



**Myerscough
College**
Opportunities for all to succeed

Joining Instructions Further Education and School Leavers

Please note that this guidance is for new students only. If you studied at Myerscough last year, we will contact you directly with instructions on what to do.

What You Need to Do Now

Complete the five-point plan below to ensure you have provided us with everything we need so that on Results Day, it is all systems go to get you enrolled on your course.

To complete the steps, you will need to visit our new [My Student Portal](#) system.

You will need the **username and password provided in your offer letter or email** to access the site.

Once you are in, a traffic light system on the home page will show you what information is missing or where an action is required from you.

Steps to take	Description
Step 1	Check your My Offer traffic light. If this is red, you need to click on this and accept your offer
Step 2	<p>Click on your My Details traffic light. You may have provided some of the information already, but additional information is now required before you enrol on your course. Make sure you complete all of the fields and check telephone numbers and email addresses for accuracy. You need to complete all five tabs:</p> <ol style="list-style-type: none">1. Personal Details2. Additional Details3. Next of Kin and Emergency Contacts4. Medical and Health5. Consent, Agreement and Terms Completed <p>You will need to upload a clear photograph of your head and shoulders. This will be used for your Student ID badge so you need to be clearly identifiable.</p>

Step 3	Click on the My Basket traffic light and pay your Facilities and Resources (F&R) fee as well as any other fees <i>If you have applied for residential accommodation (Preston campus applicants only), you must pay your first instalment online, or make a card payment by telephone</i>
Step 4	Check the clothing and equipment list for your subject and pre-order any compulsory items of clothing via the link to our Online Shop. There is also a wide selection of Myerscough branded clothing available to purchase. If you are required to by clothing from an alternative provide, your curriculum area will be in touch to advise.
Step 5	Check on the My Future website to make sure that you are up to date with your course preparation material and latest Admissions information and guides.

If you need help with any part of the My Student Portal, [we have video guides](#) as well as a [PDF instruction sheet](#) . There is a lot more information on the Admissions pages of the [My Future website](#) to guide you through the process.

On or after Results Day

As soon as you receive your results, you should email a copy or clear photo of your results slips to myresults@myerscough.ac.uk.

Please include in your email a contact telephone number where we can reach you on the day. If you have applied after GCSE results days, you should still follow the same process.

We will then review your grades and issue an email notification to you to confirm the final decision, along with some final actions to complete your enrolment.

If you already have an Unconditional Offer, then you will not need to send in any results.

What if you don't get the grades you were hoping for?

Firstly, don't worry! You should still email your results slip to us even if your grades were not what you were expecting. What we will do then is:

Review your grades and select the most suitable course based on the results that you achieved. If this happens, you may be contacted by one of our Course Tutors who will talk you through the new course and its contents.

Or

Contact you to provide a specialised action plan to enable you to enrol at the College in the future.

Shortly after you receive your results, the College will receive confirmation from the awarding bodies of your result and these will be checked to ensure there have been no changes since your results slip was issued. If there are any indications of an attempt to provide false information, then further action may be taken which could result in you losing your place at the College.

You do not need to contact the College before sending in your results, and you should not come into College on Results Day. All enrolments will be processed remotely and staff will not be on campus due to the current Covid-19 restrictions.

On Results Day, we will be aiming to make offers or get in touch with applicants to discuss alternative options as quickly as possible. We understand that it can be a stressful time, and our wish is to minimise anxiety.

Please note that in line with government funding rules (for all students under the age of 19), if you do not achieve GCSE English or Maths at Grade 4 or higher, you will be required to take these subjects again alongside your vocational course. This may mean that the level or route that we offer you may change to accommodate the additional studying you will need to carry out, but all this will be explained to you.

For example, if you do not achieve a Grade 4 in GCSE English Language or Literature, you may be offered the Level 2 route to allow you to retake the English GCSE as well as gaining a valuable additional qualification in your chosen subject area. This will add a year to your studying but will provide you with a good academic foundation when progressing with your education.

Starting College

You will be starting College week commencing **7th September** (this does not apply to students studying at our LCCC Old Trafford Campus, you will be contacted directly).

You will receive a further notification after you have enrolled with information on when and where to attend.

If any start dates are affected by Government action in relation to covid-19, we will keep you informed.

We look forward to welcoming you to the Myerscough community!

Many thanks

Myerscough College Admissions Team