Guide to Online Registration (28 May)

Online Registration is located here:

https://direct.sussex.ac.uk/register.html

The online pages themselves contain detailed instructions – please make sure you read those carefully and follow the instructions. This document shows you what each tab on the pages looks like and contains some guidance and answers to frequently asked questions.

Make sure you start Online Registration promptly when it opens on 28 May. Your checklist must be cleared by 10 June at the latest (see page 18).

Remember: Online Registration does not involve signing up for modules or classes. You should have already received your module confirmations from us. Once your checklist is cleared, you will be able to see your timetable/schedule on Sussex Direct:

https://direct.sussex.ac.uk/login.php
Welcome to Online Registration

You need to use the Online Registration System at the start of each academic year to let us know you will be attending and fill out some important information.

- **Collect Username and Password**
  For new students
  Click here to start.

- **Login to Online Registration**
  If you know your username and password

Information about registration
Induction and freshers week information
Your candidate number is found at the top of the offer letter you received in the mail after you paid your application fee. Email issoffice@sussex.ac.uk if you do not have your candidate number.

Date of Birth:  1  JAN  1997

Now click here:  Get Username and Password

Please note:

- YOU MUST RECORD YOUR USERNAME AND PASSWORD AND KEEP THEM SOMEWHERE SAFE.
- You will need this username and password to access IT facilities throughout your studies at the University of Sussex.
- Your username and password must be entered exactly as they are shown, the characters are case sensitive. You should always type your username in lower case (not capitals).
- If you know your Sussex username but you've forgotten your password, you can reset it with the forgotten password page. If you're still unable to log in, email IT Services for advice at support@its.sussex.ac.uk or call on +44 (0) 1273 678090 between 9.00am and 5.30pm (BST) Monday to Friday.
Welcome to

**Online Registration**

To register as a student at the University of Sussex:

- Click the orange buttons shown at the top of the page (Personal, Funding and so on) and complete the questions in each section.
- Look for your Checklist which will show green ticks next to the tasks you have completed (like the example on the right).
- Fill in as much as you can but there might be some sections you can't complete until you arrive at Sussex (for example, if we need to scan your passport).

To get started, please answer the question(s) below:

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I confirm that I wish to register with the University and will be attending to study:  

[Proceed]
You must upload your photo so that we can print your I.D. card in advance. If you don’t upload your photo, you may face long queues at the Print Unit when you arrive.
Instructions for this page
- Check the information in Your Contact Details is correct
- Check the information in Your Permanent Home Address is correct

Then go to the Study page.

Related Links
- Postcode Finder

Check List
- Enter Ethnic Origin ✓
- Confirm Personal Details x
- Enter Next Of Kin ✓
- Visa Clearance ✓
- Academic Conditions Met ✓
- Acknowledge Regulations x
- Make Data Protection Choices x
- Accept Financial Guarantee x
- Pay Fees x
- Pay Other Charges x
- Pay Rent ✓
- Confirm Term Time Address x
Check that you are taking the correct number of sessions.

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### Your Course

<table>
<thead>
<tr>
<th><strong>Degree:</strong></th>
<th>V&amp;E International Summer School: Session 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCAS Course Code:</strong></td>
<td>NONE</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>International Summer School</td>
</tr>
<tr>
<td><strong>School:</strong></td>
<td>International School - non degree programmes</td>
</tr>
<tr>
<td><strong>Course Convener(s):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Study Level:</strong></td>
<td>UG</td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Registration Number:</strong></td>
<td></td>
</tr>
</tbody>
</table>

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*If any of this information is incorrect, please inform the International Summer School Office.*
You can find the Financial Guarantee at the bottom of the page.
Would you like to receive occasional emails from the Students Union with useful news and events for students? You can unsubscribe at any time.

Do you want to sign up to the free social networking site for Sussex students - SPLASH? (Student Personal Learning and Social Homepages). You can view University information in the same place as your other web resources such as photographs from Flickr, videos from YouTube and content from Facebook. By default only basic personal information will be visible publicly (name, email address, course titles) but you can change the privacy settings once you've logged in.

<table>
<thead>
<tr>
<th>Other Declarations</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any days on which you cannot attend an exam due to observation of religious festivals or holy days?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Do you have any competitive sport or work placement commitments linked to your course of study?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Financial Guarantee

Please read the following statement, scrolling down as necessary, and then click on the "Accept" button below.

#### Financial Guarantee

**Terms & Conditions of Payment**

**Liability**

- You are liable to pay all sums due to the University on or before the due date.
- Several standard payment options are available including payment in full.
- The university requires that on or before registration tuition fees and rent are paid or an arrangement is entered into to pay such amounts using standard payment options offered by the University. Students cannot carry debts forward from one academic year to the next.
- Facilities exist to pay by credit or debit card.
- There are no interest or premium charges where payment is made by one of the University's standard payment options. In the event of any payment by cheque or by other means being refused by a bank or card issuer for whatever reason, a £10 administration fee may be charged.

Now click here: Accept
Help with

Online Registration

To register as a student at the University of Sussex:

- Click the orange buttons shown at the top of the page (Personal, Funding and so on) and complete the questions in each section.
- Look for your checklist which will show green ticks next to the tasks you have completed (like the example on the right).
- Fill in as much as you can but there might be some sections you can't complete until you arrive at Sussex (for example, if we need to scan your passport).

You will need to provide the information listed below:

### Personal
- Check (and change if necessary) your personal details - name, age, ethnic origin, etc.

### Contact Details
- Check (and change if necessary) your home address and other contact details
- Enter the name and contact details of your next of kin (for example husband, wife, parent)

### Study
- Check that you are listed as taking the right study programmes
- Make a note of your academic advisor's contact details, if applicable

### Formalities
- Confirm your acceptance of University regulations
- Confirm your acceptance of University data protection policy
- Read and accept the University's financial guarantee

### Funding
- Check funding details
- Tell us if you are self financing

### Fees
- Arrange to pay your tuition fees
- Pay any other charges for which you are liable

### Rent
- Arrange for the payment of any rent for which you are liable

### Term Address
- Check (and change if necessary) your term time address

### Check List

- Upload ID card photo
- Confirm Personal Details
- Enter Next Of Kin
- Academic Conditions Met
- Acknowledge Regulations
- Make Data Protection Choices
- Accept Financial Guarantee
- Pay Fees
- Pay Rent
- Confirm Term Time Address
The Funding tab outlines whether you are paying your tuition directly to us or your home institution. You will already have paid the £200 application fee. Check the next ‘Fees’ tab to see what fees are still outstanding.

Instructions for this page
- Check the information in Your Tuition Fees is correct.

Then go to the Fees page.

Your Tuition Fees

Tuition Fee Information
Notification of tuition fee support has been received from the Student Accounts Office or other recognised sponsor. Your personal:

- Total fee: [amount]
- Sponsor to pay: [name]
- Your sponsor is: [organisation]

If you are sponsored and this is not reflected in your Student Account, please contact the Student Accounts Office. You will then be able to update your registration online.

If you wish to discuss any aspect of your tuition fee liability please contact the Student Accounts Office.

Related Links
- Student Accounts Office

Check List
- Enter Ethnic Origin
- Confirm Personal Details
- Enter Next Of Kin
- Visa Clearance
- Academic Conditions Met
- Acknowledge Regulations
- Make Data Protection Choices
- Accept Financial Guarantee
- Pay Fees
- Pay Other Charges
- Pay Rent
- Confirm Term Time Address

I need Help!
This ‘Credit’ means that you have already paid the £200 application fee.

The outstanding fees will depend on your funding. If you are paying all fees to your home institution, you may find you have no outstanding debts.
<table>
<thead>
<tr>
<th>Personal</th>
<th>Contact Details</th>
<th>Study</th>
<th>Formalities</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>Fees</td>
<td>Rent</td>
<td>Term Address</td>
<td>Logout</td>
</tr>
</tbody>
</table>

**Payment Options: ISS - Physics lab fee**

Total Due: Pay by Card in full

![Credit Card Logos]

Information on payment methods
Please check the items you want to pay for and click 'Continue' to proceed

<table>
<thead>
<tr>
<th>Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
</tr>
<tr>
<td>Transaction Reference</td>
</tr>
<tr>
<td>Customer name</td>
</tr>
</tbody>
</table>

Please click on Continue to proceed

Please click here to cancel the process.
Payments

Payments often take a few hours on the system to go through during busy periods.

If you have just made a payment but it is still showing as ‘Not yet paid’, please check back in 24 hours. If it has not gone through after 48 hours, contact issoffice@sussex.ac.uk
### Instructions for this page

- Pay Rent
- Check the information in Student Account: Rent is correct

### Student Account: Rent

<table>
<thead>
<tr>
<th>Date</th>
<th>Our Ref</th>
<th>Description</th>
<th>Amount</th>
<th>Payment Status</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ISS Northfield rent S1&amp;2:</td>
<td></td>
<td>Arrange to Pay</td>
<td>Not yet paid</td>
</tr>
</tbody>
</table>

![Image](image-url)

If you wish to discuss any aspect of your account please contact the Student Accounts Office.
Your room number will be shown here. If you see May-December for your dates of residency, please ignore this and proceed with registration. You will only be charged for the duration of your time at the summer school.

Write it down and bring it with you on Arrivals Day.

You can have any mail re-directed to this address during your stay over the summer.

If it is blank, contact issoffice@sussex.ac.uk
Your checklist must look like this by 10 June.

For students from the European Union, this may automatically turn to a green tick.

For all other students, this will remain a yellow circle until you arrive on campus to have your passport scanned.

Once your checklist looks like this, you do not need to do anything else.
Class Schedule

After your checklist looks like the example of page 18, you will be able to view your class schedule for the summer. Please click the ‘Sussex Direct’ tab - you may need to logout of Online Registration first. A yellow banner will appear to say that you haven’t completed registration but please ignore this as it refers to us scanning your passport once you arrive.

Next, select ‘Timetable’ from the drop-down menu, and then select ‘Study Timetable’. The timetable always shows the current week, so click the right-hand chevron ‘>>’ next to the *week* until you get to Monday 24th June. You will now see your schedule for session 1; click on the far right chevron to see each week’s schedule.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:00</td>
<td><em>Introductory Physics 1 (Lecture 1)</em></td>
<td>Arts A A02</td>
</tr>
<tr>
<td></td>
<td>Report due 09:00</td>
<td></td>
</tr>
<tr>
<td>09:30</td>
<td><em>Introductory Physics 1 (Lecture 1)</em></td>
<td>Arts A A02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
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<tr>
<td>10:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30</td>
<td></td>
<td>Arundel Building 205</td>
</tr>
<tr>
<td>13:00</td>
<td></td>
<td><em>Introductory Physics 1 (Laboratory 5)</em></td>
</tr>
<tr>
<td>13:30</td>
<td></td>
<td>Pevensey 2 5A17/18</td>
</tr>
<tr>
<td>14:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:00</td>
<td></td>
<td></td>
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</tbody>
</table>

If you cannot view your timetable after completing registration, please contact [issoffice@sussex.ac.uk](mailto:issoffice@sussex.ac.uk) ASAP.