UNIVERSITY OF WOLVERHAMPTON

E:Vision & Enrolment

TEF Silver

QAA UK Quality Assured

FAIRTRADE

Stonewall TOP 100 EMPLOYER 2018

UNIVERSITY OF WOLVERHAMPTON

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)

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Why is e:Vision important?

- 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

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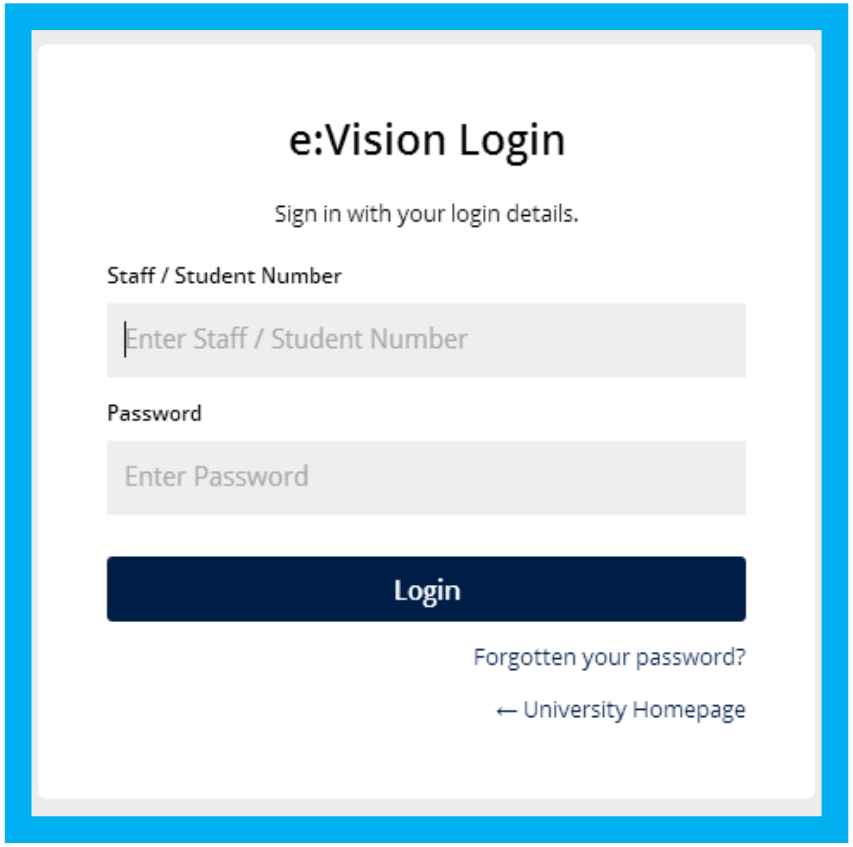
Logging into Evision?



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

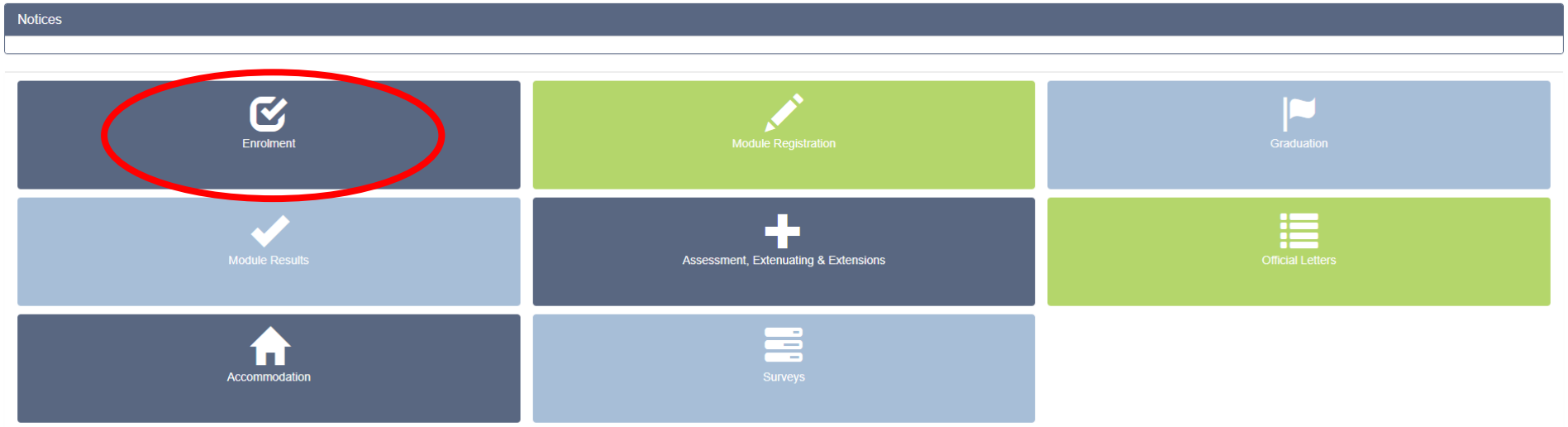
- You will receive your 7 digit Student number in an email from us when you first apply.
- Your password for Evision will be the same you created when you applied. If you forget, use the 'forgotten password' link.

Before enrolment will open you must:

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

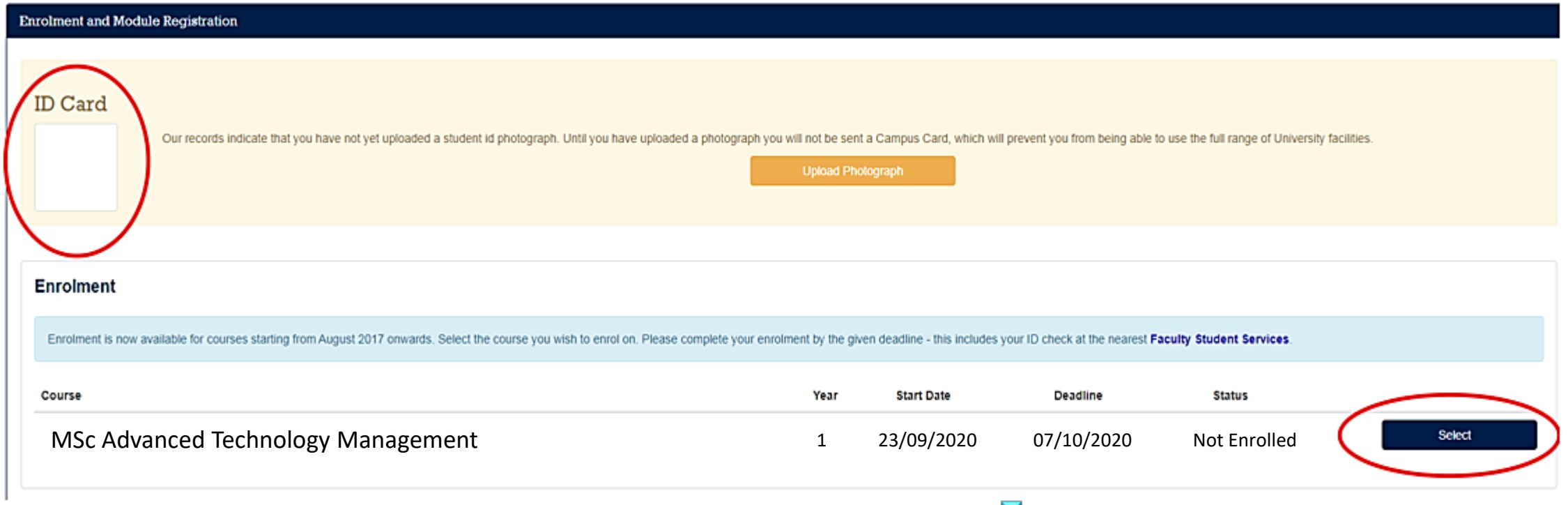
Enrolment

Student Home Page



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

Enrolment

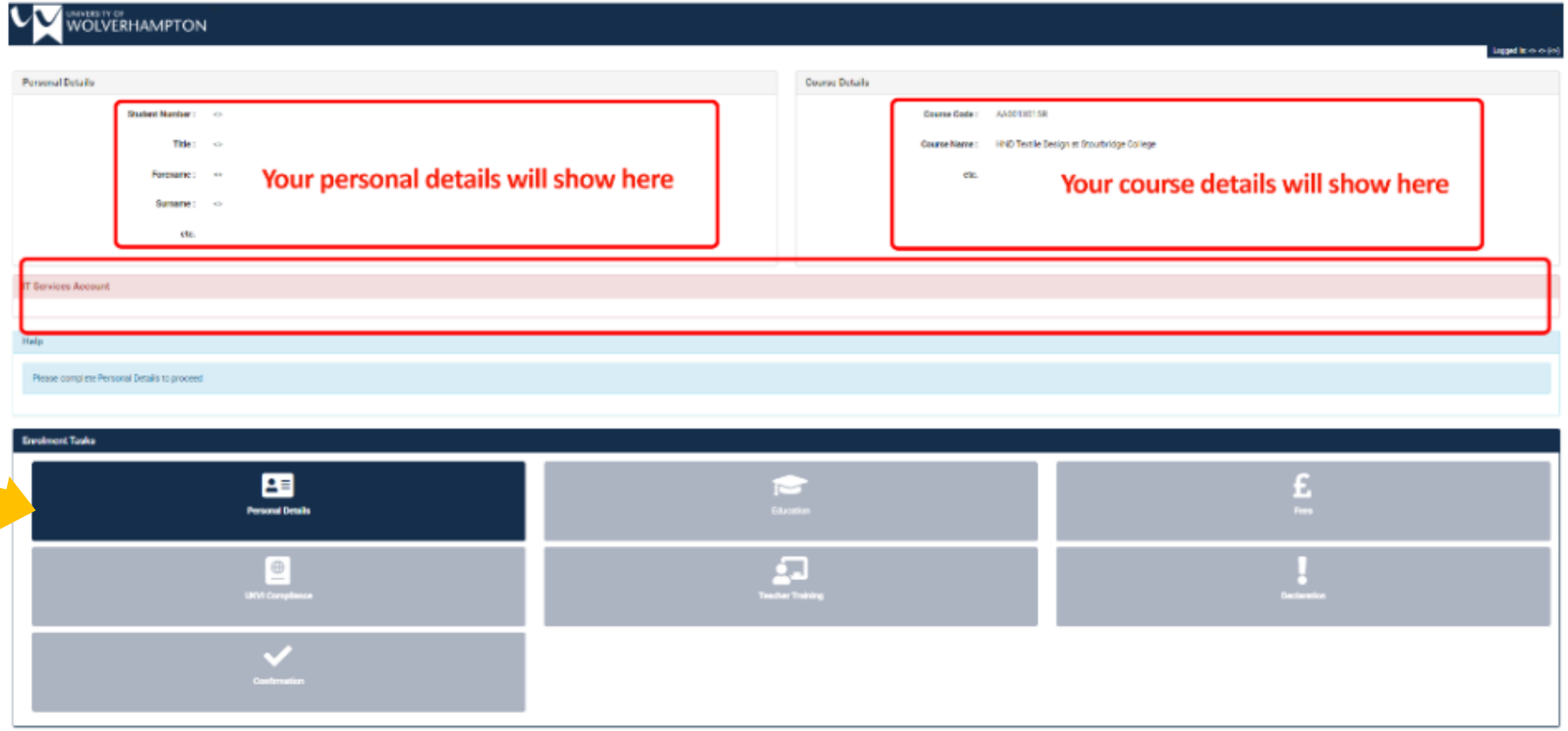


1. Upload a photo for your ID card
2. Select your course (check it's correct)

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

Search **'Enrol Online'** through the University website for guidance

Enrolment



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

Enrolment

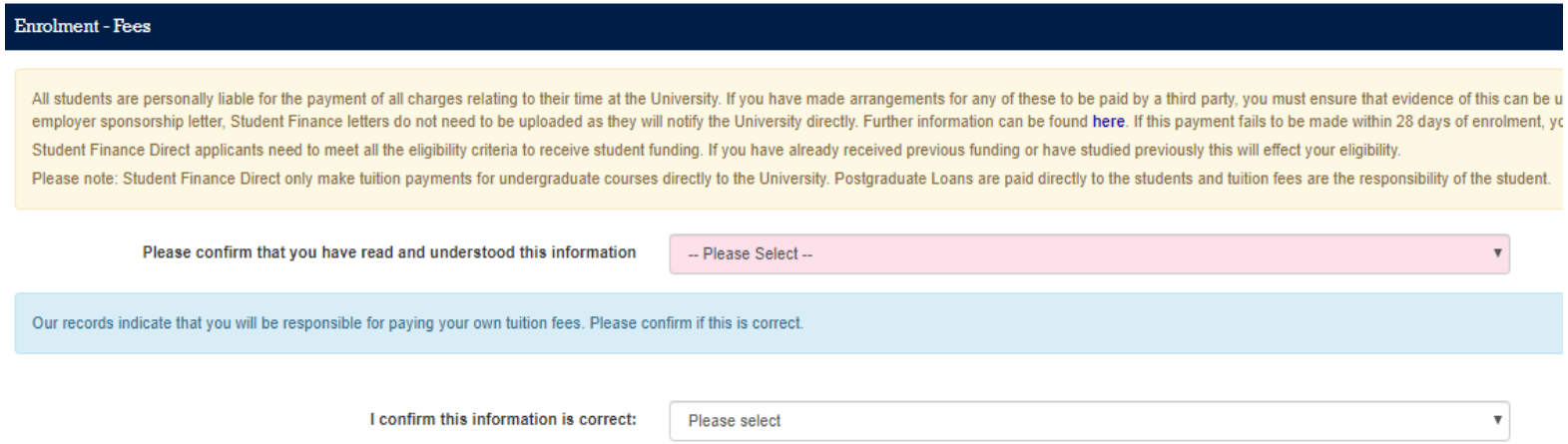
Education…

- 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 Leaner 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.



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

Course Administration

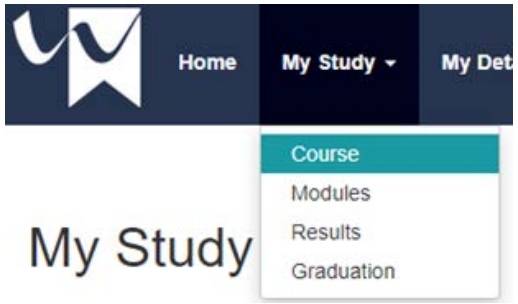
*Leave of Absence / Transfer / Withdrawal requests

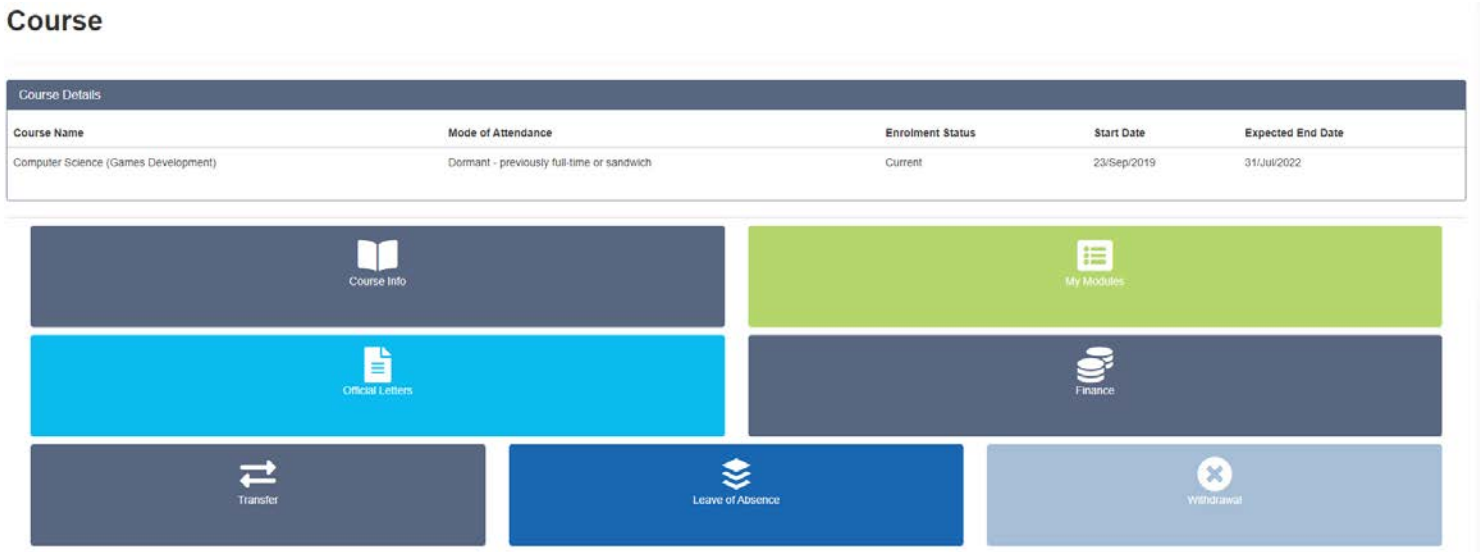
Request Official Letter (such as proof of study)

View university regulations

Apply for an *extension to assessment deadlines or extenuating circumstances

*always talk with your tutors and Serco first to advise

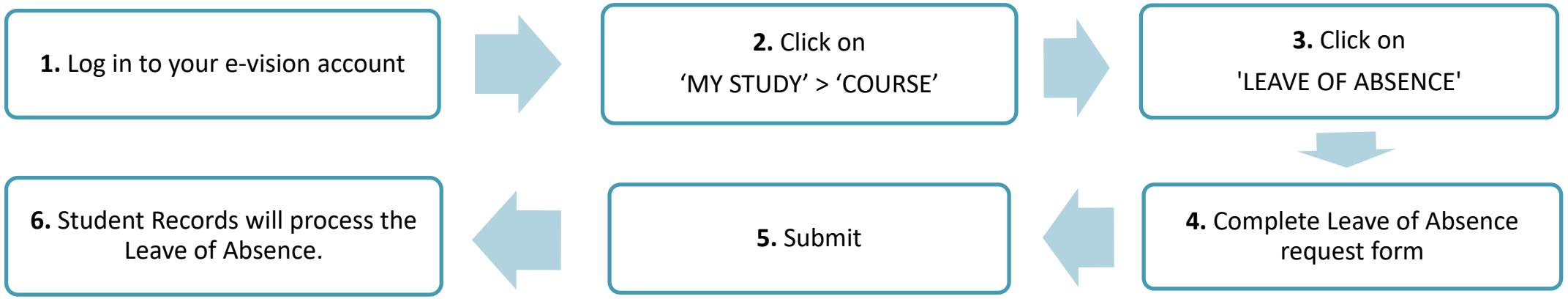




Course Administration

Requesting a ‘Leave of Absence’ (LOA):

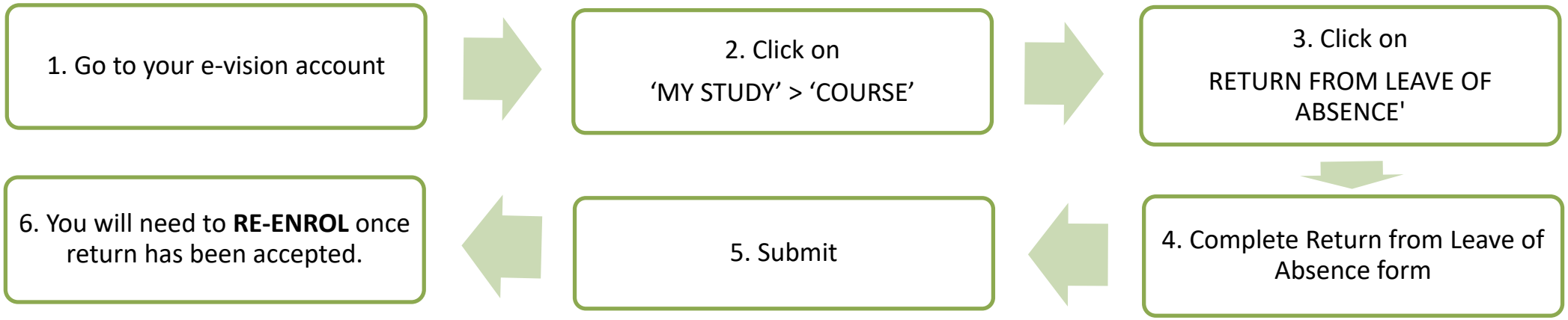
- If you wish to take a break from study, it is essential that you submit the formal request with the university. You can take a maximum of 2 years leave (must be taken for a semester or full year, with a return date as the start date of that new cohort).
- Ensure you talk with your tutor to understand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



Course Administration

Returning from Leave of Absence (LOA):

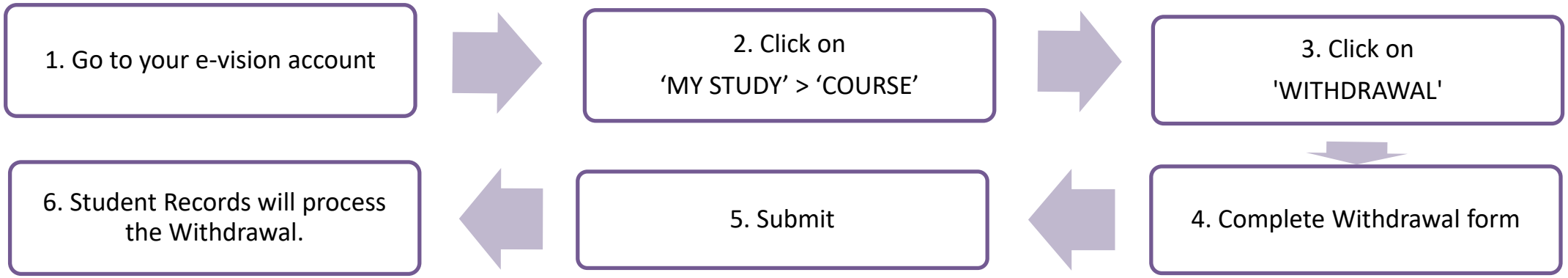
- The return task appears in Evision 4 weeks before your scheduled return date.
  If you wish to return sooner, contact 01902 32 3017. Your return must be at the start of the module.
- Once your return has been processed by Student Records, you will need to re-enrol onto your course.
- If you wish to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



Course Administration

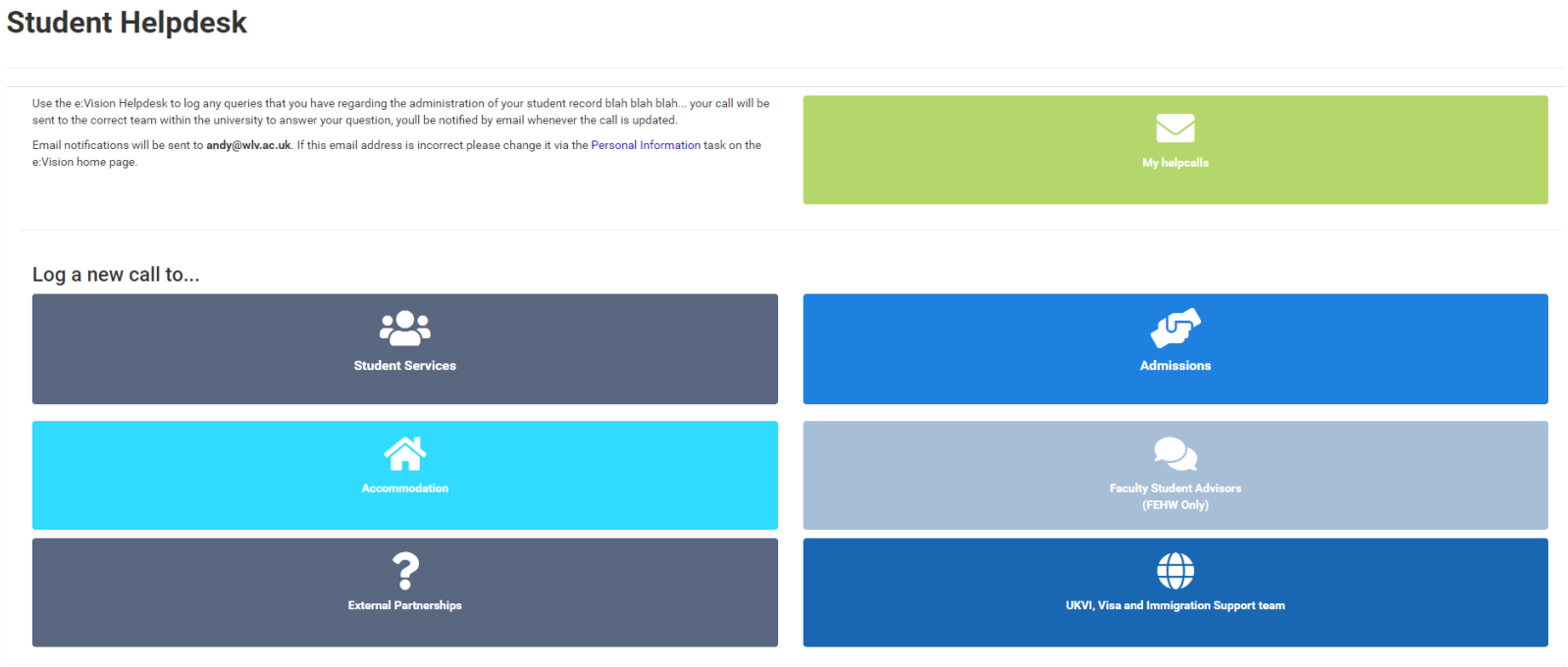
Requesting a Withdrawal:

- 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.



Finding Help

Log a ‘Help Call’ through e:Vision



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

UNIVERSITY OF WOLVERHAMPTON

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