



# Welcome Student Enrolment & Registration Guide

Student  
Guidance  
Centre



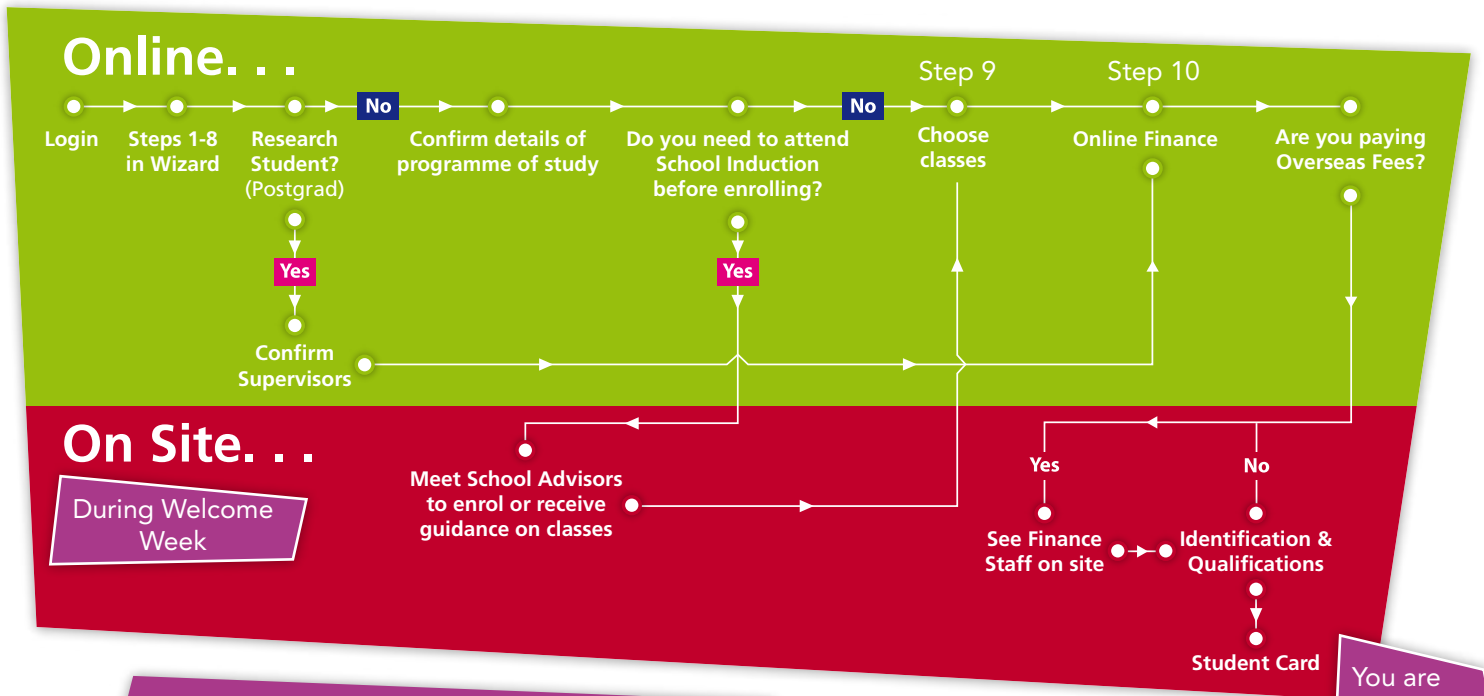
Queen's University  
Belfast

WE ARE QUEEN'S UNIVERSITY BELFAST

*We are exceptional!*



# Welcome to your Enrolment Overview



Registration is where we record your details

Enrolment is where you sign up for your courses

Enrolment & Registration Helpline:  
 +44 (0)28 9097 3223, [reghelp@qub.ac.uk](mailto:reghelp@qub.ac.uk)  
[www.facebook.com/QUBStudentServices](http://www.facebook.com/QUBStudentServices)

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## My Enrolment and Registration Checklist

### Initial Actions:

- Read this Enrolment and Registration guide
- Check my Queen's email account
- Register online via Qsis
- Read and accept the Student Charter
- Pay my tuition fees
- Confirm accommodation requirements

### Next Steps:

- Attend my School induction
- Enrol on-site (bring my important documents!)
- Participate in Welcome Week Activities
- Explore Queen's!



# Enrolment and Registration

This booklet explains what you need to complete in order to enrol and register as a student of the University.

These procedures will differ depending on your programme and level of study. There are several different types of students:

- Undergraduate
- Postgraduate Taught
- Postgraduate Research
- University Colleges (Stranmillis and St. Mary's)
- External (Foundation programmes of study in Partner Institutions)

**All students must complete Enrolment and Registration.** Students in the University Colleges and Partner Institutions may attend sessions in their own venues but must still complete the Registration Wizard.

Read your welcome letter carefully. It contains your username (student number) and password.

**You will not be officially registered as a student until you have received your student card.**



## Getting help

If, having read the information in this guide, you are still having difficulties then please do not hesitate to call the **Enrolment and Registration Helpline on +44 (0) 28 9097 3223 or email [reghelp@qub.ac.uk](mailto:reghelp@qub.ac.uk).**

The Helpline is open from Monday to Friday between 9am and 5pm.

Useful information can also be found on the website at <http://www.qub.ac.uk/welcome>



Please like and follow us on Facebook and Twitter where you will find the most up-to-date information on your student Enrolment and Registration!  

# Procedures for Enrolment & Registration

There are three elements to Enrolment and Registration.

## 1. Enrolling and registering online using the Registration Wizard

All students must use the **online** Registration Wizard which will guide you through the process. If you are an International student (a non-EU/EEA/Swiss national) the University is obliged to perform a Right to Study Check in person in the International Student Support Office (Level 1, Student Guidance Centre) before you will be permitted to start the Registration Wizard.

## 2. Attending your School/Institute/College induction

Your School/Institute/College will inform you of your induction timetable. For most undergraduate students this will be a full programme for the week 21-25 September. Postgraduate taught students will be invited by their Schools for sessions before the start of their classes.

Research students should attend the University induction, details of which appear in your welcome letter distributed at enrolment. You will be sent an email with details of your enrolment session to your new Queen's email account in early September.

## 3. Attending a registration session on campus

Once you have completed the Registration Wizard, you must attend a registration session so that we can verify your identity and qualifications, check you are correctly enrolled, discuss (if necessary) how you are to pay your fees and issue you with a student card.

Failure to attend your registration session will delay your registration with the University and may delay payments from sponsors or loan companies.

## School/College Information

From early September you will begin to receive emails to your student email account regarding School specific information, including:

- Induction/enrolment dates
- Induction timetable
- Enrolment session/venue
- Enrolment status (whether you are already fully enrolled or need to follow the instructions in this booklet on 'How to Self Enrol')
- An appointment with an Advisor of Studies to agree enrolment (some Schools only)
- School forms/events/notices

### Remember to check your Queen's Email account!

You should check your email account regularly in the weeks before the start of term as important information will be sent to you from your School. Information on how to check your email account can be found on page 22.

# Accessing the Registration Wizard

University life is just 10 steps away!

From Monday 14 September at 10am, all Undergraduates will be able to log on to the Registration Wizard.

From Wednesday 16 September at 10am, all Postgraduate students will be able to log on to the Registration Wizard.

Students starting prior to 14 September will be informed directly by their School of the date/time the Registration Wizard opens for their programme of study.

On the web go to <https://qsis.qub.ac.uk> – this will take you to the login page for Qsis, the Queen’s Student Information System.



On the Qsis login page you will be prompted for your credentials (username and password).

## Logging into Qsis

<b>Username (This will also be your student number)</b>	“00000000”
<b>Password</b>	This is case sensitive and must contain at least 2 numbers

Your username and password will be contained within your accompanying credentials letter. Your username will be your student number and will stay with you for the duration of your studies at the University.

For security reasons we would recommend you change the long password you have been sent to something secure that you will remember. It must contain at least 2 numbers. You can change your password in Queen’s Online. See <http://www.qub.ac.uk/welcome> for instructions on how to do this.

If you are having difficulty accessing the Registration Wizard please contact **+44 (0) 28 9097 3223**.

# Accessing the Registration Wizard

Having logged into Qsis, click on the 'Welcome Registration' logo on the right hand side of the screen to access the Registration Wizard.

Alternatively click on the 'Self Service' link in the box labelled 'Menu'. This will open up the Self Service menu. Click on 'Student Centre' to launch the Registration Wizard.



## Note:

The Registration Wizard only becomes available on:

- **14 September, at 10am for Undergraduate students.**
- **16 September, at 10am for Postgraduate students.**

Prior to this you should be able to log into Qsis but not enrol on classes or see the Wizard.

A number of Schools make arrangements for early enrolment of students on some courses in late August and early September. Your School will advise you of any such arrangements.

Students on more than one programme of study will need to complete the Wizard more than once. Once you have completed the Wizard for your first programme, the second Wizard should start automatically. Alternatively, please select **Self Service -> Student Centre-> Register.**

# Using the Registration Wizard

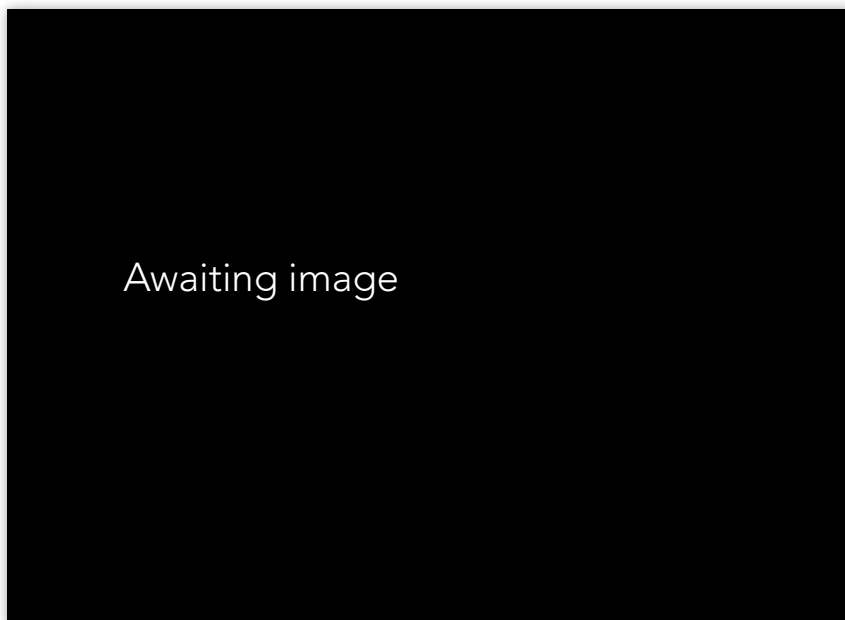
The Registration Wizard consists of 10 steps which should be followed in sequence.

**When you complete a step, you should click 'Next' to proceed. Alternatively, you can click the 'Return to Registration Page' button for more options. You do not have to complete all the steps in one go – you can sign out and return to it later to complete the remaining steps.**

Within each step, the 'Next' button will remain greyed out (unavailable) until you have supplied all of the information required for the step.

## The Help Button

At the top of each screen a help or information button will appear. Click on this button to display more information about the step you are about to complete.





# the 10 Steps

It is your responsibility to make sure that all information entered via the Wizard at this stage is updated throughout your time at University!

## Step 1 – Demographic Information

In this step you can view and update the demographic information that the University holds about you.

## Step 2 – Addresses

Any addresses that the University already holds about you are displayed and you can add, edit or delete addresses.

Please note that you must provide at least two addresses:

1. A **'Home'** address - This is your **permanent** address (i.e. where you live when you are not at University).
2. A **'Mail'** address - This is your **term time** address (i.e. where you live while attending University). This should be a local address, including a postcode.

## Step 3 – Phone Number

This step displays the telephone numbers that the University holds for you; you can add, edit or delete a number. A mobile number is particularly useful as it allows SMS messages to be sent to you!

## Step 4 – Email Address

In this step you will see your Queen's email address. Your Queen's email address will be used for all University related email.

## Step 5 – Emergency Contacts

You are required to provide at least two emergency contacts. One of these must be your Doctor (GP) and the other can be any contact of your choice (e.g. parent, spouse or partner).

If you do not have all of the necessary information to hand, you should provide as much as possible and add additional information at a later date.

### Are you a student living away from home?

It is recommended by the Health and Social Services Board that you register with a GP within 10 miles of your residence. Why not register with the University Health Centre? The address is:

**University Health Centre,  
Elmwood Manse,  
7 University Terrace, BT7 1NP.**

The telephone number is:  
**028 9066 4634**

# the 10 Steps

## **Step 6** – Other Information / Equal Opportunity

This step is for the collection of data used by the Higher Education Statistics Agency (HESA) in statistical analysis. All students in UK Higher Education must answer HESA questions. There are five questions:

1. Term time address type
2. Highest qualification on entry (e.g. A-Levels, primary degree)
3. Disability information
4. Religious Affiliation/Community Background
5. Dependants

## **Step 7** – Chaplaincy / Faith

The University has appointed a number of chaplains and other religious representatives. You can use this step to select a chaplaincy (or none if you prefer). Not all religions have a religious representative in the University.

## **Step 8** – Data Protection Statement

This step displays information from the University's regulations and policies and requires you to confirm that you have read and understood your obligations as a student and the University's Equal Opportunities and Data Protection obligations.



# Step 9 of 10

## Step 9 - My Academics/Enrolment

**Part 1** - You will be required to confirm the details of your programme and mode of study at the University. You will also be asked to confirm if you are in your final year and if so, when you expect to graduate.

**Part 2** - You will then choose the classes (lectures, tutorials, seminars, etc.) associated with the courses you will be studying in the coming year. To determine if you are required to self-enrol in classes please see the categories below. Information to help you determine which category you fall into will be explained by your School in an email sent to your Queen's email account.

### Undergraduate and Postgraduate Taught

If you have been **fully pre-enrolled** then you do not need to enrol on classes. The wizard will skip the class enrolment pages and take you directly to Step 10: Finance. Go to page 19.

If some, but not all of your courses are compulsory, your School will enrol you only on the compulsory ones. You are therefore only **partially enrolled**. You will need to 'Self Enrol' - see page 12.

If all of your courses are optional, you will need to 'Self Enrol' - see page 12.

### Postgraduate Research

Postgraduate Research students do not need to enrol on classes.

At step 9 you will be shown the details of any research Supervisor(s) assigned to you and their role. If any of this information is incorrect, please contact your School.

Once you have confirmed your Supervisor(s) you can then progress to step 10.

# How to Self Enrol

**Add Classes**

1. Select classes to add

You may already be enrolled on classes on your compulsory courses, see schedule below.  
If you are required to swap from virtual classes, select the 'Edit' tab above to proceed.  
To add new classes for other courses to your schedule, select the 'Choose My Courses' button below.

✓ BSC 2010 has been added to your Shopping Cart.

Academic Year 2014/15 | Undergraduate | Queen's University Belfast [change term](#)

Open | Closed | Wait List

**1** Academic Year 2014/15 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BSC 2010-PT01 (10451)	TBA	TBA	Staff	20.00	✓
	BSC 2010-PR01 (10456)	TBA	TBA	Staff		✓
	BSC 2010-TT01 (10457)	TBA	TBA	Staff		✓

CHOOSE MY COURSES | PROCEED TO STEP 2 OF 3

**2** My Academic Year 2014/15 Class Schedule

✓ Enrolled | Dropped | Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BSC 2010-PT01 (10451)	Microbial Metabolism and Physiol (Lecture)	TBA	TBA	Staff	20.00	✓
BSC 2010-PR01 (10456)	Microbial Metabolism and Physiol (Practical)	TBA	TBA	Staff		✓
BSC 2010-TT01 (10457)	Microbial Metabolism and Physiol (Tutorial)	TBA	TBA	Staff		✓
BSC 2015-PT01 (10446)	Biochemical Methods (Lecture)	TBA	TBA	Staff	20.00	✓
BSC 2015-PR01 (10447)	Biochemical Methods (Practical)	TBA	TBA	Staff		✓
BSC 2015-TT01 (10448)	Biochemical Methods (Tutorial)	TBA	TBA	Staff		✓

After confirming your programme of study you will enter the 'Enrolment' section of the Registration Wizard. In this section, you will be choosing the courses you wish to study by enrolling on classes taught under that course. There are two main areas on this first page:

- 1. Academic Year 2015/16 Shopping Cart.** When you select the classes for your course they will be displayed here until you confirm your selections.
- 2. My Academic Year 2015/16 Class Schedule.** Any classes your School has enrolled you on will be displayed here. When you have confirmed the choices in your shopping cart above they will also display here.

To select classes for your courses there are 5 enrolment stages:

- Stage 1:** Choose your course, view classes available and select your class choices
- Stage 2:** View potential timetable clashes in pop-up window
- Stage 3:** Select additional courses
- Stage 4:** Confirm your course selections
- Stage 5:** Complete enrolment

#### **Self-Enrol Stage 1:**

From the 'Add Classes' page, click '**Choose My Courses**' button to display the list of courses that are available to enrol on this year. Click 'View all' to see the full list of courses.





# How to Self Enrol

The screenshot shows the 'Add Classes' page with the heading 'Choose My Courses'. Below the heading, there are navigation links: 'Return to L. Select classes to add', 'Select Display Options', 'Hide Requirement Details', and 'Show Requirement Details'. A filter bar shows 'Taken', 'In Progress', and 'Closed' options. The main content is a table titled 'Biological Sciences Stage 1' with the following data:

COURSE	Description	DAYS	TIME	STATUS	STATUS
88C2008	Mathematical Biochemistry	20.00	Spring Semester		Open
88C2010	Microbial, Metabolism and Physiol	20.00	Spring Semester		Open
88C2015	Biochemical Methods	20.00	Autumn Semester		Open
5M22002	Immunology	20.00	Spring Semester		Closed

- From this list you can choose a course by clicking on the course description. Here you can view additional information about the course (days and times).
- If your School has pre-enrolled you on a course you will see a yellow diamond in the 'Status Column'. You do not need to choose this course again.

- To enrol on a course you will need to select the course and the class time you wish to attend. Once you have chosen this, select the next button and you will be brought to the Enrolment Preference page.
- On the Enrolment Preference page shown below, you can review your choice. **It is important at this stage that you check the status of the course you have chosen.** This can be viewed at the top of this page beside the course and class time.

-  Open
-  Closed

- If the course appears as 'Open' it will be added to your shopping cart and you can continue selecting classes.
- If the class is 'Closed' then you will need to return to the add classes page and select a different course/class time.

The screenshot shows the 'Enrolment Preference' page for the course '88C 2008 - Introduction to English Language'. The page displays course details, including 'Course Description', 'Status', 'Enrolment', 'Prerequisites', and 'Program'. The 'Status' is 'Open' and the 'Enrolment' is 'Open'. The 'Prerequisites' section shows '88C 2008' and '88C 2008' with 'Open' status. The 'Program' is 'English - 1.8.4a'. The page has a 'Next' button and a 'Back' button.

## Self Enrol Stage 2

When selecting more than one course/class you will need to select classes that do not clash with each other. Once you have selected your first course/class you can use 'Check for Clashes' to check for timetable clashes.

Academic Year 2014/15 Course Schedule

My Class Schedule  Shopping Cart

JCO 1003 TBA

Your shopping cart is empty.

- When you have selected another course/class, click on the 'Check for Clashes'.
- A new window will pop-up displaying a timetable of the classes you have selected and any clashes with your choices.
- From the timetable, please note the course number and class number that you wish to enrol on and close the timetable window.
- Select the time of the class you wish to enrol on. This stage is the same procedure as Step 1; the classes you have selected will be added to your shopping cart.

**IMPORTANT:** When adding your choice always check the status of the classes you are wishing to enrol on.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00					
10:00		PAI1007 TT06 Wks: 2-6,8-12	PAI1007 TT09 Wks: 2-6,8-12	PAI1007 TT12 Wks: 2-6,8-12	
11:00		PAI1007 TT07 Wks: 2-6,8-12	PAI1007 TT10 Wks: 2-6,8-12	PAI1007 TT13 Wks: 2-6,8-12	
12:00	PAI1007 TT01 Wks: 2-6,8-12	PAI1007 TT08 Wks: 2-6,8-12	PAI1007 TT11 Wks: 2-6,8-12	PAI1006 LT01 Wks: 1-6,8-12 HPAI1007 TT14 !! Wks: 2-6,8-12	
13:00	PAI1007 TT02 Wks: 2-6,8-12			PAI1007 TT15 Wks: 2-6,8-12	
14:00	PAI1006 TT03 Wks: 2-6,8-12 HPAI1007 TT03 !! Wks: 2-6,8-12	PAI1007 LT01 Wks: 1-6,8-12		PAI1007 TT16 Wks: 2-6,8-12	
15:00	PAI1007 TT04 Wks: 2-6,8-12	PAI1006 LT01 Wks: 1-6,8-12		PAI1007 TT17 Wks: 2-6,8-12	
16:00	PAI1007 TT05 Wks: 2-6,8-12			PAI1007 LT01 Wks: 1-6,8-12	
17:00					

### Top tips

- If a class is full it will not appear on the class timetable.
- A clash does not necessarily mean you cannot take the course; often you can simply choose a different time for that class.
- If two compulsory classes such as lectures clash you will not be able to enrol on one of the courses. You will need to rethink your course choices!

# How to Self Enrol

## Part 3: Select Additional Classes

- On the Add Classes page, all the classes you have selected so far will appear in your shopping cart.
- You should continue adding classes to your shopping cart. **IMPORTANT:** You need to enrol on all courses for the entire year. When selecting classes you should ensure they are evenly balanced across the year. 3 x 20 units in Autumn and 3 x 20 units in Spring.
- Click the dustbin image to remove a course from your shopping cart if you change your mind.

## Part 4: Confirm your course selection

- Click the **'Proceed to step 2 of 3'** button to display the **'Confirm Classes'** page, and then click the **'Finish Enrolling'** button.
- You will either see a green tick✓ or a red X beside each course to indicate if your enrolment has been successful or not.



Reasons why you may be unsuccessful:

### Closed Classes

One or more of the classes you have selected is no longer open.

- Return to select classes and choose an open class
- If all suitable classes are full, you may need to choose a different course
- If the course is compulsory and you are unable to enrol, contact your School

### Time Conflict

One or more of the classes you have selected conflicts with a pre-existing class enrolment or a class in your basket.

- Return to select classes and choose a different class
- If all suitable classes cause conflicts, you may need to choose a different course or contact your School

### Requirements

You do not fulfil one or more of the requirements for the course.

- There may be pre-requisites e.g. Level 1 course for Level 2 courses or co-requisites which require you to enrol on two courses at the same time (usually linked Autumn and Spring courses)
- If you are unable to enrol on a course due to requirements you should contact your School

### Class Permission

Some courses only allow enrolment by a staff member. These are generally compulsory courses and the relevant students should all be pre-enrolled.

- Contact your School if you are unable to enrol on a course in your list of requirements due to Class Permission.



## Self Enrol Stage 5

Once you have confirmed your course selections, all courses should appear in your 'Academic Year 2015/16 Class Schedule'. Scroll to the bottom of the page and select 'Next'. This will bring you to the Enrolment Confirmation page.

On this page you should follow the information below:

**Enrolment Confirmation - Step 9 of 10**

**Full Time Undergraduate/Postgraduate Students:**  
The number of Units Taken must equal the Max Total Units specified. If incorrect, click "Enrol" so you can go back to add or change your enrolment choices. Otherwise proceed to Financial Registration by clicking "Next".

**Part Time Undergraduate/Postgraduate Students:**  
If the information is correct, tick the Enrolled checkbox and proceed to Financial Registration by clicking "Next". If incorrect, click "Enrol" so you can go back to add or change your enrolment choices.

Academic Year 2014/15 | Undergraduate | Queen's University Belfast

Academic Program	Academic Plan	Academic Sub-Plan
Accounting - UG	BSc (H) Accounting	

Approved Load: Full-Time

Units Taken: 20.00  
Max Total 120.00  
Units

**Full Time Students:** The number of Units Taken must equal the Max Total Units specified. If correct, proceed to Financial Registration by clicking 'Next'. If incorrect, click 'Enrol' so you can go back to add or change your enrolment choices.

**Part Time Students:** If the information is correct, tick the Enrol checkbox and proceed to Financial Registration by clicking 'Next'. If incorrect, click 'Enrol' so you can go back to add or change your enrolment choices.

# Editing Virtual Classes

Your School may have enrolled you on a virtual class – i.e. one which has no location or time specified. If you have been enrolled on a virtual class you will see the letters TUTV beside your class.

Your School will direct you to swap this virtual class to another class during enrolment. If this applies to you follow these instructions:

1. If you have engaged with the Registration Wizard you can make these changes during step 9. If you have already completed the wizard you can edit directly from Self Service -> Enrolment -> Edit a Class.
2. In the 'Edit This Class' panel, choose the relevant course from the drop-down list. Click the button 'Proceed to Step 2 of 3'. Select the new class, click 'Next'. Click 'Finish Editing' to process your request.
3. You can either click the 'Add' link at the top of the page to continue working through the Registration Wizard, or click the 'Edit' link to make further class swaps.

The screenshot shows the 'Edit Class Enrollment Options' page. At the top, there are navigation tabs for 'Search', 'Enroll', and 'My Academics'. Below these are links for 'my class schedule', 'add', 'drop', 'edit', and 'term information'. The main heading is 'Edit Class Enrollment Options' with a progress indicator showing '1' of 3 steps. The first step is '1. Select a class to edit'. Below this, there is a text box that says 'Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.' At the bottom, there is a header for 'Academic Year 2014/15 | Undergraduate | Queen's University Belfast' with a 'change term' button. A blue bar at the bottom indicates 'Classes you are allowed to edit'.

The screenshot shows the 'Edit Class Enrollment Options' page at step 2. The heading is '2. Confirm your selections'. Below this, there is a text box that says 'Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.' At the bottom, there is a header for 'Academic Year 2010/11 | Undergraduate | Queen's University Belfast'. A table shows the 'Class Attribute' 'Tutorial Section' with 'Original Value' 'TUTV TBA' and 'New Value' 'TT05 TBA'. At the bottom right, there are 'CANCEL' and 'FINISH EDITING' buttons.

Class Attribute	Original Value	New Value
Tutorial Section	TUTV TBA	TT05 TBA

# the 10 Steps

## Step 10 - Financial Registration

All students in attendance at the University, except those students paying international fees, will be taken to step 10 Financial Registration. Distance Learning students, including those paying international fees, will also be taken to step 10. A summary will be provided of the stages to complete, which include:

### 1. Financial Permission

For data protection purposes you will be asked if you wish to give us permission to discuss your tuition fee position with a third party, such as your parents.

### 2. Tuition fee Account Summary

A table 'What I Owe' will detail your tuition fees and charges for the academic year 2015/16, less any payments and/or sponsor commitments already received by the University. You will be asked to accept liability for your outstanding balance.

### 3. Settling Your Outstanding Liability

You will be asked to confirm how you intend to pay your outstanding liability for the academic year 2015/16.

### 4. Payment Arrangements

You will be asked to complete further information relating to the payment option you have selected from those detailed overleaf.

### 5. Confirmation of Payment Options selected

Finally, you will be brought back to stage 3 'Settling Your Outstanding Liability' and you will be asked to confirm the payment option selected. It is essential that you press the '**CONFIRM**' button, as this completes your financial registration.

Having completed the steps above, you will be notified that you have successfully completed your registration. You will then receive an automated email outlining any actions you are now required to undertake.

**Please note:** All tuition fees and charges less than £251 must be paid in full at enrolment.

International students are required to contact the University's Student Finance Office to complete their financial registration. Please contact the Student Finance Office on 0289097 3223 or at the Student Guidance Centre, University Road, Belfast.



# Queen's University Fees

## Tuition Fees 2015/16

### Undergraduate fees (NI/GB/EU)

The tuition fees for Undergraduate students, first enrolling at Queen's in 2015/16 will be as follows:

- The full-time fee for students who normally live in Northern Ireland is £3,805
- The full-time fee for students who normally live in England, Scotland and Wales is £9,000\*
- The full-time fee for students who normally live in the Republic of Ireland and other non-UK European countries is £3,805
- All Sandwich year placement students will be charged a fee of £740

\*Full-time fee for students who normally live in England, Scotland and Wales, who first enrolled prior to 2012-13 is £3,805 in 2015-16.

### Postgraduate Fees (NI/GB/EU)

The tuition fees for Postgraduate students, first enrolling at Queen's in 2015/16, will be as follows:

- The standard full-time taught fee is £5,060
- The standard part-time taught fee is £28.11 per CATS point
- The standard full-time research fee is £4,052
- The part-time research fee is £2,026
- The thesis write-up year charge is £281

For programmes of study with non-standard fees, or tuition fees for students who commenced study prior to 2015/16, please contact the Student Finance Office on 028 9097 3223 or refer to

<http://www.qub.ac.uk/TuitionFees> for further details.

### International Undergraduate and Postgraduate Fees

For details on international tuition fees for 2015/16, please refer to <http://www.qub.ac.uk/TuitionFees>

### Payment Options

The table below provides a summary of the payment options available for 2015/16.

**Please note, following enrolment 25% of the calculated tuition fee for the academic year 2015/16 is non-refundable.**

Payment Options	Notes
<b>Apply for a tuition fee loan to the SLC (Defer Fees)</b>	Eligible students can apply to the Student Loans Company (SLC) for a tuition fee loan, up to their maximum tuition fee liability.
<b>Pay tuition fees in full at enrolment</b>	Pay tuition fees in full on enrolment. Tuition fees can be paid by cheque, credit/debit card or bank transfer.
<b>Direct Debit (DD)</b>	Make a non-refundable payment of 25% and return your DD Mandate no later than 09 October 2015, followed by three equal bi-monthly payments, which will be collected at the end of November, January and March, or within 4 working days
<b>Combination</b>	A combination of payment from SLC/Sponsor, with the balance payable in full at enrolment.
<b>Sponsor</b>	Students who have an official letter from a sponsor, stating that fees are being paid on their behalf, must bring this letter with them to enrolment. Students will remain liable for the full fee until this letter is presented to the Student Finance Office.

Please note, a cash payment of no more than £300 can be made towards your fees at any one time. This can only be accepted at the Student Finance Office.

For full details of the University's Tuition Fee Payment Options and the Student Finance Framework 2015/16, or to download a DD mandate form, please refer to <http://www.qub.ac.uk/TuitionFees>

# Queen's University Bursary Schemes

## Queen's Bursaries

The University's Bursary Schemes give additional financial assistance to full-time undergraduate students. Entitlement to the bursary is based on a student's household income. Bursary awards for students, first enrolling in September 2015, are detailed in the table below:

Household income	Queen's Bursary
Up to £19,203	£380
£19,204 to £34,203	-

Please refer to <http://www.qub.ac.uk/StudentSupport/> for further information on all available University Bursaries.

## Student Support Fund

The Student Support Fund is a discretionary fund which provides financial assistance to students who encounter financial difficulty whilst studying at Queen's. To be eligible for an award from the Support Fund, undergraduates must have taken out the maximum tuition fee loan and maintenance loan to which they are entitled. For further information, contact the Advice Centre Manager (Financial Advisor) in the Students' Union on 028 9097 1049 or Support Fund Officer on 028 9097 2854 or refer to the website at: <http://www.qub.ac.uk/StudentSupport/>

## Queen's Scholarships

Each year Queen's offers a range of scholarships and prizes for new students. The most up-to-date listings are available at <http://www.qub.ac.uk/scholarships> and applicants are advised to visit this page. For students enrolling in September 2015, awards include:

### Scholarships Plus awards for students from England, Scotland, Wales, the Channel Islands and the Isle of Man

Eligible students\* receive a tuition fee scholarship OR a tuition fee scholarship combined with accommodation and lifestyle benefits. There is no application process for these scholarships ie. students who meet the criteria are identified automatically.

### Queen's University Entrance Scholarships

All students entering the University for the first time to undertake a primary degree, and who have achieved at least three 'A' grades at A-level (including AVCEs), are eligible to enter the University's annual A-level Entrance Scholarship Competition. There is a number of scholarships available varying from £200 to £1,000.

### STEM Performance Awards

Fifty £1,000 Science, Technology, Engineering and Maths awards are available to eligible students\* who attain a minimum of three 'A' grades at A-level (or the equivalent in alternative qualifications).

\*Full details and eligibility criteria for Queen's scholarships are available at <http://www.qub.ac.uk/scholarships>

# How to view your Queen's Email

## Your Queen's Email account is now available.

The University will use email as the main form of communication before you arrive and throughout your time at University.

## It is your responsibility to read and act on any official messages from Queen's.

To access your Queen's email account follow the instructions below:

1. Go to Queen's Outlook Web access at <https://owa.qub.ac.uk>
2. Type in your Username and Password (contained within your Registration documentation) and click 'Log On'.
3. The first time you use the webmail service a dialog box will appear showing the language as English (UK) and the current time zone. Click 'OK'.



The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft Outlook Web App". Below this, there is a "Security ( show explanation )" section with three options: "This is a public or shared computer" (selected with a radio button), "This is a private computer" (unselected), and "Use Outlook Web App Light" (unselected). Below the security options are two input fields: "Username:" and "Password:". To the right of the password field is an orange "Log On" button. At the bottom, there is a footer that reads: "Connected to Microsoft Exchange Secured by Microsoft Forefront Threat Management Gateway © 2009 Microsoft Corporation. All rights reserved."

# Next Steps!

Now you have registered online, here are the next steps:

## 1. Attend School/University Induction

You will be required to attend your School and University induction programmes. The dates and times will be emailed to you in early September. During your School induction you will be given guidance on how you should complete enrolment on classes. You **MUST** check your Queen's email account to pick up these details.

## 2. On-site completion

Once you have completed the online registration you will need to attend an on-site enrolment event.

Your School will inform you of the day and time you should attend this on-site enrolment event.

## What do you need to bring with you?

- **Valid Identification** - Original passport, EU National Identity Card or Driver's Licence. No other forms of identification will be accepted. **Electoral cards will not be accepted.**
- **Original documentary evidence** of entrance qualifications and certified English translations, where applicable. Please note, UCAS applicants who sat exams in 2014 will not need to bring original qualifications as these are provided by UCAS.
- Any **financial notification letter** received from your Education and Library Board, the Student Loans Company or a letter.
- If you are an international student you must also bring your **passport and visa**. The University is legally required to retain a copy of your immigration documents and ATAS certificates.

**Please note**, if you do not produce all documents required by the 23 October, you will not be able to complete registration and you will be withdrawn from the University. There will be a charge to be re-admitted.

## General Contacts

### Enrolment & Registration Helpline

+44 (0)28 9097 3223, [reghelp@qub.ac.uk](mailto:reghelp@qub.ac.uk), <http://www.qub.ac.uk/welcome>

## School Contact Details

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### School of Biological Sciences

Tel: +44 (0)28 9097 5787, [biosci@qub.ac.uk](mailto:biosci@qub.ac.uk)

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### School of Chemistry and Chemical Engineering

Tel: +44 (0)28 9097 5418, [candce@qub.ac.uk](mailto:candce@qub.ac.uk)

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### School of Creative Arts

Tel: +44 (0)28 9097 5337, [soca@qub.ac.uk](mailto:soca@qub.ac.uk)

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### School of Education

Tel: +44 (0)28 9097 3323/5941, [education@qub.ac.uk](mailto:education@qub.ac.uk)

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### School of Electronics, Electrical Engineering and Computer Science

el: +44 (0)28 9097 4669, [eeecs@qub.ac.uk](mailto:eeecs@qub.ac.uk)

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### School of English

Tel: +44 (0)28 9097 3320, [english@qub.ac.uk](mailto:english@qub.ac.uk)

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### School of Geography, Archaeology and Palaeoecology

Tel: +44 (0)28 9097 3350, [gap@qub.ac.uk](mailto:gap@qub.ac.uk)

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### School of History and Anthropology

Tel: +44 (0) 28 9097 5101, [history@qub.ac.uk](mailto:history@qub.ac.uk)

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### School of Modern Languages

Tel: +44 (0)28 9097 5363, [ml@qub.ac.uk](mailto:ml@qub.ac.uk)

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### School of Law

Tel: +44 (0)28 9097 5122, [law-enquiries@qub.ac.uk](mailto:law-enquiries@qub.ac.uk)

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### Queen's University Management School

Tel: +44 (0)28 9097 4200, [qums@qub.ac.uk](mailto:qums@qub.ac.uk)

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### School of Mathematics and Physics

Tel: +44 (0)28 9097 3202, [mp@qub.ac.uk](mailto:mp@qub.ac.uk)

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### School of Mechanical and Aerospace Engineering

Tel: +44 (0)28 9097 4147, [mech.aero@qub.ac.uk](mailto:mech.aero@qub.ac.uk)

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### School of Medicine, Dentistry and Biomedical Sciences

Tel: +44 (0)28 9097 2349, [pjmedschool@qub.ac.uk](mailto:pjmedschool@qub.ac.uk)

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### School of Nursing and Midwifery

Tel: +44 (0)28 9097 2233, [nursing@qub.ac.uk](mailto:nursing@qub.ac.uk)

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### School of Pharmacy

Tel: +44 (0)28 9097 2086, [pharmacyinfo@qub.ac.uk](mailto:pharmacyinfo@qub.ac.uk)

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### School of Planning, Architecture and Civil Engineering

Tel: +44 (0)28 9097 4006, [space@qub.ac.uk](mailto:space@qub.ac.uk)

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### School of Politics, International Studies and Philosophy

Tel: +44 (0)28 9097 5028, [pisp@qub.ac.uk](mailto:pisp@qub.ac.uk)

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### School of Psychology

Tel: +44 (0)28 9097 5445, [psychology@qub.ac.uk](mailto:psychology@qub.ac.uk)

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### School of Sociology Social Policy and Social Work

Tel: +44 (0)28 9097 5117, [soc@qub.ac.uk](mailto:soc@qub.ac.uk)

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### Institute of Professional Legal Studies

Tel: +44 (0)28 9097 5567, [iplsenquiries@qub.ac.uk](mailto:iplsenquiries@qub.ac.uk)

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### Institute of Theology

Tel: + 44 (0)28 9097 4170, [theology@qub.ac.uk](mailto:theology@qub.ac.uk)

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### St. Mary's University College

Tel: +44 (0)28 9032 7678, [admissions@stmarys-belfast.ac.uk](mailto:admissions@stmarys-belfast.ac.uk)

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### Stranmillis University College

Tel: +44 (0)28 9038 4323, [registry@stran.ac.uk](mailto:registry@stran.ac.uk)