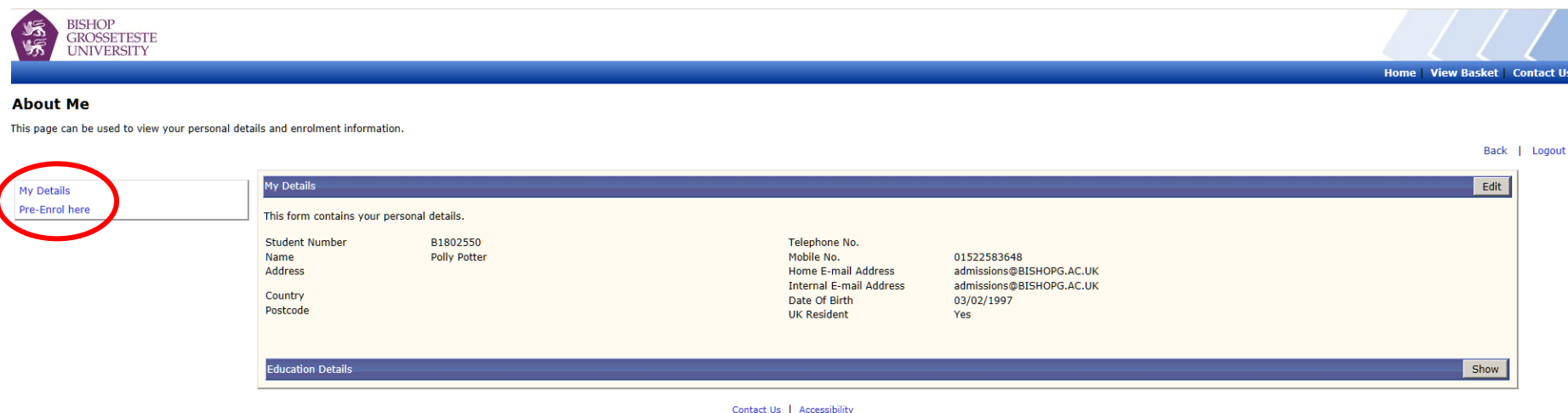# Completing Your Pre-enrolment Form

Before attending enrolment, Bishop Grosseteste University (BGU) will require you to complete an online pre-enrolment form with which you can provide the information we will need to enrol you onto your course. Although the form is compatible with mobile phones, we strongly recommend that you complete the Pre-enrolment form on a laptop.

You should have been provided with an email address and password which you can use to log in. After your first log in, you will be able to change your password to one of your choice. We recommend using a combination of numbers, and letters both upper and lower case, to ensure a higher level of security.

N.B. the student details used to populate the pre-enrolment form in this handbook are fictional, and as such any similarities to real life details are coincidental.

Once you have logged in, you should be diverted to the Student Self Service homepage. In the menu in the top right corner of the screen, select My Details. Your details will then appear on the screen as follows.
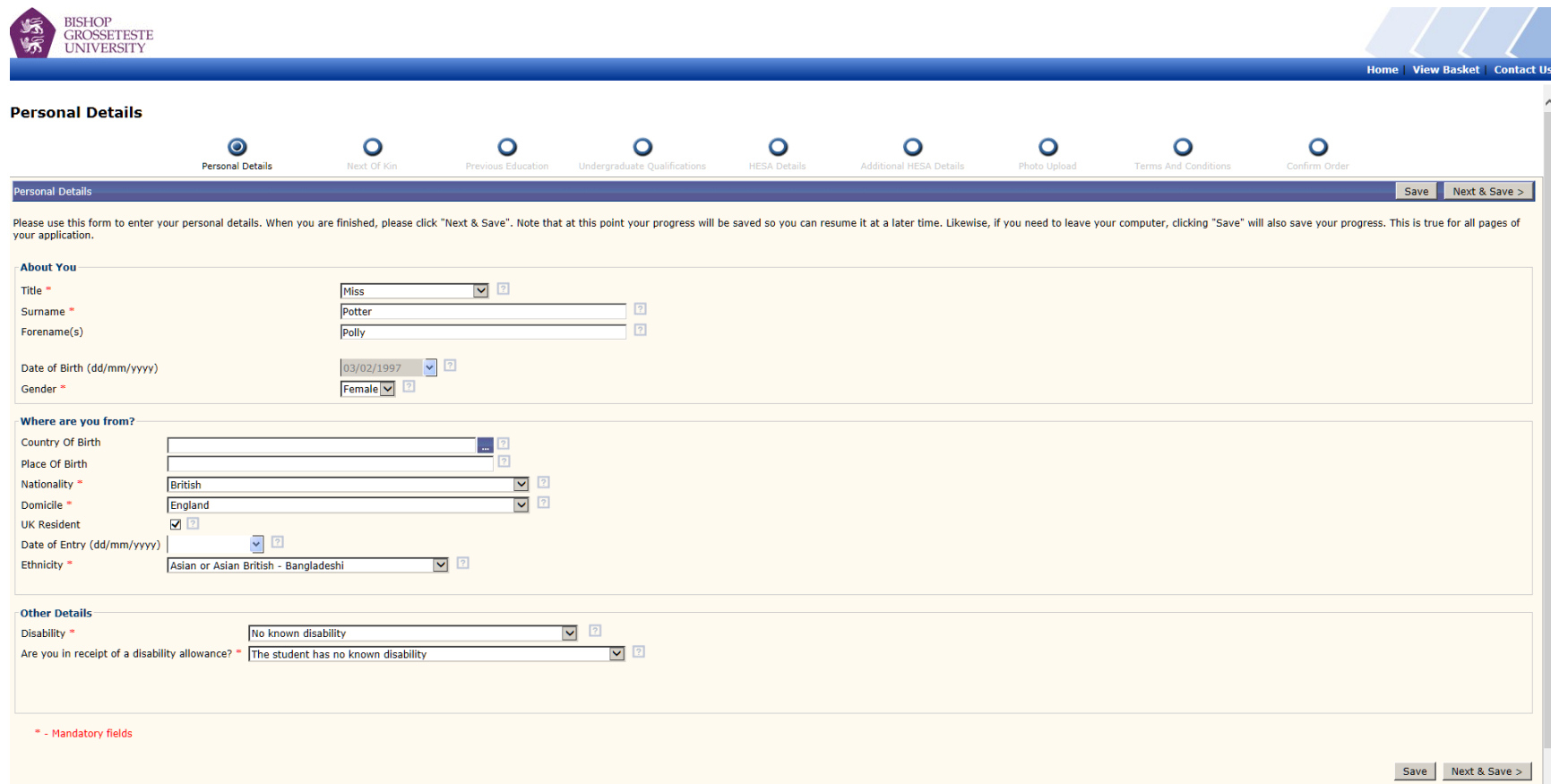

To Pre-Enrol, you will need to click 'Pre-Enrol here' as circled above. If at any stage you have to close the browser, log in again and click View Basket in the top left corner and you will be able to restart your pre-enrolment form from where you left it.

Personal Details

You should then be taken to a screen which shows the courses that are available for you to pre-enrol onto.

Please be aware the information in the Course Code, Period and Stage columns is for office reference only, but please ensure that the Academic Period and Title is showing correctly for your course. This information is populated by our Student Record System, so if there aren't any courses appearing, or your course is listed incorrectly, then please contact the Admissions team at admissions@bishopg.ac.uk.

Under the Tasks column of the course you are pre-enrolling onto, click 'Pre-enrol'. You will now be taken to the following page.

You will need to complete your biographical details here as required. There are help icons with useful text throughout the form. However, if you still need help, please email the Admissions team at admissions@bishopg.ac.uk.

Once complete, at the bottom of the page click Next & Save. You will be taken to the next tab.

Next of Kin

Your Next of Kin information is collected so that, during your study, BGU have the details of someone who can be contacted in an emergency.

The name, relationship and telephone of your Next of Kin contact is mandatory, but their address is optional. If you do have their address available, we recommend that you enter it, but you can alter your pre-enrolment details once you have submitted the form. Once completed, click Next & Save.

Previous Education

On the Previous Education tab you will need to enter information about any institutions you have attended at secondary school level and above. Some of your qualifications will be pre-populated into this field, so please make sure they are correct. Each time you add a new Institution's details, you will need to ensure that you click Add Institution and that the details appear in the white box below.

Then click Next & Save.

Undergraduate qualifications

If you are starting a **PGCE or Masters Award**, you do **NOT** need to complete this page.

On this page you will need to enter any qualifications that you have completed prior to attending University. This includes A Levels, BTECs, Access to HE courses and other Level 3 qualifications, but does NOT include GCSEs, undergraduate degrees, or postgraduate degrees. Some of your qualifications will be pre-populated into this field, so please make sure they are correct. If the form does not allow you to enter the correct result for your qualification, then it is likely that the qualification details that you are trying to input are incorrect. As before, please ensure that the qualifications you enter appear in the white box at the bottom of the page. If you do have any questions, please contact the Admissions team at admissions@bishopg.ac.uk.

PGCE First Degree Qualifications

If you are starting an **undergraduate** programme, you do **NOT** need to complete this page. Some of your qualifications will be pre-populated into this field, so please make sure they are correct.

On this page you will need to enter any qualifications that you have completed at degree level or above. As before, please ensure that the qualifications you enter appear in the white box at the bottom of the page. If you do have any questions, please contact the Admissions team at admissions@bishopg.ac.uk.

You will need to include all degree level qualifications you have completed in this section, including undergraduate, postgraduate, Masters Awards and PhDs.

HESA Details

HESA is the Higher Education Statistics Agency, which publishes statistical data about universities. BGU are required to return specific information to be used by HESA which is collected on this page.

Please complete this page and click Next & Save.

Additional HESA Details

If you are starting an **undergraduate** programme you will **NOT** need to complete this page.

For the Previous Degree Start Date and Previous Degree End Date, if you do not know the exact dates then please round the start dates to the 1st of the month and the end dates to the last day in the month. If you have completed a joint honours degree, please enter both under the PGCE Subject options.

You only need to enter the details of your undergraduate degree on this page. Please do not enter any higher level qualifications.

Please complete this page and click Next & Save.

Photo Upload

Please upload a photo which will be used for your student ID card. All photos will be reviewed by the Admissions team for suitability and you will be informed if you need to submit another photo. Your photo should be passport-style with a pale background, and should be no larger than 3MB.

Please complete this page and click Next & Save.

Terms and Conditions

Please read the terms and conditions of your enrolment, and tick the two boxes at the bottom of the page to confirm that you agree to them. Click Next & Save.

Confirmation of Enrolment Submitted

This page shows you a summary of the course that you will be enrolling onto before you submit it. **Don't forget to click the Submit Enrolment button!**