Registration.

Everything you need to know to register in September and October.
Our Campus

- Students' Union
- Octagon
- Arts Tower
- Information Commons
- Elmfield Sports Hall
- Weston Park
- Weston Park Museum
- Gell Street
- Audubon Road
- Glosso Road
- Western Bank
- Children's Hospital
- University Health Service
- Applicant Information Desk (AID) Level 2
- Student Services Information Desk (SSiD) - Level 3
- Registry Services & Modern Office - Level 6

Approximate walking time: 0-5 minutes, 5-10 minutes, 10-15 minutes, 15-20 minutes, 20-25 minutes.
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Introduction

This booklet is for new full-time students (part-time and distance-learning students will receive information by email).

It explains the registration process for students who are due to start in September 2016 and sets out the actions you need to take BEFORE arrival (pre-registration) and DURING Intro Week (registration).

Section One explains why you need to register and describes what actions you need to take. It is very important that you read this section so that you understand what will happen over the next few months and weeks.

Section Two gives more detailed information about the various parts of the registration process. You may find it useful to refer back to this section from time to time as you move through the registration process.

Section Three gives you additional information which we hope you will find useful. You can also find a lot more information on our webpages at www.sheffield.ac.uk/registration

We look forward to welcoming you in person to the University in September.

How to use this booklet

Please read this booklet before starting your pre-registration activities. It will help you to understand what you need to do, when to do it and why.

We have highlighted the information that we think you will find most useful.

These tips will help you get through the registration event quickly and easily, with the minimum amount of queuing.

This symbol is used to indicate documents and items that you need to bring with you when you register. Please ensure that you bring original versions where asked to do so.
The University of Sheffield is committed to the elimination of unlawful discrimination and to the promotion of equality of opportunity for students and prospective students.

The aim of the policy is to ensure that all students and prospective students are treated equally. This policy is available online at: www.sheffield.ac.uk/undergraduate/policies/equal_opps

The University also has an Equality and Diversity Strategy, which can be viewed at: www.sheffield.ac.uk/ssid/equality-and-diversity

**Monitoring of Equal Opportunities**

To help us monitor the implementation and effectiveness of our Equality and Diversity policy, and to help with planning and training, we ask new students to provide some personal information at registration. We collect information on ethnicity, educational background, religious identity, sexual orientation and the level and type of disability.

It is not compulsory to provide this information but it is very helpful for us to have it. We treat this data in the strictest of confidence, and process it in accordance with the rules governing the University’s registration under the Data protection act.

Religious identity and sexual orientation* data will not be recorded on your individual student record and will not be accessible or viewable by members of staff. Because of this you will not be able to make changes to this in the future.

If you have any questions about how we collect and use this data please email preregistration@sheffield.ac.uk or speak to a member of staff at the registration event.

*“Sexual orientation” is your preference for romantic and/or sexual relationships. This can include, but is not limited to, heterosexual (relationships with the opposite sex), gay/lesbian/homosexual (relationships with the same sex) and bisexual or pansexual (relationships with people of any sex and/or gender).
Section One:
Registration – An overview

Registration is the process by which an applicant who has accepted an unconditional offer formally becomes a student at the University of Sheffield.

Our registration process comprises two stages:
- **pre-registration** (actions to be taken online before the registration event);
- **registration** (actions to be taken in person at the University in Intro Week).
Pre-registration

Pre-registration is designed to minimise the amount of time it takes you to register once you arrive at the University. Completing as many of the steps as possible in advance will save you a lot of time during Intro Week and free you up to do other things.

How does it work?

Once you have accepted an unconditional offer of a place you will receive a personalised email from preregistration@sheffield.ac.uk. The email will include instructions on where and how to complete your pre-registration actions online.

Please be aware that you may have to undertake these actions in separate stages and you may receive two or more emails from us asking you to take the required actions.

To ensure you are able to take these actions, it is essential that we hold the right email address for you. If you need to notify us of a change of email address, please contact us by emailing preregistration@sheffield.ac.uk and we will update our records.

Checklist of pre-arrival actions

Before you come to register at the University, you need to complete all of the actions set out in the pre-registration steps on the following page. You can use the boxes provided alongside each step to tick off the steps you have completed.

You also need to have:

- found somewhere to live
- checked whether you will need to bring your qualification certificates for verification
- read the information in Section Two of this booklet
- asked the University for a formal letter of acceptance (Postgraduate research students only).
- checked what you need to bring to registration: www.sheffield.ac.uk/registration/newstudents/bring

Essential reading

We have included links in pre-registration to important information about your responsibilities and ours. Please take time to read and understand this information before you arrive at University.
Pre-registration steps
Please complete these online BEFORE you register in person

Please familiarise yourself with the steps you will need to take before you attend your registration event. You will find all the relevant information to enable you to take these actions at www.sheffield.ac.uk/registration

All students

- Confirm personal and course information
- Upload a passport photo for your UCard
- Read Admissions requirements
- Read the information on choosing modules/units (Undergraduate and Postgraduate Taught students only)
- Choose your Undergraduate modules online (not all departments offer this option)
- Complete the Financial Declaration
- Pay your fees
- Provide a sponsor letter (if you are a sponsored student)
- Activate your University computer account
- Complete the online medical questionnaire (registration for University Health Service)
- Read about how to prepare for registration

Additional tasks for international students only

- Apply for your CAS number
- Upload a copy of your passport and visa/ Biometric Residence Permit (BRP)
- Read ATAS information

Additional tasks for Postgraduate research students only

- Read DDP information and complete a Training Needs Analysis
Registration

How does it work?
When you register as a new student you will be asked to confirm your identity, the details of your programme of study and to ensure that arrangements are in place for the payment of your fees. You will also be able to collect your University Student Identity Card (UCard) and your BRP (International Students only).

The majority of new students attend a large registration event which takes place in Sports Hall 1 in Goodwin Sports Centre during Intro Week (see map on inside cover). A detailed timetable is produced to tell you where you need to be and when. This is available online www.sheffield.ac.uk/registration/newstudents/timetables or via iSheffield (www.sheffield.ac.uk/cics/isheffield).

Please refer to this timetable for your designated time to go to the registration event.

Registration steps
Please complete these in person at your registration event
As part of the registration process you are required to complete steps that you started online as part of the pre-registration process. This is because some parts of the process need to be done in person before we can complete your registration.

All students
- Attend your Welcome Meeting (Undergraduate and Postgraduate Taught students)
- Attend the University Information Session for New Postgraduate Research Students
- Attend your Departmental Academic Introductory Meeting (Undergraduate and Postgraduate Taught only)
- Meet research supervisor and receive information about DDP (Postgraduate Research Students)
- Have your admissions qualifications verified (if required)
- Confirm your identity
- Choose your modules and have them added to your record (if required)
- Pay outstanding fees
- Provide a sponsor letter (if you are a sponsored student)
- Complete your University registration
- Collect your UCard
- Complete registration with UHS
- Activate your University computer account (if you haven’t already)

Additional tasks for international students only
- Have your passport and visa/BRP checked

If your studies begin at any time other than at the start of the 2016/17 academic year (September 2016), you will be sent separate information about the registration arrangements which apply to you. Upon your arrival at the University, you will need to visit the Registry Services Helpdesk on Level 6 of the Students’ Union in order to register (see map).
Section Two: Registration – Step by Step

This section gives you detailed information about the various tasks that you are asked to complete as part of pre-registration and at the main registration event. Some parts of the process can be started online and then completed in person. You can find more information at www.sheffield.ac.uk/registration
Dates of key registration events

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<td>Postgraduate Taught Welcome Meetings</td>
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<td>Information Session for New Research Students</td>
<td>Tuesday 27 September Octagon Centre</td>
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<td>Welcome meeting (Erasmus, Study Abroad, Visiting Students)</td>
<td>Monday 19 September Octagon Centre</td>
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<td>Undergraduate Introductory Meetings in Academic Departments</td>
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<td>Undergraduate Unrestricted Module Enrolment Event</td>
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<td>Verification of Qualifications Service</td>
<td>Monday 12 to Friday 16 September Check iSheffield or the online registration timetable</td>
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<td>Monday 19 to Friday 23 September Sports Hall, Goodwin Sports Centre</td>
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<td>Passport Checking and BRP Collection (International Students only)</td>
<td>Monday 19 to Friday 23 September Sports Hall, Goodwin Sports Centre</td>
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<td>Main Registration (including ID Confirmation, fee payments, UCard collection)</td>
<td>Monday 19 to Friday 23 September Sports Hall, Goodwin Sports Centre</td>
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<td>University Health Service Registration</td>
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<td>Late Registration</td>
<td>Monday 26 to Thursday 29 September Discovery Rooms, Students’ Union Building Level 5</td>
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<td>Monday 3 to Friday 14 October Registry Services, Students’ Union Building Level 6</td>
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Welcome meetings for new students

We hold a series of Welcome Meetings for new Undergraduate and Postgraduate Taught students in Intro Week. They will outline the many opportunities available for your personal and academic development. They will also explain how the Students’ Union operates and give you an insight into the many social and sport activities on offer. All new Postgraduate research students are expected to attend a University-wide Doctoral Academy Induction Session for new research students. Check iSheffield or the online registration timetable for details.

**Study Abroad and Erasmus students** will need to attend the Welcome meeting in the Octagon Centre on Monday 19 September. Additionally, your host academic department will give you details of any other meetings you need to attend. Please contact your department if you have not received information from them before you arrive. For more information please read the Study Abroad and Erasmus Handbook which will be sent to you separately.
Confirming your personal and course information

An email from preregistration@sheffield.ac.uk will be sent to you in early September, requesting that you confirm the information we hold for you online and providing you with instructions on how to do this.

You should look out for the preregistration email and check your email inbox (and spam folders) regularly if you do not receive it. Please email us at preregistration@sheffield.ac.uk if you have not received it by Monday 5 September.

Confirming your identity at your registration event

We require all new students to confirm their identity in person at the registration event. You will not be allowed to register before this step has been completed. For this, we require you to bring identity documentation. Your academic record will reflect your name as shown on your passport (for all international students), and your passport or birth certificate for all other students.

Please bring with you one form of identification from the following list:

- passport (preferred)
- EU national Identity Card
- Identity Card for Foreign Nationals (ICFN) / Biometric Residence Permit (BRP)
- Driving Licence (UK) (full or provisional) Isle of man/Channel Islands; either photocard or paper (a photo card is only valid if presented with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) – issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM forces
- Adoption Certificate (UK and Channel Islands).

As part of your pre-registration steps you will need to check the information we hold for you carefully, as any inaccuracy in this information could significantly delay or prevent your registration on your course.
Before you can register as a new student, you must provide evidence that you have met the University's general entrance requirements and the specific academic requirements of your course, or the conditions of your offer.

This includes evidence that you meet the University's minimum English Language requirement.

All new students should read the Admissions Policy, which is available online for Undergraduate applicants at: www.sheffield.ac.uk/undergraduate/policies/admissions

And for Postgraduate applicants at: www.sheffield.ac.uk/postgraduate/info/admissions

How do I know whether I need to have my qualifications verified?

Not all students are required to have their qualifications verified. Students whose qualifications and results have been supplied directly to the University by an awarding body or through UCAS do not require verification. If you are a graduate of the University of Sheffield you will not need to bring your certificates. If you do need to bring evidence of your qualifications, the Admissions Service will notify you in advance. Please ensure that your mail account is configured to accept emails sent from shefapply@sheffield.ac.uk

What you need to bring

If you need to have your qualifications verified during Intro Week, we require you to present the following document(s):
- Original certificates or transcripts of your academic qualification(s), including those relating to your English Language level. These must clearly show the final result of your qualification(s); or
- Certified copies of certificates or transcripts relating to your academic qualification(s), including your English Language level. These must be authenticated by an appropriate authority (e.g. your school or previous university) with an official stamp and must also clearly show the final result of your qualification(s).

We do not accept faxed, unstamped, photocopied or scanned copies of these documents. If your certificates or transcripts are in a language other than English, you must provide a translation by a reputable translation agency and have it authenticated with an official stamp from an appropriate authority.

Please be aware that failure to provide this formal evidence, when requested, will prevent full registration for your course until provided to the Admissions Service.
Qualifications verification service during Intro Week

The Admissions Service will operate a Qualifications Verification Service as part of the main registration event during Intro Week. If your qualifications have not been verified before you are due to register, please bring your documents with you to the event as you will not be allowed to register until you have done so. Special sessions will be arranged for students attending the Orientation Week programme from 12-16 September. Details will be given by Orientation Week staff at the events.

Meeting immigration and visa requirements (International students)

The UK Government operates a Points Based System (PBS) of immigration. Tier 4 is the immigration route for International students from outside the European Economic Area. Information on the Points Based System is given at: www.sheffield.ac.uk/ssid/international/immigration

Applying for your CAS Number

If you are an overseas (non-UK/EU) student, the Admissions Service will apply to the UK government for the Confirmation of Acceptance for Study (CAS) number that you will need to include in your application for a UK student visa. The process for arranging the CAS number is outlined below. Points in bold indicate where you need to take action.

1. After you have accepted an Unconditional offer of a study place at the University, and no more than three months before your course is due to start, the CAS Application task will appear in your pre-registration account. Students due to start a Postgraduate taught course should also have paid their tuition fee deposit, or provided the University with proof of exemption.

2. You have to begin the process of arranging your CAS number by clicking on the CAS Application task and activating your CAS Application.

3. You will be directed to check the information we have on record for you and confirm that it is all correct. We will use this information when we apply for your CAS number. It is very important that this information is the same as it appears on your passport and in the supporting documents you will use when you apply for your visa.

4. When you have confirmed that your CAS Application information is correct, the Admissions Service will apply to the UK government for your CAS number.
5. The government will send us a CAS number for you, and we will issue you with a CAS Statement including this number and a summary of the information that we included in your application. We will email you when your CAS Statement is ready along with instructions on how to access it.

More information can be found at: www.sheffield.ac.uk/international/welcome/cas-application

Biometric Residence Permit (BRP)
In 2015 the Home Office introduced BRPs for International applicants applying to come to the UK for more than six months. You will have applied for your BRP at the same time as you applied for entry clearance and will be given a vignette valid for 30 days which allows you to enter the UK. In order to remain a registered student you must have a valid visa/BRP that permits study at the University of Sheffield throughout the duration of your course.

You will be sent a Decision Letter by the Home Office which states where you should collect your BRP. It is very important that you keep this with you at all times, until you have your BRP. We recommend that you also take a photograph of it with your phone, so that you can refer to it in case it gets lost or misplaced.

Scanning passports, visas and BRPs
UK Visas and Immigration (UKVI) require us to keep copies of your passport, 30 day travel vignette (if appropriate) and your visa or BRP. We can take copies of these when you register, however you are also able to upload scanned copies of your passport pages in advance. If you have time between arriving in the UK and registering, you can upload a copy of your visa or vignette, providing it has been stamped by the UK Border Authorities. If you have chosen to collect your BRP from the University, we will scan this for you in advance and give it to you when you register. Please make sure you bring all of your immigration documentation with you when you come to register, including any evidence of visa applications if this applies to you.

Academic Technology Approval Scheme (ATAS)
Non-EU/EEA students coming to the UK for some taught Masters programmes and research areas will require ATAS clearance before applying for a student visa. More information is available at: www.sheffield.ac.uk/ssid/international/immigration/atas

Various options for collecting your BRP will be offered to you and we strongly advise that you select the option of collecting your BRP from the University of Sheffield. If you have elected to collect from the Post Office then you will need to do this before attending your registration event. Please note that if you have chosen to collect your BRP elsewhere you will not be allowed to register without it.
Essential information on tuition fee loans, maintenance loans, Career Development Loans, acceptable payment methods, instalment plans, full payment discounts and fee deposits is available at: www.sheffield.ac.uk/registration/tuitionfees

Please follow the link relevant to you and read the information provided before completing your pre-registration steps.

If you received an offer letter from the University, it will state the rate of fee payable for your particular programme of study in 2016-2017. If you have not already done so, we recommend that you check your fee in advance of arriving by using the fees look-up tool available at:

**Undergraduate courses:**
www.sheffield.ac.uk/ssid/fees/ug

**Postgraduate taught courses:**
www.sheffield.ac.uk/ssid/fees/pgt

**Postgraduate research courses:**
www.sheffield.ac.uk/ssid/fees/pgr

Some fees for future years of study will increase. International Undergraduates studying Medicine or Dentistry degrees will pay a higher fee for the clinical years. For more information please see www.sheffield.ac.uk/registration/tuitionfees and click on the relevant link for your particular category of study.

**Fee status**
The level of fee you will be charged depends on your fee status. Your fee status is mainly determined by your residential history, nationality and personal circumstances.

Please be aware that the University may change your fee status from ‘home’ to ‘overseas’ at any point during your studies if it transpires that information you supplied during the admissions or registration process was incomplete or incorrect.

Some students misunderstand the rules on fee status and believe that they will gain ‘home’ fee status part-way through their programme, for example, once they have lived in the UK for 3 years. UKCISA guidance on tuition fee status explains that most of the 10 categories of eligibility relate to your circumstances BEFORE you start your programme of study.

It is important to raise any query relating to your fee status in advance of your arrival at the University as the fee status with which you register will remain unchanged for the duration of your course (contact +44 (0)114 222 8030 or shefapply@sheffield.ac.uk).

If you think that you will qualify for ‘home’ fees at some point in the future, we strongly recommend that you speak to the Admissions Service for further advice on deferring your entry until then. Check the UKCISA guidance on fee status carefully, to make sure you have understood the rules correctly.

Information on fee status is available at www.ukcisa.org.uk or www.sheffield.ac.uk/admissions/feestatus
UK/EU Undergraduate students

Most UK/EU Undergraduates pay their fees with a tuition fee loan provided by the Student Loans Company (SLC) following an application to Student Finance England (SFE). For full details about applying to SFE and other equivalent authorities such as Student Finance Wales, Student Finance Northern Ireland, Student Awards Agency for Scotland, or Student Finance Services European Team, please go to: www.direct.gov.uk/studentfinance

The first payment of your Student Finance Maintenance Loan will be paid in to your bank account up to 5 working days after your course start date and after the University has confirmed your registration to the Student Loans Company. This confirmation is sent on the day you register.

If you are not applying for funding and you plan to pay tuition fees yourself, you will be asked to provide additional information when completing the online Financial Declaration which is one of your pre-registration actions; this will enable us to assess and confirm your fee status. More information is available on fee status at: www.sheffield.ac.uk/undergraduate/finance/fee_status

UK/EU Postgraduate students

If you are applying to Student Finance England for a Postgraduate Loan, the first payment will be paid in to your bank account up to 5 working days after your course start date and after the University has confirmed your registration to the Student Loans Company. This confirmation is sent on the day you register.

Sponsored students

If your studies are being sponsored by your employer, an external organisation or an Embassy, you will need to upload or send a letter from your sponsor to the University as one of your pre-registration steps. If your fee is £10,000 or more and your sponsor is new to the University, your sponsor will be subject to a credit check.

International Students

We offer a special fixed-fee guarantee for International students taking courses longer than one year. The tuition fee you pay in your first year will be the same for each year of your course. The only exception is if you are an Undergraduate joining Medicine and Dentistry, where a clinical fixed fee will apply to the final years of your programme.

For more information please see www.sheffield.ac.uk/registration/tuitionfees and click on the relevant link for your particular category of study.

Paying your fees

If you have not arranged payment of your tuition fees in advance, you will be asked to do this at the registration event. Please note that your fee status determines the level of fees you are required to pay. Your fee status will remain unchanged for the duration of your course (please see below for more information).

You may be entitled to receive a scholarship depending on your student category. There are also alumni, sibling, spouse and academic merit scholarships available. For more information about eligibility, please go to: www.sheffield.ac.uk/undergraduate/finance/help/bursaries or www.sheffield.ac.uk/international/enquiry/money

Temporary registration

If you are unable to pay your fees before or during the registration event, or you are unable to provide a sponsor letter confirming who will be responsible for paying your tuition fees, you may be given temporary registration. You will then be given three weeks in which to satisfy these requirements (or six weeks if you are awaiting funding confirmation from SFE or equivalent).
Choosing modules (Undergraduate) or units (Postgraduate)

Many students have the opportunity to choose some modules (Undergraduate) or units (Postgraduate) as part of their programme of study. In advance of registering, you should familiarise yourself fully with the regulations for your programme, as they set out the extent of module or unit choice your programme allows.

Some Undergraduate students have the opportunity to choose modules online as part of the preregistration process. If this applies to you, a task will appear in your list of actions when you log in to the Applicant Portal. If this task is not available, your department may not be offering this option.

Please make sure you do this preparation before Intro Week as it will help you be better prepared and make an informed choice of modules. Advice will be provided by your department(s) at your Introductory Academic Meeting(s) but the process of confirming your modules or units will be much easier if you have considered the options and your preferences in advance.

The programme regulations for 2016/17 are available at:
www.sheffield.ac.uk/calendar/regs

Information about how to choose modules can also be accessed at:
www.sheffield.ac.uk/registration/newstudents/module

Please be aware that University courses are continually reviewed and revised. There may be changes to the modules on offer between the date you view them on the webpages and the time you complete your module enrolment during Intro Week.

If you do not have access to a computer and require a hard copy of the module information please contact registrieservices@sheffield.ac.uk

Introductory Academic Meetings

Additional information on the modules/units and structure of your programme will be given to you by your academic department(s) at an Introductory Academic Meeting. It is essential that you attend this meeting (or meetings, if you are taking a dual degree programme).

You should still attend your Introductory Academic Meeting if you are taking a course which has no or very limited module choice (eg Law or Medicine) for information and advice on your programme and your Department. Please note that if you have no outstanding module choices to make you will not receive a paper form and you do not have to attend the Unrestricted Module Enrolment event.
Undergraduate Students

Most Undergraduate students can select modules as part of their programme. In addition to your core modules (modules you are required to take as part of your programme) you may be able to choose:

- approved modules (modules typically offered by the department or departments which run your programme; sometimes referred to as optional modules), as well as
- unrestricted modules (modules outside your programme of study and offered by other departments).

A full year’s curriculum (120 credits) must be approved by your department(s) and endorsed on your module form before you can attend your registration event.

In advance of your Introductory Academic Meeting(s), you should:

- check the regulations for your programme of study
- read the descriptions of the modules you are entitled to choose and may be interested in studying
- make a note of the modules you are particularly interested in and bring it with you to your Introductory Academic Meeting(s) and Unrestricted Module Enrolment Event, if you will be choosing unrestricted modules.

Postgraduate Taught Students

You will be advised on any choice of units at an Introductory Academic Meeting with your academic department. A full year’s curriculum (180 credits) must be approved by your department and endorsed on your Unit Form before you can attend your registration event. A full-time student must take 180 credits on a Master’s degree programme, 120 credits on a Diploma programme and 60 credits on a Certificate programme. You will not be able to register for less than a full year’s credit load (usually 180 credits) if you are going to study full-time. We recognise that some choices will be provisional and, if necessary, changes can be made subsequently during the Add/Drop periods at the beginning of each Semester.

Postgraduate taught students should not attend the Undergraduate Unrestricted module Enrolment Event in the Octagon Centre during Intro Week. Instead, you should have your choice of units approved by your department before attending registration.

If you are entering the University at Level two, you must contact your academic department to make separate arrangements for selecting your modules. You will not be able to complete your registration process until your department(s) has approved your choice of modules and your module form has been fully endorsed.
Languages for All (LfA)

Languages for All is the university wide scheme for ‘nonspecialist’ linguists wishing to develop foreign language skills within their main degree programme. If your degree programme allows, you can take a foreign language module as a choice within the 120 credits of your degree programme. You can register for these modules at the Module Enrolment Event held in the Octagon in September and possibly reserve a place on these modules from early September onwards by contacting the offering department.

If you are on a programme where there is no unrestricted module choice, or if you wish to study a language but don’t require credit for it, then you can apply to study additional language modules on a ‘not-for-credit’ basis. You may be eligible to do this at no extra cost by applying for a Languages for All fee waiver, or may have to ‘self-fund’ your study of the additional language module(s). To register for a ‘not-for-credit’ module, please contact the offering department directly from early September onwards.

For more information on available languages, departmental contacts, and Languages for All fee waiver eligibility criteria, visit the Languages Gateway at www.sheffield.ac.uk/languages

Postgraduate Research Students

Postgraduate research students are required to participate in the Doctoral Development Programme (DDP) and need to choose DDP modules (units) in consultation with their supervisor. The DDP will provide you with a range of skills and competency-based training opportunities orientated both towards your specific programme of study and towards future employment.

On arrival at the University, you will need to collect your copy of the Code of Practice for research degree programmes from your academic department. This booklet contains all the information you will need, from day one of your research degree programme, to the award of your degree. It is essential that you retain it for future reference throughout your degree programme.

Once you have attended the University-wide Doctoral Academy Induction Session, you should meet with your supervisor to discuss your training needs and DDP unit choices; this involves undertaking a training needs analysis with your supervisor (or other appropriate person) to enable you to choose your units accordingly.

Detailed information on the DDP can also be found on the DDP portal: www.sheffield.ac.uk/ris/pgr/ddpportal

The Code of Practice is updated annually and all the information in it can also be found on the following website: www.sheffield.ac.uk/ris/pgr/code
Registering with UHS

Before you can be registered with a doctor, you need to tell us about yourself. UHS Registration is made up of 2 stages:

Stage 1 - Complete the online UHS preregistration task during your University preregistration process. UHS may contact you with more information prior to Intro Week. Please check your emails.

Stage 2 - Once you have preregistered online and are living in Sheffield you will need to complete UHS registration in person. During Intro Week UHS Registration is the last step of the main registration event. Check the registration timetable for details. Throughout the rest of the year you should complete the online form, wait 2 working days then contact UHS to make an appointment (0114 222 2100).

Please bring the name and address of your current GP (if you have one) when you come to register. If you are already registered with a doctor in Sheffield, you do not need to register with UHS if you don’t want to. Medical information will not be held against your student record and will not be available to staff outside the University Health Service (UHS).

University Health Service

The University Health Service (UHS) is a National Health Service (NHS) General Practice focused on student health. Registering for UHS means you can be referred quickly at times of need to other support services in and outside the University. We offer a wide range of clinic services, such as:

- GP (Doctor) Clinics
- Nurse Practitioner Clinics
- Eating Disorder Clinic
- Travel Clinic

Further information can be found at www.sheffield.ac.uk/health

For all students studying in Sheffield for more than 6 months it is recommended that you register with the University Health Service, who will be able to offer assistance should you become ill while studying in Sheffield. If you are on a course lasting 6 months or less (e.g. just one semester), there is no need to formally register with the University Health Service. If you become ill, you should contact them (0114 222 2100) and they will assist you.

You will not be fully registered with the UHS until you have completed both of the above stages.
FastTrack UHS Registration
Some students will be contacted by email by the University Health Service before Intro Week. If you receive an email it will contain the NHS registration form (known as the GMS1 form). Bringing this completed form to the UHS registration event will speed up your medical registration.

International Students
If you have not previously been registered with the National Health Service (NHS), please inform the UHS of the date you first arrived in the UK. If you have had a Doctor in the UK before, please bring details of this with you.

Support for disabled students
We welcome disabled students and are committed to effectively meeting any additional support requirements they may have. The Disability and Dyslexia Support Service (DDSS) is responsible for coordinating and overseeing the academic support of disabled students. When necessary (and only with students’ consent), the service liaises with academic departments and other University support services on behalf of individual students.

If you have a disability it is important that you make contact with both the DDSS and your academic department as soon as possible in order to outline your support requirements, so that we can ensure you are quickly given appropriate advice regarding the support, equipment and facilities available to you here.

If you have already applied and have not disclosed a disability on your university application, please contact us to discuss setting up your support. The sooner you get in touch, the more likely we are to be able to support you from the moment you arrive.

We have created a webpage which gives you lots of useful information about this www.sheffield.ac.uk/ssid/disability/setting-up-support/prospective-students-how-do-i-set-up-my-support

Contact details:
Telephone: +44 (0)114 222 1303
Fax: +44 (0)114 222 1373
Email: disability.info@sheffield.ac.uk

Looking after your own health and wellbeing
Sport Sheffield offers a wide range of services that cover all aspects of sport, physical activity, health and wellbeing. Located on Northumberland Road, Goodwin Sports Centre is at the heart of the student community in Sheffield and also hosts the main registration event during Intro Week. There are opportunities to get involved in a wide range of physical activities at a level suitable to you and it’s a great way to get active, have fun, keep healthy and meet new people. To find out more about Sport Sheffield please visit www.sport-sheffield.com
Your university membership card (UCard)

Your UCard gives you access to University buildings and lets you borrow books from the Library and use University printers and photocopiers. It includes your photo and is used as your ID card as well as for offers and discounts in shops and bars.

If you upload your photo online using our pre-registration system then your UCard will be printed for you at the registration event. If you forget to do this you can take a photo on your smartphone then upload it to pre-registration while you’re in the queue at the registration event. It should be ready to print when you reach the front of the UCard section.

Access to computing services

For full information about how to access and use computing services at the University, as well as advice to follow if you wish to bring your own IT equipment please go to www.sheffield.ac.uk/cics/students

Your computer account

To access the pre-registration system you will need a username and password. Details about how to obtain this will be sent to you before September. For more information about usernames and passwords, including help and advice about what to do if you forget them please go to www.sheffield.ac.uk/cics/students

Using your computer at University

If you are bringing a Windows computer, tablet or smartphone to University, make sure you download the Eduroam Wi-Fi installer from the computer registration system (csrs.shef.ac.uk). Set it up from home using your University username and password and your device will connect as soon as you get near the University.

Wi-Fi in University accommodation is fast and secure but it does not allow two wireless devices to talk to each other. Therefore, wireless printers, wireless backup drives and wireless smart TVs cannot connect over University Wi-Fi; you will need to use a cable to connect these devices.

The work you do at University is very important so you must ensure your computer is password-protected and up-to-date with security updates and antivirus software. Get into the habit of saving copies of your files on our network or in Google Drive in case your computer breaks.

It can be expensive to bring your own printer to University due to high toner costs but you are welcome to do so if you choose. We provide a cost-effective University-wide print service that lets you print from any computer, tablet or phone and collect from any University printer.

Once you have obtained your University computer account we recommend that you download the iSheffield app for access to lots of useful information, including interactive registration timetables and campus maps: www.sheffield.ac.uk/cics/isheffield
Late Registration

Please note that during the first week of Semester 1, registration will move from the Sports Hall to the Discovery Rooms on Level 5 in the Students’ Union. At other times, you should consult Registry Services or refer to the website: www.sheffield.ac.uk/registration

If you are a research student and you begin your programme on or before 1 October 2016, please go to the registration event in Sports Hall 1, Goodwin Centre to complete your registration. See iSheffield or the online registration timetable for more information.

If you begin your programme at any other time, please go to the Registry Services office which is located on Level 6 of the Students’ Union in order to register.

If you miss your registration event

The registration timetable is carefully designed to allow us to register over 10,000 students during Intro Week. You can help us to achieve this by attending your events at the dates and times given on your timetable. However, we know that sometimes this isn’t possible and this is why we offer a late registration service the week after Intro Week.

More information about late registration is available at www.sheffield.ac.uk/registration/newstudents/late-arrivals

During Intro Week we monitor the queues and there may be times when we can accommodate students who’ve missed their original registration slot. Follow us on Twitter - @shefuniregistration or @shefintro16 - so you can see whether or not we’ve got room for you.

International students who do not register within a fortnight of their start date, will need to be reported to UK Visas and Immigration, which may affect their immigration status.
Section Three: Useful Information
For general queries
SSID (the Student Services Information Desk) answers a wide range of general enquiries from past, present and future students.

You can ask questions on Twitter @shefintro16

or visit the SSiD website at www.sheffield.ac.uk/ssid

You can also find answers to the most commonly asked questions at ask.sheffield.ac.uk

For queries about online pre-registration
You can contact us by email or telephone from 2 September to 26 September.
Helpline: +44 (o)300 555 0144
Email: preregistration@sheffield.ac.uk

For queries about registration in general:
You can contact us at any time by email or telephone
Registration Helpline: +44 (o) 114 222 1288
Email: registrieservices@sheffield.ac.uk
Twitter:@sheffuniregistration

For queries about your application or information about verifying your qualifications
You can contact the Admissions Service or visit the Applicant Information Desk on Level 2 of the Arts Tower.
Telephone: +44 (o)114 222 8030
Email: shefapply@sheffield.ac.uk

For queries after you have applied for accommodation
You can contact Accommodation and Commercial Services
Telephone: +44 (o)114 222 4488
Email: accommodationoffice@sheffield.ac.uk
Visit: www.sheffield.ac.uk/accommodation/prospective

For queries about support for Disabled and Dyslexic Students
Contact the Disability and Dyslexia Support Service who are based in the Hillsborough Centre, Alfred Denny Building
Telephone: +44 (o)114 222 1303
Email: disability.info@sheffield.ac.uk
Visit: www.sheffield.ac.uk/ssid/disability

For queries about support for Research Students
Contact the Research Degree Support Team in Research and Innovation Services (RIS)
www.sheffield.ac.uk/ris/contacts/rdst

For queries about the University Health Service
Call in to the Medical Centre at 53 Gell Street Sheffield S3 7QP
Telephone: +44 (o)114 222 2100
Visit: www.sheffield.ac.uk/health

For any other queries...
The University Switchboard will be able to give advice and put you in touch with people who can help.
Telephone: +44 (o)114 222 2000

If you get in touch with us before you arrive, please have your UCAS Personal ID or University application number to hand.
Dates of semesters 2015–2016

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<tr>
<td>Intro Week</td>
<td>19 September 2016 to 24 September 2016</td>
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<tr>
<td>Autumn Semester</td>
<td>26 September 2016 to 17 December 2016 (4 weeks Christmas vacation)</td>
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<td></td>
<td>16 January 2017 to 4 February 2017</td>
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<tr>
<td>Spring Semester</td>
<td>6 February 2017 to 1 April 2017 (3 weeks Easter vacation)</td>
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<td>24 April 2017 to 10 June 2016</td>
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Students on Postgraduate programmes generally attend for twelve months, often taking classes during semesters and completing a dissertation at other times.

Useful University webpages

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<tr>
<td>Admissions</td>
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<tr>
<td>Corporate Information and Computing Services (CICS)</td>
<td><a href="http://www.sheffield.ac.uk/cics">www.sheffield.ac.uk/cics</a></td>
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<td>Disability and Dyslexia Support Services (DDSS)</td>
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<td>Equal Opportunities</td>
<td><a href="http://www.sheffield.ac.uk/ssid/equality-and-diversity/policy">www.sheffield.ac.uk/ssid/equality-and-diversity/policy</a></td>
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<tr>
<td>General Enquiries</td>
<td>ask.sheffield.ac.uk</td>
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<td>Immigration</td>
<td><a href="http://www.sheffield.ac.uk/international/welcome/visasandimmigration">www.sheffield.ac.uk/international/welcome/visasandimmigration</a></td>
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<td>International Office</td>
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<td>Regulations</td>
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<td>Student Services Information Desk</td>
<td><a href="http://www.sheffield.ac.uk/ssid">www.sheffield.ac.uk/ssid</a></td>
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<td>Student Support and Guidance</td>
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<td>Tuition Fees</td>
<td><a href="http://www.sheffield.ac.uk/ssid/fees">www.sheffield.ac.uk/ssid/fees</a></td>
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<tr>
<td>University Health Service</td>
<td><a href="http://www.sheffield.ac.uk/health">www.sheffield.ac.uk/health</a></td>
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Registration checklist
The registration process is made up of several different activities. You can use this list to check that you’ve completed all the activities that are relevant to you.

☐ attended your University Welcome Meeting (see Registration Timetable) or your Information Session (New Postgraduate Research students)

☐ attended your Introductory Academic Meeting (see Registration Timetable)

☐ presented your qualification certificates, if required (see Meeting Admissions Requirements)

☐ completed your module enrolment (see Choosing Modules)

☐ had your passport and visa scanned and collected your BRP (International students only – see Passport and Visa Scanning)

☐ attended your registration event (see Registration Timetable)

☐ paid your tuition fees at the registration event (see Tuition Fees, Finance and Payments)

☐ collected your UCard at the registration event

☐ registered with the University Health Service

☐ collected your copy of the Code of Practice for Research Degree Programmes (Research Students only)

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