Please note: This is a copy of the e-mail. There will be minor spacing/layout issues that have arisen from the content being copied into Word. These aren't in the final communications. It is intended only as a guide for your information.

Welcome to yourUWE.





A look at the top things you need to know before you start your course.

Welcome to UWE! We're really excited for you to join us in September.

Now that you've activated myUWE and your UWE email address, you'll be getting a series of emails over the coming weeks which will give you the information you need. More information is available on our <u>New Students web pages</u>.

Remember, UWE will only send emails to your UWE email address, so check it regularly. There's some guidance about your UWE email, including how to set it up on your mobile device on our IT support pages.

Throughout the year, we'll be sending you *yourUWE* - our student newsletter - which will tell you upcoming deadlines, academic regulations and events that will be of interest to you. Keep an eye out for it and please don't unsubscribe - you'll only get it twice a month and we wouldn't want you to miss out.

If you have any questions that we don't cover - don't hesitate to contact us. You can ring the <u>Information Points</u> on 0117 32 85678, email <u>infopoint@uwe.ac.uk</u> or even tweet <u>@UWEBristol</u>.

Before you arrive

Joining instructions

Before your course starts, you will be sent course-specific joining instructions. These instructions will tell you when and where you need to register, when your course induction is and any prearrival preparation you might need to do before coming to UWE.

If you lose the link to your joining instructions, you can find them on <u>online</u>.

Online registration

Now that you are able to access <u>myUWE</u>, click the registration tab and you will be guided through the online registration service which will allow you to register and make arrangements to pay your fees. You will also need to upload a photo for your UWE ID card.

If you need further guidance on this process please visit the <u>myUWE support pages</u>.

Of course, you may have already done this - in which case, good job!

Paying your fees

The second part of your online registration requires you to specify who will be paying your fees and the method of payment.

If you have applied for a tuition fee loan, you don't need to make any payments. The university will update this information once your funding details have been received from the Student Loans Company.

If you are paying your fees yourself you need to either pay the full sum as a one off payment or select one of the instalment options.

If you need further help and guidance on this process please visit our <u>fees and funding web</u> <u>pages</u>.

When you get here

Registration sessions

You will also need to attend a registration session in person so that we know you are here. Details of where and when are <u>available online</u>.

Collecting your UWE ID Card

As long as you've uploaded a photo on to myUWE before you arrive, you can collect your UWE ID card at your registration session. Just make sure you bring some photo ID with you so we know who you are. Your passport, driving licence or UK/EU identity card will work.

Induction Week

The first week (14 - 18 September) includes essential things like enrolling on your course and getting all the information you need to start your studies, as well as plenty of opportunities to make friends and explore the local area.

Your course sessions are compulsory. It may be tempting to be out all night, but make sure you are attending any timetabled sessions or you'll fall behind.

What else?

Check your campus

UWE has many campuses and we wouldn't want you to show up to the wrong one! Campus information can be found on your <u>online course entry</u> - make sure you're looking at the 2015/16 entry.

Timetables

Your timetable will be available to you from **12 noon on Wednesday 9 September**. You can access it via <u>myUWE</u>.

Term dates

The 2015/16 term dates and key academic dates are available on the term dates web page.

Pre-arrival work

Depending on which course you will be studying you may be asked by your tutors to complete some pre-arrival work. This may just be some reading or it may be some preparation for an activity that will take place as part of your course induction. Your tutors will contact you with any pre-arrival work so make sure you check your emails regularly.

Who can help?

Student Ambassadors

Student ambassadors will be on hand around campus to answer any questions, offer advice and help with directions to venues. They'll be easy to spot with their distinctive red t-shirts!

Information Points

There are <u>Information Points</u> on all our campuses. They can help you with anything - just ask. You can visit them, ring them on 0117 32 85678, email <u>infopoint@uwe.ac.uk</u> or even tweet <u>@UWEBristol</u>.

Follow us



Information Points can help answer your questions >>

Talk to us

These emails come from the Student Communications Team. If you have any feedback on our current communication channels or how you think they could be improved, please <u>contact us</u>.

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Registered address | University of the West of England, Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY - United Kingdom

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Frenchay and Glenside students:

Registration sessions

Most students based at Frenchay and Glenside campuses **must** attend a registration session on either Friday 11 September or Saturday 12 September between 9:30 and 17:00 at the Exhibition and Conference Centre on Frenchay Campus.

However, a small number of courses will include registration as part of induction. You will be advised where to register in your joining instructions.

Bower Ashton students:

Registration sessions

Undergraduate students based at Bower Ashton Campus are required to attend a registration session on Monday 14 September between 09:30 and 16:30.