UWS UNIVERSITY OF THE WEST of SCOTLAND

Online Enrolment Student User Guide

2026/27

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Online Enrolment – Introduction

Students are required to enrol for each academic year of their programme of study, whichever time of year they originally enrolled.

Who will be eligible to enrol online?

1. New full-time students – dates when online enrolment opens for different programmes are on the UWS - student enrolment and inductions.

2. Full-time students continuing with their programme, provided they have one of the following a School Board of Examiners (SBE) decisions from the previous academic year:

Proceed Select (PS)	Proceed Next (PN)
Proceed Current (PC)	Proceed (PD)
Proceed Transfer (PT) - provided the transfer to another programme has been completed by your Faculty you can enrol online	Ongoing (ON) – from Term 3 SBE only
Defer Resit (DR) – from Term 3 SBE only	Fail Repeat (FR) – from Term 3 SBE only

3. All part-time students, including Distance Learning students

Who will not be eligible to enrol when online enrolment opens?

The following categories of students will **not** be eligible to enrol online:

1. **Students with unpaid debts to the University**
   Students who have outstanding debts from the previous academic year are prevented from enrolling until the debt has been cleared.
   If you have unpaid debts to the University, you should contact the Finance Team as soon as possible:
   - For Scottish campus students email: hub@uws.ac.uk
   - For London campus students go to your self-service portal and select London Hub Enquiry Form then Finance Support: Self-Service Portal Home Page

2. **Students with resits**
   Students who have resits over the summer period will not be permitted to enrol online until they have successfully passed their resits and the decisions of the School Board of Examiners (SBE) have been made known. You will receive an email from the University telling you when Online Enrolment is available for you.



If none of these situations apply to you and you still cannot gain access to online enrolment, you should contact the Enrol team for help: enrol@uws.ac.uk

Please remember to quote your Student ID, Name, Campus and full details of your query including a screenshot.

Before accessing online enrolment

For new students before accessing Online Enrolment, you will need the following information:

- Your **Student ID** (e.g. B0xxxxxxx)
- Your **Student Password** (this is sent to you in an email)
- Your **funding arrangements** for payment of your fees for the year. This should be in place before you complete online enrolment.

To set up Multi-Factor Authentication

All UWS students should set up Multi Factor Authentication - this adds an additional "Second Factor" layer of security by requiring an extra step to validate your login. This extra step makes it more difficult for an attacker to access your account, even if they discover your username and password.



Note: Recommended browsers for completing your enrolment are Google Chrome, Edge or Firefox.



Note: You can enrol using a mobile phone however, UWS recommends completing enrolment on a computer.

Step 1: Security set-up
It is a requirement that you use Multi-Factor Authentication (MFA) with your UWS account.

Your Student ID is: B01******
Your UWS email address is: B01……@studentmail.uws.ac.uk
Your temporary password is: **********
Your username is your email address

Please follow these instructions to setup MFA.

- Scan the QR code or visit Microsoft Authenticator App to install the Authenticator App

Android

iOS

- Using an internet browser on a laptop, PC or phone, go to Office.com and sign in to your 'Work or School' account using your UWS email and password.
- You will be prompted to provide additional information. Select 'Next' and follow the on-screen instructions to complete set up of the Authenticator App on your smartphone. You will be required to authenticate using the mobile number you provided when you applied to study at UWS. If this has changed, you will need to contact The Student Hub by email at hub@uws.ac.uk.
- Once you have reset your password (Your UWS password must be at least 14 characters in length and include UPPER CASE LETTERS, lower case letters, numbers and a symbol. Consider using three random words) you can start using the Office apps via Office.com or download them to your device.

Microsoft Authenticator will regularly ask you to authenticate yourself, so please ensure you have access to it whenever you are accessing your UWS account and have notifications turned on for the Microsoft Authenticator. When you are asked to authenticate you will see a number on your laptop/PC screen. You need to open the authenticator app on your smartphone and enter this number to complete your login.

Step 2: Setting up your UWS password

If you were not prompted to set up your password in Step 1, please follow the instructions below, otherwise go to Step 3.

Before using any UWS systems for the first time, you must set up your UWS password.

To set up your password:

- Go to https://office.com.
- Select your profile picture or initials at the top right of the screen.
- Select **View my account**.
- Select **Change Password** and follow the instructions on the screen.

Your UWS password must be at least 14 characters in length and include UPPER CASE LETTERS, lower case letters, numbers and a symbol. Consider using three random words.

Your password must be at least 14 characters in length and include UPPER CASE LETTERS, lower case letters, numbers and a symbol.

You will be required to authenticate using either the email address or mobile number you provided when you applied to study at UWS.

If you require a password reset for any reason, you will be required to verify your identity using photo ID. Preferably this would be done in person either at the Hub or IT support desk. If that is not possible a video call can be instigated via WhatsApp on 0141 848 3911.

If both have changed, you will need to contact The Student Hub via WhatsApp 0141 848 3911, or by email at hub@uws.ac.uk.

Please remember to quote your Student ID, Name, Campus and full details of your query.

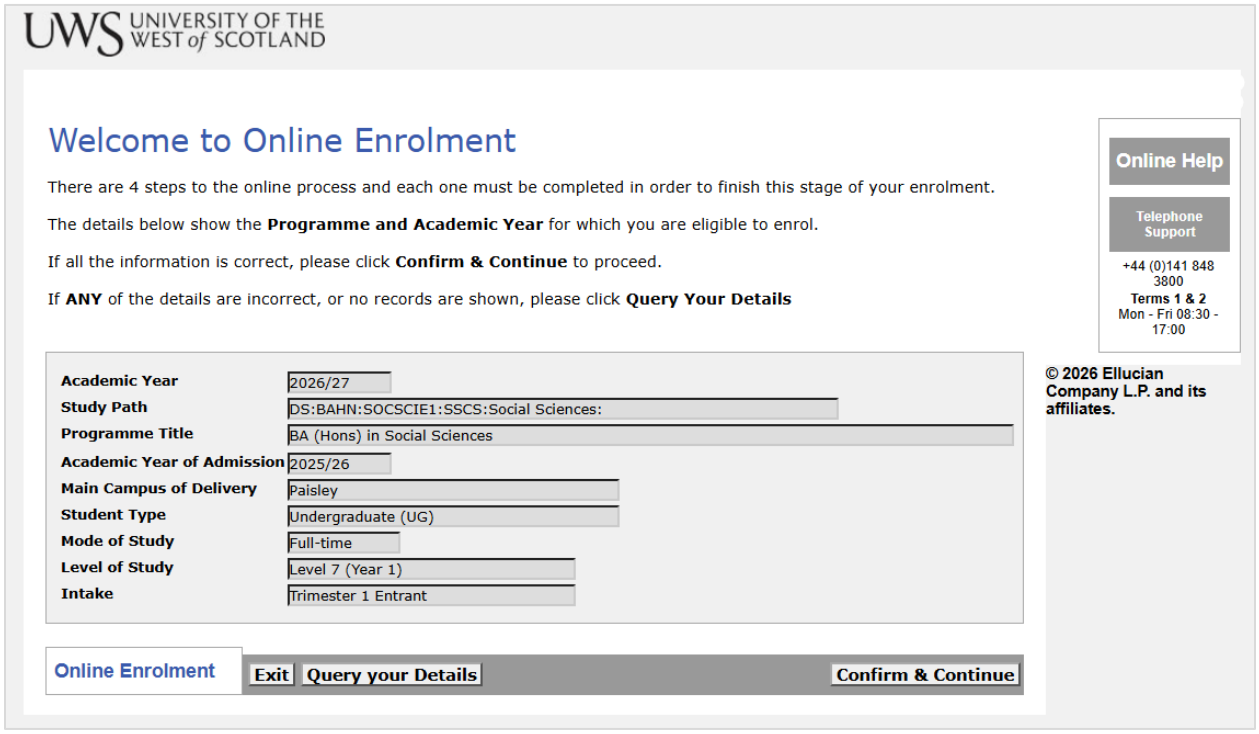
Log Into Online Enrolment

- Go to UWS Online Enrolment (This can also be accessed via the 'Student App' My Student Records > Student > Online Enrolment)
- Log in with your full UWS email address and network password.
- Note that you may be asked to authenticate via the Microsoft Authenticator App.
- Select the **Student** tab then **Online Enrolment**.

Confirm Your Programme Details

Confirm that the following details are all correct:

- Academic Year (This runs from September to August. If you begin your studies in January (T2) or May (T3) you will still be enrolling in the 2026/27 Academic Year.
- Programme Title
- Main Campus of Delivery
- Student Type (Undergraduate or Postgraduate)
- Mode of Study (Full-time or Part-time)
- Level of Study
- Trimester of Entry refers to whether you started your programme in September (T1), January (T2) or May (T3). Whichever Term you started in, you will need to enrol again for the new Academic session.



Note for Dual enrolment Students: If you are enrolled in more than one programme during the Academic Year, the programme details presented will be the primary programme of study in September. You will be contacted by Registry to enrol on any further programmes of study separately.

If the Programme details are **correct**

Select **Confirm & Continue**.

If the Programme details are **incorrect**:

- Do not continue with your enrolment.
- Select **Query your Details** to contact Enrolment Support to explain why the information is incorrect.
- Remember to include your **Student ID, Name** and **Campus** in any communication to us.

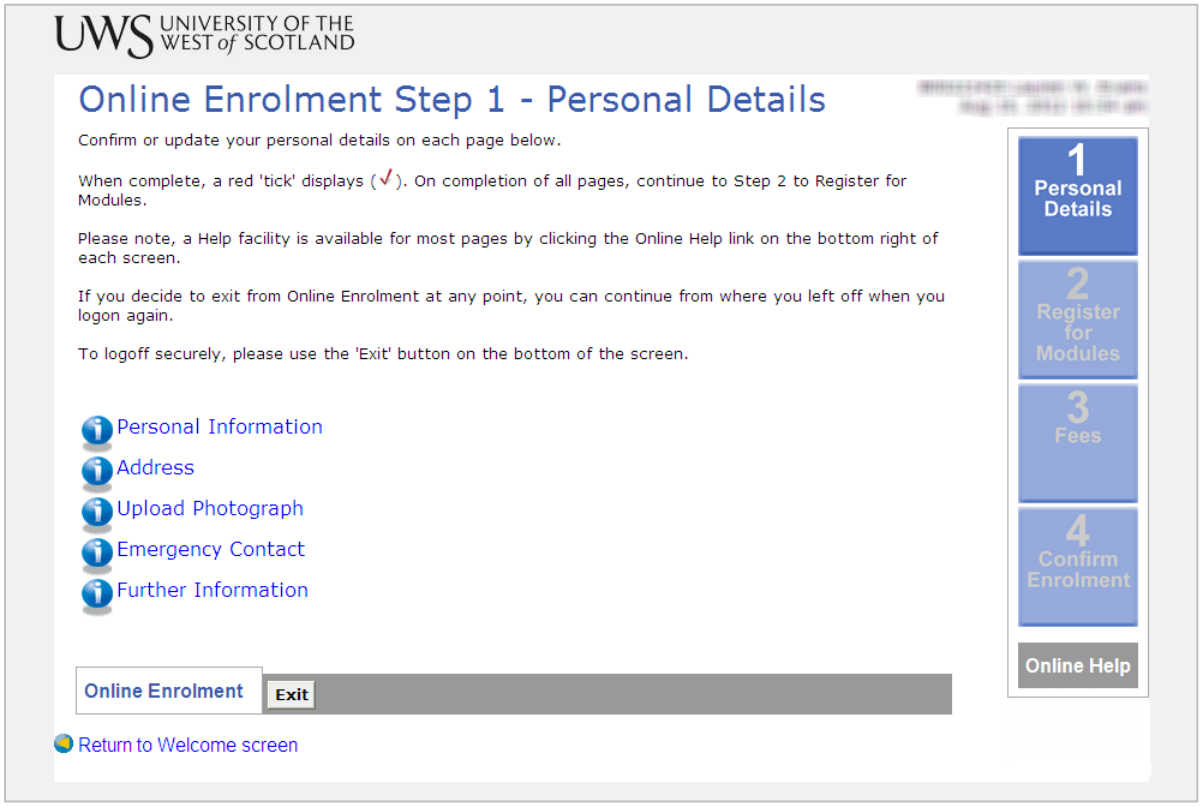
If you are transferring to another programme and the information shown has not been updated to reflect this, select **Query your Details** to contact Enrolment Support. Wait for your programme to be updated before continuing with your enrolment.

UWS will aim to respond to you within one working day. Please wait for the team to respond to you before continuing with your enrolment. Do not send multiple emails so the team can focus on the original call you sent in. A member of the team will work to resolve the problem for you soon as they can however during online enrolment, they experience high call numbers, please be patient.

Online Enrolment Steps

Online Enrolment has 4 steps:

1. Personal Details
2. Register for Modules
3. Fees
4. Confirm Enrolment



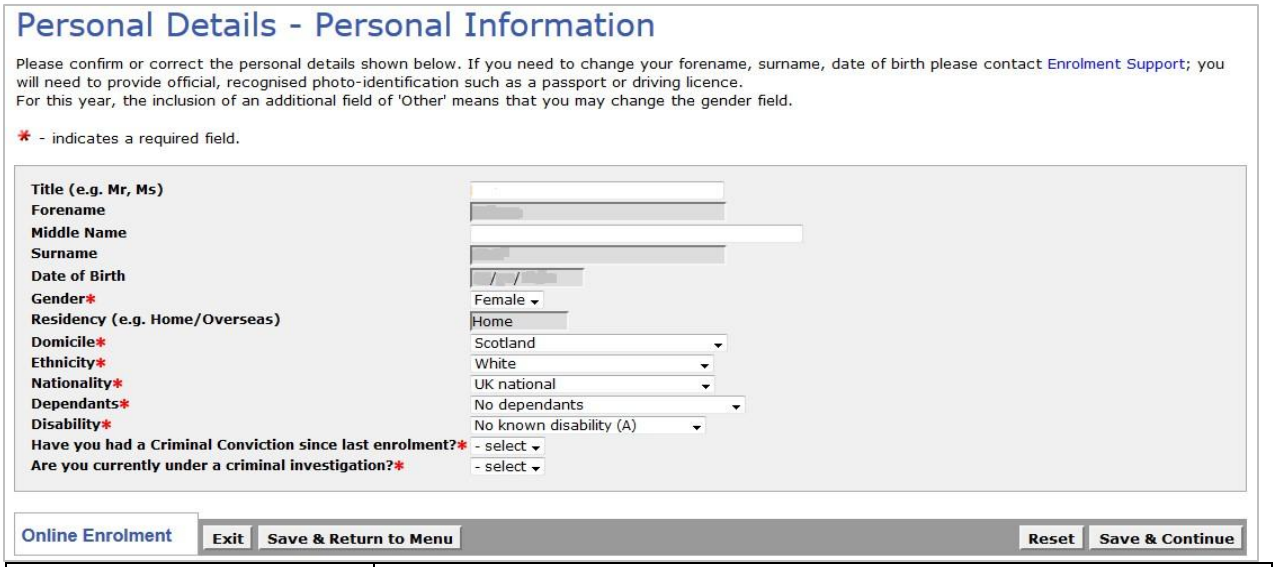
Notes:

- Once a section has been completed, a red tick will appear next to that section confirming it is complete.
- All sections must be completed before you can progress to the next step.
- Use the links on the page to return to a previous page – **do not use the browser back button.**
- Do not bookmark any of the pages.
- Mandatory fields are marked with a red asterisk *
- Fields which are greyed out cannot be edited online and you must notify us of any changes required.
- If you leave Online Enrolment at any point and wish to return, log into Self Service Banner and you can resume your enrolment from the last point at which it was saved.
- If required, you can log out by clicking Exit and log back in when you are ready to continue.

Step 1 – Personal Details

Step 1 – Personal Details – Personal Information

The information recorded on this page is required for your university record and to provide mandatory statistical information to the Higher Education Statistics Agency (HESA). It will also be used for equal opportunities monitoring reports. These reports do not identify individual students.



Title	Enter your title (e.g. Mr, Mrs, Miss, Ms).
Forename/Surname	**Cannot be edited.** If any changes are required, contact The Student Hub hub@uws.ac.uk with photographic evidence i.e. Passport or Driving Licence **Note**: The forename and surname shown will appear on official university documents (e.g. transcripts and degree parchments) so please ensure these are correct.
Middle Name	Enter your middle name if applicable, otherwise leave this field blank.
Date of Birth	**Cannot be edited.** If any changes are required, contact The Student Hub hub@uws.ac.uk with photographic evidence i.e. Passport or Driving Licence
Gender	Select your gender i.e. Male, Female (Other - this code should only be used only for a third sex that is legally recognised by another country - this will recognise the scenarios where, for example, an international student/staff member has a legal sex other than male or female.)
Residency	**Cannot be edited.** Check your Residency category. For purposes of the University, Home includes countries of the European Union. **Note**: If you believe Residency is incorrect, do not continue enrolling online until this has been verified by the Enrolment team. Your fees are calculated based on your residency status. Contact The Student Hub at hub@uws.ac.uk.

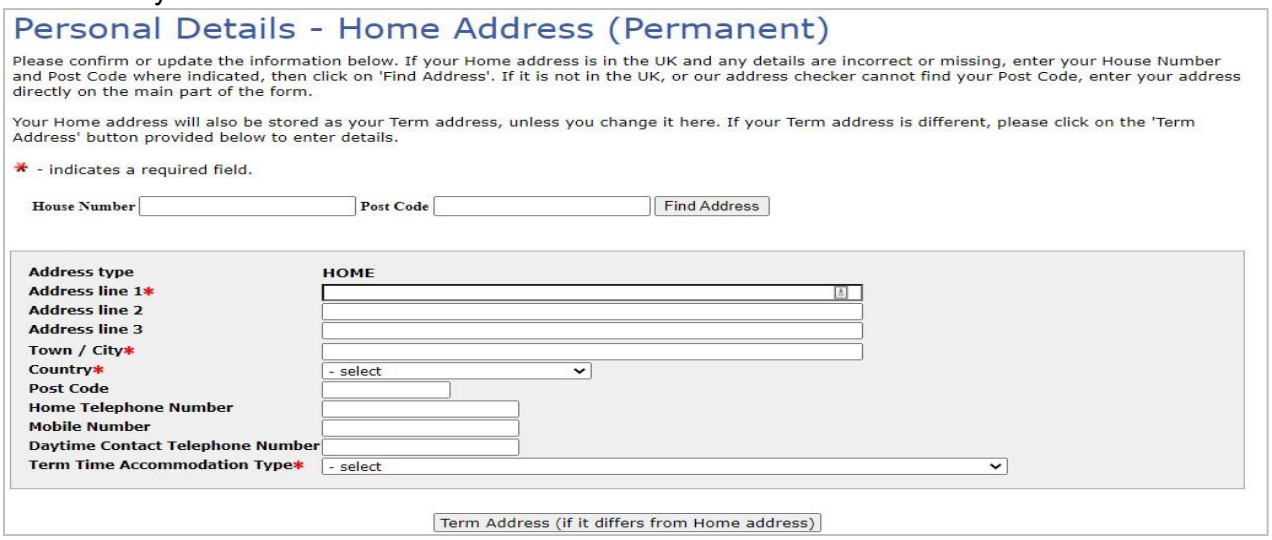
Domicile	Select your home country of permanent residence.
Ethnicity	Select the ethnic group to which you belong.
Nationality	Select your nation or sovereign state.
Dependants	Young people/children are defined as those aged 17 and under who are financially or otherwise dependent upon you. Other relative/friends are defined as anyone aged 18 and over who is financially or otherwise dependent upon you.
Disability	If you consider yourself to have a disability, select the relevant category from this list. If you do not have a disability, select 'No known disability'
Have you had a criminal conviction?	Select Yes or No. Further information can be found at Disclosing Criminal Convictions
Are you currently under criminal investigation?	Select Yes or No. Further information can be found at Disclosing Criminal Convictions
Do you have access to a car?	This question is only included for students enrolling on a Nursing programme as it is required for allocating placements.

Check that all the details we have recorded for you are accurate. Once you have completed all fields, click **Save & Continue**.

Step 1 – Personal Details – Addresses

Home Address

- Check your permanent home address.
- If the address is **incorrect**, enter your house number and postcode then click 'Find Address' to insert your new address.



Note: If you are from outside the UK, you should provide the address where you live in your own country. If your Home address is outside the United Kingdom or if your address does not appear when you click 'Find Address', you will be able to manually type in your home address.

Telephone Numbers

- Enter your telephone numbers without spaces.
- Provide a Daytime Contact Telephone Number if this is different to the numbers already provided.

Term Time Accommodation

- Select the option that best describes the category of accommodation in which you are living during this term.

Note: 'Provider maintained property' includes housing owned by UWS as well as property leased by UWS and sublet to learners.

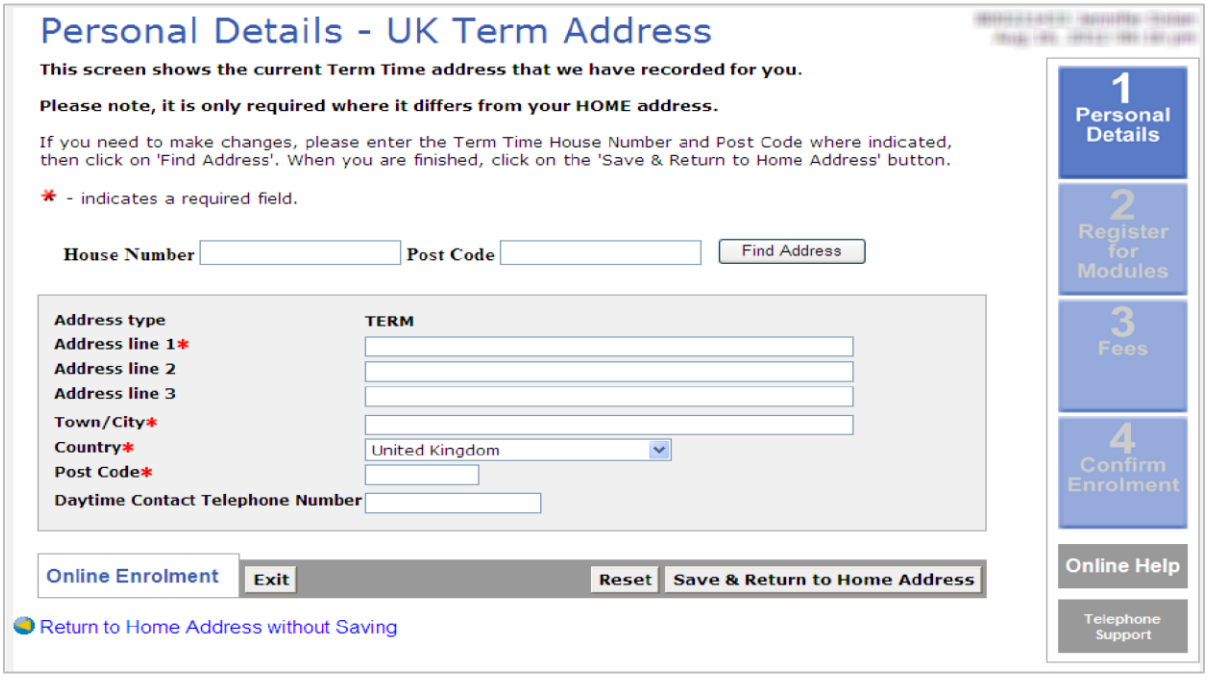
'Own residence (including rented)' includes a student's permanent residence, which may be either owned or rented by them.

'Other rented accommodation' refers to a more temporary arrangement e.g. where several students each rent a room in the same house on a yearly basis.

This information is required to provide mandatory statistical information to the government (it does not identify individual students).

Term Time Address

- If you are living away from your permanent home address, you should provide details of your term time address.
- To add or change the term address, enter your house number and postcode then click 'Find Address' to insert your new address. This should be a UK address and is only required if it differs from your permanent Home Address.



- To return to the Home address without entering a Term address, select **Return to Home Address without Saving.**

Non-UK Residents:

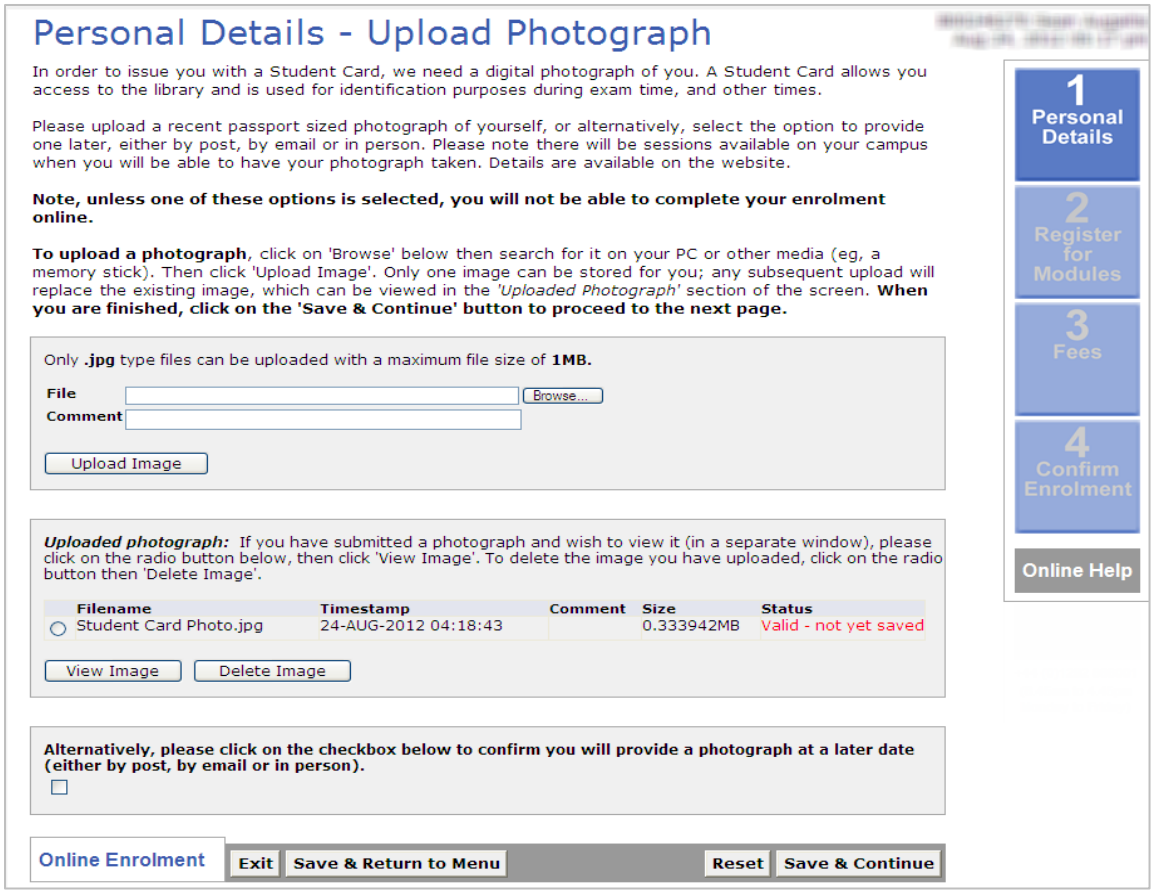
- All students who are non-UK residents must provide a UK address where they can be contacted during term time.
- Non-UK residents who are Distance Learning students do not need to provide a UK term time address.
- Once you have completed all fields, select **Save & Return to Home Address**.
- Select **Save & Continue**.

Step 1 – Personal Details – Upload Photograph

This page is only available to students who are beginning a new programme of study (including those beginning a postgraduate course after completion of an undergraduate course at UWS). The uploaded photograph will be used to create your student ID.

Continuing students will keep their current student card which is valid to the end of their programme.

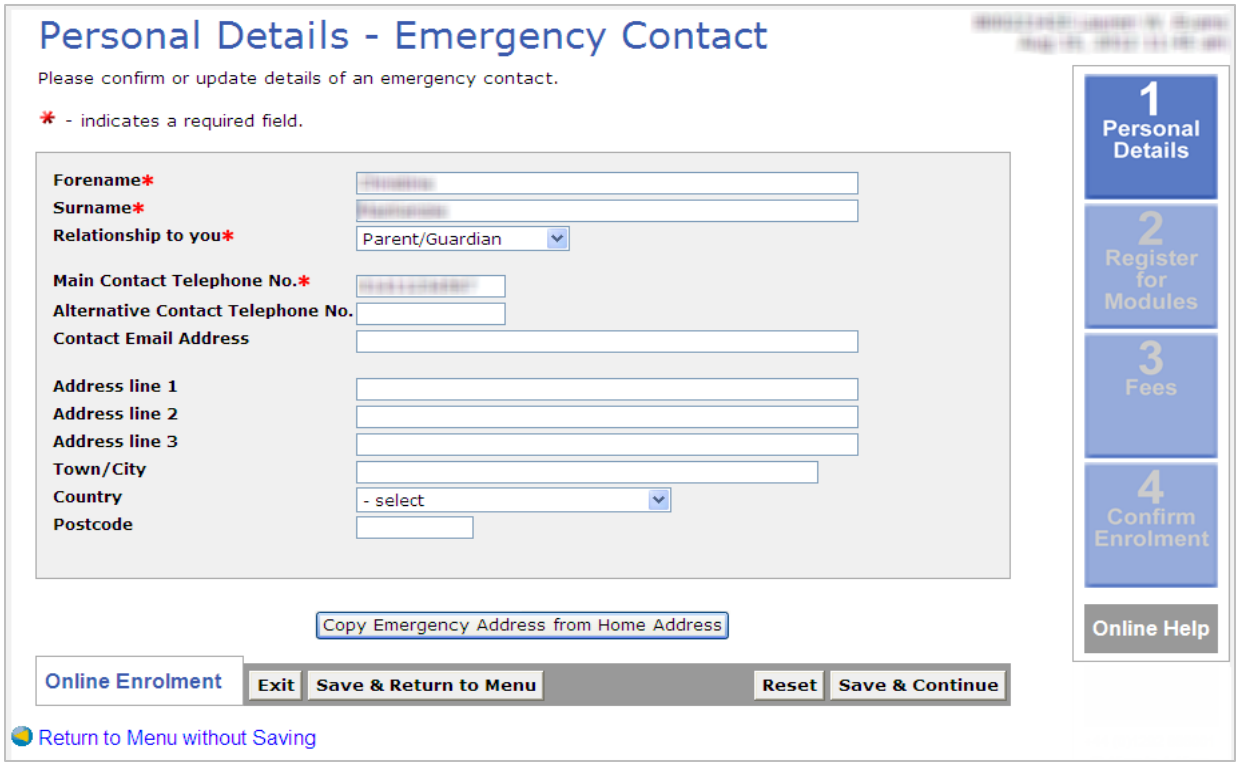
- The photo should be a recent passport-size photograph.
- All uploaded photographs will be reviewed, and any unsuitable photographs will be rejected.
- If you do not have a suitable photograph, click the checkbox at the bottom of the page to confirm that you will provide a photograph at a later date or you can have your photograph taken at The Student Hub on your campus.



- Once a photograph has been uploaded, you can view or delete it in the **Uploaded photograph** section. It will show the size and will confirm if the file type is valid.
- The photo will save when you click Save & Continue. Only one photograph can be supplied per student so if you upload another, it will replace the previously uploaded photograph.
- Once you have uploaded a photograph or clicked the checkbox, select **Save & Continue**.

Step 1 – Personal Details – Emergency Contact

- Provide the name, address and telephone number of the person you wish the University to contact in case of an emergency and their relationship to you.
- A mobile telephone number is normally preferred.
- The address is not required but, if you wish to enter an address and your emergency contact lives at the same address as you, you can click Copy Emergency Address from Home Address to insert this.
- If an address is entered, the Country field becomes a mandatory field to be completed.



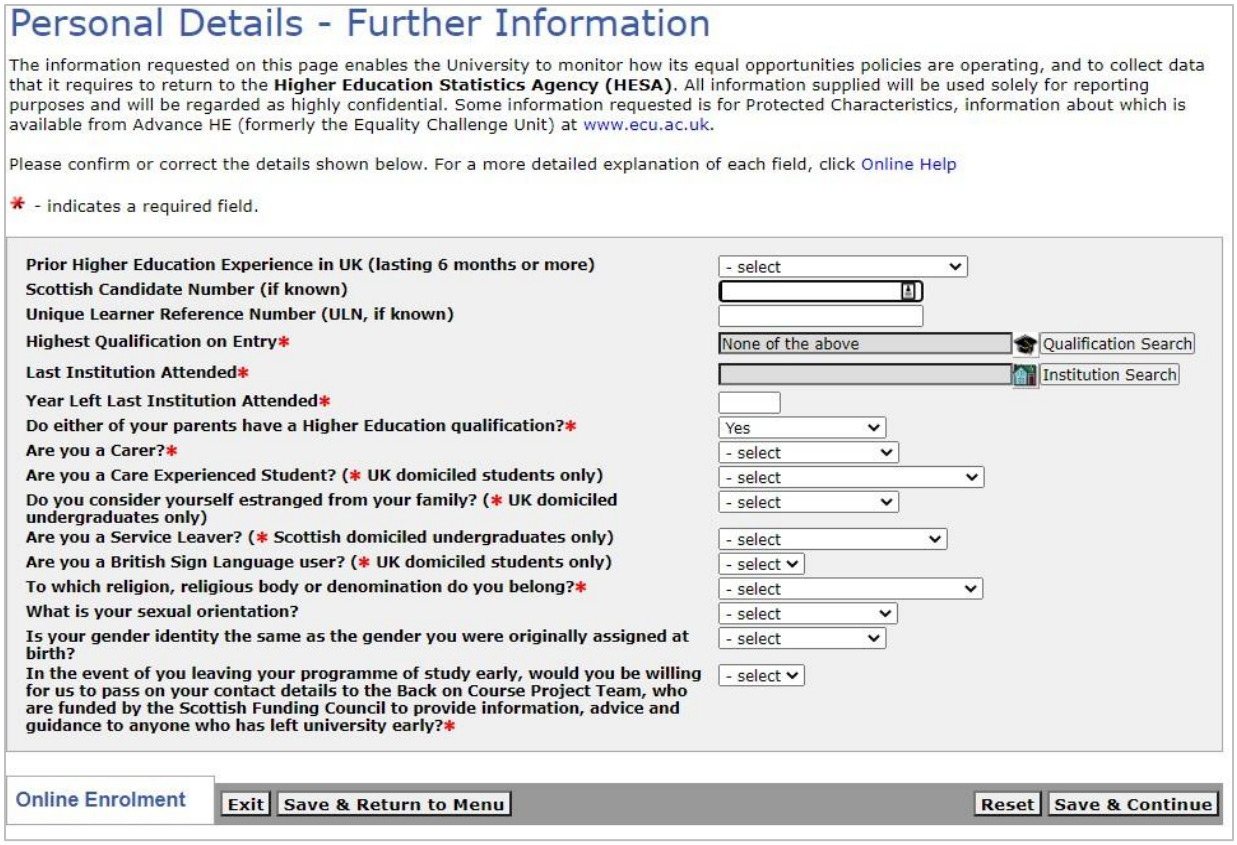
- You are required to state whether you agree, or not, to UWS using your emergency contact details in situations where there are serious concerns about your wellbeing.

- Once you have completed all fields, select **Save & Continue**.

Step 1 – Personal Details – Further Information

The information collected on this page enables the University to monitor its equal opportunities policies and to collect data required for reporting to the Higher Education Statistics Agency (HESA).

All information supplied will be used solely for reporting purposes and will be regarded as highly confidential. Some information requested is for 'Protected Characteristics', information about which is available from the Equality Challenge Unit (www.ecu.ac.uk).



Prior Higher Education Experience in UK (Lasting 6 Months Or More)

- If you have studied at HNC, HND or degree level in the UK for a period of 6 months or more prior to commencing your current course, select **Prior HE experience in UK**.
- If not, select **No prior HE experience in UK**.

Scottish Candidate Number/Unique Learner Reference Number

Supply these numbers if known.
They can normally be found on any qualification certificates you have received for your school qualifications.

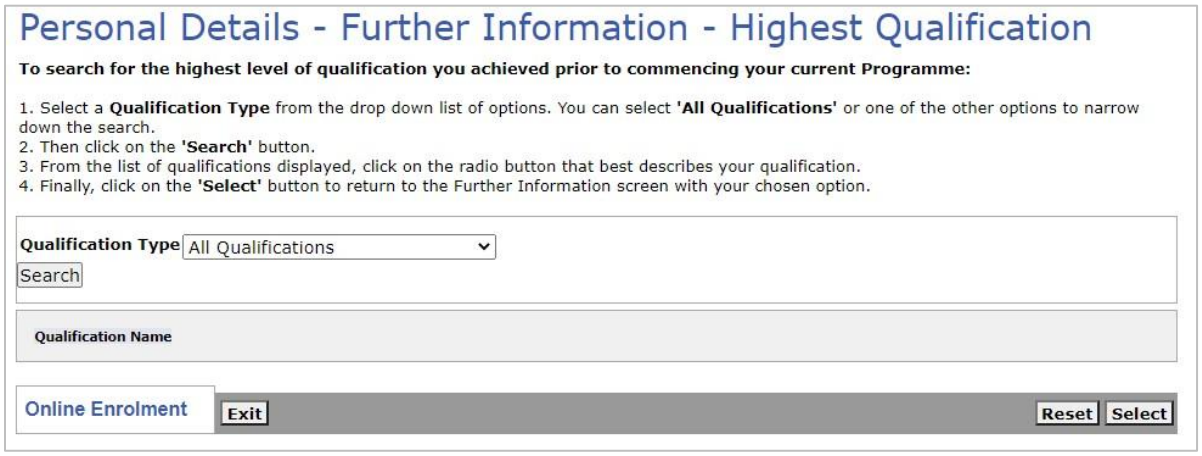
Highest Qualification on Entry

This is the highest level qualification you held prior to commencing your current course. Click the **Qualification Search** button to find and select the relevant option (see page 15 for further details).

Qualification Search

This qualification should be the highest level of qualification that you currently hold, which is not necessarily the most recent qualification that you gained. Use the drop-down menu to filter by qualification type:

1. UK Secondary Education Quals
2. UK UG/Further Education Quals
3. UK Post UG Quals
4. Others
5. Non-UK Quals



If you do not hold any of the qualifications listed, you can use the **Others** category to select from:

- None of the above
- No formal qualifications
- Higher Education (HE) Access Course
- Other qualification at level H
- Previous Experience/Admissions Test.

Once you have selected an option, click **Select** to return to the previous page.

Last Institution Attended
This is the institution you attended prior to commencing your current course. Click the **Institution Search** button to select the relevant option (see page 15 for further details).

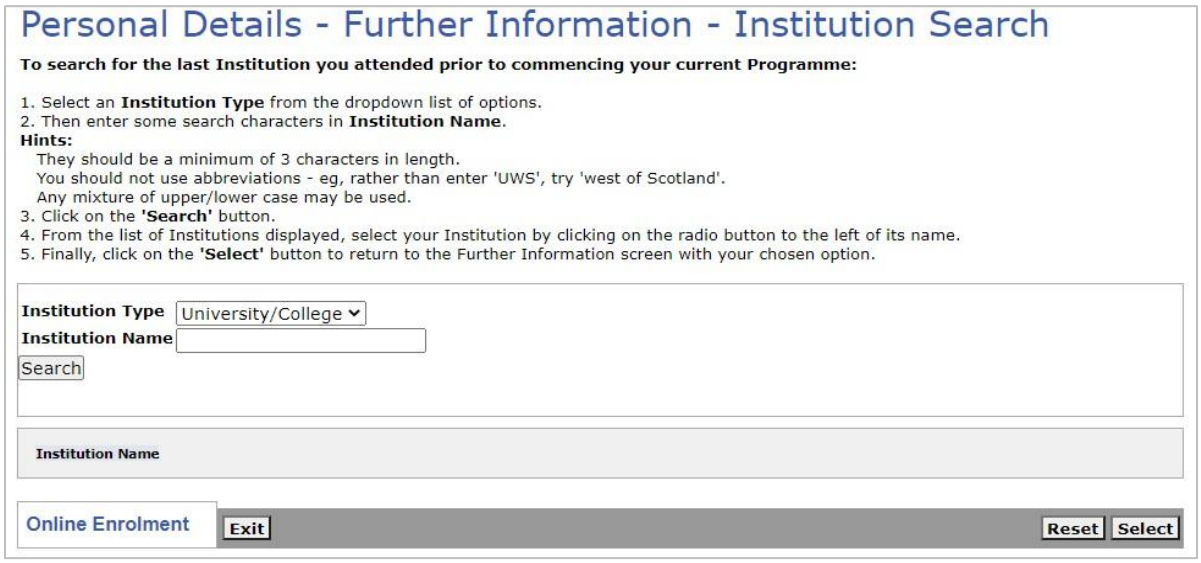
Last Institution Search

Use the drop-down menu to filter by institution type:

1. University/College
2. School

You must enter at least 3 characters in the institution name field to be able to search for matching results.

Every search has generic options (e.g., Any non-UK provider, Any UK FE College, etc.) which should be chosen only if your institution cannot be found.



- Once you have selected an option, click **Select** to return to the previous page.

Year Left Last Institution Attended
This is the year you left the institution you selected as your last institution.

Do either of your parents have a Higher Education qualification?
If any of your parents have a higher education qualification, such as a degree, diploma or certificate of higher education, select **Yes**. Otherwise, select **No**.

Are you a Carer?
Select whether you are a Carer or not, or if you prefer not to say.

Are You A Care Leaver?
If you have ever been in care, please select the most relevant option from those provided. It is a required field for UK domiciled undergraduates. The categories requiring further explanation are as follows:

1. **Looked after in Scotland**. Includes all students who are currently being looked after (or have been looked after) by a local authority in Scotland between the ages of 0 to 18 - e.g. in foster care, kinship care, a residential school, secure unit or children's home.
2. **In care in the rest of UK**. Includes anyone who has spent any time up to the age of 18 in the care of a local authority in England or Wales, or a Health & Social Care Trust in Northern Ireland.

Would you consider yourself estranged from your family?
An estranged person is someone who no longer has the support of their family due to a breakdown in their relationship which has led to ceased contact. This might mean your biological, step or adoptive parents or wider family members who have been responsible for supporting you in the past.

Estranged students have no experience of being in care. If you think you have experience of both estrangement and being in care, you should answer the 'Have you ever been in care' query instead.

Why do we need this information?
At UWS we provide a variety of support to Estranged Students. If you inform us that you fit into this category, we will be in touch to outline support available.

Are you a Service Leaver?
According to the Scottish Funding Council (SFC), a service leaver is anyone who has served for at least one day in the UK Armed Forces (regular and reserve) or Merchant Mariners who has seen duty on military operations.

It is a required field for Scottish domiciled undergraduates, and optional for Scottish domiciled postgraduates.

Do you have a parent or carer who currently serves in the UK armed forces, or who has done so in the past?
Select Yes if you have a parent or carer who served or is serving in the regular or reservist British Armed Forces (Royal Navy; British Army; or Royal Air Force) at any point during the first 25 years of your life. This is a required field for Scottish domiciled students.

Are you a British Sign Language user?
A British Sign Language user is a deaf and/or deafblind person (someone who receives the language in a tactile form due to sight loss) whose first or preferred language is British Sign Language.

To which religion, religious body or denomination do you belong?
Select a value from the drop-down menu.
This will become a ‘Protected Characteristic’ on our system.

What is your sexual orientation?
Select a value from the drop-down menu.
This will become a ‘Protected Characteristic’ on our system.

Is your gender identity the same as the gender you were originally assigned at birth?
Select a value from the drop-down menu.
This will become a ‘Protected Characteristic’ on our system.

Additional Details for UK Students
The ‘Back on Course Project Team’ provides information, advice and guidance to students who, for any reason, have decided to leave their programme of study early.

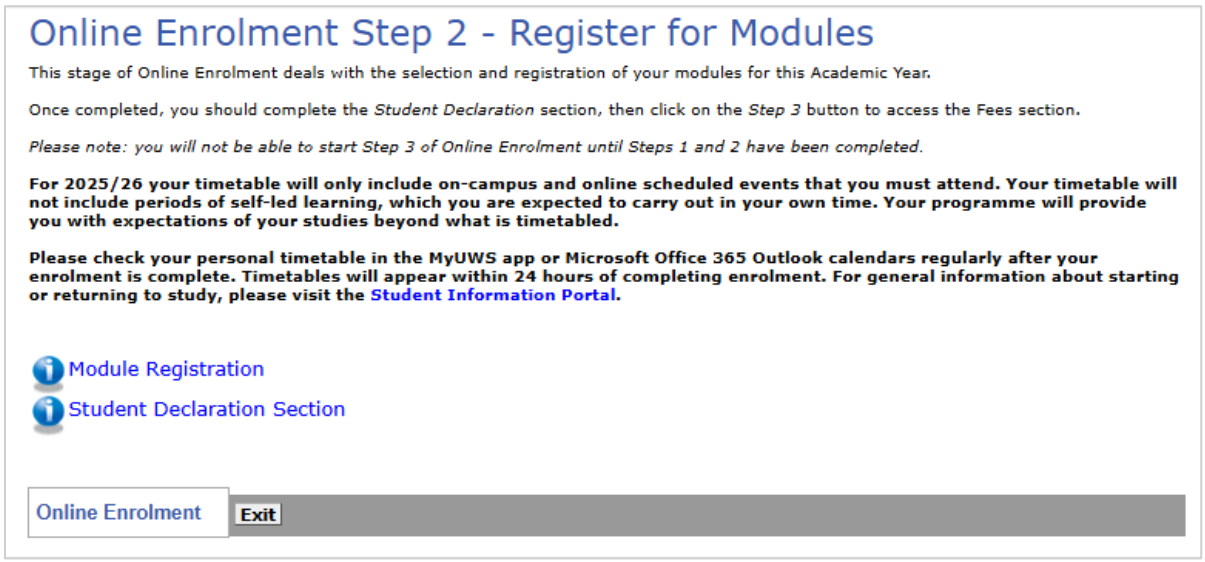
This assistance is available to any full-time or part-time students who have a home residency of Scotland, England, Wales, or Northern Ireland.

If, in the event of you leaving your programme of studies early, you would be willing for us to pass your details to the ‘Back on Course Project Team’
Select Yes. Otherwise, select No.

Step 2 – Register For Modules

Complete each of the following sections:

1. Module Registration
2. Student Declaration Section



For some **part-time** students, and **full-time** students whose **SBE decision is ON (Ongoing)**, the modules you can register for will have been preloaded prior to your enrolment and you will be able to confirm them or query them (see section 5.1 for further details).

For **part-time** students on a programme administered by a Faculty, and **full-time** students, you will be presented with the appropriate modules relating to your programme, campus and year of study (see section 5.2 for further details).

Full-time students with an **SBE decision of FR (Fail Repeat)** must contact their Faculty to agree which modules they should be studying in the coming year. The agreed modules will have to be added by your Faculty before you can complete your enrolment.

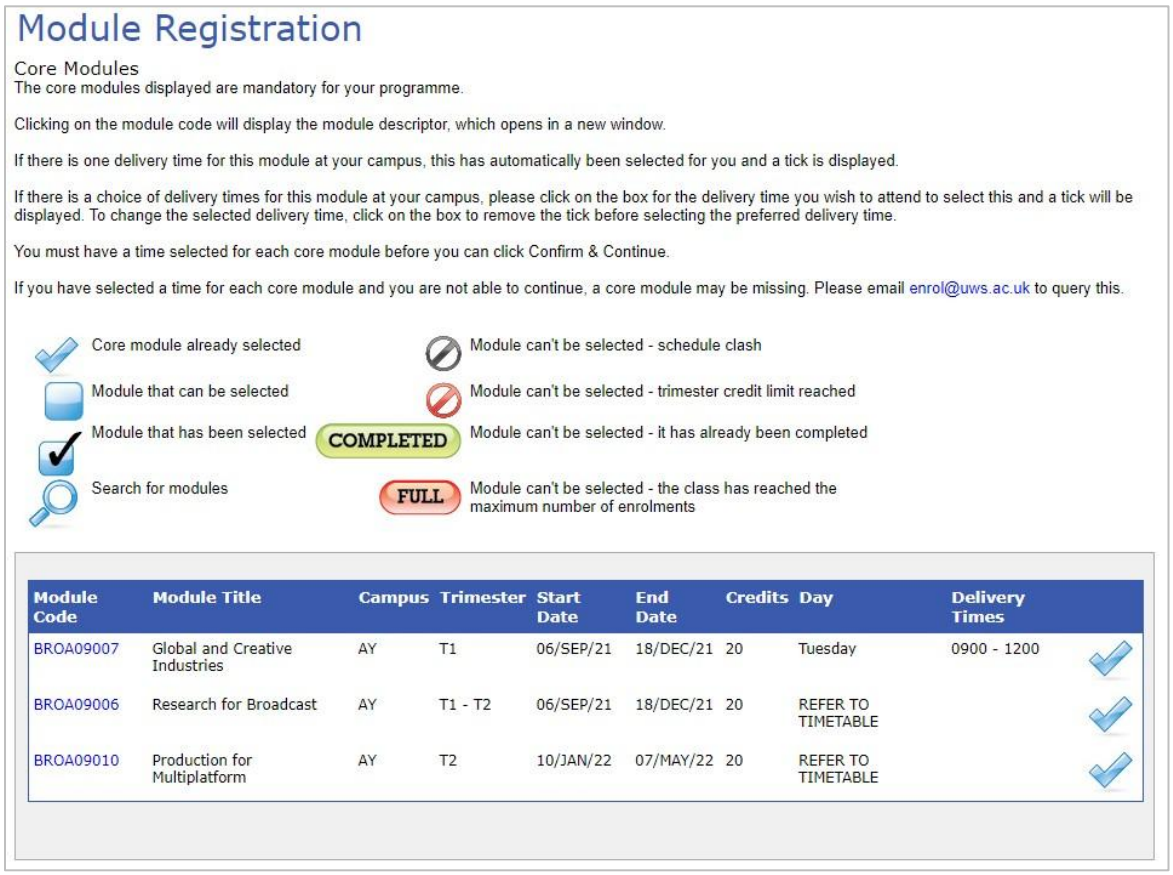
Part-time students are reminded that University Regulations stipulate that part-time students can only register for a maximum of 100 credits in any academic year.

Full-time students normally register for 120 credits in any academic year.

Note: Students should enrol for all the modules they intend to study over Term 1 and Term 2 of the coming session (and Term 3 if appropriate).

Preloaded Modules

The modules displayed have been preloaded in consultation with your Personal Tutor or in accordance with the programme that you are studying.



Module Registration

Core Modules
The core modules displayed are mandatory for your programme.

Clicking on the module code will display the module descriptor, which opens in a new window.

If there is one delivery time for this module at your campus, this has automatically been selected for you and a tick is displayed.

If there is a choice of delivery times for this module at your campus, please click on the box for the delivery time you wish to attend to select this and a tick will be displayed. To change the selected delivery time, click on the box to remove the tick before selecting the preferred delivery time.

You must have a time selected for each core module before you can click Confirm & Continue.

If you have selected a time for each core module and you are not able to continue, a core module may be missing. Please email enrol@uws.ac.uk to query this.

Core module already selected
Module that can be selected
Module that has been selected
Search for modules
Module can't be selected - schedule clash
Module can't be selected - trimester credit limit reached
COMPLETED
Module can't be selected - it has already been completed
FULL
Module can't be selected - the class has reached the maximum number of enrolments

Module Code	Module Title	Campus	Trimester	Start Date	End Date	Credits	Day	Delivery Times
BROA09007	Global and Creative Industries	AY	T1	06/SEP/21	18/DEC/21	20	Tuesday	0900 - 1200
BROA09006	Research for Broadcast	AY	T1 - T2	06/SEP/21	18/DEC/21	20	REFER TO TIMETABLE	
BROA09010	Production for Multiplatform	AY	T2	10/JAN/22	07/MAY/22	20	REFER TO TIMETABLE	

- If the modules listed are incorrect or any modules are missing, do not continue with your enrolment.
- Click **Query Modules** to contact us.
- If the modules listed are correct and you wish to continue with your registration for these modules, click **Confirm & Continue**.

Module Registration

You will be shown the module registration pages relevant to your programme and year of study.

Depending on your programme, these may include:

- **Core Modules** – mandatory modules for your programme
- **Option Modules** – optional modules available on your programme
- **Elective Modules** – modules available from the University catalogue at a specified level

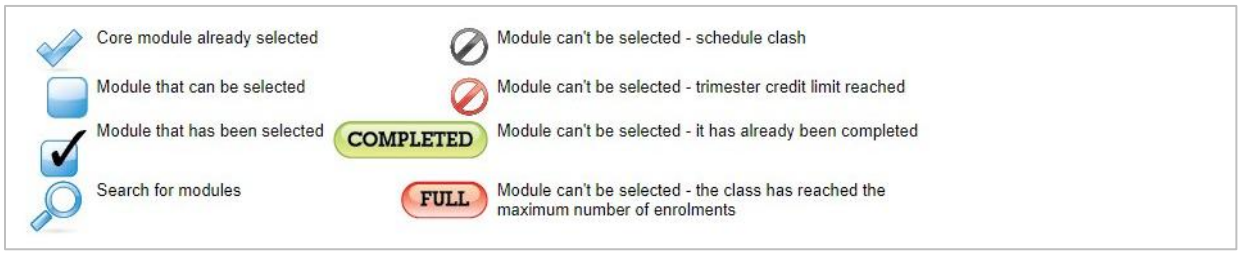
Note: You must ensure that you meet the required pre-requisites for any modules that you select. You can find this information in the module descriptor.

Module descriptors can be viewed by clicking on the Module Code.

Part-time students, whose modules have not been pre-loaded, can select the modules and number of credits they wish to take in any year but all core modules and the correct number of credits from the option or elective lists must eventually be completed for each level of their programme.

Tutorials and labs associated with modules may not always be included within the times stated and times may be subject to change. We will do our best to prevent this from happening but when this is unavoidable, we will notify you via your UWS Student Email Account.

A key to the icons you will see on these pages is displayed on the Module Registration page.

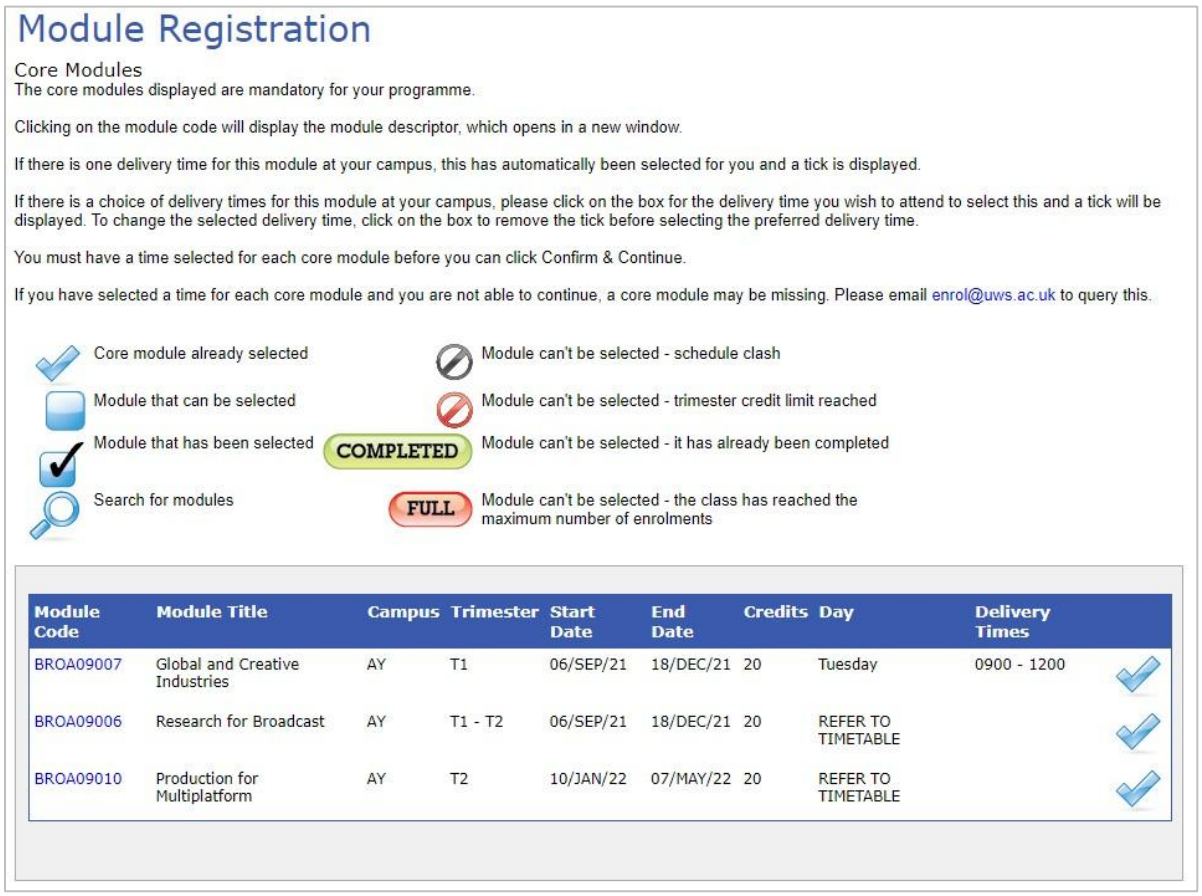


A **Confirm & Continue** button will only appear once you have selected the minimum number of credits required for that section.

- Select **Confirm & Continue** to move on to the next page.

Core Modules

If your programme has Core Modules, the Core Modules page will be displayed first.



- If there is only one delivery time for a core module at your campus, you will be automatically added to that class and a tick will be displayed.
- If there is a choice of delivery times for any of the modules, select your preference by clicking the relevant box.
- **Full-time students** must have a delivery time selected for each core module before they can progress to the next page.
- **Part-time students** only need to select a delivery time for the core modules they intend to take for this Term.
- Click **Confirm & Continue** to move on to the next page.

HELP ME

If you are unable to continue from this page, a Core Module may be missing. If this happens, contact WhatsApp 0141 848 3998 or email enrol@uws.ac.uk.

Option Modules

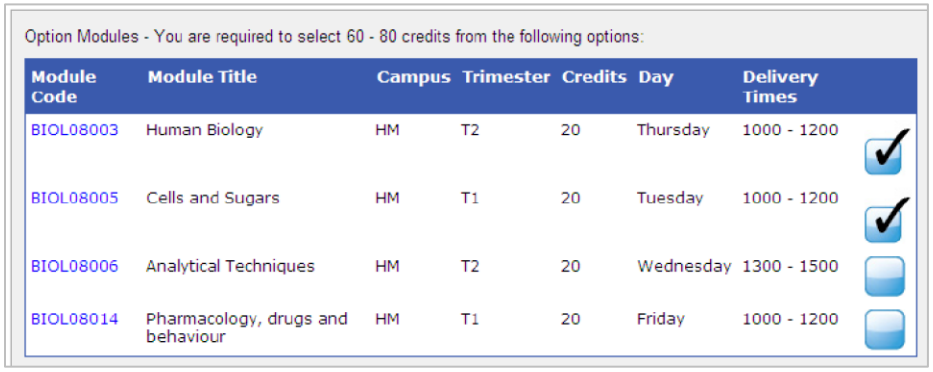
If your programme has one or more groups of option modules, you will be shown each group of choices.

- If you need advice before choosing your options, contact your Personal Tutor or Programme Leader, and return to Online Enrolment at a later time.
- You can exit out of Online Enrolment at this point and return when you are ready to select your options. You will be returned to the Module Registration section.

Each group of option modules will state how many credits you must select. In some cases, you may be shown a minimum and maximum number of credits for the group (e.g. you are required to study 60-80 credits from the following options) and you will have to select enough modules to satisfy the minimum number of credits.

The remainder will then be made up from the next group of options or elective modules.

- Click the box beside each module you wish to take. A tick will appear in the box to indicate that the module has been selected.
- If any of the modules run at the same time as a module already selected, you will see the schedule clash icon (a grey forbidden icon) and you will not be able to select the module.
- Once you have reached your credit limit for an option group or term, you will see the credit limit reached icon (a red forbidden icon) against the modules that you are no longer able to select.
- To change a choice, you can click on the selected icon (a box with a tick) to remove the tick, then select the module you wish to take.


Option Modules - You are required to select 60 - 80 credits from the following options:

Module Code	Module Title	Campus	Trimester	Credits	Day	Delivery Times	
BIOL08003	Human Biology	HM	T2	20	Thursday	1000 - 1200	✓
BIOL08005	Cells and Sugars	HM	T1	20	Tuesday	1000 - 1200	✓
BIOL08006	Analytical Techniques	HM	T2	20	Wednesday	1300 - 1500	
BIOL08014	Pharmacology, drugs and behaviour	HM	T1	20	Friday	1000 - 1200	

A **Confirm & Continue** button will only appear for full-time students when the minimum required number of credits has been selected.

- Once you have selected all your options, click the **Confirm & Continue** button.

Elective Modules

If your programme has an elective choice, you will be shown the levels from which you can select a module.

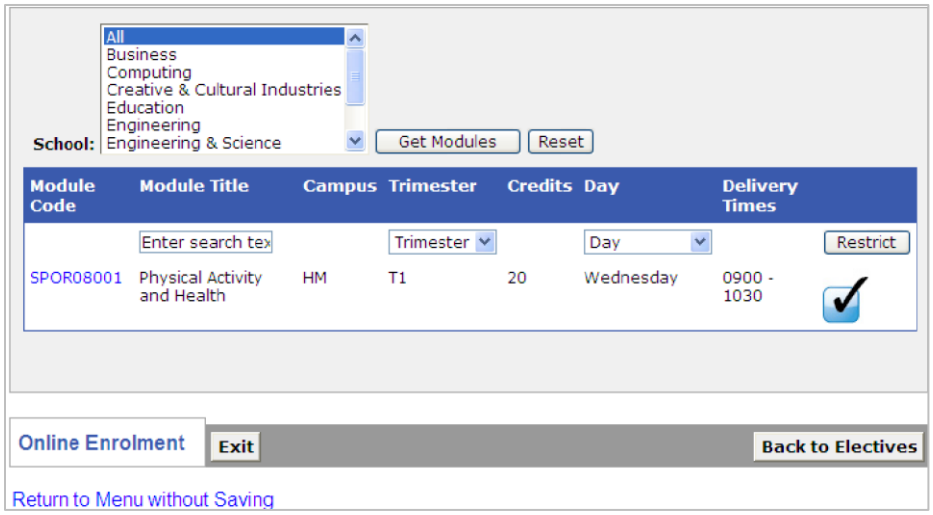
- To view the elective modules available to you, click **Search** (the magnifying glass).
- You can then select the **Faculty** of your choice (or **all Faculties**) and click **Get Modules**.



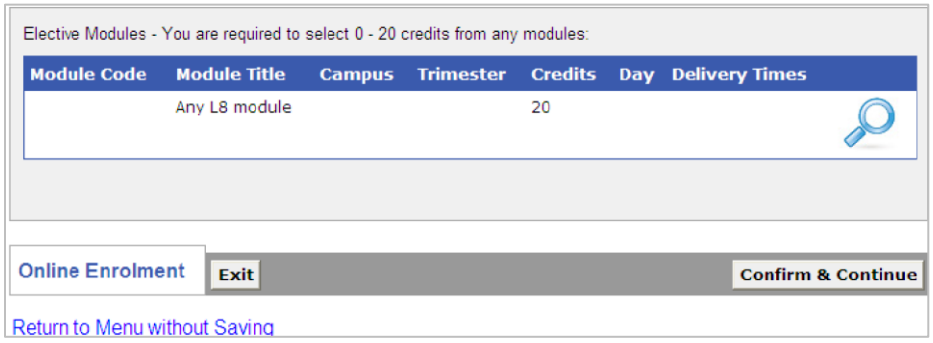
- Select the module you wish to take by clicking the blue box.
- You will see the schedule clash or credit limit reached icons beside any modules that are not available to you due to your other module choices.

Note: You must ensure that you meet the required pre-requisites for any modules that you select.

- If you wish to filter the results, you can specify part of the title, the Term and/or the campus then click **Restrict** to view the matching results.
- Use the **Back to Electives** link to return to the previous page.
- If you have not selected a module, you will be able to search again.
- If you have selected a module, this will now be the only module shown.
- If you wish to change your choice and search again, click on the ticked box to deselect the module.



- Once you have selected a module, use the **Back to Electives** button to return to the previous page. It will show the number of credits you have selected.
- If you wish to change the module, click on the search icon to deselect your previous choice.

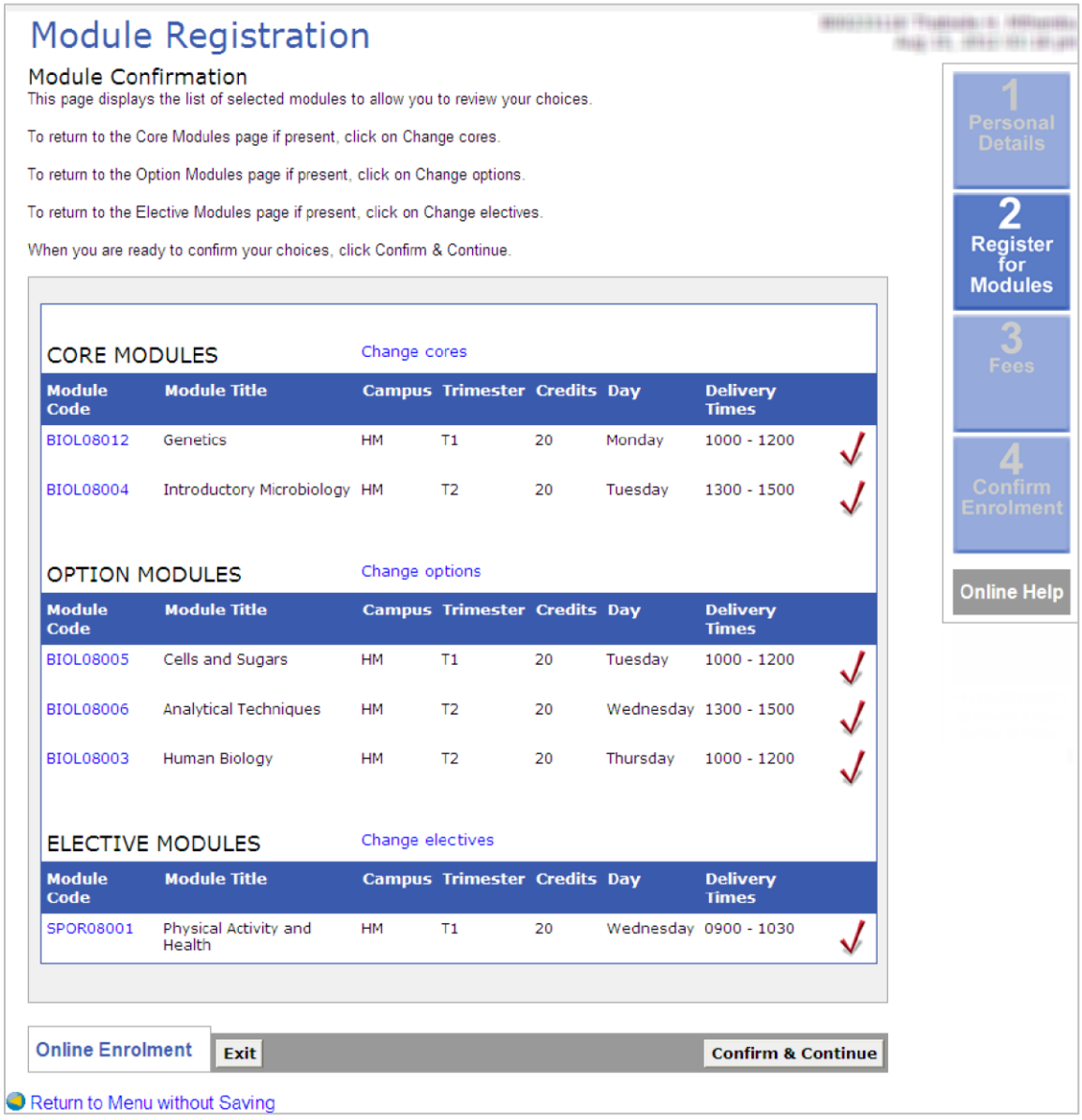


- Click the **Confirm & Continue** button when you are ready to view a Summary of all the modules you have selected.

Note: There is still an opportunity to change your selections at the next **Module Confirmation** screen.

Module Confirmation

On the Module Confirmation page, you are shown a summary of all the selected modules.



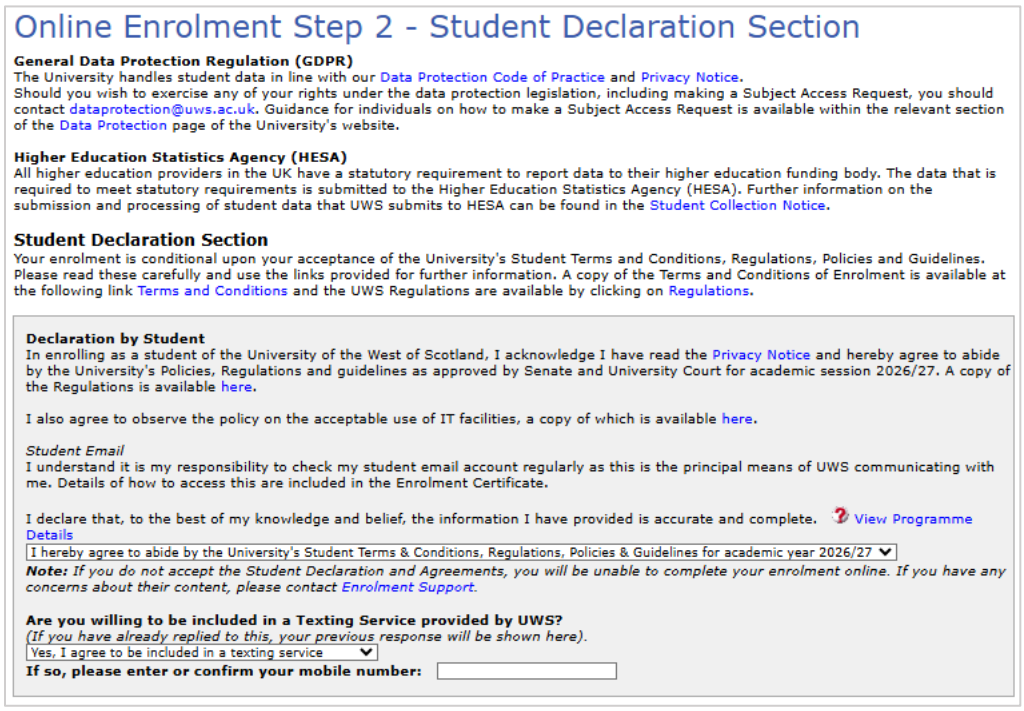
- If you wish to change any of your selections, use the **Change cores**, **Change options** or **Change electives** links to return to the relevant page.
- Click **Confirm & Continue** when you are ready to confirm your choices and progress to the Declaration page.

Declaration

Note: Once you have confirmed your choices and completed the Declaration page, you will not be able to return to the module selection pages.

Note: If you have incorrectly selected a module or modules, you should email: enrol@uws.ac.uk with details. Ensure you include your Student ID, Campus and full details of the changes required.

Your enrolment is conditional on your acceptance of the University's terms, conditions and regulations. Please read these carefully and use the links provided for further information.



Online Enrolment Step 2 - Student Declaration Section

General Data Protection Regulation (GDPR)
The University handles student data in line with our Data Protection Code of Practice and Privacy Notice.
Should you wish to exercise any of your rights under the data protection legislation, including making a Subject Access Request, you should contact dataprotection@uws.ac.uk. Guidance for individuals on how to make a Subject Access Request is available within the relevant section of the Data Protection page of the University's website.

Higher Education Statistics Agency (HESA)
All higher education providers in the UK have a statutory requirement to report data to their higher education funding body. The data that is required to meet statutory requirements is submitted to the Higher Education Statistics Agency (HESA). Further information on the submission and processing of student data that UWS submits to HESA can be found in the Student Collection Notice.

Student Declaration Section
Your enrolment is conditional upon your acceptance of the University's Student Terms and Conditions, Regulations, Policies and Guidelines. Please read these carefully and use the links provided for further information. A copy of the Terms and Conditions of Enrolment is available at the following link Terms and Conditions and the UWS Regulations are available by clicking on Regulations.

Declaration by Student
In enrolling as a student of the University of the West of Scotland, I acknowledge I have read the Privacy Notice and hereby agree to abide by the University's Policies, Regulations and guidelines as approved by Senate and University Court for academic session 2026/27. A copy of the Regulations is available here.

I also agree to observe the policy on the acceptable use of IT facilities, a copy of which is available here.

Student Email
I understand it is my responsibility to check my student email account regularly as this is the principal means of UWS communicating with me. Details of how to access this are included in the Enrolment Certificate.

I declare that, to the best of my knowledge and belief, the information I have provided is accurate and complete. View Programme Details

I hereby agree to abide by the University's Student Terms & Conditions, Regulations, Policies & Guidelines for academic year 2026/27

***Note:** If you do not accept the Student Declaration and Agreements, you will be unable to complete your enrolment online. If you have any concerns about their content, please contact Enrolment Support.*

Are you willing to be included in a Texting Service provided by UWS?
(If you have already replied to this, your previous response will be shown here).
Yes, I agree to be included in a texting service

If so, please enter or confirm your mobile number:

Declaration by Student

You must accept the declaration by selecting **I accept the Declaration and Agreements** to be able to continue with your enrolment.

Texting Service

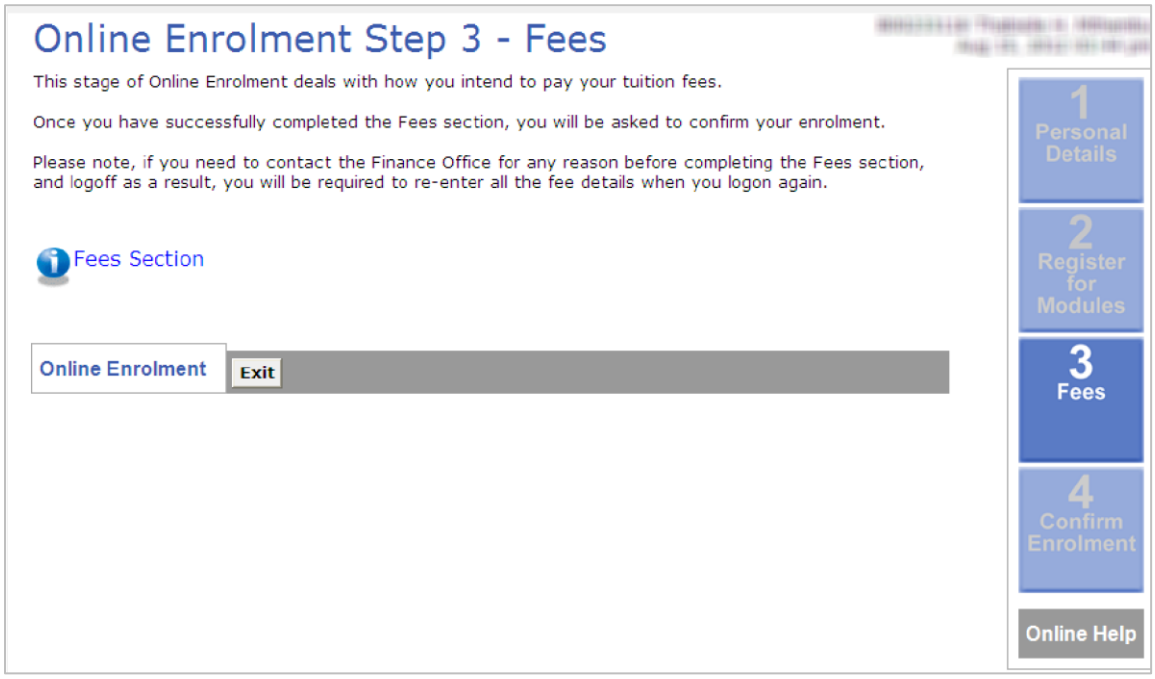
The texting service will send texts to your mobile phone with important University information such as campus closures.

- If you wish to be included in the UWS Texting Service, select **Yes, I agree to be included in a texting service** and enter or confirm your mobile number underneath.

- Click **Save & Continue** on the Declaration page to continue to the next step.

Step 3 – Fees

Your tuition fees are calculated according to the modules you confirmed in Step 2 of Online Enrolment, as well as your Mode of Study (full/part-time), Student Type (Undergraduate/ Postgraduate), and Residency (Home/Overseas).



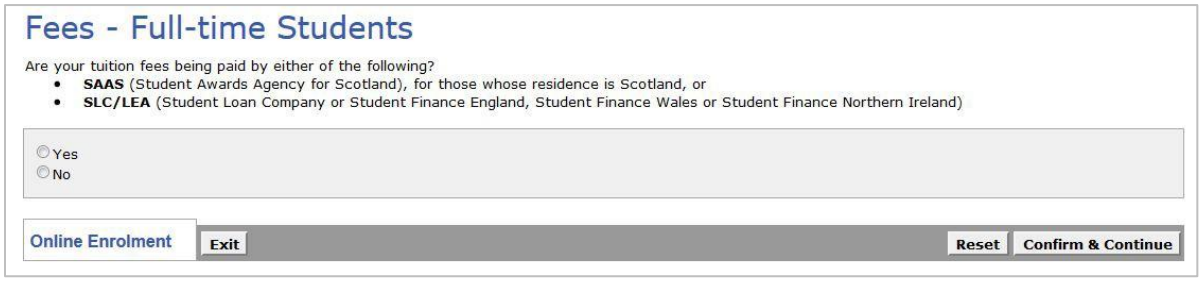
Note for Dual enrolment Students: If you are studying more than one programme in this academic year, only your primary programme is shown here so the anticipated fees displayed in this section are likely to be less than the final fees payable.

If you have any finance related queries, contact the Finance Team:

- For Scottish campus students email: hub@uws.ac.uk
- For London campus students go to your self-service portal and select London Hub Enquiry Form then Finance Support: Self-Service Portal Home Page

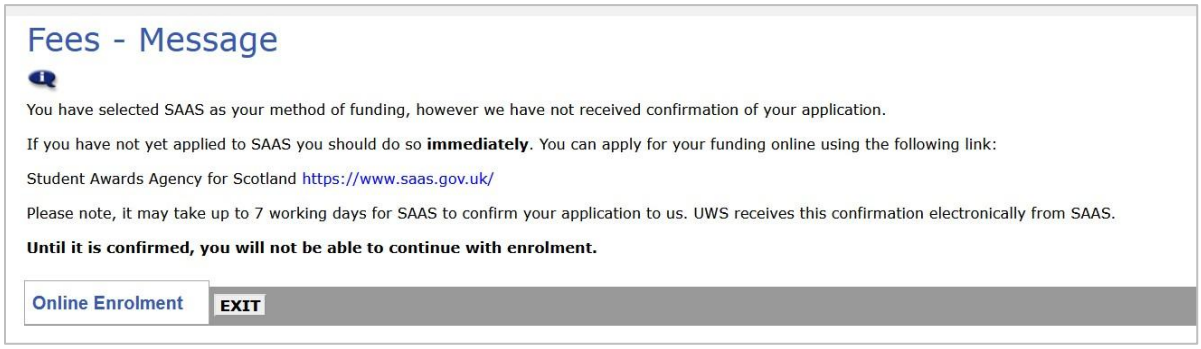
Full-Time Students

If you are a full-time student, and you do not have SAAS/SLC funding in place, you will be asked if your fees are being paid by SAAS (Student Awards Agency for Scotland), SLC (Students Loans Company) or an LEA (Local Education Authority).



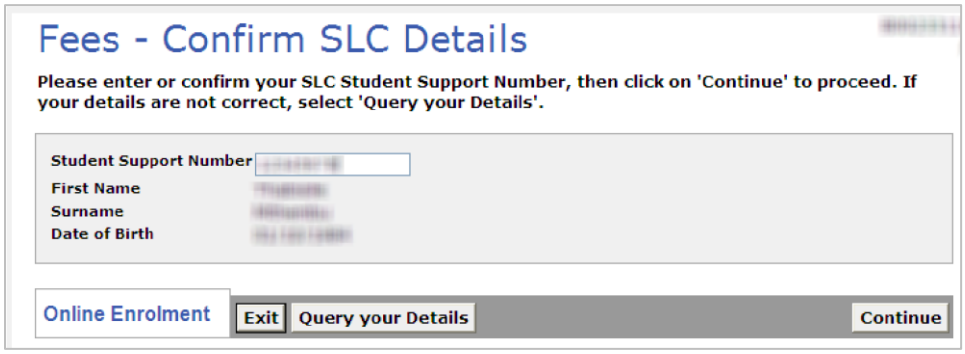
Funded by SAAS

If you are funded by SAAS, but funding is not yet in place, you will see a message reminding you to ensure that you have submitted your funding application for the new academic session.



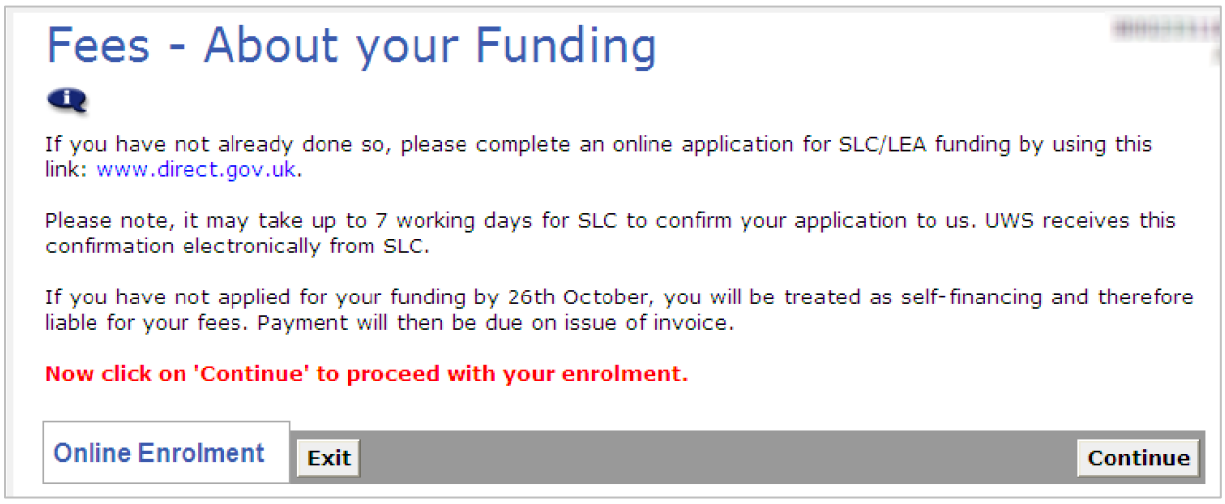
Funded by SLC/LEA

If you select **Yes** to confirm that you are funded by SLC/LEA and we do not currently have a record of your Student Support Number, you will be asked to provide this.



Once we have a record of your Student Support Number, you will be shown a warning message to remind you that you must apply for funding for each year of your programme so, even if you were previously funded by SAAS or another funding body last year, you will still need to apply for funding for this year of study.

If you have not submitted a funding application and supplied UWS with your Student Support Number, you will be treated as a self-financing student and the University will send you an invoice to pay your tuition fees.

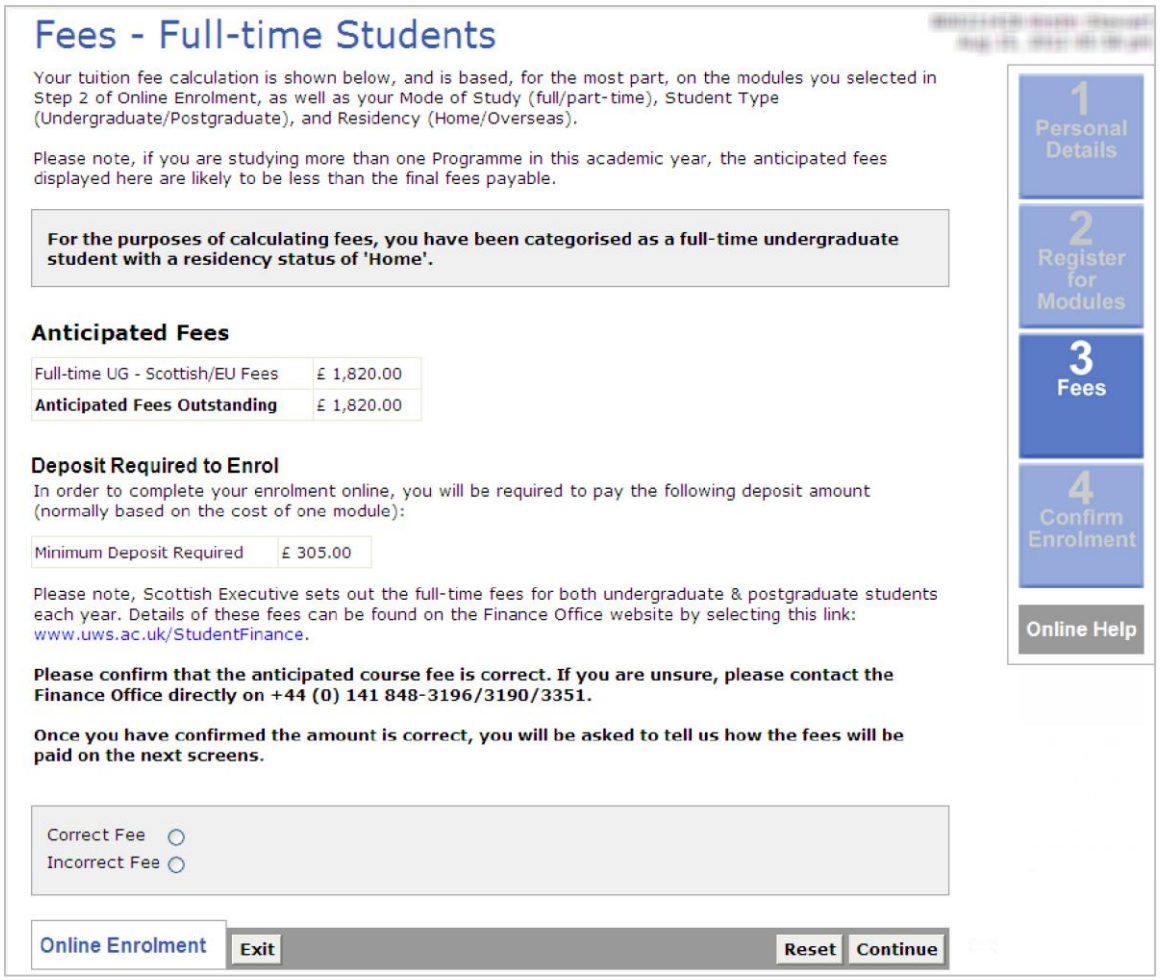


- For information on SAAS funding applications, go to www.saas.gov.uk
- For information on SLC funding applications, go to www.slc.co.uk
- For information on LEA funding applications, go to www.direct.gov.uk

- Click **Continue** to proceed to Step 4 and confirm your enrolment.

Not funded by SAAS/SLC/LEA

If you select **No** when asked if your tuition fees are being paid by SAAS/SLC/LEA, you will be shown your fees calculation.



If you believe the fee is incorrect or are unsure about your fee, contact the Finance Team:

- For Scottish campus students email: hub@uws.ac.uk
- For London campus students go to your self-service portal and select London Hub Enquiry Form then Finance Support: Self-Service Portal Home Page

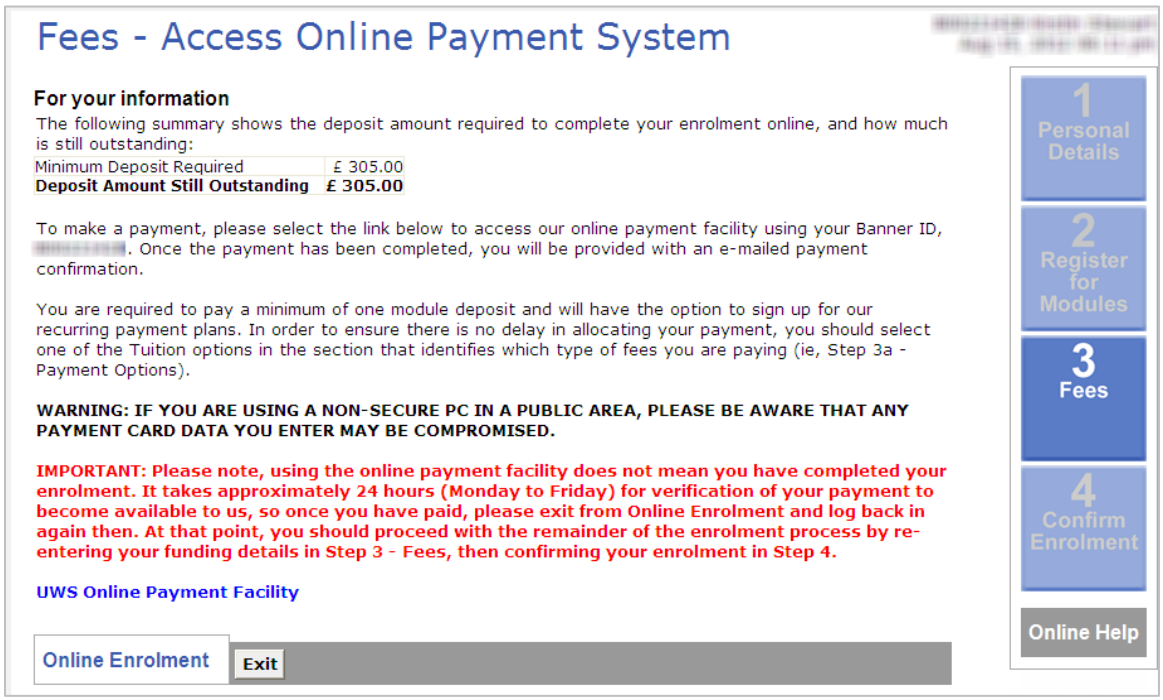
If you select **Correct Fee** and click **Continue**, you will be asked how your fees will be paid.



Self-financing (Full-Time Students)

If you select Self-financing, and you have already paid the minimum deposit, you will automatically proceed to Step 4 to confirm your enrolment.

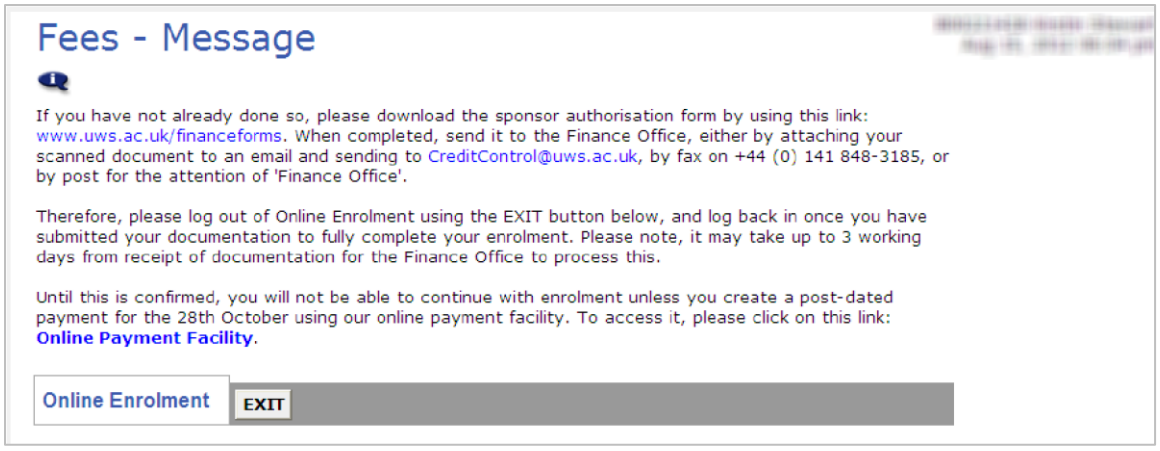
If you have not yet paid your minimum deposit, you will be shown the link to the online payment facility to pay your one module deposit.



Company Sponsorship (Full-Time Students)

If you selected Company Sponsorship and the Finance office has already processed your sponsor authorisation form, you will automatically proceed to Step 4 to confirm your enrolment.

If your form has not yet been processed, you will be shown the link to download the correct form. It can be found here (under my fees are funded by a sponsor): https://www.uws.ac.uk/money-fees-funding/student-tuition-fees-faqs/



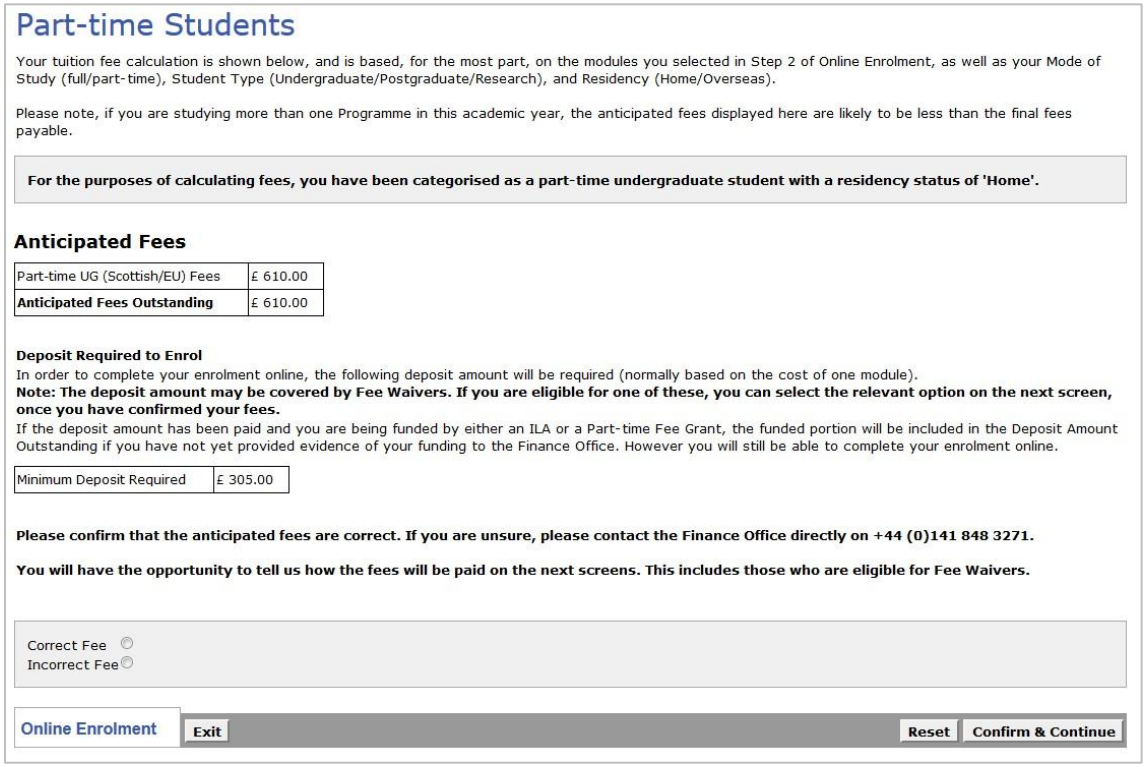
Note: You will not be able to complete your enrolment until the Finance Office has processed your form. This may take up to 3 working days from when you submit this.

While waiting for Finance Office to process your form, you should exit online enrolment and log back in after 3 days to continue with your enrolment.

All the details you have already submitted in Personal Details and Register for Modules will be saved and you can continue from the Fees section when you return.

Part-Time Students

Part-time students will be shown their fee calculation, which is based on their modules, level of study and whether their residency is Home or Overseas.



- Click **Correct Fee** to confirm the fee
- Click **Confirm & Continue**.



If you believe the fee is incorrect or are unsure about your fee, contact the Finance Team:

- For Scottish campus students email: hub@uws.ac.uk
- For London campus students go to your self-service portal and select London Hub Enquiry Form then Finance Support: Self-Service Portal Home Page

Self-Financing (Part-Time Students)

If you are a self-financing part time student and you have already paid the minimum deposit, you will automatically proceed to Step 4 to confirm your enrolment.

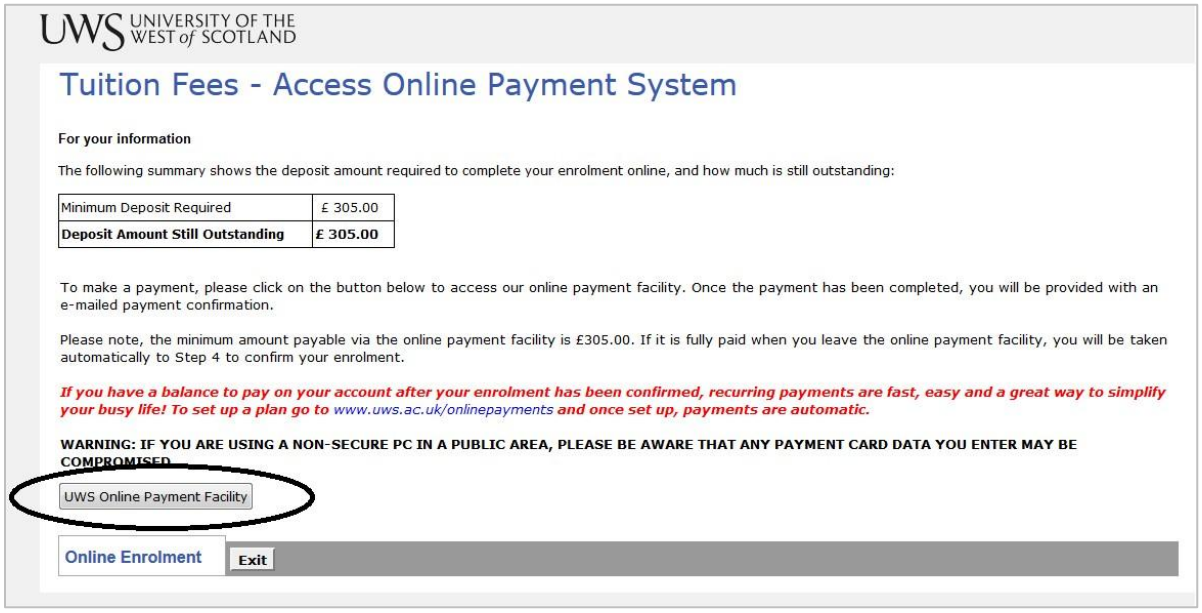
If you have not yet paid your deposit, you can use the online payment facility. This allows you to pay all or part of your fees online by credit/debit card. You can make a single one-off payment to meet the minimum one module deposit or set up a recurring payment plan to pay all your tuition fees. Making a payment or setting up a payment plan can be found here: https://www.uws.ac.uk/money-fees-funding/student-tuition-fees-faqs/

Once you have paid your deposit, the balance of your fees can be paid by instalments.

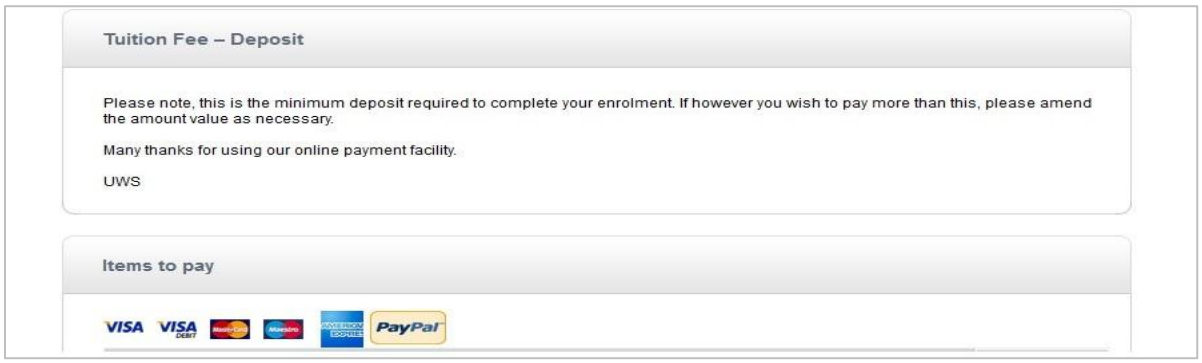
HELP ME

For more details on deposits for modules, contact the Finance Team:

- For Scottish campus students email: hub@uws.ac.uk
- For London campus students go to your self-service portal and select London Hub Enquiry Form then Finance Support: Self-Service Portal Home Page



- Click **UWS Online Payment Facility** to pay online.

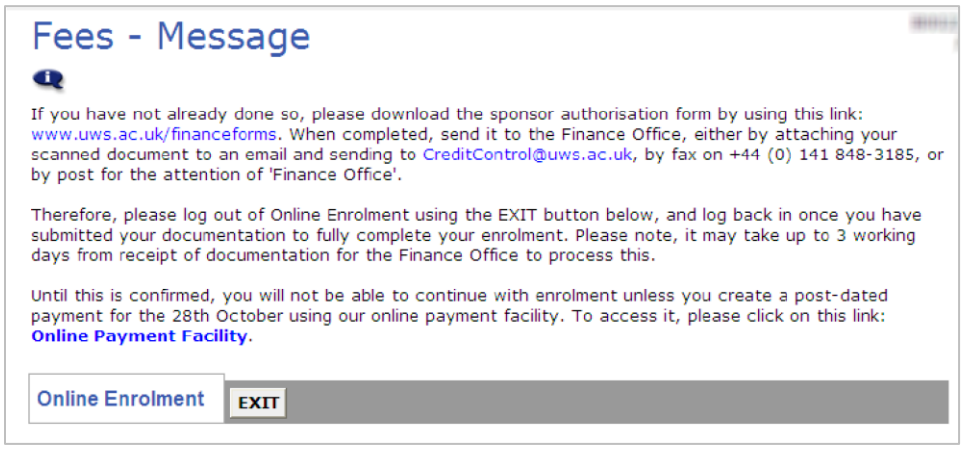


Company Sponsorship – Part Time Students

If your tuition fees are being paid by a company, you will be required to provide either a Purchase Order (PO) or letter of authorisation on company letterhead when you are due to enrol.
Your company will be invoiced, and the payment terms are 30 days from the invoice date.

If your company authorisation form has already been processed, you will automatically proceed to Step 4 to confirm your enrolment.

If this has not yet been processed, you will have to complete and return to the finance office a sponsor authorisation form, which can be downloaded from https://www.uws.ac.uk/money-fees-funding/student-tuition-fees-faqs/



This should be completed, scanned and emailed to hub@uws.ac.uk, or posted to Finance Office, UWS, High Street, Paisley PA1 2BE. You must also include a scanned copy of your PO/authorisation form.

For further information go to www.uws.ac.uk/finance or contact the Finance Team:

- For Scottish campus students email: hub@uws.ac.uk
- For London campus students go to your self-service portal and select London Hub Enquiry Form then Finance Support: Self-Service Portal Home Page

Note: **All Tuition Fees remain the responsibility of the student until they are settled in full by their Sponsor.**

Part-Time Fee Grant

Part-Time Fee Grants are available through the government.
Details are online at:
https://www.uws.ac.uk/money-fees-funding/undergraduate-fees-funding/funding-for-scottishstudents/funding-for-part-time-students/
Until your SAAS PT-Fee Grant is in place, you will not be able to complete enrolment.

SAAS Loan

Part Time Post Graduate students from 22/23 will have the option of a SAAS Loan.

Until your SAAS loan is in place, you will not be able to complete enrolment.

NHS Health Board SLA/NES Contracting Funding

For further information contact the Faculty at: HLSProjectTeam@uws.ac.uk. Ensure you include your Student ID, Name and Campus in your email.

University Initiatives

The University Fee Waiver does not apply to UWS students doing any reduced price module or course, for example a First or Next Steps module and is applicable for up to 100 credits of study.

Once your documentation has been provided to the Finance Office, you should wait 24 hours then log back in to complete your enrolment.



Note: Remember to include your **Name** and **Student ID** and **Campus** with all correspondence.

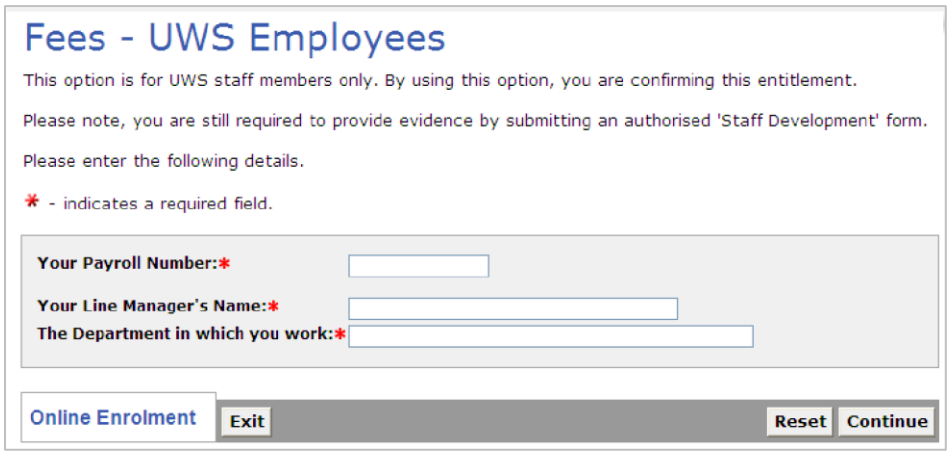
Staff Development – For UWS Colleagues

This option is for UWS staff members only.

All fields should be completed, and an authorised Staff Development form must be sent to the Finance Office.

If your authorisation form has already been processed by the Finance Office, you will automatically proceed to Step 4 to confirm your enrolment.

If not, you will see a screen requesting your Payroll number, Line Manager's name and the Department in which you work.



When you click **Continue** you will be given details of how to submit your supporting documentation.
Once your documentation has been provided to the Finance Office, you should wait 3 working days then log back in to complete your enrolment.

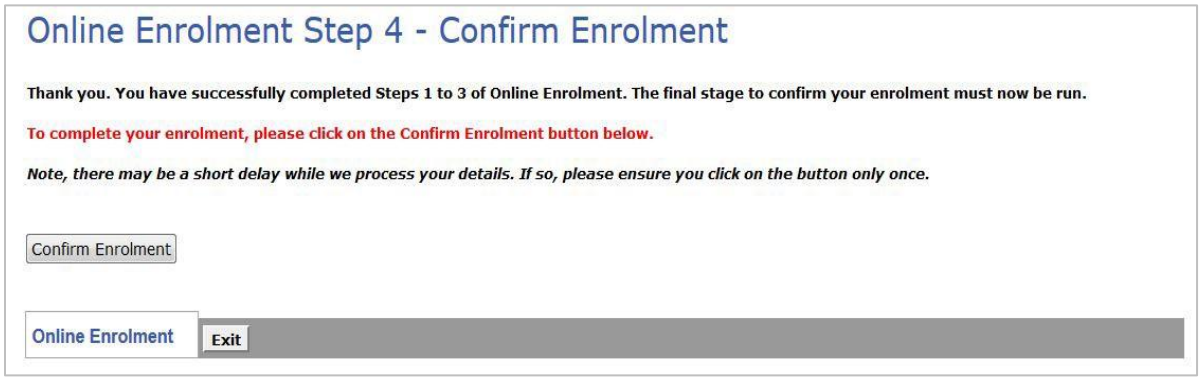
Where to send your documentation

If you are emailing a scanned copy of your documentation, email: hub@uws.ac.uk stating your Name, Student ID, Campus and your programme of study/name of modules.

Email is preferable and quicker, but if you are sending your documentation by post, use the following address and remember to include your **Name** and **Student ID**:
Finance Office
University of the West of Scotland
High Street
Paisley
PA1 2BE

Step 4 – Confirm Enrolment

Once you have supplied all the information required for your enrolment, click the **Confirm Enrolment** button.



When you see a confirmation message, you have successfully completed your enrolment.



You will receive a confirmation email sent to your UWS email account. This will also list the modules you selected.

Note: You are not able to change your module choices once you have confirmed your enrolment. If you would like to make a change, you will have to request this through your Personal Tutor or Programme Leader. Any changes must be agreed within two weeks of the start of the term.

After you complete enrolment

Once you have completed enrolment, you will be issued with a digital student ID card available through the MyUWS App.

Your digital ID shows your name, uploaded student photo and details of your study.
It is automatically updated if your student status changes.

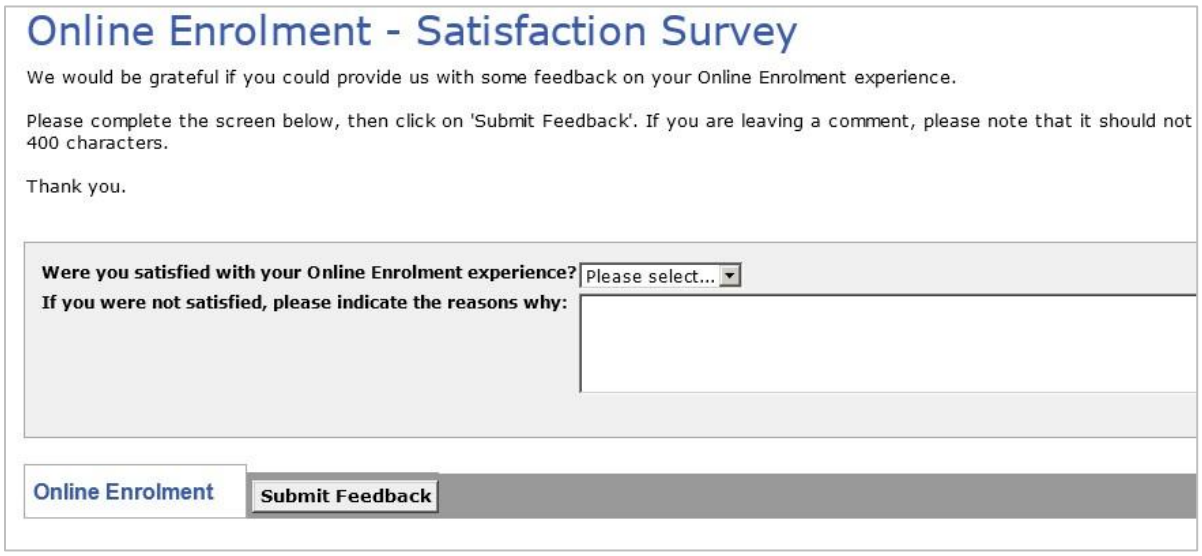
For programmes such as Nursing which requires a physical ID for placement purposes, your programme will arrange delivery of a UWS ID card to you in the first few weeks of term.

If you believe any of the details on your student card are incorrect, provide staff at The Student Hub with details of the requested change.

If you have a physical ID card issued to you and it is lost, The Student Hub can issue a new card. There is a replacement fee of £10.00.

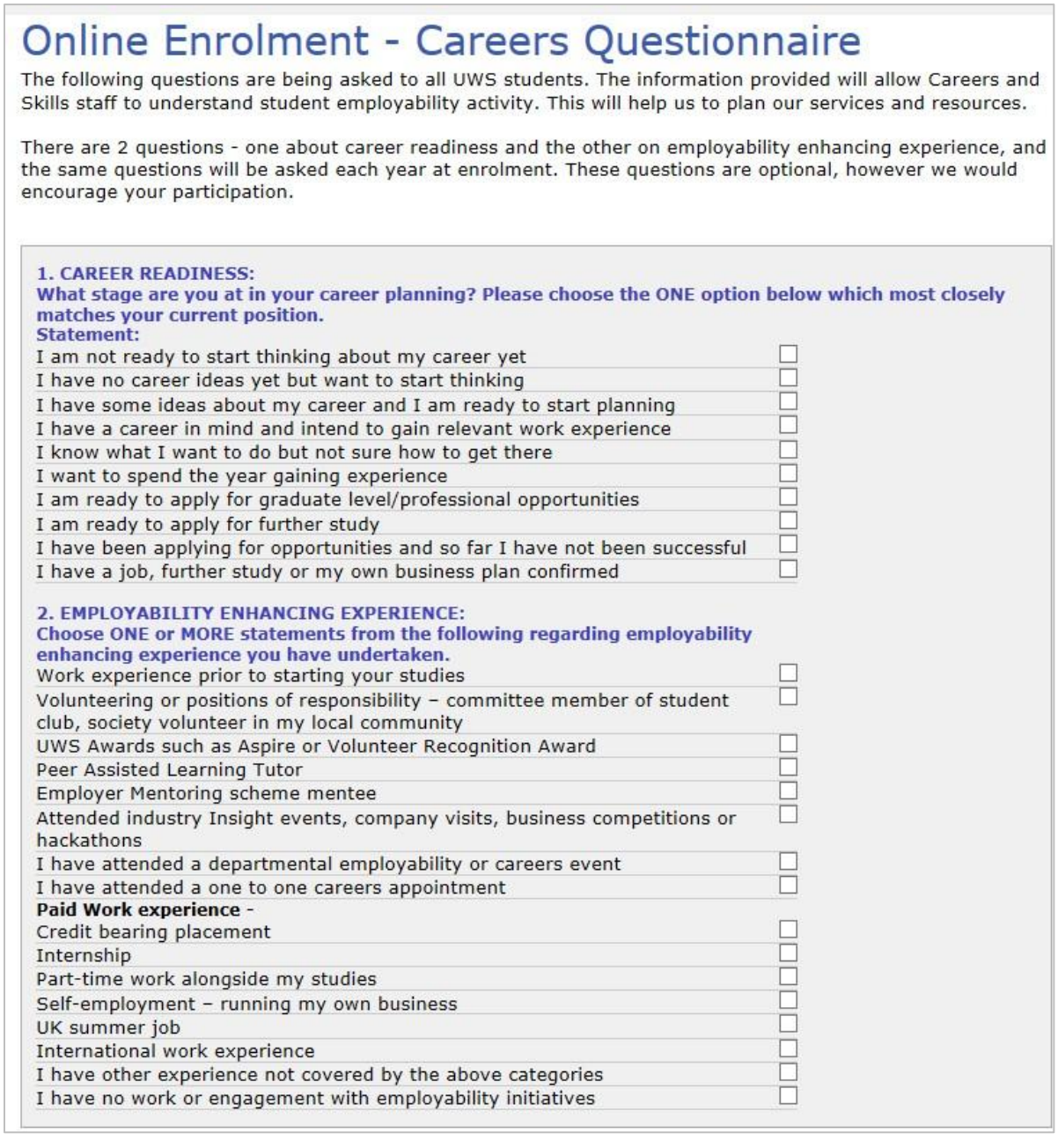
Online Enrolment Satisfaction Survey

On completing enrolment you can let UWS know how you found the process by completing the Online Enrolment Satisfaction Survey.



Careers Questionnaire

Finally, completion of a Careers Questionnaire, answering 2 questions with tick-boxes, will allow our UWS Careers and Skills staff to understand student employability activity and plan for future services and resources.



Online Enrolment - Careers Questionnaire

The following questions are being asked to all UWS students. The information provided will allow Careers and Skills staff to understand student employability activity. This will help us to plan our services and resources.

There are 2 questions - one about career readiness and the other on employability enhancing experience, and the same questions will be asked each year at enrolment. These questions are optional, however we would encourage your participation.

1. CAREER READINESS:
What stage are you at in your career planning? Please choose the ONE option below which most closely matches your current position.
Statement:

- ☐ I am not ready to start thinking about my career yet
- ☐ I have no career ideas yet but want to start thinking
- ☐ I have some ideas about my career and I am ready to start planning
- ☐ I have a career in mind and intend to gain relevant work experience
- ☐ I know what I want to do but not sure how to get there
- ☐ I want to spend the year gaining experience
- ☐ I am ready to apply for graduate level/professional opportunities
- ☐ I am ready to apply for further study
- ☐ I have been applying for opportunities and so far I have not been successful
- ☐ I have a job, further study or my own business plan confirmed

2. EMPLOYABILITY ENHANCING EXPERIENCE:
Choose ONE or MORE statements from the following regarding employability enhancing experience you have undertaken.

- ☐ Work experience prior to starting your studies
- ☐ Volunteering or positions of responsibility – committee member of student club, society volunteer in my local community
- ☐ UWS Awards such as Aspire or Volunteer Recognition Award
- ☐ Peer Assisted Learning Tutor
- ☐ Employer Mentoring scheme mentee
- ☐ Attended industry Insight events, company visits, business competitions or hackathons
- ☐ I have attended a departmental employability or careers event
- ☐ I have attended a one to one careers appointment

Paid Work experience -

- ☐ Credit bearing placement
- ☐ Internship
- ☐ Part-time work alongside my studies
- ☐ Self-employment – running my own business
- ☐ UK summer job
- ☐ International work experience
- ☐ I have other experience not covered by the above categories
- ☐ I have no work or engagement with employability initiatives

Registry Contact Details

If you need to contact UWS Registry details are below.
Email Registry: enrol@uws.ac.uk