

How to Matriculate

Welcome to the main Student Home Page. Please click on the **Click here for ONLINE MATRICULATION** link, circled below

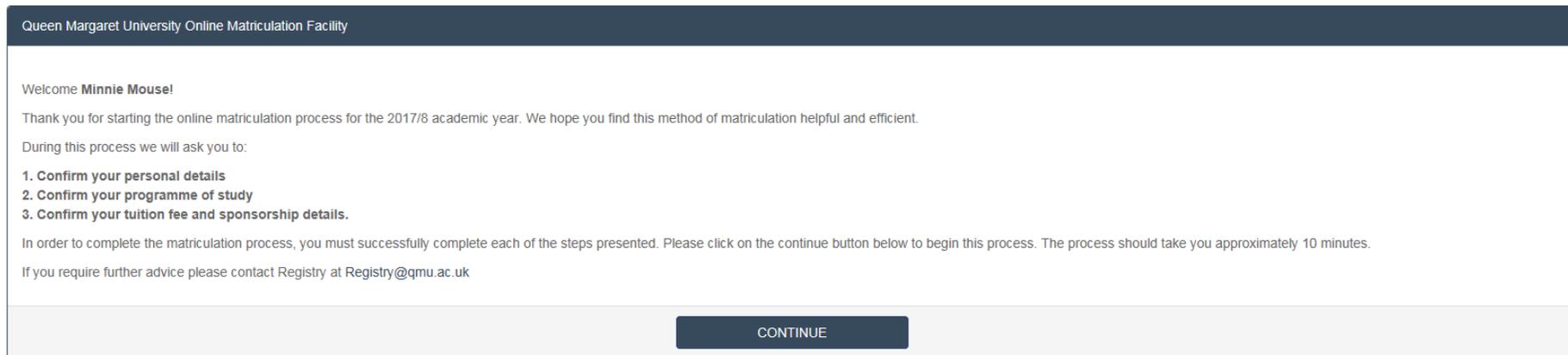


Your Student Record

[Click here for ONLINE MATRICULATION](#) New

[Step-by-Step Guide to Matriculation](#) New

After a few moments you will see the following screen. This is the introduction screen to Online Matriculation. This screen describes the process. Once you've read the information, click the **CONTINUE** button.



Queen Margaret University Online Matriculation Facility

Welcome **Minnie Mouse!**

Thank you for starting the online matriculation process for the 2017/8 academic year. We hope you find this method of matriculation helpful and efficient.

During this process we will ask you to:

1. **Confirm your personal details**
2. **Confirm your programme of study**
3. **Confirm your tuition fee and sponsorship details.**

In order to complete the matriculation process, you must successfully complete each of the steps presented. Please click on the continue button below to begin this process. The process should take you approximately 10 minutes.

If you require further advice please contact Registry at Registry@qmu.ac.uk

[CONTINUE](#)

After a few moments the screen will change to show the following:

Student Personal Details				
Please complete the following				
QMU Student Number	06007631	Date of birth	25/Dec/1985	Except for gender, you cannot change this information yourself. If you notice an error in this information please contact Registry@qmu.ac.uk
Surname	BLOGGS	Gender*	Other Gender	
Forename*	JOE	You <u>must</u> fill in the blanks and answer these questions. You cannot continue if these are not complete.		
Title*	DR			
What nationality are you?*	UNITED STATES C			
Where is your home?*	UNITED STATES O			
What ethnicity are you?*	OTHER			
What dependants do you have?*	Young people/children			
Any disabilities?*	No disability / No known disability			
Have you ever been in care?*	I have never been in care			
What kind of accommodation do you live in during term-time?*	Private sector halls			
What is your Emergency Contact's name?*	1			
Relationship to you?*	MOTHER			
Emergency Contact Telephone No?*	1			
Middle Names		You don't have to provide this information but it is useful for QMU to know.		
Known as	JOE			
Marital Status	CO-HABITING			
Former Family Name				
Scottish Candidate Number (you can find this on your certificates from school)	123			
NMC/UKCC Number (Nurses only)	445			
Religion or Belief				
Sexual Orientation	Heterosexual			
Is your gender identity the same as the gender originally assigned to you at birth?	No			

This screen shows the personal information we have on record for you. Please check the information carefully. Make sure that all the information marked with an asterisk (*) is completed and correct. The questions not marked with an asterisk are optional.

You are not able to make changes to the areas that are highlighted in grey in the top section. If you notice something that needs changed in these areas, please contact Registry@qmu.ac.uk

Once you have completed the information on this screen, click **CONTINUE**.

If you receive an error message, it means that you have not completed all of the areas marked with an asterisk. Please complete these and then click **CONTINUE**.

After a few moments, the screen will change to show the following...

We need to know how you travelled to QMU for the first time, from your permanent **HOME** address. Please select your chosen method of travel then click **CONTINUE**.

Mode of Travel to Campus

Please complete the following question regarding your mode of travel to University from your permanent HOME address at the start of the academic session and then click CONTINUE. Please note: this information is mandatory.

What mode of travel will you use to travel to University from your permanent HOME address at the start of the academic session?

After a few moments, the screen will change to show the following...

We need to know if you have any Caring Responsibilities such as any family members you are responsible for looking after. Please click on the appropriate option and click **CONTINUE**.

Student Caring Responsibilities

Please complete the following question regarding your caring responsibilities.

Do you currently care unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without your support?

After a few moments, the screen will change to show the following:

This screen asks you to confirm what kind of student you are.

If you are a new student, even if you are directly entering to year 2, 3 or 4 of your course, please choose **New Student**.

If not, please choose the most suitable option.

Click the **CONTINUE** button.

Year Of Study

Please confirm if you are a first year student, continuing to the next year of your studies or if you are repeating a year by selecting one of the options below:

New student: This is my first year of study on this course at QMU.

Continuing student: I confirm that I am continuing to the next year of my course and am not repeating a year.

Repeating student: I confirm that I am repeating a year.

layout only

CONTINUE

After a few moments the screen will change to show the following

Qualifications on Entry & Parental Education Information

If any of the fields below are blank, please provide the correct information using the drop-down lists provided. You must answer questions marked with an asterisk (*) to continue.

Which of these is your highest qualification? *	UK degree
Last educational institution you attended?	Jewel and Esk Valley College
What year did you leave the above institution?	2009
Which school did you last attend?	Tain Royal Academy
In what year did you leave the above school?	2003

Do your parents (natural parents, adoptive parents, step-parents or guardians who brought you up) have any higher education qualifications, such as a degree, diploma or certificate of higher education? *

CONTINUE

layout only

Again, you must complete the information marked with an asterisk. From the list, please select the option that is most fitting to describe your highest qualification to date.

At the bottom of this screen there is a question asking whether your parents have a Higher Education qualification. Please answer this question.

Click on **CONTINUE**.

After a few moments, the screen will change to show the following..

Edit My addresses

Please update this screen with your term-time address.
If you are staying in QMU Halls then your term-time address will be automatically updated with the halls address.
Fields marked with an asterisk (*) are mandatory.

Edit your 'Please update this screen with your term-time address.
If you are staying in QMU Halls then your term-time address will be automatically updated with the halls address.
Fields marked with an asterisk (*) are mandatory.'

Postcode	<input type="text" value="EH21 8JU"/>	<input type="button" value="Get Address"/>
Address Line 1 **	<input type="text" value="Queen Margaret University"/>	
Address Line 2	<input type="text"/>	
Town/City **	<input type="text" value="Musselburgh"/>	
County/State	<input type="text" value="East Lothian"/>	
Country	<input type="text" value="Scotland"/>	
Telephone number	<input type="text"/>	
Telephone number 2	<input type="text"/>	
Mobile number	<input type="text" value="78"/>	
Fax number	<input type="text"/>	
E-mail address *	<input type="text" value="registry@qmu.ac.uk"/>	<input type="button" value="x"/>
Alternate Email	<input type="text"/>	
Latitude	<input type="text"/>	
Longitude	<input type="text"/>	

We need to know how to contact you. The screen you are on is asking for your contact details during **Term Time**. This will be your Edinburgh or local address. Please fill in the information as accurately as you can, again making sure to complete the fields marked with an asterisk. If you are staying in QMU Halls, then your Halls address should automatically be filled in here. If it isn't, please complete it. If you are unsure of this information, please fill it in with your home address. You can change this at a later date once you have matriculated by using the Student Portal.

Click the **CONTINUE** button.

After a few moments, the screen will change to show the following:

Edit My addresses

Please update this screen with your current home address.
Fields marked with an asterisk (*) are mandatory

Edit your "Please update this screen with your current home address."
Fields marked with an asterisk (*) are mandatory

Postcode	<input type="text" value="Eh21 6UU"/>	<input type="button" value="Get Address"/>
Address Line 1 *	<input type="text" value="Queen Margaret University"/>	
Address Line 2	<input type="text"/>	
Town/City *	<input type="text" value="Musselburgh"/>	
County/State	<input type="text"/>	
Country	<input type="text" value="Scotland"/>	
Telephone number	<input type="text"/>	
Telephone number 2	<input type="text"/>	
Mobile number	<input type="text"/>	
Fax number	<input type="text"/>	
E-mail address *	<input type="text" value="registry@qmu.ac.uk"/>	<input type="button" value="X"/>
Alternate Email	<input type="text"/>	
Latitude	<input type="text"/>	
Longitude	<input type="text"/>	

This screen looks very similar to the previous one, but now we are asking for your contact details outside of Term Time, or your Home address.

Complete this information and click on the **CONTINUE** button.

After a few moments, the screen will change to show the following:

This screen shows a summary of the contact information you have provided us with. Please check the information and select one of the options at the bottom, and click on the **CONTINUE** button.

Please verify your addresses

Please note:
All term time correspondence will be sent to your term address.
All Student Academic Transcripts and Graduation information will be sent to your Home/Permanent address.
Please ensure you update any future address changes via Student Personal Details in QM:u.
If you are staying in QMU Halls then your Term-time Address will be automatically updated with the halls address.

Term Address	Home/Permanent Address
Queen Margaret University Musselburgh East Lothian Scotland EH21 8UU	Queen Margaret University Musselburgh Scotland EH21 8UU
78 registry@qmu.ac.uk	registry@qmu.ac.uk

Please select one of the following options:

No Further Address Changes Necessary

Change my Term Address

Change my Home Address

layout only

CONTINUE

After a few moments, the screen will change to show the following...

Security Questions

Please provide answers to the following security questions and click Continue:

You need to ensure that you remember the answers to these questions as they will be required should you need to reset your IT account password etc.

If you do not have a relevant answer to any question then you can provide any answer as long as you remember it when required.

Input a memorable date * (15 characters maximum)
 (NOTE: ensure that you remember the format of this date)

What is your favourite colour? * (15 characters maximum)

What was the name of your first pet? * (15 characters maximum)

You will need to enter answers to three security questions:

- A memorable date
- Your favourite colour
- The name of your first pet

You will need to remember the answers to these questions for when you come to reset your password. Please note that you will need to reset your password every 60 days. Once you have entered the details please click Continue.

The page will then change to show the following...

Course Registration Information

The course registration information we currently hold for you is listed below. Please check this information carefully.

Course	BA (HONS) IN PUBLIC RELATIONS & MEDIA
Level	1
Route	PUBLIC RELATIONS - JOINT AND MEDIA JOINT
Mode of Attendance	FULL-TIME
Fee Status	HOME/EU

Please select one of the following options:

Information correct: I confirm that that above information is correct.

Information incorrect: One or more of the items above are incorrect. Please note: If you select this option you will be taken to a screen to send an email to Registry and will not be able to complete your matriculation online until they have reviewed your record. This should normally take no more than 48 hours.

This is your course information. Please check this information and choose the most appropriate option from the pink section, and click the **CONTINUE** button.

If you have selected the **information incorrect** option, you will be taken to a screen that will allow you to email Registry. Please let Registry know which information is incorrect and they will make any necessary changes as soon as they can. You should then reattempt the process later on once Registry has had time to make the change. You will not be able to complete the matriculation process until you agree that the information on this screen is correct. If you click Information Correct, the screen will change to show the following:

Student Source of Funding Information

Please complete the following question regarding your source of funding and then click CONTINUE. Please note: this information is mandatory.

Students undertaking a programme of study at QMU under a collaborative agreement, should select **Other** as the source of funding.

Students studying as part of our Academies should should select **No fees payable** as the source of funding.

Which of the following best describes the source of funding for the payment of your tuition fees? **All fees paid by myself or my family**

CONTINUE

We need to know who is going to pay your tuition fees. You must select the most appropriate option from the list.

If you or your family are paying your tuition fees, please select **All fees paid by myself or my family**

If you cannot find an appropriate option, please select **Other**. Click the **CONTINUE** button.

After a few moments the screen will change to show the following:

Summary of fee due and sponsorships

Your course fee for the 2017/8 academic year amounts to £ 1,820.00

PART-TIME STUDENTS: Fees for part-time students can not be calculated until you have registered for your modules through the online module registration process. However, students should still provide details of sponsors and amounts to be invoiced using the facility below.

Summary of your Sponsorships - 2017/8
According to our records you do not have any Sponsorships for the 2017/8 academic year and will be paying your fees in full yourself. (Please note, if you have emailed us through this matriculation task with details of a new Sponsor to be set-up, then these details will not appear here until they have been processed by Records Administration. If this is the case, then please select information correct below, and Continue.)

Summary of your Sponsorships - 2016/7
Listed below are the sponsorship records we hold for you for the previous 2016/7 academic year.

Year	Sponsor Name	Sponsor Ref.	Sponsored Course	Amount, £
2016/7	Student Awards Agency For Scotland			

Important: In the absence of payment by an awarding body or sponsor, students will be personally liable for payment of all tuition and registration fees. Students must ensure they make an annual application to their awarding body/sponsor and provide evidence of funding to Registry. layout only

Please confirm if the above fee and sponsorship details are correct by selecting one of the options below:

Information correct: I confirm that the above fee and sponsorship information is correct.

Fee or Funding Information incorrect: Please note: If you select this option you will be taken to a screen to send an email to Records Administration.

This screen shows information about your tuition fees. Please read all of this information carefully. Your tuition fee amount is shown at the top of the screen.

Please note that if you are studying **part time** and you have not yet selected your modules then your fee will show as 00.0. It is okay to proceed with matriculation at this stage though as Registry will arrange to invoice you once your modules have been confirmed.

If your sponsorship details are correct, please click **Information Correct** and click **Continue**.

If your tuition fee amount is incorrect, please select **Fee or Funding Information Incorrect**, you will then be directed to a screen where you can email Registry (see below). We will then investigate this and make any necessary changes to your fees. You will be able to see these changes through the student portal at a later date.

If you do not let Registry know your sponsor details, then you yourself will receive the invoice for your tuition fees.

If you are notifying us of your sponsor, please include a **postal address** and also **contact details** and any other relevant details such as how much they are paying. If your sponsor also requires a purchase order number, you will also need to include this information.

Disputed Fee or Funding Information

You have indicated that you wish to dispute your course fee or funding information for the 2017/8 academic year. In order to resolve your query, an email will be sent to Records Administration. The following information will be included in your email.

Date & Time	08/Aug/2017 16:07:35.21
Student Name	Sleeping Beauty
Student Reference	10010466
Academic Year	2017/8
Course	BA (HONS) IN PUBLIC RELATIONS & MEDIA
Fee Amount	£ 1,820.00
Sponsorships?	NO Sponsorships

Please input the reason you are disputing your course fee of funding information (maximum of 500 characters) and then click **SEND EMAIL**. If you are providing us with the details of who is funding you this year, please provide the name and address of where the invoice should be sent. If your sponsor requires a purchase order number to appear on the invoice, please also provide the details here.

Once you have typed the email, please click **Send Email**. You can then continue with Matriculation.

After a few moments the screen will change to show the following:

Student Regulations

1. Criminal Convictions Declaration

i.Regulations regarding disclosure of criminal convictions can be found under the Admission and Registration regulations at (QMU Regulations).
ii.Students who have a criminal conviction to declare should not tick this box and must send details of the conviction to the Assistant Secretary (Registry & Academic Administration) for consideration jross@qmu.ac.uk. Failure to do so is a breach of University regulations.

I confirm that I have not had any criminal convictions in the last 12 months

2. Student Regulations Declaration

By ticking below, the student confirms the following:

i.That the information given is correct to the best of my knowledge.
ii.That I agree to abide by the University's Regulations and to conform to their discipline. (QMU Regulations)
iii.That I accept full liability for the payment of all tuition and registration fees in the absence of payment by an Awarding Body or sponsor.
iv.That I understand that as a student, personal information about me will be held and processed according to the Data Protection Act 1998 and that this information is used to enable QMU to fulfill its part of the contract with the student.(QMU Data Protection Statement)

I Agree. Note: You must click "I Agree" to continue.

3. Terms and Conditions Declaration

By ticking below, the student confirms the following:

i.That I agree to abide by the University's Terms and Conditions. (QMU Terms and Conditions)

I Agree. Note: You must click "I Agree" to continue.

This screen asks you to agree to the points displayed. These are the rules and regulations of the University along with other important legal information such as our Terms and Conditions. Please make sure you understand this information.

Once you tick the **I Agree** box in the corner and click **CONTINUE** the screen will change to show the following:

Matriculation Complete

Thank you for completing your matriculation using this On-line Matriculation facility. Your matriculation has been noted.

NEW STUDENTS: Your full IT access should be available for use within the next two to six hours.
You will continue to use the same account and password although it is recommended that you change your default password once your account is ready to use.

INDUCTION: For full induction details go to <http://www.qmu.ac.uk/induction/>.

In order to keep up-to-date with activities at QMU, we encourage all students to become a fan of QMU's official page on Facebook <http://www.facebook.com/QueenMargaretUniversity> or 'follow' the university on Twitter <http://twitter.com/QMUUniversity>.

Please note that these pages are controlled by the QMU Marketing & Communications Office and may be used for keeping students up-to-date with QMU activities and announcements. Students should note that these are the only official sites for QMU.

ELECTORAL REGISTRATION: Please ensure that you are registered to vote. Full information on on-line registration procedures can be found at <http://www.gov.uk/register-to-vote>.

This is the final screen of the matriculation process. This screen shows that you have completed the process successfully and are now a matriculated student of QMU.

Click the **EXIT** button to leave the matriculation system and you will return to the main Student Home Page:

The screenshot displays the Student Home Page interface. At the top left, a dark blue header shows a welcome message for 'JOE BLOGGS' with ID '10010466'. Below this is a 'Your Student Record' section with a list of links: 'Outstanding Module & Reassessment Letter 2016/7' (marked 'New'), 'Online Module Selection for 2017/8 (TEST)', 'Individual Assessment Results for 2016/7', 'Password Security Questions', 'Student Status Confirmation Letter for 2016/7', 'Your Personal and Contact Details', and 'Submission Cover Sheet'. To the right, an orange banner says 'You're looking at your new Student Portal' with a 'Tell us what you think' button. Below the banner is a 'Student Finance' section with a note about direct debit and a 'Your account' summary stating 'You Have No Outstanding Balances on Your Account'. Further down, there are links for 'My statement', 'Fees and Charges', 'Make one-off payment by credit/debit card', and 'Pay by instalment - Credit/Debit Card'. A 'Timetabled Week 1' section shows a color-coded list of days: Monday (pink), Tuesday (blue), Wednesday (purple), Thursday (orange), and Friday (purple). At the bottom left, a 'Bus and Trains' section has a 'Live Bus Times' link. At the bottom right, a 'Useful Links' section lists: 'Queen Margaret University Website', 'ERA: Electronic Registration of Attendance FAQ', 'A - Z of Information for Students', 'Student Induction New', and 'Essential Information for Students'.

You will notice that this page has changed since before you completed the matriculation process. The Online Matriculation option is no longer available and more options have appeared. This is a sign that you have completed matriculation. You can now sign up for your modules through the appropriate link (select your modules online).

It may take up to 24 hours after matriculation for full access to the University's system to be granted. This includes access to Hub@QMU and the wireless networks provided on campus, and internet access in Student Residences. The LRC Service Desk can provide more information on accessing the IT facilities on campus once you have matriculated (assist@qmu.ac.uk).