

## Registration

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If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

### *Version Table*

<b>Revision</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>
01	Initial Draft	L Lynas	05/04/23
02	2 <sup>nd</sup> version to reflect update to registration	L Lynas	16/11/23

### *1. Summary and other guides this links to*

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This document covers the processes around registration, the checks that need to be done and what to do if students do not register.

#### **1.1 CONTEXT**

It is critical that we review our student records at the start of the academic year and in January because of the potential impact on our SFC funded returns, visa measures and HESA student number records:

**1.1.2** Reporting to UKVI those students with a visa requirement who did not commence their studies. The reporting deadline is early October.

**1.1.3** For the University to retain its sponsor licence, the University must keep within a maximum percentage of students who accept our places and commence their studies, based on the number of Certificate of Acceptance of Study (CAS) letters we issue. Any student who has a CAS and fails to register is reported to UKVI. The number of 'no shows' counts against our overall HTS status.

**1.1.4** Our student numbers impact on our HESA student statistics in terms of retention and awards/performance. This feeds through into league tables.

## 2. Step-By-Step Instructions

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### 2.1 Registration Codes

Below are a list of registration codes that you may come across:

Code	Short Name	Description
AW	APPLICANT WITHD	Applicant Withdrawn: Student completed registration task, but did not undertake the required Visa or Finance check(s)
AX	APPLICANT EXIT	Applicant Exited: Student did not undertake the registration task and has been exited.
C	CURRENT	Current: Student is current for the academic year noted.
MFIN	REG MODE (FIN)	REGISTERED NEW STUDENT- awaiting Finance check
RM1	REG Mode (JUNE)	STILL TO REGISTER - June Board Progression
RM2	REG Mode (RESIT)	STILL TO REGISTER - August Board Progression
RM3	REG Mode (NEW)	STILL TO REGISTER: New Student
RM4	REG Mode (DL)	STILL TO REGISTER: New distance learning students
RMUKB N	REG Mode (VISA)	REGISTERED NEW STUDENT: Student to complete Visa and Finance check. Once visa check completed student will need to complete Finance check in order to be current. <b>Note: Student may have completed Visa check but has still to complete Finance check (record will not update until both checks are completed)</b>

### 2.2 New Students – Sept Entry

**2.2.1** Student Administration start to send welcome emails in batches to September entry students with an Unconditional Firm (UF) offer from early July. Welcome emails are also sent to January entry students.

You can find a wealth of information about new student registration and induction on the website <https://my.napier.ac.uk/new-students>

**2.2.2** All new students identified by the status of RM3 (i.e. yet to attend/engage with any part of the registration process) will have their status changed to AX (Applicant Exited/No Show) in early October. Any student with a visa requirement within this RM3 cohort will be reported to UKVI as not having commenced with the University by early October. Schools are asked to identify any students on the SharePoint list whom they believe to be attending/engaging (despite not having registered) to avoid

them being exited from their course and if applicable reported to UKVI. This will be explained in more detail in section 2.6.

**2.2.3** All new students, identified by the status of MFIN (i.e. completed the online registration process but yet to complete the Finance check component) will have their status changed to AW (Applicant Withdrawn – Registered Prior to Starting) by early October, unless we have been notified by colleagues in Finance that they have started the required checks but have been, for whatever reason, unable to complete the process. In which case we will follow up directly with these students allowing them to continue their studies in the meantime. Schools are also asked to identify any students on the SharePoint spreadsheet who have a status of MFIN whom they believe to be attending/engaging to avoid them being exited from their course and, if applicable, reported to UKVI.

## **2.3 New Students – January Entry**

2.3.1 Student Administration start to send welcome emails in batches to January entry students with an Unconditional Firm (UF) offer from early December.

2.3.2 As with September entry students, any January entry student who has not completed registration by the given deadline will have their status set to AX/AW around mid-February unless there is a valid reason for them not being able to complete registration.

## **2.4 Late Registration**

If a School wishes to make an exceptional case to allow a student to Register late who **has not** been engaging/attending, then a request must be made to Head of International Operations & Admissions with the reasons why the request is being made and the permission of the Programme Leader.

## **2.5 Current Students Who Are Not Engaging**

All new students, identified by the status of C (Current) (i.e. completed the registration process in its entirety), may need action if they fall into one of two categories:

**2.5.1** Completed registration (i.e. made Current) but **HAVE NOT** attended/engaged in any part of their University studies (this is possible given students complete the online registration process in advance of arrival). The usual process for identifying these students is for the Programme Leader/Module Leader/PDT to let the School Office know. These students should be identified to Student Administration to allow them to be exited to AW (Applicant Withdrawn – registered Prior to Starting) by early October.

**2.5.2** Completed registration (i.e. made current) and commenced their studies but subsequently have withdrawn from their studies must be withdrawn via the usual process for them not to be included within our HESA Student return.

## **2.6 Continuing Undergraduate Students**

**2.6.1** Continuing students with an eligible registration status (RM1) will receive an email in early August asking them to re-register for new academic year.

Any continuing students with an RM2 status will be emailed asking them to register after the results of the resit board have been published.

Students are asked to complete the registration process by the end of week 3.

**2.6.2** Outlined below is the process for continuing students who have not completed the registration process prior to the deadline of end of week 3.

**2.6.3** Where continuing students have not registered they are identified by the status of RM1 and RM2, and have not (yet) been recorded, as 'officially' leaving in the previous academic year, one of two situations will occur:

**2.6.4** Where the student is not attending/engaging with the University and has not been exited in the previous academic year, the student will be returned to HESA as 'Dormant' in the current academic year record. This may impact on the University's and School's retention figures.

**2.6.5** Where the student is not attending/engaging with the University and has been exited in the previous academic year, the student will be returned to HESA as having left the University and exited with the appropriate 'Award' for the credits achieved, with 'Successful completion of course'.

**2.6.6** Note that separate arrangements are in hand to ensure the registration of continuing Associate Students from local Colleges.

**2.6.7** Any continuing student who is attending/engaging with the University and has not registered must be identified and advised to register. Schools should identify these students to Student Administration. The consequences of a student studying with us who has not registered is that they:

- will not be identified to be invoiced



- the University will not receive funding
- will not be included within the SFC Early Stats return

## 2.7 Spreadsheet Showing Non-registered Students

Shortly after the 3 week deadline, by which time all students should be registered, Student Administration will identify and notify Schools of the students who have not fully completed the registration process by email with a link to a spreadsheet on SharePoint.

**2.7.1** The spreadsheet should be filtered by School and each School should identify on the spreadsheet any students who fall into the following categories:

**2.7.2** RM1, RM2 and RM3 students who are attending/engaging but have not registered.

**2.7.3** MFIN and RMUKBN students who are attending/engaging, but have still to complete their Visa and Finance requirements.

**2.7.4** Students at RM3/RMUKBN and MFIN who have not been attending/engaging up to this point, but whom the School would like to make an exceptional case to allow them to register late.

**2.7.5** If you have students who fall into any of the above categories action should be taken as follows:

**2.7.6** If the student **has been** attending/engaging please update the SharePoint spreadsheet to show this, as this will avoid the student being withdrawn from the course. The student will then be contacted to advise them of what steps they need to take to complete the registration process.

**2.7.7** Where a student has **not been** attending/engaging but the School would like to allow the student to commence studies, a late registration request must be made to Head of International Operations & Admissions. The request should confirm that the Programme Leader/School are content to still let the student commence their studies.

## 2.8 Withdrawal of Students at RM1 or RM2 Status

Student Administration will not process any withdrawals for RM1 or RM2 status students. Student Administration only set new students (so RM3 status) to AX (applicant exit). The RM1 and RM2 students are included on the spreadsheet for our information only. As a result the PASS Team are asked to ensure that any students at RM1 or RM2 status be batched and taken to an extraordinary board to be withdrawn. Please check the key dates calendar for the timing of this board. This will also include FRPM status students who have not registered.

Page 5 of 6 – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.

## 2.9 General Registration Information

There is a Registration Helpdesk run by Student Administration, Visa & International Support and Finance which runs from Mid Aug – Mid Sept for September entry students and from Mid Jan – Beginning of Feb for January entry students. Students can call this helpdesk if they have any issues or queries about registration.

If staff or students wish to contact the registration and induction team their email address is [induction@napier.ac.uk](mailto:induction@napier.ac.uk)