WELCOME AND INDUCTION UPDATE & BRIEFING: September 2018

Remember: ALL students (new and returning) whose courses start on Monday 24th September must be fully enrolled by Monday 1st October.

Please check with every student you speak to that they have done so – if not remind them this should be their priority.

This briefing document seeks to provide key colleagues with information about activities and processes for new and returning students in September 2018.

If you have any queries or would like further information about these briefing notes, please contact:

Kirsty Dorward  Head of Student Experience Projects  k.dorward@wlv.ac.uk  ext. 1834

It is essential that students are given the correct information on arrival and welcome to assist with “settling in” and creating a positive first impression. Please do not assume that it “will be the same as last year”. Please read this briefing document carefully and pass this information onto colleagues as necessary.

Thank you.

Where students go for help and advice

Faculty Student Services

Please direct students to their own Faculty Student Services for any queries relating to their course. See www.wlv.ac.uk/fss for locations.

Student Support & Wellbeing

Student Support and Wellbeing, now located in the Directorate of Student and Academic Services, continues to operate most specialist support services for our students. This includes support for students with disabilities and Specific Learning Difficulties; Mental Health and Wellbeing; the Chaplaincy; access to the Dennis Turner Opportunity Fund (hardship funds) and for students living in/leaving care or who are estranged from their parents.

International Students

UK Visas and Immigration (UKVI) advice for international students is located within the Student Support and Wellbeing Office in the Alan Turing Building (MI001), City Campus (Wulfruna).

Information about Enrolment Processes

As in previous years, students are encouraged to enrol online via e:Vision and to upload a photograph for their University ID Card in advance of arriving at the University. This year, module registration is part of the enrolment process for new and returning students.
Arrangements for new students – Home & EU

Students should go to their Faculty Student Services to attend an identity check to complete enrolment.

Arrangements for all international students – new and returning

All international students must complete their enrolment with the UKVI Team, located in Student Support and Wellbeing, Alan Turing Building (MI001), City Campus

International and EU students are offered free English language support as part of their programme. They must attend one of the evaluation sessions to determine their level. This is compulsory for Tier 4 students. More information about the international orientation programme is available online.

Student Travel Fund

New eligible students will also be offered a £250 travel fund (or £250 University-owned Accommodation discount or £250 printer credit (new for 2018)) – see www.wlv.ac.uk/travelfund. If students select the travel fund, as part of the enrolment process, they will receive a unique claim code and further instructions. Please note, new for 2018, the travel fund can also be used on the train and there will be a product to cover Telford.

Student ID Cards

Once students have uploaded their photo, completed enrolment and ID checking they will be sent a University ID card which includes printing functionality. Cards will be pre-validated and ready for immediate use.

Cards will be posted to the contact (term-time) address, so students should receive them approximately 2-3 working days after completing enrolment.

Students may show their boarding pass or welcome letter to access essential facilities (including intersite transport) whilst waiting for their ID card. If a student has not received their ID card a week after enrolment they should report to the Library.

ID Cards for Returning Students:
All returning students should retain their current ID card. This includes students who studied at the University in 2017/18 and are starting a new course (progressing to postgraduate for example). Lost cards can be replaced via Libraries.

Orientation and Welcome Weeks

Orientation Week (commencing 17th September) is aimed at new students moving into University and private accommodation and priority enrolment groups including students with disabilities and international students. The week is designed to help students find their way around the University and the local area, as well as meet new friends. Targeted pre-induction sessions will also be taking place this week. All events and activities are optional. There is no academic induction taking place this week.

For details about activities taking place during Welcome week (commencing 24th September) please see Course inductions and the Freshers 2018 programme, run in collaboration with the Students’ Union.

Further details of activities are available at the Welcome Week Webpages on www.wlv.ac.uk/welcome
Learning Centres are now Libraries

Learning Centres have been rebranded to ‘Libraries’.

New Library Systems and Loans Policy – Information for Students

We have upgraded our Library system and also changed our loans policy to bring the following benefits:

- You can now take out more books than ever with students able to loan up to 30 items at a time
- Automatic renewals on your library items so you no longer have to worry about forgetting to renew
- Keep the item for as long as you like (up to 52 weeks) and only bring it back if somebody else requests it (Charges of £1 a day apply for late returns of recalled items)
- Access your library account with your IT username and password so you no longer need to remember a separate borrower number and PIN.
- New RFID self-service kiosks at all Libraries making loaning and returning items much simpler and faster
- Brand new LibrarySearch discovery tool making it easier to find and access all of your resources.

Changes to Referencing

From September 2018 The University of Wolverhampton will be adopting Cite Them Right as the preferred referencing style for all new students (levels 3, 4 and 7). The Library has subscribed to an online interactive guide Cite Them Right to support this move. Cite Them Right supports referencing systems including Harvard, Vancouver, APA, MLA, OSCOLA and MHRA.

It has also been agreed that returning students, (level 5 and 6), can continue to use the referencing system they have used during their course. However, students should always ask for guidance from their lecturer or supervisor.

Full support for referencing and any guidance on the new Cite Them Right platform will be available via Skills for Learning and our upcoming Skills Canvas course. For any further help and advice please contact Skills@wlv.ac.uk.

Thank you in advance for all your help.