

# University Registration

## A pocket-sized guide

A customised version of the Orientation  
Programme presentation

# Registration

- **Registration** is the process by which formally you become a member of the University. You have to re-register at the start of each year of your programme of study or research.
- As a **registered student** of the University of Manchester:
  - You must attend all compulsory lectures, laboratory classes, seminars, tutorials, supervision sessions relevant to your programme.
  - You have access to the University's learning and student support facilities and services, physical and virtual e.g., IT, Library.
  - You have membership of the Students' Union and are entitled to council tax exemption. Your student card is evidence of your status as a student. It is also your library card and provides swipe access to many University buildings. Keep it safe – it will cost £10 to replace.

# Steps to registration (1)

**To register for the first time you must have .....**

- Confirmed your attendance *via* self service in *Campus Solutions* depending on whether you are an undergraduate or a postgraduate at either [www.manchester.ac.uk/undergraduate/confirmation](http://www.manchester.ac.uk/undergraduate/confirmation) or [www.manchester.ac.uk/postgraduate/howtoapply/confirm](http://www.manchester.ac.uk/postgraduate/howtoapply/confirm)
- Received the IT Sign Up email sent to your personal email address and subsequently obtained your University IT account, including your central username (e.g., mfbxiskv) and password which you need to register.
- Received the University email inviting you to register *via* the *Register* icon at [www.manchester.ac.uk](http://www.manchester.ac.uk)

## Steps to registration (2)

- Complete all 10 steps of registration, including confirmation of your personal and academic details, and payment or commitment to pay your tuition fees. If you, or a member of your family is paying your tuition fees your payment options are:

**Payment in full or part payment online** by debit or credit card as part of the registration process or *via* the registration helpline +44 (0)161 306 5544. American Express is not accepted.

**Cheques and banker's drafts** for full or part payment made payable to *The University of Manchester* must be taken to the Whitworth Hall between 15 – 28 September (inclusive).

**Direct Debit** for three equal instalments paid from a UK bank account and set up online as part of the registration process. The first instalment has to be paid at registration with two subsequent payments on 19 January and on 19 April.

## Steps to registration (3)

- A letter from the University to enable you to open a UK bank account can be obtained from one of our student card issue venues (detailed on the following slide).
- If your tuition fees are to be paid by third party e.g., your government or a commercial sponsor and this is not displayed when you go online to register please take your sponsor letter to the Whitworth Hall between 15 – 28 September (inclusive).
- A late payment charge of £50 will be levied if you have not completed your registration by 30 September, rising to £200 if you are still not registered by 10 October.

## Steps to registration (4)

- If you have not completed any part of IT Sign up or registration you can do so at one of our computer clusters e.g., George Kenyon Building which is staffed by Purple People.
- On successful completion of all 10 steps of registration you must submit your passport and Biometric Residence Permit (BRP) (if issued) for scanning and collect your student card at one of the following venues:

Student card issue, passport scanning and bank letters from:			
Joule Library in Sackville Building	Dalton Ellis	Owens Park	University Precinct Unit 1(a) (the old Accommodation Office)
1-30 September 2011	15 -19 September 2011	15 -20 September 2011	1-30 September 2011
Weekdays 9.00 am – 5.00 pm	Weekdays 9.00 am – 5.00 pm	Weekdays 9.00 am – 5.00 pm	Weekdays 9.00 am – 5.00 pm
Saturday 17 September 9.00am – 6.00pm Sunday 18 September 1.00pm – 6.00pm	Weekend of 17/18 September 11.00am – 3.00pm	Weekend of 17/18 September 10.30am – 4.30pm	Closed - <i>Whitworth Hall will operate as joint registration and student card issue venue over the weekend of 17/18 September</i>

# Registration help for students (1)

- **Crucial Guide** sent to all new students and can be viewed at: [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/cglpaperversion/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/cglpaperversion/)
- Registration information **on the web** at: [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration)
- Registration FAQs on the **Knowledge Base** at: [www.manchester.ac.uk/servicedesk](http://www.manchester.ac.uk/servicedesk)
- **Registration helpline** +44 (0)161 306 5544 will operate 1 – 30 September weekdays 9.00am - 5.00pm and over the weekend of 17/18 September 11.00am – 3.00pm

## Registration help for students (2)

- If your query can't be resolved by reference to the website or a call to the helpline you may be directed to the **Whitworth Hall** which will be open 15-28 September (inclusive) weekdays 9.15am – 5.00pm and over the weekend of 17/18 September 11.00am – 3.00pm. In any event, please ensure that you have completed Steps 1-9 online before going to the Whitworth Hall.



# Once you are registered (1)

- You **must familiarise yourself** with the University rules and regulations with which you must comply. They are available at: [www.studentnet.manchester.ac.uk/crucial-guide/regulations](http://www.studentnet.manchester.ac.uk/crucial-guide/regulations) and include details regarding your registration and the payment of your tuition fees, compulsory work and attendance requirements, your conduct and discipline, Library and computer use and misuse. Those specific to your degree will be set out in your course handbook which is usually available online.
- Many administrative processes are carried out online e.g., course unit selection, examination timetables. Therefore, you **must access** the student portal and your University email account regularly for important notices and updates.

## Once you are registered (2)

- The University is committed to ensuring the high standard and quality of our programmes, services and facilities. However, we recognise that sometimes things may not go as well as we would hope - if this happens we need to know.
- We have procedures should you have a complaint [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/complaints/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/complaints/) or wish to appeal a decision regarding your academic status or progress [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/) We also take harassment, discrimination and bullying very seriously. For details go to [www.manchester.ac.uk/aboutus/equityanddiversity](http://www.manchester.ac.uk/aboutus/equityanddiversity)



So enjoy your time in Manchester and for more information on a range of subjects, check out the [Crucial Guide](#)