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Essential
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2019.



Registration.

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

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Introduction

This guide has been produced for full-time students whose programme of study is starting in September 2019 and who will be registering during Intro Week (23rd to 27th September). We encourage you to use it alongside our online resources to ensure that you are as prepared as you can be when you arrive at the University. Look out for weblinks signposting you to more detailed information.

We have produced this guide to give you an idea of what you can expect during the registration process. It may seem like there is a lot to do but, by understanding what needs doing and why, you can help yourself to register more quickly and easily. Our web pages go into more detail about all aspects of this process and can be found at: www.sheffield.ac.uk/registration

If you cannot find the information you are looking for, or would like advice about the registration process at any time, please contact the Student Administration Service Helpdesk. We are open between 9am and 4.30pm, Monday to Friday and you can email us at studentadmin@Sheffield.ac.uk or call us on: +44 (0)114 222 1288

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



Registration – An overview

Why do I need to register?

All students are required to register before they can start their programme of study (course) at the University. The registration process is made up of a series of different tasks, many of which can be completed online before you arrive.

Think of it like a checklist which needs to be worked through, with some tasks that you can do on your own online (preregistration) and some that we need to do for you at the main Registration event in Intro Week. The more you complete before you arrive, the less time it will take to finish the process when you get here.

For International students, the registration process also includes a number of tasks which enable the University to comply with UK Visas and Immigration (UKVI) regulations. When you come to study at the University on a Tier 4, short-term student visa or any other type of visa, we are required to collect and store copies of your passport, visa and Biometric Residence Permit (BRP) if you have one. Until we have completed all of these tasks, you will not be able to start attending lectures or classes, so it is very important that you work with us to get these done quickly when you arrive.

Completing the registration process allows us to create and maintain a complete record of your details and a full set of information about all of your academic activities.

When do I register?

Intro Week

During Intro Week (23rd to 27th September) we aim to register over 11,000 undergraduate and postgraduate students from all over the world. In order to manage the registration of so many students we produce a registration timetable which is made available via your own calendar in MUSE (My University of Sheffield Environment) as well as our iSheffield app. This tells you where you need to be, when and why throughout Intro Week. We work with your academic department to put together a timetable which allows you to complete all of the necessary tasks and activities in the right order.

If you are a PhD student registering during this period, you can register at any point from Intro Week. The Student Administration will contact all PhD students in early September with further details.

Departmental events will be shown on your online timetable which is available through your MUSE calendar or the iSheffield app. The most up to date timetable will always be available through your MUSE calendar or the iSheffield app.

If you have any questions about your departmental meetings then we would advise you to contact your department directly. To access the registration timetable and to find out more about iSheffield go to www.sheffield.ac.uk/cics/isheffield

Intro Week, and the weeks before and after, are very busy times and it can sometimes feel like you need to be in two places at once. It is very important that you do your best to attend the registration session to which you've been allocated, as not doing so can delay the process of registering. If you find that there are clashing commitments in your timetable please contact your academic department for guidance on the best course of action.

Orientation Week

In the week before Intro Week a five-day orientation programme is offered to new students. It is open to all, but is of particular interest to International students who may wish to arrive in the UK early to settle in before starting their studies. During Orientation Week some 'early-bird' registration activities are available for International students, allowing them to complete the immigration-related part of their registration in advance of Intro Week. This can save a lot of time when it comes to registering. You can find out more at www.Sheffield.ac.uk/ssid/newstudents/Orientation-week



Late Registration

We understand that some students cannot attend their allocated registration session for unavoidable reasons and so we run a smaller registration event during the first week of teaching.

If you do miss your allocated registration session in Intro Week but are able to attend later in the week, it is better to do this than to wait until Late Registration.

If you are unable to register during Intro Week it is important that you let your academic department know and we advise that you go and see them before you register, so they can check whether you need to choose any modules. We are unable to register you if you do not have the correct number of modules on your record.

If you are an International student you must register before you can attend classes and lectures.

Pre-registration: how it works

When you are made an offer by the University we invite you to set up an account giving you access to our online offer-holders' portal. This allows you to start various pre-arrival activities, including the process that we call pre registration.

The pre-registration system is tailored to you and so, depending on what type of student you are, you will be asked to do different things at various points between receiving your offer and registering. We will email you when tasks are ready for you and there will also be a notification when you log in to the offer-holders' portal.

If you lose any of the emails, change your email address or forget your username and password, don't worry. We can advise you on how to reset your password, resend emails and update your contact details on our system. For more information please see www.sheffield.ac.uk/admissions/muse

Your UCard

This is your university membership card and is issued during your allocated registration session. It includes your photo and is used to access a wide range of services. One of your pre-registration tasks is to upload a photograph which will be printed on your UCard. If you forget to do this before your registration session you will have the chance to have your photo taken there, however this may cause a slight delay.

You can find out more about the UCard by visiting www.sheffield.ac.uk/ssid/ucards

Fast-Tracking

For students who can complete the majority of their tasks before arrival we have a fast-track service. When we have checked your ID, you will be able to complete your registration quickly online during your allocated registration session. You will receive an email from us confirming that you can be fast-tracked and a message will also appear in the preregistration system. If you've completed nearly all of your tasks, we will send you an email reminding you what is left to do in order for you to be fast-tracked. For students who cannot be fast-tracked it may take you slightly longer to register, however if you have completed some of your tasks in advance the process should still be relatively quick.

Exceptions

There are some things that cannot be done in advance because they need to be done in person at, or before, your allocated registration event.

- **ID checking**
Before you can complete your registration online there is one final step that requires us to see you in person so we can check your identity documents. Once this has been completed you will be directed to a computer, where you will need to login, read the online Registration Declaration and accept it by checking several boxes.
- **Module choice**
Students with unrestricted module choice will be required to attend an event during Intro Week to discuss their choices and have them signed off.
- **Verification of academic qualifications**
Students who have been asked to present the original copies of their academic qualifications will be required to bring these to the event in person.
- **Checking immigration documents**
All International students are required to present their immigration documentation in person so these can be checked and scanned, although some parts can be done online.

Registration – Step by Step

In order to help you understand why we ask you to do the things we do, over the next few pages you will find key information about each of the core tasks. For more detailed information, please visit the webpages that we have signposted within each section.

Confirming your personal information (online)

When you applied to the University you will have supplied a lot of personal information and some of this could have changed between then and the point of registering. We ask you to check and confirm the details we hold in our system so that we can be sure they are accurate. We will also ask you to provide us with the details of someone we can contact in case of an emergency.

Equality and Diversity Questions

To help us monitor the implementation and effectiveness of our Equality and Diversity policy, and to help with planning and training, we ask you some questions which you may find a little surprising.

These relate to ethnicity, educational background, religious identity, sexual orientation and the level and type of disability you may have.

We treat this data in the strictest of confidence and process it in accordance with the rules governing the University's registration with the Information Commissioner's Office.

You can view our Equality and Diversity Strategy online at www.sheffield.ac.uk/ssid/equality-and-diversity

Confirming your identity (in person)

Your registration will not be completed until we have been able to confirm your identity. We ask you to bring identity documentation with you to your registration event and your student record will reflect your name as shown on this documentation. This is the name that will appear on any official documentation provided by the University (eg Council Tax Exemption Certificate, Degree Certificate). The forms of identification that we accept are listed online at www.sheffield.ac.uk/registration/newstudents/identity

Meeting Admissions requirements/verification of qualifications (in person)

Your offer is dependent on you meeting the academic entry requirements as specified in your offer letter. Not all students are required to have their qualifications verified in person. We don't need to see your certificates if:

- You are an undergraduate student whose results we have received via UCAS
- You have graduated from the University of Sheffield
- You are progressing from the Department of Lifelong Learning
- You are progressing from University of Sheffield International College
- You have qualifications from NCUK
- You are an Erasmus student

If you do need to bring your original documents with you, our Admissions department will send you an email and you will also see a message in the offerholders' portal.

We need the original certificates and/or transcripts, or certified copies, as well as any translations. If you do not provide this information as required your registration will be delayed.

Further information regarding qualification verification can be found here: www.sheffield.ac.uk/admissions/verification/ug-pgt

If you require support or advice please contact the Applicant Information Desk at shefapply@Sheffield.ac.uk or on +44 (0)114 222 8030.

Tuition fees (online)

When you receive your offer from the University, you are informed of the rate of tuition fee payable for your particular programme of study. If you have not already done so, we recommend that you use the online fees lookup tool available at <https://www.sheffield.ac.uk/ssid/fees>

Within the pre-registration system you will be able to pay your fee online and / or upload a sponsor letter confirming who will be responsible for paying your fee. If your fee is being paid by the Student Loans Company (or equivalent) you will be able to tell us this when you complete the online Financial Declaration. If you are paying your own fee, you will also be able to do this online as part of your pre-registration tasks.

If you are not able to pay your fee or provide proof of sponsorship before your allocated registration session, you will be required to do so before you register.

If you are paying your own fee you should arrange payment, in advance, online, using a computer or device of your choosing. We will not be able to process any fee payments at your registration session, however staff will be available to give you advice if required.

For more detailed information about tuition fees you are advised to visit <https://www.sheffield.ac.uk/ssid/fees> and read the information there very carefully. If you require further support and guidance with any query about Tuition Fees please contact studentadmin@Sheffield.ac.uk or on +44 (0) 114 222 1288.

Module choice (online and in person)

Many new students can choose modules (sometimes called units) as part of their programme of study. You need to have the correct modules on your record in order for us to complete your registration and all advice on module choices should be given by your academic department(s). The modules that are on offer to you are set out in the regulations for your course and you can access these by visiting www.sheffield.ac.uk/programmeregulationsfinder

Please read your programme regulations carefully before attending registration as this will help you to understand your options and consider your preferences in advance.

The process of choosing modules can feel confusing and in order to help explain it we have created a guide on our webpages at <https://www.sheffield.ac.uk/registration/newstudents/before/choice>

Introductory academic meeting

All new students should attend their departmental meeting at the time and date given in the registration timetable and in communications sent from the department. This includes students who have no module choices to make. At this meeting you will be able to discuss your options and, where required, have your choices signed off by departmental staff.

If you miss your meeting and have module choices to make, you will need to visit your academic department before attending your allocated registration session.

Online module selection

Many students with the option to choose approved modules will be able to do this online via the pre-registration system. Making these choices in advance saves a lot of time during Intro Week and will also improve your chances of getting your first choice if a module is particularly popular.

Unrestricted module event (undergraduate, Erasmus and Study Abroad students)

Students who have unrestricted module choice within their programme of study will select these in person at a dedicated event on the Tuesday or Wednesday of Intro Week. The event is held in a large hall with over 40 academic departments in attendance. They are there to help you make decisions and to approve the choices you make.

Module Loading

Any modules that you choose at your introductory academic meeting and/or the unrestricted module event will need to be manually added to your student record by staff at the unrestricted module event. Unapproved module choices cannot be added to your record and may cause delays in your registration. **If you already have all your modules chosen and approved before you arrive, there is no need for this to be done.**



Information for International students

As an International student, there are a number of additional tasks that you will need to complete:

Applying for your Confirmation of Acceptance for Studies (CAS) Number (online)

Before you can apply for your visa, you will need a CAS number. The University applies to the UK government on your behalf to get this number. Once you have accepted your Unconditional offer a CAS Application task will appear on your pre-registration list. (If you are a postgraduate taught student you will also need to have paid your tuition fee deposit, or provided proof of exemption).

When you have completed your CAS Application task and we have received a number for you, we will issue a CAS statement. You will receive an email from the University telling you your statement is ready and giving you instructions on how to access it.

For more information see www.sheffield.ac.uk/international/welcome/cas-application

Your Biometric Residence Permit (BRP) (in person)

Your BRP gives you permission to remain in the UK during your studies. You apply for it at the same time as your visa and you will be able to collect it when you arrive in Sheffield. When you apply, you will be given a choice about where to collect your BRP.

Please select the University as your collection point as this will make your registration process much quicker. You will need to enter a special Alternative Collection Location (ACL) code to do this. Find out more at www.sheffield.ac.uk/ssid/international/immigration/overseas

A Decision Letter will be sent to you by the Home Office, confirming your collection point. Please 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 you can refer to this if you lose your letter.

Scanning your immigration documents (online and in person)

UK Visas and Immigration (UKVI) require us to keep copies of your passport (including your 30 day travel vignette if appropriate) and your BRP or visa. We use scanners to take images of your documents and upload them into our system. You can help to make this process quicker by:

- Uploading an image of your passport before you register
- Uploading an image of your visa or 30 day travel vignette **when it has been stamped by UK Border Authorities**
- Choosing to collect your BRP from the University

If you are in the process of applying for a visa and have sent your immigration documents off to be checked, please bring your UKVI Document Checklist, which will have been generated when you submitted your visa application. You will not be able to register without it. You can also upload this as part of Pre-Registration to speed up your registration.

Academic Technology Approval Scheme (ATAS) (online)

International students applying for some programmes will require ATAS clearance before applying for a visa. Please find out more about this by visiting <https://www.sheffield.ac.uk/admissions/atas>



Other important Intro Week activities

University Welcome Talks

During Intro Week, the University holds a series of Welcome Talks for new taught students (including Erasmus and Study Abroad students). These provide you with information about 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.

Getting access to services

Once you have registered you will be able to access a much wider range of services, designed specifically for students. This includes online resources and systems, library services and printing. Most services require you to have a username, password and UCard.

Your University computer account

As part of the pre-registration process you can activate your student computer account. Your username, email address and password will stay with you for the duration of your course so it is important that you remember them. You will need your computer account in order to log in to the iSheffield app so we advise that you complete this task in pre-registration as early as possible.

For more information about computing services for students please visit: www.sheffield.ac.uk/cics/studentcomputing



Health and wellbeing

The University is committed to ensuring that all aspects of students' health and wellbeing are looked after and there is a wide range of services to help with this. You can find out more by visiting www.sheffield.ac.uk/ssid/health-wellbeing

The University Health Service (UHS)

At the end of your allocated registration session you have the opportunity to register with the University Health Service.

The University Health Service is a National Health Service (NHS) General Practice, focused on student health. The Practice offers a wide range of clinical services, including GP (doctor) and nurse appointments. Registering with UHS means that you can be seen quickly if you become ill whilst in Sheffield and also referred to other NHS Services if appropriate. UHS also provides certain services free of charge to students (such as Extenuating Circumstances Forms) that other Practices may charge for.

We recommend that all students who will be in Sheffield for more than three months register with UHS. If you are on a course lasting less than three months you do not need to formally register but instead should contact UHS directly if you become ill.

Health registration is made up of two stages. You should first complete an online questionnaire within the pre-registration system then, at the end of your allocated University registration session you will be seen by UHS staff in person, complete a registration form and your Health Service registration will be completed.

During Intro Week, UHS registration will take place in the Elmfield Building which is next to the main registration event at the Goodwin Sports Centre.

You may be contacted by UHS before you attend your registration session, asking you to complete a NHS/GP registration form. Bring this completed form with you, it will speed up the process.

If you are already registered with a doctor in Sheffield you do not need to register with UHS if you do not wish to.

For further information about UHS please visit www.sheffield.ac.uk/ssid/health-service or contact the UHS reception team at health.service@sheffield.ac.uk

Support for disabled students (Disability and Dyslexia Support Service – DDSS)

The DDSS is responsible for coordinating and overseeing the academic support of disabled students. As part of the preregistration process you will be asked whether you have any disabilities. We recommend that you complete this section as fully as possible so that we can ensure you have access to the services and facilities you need when you arrive. If you would like us to make any special arrangements for you at your allocated registration session, please contact studentadmin@Sheffield.ac.uk

Please visit this webpage for more information:

<https://www.sheffield.ac.uk/ssid/disability/setting-up-support/applicants>

Looking after your own wellbeing (Sport Sheffield)

The main registration event during Intro Week is held at Goodwin Sports Centre, located at the heart of the student community and the home of Sport Sheffield. Sport Sheffield offers a wide range of services that cover all aspects of sport, physical activity, health and wellbeing. Activities are offered at all levels and getting involved is a great way to keep active, have fun, stay healthy and meet new people. Find out more by speaking to Sport Sheffield staff during Intro Week or by visiting www.sport-sheffield.com

Your registration checklist

I have:

Done

Not required

Completed all my available pre-registration tasks

Printed or saved my fast-track statement

Been to a welcome talk

Attended my department's introductory meeting

Presented my qualifications certificates to Admissions

Chosen all my modules

Had my passport and visa scanned (International Students only)

Collected my BRP (International Students only)

Paid my tuition fees

Collected my UCard

Completed my registration

Registered with the University Health Service

