Online re-enrolment

Instructions and explanations for returning undergraduate students

The University asks every student to complete a re-enrolment process, during which you can confirm or correct your personal details, your academic details and your fee payment details. We hold this information on our central student database, called RISIS and you complete the re-enrolment process online, using our RISIS student portal.

You can complete the online re-enrolment process from any computer, anywhere in the world; and you can work through the process in stages, stopping and re-starting as you please.

You need to complete this process before the beginning of term. If you haven’t completed the re-enrolment process, this may affect your funding or some of your associated access such as your Library access. You are welcome to work through the screens at any time, either before arriving here for the start of term, or alternatively once you arrive on campus.

If you can’t use online facilities due to visual impairment or another disability, please contact the University Disability Office.

Please note that these instructions are very detailed. There is a separate page for most screens that you will see. Please use the index to help you to find the areas where you need help. Every screen will also give online instructions so you may find that you only need to refer to one page of these instructions if you need further information. You can print these instructions out.

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How to log in

Please start by going to www.reading.ac.uk/enrol where, as well as a copy of these instructions, you will find a link to the RISIS portal.

Please click on the link on that web page which says Log into RISIS portal.

Web links are not enabled in this document, and all images are screenshots only: you must start from the web page and you cannot log in from the picture below. Please also note that some of the screenshots may reference previous academic years – these are for illustrative purposes only.

Enter your log-in details here:

Enter your University username and password in the named boxes. Your username is the one you use for University email, or for Blackboard, or for logging onto any computer on campus, and the password is the one that you always use with that username. If you have forgotten your University username or the matching password, you will need to contact the ITS helpdesk at its-help@reading.ac.uk who will be able to advise you or reset you. There is also an ITS helpdesk in the Library.

Now click on Log in >>.

Problems:

If you have had an error message, please check that you do not have Caps Lock on and you’re entering the correct password. We will be looking out for students who are having problems logging in, so do check your email at regular intervals: this screen may also change if you’ve been reset.

If you have still not succeeded in logging in, please click on the link that says “Not sure how to log in? click here.” You will find some links to use to send us an email to help you. We will reply as soon as possible: we work in office hours. Please note that, for reasons of data protection, we can only reply to the email address we hold against your records on the database.
Please email us rather than phoning us: we may have to make adjustments to the database when you contact us, and this is much easier to do from an email.

Interim programme screen

Not everyone will see this screen. However, if you have studied on other programmes at Reading as well as this one, you may see this selection screen now. Select the programme that you need to re-enrol for, and then click on either Temporary Selection, which means you will see this selection screen every time you log in; or Permanent Selection, which means you won’t see this screen again but will only see the records which relate to that one programme that you’ve chosen.

The date given is the date on which you started or will start the course, and the numbers in brackets at the end show the block (joining point) that you started on.

For those who have selected Permanent Selection here, there is a link on the Personal Data screen on the portal which lets you change your settings and return to being given this choice again in future. You will only be able to see the Personal Data link once you have completed online re-enrolment.

Security password screen

You will now find a box listed What to do next where you will be asked to create a RISIS security password.

Click on set up password. You have two passwords to log into the RISIS portal, because a lot of your data is very personal. You should always protect yourself by making sure that you never give your password out to any other person, not even the staff in ITS or in RISIS; nor should you ever write it down to remember.

Click on the red link to create a security password.

On the next screen, please enter a password and reminder
When you click on Store, your settings will refresh and you will be able to see all of the screens that are applicable to you. The next time you log in, you will see your own reminder on this screen, as shown below:

If you have already logged in once and have already created your RISIS security password, you need to put your new password here. You should be able to see your own reminder text on the left.

If you end up with a blank screen, this is because you did not click on the Go>> button. You must click on the Go>> button to activate your settings.

If you are still having problems, contact the RISIS office on risis@reading.ac.uk or use the RISIS Office link on the error message. We check routinely to find those who have had difficulties and send out system generated emails to offer help.
What to do next

Once you have successfully logged into the RISIS portal you will find a box called **Enrolment Overview**. This shows the steps that you will need to take to complete your enrolment with the University. An orange box shows that you need to take action; a green box shows that the action is complete and a grey box means that the particular option is not yet available. If you hover the cursor over each box further explanatory text will appear.

Click on **Online Enrolment** to access the online re-enrolment homepage.
Start of Stage 1

Your home page will look similar to the one above. As you will see, there are different stages to the online re-enrolment process: you may not be expected to complete all four stages. You will return to this screen at the end of each stage.

Click on the orange Rules and Regulations box to start the online re-enrolment process.

Problems:
If you can’t see the container above, this will be for one of three reasons:

- you have already completed online re-enrolment
- you are not looking at the correct programme records
- or you are not expected to complete online re-enrolment.

Staff in the relevant office may override the settings on your records to stop you from completing online re-enrolment. This may be because you have yet to finalise your funding arrangements. If you have had a letter from the University asking you to re-enrol online, however, it is unlikely that they will have overridden your records.

If you have studied on a previous programme at Reading, and you think you have logged into the wrong programme records, then please let us know: we will need to reset your records so that you have to select the appropriate programme of study next time you log in. If this is the problem, or if you have another difficulty, please email us at risis@reading.ac.uk and we will investigate – and resolve – the problem!
Rules and regulations

As a student at Reading you are bound by the University’s Rules and Regulations. You should read the rules and regulations so that you are aware of what is expected of you, and what you can expect from your studies and from the University.

**You cannot enrol unless you have agreed to the Rules and Regulations, and the Regulations for Student Conduct.**

The rules and regulations are held in the A to Z of Policies and Procedures and this is held online and can be accessed at any time of the year.

You are also required to notify the University if you have a relevant criminal conviction.

When you have read the Rules and Regulations, please click on the Confirm button. Your records will note the date on which you confirmed this.
Fair processing

This link shows our policy on what we may do with the data we collect on you, and how you can object to having your data used in any of the ways specified.

Please click the green link to read the notices, then click on Confirm.

At this point, your screens are being updated to show us that you have completed this section of online re-enrolment. You may find there is now a short delay before you return to the starting screen.
End of stage 1

You have now completed Stage 1 of online re-enrolment. Please click on the Finish button to begin the next stage.
Start of Stage 2

This next section is concerned with your personal details and the data that we check or ask you to supply is all used by the University in different processes.
Personal details

PLEASE CHECK AND AMEND YOUR PERSONAL DETAILS

Title

Family name

Forename(s)

Full name (Full name: This is how your name will appear on any official documents produced by the University, such as letters in support of visa applications)

Previous Family name (if any)

Date of birth

Gender

**If any of the non editable fields are incorrect you must notify the University Admissions Office as soon as possible.**

You are required to provide the following details so that the University can respond appropriately in the event of an emergency. By its very nature an emergency is often unpredictable and difficult to define fully, but it would cover something like a serious illness, an incident or accident, and it would include any event in which your health or life is at risk.

Emergency contact details:

Please provide the contact details of a person (preferably in the United Kingdom) who we may contact in the event of an emergency. This information will be held securely in accordance with data protection legislation and will not be used in relation to academic issues or disciplinary matters.

If a translator will be required, please state which language is spoken.

Emergency contact name

Relationship to you

Tel number for emergency contact

Translator Required?

Member of staff?

Are you, or have you ever been, a member of staff of the University?

If Yes, please enter your 6 digit employee number, if known. Otherwise, please leave this field blank.

The following details are mandatory:

Nationality

Country of residence

Please select the country in which you were a permanent resident prior to entry to the University.

Store and Continue
These are the details that we hold about you. We have shown your name, gender and your date of birth. You can’t change these details yourself: if they are wrong, please log a call with your Student Support Centre using the Ask a Question link at the top of the screen.

In the white boxes, you will see your title and a box to put in any previous family name.

Red boxes are mandatory: you must put something in these boxes. We need a contact (preferably in the UK) if there is a life threatening emergency: please give us a full name (don’t just put Mum, for example, in the name box), how they are related to you (mother, father, guardian, spouse) and a number to contact them on, including any international dialling codes. Please also let us know if your emergency contact will require a translator.

If you are a member of staff here at the University, the IT systems need to know this. Please enter your staff number here (from the front of your payslip) if known.

We need your nationality and the country in which you were a permanent resident before coming to the University.

*If you do not complete the mandatory fields you will be returned to the previous screen.*

Click on Store & Continue.
Care Leavers

The University would like to support Care Leavers who study with us. Our definition of a Care Leaver is:

- Someone who has been in Local Authority care for a minimum of 3 months since the age of 14, and
- Is registered on a full-time undergraduate course, and
- Is classed as a ‘home’ student, and
- Is under 25 years of age on 1st August 2019

If you feel you meet the above criteria and would like to access pastoral and/or financial support from the University then please tick the YES box and you will be contacted by a member of the Student Services team in due course.

If you do not meet the above criteria, or this is not applicable to you, or you would prefer not to say then please tick the NOT APPLICABLE/PREFER NOT TO SAY box.

Please note that this is a mandatory question so please provide a response to the question. If you do not choose a response you will be taken back to the beginning of the process to start again.
Additional Personal details

**If you are happy to do so**, please select your religion, sexual orientation and gender identity from the drop down boxes. The information that you provide will be held in confidence. Some information may be released by the University to HESA (Higher Education Statistics Agency), which will use it only in the form of statistical tables. Once you have made your selections, click ‘Store & Continue’

**If you do not want to provide this information, select ‘Prefer not to say’ from the drop down boxes and click ‘Store & Continue’**.
Please indicate whether you have children or other dependants. This can include children of any age, adoptive children, and children for whom you are the legal guardian. If you spend a considerable proportion of your time providing foster care to children you may also wish to answer ‘yes’ to this question. Once you have made your selections, click ‘Store & Continue’.
Address details (several screens)

The next screens ask you to check your address details. Please check the details we hold for you on the database and update them where necessary. You can change these at any time once you have re-enrolled.

**Updating addresses**

If an address shown for you is correct, click on Continue. If it is wrong, then please click the ‘Amend’ button. You will then be asked to choose the country of your address, and then will be taken to a screen to amend your address. If you are amending a UK address, please click on the Get Address button, then follow the instructions on-screen.

**Home address**

We ask everyone to check their home address. This is the one we would write to in the holidays. It should be your permanent address.

**Term time/contact address**

If you are booked into University accommodation, you will not be able to change this address: if this is wrong, please use the onscreen link to email the Accommodation Office. Please note that your contact address details will not show your Hall address until you have checked into your Hall of Residence on
arrival at the University. If you are not in University accommodation, then we will ask you to tell us a little more as shown in the image below.
Phone and email details

TELEPHONE & EMAIL DETAILS

Telephone number details

Please select a country dialling code in each field below. You can search by dialling code or country name - start typing either a dialling code or a country name and a drop-down list will appear below the field for you to select the correct code. Please ignore any zeros at the beginning of the code e.g. enter 44 for the United Kingdom dialling code.

Country dialling code for home phone number
Home phone number

Country dialling code for contact phone number
Contact phone number

Country dialling code for mobile phone
Mobile phone number

If you provide a mobile phone number above, you are agreeing to the University contacting you by normal voice communication, although University staff will normally use email to communicate with you.

Text Messages
- I am happy to receive text messages from the University
- I do not wish to receive text messages from the University

You may receive text messages from the University, for example to inform you of late timetable changes, of events which might be of interest, appointment reminders etc. Please tick the option above if you do not want to receive such reminders. You can change this at any time on the Personal Data page.

Email addresses

Please provide at least one email address.

Personal Email Address

Alternate email address

The University will normally use your University email address to contact you and you are expected to check messages sent to that address. We do need you to provide at least one alternative email address so that we are able to contact you if, for example, you are unable to access your University email account. If any of your contact details (home email address, address details, telephone numbers) change during the year, then please make sure you update your details using the Personal Data option on the portal.

University Email Address

(Note: details obscured in this image)
After the address screens, we show you the phone numbers we hold for you and the personal email address we have for you.

Please enter the international dialling code for any telephone numbers you provide (including UK numbers).

Please enter a personal email address in the relevant box. We need to contact you on that email address if you have any problems at all with your University username and email address. We will also use that email address to contact you before you arrive, and at the end of your course when you are invited to your Graduation ceremony.

**You’ve asked about text messages: what do you mean?**

We may want to text you at different times: in an emergency, or for routine messages, such as if your timetable changes (if a tutor is ill, or a room is not available); or generally, to ask you about your thoughts on the University, or if you’d like to help us as a student volunteer, and so on. Please select the option that suits you best. Remember to update your mobile number if it changes.

**Programme details**

Please check your programme details as shown below. If your programme details are incorrect, you cannot proceed with online enrolment until these have been amended.

<table>
<thead>
<tr>
<th>Programme details:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme of study:</td>
<td>BA English Literature</td>
</tr>
<tr>
<td>Year of study:</td>
<td>Year 1 (of 3 years)</td>
</tr>
<tr>
<td>Mode of Attendance:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Fee Status:</td>
<td>HOME: UK/EU</td>
</tr>
<tr>
<td>School/Department:</td>
<td>English Literature; School of Literature and Languages</td>
</tr>
<tr>
<td>Personal Tutor (may not yet be allocated):</td>
<td></td>
</tr>
</tbody>
</table>

Is this data correct?

- **Yes** - click Confirm button to continue
- **No** - click Confirm button to inform relevant Office

*Please note there may be a short delay before you move on to the next screen whilst your settings are updated*

(Note: screen will vary according to programme taken.)

Please check that we have your programme details shown correctly. These details are used for calculating the fees you need to pay. If you have transferred from your original programme, it can take a few days before the change is updated onto the database. You can also check the programme details we hold for you on the main screens of the portal, at any time of the year.
If these details are wrong, you must stop at this point until we have corrected them: otherwise you may be charged the wrong fees.

**What does it mean when it says ‘Home’ fees?**

It means you will pay the lower rate of fees, which is applied to students from the UK or the European Union. The three fee levels are Home, Overseas and Channel Islands/Isle of Man. It does not mean that we expect you to live at home, or that we think your home will pay the fees! There is a full explanation of the definition of ‘home’ and ‘overseas’ tuition fees at [http://www.ukcisa.org.uk/Information-Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics](http://www.ukcisa.org.uk/Information-Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics) which you can use to help you if you want to check if you are being charged the correct level of fee.

**The information is wrong. What shall I do?**

If it’s wrong, we need to correct it before you go any further. Please log a call with your Student Support Centre using the Ask a Question link at the top of the screen. They will correct it, and when you log in again, you will see the updated information.
Careers Support

This question will help us to make sure we are giving careers support to those who need it. We know you may not be thinking about your career options yet, so please do not worry about choosing this as your answer.

This information will be used to tailor the careers support you receive. This includes shaping our menu of careers events and the support you receive through your course, as well as individual support. It will also be used to analyse and evaluate the impact of careers initiatives. This data will not be shared with any external third parties without your consent. Data collected may also be used in anonymised form for the purposes of reporting and statistical analysis.
Careers and Alumni consent

Depending on the year of your programme, you will be asked two questions about your email preferences after you have finished your studies. Please let us know whether or not you would like to receive career support emails and/or alumni and supporter emails once your studies end.

This completes stage 2 of online re-enrolment: when you click on Continue, there will be a small delay whilst your records are updated.
End of stage 2

You have now completed Stage 2 of online re-enrolment. Please click on the Finish button to begin the next stage.
Start of Stage 3

Not all students have to fill in these screens.

We have to make returns to HESA, the Higher Education Statistics Agency, as part of our statutory obligations. HESA makes use of the information to ensure that universities are providing the correct level of access to students from all backgrounds. For more information on HESA and its function, please go to http://www.hesa.ac.uk
Disability

This screen shows what you may have declared as a disability.

**Why are you asking this?**

We have to collect this information as part of our HESA returns to Government.

What we need to know here is whether we have the correct disability code for you.

**What if the information shown is correct?**

We hope that we have the correct information in this screen already. If we do, you just need to click on Confirm.

**What if the information shown is wrong?**

If the information shown is wrong, please click the button marked No, and then click on Confirm. This will take you to a screen which asks you to contact the Disability Office to confirm the correct information. You can use the link in that screen to contact the Disability Office by email; or you can contact the team later if you prefer: but you do need to let the team know that the data is wrong before you start at the University.

Clicking on ‘no’ will not affect the re-enrolment process: you can carry on with the online re-enrolment process by clicking on Confirm. If, however, you would like to be sure that the change has been applied to your records, you can wait until your email has been dealt with, then log in again in a few days: you will see the change in place.
Disability Consent

If you have declared a disability, you will see the following screen:

[Image of Disability Consent screen]

This question asks whether you give consent to your disability information being disclosed to relevant University staff. Please select an option to indicate whether or not you consent to your information being shared and then click the Confirm button. An email will automatically be sent to the Disability Office to inform them if you do not consent to your disability information being disclosed.
Ethnicity

This screen is mandatory if you are a UK/EU student. If you leave it blank, you will be sent back to the beginning of Stage 3.

Why are you asking this?
We have to collect this information as part of our HESA return to Government: the information is held within our statistics and your personal details are not linked to those statistics.

What if the information shown is correct?
We hope that we have the correct information in this screen already. If we do, you just need to click on Store & Continue.

What if the information shown is wrong?
Just click on the drop down blue arrow to see the full selection of information, change to the correct group, and click on Store & Continue.

I don’t want to give you this information.
Then please select “Prefer not to say” from the bottom of the list. If you are from the UK, please select “Prefer not to say (UK student)”; if you are from outside the UK, please select “Prefer not to say (EU/International student)”.

Some UK students have been issued with a Unique Learner Number. This is NOT the UCAS number, the UKPASS number, the UCAS Personal ID or any other number.

For more information about Unique Learner Numbers please see https://www.gov.uk/government/publications/lrs-unique-learner-numbers.

If you have a Unique Learner Number, please enter it here.

If you do not have a number, please leave the field blank.

Click on Store and Continue.
Highest qualification on entry

What is this screen for?

We need to check that we have the right details on the database for the qualifications you had when you arrived. We make a return to HESA about this.

It says that I have a first degree from a UK university but I got a 2:1 in my degree – have you got the wrong details?

No – ‘First degree’ generally means an undergraduate degree. We will have assessed your previous qualifications when we considered your application: we just need to check that we have entered it correctly on the database. If the details shown are wrong, please let us know, but all we need to declare is that you have a previous degree, and its level.

What if the information shown is correct?

We hope that we have the correct information in this screen already. If we do, you just need to click on Confirm.

What if the information shown is wrong?

Please click on the No button, and click on Confirm. You will then need to log a call with your Student Support Centre via the Ask a Question link.
This is the last section of Stage 3, and your records will update again now. There will be a small delay.

End of Stage 3

You have now completed Stage 3 of online enrolment. Please click to Finish and return to the online enrolment home page.
Start of Stage 4

Online enrolment

Welcome to the University’s online enrolment process

Please complete the University’s online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

Not all students will need to work through the following screens. If you are studying part time and are paying by the module, rather than paying tuition fees for the year, then you will not see all of the parts of this section.

Click on the orange Fees box to start the process off.
Fees due

This screen shows you the fees which we believe you are due to pay as tuition fees this year. The fees are calculated on the basis of your programme of study and on where you lived when you started here.

You will see that you are either shown as being a Home student, an Overseas student, or a student from the Isle of Man or the Channel Islands.

There is a full explanation of the definition of ‘home’ and ‘overseas’ tuition fees at [http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics) which you can use to help you if you want to check if you are being charged the correct level of fee.

**The information is wrong: what shall I do?**

Please click on No, and then Confirm: you will need to log a call with your Student Support Centre via the Ask a Question link. Don’t try to continue with online re-enrolment: we’ll need to get your records right first.
Sponsorship details

Please check your fee payment details

If you have notified the University that you anticipate that your tuition fee will be paid all or partly by Student Finance England/Student Finance Wales (SFE/SFW) in 2017/8, or if you anticipate that your tuition fee will be paid by a sponsor, the details will be shown below.

<table>
<thead>
<tr>
<th>SFE/SFW or Sponsor</th>
<th>Amount</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loans Company Ltd</td>
<td>£9250 Tuition fees</td>
<td></td>
</tr>
</tbody>
</table>

Total fee: £9250
Amount of SFE/SFW loan or other sponsorship: £9250
Amount to be paid by student: £0

If the tuition fee to be paid by you is £2000 or less the whole fee must be paid before enrolment can be completed.

If the tuition fee to be paid by you is greater than £2000 the fee may be paid in two instalments, the first in order to complete enrolment at the start of the Autumn Term and the second at the beginning of the Spring Term in January 2019. Each instalment would be: £ Not Applicable

A later screen in the online enrolment process will allow you to pay this amount online, using a credit or debit card. Alternatively, you may wish to pay when you arrive at the University at the beginning of term, but you should be aware that you will not be able to make full use of the University's facilities (borrow books from the Library or use the University's IT facilities) and you will not be able to collect your University Campus Card until you have completed enrolment by paying the amount which is due for tuition fees.

If the box above shows that your tuition fee will be paid by Student Finance England/Wales then please ignore the question below and press Confirm to move to the next page.

Alternatively, if the box above does NOT show that your tuition fee will be paid by Student Finance England/Wales then please answer the following questions:

- Do you intend to apply or have you already applied for a Student Finance England/Wales Tuition Fee Loan?
- Have you applied for a Student Finance England/Wales Tuition Fee Loan but have not yet learnt the outcome?

If the answer to either of the above questions is ‘Yes’ please select the ‘Yes’ button.

- Yes
- No

If you have been allocated a Student Support Number by Student Finance England/Wales, then please enter this below.

Student Support Number:

If your loan arrangements are not confirmed before 12 October 2018, you will be liable to pay the full tuition fee yourself and will receive a statement of account from the Finance Office indicating this. You are therefore advised to apply for the SFE/SFW tuition fee loan as soon as possible and to provide documentary evidence of this to the Student Financial Support Office (in the Carrington Building on campus) so that your fee records can be amended.

(Note: details obscured in this image)
This screen shows you any sponsor details which we have for you. If you have a sponsor, who will pay your tuition fees, the top white box will show the details of that sponsor. If you don’t have a sponsor, that box will not appear.

There is then a second box, with a calculation, showing what your total fees are (you confirmed these on the previous window) and how much of those fees will be paid by your sponsor.

**If you do not have a sponsor then you must pay these fees yourself. A link will let you do this at the end of the process.**

**If you have applied for a Tuition Fee Loan but the details are not shown (or if you intend to apply for a Tuition Fee Loan).**

If you have applied for a Tuition Fee Loan but the details are not shown, or if you intend to apply for a Tuition Fee Loan, then please follow the instructions on the bottom of the screen.
Sponsor consent form

You will only see this screen if you are an international student and have a sponsor.

As the form explains, most sponsors want to know how your studies are progressing. This is usually a condition of their sponsorship. We need your permission to release details of your academic progress to your sponsor.

If you are not willing to allow us to pass information on your studies to your sponsor, you must understand that if your sponsor asks for a report on your progress and you refuse permission for us to send it, then the sponsor may refuse to pay your tuition fees. You may incur immediate personal liability for these fees yourself.
Pay your fees

If you have not got a sponsor, then you will need to pay at least 50% of your overall fee liability before you can re-enrol fully. The system has already worked out what you need to pay, and this link shows the balance.

If you click Yes, then Continue, you will be taken to a further screen, which then, in turn, links to the Finance Office’s website.

If you click No, then Continue, you will be taken to the last stage of the re-enrolment process, and will then have a link which you can return to when you are ready to pay your fees.

IMPORTANT

We will charge your account in the first week of term. Until then, you are paying in advance against the fees you have to pay. If you log into your Finance account, you will NOT see the amount that you need to pay until after term begins.

You will not be fully re-enrolled until you have paid the amount shown on this screen. This means that you will not be able to use your email account, or borrow books from the Library, or, if you are in University accommodation, you may not be able to access your room.

Can I pay for my accommodation at the same time?

Yes, you can: when you go to the Finance website, you will need to mark that you are paying your tuition fees, but you can pay more than that. Any extra money which you pay will then be allocated to other areas on your account, such as accommodation. You will have to pay the next half of your tuition fees in January.
Fees Disclosure

The University can disclose information relating to your tuition and accommodation fees on request unless you tell us not to do so. The University discloses this information as it often helps students to settle fees, particularly in cases where parents or sponsors are contributing towards costs. Please select an option to indicate whether or not you wish this information to be disclosed in this way, and click ‘Continue’.
Thank you, you’ve finished!

Clicking on Finish will now close off the process of re-enrolment. If you have already paid your fees, or you have a sponsor, this is the end of the process. If you still need to pay your fees, the next page will take you to a link to remind you of this.
What next?

Now that you have completed online enrolment, you will see that the Online Enrolment box in the Enrolment Overview is green, to show that the online enrolment process is complete.

![Enrolment Overview for 2017/8](image)

Payments to the University

We need your payment against tuition fees to complete your re-enrolment. If you have already paid 50% of your tuition fees, or you have a sponsor, then the Enrolment Overview will show that Fee Payment is complete. If you haven’t yet paid 50% of your tuition fees, and you don’t have a sponsor, then the Enrolment Overview will remind you that you need to make this payment to enrol fully. Clicking on the orange Fee Payment box will take you to the online Fees Payment site.

Errors

I have already paid my fees: why am I still seeing this screen?

The Finance database and the student database are not directly linked, though there are regular transfers of information. If you have only just paid your fees, it may be that there has been a delay in the transfer from Finance to our database. Please log out and then look again in another day.

Once you have done all the things on this page, you will be a fully re-enrolled student of the University of Reading: welcome, and we hope you enjoy your time with us.