



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Self Service Enrolment Guidelines

Returning Students

Returning Students

Self Service

20110931: C Test

My Programmes

My Details

Select to view your Self Service account details

Applications

Select to view your recent applications and any resulting offers

Applications Pending

Select to update any current applications

New Students (Enrolment)

Students who have received an email from our Admissions Unit confirming their eligibility to enrol need to use this service to enrol onto their chosen programme.

Returning Students (Enrolment)

Students permitted to progress onto the next stage of their programme of study, select to re-enrol.

[Back](#) |

- [My Details](#)
- [Applications](#)
- [Applications Pending](#)
- [New Students \(Enrolment\)](#)
- [Repeating Students \(Enrolment\)](#)
- [Returning Students \(Enrolment\)](#)

Returning Students (Enrolment)

This is a summary of all the re-enrolments that are currently available to you. If multiple pathways are available, these will be listed below; please select one pathway to re-enrol.

Academic Period	Course Code	Period	Course Title	Mode Of Attendance	Re-enrol
16/17	10093	2FT09	BSc (Hons) Housing Policy and Practice	Full-time according to funding council definitions	Re-enrol

Click 'Returning Students (Enrolment)' and you should see your course showing. If you do not see your course please contact Enrolment.

Click 'Re-enrol' to proceed with your enrolment

Your school may have specific requirements about the optional modules you should select.

You have selected **100 credits**. (Note: if the ' Re-Enrol' button is greyed out you have not selected enough credits)

Please choose at least another **20 credits** by clicking 'Add Module' below.

Course Structure:

Programme: **BSc (Hons) Housing Policy and Practice (10093)**. Session: 2FT09.

Housing And The Economy (HSG5018). Session: T2 Credits: 10

Housing Development : Design (HSG5016). Session: T3 Credits: 10

Legislation In Context (HSG5001). Session: T2 Credits: 10

Personal And Professional Development (HSG5010). Session: YR Credits: 20

Professional Approaches To Housing Practice (HSG5013). Session: T2 Credits: 10

Regeneration (HSG5014). Session: T1 Credits: 10

Research Skills (HSG5005). Session: T2 Credits: 10

Social Inclusion (HSG5007). Session: T1 Credits: 10

Working In The Community (SCH5004). Session: T2 Credits: 10

[Add Module]

This pages shows the modules that you will be studying. At the top of the page it will tell you if you need to add any additional credits.

Click 'Add Module' at the bottom and select modules which total the amount of additional credits you need to add. Once you have added the required amount of credits the 'Enrol' button at the bottom of the screen will no longer be blanked out and you can click it to proceed.

Enrolling Students are requested to check the details displayed and report any discrepancies by using the Contact Us link below. It is important to ensure the accuracy of the Surname and Forename details as this information will be used on official documents such as Award Certificates.

When you are finished please click "Next & Save". Please 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 in the process.

About You

Title *	Miss ▼
Surname *	Test
Forename(s)	C
Familiar Name	C
Date of Birth (dd/mm/yyyy) *	01/02/1992 ▼
Gender *	Female ▼

Where are you from?

Nationality	Wales ▼
Domicile	Wales ▼
Ethnicity	White ▼

Other Details

Disability	No disability ▼
Do you have a criminal record? *	▼ ?

Check that your personal information is correct. If there is anything showing as incorrect please contact us.

Answer the last question about criminal records and then select 'Next and Save' to proceed.

Address Details

Please ensure that address details are complete for each of the four options listed.

Permanent Address

Address *

<input type="text"/>	<input "="" type="button" value="?"/>
<input type="text"/>	<input "="" type="button" value="?"/>
<input type="text"/>	<input "="" type="button" value="?"/>
<input type="text"/>	<input "="" type="button" value="?"/>
<input type="text"/>	<input "="" type="button" value="?"/>

Country

<input type="text"/>	<input "="" type="button" value="?"/>
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Postcode *

<input type="text"/>	<input "="" type="button" value="?"/>	<input type="button" value="Address Lookup"/>
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Internal E-mail

<input type="text"/>	<input "="" type="button" value="?"/>
----------------------	---------------------------------------

External E-mail

<input type="text"/>	<input "="" type="button" value="?"/>
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Telephone Number

<input type="text"/>	<input "="" type="button" value="?"/>
----------------------	---------------------------------------

Mobile Number

<input type="text"/>	<input "="" type="button" value="?"/>
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Term Time Address *

Correspondence Address *

Next of Kin Address *

Update address details if necessary using the Address Lookup function to search via postcode.

If you do not know your Term Time address yet select the Accommodation type and leave the address blank. You can update this at a later date via the Student Portal.

Click 'Next and Save' to proceed.

The details on this page are used to support statistical reporting. Please enter as much information as you can, then click "Next & Save" to continue. If you have previously provided this information (e.g. on a UCAS application), some fields may be pre-populated below.

About Your Family

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed, give their most recent occupation.
If you are 21 or over, please give your own occupation.
When you start to enter an occupation in the text box, matches will appear in the listbox beneath it. Please select the closest available match.

-- Please Select -- ?

 ... ?

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

-- Please Select -- ?

About You

What is your highest qualification? *

-- Please Select -- ?

What is your marital status?

-- Please Select -- ?

What is your proficiency in Welsh? *

-- Please Select -- ?

What is your primary National Identity? *

-- Please Select -- ?

Are you a care leaver? *

-- Please Select -- ?

* - Mandatory fields

< Back & Save Save Next & Save >

Complete the information on the page by using the dropdown menus.

The fields with a red star are mandatory and must be completed.

If you are unsure what the question is asking, hover over the question mark at the end of the line for more information.

If your tuition fees will be paid fully or in part by a sponsor, please upload a copy of your sponsor letter (Student Loan Company documents are not required).

Select the document type in the grid below, then browse to the file you wish to upload and click the "Upload" button. The maximum file size for uploaded documents is 2MB

File To Upload

Browse... ?

Loaded Documents

Course	Document Type	Document	Select
	Sponsor Letter 16/17		<input type="checkbox"/>

Add >> ?

Upload ?

If you are being funded for your tuition fees by an employer or sponsor e.g. NHS funded, please attach a copy of your sponsor letter. If you are receiving funding from Student Finance you do not need to upload a letter. Please select 'Next & Save' to continue.

Terms And Conditions

< Back & Save

Next & Save >

By enrolling you agree to the full Terms and Conditions of both enrolment and of The University. In addition, we urge you to read our Student Fair Processing Notice which explains the purposes for which we are collecting your personal data. By ticking the boxes below, you are giving the University your full consent to process your personal data for the purposes contained in that notice.

You can read these in full here - [Enrolment Terms & Conditions](#).

Please tick the boxes and then click the Next & Save button to continue.

<

>

I have read and understood the Terms & Conditions *

I confirm that all the information I have entered is true to the best of my knowledge *

I consent to the University processing my data as stated in the Fair Processing Notice *

< Back & Save

Next & Save >

Please click on the link to read the Terms and Conditions.

Once you have read these please tick the three boxes to acknowledge that you agree with the statements.

Order Confirmation

This page shows you a summary of your information before you submit it

Your Courses

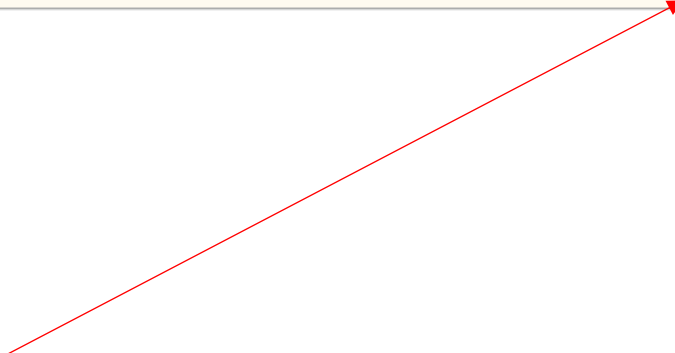
Your order contains the following items:

	Academic Period	Course Code	Course Title	Session	Mode	
Register on	16/17	10093	BSc (Hons) Housing Policy and Practice	2FT09	Full-time according to funding council definitions	Show Modules

You must click the submit button to confirm your enrolment.

Change Details

Submit Re-Enrolments



Click Submit Re-Enrolments to progress. Your enrolment will not be complete unless you click this.