

## ALL NATIONS CHRISTIAN COLLEGE

### REMOTE LEARNER'S STUDENT PRE-COMMENCEMENT INFORMATION – January 2024-2025

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**This information sheet is applicable to all students that are accessing their studies remotely. This may include Full time or Part Time Students, Hybrid Learners, and remote access Module or Bridging Students.**

#### TERM DATES 2024-25

Term dates can be found here: <https://www.allnations.ac.uk/apply/how-to-apply/term-dates>

#### ENROLMENT DOCUMENTS

**Enrolment Form:** All students need to complete the Enrolment Form. This contains essential contact information and emergency details. This can be sent to Reception at [info@allnations.ac.uk](mailto:info@allnations.ac.uk) in advance of your start date.

- **Verification Documents:** Students on validated courses will need to verify their documents. Your course administrator will be in contact with you to arrange a time to do this via a one-to-one video conference. Please see below for the list of documents you need to bring to the enrolment meeting, which may vary depending on the type of course you are on:
  - Identification documents – all students studying on campus, anyone on an OU validated programme (Undergraduate /Postgraduate), or on an ANCC certificate or diploma will need to provide original identification. This is a valid passport for overseas applicants, or for British students either a valid passport or birth certificate. If there is a change of name then we will also need to view the legal change of name document.
  - Proof of Qualification - anyone on an OU validated programme (Undergraduate /Postgraduate), or on an ANCC certificate or diploma must provide an original document showing your highest qualification, which can be either a transcript or a Certificate.
  - Student loans confirmation letter – students receiving a student loan. This can also be forwarded in advance, or on the date of your enrolment to [k.herbert@allnations.ac.uk](mailto:k.herbert@allnations.ac.uk)

#### ORIENTATION

All new students are required to attend and engage fully with the appropriate orientation programme. Remote Learners students will be given Zoom video conferencing links to connect to each orientation sessions. These will commence from **Thursday 9<sup>th</sup> January**.

#### **New Undergraduate Students:**

Orientation includes, (but is not limited to) essential information about your academic course, timetables of study, introductions to key staff and departments and tutor group, overview of the online Library and Virtual Learning Platform, IT etiquette, and various online college community events. There will also be a few necessary forms to complete and choices to be made regarding the term ahead.

**Module or Bridging Learners** it is recommended that these students access a selection of online orientation sessions, particularly if the student plans to submit assessments (see the orientation schedule for links).

### Progressing Students:

Returning students that will be progressing from either Level 4 to Level 5, or Level 5 to Level 6 will follow the appropriate orientation sessions for their programme / level of study on **Thursday 9<sup>th</sup> January at 12 noon, via Zoom.**

The draft orientation programme will be included with the pre-commencement information but the final version will be sent out a few weeks before orientation week. Please do check this for any changes to the schedule.

### DAILY PROGRAMME

Students will connect to their classes using Video conferencing links. The links to your initial sessions will be made available to you.

Typically, the Undergraduate and En Route daily programme will follow this structure:

08.30/08.40	Morning worship or Tutor Groups
09.30	First period
10.30	Coffee break
11.00 – 13.00	Second and Third periods (with a 10 minute break)
13.00	Lunch
14.00 – 17.00	Afternoon lectures and activities (including private study, practical courses, etc.)

Typically, the Postgraduate daily programme will follow this structure:

08.30/08.40	Morning worship or Tutor Groups
10.00 – 13.00	First period
13.00	Lunch
13.30 – 15.30	Afternoon lectures

**Weekends:** A few online social events are arranged for Saturdays combining campus based and remote learners, although these are voluntary.

### I.T. FACILITIES

#### Acceptable Use of ICT Agreement

All students are required to sign an Acceptable Use of ICT Agreement before using the college network, this declaration is included in the Enrolment Form.

#### Computers

Students on validated courses are also required to present all of their assessed work in typed form. Students should be able to produce their work in Word, PowerPoint and Pdf. The laptop / PC should have video conferencing ability. If you plan to be a hybrid student (visiting the campus on occasion), you will need a laptop to be able to work on campus.

#### Email

At enrolment we need to ensure that we have an up to date personal email address. If you do not have an e-mail address, the student computer representative will be able to help you with this. **Please make sure you inform the college if you change/have changed any of your contact details since making your application.** Students need to ensure that they are contactable in term time and outside of term-term.

Students are also given a student email address. This address will be used to contact you through the Virtual Learning Environment, by the administration team, tutors and other staff in connection with your studies.

#### Signal Groups

Tutor groups and other student groups use the Signal communications app to informally connect and keep each other updated on College events and activities. Students will be invited to attend these during orientation.

### **Virtual Learning Environment (VLE)**

The college has a Virtual Learning Environment (VLE) through which students obtain course materials and college information throughout the academic year. Once you have enrolled you will be given access to the VLE. The VLE is also the place where you can also find the Zoom links at the top of each module page if required.

### **FEES**

Course Fees are payable within the first 2 weeks of term (unless you have arranged an alternate payment schedule with All Nations' Finance department). Further information can be found in the Student Payment Policy, which can be accessed via a separate link in the pre-arrival information.

Payment can be made using a debit or credit card via our secure website:

<https://www.allnations.ac.uk/make-a-payment> Please quote "**FEES**" and **YOUR NAME** in the payment reference.

For information and ideas about fundraising/fees/questions about finance, please contact our Finance team at [fd@allnations.ac.uk](mailto:fd@allnations.ac.uk).

### **REMOTE LEARNER'S HANDBOOK**

You will find much more information in our [Remote Learners Handbook](#).