

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:

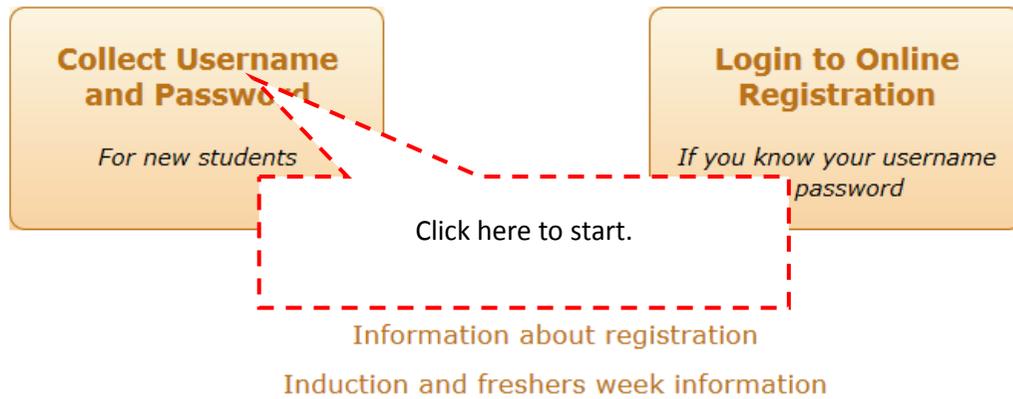
<https://direct.sussex.ac.uk/login.php>



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.





How to

Get your username & password

To register online you need a University of Sussex username and password which you can collect using your student candidate number. This number is emailed to new students on 1 September for courses starting in September and approximately 2-3 weeks before the start of your course at other times of the year.

When you collect your candidate number, you will also receive your University of Sussex email address. Your candidate number is found at the top of the offer letter you received in the mail after you paid your application fee.

Please email issoffice@sussex.ac.uk if you do not have your candidate number.

Your Student
Candidate

Date of Birth:

1 JAN 1997

Now click here:

[Get Username and Password](#)

please wait for a few moments while we issue your username



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.

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout



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:

Check List	Help
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	✓

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

Proceed >

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

Instructions for this page

- Check the information in *Your Personal Details* is correct
- [Confirm Personal Details](#)
- Check the information in *Disabilities* is correct

Then go to the [Contact Details](#) page.

Related Links

- [Student Disability Support](#)
- [ID card information](#)

Your Personal Details Edit Help

Title: [Redacted]

Full Name: [Redacted]

Preferred Name: [Redacted]

Date Of Birth: [Click to view](#)

Gender: Male

Nationality: United States

Ethnic Origin: White



Check List Help

From Student Centre ✓

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.

Confirm Personal Details Help

I confirm that the Personal Information shown on this page is correct: [Confirm](#)

Accept Financial Guarantee ✗

Pay Fees ✗

Pay Other Charges ✗

Pay Rent ✓

Confirm Term Time Address ✗

[I need Help!](#)

Disabilities Help

If you have any disabilities covered by the Equality Act 2010 which are not shown below or if any of the information shown is incorrect please contact the [Student Support Unit](#). See detail below.

Disability Type	Notes	Start Date
No disabilities recorded.		

The University is committed to supporting disabled students, including those with a specific learning difficulty, mental health condition or autistic spectrum disorder. In order to receive reasonable adjustments, such as extra time in examinations, you need to contact the Student Support Unit at an early opportunity by calling: (01273) 877466. If the information above is inaccurate, please let us know by emailing: studentsupport@sussex.ac.uk

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

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](#)

Your Contact Details	Edit	Help
University Email:	[Redacted]	
Personal Email:	[Redacted]	
Mobile Phone:		
I am happy to be contacted by the University via SMS (text messages):	✘	
Next Of Kin:	[Redacted]	

Check List	Help
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!](#)

Your Permanent Home Address	New	Help
<p> Use New to enter a change of address.</p>		
Address:	[Redacted]	
Post Code:	[Redacted]	
Telephone:	[Redacted]	

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

Instructions for this page

- Check the information in *Your Course* is correct

Related Links

- [Academic Office](#)
- [University Library](#)
- [University Bookshop](#)

Your Course		Help
Degree:	V&E International Summer School: Session 1 & 2	
UCAS Course Code:	NONE	
Department:	International Summer School	
School:	International School - non degree programmes	
Course Convenor (s):		
Study Level:	UG	
Start Date:		
End Date:		
Registration Number:		

 If any of this information is incorrect, please inform the [International Summer School Office](#).

Check List	Help
Enter Ethnic Origin	✓
Personal Details	✗
Proof 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!](#)

Check that you are taking the correct number of sessions.

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

Instructions for this page

- Acknowledge Regulations
- Make Data Protection Choices
- Check and then save *Formalities*
- Accept Financial Guarantee
- Check and then save *Financial Guarantee*

Then go to the [Funding](#) page.

You can find the Financial Guarantee at the bottom of the page.

Related Links

- [Data Protection guidance for students](#)
- [University Regulations](#)
- [Library Regulations](#)
- [Computing Regulations](#)
- [Terms and Conditions](#)
- [Information on e-submission and Turnitin](#)

Edit Formalities	Cancel	Save	Help
Acknowledge Regulations			
I confirm that I am aware of, and agree to abide by, the University Regulations , Library Regulations , Computing Regulations and Terms and Conditions :	Confirm	<input checked="" type="checkbox"/>	
We normally make basic information about your role(s) at the University (courses, contact information) available on a need to know basis within the University. Under certain restricted circumstances we pass this information to outside bodies that have a statutory right to that information such as the Higher Education Statistics Agency (HESA), their data collection notice can be seen at: http://www.hesa.ac.uk/index.php/content/view/141/171/#Student Please confirm your acceptance of this:	Confirm	<input checked="" type="checkbox"/>	
I am aware that the University may require assessed work to be submitted electronically. I acknowledge that the University may make use of internet-based text-matching services such as Turnitin, and of electronic marking services such as Grademark for submission, marking and feedback provision, and for plagiarism detection. I acknowledge that all pieces of assessed work uploaded to Turnitin are retained on the Turnitin database in perpetuity for the sole purpose of originality checking. For further information, please see the FAQs on e-submission and Turnitin .	Confirm	<input checked="" type="checkbox"/>	
Data Protection Choices			
I give permission for details of my academic progress to be shared with my fee sponsor:	Yes	<input checked="" type="radio"/>	No <input type="radio"/>
We like to make your photograph, as printed on your University ID card, available to staff within the University, Study Direct and for limited use on departmental noticeboards etc. Please indicate your acceptance of this:	Yes	<input checked="" type="radio"/>	No <input type="radio"/>
Organisations that work with the University, sometimes on a commercial basis, may approach us for contact lists for their own marketing purposes. Are you happy for your University contact details to be released to such organisations?	Yes	<input checked="" type="radio"/>	No <input type="radio"/>
Are you happy for us to notify the Students' Union of your registration? (this enables you to vote in Students' Union elections amongst other things)	Yes	<input checked="" type="radio"/>	No <input type="radio"/>

Check List	Help
Enter Ethnic Origin	<input checked="" type="checkbox"/>
Confirm Personal Details	<input checked="" type="checkbox"/>
Enter Next Of Kin	<input checked="" type="checkbox"/>
Visa Clearance	<input type="checkbox"/>
Academic Conditions Met	<input checked="" type="checkbox"/>
Acknowledge Regulations	<input checked="" type="checkbox"/>
Make Data Protection Choices	<input checked="" type="checkbox"/>
Accept Financial Guarantee	<input checked="" type="checkbox"/>
Pay Fees	<input checked="" type="checkbox"/>
Pay Other Charges	<input checked="" type="checkbox"/>
Pay Rent	<input checked="" type="checkbox"/>
Confirm Term Time Address	<input checked="" type="checkbox"/>
<input type="button" value="I need Help!"/>	

Would you like to receive occasional emails from the Students Union with useful news and events for students? You can unsubscribe at any time.	Yes <input type="radio"/> No <input type="radio"/>
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.	Yes <input checked="" type="radio"/> No <input type="radio"/>
Other Declarations	
Are there any days on which you cannot attend an exam due to observation of religious festivals or holy days?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Do you have any competitive sport or work placement commitments linked to your course of study?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Financial Guarantee
[Help](#)

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

Financial Guarantee [Print Friendly](#)

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](#)

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout



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:

Check List	Help
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	✓

Personal

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

Funding

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

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)

Fees

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

Study

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

Rent

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

Formalities

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

Term Address

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

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

Instructions for this page

- Pay Fees
- Check the information in *Student Account: Tuition Fees* is correct
- Pay Other Charges
- Check the information in *Student Account: Other Charges* is correct

Then go to the [Rent](#) page.

Related Links

- [Student Accounts Office](#)
- [View Complete Account](#)

Student Account: Tuition Fees Help					
Date	Our Ref	Description	Amount	Payment Status	Payment Method
No outstanding debts					

i If you wish to discuss any aspect of your account please [contact the Student Accounts Office](#)

Check List	Help
Enter Ethnic Origin	✓
Confirm Personal Details	✗
Enter Next Of Kin	✓
Visa Clearance	⚠
Academic Conditions Mat	✓

Student Account: Other Charges Help					
Date	Our Ref	Description	Amount	Payment Status	Payment Method
	FPRE	Fees pre payment receipt for [REDACTED]	£-200.00	Credit	Credit

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.

i If you wish to discuss any aspect of your account please [contact the Student Accounts Office](#)

[Confirm Term Time Address](#) ✗

[I need Help!](#)

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

Payment Options: ISS - Physics lab fee Help —

Total Due:

	Pay by Card in full	Pay Now!
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 [Information on payment methods](#)

Please check the items you want to pay for and click 'Continue' to proceed

Student Details	
Student ID	[REDACTED]
Transaction Reference	[REDACTED]
Customer name	[REDACTED]

Please click on Continue to proceed

Continue 

Please click here to cancel the process.

Cancel



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

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

Instructions for this page

- [Pay Rent](#)
- Check the information in *Student Account: Rent* is correct

Related Links

- [Student Accounts Office](#)
- [View Complete Account](#)

Student Account: Rent					Help
Date	Our Ref	Description	Amount	Payment Status	Payment Method
		ISS Northfield rent S1&2:		Arrange to Pay	Not yet paid

 If you wish to discuss any aspect of your account please [contact the Student Accounts Office](#)

Check List	Help
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!](#)

Personal	Contact Details	Study	Formalities	Help
Funding	Fees	Rent	Term Address	Logout

Instructions for this page

- Read Council Tax Information
- Check the information in *Term Time Address* is correct
- Confirm Term Time Address

Related Links

- University Residential Services
- Your Student Pad (accommodation finder)

Council Tax Information

As you are in University Managed Accommodation you will not have to pay council tax. The University will inform the council so you do not need to.

Check List	Help
Enter Ethnic Origin	✓
Confirm Personal Details	✗
Enter Next Of Kin	✓
Visa Clearance	ⓘ
Academic Conditions Met	✓
Edge Regulations	✗
Data Protection Choices	✗
Financial Guarantee	✗
...	✗
... Charges	✓
...	✗
Term Time Address	✗

I need Help!

Term Time Address	Help
Accommodation Type: University Maintained E	
Address:	
	Northfield
	University of Susse.
	Falmer
	Brighton
Post Code: BN1 9BJ	
Telephone:	
Start Date:	
End Date:	

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

Confirm Term Time Address	Help
Term Time Address Confirmed:	Not confirmed

**Your checklist must look like this
by 10 June.**

Check List	Help
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!](#)

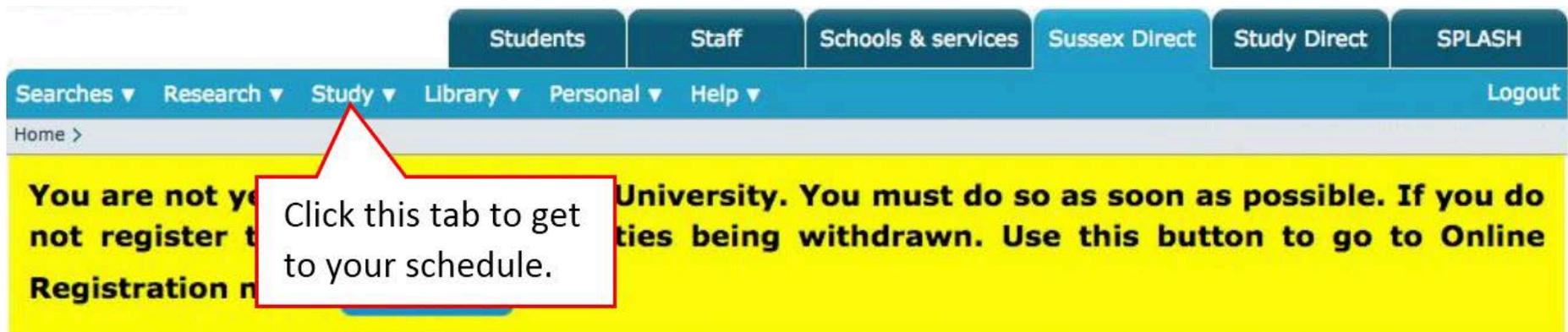
For students from the European Union, this may automatically turn to a green tick.

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.

08:30					
09:00		<i>Introductory Physics 1</i> (Lecture 1)* Arts A A02	<i>Introductory Physics 1</i> Report due 09:00 🕒	<i>Introductory Physics 1</i> (Lecture 1)* Arts A A02	
09:30			<i>Introductory Physics 1</i> (Lecture 1)* Arts A A02 (09:00-10:30)		
10:00					
10:30					
11:00					
11:30					
12:00			<i>Introductory Physics 1</i> (Workshop 26) Arundel Building 205	<i>Introductory Physics 1</i> (Laboratory 5)* Pevensey 2 5A17/18	
12:30					
13:00					
13:30		<i>Introductory Physics 1</i> (Pre-Lab 5)* Pevensey 3 3C7			
14:00					
14:30					
15:00					

If you cannot view your timetable after completing registration, please contact issoffice@sussex.ac.uk ASAP.