Induction information for Staff

Trish Davey, Information Services
Suzie Huggins, Commercial Services
29th July 2017
Today’s session

• Pre-arrival application process – the applicant portal

• Pre arrival enrolment process / information
  – Brief overview of the enrolment process
  – Academic timetable (timetable generator/first classes)

• Overview of support available to students during first week
  – From different parts of the university

• Useful resources for supporting new students
  – Welcome web site; Student Status Screen, Induction A-Z

• First week Induction timetable / Welcome events
Application process

Students start out with access to the Applicant portal

Applicants are invited to discover their IT account. At this stage they don’t have a uni email address or access to uni resources.

Pulls essential info for applicants into one place. Applicants can:

- Upload documents requested by Admissions
- Make enquiries to Admissions – inbuilt messaging tool
- View the progress of their application
- Apply for accommodation

https://portal.stir.ac.uk
Welcome to Stirling

Welcome message from the Principal

Whether you are a new student or returning to study for a higher degree, we'll do everything we can to help you achieve your ambitions.

We have compiled everything you need to know about starting at Stirling on one website:

My Student Number

2433358

You will keep this number for your entire student journey at Stirling.

Tuition Fee Deposit

Thank you, your Tuition Fee Deposit has been received and recorded against your application.
My Supporting Documents

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<td>Degree Certificate</td>
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<tr>
<td>Student Passport</td>
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Accommodation

You can now apply for University accommodation. To apply for University accommodation, or check the status of your application, click below.

Opportunities

Scholarships and Loans

Stirling has many Scholarships and Loans available for you to apply for. Use our Scholarship Finder to find any you may be eligible for.

Airport Transfer

Book your airport transfer to the University with Stirling Direct.

Payments

If you ever have to make a payment to the University, find out how on our payments page.

Visit The Campus

Want to visit Stirling? We have many different ways to visit the University, including virtual tours.

My Messages

The inbox shows all communications you have received from the University with regards to this application, and any responses to messages sent via the Portal.

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<tr>
<th>Subject</th>
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<td>University of Stirling Payment Options</td>
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<td>Confirmation of Offer Status from the University of Stirling</td>
<td>03/02/2016</td>
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<td>Five reasons to choose Stirling</td>
<td>28/01/2016</td>
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<td>Season’s Greetings from the University of Stirling</td>
<td>16/12/2015</td>
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<tr>
<td>University of Stirling - Invitation</td>
<td>08/12/2015</td>
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Meet a Stirling Representative
Find out if a University of Stirling representative will be in your country soon.

Life at Stirling
Life is for living, and you'll never live more than when you are here at Stirling.

- Confirmation of Offer Status from University of Stirling: 23/11/2015
- University of Stirling - Redefine your Future with Stirling: 30/10/2015
- Confirmation of Offer Acceptance from the University of Stirling: 07/09/2015
- University of Stirling - Taught Postgraduate Offer Letter: 04/09/2015
- Acknowledgement from the University of Stirling: 03/09/2015
- Postgraduate Admission - University of Stirling: 03/09/2015

View all videos
Enrolment process

Undergraduate students:

1. **Portal view changes from applicant to pre-enrolment**
   - Links to enrolment processes
   - Access to student email
   - Apply for accommodation via portal/photo upload

2. **Module registration (opened 8\(^{th}\) August)**
   - Choose/confirm modules for academic year.

3. **Online enrolment (opened 28\(^{th}\) August)**
   - Confirm personal details / how fees will be paid

4. **Collection of ID card (Sun 10/Mon 11 Sept for most)**
   - Portal view switches over to full portal
   - Canvas access will follow later that day (normally next morning)

More detail on Welcome website

https://portal.stir.ac.uk
Congratulations Olivia

You are only a few steps away...

My Email Account
You now have a student email account! Your email address is ojp00001@students.stir.ac.uk

From now on, the University will always communicate with you via your University email account. You can also view your archived formal application correspondence.

My Student Number
Your student number is your unique University identifier.

2636394

Quote this number in any correspondence with us.

My Email

Formal Correspondence

My Student Status
In order to be a fully enrolled student at the University, you need to complete the following tasks.

**Module Registration**
Click on this link to select the modules you would like to take in your first semester as a student.

- [Module Registration](#)
- [Click here for further instructions for UNDERGRADUATES](#)
- [How To Change Modules](#)

For more information on your choices, visit the Degree Programme Tables.

**Student ID Photo**
If you are due to start a new programme of study then you will be issued with a University of Stirling student ID card. In order for the Enrolment and Data Team to produce your ID card we require your photograph. Please submit your photograph via this link.

- [Upload your photograph](#)
- [Demo video](#)

**Online Enrolment**
This allows you to confirm your personal details and how your fees will be paid. Full Succeed content will not be available until Online Enrolment has been completed.

NOTE: New full time undergraduate students will not be classed as enrolled until they have been issued with their ID card. Those in receipt of a Tier 4 visa, will additionally not be classed as enrolled until their passport and visa have been checked.

- [Online Enrolment](#)

Information about online enrolment for Undergraduate Students can be found [here](#).
Everything you need to know about starting at the university, including information on your first week at Stirling.

University Accommodation is Open (closed for Simulator).

If you require to park your car on Campus a permit must be applied for.

Please note: If you are a first year student and resident on Stirling campus you are not permitted to bring a car onto campus.

Come and join our official freshers group - meet other new students and ask questions about any aspect of your preparations for coming to the university.

Canvas is your online learning space. You will get access to your academic courses when you have your ID card. Click here to learn about and login to Canvas.

Useful academic links to help you start your academic journey at Stirling.
Notes about Module Registration

Module Registration

• **New 1st year UG students select for the whole academic year.** Returning students also select for whole academic year.
  • All students need to complete MR even if they have no choices to make
  • There is no allocation process. Students get what they choose. Therefore no ranking process.
  • All students have until 25th September to change autumn semester modules if they want. They can do this themselves on portal.
  • If they want to change degree programme, they have to see the Adviser of Studies for the programme they want to move to. AofS will then inform Student Programmes.
    [http://stir.ac.uk/registry/advisers/list](http://stir.ac.uk/registry/advisers/list)
• MR opens for TPG students on 8th August – most have no choice but need to complete process.
Succeed becomes Canvas

Succeed is still available (linked from portal) for a small number of courses that are finishing soon. Big notification in there to redirect everyone else to Canvas.

Canvas ‘opens’ on Mon 4 September. But lecturer can change open date. Students can check ‘future enrolments’ in Canvas when they are conditionally enrolled: Canvas > Modules > All modules

Canvas access is dependent on the student having completed enrolment (got ID card). Linked from LHS portal. Thereafter, Canvas access will follow the day after a student completes enrolment.

Canvas Support Pandas recruited for Atrium and Library

https://portal.stir.ac.uk
Canvas Support

Canvas 24/7 support
• chat, email, phone contacts for Canvas Support are all built into Canvas (help menu)

Canvas Community
• https://community.canvaslms.com/
• User guides, videos, groups

Information Centre
• Access to Canvas (enrolment status)

Canvas App (Android and Apple)
• Canvas by Instructure
Academic timetables

Timetable generator

- Linked from pre-enrolment and full portals
- Gives a LECTURE timetable (does not include seminars etc)
- Will highlight any clashes

List of first LECTURES with Faculties

- Faculty Inductions are very comprehensive this year – lots of contact with students e.g. http://www.stir.ac.uk/arts-humanities/welcome/undergraduate/
- List of 1st lectures at Atrium info desk (UG and TPG versions)
- http://www.stir.ac.uk/welcome/first-week/faculty-inductions/
Resources to help staff support students

**Student Status screen**

- Linked from your portal home page: Student Status Screen
- Every student has a link to ‘My student status’ on their portal
- Pulls information from account discovery process, module registration and enrolment to give a progress statement for each section
- Good ‘at a glance’ information which enables us to direct a student to the correct service point if they have run into a problem
- [https://portal.stir.ac.uk](https://portal.stir.ac.uk)

**A-Z Induction**

Part of Welcome website: [http://www.stir.ac.uk/welcome/a-z/a-z/](http://www.stir.ac.uk/welcome/a-z/a-z/)
Support for students

- **Admissions, PF** (initial recruitment, Study Abroad, International Office, transferring applicants to Student Records system)
- **Information Centre** (Wi-Fi, Canvas, any IT)
- **Accommodation Services** - Willow Court
- **Academic Advice for Students** – Faculty Advising Teams
- **Student Services Hub 2A** – module registration, enrolment, student support services, tuition fees, accessibility/inclusion

Other Induction week support

- **Atrium Information desk** – in Atrium Sat-Wed.
- **Student Union**: F-team/freshers events/give it a go weeks
- **Wi-Fi wizards**: in Library
- **Canvas Support Pandas**: in Atrium next to Info desk and in Library
Student Union events

ALPACAS!
loose on campus!

Take alpaca selfies!
Walk them!  Pet them!

Friday 15th Sept
12 noon | Free
Behind the Union

#STIR FRESHERS 2017
healthy body
healthy mind

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OFFICIAL FRESHERS
WELCOME PARTY

white t-shirt
WELCOME PARTY

Venue: Your Students Union
£5 FREE with FPASS
With your Freshers DJ, Jonny Ruiz!
Get your white t-shirt from the
Stalls in the Union or on the door.

Venue: Your Students Union
£6 FREE with FPASS

Freshers Ceilidh

Junk Tape

Cheesy Tuesday with the...

Jack Maynard

You Tube Star Live DJ Set

Venue: The Union
£6 FREE with FPASS

Cascada

THE BIG FRESHERS QUIZ
Hosted by your Student Union Officers

Amazing Prizes to be won
Get your team
Max 10 players per team

The Big Freshers Finale
With the Midnight Beast

THE MIDNIGHT BEAST

Venue: Your Union
£6 FREE with FPASS

Comedy Night

Ed Gamble - Live

Sunday 17th September
17.9.17 Doors 8pm

With support from:
Hayley Ellis & Stuart Mitchell
Welcome website

- Pre-arrival information
- Enrolment instructions/links
- First week timetables
- How to get academic timetable
- Information about Faculty inductions
- Index of Induction – A-Z

Welcome to our new students

We look forward to welcoming all our new students onto campus in September.

Our Welcome site includes everything you need to know from what to do before you arrive, to airport collections and your first week timetables.

http://www.stir.ac.uk/welcome/
First week induction timetable

- Published on the welcome microsite (linked from uni homepage): [http://www.stir.ac.uk/welcome](http://www.stir.ac.uk/welcome)
- Provided in hard copy from Atrium info desk
- 3 versions
On arrival
Welcome to the University of Stirling

Congratulations on gaining a place to study at the University of Stirling. I’m delighted to welcome you and your family to our beautiful campus. This is an exciting time for you as you begin your studies, make new friends and discover all the University has to offer.

I am confident that you will enjoy your time here. We are ranked first in Scotland and third in the UK for student employability and generations of students say that the experience here was one of the most fulfilling chapters in their lives.

Stirling is a great place to study. We have an enviable record in providing the best teaching and learning backed up by an excellent research reputation which means you will be taught by world-leading experts.

Over the years your family has given you practical, emotional and financial support. I’m sure that support will continue as you begin your studies. To help, we run a Family Programme that will keep those close to you informed about life at the University giving them an insight into your experience as a student.

Freshers’ Week offers a wide range of activities to give you the best possible start to University life. You will discover that we are a caring community, with a broad range of high-quality student support services to help you access development opportunities and provide you with advice and guidance on a wide range of issues. We also have an active Students’ Union, run for students by students, and we encourage you to get involved. Enjoy the next few years; they will change your life.

"We have an enviable record in providing the best teaching and learning backed up by an excellent research reputation"

Professor Gerry McCormac
Principal and Vice-Chancellor

89% overall satisfaction
(National Student Survey, 2016)
Welcome Sessions

Parents, we know that your son or daughter's transition from school pupil to university student can be both exciting and overwhelming. We are sure you will have lots of questions, so please join us for our Families’ Welcome Reception and our Essential Guide for Parents talk. We are here to help, and to ensure that you leave the campus informed, reassured.

Families’ Welcome Reception
Saturday 9 September at 2.30pm, MacRobert Arts Centre
Parents, family members and new students are invited to attend a Families’ Welcome Reception. After a welcome from our Principal and Vice-Chancellor, Professor GerryMcCormac, you will hear from Astrid Smullenbroek, President of the Students’ Union and Jill Stevenson, Head of Student Support Services. We then invite you to enjoy light refreshments and meet academic and support staff from across the University.

Essential Guide for Parents to University Life
Saturday 9 September at 12 and 1pm, Lecture Theatre A3, Cottrell Building
This session is designed exclusively for parents of new students and provides the ideal opportunity to find out about the numerous support services we have at the University.

International and Postgraduate Students’ Welcome Reception
Tuesday 12 September from 6pm
Are you an international or postgraduate student? Please join us for an informal welcome reception hosted by the Dean of Internationalisation, Professor Leigh Robinson. She will be joined by the President of the Students’ Union, Astrid Smullenbroek, and by Balla Chris Kane, Stirling Council.

Don’t miss out...

Not sure what to do or where to go? See below for the information and sessions you really can’t miss.

First Week timetables
Check your First Week timetable on-line, or pick up a copy from the Atrium, Andrew Miller Building for details, venues and times.

Student ID Card
Make sure you collect your student ID card, available from Sunday - it’s a student must-have!

Register for the Health and Dental Services (Sunday/Monday)
Staff from the on-campus medical centre and dental service will be available to answer questions and register you at the practices.

Essential Student Guide to library and IT Services (Sun/Mon/Tue/Wed./Thurs.)
Learn all about the Library and IT services at Stirling including how to use your student email and using the Library. Check your timetable for your allocated slot.

Maker Space – experience new technologies (Mon/Tues/Weds./Thurs.)
The Library will be hosting a ‘Maker Space’ during the first week of semester. This will include new technologies such as 3D printing and scanning, robotics, a drone and much more. Come along and try your hand at the technology of the future.

How to be a successful student (Wednesday)
The workshop explores some of the skills undergraduate students need to be successful. Learn what is expected of you, and hints and tips on managing your assignments.

Write it right – positive ways to approach writing and referencing (Wednesday)
The workshop explores the expectations around academic writing at University. There will be a particular focus on using ‘evidence’ within your work, referencing and avoiding plagiarism.

Booker Prize Foundation’s Universities Initiative

Are you a first year undergraduate student? Make sure you collect your FREE copy of Graeme Macrae Burnet’s acclaimed book, His Bloody Project when you collect your student ID card. This is part of an international initiative to encourage students to read contemporary fiction and is jointly funded by The Booker Prize Foundation and the University of Stirling. This year’s book, His Bloody Project, was shortlisted for the Man Booker Prize in 2016, and Graeme Macrae Burnet will visit the campus on Wednesday 15 November to talk about his novel. Make sure you register in advance at dir.ac.uk/events.
Information Hub

Visit our dedicated Information Hub in the Atrium, Andrew Miller Building, where our teams will be happy to answer your questions.

Student Information Desk
From semesters to supermarkets, the team on the Information Desk will be happy to answer your questions (or to point you in the right direction at least!)

Baxter Storey
Speak to representatives from Baxter Storey, the University’s catering provider, about their cashless purchasing system for students. Don’t forget to try the free samples in the Atrium!

Careers and Employability Service
Let us help you to #BetheDifference. Right from the start of the academic year, you will have opportunities to make friends, find part-time work and develop your employability skills. Visit our stand to find out how we can help.

Electoral Registration
New to Stirling? Don’t miss the chance to vote in the next election. Find out how you can join the Electoral Register and ensure you are eligible to vote.

University of Stirling Family Programme
Our Family Programme offers parents and family members the opportunity to get involved and become part of our wider community – make this your university too by signing up today.

Santander Bank
The University of Stirling is part of the international Santander Universities network. Find out how you can benefit from Santander funding opportunities and from our general banking services during your time at Stirling.

Sports Centre
If you haven’t already done so via the University Portal, visit our stand to sign up for our fantastic value-for-money Sports Centre membership deal.

STEER mentors
STEER is a University-wide Student Peer Support Scheme providing Mentors or Buddies, for any Undergraduate or Taught Postgraduate student respectively, in their first year at the University.

Stirling Court Hotel
The Stirling Venues team will be on hand with information and offers for the on-campus, 100 bedroom Stirling Court Hotel. It’s the perfect choice if friends and family are visiting during term time.

Student Learning Services
Student Learning Services can work with you to make your learning enjoyable and to ensure you get the best grades possible. Come and find out more about our workshops, resources and tutorials.
Student Support Services

We're here to help you get the most out of University, and to help you with any support needs. That includes advice on budgeting, financial support, welfare and housing, support for disabled students, counselling and well-being support. Pop in to visit us in the Student Services Hub in Room 2A1, Queen's Court Reception, Cottrell Building, or send an email to ask@str.ac.uk.

The Students' Union

The Union represents and serves the interests of students, both within the University and beyond. Union Officers provide peer guidance and representation at a local and national level as well as administering and supporting over 100 clubs, societies and sports teams.

Look out for them and the Freshers' Team (F Team) who are on hand to help you move into your new accommodation and provide all the information you need to know to help make Freshers 2017 the best week ever!

Visit us in the Atrium to get Freshers’ Week off to the best possible start. Pick up your Freshers’ Week lanyards, meet the F Team and get your Freshers’ event tickets, University hoodie and NUS Extra card. #strfresher17
Family Programme Registration

If you wish to join the Family Programme to be kept informed of what is happening at the University, and you have not previously registered, please complete and return this form to the Family Programme's desk in the Atrium. To be completed by a parent, guardian or other relative (BLOCK CAPITALS PLEASE). Alternatively, you may prefer to attach a business card.

Title (Mr, Mrs, Ms, Dr, etc.): ___________________________ First name: ___________________________ Surname: ___________________________

Address: __________________________________________ Postcode: ___________________________

City: __________________________________________ Telephone: ___________________________

Are you a graduate of Stirling?: Yes/No (Delete as appropriate) If yes, please give date of graduation and degree awarded: ___________________________

Student's full name: ___________________________ Relationship: Son/Daughter/Other (Delete as appropriate)

Student's course of study: ___________________________ Student's date of birth: ___________________________

Anticipated year of graduation: 2018/2019/2020/2021 (Delete as appropriate)
International & Postgraduate Students’ Welcome Reception