



September-start taught student registration timeline

This should be used with the document "Registration timeline schools example contact emails" and "Registration deadlines year-round 201920".

This document outlines the steps of registration, and the communications and actions taken at each step to ensure taught students register within the September registration deadlines.

See ses.leeds.ac.uk/registration for more resources.

Abbreviations: Ops - Operations Team; EL - "eligible to register" status; UG - undergraduate; TP - taught postgraduate; YA - Year Abroad or in Industry

Registration key date steps

1. START REG	Time	Month preceeding the student(s) official start date*
	Ops action	Records created* and holds lifted for eligible students with given start month. Email sent to Schools informing registration is now open for all relevant students (ARGOS reports available to schools to identify these students).
	School action	Inform Operations of no-shows/ deferrals/ withdrawals ASAP. Contact students: Start of Aug: Returners (School template 1), 12th Sep: New/returners (School template 2)
2. EARLY WARNING <i>EXPECTATION THAT REGISTRATION COMPLETED</i>	Time	Friday week 2 in month of start date
	Ops action	Not yet registered: Ops send email reminder sent to Schools – schools to run ARGOS report to identify students and contact students directly. Not yet completed identity check: Ops send email reminder sent to Schools – schools to run ARGOS report to identify students and contact students directly.
	School action	Inform Operations of no-shows/ deferrals/ withdrawals ASAP. Contact students with warning reminding them to register or complete an ID check (School template 3)
3. FIVE DAY WARNING <i>WARNING OF WITHDRAWAL IF NOT REGISTERED IN 5 WORKING DAYS</i>	Time	Five days before registration deadline
	Ops action	Ops will contact all non-registered students (EL and no identity check) with a reminder to complete registration, and with warning that they will be withdrawn by a specific deadline if not registered by then.
	School action	No prescribed action at this point; Schools are welcome to contact students as a final reminder to register (in person, phone etc.)
4. REGISTRATION DEADLINE <i>WITHDRAWAL</i>	Time	9AM Monday week 5 after official start month
	Ops action	All EL AND No-identity-check students made permanently withdrawn due to failure to register (new students to NS, returning students to WD). Email sent to schools listing the above students**.
	School action	No prescribed action for Schools at the point of withdrawal
5. REINSTATEMENT DEADLINE	Time	Two weeks after registration deadline
	Ops action	Receive and process reinstatement requests
	School action	Check to ensure this is the correct course of action for these students. Request reinstatement of withdrawn student (if appropriate) before reinstatement deadline. Download reinstatement form from ses.leeds.ac.uk/registration

*Records for September and October starters are created in April to allow schools to make changes for next session and for returning students to choose modules. A registration hold is kept on until the relevant registration opening date.

**Where relevant, a report will be made to the UKVI, sponsors etc. following a final audit procedure including checks with Schools

Please see next page for a timeline summary of the communications that are described in the above registration stages.

Registration chase-up communications timeline

The top 3 rows indicate the department responsible and the student type/department targeted (student level specified in table action text).

Area	Key dates	School to... Return UK/EU, Int?	School to... New AND return UK/EU & Int	Operations to... Return UK/EU & Int	Operations to... New AND return UK/EU & Int	School... TO OPS	Operations... TO SCHOOLS
Aug week 1 (wc 29/07)	REGISTRATION OPENS RETURNERS + TAUGHT PG NEW 01/08/19 (step 1)	Contact all returners e.g. School template 1					Email to schools to remind registration is open for TP and to contact returners.
Aug week 2 (wc 05/08)							
Aug week 3 (wc 12/08)				Contact all returning students via email (includes YA reminder to register) - Ops template A			
Aug week 4 (wc 19/08)							
Aug week 5 (wc 26/08)	REGISTRATION OPENS NEW 28/08/19 (step 1)						Email schools to remind registration is open for UG and to contact all in a few weeks.
Sep week 1 (wc 02/09)							
Sep week 2 (wc 09/09)							
Sep week 3 (wc 16/09)	International Week - welcome stand in Michael Sadler		Contact all non-registered students (2 emails: one for "EL" students and one for students with no identity check) - e.g. School template 2			Regularly email lists of students who are no-shows/ withdrawals/ deferrals for update of records	
Sep week 4 (wc 23/09)	Intro/freshers' week						
Oct week 1 (wc 30/09)	Teaching starts				Contact all non-registered students via email as "reminder" (3 emails: for "EL" students who have done no/some steps, students who have not completed their identity checks and a personal email reminder to check univeristy emails to both groups) - Ops templates B		Extra request reminder to return no-show /deferrals /withdrawals
Oct week 2 (wc 07/10)	EARLY WARNING FRIDAY 11/10/19 (step 2) students expected to register by this date		Contact all non-registered students (2 emails: one for "EL" students and one for students with no identity check) - e.g. School template 3				Email schools to remind to check and contact students (Argos reports to be run by schools to identify students who haven't completed online registration / identity check).
Oct week 3 (wc 14/10)							
Oct week 4 (wc 21/10)	FIVE DAY WARNING				Contact all non-registered students via email with "5 day warning" (3 emails: for "EL" students who have done no/some steps, students who have not completed their identity checks and a personal email reminder to check univeristy emails to both groups) - Ops template C		
Nov week 1 (wc 28/10)	WITHDRAWAL 28/10/19 (step 3)					Send reinstatement forms where needed (available at ses.leeds.ac.uk/registration)	Email schools to confirm students are withdrawn (Operations provide list of students)
Nov week 2 (wc 04/11)						Send reinstatement forms where needed (available at ses.leeds.ac.uk/registration)	
Nov week 3 (wc 11/11)	Reinstatement deadline 11/11/19 (step 3)						