

2024 UCAS HANDBOOK

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Your UCAS Application - Overview

These instructions are designed as a quick guide to completing your application.

All sections marked with a * must be completed. If you mark a section as complete by ticking the box, you can always amend the section by unticking the box and editing. Do not worry about making a mistake, as your application will be checked thoroughly before being sent to UCAS.



CLICKING ON THIS QUESTION MARK WITHIN YOUR APPLICATION WILL PROVIDE YOU WITH HELP



I can see all the information you have entered, but I do not have the ability to edit your application.

Registering with UCAS



YOUR 2024 APPLICATIONS

START APPLICATION

Click on undergraduate

Your UCAS application is located within HUB and you need to register again to complete it

Log in to your HUB account and click on the application tile



Undergraduate Degrees, HNDs, and HNCs

Start 2024 application >



Conservatoire Undergraduate or postgraduate music, dance, drama, or musical theatre. Applications not yet open

Are you applying from a school, college, or centre?



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Click on Yes

Registering with UCAS

Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please see here.

Click on continue

Enter the Buzzword

Continue

2024Elmwoodentry (case sensitive and no spaces)

Click on save buzzword

Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.



Cancel

Registering with UCAS

You have linked your application to Saint Benedict, A Catholic Voluntary Academy

Sel	ect group	
		-
I don't know		
Default Group		
Ex Students		
SF.AB		
SF.AS		
SF.CB		
SF.MB		
SF.MM		
SF.SB		
SF.VA	Providers	Join our team

Your UCAS ID is visible in the top right hand corner.

You need this every time you contact UCAS or a university Your Personal ID number 1740060561



Click on each tile and complete all the questions.

Reading this guide will tell you how to do that

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Select your form.

Note: SF.CB replaces SF.AC

Completing your profile

Personal details

Name, age, title and gender

Fill in your full name as it appears on your exam certificates and official documents. Remember to start your forename and surname with a capital letter. Fill in your full name as it appears on your exam certificates and official documents. Remember to start your forename and surname with a capital letter.

Tick the box at the bottom when you have completed the section. The box can be unchecked if you need to make an amendment.

Start this section

Contact & residency details

Address, email, telephone and where live

Start this section

Nationality details

Birthplace and nationalities

Start this section

All questions with a red asterisk are compulsory (*) Your PERSONAL email address should already be in here when you registered with HUB. Select your UK address and add your full address.

Nominated Access – add the name of someone who can speak on your behalf should you not be able to or want to, usually a parent, a sibling or teacher.

You are welcome to use my name if you wish. If you ring UCAS or a university, they will only speak to you, or your nominated access. Your area of permanent residence is either Derby or Derbyshire. If you are unsure, ask your parents whether they pay council tax to Derby City or Derbyshire and this will identify what your answer is. and surname with a capital letter

Add your country of birth.

Indicate your nationality- this must be correct as it may affect your student finance. If you have a British passport/birth certificate please select UK National.

If you were born outside the UK, you must enter the date you entered the UK. Your parents will have this information. Dual Nationality relates to people holding two passports. If you are an EU National, indicate whether you have settled or pre-settled status.

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Completing your profile

Supporting informat

So that providers know how to supp you during your studies Most of you will answer NO for the questions about living and working in the EU.

Start this section

English language

Is English your first language?

- Please answer YES or NO to this question.
- Please leave the TOEFL question blank.
- IF YOU HAVE NOT GOT ENGLISH LANGUAGE GCSE GRADE 4 OR ABOVE YOU MUST SEE ME! THIS INCLUDES ENGLISH LANGUAGE QUALIFCATIONS TAKEN OUTSIDE THE UK.

Start this section

Finance & funding

Tell us how you'll fund your study

Your main source of funding will be – UK, Chl, IoM or EU Student Finance Services.

Student Support Arrangements - this is either Derby City or Derbyshire. If you are unsure, ask your parents whether they pay council tax to Derby City or Derbyshire.

Start this section

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Completing your profile

Diversity & inclusion

Only shared with a provider once yo a place or your application is archive

Section complete

More about you

Tell us about any circumstances that might need support for during your studies.

Start this section

- Make sure you complete the question about your ethnic origin and national identity as they are compulsory, as denoted by the *
- Please indicate if you have been in care students who have time in care may be eligible for a contextual offer.
- Parental Education please indicate if either of your parents have a degree. This could have be achieved in the UK or elsewhere. This will tell the universities if you are first in the family to attend university and may make you available for a contextual offer.
- Occupational Background please indicate the occupational background of the highest earning parent that you live with. Start typing in the box and suggestions should come up.
- Please indicate if you have a disability or mental health condition. This is important as it ensures they university can support you with your needs. It may also make you eligible for a contextual offer.
- If you have ever received free school meals, please indicate here as this may make you eligible for a contextual offer. If you are eligible to claim FSM, please do so. Likewise with the student bursary.

Extra activities

Taken part in any activities to p for higher education?

Start this section

 Activities in preparation for higher education – this relates to any summer schools you have done, either in person or virtually. It does not relate to open days. It generally refers to widening participation initiatives. There is only space to add two.

Education

Qualifications and periods

Start this section

- Click on the + Add place of education
- You need to add all the schools you have attended since Year 7.
- Type Saint Benedict the school should come up automatically and the Exam Centre Number should then be auto-filled.
- If you have not retaken a year, then your start date will be September 2017 and your finish date will be June 2024.
- You have attended school full time.
- If you have attended a school outside the UK type the name and address of the school and click the blue add button beneath your typed text.
- If you have sat your GCSEs at the school you are entering, then you will have received qualifications at that school.
- **Do not** add the same school twice i.e. once for GCSEs and once for A Levels.





Saint Benedict, A Catholic Voluntary Academy

••• More

September 2017 - June 2024 Full time

Add qualification

Click on the blue Add qualification button and add each one of your Level 3 subjects and every one of your GCSEs from the Qualification Shortlist

Add qualification

To add a qualification either choose from the qualification shortlist or search for your qualification.

Qualifications shortlist



September 2017 - June 2024 Full time

Add qualification

	el 3 Extended	Certif	icate in Ap	philed B	usiness		••• More
warding o	rganisation G	rade	Qualificatio	on date	Module(s)		
AQA	P	ending	June 2024		(1 module)	
 Module((s)						
Subject Busines	s dynamics		modul Pend	eGrade ing		Qualification date June 2024	
GCE Adv	anced Level (A-Leve	el) in Biolo	gy			••• More
			Grade	Oualifica	tion date		
	Awarding organis	sation	Glade	ajerentitioen			

- Add all your Level 3 subjects with the date of 06/2024, the correct board and the grade as pending.
- Add all of your GCSE subjects with the date taken and the exam-board. Use your certificates, as this must be correct.
- Do not forget to add your spoken endorsement for your GCSE English Language under module. You can use the same dates as your GCSE i.e. 06/2022.
- • For all other GCSEs, completion of the modules is **NOT** required.
- If you have done the GCSE Double Award (9-9 to 1-1) in Science the title of your course is Combined Sciences: Trilogy it should come up as you start typing.

Add qualification

GCSE: Double Award (9-9 to 1-1)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Combined sciences: Trilogy

Qualification date *

Month	Year
06 ~	2022 ~

Awarding organisation *

AQA	~	
Grade *		



Save qualifications Save and add another

Cancel

- Add any music qualifications. Grade 5 upwards count as UCAS points for some courses at some universities.
- Add your Duke of Edinburgh award (it's on the qualifications shortlist).
- Make sure your Level 3 subjects are correct e.g. you are not studying A-Level Media; you are studying an OCR Cambridge Technical Introductory Diploma in Media.·
- If you drop a subject once your UCAS application has been submitted, please contact me immediately as your offer may no longer be valid.

• If you have taken a GCSE

not pass.

passed.

more than once to improve

each sitting, even if you did

• You must include ALL your

THIS SECTION MUST BE

THE EXAM BOARDS.

your grade, you need to enter

subjects, even if you have not

COMPLETED ACCURATELY AS UCAS CROSS-REFERENCES YOUR APPLICATION WITH

Experience - Education/Employment

Search for your qualifications

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search 'other' to see the full qualifications list.

Search by name

other

Access (other) BMAT (Bio-medical Admissions Test) and other admissions tests CACHE Other Level 3 qualifications City & Guilds (other than NVQs) GAMSAT (Graduate Medical Schools Admissions) and other admissions tests HPAT (Health Professions Admission Test) and other admissions tests LNAT (Mational Law Admission Test) and other admissions tests MAT (Mathematics Admissions Test) and other admission tests MML (Modern and Medieval Languages Test) and other admissions tests MSAT (Medical Selection Admissions Test) and other admissions tests Other (International EU Qualifications) Other (International Non-EU Qualifications) Other (UK Qualifications) Other Cursee (Scottish) Other English Proficiency If you cannot find your qualification, add it as a bespoke one by searching for OTHER in the search box and then select Other (UK Qualifications) and add it from you certificate.

- You can leave your Unique Learner Number Blank.
- The highest qualification you have before starting your course is below honours degree.

Employment

Paid employment

Start this section

- Please add the name and address of your current and previous employers, if you have any. This section is for paid employment ONLY and is NOT for voluntary work.
- You can add up to 5 different paid employment opportunities.

Choices - Adding a Course

WWW

Your choices
Add choice
You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.
complete before you can send your application to us.

- If you are searching for a course through the link on HUB, please make sure you have selected 2024/2025 entry and not 2023/2024 entry.
- You can select up to five different universities/choices on you application but for one subject.
- You do not need to have selected all 5 of your choices before you send your application to UCAS.
- You can add additional choices once your application has been sent to UCAS but before the final deadline. This way you can monitor how well your offers or schoolwork is going, and decide to be more aspirational or more cautious with some of your choices.

University of Nottingham		
Course *		
Pharmacy		
Course code: B230	X	
Location * Course campus location		
University Park Campus	· ·	
Start date * If you are selecting a deferred star	t date, please confirm this with the university or college before y	ou apply
01 Sentember 2024 🔍		

- It is vital that you have got the correct course code.
- Here the code for Pharmacy is B230 and this is likely to be the same at most universities.
- Here you can indicate whether you want to start in 2024 or 2025.
- Indicate if you are starting at foundation level.
- Indicate if you are likely to be living at home or not.

- Further support will be provided on how to write your statement
- 4000 characters is the maximum, although you may find it may not fit in the box if your character count is too close to the maximum count.
- NO FORMATTING
- Download your completed statement in word before you copy it over do not copy from word online (adds extra characters).
- I must approve your statement before you copy and paste it into the box.
- Do not leave a line break between paragraphs.
- DO NOT PLAGIARISE it will be detected by specialist software!

Submit



•THE NEXT STEPS ARE USUALLY DONE TOGTHER WITH DR BURRELL

- Click review and submit.
- Check through your application, scanning for errors.
- Continue by pressing Accept and Proceed.
- Complete your marketing preferences
- Click accept and proceed.
- Read and tick the box to show you have understood the terms and conditions.

Proceed to card payment – The application costs £27.50, no matter how many of your 5 choices you use.

• Your chance to 'sell yourself' when applying to higher education, using up to 47 lines OR 4000 characters (including spaces).

WWW

- Approx. 1 side of A4 in font size 11.5.
- 1 statement for all five courses.

If you find it easier, there is a personal statement buider on Unifrog and UCAS HUB



Why do you want to study this subject?

My first experience of physiotherapy was when the cartilage in my knee which required intens to improve mobility. The professionalism of th their caring and compassionate approach insp investigate physiotherapy as a career. It appea involves working with people of all ages and fr backgrounds in a positive way to improve their lifestyle. Experiencing physiotherapy in practic me an insight into the skills and knowledge reconfirmed my decision to study at degree leve

572 of 1200 characters

Section 1

Whichever method you choose, I would like to receive a statement via email as a word document. Please make sure your finished statement is uploaded to Unifrog, so your tutor can also see it.

Edit 🕽

PERSONAL STATEMENT BUILDER

28 characters of 4000 remaining

Writing about the course

Why are you applying for your chosen course(s)?

My first experience of physiotherapy was when I damaged the cartilage in my knee which required intensive treatment to improve mobility. The professionalism of the staff and their caring and compassionate approach inspired me to investigate physiotherapy as a career. It appeals to me as it involves working with people of all ages and from diverse backgrounds in a positive way to improve their health and lifestyle. Experiencing physiotherapy in practice, has given me an insight into the skills and knowledge required and confirmed my decision to study at degree level.

Why does the subject interest you?

 Write your text here...

 Preview
 Save & close

Make sure you..

•Make sure your statement answers 'why should we give you a place on the course?'

•Tailor your statement to the course requirements.

WWW

- •Check your spelling, punctuation and grammar.
- •Make every word count.
- •Be honest.
- •Be careful when using a Thesaurus.
- •Read it, re-read it and read it again.
- •Get your tutor, teacher, parents to read through.
- •Be realistic about your grades when choosing your courses.

Make sure you don't..

•Don't use any formatting except paragraphs i.e. no italics, bold, or underlining.

•Don't plagiarise (8,548 suspect statements in 2012).

•Don't appear eccentric, self-centred, arrogant or cheesy.

- •Express any strong religious or political views.
- •Begin every sentence with I.
- •Repeat things on your UCAS form.
- •Spend too long discussing personal issues.
- •Don't use humour or make jokes.
- •Don't be negative.
- •Don't contradict yourself.

•Don't use slang or contractions (eg use do not instead of don't)

Structure your statement..

•Think about how you are going to structure your personal statement.

WWW

- •Bear in mind it should be 75-80% subject specific, 25-20% other.
- Get some ideas by reading some personal statements online.
 Don't worry about the character count initially. if it's 5000-6000 that's okay.
- •Read sample statements to give you an idea of how to structure.

A basic structure could be...

•Paragraph 1 – Why you have applied to study that subject at university?

•Paragraph 2 - Your A Levels.

•Paragraph 3- Relevant work experience/relevant extra reading.

•Paragraph 4 – Achievements in and out of school.

•Paragraph 5 - Conclusion.

You can swap the paragraphs around as often work experience/extra reading is a good starting point.

Paragraph 1 - What and why do you want to study....

WWW

•This is the hardest paragraph to write. You may want to do this LAST!

- •Explain why the subject/course interests you.
- •What are your reasons for choosing it?
- •You must convey enthusiasm!
- •Avoid clichés such as ... from a young age

I have always wanted to be a vet since I was old enough to ask Santa for a microscope and two pet rats.

Top 10 most overused personal statement opening sentences.

1.From a young age I have (always) been [interested in/fascinated I (used 1,779 times).

2.For as long as I can remember I have... (used 1,451 times).

3.1 am applying for this course because... (used 1,370 times)

4.I have always been interested in... (used 927 times).

5.Throughout my life I have always enjoyed... (used 310 times).

6.Reflecting on my educational experiences... (used 257 times).

7.Nursing is a very challenging and demanding [career/profession/cours (used 211 times).

8.Academically, I have always been... (used 168 times).

9.1 have always wanted to pursue a career in... (used 160 times).

10.I have always been passionate about... (used 160 times)

In 2008, 234 included the same anecdote saying their interest in chemistry had begun when they had burnt a hole in their pyjamas

Should I use a quotation to start?

- •NO Quotations are NOT popular
- •They are not your words.
- You will never find anything unique.
- •Education is the most powerful weapon which you can use to change the world...Nelson Mandela (used 148 times in 2015).

A good place to start is from personal experience

Example - Medicine Personal Statement.

It was the first time I had ever seen a middle aged man look so incredibly petrified and apprehensive; the patient, a chain smoker, was briefed by the theatre nurse and all I could do was observe with sympathy. I listened intently to the nurse explaining the procedure and I noticed the fear gradually fade from his face. I felt privileged to be a part of the consultation; it inspired me to have a more active role in educating and consoling patients.

Example - English Literature Personal Statement

My childhood in Africa was a blur; after moving to England I would have hazy memories of chasing trains, climbing mango trees and running in the maize. These stories were sentimental to my upbringing but somehow still felt incomplete to me. As I did not have the luxury of travelling by plane, I found books to be the best form of transportation, connecting me to my homeland and filling the gaps of my cultural history. Strong and inspirational authors like Chimamanda Ngozi Adchie, Lola Shoneyin and Marguerite Abouet fuelled my passion for literature, captivating me through powerful imagery with innovative stories based in Africa such as, 'Half of a Yellow Sun'. The beautiful contrast between history and fiction is compelling for me to read because it captures the intimate reality of the character's emotion held during times of conflict.

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Paragraph 2 - Your A-Levels

•Discuss ALL your A-Level subjects and link the skills they have given you to your degree course.

•Give prominence to the most relevant subject.

•Reflect on aspects of your A-Levels that interest you.

•Indicate how your academic interest is genuine and will go beyond A-Level.

•Super-curricular activities can be linked in here - books, articles, online lectures, ted talks, related to the subject area.

•Examples of coursework you have completed – poster symposium/NEA

•Practical work you have enjoyed.

Example - Going beyond the syllabus

The aspect of the Biology A-level specification I found most enjoyable was communicable diseases and the immune system. I loved learning about phagocytes, specific immune responses and vaccines. Consequently, for the school's Science Symposium, I researched and produced an academic poster on the worst pandemic of the 20th century: Spanish flu. I found it enthralling to discover how a pathogen can continue to mutate and change their membrane structure over time through a process called antigenic drift, which is the random accumulation of mutations in the influenza haemagglutinin surface protein. Learning how aspirin misuse may have worsened the pandemic due to high dosing levels, leading to fluid build-up in the lungs was concerning and illustrates how in science we are continually learning.

Example - Providing detail about your Level 3 subjects, and then linking it to further reading.

Studying Media has provided transferable skills to the marketing side of business. I have learnt about the methods big businesses use in the food, film and clothing industries and how the strategies are based on the audience they are trying to reach, such as engaging with younger audiences using social media outlets and using multi-channel methods of marketing such as catalogues, website and promotional emails to reach other audiences. (Continued...)



Paragraph 2 - Your A-Levels

I have also read about marketing in Philip Kotler's Marketing 5.0, which explores the ever-changing technological advancements and how they can be used in the marketing industry to access large scopes of data and predict the outcomes of market campaigns with precision and efficiency. What interested me the most was the balance between human and tech in the marketing industry, as a balance symbiosis must be established so that humanity remains the focus of marketing, which has created an element of excitement and fear.

Show how your other Level 3 subjects benefit your degree choice

Example - How Sociology is valuable for nursing.

Sociology has given me an insight into the world around me. It has taught me that every individual is unique and each person has their own values. Knowledge of the ever changing family within today's society has given me an awareness of other cultures and religions. This will be beneficial for my career as a nurse, enabling me to work without prejudice with both colleagues and patients.

Example - How a foreign language is good for a business degree.

With globalisation an increasing phenomenon, I am aware that having a second language is an advantage in the business world and A-Level in Polish will benefit me.

Paragraph 3 - Your work experience.

•Essential for some courses

• Vocational course like medicine, pharmacy, physiotherapy may have their work experience as the first paragraph.

•Use the ABC

A – Activity – what you did.

B- Benefit –what did you learn from the experience/ reflect on what you learnt.

C- Course - can you relate what you have learnt to your chosen course?

•Do not merely record work placements – explain then

REFLECT on what you have learnt



Example - Physiotherapy work experience

Activity....

It was interesting to watch the use of ultrasound to relieve stiffness in a patient's shoulder and it was apparent....

Reflection/benefit...

that key elements of a physiotherapist's work are interaction with patients, a sympathetic and encouraging attitude and excellent communication and listening skills.

Course...

I am now aware that a high level of manual dexterity is a vital attribute, as your hands are your main equipment and this is what really appeals to me as I am a practical person who enjoys a hands on approach, skills I can utilise and develop in science practicals and apply to my course.

Paragraph 4 - Achievements in and out of school.





Don't simply list what you do, but explain how it benefits you and your chosen course.

Example - How Reading Buddies is relevant to Medicine

What they did...

Acting as a reading buddy to students who found reading challenging has enabled me to improve students' literacy and brought me such reward.

Paragraph 4 - Achievements in and out of school.

Example - How Reading Buddies is relevant to Medicine

What they reflected upon...

The role required me to have excellent communication and listening skills, which are essential for a doctor when building a healthy patient relationship; being bilingual will also help me in this respect.

Paragraph 5 - Conclusion

- Keep it short 1-2 sentences max
- Reaffirm why you want to do your chosen degree, without repeating yourself.
- Try to avoid clichés

Example - Nursing

Each day as a nurse can be challenging, yet rewarding and I admired all the nurses that worked on my ward, due to the immense amount of effort and care they put into everything they did. I have the resilience and empathy to make an excellent nurse and I will embrace the opportunity to give quality care.

Example - History

Studying History and Politics will allow me to learn about current affairs and further my understanding of how the past has shaped our society today by unveiling elements that can aid in explaining our existing world.

To help you get started, create a mindmap

Paragraph 1- Why do I want to study.... at university?

List why you are interested in that subject. Provide evidence.

- Personal reason particularly applicable for healthcare.
- Long-term interest...give evidence to show how.
- Work experience- what sparked your interest.
- Family connections...how?
- Personal research...?

Paragraph 2 – Your Level 3 subjects

- What skills have each of your subjects given you towards your chosen degree. Explain? Eg practical work has taught me to be methodical as I have had to....
- Specific detail about an area of interest linked to your degree
- Extra reading, podcasts, YouTube...

Paragraph 1 or 3 Work Experience.

Vital for vocational subjects

- Virtual WE
- Volunteering
- First Aid
- P/T work
- Online WE
- MOOcs/ Online lectures etc.

Personal Statement Complete your own mind map using this for ideas.

What makes me stand out? Have a think about it and link to a paragraph.

- Reading beyond the syllabus..
- Awards
- University taster days and summer schools.
- Online lecture, podcasts, YOUTUBE, MOOCS,

Paragraph 4 -Contributions to the school communityreflect what you gained from it.

- Assemblies
- Chaplaincy
- Leadership Team
- Enrichment
- Reading buddies
- Sport
- Maths challenge
- Etc....

Paragraph 4/5Extracurricular activities and achievements.

- Team sports and sporting success
- Hobbies and interests
- D of E
- Travel
- Playing an instrument
- Gap Year
- Volunteering
- P/T Work
- Achievements

And finally.... Blowing your own trumpet

Yes, you have to promote yourself, but just be careful you do not come across as arrogant! It is not an attractive trait!

I am practically perfect in every way. I am omniscient, omni-cognisant and basically a minor God. In fact, I am already worshipped as one on a small island in the Pacific. I guarantee my mere presence will save your university. I wish to study the subject because I am unbelievably brilliant at it. My hobbies include self-congratulation and looking in the mirror. I am fluent in over 50 languages; I can say "hello" in practically every existing language including the cockney nod of head. I even understand Scousers. I have been granted the freedom of several cities including London, Madrid and Kabul. I was invited to become King of Belgium but I declined because I still hoped to be made President of the US. I have been awarded the Victoria Cross for gallantry and have campaign medals for over eight international wars. Outside school, I have taken part in a wide variety of activities and have achieved unparalleled success in many sports. I also hold four world records. I have played against and beaten many sporting legends including Usain Bolt, Mo Farah and Roger Federer. I have also single-handedly saved the world and foiled terrorist operations in over twenty countries. The last time I had an IQ test the machine crashed under the weight of my enormous intellect. I have performed in every one of Shakespeare's plays to critical acclaim, starred in a Broadway musical, and sang in Starlight Express whilst whizzing around on roller skates. I can play fifteen musical instruments and yodel. I have a number one record to my credit and my own TV show starting in November. I feel my most important attributes are my modesty and humility. I would never tell a lie as this could cause worldwide panic and I have taken it upon myself to set an upstanding example to the children of the world.



ONCE YOUR FIRST DRAFT IS COMPLETE, PLEASE EMAIL IT TO DR BURRELL. FEEDBACK WILL BE PROVIDED IN DATE ORDER OF STATEMENT ARRIVAL IN MY IN BOX!