

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

**BSc (HONS) NURSING - DIRECT ENTRY Year 2  
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.

<b>Enrolment</b> Complete on line enrolment (OLE) and create your computer account and University e-mail address by Wednesday 04 September 2019.	
<b>Photo-upload</b> Upload your photograph so that your University card can be created by Wednesday 04 September 2019.	
<b>Passport</b> Remember to bring your passport with you on Thursday 05 September 2019 to enable you to collect your University card.	
<b>Student Loan Company</b> When you have completed on line enrolment 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	
<b>Direct Entry students</b> 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.	
<b>Confirmation of Practice hours</b> If you have not already provided documented confirmation of your existing practice hours please use the APL tool which can be found on the link below <a href="https://open.plymouth.ac.uk/course/view.php?id=76">https://open.plymouth.ac.uk/course/view.php?id=76</a>	
<b>Introductory timetable Wednesday</b> Please look at the timetable posted on the university website: <a href="https://www.plymouth.ac.uk/student-life/new-students/induction/health-and-human-sciences-induction">https://www.plymouth.ac.uk/student-life/new-students/induction/health-and-human-sciences-induction</a>	
<b>Educational Qualifications</b> 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	

<p><b>Disclosure and Barring Service (DBS)</b>          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 Thursday 05 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>	
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<p><b>Student Name Badge</b>          Please provide the details for your student name badge using this website <a href="https://open.plymouth.ac.uk/login/signup.php">https://open.plymouth.ac.uk/login/signup.php</a> Please provide this information by 29 August 2018.</p>	
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<p><b>Uniform Measurements</b>          Please provide your uniform measurements by Wednesday 29 August 2019 using this website <a href="https://open.plymouth.ac.uk/login/signup.php">https://open.plymouth.ac.uk/login/signup.php</a></p>	
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<p><b>Self-Declaration</b>          Please complete the self-declaration form on-line by Thursday 5 September 2019. As this information is needed to update your records, the website below will be available from 2<sup>nd</sup> September 2019          The form to be completed can be accessed via <a href="https://open.plymouth.ac.uk/login/signup.php">https://open.plymouth.ac.uk/login/signup.php</a></p>	
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<p><b>Digital Learning Environment (Moodle)</b>          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. <a href="mailto:dle@plymouth.ac.uk">dle@plymouth.ac.uk</a></p>	
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<p><b>STUDENTS WITH DISABILITIES</b>          If you have a disability help may be available. Further information is available on the University website. <a href="https://www.plymouth.ac.uk/student-life/services/learning-gateway">https://www.plymouth.ac.uk/student-life/services/learning-gateway</a></p>	
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