



# A Student's Quick Guide to Registration and Online Enrolment

# Quick Links

Please click on the links below :

- Online Enrolment Video
- Start Quick Guide to Online enrolment
- New students: ID Card photo upload
- Where to go for help

# Using the Online Enrolment System

You are required to enrol online at the beginning of each academic year. To begin online enrolment, please visit the following link:

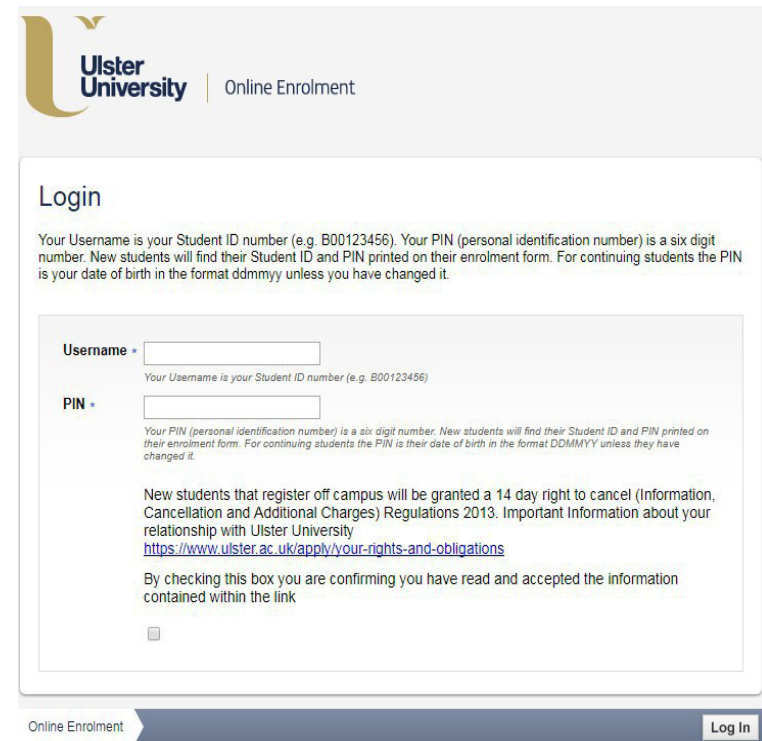
<https://webapplications.ulster.ac.uk/ole/auth/login> .

To log in you will need your username which is your Student ID (B00) you will find this in your joining instructions and your PIN which is your date of birth in DDMMYY format.

For Returning Students: This PIN will remain the same as last year. It is normally set to your date of birth (format ddmmyy) unless you have changed it. If you are unsure of your PIN, please contact a member of Registry staff on:

Coleraine	<a href="mailto:registryce@ulster.ac.uk">registryce@ulster.ac.uk</a>
Belfast	<a href="mailto:registrybt@ulster.ac.uk">registrybt@ulster.ac.uk</a>
Magee	<a href="mailto:registrymg@ulster.ac.uk">registrymg@ulster.ac.uk</a>

Enrolment involves agreeing to the University's policies and regulations in order to enrol as a student at the Ulster University



The screenshot shows the 'Online Enrolment' login page for Ulster University. At the top, the Ulster University logo is on the left and 'Online Enrolment' is on the right. Below this is a 'Login' section. A paragraph explains that the username is the Student ID number (e.g., B00123456) and the PIN is a six-digit number (either the date of birth for new students or a printed number for continuing students). There are two input fields: 'Username' and 'PIN', each with a small asterisk indicating it is required. Below the PIN field is a checkbox for accepting terms and conditions, with a link to the regulations. At the bottom of the page, there is a dark blue bar with 'Online Enrolment' on the left and a 'Log In' button on the right.

Ulster University | Online Enrolment

### Login

Your Username is your Student ID number (e.g. B00123456). Your PIN (personal identification number) is a six digit number. New students will find their Student ID and PIN printed on their enrolment form. For continuing students the PIN is your date of birth in the format ddmmyy unless you have changed it.

Username \*

Your Username is your Student ID number (e.g. B00123456)

PIN \*

Your PIN (personal identification number) is a six digit number. New students will find their Student ID and PIN printed on their enrolment form. For continuing students the PIN is their date of birth in the format DDMMYY unless they have changed it.

New students that register off campus will be granted a 14 day right to cancel (Information, Cancellation and Additional Charges) Regulations 2013. Important Information about your relationship with Ulster University  
<https://www.ulster.ac.uk/apply/your-rights-and-obligations>

By checking this box you are confirming you have read and accepted the information contained within the link

☐

Online Enrolment Log In

# 1. Programme Confirmation

Please check that these details are correct and proceed. If these details are incorrect, you need to inform the University immediately by clicking the Registry link.

## 2. Personal Information

Your details will be pre-populated according to the information provided in your application. You are required to check and update, where necessary, your personal and address data and provide additional information required by government for statistical purposes. If there are any amendments to be made, you can do this here for all sections (apart from your name. Please contact your campus registry office to amend if applicable).

The screenshot shows the 'Programme Details' page of the Ulster University Online Enrolment system. The header includes the Ulster University logo and 'Online Enrolment'. The main content area displays the following details: Programme (BSc Hons Marketing FT (1098)), Programme year/stage (Year 4 of Programme (Y4)), Mode of study (MOA Full-time (FT)), and Campus (Jordanstown (JN)). Below this is a confirmation box with the text 'I confirm this programme of study is correct' and an unchecked checkbox. A sidebar on the right lists five steps: 1. Programme Confirmation (active), 2. Personal Information, 3. Module Selection, 4. Fee Payment, and 5. Security Question. The footer contains 'Online Enrolment', 'Exit', 'Contact Registry', and 'Next Stage' buttons.

The screenshot shows the 'Personal Information' page of the Ulster University Online Enrolment system. The header includes the Ulster University logo and 'Online Enrolment'. The main content area contains a paragraph: 'The menu below contains links to a number of pages. You are required to check your details in each page and confirm that the information is correct or update it where necessary. Once you have completed all pages the Next Stage button will appear. Click this to proceed to the next stage to select your modules.' Below this is a menu with six items, each preceded by a three-dot icon: Personal Details, Permanent Home Address, Term Time Address, Emergency Contact, Further Information, and Doctor's Details (optional). The footer contains 'Online Enrolment', 'Exit', and 'Previous Stage' buttons.

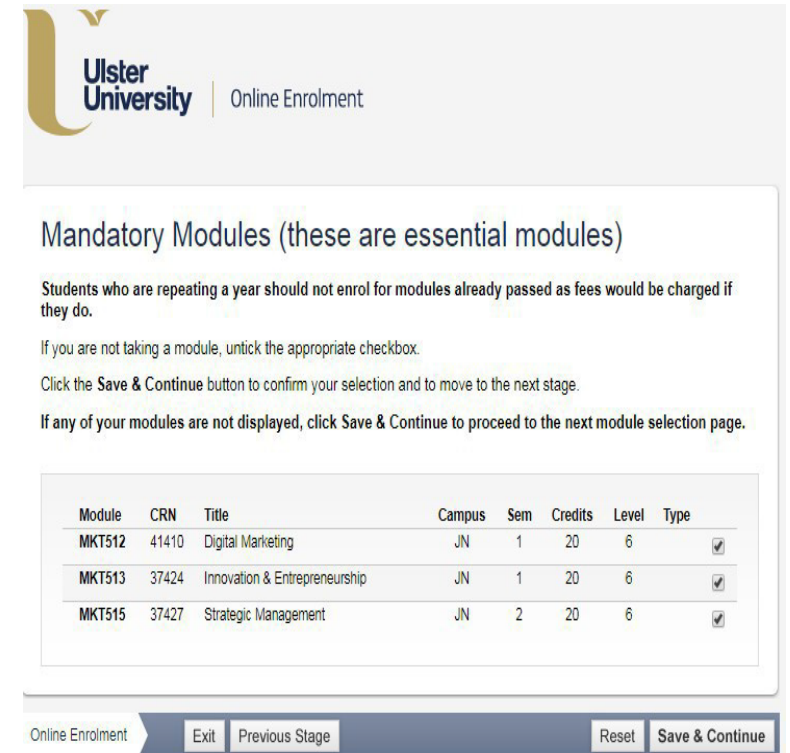
## 3. Module Selection

This section is made up of four different screens:

Online enrolment involves selecting and confirming your modules depending on your programme of study you may have mandatory modules only or you may have the option to select optional modules.

### Mandatory Modules

All mandatory modules will be pre-populated on this screen. Please ensure that each of the modules you are taking has a tick in the box beside it. If there is more than one option available for a module, please make sure you have selected the correct one for the semester and campus you will study it in.



The screenshot shows the 'Mandatory Modules (these are essential modules)' screen in the Ulster University Online Enrolment system. It includes instructions for students repeating a year, a note about unticking checkboxes, and a 'Save & Continue' button. Below is a table of mandatory modules with checkboxes for selection.

Module	CRN	Title	Campus	Sem	Credits	Level	Type
MKT512	41410	Digital Marketing	JN	1	20	6	<input checked="" type="checkbox"/>
MKT513	37424	Innovation & Entrepreneurship	JN	1	20	6	<input checked="" type="checkbox"/>
MKT515	37427	Strategic Management	JN	2	20	6	<input checked="" type="checkbox"/>

At the bottom of the screen, there are navigation buttons: 'Exit', 'Previous Stage', 'Reset', and 'Save & Continue'.

# Optional Modules


Any optional modules that you may choose will appear on this screen.

New students: Please refer to your joining instructions to choose the correct optional modules if applicable.

Returning students: Please refer to your Course Director for optional module selection if applicable.

## Additional modules

If the modules you intend to take this year have still not appeared, you can search for them on this screen.

 Online Enrolment

### Optional Modules (optional for your programme)

To select an optional module, tick the appropriate checkbox. Where a module is offered in more than one semester you must ensure that you select the correct module for the semester in which you will be taking the module.

Click the **Save & Continue** button to confirm your selection and to move to the next stage.


If any of your modules are not displayed, click **Save & Continue** to proceed to the next module selection page.

Full-time undergraduate students are not normally permitted to enrol for more than 120 credits.

Part-time students are not normally permitted to take more than 45 credits in each of semesters 1 and 2 or more than 20 credits in semester 3.

Module	CRN	Title	Campus	Sem	Credits	Level	Type
MKT503	39416	Selling and Sales Management	JN	1	20	6	<input type="checkbox"/>
MKT506	39417	Services Marketing	JN	1	20	6	<input type="checkbox"/>
MKT510	40544	Marketing Forum	JN	1	20	6	<input type="checkbox"/>
▼ MKT535	2 Sections available, please select one			1/2			
MKT535	42308	Global Marketing	JN	1	20	6	<input type="radio"/>
MKT535	42309	Global Marketing	JN	2	20	6	<input type="radio"/>
MKT502	40959	Research Paper	JN	2	20	6	<input type="checkbox"/>
MKT524	39419	Technology Marketing	JN	2	20	6	<input type="checkbox"/>
MKT531	39420	Corporate Communication	JN	2	20	6	<input type="checkbox"/>

Online Enrolment [Exit](#) [Back](#) [Reset](#) [Save & Continue](#)

 Online Enrolment

### Additional Modules

Use this page to search for any remaining modules listed on your enrolment form.

If you are carrying one or more failed modules from last year you should not enrol for these now as you will be charged tuition fees. The Examinations Office will add these modules to your record.


### Additional Modules Chosen

Module	CRN	Title	Campus	Sem	Credits	Level	Type
No modules to display							

Online Enrolment [Exit](#) [Back](#) [Save & Continue](#)

# Confirmation

If you are content that your module selection is correct click Submit and Proceed to Next Stage. If you have selected a module in error, please select Edit Modules and delete the module you do not need.

 **Ulster University** | Online Enrolment

### Confirm Module Selection

You have selected the following modules for this academic year.

#### Mandatory Modules

Module	CRN	Title	Campus	Sem	Credits	Level	Type
MKT512	41410	Digital Marketing	JN	1	20	6	
MKT513	37424	Innovation & Entrepreneurship	JN	1	20	6	
MKT515	37427	Strategic Management	JN	2	20	6	

Edit Modules

#### Optional Modules

Module	CRN	Title	Campus	Sem	Credits	Level	Type
MKT506	39417	Services Marketing	JN	1	20	6	
MKT524	39419	Technology Marketing	JN	2	20	6	
MKT531	39420	Corporate Communication	JN	2	20	6	

Edit Modules

#### Additional Modules

You have not selected any additional modules to take.

Edit Modules

Online Enrolment

Exit Back

Confirm & Proceed to Next Stage



## 4. Tuition Fee Payment

In order to complete the enrolment process, you must select one of the fee payment options. Please refer to the [Tuition Fee Pages](#) of this document for further guidance on tuition fee payment options.

### Tuition Fee Payment

Welcome to the Tuition Fees Payment screen. This screen shows the fees due based on your current registration details as well as various payment options. Where there is a balance of fees payable you must select one of these options in order to confirm your registration.

If you believe that your fee details as displayed here are not correct, please logout and contact the Fees office immediately.

If you wish to arrange payment in full by cheque or bankers draft, please logout and contact the Finance office; you will not be able to confirm registration until the payment is credited to your account.

Please note that the Tuition Fee amount is based on the registration information available at enrolment. The University reserves the right to amend fees on the basis of revised information received after enrolment and to invoice students accordingly. It is your responsibility to ensure that you are being charged under the student support regulations to which you are eligible.

Students who are in receipt of commissioned funding and who have a balance of fees payable showing below should select the **Sponsor** payment option in order to proceed with online enrolment.

Should you have any queries regarding fees, please do not hesitate to contact the Fees Team on [fees@ulster.ac.uk](mailto:fees@ulster.ac.uk) or by telephone on +44(0)28 7012 4252

**Tuition Fee** £4,274.40  
**Net Balance of Fee Payable** £4,274.40

Select Payment Option \*

- ☐ Online Payment in Full ?
- ☐ Direct Debit instalment plan ?
- ☐ Deposit and Credit/Debit card instalment plan ?
- ☐ Sponsor ?
- ☐ Student Finance ?

- 1 Programme Confirmation ✓
- 2 Personal Information ✓
- 3 Module Selection ✓
- 4 Fee Payment
- 5 Security Question

#### Telephone support

Tel: +44 (0) 28 7012 3450  
(10am-1pm & 2pm-4pm Monday to Thursday)  
(10am-1pm & 2pm-3pm Friday)



Student Loans Company – If you have made arrangements to have your fees paid by the Student Loans Company directly to the University, please select the Student Finance option. You will be prompted to read and agree to the Terms and Conditions in relation to payment. Please note, confirmation of funding from the Student Loans Company must reach the University by 15 November 2022.

## Student Finance

You have selected to pay by Student Finance NI (or England/Wales/EU Team). By doing so you are declaring that you have or intend to seek funding from Student Finance NI (or England/Wales/EU Team) to pay any balance of your fees in full.

The University will receive information from Student Finance NI (or England/Wales/EU Team) of all approved tuition fee grants and loans. If we have not received this information by 15th November you will be required to pay your fees in full or sanctions will be applied in accordance with the Tuition Fees Payment Policy.

If you do not apply for funding matching the full amount of your fees you will be required to pay any personal contribution by 15th November. If you are a part-time undergraduate please forward a copy of your financial notification from Student Finance NI (or England/Wales/EU Team) to the Tuition Fees office as soon as you receive it.

Tick this box if you agree to these Terms and Conditions \* ☐

1

Programme Confirmation

✓

2

Personal Information

✓

3

Module Selection

✓

4

Fee Payment

5

Security Question

Online Enrolment

Exit

Return to Fees

Agree & Proceed

### Telephone support

Tel: +44 (0) 28 7012 3450  
(10am-1pm & 2pm-4pm Monday to Thursday)  
(10am-1pm & 2pm-3pm Friday)

# Tuition Fee Guidance

All students are required to pay an annual tuition fee for each academic year of their course, although this can be paid on your behalf by a sponsor, such as an employer, or you may have applied to have your tuition fees paid directly to the University through Student Finance.

During online enrolment you must select one of the payment options listed. It is important that you consider these carefully so that you know, in advance of coming to enrol, which one you will choose. If you cannot pay your fees or sign up to one of the payment methods listed here, you will not be able to complete registration and enrolment.

This section provides an overview on how you can pay your tuition fees to the University. For more information on tuition fee payment options, please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding>

**Online Payment** - Payment may be made by credit/debit card. The University accepts all major credit/debit cards except American Express and Laser. (For information on our Upfront Payment discount please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees-discounts>)

**Direct Debit instalment plan** - You can set up a direct debit provided you have a UK bank or building society account. (Please note that savings accounts are not permitted under the Direct Debit scheme.) To sign up online you must be the account holder and the only person required to authorise debits from the account otherwise you will need to download a direct debit form from our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees/forms>.

The completed form should be returned to the Fees Office (see address on page 10) prior to registration or you may bring it with you to registration to enable your account to be updated. With the Direct Debit you can spread the cost of your tuition fees over 5 consecutive instalments from 1 December until 1 April. For further information, please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees-payments/payment-methods>.

The cut-off date for setting up an online DD plan and receipt of a DD mandate is 14 October 2022. Forms received after that date will not be processed.

**Deposit and credit/debit card instalment plan** - You can pay your fees in instalments by setting up a recurring card payment plan (RCP) using your credit or debit card.

For NI/Rol/GB students, tuition fees payable by RCP are collected in up to 10 equal instalments, with the first instalment due at registration and subsequent payments falling due on the first day of the month, thereafter, to 1st June.

For International students first commencing their programme in September 2022, there is a requirement to pay a deposit of £3,000 before a Confirmation of Acceptance for Studies (CAS) can be issued.

The preference is for tuition fees to be paid in full at registration.

A minimum of 50% of the tuition fee due at registration must be paid. The balance may be paid in two further instalments on 1 December and 1 April through our Flywire Payment Option/Payment Portal. Otherwise, an instalment plan must be set up for the balance at registration. RCP instalments are collected in 2 further instalments on 1 December and 1 April. For further information, please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees-payments/payment-methods>.

EU students (excludes Rol nationals) will be charged tuition fees in line with international fees.

**Student Finance** - If you are a student from NI/RoI/GB and have applied for, or intend to apply for, your tuition fees to be paid directly to the University through Student Finance, you should select this option. If you select this option but do not have confirmation of your loan by 15 November 2022 you will be required to pay the fees yourself. It is important, therefore, that you apply immediately if you have not already done so. NI students can apply online at <https://www.studentfinanceni.co.uk/>.

For further information, please see our Student Guide <https://www.ulster.ac.uk/student/fees/funding>

**Sponsor** – If an employer or other organisation is paying your fees you must provide the Fees Office with an official sponsor letter on headed paper. Letters should be sent to the Fees Office prior to registration, or brought to registration, otherwise you will have to pay the fees yourself in order to enrol. The letter must indicate the amount of the sponsorship, your student ID (B00) number, course title and the academic year, together with the sponsor's address to which an invoice can be sent. It should also include the Purchase Order number, if applicable. The address for the Fees Office can be found on the next page. For further information please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees-payments/sponsored-students>.

### Other payment options

Alternatively, you may pay by one of the following options either at, or in advance of, registration. For further information on these alternative payment options, please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees-payments>.

(a) Sterling Cheque/Banker's Draft. Cheques should be made payable to Ulster University and should have your name, address and student ID (B00) number on the back. Please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees-payments/payment-methods>.

(b) BACS Payment/Bank Transfer. You should ensure that your student ID (B00) number and name are quoted on the transfer. You should allow a minimum of seven working days for the payment to clear in advance of registration. Please see our Student Guide <https://www.ulster.ac.uk/student/fees-and-funding/tuition-fees-payments/payment-methods>.

### [Self-funding International Students \(commencing September 2022\).](#)

For international students first commencing their programme in September 2022, there is a requirement to pay a deposit of £3,000 before a Confirmation of Acceptance for Studies (CAS) can be issued. The preference is for fees to be paid in full at registration. If you are unable to pay your tuition fees in full, you must pay a minimum of 50% of the tuition fee due at registration. The balance can be paid in two further instalments on 1 December and 1 April through our Flywire Payment Option/Payment Portal. Otherwise an instalment plan must be set up for the balance at registration.

### [Tuition Fees Office Contact Details.](#)

Email: [fees@ulster.ac.uk](mailto:fees@ulster.ac.uk)

Telephone: +44 (0) 28 7012 4252

Address:

Tuition Fees Office

Room X005

Ulster University

Cromore Road

Coleraine

Co. Londonderry

BT52 1SA

## Security Question

You will be asked to complete a security question in the event that you forget your password details at a later stage.

### Security Question

On the following page, you will be given your Network password, which you can use to access a variety of University systems. If, in the event you cannot remember this password, you will be asked to answer a security question.

Please enter a question and answer that can be used to verify your identity.

Security Question ▾

What is your most memorable place, but not where you were born or live? ▾

Answer ▾

Answers must be between 4 and 16 characters in length and are case sensitive.

Which of the following online tools do you use regularly?

LinkedIn ☒

Twitter ☐

Facebook ☐

You Tube ☐

Pinterest ☐

Instagram ☐

Other ☐

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Telephone support

Tel: +44 (0) 28 7012 3450  
(10am-1pm & 2pm-4pm Monday to Thursday)  
(10am-1pm & 2pm-3pm Friday)

Online Enrolment Exit Save & Continue

## Employability

You will be asked to complete three questions relating to your career thinking and previous work experience.

### Employability

Your responses to the questions below will help the University to provide you with tailored advice and opportunities to support your career.

What stage are you at in your career planning? Please select **one** statement that most relates to your career plans ▾

I am not ready to start thinking about my career yet

I have no career ideas yet but want to start exploring my options

I have some ideas about my career and I am ready to start planning

I know what I want to do but I'm not sure how to get there

I have a career in mind and would like to gain relevant work experience

I am interested in working for myself

I am ready to start applying for jobs or further study

I have been applying for opportunities and so far, I have not been successful

I have secured a job, further study or intend to start my own business

I am pursuing my current course out of personal interest

I would like more information on (Select **all** that apply) ▾

International opportunities

Business Start Up/Freelancing

Work Experience & Placement opportunities

One to one guidance appointment (coaching)

Networking with employers

EDGE Employability Award

What skills are most important to your future career? (Please drag and drop the boxes to rank in order from most important to least important) ▾

Creativity/Innovation

Critical Thinking

Problem Solving

Communicating Professionally

Leadership

Digital Literacy (Skills, Technologies)

Commercial Awareness

Self-Confidence

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Online Enrolment Exit Save & Continue



Once you have completed this stage you have successfully registered. You must take a copy of your university password displaying on the screen as you will need this along with your Student ID number (B Number) to gain access to any of the University's online learning resources.

### New Students will receive this message:

**Ulster University** | Online Enrolment

## Registration Complete

**Registration is Complete – NEW students please follow the below steps**

Associate students of the University do not receive an email or network access.

1. Please take a note of your University email address and network password (top tip – take a photo on your phone to save these details). These details are important as all University communications will be sent to your University email account and this is how your course team will get in touch.
2. Once you have taken a note of your email address and network password you should click Exit to complete the on line enrolment process.
3. Don't forget to visit your joining instructions for details of your course induction and wider induction programme.
4. Your campus Registry Office can support you if you need to amend your student record or if you need any help or advice regarding your student loan. The Registry Office can also provide advice regarding any forms that need to be completed by the University such as Disabled Students Living Allowance or Part Time Loans forms to name a few as well as assisting you with queries about your student card.

Your University username and password are:

**Network Username** [REDACTED]  
**Network Password** [REDACTED]

Your University email address is:  
[REDACTED]

The University's Deregistration Policy can be found at <https://www.ulster.ac.uk/studentadministration/students/current-students/my-academic-record/deregistration>. Please Note: The date the form is completed on the Student Portal is the date deregistration becomes effective and this date will be used by the Finance Office to recalculate tuition fees and by other University Departments who are responsible for bursaries, grants, scholarships etc.

**Please remember to allow at least 24 hours for your Blackboard Learn login to be available.**

[Click here for Sports Centre information.](#)

Please log out of the system using the **Exit** button below.

**Telephone support**  
Tel: +44 (0) 28 7012 3450  
(9.00am to 5.00pm Monday to Friday)

Online Enrolment **Exit**

### Returning students will receive this message:

## Registration Complete

**Registration is Complete – NEW students please follow the below steps**

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1. Please take a note of your University email address and network password (top tip – take a photo on your phone to save these details). These details are important as all University communications will be sent to your University email account and this is how your course team will get in touch.
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(10am-1pm & 2pm-3pm Friday)

Online Enrolment **Exit**



# Where to go for help

- If you have any issues with providing your qualifications please get in contact with the [relevant admissions team](#) as quickly as possible.
- If you are having problems with the online enrolment system or the photo upload your local [registry office](#) will be able to assist you.
- September Registration helpline +44(0) 28 7012 3450 (operational late August – late September)
- If you are having any issues with your fees the [Tuition Fee Office](#) will be able to assist you.