

**MATRICULATION 2014 (DRAFT)**

*This information is provided by Becky Ballantyne, Registry Co-Ordinator (Undergraduate)*

**THE GATEWAY (NORTH HAUGH) MATRICULATION EVENT**

The main matriculation event will be taking from 9am - 5pm, Monday 9<sup>th</sup> to Thursday 12<sup>th</sup> September 2013. (Advising for non-medic sub-honours students will be taking place in the Gateway over the same days).

All entrant students, students embarking on a new programme of study and returning students with a UK Borders Agency Tier 4 visa or any other document checking requirement **must** come to the Gateway to complete the matriculation process.

Students experiencing difficulties with completing any part of the process should also come to the Gateway where matriculation helpdesk staff will be available to answer any questions that you might have.

All students must have completed the matriculation process by **5pm on Thursday, 12<sup>th</sup> September 2013**.

**ACTIVITIES IN THE GATEWAY**

A number of services and help points will be available in the Gateway during Orientation, including:

- Academic Advice for visiting undergraduates, sub-honours and general degree students
- CAPOD – representatives from CAPOD will be present to introduce students to the services and academic support their unit offers.
- Online Matriculation help point
- Finance – for help and information regarding payment of fees
- Health Centre – students can register with a GP, please note that you must bring fully completed [registration forms](#), available on our website.
- ID cards – new students and returning students
- MUSA – will introduce students to the various MUSA activities
- IT Support – assistance for students with any PC or internet issues
- Student Services – students can make appointments to see a Student Services advisor and ask for advice and information about the services offered.
- UK Borders Agency checks and help point

**THE ASC AND OTHER HELP POINTS**

The ASC (Advice and Support Centre) situated in the Old Union Building, 79 North Street will be open from 9am until 9pm on Saturday, 7<sup>th</sup> and 9am to 6pm on Sunday, 8<sup>th</sup> September 2013. The ASC will then be open as usual from 9.30am to 4.30pm Monday, 9<sup>th</sup> to Friday, 13<sup>th</sup> September 2013.

## IT SUPPORT POINTS

IT Support will be available at the Gateway during Orientation week, but will also be available from 10am to 9pm on Saturday, 7<sup>th</sup> and Sunday, 8<sup>th</sup> September at:

- David Russell Apartments
- New Hall
- The Library

## LATE ADVISING AND MATRICULATION

Students will not be given permission to matriculate or arrive late for Advising and matriculation. There are serious sanctions for students who fail to matriculate on time. Any student who miss their allocated advising appointment for any reason will receive a communication from the Proctor to remind them of their responsibilities as a student. Students who fail to matriculate by the first day of teaching will receive warning notifications to let them know that they must matriculate or they may have their studies terminated under the University's Failure to Register Policy. Full details can be found as follows:

Failure to Register Policy for Undergraduates and Taught Postgraduates:

<http://www.st-andrews.ac.uk/students/rules/matriculation/FailuretoRegisterPolicy-UGandPGT/>

Failure to Register Policy for Research Postgraduates:

<http://www.st-andrews.ac.uk/pgstudents/rules/matriculation/FailuretoRegisterPolicy-PGR/>

Students who miss matriculation and advising in the Gateway should go to the ASC to complete the online matriculation process and should also contact their School to arrange to see their advisor.

## UK BORDERS AGENCY

All international students must attend the matriculation event in the Gateway to have their Tier 4 status assessed, and to complete the necessary passport and visa checks. Students, who fail to do this, will not be registered, will fall under the Failure to Register Policy and may ultimately be reported to the UKBA.

## ID CARDS – ALSO KNOWN AS “MATRIC” CARDS

New students (who have provided an uploaded digital image before the 4<sup>th</sup> September) will be able to pick up their ID cards on arrival at their Hall of Residence. If a card has not been delivered to a Hall of Residence, students can collect it from the ID card team in one of the following locations:

- Art History, Old Union Building, 79 North Street on Saturday, 7<sup>th</sup> and Sunday, 8<sup>th</sup> September
- The Gateway from Monday, 9<sup>th</sup> September until Thursday, 12<sup>th</sup> September.

If necessary the ID cards team can take photos and produce cards for students.

Full information about ID cards is at: <http://www.st-andrews.ac.uk/students/tech/IDcards/>