

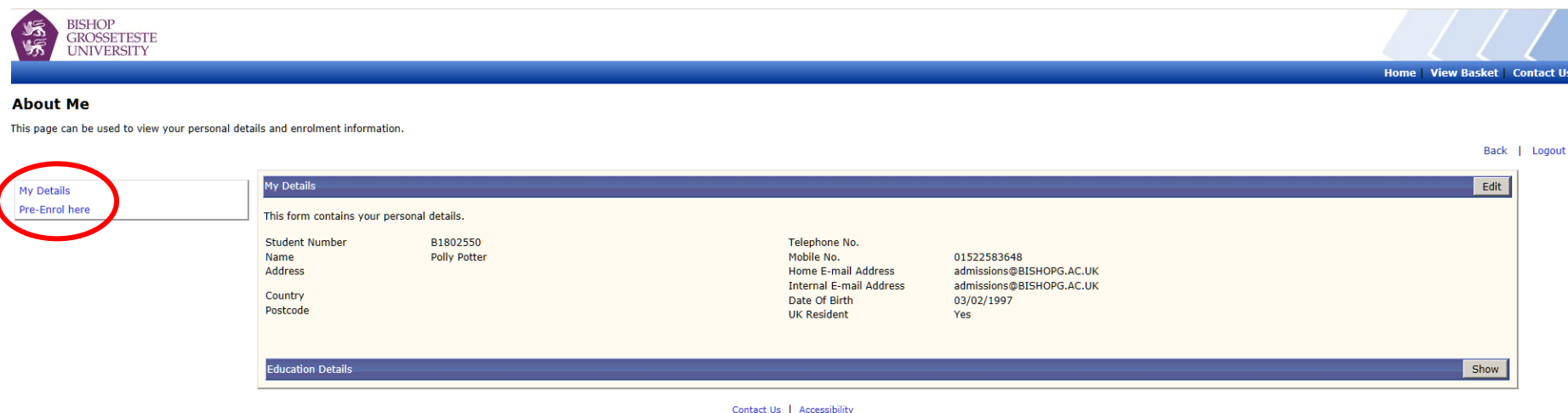
Completing Your Pre-enrolment Form

Before attending enrolment, Bishop Grosseteste University (BGU) will require you to complete an online pre-enrolment form with which you can provide the information we will need to enrol you onto your course. Although the form is compatible with mobile phones, we strongly recommend that you complete the Pre-enrolment form on a laptop.

You should have been provided with an email address and password which you can use to log in. After your first log in, you will be able to change your password to one of your choice. We recommend using a combination of numbers, and letters both upper and lower case, to ensure a higher level of security.

N.B. the student details used to populate the pre-enrolment form in this handbook are fictional, and as such any similarities to real life details are coincidental.

Once you have logged in, you should be diverted to the Student Self Service homepage. In the menu in the top right corner of the screen, select My Details. Your details will then appear on the screen as follows.



The screenshot shows the Student Self Service homepage. At the top is the Bishop Grosseteste University logo and navigation links: Home, View Basket, and Contact Us. Below this is the 'About Me' section, which states: 'This page can be used to view your personal details and enrolment information.' On the left side of the 'About Me' section, there are two links: 'My Details' and 'Pre-Enrol here'. The 'Pre-Enrol here' link is circled in red. To the right of these links is a large form titled 'My Details' with an 'Edit' button in the top right corner. The form contains the following information:

This form contains your personal details.	
Student Number	B1802550
Name	Polly Potter
Address	
Country	
Postcode	
Telephone No.	
Mobile No.	01522583648
Home E-mail Address	admissions@BISHOPG.AC.UK
Internal E-mail Address	admissions@BISHOPG.AC.UK
Date Of Birth	03/02/1997
UK Resident	Yes

At the bottom of the form is a section titled 'Education Details' with a 'Show' button.

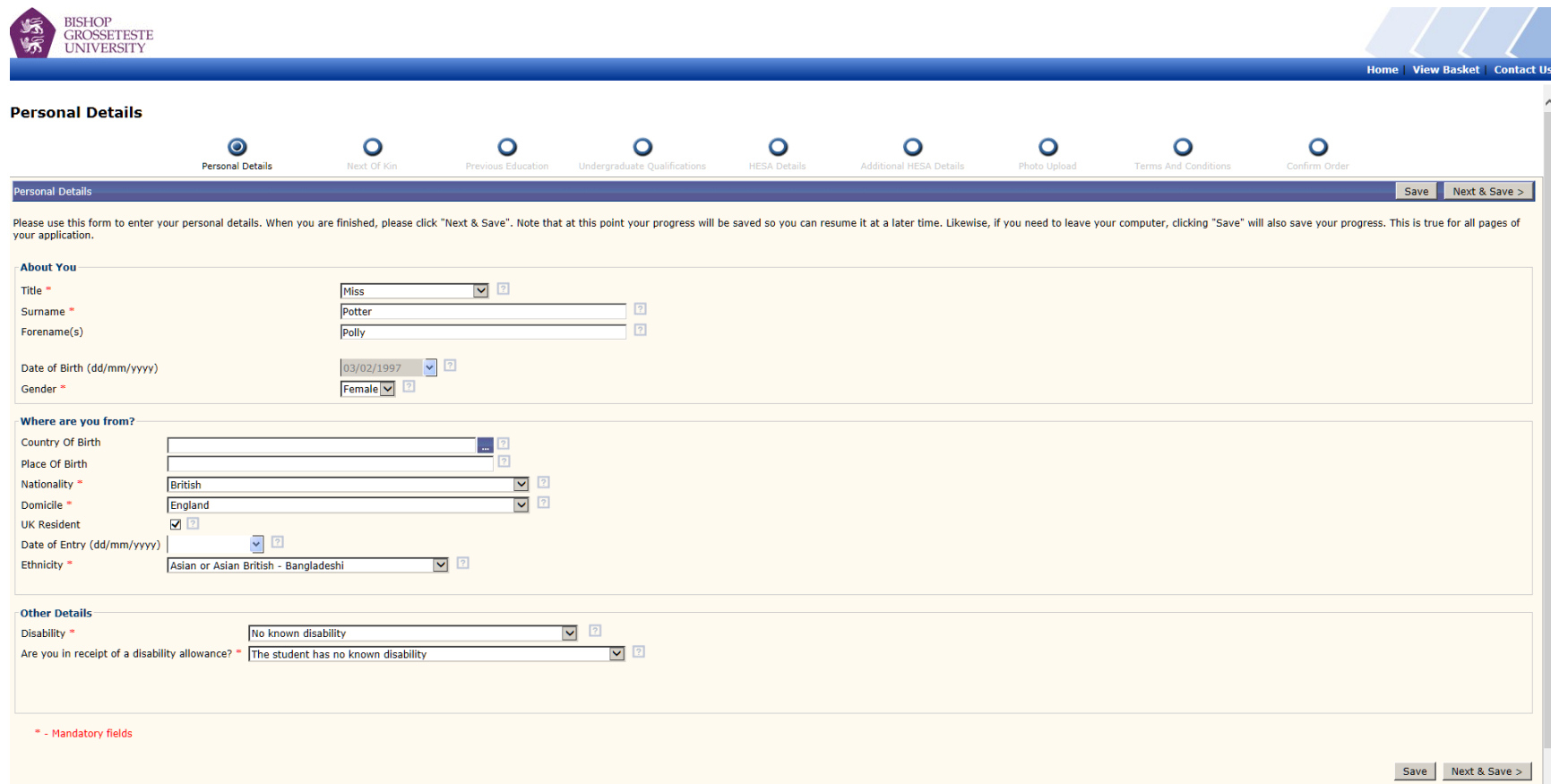
To Pre-Enrol, you will need to click 'Pre-Enrol here' as circled above. If at any stage you have to close the browser, log in again and click View Basket in the top left corner and you will be able to restart your pre-enrolment form from where you left it.

Personal Details

You should then be taken to a screen which shows the courses that are available for you to pre-enrol onto.

Please be aware the information in the Course Code, Period and Stage columns is for office reference only, but please ensure that the Academic Period and Title is showing correctly for your course. This information is populated by our Student Record System, so if there aren't any courses appearing, or your course is listed incorrectly, then please contact the Admissions team at admissions@bishopg.ac.uk.

Under the Tasks column of the course you are pre-enrolling onto, click 'Pre-enrol'. You will now be taken to the following page.



The screenshot shows the 'Personal Details' page of the Bishop Grosseteste University application portal. The page has a blue header with the university logo and navigation links: Home, View Basket, and Contact Us. Below the header is a progress bar with eight steps: Personal Details (active), Next Of Kin, Previous Education, Undergraduate Qualifications, HESA Details, Additional HESA Details, Photo Upload, Terms And Conditions, and Confirm Order. The main form area is titled 'Personal Details' and includes a 'Save' button and a 'Next & Save >' button. A note states: 'Please use this form to enter your personal details. When you are finished, please click "Next & Save". Note that at this point your progress will be saved so you can resume it at a later time. Likewise, if you need to leave your computer, clicking "Save" will also save your progress. This is true for all pages of your application.'

About You

Title * ?

Surname * ?

Forename(s) ?

Date of Birth (dd/mm/yyyy) ?

Gender * ?

Where are you from?

Country Of Birth ?

Place Of Birth ?

Nationality * ?

Domicile * ?

UK Resident ☒ ?

Date of Entry (dd/mm/yyyy) ?

Ethnicity * ?

Other Details

Disability * ?

Are you in receipt of a disability allowance? * ?


* - Mandatory fields

Save Next & Save >

You will need to complete your biographical details here as required. There are help icons with useful text throughout the form. However, if you still need help, please email the Admissions team at admissions@bishopg.ac.uk.

Once complete, at the bottom of the page click Next & Save. You will be taken to the next tab.

Next of Kin

 BISHOP
GROSSETESTE
UNIVERSITY

Home | View Basket | Contact Us

Next Of Kin

Personal Details

Next Of Kin

Previous Education

Undergraduate Qualifications

HESA Details

Additional HESA Details

Photo Upload

Terms And Conditions

Confirm Order

Next Of Kin

< Back & Save Save Next & Save >

This page is used to record the contact address of your next of kin. Click "Next & Save" to continue.

Contact name *

Jerry Potter

?

Relationship *

Father

?

The address of my Next Of Kin is

A new address

?

Next Of Kin Contact Address

Address

?

?

?

?

Country

?

Postcode

?

Telephone

01522583658

?

- Mandatory fields


< Back & Save Save Next & Save >

Your Next of Kin information is collected so that, during your study, BGU have the details of someone who can be contacted in an emergency.

The name, relationship and telephone of your Next of Kin contact is mandatory, but their address is optional. If you do have their address available, we recommend that you enter it, but you can alter your pre-enrolment details once you have submitted the form. Once completed, click Next & Save.

Previous Education

On the Previous Education tab you will need to enter information about any institutions you have attended at secondary school level and above. Some of your qualifications will be pre-populated into this field, so please make sure they are correct. Each time you add a new Institution's details, you will need to ensure that you click Add Institution and that the details appear in the white box below.

BISHOP
GROSSETESTE
UNIVERSITY

Home | View Basket | Contact Us

Previous Education

Personal Details

Next Of Kin

Previous Education

Undergraduate Qualifications

HESA Details

Additional HESA Details

Photo Upload

Terms And Conditions

Confirm Order

Previous Education

< Back & Save | Save | Next & Save >

Please enter any institutions (schools, colleges etc.) that you have attended up to this point. To find an institution, enter its name in the first text box and then click "Search". If the institution is found, it will be displayed in the drop down list below, in which case you can simply select it. If the institution is not found, then you can enter its details manually by selecting "Other..." from the list.

Once you have found your institution, please enter the dates at which you studied there in the "From" and "To" fields, then click "Add" to add it to your list. If you make a mistake and wish to remove an institution, simply select it in the grid and click "Delete". When you are satisfied, click "Next & Save" to store the information.

Institution Details

Institution *

Search ?

▼ ?

From *

▼ ?

▼ ?

To *

▼ ?

▼ ?

Add Institution ?

Institution Name	From Month	From Year	To Month	To Year	
Caistor Grammar School, Market Rasen	September	2002	July	2007	Delete
Franklin College, Grimsby	September	2007	July	2009	Delete
Nottingham Trent University	October	2009	July	2012	Delete

< Back & Save | Save | Next & Save >

Then click Next & Save.

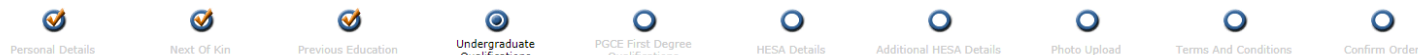
Undergraduate qualifications

If you are starting a **PGCE or Masters Award**, you do **NOT** need to complete this page.

On this page you will need to enter any qualifications that you have completed prior to attending University. This includes A Levels, BTECs, Access to HE courses and other Level 3 qualifications, but does NOT include GCSEs, undergraduate degrees, or postgraduate degrees. Some of your qualifications will be pre-populated into this field, so please make sure they are correct. If the form does not allow you to enter the correct result for your qualification, then it is likely that the qualification details that you are trying to input are incorrect. As before, please ensure that the qualifications you enter appear in the white box at the bottom of the page. If you do have any questions, please contact the Admissions team at admissions@bishopg.ac.uk.



Undergraduate Qualifications



Undergraduate Qualifications < Back & Save Save Next & Save >

Please enter any undergraduate qualifications you may have onto this page. These include A-Levels, Access to HE courses and BTECs, for example. Please do not include GCSE level qualifications, even if they are a requirement of your course. Simply select a programme using the drop down lists, then enter the dates in the "From" and "To" fields and click "Add" when you are satisfied. This will add the qualification into the grid below. Once you have entered all of your undergraduate qualifications, press "Next & Save" to continue.

Qualification Details

Examining Body *
Subject *
Level *
Grade *
Awarding Institution

If using a mobile, you will need to start typing an answer in order to select responses for these fields.

Dates Studied:

From *
To *
Date Awarded

Add Qualification ?


Board	Subject	Level	Grade	Awaiting Result	Awarding Institution	From Month	From Year	To Month	To Year	Date Awarded	
AQA	ACCOUNTING	A Level Double Award (Reformed)	BB	<input type="checkbox"/>		September	2005	July	2007		Delete

< Back & Save Save Next & Save >

PGCE First Degree Qualifications

If you are starting an **undergraduate** programme, you do **NOT** need to complete this page. Some of your qualifications will be pre-populated into this field, so please make sure they are correct.

On this page you will need to enter any qualifications that you have completed at degree level or above. As before, please ensure that the qualifications you enter appear in the white box at the bottom of the page. If you do have any questions, please contact the Admissions team at admissions@bishopg.ac.uk.



BISHOP
GROSSETESTE
UNIVERSITY

Home | View Basket | Contact Us

PGCE First Degree Qualifications

Personal Details

Next Of Kin

Previous Education

Undergraduate Qualifications

PGCE First Degree Qualifications

HESA Details

Additional HESA Details

Photo Upload

Terms And Conditions

Confirm Order

PGCE First Degree Qualifications

< Back & Save | Save | Next & Save >

Please use this page to enter details of any qualifications you have that are degree level or higher. To find a particular subject, enter its name in the "Subject" text box, click "Search" and then select it from the drop down list. If the subject is not in the list, try broadening your search (e.g. instead of searching for "Computer Science", try "comp"). If you studied a joint-honours subject, then you can use the "Subject 2" fields to specify the second subject in the same manner. In this case, you will need to enter a value in the "Proportion" field.

Once you have entered the required information, press the "Add" button to add the qualification to your list.

Qualification Details

Degree Type *

Subject List *

Subject 2 List

Proportion

Level *

Degree Class *

Title of Degree

Dates Studied:

From *

To *

Date Awarded

Add Qualification ?

Degree Type	Title of Degree	Subject	Subject 2	Proportion	Level	Degree Class	Awaiting Result	From Month	From Year	To Month	To Year	Date Awarded	
BSc (Hons)		Zoology				Upper Second Class Honours	<input type="checkbox"/>	October	2009	July	2012		Delete

< Back & Save | Save | Next & Save >

You will need to include all degree level qualifications you have completed in this section, including undergraduate, postgraduate, Masters Awards and PhDs.

HESA Details

HESA is the Higher Education Statistics Agency, which publishes statistical data about universities. BGU are required to return specific information to be used by HESA which is collected on this page.



HESA Details

- Personal Details
- Next Of Kin
- Previous Education
- Undergraduate Qualifications
- PGCE First Degree Qualifications
- HESA Details
- Additional HESA Details
- Photo Upload
- Terms And Conditions
- Confirm Order

HESA Details

[< Back & Save](#) [Save](#) [Next & Save >](#)

This page is used to record other information to support your application/enrolment. Please enter as much information as you can, then click "Next & Save" to continue.

About Your Family

Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma or certificate of higher education? *

Yes ?

Do you have any dependents?

No dependents ?

About You

What is your religious belief? *

Christian ?

What is your highest qualification? *

UK first degree with honours ?

Are you a care leaver? *

Not a care leaver ?

Are you a carer? *

Not a carer ?

* - Mandatory fields

[< Back & Save](#) [Save](#) [Next & Save >](#)


Please complete this page and click Next & Save.

Additional HESA Details

If you are starting an **undergraduate** programme you will **NOT** need to complete this page.


For the Previous Degree Start Date and Previous Degree End Date, if you do not know the exact dates then please round the start dates to the 1st of the month and the end dates to the last day in the month. If you have completed a joint honours degree, please enter both under the PGCE Subject options.


You only need to enter the details of your undergraduate degree on this page. Please do not enter any higher level qualifications.


BISHOP
GROSSETESTE
UNIVERSITY


Home | View Basket | Contact Us


Additional HESA Details



Personal Details



Next Of Kin



Previous Education



Undergraduate Qualifications



PGCE First Degree Qualifications


HESA Details


Additional HESA Details


Photo Upload


Terms And Conditions


Confirm Order

Additional HESA Details

< Back & Save | Save | Next & Save >

This page is used to record information about your degree to support your application/enrolment. Please enter as much information as you can, then click "Next & Save" to continue. If you have not completed a degree, you shouldn't complete this page and should continue to the next tab.

Previous Degree Details

Previous Degree Country

England

?

Previous Degree Establishment

The Nottingham Trent University

?

Previous Degree Type

Bachelor of Science (B SC)

?

Previous Degree Length in Years

3

?

Previous Degree Start Date

01/10/2009

?

Previous Degree End Date

31/07/2012

?

PGCE Details

Class

Upper second class honours

?

Subject of Undergraduate Degree 1

Zoology

?

Subject of Undergraduate Degree 2

-- Please Select --

?

Subject of Undergraduate Degree 3

-- Please Select --

?


- Mandatory fields

< Back & Save | Save | Next & Save >

Please complete this page and click Next & Save.

Photo Upload

Please upload a photo which will be used for your student ID card. All photos will be reviewed by the Admissions team for suitability and you will be informed if you need to submit another photo. Your photo should be passport-style with a pale background, and should be no larger than 3MB.

 BISHOP
GROSSETESTE
UNIVERSITY

HomeView BasketContact Us

Student Photo

Personal Details

Next Of Kin

Previous Education

Undergraduate Qualifications

PGCE First Degree Qualifications

HESA Details

Additional HESA Details

Photo Upload

Terms And Conditions

Confirm Order

Photo Upload

< Back & SaveSaveNext & Save >

View Photo

The photo currently attached to your student record is shown below.


- If you wish to crop the photo drag out a rectangle over the image to the desired size and click "Crop".
- If you wish to rotate the image, click the appropriate rotate button.
- If you wish to delete the photo, click "Delete".

Crop

Rotate Left

Rotate Right

Delete



< Back & SaveSaveNext & Save >

Status: Pending Approval

Please complete this page and click Next & Save.

Terms and Conditions

Please read the terms and conditions of your enrolment, and tick the two boxes at the bottom of the page to confirm that you agree to them. Click Next & Save.

Confirmation of Enrolment Submitted

This page shows you a summary of the course that you will be enrolling onto before you submit it. **Don't forget to click the Submit Enrolment button!**