

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

**DIRECT ENTRY – BSc (HONS) NURSING
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 Wednesday 05 September 2018.	
Photo-upload Upload your photograph so that your University card can be created by Wednesday 05 September 2018.	
Passport Remember to bring your passport with you on Thursday 06 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 you advise the University you are a sponsored student and provide evidence of your sponsorship. Please bring this documentation with you on Thursday 06 September 2018.	
Introductory timetable Wednesday Please look at the timetable posted on the university website: https://www.plymouth.ac.uk/student-life/new-students/induction/health-and-human-sciences-induction	
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	
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>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 Thursday 06 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>	
<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 30 August 2018.</p>	
<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>	
<p>Self-Declaration Please download and complete the self-declaration form and bring it with you to the information and card collection session on Thursday 06 September 2018. https://open.plymouth.ac.uk/login/signup.php</p>	
<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>	
<p>STUDENTS WITH DISABILITIES If you have a disability help may be available. Further information is available on the University website.</p>	