

First to second year progression 2009-10

Student notes

Application phase			
Date	College gives you	What you do	What you give College
Week starting 27 April	Student notes sheet	Understand the whole process: how to make sure you get onto the courses you want in the second year of your course.	Nothing
	Blue application form, showing the courses you are following this year.	<p>Indicate on the blue form which courses you want to continue with next year, (subject to satisfactory progress) and which you do not. Remember that you will be expected to do a minimum of 14 lessons per week next year, incorporating tutorial programme which for most students will include General Studies.</p> <p>Only under exceptional circumstances would a re-start package be available and must be discussed fully with your Division Head.</p> <p>If you wish to do a Wednesday afternoon activity next year, such as play in a sports team, or attend the Parent and Toddler Group or Digital Video Production, you must say so on the blue form and we will try to accommodate your request.</p>	<p>The blue form, duly completed, should be given back to your tutor immediately.</p> <p>If the College does not receive a blue form with your requests for courses next year, there is no guarantee that you will be able to do what you want. The final deadline for handing your form in is <u>Friday 1 May.</u></p>

Checking phase			
<p>All first year students will be expected to attend a tutorial session on Monday 8 June at 9am. This will be followed by the re-start of teaching for A2 classes.</p>			
Date	College gives you	What you do	What you give College
Monday 8 June 9am	<p>A form, repeating the choices you made in April.</p> <p>An option columns sheet.</p>	<p>Check that your chosen courses can be done, according to the option columns sheet.</p> <p>If you want to apply for any additional courses, such as a new AS, check that this is possible (on the option columns sheet), talk to your tutor and the Head of Subject about it, and write the details on the section to hand in. You should explain your reasons for wanting to take up a new course on the form.</p> <p>***This will not mean that you are enrolled on the new course but that you have indicated an interest in applying for it. Your additional choices will not be agreed until enrolment, when exam results, course numbers and timetable details are known. You will still need to come into College on <u>Thursday 3 September</u> to have your new course confirmed (see overleaf)****</p>	Nothing, unless you have additional courses that you want to do, in which case you hand in that section with your choices on it.

If, after this, you want to change your plans at all for next year, you must attend on Thursday 3 September. If you get a grade E or U for a subject you want to do at A2, you must also attend on Thursday 3 September.

PTO

Enrolment phase			
Date	College gives you	What you do	What you give College
Thursday 20 August	Your AS results. Your enrolment form, with your choices, as you have given to the College (above), already entered. ND students will also be issued with an enrolment form.	Sign your enrolment form, if there are no changes to be made and you have achieved better than E in all subjects you want to continue with. If there are changes to be made, or you have a grade E or U in a subject you want to continue with, you should attend at the appointment time shown on your enrolment form on Thursday <u>3 September</u>	If there are no changes, leave your enrolment form at the enrolment desk which will be set up on this day. If you will be attending an appointment on <u>Thursday 3 September</u>, keep your enrolment form, and bring it with you on that date.
		You must visit the enrolment desk before you leave on this day.	
Friday 21 August	For students who did not collect their results in person, exam slips are sent, with your enrolment form, by post.	As above.	If there are no changes, send your enrolment form to College. NB without your enrolment form we cannot create your timetable. If you will be attending an appointment on <u>Thursday 3 September</u>, keep your enrolment form, and bring it with you on that date.
Thursday 3 September	Nothing	If you have changes to your plans, or you have a grade E or U in a subject you want to do at A2, you must attend on this day at your appointed time. You will see the relevant Head(s) of Subject, and your tutor, to make final arrangements for your courses. <i>Additional AS courses which you expressed an interest in during the summer term will appear on the enrolment form and will need to be agreed by the Head of Subject (even if they were provisionally approved in June).</i>	Your completed enrolment form.

Please note that it is the intention of the College to provide for all students the courses that they want, and for which they are properly prepared. If you follow the guidance above, this should happen. If you deviate from the above then the College cannot guarantee that it will be able to meet your requests.

Mark Rothery
April 2009