HIGHER EDUCATION
ENROLMENT GUIDE
January 2020

Postgraduate and Undergraduate

This guide includes information on student services, how to enrol as a student and funding.

www.lews.uhi.ac.uk
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CONFIRMING YOUR PLACE

All students must reply to Admissions by email or telephone confirming whether you are accepting your place on the course or not – leAdmissions@uhi.ac.uk, 01851 770 202.

Why? Confirming your place on the course allows you to access the online enrolment process and other UHI services.

ORGANISE YOUR FUNDING

If you are not eligible for funding, you need to arrange to pay your fees on your first day otherwise your enrolment will be delayed. Please contact Sylvia Murray on 01851 770 210 or email Sylvia.Murray@uhi.ac.uk.

Full-time students
Postgraduate (eg MA)
Scottish and EU students may be eligible for a tuition fee loan from the Scottish Awards Agency Scotland (SAAS). Only apply for the amount you require in each academic session as the money is a loan and is paid direct to the University. It is non-refundable.
- Postgraduate Diplomas must be no longer than one year in length
- Masters programmes, including those which are research based, must be no longer than 2 years in length

Full-time postgraduate students can also apply for a living cost loan. This is paid in addition to the tuition fee loan. Visit the SAAS website for details of eligibility etc www.saas.gov.uk.

Career Development Loans or grants from charitable foundations may be available. For further details please go to https://www.uhi.ac.uk/en/studying-at-uhi/first-steps/how-much-will-it-cost/funding-your-studies/.
Undergraduate (eq HN/Degree)
Scottish and EU students may be eligible to apply for funding from the Student Awards Agency for Scotland (SAAS). You have to apply for your fees and can choose to apply for living costs funding as well through them. Please access the SAAS website at www.saas.gov.uk where you can apply online.

If you require any assistance with your funding application, please contact Kate Mawby, Student Support Services Manager on 01851 770 280 or email leStudentservices@uhi.ac.uk.

Please email your SAAS Award Notice to Sylvia.Murray@uhi.ac.uk as soon as you receive it. Failure to produce this may result in a delay in your enrolment onto the course.

Students based in the rest of the UK can apply to their appropriate funding body.

Part-time students
Postgraduate (eq MA)
You may be eligible to apply for a SAAS loan to cover your fees. You should only apply for the amount of funding required to cover your modules. This is paid direct to the University and is non-refundable.

• Students must take no longer than twice the length of the full-time equivalent course, at the same college or university, to complete their studies
• Courses with no full-time equivalent at the same college or university will be eligible for support if students take no longer than 3 years to complete their studies

Undergraduate (eq HN/Degree)
Applications are now open for the SAAS Part Time Fee Grant. To use this scheme you must be undertaking between 30 and 119 SCQF credits. This equates to at least 2 degree modules or 4 HN credits. To check eligibility for this scheme please go to http://www.saas.gov.uk/forms_and_guides/part_time.htm. If you are eligible please complete fully before signing. This must then be submitted to the College along with any supporting documents. We request that this is submitted in advance of enrolment where possible.
ENROL ONLINE BEFORE STARTING YOUR COURSE

All UHI HE students are required to online enrol for their course. The enrolment tool is available through UHI Records and must be completed prior to the first day of your course.

You should receive an email with instructions on how to go about this but we have also included this overleaf for information.

If you need some assistance in completing online enrolment, you can contact Registry on 01851 770 206/207 and someone will talk you through the process.

Instructions on how to online enrol
Please log on to www.studentjourney.uhi.ac.uk using your applicant/student ID and password (which unless you have amended it is your date of birth in numeric form, for example 11 January 1978 would be password 11011978).

Please click on 'Student Hub' and you will see an option for '2019/20 Online enrolment for HE students' under the 'To Do' list. Please select this and review and update your details. This should take approximately ten minutes.

If your course details are incorrect or if you have decided not to take up your place, please contact Registry immediately. For system access issues only please contact the UHI servicedesk on 150@uhi.ac.uk. Please ensure that you provide your student ID in the email.

EMAIL

The University uses Office 365 for staff and student email. On a University or College PC you can access this through the Outlook Client. On your personal equipment you can access your email through a web browser for access anywhere there is an internet connection, this is known as the Outlook Web App (OWA). Your email address is your applicant/student number eg 1234567@uhi.ac.uk. Students are expected to use their student email account for all correspondence within the University.
OTHER UHI SERVICES

Once you have a provisional enrolment record you have access to all UHI services. Please visit the Current Students section of our website for access to UHI services such as Blackboard, Library at www.lews.uhi.ac.uk/students.

STUDENT ID CARD

There is the facility to upload a photo for your ID card as part of the online enrolment process. Alternatively you can email a jpeg photo of yourself to leRegistry@uhi.ac.uk. We will use this photo to print your ID card and you should receive the card a few weeks after the start of the semester.

STUDENT SERVICES

Student Services are here to help with the non-academic part of your time with us. This can include help with finances, understanding benefit entitlement as a student (Full or Part-time), help with childcare cost, support plans for anyone with a disability or recognised condition that impacts on your ability to study, general sign-posting to sources of support and help and we also offer a confidential counselling service (includes Skype counselling and online options too).

Discretionary Funding

This is what used to be called ‘hardship’ funding, which gives you an idea of what it is for. If you have applied for all the support you are eligible for from other sources (SAAS, state benefits etc) you may be eligible to apply for help from this fund. If you are studying full-time, you can apply for support for living costs (as long as you have taken the maximum loan to which you are entitled). If you are studying part-time, you can only apply for help with travel and study costs (if your course is online, there are no travel costs!).

Applications are online at www.studentjourney.uhi.ac.uk – this includes providing evidence and you can either upload this and attach it to your application or you can email it to student services or bring/send copies into the office. **We cannot process your application until we have the required evidence.**
Childcare Funding
If you think you may have a need for financial support for childcare, please contact Student Services as soon as possible to discuss your eligibility. You may be eligible for support for some of the costs if you are studying full or part-time.

Childcare must be with a Registered Provider and we have limits on the number of hours funded in a week (pro-rata for part-time) and a limit on the total costs. You must take up your statutory entitlement from the Government (15+ hours) where applicable first.

Disability Support
If you have a health condition or disability that impacts on your ability to study, please get in touch so we can see what we can do to support your time with us.

We also offer alternative exam arrangements, extensions on submissions, proof-reading/study skills support etc depending on the requirements of the individual.

We can arrange Needs Assessments for anyone who wants to apply to SAAS for Disabled Student Award. Get in touch as soon as possible if this is something you think may be helpful.

Welfare/Counselling
Whilst you are studying you may have problems at home, in your relationships, with housing, money or your health. You can talk in confidence to any member of the Students Services Team (or email) and we can signpost you to other sources of help and advice.

The college also offers access to a professional counselling service, run externally to the college. The service offers Skype counselling, as well as face-to-face session, or you can opt for online counselling if you prefer.

The college counsellor can be contacted via lcctalktome@uhi.ac.uk

For details of the University’s online counselling please go to https://www.uhi.ac.uk/en/students/support/online-counselling/green-button/
**Careers Support**
The University offers a wide-range of careers advice and support from resources to help you decide on your path, through to CV checking and interview preparation. For more information go to [https://www.uhi.ac.uk/en/students/careers](https://www.uhi.ac.uk/en/students/careers) or checkout UHI Careers Facebook page.
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

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

**Student Fees**
Sylvia Murray
01851 770 210
Sylvia.Murray@uhi.ac.uk

**Reception – Stornoway**
01851 770 000
Adminle@uhi.ac.uk

**Reception - Benbecula**
01851 770 500
Adminle@uhi.ac.uk

**Reception - Barra**
01851 770 600
BarraLC@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](https://www.facebook.com/LewsCastleCollegeUHI)

[Twitter](https://twitter.com/lccuhi)
COLLEGE CALENDAR

Full time HE students commence ......................................................... Monday 9 September 2019
October Break .................................................. finish Friday 11 October ~ return Tuesday 22 October 2019
November Break ........................................finish Friday 22 November ~ return Monday 25 November 2019
Christmas Break............................................... finish 20 December ~ return Tuesday 7 January 2020
February Break .................................................. Friday 7 February, Monday 10 February 2020
Easter Break .................................................. finish Friday 27 March ~ return Monday 13 April 2020
May Holiday .......................................................................................... Monday 4 May 2020
Degree students finish ................................................................. Friday 15 May 2020
HN students finish ................................................................. Friday 5 June 2020
HE Graduation Ceremony .............................................................. Friday 21 August 2020

College Closure Days
• Friday 2 August, Monday 5 August 2019
• Monday 14 October 2019
• Friday 22 November 2019
• Tuesday 24 December 2019 ~ Thursday 2 January 2020
• Friday 7 February 2020
• Monday 4 May 2020
Lews Castle College
Stornoway
Isle of Lewis
HS2 0XR

Colaisde a’ Chaisteil
Steòrnabhagh
Eilean Leòdhais
HS2 0XR

T/F: +44 (0) 1851 770 000
F/Fs: +44 (0) 1851 770 001
E/Pd: Adminle@uhi.ac.uk