

## ONLINE ENROLMENT HINTS AND TIPS

To log in to the enrolment form you need to know your Student Reference number. If you don't know it you will find this on the email you receive inviting you to enrol.

If you get an error message 'System does not recognise my details' please check that you input your details correctly. If you have, and you are using a mobile phone please retry using a different browser. If you still get an error message please contact [enquiry@nescol.ac.uk](mailto:enquiry@nescol.ac.uk)

Once you log in, the enrolment form will display your personal information and will collect more information about you. Extra notes will appear to help you through the process.

Most of the enrolment process consists of you checking the details that we hold about you, e.g. name, address, contact details.

- If your address has changed or is incorrect you can let us know by completing the change address function in the enrolment form. The address will be updated within 48 hours by our student records team.

You will also be asked some questions. One question is about who is paying your course fees; the source of finance. All courses have course fees but in Scotland most students resident in Scotland qualify to have the fees paid on their behalf.

- If you are enrolling on an HNC or HND it is likely that Student Awards Agency for Scotland (SAAS) are paying your course fees, but you need to apply to them first at [www.saas.gov.uk](http://www.saas.gov.uk). Choose this option if you have applied, or if you intend to apply. Please apply as soon as possible if you haven't already.
- If you are enrolling on a non-advanced course (not an HNC or HND) then it is likely that your fees will be waived, and paid by the Scottish Funding Council. Choose the 'Fee waiver - full-time non-advanced' option if you have applied or intend to apply to College funding to arrange this. Please apply as soon as possible if you haven't already (you can use this link to apply for fees, bursary, EMA).
- If you are paying your own fees please choose the 'Self-financing student' option depending on whether you have come from overseas or not. If you have not paid your course fees in full, you will receive an invoice for any outstanding amounts.

Another question asks which school you attended. If you are under 21 you should choose the school that you last attended (i.e. before leaving school), regardless of whether you have attended College or University after then.

You are also asked 'to enter a late entry date on the course, if applicable'. This should only be completed if you have missed the start of the course and are enrolling after the course has started, and should be left blank if you are enrolling before the start date.

Once you have enrolled you will receive an email with information on what happens next. This will include access to a number of College systems, MyNescol (the student portal full of useful information and where you will be able to access your timetable), Office 365 (email, OneDrive, Teams etc.) and Blackboard (the student VLE, where you will access the online induction course, course material and where you will join any online sessions you are timetabled for). But this access doesn't happen instantly - please be patient. It can take up to 48 hours before full access is in place.