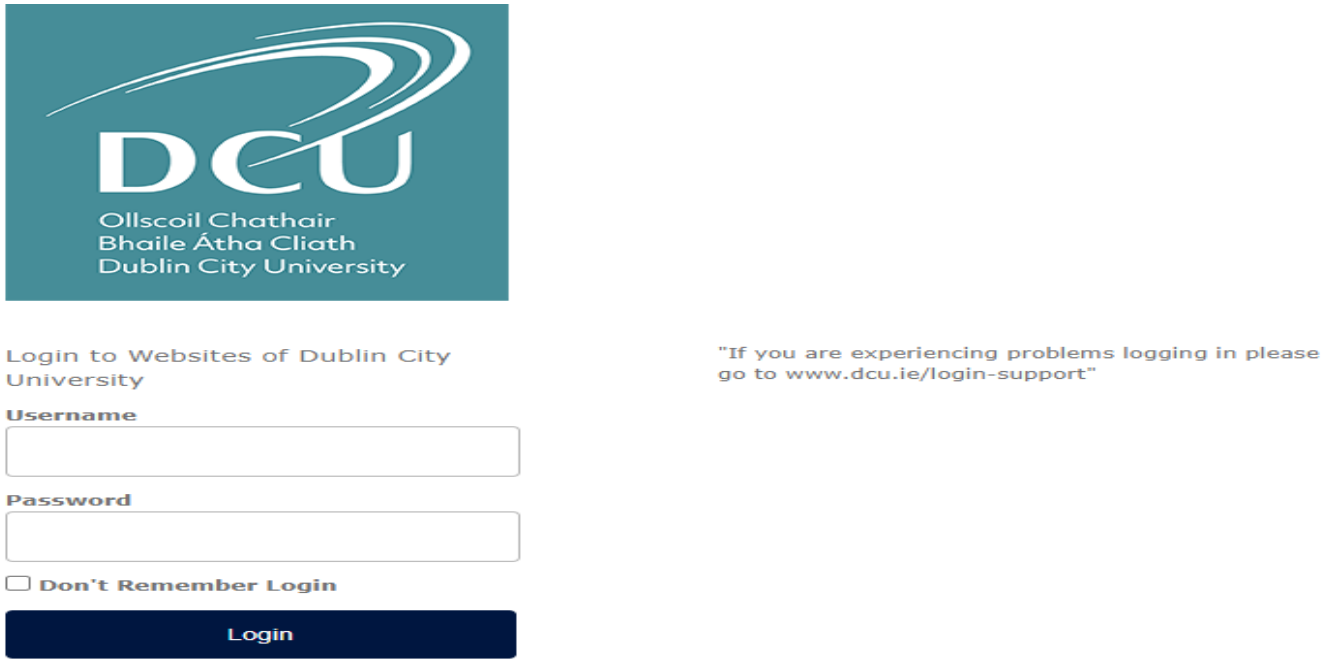
What do I do if I have a problem?

* Ensure that your Pop-up blocker is turned off
* 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 is available

Programmes:	IT	**Email:**	ict.openeducation@dcu.ie
	Humanities		ba.openeducation@dcu.ie
	Postgraduate		msc.openeducation@dcu.ie

LOGIN

To register online students must login to the following link on the DCU website with their username and password
www.dcu.ie/student-registration.shtml



If there is an error message displayed when you enter your username and password please go to https://www.dcu.ie/iss/login-support in the first instance, thereafter, please contact the ISS helpdesk at https://iss.servicedesk.dcu.ie/ with details of the error message.

On logging in, you will be directed to your registration schedule as per screenshot below. 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

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.

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BA in English & History

Course Short Code
BAEH
Course Year C
Course Offering:
Print PDF

Bachelor of Arts (Hons) in English and History

2021-2022

******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 2021-2022
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: What is Literature?	2021-2022	NA	15
Lit2: Literatures of the 20th Century	2021-2022	Lit1	15
Lit3: Literatures of the 17th and 18th Centuries	2021-2022	Lit1	15
Lit4: The Renaissance	2021-2022	Lit1	15
Lit5: Literatures of the 19th Century: Romanticism to Victorianism	2021-2022	Lit1	15
Lit6: Literatures of the Late 20th Century	2021-2022	Lit1	15

His1: What is History?	2021-2022	NA	15
His2: Europe and a Wider World	2021-2022	His1	15
His3: Land, Politics and Society in Ireland 1790-1922	2021-2022	His1	15
His4: Politics, Culture and Society in Ireland, 1916-2010	2021-2022	His1	15
His5: Women in Irish and European Society: 1789-1922	2021-2022	His1	15
His6: Researching Local History: People, Place and Time	2021-2022	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: What is Literature?	His1: What is History?	
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	

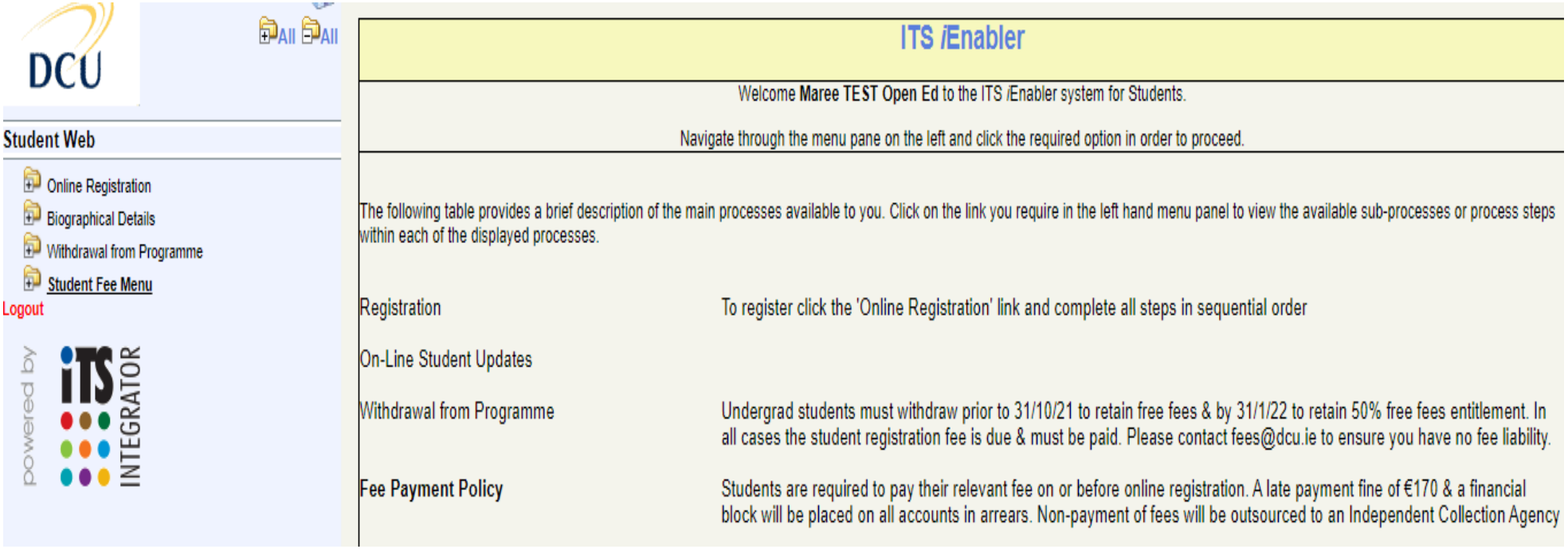
Student 2 - Complete 12 Modules in 4 Years			
Year 1 (Introductory Level modules)			
Lit1: What is Literature?	His1: What is History?		
Year 2 (Intermediate Level modules)			
Lit2: Literature of the Twentieth Century	His2: Europe and a Wider World	Lit3: Literature of the 17th and 18th Centuries	His3: 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 Victorianism	His5: Women in Irish and European Society: 1789-1922
Year 4 (Intermediate Level modules)			
Lit6: Late 20th Century	His6: Researching Local History: People, Place and Time		

Last updated 28th July 2021

I have read and understood the above registration instructions.

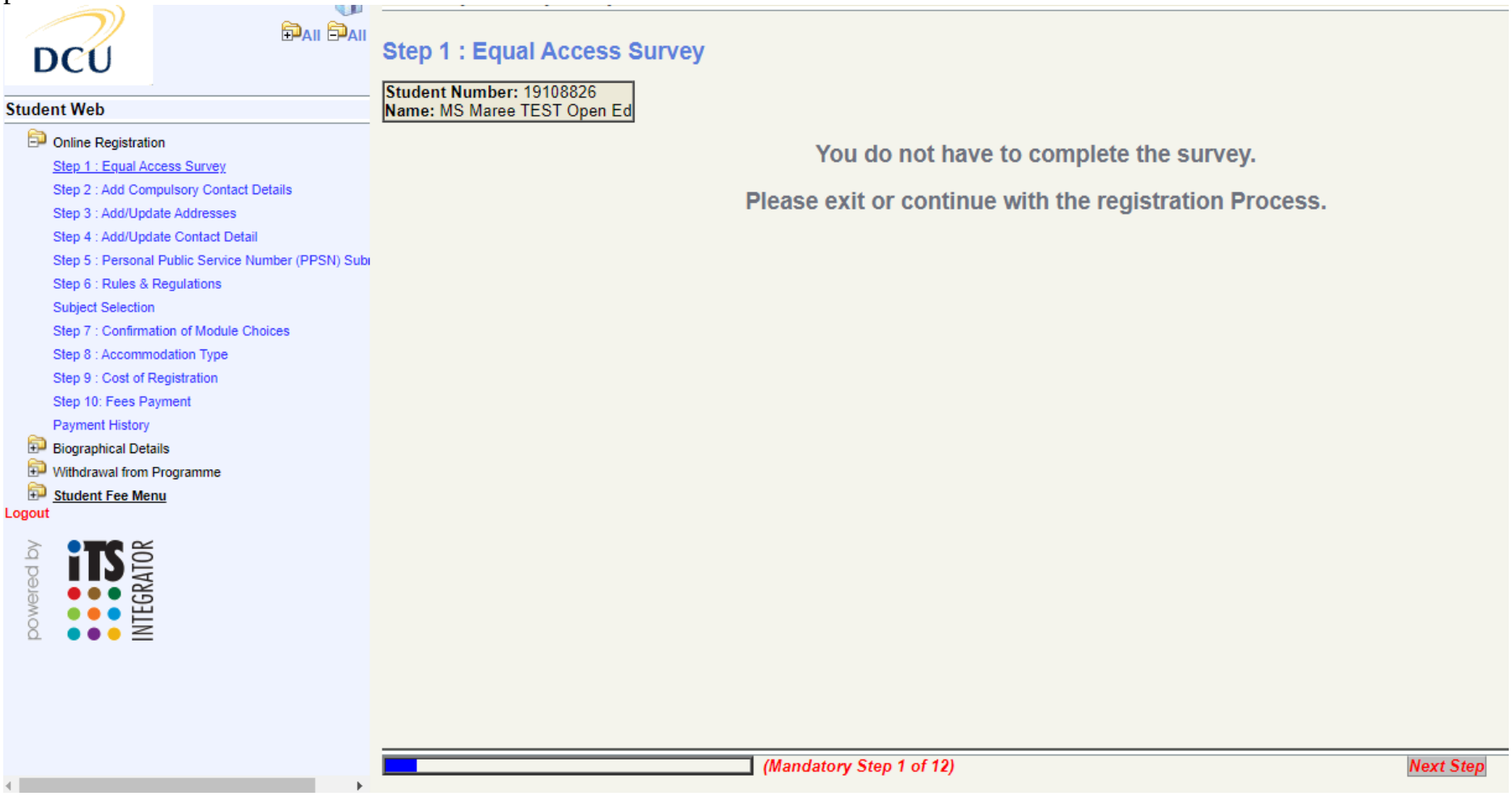
Proceed to Online Registration >>>

Click on '**Online Registration'** folder on the **left** hand side to expand the menu to reveal all steps of the process. 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

It is **not necessary** for Open Education students to complete this. Please proceed to 'Step 2' to continue with the registration process.

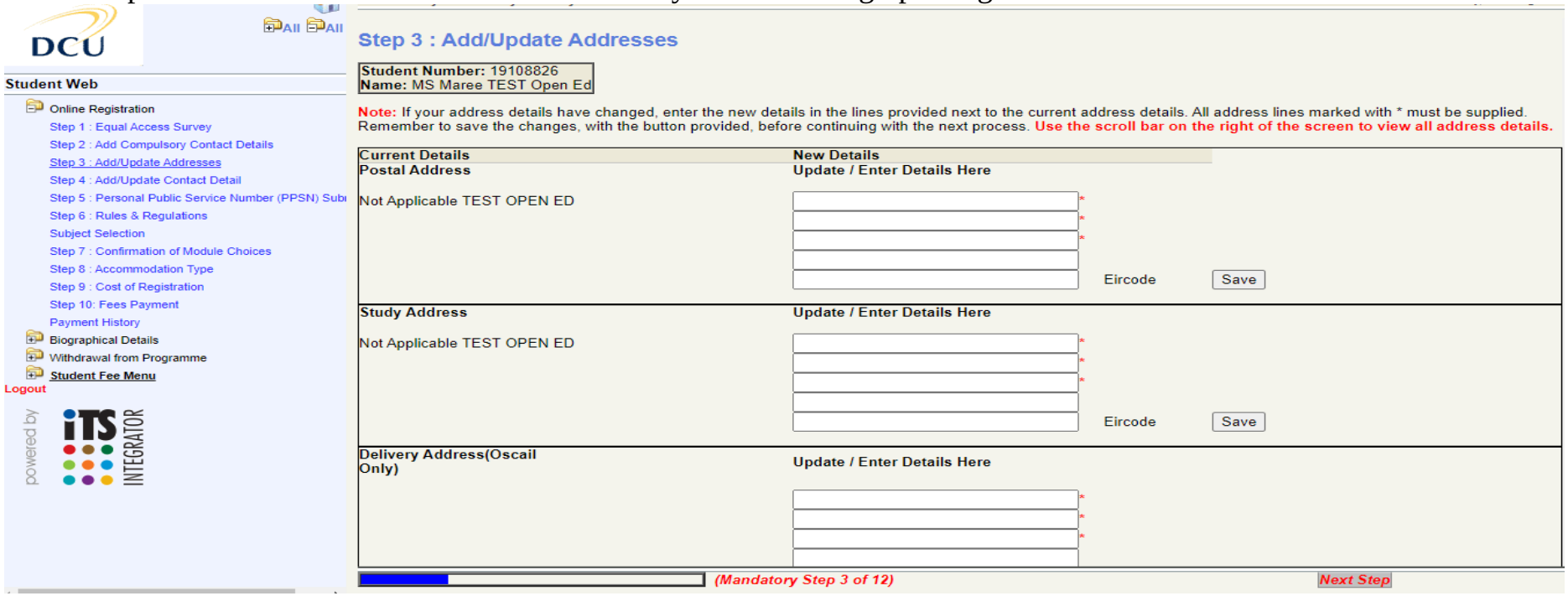


Step 2: Add Compulsory Contact Details

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

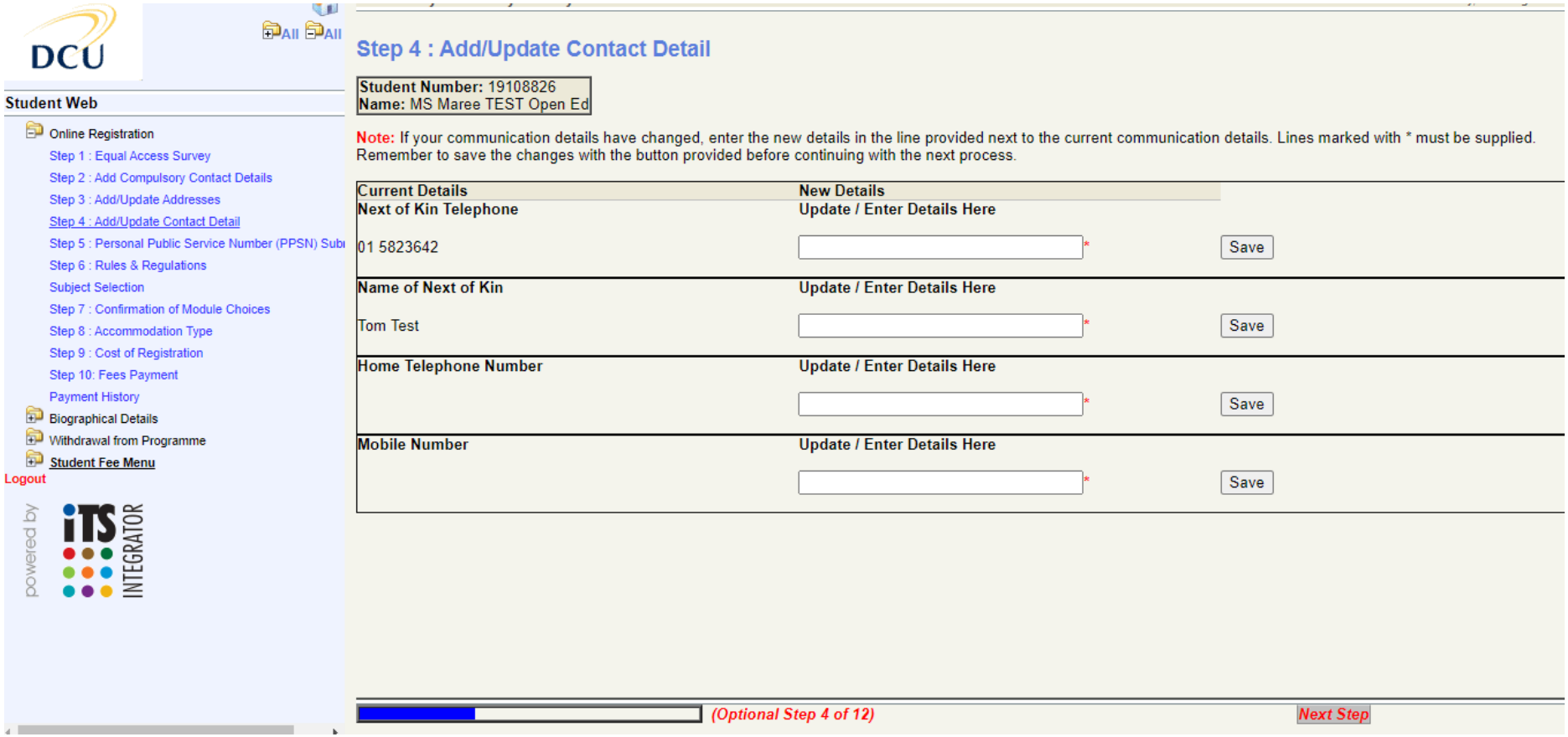
You can update your address details here if required. Please check the address recorded here to ensure all records are correct and up to date. Click 'Save' beside each address you are entering/updating.



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

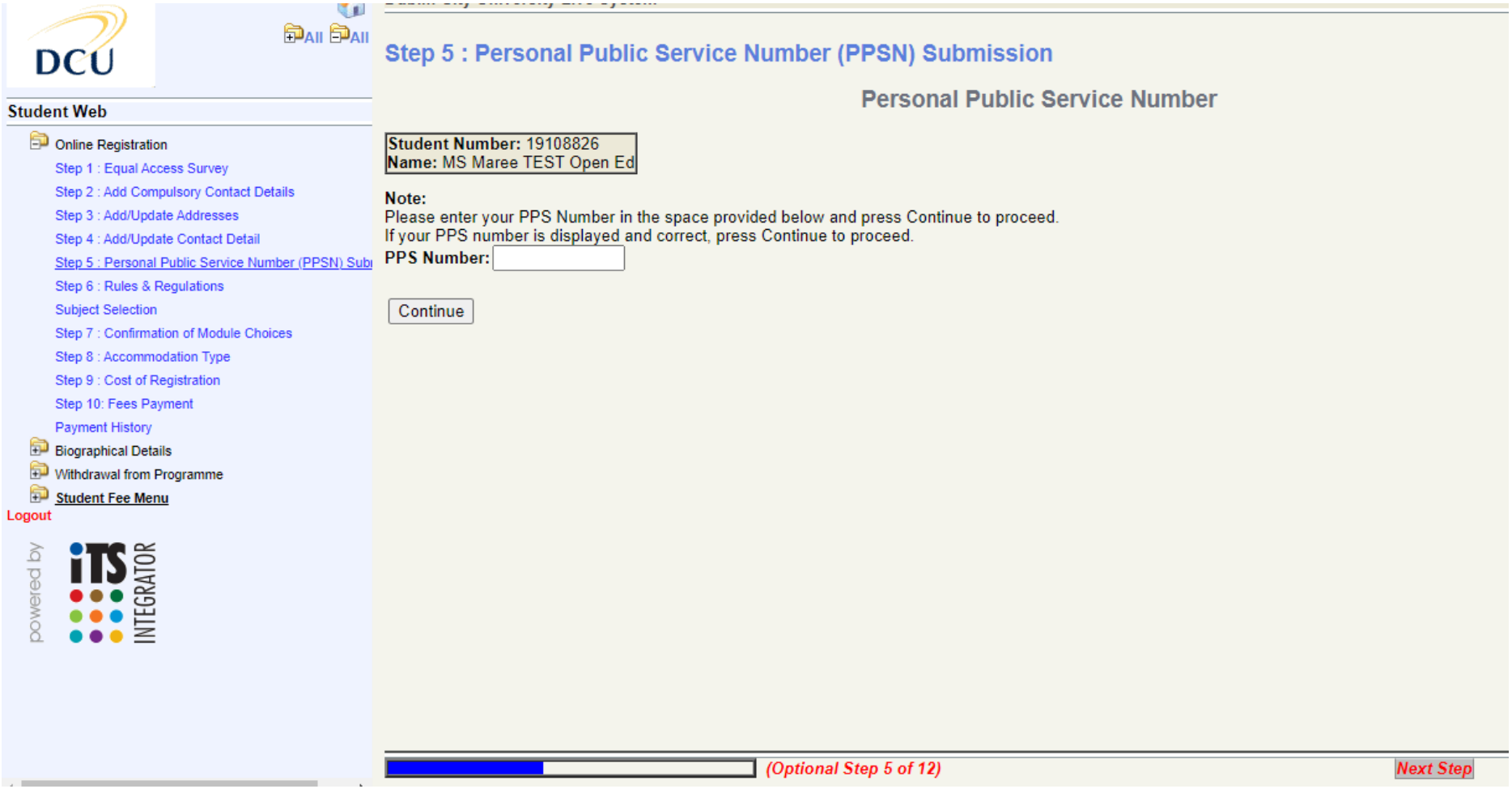
Step 4: **Add/Update Contact Details**

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



Step 5: **Personal Public Service Number (PPSN) Submission.**

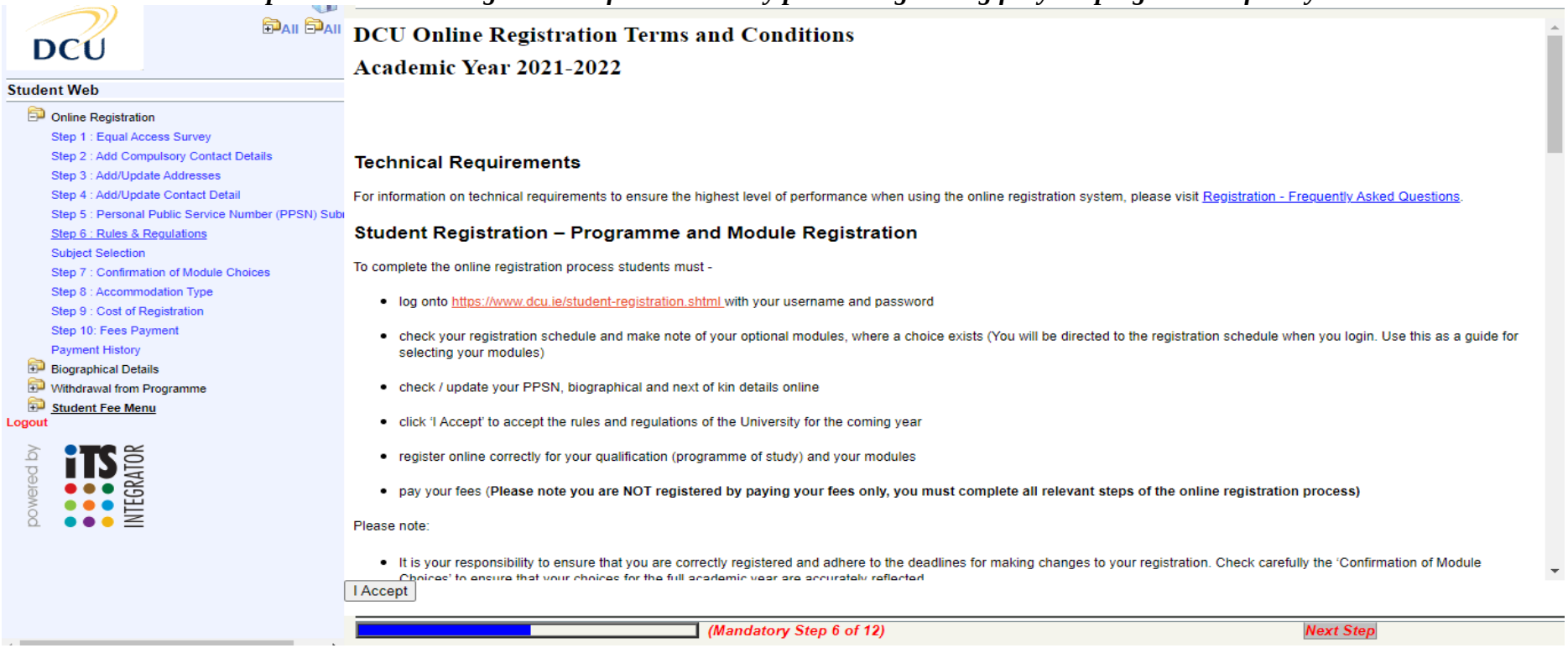
It is **not** necessary for Open Education students to complete this. Press Continue



Step 6: Rules and Regulations

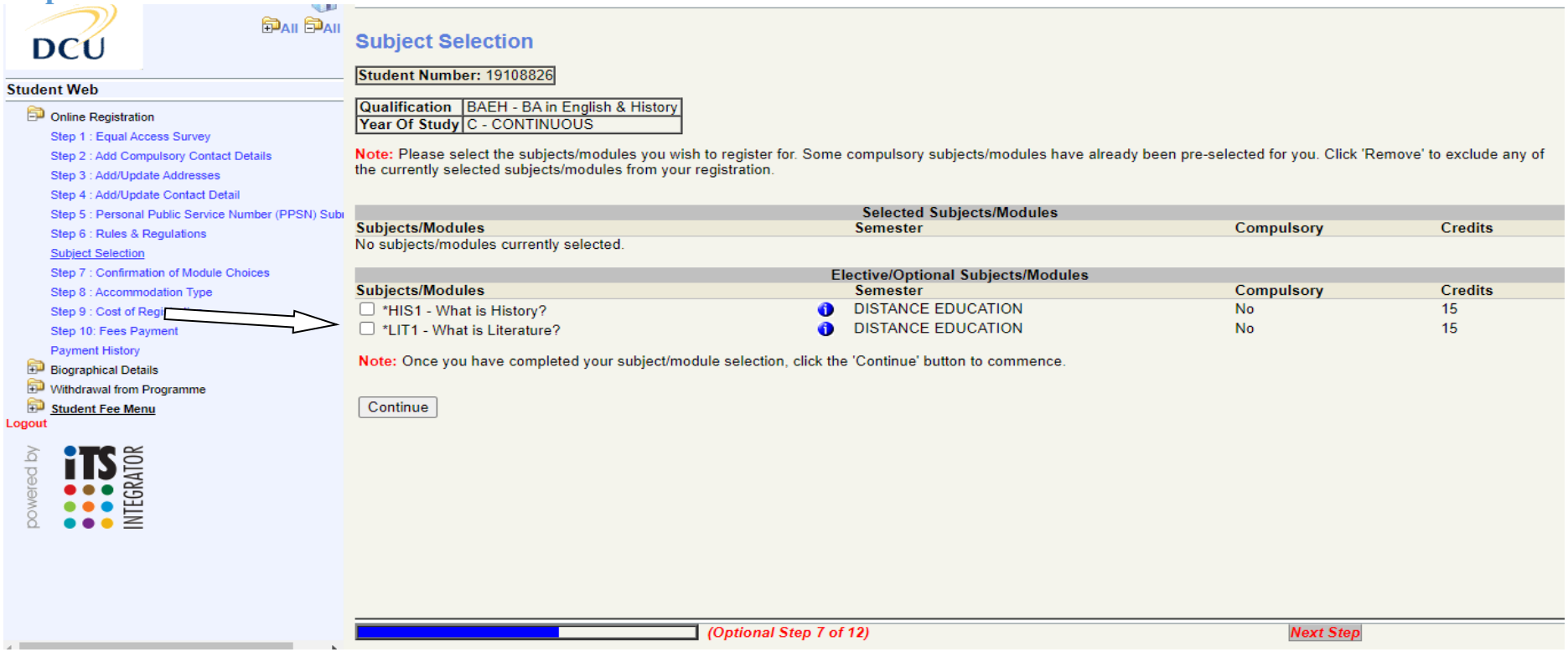
Subject Selection

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



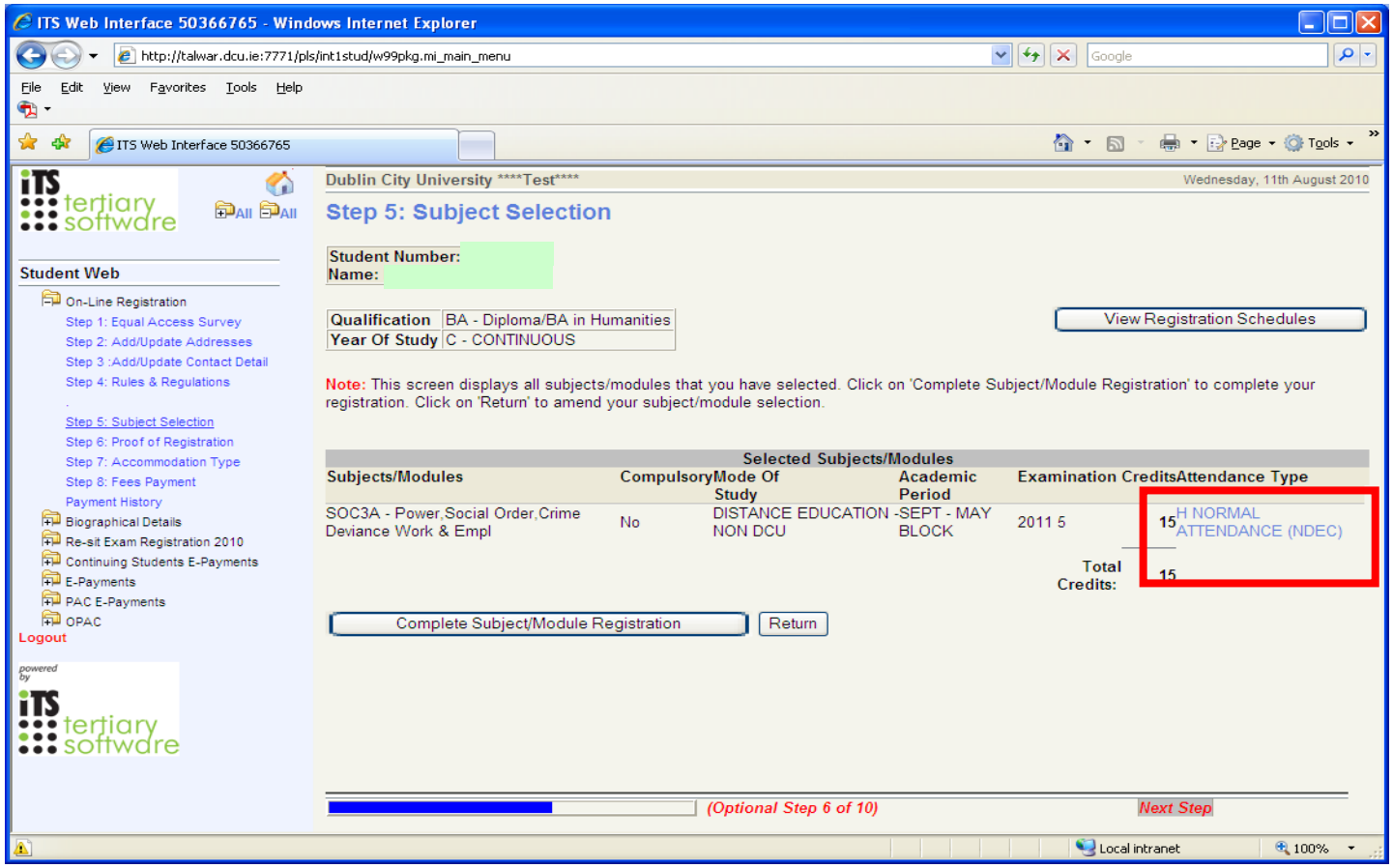
Please scroll down through the page and read carefully. You can accept what you have read by pressing the **'I Accept'** button at the bottom of this page. This will automatically take you through the next stage of registration. If you **do not** press the 'I Accept' button, subjects will not populate in the Subject Selection page.

Step 7: Confirmation of module Choices



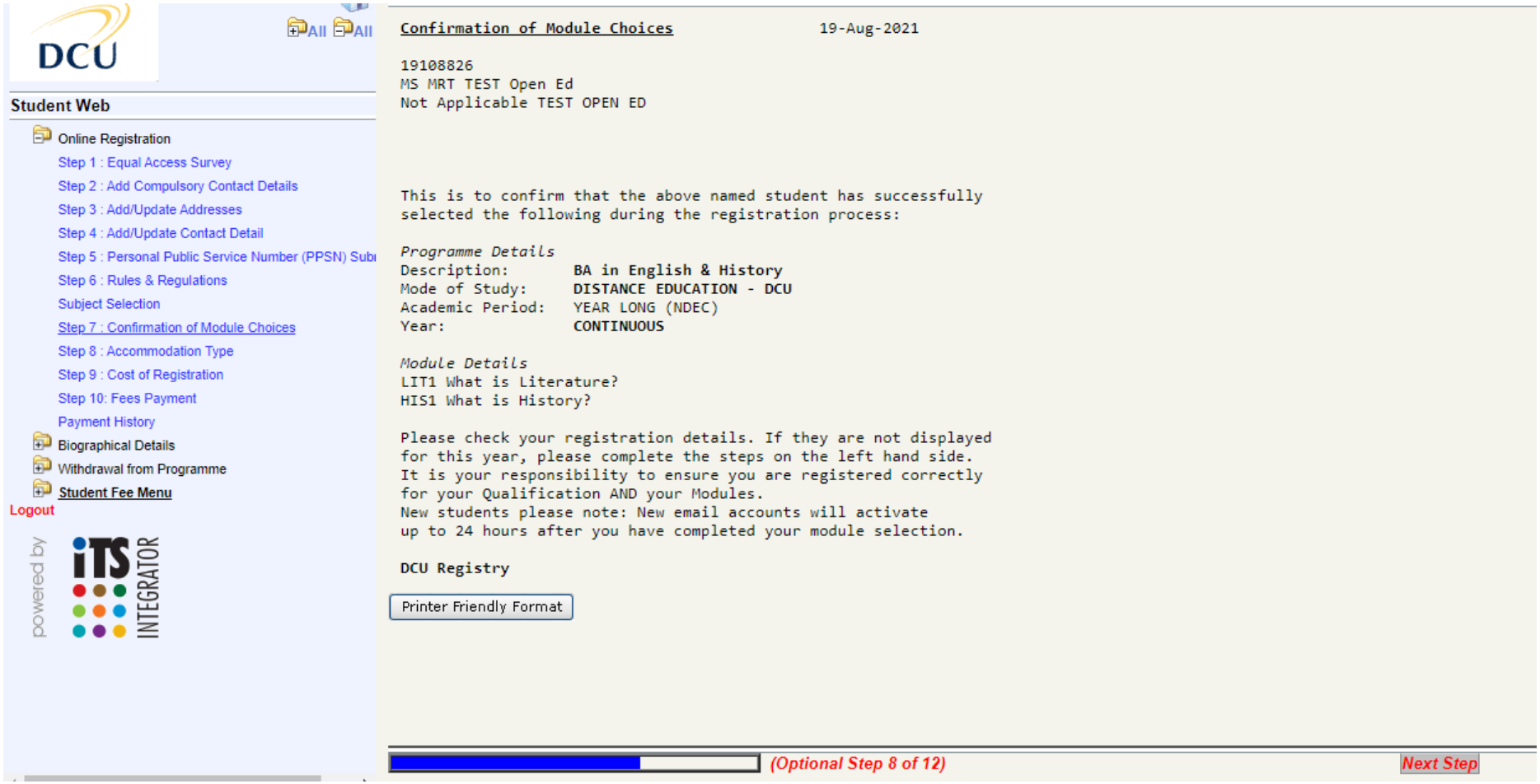
Subject Selection – You must select your subjects/modules to complete the registration process.
Please ensure that you select your modules according to the instructions displayed on the registration schedule. This is the document you reviewed on logging in with your username and password. Your choice 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)

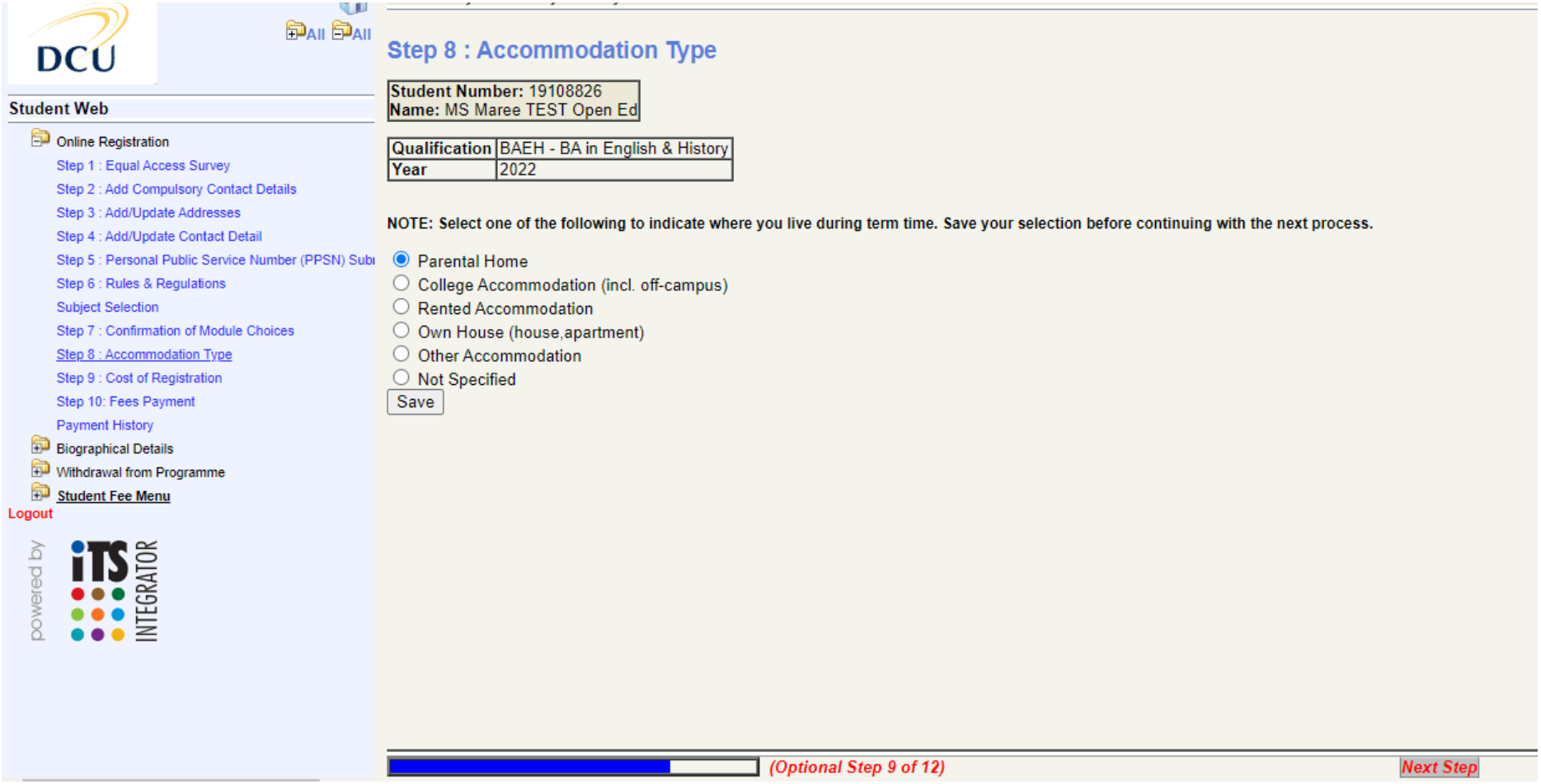


Please choose 'Retake Module' from the drop down list.

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



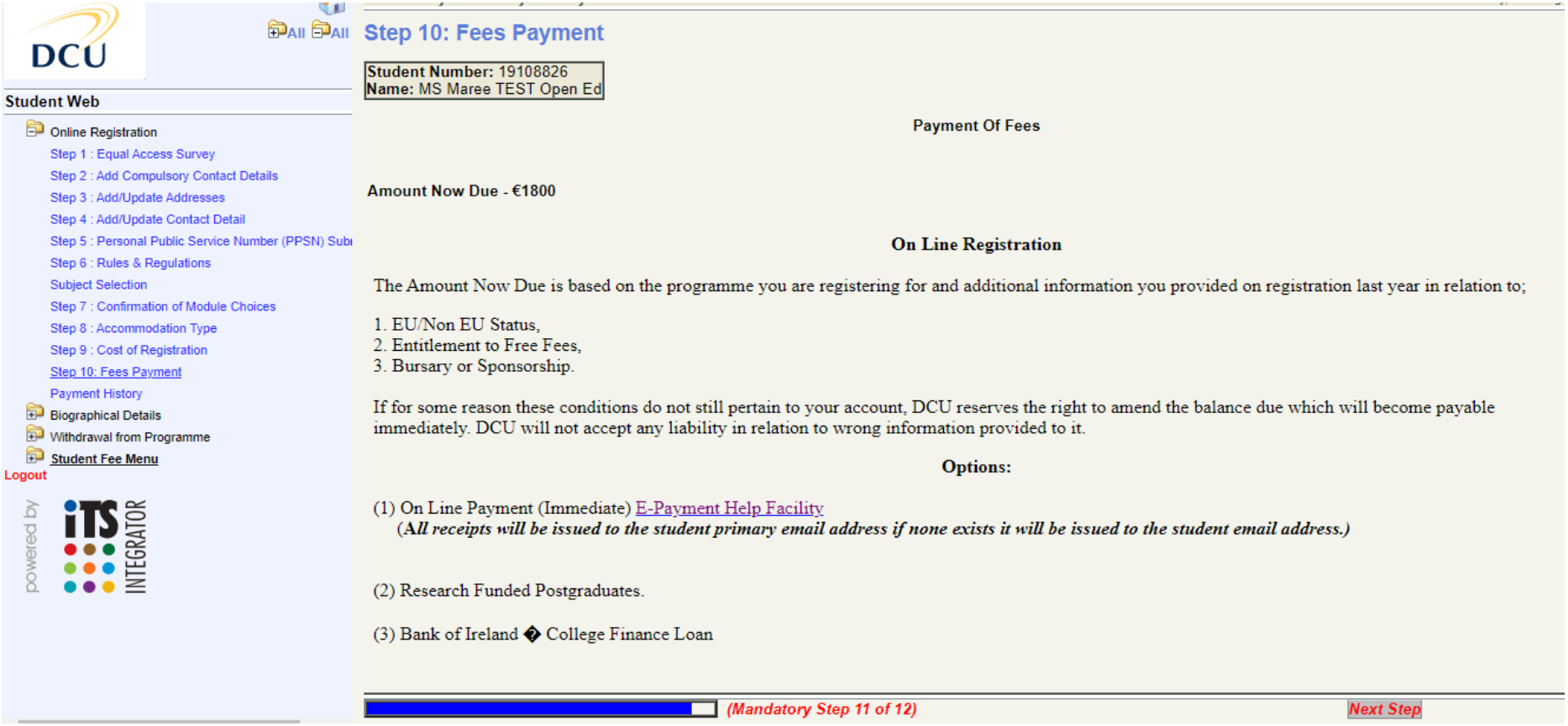
Step 8: **Accommodation Type:** On this step you will be asked to update the accommodation that you are going to be living in during your time in DCU. Open Education students can select 'Step 8' on the left hand menu of the screen to continue.



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.

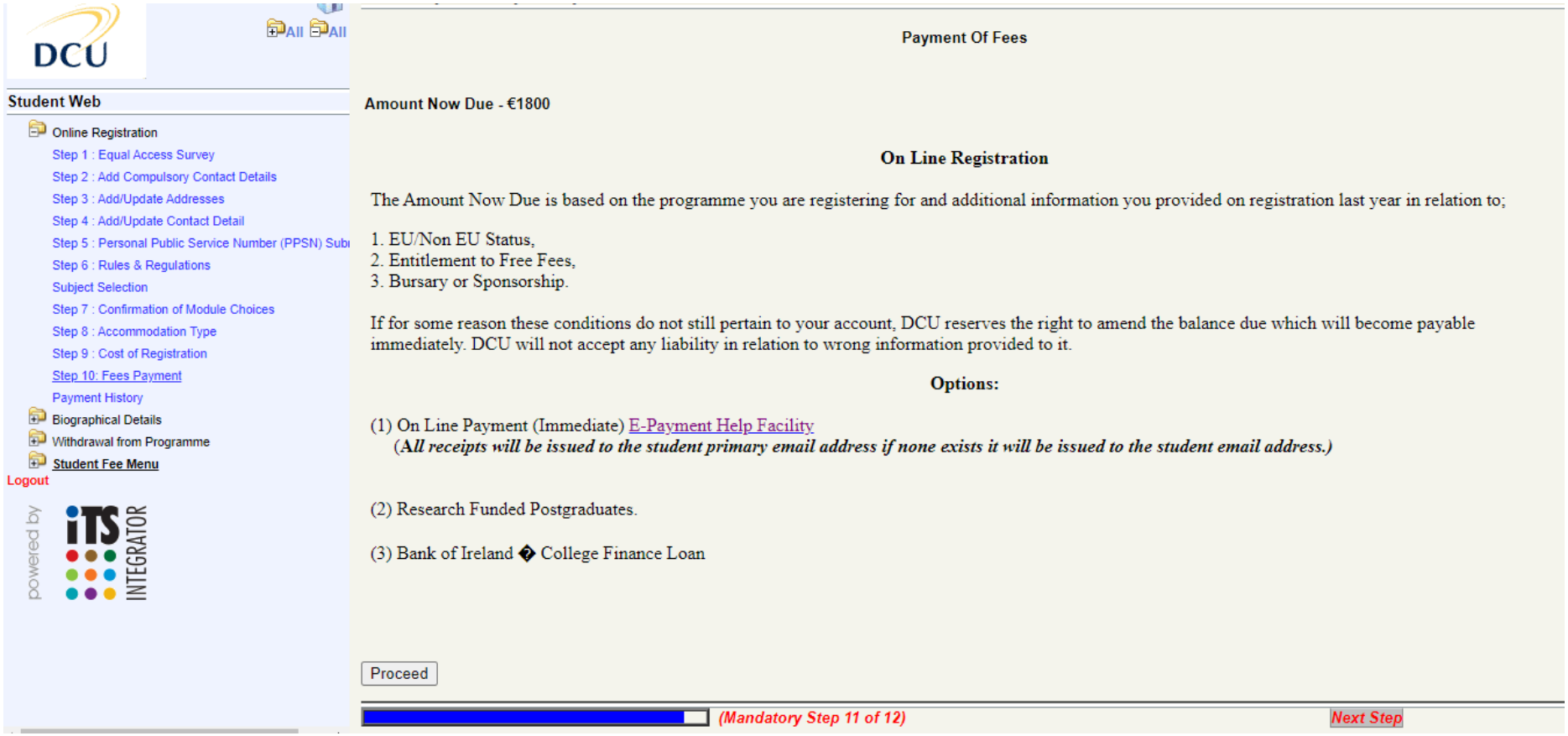
Step 10: **Fees Payment**

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.

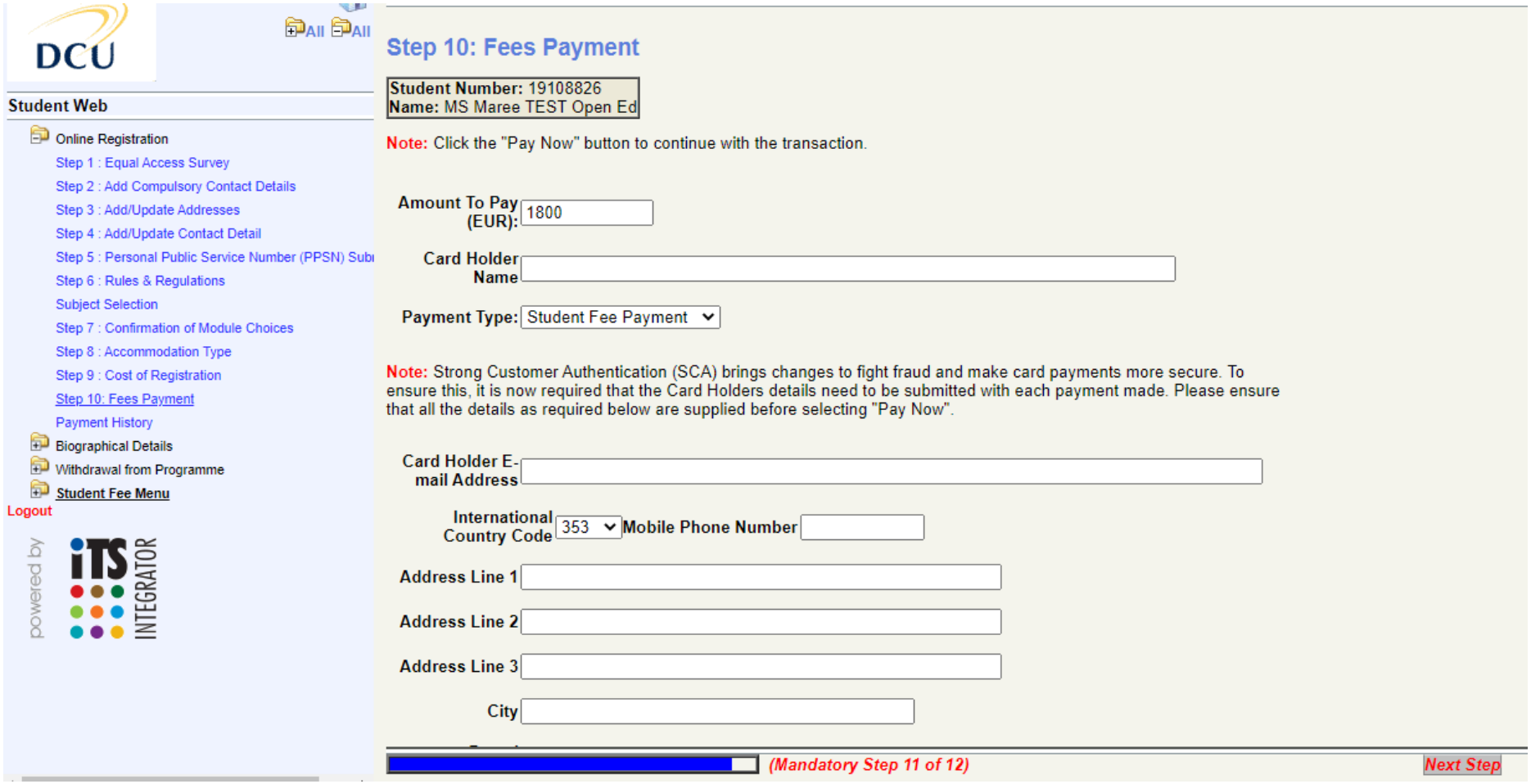


Methods of Payment

If you are paying fees with your credit/debit card please select Option 1: On Line Payment (Immediate)' and Click **Proceed**



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, select **'Pay Now'**.



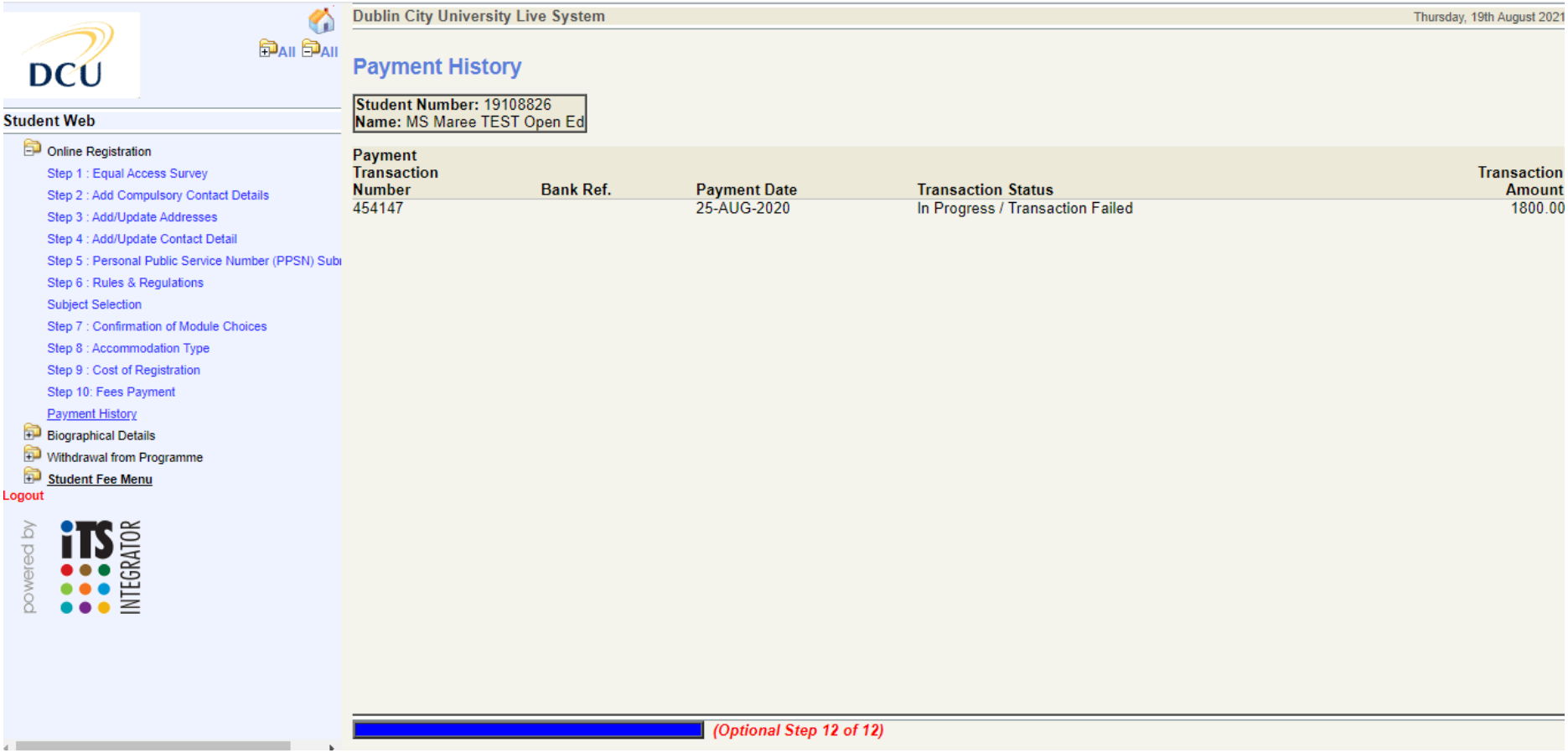
As there is a limit of **€1,500** per day on **visa debit** card payments you may need to make multiple payments over a couple of days. If this is the case, please login as before and go directly to **Step 10 '**Fees Payment' and continue.

Method of Payment 2

If you are applying for a 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.

Payment History

Click on Payment History for your transaction summary.



Your registration is now complete. Please ensure to logout of the process. Thank You