**Registration guidance 2022/23**

**Programmes and Assessment – University of Leeds**

**September-start taught student registration timeline**

**This should be used with the document "Registration timeline schools example contact emails" and "Registration deadlines year-round 2022/23".** 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**

|  | Time | Month preceding the student(s) official start date\* |
| --- | --- | --- |
| **1. START REGISTRATION** | 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), 2 weeks before start date: New/returners (School template 2) |

|  | Time | Friday week 2 in month of start date |
| --- | --- | --- |
| **2. EARLY WARNING** | Ops action | Not yet registered: Ops send email reminder sent to Schools – schools to run ARGOS report to identify students and contact students directly. |
| ***EXPECTATION THAT REGISTRATIONON COMPLETED*** | School action | Inform Operations of no-shows/ deferrals/ withdrawals ASAP. Contact students with warning reminding them to register online (School template 3) |

|  | Time | Five days before registration deadline |
| --- | --- | --- |
| **3. FIVE DAY WARNING** | Ops action | Ops will contact all non-registered students with a reminder to complete registration, and with warning that they will be withdrawn by a specific deadline if not registered by then. |
| ***WARNING - DEADLINE IN 5 WORKING DAYS*** | School action | No prescribed action at this point; Schools are welcome to contact students as a final reminder to register |

|  | Time | 9AM Monday week 5 after official start month |
| --- | --- | --- |
| **4. REGISTRATION DEADLINE** | Ops action | All EL students made permanently withdrawn due to failure to register online.Email sent to schools listing the above students\*\*. |
| ***WITHDRAWAL*** | School action | No prescribed action for Schools at the point of withdrawal, unless Schools aware student is engaging (see next step if so) |

|  | Time | Two weeks after registration deadline |
| --- | --- | --- |
| **5. REINSTATEMENT 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* |  | School to… | School to… | Operations to… | Operations to… | School…. | Operations… |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *New/return* | **Key dates** | Return | New AND Return | Return | New AND Return | To Operations | To Schools |
| *UK & EU/Int* |  | UK & EU/Int | UK & EU/Int | UK & EU/Int | UK & EU/Int | --- | --- |
| **Aug week 1 (wc 01/08)** | **REGISTRATION OPENS RETURNERS + TPG NEW 01/08/22 (step 1)** | Contact all returners e.g. School template 1 |  |  |  | *Regularly email lists of students who are no-shows/ withdrawals/ deferrals for update of records* | *Email to schools to remind registration is open for TP and to contact returners.* |
| **Aug week 1 (wc 01/08)** |  |  |  |  |  |  |  |
| **Aug week 3 (wc 15/08)** |  |  |  | Contact all returning students via email (includes YA reminder to register) - Ops template A |  | *Regularly email lists of students who are no-shows/ withdrawals/ deferrals for update of records* |  |
| **Aug week 4 (wc 22/08)** |  |  |  |  |  |  |  |
| **Sep week 1 (wc 29/08)** | **REGISTRATION OPENS NEW 01/09/22 (step 1)** |  |  |  |  | *Regularly email lists of students who are no-shows/ withdrawals/ deferrals for update of records* | *Email schools to remind registration is open for UG and to contact all in a few weeks.* |
| **Sep week 2 (wc 05/09)** |  |  |  |  |  |  |  |
| **Sep week 3 (wc 12/09)** |  |  | 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 26/09)** | **Intro/freshers' experience** |  |  |  |  |  |  |
| **Oct week 1  (wc 03/10)** | **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 university emails to both groups) - Ops templates B | *Regularly email lists of students who are no-shows/ withdrawals/ deferrals for update of records* | *Extra request reminder to return no-show /deferrals /withdrawals* |
| **Oct week 3  (wc 17/10)** | **EARLY WARNING FRIDAY 17/10/22 (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 4  (wc 24/10)** | **FIVE DAY WARNING 24/10/22 (Step 3)** |  |  |  | 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 university emails to both groups) - Ops template C |  |  |
| **Nov week 1 (wc 31/10)** | **WITHDRAWAL 31/10/22 (Step 4)** |  |  |  |  | *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 10/11)** |  |  |  |  |  | *Send reinstatement forms where needed (available at ses.leeds.ac.uk/registration)* |  |
| **Nov week 3 (wc 14/11)** | **Reinstatement deadline 14/11/22 (Step 5)** |  |  |  |  |  |  |