

Get in. **Get ready.** Get going.

Newton Building



Newton Building

- Home of the School of Computing, Science & Engineering
- Location of the School Office – 1st Floor, Room 132

Lynsey Grace

Programme Administrator

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School Office Services

- Finding your way – where should I be now?
where is the room?
- Finding a lecturer – location & contact information
- Non-electronic submission of coursework
- Late registration
- Records enquiries – results, module registration,
etc.
- UKBA attendance forms – box outside the office

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School Office Services

- Transfers
- Suspensions
- Placements
- Withdrawals
- Interruptions
- PMCs

Self Service Student Portal

The Student Portal allows you to make PMC requests, or other requests for programme or module changes, study interruptions, or to make a request to withdraw from your course.

<http://students.salford.ac.uk/selfservice.php>

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School Office Opening Times

- Monday 8.45am – 4.30pm
- Tuesday 8.45am – 4.30pm
- Wednesday 8.45am – 4.30pm
- Thursday 8.45am – 4.30pm
- Friday 8.45am – 4.30pm



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Attendance requirements:

- New University rules regarding attendance:
- Persistent non-attenders will be de-registered with no possibility of appeal.
- If you are having problems see your Personal Tutor.
- Student Progression Assistant

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Student Progression Assistant.

- Warren Fournier in the School Office
- Any problems with attendance & participation.
- ASK US -
<https://media.salford.ac.uk/Play/6664>

