Online Course Registration Form Instructions

Welcome to the University of Warwick’s online Course Registration system. Please read the following instructions carefully. It might be helpful to keep these instructions open in a separate window and refer to them as you move through the Course Registration process.

Course Registration is one aspect of Enrolment and is the process of confirming that your personal details, such as addresses and contact details, and course details are correct and up to date. It also confirms that you agree to observe the Charter, Statutes, Ordinances and Regulations (in effect ‘The Rules’) of the University.

If you have any difficulties using the form or providing the required information, please try reading the Enrolment Frequently Asked Questions to see if a solution to your problem is already available. If you cannot find a solution to your problem, please email the Student Records Team using the ‘Need Help?’ tab at the top left-hand side of your Course Registration screen.

Useful Links:

- Enrolment Frequently Asked Questions
- Enrolment Process
- The Welcome to Warwick Website
- Office for Global Engagement website
A Guide to the using the Online Course Registration Form Screens

Use the “Stages” buttons to track your progress through the Course Registration form. Select the relevant stage at any time to return to a previous section.

If you cannot find an answer to your problem in the FAQs, you can raise an email query at any time by selecting the “Need Help?” button.

Always read the instruction text in the top box; it contains guidance on how to complete the current screen. This is important as inputting incorrect information may mean that you are unable to complete Course Registration.

Select “Save and Continue” at the foot of the page to progress to the next screen.

Tooltips contain useful information which may help you complete a particular question. Where a tooltip (?) is available, you can access it at any time by selecting the (?) icon immediately to the right of the question.
Logging into your Personal Course Registration Form

To log into your form you will need to enter your University number and your Student Records Online password:

- Your seven digit University number can be found your formal offer email. Students that have studied at Warwick previously will generally keep their existing number.

- If you do not already have a Student Records Online password, you can request one by clicking on the "Request Password" link. A password will then be sent to the personal email account you supplied when applying to the University. Please be sure to check your Trash and/or Junk folder in case your email provider filters the email as SPAM. If you need to change the personal email account the University has on file for you, please contact studentrecords@warwick.ac.uk.

If you have any other difficulties logging onto your Course Registration form please contact enrolment@warwick.ac.uk.
Welcome and Introduction

Once you have successfully logged into your form you will see the “Welcome” screen below. Should you need to exit the Course Registration process before submitting the form, you can close your browser window at any time. When you next login, the details you have already entered will be displayed.

Select “Start Course Registration” at the bottom of the page to commence the online Course Registration process.
Course Details

This section shows details of the course for which you have applied and accepted a place. You are not able to update this course information online.

If you have accepted a place on more than one course for this academic year, please use the drop down menu to select the course onto which you want to register.

If the information shown here is incorrect, please select the “Need Help?” button to notify the Student Records team of your concerns.

Unless you are taking another degree level course i.e. a Bachelors or Masters, please select ‘No’

Please pick the most relevant option. Please note there is an 'Other - not specified above [not parents/family]' option if required.
Information required by Higher Education Statistics Agency (HESA)

Each year the University is required to return information on its students to HESA. HESA is the central source for Higher Education statistics for the UK. The questions on this screen form part of this survey for new students. These options are generally provided by the Higher Education Statistics Agency (HESA) and we regret we cannot add any further options to these lists.

The information you submit will be returned anonymously and cannot be amended at a later date, therefore please read the guidance text carefully.
Personal Details

This screen details the personal information we already hold about you. If all the information on this screen is correct, please select “Save and Continue” at the bottom of the page to move onto the next stage.

Not all of the information we hold can be edited by you online. If you need to change any of the details but are unable to do so using the form, please contact the Student Records team selecting the “Need Help?” button on the top right hand side of the screen for guidance.
Passport Details and Visa Type

To be completed by: Overseas students only

Please read the instructions on this screen carefully before attempting to complete the required fields. Entering incorrect or invalid information may lead to your not being able to complete Course Registration, and therefore enrolment. The ‘Name on Passport’ and ‘Nationality’ fields are automatically populated and the information contained in these fields cannot be edited.

If you have any difficulties completing this section of the form, or are unsure which ‘Visa Type’ to select from the dropdown box, please visit the Enrolment FAQ’s webpage and Office for Global Engagement website in the first instance to see if a response to your query can be found online. If you still are unable to find an answer, the Office for Global Engagement can be contacted directly.

Once you have completed all fields, and are certain that the information you have provided is correct, please select “Save and Continue” at the bottom of the page to move onto the next stage.
Visa Details

To be completed by: Overseas students only

Please read the instructions on this screen carefully before attempting to complete the required fields. Entering incorrect or invalid information may lead to your not being able to complete Course Registration, and therefore enrolment.

If you have any difficulties completing this section of the form and you are unable to progress to the next stage of enrolment, please visit the Enrolment FAQ’s webpage and Office for Global Engagement’s website in the first instance to see if a response to your query can be found online. If you still are unable to find an answer, the Office for Global Engagement can be contacted directly.

Once you have completed all fields, and are certain that the information you have provided is correct, please select “Save and Continue” at the bottom of the page to move onto the next stage.
Upload Immigration Documents

To be completed by: Overseas students only

Please ensure you upload a copy of both your passport and your immigration permission to study at Warwick.

If you have any queries about which documents you should upload please contact the Office for Global Engagement.
Confirm Uploaded Immigration Documents

To be completed by: Overseas students only

Please check the documents you upload are correct and select ‘Confirm Uploaded Documents’.
Contact Details at Home

The ‘Contact Details at Home’ screen must contact details of your **permanent** address where the University can contact you outside of term time and once you have completed your course.

To make changes to your Permanent Home Address, select the “Edit Home Details” button at the bottom of the page to edit/add to the information presented. When you have finished editing the information, select the “Save and Continue” button at the bottom of the page. Then select “Continue” to move to the next stage of Course Registration.

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**Edit Home Address Details**

A screenshot of the ‘Edit Home Address Details’.
Emergency Contact Details

We require details of someone who will act as an emergency contact – preferably a family member who the University can contact should an emergency arise. This is extremely important information and must be provided. We are unlikely to have this information stored already and therefore you will need to provide it.

Enter the details of your emergency contact using the fields provided (any field with an asterisk (*) is mandatory). You will not be able to continue with your Course Registration until all required details are added.

Once you have completed all the relevant fields, first select the “Store Changes” button at the bottom of the page to save your details, and then select “Continue” to move to the next stage of Course Registration.

Select ‘Save Changes’ first

Then select ‘Continue’
**Contact Details at University**

The University needs to know where you will be living in term-time and where the University will be able to contact you with information. For some students, for example part-time and distance-learning students, this will be the same as the home address. If this is the case for you, please enter the same address you used in Stage Nine of the form into this section.

To make changes to your Local (term-time) Address, select the “Edit your Local (term-time) Address Details” button at the bottom of the page to edit/add to the information presented. When you have finished editing the information, select the “Continue” button at the bottom of the page to move to the next stage of Course Registration.
Finance Details (Tuition Fees and Sponsor Details)

There are two mandatory, finance-related questions that must be answered in this section:

(1) Student tuition fees can be paid upfront or in instalments. Please read the finance instructions provided carefully by selecting the “Payment Options Guidance” link and then select whether you would like to pay your fees in instalments or in full upfront.

(2) The Sponsor Details that the University holds on file for you (for the given academic year on which you are registering) will be displayed on screen. Please read the finance instructions provided carefully by selecting the “Sponsor Details Guidance” link and then confirm whether the sponsorship information displayed is correct or not.

When you have completed both questions, please select “Save and Continue” at the bottom of the page to move onto the next stage.

If you are unsure how to answer these questions please ensure you read the appropriate guidance

Students with SLC funding need to select ‘I wish to pay by instalments’
Data Protection

This section provides information regarding your rights under the Data Protection Act 1998, and gives you the opportunity to indicate whether you are happy for some of your Course Registration details to be passed onto the Students’ Union or certain Research bodies. If you do not want these details passed onto the Students’ Union or certain Research bodies then please uncheck the relevant tick boxes.

Once you have finished making changes to this section select the “Save and Continue” button to move onto the next stage of Course Registration.
Your Declaration

The final stage of the Course Registration process is to confirm that the information you have provided is correct to the best of your knowledge and that you agree to abide by the University’s rules and regulations. Before selecting the “Complete Registration” button please ensure that you have not missed out any information or made any mistakes at any point during your completion of the Course Registration form. Should you need to amend any details after you have pressed the “Complete Registration” button, you will be able to do so by logging into Student Records Online.

Please note that the Charter, Statute and Regulations contain certain rules governing matters such as examinations, appeals, copyright, academic progression, behaviour on campus…etc, and therefore they will significantly affect your time at Warwick. You can access these documents by selecting the links provided.

By selecting the “Complete Registration” button you are confirming your agreement to observe the Charter, Statutes, Ordinances and Regulations of the University, and to pay your fees on the due date. This declaration has the same legal standing as signing a paper form. Until this button has been pressed the form will not be sent to the University. You must confirm your Course Registration details before the end of the second week after your course begins.

Please note the extra section of red text for Overseas students regarding their Visa arrangements.
**Online Enrolment Dashboard**

The Online Enrolment Dashboard contains tasks which are not compulsory to complete your enrolment but it is recommended that you undertake any relevant steps.

For example, if you are living on campus it is highly recommended that you sign up with the Medical Centre.