Student Welcome 2019
Student Induction Planning Forum

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Today’s session

Trish
• Pre-arrival application process – the applicant portal
• Pre-arrival enrolment process / timetabling information
• Overview of support available to students during Welcome week
• Useful resources for supporting new students

Kim
• Welcome week events programme
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 university email address or access to university 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
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

Student ID number

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

Accommodation

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

Accommodation - Disabled for Simulators
This is where students can upload documents needed by Admissions.

Messages to and from Admissions go in here.
The enrolment process
Process after transfer into Student Records system (ATR):

1. **Portal view changes from applicant to pre-enrolment**
   - Links to enrolment processes, accommodation, links
   - Access to student email

2. **Module registration** (opened early August)
   - choose/confirm modules for academic year.

3. **Online enrolment** (opened Mon 26th August)
   - confirm personal details / how fees will be paid

4. **Collection of ID card** (Sun 8/Mon 9 Sept, Pathfoot DR for most)
   - Additional ID card pickup events: 2B41/43 week preceding start semester and rest of 1st week (Tues 10-Fri 13)
   - Portal view switches over to full portal
   - Canvas access will follow later that day (4 uploads a day)
Congratulations
Gemma

You are only a few steps away...

My Email Account

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

**Email address**

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 Email

Formal Correspondence

My Student Number

Your student number is your unique University Identifier.

**Student ID number**

Quote this number in any correspondence with us.

My Student Status
Pre-enrolment Portal Access
If you would prefer this information to be supplied in an alternative format or if you require help navigating through the enrolment process then please contact our Student Support Services via:

- website: https://www.stir.ac.uk/student-life/support-wellbeing/
- e-mail: ask@stir.ac.uk
- telephone: +44(0) 1786 466022

Student Support Services
University is about finding your own way - but that doesn’t mean you have to go it alone. At the University of Stirling, we offer an extensive range of support services to help you fulfill your potential and make the most of your time here. Whether you feel you’re thriving or in need of a helping hand, our dedicated student support team is here to listen, offer guidance and point you in the right direction at every turn. We can help with emotional support, spiritual support, money concerns and everything in between - check out our range of services!

Our Accessibility and Inclusion service offers support for anyone with physical and mobility difficulties, sensory impairments, mental health conditions and learning difficulties such as dyslexia. To register for any of these services please complete our Initial Identification of Needs Form.

If you have experience of care, we have a dedicated single point of contact while you are here. Find out more about this support.

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

Module Registration
You can now choose the first modules you will study, as part of your degree. To understand the structure of your degree and the choices you have, consult your Degree Programme Table.

If you require assistance or advice please contact the relevant subject area contact for help.

Follow this link to read more about the modules and choose your options.

Where you are given a choice of modules, you are able to choose any of the modules listed, whether you have had prior experience of the subject or not. You can choose modules to widen your knowledge; modules which build skills that will be useful in the rest of your degree, career and life; or modules which complement the knowledge you will gain in your main areas of study.

Module Registration
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

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

Induction

Please follow this link to find out about induction events and first meetings for your programme.

Faculty of Health Sciences and Sport

Preparing for Study at University - Stirling Essentials

Stirling Essentials provides a summary of the key information you need to be a successful student and it links into more in-depth help and advice, as and when you need it. Before you arrive, please do take some time to familiarise yourself with this module and work through its sections. This module will remain available to you throughout your studies, through a link on each Canvas module.

Stirling Essentials

If you are requested to log in then please use your University of Stirling username and password.
Welcome website

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 Simulator).

Transport Options to the University

The University of Stirling's campus is just two miles from the centre of Stirling in central Scotland. We're served by excellent fast public transport links from Glasgow and Edinburgh. We're easily accessible by bus, foot and bike from Stirling's centre.

Car Parking

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 campus, your vehicle registration information will be added to our database and you will automatically receive a permit.

Sports and Activities

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

Official Stirling Freshers

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

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 Print/Copy Balance

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.

My Personal Details

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

STEER: peer support

Stirling Students Union

Welcome to your
Module Registration – important points

New and returning students select for the 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 23rd 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.

Enquiries to studentprogrammes@stir.ac.uk
Canvas opening date

Canvas academic modules will open on Monday 2\textsuperscript{nd} 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 run 4 times a day

Enquiries to Information Centre, Library

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BE THE PANDA...
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)
> on welcome web / at Welcome desk

Faculty Induction pages
> Welcome web site
> Linked from pre-enrol portal

> 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
- http://portal.stir.ac.uk

Welcome web & A-Z Induction
- Much updated welcome web
- A-Z of Induction - for staff only

Induction guide for staff
- created for Welcome desk staff
- covers all things Induction
- 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, Marquee
- 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
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 out and about to help with moving in to halls
- In Atrium during first week
- Quiet sessions as well as the evening events
whom
what
which
why
where
how