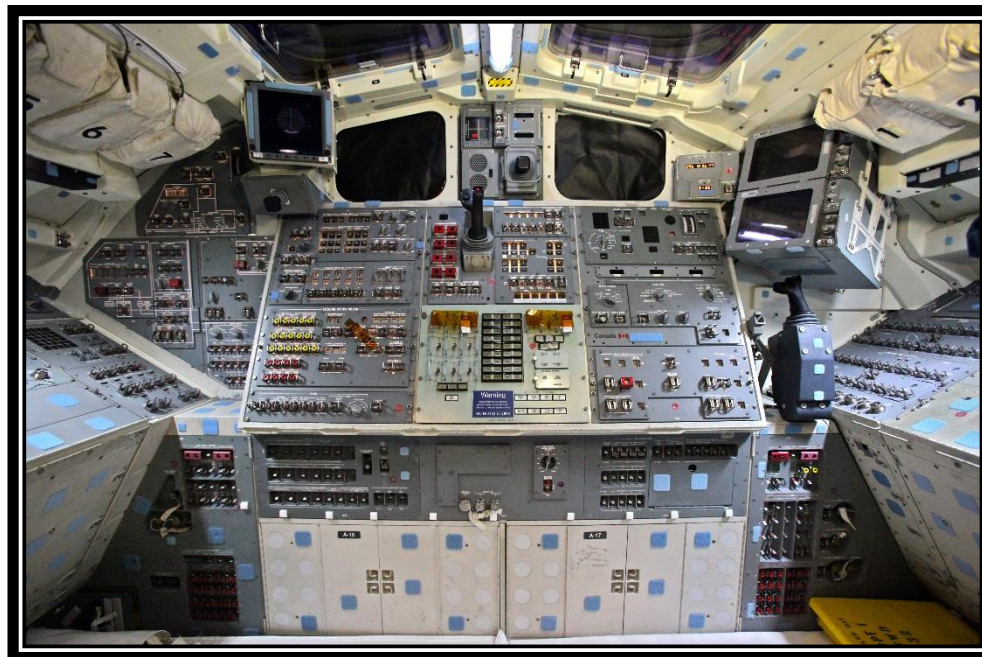


Pre-flight checks - how to ensure students experience a successful arrival at University

University of
Huddersfield
Inspiring tomorrow's professionals

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Team



THE AWARDS
WINNER
2011, 2012, 2013, 2015

THE AWARDS
AWARD WINNER
2013
UNIVERSITY OF THE YEAR

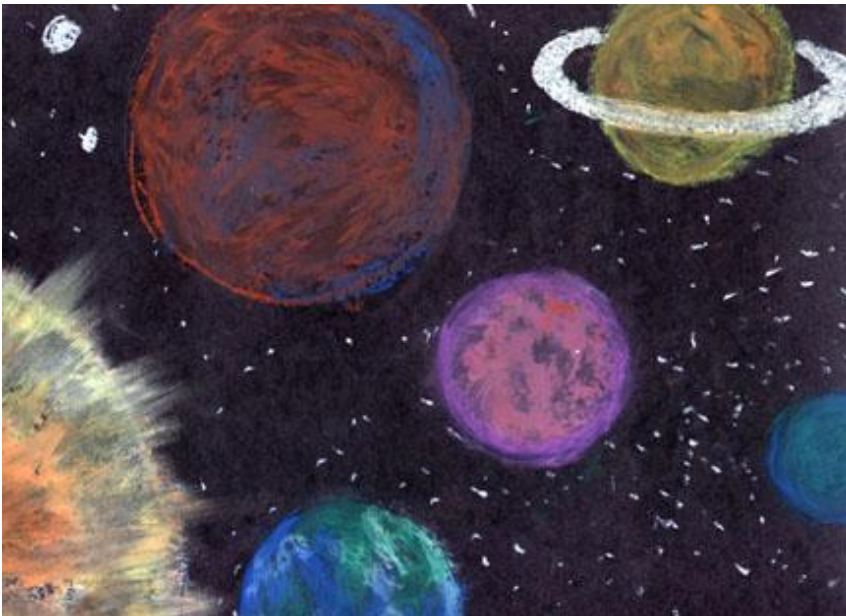


Our aim for today



Provide an overview of what and how pre-arrival information is provided to new students starting at the University of Huddersfield

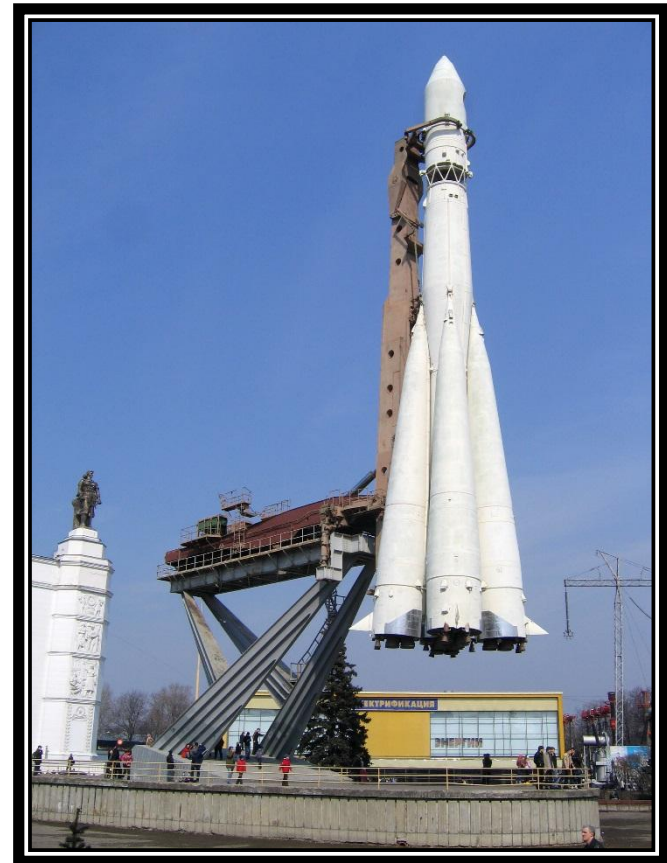
Objectives:



- What and when pre-arrival information is provided
- Steps that students need to complete at Huddersfield
- How the information is provided
- Benefits to students and the University

The Rocket Game

Round One!



What Information and When?

- March to June
 - CF and UF offer stage
- June to A-Level Results
 - CF and UF offer stage
- Post A-Level to September
 - UF only

What do you think?

- What key information should we give to students at each stage?
 - Highlight the 3 most important things that the students need to know before arrival at the University
 - Underline the 3 most important tasks that the University needs the student to do before they arrive for enrolment

- Prepare course specific joining information
- Confirm date, time and location of welcome/first meeting for each course
- Remind applicants to check email address is correct and how they can change it
- Provide information on how to register with disability services if applicable
- Prepare induction week activities including course enrolment timetable

Provide:

- Course joining information including date, time and location of first meeting
- Individual Learning Profile (Undergraduate courses only)
- Facility to upload a photo for student ID card
- Links to information about Student Union and Health Centre registration
- Links to reading lists

Post A-level result day - September

- Pre-enrolment, check and confirm personal details in preparation to enrol on course
- Choose option modules
- Pay/confirm University fee
- Provide personal timetable
- Provide Personal Support Learning Plan (PSLP) if applicable

The Rocket Game

Round Two!



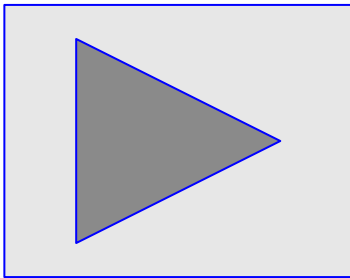
Functionality for UG & PGT 2015

Step 1	Functionality for UG & PGT student pre-enrolment portal	Essential (E) or Desirable (D)
	Course Joining Information (date, time and location of welcome meeting)	E
	Module Reading Lists (view reading lists)	D
	Your University Student ID card (upload of photo)	E
	Your Learning Profile (questionnaire 40 questions)	D
	Your Career Profile (questionnaire 6 questions)	D
Step 2		
	Check Your Personal Details (pre-enrolment task)	E
	Choose option modules if applicable	E
	My Timetable (provisional)	E
	Personal Learning Support Plan (if applicable)	E
Step 3		
	My Fees (confirm how fees will be paid and make appropriate payment if applicable)	E
Further information	Your Academic Integrity	D
	Health Centre Registration	D
	Students' Union	D
	Information for EU applicants	D
Links	Pre-enrolment portal (Step 1)	E
	Campus map (Step 1)	E
	FAQs My Timetable (Step 2)	E
	Directions and your Timetable (Step 2)	E
	Further information about Fees and Financial Support for 2015 (Step 3)	E
	General Enrolment Information (Campus enrolment)	E
	Information about the support that is available to you as a student (Campus enrolment)	D
	Quick guide to the room and campus building codes (campus enrolment)	E
Checklist	My Checklist: Track your progress, tick list for student to use to track progress of above. (Campus enrolment)	D
	Total	23

Functionality for UG & PGT 2016

Step 1	Functionality for UG & PGT student pre-enrolment portal	Essential (E) or Desirable (D)
	Course Joining Information (date, time and location of welcome meeting)	E
	University Student ID card (upload of photo)	E
	Individual Learning Profile (40 questions, UG courses only)	E
	Reading Lists	D
Step 2		
	Check Your Personal Details (pre-enrolment task)	E
	Choose option modules if applicable	E
	My Timetable (provisional)	E
	Personal Learning Support Plan (if applicable)	E
Step 3		
	My Fees (confirm how fees will be paid and make appropriate payment if applicable)	E
Further information		
	Information for EU applicants	D
	Health Centre Registration	D
	Students' Union	D
Links		
	View campus map (Step 1)	E
	Further information about Fees and Financial Support for 2015 (Step 3)	E
	Total	E= 10, D=4 Overall total: 14
Help section		
	FAQs: Pre-enrolment portal	
	FAQs: Enrolment	
	FAQs: Understanding your timetable (room and campus building codes)	
	FAQs: Provisional timetables	

Your Next Step our pre-enrolment portal



Summary of communications

- Emails
- SMS
- Social Media

Benefits for the student



- Keeps students engaged/excited about starting their course
- Opportunity to complete pre-enrolment prior to arrival at University making enrolment quicker and easier when they arrive
- Excellent student experience

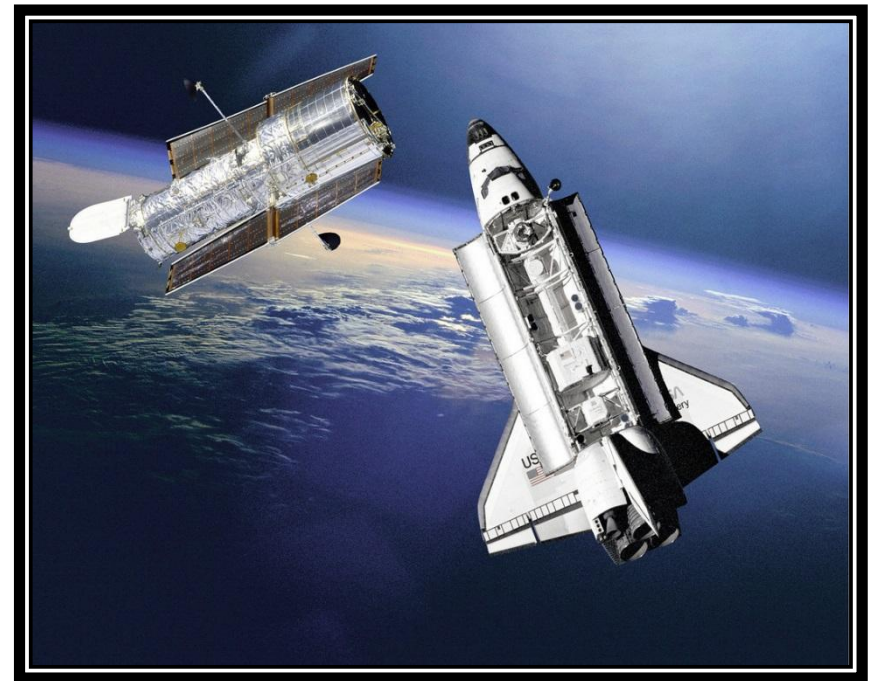
Benefits for University



- Enquiries resolved prior to student arrival
- Increase in data quality
- Saving on resources for enrolment (staff, equipment, time)

The Rocket Game

And the winner is....



Any questions?

