Student Registration and Enrolment Procedure
(UWL Registered Students)

Version 2.0

Approved by the Board of Governors

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Document Information

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*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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1. Scope

1.1. This procedure applies to all students UWL partner students studying at LSST. This procedure should be used in conjunction with procedures and regulations of University of West London (UWL).

1.2. The enrolment and re-enrolment processes are essential to confirm a student's intention to commence or, respectively, to continue their studies. This ensures that students have access to the necessary resources provided by the college and the partner university, UWL.

2. Aims

2.1. To register individual students to the correct programme within the agreed timescales;

2.2. Inform the awarding body of withdrawals, transfers or changes to student enrolment and registration.

3. Registration with UWL (University of West London) at LSST

3.1. Registration with UWL – the University is provided with student data, copies of qualifications achieved, and copies of personal ID obtained at LSST Admission Stage.

3.2. UWL Student ID Numbers – Upon registration the University will issue all students a unique UWL ID number which must be used for any UWL process or correspondence with the University.

3.3. UWL Student Enrolment – UWL students are required to enrol with the University annually using their UWL Student Number on the UWL My Registry https://onlineregistry.uwl.ac.uk/.

4. Enrolment UWL (University of West London) at LSST

4.1. **Enrolment – New Students (Level 4)**

4.1.1. The first step into your studies will be a welcome email, including your designated LSST ID number, sent from the registry to students' LSST email accounts. Communication emails will also be sent by UWL to confirm students' acceptance on the course to which they have applied. Students will be advised to activate their UWL account and to complete the UWL's online registration process to register with UWL University.

4.1.2. Students must log into their UWL MyRegistry (https://onlineregistry.uwl.ac.uk/) using their provided UWL ID credentials to complete the enrolment process.

4.1.3. Submitting the enrolment or registration with UWL ensures that the enrolled students have access to the University's systems and receive payments from SLC where applicable.

4.2. **Re-Enrolment – Continuing Students (Level 5 and 6)**

4.2.1. To confirm their intention to continue their studies, students must re-enroll at the beginning of each academic year or from when the course is expected to commence. Failure to re-enroll within this period may result in suspension of access to college and university resources and could lead to administrative withdrawal from the program.

4.2.2. Students must log into their UWL MyRegistry (https://onlineregistry.uwl.ac.uk/) using their provided UWL ID credentials to complete the re-enrolment process.

4.3 **Enrolment – New & Continuing Students Masters (Level 7)**

4.3.1. The first step into your studies will be a welcome email, including your designated LSST ID number, sent from the registry to students' LSST email accounts. The welcome email sent to continuing or former students at LSST will include their designated LSST ID as they have been assigned their LSST ID when enrolled on LSST course in the first instance. Communication emails will also be sent by UWL to confirm students' acceptance on the course to which they have applied. Students will be advised to activate their UWL account and to complete the UWL's online registration process with UWL University. Students previously enrolled on UWL courses and using UWL.

4.3.2. MyRegistry must log into their UWL MyRegistry (https://onlineregistry.uwl.ac.uk/) using their provided UWL ID credentials to complete the enrolment process. Submitting the enrolment or registration with UWL ensures that the enrolled students have access to the University's systems and receive payments from SLC where applicable.

4.4. **Noncompliance with the Registration Requirements**

4.4.1. Students must complete their enrolment/re-enrolment process before the start of their course or within the first two weeks of the course commencement. This action is necessary to ensure compliance with academic regulations and to maintain accurate student records.

4.4.2. The responsibility for submitting this task within the grace period rests solely with the student. Failure to enroll within this timeframe will result in the student being withdrawn from their course by LSST. Students will be notified of the appeal option, should this

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apply, the student will have 10 working days to complete and submit an appeal form along with supporting evidence of why they could not submit the enroll by the given deadline.

5. Student's Email Addresses

5.1.   Students will also have their own LSST and UWL email addresses. Any LSST communication and further updates related to students' course (e.g. timetable, course notification, progression) or if any pending tasks are due for completion (enrolment, enrolment and reassessment opportunity) will be sent from LSST to the Student's LSST email account. Additionally, the university (UWL) will notify the students via their UWL email account of any further course updates, such as enrolment, the Board's decision on progression or reassessment opportunities, and student surveys where applicable. Therefore, LSST urges their students to check both their LSST and UWL email addresses regularly so that they do not miss out on any important communication related to their studies. When contacting LSST departments via email, students are advised to use their LSST email account in such instances.

6. Student ID Numbers

6.1.   The Admissions Office will generate a unique LSST ID number upon completion of the admissions process and the student's acceptance of the Admission Offer alongside LSST's Terms and Conditions. This ID will be the student's primary identifier throughout their academic journey at LSST. As such, students contacting LSST must provide their LSST ID to identify themselves.

6.2.   Following the issuance of the LSST ID and becoming provisional on the applied course, the Registry will promptly inform the partner university of the student's acceptance and update the Student Management System (SMS).

6.3.   UWL will also issue a student ID and communicate it to students and the LSST Registry Department, which will make the students active and upload their UWL IDs to the LSST system for student identification. In the case of interactions between the LSST and the Awarding Body (UWL), the identification utilised shall be that of the Awarding Body, namely UWL.

7. Support and Assistance

7.1.   Students requiring assistance with the enrolment or re-enrolment process are encouraged to contact the Student Support Team at their local campus. The Student Support team can guide students through the process and address any issues throughout their studies.

8. Amendments to the Enrolment Policy

8.1. LSST holds the right to make changes to this enrolment policy as required. Students will be promptly informed of any modifications to the policy, and the updates will be reflected in the official student handbook.

9. Contact Information

9.1. For any queries related to enrolment, please contact:

- Admissions Office: admissions@lsst.ac

- Registry Office: registry@lsst.ac

9.2. Student Support Services can be contacted at the email addresses provided below:

- Wembley Campus: wembleystudentsupport@lsst.ac

- Elephant & Castle Campus: ecstudentsupport@lsst.ac

- Aston Campus: astonsupport@lsst.ac

- Luton Campus: lutonstudentsupport@lsst.ac

Version History

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