

How to “Log an Interruption or Withdrawal form - Student Guide”

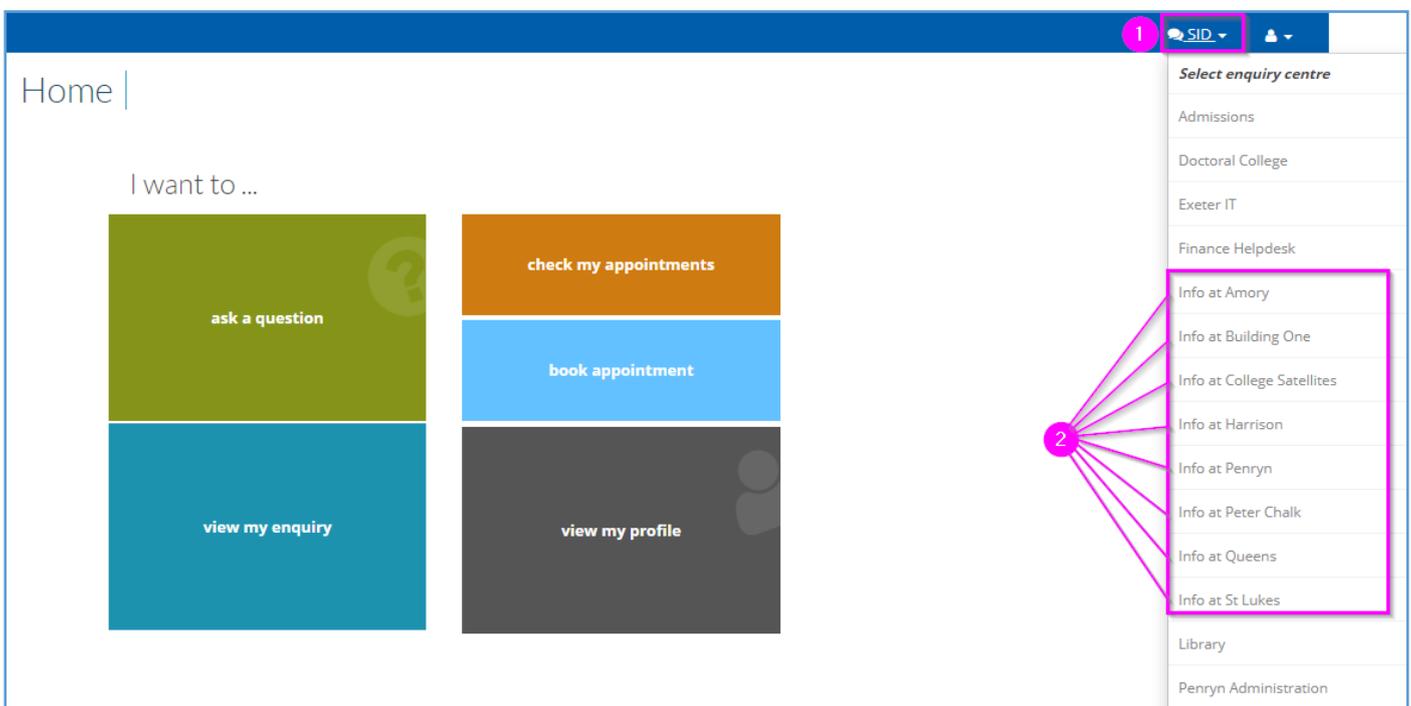


First log into SID with your usual University of Exeter IT username and password via: <https://sid.exeter.ac.uk>

Step 1: Choosing the enquiry centre linked to your College

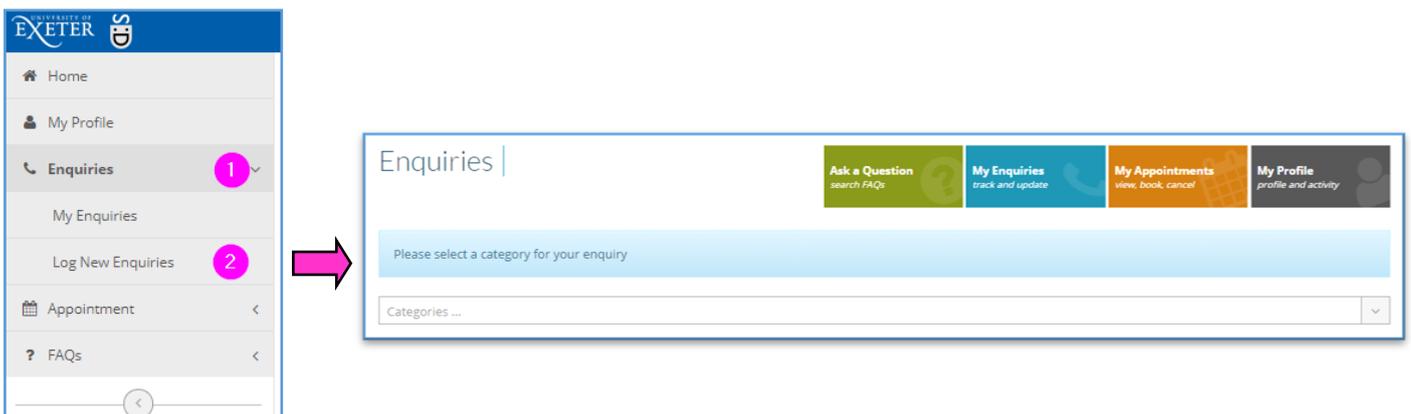
- 1) Click on the dropdown next to the SID
- 2) Select the “Info at” that is linked to your College. **You must choose the correct “Info at” or your College will not receive your Interruption or Withdrawal form.**

A list of the Info Points and Hubs, along with the disciplines they support can be found here:
<http://www.exeter.ac.uk/students/infopoints/>



Step 2: Finding the correct form

- 1) Expand the section in the left hand menu
- 2) Click to open the category selection screen



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Step 2: Finding the correct form (cont.)

- 3) Search for either the “INTERRUPTION FORM” or “WITHDRAWAL FORM” category using the search box.
- 4) Choose the correct category for your enquiry

Note: The name of your “Info at” Hub will be written after the form name.
Check this is the correct hub for your course. If it is not, go back to Step 1 and choose another enquiry centre.

Step 3: Completing the form

- 1) After selecting the category, you will be presented with the relevant form.
- 2) Please complete all questions and read the form completion notes.

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Step 3: Completing the form (cont.)

- 3) After answering all questions, attach medical evidence or any other relevant files either by dragging and dropping the files in to the “Drop Files Here” area of the page, or by using the “+ Add Files...” button
- 4) When all questions have been completed and any files have been attached, click the “Send” button to submit the form to the relevant team.

You will retain access to your University IT account, including Email, E-library and ELE resources for the duration of the interruption unless otherwise specified. This makes it easy for you to maintain contact whilst on interruption.

THIS WILL NEED TO BE CONFIRMED BY YOUR COLLEGE.

Please give an indication of your revised expected end date. This is the date you expect to finish your programme after the interruption NOT the interruption date:

dd/mm/yyyy

OPTIONAL - FOR COLLEGE USE ONLY: HWSSP (Clearance is required from the college prior to return to study):

Please select



 Drop Files Here

+ Add Files...

3

Send

4

If you have any problems at all completing the form then please visit your Course Info Point; details of which can be found here:

<http://www.exeter.ac.uk/students/infopoints/>