

# Registration Guidance for YASS Co-ordinators

## What do I need to know, before I get started?

Please take a few minutes to read Parts 1 –3 of the YASS Co-ordinator Guide, which can be downloaded from our website: [YASS 2024-25 Co-ordinator Guide](#).

These sections explain:

- The role of the YASS Co-ordinator.
- Eligibility for the scheme.
- Information on Fee Assessments.
- Advice on the research students should do before enrolling.

Research is an essential part of the process for students. YASS courses are first year, university Level studies, at SCQF level 7 (Highers are SCQF Level 6) and will require time and commitment, including studying out with normal school hours.

**While all S6 students are eligible for YASS, it's good to make sure that students understand exactly what is involved, before they register.**

Please read through these notes, and then the Registration Form itself, before issuing it to students. If you have any questions about the registration process, please get in touch: [Scotland-YASS@open.ac.uk](mailto:Scotland-YASS@open.ac.uk)

## What do I need to know about the form?

- Only the **YASS 2024-25 Registration Form** will be accepted. The document contains important information about university polices and data protection so previous year versions cannot be accepted.
- **Students (and their parent/guardian/carer) must fill in the form using the desktop app version of Word on a laptop or PC.**
- This is required to ensure that the drop-down menus on the form are visible and work correctly. These drop-down menus help students to complete the form correctly and drastically minimise student errors.
- The version of Word found on mobile devices such as android phones, **does not support the drop-down menus used in the form.** If students or parent/guardians/carers try to edit the form on a mobile device, it will corrupt the form and delete all the drop-down boxes!

- Please take care to collect completed Registration Forms securely from students, given the sensitive information included in the form.

## **What do students need to know about the form?**

- The form contains links to the YASS Ready Reckoner, a time planner, seed code information, advice on researching courses and information on Fee Assessments. This means that **you need only supply the form itself to students**. They will be able to access other key resources through the links.
- Each section of the form has a section explaining what is required and why we require the information requested. It will also state the number of questions involved.
- When completed, **students must name their Registration Form document file as instructed**. This will ensure the student is linked to the correct school and course. This will also help you to identify forms you have sent to the YASS Team via ZendTo.

We would encourage you to promote **good filing strategies** to students at this stage. We advise they create appropriate electronic folders, to file documents, including their own copy of their completed Registration Form, and to plan ahead by creating a folder for emails they will receive relating to their studies. This is because:

- Students are asked to **provide an email address that is not linked their school account** but can then sometimes forget which email address they have provided, which can cause issues with communication!
- Having a copy of their Registration Agreement to hand can make sure they can find and check their contact information quickly.
- Having a folder(s) set up in the inbox linked to their account will help them to keep track of important communications about their course.

## **What should I be aware of when sending forms to the YASS Team?**

- Co-ordinators must send forms on behalf of students, using ZendTo. ZendTo provides a secure way to send student details to us but is also very quick and easy to use. Multiple forms can be uploaded to a single submission.

- **We cannot accept forms sent directly by email** – these will be immediately deleted if received via this method.
- Instructions on using ZendTo are provided separately, as part of the Registration Pack email. If you didn't receive this or need the Information Sheet to be resent, please contact us at [Scotland-YASS@open.ac.uk](mailto:Scotland-YASS@open.ac.uk)

#### **Data Protection and Sender Details:**

- The email address of the sender of each ZendTo submission **must match the details of the YASS Co-ordinator registered to the school.**
- If the details don't match, we are unable to download the submission and must contact the sender to verify their identity.
- Please ensure that only the named YASS Co-ordinator sends files to us, and that your details are correct on our records.
- Email us at [Scotland-YASS@open.ac.uk](mailto:Scotland-YASS@open.ac.uk) to register, or to let us know of any changes, ahead of making your submission to us.

#### **How do I know if you have received the forms I've sent?**

- When we receive and download your ZendTo submission, you will receive an automated email that confirm we have downloaded your files.
- The YASS Team will also send regular, weekly updates to schools to confirm forms received and letting you know the stage of each student in the enrolment process.
- **It is very important that you check these reports from our team and make sure all students appear as expected.**

#### **Keeping track of students**

- We recommend keeping a record of student application forms sent to us, to ensure these have been confirmed as received/enrolled by the YASS team.

#### **What if there is an issue with the student's form?**

- If there is an issue with a student form that you have sent to us, we will email you to you to ask you to get the student to update the form.
- You must then resubmit the form to us, via ZendTo.

- **The most common issues with forms relate to missing information!**  
Please check student forms before submitting them to us, to avoid delay for students, and additional workload for yourself.

## **What is the YASS time frame and deadline?**

- **The deadline for YASS submission is 5pm Monday 02 September**, but we strongly recommend you submit student forms to us before the start of the summer holidays.
- This will ensure students are enrolled on their course in plenty of time to explore resources to help them make the best start on their studies.
- Several of our courses also have **a limited numbers of places** and early enrolment will help to ensure students get a place on their first-choice course.
- While YASS courses start in early October, our 02 September enrolment deadline is strict and is dictated by wider Open University requirements and policies. **All schools must therefore adhere to the set deadline.**

## **What if students change their study plans?**

We understand that student study intentions might change, following the summer break and the release of S5 results.

### **Course Changes**

The process for course change requests differs depending on when the student has requested the course change.

**Before our deadline of 02 September:** if students who are fully registered on a course, want to change their chosen course, please just get in touch with us at [Scotland-YASS@open.ac.uk](mailto:Scotland-YASS@open.ac.uk) as soon as you can. Changes requested by this deadline are normally quick to action, though we may require a replacement Registration Form from the student.

**If students wish to change course after 02 September:** these requests will be referred on to our Educational Advisors, who review requests on a case-by-case basis. Permission to change course can sometimes depend on a place (and tutor) being available, on the student's requested course. This means it's very important to start the process as soon as possible.

## **Withdrawing from YASS**

The process for students to withdraw from study also depends on the point in the students' studies. This also has an impact on the funding involved.

### **Before course start date (up until 04 October):**

- The YASS Co-ordinators can contact the YASS Team to request a **pre-start withdrawal** for the student.
- The student can also contact our Student Support Team directly to request a pre-start withdrawal from their course.
- The cancellation will be processed, and any funding requested for the student's studies (eg from the Scottish Funding Council for students attending Local Authority students) will be cancelled.

### **After the course start date (05 October onwards)**

We hope that students will enjoy their studies but know that sometimes students need to change their study plans, for all sort of reasons. If students feel that they need to withdraw from study after the official course start date, then **the student themselves must contact our Student Support Team:**

- There is no cost to the student, if they choose to withdraw after the course start date, but any funding received, eg from the Scottish Funding Council, cannot be refunded/cancelled, and so a different process is required to withdraw the student from their studies.
- Our Student Support Team can explain the process involved to the student and action the withdrawal quickly over the phone, or by email, using a special form.