STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

Registration and Enrolment Policy

Registration and Enrolment is the act of becoming an official member (student) of Stranmillis to begin a scheme of study leading to a degree, diploma or certificate of the university. Registration and Enrolment is a compulsory element of a student's Academic year and no credit will be given for attendance at any course until Registration and Enrolment has been completed. Students are not officially registered until they receive their student card, and a late enrolment fee is charged if they do not fully complete their Registration and Enrolment before a predetermined date.

QSIS delivers an integrated single source of information on all student and course administrative matters. It also provides students with information regarding their academic career at Stranmillis and provides a direct link to the Registration and Enrolment Wizard.

Students who fail to complete Registration and Enrolment by the allocated date will be presumed withdrawn from the University.

New Student Enrolments

- **For applicants through the UCAS system**

Students who have applied to Stranmillis through the UCAS system will automatically downloaded to the QSIS system. These students will already be mapped to a course and will have a student number generated. At the start of the academic year the student has to attend a Registration and Enrolment session whereby a series of required data is

input/checked onto the computer system and the student is issued with their QUB/Stranmillis smart card.

- **For Non UCAS applicants**

Students coming to Stranmillis who have not applied via the UCAS system come in via Direct Entry and are not automatically allocated a student number. These students must be individually added to the system using the quick admit function on QSIS by the Academic Registry department. These students will have to attend a Registration and Enrolment session whereby a series of required data is input/checked onto the computer system and the student is issued with their QUB/Stranmillis smart card.

Returning Student Enrolments

All returning students must complete the Registration wizard at the commencement of each academic year. Returning Students can access the Wizard from home and must complete it during the timeframe decided by the university otherwise a £50 fine will be imposed. Returning students who require a new smart card will have to purchase one from Academic Registry at the cost of £10.

Registration Wizard

For a student to be registered they have to complete the ten stages of the Registration Wizard. The Registration Wizard is accessed through the students account in QSIS and details of how to access this are provided to each student by the Stranmillis IT department prior to enrolment.

The 10 stages of the Wizard all relate to different aspects of a student's record.

1. Demographic Information
2. Addresses
3. Phone Numbers
4. Email Addresses
5. Emergency Contacts

1. Demographic Information

During this stage the student can view the demographic information that the University holds for them. This will include Student Name, Date of Birth, Gender and Ethnic Group.

2. Addresses

In this Step any addresses that the University already holds about the students are displayed, the student can edit, delete or add new addresses if necessary.

3. Phone Numbers

This stage the student can add/update any phone numbers, including mobile numbers.

4. Email Addresses

The student will now see their Queens email address. Stranmillis students will primarily use their Stranmillis Email address which will be provided by the IT department on the day of their enrolment.

5. Emergency Contacts

All students are required to provide at least two emergency contacts. One of these must be a Doctor (GP) and the other can be any contact of their choice (e.g. parent, spouse, and partner)

6. Other Information / Equal Opportunity

This step is for the collection of the various pieces of information used by the Higher Education Statistics Agency (HESA) in statistical analysis. All students in UK higher Education must answer these questions

- Term time address (Rented, owned, parents etc)
- Highest Qualification on entry
- Religious Affiliation / Community Background
- Dependants

7. Chaplaincy/ Faith

The University has appointed a number of Chaplains and other religious representatives. The student can use this step to select a chaplaincy (or none if they prefer)

8. Data Protection Statement

This step displays the information from the University's regulations and policies and allows students to confirm that they have read and understood their obligations as a student and the Universities Equal Opportunities and Data Protection obligations.

9. My Academics/ Enrolment

In this step students are asked to confirm the details of their program and mode of study at the University. Students will then have the opportunity to choose any optional modules on their pathway for their academic year. Any complusuary modules will already be block enrolled by the Academic Registry department.

10. Finance

The Finance part of the Registration wizard is disabled for Stranmillis students as they operate separately from Queens University. On completion of the Registration Wizard new students will visit the finance department and arrange funding for the upcoming academic year.

Smart Card.

On completion of the Registration Wizard all students have their photograph taken and be issued with a smart card. Students will use this smart card for the entire duration of their course, replacement cards will be charged at £10. The smart card must be carried with the student at all times when on campus and will allow the student to access a range of services throughout the university.

Module Changes

If a student wishes to change one of their modules after their initial choice at Registration they must first agree this with their Advisor of Studies. The Advisor of studies will then complete a module change form and forward the completed form to the Academic Registry department who will process the change.

Student Withdrawals/ Temporary Leave of Absence

Advisors of studies are required to complete a student withdrawal form in the event of either a permanent or temporary student withdrawal. These forms should only be completed after concluding appropriate support mechanisms and/or discussions between the student and relevant staff.

Academic Registry then process the withdrawal request accordingly through QSIS and an email will be distributed to all staff informing them of the students decision to withdraw and the date they are expected to commence their studies (if applicable).

Academic Registry are required to update QSIS by adding a RLOA (Return from Leave of Absence) to the students account when they return

Updated June 2011   Elaine Halliday