Notes on using your Student Record in StudyNet

There are two main screens in the Student Record

My Courses
This is a real-time view of the information we hold about you, your course and module enrolments
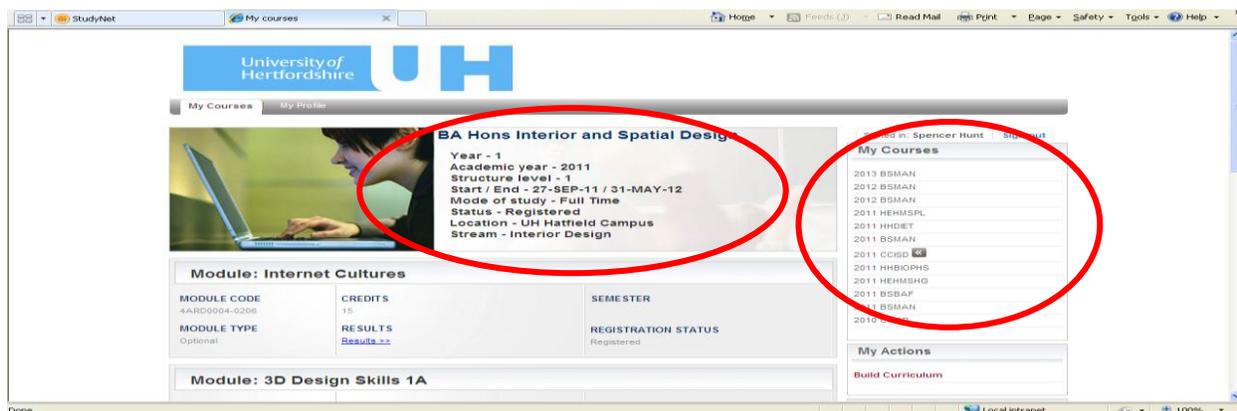
Your enrolments on courses are shown by academic year (often also referred to as session)

Each course enrolment in an academic year is called a 'course instance' – you will start to come across this phrase as we get used to the new Student system

You can click on a link to see previous (or future) course years. You will currently be restricted to see 2011 course enrolments only

The main display will show you information about the course enrolment selected. Information about what each line means is shown at the end of these notes

If you are on a course that extends beyond the end of next July, you may find that later this year a 2012 course instance is displayed. You do not need to worry about this – it just indicates that you may still be studying in the 2012 academic year

My actions

You will also see a section on the side of the screen called 'My actions'. This displays to you any online services you need to complete. Please check this as soon as you can

There are two services that may be showing at the beginning of Semester A

Confirm a Place – for 2011 semester A, this is for students who are joining their course for the first time. This service allows new students to take up the place they have been offered by self-enrolling (part 1 of the registration process). If you are new to your course and Confirm a Place is displayed, please try to complete it before you come to your scheduled registration session (part 2 of the registration process

Build Curriculum – for 2011 semester A, this will not be offered on all courses. This service lets you self-enrol on your preferred optional modules. If Build Curriculum is displayed, please try to complete it as early as possible. It will open from 20 September and close after 14 October. Please note that you can save and exit from the service if you are not sure about your optional module choices. You can get more advice and guidance about choosing optional modules from your programme staff.

You may find that Build Curriculum remains displayed even after you submit your module choices. Please note that once you have submitted your choices, you won't be able to access the service again – if you want to change your mind about optional modules, you will need to contact your programme administrator to change them.

Module enrolments

When you view your course enrolment information, any module enrolments will also be displayed

You will see the title of the module and its code; whether it is core or optional to your course; how many credits it is worth, and your registration status on the module

Optional modules will be manually added to your record if Curriculum Build is not available to you

Normally, your registration status will show as Registered. If other statuses are showing – please check out the table below for what they mean

From February 2012, you will also be able to see any semester A module results published here, once your Module Board has awarded grades for your assessments
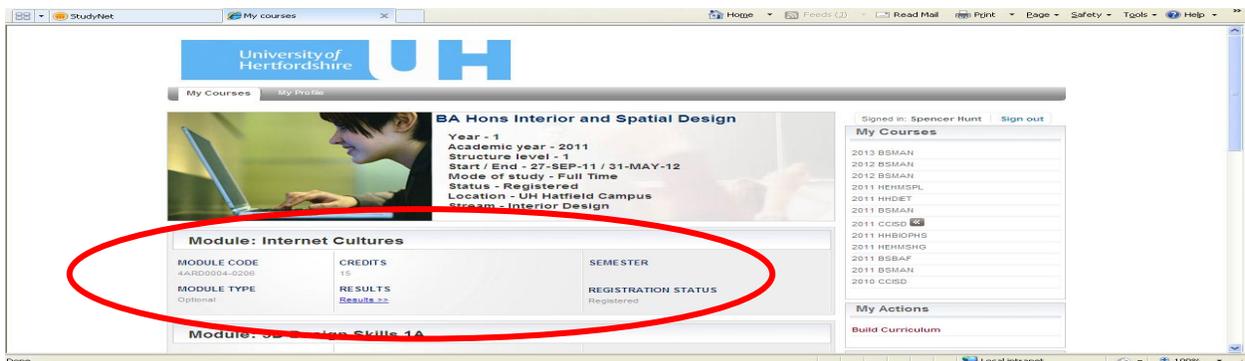
My Profile

This is the other screen available in your Student Record
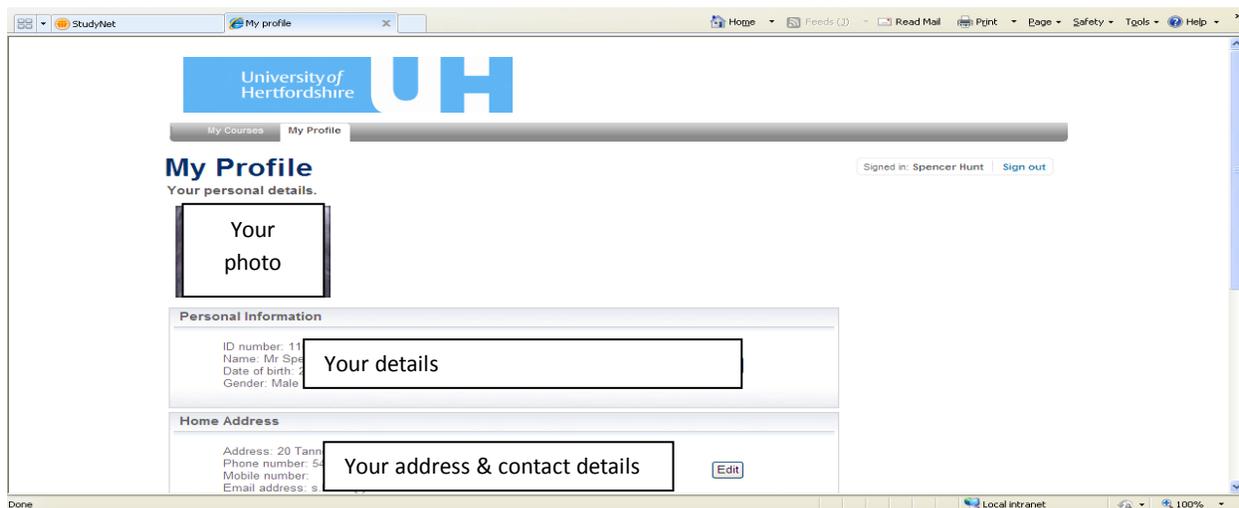
You will see the name, address and contact details we currently hold for you

Please keep your addresses, emails and phone numbers up to date at all times

If we don't have your current details, we will not be able to send you important information about your studies

Use the 'edit' button to update or enter your address

Make sure there is always a current email/phone number in your address information

There are three addresses:

Home address: this is your normal address when you are not at University

If you are an international student, your home address must be where you live in your home country

Home address email: please provide your personal email address here - make sure it is always current

Term-time address: this is your normal address when you are at the University

This may include University halls, or other University provided accommodation or other local address where you will be living whilst you are studying

If your term time address is the same as your home address, you can use the 'same as' button

Term-time address email: this is the email address we will normally use to contact you. Please make sure it contains your current personal email (existing students can continue to use your University email until semester B)

Mailing label: you can use this to record a temporary correspondence address

Explanations about the specific information displayed in Student Record

Yea*r*: this is the year of the course you are studying, so for example, 1 means studying on the first year of the course

***Academic year*:** each academic year runs from 1 August to 31 July. We are currently in academic year 2011. Sometimes this is referred to as the 'session'

***Structure level*:** you can ignore this – it relates to the way the Student system is set up, and will always show as 1 currently

***Start/end date*:** this is the period of study for the current year of study. The start date may not be precise – sometimes the beginning of the month has been used as a default. If you are a new student, your joining instructions will tell you when you need to start attending; existing students have access to programme information

***Mode of study*:** this tells you if you are studying full time on your course, or part time, or on a course which allows a 'sandwich' year out (full time/sandwich), or by distance learning

***Status*:** this displays the enrolment position with the University for the course – see below

***Location*:** for many students, this will show as UH Hatfield campus (whether you are studying mostly at College Lane or de Havilland); but if your course is taught at another college, the relevant location is displayed

Stream: this is a broad description of the subject routes on the course being studied. It isn't an exact description, and is used where there is more than one route within a course

More about statuses

Your status on the course tells you whether you have finished all of your registration processes. Check the following table to see what your status means:

Status	What does it mean?
Pre-registered	Temporary status: you are not yet fully registered at the University There is more information below about what you need to do
Self-registered	Temporary status: you are not yet fully registered at the University There is more information below about what you need to do
Registered	**This is the status that all students must be at to be fully registered** If you have multiple course enrolments in an academic year (for example if you have a repeat course instance because you failed one or modules in a previous year and need to be reassessed for them) – so long as you are showing as registered on the main course enrolment, we will be able to change the status of your other enrolments as well
Provisionally Registered	Temporary status: you are not yet fully registered at the University You will have been asked to provide more information during registration. You will remain at this status until you have been able to provide the information. Please note that we will not be able to record results for any assessments you undertake until your status is fully registered
Transferred	Your record has been updated to show that you have moved to a different course/course instance – the original enrolment will be showing as transferred
Withdrawn	Your record has been updated to show that you have withdrawn from a course enrolment. This may either be because you have withdrawn from all study; or because you have asked to move to another course/course instance, and the original enrolment is now showing as withdrawn
Dormant	Your record has been updated to show that you are taking a temporary break from your studies. If you have returned to study, and your course enrolment is still showing dormant, please tell your programme administrator

More about registration processes

Still showing pre-registered status on your main course enrolment?

Are you a new student joining the course for the first time? – complete Confirm a Place if it is available; if it isn't displayed in your Student Record, check your joining information or with your programme staff to see if you can still attend your scheduled registration session in the LRC. If you've missed this, your programme administrator can advise you further

Are you an existing student returning to study on the same course you were studying last year? - your status may be temporarily at pre-registered status whilst we update it, but we should correct it shortly. Your programme administrator will advise you if you need to do anything specific – if it is still at pre-registered at the end of October, get further advice from your programme administrator

Still at self-registered status?

Are you a new student joining the course for the first time? – you need to complete part 2 of the registration process. Check your joining instructions to see when your course registration session is scheduled in the LRC, or check with your programme staff. If you've missed this, your programme administrator can advise you further

Are you an existing student returning to study on the same course you were studying last year? - if you're studying on campus, your status should change to registered once you have swiped in (**please note that this may not happen until week beginning 19th September**). If you're on placement or studying at a college or by distance, your status will be changed to registered once your programme administrator has confirmed that you have returned to study

Still showing provisionally registered status?

You need to provide the information you have been asked for to Student Registry as quickly as possible so they can complete your registration.

Please remember that this status means you are not registered, and we will not be able to record any assessment information on the new system until you are fully registered

If you are in any doubt about what information you need to provide, please go to the Student Centre or email on Student.Registry@herts.ac.uk

More about module registration statuses

Registered: normal status

Repeat: re-enrolled to study that module again and will be re-taking assessment

Referral: offered a referral in the assessment – carried forward from previous session

Deferral: offered a deferral in the assessment – carried forward from previous session

De-selected: either an optional/core module was entered in error or you've changed your mind about studying it

*Withdrawn***:** withdrawn from the course permanently or allowed to take a temporary break from studies – in either case this status will be applied to all the modules

Exempt: taken previously (doesn't always mean you've passed it); or we've added credit for prior learning to your record