

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.

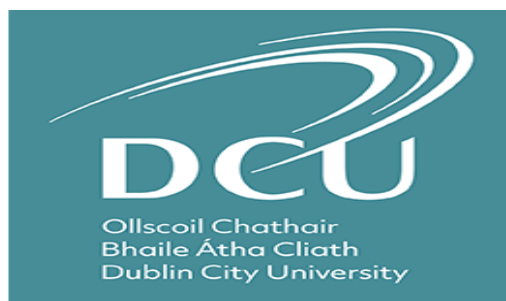
What do I do if I have a problem?

- * 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



Login to Websites of Dublin City University

Username

Password

☐ Don't Remember Login

Login

"If you are experiencing problems logging in please go to www.dcu.ie/login-support"

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.

-
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		
<i>Year 1 (Introductory Level modules)</i>		
Lit1: What is Literature?	His1: What is History?	
<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: What is Literature?	His1: What is History?		
<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 Victorianism	His5: Women in Irish and European Society: 1789-1922
<i>Year 4 (Intermediate Level modules)</i>			
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 >>>


August 2021

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.



Student Web

 Online Registration
 Biographical Details
 Withdrawal from Programme
 Student Fee Menu
Logout



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 and complete all steps in sequential order
On-Line Student Updates	
Withdrawal from Programme	Undergrad students must withdraw prior to 31/10/21 to retain free fees & by 31/1/22 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

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.

The screenshot displays the DCU Student Web interface. On the left, a navigation menu lists various services including Online Registration, Biographical Details, and Student Fee Menu. The main content area is titled 'Step 1 : Equal Access Survey' and shows the student's details: Student Number: 19108826 and Name: MS Maree TEST Open Ed. A message states, 'You do not have to complete the survey. Please exit or continue with the registration Process.' At the bottom, a progress bar indicates '(Mandatory Step 1 of 12)' and a 'Next Step' button is visible.

DCU

Student Web

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 \(PPSN\) Sub](#)
- [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](#)

Biographical Details

Withdrawal from Programme

Student Fee Menu

Logout

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Step 1 : Equal Access Survey

Student Number: 19108826
Name: MS Maree TEST Open Ed

You do not have to complete the survey.
Please exit or continue with the registration Process.

(Mandatory Step 1 of 12)

Next Step

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.

The screenshot shows the 'Step 3 : Add/Update Addresses' page on the DCU Student Web. The left sidebar contains a navigation menu with options like 'Online Registration', 'Biographical Details', and 'Student Fee Menu'. The main content area displays the student's details (Student Number: 19108826, Name: MS Maree TEST Open Ed) and a note about updating address details. Below this, there are three sections for address updates: 'Postal Address', 'Study Address', and 'Delivery Address(Oscail Only)'. Each section has a 'Current Details' column showing 'Not Applicable TEST OPEN ED' and a 'New Details' column with four input fields marked with an asterisk (*). To the right of the input fields are 'Eircode' and 'Save' buttons. At the bottom, a progress bar indicates '(Mandatory Step 3 of 12)' and a 'Next Step' button is visible.

Step 3 : Add/Update Addresses

Student Number: 19108826
Name: MS Maree TEST Open Ed

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
Postal Address	Update / Enter Details Here
Not Applicable TEST OPEN ED	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *
	Eircode <input type="button" value="Save"/>
Study Address	Update / Enter Details Here
Not Applicable TEST OPEN ED	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *
	Eircode <input type="button" value="Save"/>
Delivery Address(Oscail Only)	Update / Enter Details Here
	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/> *

(Mandatory Step 3 of 12)

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'.



Student Web

- 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) Sub
 - 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
- Biographical Details
- Withdrawal from Programme
- [Student Fee Menu](#)

[Logout](#)

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Step 4 : Add/Update Contact Detail

Student Number: 19108826
Name: MS Maree TEST Open Ed

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
Next of Kin Telephone 01 5823642	Update / Enter Details Here <input style="width: 150px;" type="text"/> * Save
Name of Next of Kin Tom Test	Update / Enter Details Here <input style="width: 150px;" type="text"/> * Save
Home Telephone Number	Update / Enter Details Here <input style="width: 150px;" type="text"/> * Save
Mobile Number	Update / Enter Details Here <input style="width: 150px;" type="text"/> * Save

(Optional Step 4 of 12)

Next Step

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 DCU Student Web interface. On the left is a navigation menu with links for Online Registration (Steps 1-10), Payment History, Biographical Details, Withdrawal from Programme, 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 Student Number (19108826) and Name (MS Maree TEST Open Ed). A note instructs the user to enter their PPS Number in the provided space and press Continue. A 'Continue' button is visible below the input field. At the bottom, a progress bar shows the current step, and a 'Next Step' button is located in the bottom right corner.

DCU

Student Web

- 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
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu

Logout

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Step 5 : Personal Public Service Number (PPSN) Submission

Personal Public Service Number

Student Number: 19108826
Name: MS Maree TEST Open Ed

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.

PPS Number:

(Optional Step 5 of 12)

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.

The screenshot displays the DCU Online Registration Terms and Conditions page for the Academic Year 2021-2022. The page is divided into a sidebar on the left and a main content area on the right.

Sidebar (Left):

- DCU logo
- Student Web
- 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) Sub
 - 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
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu
- Logout
- powered by **its** INTEGRATOR

Main Content Area (Right):

DCU Online Registration Terms and Conditions

Academic Year 2021-2022

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 -

- log onto <https://www.dcu.ie/student-registration.shtml> with your username and password
- check your registration schedule and make note of your optional modules, where a choice exists (You will be directed to the registration schedule when you login. Use this as a guide for selecting your modules)
- check / update your PPSN, biographical and next of kin details online
- click 'I Accept' to accept the rules and regulations of the University for the coming year
- register online correctly for your qualification (programme of study) and your modules
- pay your fees (Please note you are NOT registered by paying your fees only, you must complete all relevant steps of the online registration process)

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.

I Accept

(Mandatory Step 6 of 12) **Next Step**

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



Student Web

- 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) Sub
 - Step 6 : Rules & Regulations
 - Subject Selection**
 - Step 7 : Confirmation of Module Choices
 - Step 8 : Accommodation Type
 - Step 9 : Cost of Regi
 - Step 10 : Fees Payment
- Payment History
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu**

Logout

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Subject Selection

Student Number: 19108826

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.

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

Subjects/Modules	Semester	Compulsory	Credits
<input type="checkbox"/> *HIS1 - What is History?	 DISTANCE EDUCATION	No	15
<input type="checkbox"/> *LIT1 - What is Literature?	 DISTANCE EDUCATION	No	15

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

(Optional Step 7 of 12)

Next Step

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.**

August 2021

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

ITS Web Interface 50366765

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

Wednesday, 11th August 2010

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](#)


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(Optional Step 6 of 10) [Next Step](#)

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

August 2021

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



All All

Student Web

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) Sub

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

Biographical Details

Withdrawal from Programme

Student Fee Menu

Logout

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Confirmation of Module Choices19-Aug-2021

19108826
MS MRT TEST Open Ed
Not Applicable TEST OPEN ED

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 What is Literature?
HIS1 What is History?

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

(Optional Step 8 of 12)

Next Step

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 DCU Student Web interface for Step 8: Accommodation Type. The left sidebar contains a menu with options like Online Registration, Biographical Details, and Student Fee Menu. The main content area displays the student's details (Student Number: 19108826, Name: MS Maree TEST Open Ed) and their qualification (BAEH - BA in English & History, Year: 2022). A note instructs the user to select one of the following accommodation options: Parental Home (selected), College Accommodation (incl. off-campus), Rented Accommodation, Own House (house,apartment), Other Accommodation, or Not Specified. A 'Save' button is present. At the bottom, a progress bar shows the current step, and a 'Next Step' button is available.

DCU

Student Web

- 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) Sub
 - 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
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu

Logout

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Step 8 : Accommodation Type

Student Number: 19108826
Name: MS Maree TEST Open Ed

Qualification: BAEH - BA in English & History
Year: 2022

NOTE: Select one of the following to indicate where you live during term time. Save your selection before continuing with the next process.

☒ Parental Home
☐ College Accommodation (incl. off-campus)
☐ Rented Accommodation
☐ Own House (house,apartment)
☐ Other Accommodation
☐ Not Specified

Save

(Optional Step 9 of 12)

Next Step

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.




Student Web

- 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) Sub
 - 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
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu

Logout

Cost of Registration

No : 19108826
19-Aug-2021

Name: MS MRT TEST Open Ed
Not Applicable TEST OPEN ED

Code	Qualifications And Subjects	Amount
BAEH	BA in English & History	0.00 D
HIS1	What is History?	900.00 D
LIT1	What is Literature?	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	Swords Road, Santry, Dublin 9
Branch:	Fees Account
Account Name:	43170288 (DCU)
Account Number:	93-22-21
Sort Code:	AIBKIE2D
Bank Swift Code:	IE 12 AIBK 9322 2143 1702 88
IBAN:	

(Optional Step 10 of 12)

Next Step

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.

The screenshot shows the DCU Student Web interface for Step 10: Fees Payment. The left sidebar contains a navigation menu with links for Online Registration (Steps 1-10), Payment History, Biographical Details, Withdrawal from Programme, Student Fee Menu, and Logout. The main content area displays the student's details: Student Number: 19108826 and Name: MS Maree TEST Open Ed. Below this, the 'Payment Of Fees' section shows 'Amount Now Due - €1800'. The 'On Line Registration' section explains that the amount is based on the programme and registration information, listing conditions: EU/Non EU Status, Entitlement to Free Fees, and Bursary or Sponsorship. It also states that DCU reserves the right to amend the balance due if conditions change. The 'Options' section lists three payment methods: (1) On Line Payment (Immediate) E-Payment Help Facility (with a note that receipts will be issued to the student's primary email address), (2) Research Funded Postgraduates, and (3) Bank of Ireland College Finance Loan. At the bottom, a progress bar indicates the current step is 11 of 12, and a 'Next Step' button is visible.

DCU

Student Web

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) Sub
- 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

Biographical Details

Withdrawal from Programme

Student Fee Menu

Logout

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Step 10: Fees Payment

Student Number: 19108826
Name: MS Maree TEST Open Ed

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:

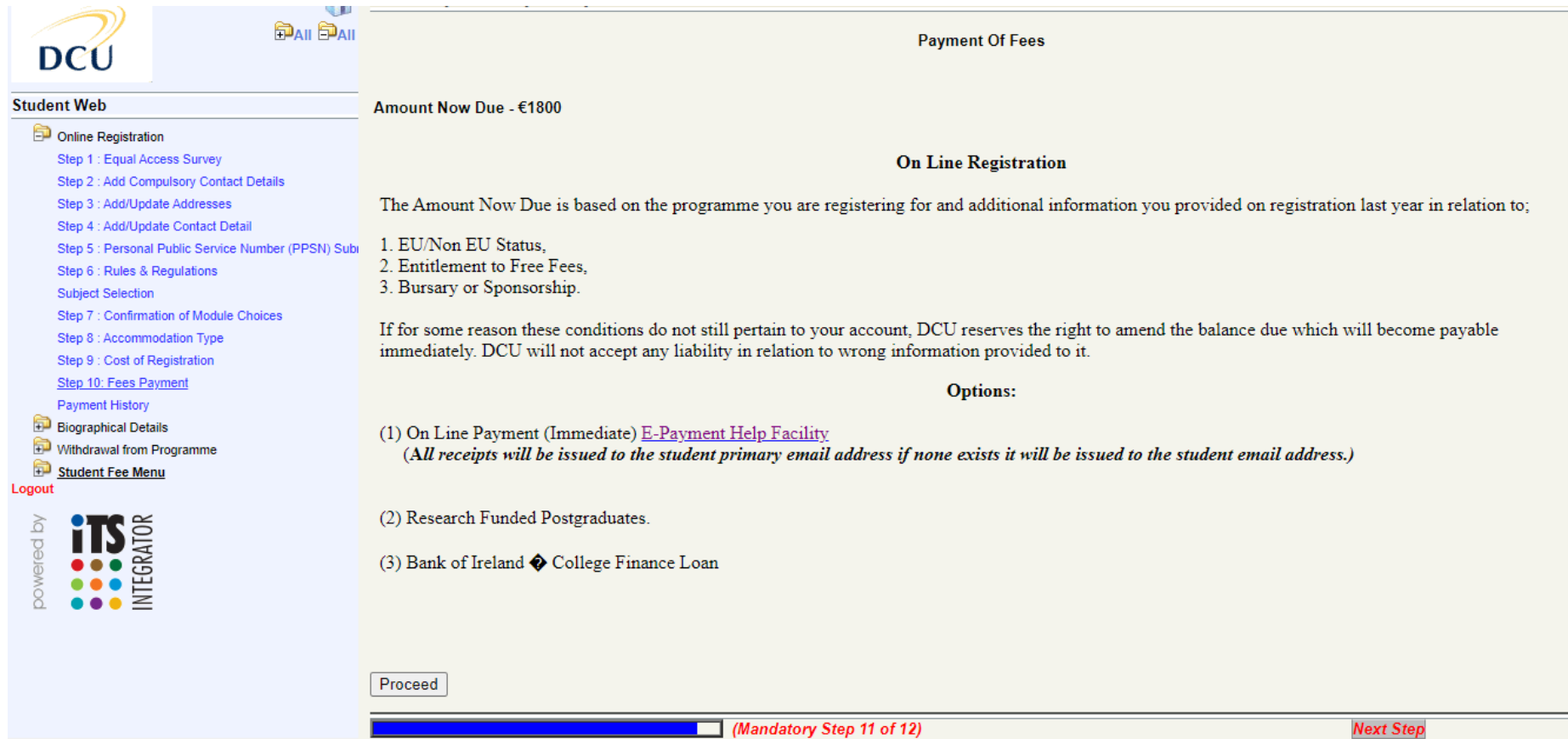
- (1) On Line Payment (Immediate) [E-Payment Help Facility](#)
(All receipts will be issued to the student primary email address if none exists it will be issued to the student email address.)
- (2) Research Funded Postgraduates.
- (3) Bank of Ireland College Finance Loan

(Mandatory Step 11 of 12)

Next Step

Methods of Payment

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



DCU

Student Web

- 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) Sub
 - 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
- Biographical Details
- Withdrawal from Programme
- Student Fee Menu

[Logout](#)

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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

 (Mandatory Step 11 of 12) [Next Step](#)

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**'.

The screenshot shows the 'Step 10: Fees Payment' page on the DCU Student Web. The left sidebar contains a navigation menu with options like 'Online Registration', 'Biographical Details', and 'Student Fee Menu'. The main content area displays the student's details (Student Number: 19108826, Name: MS Maree TEST Open Ed) and a list of steps. Step 10 is highlighted. The form fields include 'Amount To Pay (EUR)' (1800), 'Card Holder Name', 'Payment Type' (Student Fee Payment), 'Card Holder Email Address', 'International Country Code' (353), 'Mobile Phone Number', 'Address Line 1', 'Address Line 2', 'Address Line 3', and 'City'. A note about Strong Customer Authentication (SCA) is present. At the bottom, there is a progress bar and a 'Next Step' button.

DCU

Student Web

Step 10: Fees Payment

Student Number: 19108826
Name: MS Maree TEST Open Ed

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

Amount To Pay (EUR): 1800

Card Holder Name:

Payment Type: Student Fee Payment ▼

Note: Strong Customer Authentication (SCA) brings changes to fight fraud and make card payments more secure. To ensure this, it is now required that the Card Holders details need to be submitted with each payment made. Please ensure that all the details as required below are supplied before selecting "Pay Now".

Card Holder Email Address:

International Country Code: 353 ▼ Mobile Phone Number:

Address Line 1:

Address Line 2:

Address Line 3:

City:

(Mandatory Step 11 of 12) **Next Step**

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.

August 2021

Payment History

Click on Payment History for your transaction summary.



All

All

Student Web

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) Subi

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

Biographical Details

Withdrawal from Programme

Student Fee Menu

Logout

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Dublin City University Live System

Thursday, 19th August 2021

Payment History

Student Number: 19108826
Name: MS Maree TEST Open Ed

Payment Transaction Number	Bank Ref.	Payment Date	Transaction Status	Transaction Amount
454147		25-AUG-2020	In Progress / Transaction Failed	1800.00

(Optional Step 12 of 12)

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