

GOT A QUESTION? WE'RE HERE TO HELP!

www.glasgow.ac.uk/sset

studentservices@glasgow.ac.uk

) +44 (0) 141 330 7000

Academic Registration Student Guide

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

Contents

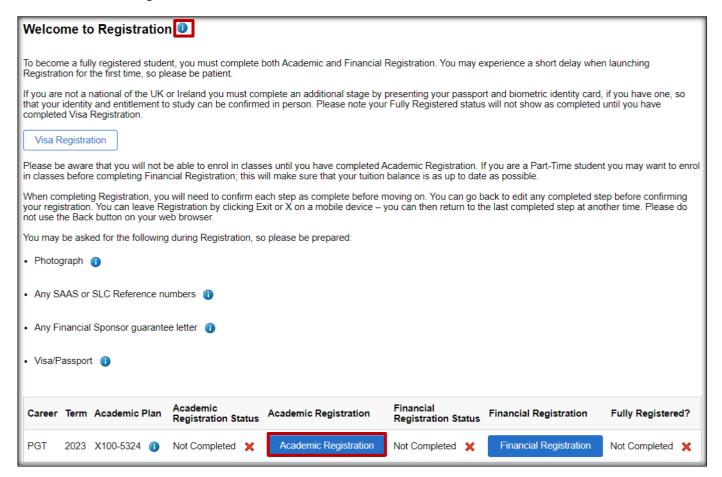
welcome to Registration	
Step 1: My Academics	3
Step 2: Demographic Information	4
Step 3: Addresses	5
Step 4: Phone Numbers	6
Step 5: Email Address	6
Step 6: Disability	7
Step 7: Emergency Contacts	8
Step 8: Statistical Information	8
Step 9: Teacher Training Information	10
Step 10: Photo	11
Step 11: Visa/Passport Upload	12
Step 12: Financial Terms and Conditions	13
Step 13: Your Future	14
Step 14: Confirm Student Contract	15

Welcome to Registration

Login to your Student Homepage. You will be taken straight to the Registration section.

The Welcome to Registration page provides an overview of the registration process and advises what documents you may require. Click on the information icons to view more detailed instructions.

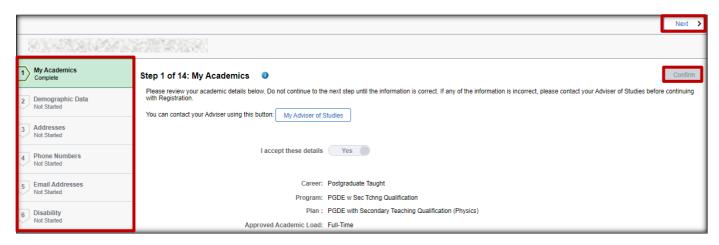
The table at the bottom of the page shows your progress for both Academic and Financial Registration. In this table, click the 'Academic Registration' button.



You will be taken to step 1 of registration. A navigation menu is to the left of the page, where you will see all the registration steps listed.

The number of steps to complete is dependent on the type of student you are, so you are unlikely to see all of the 14 steps illustrated in this guide.

Upon completion of each step, click on the Confirm button to save. Continue to the next step by clicking 'Next' at the top of the page or by using the navigation menu on the left.

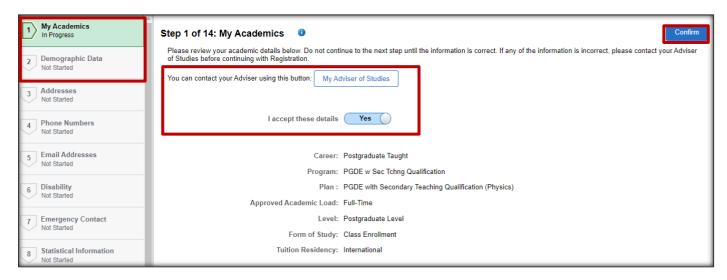


Step 1: My Academics

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, by clicking on the 'My Adviser of Studies' button. If you do not have an Adviser listed, please contact the Student Services Enquiry Team who will be able to advise you further.

Click on the toggle switch to agree that your course details are correct.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 2.



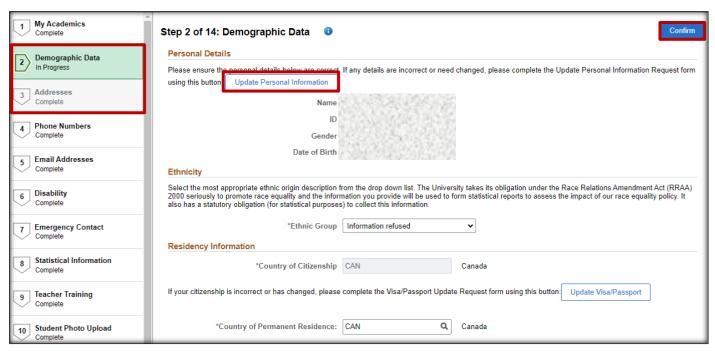


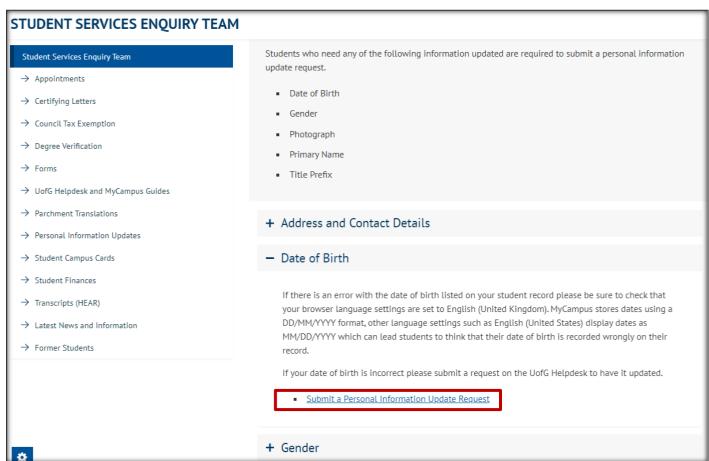
Step 2: Demographic Information

This page asks you to confirm your personal details. You can select your Ethnicity and Country of Permanent Residence. To update personal details such as your name, date of birth or gender you must submit a personal information update request. Please click the 'Update Personal Information' button for more information and a link to the request form.

Your country of citizenship is your nationality - the country that issues your passport. Your country of permanent residence is where you live - it is the country where your home address is.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 3.



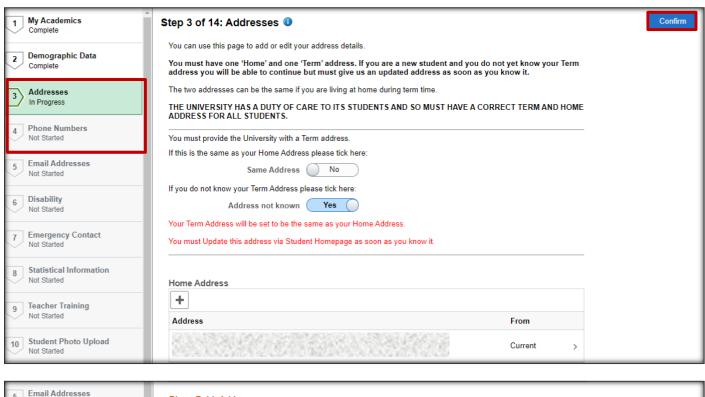


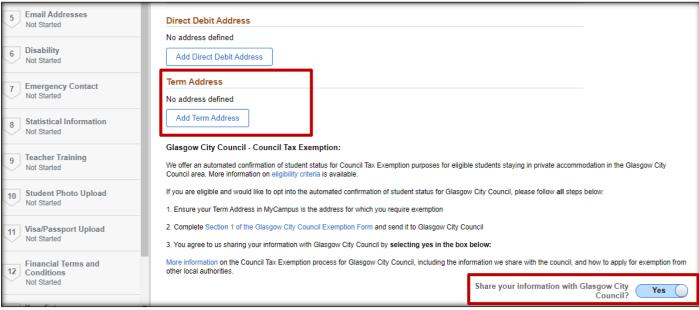
Step 3: Addresses

You can use this page to add or edit your address details. You can also choose to opt-in to the Glasgow City Council Tax Exemption at this point. Please see our separate Council Tax Guide for more information about this.

The University requires that you provide both a Home and a Term address, even if these are the same.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 4 in the left menu.





Step 4: Phone Numbers

This screen will ask you to confirm your phone numbers and to set a preferred number.

When adding or editing a number, please include any required international dialing codes. Please note that as well as entering the number you should specify the type (e.g. home, mobile) and also select whether the number is your preferred contact number.

The University strongly recommends that you supply all relevant telephone numbers, as that allows us to maintain the most effective contact with you and also communicate with you or your family in the event of any emergency.

A mobile number is particularly useful as it allows SMS (text) messages to be sent.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 5.



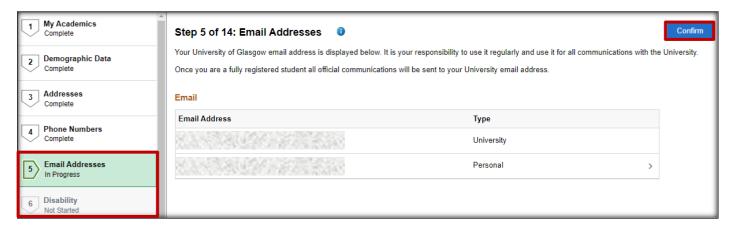
Step 5: Email Address

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.

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.
- 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.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 6.

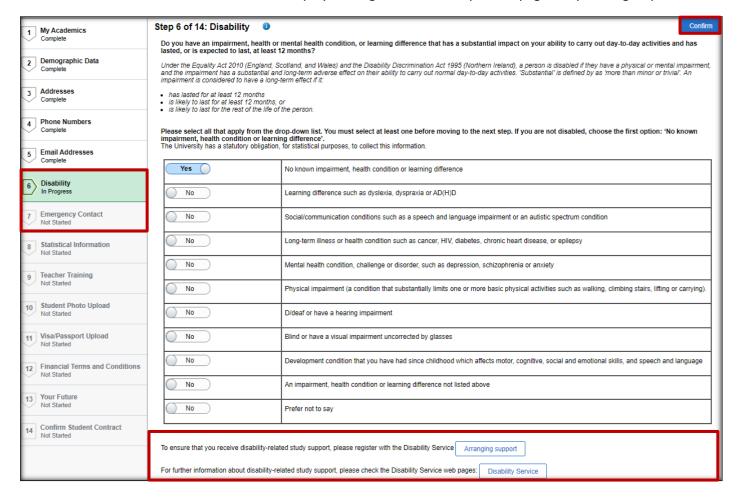


Step 6: Disability

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.

The 'Confirm' button will remain greyed out until you have either selected 'No known impairment, health condition or learning difference' or until you have selected one of the other options.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 7.



Step 7: Emergency Contacts

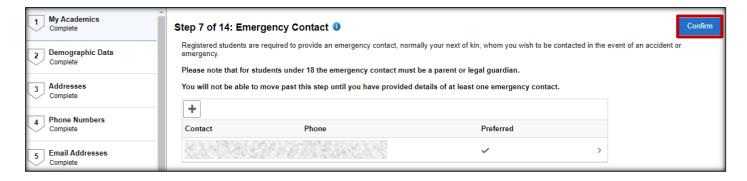
Students must provide an emergency contact who can be contacted in the event of an accident or emergency.

When entering your emergency contact information, you must specify the relationship of the contact to you – typical values will be parent, spouse, sibling etc. Please select the appropriate relationship type from the drop-down list.

You can enter more than one emergency contact but will be required to select a 'Preferred Contact'.

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

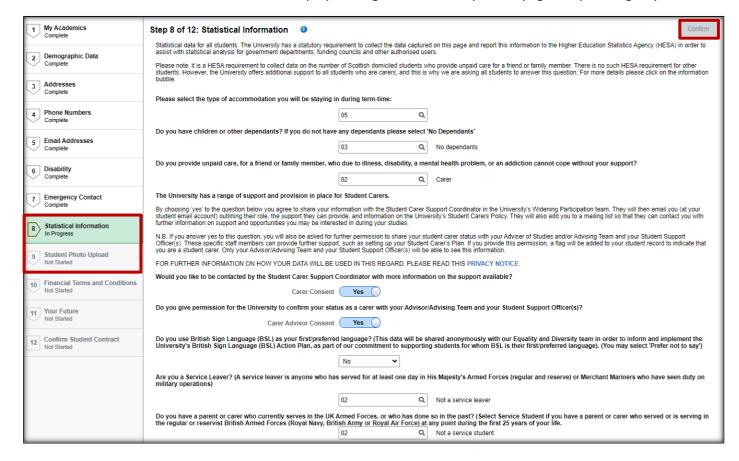
Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 8.



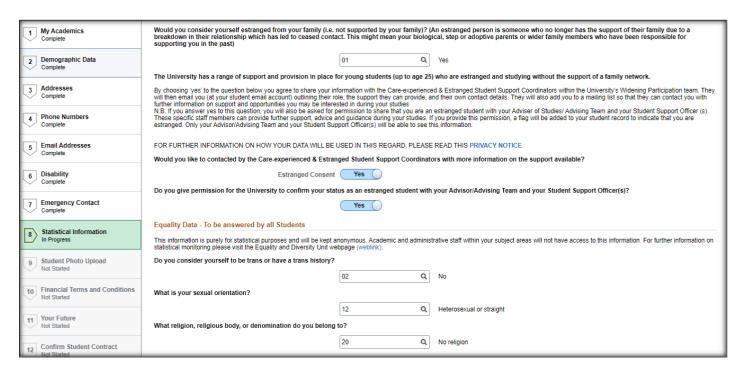
Step 8: Statistical Information

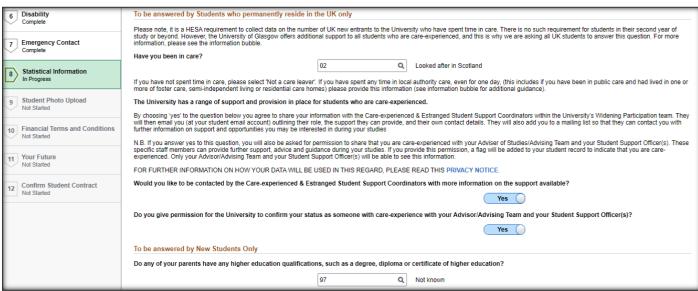
This screen is used to gather information for the Higher Education Statistics Agency (HESA) to assist with statistical analysis for government departments including funding councils. Students can choose to withhold information if desired. Questions may vary slightly to those illustrated below as these are dependent on the type of student you are.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 9.



Statistical Information continued





Step 9: Teacher Training Information

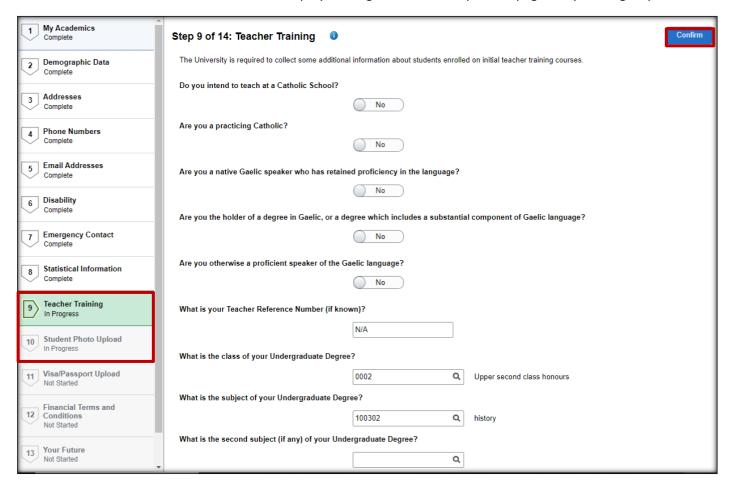
This step is only required for certain teacher training courses. Most students will not see this step.

If you don't know your Teacher Reference Number, you will be able to leave this field blank and proceed through Registration. This information may be gathered later by the School of Education.

If you are a PGDE student, you will be asked to provide information about your undergraduate degree. Please click on the magnifying glass in each field to reveal the list of choices and select the value which best represents your situation. If you cannot find an exact value please select the one that is closest.

You will not be able to proceed to the next step until you have entered all the required information.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 10.



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.

Photographs should be passport style any unsuitable photos will be rejected. This means your photo should be:

- Clear and in focus
- In colour
- Unaltered by computer software
- At least 600 pixels wide and 750 pixels tall
- At least 50kb and no more than 5mb
- In .jpg format

Your photo must:

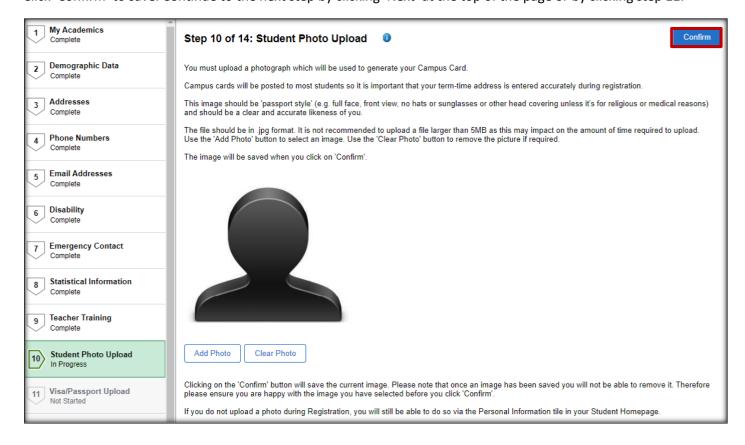
- Contain no other objects or people
- Be taken against a plain light-coloured background
- Be in clear contrast to the background
- Not have 'red-eye'

You must:

- Be facing forwards and looking straight at the camera
- Have a plain expression and your mouth closed
- Have your eyes open and visible
- Not have hair in front of your eyes
- Not have a head covering (unless it's for religious or medical reasons)
- Not have anything covering your face
- Not have any shadows on your face or behind you

If you are struggling to upload a photo during your registration process, you can add one later in your Student Homepage.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 11.



Step 11: Visa/Passport Upload

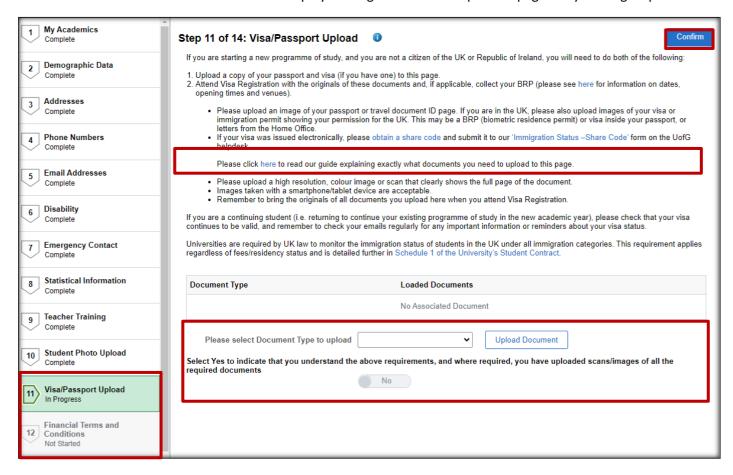
This step is available to International students and indicates their passport and visa requirements. Please note that it is important that International students complete their visa registration once they arrive on campus.

If you have any queries about Visa Registration that are not answered by the published guide, please contact immigrationcompliance@glasgow.ac.uk.

New students must upload the required documentation.

Click the toggle button to indicate you have read and understood the requirements.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 12.

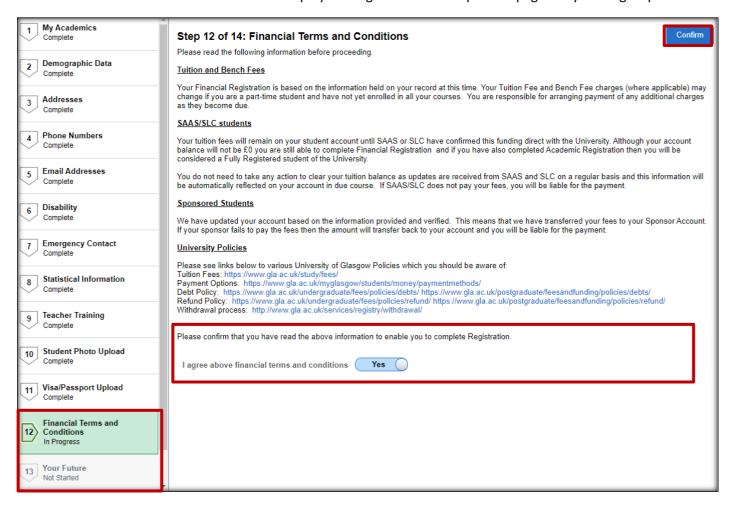


Step 12: Financial Terms and Conditions

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

Click the agreement toggle button at the bottom of the page.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 13.



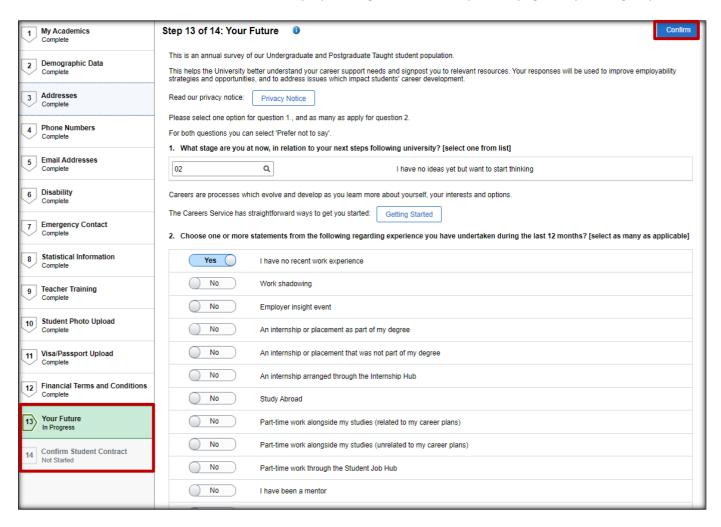
Step 13: Your Future

This is an annual survey of our Undergraduate and Postgraduate Taught student population.

This helps the University better understand your career support needs and signpost you to relevant resources. Your responses will be used to improve employability strategies and opportunities, and to address issues which impact students' career development.

The 'Confirm' button will remain greyed out until you have answered both questions. You must only select one option for question 1 and as many as apply for question 2. You may choose 'Prefer not to say' for both questions.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 14.

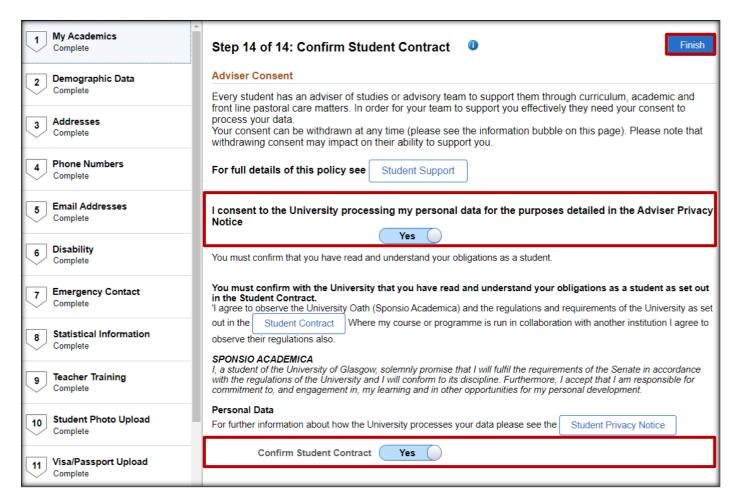


Step 14: Confirm Student Contract

The final step in Academic Registration is for the student to confirm they understand what regulations and requirements they must follow as a student at The University of Glasgow.

This is the final step of Academic Registration and once completed, you will not be able to return to make any more changes. Please make sure all your academic and personal details are correct before proceeding.

When you have read the information, please click on the Confirm Student Contract check-box at the bottom of the page to confirm your understanding. The Finish button will remain greyed until the box is set to Yes.



You will see the following message when you click Finish. The passport requirement will only display for international students.



On the Welcome to Registration page you will see that Academic Registration is now marked as complete. International students will not show as fully registered until they have presented their passport in person.

