

**Faculty of Health and Human Sciences
School of Nursing and Midwifery**

Induction and Enrolment Checklist

The following checklist has been designed so that you can ensure you have remembered everything you need to do before starting your course, and details the items you need to bring with you on the first day of welcome week.

Enrolment Complete on line enrolment (OLE) and create your computer account and University e-mail address by Monday 17 September 2018. Please ensure you enter your SLC number.	
Photo-upload Upload your photograph so that your University card can be created by Monday 17 September 2018.	
Passport Remember to bring your passport with you on Monday 17 September 2018 to enable you to collect your University card.	
Student Loan Company When you have completed on line enrolment a confirmation email will be forwarded to your University email account. Please read this email carefully as it will include information (where relevant) regarding your SLC student loan and may request you to supply further documents at enrolment.	
Sponsored students It is important that you advise the University you are a sponsored student and provide evidence of your sponsorship. Please bring any documentation with you on Monday 17 September 2018.	
Induction timetable Please look at the induction timetable posted on the university website. This provides information about the activities during your first week at Plymouth University.	
Educational Qualifications If you have gained any qualifications since receiving your offer please bring original certificates and copies to the induction session for your programme	
Occupational Health Please make sure you bring your immunisation history to your occupational health appointment to be held during the week commencing 17 September 2018. This will ensure you are not asked to have an inoculation that you have already been given.	

<p>Disclosure and Barring Service (DBS) If you applied on-line and your DBS certificate is clear, the University will be able to view the certificate via the DBS web page.</p> <p>If your DBS shows an offence the University requires you to bring the DBS certificate in for checking. If you have not already done this please bring the certificate to the card collection session on Monday 17 September 2018.</p> <p>The University must have viewed your DBS disclosure certificate before you commence your first placement. The Faculty Compliance Team will contact you after enrolment if this information is outstanding.</p>	
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<p>Student Name Badge Please provide the details for your student name badge using this website https://open.plymouth.ac.uk/login/signup.php Please provide this information by Wednesday 12 September 2018.</p>	
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<p>Uniform Measurements Please provide your uniform measurements by Wednesday 30 August 2018 using this website https://open.plymouth.ac.uk/login/signup.php</p>	
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<p>Self-Declaration Please complete the self-declaration form by Monday 17 September 2018. As this information needs to be current the website below will be available from Monday 10 September 2018. The form to be completed can be accessed via https://open.plymouth.ac.uk/login/signup.php</p>	
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<p>Reading List Please ensure you read the information relating to reading lists as this provides details of how to download the compulsory texts.</p>	
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<p>Placements Please read the information relating to Placements as this will answer some of the queries you may have relating to practice.</p>	
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<p>Digital Learning Environment (Moodle) Once you have successfully completed the enrolment process, uploaded a photograph and activated your e-mail account you will be able to access the University digital learning environment, i.e. Moodle. Programme and module information can be found on this platform. dle@plymouth.ac.uk</p>	
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<p>STUDENTS WITH DISABILITIES If you have a disability help may be available. Further information is available on the University website.</p>	
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