

Please note: This is a copy of the e-mail. There will be minor spacing/layout issues that have arisen from the content being copied into Word. These aren't in the final communications. It is intended only as a guide for your information.

Changing modules, transferring course, free Microsoft Office and more // View in a browser



Welcome to the new academic year!

Welcome to all of the new students joining UWE, and hello to all returning students coming back for another year.

We'll send you *yourUWE* twice a month throughout term-time, to keep you up-to-date with important information from the university, as well as opportunities to help you make the most of your time here.

Changing modules



You can apply to change optional modules at any point from now up until **14:00 on Friday 2 October**.

To request to change modules, use the [online module allocator](#) in myUWE. You cannot change compulsory modules.

If approved, confirmation of the change will appear on your timetable within 5 working days.

If the request cannot be approved, you will

Transferring course



Transferring to a different course is subject to academic approval and availability of places. If you are considering changing course, please make an appointment with a [Student Support Adviser](#) **as soon as possible** and they will be able to talk you through the process.

For courses starting week commencing Monday 14 September, your application to transfer must be completed and submitted prior to **Friday 2 October**. After this point, transfers will not be considered. If your

be notified by e-mail.

[Find out more about changing modules >>](#)

course started earlier or later this date may differ – a [Student Support Adviser](#) will be able to help.

[Find out more about changing course >>](#)



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These spaces will help students develop their professional practice in inspiring learning environments as well as provide opportunities for creative collaboration and networking.

[Find out more about City Campus >>](#)

When can I expect my loan?

Student Finance will usually pay your loan into your bank account in three equal instalments at the start of each term.

The September term officially starts **Monday 14 September** and you can expect your funding up to 5 days later (as long as your funding application has been processed and you are registered fully on your course).

If you are a returning student, you may receive your money slightly earlier than this.

Delayed funding and how to manage

If your funding application has not been processed yet or you have only just applied, you may experience a delay in receiving your funding.

You may wish to contact Student Finance to ask what is causing the delay. They may be able to tell you when you are likely to receive your funding. Contact details are available on the [funding delays](#) webpage, where you can also find advice on how to manage financially until you receive your funding.

If you need further advice on what to do if your loan is delayed, contact any [Information Point](#).

UWE may be able to provide you with a [short-term loan](#) to keep you going until your funding comes through.

UWE Bristol Futures Award

Make the most of you

The [UWE Bristol Futures Award](#) is an employability award to help you learn new skills, gain confidence and improve graduate job prospects.

To achieve the Award, all you have to do is complete three different activities during your time at UWE Bristol, and submit a reflective log for each.

Take a look at the [activities](#) that count towards the Award, or [register](#) now.

Free Microsoft Office

As a UWE student, you're entitled to download up to 5 **free** copies of the latest version of Microsoft Office to your own computer/personal devices. To install the software:

- Log-in to your UWE e-mail account through [myUWE](#)
- Click the cog icon in the top-right hand corner and click 'Office 365 settings'
- Select 'install and manage software' and follow the setup instructions.

If you are asked to activate the product, enter your UWE e-mail address, select 'organisational account' and enter your password.

If you're having trouble, take a look at the [Office 365 FAQs](#) or contact the [IT Helpdesk](#).

Five working day extensions

If you experience a major circumstance that has the potential to affect your ability to submit an individual piece of coursework, you may be eligible to apply for a [five working day extension](#) to the original deadline.

If your application is accepted the work can be submitted as if it were on time, and will be marked accordingly.

Visit the UWE website to find out about:

- Circumstances that are covered by this procedure - the scope has been extended this year
- The application process
- What evidence you need to provide

[Further information about five working day extensions >>](#)

Have you been targeted by a scam?

If you've been targeted by a scam, whether it's been online, face-to-face or over the phone, UWE researchers in the Faculty of Business and Law would like to hear from you. You'll be asked to complete an online survey about your experiences.

If you'd like to help, please [e-mail Dr. Emma Williams](#) who will provide you with further information and a link to the survey.

The UWE Charter >>

What is the UWE Charter?

The [UWE Charter](#) outlines the shared responsibilities of the university, The Students' Union and you, our students, to help you achieve great things throughout your time at UWE Bristol and beyond.

Follow us



[Information Points can help answer your questions >>](#)

Talk to us

The Student Communications Team is new and we want to hear from you. If you have any [feedback](#) on our current communication channels or how you think they could be improved, please [contact us](#).

Copyright 2015 © UWE Bristol | You are receiving this e-mail as you are a current UWE Bristol student. It is important that you are engaged with your course and your university. You will receive yourUWE fortnightly.

[Go online for more information about our e-mail privacy policy](#)

Registered address | University of the West of England, Frenchay
Campus, Coldharbour Lane, Bristol, BS16 1QY - United Kingdom

Dynamic content

Level 0 or Level 1 students at Frenchay and Glenside campuses:

Attend your registration session

All new students need to attend a registration session in person so that we know you are here. Details of where and when are [available online](#).

If you're based at Frenchay or Glenside, registration sessions will be held on either **Friday 11 September** or **Saturday 12 September** between 09:30 - 17:00 at the Exhibition and Conference Centre on Frenchay Campus.

A small number of courses will include registration as part of induction. You will have been advised where to register in your [joining instructions](#).

Connect your devices to UWE Wi-Fi

UWE Wi-Fi ([eduroam](#)) is available anywhere on campus. Find out [how to connect](#) your laptop, tablet or phone.

Staff from IT Services will be at the [registration sessions](#) to help you connect. Just bring along your devices and once they're connected they should automatically connect whenever you are on campus.

Wi-Fi and wired connections in campus accommodation is run by StudentCom, a company external to UWE. Find out [how to access the internet in your accommodation](#), or contact your reception if you are living in Unite or Prime Student Living.

Level 1 students at Bower Ashton:

Attend your registration session

All new students need to attend a registration session in person so that we know you are here. Details of where and when are [available online](#).

If you're based at Bower Ashton, your registration session will take place on campus on **Monday 14 September** between 09:30 - 16:30.

A small number of courses will include registration as part of induction. You will have been advised where to register in your [joining instructions](#).

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Staff from IT Services will be at your [registration session](#) to help you connect - just bring your devices.

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Level 1 students at UWE Gloucester:

Attend your registration session

Connect your devices to UWE Wi-Fi

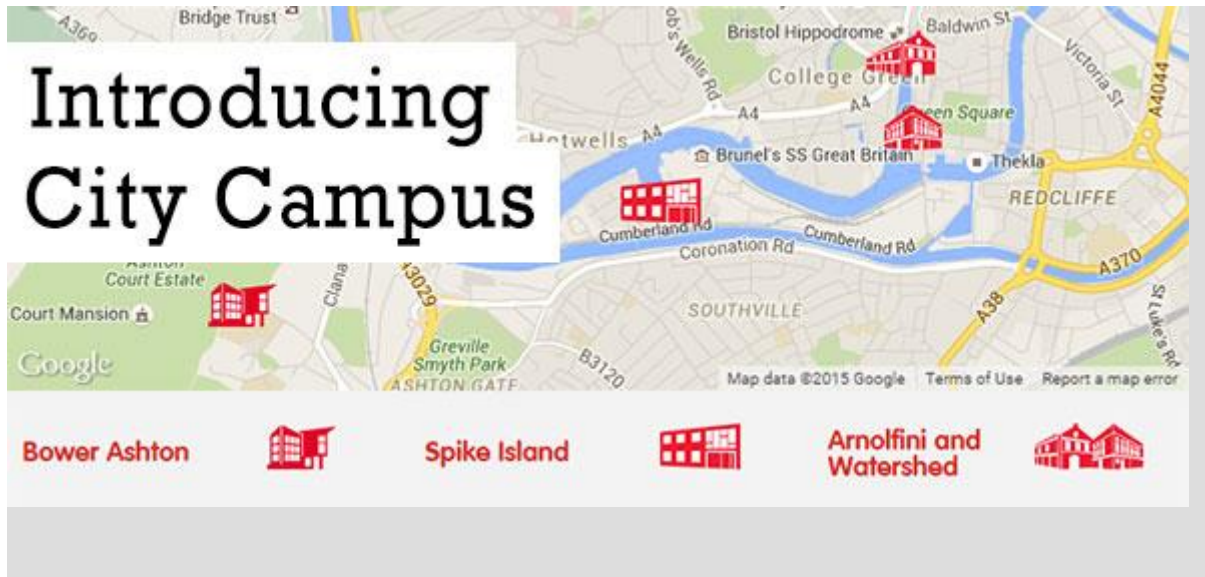
All new students need to attend a registration session in person so that we know you are here.

Registration at UWE Gloucester will take place as part of the induction activities on **Monday 14 September**. Full details are available in your [joining instructions](#).

UWE Wi-Fi ([eduroam](#)) is available anywhere on campus.

Find out [how to connect](#) your laptop, tablet or phone. Once you're connected, your devices should automatically connect whenever you are on campus. If you need any help, contact the [IT Helpdesk](#).

City Campus students:



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Glenside and Gloucester students:

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The first instalment of the NHS Student Bursary and NHS Grant will be paid on **Friday 25 September** (10 working days after UWE confirms your attendance) as long as your funding application has been processed.

Level 3 students:

UWE Bristol Futures Award

Make the most of you

Submit your Futures Award activities

Starting your final year? Submit all three of your completed [UWE Bristol Futures Award](#) (UBFA) activities by **Sunday 1 November** to be eligible to apply for the UBFA Student of the Year prize at next year's Celebrating UWE Talent Awards.

As well as a great achievement to put on your CV, winners and runners up also receive a cash prize.

To be in with a chance of winning, [submit your activities](#) through InfoHub by **Sunday 1 November** and complete an [application form](#) for the Celebrating UWE Talent Awards by **Monday 30 November**.