Welcome to Lews Castle College UHI. You are required to complete online enrolment for your course and also to apply online for your EMA/Bursary funding if full time prior to the start date of your course. This leaflet is a guide on how to go about this.

You must confirm your acceptance with Admissions before you can enrol or apply for your funding. Please email leAdmissions@uhi.ac.uk quoting your applicant ID, name and course, or call 01851 770 202.

If you would like help in completing either of these processes or you would just like to use our computers to complete these tasks, the following drop-in sessions are available at the Stornoway campus.

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<td>Tuesday</td>
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<td>Thursday</td>
<td>8 August</td>
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If you have any questions about online enrolment or EMA/Bursary funding, please do not hesitate to contact us. Names and contact details can be found on the back page.

Please complete the following steps at your earliest convenience.
STEP 1 – UHI Records

Please log-in to UHI Records. This can be accessed directly from www.studentjourney.uhi.ac.uk or you can follow the link from our ‘Current Students’ part of the website under the Services section.

Your username is your Applicant/Student ID. This number can be found at the top of your unconditional letter of acceptance. Your password will be set to your date of birth eg is 11 January 1992 enter 11011992 (format must be ddmmyyyy)

If you are not automatically directed to the log-in screen, click on the purple ‘Go to UHI Records’ button. You will now be asked for your username and password.

If you have any access problems please contact a member of the Registry team (see back page for details).

STEP 2 – Student Hub

Your Hub account is your electronic view of the records the college holds about your studies and is one of the methods the college uses to communicate with you about various aspects of your college life.

Financial assistance from the Education Maintenance Allowance (EMA), Further Education Bursary, Childcare and/or Hardship funds are only available through your Student Hub account and all correspondence about your entitlement is communicated through your Hub account. Such as:

- Who to contact and how.
- Follow the progress of your application.
- View what documents you need to submit.
- Download forms that may be requested for your application.
- View and print your award letters.
- How your award is calculated.
- Submit an Appeal and request a Re-assessment – this allows you to appeal the funding decision or inform staff of any changes to circumstances that may mean a re-assessment of circumstances.

Overleaf is a screenshot of the Student Hub
STEP 3 – Enrolling on your Course

- Click on the 2019/20 online enrolment link to open your enrolment record (coloured red above).
- Ensure that the correct course you are enrolling for is showing in the drop down list at the bottom of the screen and click on the ‘Continue’ button.
- If the course details are incorrect, log-out from UHI Records and contact us immediately to resolve the issue.
- A red asterisk (*) indicates that the field is compulsory and an appropriate response must be specified. Ensure you click on the ‘Continue’ button to progress onto the next page.
- When you have completed the enrolment process a confirmation email will be sent to your student email account. Your student email address is your ID number followed by @uhi.ac.uk eg 12345678@uhi.ac.uk.
- You can access your email account from the ‘Current Students’ section of our website. Your password will be set to your DOB in the format used earlier to log-in to UHI Records unless you have changed it.

STEP 4 – Applying for Funding

On your Student Hub account click the Apply for Funding link next to the course you are enrolling on (coloured yellow above) and complete all the necessary information. If you have any questions, please contact the Student Funding Officer (see back page for details).

Once your award has been finalised you can access your award letter and payment schedule through your Hub account.
CONTACT US

If you have any questions, please contact the relevant department from the list below:

**Enrolment**
Fiona Hamilton/Mabel Finlayson
01851 770 206/207
leRegistry@uhi.ac.uk

**Student Services**
Kate Mawby
01851 770 280
leStudentservices@uhi.ac.uk

**Student Funding Officer**
Catherine Kelso
01851 770 242
leStudentservices@uhi.ac.uk

**Admissions**
Murdo Smith
01851 770 202
leAdmissions@uhi.ac.uk

Check out our website for more information on the College

www.lews.uhi.ac.uk

and why not follow us on:

Facebook: LewsCastleCollegeUHI

Twitter: #lccuhi

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