

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

**BSc (Hons) Nursing
Induction and Enrolment Checklist Plymouth Year 1**

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 16 September 2019. Please ensure you enter your SLC number.	
Photo-upload Upload your photograph so that your University card can be created by Monday 16 September 2019.	
Passport Remember to bring your passport with you on Monday 16 September 2019 to enable you to collect your University card.	
Student Loan Company When you have completed on line enrolment a normally 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. If you do not receive this email you will need to bring your SLC award notice with you for scanning by UoP Student Finance during week commencing Monday 16 September 2019	
Sponsored students It is important that you advise the University if you are a sponsored student and provide evidence of your sponsorship. Please bring any documentation with you on Monday 16 September 2019.	
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 https://www.plymouth.ac.uk/student-life/new-students/induction/health-and-human-sciences-induction	
Educational Qualifications If you have gained or completed 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 16 September 2019. 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 16 September 2019.</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 Thursday 12 September 2019.</p>	
<p>Self-Declaration Please complete the self-declaration form by Monday 16 September 2019. As this information is needed to update your records, the website below will be available from 2nd September 2019. The form to be completed can be accessed via https://open.plymouth.ac.uk/login/signup.php</p>	
<p>Placements Please read the information relating to Placements as this will answer some of the queries you may have relating to practice using this link</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. https://www.plymouth.ac.uk/student-life/services/learning-gateway</p>	