



University of
Central Lancashire
UCLan

Partner Students

Essential
Information
Handbook
2022-23



Working in Partnership

Welcome to the Partnership Network

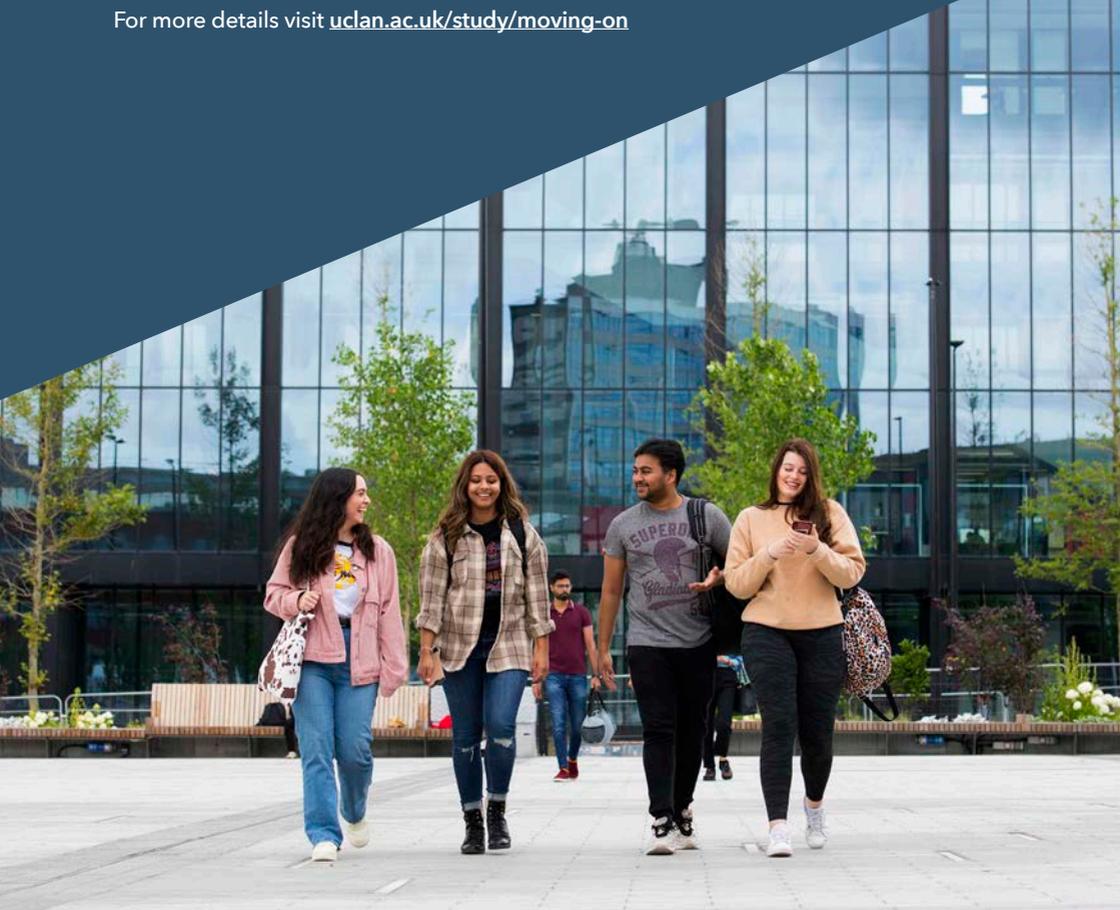
This leaflet has been created to give you lots of useful information about starting your course at the University of Central Lancashire. As one of our Partner students, you're entitled to use a range of facilities and services provided by the University, either on our Preston Campus or remotely through your college or institution.

For more information about what's available to you as a Partner student please visit uclan.ac.uk/welcome/partners

Thinking Ahead

Many of the University courses run by our UK Partners provide opportunities for 'Moving On' to the University of Central Lancashire to complete your programme of study. Or to study for a higher qualification, subject to meeting the entry criteria.

For more details visit uclan.ac.uk/study/moving-on



Registration and Enrolment

All students need to complete the registration process.

You'll receive an email from us containing your student details: username, University email address, and guidance on how to create your password. You can then use your student account details to log onto the University network.

Firstly, you'll need to enrol and then show a valid form of identification (such as a passport or driving licence) at your college/institution.

IMPORTANT: You need to enrol with both your college/institution and with the University of Central Lancashire. You will need to do this each year.

If you don't fully complete the registration process then you won't become an official University student and you may not be paid any student finance you were expecting or be eligible for your award.

The deadline for enrolment is **Friday 30 September 2022** and students must have fully enrolled at both institutions by this date.

To make the process as easy as possible we have a dedicated enrolment webpage for Partner students which explains each step of the process so you can ensure you have fully completed what is required.

Please scan the QR code or visit uclan.ac.uk/welcome/partners/enrolment



Accessing your Student Account

With your student account details you can:

- Enrol on your course via uclan.ac.uk/enrol (please wait until you've received the email invitation before you attempt to enrol)
- Log on to your student portal at uclan.ac.uk/students
- Access your University email account at uclan.ac.uk/email
- Access the University's library catalogue and e-resources. Find out more at uclan.ac.uk/library
- Reset your password at uclan.ac.uk/changepassword if you need to.

Your Student Card

To access any University facilities on the Preston Campus you'll need a valid Student Card. To apply for your card please visit <http://photo.uclan.ac.uk> and upload a digital, passport-style photo. You'll need your Student Registration Number, which is a letter (normally a G) followed by an eight digit number.

Your Student Card will be posted out to your address as soon as your student record has been activated. Please don't attempt to collect your card from the University Library during Welcome.

If you have any questions about how to obtain your Student Card please contact the Library and Information Service on 01772 895355.

Learning and Information Services (LIS)

As well as having access to the library facilities at your Partner institution, you're also entitled to full membership of the University Library and IT facilities on our Preston Campus, including:

- Book loans
- Access to over 150,000 e-books
- Articles from over 38,000 e-journals
- Specialist online subject resources
- Over 6,000 online training courses from LinkedIn Learning
- Access to the computer network and internet
- Support desks
- Booking study spaces
- Laptops available to use inside the Library
- Various software available to access
- IT/AV equipment loans from the LIS Equipment Hub

The Library is open 24/7 during term time. Information about all the resources and facilities we offer can be found at uclan.ac.uk/library

You can arrange to have books delivered from the University Library to your own library or home address. If you're a student at a further education college this is done through the VALNOW service, and books will be sent out to your college library. If you're not based in a college then this is done through the Distance Learning Service and books will be sent out to an address of your choice.

For more details:

Visit uclan.ac.uk/facilities/library

Email LISCustomerServices@uclan.ac.uk

You may receive important messages from the Library or other parts of the University to your University email address. To access your emails go to uclan.ac.uk/mail You can set up an auto-forward to your college or home address if you prefer.

For information about any of the resources or services mentioned above, please contact LISCustomerServices@uclan.ac.uk



Your Students' Union

As soon as you enrol onto a course at the University of Central Lancashire, you're automatically a member of UCLan Students' Union. It doesn't matter if you're not based at the Preston Campus, because you're still one of us and can access the benefits of being a member.

We're a not-for-profit organisation which is run independently from the University and we're here to make life better for students – inspiring you to succeed and achieve your goals. At the heart of our work is to represent and empower students as well as be

there to support you every step of your student journey.

Our Advice Service can offer over-the-phone and online advice on issues relating to your course, money, welfare benefits, housing and more. Or, our Representation Team can provide training and support if you decide to become a Course Rep.

To find out more visit uclansu.co.uk



Careers

As well as visiting the careers team at your institution, you have free use of the University's CareerEDGE system for quick and easy access to hundreds of the latest jobs, CareerEDGE development tools and much more:

- Search for vacancies
- Build your CV and CV checks
- Ask a question

- Career events (Careers fairs, employer presentations and workshops)
- Career e-learning, self-assessments, aptitude tests, employability awards, industry reports and more

Visit uclan.ac.uk/careeredge to access.

For more information you can contact Careers by email careers@uclan.ac.uk or telephone 01772 895858.

Alumni

Once you graduate, you're entitled to join the University's Alumni Network, who provide careers guidance, business start-up support and advice, and keep you up to date with the latest University news.

As one of our alumni, you'll be part of a global family of over 200,000 people.

To join the Alumni Network after you graduate you need to opt in.

Go to uclan.ac.uk/alumni and click on the 'join us' link or telephone 01772 892344.



**University of
Central Lancashire**
UCLan

Preston and Travel Directions

We're located in a thriving student city in the heart of Lancashire. Preston is one of the best connected cities in the UK. Manchester, Liverpool, Lancaster and the Lake District can all be reached in around an hour or less.

Our Preston Campus is located within a short walk of the city centre. As a city centre campus, we're within easy reach of both the bus and railway stations.

To find out how to get here go to uclan.ac.uk/visit

Useful Contacts

Careers Advice

Telephone 01772 895858

Email careers@uclan.ac.uk

LIS Customer Support

Telephone 01772 895355

Email liscustomersupport@uclan.ac.uk

UK Partnerships

Telephone 01772 894417

Email penquiries@uclan.ac.uk

Web uclan.ac.uk/partnership

Registration and Enrolment

Email ARPartnership@uclan.ac.uk

Students' Union

Telephone 01772 893000

Email suinformation@uclan.ac.uk

The information contained in this literature was compiled in July 2022 and all reasonable care has been taken to ensure accuracy at that time.