

STUDENT SERVICES ENQUIRY TEAM

**GOT A QUESTION?
WE'RE HERE TO HELP!**

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How to complete academic registration

There are two main parts to completing your registration; academic and financial. This guide will focus on academic registration.

1. Log in to your Student Center. Information about your Academic Registration will be found in the Academics section. It will show if your academic registration has been completed or if action needs to be taken. Click on the Register button.
2. The first page you will see provides an overview of the registration process and advises what documents you may require. Click on the Next button.
3. The next screen lists each of the 13 steps of Academic Registration. Not all of these may be applicable to your particular course, for example the Teacher Training step or the Photo Upload step if you are a continuing student. Click on the Next button at the bottom of the page to get started.

Academic Year 2018-19 |  | University of Glasgow

Academic Registration Steps

- Step 1: My Academics**  In Progress
- Step 2: Demographic
- Step 3: Addresses
- Step 4: Phone Numbers
- Step 5: E-Mail Address
- Step 6: Disability
- Step 7: Emergency Contacts
- Step 8: Statistical Information
- Step 9: Teacher Training  Not Applicable
- Step 10: Photo Upload (New Students Only)  Not Applicable
- Step 11: International Passport Check
- Step 12: Financial Terms and Conditions
- Step 13: Confirm Student Contract

Step 1: My Academics

This page asks you to confirm the course details that you are about to register on to. These details should match what is on your offer letter. If they don't match then please get in touch with your Advisor of Studies, if you are unsure who this is please contact the Student Services Enquiry Team who will be able to advise you further.

Click on the checkbox to agree that your course details are correct and then click on the Next button.

Please confirm your academic details, in particular your program and plan. Advice you will be given on course choices and fees charged will be determined by your program and plan so it is important for these details to be accurate.

If any of the information is incorrect please contact your Adviser of Studies before continuing with Registration.

You can find details of your Adviser of Studies from your Student Center.

My Academics - (Step 1 of 13)

My Adviser of Studies

Career:

Your Program:

Plan (The award title you are currently aiming for):

Approved Academic Load:

Level:

Form of Study:

Tuition Residency

Step 2: Demographic Information

This page asks you to confirm your personal details. You can select your Ethnicity and your Country of Permanent Residence. If you need to update personal details such as your name, date of birth or Country of Citizenship please contact the Student Services Enquiry Team in the first instance. Click on the Next button at the bottom of the page to continue.

Demographic Information - (Step 2 of 13)

Personal Details

Please ensure the personal details below are correct . If you have any problems or queries you can complete the online help form through MyGlasgow by clicking on the link in 'Help and Support'.

Name

ID

Gender

Date of Birth

Ethnicity

Select the most appropriate ethnic origin description from the drop down list. The University takes its obligation under the Race Relations Amendment Act (RRAA) 2000 seriously to promote race equality and the information you provide will be used to form statistical reports to assess the impact of our race equality policy. It also has a statutory obligation (for statistical purposes) to collect this information.

*Ethnic Group

Residency Information

*Country of Citizenship:

If you wish to change or update your citizenship, please contact the Student Services Enquiry Team

*Country of Permanent Residence:

Step 3: Addresses

You can use this page to add or edit your address details. You can also choose to opt in to Glasgow City Council Tax Exemption at this point. Please see our separate Council Tax Guide for more information about this. Once all of your address details have been added click on the Next button at the bottom of the page to continue.

Addresses - (Step 3 of 13)

You can use this page to add or edit your address details. When adding an address, you will be asked to enter the address first and then select the address type.

You must have one 'Home' and one 'Term' address. If you are a new student and you do not yet know your Term address you will be able to continue but must give us an updated address as soon as you know it.

TERM address - your address while studying at University of Glasgow, it is normally used for corresponding with you during term time. Please do not overwrite this with your home address when you return home at the end of term. If you are staying in Glasgow University accommodation and know your address but not your postcode, please click [here](#) to check.

HOME address - your permanent address, it will normally be used for corresponding with you out of term time.

The two addresses can be the same if you are living at home during term time.

THE UNIVERSITY HAS A DUTY OF CARE TO ITS STUDENTS AND SO MUST HAVE A CORRECT TERM AND HOME ADDRESS FOR ALL STUDENTS.

Address Type	Address		
Home	[Redacted]	<input type="button" value="Edit"/>	
Term	[Redacted]	<input type="button" value="Edit"/>	

Glasgow City Council - Council Tax Exemption:

We offer an automated confirmation of student status for Council Tax Exemption purposes for eligible students staying in private accommodation in the Glasgow City Council area. More information on [eligibility criteria](#) is available.

If you are eligible and would like to opt into the automated confirmation of student status for Glasgow City Council, please follow **all** steps below:

1. Ensure your Term Address in MyCampus is the address for which you require exemption
2. You agree to us sharing your information with Glasgow City Council by **checking this box:**
3. Complete [Section 1 of the Glasgow City Council Exemption Form](#) and send it to Glasgow City Council

[More information](#) on the Council Tax Exemption process for Glasgow City Council, including the information we share with the council, and how to apply for exemption from other local authorities.

Step 4: Phone Numbers

This screen will ask you to confirm your phone numbers and to set a preferred number. Please include any required international dialling codes. If you provide a mobile number, schools and services can use text messaging to alert you to important information.

Phone Numbers - (Step 4 of 13)

Enter your phone number(s) below including any required international dialling codes. Please provide all relevant phone numbers.

By providing a phone number with the type of "Mobile", Schools and Services will be able to use text messaging to alert you to important information. This is supplementary information that may be used to contact you if you cannot be contacted using any other means. It is not obligatory.

Please note you will not receive text messages if you do not add a phone number with a type of "Mobile".

Please specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Mobile ▼	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete
Home ▼	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Delete

Add a Phone Number

Step 5: Email Address

Your university email address will be displayed here. Please note that once you are a fully registered student no official communications will be sent to your personal email address. You should use your student email address for correspondence with the University.

Student Services

Email Address - (Step 5 of 13)

Your University of Glasgow email address is displayed below. It is your responsibility to use it regularly and use it for all communications with the University.

Once you are a fully registered student no official communications will be sent to your personal email address and you cannot set this as your preferred address.

Your personal email address will be used:

1. In the event of an emergency

2. For national surveys such as the NSS in your final year of studies and the Graduate Outcomes after graduation. The University has a requirement to collect your contact details for these surveys on behalf of HESA. For further information on how your personal email might be shared for the purpose of national student/leaver surveys, please see <https://www.hesa.ac.uk/about/regulation/data-protection/notices> (right click on link and open in new window or new tab)

3. It may be used in addition to your university email address, for internal surveys run annually by the University. This includes the Welcome Survey for new students, Student Life and the Post Graduate Taught Experience survey.

For 2 and 3 above you will be given the opportunity to opt out via an email that will be sent to your university and/or personal email account.

*Type	Email Type	*Email Address	Preferred	Delete
CAMP	University	[REDACTED]	<input type="checkbox"/>	Delete
HOME	Personal	[REDACTED]	<input checked="" type="checkbox"/>	Delete

Add an Email Address

Step 6: Disability

This screen is used to confirm and record any disabilities that would have been included in your application to the University. It contains information about contacting the Disability Service should it be required.

Disability - (Step 6 of 13)

Term 2018

Main Disability

Select the most appropriate disability description from the drop-down list. The University has a statutory obligation, for statistical purposes, to collect this information.

If you would like support from the Disability Service (this includes extra time in exams), please telephone 0141 330 5497/5121/7237 or email disability@glasgow.ac.uk.

Alternatively you can also come to the Disability Service office in person. We are located on 65 Southpark Avenue (G12 8LE). Our opening times are Mon-Fri from 9 am. to 5 pm.

See help for further information.

[Return to Registration Page](#)

[Next](#)

Step 7: Emergency Contacts

Students must provide an emergency contact who can be contacted in the event of an accident or emergency.

Emergency Contacts - (Step 7 of 13)

Registered students are required to provide an emergency contact, normally your next of kin, whom you wish to be contacted

Please note that for students under 18 the emergency contact must be a parent or legal guardian.

You will not be able to move past this step until you have provided details of at least one emergency contact.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]		Edit	Delete

Step 8: Statistical Information


This screen is used to gather information for the Higher Education Statistics Agency (HESA) in order to assist with statistical analysis for government departments including funding councils. Students can choose to withhold information if desired.


Statistical Information - (Step 8 of 13)


Statistical data for all students. The University has a statutory requirement to collect the data captured on this page and report this information to the Higher Education Statistics Agency (HESA) in order to assist with statistical analysis for government departments, funding councils and other authorised users.

Please note, it is a HESA requirement to collect data on the number of Scottish domiciled students who provide unpaid care for a friend or family member. There is no such HESA requirement for other students. However, the University offers additional support to all students who are carers, and this is why we are asking all students to answer this question. For more information please see the help page.

To be answered by all Students


Please select the type of accommodation you will be staying in during term-time: 

Do you have children or other dependents? If you do not have any dependents please select 'No Dependents' 


Do you provide unpaid care, for a friend or family member, who due to illness, disability, a mental health problem, or an addiction cannot cope without your support? 

Equality Data - To be answered by all Students

This information is purely for statistical purposes and will be kept anonymous. Academic and administrative staff within your subject areas will not have access to this information. For further information on statistical monitoring please visit the Equality and Diversity Unit webpage ([weblink](#)).

Is your gender identity the same as the gender you were originally assigned at birth? 

What is your sexual orientation? 




What religion, religious body, or denomination do you belong to? 

Step 9: Teacher Training Information

This step is only required for certain teacher training courses. Many students may see it marked as not applicable.

Teacher Training Information - (Step 9 of 13)

The University is required to collect some additional information about students enrolled on initial teacher training courses.

Do you intend to teach at a Catholic School?	<input type="radio"/> Yes	<input type="radio"/> No
Are you a practising Catholic?	<input type="radio"/> Yes	<input type="radio"/> No
Are you a native Gaelic speaker who has retained proficiency in the language?	<input type="radio"/> Yes	<input type="radio"/> No
Are you the holder of a degree in Gaelic, or a degree which includes a substantial component of Gaelic language?	<input type="radio"/> Yes	<input type="radio"/> No
Are you otherwise a proficient speaker of the Gaelic language?	<input type="radio"/> Yes	<input type="radio"/> No
What is your Teacher Reference Number (if known)?	<input type="text"/>	
What is the class of your Undergraduate Degree?	<input type="text"/>	
What is the subject of your Undergraduate Degree?	<input type="text"/>	
What is the second subject (if any) of your Undergraduate Degree?	<input type="text"/>	
What is the third subject (if any) of your Undergraduate Degree?	<input type="text"/>	

Step 10: Photo

New students can upload a photograph to their record on this page. Please note that under most circumstances this cannot be changed at a later date. Please choose an appropriate passport style photograph which clearly shows your face. Click on the Next button once you have uploaded your photograph.

Clicking on the 'Next' button will save the current image. Please note that once an image has been saved you will not be able to remove it.

Therefore please ensure you are happy with the image you have selected before you click 'Next'.

If you do not upload a photo during Registration, you will still be able to do so via the Personal Information section in your Student Centre .

[Return to Registration Page](#)

[Next](#)

Step 11: Passport Details

This step is relevant for International students, this step is to indicate that International students are aware of their passport and visa requirements. Tick the box in order to continue. Please note that it is important that International students complete their visa check once they arrive on campus.

Passport Details - (Step 11 of 13)

International students (non-EEA/Swiss)

The UK Government requires the University to take a copy of:

- the passport photo ID page, and
- visa (for example a passport vignette, entry stamp or Biometric Residence Permit),

for all international students from outside the European Economic Area (EEA) or Switzerland, including those on a Tier 4 visa.

You must therefore register your visa with the University when you arrive in Glasgow. It is your responsibility to provide these documents when requested. If you fail to do so you will not be able to begin your studies or collect your student ID card, and we will be obligated to report this to UK Visas and Immigration if you have a Tier 4 visa.

For instructions on how to register your visa, please click [here](#).

Tick here to indicate that you understand this requirement:

Step 12: Financial Terms and Conditions

This page provides an overview of the financial terms and conditions at The University of Glasgow. Please take the time to read all of this information as it is important to know what you are agreeing to. Click on the Next button at the bottom of the page to continue.

Financial Terms and Conditions - (Step 12 of 13)

Financial Terms and Conditions

Please read the following information before proceeding.

Tuition and Bench Fees

Your Financial Registration is based on the information held on your record at this time. Your Tuition Fee and Bench Fee charges (where applicable) may change if you are a part-time student and have not yet enrolled in all your courses. You are responsible for arranging payment of any additional charges as they become due.

Step 13: Confirm Student Contract

The final step in Academic Registration is for the student to confirm that they understand what regulations and requirements they must follow as a student at The University of Glasgow. Click on the Finish button when done. You have now completed Academic Registration!

Final Step: Confirm Contract - (Step 13 of 13)

You must confirm with the University that you have read and understand your obligations as a student as set out in the Student Contract.

I agree to observe the University Oath (Sponsio Academica) and the regulations and requirements of the University as set out in the [Student Contract](#). Where my course or programme is run in collaboration with another institution I agree to observe their regulations also.

SPONSIO ACADEMICA

I, a student of the University of Glasgow, solemnly promise that I will fulfil the requirements of the Senate in accordance with the regulations of the University and I will conform to its discipline. Furthermore, I accept that I am responsible for commitment to, and engagement in, my learning and in other opportunities for my personal development.

Personal Data

For further information about how the University processes your data please see the [Student Privacy Notice](#).

Confirm Student Contract

Back on Course

Do you agree to the University sharing your data with the Back On Course advice service in the event you withdraw from the University.

More information can be found [here](#).

Confirm Back On Course

Message

You have now completed Academic Registration.

You will now be transferred to the Student Center. If you have not already completed Financial Registration please do so by selecting the Register/Continue Registration button from the Finances Section

Please note: In order to be fully registered you must still present your passport in person. For more information select the 'Information for International Students' link in the Student Centre.

OK

Cancel