

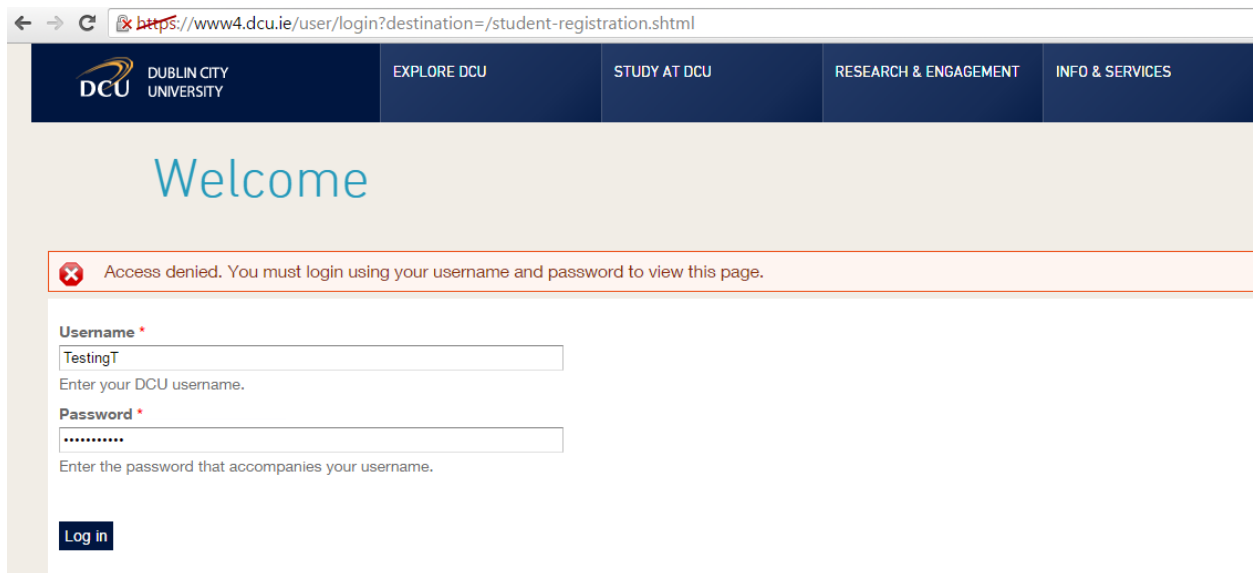
## ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

To register online students must login to the following link on the DCU website with their username and password - <https://www4.dcu.ie/student-registration.shtml>

New incoming students will receive these login details in your welcome letter from DCU.

Continuing students can use the same username and password details used in previous academic years. These are the details used to log into campus computers/ student email etc.

Before commencing the process please ensure that your Pop-up blocker is turned off.




The screenshot shows a web browser window with the address bar displaying <https://www4.dcu.ie/user/login?destination=/student-registration.shtml>. The page header includes the DCU logo and navigation links: EXPLORE DCU, STUDY AT DCU, RESEARCH & ENGAGEMENT, and INFO & SERVICES. The main content area features a large 'Welcome' heading. Below this, a red-bordered error message states: 'Access denied. You must login using your username and password to view this page.' Underneath the error message is a login form with two input fields: 'Username \*' containing 'TestingT' and 'Password \*' with masked characters. A 'Log in' button is located at the bottom of the form.

On logging in, you will be directed to your registration schedule. This is a document which outlines the core (compulsory) and optional modules on offer for your programme / year of study. Please read the instructions carefully and make a note of any optional modules you wish to take (where a choice exists) and once you are happy with your module choices, please click on the '**Proceed to Online Registration**' button.

**Please note:** If you register for incorrect module combinations this may delay your timetable and access to online learning resources. It is your responsibility to ensure you are registered correctly for your qualification and your modules.

# ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

EXPLORE DCU STUDY AT DCU RESEARCH & ENGAGEMENT INFO & SERVICES

## Registry

- Registry
- + Admissions
- + Registration
- + Registry Information Services
- + Examinations
- + Graduation
- + Postgraduate Research
- Administration
- Room Bookings
- + About
- People
- + Contact

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.

[Printer-friendly version](#)

### BSc in Chemical and Pharmaceutical Science

Course Short Code: AG  
Course Year: 2  
Course Offering: Full Time

#### BSc in Chemical and Pharmaceutical Science, Year 2, Full-Time

**\*\*\*\*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**

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#### CORE MODULES

CS262	Organic Chemistry Lab & Spectroscopic Workshop for AG	10 Credits
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#### SEMESTER 1

BE201	Biomolecules and Metabolism	5 Credits
CS202	Spectroscopy and Physical Chemistry	5 Credits
CS204	Organic Chemistry	5 Credits
CS207	Visualisation & Validation of Laboratory Data	5 Credits

#### SEMESTER 2

CS205	Inorganic Chemistry	5 Credits
CS206	Bio-organic and Pharmaceutical Chemistry	5 Credits
CS253	Physical Chemistry Laboratory	5 Credits
CS254	Inorganic Chemistry Laboratory	5 Credits
MS223	Mathematics for Scientists II	5 Credits
CS215	Kinetics and Thermodynamics	5 Credits

No Optional modules attached to this qualification

Last Updated 5th July 2016

I have read and understood the above registration instructions.

[Proceed to Online Registration >>>](#)

## ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

Click on **‘Online Registration’** folder on the Left hand side to expand the menu to reveal all steps of the process (see screenshot below). Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.

The screenshot shows the DCU ITS /Enabler system interface. The header includes the DCU logo, the text 'Dublin City University Live System', and the date 'Thursday, 10th August 2016'. The main content area is titled 'ITS /Enabler' and contains a welcome message: 'Welcome Tester Tester to the ITS /Enabler system for Students. Navigate through the menu pane on the left and click the required option in order to proceed.' Below this, a table provides a brief description of the main processes available:

Registration	To register, click the "Online Registration" link on the left and complete all steps, ensuring to follow your "Registration Schedule". You must click 'Accept' on the Rules and Regulations. It is your responsibility to register correctly.
On-Line Student Updates	
Confirmation of Examination Attendance	
Withdrawal from Programme	Undergrad students must withdraw prior 31/10/16 to retain free fees and by 31/1/17 to retain 50% free fees entitlement. In all cases the student registration fee is due and must be paid. Please contact fees@dcu.ie to ensure you've 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.

The left-hand menu is titled 'Student Web' and includes the following items: Online Registration (with sub-steps 1-9), Subject Selection, Confirmation of Module Choices, Accommodation Type, Cost of Registration, Fees Payment, Payment History, Biographical Details, Re-Sit Exam Registration 2016, Withdrawal from Programme, Student Fee Menu, and Logout.

**Step 1 Equal Access Survey** - this is relevant to first year undergraduate students only. You will be asked some questions on your social, economic and cultural background which DCU asks on behalf of the Higher Education Authority (HEA). We encourage you to answer these questions, as the results contribute towards the financial assistance fund available to students in the University.

To complete the survey click **‘Proceed’** and the survey will pop up. Once you have completed your details, click ‘Submit’ and your results will be submitted. Then click ‘Yes’ when asked ‘Have you completed the survey?’ on the next screen.

The screenshot shows the DCU ITS /Enabler system interface for 'Step 1 : Equal Access Survey'. The header includes the DCU logo, the text 'Dublin City University Live System', and the date 'Thursday, 11th August 2016'. The main content area displays the student's details: 'Student Number: 16106741' and 'Name: MISS Tina Testad'. Below this, the text reads: 'During your registration online, you will be asked some questions on your social, economic and cultural background. These are questions that the Higher Education Authority (HEA) has asked us to ask you. While we encourage you to answer these questions, they are not Mandatory. They do \*\*not\*\* affect your DCU Registration. Please click Proceed to start the survey. When finished, continue with your registration on the left.' A 'Proceed' button is visible at the bottom right of the main content area. The left-hand menu is titled 'Student Web' and includes the following items: Online Registration (with sub-steps 1-10), Payment History, Biographical Details, Re-Sit Exam Registration 2016, Withdrawal from Programme, Student Fee Menu, and Logout.

# ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

Dublin City University Live System Thursday, 10th August 2016

DCU

Step 1 : Equal Access Survey

Student Number: 16110099  
Name: MISS Tester Tester

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 : 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
- Biographical Details
- Re-Sit Exam Registration 2016
- Withdrawal from Programme
- Student Fee Menu

powered by ITS INTEGRATOR

Student Survey | DCU - Mozilla Firefox

Information Systems Services

## Student Survey

If you have a disability please indicate this by selecting yes or no as appropriate below.

The purpose of asking this question is to assess the extent to which students with a disability are participating in higher education.

The information is also necessary to plan and resource services and supports so that students can successfully participate in, and complete their higher education course.

As with all other information in this registration form, the data provided will be treated confidentially.

Student number: \*

Dublin City University Live System Thursday, 11th August 2016

DCU

Step 1 : Equal Access Survey

Student Number: 16106741  
Name: MISS Tina Tested

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 : Rules & Regulations
  - Step 6 : 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
- Re-Sit Exam Registration 2016
- Withdrawal from Programme
- Student Fee Menu

Logout

Have you completed the survey ?

Yes No

Dublin City University Live System Thursday, 10th August 2016

DCU

Step 1 : Equal Access Survey

Student Number: 16110099  
Name: MISS Tester Tester

Student Web

- Online Registration
  - Step 1 : Equal Access Survey
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  - 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
- Biographical Details
- Re-Sit Exam Registration 2016
- Withdrawal from Programme
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Logout

Thank you for completing the survey.  
Please exit or continue with the registration Process.

## ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

**Step 2 Add Compulsory Contact Details** - Please enter your 'Next of Kin Telephone number' and click 'Save' and then enter the 'Name of Next of Kin' detail and click Save'. These details will only be used in the case of an emergency.

The screenshot shows the 'Step 2: Add Compulsory Contact Details' page in the DCU Live System. The page header includes the DCU logo, the system name 'Dublin City University Live System', and the date 'Thursday, 11th August 2016'. The student's details are displayed as 'Student Number: 16106741' and 'Name: MSS Tina Tested'. A note states: 'Note: The following Communication details are required. All communication lines marked with \* must be supplied. Remember to save the changes with the button provided before continuing with the next process.' There are two form sections: 'Next of Kin Telephone' with a text input field containing 'g/hghg' and a 'Save' button; and 'Name of Next of Kin' with a text input field containing 'hghghgh' and a 'Save' button. A left-hand navigation menu lists various steps and options, with 'Step 2: Add Compulsory Contact Details' highlighted. The page is powered by ITS INTEGRATOR.

**Step 3 Add / Update Addresses** – Please update your postal and study address details and save. Please note all correspondence from DCU is sent to your postal address.

The screenshot shows the 'Step 3: Add/Update Addresses' page in the DCU Live System. The page header includes the DCU logo, the system name 'Dublin City University Live System', and the date 'Thursday, 11th August 2016'. The page is divided into four sections, each with 'Current Details' and 'New Details' columns. The 'New Details' column is titled 'Update / Enter Details Here'. Each section has a 'Save' button. The sections are: 'Postal Address' (Registry: DCU, Dublin 9); 'Study Address' (Registry: DCU, Dublin 9); 'Delivery Address(Oscail Only)'; and 'Next of Kin Postal Address'. A left-hand navigation menu lists various steps and options, with 'Step 3: Add/Update Addresses' highlighted. The page is powered by ITS INTEGRATOR.

## ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

**Step 4 Add / Update Contact Detail** – Please update your contact phone numbers and save.

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: Rules & Regulations
  - Step 6: 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
- Re-Sit Exam Registration 2016
- Withdrawal from Programme
- Student Fee Menu

Logout

powered by ITS INTEGRATOR

Step 4 : Add/Update Contact Detail

Student Number: 15106741  
Name: MISS Tina Tasted

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 97979	Update / Enter Details Here <input type="text"/>
Name of Next of Kin sjoirki	Update / Enter Details Here <input type="text"/>
Home Telephone Number	Update / Enter Details Here <input type="text"/>
Mobile Number	Update / Enter Details Here <input type="text"/>

**Step 5 Rules and Regulations** - NB you must read and accept the Rules and Regulations of the University prior to registering for your programme of study. Please ensure to click the “I Accept” button on this page before continuing to the Subject Selection page.

**Please note** - If you have no optional modules available to you on your programme, when you click ‘I accept’ on Step 5, you will be registered for your qualification and your modules and will skip to Step 7 of the process.



# ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

Dublin City University Live System Thursday, 10th August 2016

**Technical Requirements:**

For information on technical requirements to ensure the highest level of performance when using the online registration system, please visit the Registration Frequently Asked Questions at the following link – <https://www4.dcu.ie/registration/faqg.shtml>

**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.

**Payment of Programme Fees**

It is the responsibility of each student to ensure they have read our DCU Student Fee Protocol prior to registration this can be viewed at the following link: <http://www.dcu.ie/fees/studentfeeprotocol/index.shtml>

Confirmation of student fee amounts due can be viewed at the following link: [http://www.dcu.ie/fees/fees\\_booklet\\_2016-17.shtml](http://www.dcu.ie/fees/fees_booklet_2016-17.shtml)

It must be noted that your fees become due and payable 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 <http://www.dcu.ie/registration.shtml>

**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 authorise the University to provide to the appropriate authority such information as the University may be required by statute to furnish from time to time. I authorise the University to use information relating to me as appropriate for all University business, including conferring ceremonies. I understand that the university may cancel my registration record, where it is subsequently determined that I am in bad financial standing.

**Step 6 Subject Selection and Confirmation of modules choices** – Select your optional modules for each Semester 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 below (View Registration Schedule). Please ensure you choose the correct combination and sufficient credits in each Semester. Once you have ticked the box beside each of your preferred optional modules, click 'Continue'.

# ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

**Step 6 : Confirmation of Module Choices**

Student Number: 16110099

Qualification: EBF - BA in Global Business (France)  
Year Of Study: 1 - LEVEL ONE (FIRST YEAR)

**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
AC116 - Financial Accounting for Decision Making	Semester 2	Yes	5
EF113 - Introduction to Microeconomics	Semester 1	Yes	5
EF114 - Introduction to Macroeconomics	Semester 2	Yes	5
LG101 - Introduction to Law	Semester 1	Yes	5
LG104 - Introduction to European Integration	Semester 2	Yes	5
MG101 - Introduction to Marketing	Semester 2	Yes	5
MS136 - Mathematics for Economics and Business	Semester 1	Yes	5
MT100 - Digital Innovation Creativity & Enterprise	Year Long	Yes	5
			<b>Total Credits: 40</b>

Elective/Optional Subjects/Modules			
Subjects/Modules	Semester	Compulsory	Credits
<input type="checkbox"/> *EN103 - English Language Skills: Globalisation	ⓘ Semester 2	No	5
<input type="checkbox"/> *EN104 - Debating Skills	ⓘ Semester 1	No	5
<input type="checkbox"/> *FR130 - French Language 3 (Intermediate)	ⓘ Year Long	No	10
<input type="checkbox"/> *FR140 - French Language 4 (Intermediate)	ⓘ Semester 2	No	5
<input type="checkbox"/> *FR190 - French Society and Literature	ⓘ Semester 1	No	5
<input checked="" type="checkbox"/> *GE130 - German Language 3(Intermediate)	ⓘ Year Long	No	10
<input type="checkbox"/> *LC120 - Intercultural Communicative Competence I	ⓘ Semester 1	No	5
<input checked="" type="checkbox"/> *LG112 - Introduction To Modern Ireland	ⓘ Semester 2	No	5
<input checked="" type="checkbox"/> *PS129 - Modern Technology 1: Eng. Trans.Elect. Pwr.	ⓘ Semester 1	No	5
<input type="checkbox"/> *PS130 - Modern Technology 2: Elect.&Comms.	ⓘ Semester 2	No	5
<input type="checkbox"/> *SP101 - Spanish Language 1 (Beginners)	ⓘ Year Long	No	10
<input type="checkbox"/> *SP130 - Spanish Language 3 (Intermediate)	ⓘ Year Long	No	10

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

(Optional Step 6 of 10) Next Step

This next page will confirm the modules you have chosen. Please review this to ensure you have registered correctly. If you have not selected the correct modules, you can change the optional modules during the Semester 1 Change of Module Period - [http://www.dcu.ie/registry/registration/Semester\\_1\\_change\\_of\\_module.shtml](http://www.dcu.ie/registry/registration/Semester_1_change_of_module.shtml)



# ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

Dublin City University Live System Thursday, 18th August 2016

**Confirmation of Module Choices** 18-Aug-2016

16110099  
MISS T Tester  
The Registry  
DCU  
Dublin 9

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

**Programme Details**  
Description: **BA in Global Business (France)**  
Mode of Study: **FULL-TIME**  
Academic Period: **YEAR LONG**  
Year: **LEVEL ONE (FIRST YEAR)**

**Module Details**  
AC116 Financial Accounting for Decision Making  
EF113 Introduction to Microeconomics  
EF114 Introduction to Macroeconomics  
GE130 German Language 3(Intermediate)  
LG101 Introduction to Law  
FS129 Modern Technology 1: Eng. Trans.Elect. Pwr.  
LG112 Introduction To Modern Ireland  
NS101 Introduction to Marketing  
MS136 Mathematics for Economics and Business  
NT100 Digital Innovation Creativity & Enterprise  
LG104 Introduction to European Integration

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  
[Print Friendly Format](#)

**Step 7 Accommodation Type:** Click on Step 8 and update your accommodation type for the coming academic year i.e. Parental Home

Dublin City University Live System Thursday, 18th August 2016

**Step 7 : Accommodation Type**

Student Number: 16110099  
Name: MISS Tester Tester

**Note:** Click on the Qualification to update the Accommodation Type.

Qualification	Year	Accommodation Type
EEBP BA in Global Business (France)	2017	1 Parental Home

## ONLINE REGISTRATION STEP BY STEP STUDENT GUIDE

**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.

Dublin City University Live System Thursday, 18th August 2016

DCU

Student Web

- Online Registration
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**Cost of Registration**

No: 16110099  
18-Aug-2016

Name: MISS T Tester  
The Registry  
DCU  
Dublin 9

Code	Qualifications And Subjects	Amount
EBF	BA in Global Business (France) (Paid by the Free Fees Scheme)	0.00 D
AC116	Financial Accounting for Decision Making	0.00 D
EF113	Introduction to Microeconomics	0.00 D
EF114	Introduction to Macroeconomics	0.00 D
GE130	German Language 3(Intermediate)	0.00 D
LG101	Introduction to Law	0.00 D
LG104	Introduction to European Integration	0.00 D
LG112	Introduction To Modern Ireland	0.00 D
MG101	Introduction to Marketing	0.00 D
MS136	Mathematics for Economics and Business	0.00 D
MT100	Digital Innovation Creativity & Enterprise	0.00 D
PS129	Modern Technology 1: Eng. Trans Elect. Pwr.	0.00 D

Ref	Other Transactions	Amount
EBF	STUDENT LEVY	43.00 D
EBF	STUDENT CONTRIBUTION FEE	3,000.00 D

**Total For This Registration: 3,043.00 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.

Printer Friendly Format

**Step 9 Fees Payment:** Please click on the fees option relevant to you and complete the payment process. Please note that you can return directly to this step and pay the balance at a later stage. If you do not wish to pay online you can also visit the fees website for more options on how to pay your fees - <http://www.dcu.ie/finance/register.shtml>

**Please note** - Your student card will not be issued until you have paid your fees.

Dublin City University Live System Thursday, 18th August 2016

DCU

Student Web

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Logout

**Step 9 : Fees Payment**

Student Number: 16110099  
Name: MISS Tester Tester

Select one of the following options available for payment of fees.

1. Full Contribution Fee €3043
2. First Instalment €1543
3. Levy Only €43 (Note: Option 3 only available for Local Authority, VEC or SUSI grant holders, applicants)

Please ensure to logout of the process if you are not using your own personal PC or device.