Online Enrolment User Guide

2019/20

Contents

UWS

1. **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?

- New full-time students – dates of when online enrolment opens for different programmes are on the UWS public website.

- Full-time students continuing with their programme, provided they have one of the following Progression and Award Board (PAB) 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 you can enrol online
  - Ongoing (ON) – from Term 3 PAB only
  - Defer Resit (DR) – from Term 3 PAB only
  - Fail Repeat (FR) – from Term 3 PAB only

- All part-time students, including Distance Learning students

Who will not be eligible to enrol when Online Enrolment opens on 12 August 2019

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

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 Office as soon as possible at ar@uws.ac.uk

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 Progression and Award Boards (PAB) have been made known. These decisions start to become available during week commencing 26 August 2019. You should enrol online as soon as possible after that date. 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 Enrolment Support as soon as possible for help: Email: enrol@uws.ac.uk or tel: 0141 848 3800.

Before accessing Online Enrolment, you will need the following information:

- Your **Student ID** (e.g. B00xxxxxx)

- Your **PIN** This PIN will remain the same as last year. It is normally set to your date of birth (format ddmmyy) unless you changed it previously. If you are unsure of your PIN, please contact the ITDS Helpdesk at hub@uws.ac.uk

- Your **funding arrangements** for payment of your fees for the year should be in place before you complete online enrolment.

  If you have applied to SAAS/SLC/LEA for payment of your tuition fees you will be able to enrol online, but if we have not received confirmation of your award by 30 September 2019 you will be invoiced for your fees.

Help

If you have any queries regarding your enrolment, you can use the **Help** link to view further information about the page you are on. This will also display the appropriate telephone numbers and email addresses should you need to speak to someone at UWS about your enrolment.

2. Logging in to Online Enrolment

Go to **http://ssb.uws.ac.uk** and click **Enter BANNER SELF SERVICE**

Recommended web-browsers for completing your enrolment are Google Chrome or Mozilla Firefox, not Internet Explorer.
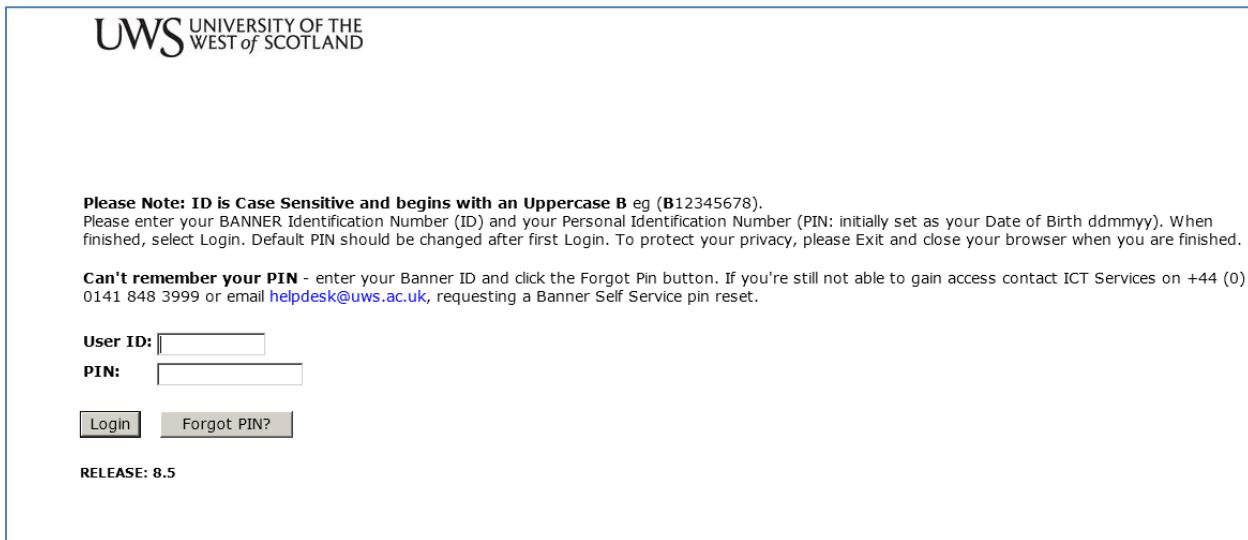
To log in, your User ID is your Student ID (e.g. B00xxxxxx) and your PIN will be your date of birth (ddmmyy) unless you have previously changed it.

If you have forgotten your PIN, click **Forgot PIN?** to answer your security question and reset your PIN.

If you're still not able to gain access, the Hub on +44 (0) 141 848 3800 with your Student ID.

Select the **Online Enrolment** link to enrol online:

If you have not logged in to Banner Self Service before, you will be asked to change your PIN:
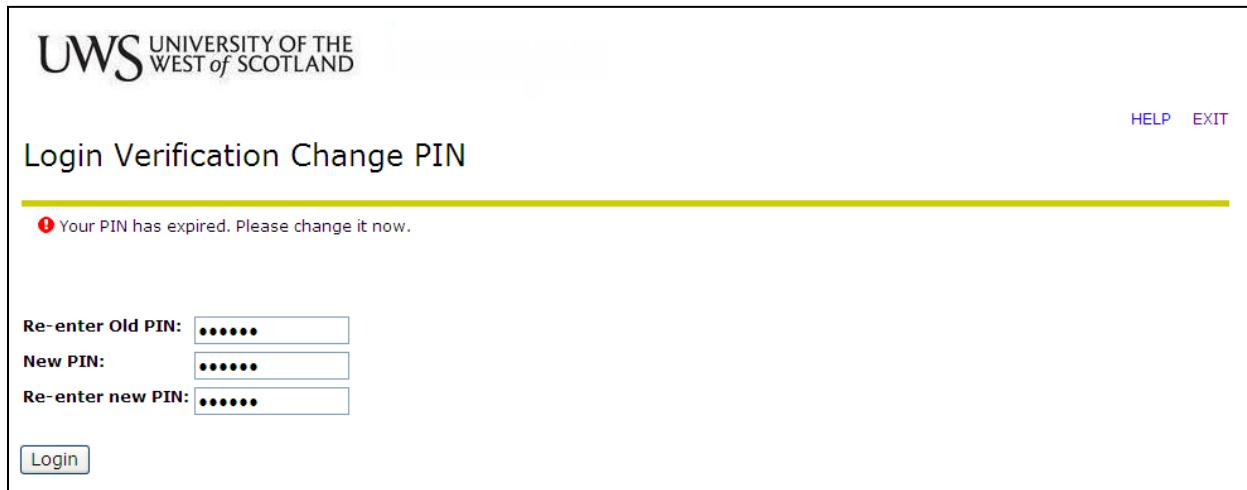
UWS UNIVERSITY OF THE
WEST of SCOTLAND

HELP   EXIT

Login Verification Change PIN

❗ Your PIN has expired. Please change it now.

Re-enter Old PIN: ●●●●●
New PIN: ●●●●●
Re-enter new PIN: ●●●●●

Login

You will also be asked to set up a security question that you will be asked to confirm your identity if you forget your PIN. Answering this question correctly will allow you to select a new PIN.

If you have just changed your PIN, please enter the new number then add a question and answer in the second option as shown below:
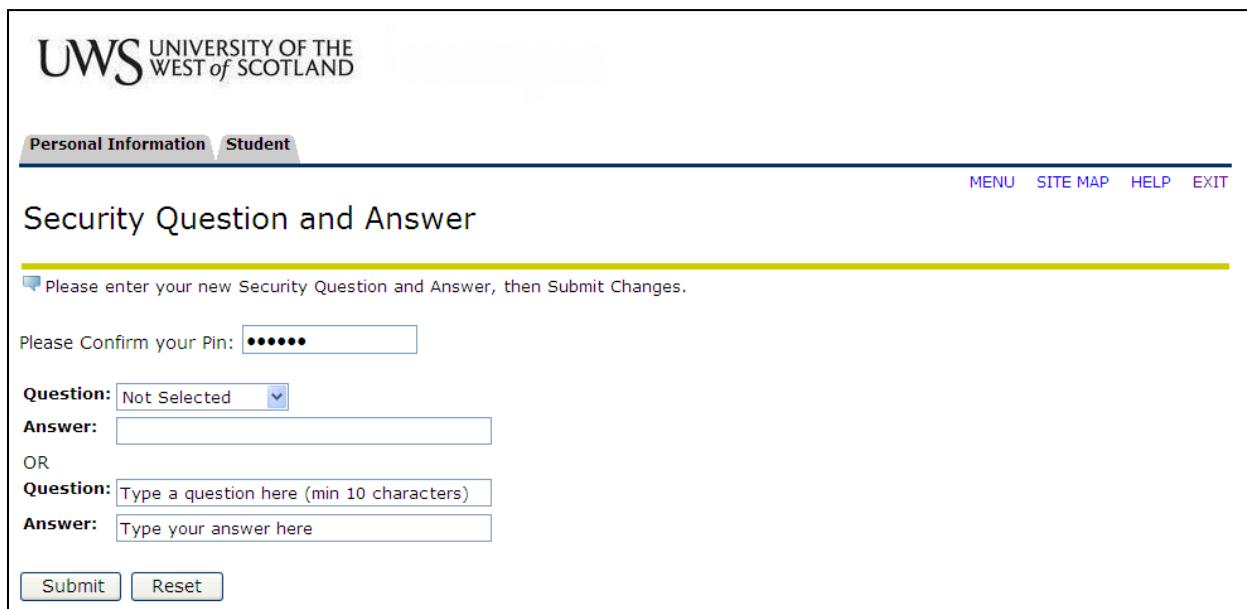
UWS UNIVERSITY OF THE
WEST of SCOTLAND

Personal Information   Student

MENU   SITE MAP   HELP   EXIT

Security Question and Answer

💬 Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin: ●●●●●

Question: Not Selected ▼
Answer: [   ]
OR
Question: Type a question here (min 10 characters)
Answer: Type your answer here

Submit   Reset

If you forget your PIN and your security question, you will have to contact the Hub on +44 (0) 141 848 3800 to have your PIN reset.

3. Confirming your Programme Details

Please confirm that the following details are all correct:

- Programme Title
- School
- Main Campus of Delivery

- Student Type (Undergraduate or Postgraduate)
- Mode of Study (Full-time or Part-time)
- Level of Study

Please note – Term 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 2019/20 session.
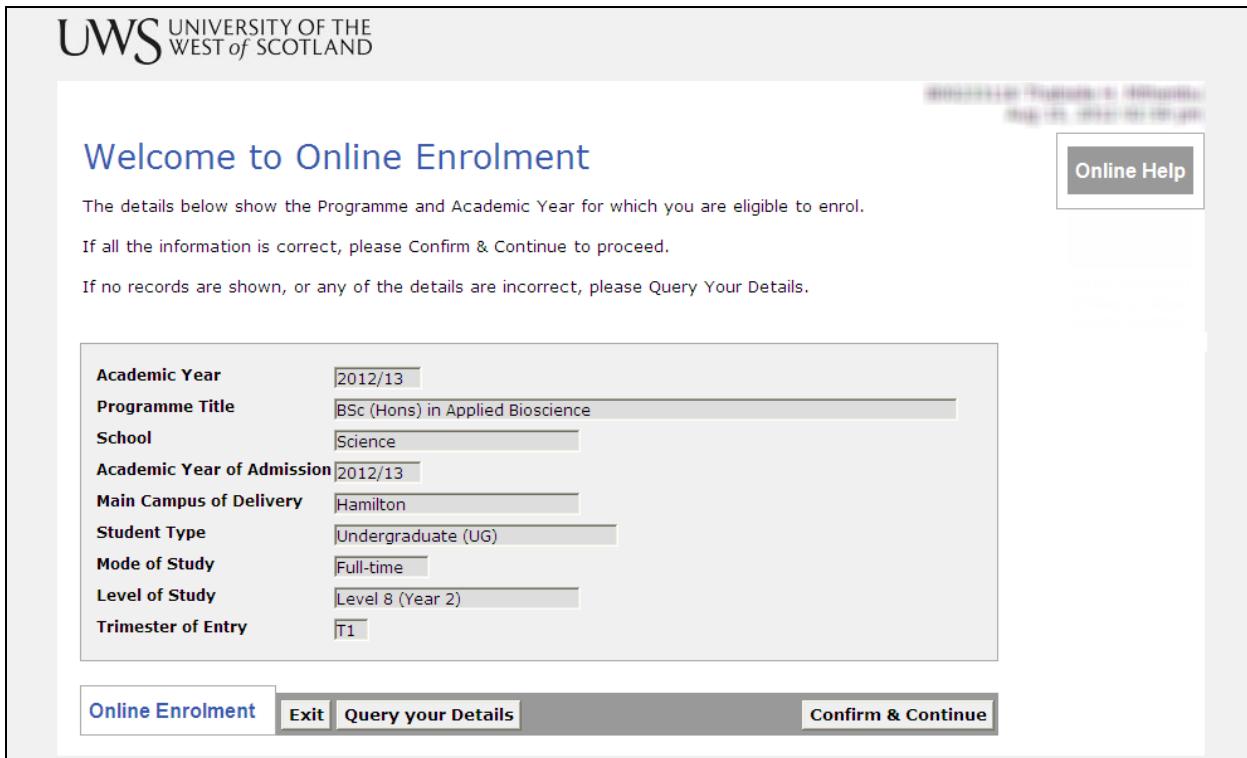
If the above details are **correct**, please click the Confirm and Continue button.

If any of the details are **incorrect**, <u>DO NOT CONTINUE WITH YOUR ENROLMENT</u> - please click the Query your Details button to contact Enrolment Support to explain why this information is incorrect and remember to include your Banner ID in any communication to us.

We will aim to respond to you within one working day – **please wait for us to respond to you before continuing with your enrolment.**

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

4. **Step 1 – Personal Details**
   Please complete each of the following sections:

   - **Personal Information**
   - **Address**
   - **Upload Photograph**
     This section is only shown if you are a new student. If you are a continuing student, you will use your current student card so no photograph is required.
   - **Emergency Contact**
   - **Further Information**

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 **Step 2 – Register for Modules.**

Do not use the back button in your browser; use the links on the page.

Do not bookmark any of the pages. If you leave Online Enrolment at any point and wish to return, please log in to Self Service from https://ssb.uws.ac.uk 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.

4.1 Personal Information
Please ensure the details we have recorded for you are accurate.

Personal Details - Personal Information

Please confirm or correct the personal details shown below. If you need to change your forename, surname, date of birth please contact Enrolment Support; you will need to provide official, recognised photo-identification such as a passport or driving licence.
For this year, the inclusion of an additional field of 'Other' means that you may change the gender field.

✱ - indicates a required field.

Field	Value
Title (e.g. Mr, Ms)	
Forename	
Middle Name	
Surname	
Date of Birth	/ /
Gender✱	Female
Residency (e.g. Home/Overseas)	Home
Domicile✱	Scotland
Ethnicity✱	White
Nationality✱	UK national
Dependants✱	No dependants
Disability✱	No known disability (A)
Have you had a Criminal Conviction since last enrolment?✱	- select
Are you currently under a criminal investigation?✱	- select

Online Enrolment | Exit | Save & Return to Menu | Reset | Save & Continue

✱ *mandatory fields*

The fields in grey cannot be edited online and you must notify us of any changes required (see the help below for each field for further details).

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. Please note, these reports do not identify individual students.

Title
Please enter your title (e.g. Mr, Mrs, Miss, Ms).

Forename/Surname
The forename and surname shown will appear on official university documents (e.g. transcripts and degree parchments) so please ensure these are correct. **These fields cannot be edited by you.** If any changes are required, please contact Enrolment Support at enrol@uws.ac.uk.

Middle Name
Please enter your middle name(s) if applicable. Otherwise, please leave this field blank.

Date of Birth
Please check the details shown are correct. This field cannot be edited by you. If any change is required, please contact Enrolment Support at enrol@uws.ac.uk who will advise you further.

Gender
Please enter your gender (ie. Male, Female, Other)

Residency (Home/Overseas)
Please check your residency category. For purposes of the University, Home includes countries of the European Union. If you believe this is incorrect, **do not continue enrolling online** until this has been verified by Enrolment Support. Please contact them at enrol@uws.ac.uk. You should note that your fees are calculated based on your residency status.

Domicile
This is your home country of permanent residence.

Ethnicity
This is the ethnic group to which you belong.

Nationality
This is 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, please select the relevant category from this list. If you do not have a disability, please select 'No known disability'.

Criminal Conviction
If you have a criminal conviction about which you have not previously informed the University, you must select 'Yes' and you will be contacted to provide further details. If not, please select 'No'.

Are you under criminal investigation?
If you are currently the subject of any criminal investigation, you must select 'Yes' and you will be contacted to provide further details. If not, please select 'No'.

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.

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

4.2   Addresses

4.2.1 Home Address

Please check your permanent home address. If the address is **incorrect**, enter your house number and postcode as shown then click Find Address to insert your new address. 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 'Find Address', you will be able to type in your home address manually.

✱ mandatory fields

Telephone Numbers
Please enter your telephone numbers <u>without spaces</u> and provide a Daytime Contact Telephone Number if this is different to the numbers already provided.

Term Time Accommodation
Please select the option that best describes the category of accommodation in which you are living during this term. This information is required to provide mandatory statistical information to the government (it does not identify individual students).

4.2.2 Term Time Address

If you are living away from your permanent home address, you should provide details of your term time address. **This should be a UK address and is only required if it differs from your permanent Home Address.**

Non-UK Residents: All students who are non-UK residents should 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.

To add or change the term address, enter your house number and postcode as shown then click Find Address to insert your new address.

mandatory fields

Once you have completed all fields, click **Save & Return to Home Address**.

If you wish to return to the Home address without entering a Term address, please click **Return to Home Address without Saving.** You should then click **Save & Continue**.

4.3   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 card. Continuing students will keep their current student card which is valid to the end of their programme. The photo should be a recent passport sized photograph.

Please Note - 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 Hub/Student Link on your campus.

Any photographs submitted to the university by post, email or in person must have your Student ID and name written on the back.

Once a photograph has been uploaded, you can view it or delete it in the Uploaded Photographs section circled above. It will also 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 photograph it will replace the previous uploaded photograph**.

Once you have uploaded a photograph or clicked the checkbox, click **Save & Continue**.

4.4   Emergency Contact

Please 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.

mandatory fields

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, click **Save & Continue**.

4.5   Further Information

The information collected on this page enables the University to monitor how its equal opportunities policies are operating, and to collect data that it requires to return 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).

Personal Details - Further Information

The information requested on this page enables the University to monitor how its equal opportunities policies are operating, and to collect data that it requires to return to the Higher Education Statistics Agency.

Please confirm or correct the details shown below. For a more detailed explanation of each field, click Online Help

✱ - indicates a required field.

Prior Higher Education Experience in UK (lasting 6 months or more)	Prior HE experience in UK ▾
Scottish Candidate Number (if known)	
Unique Learner Reference Number (ULN, if known)	
Highest Qualification on Entry✱	HND
	Qualification Search
Last Institution Attended✱	
	Institution Search
Year Left Last Institution Attended✱	2015
Do either of your parents have a Higher Education qualification?✱	No ▾
What is your sexual orientation?	- select ▾
Is your gender identity the same as the gender you were originally assigned at birth?	- select ▾
To which religion, religious body or denomination do you belong?	- select ▾
Are you a Care Leaver? (✱ **UK domiciled undergraduates only)**	Not a care leaver ▾
In the event of you leaving your programme of study early, would you be willing for us to pass on your contact details to the Back on Course Project Team, who are funded by the Scottish Funding Council to provide information, advice and guidance to anyone who has left university early?✱	Yes ▾

Online Enrolment	Exit	Save & Return to Menu		Reset	Save & Continue

✱ *mandatory fields*

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, please select 'Prior HE experience in UK'. If not, please select 'No prior HE experience in UK'.

Scottish Candidate Number/Unique Learner Reference Number
Please supply this number if known. It 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 17 for further details).

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 16 for further details).

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, please select 'Yes'. Otherwise, please select 'No'.

Carer
Please 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:

- **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 - eg. in foster care, kinship care, a residential school, secure unit or children's home.
- **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.

To which religion, religious body or denomination do you belong?
Please select a value from the drop down menu as listed below. This will become a 'Protected Characteristic' on our system.

- No religion
- Buddhist
- Christian
- Christian – Church of Scotland
- Christian – Roman Catholic
- Christian – Presbyterian Church in Ireland
- Christian – Church of Ireland
- Christian – Methodist Church in Ireland
- Christian – Other denomination
- Hindu
- Jewish
- Muslim
- Sikh
- Spiritual
- Any other religion or belief
- I prefer not to say

What is your sexual orientation ?
Please select a value from the drop down menu as listed below. This will become a 'Protected Characteristic' on our system.

- Bisexual
- Gay man
- Gay woman/Lesbian
- Heterosexual
- Other
- I prefer not to say

Is your gender identity the same as the gender you were originally assigned at birth ?
Please select a value from the drop down menu as listed below. This will become a 'Protected Characteristic' on our system.

- Yes
- No
- I prefer not to say

4.5.1 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', please select 'Yes'. Otherwise, please select 'No'.

4.5.2 Qualification Search

This qualification should be the highest level qualification that you currently hold, which is not necessarily the most recent qualification that you gained. This may not necessarily be the most recent qualification that you have gained.

Use the drop down menu to filter by qualification type:

- UK Secondary Education Quals
- UK UG/Further Education Quals
- UK Post UG Quals
- Others
- Non UK Quals

Personal Details - Further Information - Highest Qualification

To search for the highest level of qualification you achieved prior to commencing your current Programme:

1. Select a **Qualification Type** from the dropdown list of options. You can select 'All Qualifications' or one of the other options to narrow down the search.
2. Then click on the **'Search'** button.
3. From the list of qualifications displayed, click on the radio button that best describes your qualification.
4. Finally, click on the **'Select'** button to return to the Further Information screen with your chosen option.

Qualification Type | UK Secondary Education Quals ⌄

[Search]

Qualification Name
○ A/AS level
◉ Adv Higher/Higher
○ Scottish Baccalaureate
○ Standard /O grades/GCSE/O level

Online Enrolment [Exit]   [Reset] [Select]

🔵 Return without selecting

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If you do not hold any of the qualifications listed, you can use the 'Others' category to select either 'None of the above', 'No formal qualifications', 'Higher Education (HE) Access Course', 'Other qualification at level H', or 'Previous Experience/Admissions Test'.

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

4.5.3 Last Institution Search
Use the drop down menu to filter by institution type:

- University/College
- 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.

Personal Details - Further Information - Institution Search

To search for the last Institution you attended prior to commencing your current Programme:

1. Select an **Institution Type** from the dropdown list of options.
2. Then enter some search characters in **Institution Name**.
Hints:
   They should be a minimum of 3 characters in length.
   You should not use abbreviations - eg, rather than enter 'UWS', try 'west of Scotland'.
   Any mixture of upper/lower case may be used.
3. Click on the **'Search'** button.
4. From the list of Institutions displayed, select your Institution by clicking on the radio button to the left of its name.
5. Finally, click on the **'Select'** button to return to the Further Information screen with your chosen option.

Institution Type School

Institution Name paisley

[Search]

Institution Name
- ○ John Neilson High School, Paisley
- ○ Linwood High School, Paisley
- ○ Merksworth High School, Paisley
- ● Paisley Grammar School
- ○ St Aelreds High School, Paisley
- ○ St Brendans High School, Paisley
- ○ St Mirins High School, Paisley
- ○ St Mirins/St Margarets High School, Paisley
- ○ Stanely Green High School, Paisley
- ○ Any non-uk institution
- ○ UK Independent School
- ○ UK State School

Online Enrolment [Exit]   [Reset] [Select]

🌐 Return without selecting

1 Personal Details

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

5. **Step 2 – Register for Modules**
Please complete each of the following sections:

- Module Registration
- Student Declaration Section

For some **part-time** students, and **full-time** students whose **PAB 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 school, 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 a **PAB decision of FR (Fail Repeat)** must contact their school to agree which modules they should be studying in the coming year. The agreed modules will have to be added by your school before you can complete your enrolment.

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).

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.

5.1   Preloaded Modules

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

You can view the module descriptor by clicking on the Module Code or the Module Title.

Register for Modules

Please find below the list of modules for which you have been registered.

Please note : The delivery schedule for all modules cannot be guaranteed at this time as they can potentially change. However, 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.

If this is correct press the Confirm & Continue Button, otherwise press the Query Modules Button to provide us with details of what it should be.

Module Code	Module Title	Credits	Campus	Start Date	End Date	Meeting Day/Time
PSYC07002	Exploring Psychology	20	Paisley	28-MAY-2012	18-AUG-2012	Thursday(1800 - 2100)

Online Enrolment   Exit | Confirm & Return to Menu   Query Modules | Confirm & Continue

Return to Menu without Saving

If the modules listed are incorrect or any modules are missing, do not continue with your enrolment – please click **Query Modules** to contact us.

If the modules listed are correct and you wish to continue with your registration for these modules, please click **Confirm & Continue**.

5.2   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

IMPORTANT: 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.

Please note – 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.

You will see the following icons on these pages:

	Core module already selected		Module can't be selected – timetable clash
	Module that can be selected		Module can't be selected – trimester (term) or option group credit limit reached
	Module that has been selected	**COMPLETED**	Module can't be selected – it has already been completed
	Search for modules	**FULL**	Module can't be selected – the class has reached the maximum number of enrolments

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

5.3 Core Modules

If your programme has core modules, you will be shown this page 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, you should 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.

If you are unable to continue from this page, a core module may be missing. If this happens, email: enrol@uws.ac.uk

5.4   Option Modules

If your programme has one or more groups of option modules, you will be shown each group of choices. You can click on the module code to view the module description, which will open in a new window. **If you need advice before choosing your options, please 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, where 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 and it will change the icon from

🔲   (Module that can be selected)   **to**   ☑   (Module that has been selected)

If any of the modules run at the same time as a module already selected, you will see a schedule clash ⊘ and will not be able to choose this.

Once you have reached your credit limit for an option group or a trimester (term), you will see the 🚫 icon against the modules that you are no longer able to select.

Module Code	Module Title	Campus	Trimester	Credits	Day	Delivery Times	
	Option Modules - You are required to select 60 - 80 credits from the following options:						
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	🔲

To change your choice, you can click on the ☑ icon to remove the tick then select the module you wish to take.

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

This button will only appear for full-time students when the minimum required number of credits has been selected.

5.5 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 🔍.

You can then select the School of your choice (or all Schools) 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.

IMPORTANT: You must ensure that you meet the required pre-requisites for any modules that you select. To find out about the required pre-requisites and/or co-requisites click on the Module Code to view the Module Descriptor.
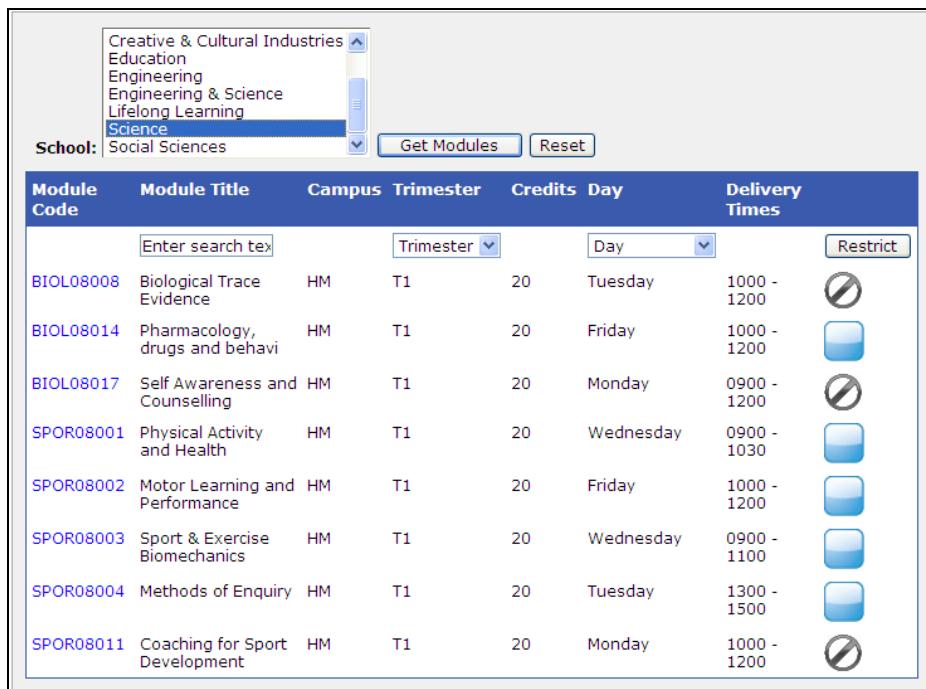
If you wish to filter the results, you can specify part of the title, the Term and/or the campus then click **Restrict** to view the matching results.

Use the **Back to Electives** link to return to the previous page. If you had 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 this.

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.

There is no problem with confirming your modules at this stage, as there is still an opportunity to change your selections at the next 'Module Confirmation' screen.

5.6 Module Confirmation

On this 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.

Please Note – once you have confirmed your choices and completed the Declaration page, you will not be able to return to the module selection pages. If you have incorrectly selected a module or modules, you should email: enrol@uws.ac.uk with details.

5.7 Declaration

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.

Declaration by Student

You <u>must accept the declaration</u> 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 and enrolment dates.

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

When you click **Save & Continue** on the Declaration page you will automatically move on to **Step 3 – Fees.**

6. 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).

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 queries, please contact the Hub on **+44 (0) 141 848 3800 (Monday to Friday, 8.45am to 4.45pm) or by email at enrol@uws.ac.uk**

6.1 Full-time Students

If you are a full-time student, 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).

Fees - Full-time Students

Are your tuition fees being paid by either of the following?
* **SAAS** (Student Awards Agency for Scotland), for those whose residence is Scotland, or
* **SLC/LEA** (Student Loan Company or Student Finance England, Student Finance Wales or Student Finance Northern Ireland)

◯ Yes
◯ No

| Online Enrolment | Exit | | Reset | Confirm & Continue |

6.1.1 Funded by SAAS

If you are funded by SAAS, you will see the following message reminding you to ensure that you have submitted your funding application for the new academic session.

Fees - About your Funding

Please note, as a full time student, if you have not yet applied to SAAS you must do so **immediately**. If we have not received confirmation of your application to SAAS by **30 September 2016** you will become liable for your fees and will be invoiced for the full amount. In addition if we have not received proof of your funding application by **30 September 2016**, you will no longer have access to the University services; **this will include the Library and Moodle**.

Please be aware that if your application for funding is unsuccessful, you will be considered to be a self-funding student and will be liable for your fees.

You can apply for your funding online using the following link:

Student Awards Agency for Scotland http://www.saas.gov.uk/

Please note, it may take up to 7 working days for SAAS to confirm your application to us. UWS receives this confirmation electronically from SAAS.

Now click on 'Continue' to proceed with your enrolment.

| Online Enrolment | Exit | | Continue |

6.1.2 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 this 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.

The deadline for submitting a funding application is 30 September.

If you have not submitted a funding application by this date and supplied us 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.

6.1.3 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 you are unsure about your fee, please contact the Finance Office directly on +44 (0) 141 848-3271 (Monday to Friday, 8.45am to 4.45pm) or by email at ar@uws.ac.uk

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.

Full-time Undergraduate Deposit   **£305**
Full-time Postgraduate Deposit   **£570**

If you have not yet paid your minimum deposit, you will be shown the link to the online payment facility (see Page 34 for further details) 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 (see Page 34 for further details).

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.

In the meantime, 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.

6.2   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.

Part-time Students

Your tuition fee calculation is shown below, and is based, for the most part, on the modules you selected in Step 2 of Online Enrolment, as well as your Mode of Study (full/part-time), Student Type (Undergraduate/Postgraduate/Research), and Residency (Home/Overseas).

Please note, if you are studying more than one Programme in this academic year, the anticipated fees displayed here are likely to be less than the final fees payable.

> **For the purposes of calculating fees, you have been categorised as a part-time undergraduate student with a residency status of 'Home'.**

Anticipated Fees

Part-time UG (Scottish/EU) Fees	£ 610.00
Anticipated Fees Outstanding	£ 610.00

Deposit Required to Enrol
In order to complete your enrolment online, the following deposit amount will be required (normally based on the cost of one module).
Note: The deposit amount may be covered by Fee Waivers. If you are eligible for one of these, you can select the relevant option on the next screen, once you have confirmed your fees.
If the deposit amount has been paid and you are being funded by either an ILA or a Part-time Fee Grant, the funded portion will be included in the Deposit Amount Outstanding if you have not yet provided evidence of your funding to the Finance Office. However you will still be able to complete your enrolment online.

Minimum Deposit Required	£ 305.00

Please confirm that the anticipated fees are correct. If you are unsure, please contact the Finance Office directly on +44 (0)141 848 3271.

You will have the opportunity to tell us how the fees will be paid on the next screens. This includes those who are eligible for Fee Waivers.

Correct Fee ○
Incorrect Fee ○

Online Enrolment	Exit		Reset	**Confirm & Continue**

If you believe the fee is incorrect or you are unsure about your fee, please contact the Finance Office directly on +44(0) 141 848 3271 (Monday to Friday, 8.45am to 4.45pm) or by email at ar@uws.ac.uk

Please click **Correct Fee** to confirm the fee then **Confirm & Continue.**

Methods of Payment for Part-time Students
Information about each payment method can be found on Pages 35-41 of this guide.

UWS UNIVERSITY OF THE
WEST of SCOTLAND

Fees - Method of Payment

Please select your PRIMARY method of payment from one of the options below.

If your method of payment is split evenly over more than one option, please contact the Finance Office for advice by emailing ar@uws.ac.uk.

To find out more about the various funding options, click Online Help.

- ○ Self-financing
- ○ Company Sponsorship
- ○ SLA (Service Level Agreement)
- ○ NES (NHS Education for Scotland)
- ○ ILA (Individual Learning Account)
- ○ Part-time Fee Grant
- ○ University Initiatives
- ○ Staff Development

| **Online Enrolment** | Exit | | Reset | Continue |

6.2.1 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, then 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. The deposits for standard-price modules are:

Part-time Undergraduate Deposit (Scotland/EU)   **£305**
Part-time Postgraduate Deposit (Scotland/EU)   **£570**

For more details on deposits for modules, email Finance Department at ar@uws.ac.uk

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

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Tuition Fees - Access Online Payment System

For your information

The following summary shows the deposit amount required to complete your enrolment online, and how much is still outstanding:

Minimum Deposit Required	£ 305.00
Deposit Amount Still Outstanding	**£ 305.00**

To make a payment, please click on the button below to access our online payment facility. Once the payment has been completed, you will be provided with an e-mailed payment confirmation.

Please note, the minimum amount payable via the online payment facility is £305.00. If it is fully paid when you leave the online payment facility, you will be taken automatically to Step 4 to confirm your enrolment.

If you have a balance to pay on your account after your enrolment has been confirmed, recurring payments are fast, easy and a great way to simplify your busy life! To set up a plan go to www.uws.ac.uk/onlinepayments and once set up, payments are automatic.

WARNING: IF YOU ARE USING A NON-SECURE PC IN A PUBLIC AREA, PLEASE BE AWARE THAT ANY PAYMENT CARD DATA YOU ENTER MAY BE COMPROMISED.

UWS Online Payment Facility

| **Online Enrolment** | Exit |

Clicking **UWS Online Payment Facility** will take you to the live link:

* indicates a required field

Tuition Fee – Deposit

Please note, this is the minimum deposit required to complete your enrolment. If however you wish to pay more than this, please amend the amount value as necessary.

Many thanks for using our online payment facility.

UWS

Items to pay

VISA VISA DEBIT MasterCard Maestro AMERICAN EXPRESS PayPal

6.2.2 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 www.uws.ac.uk/financeforms

Fees - Message

ℹ️

If you have not already done so, please download the sponsor authorisation form by using this link: www.uws.ac.uk/financeforms. When completed, send it to the Finance Office, either by attaching your scanned document to an email and sending to CreditControl@uws.ac.uk, by fax on +44 (0) 141 848-3185, or by post for the attention of 'Finance Office'.

Therefore, please log out of Online Enrolment using the EXIT button below, and log back in once you have submitted your documentation to fully complete your enrolment. Please note, it may take up to 3 working days from receipt of documentation for the Finance Office to process this.

Until this is confirmed, you will not be able to continue with enrolment unless you create a post-dated payment for the 28th October using our online payment facility. To access it, please click on this link: **Online Payment Facility**.

| Online Enrolment | EXIT | |

This should be completed, scanned and emailed to ar@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 Office.

All Tuition Fees remain the responsibility of the student until these are settled in full by their Sponsor.

6.2.3 SLA (Service Level Agreement)

Service Level Agreements (SLAs) are in place with the following NHS Health Boards:

SLAs allow staff, with the authorisation of their line manager, to access nursing and health related modules and programmes at University of the West of Scotland at no cost to the individual.

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

If this has not yet been processed, you will be asked to send your SLA documentation by email to Finance Department at ar@uws.ac.uk .

Please remember to include your name and Student ID with all correspondence.

Your completed SLA form must be signed off by your Line Manager and Lead Nurse prior to submitting this to Finance.

Please contact your Practice Development Unit for the appropriate form and further information.

6.2.4 Part-time Fee Grant

If you are an undergraduate, have an individual income of £22,000 a year or less and are studying a part-time undergraduate Higher Education course at levels 7-10 of the Scottish Qualifications Framework (SCQF) at a Scottish institution and will complete between 40 and 90 credits per year, this scheme provides up to £500 a year towards the cost of your tuition fees.

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

If your award letter has not yet been processed, you will see the following screen reminding you to submit your letter. When you click **Continue** you will then be given the details of where to send your supporting documentation.

Please remember to include your name and Student ID with all correspondence.

Once your documentation has been provided to the Finance Office, you should wait 3 working days then **log back in to complete your enrolment**, or you can continue without waiting on the understanding that you will be invoiced for the full amount if the documentation isn't received by the specified date.

Further information can be found at www.saas.gov.uk

6.2.5 Government Fee Waiver Scheme

If you are a part-time undergraduate Scottish student studying for a degree and in receipt of a Government means-tested benefit (see list of qualifying benefits on our website) or have an income of less than £74 per week, you may qualify to have your fees paid under the Government Fee Waiver Scheme.

Fees - Government Fee Waiver

As a reminder, eligible categories of Government Fee Waiver are detailed below. Please select the category you are claiming against from one of the following:

Personal Benefits
- ○ Disability Living Allowance
- ○ Incapacity/Invalidity Benefit
- ○ Contributory Employment & Support Allowance
- ○ Carer's Allowance
- ○ Severe Disablement Allowance
- ○ Attendance Allowance

Family Benefits
- ○ Working Tax Credit
- ○ Income Support
- ○ Housing Benefit
- ○ Pension Credit
- ○ Income Related Employment & Support Allowance
- ○ Income Based Job Seekers Allowance

Online Enrolment | Exit | Reset | Continue

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

If this has not yet been processed, you will be asked to submit confirmation of your fee waiver eligibility. This should be sent directly to the Finance office by email at ar@uws.ac.uk or by post to Finance Office, UWS, High Street, Paisley PA1 2BE.

Please remember to include your name and Student ID with all correspondence.

Fees - About your Funding

Please provide the relevant documentation to the Finance Office by e-mail to fees@uws.ac.uk, by fax on +44 (0) 141 848-3185, or by post for the attention of 'Finance Office'.

This must be provided by 26th October, otherwise you will be invoiced for the full amount.

Please note, it may take up to 3 working days from receipt of documentation for the Finance Office to acknowledge this.

Now click on 'Continue' to proceed with your enrolment.

Online Enrolment | Exit | Continue

You will be able to **Continue** with your enrolment in the meantime. If your documentation is not received by 30 September, you will be sent an invoice to pay the outstanding amount.

Further information can be found at:
http://www.uws.ac.uk/current-students/finance-and-funding/faqs/

6.2.6   University Initiatives

The University offers a 50% reduction to state pensioners at both undergraduate and postgraduate levels.

If you select this option and have not yet submitted your documentation to the Finance Office, you will be asked to pay a one module deposit (see page 35 for details). If you have already submitted your documentation to the Finance Office, you will be asked to pay the balance of your one module deposit.

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**.

Please remember to include your name and Student ID with all correspondence.

6.2.7   Staff Development – for UWS colleagues

This option is for UWS staff members only. The fields below 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 this screen:

When you click **Continue** you will then be given the 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**.

3   Where to send your documentation

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

Email is preferable and quicker, but if you are sending in your documentation by post, please 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**

7. Step 4 – Confirm Enrolment
Once you have supplied all the information required for your enrolment, you should click the
Confirm Enrolment button.

Online Enrolment Step 4 - Confirm Enrolment

Thank you. You have successfully completed Steps 1 to 3 of Online Enrolment. The final stage to confirm your enrolment must now be run.

To complete your enrolment, please click on the Confirm Enrolment button below.

Note, there may be a short delay while we process your details. If so, please ensure you click on the button only once.

Confirm Enrolment

Online Enrolment   Exit

When you see the following message you have successfully completed your enrolment:

Online Enrolment - Successfully Completed
CONGRATULATIONS!

You have successfully completed Online Enrolment.

We look forward to welcoming you when the new term commences.

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

Please 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.

8. Student ID Cards
When you have completed your enrolment, student cards will be available as follows:

New Full-time and Part-time Students (excluding Distance Learning) – you must visit your Campus, and show photographic ID, eg. passport, driving licence, etc, to verify and validate your enrolment. Once your ID is verified, you can receive your card. If you did not upload a photograph during Online Enrolment, you can upload a photograph through Self Service Banner on the Personal Information tab. You will also be able to have your photograph taken on campus.

New Distance Learning Students – your ID card will be posted to you. If you did not upload a photograph during your enrolment, you can have a photograph taken at a Photograph Session or at the Student Link on your campus, or alternatively you should upload a photograph using Self Service Banner on the Personal Information tab.

Continuing Students – you should continue to use the student card that was issued to you last year which is valid for the duration of your programme.

If you believe any of the details on your student card are incorrect, provide staff at the Student Link on your campus with details of the requested change. If you have lost your card, you should pay the replacement card fee of £10.00 using the Online Payment Facility or at the Finance Office, and present your payment receipt to Student Link staff.

9. Satisfaction Survey
On Completing Enrolment you can let UWS know how you found the process.

10. 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	☐

Online Enrolment   **Submit Feedback**

11. Campus Addresses

Ayr Campus Students
Student Administration
University of the West of Scotland
University Avenue
Ayr KA9 0SX

Dumfries Campus Students
Student Administration
University of the West of Scotland
Dudgeon House
Dumfries DG1 4ZN

Lanarkshire Campus Students
Student Administration
University of the West of Scotland
Stephenson Place
Hamilton International Technology Park
South Lanarkshire
G72 0LH

Paisley Campus & Distance Learning Students
Student Administration
University of the West of Scotland
High Street
Paisley PA1 2BE

Email Student Adminstration: hub@uws.ac.uk