

Registration and Enrolment For Returning Students Sept 2024

Welcome back – Hope you had a pleasant break!

Please read all the information below carefully.

Stranmillis Registration Portal Helplines

Registration and Enrolment is a very busy time at the College and to assist students during this time there will be a dedicated Stranmillis telephone and email helpline, which will be answered at the following times. Please have your student number available when you contact us.

Undergraduate queries can also be submitted via an online form:

<https://www.smartsurvey.co.uk/s/Enrol-and-Reg-Trouble-Ticket-2024/>

Date	Helpline Times	Helpline Number	Email Helpline
Wed 4 Sept	10 am – 12.30pm (postgrad only)	02890 384262	masters@stran.ac.uk
Thu 5 Sept	10am–12.30pm; 2pm-4pm	02890 384263	registry@stran.ac.uk
Fri 6 Sept	2pm – 4pm	02890 384263	registry@stran.ac.uk

Late Registration Fines

To avoid a late registration fine, the College requests all students to complete their registration as soon as possible when the portal opens. Students not registered by the Registration and Enrolment deadline date of **Friday 11 Oct 2024** will incur a £50 late registration fine. Fines must be paid to the Finance Office before registration and enrolment can be completed. Late registration will also lead to delays in students receiving their Student Loans Company funding, access to timetables and access to Canvas.

Module Enrolment

Registration consists of a number of steps, one of which is module enrolment.

Academic Registry will enrol all students on their **compulsory** modules. Academic Registry will also enrol **most** students on their **optional** modules, depending on programme and year - - please consult the table below. (Post graduate students have been emailed separately about modules.)

If you have not been enrolled on your optional modules, you must self-enrol on them using the Registration Portal. Undergraduate students are advised to read the pathway document which details the optional modules available to you:

Stranmillis Student Intranet->Academic programmes->Programme and Placement Information:
[Programme and Placement Information \(sharepoint.com\)](#)

If you have any trouble with using the self-enrolment on Qsis, the QUB website has an online Qsis demonstration on how to enrol on classes. We advise you look at the videos before attempting to select any modules:

<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/StudentServicesSystems/Qsis/QsisServices/QsisforStudents/ERVideos/#page-contents>

NB: It is YOUR responsibility to check that you are enrolled on the correct modules and their accuracy needs to be checked in all three portals (Qsis, Timetable and Canvas).

Programme	Year2	Year 3	Year 4
Primary	All modules pre-enrolled by Academic Registry	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry
Primary Erasmus (Outgoing)		No modules to be selected	
PP – Mathematics	All modules pre-enrolled by Academic Registry	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry
PP – Business & Enterprise	All modules pre-enrolled by Academic Registry	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry
PP – Religious Studies	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry pathway document.
PP – Technology & Design	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry
PP Erasmus (Outgoing)		All modules pre-selected by Academic Registry	
PE/HPAS	5 optional modules to be selected	4 optional modules to be selected	
PE/HPAS Erasmus (Outgoing)	2 optional modules to be selected		
PE/HPAS FD	All modules pre-selected by Academic Registry		
ECS	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry	
ECS Erasmus (Outgoing)	All modules pre-selected by Academic Registry		
ECS part-time	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry
ECS FD Full-time	All modules pre-selected by Academic Registry		
ECS FD Part-time	All modules pre-selected by Academic Registry	All modules pre-selected by Academic Registry	
Masters	All modules pre-selected by Masters Dept.	All modules pre-selected by Masters Dept.	All modules pre-selected by Masters Dept.

Changing your Modules - All Students EXCEPT part-time undergraduate and postgraduate students

Once enrolment has taken place, module changes are usually only accepted by Registry for up to 2 weeks **after the start of teaching**.

- During this 2 week period only, email changes from student to correct errors/changes in registration will be accepted.
- Outside this 2 week period module changes can only be made in exceptional circumstances and must be made in consultation with your Advisor of Studies. **A Module Change form must be completed.**

Please note it is YOUR responsibility to check that you are enrolled on the correct modules and their accuracy needs to be checked in all three portals (Qsis, Timetable and Canvas).

Changing your Modules - Part-time undergraduate and postgraduate students

Part-time undergraduate and postgraduate students may not change the modules for which they have been registered without the formal written approval of their Adviser of Studies. Normally no such changes will be permitted after the second week of the relevant semester, except in extenuating circumstances. This means that all such changes must take place within a two-week period at the start of the semester which is often well in advance of the module starting. Please check modules carefully in this two-week period to ensure modules are correct. An incorrect enrolment on the student's record not identified during this two-week period will not entitle the student to a refund after the cut-off date.

Temporary Withdrawal

If you are taking a temporary withdrawal in 2024/25, please ensure that a signed and approved withdrawal form has been returned to Academic Registry for processing.

QSIIS Registration Portal Opening Times

The Registration and Enrolment Portal for returning students will open this year from the following times:

Post Grad 10am - Wednesday 4 September

Year 2 10am - Thursday 5 September

Year 3+ 2pm – Thursday 5 September

The Registration Portal can be accessed by logging into QSiS at the following link:

<https://qsis.qub.ac.uk/>

Please note that in order to login to your Qsis account, you will need your student number and password. This was provided to you during Registration and Enrolment in Year 1. If you cannot remember your password, please call the QUB helpline on 02890 973 223 or use this link to reset it: <http://www.qol.qub.ac.uk/>

ENQUIRY CONTACTS

Finally, in order to receive a prompt response, please direct queries to the appropriate team below:

IT queries: ITsupport@stran.ac.uk

Canvas queries: canvassupport@stran.ac.uk

Timetable queries: timetabling@stran.ac.uk

Finance queries: studentfinance@stran.ac.uk

Academic Registry Email: registry@stran.ac.uk

Post Graduate/Masters Email: masters@stran.ac.uk

Academic Registry Phone: 02890 384263