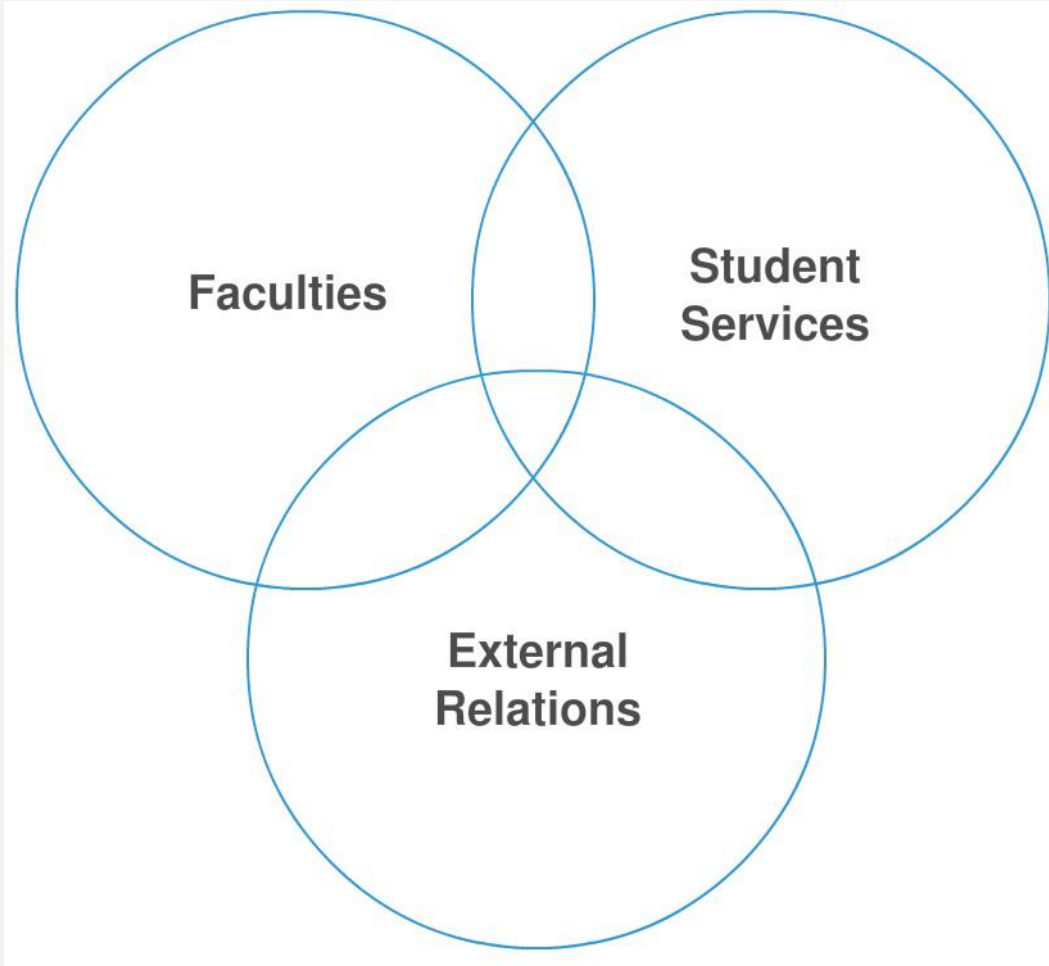


Introduction: FPVC/representative

Student Services — an introduction



- Faculties, Student Services and External Relations work together to deliver admin services to staff and students
- Today we're focussing on student admin and Student Services

Demo: student view

[MyNottingham demo](#)

Demo: academic view

(native Campus Solutions)



Faculty Centre

My Schedule

2016 Year | The University of Nottingham

[View Personal Data Summary](#)
[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > 2016 Year > The University of Nottingham

View All | | First 1-10 of 10 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ARCY 1003-PR02 (1056)	Environmental Archaeology (Practicum)	2	Mo 13:00 - 14:00	JC-AMEN-B11+	Sep 26, 2016- Dec 16, 2016
	CHEM 1001-1 (1028)	Test Course for Exam Scheduling (Lecture)	4	TBA	TBA	Sep 26, 2016- Dec 16, 2016
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	MUSI 1008-1 (1008)	Skills in Composition (Lecture)	1	TBA	TBA	Sep 26, 2016- Dec 16, 2016
	MUSI 2004-1 (2029)	Notation & Transcription: Solo (Un Assigned)	5	TBA	TBA	Sep 26, 2016- Dec 16, 2016

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > 2016 Year > The University of Nottingham

You have no final exams scheduled at this time.



Faculty Centre

Advisor Centre

Search

Learning Management

my schedule

class roster

grade roster

gradebook

class assignments

Faculty Centre

Class Detail

ARCY 1003 - PR02 Environmental Archaeology

The University of Nottingham | 2016 Year | Practicum

Class Details

Status	● Open	Course ID	010904
Class Number	1056	Offer Nbr	1
Session	Autumn UK	Career	Undergraduate
Units	10 units	Dates	26/9/2016 - 16/12/2016
Instruction Mode	In Person	Grading	Graded Grading Basis
Class Components	Lecture Required, Practicum Required, Workshop Required	Location	University Park Campus-UK
		Campus	United Kingdom

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 13:00 - 14:00	JC-AMEN-B11+	Instructor Test	26/09/2016 - 16/12/2016

Enrolment Information

Class Attributes

- Available to Exchange Student
- Suitable for First Year Students
- Available for Non-School Students

Class Availability

Class Capacity	30	Wait List Capacity	0
Enrolment Total	2	Wait List Total	0
Available Seats	28		

Description

Environmental Archeology

What were our ancestors like? What did they eat? What animals did they use for work? How did our ancestors behave? Human actions and fortunes are, and always have been, intimately tied to the wider society and environment; the choices that people make are reflected by the world around them. In this module we get the chance to explore scientific approaches to understanding fascinating topics about past societies. The module is taught in the spring semester. You will gain first-hand experience of working with and interpreting archaeological assemblages. During the semester the focus will be on the environmental evidence for activities in the past. You will be introduced to the examination of plant remains, human and animal bones, while learning how they contribute to our understanding and interpretations of the economy, beliefs and conditions of life in ancient societies.

[Return to Faculty Centre](#)


Faculty Centre

My Schedule

2016 Year | The University of Nottingham

[View Personal Data Summary](#)
[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > 2016 Year > The University of Nottingham

View All First 1-10 of 10 Last							
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[View Weekly Teaching Schedule](#) 

[Go to top](#)

My Exam Schedule > 2016 Year > The University of Nottingham

You have no final exams scheduled at this time.



Faculty Centre

View My Weekly Schedule

[<< previous week](#) | **Week of 26/9/2016 - 2/10/2016** | [next week >>](#)

Show Week of Start Time End Time

Time	Monday 26 Sep	Tuesday 27 Sep	Wednesday 28 Sep	Thursday 29 Sep	Friday 30 Sep	Saturday 1 Oct	Sunday 2 Oct
08:00							
09:00		MUSI 1006 - WS1 Workshop 09:00 - 10:00 City Hospital-ClinicalSciences B122					
10:00							
11:00							
12:00							
13:00	ARCY 1003 - PR02 Practicum 13:00 - 14:00 Amenities Building AMEN-B11				MUSI 1006 - SE1 Seminar 13:00 - 14:00		
14:00							
15:00							
16:00							
17:00							
18:00							

Meeting Information not available:

Class	Course Title	Start Date	End Date
CHEM 1001 - 1 (Lecture)	Test Course for Exam Scheduling	26/09/2016	16/12/2016
MUSI 1001 - LE01 (Lecture)	Elements of Music I	26/09/2016	16/12/2016
MUSI 1001 - UA01 (Un Assigned)	Performance 1	26/09/2016	16/12/2016
MUSI 1002 - LE1 (Lecture)	Ensemble Performance	26/09/2016	16/12/2016
MUSI 1005 - AJ1 (Lecture)	Repertoire Studies 2	01/10/2016	16/12/2016
MUSI 1006 - LE01 (Lecture)	Global Music Studies	26/09/2016	16/12/2016
MUSI 1007 - 1 (Lecture)	Level 1 Performance Year-Long	26/09/2016	16/12/2016
MUSI 1008 - 1 (Lecture)	Skills in Composition	26/09/2016	16/12/2016

Faculty Centre

My Schedule

2016 Year | The University of Nottingham



- [View Personal Data Summary](#)
- [View Textbook Summary](#)
- [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

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My Teaching Schedule > 2016 Year > The University of Nottingham

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[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > 2016 Year > The University of Nottingham

You have no final exams scheduled at this time.



Textbook Summary

2016 Academic Year | The University of Nottingham

COLLAPSE ALL

EXPAND ALL

Select class to display or hide textbook information.

▼ **ARCY 1003-PR02 Environmental Archaeology (1056) PRA**

Textbook Assignment Pending (assignments not shown to students)

▼ **CHEM 1001-1 Test Course for Exam Scheduling (1028) LEC**

Textbook Assignment Pending (assignments not shown to students)

▼ **MUSI 1001-UA01 Performance 1 (1004) UAS**

Textbook Assignment Pending (assignments not shown to students)

▼ **MUSI 1005-AJ1 Repertoire Studies 2 (1012) LEC**

Textbook Assignment Pending (assignments not shown to students)

▼ **MUSI 1006-LE01 Global Music Studies (1011) LEC**

Textbook Assignment Pending (assignments not shown to students)

▼ **MUSI 1006-SE1 Global Music Studies (1022) SEM**

Textbook Assignment Pending (assignments not shown to students)

▼ **MUSI 1006-WS1 Global Music Studies (1023) WRK**

Textbook Assignment Pending (assignments not shown to students)

▼ **MUSI 1007-1 Level 1 Performance Year-Long (1007) LEC**

Textbook Assignment Pending (assignments not shown to students)



Faculty Centre

My Schedule

2016 Year | The University of Nottingham

[View Personal Data Summary](#)
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[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > 2016 Year > The University of Nottingham

View All | | | First | 1-10 of 10 | Last

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[Go to top](#)

My Exam Schedule > 2016 Year > The University of Nottingham

You have no final exams scheduled at this time.

Class Roster

2016 Academic Year | Autumn UK | The University of Nottingham | Undergraduate and Foundation

▼ [MUSI 1006 - SE1 \(1022\)](#) [change class](#)

Global Music Studies (Seminar)

Days and Times	Room	Instructor	Dates
Fr 13:00-14:00	TBA	Instructor Test	26/09/2016 - 16/12/2016

*Enrolment Status

Enrolment Capacity 30 Enrolled 6

Select display option: Link to Photos Include photos in list

Enrolled Students						
Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
	10000677	Archer,Danny	Non-Graded	0.00	Biology - BSc Hons Biology	New Stdnt
	10000677	Archer,Danny	Non-Graded	0.00	Biology - BSc Hons Biology	New Stdnt
	10000678	Bismark,Hendrick	Non-Graded	0.00	Politics - MPhil Politics	New Stdnt
	10000678	Bismark,Hendrick	Non-Graded	0.00	Politics - MPhil Politics	New Stdnt
	10000679	Castellano Jr,Giovanni	Non-Graded	0.00	Crim & Soc Policy - BA Jt Hons Crim & Soc Policy	New Stdnt
	10000679	Castellano Jr,Giovanni	Non-Graded	0.00	Crim & Soc Policy - BA Jt Hons Crim & Soc Policy	New Stdnt

[Printer Friendly Version](#)





Faculty Centre

Advisor Centre

Search

Learning Management

my advisees

student centre

general info

transfer credit

academics

My Advisees

Select display option:

Link to Photos

Include photos in list

	Notify	Name	ID	Advisor Type	View Student Details	Advising Notes
1		Andrew, Andrew A	ANDREW	Advisor	View Student Details	
2		Damon, Matt	10000548	PGR Supervisor	View Student Details	
3	<input type="checkbox"/>	Ellis, Paul	10000007	Disability Liason Officer	View Student Details	
4		HALL, GEORGINA ARABELLA	10000384	PGR Supervisor	View Student Details	
5		Ironmunger, Albert	10000087	Advisor	View Student Details	
6		Jones, January	10000309	Annual Review Assessors	View Student Details	
7	<input type="checkbox"/>	NATARAJAN, SENTHIL KUMAR	10000072	Disability Liason Officer	View Student Details	
8		Sheffield, Hayley	10000694	Advisor	View Student Details	
9	<input type="checkbox"/>	Siddhiq, Mohammed Abubakr	10000283	Placement Supervisor	View Student Details	
10		Test3, Exam3	10000689	Annual Review Assessors	View Student Details	
11		Test6, Exam6	10000692	Advisor	View Student Details	
12	<input type="checkbox"/>	Woods, Sam	10000265	Advisor	View Student Details	
13	<input type="checkbox"/>	hussain, mohammed	10000604	Advisor	View Student Details	

notify selected advisees

notify all advisees

my advising notes

VIEW DATA FOR OTHER STUDENTS

[Faculty Centre](#) [Advisor Centre](#) [Search](#) [Learning Management](#)

[My Advisees](#) [Student Centre](#) [General Info](#) [Transfer Credit](#) [Academics](#)

Faculty Centre

Advisor Centre

Search

Learning Management

my advisees

student centre

general info

transfer credit

academics

My Advisees

Select display option:

Link to Photos

Include photos in list

Find | View All First ◀ 2 of 10 ▶ Last



ID 10000085

Name [Hackworth, Tony](#)



Notify

[View Student Details](#)

notify selected advisees

notify all advisees

my advising notes

VIEW DATA FOR OTHER STUDENTS

[Faculty Centre](#) [Advisor Centre](#) [Search](#) [Learning Management](#)

[My Advisees](#) [Student Centre](#) [General Info](#) [Transfer Credit](#) [Academics](#)

Advising Notes

Andrew Andrew



Enter an advising note and click Submit when done.

Group Box

*Institution

*Category

*Subcategory

*Assigned To

*Subject

*Status

*Advisee Access

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and text color.

Format Font Size **B** *I* U ~~S~~

add action item

Attachments Audit

Attached File	Description

add attachment



Advisee Student Centre

Paul Ellis

*Change Advisee

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

You are not enrolled in classes.

Other academic...

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Postal Address None	Home Address None
Mobile Phone None	University Email brain@nottingham.ac.uk

Holds

No Holds.

To Do List

[Work Submission required](#)
[Passport Required](#)
[Passport Required](#)
[Passport Required](#)
[UoN Test required](#)

more ▶

Milestones

No Milestones

Enrolment Dates

[Open Enrolment Dates](#)

Advisor

Program Advisor

Instructor Test
Qbacdmfq VtirI
Instructor Test
Ricardo Munez
Wesley Crusher
Alexandra McCarthy

details ▶





Advisee General Info

Paul Ellis

*Change Advisee

- [Service Indicators](#) [Initiated Checklists](#)
- [Student Groups](#) [Personal Data](#)
- [National ID](#) [Names](#)
- [Addresses](#) [Phones](#)
- [Email Addresses](#)

▼ **Service Indicators**

★ Positive Negative

Service Indicators						
Personalise View All <input type="button" value="Go to top"/>						
First 1-3 of 3 Last						
Type	Details	Start Term	End Term	Start Date	End Date	Department
<input checked="" type="radio"/>	ATAS Clearance Required	2022 Summer Term	2021 Summer Term			Admissions Office
<input checked="" type="radio"/>	Health change declaration			02/03/2016		All Departments -Top Tree Node
<input checked="" type="radio"/>	Criminal Conviction			02/03/2016		Admissions Office

▼ **Initiated Checklists**

Filter data by Operator Value

Checklists			
View All First 1-5 of 5 Last			
Function	Checklist	Institution	Variable Data
1001	UNTEST	UNTEST	UNTEST

The ideal experience at Student Services

The 7 principles of Student Services

1 If it matters to you, it matters to us

2 We treat you as an individual

3 We're professionals who know our stuff

4 We're here to help – with all your different needs

5 We listen to understand and never assume we know

6 We're always friendly, never intimidating

7 We always take ownership and follow things through to the end



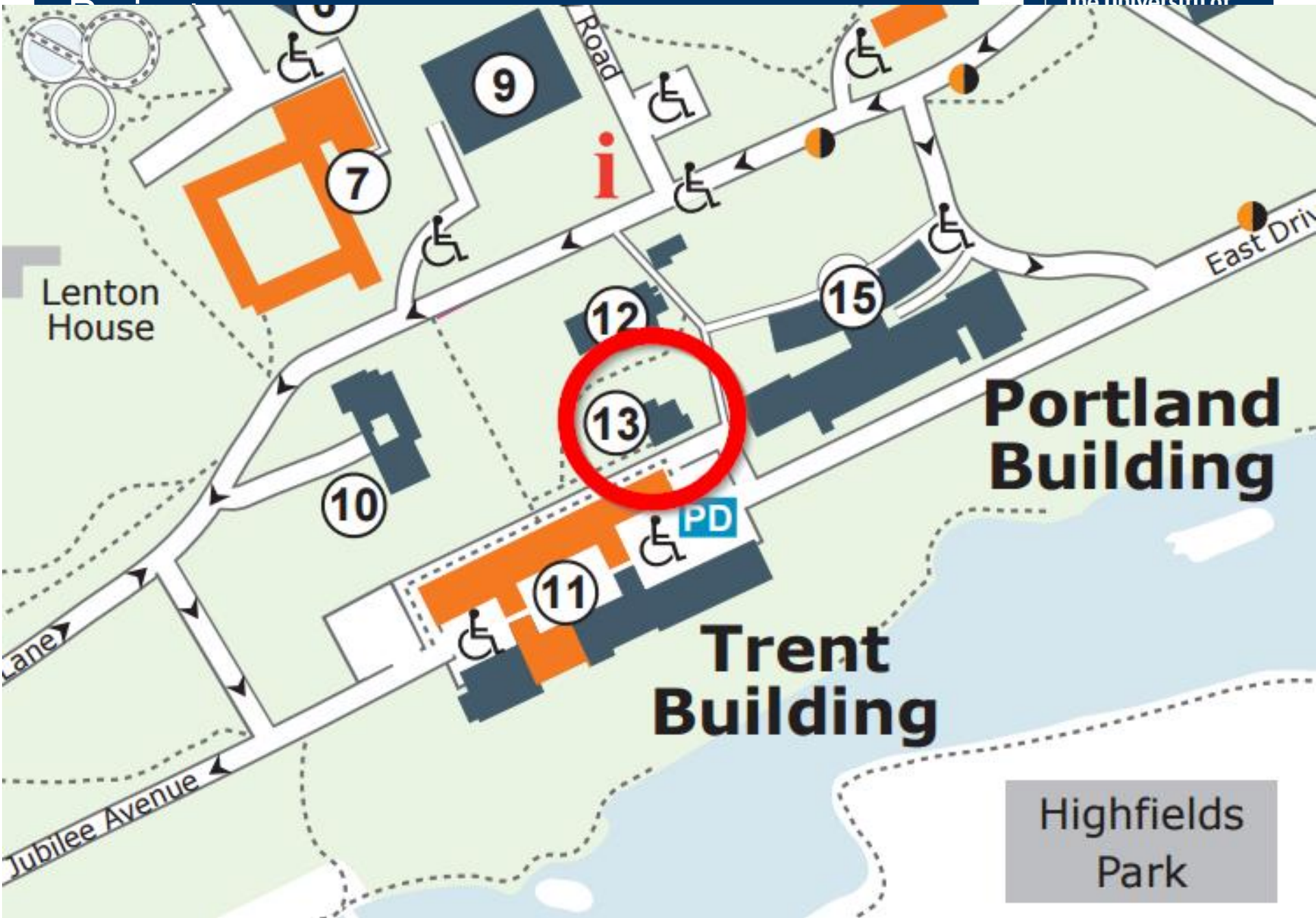
Supporting you to get the most out of your University Experience

Student Service Centres

- Student Service Centres will expand upon and replace the existing locations in The Portland Building (University Park), the Amenities Building (Jubilee) and The Barn (Sutton Bonington)
- Open from August 2016

Student Service Centre Locations

- Student Service Centres
 - University Park Central (Admissions)
 - University Park East (Physics)
 - QMC (Med School)
 - Jubilee (Exchange)
 - Sutton Bonington (The Barn)
- Satellite offices
 - Humanities Building
 - City Hospital
 - Royal Derby Hospital



Lenton House

7

9

12

13

10

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15

Portland Building

Trent Building

Highfields Park

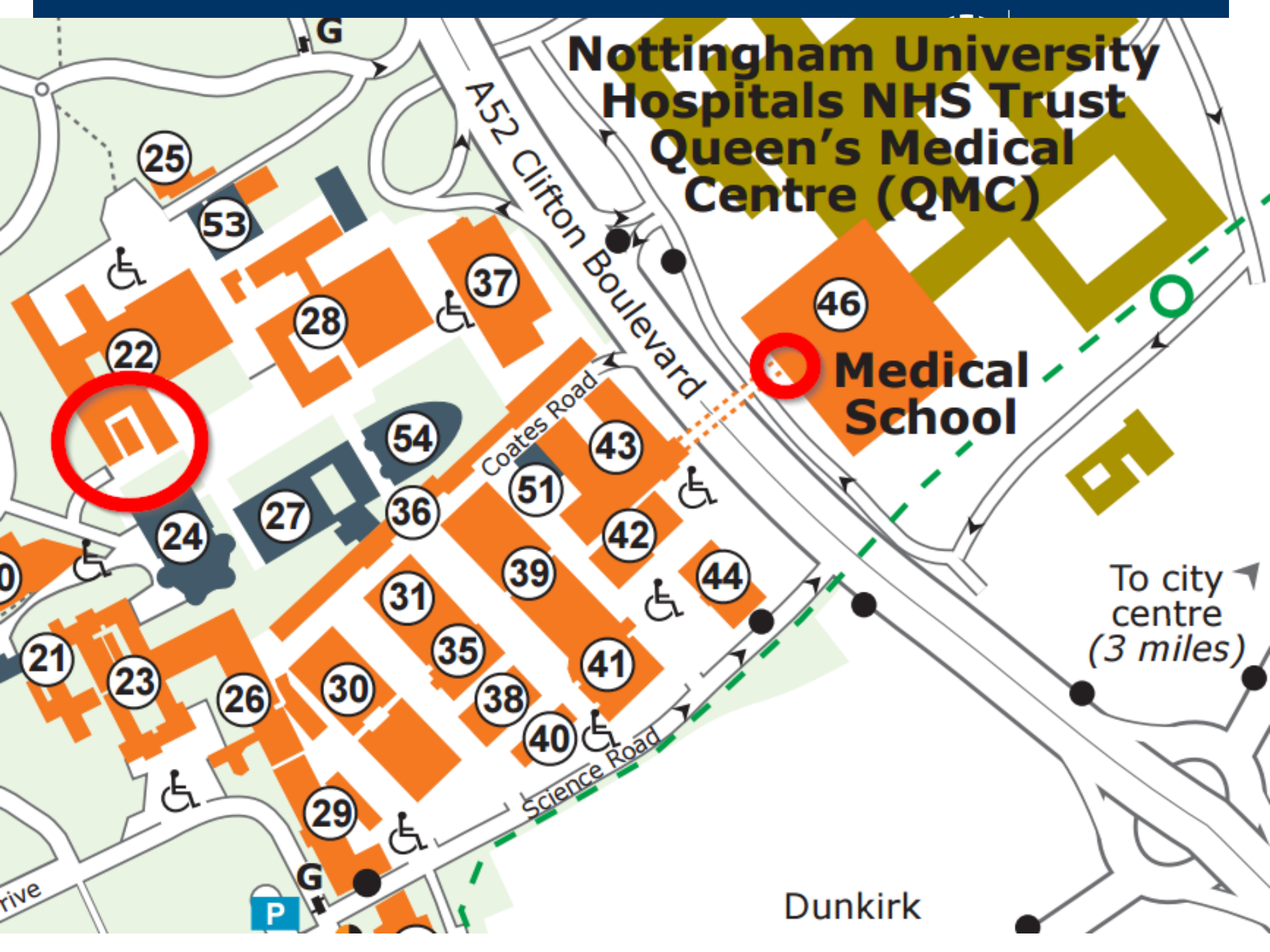
Jubilee Avenue

East Drive

PD

Road

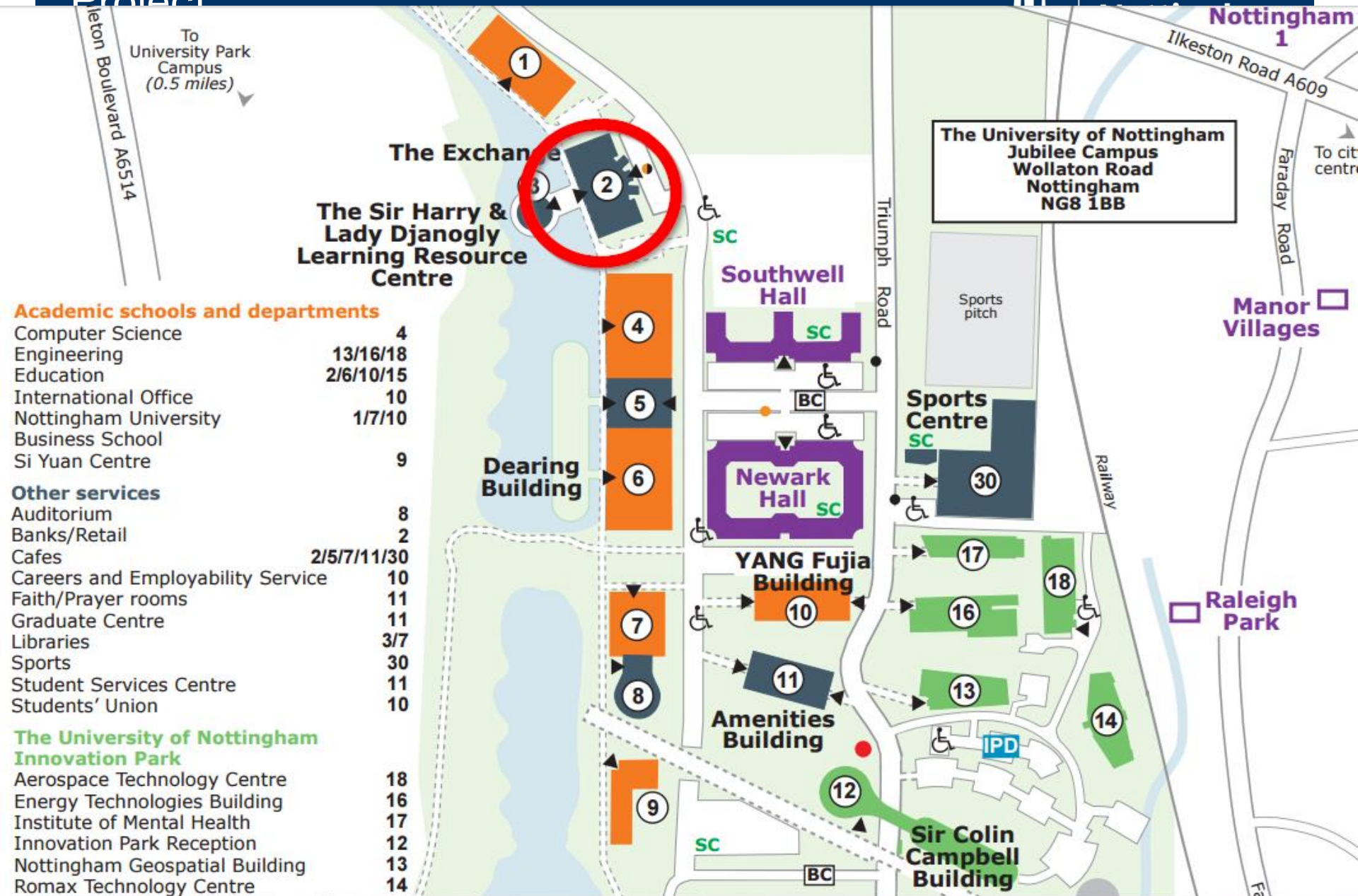
Nottingham University Hospitals NHS Trust Queen's Medical Centre (QMC)



**Medical
School**

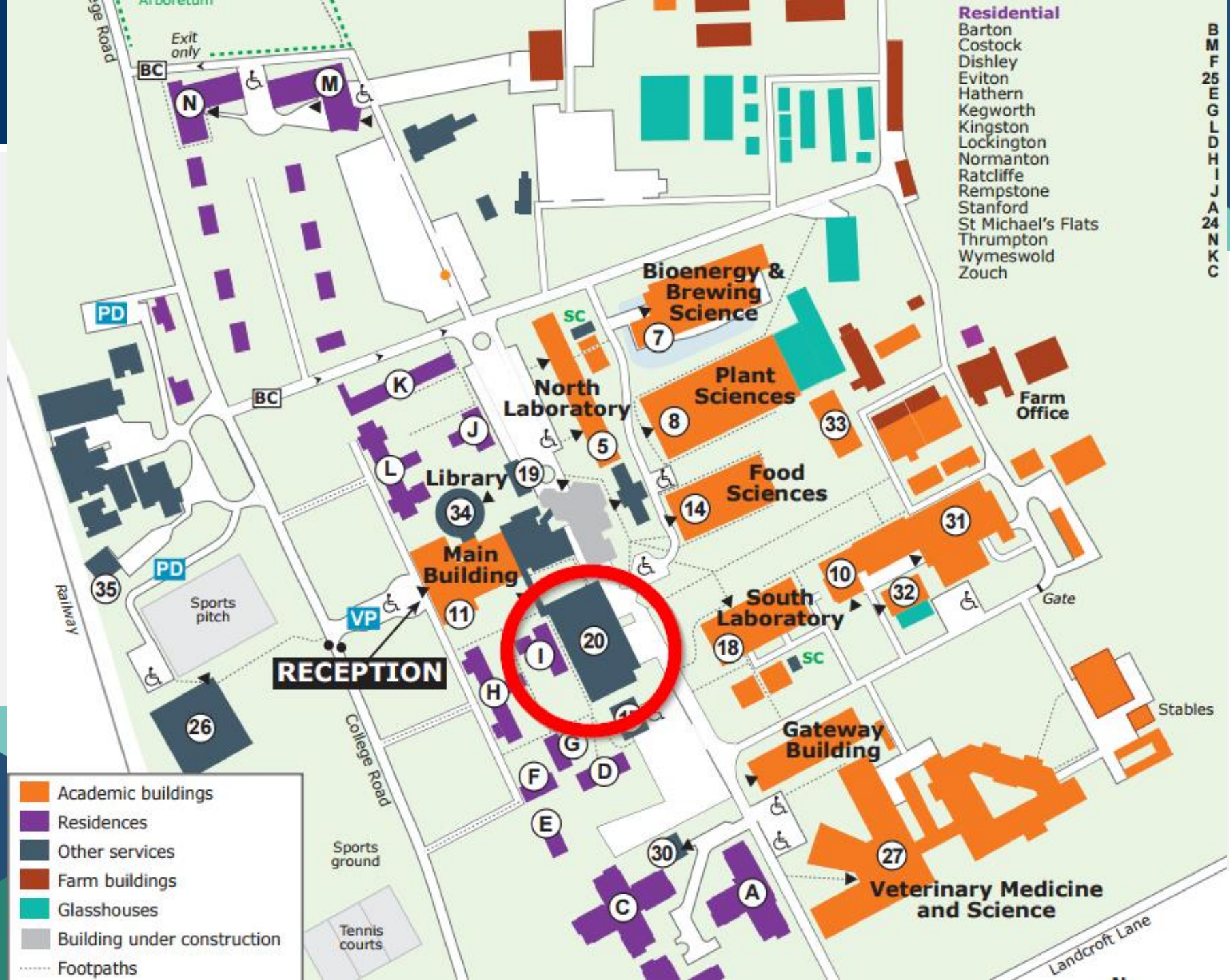
To city
centre
(3 miles)

Dunkirk



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Residential
Barton
Costock
Disley
Eviton
Hathern
Kegworth
Kingston
Lockington
Normanton
Ratcliffe
Rempstone
Stanford
St Michael's Flats
Thrumpton
Wymeswold
Zouch



- Academic buildings
- Residences
- Other services
- Farm buildings
- Glasshouses
- Building under construction
- Footpaths

RECEPTION

Veterinary Medicine and Science

Landcroft Lane

College Road

Railway

College Road

Exit only

Gate

Stables

Farm Office

Bioenergy & Brewing Science

Plant Sciences

Food Sciences

South Laboratory

Gateway Building

North Laboratory

Library

Main Building

Sports pitch

Sports ground

Tennis courts

BC

BC

PD

PD

VP

SC

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27

Landcroft Lane

Student Service Centre layouts









Movement of staff into new Student Services roles

- Transition over the summer
- Putting the line management structure in place before the system is implemented
- Invest in staff development and training
- Start understanding and working with the Standard Operating Procedures
- Put [welfare support](#) in place
- Settle team, prepare for system change

One team — all tasks owned by Student Services

- Delivery structure currently being confirmed
- Major and minor team affiliation
- Student-facing admin processes based in Service Centres — eg [coursework hand in](#), fees and finance
- Staff-facing admin processes based in Schools — eg curriculum set up, regulating course fees

More information

- MyNottingham [ad](#) and [demo](#)
- [Student video](#)
- Project Transform blog
- Transform Workspace
- Student Services webpages



Questions?