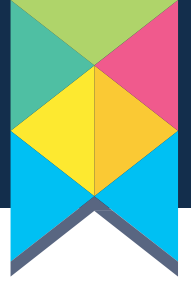


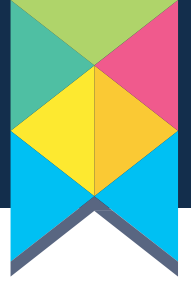
E:Vision & Enrolment





Glossary

- **Application:**
The first step - you submit your application through the University website. You can save and return, but remember to submit. If accepted, you will still need to 'Enrol'.
- **Conditional Offer:**
If given this offer, you will also be notified of conditions that must be met, such as uploading qualification certificates.
- **Unconditional Offer:**
Given when you have met all the entry criteria. You must accept the offer online to open enrolment.
- **Evision:**
'Evision' is an online student portal for your course administration.
- **Enrolment:**
Confirms your place on the course. Enrolment is completed in Evision and is necessary to access learning resources. By enrolling you agree to the regulations of the university.
- **Module:**
Individual topics of study that make up a course.
- **Canvas:**
A Virtual Learning Environment (VLE)



Why is e:Vision important?

Student Home

Enrolment

Programme & Modules

Finance & Bursaries

Student Enabling Centre

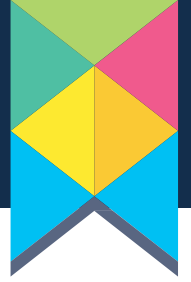
Course Administration

Graduation

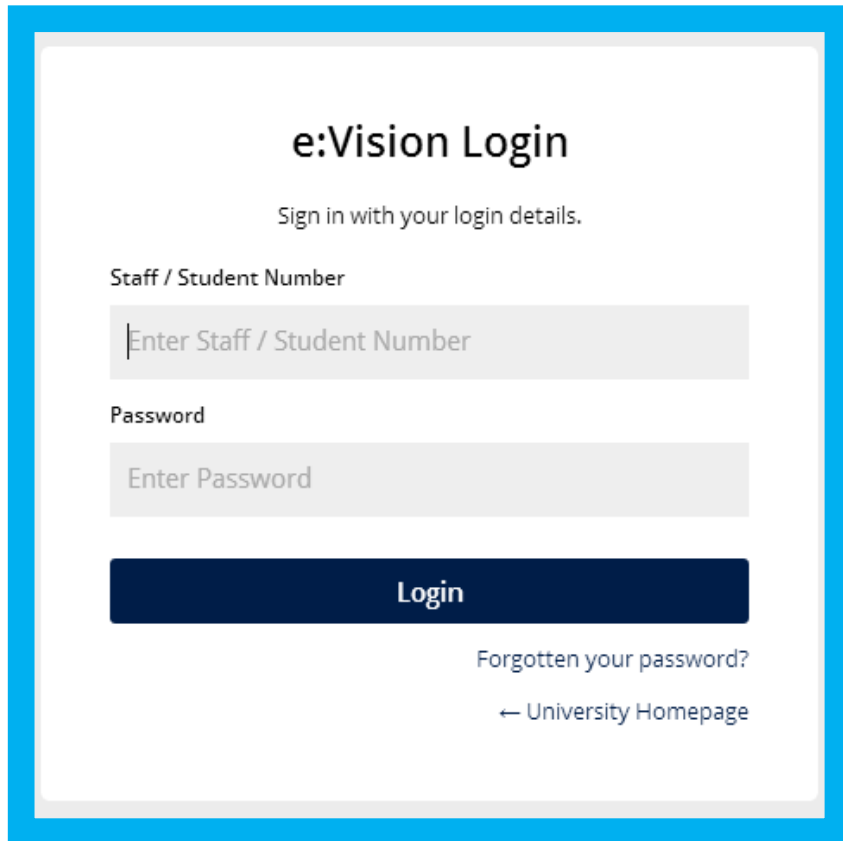
Help & Contacts

- Register your IT account
- Enroll onto your course
- Amend personal details
- Register your modules
- Submit work, gain entry to exams and view results
- Access useful information and official letters
- Ask for assistance via the Helpdesk
- Book a place at graduation
- Course Management

Log in to e:Vision at smsweb.wlv.ac.uk with your student number



Logging into Evision?



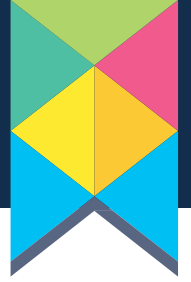
The screenshot shows the e:Vision Login page. It features a title 'e:Vision Login' and a subtitle 'Sign in with your login details.' Below this are two input fields: 'Staff / Student Number' and 'Password'. A dark blue 'Login' button is positioned below the password field. At the bottom right, there is a link for 'Forgotten your password?' and a link for '← University Homepage'.

Log in to e:Vision at smsweb.wlv.ac.uk

- You will receive your 7 digit Student number in an email from us when you first apply.
- Your password for Evision will be the same you created when you applied. If you forget, use the 'forgotten password' link.

Before enrolment will open you must:

- a) Complete your online application
- b) meet the conditions of your offer
- c) Firmly accept your offer



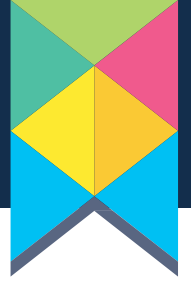
Enrolment

Student Home Page



The screenshot displays the Student Home Page interface. At the top, there is a dark blue header bar labeled 'Notices'. Below this, a grid of nine navigation tabs is arranged in three rows and three columns. The 'Enrolment' tab, located in the top-left position of the grid, is highlighted with a red circle. The other tabs include 'Module Registration', 'Graduation', 'Module Results', 'Assessment, Extenuating & Extensions', 'Official Letters', 'Accommodation', and 'Surveys'.

- Click the enrolment tab on your home page
- You will also be asked to 'Register your IT Account' by confirming your details



Enrolment and Module Registration

ID Card

Our records indicate that you have not yet uploaded a student id photograph. Until you have uploaded a photograph you will not be sent a Campus Card, which will prevent you from being able to use the full range of University facilities.

[Upload Photograph](#)

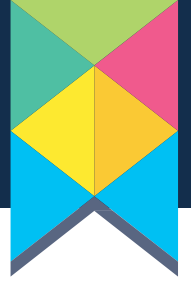
Enrolment

Enrolment is now available for courses starting from August 2017 onwards. Select the course you wish to enrol on. Please complete your enrolment by the given deadline - this includes your ID check at the nearest **Faculty Student Services**.

Course	Year	Start Date	Deadline	Status	
MSc Advanced Technology Management	1	23/09/2020	07/10/2020	Not Enrolled	Select

1. Upload a photo for your ID card
2. Select your course (check it's correct)

Enrolments will be open 6 weeks before your course start date, and close 2 weeks after



UNIVERSITY OF
WOLVERHAMPTON

Logged in as [username]

Personal Details

Student Number : <>
Title : <>
Forename : <> **Your personal details will show here**
Surname : <>
etc.

Course Details

Course Code : A4001301 SB
Course Name : IPID Textile Design at Stroudridge College
etc. **Your course details will show here**

IT Services Account

Help

Please complete Personal Details to proceed

Enrolment Tasks

- Personal Details
- UWM Compliance
- Education
- Teacher Training
- Fees
- Declaration
- Confirmation

3. Check the details are correct
4. Register/Confirm your IT Account
5. Work through the enrolment tasks



Education...



- You will be asked for your Unique Learner Number – Don't worry if you don't know this! ...

... Just select from the drop down menu *"I don't know my Unique Learner Number"*

Fees...



Typically your record will automatically state that you are responsible for your fees. If you are being funded by Student Finance, an Employer, or other, select **"No"**, and complete the remaining details.

Enrolment - Fees

All students are personally liable for the payment of all charges relating to their time at the University. If you have made arrangements for any of these to be paid by a third party, you must ensure that evidence of this can be u employer sponsorship letter, Student Finance letters do not need to be uploaded as they will notify the University directly. Further information can be found [here](#). If this payment fails to be made within 28 days of enrolment, yc Student Finance Direct applicants need to meet all the eligibility criteria to receive student funding. If you have already received previous funding or have studied previously this will effect your eligibility. Please note: Student Finance Direct only make tuition payments for undergraduate courses directly to the University. Postgraduate Loans are paid directly to the students and tuition fees are the responsibility of the student.

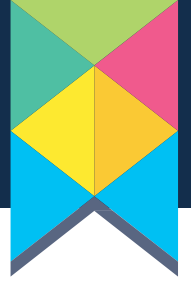
Please confirm that you have read and understood this information

-- Please Select --

Our records indicate that you will be responsible for paying your own tuition fees. Please confirm if this is correct.

I confirm this information is correct:

Please select

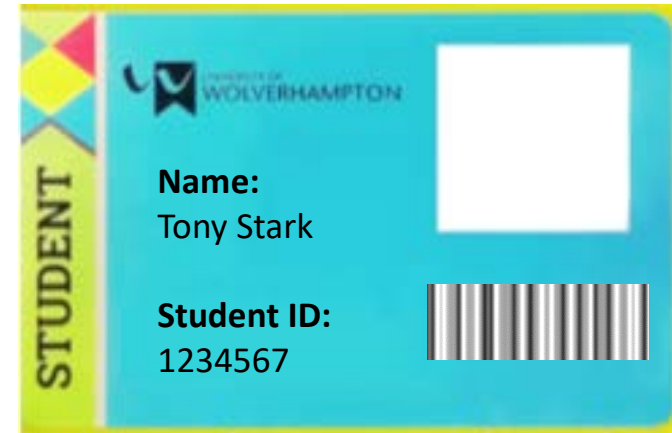


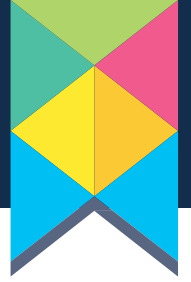
Your Student ID Card

Once you have [uploaded your photo](#) and fully [enrolled](#) your University ID card will be posted to your term-time address.

Your ID Card will give you access to:

- Campus buildings
- Library services
- Intercampus buses
- [printing and photocopying](#) facilities





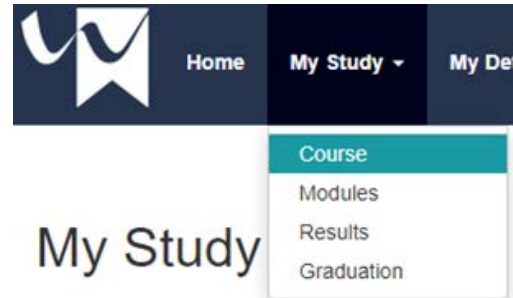
*[Leave of Absence](#) / Transfer /
Withdrawal requests

Request Official Letter (such as proof
of study)

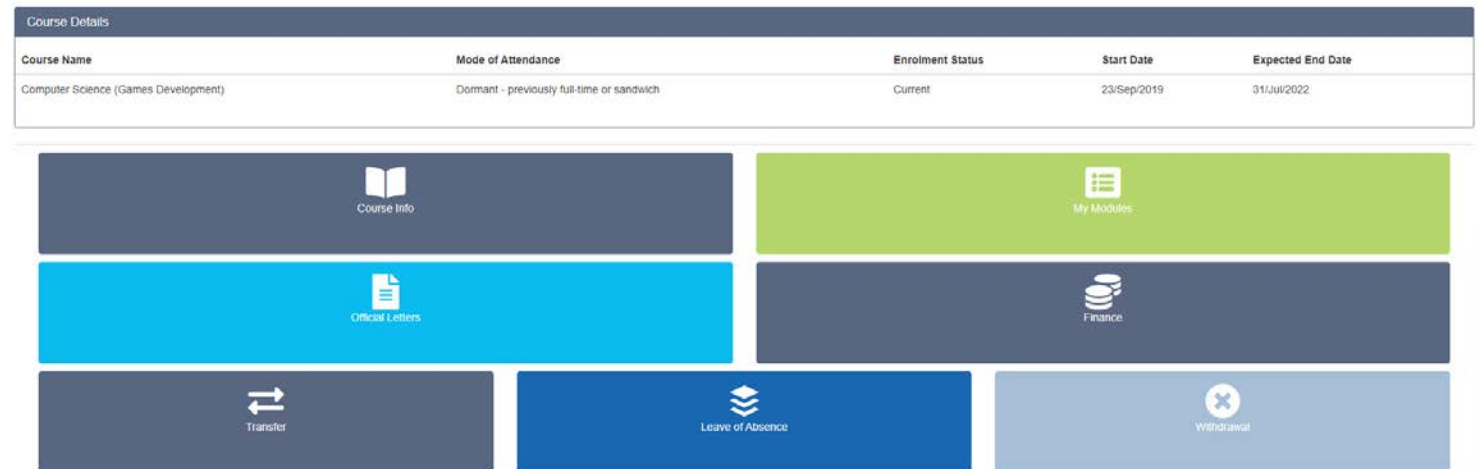
View university regulations

Apply for an *[extension](#) to
assessment deadlines or [extenuating
circumstances](#)

*always talk with your tutors and
Serco first to advise



Course



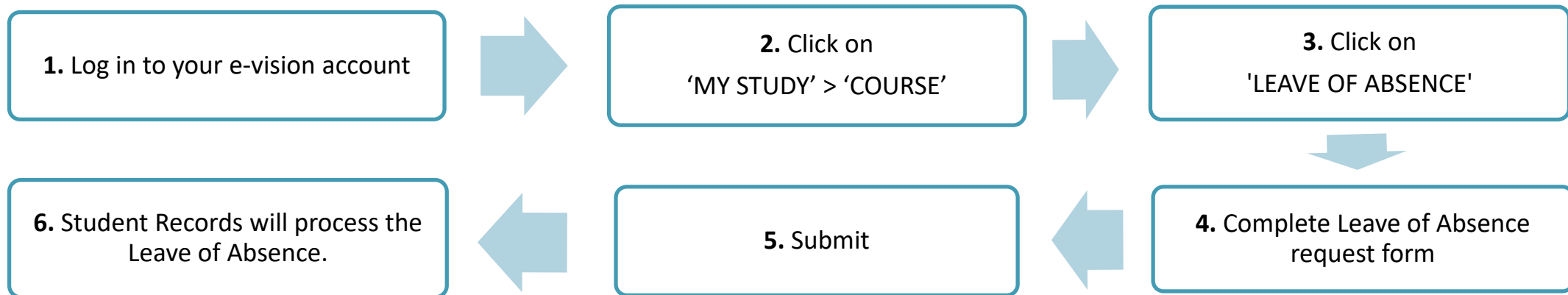
Course Details				
Course Name	Mode of Attendance	Enrolment Status	Start Date	Expected End Date
Computer Science (Games Development)	Dormant - previously full-time or sandwich	Current	23/Sep/2019	31/Jul/2022

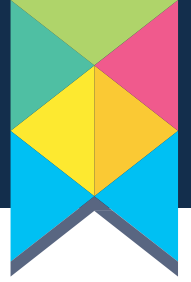
Course Info	My Modules	
Official Letters	Finance	
Transfer	Leave of Absence	Withdrawal



Requesting a 'Leave of Absence' (LOA):

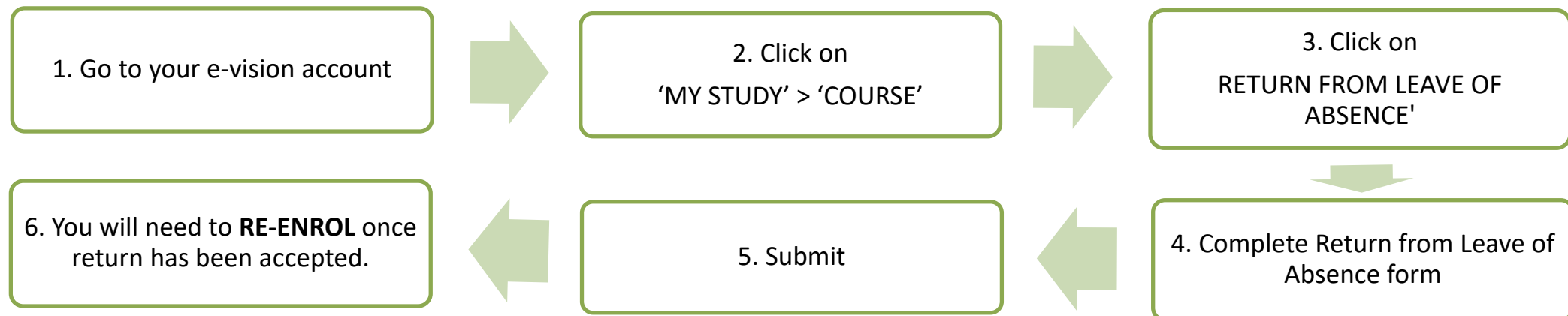
- If you wish to take a break from study, it is essential that you submit the formal request with the university. You can take a maximum of 2 years leave (must be taken for a semester or full year, with a return date as the start date of that new cohort).
- Ensure you talk with your tutor to understand the possible financial or academic implications.
- Failure to submit an LOA request will result in assignments being recorded as 'none-submission'.

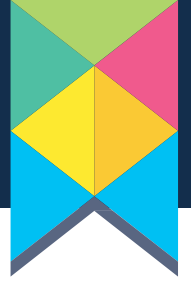




Returning from Leave of Absence (LOA):

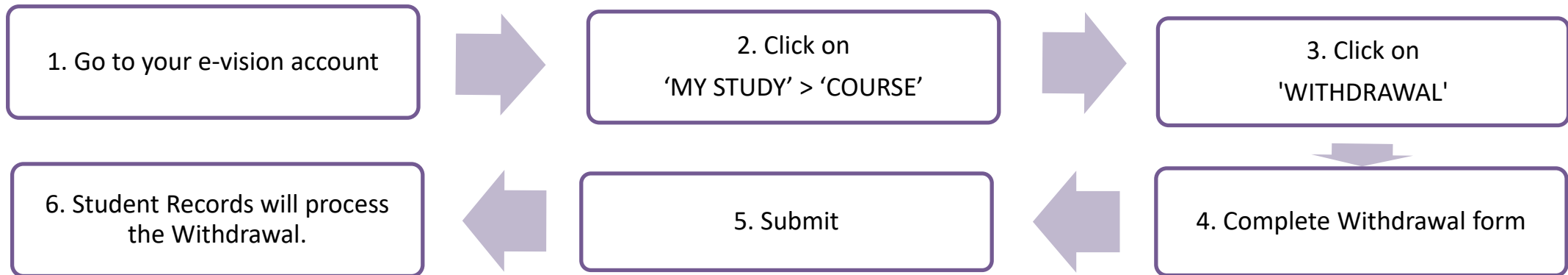
- The return task appears in Evision 4 weeks before your scheduled return date. If you wish to return sooner, contact 01902 32 3017. Your return must be at the start of the module.
- Once your return has been processed by Student Records, you will need to re-enrol onto your course.
- If you wish to extend your LOA, this must also be requested in Evision. Failure to return or extend LOA may result in being withdrawn from your course.

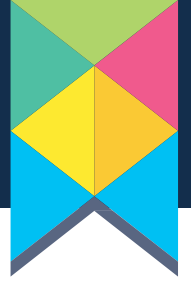




Requesting a Withdrawal:

- If you wish to withdraw from your studies, you should firstly discuss this with your tutors and Serco to see if another option would be suitable for you (such as a break from study, or to discuss other support options).
- If withdrawal is still the best option for you, please complete the request in Evision for our records to update.





Log a 'Help Call' through e:Vision

Student Helpdesk

Use the e:Vision Helpdesk to log any queries that you have regarding the administration of your student record blah blah blah... your call will be sent to the correct team within the university to answer your question, you'll be notified by email whenever the call is updated.

Email notifications will be sent to andy@wlv.ac.uk. If this email address is incorrect please change it via the [Personal Information](#) task on the e:Vision home page.



My helpcalls

Log a new call to...



Student Services



Admissions



Accommodation



Faculty Student Advisors
(FEHW Only)



External Partnerships



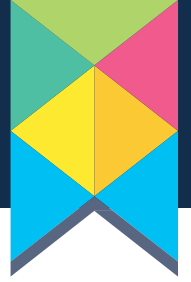
UKVI, Visa and Immigration Support team

Students can log a helpdesk call for a variety of issues and queries such as:

- Module registration
- Systems access or errors
- Enrolment
- Graduation
- IT issues
- Advice/guidance for extensions

How to log a query:

1. Log into e:Vision
2. Click on Help in the menu
3. Select the appropriate team and submit your query



Supporting Your Student Journey

Faculty [Student Services](#)

- Your first point of contact for any query during your studies (drop in on campus or [send a 'Helpcall'](#) through your e:Vision account)
- Student Advisors are available to give advice and support (with extensions, finance, enrolment, assessments and more)
- If we are unable to answer, we'll point you in the right direction.

Where to find us:

- Walsall Campus – **Room WA005** (Jerome K Jerome Building)
[Walsall Campus Map](#)
- City Campus (Wolverhampton) – **Room MC125**
[City Campus Map](#)

TEL: 01902 51 8800

Partnership Administrator

- Administrative support for collaborative courses
- Support with enrolment
- Point of contact for general queries

Andrew Amison

FEHWCollaborative@wlv.ac.uk

Personal Tutor

assigned to you for the duration of your course

Course & Module Leaders

Best of luck with your studies and
enjoy your time with us!

Congratulations
to our class of 20



THE UNIVERSITY OF OPPORTUNITY