Registration & Associated Processes 2016/17

GUIDE FOR SCHOOL STAFF
The purpose of this document is to provide School staff with detailed information about the registration system and associated processes including module enrolment along with the student support infrastructure which is in place for registration 2016/17.

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Registration on the Student Education Service website:
http://students.leeds.ac.uk/registrationguide

Module Enrolment on the Student Education service website
http://students.leeds.ac.uk/moduleguide

Registration information for Staff:
http://ses.leeds.ac.uk/info/22108/registration_enrolment_and_attendance/787/registration

Module Enrolment information for Staff:
http://ses.leeds.ac.uk/info/22108/registration_enrolment_and_attendance/788/enrolment
1. Registration Process Flowchart

**New Students**
- Receive Welcome Pack providing online Registration information and instructions

**Returning Students**
- Informed via Portal Announcement and School reminders

**All Students**
- Go to [http://portal.leeds.ac.uk](http://portal.leeds.ac.uk) and get help from [http://students.leeds.ac.uk/registrationguide](http://students.leeds.ac.uk/registrationguide)

**New Students**
- Use Banner ID (or UCAS Number) and Date of Birth to retrieve IT Username and Password

**All Students**
- Use IT Username and Password to log in to online registration system

**Students – Eligible to Register**
- Check and Confirm...
  - Personal Details
  - Addresses, Telephone Numbers & Emergency Contacts
  - Programme of Study
- Arrange Payment of...
  - Outstanding Debts
  - Fees
- Read and Agree...
  - Student Declaration
  - Registration Certificate

**Students – Not Eligible to Register**
- Example reasons:
  - Hold on record
  - Progression code not updated (subject to or following resits)
- Follow online instructions and contact Registration Helpline or Parent School

**Schools**
- Run reports to check who is eligible to register. Liaise with Operations as necessary
- Enter Progression Code on Banner Student Record (Undergraduates only)

**Operations & School of Healthcare**
- Enter hold on Student Record where outstanding requirement i.e.: Proof of qualification, Proof of funding, Occupational Health clearance

**Schools**
- Advise and if appropriate make changes to Banner Student Record and inform student

**Students**
- Hold School Induction Event
- Attend Discovery Themes Fair

**Schools**
- Run reports to check who has registered and the number of enrolled credits

**Schools**
- Where change of programme required, agree and update Banner Student Record and inform student they can go back online

**Registration Complete**
- If problems or queries arise, contact Registration Helpline

**New Students**
- Print Registration Certificate and collect Student ID Card from Parkinson Court (17-18 September) or from Student Services Centre at other times
- (need registration certificate and passport, and international students need to have their passport and visa scanned and a copy held by the University)
- Attend School Induction Event and Discovery Themes Fair (21 September)

**Returning Students**
- Print Registration Certificate for records and attend Discovery Themes Fair if required
1.1 Registration

Registration at the University is an online process for all students. It involves students using web pages to:

- check (and amend if necessary) their personal details;
- confirm their programme of study;
- join The Edge and pay the membership fee (if required);
- pay tuition fees and any debts from a previous session (http://students.leeds.ac.uk/Finance);
- confirm their agreement to abide by the rules, regulations, procedures and codes governing their studies;
- print their Registration Certificate.

For returning undergraduate students, the progression exercise will once again be the process which controls whether a student can register online. It is therefore vital that progression codes are accurately input by Parent Schools for ALL undergraduate students expected to return next session and updated following the resit period, where appropriate.

On completion of the registration process, the student’s status will be updated on the University Student Record System (Banner). This in turn will enable them to access University facilities such as computing, library and Sport and Physical Activity (if paid for).

1.2 Dates and deadlines

Returning Undergraduate students can register from 1 August 2016.
New Undergraduate students can register from 31 August 2016.
Returning Taught Postgraduate students can register from 1 August 2016.
New Taught Postgraduate students can register from 1 August 2016.

Undergraduate students should be in attendance at the University by Wednesday 21 September.

**International Students and International Registration Event (12-16 September 2016) – Student Services Centre, Marjorie and Arnold Ziff Building**

As last year, overseas students will register when they arrive in Leeds and we will be operating an event specifically for international students.

**Registration Event (19-23 September 2016) – Student Services Centre, Marjorie and Arnold Ziff Building and the Parkinson Building**

During Freshers’ Week (19-23 September 2016) you can get help and advice, if you have been unable to register online or have any queries about paying your tuition fees from the Student Services Centre Counter in the Marjorie and Arnold Ziff Building.

Opening hours for the Student Services Centre Counter during Fresher Week:
19-23 September 9am – 5pm

The final date for students to register is four weeks from the date when their programme of study commences. After this date, their Banner record will be updated preventing them from registering online and they will be advised to contact their Parent School. Schools would need to seek permission by emailing studentrecords@adm.leeds.ac.uk from the Operations Section to enable the student record to be further updated so that the student can register online.
1.3 Communicating with students

New Taught Undergraduates
New undergraduates will receive a welcome congratulatory email from Monday 22nd August. Also new undergraduates (inc. UCAS/Direct Applicants/Deferrals and Clearing applicants to a certain date) will receive a Welcome Pack (as last year), along with a personalised letter (see Appendix 5.1) which includes their Student ID Number which they need to retrieve their IT username and password. Mailing of the packs will start on 30 August 2016, with undergraduates able to register from 31 August 2016.

New Taught Postgraduates
New postgraduates will receive a personalised letter (see Appendix 5.2) containing their Student ID Number (which they will use to retrieve their IT Username and Password) and a one-page step-by-step guide to logging into the system and completing the process. Mailing of the packs will commence from the beginning of August with taught postgraduates able to register from 1 August 2016.

International Students
New International Students will NOT receive information regarding online registration until they arrive on campus and they will register during the International Induction Event. As last year, those Schools who have New International Students studying a distance learning course should make arrangements to send details of how to register to these students, along with course materials.

Returning Students
A message will also be placed on the Portal reminding them to register. Returning students will be reminded by Schools throughout September reminding them of the need to register for the next academic year. They will be able to begin registering from 1 August 2016.

1.4 Specific Student Groups

Temporary Leavers due to return in September 2016
Schools should action the returner using SWATSLF in Banner or notify Programmes & Assessment (Operations) (studentrecords@adm.leeds.ac.uk) and Operations will build a record for the student in the new term. If the withdrawal was on health grounds the student must supply written evidence from a doctor stating that they are fit to return to their University studies before being re-admitted.

Students undertaking a year abroad/year in industry in 2016/17
This group of students will be expected to register online from 1 August 2016.

International Students
As stated above, new international students will not be sent information regarding registration prior to arriving in Leeds. Once on campus, they should be directed to the International Student Office where they can collect their International Induction Pack if they arrive before 12 September 2016. During the International Induction Week (the week prior to the main registration event), students should be directed to the Student Services Centre where the can collect their International Induction Pack, register online, pay fees and receive answers to any queries they may have. Staff from the International Office will be available. Those students who are unable to complete the payment stage may be given deferred registration for 1 month (they will be given a temporary card) which will be issued by Fees in the Student Services Centre.
**Students who have not provided proof of qualifications**

Students who have not provided proof of qualifications as part of the admissions process will receive an error message when they try to register asking them to provide proof before they can proceed. They will receive on-screen instructions detailing where to take the proof.

**Students with a disability**

Student Administration will be able to offer support for students with the registration process in the Ziff building and will then be able to assist them with obtaining their Student ID Card. If a student has already registered they will be able to obtain their Student ID Card from the Student Services Centre. The contact in Disability Services is Ruth Andrews.

### 1.5 Student ID Cards

Collecting a student ID card is the final step in the registration process. Once the student has printed out their registration certificate they will see a link to the student ID card application form, where they will need to upload a passport-style photograph of themselves.

A confirmation email will be sent once the student has submitted their application form. They will need to make a note of the web reference number, as they may need this to collect their student ID card. They will receive a further email to let them know that their student ID card is ready for collection and where they will need to collect it from. It will take up to five working days to produce their student ID card. To collect their student ID card students will need to present their registration certificate and official photographic identification as follows:

- **UK/EEA students** - passport or national identity card
- **Non EEA students** – passport and visa

Students must collect their student ID card, as this will complete their registration and we can then inform the Student Loans Company that they are in attendance, so any loan payments can be made, if appropriate.

Student cards will be available for collection as follows:
- 17-18 September from Sports Hall 2, The Edge between 11 am and 5pm
- 19-23 September from the Great Hall between 9am and 5pm
- 26 September onwards from the Student Services Centre, Marjorie and Arnold Ziff Building between 9am and 5pm.

**If a UK Student Does Not Own a Passport**

- They can apply for a passport.

- or they can complete the Identification Verification Form (this form needs to be countersigned by a professional person and they are required to provide a copy of their birth/adoption certificate along with it).

Further information can be found at: [http://students.leeds.ac.uk/studentcard](http://students.leeds.ac.uk/studentcard)

**Students not in regular attendance on campus**

Students should always be encouraged to collect their student ID card in person. However, if a student is part time, a distance learner, or on a work or study placement, and they are not able to visit the Student Services Centre during our normal opening hours (Monday-Friday 9am-5pm, Wednesday 10am-5pm) they can apply remotely at: [http://students.leeds.ac.uk/studentcardremote](http://students.leeds.ac.uk/studentcardremote)
Replacement Student ID Cards
Students will be emailed if their lost card is handed in at the Student Services Centre. Therefore, they should check their University email account before requesting a replacement. The cost of a replacement Student ID Card will be £10.00. Students can request and pay for a replacement card at any time from the Student Services Centre. As there have been a number of fraudulent theft claims, this charge applies irrespective of the reason for the loss.

Damaged cards
Students can replace a damaged student ID card at the Student Services Centre provided they return the damaged card. If it has snapped, they must bring all of the pieces with them in order to replace their card. This service is free of charge provided that damage is normal wear and tear.

Expired cards
A student ID card should last for the duration of a student’s current course. If a student’s course has been extended (e.g. students who have intercalated, taken a year abroad/in industry) and their student card has expired, they will need to collect a new card from the Student Services Centre Counter. If they no longer have their expired card this will be treated as a lost card and they will have to pay for a replacement.
1.6 Support and Contacts

Students

Students can get more information about Registration at http://students.leeds.ac.uk/registrationguide; and about Module Enrolment at http://students.leeds.ac.uk/moduleguide.

On-screen help is also available via the registration web pages and support will be provided via an email and telephone service from 1 August 2016. Contact details for the Helpline are as follows:

**Registration Helpline**

Email: registration@leeds.ac.uk  
Tel: 0800 915 0402 (from within the UK)  
Tel: +44 (0) 113 343 7000 (from outside the UK)  
Opening hours: Monday–Friday, 09.00–17.00 (GMT+1 hour)  
Student ID Number should be quoted in all correspondence

During Registration Week (19 – 23 September 2016), ID Card collection (for new taught students) will be set up in Parkinson Court; the helpdesk facility (for all taught students), Fees and a Central Admissions Team will be available in the Student Services Centre in the Ziff building.

Staff

Staff who have queries relating to registration should email studentrecords@adm.leeds.ac.uk providing as much detail as possible.
2. Module Enrolment

The online registration process does not include module enrolment – the two processes have been separated. Returning students were asked to undertake online module enrolment from May onwards and the system remains open this year until Monday 18 July 2016 (unless advised otherwise by Schools). The module enrolment system will be available to new undergraduate students from 31 August until 22 September 2016 (unless advised otherwise by Schools). New postgraduate students will be advised by their Parent School if/when the module enrolment system is available to them.

2.1 Choosing Discovery modules

New undergraduate students will be advised to consult the Discovery Themes website (https://leedsforlife.leeds.ac.uk/Broadening/Themes) to prepare a shortlist prior to undertaking online enrolment. The link to the website will be mailed to new undergraduate students along with the Welcome Pack at the end of August. In addition, information on choosing discovery modules will be provided for students by accessing the following link https://students.leeds.ac.uk/info/10103/module_enrolment/774/discovery_modules

2.2 Student Guidance and advice

New undergraduate students will be advised to enrol for modules prior to their arrival in Leeds. They will also be advised to use the links within the enrolment system to email their Parent School directly or email the Teaching School to seek more information about a module.

The Discovery Themes Fair will take place in the Parkinson Building on Wednesday 21 September between 9.00 am and 5.00 pm. At the event, students will be able to receive guidance additional to that available online. Subject-specific staff and the 10 Theme Leaders will be on hand to discuss the modules students are considering and to offer advice.

2.3 Change of Programme

Students will not be able to change their programme of study as part of online registration. However, they will be asked to confirm their programme of study as part of the online registration process. If they are unable to provide this confirmation because they wish to change their programme of study they will be asked to contact their Parent School. They should not confirm their programme of study if this is incorrect as this has a direct link to the fee they will be charged.

If students are on campus they should obtain a Change of Programme form from their School which should be completed with the relevant signatures and the School can then update Banner (as is the current process for change of programme during the academic year). The NEW Parent School will then be responsible for advising the student that they can then go online, confirm their programme and continue to complete online registration.

If students are NOT on campus, when they contact the Parent School to request the change of programme, the School should complete a Change of Programme form on the student’s behalf (‘completed on behalf of student’ should be clearly stated on the form) and the relevant signatures obtained from the releasing and accepting School (if appropriate). The NEW Parent School can then update Banner and will be responsible for advising the student that they can then go online (ideally this should be within two working days), confirm their programme and continue to complete online registration. By the student then confirming their change of programme as part of online registration, they are fulfilling the audit requirement that they accept/agree/confirm the change of programme.
2.4 New Students Enrolling on Modules
New students will enrol on optional and discovery modules online. The module enrolment system will be available to new undergraduate students from 31 August September until 22 September 2016 (unless advised otherwise by Schools). New postgraduate students will be advised by their Parent School if/when the module enrolment system is available to them.

2.5 Returning Students Changing Modules
If a returning student has undertaken online module enrolment and wishes to change these choices (drop and/or add modules) they should be asked to complete a Change of Module form which they can obtain from their School. They should indicate on this form the modules they wish to drop as well as the ones they wish to add.
Change of Module forms MUST be signed by both the Teaching and Parent School (where they differ) before being forwarded to Programmes and Assessment (Exams and Progress).
The Parent School is responsible for checking the modules on their students’ records to ensure they comply with the rules for each particular Programme of Study. A number of reports, (Banner and ARGOS) are available to assist with checking.

2.6 Data Entry on Banner
If Schools (Parent or Teaching) have the resources to be able to input modules onto student records during the registration period they may do so without forwarding the forms to Programmes and Assessment.
The Parent School is responsible for updating and checking the modules on their students’ records to ensure they comply with the rules for each particular Programme of Study. A number of reports (Banner and Argos) are available to assist with checking.
3. Reports

3.1 Registration

SWRDEPT can be used to check who will be able to register online and to check their data including number of credits students are enrolled for, modules on their record, expected completion date etc. Similarly, the same report can be used to check who has registered once registration is available for students.

The output from the report is shown below when you choose to view all the modules a student is enrolled for.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Comp Date</th>
<th>Reg Status</th>
<th>Email</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>200185988</td>
<td>Borthwick, Georgina Anna</td>
<td>01 JUL-09</td>
<td>EL</td>
<td><a href="mailto:finogab@leeds.ac.uk">finogab@leeds.ac.uk</a></td>
<td>80</td>
</tr>
</tbody>
</table>

The output from the report is shown below when you choose NOT to view the modules a student is enrolled for and clearly indicates students who have registered (RE status).

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Comp Date</th>
<th>Reg Status</th>
<th>Email</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>200189729</td>
<td>Student, B A</td>
<td>01 JUL-09</td>
<td>RE</td>
<td><a href="mailto:fin6sta@leeds.ac.uk">fin6sta@leeds.ac.uk</a></td>
<td>80</td>
</tr>
<tr>
<td>200180659</td>
<td>Student, K A</td>
<td>01 JUL-09</td>
<td>RE</td>
<td><a href="mailto:fin6eja@leeds.ac.uk">fin6eja@leeds.ac.uk</a></td>
<td>80</td>
</tr>
</tbody>
</table>

Total number of students: 2
**SWATRAC** can be used to view an individual student and will provide details on when the student registered. If the student has only completed part of the online process, detail will be provided on which steps have been completed (with exact dates and times). Further information will be communicated to all contacts as soon as it is available to ensure users fully understand the information displayed. The data displayed is view only.
### 3.2 Module Enrolment

#### 3.2.1 Banner reports

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| SWRDCRD   | Students Total Number of Credits  
Print credits enrolled for selected groups of students. The report will show the total number of enrolled credits for each student. An indicator X will be output against each student who has not selected modules using online enrolment. |
| SWRDSBH   | Module Class List with History  
Print an academic history for all students enrolled on a selected module showing credits earned for all modules and marks for pre-requisite modules. This report shows the academic history for each student who has registered for the specified module. The report shows the number of credits earned for each module in the students’ academic history and the mark achieved for each module code which has been entered as a pre-requisite in the module catalogue entry for the specified module. |
| SWRDSBM   | Class Lists Students Enrolled  
This report shows a list of students who are enrolled for a specified module. The report shows the students’ ID, the programme of study the student is registered for, the Class, the email address and the status of both the student and the module. |
| SWRPCME   | Module Enrolment Report  
Print a module enrolment form showing all enrolment details for selected programmes of study and groups of students. The report can be printed for only those students whose enrolments have changed since a specified date. This report details (for each selected student) the modules registered and the total credits registered in each group as defined in the catalogue entry for the student’s programme of study. |
| SWRPCMS   | Module Enrolment Summary Report  
Print a summary of credits enrolled compared with the rules specified in the programme catalogue for selected programmes of study and groups of students. The report can be printed for only those students whose enrolments have changed since a specified date. This report shows the number of credits enrolled for each selected student in comparison with the required number specified in the programme catalogue. Any differences between the total credits registered in any group and the number required is highlighted by a warning indicator (**`). An indication is also output if the number of credits registered in either semester is not between 50 and 70. |
| SWRPCMX   | Module Enrolment Incorrect Total Credits Report  
Print a summary of credits enrolled for those students who have incorrect total credits enrolled compared with the rules specified in the programme catalogue for selected programmes of study and groups of students. The report also indicates whether or not the students have accessed the online module enrolment web pages. The report can be printed for only those students whose enrolments have changed since a specified date. This report shows the same information as produced by the module enrolment summary report (see above) but only for those students where a difference is found between the total credits registered and the total required as specified in the programme catalogue. An indicator X will be output against each student who has selected modules using online enrolment. |
### 3.2.2 ARGOS reports

<table>
<thead>
<tr>
<th>Co-requisite Check</th>
<th>Allows user to identify students who do not meet the co-requisite conditions for the module they have enrolled on.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite Check</td>
<td>Allows user to identify students who do not meet the pre-requisite conditions for the module they have enrolled on.</td>
</tr>
<tr>
<td>Mutually Exclusive Check</td>
<td>Allows user to identify students who have chosen online modules that are mutually exclusive.</td>
</tr>
</tbody>
</table>

Link to the Argos website: [http://it.leeds.ac.uk/info/243/argos](http://it.leeds.ac.uk/info/243/argos)

### 4.0 Useful Links

**Student Registration website**
[http://students.leeds.ac.uk/registrationguide](http://students.leeds.ac.uk/registrationguide)

**Banner Online Enrolment and Registration Staff Manual**
[http://it.leeds.ac.uk/info/87/sims/717/training](http://it.leeds.ac.uk/info/87/sims/717/training)

**Discovery modules Information**
[https://students.leeds.ac.uk/info/10103/module_enrolment/774/discovery_modules](https://students.leeds.ac.uk/info/10103/module_enrolment/774/discovery_modules)

**Taught Student Guide**
[http://students.leeds.ac.uk/info/103552/taught_student_policies_and_procedures/956/taught_student_guide](http://students.leeds.ac.uk/info/103552/taught_student_policies_and_procedures/956/taught_student_guide)

**Your Arrival guide**
[http://students.leeds.ac.uk/info/10101/arrival](http://students.leeds.ac.uk/info/10101/arrival)

**Student Services Centre**
[http://students.leeds.ac.uk/info/10100/academic_life/875/student_services_centre_counter](http://students.leeds.ac.uk/info/10100/academic_life/875/student_services_centre_counter)

**Leeds for Life**
[http://leedsforlife.leeds.ac.uk](http://leedsforlife.leeds.ac.uk)
Appendix 5.1 - Letter to New Taught Undergraduates

Registration Enquiries
Student Education Service

University of Leeds
Leeds LS2 9JT
T 0800 915 0402 or 0113 343 7000
E registration@leeds.ac.uk

[FULL NAME]
[ADDRESS]

August 2016

Dear [FIRST NAME]

Student ID number: [ID NUMBER]

We are delighted that you have chosen to study at the University of Leeds.

You are about to begin an exciting new chapter in your life. In a few weeks you will arrive at the University and start making new lifelong friends. We are looking forward to welcoming you and helping you settle into University life.

Please take some time to read through this welcome pack. Your Arrival includes everything you need to know and the tasks you need to complete over the next few weeks, including guidance on registration, module enrolment, accommodation and finance. We’ve included handy checklists that you can tick off as you go along, so you can be sure you don’t miss anything. You’ll also find information about the wide range of resources and support that are available to you during your time here.

Also included in your welcome pack is information on your students’ union, Freshers’ Week activities and how to find your way around campus.

If you have any questions, there are useful contacts listed in every section of Your Arrival, or you can contact us using the email address or phone numbers at the top of this letter.

We wish you every success and happiness for your future and we look forward to welcoming you in September.

Yours sincerely

Professor Tom Ward
Deputy Vice-Chancellor: Student Education

Jack Palmer
Union Affairs Officer, Leeds University Union
Appendix 5.2 - Letter to New Taught Postgraduates

Registration Enquiries
Student Education Service

University of Leeds
Leeds LS2 9JT
T: 0800 915 0402 or 0113 343 7000
E: registration@leeds.ac.uk

[FULL NAME]
[ADDRESS]

Dear [FIRST NAME]

Student ID number: [ID NUMBER]

We are delighted that you have chosen to study at the University of Leeds.

You are about to join a community of over 32,000 students from 147 countries including more than 6,000 postgraduate taught students, at a University that delivers innovative and collaborative research of national and international importance.

We are continually investing in our facilities to enhance your academic success and we make it a priority to support you during your time with us.

Before you can register, you must provide the University with original or certified copies of your qualifications. To find out more about registration visit http://students.leeds.ac.uk/registrationguide

To register online go to http://portal.leeds.ac.uk and follow the link to get your username and password – you'll need to enter your student ID number (at the top of this letter) and your date of birth.

Once you have logged into the system, select the 'Academic Admin' tab and follow the on-screen instructions to register. The final step in the registration process is to obtain a student ID card.

Details on how to do this can be found at http://students.leeds.ac.uk/studentcard

If your course requires you to choose optional modules, you'll be advised how to do this by your academic school. During your first few weeks, you'll receive more information related to your course, including details about induction events. Staff will be on hand to answer any questions you have on arrival.

We wish you every success and happiness for your future and we look forward to welcoming you in September.

Yours sincerely

[Signature]

Professor Tom Ward
Deputy Vice-Chancellor: Student Education
Appendix 5.3 – Welcome Email for New UK Students

Dear [FIRST NAME],

Congratulations on gaining a place at the University of Leeds to study [PROGRAMME DESCRIPTION WITHOUT QUAL].

You should receive your welcome pack by the end of August which will include:

- Your student ID number – you will need this to register online before you arrive.
- *Your Arrival* – this guide covers everything you need to know and the tasks you need to complete over the next few weeks.
- Leeds University Union welcome pack – this contains details of Freshers’ Week events and activities, as well as an introduction to your students’ union.
- Campus Guide – this handy-sized map will help you find your way around campus.

If you’ve applied for accommodation, check our [accommodation webpages](http://students.leeds.ac.uk/newstudents) for information about the next steps.

In the meantime, for more information about coming to the University of Leeds and to start connecting with other new students visit [http://students.leeds.ac.uk/newstudents](http://students.leeds.ac.uk/newstudents)

To find out further information about our IT services please visit [http://it.leeds.ac.uk/welcome](http://it.leeds.ac.uk/welcome)

If you have any questions please contact our Registration Helpline on 0800 915 0402 or 0113 343 7000, or email [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Best wishes,

Professor Tom Ward
Deputy Vice-Chancellor: Student Education