

## Dundee College - The Application Process

As your application moves through the application process, the status will be shown on your account Home Page, log in regularly to check what's happening and to take any action that is required of you.

Online Application and Review System:

[My Account](#) | [Logout](#) | [Need Help?](#)

Home | Course Applications | Funding Application | Appointments | Mailbox

**Application Status:**

Welcome to the Dundee Online Application system. Decisions on your applications will be communicated to you via email.

**Reference status**  
Reference requested

**Course Applications**  
Below are the course applications you have made through this system to date. You can view your completed application(s) by clicking on the icon beside the form name. If you have an incomplete application, you may edit or delete it.

<b>Pre Apprenticeship Introduction to Building</b>	<b>19/01/2011</b>	We are reviewing your application and will be in touch soon, please be patient	
<b>Pre Apprenticeship Electrical/Plumbing Skills</b>	<b>19/01/2011</b>	We are reviewing your application and will be in touch soon, please be patient	
<b>General Building Operative</b>	<b>24/01/2011</b>	We are reviewing your application and will be in touch soon, please be patient	

Further information is available in the **Need Help?** Section on your account where many **Frequently Asked Questions** are answered.

Emails sent to you can be viewed in the **Mailbox** area

If you have applied for more than one course, then each course is dealt with separately and you will receive emails about each course as that application progresses.

Complete and submit your application online **by 30<sup>th</sup> March 2012** (you can view a short video from the link on the website if you need help to do this)



You will receive an email from us acknowledging receipt of your application. This can be viewed in your email messages (check Spam) and also under the Mailbox Tab in your account



***We are reviewing your application and will be in touch soon, please be patient***

A member of the Registry Team is reviewing your application, they will check for completeness of information and to ensure that you have the correct qualifications for entry to the course(s) you have applied for. We may also be waiting to receive your Reference and/or proof of qualifications. (International Students are sent details about which documents they need to provide to us).



***We are arranging an interview for you and will email you the details***

A member of the lecturing team has reviewed your application and would like you to attend for interview. The Registry Team are arranging interviews and you will receive an email with the details soon.



***We have arranged an interview for you and emailed you with details***

An interview has been arranged for you. We will send you an email telling you when and where the interview will take place and details of anything you may need to bring with you for interview. We will send a text alert to your mobile phone when we send you an interview email.



Following interview a number of things can happen, where courses do not hold interviews you will move to this stage after review of the application

<b>Unconditional Offer</b>	<b>Conditional Offer</b>	<b>Waiting List – Unconditional Offer</b>	<b>Waiting List – Conditional Offer</b>	<b>Referred to Another Course</b>	<b>No Offer Possible</b>
<p>You have received an unconditional offer of a place on the course.</p> <p>We will send you an email and text alert to tell you.</p>	<p>You have received a conditional offer of a place on the course.</p> <p>We will send you an email and text alert to tell you</p> <p>This offer means that if you meet the conditions (which are detailed in the email) you will be given an unconditional offer.</p>	<p>You have received an unconditional offer for a waiting list place on the course.</p> <p>We will send you an email and text alert to tell you</p> <p>This offer means that the course is full but if a place becomes available, it will be offered to you.</p>	<p>You have received an conditional offer for a waiting list place on the course.</p> <p>We will send you an email and text alert to tell you</p> <p>This offer means that if you meet the conditions (which are detailed in the email), <u>and</u> a place becomes available, it will be offered to you.</p>	<p>We have referred your application to another course.</p> <p>Following review of your application you do not have the entry criteria for the course you have applied for <b>or</b> during interview you have identified that the course is not what you had expected/the right level, and we are suggesting another course for you.</p>	<p>We are not able to offer you a place on this course.</p> <p>The reasons why you are not suitable for this course are detailed in the email sent to you.</p>

↓	↓	↓	↓	↓	↓
Unconditional Offer	Conditional Offer	Waiting List – Unconditional Offer	Waiting List – Conditional Offer	Referred to Another Course	No Offer Possible
<p>You now have the option whether to ACCEPT or REJECT the offer which has been made to you.</p> <p>Follow the link in the email, or log into your account and on the Home Page next to the course title you will see : <a href="#">Accept Offer</a> and <a href="#">Reject Offer</a> - Click on your choice.</p> <p>You can accept more than one Conditional Offer &amp; Waiting List – Unconditional or Conditional Offer(s) without affecting your other applications.</p> <p>You can only accept one Unconditional Offer. When you accept this your other applications will be cancelled.</p> <p style="text-align: center;">If you reject the offer then your application for this course is cancelled.</p>				<p>We will make the referral for you and the application process will begin again for the new course.</p>	<p>You may wish to contact our Guidance Team on 01382 834910 to discuss alternative course option.</p>

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When you Accept an offer (Unconditional or Conditional), a link will appear on your home page to take you to the correct funding application<sup>1</sup> - **complete this as soon as you can**

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If and when a place becomes available we will email you an Unconditional or Conditional Offer and send you a text alert.

Please note that in some cases course places may not become available until late August/ early September

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Once you have accepted your Unconditional Offer you will receive an e-mail and a link with regards to completing your on-line enrolment and submitting your matriculation photo (enrolment instructions/link see details below).

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Approx 2/3 weeks before your course starts we will send you Induction information, telling you when and where you should report to, to start your course. This will be sent by email and we will send you a text alert.

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<sup>1</sup> Please note that funding applications for SAAS (HE courses) will not be available until mid-April, and funding applications for Dundee College Bursary/EMA (FE courses) will not be available until late May.

## Application Status – not shown above

Screen Status	Description
Application expired	The closing date for course applications has passed and you did not submit your application on time
Cancelled	A staff member has cancelled this application because you have asked us to cancel it for you.
Offer rejected	You have rejected an offer that was made to you
Unsubmitted	You have started to complete the application but have not submitted it to us. If you need help, please contact <a href="mailto:application@dundeecollege.ac.uk">application@dundeecollege.ac.uk</a>
We are considering your application but cannot give you a decision at this time	Your application has been temporarily put on hold.  There can be different reasons for this, for example, if you have applied for a course which requires Disclosure, we may be waiting to receive your Disclosure Certificate and cannot take any further action until that arrives.
We need your reference and/or proof of qualifications	We are waiting to receive your reference and/or proof of your qualifications.
Application closed as you did not attend any arranged interviews	We have asked you to attend for interview on one or more occasions but you failed to turn up and your application has now been cancelled.

## Dundee College – Enrolment Process

Once you have accepted your place you must now complete your enrolment. Please follow the instructions below:-

### 1. ENROLMENT INSTRUCTIONS

STEP 1 – Go to the Log in page.

Click on the link [http://evision.dundeecollege.ac.uk/sipr/sits.urd/run/siw\\_lgn](http://evision.dundeecollege.ac.uk/sipr/sits.urd/run/siw_lgn) to get to the log in page of e:Vision. If the link does not work, copy and paste it to your address bar.



#### Log-in to SITS e:Vision Portal

This page is the Staff Vision Portal log-in screen. Please use the form below to supply your log-in details and click the 'log-in' button to access the system.

A screenshot of the "Portal Log-in" form. The form has a blue header with the text "Portal Log-in". Below the header, it says "Please enter your username and password here:". There are two input fields: "User-name:" and "Password:". Below the "Password:" field is a "Log in >>" button. At the bottom of the form, there is a link that says "Forgot your password?".

STEP 2 – Enter your Log in details

In the **User-name** box, enter the ID number which has been e-mailed to you separately.

In the **Password** box, enter your surname. It does not matter whether it is in upper or lower case

Click the **Log in** button.

### STEP 3 – Change your Password

After logging in, you must set your password. This password will be used to allow you to use the college computer systems during your course. Please use a password that you will remember easily. Enter your password in the **New Password** and the **Confirm Password** boxes and click the **Go** button as shown below. You will be asked to enter your password again at the end of the enrolment process, please enter the same one.

**Password Change**  
Use this screen to input and confirm your new password.

**Password Change**  
Use the fields below to change/confirm your password.

<b>New Password</b>	<input type="text"/>
<b>Confirm Password</b>	<input type="text"/>

### STEP 4

**If your screen shows this, go straight to step 5 in these instructions.**

**Student Enrolment Page**

First page of on-line enrolment task.

**Dundee College Online Enrolment**

Start Enrolment Process

**If your screen shows this, follow these instructions to get to step 5.**

**SIW\_MCS**  
Multiple Course Session Selection.

**Session selection**  
Use the values in the drop down fields to select your SCJ/SPR records for this session.

Choose your course:

Click on the arrow at the right hand end of the **Choose your course** box.

SIW\_MCS  
Multiple Course Session Selection.

Session selection  
Use the values in the drop down fields to select your SCJ/SPR records for this session.

Choose your course: [dropdown arrow]

Select for Session

- 0000019/1 (2000/01): Passport to Learning (1/A)
- 0000019/2 (2001/02): Passport to Learning (1/A)
- 0000019/3 (2001/02): Learning Skills For School Students (1/A)
- 0000019/4 (2001/02): Sector D - Education and Training (1/A)
- 0000019/5 (2002/03): SQA Highers and Intermediates Programme (1/A)
- 0000019/6 (2002/03): CFSUM Learning Skills For School Students (1/A)
- 0000019/8 (2009/10): NQ Law And Public Administration (1/A)
- 0000019/9 (2009/10): Employability : Interview Skills (1/A)

Select the last course attended from the dropdown.

SIW\_MCS  
Multiple Course Session Selection.

Session selection  
Use the values in the drop down fields to select your SCJ/SPR records for this session.

Choose your course: 0000019/9 (2009/10): Employability : Interview Skills (1/A) [dropdown arrow]

Select for Session

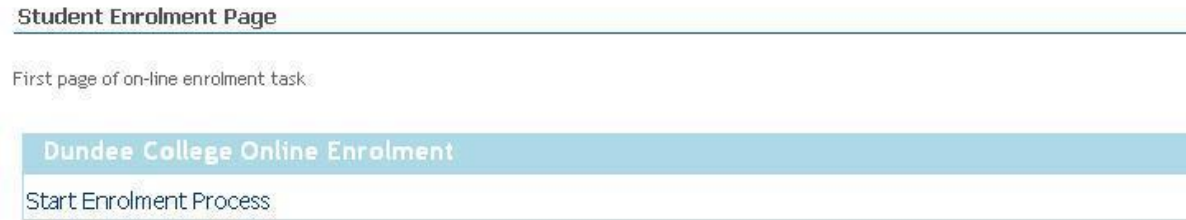
Make permanent Selection

Click the **Make permanent Selection** button.

This step may take several minutes depending on how many other people are trying to log in at the same time, so please wait until it is complete. There is a green progress bar at the bottom of the screen showing how far the process has gone.

STEP 5 – Start your on-line Enrolment.

Click on the words **Start Enrolment Process** to start to enrol.



STEP 5 – Read the instructions at the top of the enrolment page,

These will tell you how the system works, about sending us a photograph for your Matriculation and Student National Entitlement card. You will also see the course that you are about to enrol on displayed below.

When you are ready, click on the words **Click here to Enrol**.



You will now see an on-line form, most of which has been completed with the details that you supplied in your course application. Follow the on screen instructions carefully.

Any item in red **MUST** be completed in order to move on to the next screen. Use the **Exit and Save** button to save what you have done up to that point if you need to stop for any reason, for example if you are not sure of something and perhaps want to contact us for clarification. At the end of the process you will see a screen confirming that your on-line enrolment has been completed.

Good luck with your course!