

# YOUR GUIDE TO ENROLMENT THE STEM CENTRE

Follow this simple step by step guide to become an official St Helens College student



# FOUR STEPS TO ENROLMENT

Follow these simple steps to secure your place and enrol on your chosen course for this September.

# 1

## WELCOME DESK

Sign in and collect your paperwork from our welcome desk and we will point you in the right direction.

If you have not applied to us before today, don't worry, just let us know about what courses you are interested in and we will arrange for a tutor to have a chat with you.

Changed your mind about what you want to study or unsure of what course is right for you? That's not a problem! Just let us know and we can provide you with some careers advice and guidance.

# 2

## COURSE SUBJECT

Head over to your chosen course subject area. The enclosed map in this guide will help you to do this. Before completing your enrolment forms with course tutors, you will need to speak to our English and maths department about your GCSE grades and any extra help that you might need with these subjects. They are located in the Canteen area.

You will then sit with your course tutor and complete your enrolment forms. Please make sure you get this bit completed by your tutor so that you know your course start date.

# 3

## ENROLMENT CHECKOUT

Once you have all your forms completed correctly, you are ready to checkout. Please make your way to the enrolment tills (reception area), where our enrolment team will process your forms.

**CONGRATULATIONS!** You are now an official St Helens College student.

# 4

## STUDENT CARD

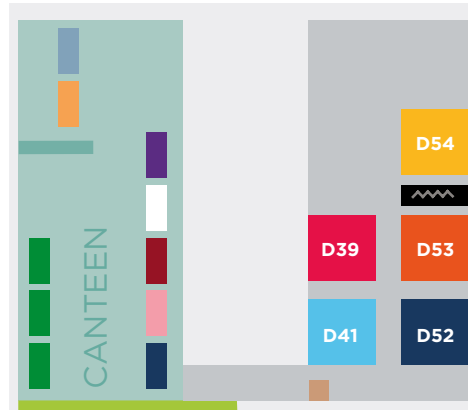
Before you leave, please ensure you collect your official student card from the STEM Centre library. Your student ID badge must be worn at all times whilst at college. The key purpose of your badge is to keep you safe, plus it grants you access across the campus including the library.

**You will get your free bus pass on your first day in College. Remember: you will need a passport sized photograph to activate your bus pass. Bring this with you on your first day.**

# FLOOR PLAN

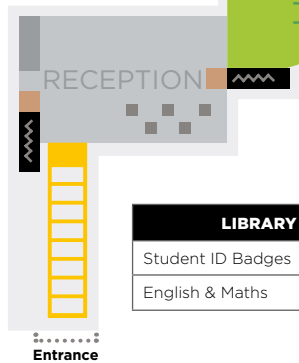
CONSTRUCTION	DESK
Bricklaying	
Plastering	
Plumbing	
Painting and Decorating	
Electrical Installation	
Wall & Floor Tiling	
Carpentry & Joinery	

ENGINEERING	ROOM
Mechanical Engineering	D52
Electrical Engineering	D53
Fabrication & Welding	D54
Motor Vehicle Maintenance & Body	D41
Advice & Guidance	D39



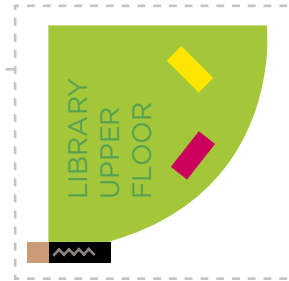
ENGLISH & MATHS	DESK

RECEPTION	
Enrolment Tills	
Bursary Forms	



KEY	
Lifts	
Stairs	

LIBRARY	DESK
Student ID Badges	
English & Maths	



LIBRARY UPPER FLOOR	DESK
Animal Management	
Learner Support	

If you are enrolling on to; Animal Management, Construction, Engineering or Motor Vehicle, please visit:

**The STEM Centre,**  
Technology Campus,  
Pocket Nook Street,  
St Helens WA9 1TT

**0800 99 66 99**  
**[www.sthelens.ac.uk](http://www.sthelens.ac.uk)**  
**[enquire@sthelens.ac.uk](mailto:enquire@sthelens.ac.uk)**



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