Induction information for Staff

Student Induction Planning Forum

Trish Davey, Information Services
Kim Malherbe, Commercial Services
28th August 2018
Today’s session

• Pre-arrival application process – the applicant portal

• Pre-arrival enrolment process / timetabling information
  - brief overview of the enrolment process
  - Academic timetable information

• Overview of support available to students during the first weekend/week

• Useful resources for supporting new students
  - Welcome pages, Student Status Screen, Induction A-Z, Induction guide

• First weekend/week Induction schedule of 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 univ email address or access to univ 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
Abraham
YOU ARE STIRLING

My Student Number

2726502
You will keep this number for your entire student journey at Stirling.

My Supporting Documents

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.

Subject

Register for accommodation now

Received: 11/06/2018

University of Stirling - Taught Postgraduate Course

Received: 11/06/2018
Life is for living, and you'll never live more than when you are here at Stirling.
The enrolment process

Undergraduate students – process after transfer into Student Records system:

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 early August)
   - choose/confirm modules for academic year.

3. **Online enrolment** (opened 27\textsuperscript{th} August)
   - confirm personal details / how fees will be paid

4. **Collection of ID card** (Sun 9/Mon 10 Sept for most)
   - Portal view switches over to full portal
   - Canvas access will follow later that day (normally next morning)
Congratulations Lindsey

You are only a few steps away...

My Email Account

You now have a student email account! Your email address is

lib00097@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.

2717809

Quote this number in any correspondence with us.

My Student Status

You may still have other outstanding applications at the University. Use the button below to access your applications.

My Applications
Still looking for accommodation?

**My Tasks**

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 instruction for UNDERGRADUATES.
- How To Change Modules [Important]

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

- Your Degree Programme Table

**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. Once this is completed you will be enrolled as a student.

Online Enrolment

Other Info

Essential Info

DESTINATION STIRLING

Everything you need to know about starting at the university, including information on your first week at Stirling.

Accommodation

University Accommodation is Open (closed for simulation).

Car Parking

You cannot apply for Car Parking at the moment. Car Parking applications for 2019/20 will open towards the end of August – please contact carparking@stl.ac.uk 01786 466465 who can sort out any further queries.

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.

Sports and Activities

Apply for membership to the Sports Centre, Sport Club membership, and Clubs & Societies Membership.

My Print/Copy Balance

£6.00

£0.00 My Top Up

£6.00 Free Quota

My Personal Details

- Maintain my Addresses
- Maintain my Telephone Numbers
- Maintain my Emergency Contact Details

You have a print/copy account attached to your computer account. This is for using the student print/copy facilities on campus. Find out more here.
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.

STEER: peer support

STEER is a University-wide peer support scheme linking in returning student "Captains" with new undergraduate or taught postgraduate "Crew" during their first year at Stirling.

Canvas

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.

My Useful Links

Useful academic links to help you start your academic journey at Stirling.
Module Registration – important points

New 1st year UG students select for the whole academic year.  *Returning students also select for whole academic year.*

- **All students (UG/PG)** need to complete MR even if they have no choices to make.
- There is no allocation process. Students get what they choose.
- 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.
Canvas opening date

Canvas modules will open on Monday 3rd September*

*unless the opening date has been changed by module co-ordinator

* Students must be fully enrolled to see Canvas modules (got ID)

* Scripts to upload students into Canvas following completion of enrolment will run 4 times a day in first week

BE THE ...PANDA

UNIVERSITY of STIRLING
Academic timetables

Timetable generator
Linked from pre-enrol/full portal
Gives lecture times (not the rest)
Will highlight clashes

List of first meetings (UG & PGT)
List of first lectures (UG)
> on welcome web/ at Atrium desk
> first meeting for each module

Faculty Induction pages
> welcome web stir.ac.uk/welcome

> Where do I get my seminar times?
> What do I do if I have a clash?
> What does ARTU9C3.L,C.3B160 mean?
> When do classes start?
> My first meeting is after the first lecture, which one do I go to?
Resources to help us help them

Student Status Screen
- Linked from portal
- Pulls info from various systems to give summary
- https://portal.stir.ac.uk

Welcome web & A-Z Induction
- Linked from welcome web
- Useful for desk staff

Induction guide for staff
- Created for Atrium desk staff
- Covers all things Induction / uni
- http://libguides.stir.ac.uk/induction
SUPPORT FOR STUDENTS

Admissions 4b40
- Initial contact with uni, application, offer, documents etc
- If still on applicant portal, may need to contact Admissions

Welcome desk, Atrium
- ANY basic induction questions
- Staff will refer to correct support service if they can’t answer themselves

Student Services Hub, 2A
- ID card enquiries (NOT IN FIRST WEEKEND/WEEK)
- Accessibility and inclusion
- Money issues
- Careers
- Student learning services (help with study skills etc)
- Income office
- Academic registry
- Stressed out/distressed: chaplaincy is open first weekend, week

Information Centre, Library
- IT enquiries
- Library enquiries
- Wi-Fi Wizards /Panopto support
MORE SUPPORT FOR STUDENTS

- Accommodation Services, Willow Court
  - All things accommodation related
  - Maintain list of off campus accommodation also

- Academic advice
  - List of Faculty advisers on portal
  - Personal tutor assigned to each student

- Student Union F-team and beyond
  - F-team out and about to help with moving in to halls
  - In Atrium during first week
  - Quiet sessions as well as the evening events
Student Union events

**Saturday 8th**
WELCOME TO YOUR UNION!
TICKETS | FPASS | FTEAM
ATRIUM 10AM - 5PM

**Sunday 9th**
MEET YOUR UNION OFFICERS
TICKETS | GRAB FREEBIE BAGS
ATRIUM 10AM - 4PM

**Monday 10th**
FREEBIE FAYRE!
DOMINO’S PIZZA & FREEBIE
ATRIUM 10AM - 4PM

**Tuesday 11th**
CLUBS & SOCS DAY #1
MEET THE CLUBS & JOIN
ATRIUM 10AM - 4PM

**Wednesday 12th**
SPORTS UNION BAZAAR
PLUS CLUBS & SOCS DAY #2
GANNOCHY | ATRIUM 10AM

**Thursday 13th**
STUDENT LIFE DAY
VINTAGE FAYRE & STALLS
ATRIUM 10AM - 4PM

**FTEAM CAMPUS TOURS**

**Freshers Meet & Greet**
GET OFF YOUR PHONE, DOWN TO THE UNION
AND MAKE SOME NEW PAL’S
SUN 8TH SEP | UNION | FREE
VENUE: YOUR UNION

**ALPACAS**
Wed 12th Sept
3pm - 5pm | Free | Behind the Union

**Paint Party**

**Jurassic Party**
LIVE DINOSAURS!
DINO EGG BALLOON DROP
SAFARI DRESS UP
NINETIES MUSIC
THE FULL JURASSIC EXPERIENCE
12.9.18 10PM - 2AM
VENUE: YOUR STUDENTS’ UNION £7 OR INCLUDED IN F’PASS

**Drag Bingo!**
Hosted by the Bingo Bros
Balls Drop at 2PM

**Cascada**

**Freshers Ceilidh**
A NIGHT OF SCOTTISH DANCES!
MON 10TH SEP. 5PM - LATE
VENUE: YOUR STUDENTS’ UNION £7 OR INCLUDED IN F’PASS

**The Official Freshers Welcome Weekend!**
SUN 9TH

**Radio 1’s Scott Mills & Chris Stark**
FT THE BEST TUNES, INJURED & INFURIATING
THIS DON’T TAKE YOUR MOUTH! THE DANCE OFFER STOPS
VENUE: YOUR STUDENTS’ UNION £4 OR INCLUDED IN F’PASS
First weekend

SATURDAY
Accommodation – moving in day

Atrium
Welcome desk
Stalls for various services
F-pass pick up
Maker Space desk
Student Hub open
Library open

Events
Families Welcome Reception – 2:30 MacBob
Essential guide for parents to uni life – 12-1 LT A3

SUNDAY

Atrium
Welcome desk etc. Union freebie bags
Student Hub open
Library open. Wizards and tours

Events
Essential Student Guide to Library and IT. Logie. 1-3
ID card pickup, Pathfoot Dining Room, 10-4.30
> Also in Pathfoot: medical reg, supported enrolment
First week

MONDAY

Atrium
Welcome desk
Freebie fayre

Events
ID card collection, PFT, 9.30-4

Essential Guide for Students to Library and IT: Logie, noon-1pm.

TUESDAY

Atrium
Welcome desk etc.
Clubs and socs day #1

Events
Teaching starts (UG)

ID card pickup and supported enrolment, 2b43

Welcome to the University – International and Postgraduate students. 6-8pm.
First week

WEDNESDAY

Atrium
Welcome desk
Clubs and socs #2
Sports Union Fayre - Gannochy

Events
ID card pickup and supported enrolment, 2b43
Essential Guide for Students to Library and IT: A6, 1-2pm.
How to be a successful student: 1-2
Write it right – 2.30-3.30

THURSDAY

Atrium
Student Life Day

Events
ID card pickup and supported enrolment, 2b43
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 at the Welcome desk
- 3 versions

**SATURDAY 8 SEPTEMBER 2018**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival in Halls</td>
<td>10am - 4pm</td>
<td>University Residences</td>
<td>Accommodation Services staff, Student Union hand to help you move in. To minimise congestion, please look out for information on your Accommodation Dashboard.</td>
</tr>
<tr>
<td>Welcome Desk</td>
<td>10am - 4pm</td>
<td>Atrium</td>
<td>Staff and students are available to help answer general questions. If we can't give you an answer we will try to find someone who can.</td>
</tr>
<tr>
<td>Information Point</td>
<td>10am - 4pm</td>
<td>Atrium</td>
<td>Come along to the Atrium to find out more about: BaxterStorey, Electoral Registration, Santander, Student Support Services, Student Learning Services, Care, STEE, Stirling, Sport, etc.</td>
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