



23 July 2020

Dear Student

Enrolment and Joining Instructions for the 2020-21 Academic Year

We hope you are having a well-earned summer break and are looking forward to welcoming you back for the next year of your studies.

This letter contains important information for the next year of your studies including arrangements for enrolment, finance, residency, start dates and timetables and important information about arrangements for the ongoing Covid-19 situation. My apologies for the long letter but please read it carefully so you are aware of the arrangements for September.

REASSESSMENTS

We hope you were pleased with your results from this year. However, if you do have any outstanding reassessments to complete over the summer please make sure you take the opportunity to complete them successfully, it will be worth it.

- Coursework reassessments should be submitted by Friday 07 August unless you have made other arrangements with your tutor. Please contact your tutor if you have had circumstances affecting this deadline.
- Resit exams will also be held in the week commencing Monday 10 August unless notified otherwise by your tutor. These are likely to be remote delivery exams or alternative forms of assessment similar to those in the May exam period.
- Please liaise with your tutor over the date, time and arrangements for any resit examinations/alternative forms of assessment.

ONLINE ENROLMENT

You need to complete on-line enrolment for 2020-21 using the UCLAN online enrolment system as you did last year. Online enrolment opens on 03 August 2020 and we will send you an email reminder nearer the date. Please then go to www.uclan.ac.uk/enrol and follow the instructions to complete your online enrolment. You will need your UCLAN log-in details. If you experience problems please use the links in the 'Need Advice' section of the above UCLAN enrolment webpage. Alternatively, you can visit [MYPAGE](#) for further guidance on enrolment.

Please note:

- **You must complete the online enrolment before the start of the new academic year.**

- If you have outstanding reassessments, you will not be able to complete online enrolment until you have completed the reassessments.
- Reassessment results will be published on Thursday 03 September 2020. If you have completed reassessments successfully you will be able to complete your online enrolment on or after this date.

If you have any general queries or questions about online enrolment please contact enrolment@myerscough.ac.uk

FINANCE

Once you have completed the UCLAN online enrolment you need to pay, make arrangements to pay, or ensure your Student Finance tuition fee loan is in place to cover your tuition fees.

Payments can be made on-line at <https://www.myerscough.ac.uk/payments/>, please quote HE fees as your invoice number and quote your student number as the debtor number. If you require any assistance with your student finance arrangements please contact the Finance Office at studentfinance@myerscough.ac.uk.

RESIDENCY

If your residency has been confirmed in writing for this academic year, your accommodation will be available from the weekend of Saturday 05 and Sunday 06 September 2020. The collection of your room key will be by appointment only, and further details will be provided at the end of August. If you have any queries regarding your residency accommodation please contact

Shirley Tate: state@myerscough.ac.uk (01995 642324) or

Pam Dickens: pdickens@myerscough.ac.uk (01995 642332)

START DATE / TIMETABLES

The timetable for your course starts on Monday 14 September 2020. Your start date will be your first timetabled session in week commencing 14 September. Your personal timetable will be available via your usual College [MYPAGE](#) log-in after you have completed online enrolment. Please check your timetable to confirm the first session you are due to attend.

Online/Distance Learning Students - online learning materials will be available from Monday 14 September 2020. If your course requires any additional study days or weekends your course tutor will liaise with you directly with the details for these.

If you have any queries about your timetable or course, please contact your course tutor.

IMPORTANT INFORMATION ABOUT ARRANGEMENTS FOR THE ONGOING COVID-19 SITUATION

We are planning for all our courses to start in September and the health, safety and wellbeing of students, staff and visitors is the main priority and will continue to underpin the decisions we make. Thank you for working with us and continuing to engage with your studies when we had to move to remote delivery at the end of last term. However, we know how important it is that you have normal on-campus face to face delivery and we are planning to provide this as much as possible from September following any ongoing social distancing guidelines and health and safety measures.

Our rural location, large, open space campus and generally smaller class sizes than many Universities, means that we are ideally placed to provide on-campus delivery as much as possible. We've put a series of common FAQs on our website, which will hopefully reassure you about our plans from September: <https://www.ucmyerscough.ac.uk/students/coronavirus-information/>

We are aiming to keep students in subject 'bubbles' for on-campus delivery, together with limiting the classrooms and restaurants that each bubble will use in order to support your safety. If social distancing guidelines continue, some large group lectures or modules may include online sessions delivered through our virtual learning environment (Canvas and Teams) until those social distancing restrictions are lifted, but we hope to keep these to a minimum. Where possible, these will be supported by face to face small group seminars or workshops. We will let you know when we have further details on any specific arrangements.

Clearly this is a changing picture and we will follow the latest Government guidance. We need to work together in order to meet these expectations and keep each other safe. In order to support this, we are giving early notice of some of the arrangements and preparations that you need to make for September:

- To support the maintenance of the curriculum bubbles, staggered breaks and lunches and timetabled restaurant sessions will be detailed on your timetable.
- Whilst we will designate restaurants and eateries, space will also be provided if you prefer to bring a packed lunch and refreshments.
- Those of you who have already got your own devices (laptops etc.) will be encouraged to bring them in to use on-campus to help reduce the demand for computers in the drop-in study areas. However, please don't worry if you don't want to, as the computers in the drop-in study areas will still be available and this equipment will be cleaned regularly.
- If you don't have a laptop, we will be providing more information via email on our laptop loan scheme or how to access support to purchase one for those eligible.
- You must have a face mask in order to travel on public transport and for use in College.
- All students will be given a washable mask by the College and spare masks will be available for purchase from outlets.
- Sanitisation stations will be in all curriculum buildings and cross college areas including the bus stops. However, we also recommend that you also bring your own personal hand sanitiser.
- We will be moving to cashless payments so if you haven't already, we recommend that you set up a bank account in order to have access to a debit card. If you need help setting up a bank account, please contact us at helpwithmybankaccount@myerscough.ac.uk.
- There will be a covid-19 induction information pack provided at the start of term.

TRANSPORT

Buses will be running as normal and the shuttle service will still be provided for the Stagecoach services dropping off on the A6.

Car parking will be available as normal. If you are going to be dropped off and collected from College by car, we ask that this is done as safely and efficiently as possible and that drivers do not stay or wait on site.

COMMUNICATION

All this information will be available on the student intranet and you will also get reminders in your first week back in September. We are aware of the constantly changing landscape but want to reassure you that we will continue to communicate with you throughout the summer to ensure that you are prepared when you return to University Centre Myerscough in September. Do keep an eye on the Myerscough web site for updates and check social media and your email regularly.

If you have any questions, need any support or guidance in relation to the suggested preparations, please don't hesitate to contact us.

If we need to get in touch with you over the summer, we will contact you via your College e-mail account. It is important that you check your College e-mail regularly.

We look forward to seeing you again you in September and wish you the very best for your continuing studies.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Cottam', written in a cursive style.

Mick Cottam
Assistant Principal Higher Education