

How to complete Online registration

A user guide for new and returning students.

Introduction

This user guide is designed to help you complete online registration.

Please complete all the registration steps to ensure you receive your timetable, any relevant university funding, and access to university systems.

You will not be able to complete your online registration until you have received an email to your university account to confirm registration has opened for you.

Please log in to the NottinghamHub with your University username and password (not your applicant details) to access the registration tile.

You must complete your online registration no later than three weeks after your course start date, otherwise your record will be closed or suspended for non-registration.

Completing online registration

Login

- 1. Go to NottinghamHub https://campus.nottingham.ac.uk/psp/csprd/?cmd=login
- 2. Log in with your university username and password, ensuring these are your recently activated IT account details and not your applicant details.



3. Click on the **Registration** tile, and then **Online Registration** to begin.

NottinghamHub			ଜ	0 E-	> ≡
Student Home 🔻				<	>
Registration Online registration is now open. Pl	ease register here.	*=	\$		
		Tasks	Modules (courses)		1
Student milestones	My tutors	II. Support	Einance		
Student milestones		anangements	Tinance		

Tasks	Tasks		ଜ	0	E→	
To Do List						
			2 rows			
			↑↓			
Task	Due Date	Status				
Online Registration New Students (UK Campus)		In Progress	>			

4. Please read through the instructions on each page carefully and click **Next** in the top right corner to continue.

× Exit VOnlin	e Registration New Students (UK Campus)	?	Ŀ	≡
	Task: Introduction		Next	>
Please register				Î
Please register at the start of each academic year to confirm your status at the Univers	ty.			
On each page Check all information is correct Update and add any new dat On some screens you need to click Save, at the bottom of the page On other screens you need to click Confirm, at the top of the page Then click the Next button when it appears at the top right of the page				
Help Further guidance is available here If you are unsure how to proceed or have any questions, please contact us				
To start Click Next at the top right of the page				ł
This is your recorded Academic Programme Details: If any of the details are incorrect, please contact <u>Student Services</u>				l

5. On the Demographics screen you are not required to make any updates. Please Click **Next** in the top right corner to proceed to the next page.

× Exit	 Online Registration Returning International students (UK Campus) 	0 F	
	Task: Demographic Information	ious Ne	ext 🔉
	Date of Birth 24/10/2000	Co	nfirm
	Birthplace China		
	Gender Male		
▼Names	5		
Name	Туре		
Shiv Saa	de Primary		
- Citizer	Iship		
Country			
China			

6. On the Contact Details screen add your email and telephone numbers then click Confirm and Next

	• Ti	ask: Contact Details	
			< Previous Next >
			Confirm
Contact Details			
Check the details below and ensure we have both a personal (home) email address an	nd a mobile phone number		
Email			
+			
Email		Туре	
PT-Test@nottingham.ac.uk		Campus	>
PT-Test@nottingham.ac.uk		Home	>
Phone			
+			
Phone	Туре	Preferred	
+55 55667788	Mailing	\checkmark	>
00000000	Mobile		>

7. On the Emergency Contacts screen add any emergency contact details then click **Confirm** and **Next**

Task: Emergency Contacts				Previous	Next 🗲
					Confirm
Emergency Contacts	nergency contact details for you				
Contact	Phone	Preferred			
Contact66988	+968 0000000	~	>		
Mr Smith	+44 12345678		>		

8. On some screens, there is important information displayed that you are required to read through to ensure you understand your responsibilities as a student. Make sure you read through the information on these screens, then click **Next**.

	Previous	xt 🗲
Immigration Requirements		1
International students studying in the UK while under immigration control are required to observe the UK Immigration Rules and act in accordance with these rules	з.	- 1
Student visa holders Please take time to review and understand your responsibilities as detailed here.		
Failure to comply may amount to a breach of Immigration Regulations and can lead to suspension and/or withdrawal from your course.		- 1
Limitations on immigration sponsorship at the University of Nottingham are detailed here.		- 1
Those holding alternative (non-student) immigration status Full time students from outside the UK/Ireland studying under non-student immigration status in the UK are required to provide the University with evidence of the (immigration status documents) when commencing their studies and anytime thereafter should their status change or be updated.	ir right to study permission	
Part-time students International part-time students do not enter the UK under the student route and are not required to complete in-person registration with the University. If you are a present your passport and visa at Cherry Tree Lodge each time you re-enter the UK to continue with your studies.	a part-time student you must	
Advice and guidance Please contact the University Immigration Advisers for further guidance or onwards referral on a range of UK immigration matters.		
Py completing online registration you confirm that you have understood and agree to the above information		
By completing online registration you comminitiat you have understood and agree to the above information.		,
Task: Financial Information	Previous Nex	t 🔪
Task: Financial Information	Previous Nex	t 🔪
Task: Financial Information Tuition fees	Previous Nex	et 💙
Task: Financial Information Task: Financial Information Tuition fees Your tuition fee suit be displayed in the Finance section on NottinghamHub. You must pay your fees by these due dates.	Previous Nex	t 🔰
Task: Financial Information Task: Financial Information Tuition fees Your tuition fee charges and payment due dates will be displayed in the Finance section on NottinghamHub. You must pay your fees by these due dates Finance & Funding If you are in receipt of a scholarship, stipend or other funding from the University of Nottingham, it will be displayed in the 'Finance' section in your NottinghamHub.	Previous Nex	et 💙
Task: Financial Information Task: Financial Information Tuition fees Your tuition fee same and payment due dates will be displayed in the Finance section on NottinghamHub. You must pay your fees by these due dates Finance & Funding If you are in receipt of a scholarship, stipend or other funding from the University of Nottingham, it will be displayed in the 'Finance' section in your NottinghamHub. If your fees are being paid by an organisation other than yourself, you must provide evidence of this sponsorship – find more information here.	Previous Nex	t 🗲
Completing online registration you communicately on have understood and agree to the above information Task: Financial Information Tuition fees Your tuition fee charges and payment due dates will be displayed in the Finance section on NottinghamHub. You must pay your fees by these due dates Finance & Funding If you are in receipt of a scholarship, stipend or other funding from the University of Nottingham, it will be displayed in the 'Finance' section in your NottinghamHub. If your fees are being paid by an organisation other than yourself, you must provide evidence of this sponsorship – find more information here. Help and advice	Previous Nex	t 🔪
Task: Financial Information Task: Financial Information Task: Financial Information Tiution fees Your tuition fee charges and payment due dates will be displayed in the Finance section on NottinghamHub. You must pay your fees by these due dates Finance & Funding If you are in receipt of a scholarship, stipend or other funding from the University of Nottingham, it will be displayed in the Finance's section in your NottinghamHub. If your fees are being paid by an organisation other than yourself, you must provide evidence of this sponsorship – find more information here. Help and advice If you have any queries please check the Student Services webpages and contact Student Services immediately if you think that any information on your account is	Previous Nex sincorrect.	t 🗲

Addresses

9. Add your home address details if this is not populated then click Add term time address to provide the address where you can be contacted during your studies. If you don't know your term time address, please tick the box that says I don't yet know my term time address and will provide it later and then click confirm at the bottom of the page. The Next button will appear in the top right corner of your screen after you have clicked Confirm.

You must provide a term time address as soon as possible by logging into NottinghamHub, then clicking on 'Profile' tile

Addresses lease check the details below and ensure we have both a term time and a home (outside of term time) address, even if they are the same. your term time address is local and you are eligible for a council tax exemption, this will enable us to inform your local authority. Home Address Address From 123 Test Street Notinghamshire Notinghamshire Current Notinghamshire Current Image: Compute the same in the address and will provide it later ittinghamshire Current ittinghamshire Current om 1 Current rtice Address From om 1 Current ittinghamshire Current ittinghamshire Current ort 1 Current ittinghamshire Current ittinghamshire Current ittinghamshire Current ittinghamshire Image: Current </th <th></th> <th>● Task: Address</th> <th>Previous</th>		● Task: Address	Previous
lease check the details below and ensure we have both a term time and a home (outside of term time) address, even if they are the same. your term time address is local and you are eligible for a council tax exemption, this will enable us to inform your local authority. Home Address Address From 123 Test Street Notingham Notinghamanine No12 1AA TIME Address TIME Address TIME Address TIME Address TIME Address Current Address From com 1 ark Campus otingham Shire 572NR Current Local Street Tort yet know my term time address and will provide it later te click Confirm and then Next to continue	Addresses		
your term time address is local and you are eligible for a council tax exemption, this will enable us to inform your local authority. Hone Address Address Address Address Current T123 Test Street Notingham NotinghamShire N0512 1AA Current Curr	lease check the details below and ensure we have both a term time and	d a home (outside of term time) address, even if they are the same.	
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NG12 1AA m Time Address f f f f f f f f f f f f	Nottinghamshire	ouron y	
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ark Campus Current Cur	pom 1		
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G72NR fon't yet know my term time address and will provide it later ie click Confirm and then Next to continue	ottinghamshire		
ion't yet know my term time address and will provide it later e click Confirm and then Next to continue	G72NR		
se click Confirm and then Next to continue	ion't yet know my term time address and will provide it later		
	e click Confirm and then Next to continue		

10. On the Personal Details screen you will need to add the required information, then click the **Save** button at the bottom left of the page. The **Next** button will appear in the top right corner after you have clicked Save.

Task: Personal Details			
		< Previous	
What is your religion?		^	
Buddhist]		
Which of the following best describes your s	exual orientation?		
Gay or lesbian			
Is the gender you identify with the same as	your sex registered at birth?		
Prefer not to say			
What is your ethnicity or ethnic group?			
Asian - Bangladeshi or Bangladeshi Briti			
What is your term-time accommodation?			
Other rented accommodation	•		
Please click Save and then Next to continue			
Save			

11. On the Disability Details screen you will need to add the required information then click the **Save** button at the bottom left of the page. The **Next** button will appear in the top right corner after you have clicked Save.

Task: Disability Details
Disability Details
The University is strongly committed to equality of opportunity in its provision for all of its students. We offer a range of support services for students who have a disability, dyslexia or long term medical condition. If you indicate a disability or long term medical condition, we will send you information about our services.
Please select any which apply to you:
No No known impairment, health condition or learning difference
Yes C Learning difference such as dyslexia, dyspraxia or AD(H)D
No Social/communication conditions such as a speech and language impairment or an autistic spectrum condition
No Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
No Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety
No Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying).
No Deaf or have a hearing impairment
No Blind or have a visual impairment uncorrected by glasses
No Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language
No An impairment, health condition or learning difference not listed above
No Prefer not to say
Do vou currently receive Disabled Student's Allowance?



Please click ${\bf Save}$ and then ${\bf Next}$ to continue



12. On the Education Details screen you will need to add the required information then click the **Save** button at the bottom left of the page. The **Next** button will appear in the top right corner after you have clicked Save.

	Task: Education Details
Education Details	
Please check the details below and c	omplete any additional fields.
Previous Education	
Have you previously taken another H	gher Education course in the UK for 6 months or more (even if you did not complete it)?
No	
Your Highest Qualification Level	
Category:	
Schools/Further Education	v
Level:	
International Baccalaureate (IB) Dip	ome 🗸
r Parents' education	
o any of your parents (natural parents ploma or certificate of higher education	adoptive parents, step-parents or guardians who have brought you up) have any higher education qualifications, such as a degree, n?
	×

13. Read through the Regulations and Click **Accept Regulations** to accept them. The 'Next' button will appear in the top right corner after you have accepted the regulations. Click 'Next' to move on to the Voter Registration screen.

Task: Academic Regulations	
	Previous
University of Nottingham Regulations	Accept Regulations
Please read through the University Regulations and select Accept Regulations and then Next to complete online registration.	
Details of your rights and responsibilities as a student are available in the <u>Student Protection Plan</u> which you should read before completing your registration. When you accepted our offer you agreed, as part of the Student Contract, to obey the <u>Regulations and Ordinances of the University</u> which are in force during your period of study. By comp are confirming your agreement to the following statements, reaffirming your acceptance of the terms of the student Contract, and confirming that you have read relevant documents which in payment of fees and other sums due to the University, attendance, conduct and progress in studies.	oleting your registration you include those governing the
I undertake to obey the Ordinances and Regulations of the University of Notlingham which are in force at the time of my period of study.	
I understand and accept that satisfactory conduct and progress in studies and the payment of all fees or other sums due to the University as and when required by Regulations will at all registration.	times be a condition of
I agree to undertake all of the study activities required by my course(s), to pursue these diligently and to take all required assessments/examinations at the prescribed time.	
I also acknowledge that I have responsibilities to the communities of Nottingham in which I am resident and undertake to act with consideration and respect for the welfare and interests members of the wider community.	of my fellow students and
I consent to the University processing my personal details in accordance with the University's data protection statement and in accordance with current data protection legislation.	
I agree that work produced by me for assessment may be submitted to Turnitin text recognition software and material retained in the database for the length of the service agreement be Nottingham and IParadigms LLC.	tween the University of
I confirm that any information about myself that I supply to the University, or am asked to confirm, is accurate and complete, particularly in respect of my qualifications.	
I undertake to inform the University of any circumstances that may affect my ability to study or be registered as a student, including criminal convictions.	
I have read and understood how the Universities processes my personal data through its <u>Privacy Policy</u> .	
I have read and understand the University's statement on the provision and processing of Intellectual Property Rights for students and graduates.	•

14. Read through the Voter Registration screen and confirm if you wish to be included to vote in national and/or local elections.

Save

Task: Voter Registration				
	Previous	Next >]	
Voter Registration	Consent	Decline		
Please confirm if you wish to register to vote in national and/or local elections and will be resident in Nottingham during your studies.				
By confirming, you understand that the following information will be passed to the Electoral Registration Officer at the Council local to your term-time add name, first name(s), date of birth, nationality, term-time address and your University email address.	dress: your surnan	ne/family		
The Electoral Registration Officer will use this data for the purpose of voter registration if you are eligible, and may contact you if required. Further information about voting, your eligibility to vote and how your data will be used.				
15. Finally, you will reach the 'Online Registration complete' screen wh	hich conf	irms yo	u	

Task: Online Registration complete

 Previous

Online R	egistration complete	
Thank you for con Return home	mpleting Online Registration.	

have now completed your online registration.

- 16. Click **'Return home'** to navigate back to the main page. You may have other tasks to complete in your To Do list in **NottinghamHub so please check.**
- 17. Once all registration tasks are complete you will receive an **email to your university account** to confirm that you are fully registered.