

Student System Self Service:

Guide to Course Unit Selection

- ① Please Note: My Manchester is currently under development and so some of the screen shots in this guide may not be a true reflection of the image you see. However, the processes remain the same.

Contents

| | |
|---|-----------|
| Glossary | 4 |
| Login to Student My Manchester / Student System..... | 5 |
| Using Student System Self-Service for Course Unit Selection | 6 |
| View My Advisement Report | 6 |
| Select Courses | 9 |
| Add..... | 9 |
| Swap | 17 |
| Drop | 22 |
| Edit..... | 25 |
| APPENDIX A – List of Course Codes & Course Subject Descriptions..... | 29 |
| APPENDIX B – Search Guidance..... | 32 |
| APPENDIX C – Short Guide to Adding Courses | 34 |

Glossary

| | |
|--|--|
| Term | Academic Year – where ‘1111’ means Academic Year 2011/12 ; ‘1121’ means Academic Year 2012/13 ; and so on. |
| Academic Career / Course Career | Undergraduate (UGRD), Postgraduate Taught (PGDT). |
| Programme | Programme / course of study – e.g. BA (Hons) History. |
| Course / Course Unit | Individual courses that make up your programme. |
| Class | Instances of a course in a particular academic year. A course may consist of more than one class – a main class, e.g. Lecture (‘LEC’) that should be selected initially; and associated classes , e.g. Seminar (‘SEM’), Laboratory (‘LAB’) etc. You select classes to enroll on a particular course. |
| Units | Credit value of a course – e.g. 20 credits. |
| Session | The period during which the course will run – i.e. Semester 1, Semester 2, or all year across both semesters. |
| Course Subject | The subject of the course – e.g. RELT 20001 = Religions & Theology (see Appendix A for a full list). |
| Course Number | The catalogue number of the course – e.g. RELT 20001 . |
| Shopping Cart | Area where selected courses are held pending the actual enrolling upon them (like a ‘Basket’ on an internet shop – you enroll on the course(s) when you finally ‘check out’, at Step 3). |
| Academic Advisement | The activity that a School carries out, defining the Optional and Mandatory Courses that make up a programme of study. These courses become the requirements that appear in your Advisement Report. |

Login to Student My Manchester / Student System

1. Go to the My Manchester portal (<http://my.manchester.ac.uk/>). Enter your **Central Username & Password**, and click **Login**.

ⓘ You will only have these details after you have undertaken IT sign-up.

2. Click on the **My Services** tab



3. Click on the **Student System** link.

Using Student System Self-Service for Course Unit Selection

View My Advisement Report

The course requirements for your programme will be displayed by viewing your **Advisement Report**. These are made up of:

- *Mandatory* courses that you will have been automatically enrolled upon by your School.
- *Optional* courses that you can choose to make up the rest of your requirements.

It is important that you run this report repeatedly throughout the course unit selection process to help you select the correct courses.

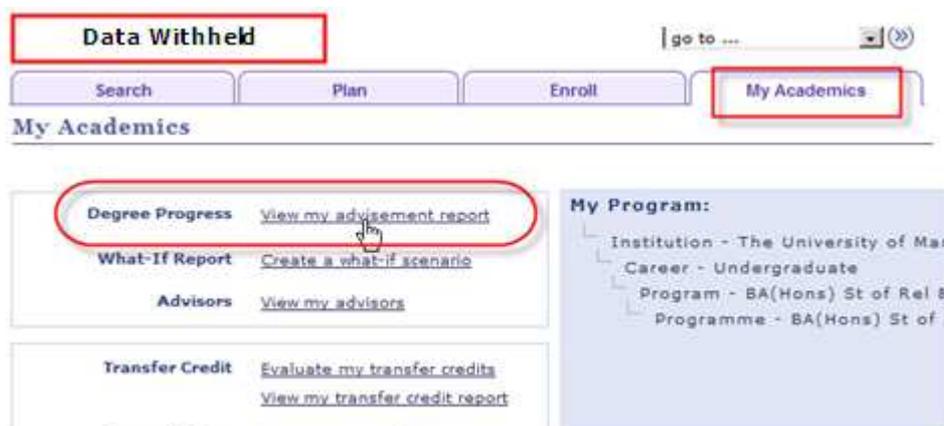
1. Select **Student Center**.



2. Within your Student Center, select **My Academics**.



3. Click **View my advisement report**.



4. Populate the fields in the drop down menus as shown in the image below. Click **go**..



View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

"this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"

| | | |
|----------------------|------------------------------|-----------------------|
| Academic Institution | The University of Manchester | |
| Report Type | UMANC Advisement Transcript | |
| Academic Career | UGRD | Undergraduate |
| Term | 1121 | 2012/13 Academic Year |
| | | go |

Information For Students

5. After a short processing time, your advisement report will appear.

Report Results

[Return](#)

At the time of your request, your marks have not been ratified by the exam board.

The University of Manchester Advisement Transcript

Academic Program History

2.2 Program : BA (Economic and Social Studies) (Hons)

4.1 Mode of Attendance : Full Time

Active in Program : 17-08-2006

- - - - A C A D E M I C A D V I S E M E N T R E P O R T - - - -

Report on Undergraduate Career No Requirements

BA(Econ & Soc Studies) (Hons) Program No Requirements

BA(Econ) (Hons) Economics Plan

Requirements Not Satisfied

BA Econ (Hons) Economics, 3rd Year Requirements

Requirement Not Satisfied -

Units (required/actual/needed): 120.00/60.00/60.00

- The report will highlight if and where requirements are not met.
- You can see the status of the amount of units (credits) you require:

For example,

```
Units (required/actual/needed): 120.00/60.00/60.00
```

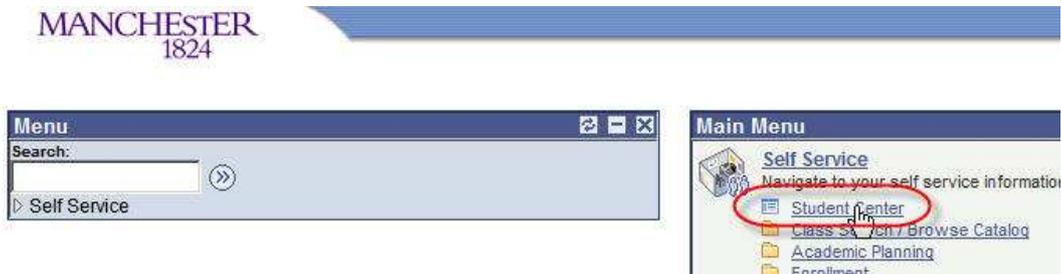
In this case, a total of 120 credits are required overall; 60 credits worth of courses are enrolled upon already; with a further 60 credits still to be chosen.

- Where requirements are not met, the report will normally show which optional courses can be taken to make them up, e.g. RELT 20072, AHVS 21001 etc.

Select Courses

Add

1. Click **Student Center**.



2. Click **Enrol**.



3. The **Enroll** section of the Student Center is where you can add, swap and drop your courses. When first in this section, you will be taken, by default, to the **add** tab.



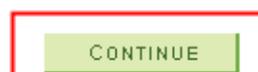
4. Select the **2012/13 Academic Term** and click **CONTINUE**.



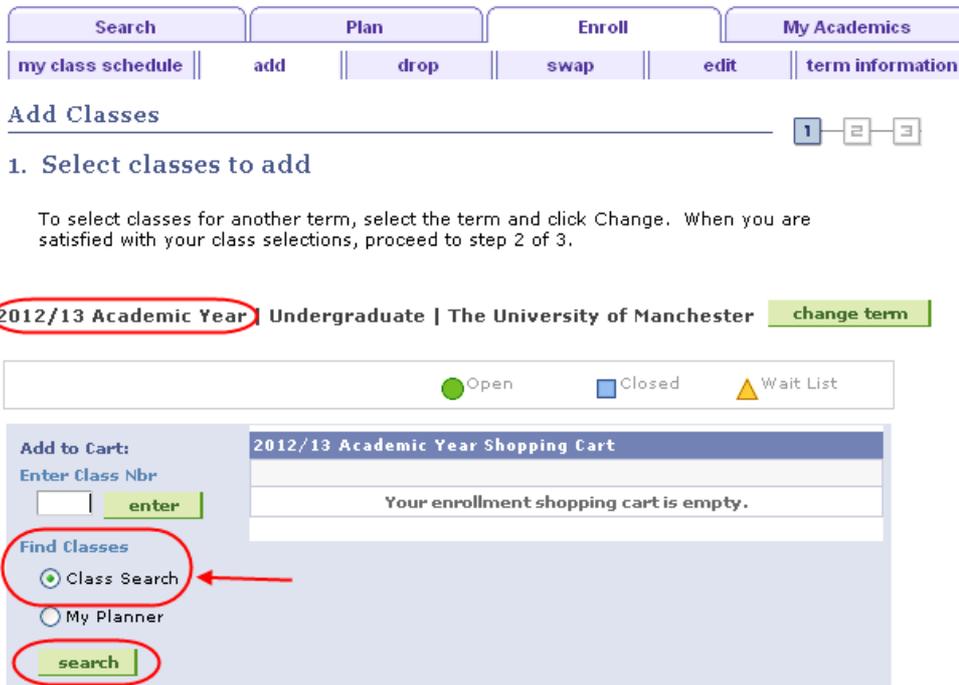
Add Classes

Select Term

| Select a term then click Continue. | | | |
|------------------------------------|-----------------------|---------------|------------------------------|
| | Term | Career | Institution |
| <input type="radio"/> | 2011/12 Academic Year | Undergraduate | The University of Manchester |
| <input checked="" type="radio"/> | 2012/13 Academic Year | Undergraduate | The University of Manchester |



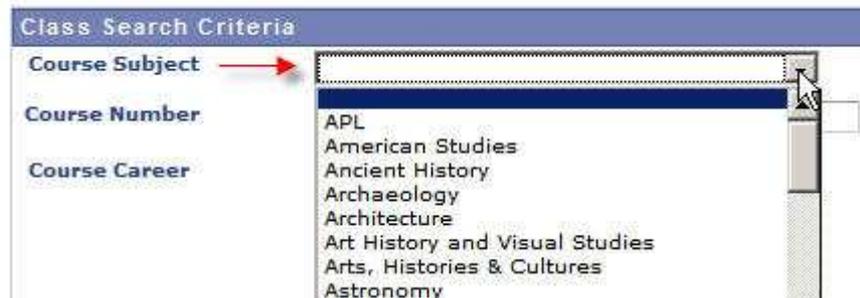
5. Ensure that the **Class Search** radio button is selected and click **search**. 'Class' refers to a course.



6. You will be taken to the **Search Criteria** page.



7. Firstly, you must select your **Course Subject** from the drop down menu.



For example, you wish to enroll on course **RELT 20072**. RELT is the course subject and is the code for Religions & Theology (for a list of all codes and their corresponding subjects see Appendix A at the rear).

8. Enter the **Course Number** in the box directly opposite the 'is exactly' field. Now you can click **SEARCH**.



The image shows the "Add Classes" page. At the top, there is a "Return" button. Below it, the "Enter Search Criteria" section is displayed. The form includes the following fields and options:

- Course Subject:** A dropdown menu with "Religions and Theology" selected.
- Course Number:** A dropdown menu with "is exactly" selected, followed by a text input field containing "20072". A red arrow points to this field.
- Course Career:** A dropdown menu with "Undergraduate" selected.
- Show Open Classes Only
- Show Open Entry/Exit Classes Only

Below the form, there is a link "Return to Add Classes", a "CLEAR CRITERIA" button, and a "SEARCH" button which is highlighted with a red circle and a hand cursor.

- ① **Course Career** will always automatically default to your career.

9a. Choose the course to enroll on by clicking the corresponding **select class** button.

Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

The University of Manchester |

[My Class Schedule](#) | [Shopping Cart](#)

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) | [START A NEW SEARCH](#)

Open Closed Wait List

▼ **AHVS 20102 - Renaissance Painting**

View All Sections First 1 of 1 Last

Section [LEC1-SEM\(10042\)](#) Status ● **select class**

Session 2nd Sem

| Days & Times | Room | Instructor | Meeting Dates |
|------------------|------|----------------------|---------------|
| Tu 10:00 - 12:00 | TBA | Data Withheld | |

① Where there is more than one option for the course to **select class**, you normally choose the first option that has 'LEC' in the **Section**. Your School will advise you if this should be otherwise.

Section [LEC1-LEC\(13534\)](#)

9b. In most cases, you will have a choice of related classes to go along with the main class you have just selected. In the example below, Seminar 2 has been chosen from the available list. Click **NEXT**.

Add Classes

1. Select classes to add - Related Class Sections

| Undergraduate | The University of Manchester

AHVS 20111 - The Afterlife of Objects: Coll

Lecture selected: Section LEC1
We 11:00 - 12:00 Room: TBA

Open Closed Wait List

Select Seminar section (Required):

| | Class Nbr | Section | Schedule | Room | Instructor | Status |
|----------------------------------|-----------|---------|------------------|------|------------|--------------------------------------|
| <input type="radio"/> | 10009 | SEM0 | TBA | TBA | Staff | ● |
| <input type="radio"/> | 10010 | SEM1 | Tu 11:00 - 13:00 | TBA | Staff | ● |
| <input checked="" type="radio"/> | 10011 | SEM2 | Tu 12:00 - 14:00 | TBA | Staff | ● |
| <input type="radio"/> | 10012 | SEM3 | Tu 11:00 - 13:00 | TBA | Staff | ● |
| <input type="radio"/> | 10013 | SEM4 | Tu 12:00 - 14:00 | TBA | Staff | ● |

View All Sections First 1-5 of 5 Last

CANCEL **NEXT**

10. A summary of the course appears. You are not yet enrolled on the course. Click **NEXT**.

Add Classes

1. **Select classes to add - Enrollment Preferences**

| Undergraduate | The University of Manchester

AHVS 20102 - Renaissance Painting

Class Preferences

AHVS 20102-LEC1 Seminar ● Open Wait List Wait list if class is full

Permission Nbr

Session 2nd Semester Grading Undergraduate Percentage Grade Basis

Career Undergraduate Units 20.00

Program BA(Hons) St of Rel & Theo(R&S)

CANCEL **NEXT**

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|------------------|------|----------------------|----------------|
| LEC1 | Seminar | Tu 10:00 - 12:00 | TBA | Data Withheld | |

NOTE: you are still at Step 1 of the three step process

In some cases you will need permission from your School to enroll – they will have given you a permission number to enable you to proceed:

Wait List Wait list if class is full

Permission Nbr

- 11a. You will receive confirmation that the course has been added to your Shopping Cart (again, you are not yet enrolled on the course).

Add Classes

1. **Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ AHVS 20102 has been added to your Shopping Cart.

| Undergraduate | The University of Manchester [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr [enter](#)

Find Classes Class Search My Planner [search](#)

| 2010/11 Academic Year Shopping Cart | | | | | | |
|-------------------------------------|-------------------------|------------------|----------------------|------------|-------|--------------------------------------|
| Delete | Class | Days/Times | Room | Instructor | Units | Status |
| | AHVS 20102-LEC1 [10052] | Tu 10:00 - 12:00 | Data Withheld | | 20.00 | ● |

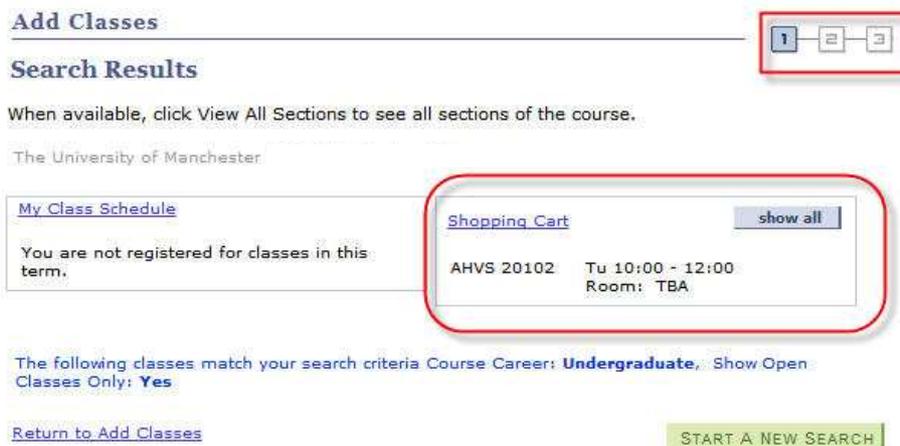
[PROCEED TO STEP 2 OF 3](#)

11b. If you have further courses to select, click **search** again at this step.



11c. This will take you back to the **Search Criteria** page (repeat steps 8 – 11, pages 11 – 13).

You will notice that when you see the **Search Results** page (also seen at step 9a, page 12), it will now also show the courses that are currently in your Shopping Cart.



12. Once you have selected all the courses you wish to enroll on you can proceed, by clicking **PROCEED TO STEP 2 OF 3** (as also seen at step 11a, page 13).

(Before proceeding, you can delete any courses from your Shopping Cart at this stage, by clicking the corresponding delete icon.)

Add Classes

1. **Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ EALC 20061 has been added to your Shopping Cart.

| Undergraduate | The University of Manchester [change term](#)

● Open ■ Closed ▲ Wait List

2010/11 Academic Year Shopping Cart

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|--------|-------------------------------|---------------------|------|------------|-------|--------|
| | AHVS 20102-LEC1 (10042) | Tu 11:00 - 14:00 | | | 20.00 | ● |
| | BMAN 20002-LECT (7440) | Mo 16:00 - 17:00 | | | 10.00 | ● |
| | BMAN 20002-WSP3 (7492) | TBA | | | | ● |
| | EALC 20061-LEC (8029) | Mo 13:00 - 15:00 | | | 20.00 | ● |
| | EALC 20061-SEM1 (11252) | Th 14:00 - 15:00 | | | | ● |

Data Withheld

[PROCEED TO STEP 2 OF 3](#)

13. You are now at Step 2. Here you are confirming that you want to enroll on the selected courses. Click **FINISH ENROLLING**.

Add Classes

2. **Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

| Undergraduate | The University of Manchester

● Open ■ Closed ▲ Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|----------------------------|---------------------------------------|------------------|------|------------|-------|--------|
| AHVS 20102-LEC1 (10042) | Renaissance Painting (Seminar) | Tu 10:00 - 12:00 | | | 20.00 | ● |
| AMER 30052-S00 (4645) | Hip Hop and Hollywood (Seminar) | TBA | | | 20.00 | ● |

Data Withheld

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

14. Step 3 shows you if you have enrolled on the selected courses successfully.

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Undergraduate | The University of Manchester

| ✓ Success: enrolled | ✗ Error: unable to add class | |
|---------------------|---|--------|
| Class | Message | Status |
| AHVS 20102 | Success: This class has been added to your schedule. | ✓ |
| AMER 30052 | Success: This class has been added to your schedule. | ✓ |

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

① If the enrollment has been unsuccessful, an error message will appear explaining why it has failed. For example...

| ✓ Success: enrolled | ✗ Error: unable to add class | |
|---------------------|---|--------|
| Class | Message | Status |
| SOCS 30001 | Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements. | ✗ |

The main errors that you may see are as follows:

- Time conflict with an existing course
- A pre-requisite course has not been previously studied
- A course is full

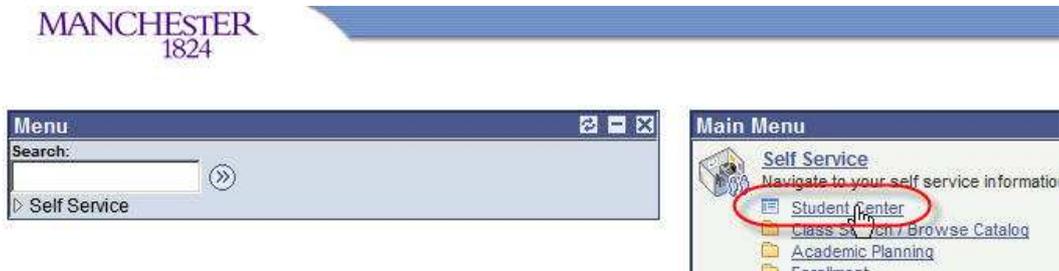
If you have any questions regarding these errors, please contact your School/Programme Administrator.

Swap

This function allows you to change the courses you have already enrolled upon in a single process; instead of dropping a course and then adding a new one.

❗ DO NOT SWAP MANDATORY COURSES

1. Click **Student Center**.



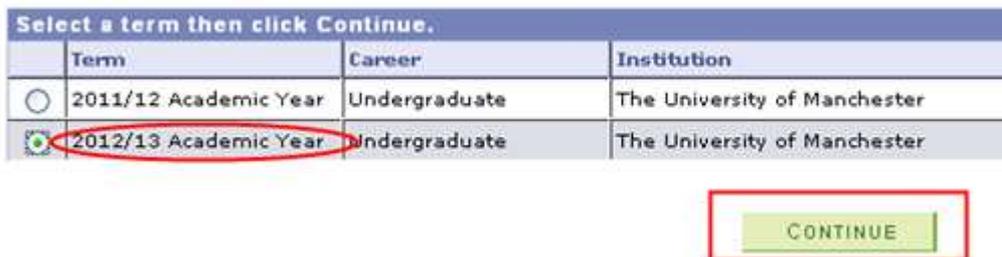
2. Click **Enroll**.



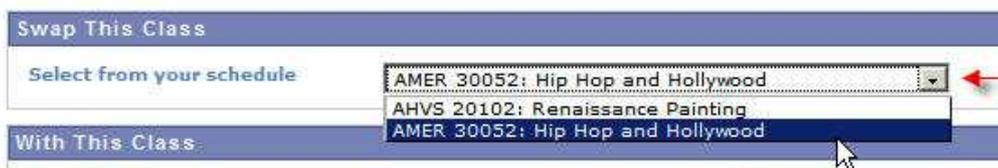
3. Click the **swap** tab.



4. Select the **2012/13 Academic Term** and click **CONTINUE**.

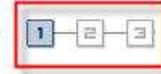


5. From the drop down menu, select the course you want to swap.



6. Click **search**.

Swap a Class



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

| Undergraduate | The University of Manchester [change term](#)

Swap This Class

Select from your schedule

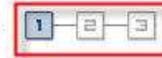
With This Class

Search for Class

Enter Class Nbr

7. Use the **Search Criteria** page as in the 'Add Course' section (step 6, page 10).

Add Classes



Enter Search Criteria

The University of Manchester | 2010/11 Academic Year

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#)

- ① **Course Career** will always automatically default to your career.

7. In the Search Results page, you will see the courses you are enrolled on without the course you are choosing to swap (although, the missing course has not actually been swapped as yet).

Swap a Class 1 2 3

Search Results

When available, click View All Sections to see all sections of the course.

The University of Manchester |

My Class Schedule show all

AHVS 20102 Tu 10:00 - 12:00
Room: TBA

Shopping Cart

Your shopping cart is empty.

The following classes match your search criteria Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

- 8a. Click **select class** to choose the course you want to enroll on.

ARCH 20010 - Technologies 2

View All Sections First 1 of 1 Last

Section [LEC1-LEC\(13534\)](#) Status ● **select class**

Session Full Year

| Days & Times | Room | Instructor | Meeting Dates |
|--------------|------|------------|---------------|
| TBA | TBA | Staff | TBA |

- ① Where there is more than one option for the course to **select class**, you normally choose the first option that has 'LEC' in the **Section**. Your School will advise you if this should be otherwise.

Section [LEC1-LEC\(13534\)](#)

- 8b. In some cases, you will have a choice of related classes to go along with the main class you have just selected. In the example below, Seminar 2 has been chosen from the available list. Click **NEXT**.

Add Classes 1 2 3

1. Select classes to add - Related Class Sections

Undergraduate | The University of Manchester

AHVS 20111 - The Afterlife of Objects: Coll

Lecture selected: Section LEC1
We 11:00 - 12:00 Room: TBA

● Open ■ Closed ▲ Wait List

Select Seminar section (Required):

| | Class Nbr | Section | Schedule | Room | Instructor | Status |
|----------------------------------|-----------|----------------------|------------------|------|------------|--------|
| <input type="radio"/> | 10009 | SEM0 | TBA | TBA | Staff | ● |
| <input type="radio"/> | 10010 | SEM1 | Tu 11:00 - 13:00 | TBA | Staff | ● |
| <input checked="" type="radio"/> | 10011 | SEM2 | Tu 12:00 - 14:00 | TBA | Staff | ● |
| <input type="radio"/> | 10012 | SEM3 | Tu 11:00 - 13:00 | TBA | Staff | ● |
| <input type="radio"/> | 10013 | SEM4 | Tu 12:00 - 14:00 | TBA | Staff | ● |

View All Sections First 1-5 of 5 Last

CANCEL **NEXT**

- 9 A summary of the course appears. You have not yet swapped courses. Click **NEXT**.

Swap a Class

1. Select a class to swap - Enrollment Preference

Undergraduate | The University of Manchester

ARCH 20010 - Technologies 2

Class Preferences

ARCH 20010-LEC1 Lecture ● Open

Wait List Wait list if class is full

Permission Nbr

Grading Undergraduate Percentage Grade Basis

Units 20.00

Program BA(Hons) St of Rel & Theo(R&S)

CANCEL **NEXT**

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------|------|------------|----------------|
|---------|-----------|--------------|------|------------|----------------|

In some cases you will need permission from your School to enroll – they will have given you a permission number to enable you to proceed:

Wait List Wait list if class is full

Permission Nbr

10. You will receive confirmation of which courses you are about to swap (again, you have not yet swapped these courses). Click **FINISH SWAPPING**.

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Undergraduate | The University of Manchester

You are replacing this class

✔ Enrolled ✘ Dropped ▲ Wait Listed

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|---------------------------------------|---------------------------------|------------|------|------------|-------|--------------------------------------|
| AMER_30052-S00 (4645) | Hip Hop and Hollywood (Seminar) | TBA | TBA | Staff | 20.00 | ✔ |

With this class

● Open ■ Closed ▲ Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|---|--------------------------|------------|------|------------|-------|--------------------------------------|
| ARCH_20010-LEC1 (13534) | Technologies 2 (Lecture) | TBA | TBA | Staff | 20.00 | ● |

CANCEL **FINISH SWAPPING**

7. If the swap has been completed successfully, the following confirmation will appear.

Swap a Class 1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

| Undergraduate | The University of Manchester

✔ Success: Classes were swapped ✘ Error: Unable to swap class

| Class | Message | Status |
|---------------------------------|---|--------|
| Swap AMER 30052 with ARCH 20010 | Success: This class has been replaced. | ✔ |

[MY CLASS SCHEDULE](#)

① If the enrollment has been unsuccessful, an error message will appear explaining why it has failed. For example...

✔ Success: Classes were swapped ✘ Error: Unable to swap class

| Class | Message | Status |
|---------------------------------|--|--------|
| Swap ECON 30112 with ECON 20000 | Error: You cannot add this class due to a time conflict with class 13840. Select another class. | ✘ |

The main errors that you may see are as follows:

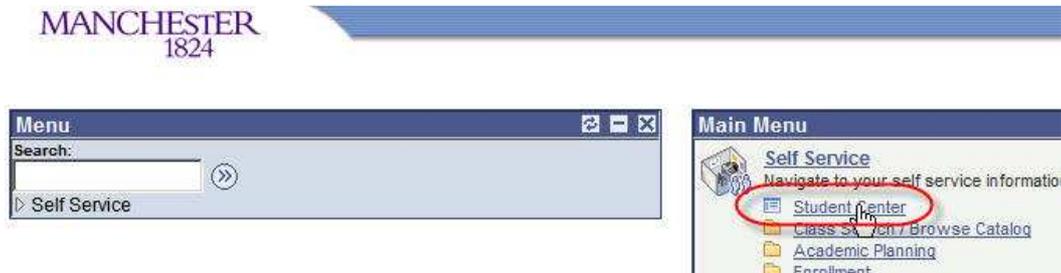
- Time conflict with an existing course.
- A pre-requisite course has not been previously studied
- A course is full

If you have any questions regarding these errors, please contact your School/Programme Administrator.

Drop

There may be times when you have to drop a course. It is, however, important to note that **you must not drop mandatory courses.**

1. Click **Student Center**.



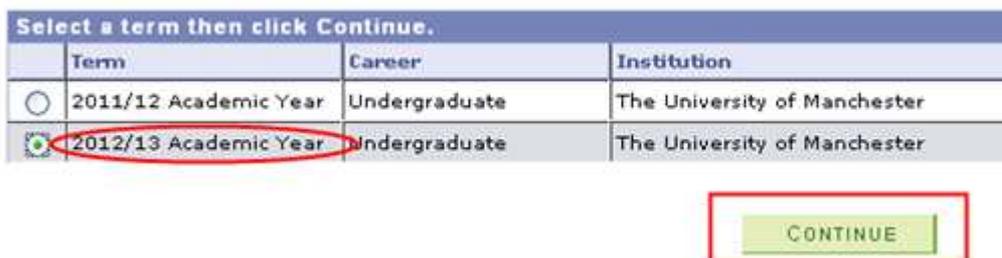
2. Click **Enrol**.



3. Click the **drop** tab.



4. Select the **2012/13 Academic Year** and click **CONTINUE**.



5. Tick the checkbox(es) next to the course(s) you wish to drop.

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

| Undergraduate | The University of Manchester change term

✔ Enrolled
 ✘ Dropped
 ▲ Wait Listed

| Select | Class | Description | Days/Times | Room | Instructor | Units | Status |
|-------------------------------------|-------------------------|--------------------------------|------------------|---------------|------------|-------|--------|
| <input checked="" type="checkbox"/> | AHVS 20102-LEC1 (10042) | Renaissance Painting (Seminar) | Tu 10:00 - 12:00 | Data Withheld | | 20.00 | ✔ |
| <input type="checkbox"/> | ARCH 20010-LEC1 (13534) | Technologies 2 (Lecture) | TBA | Data Withheld | | 20.00 | ✔ |

6. Scroll to the bottom of the page and click **DROP SELECTED CLASSES**.

| | | | | | | | |
|-------------------------------------|-------------------------|---|--------------------------------------|---------------|--|-------|---|
| <input checked="" type="checkbox"/> | ECON 30941-LEC (14010) | Economics of Monetary Integrat (Lecture) | W 9:00 - 11:00 W 9:00 - 11:00 | Data Withheld | | 10.00 | ✔ |
| | ECON 30941-TUT4 (20567) | Economics of Monetary Integrat (Tutorial) | Th 16:00 - 17:00 Th 16:00 - 17:00 | Data Withheld | | | ✔ |

DROP SELECTED CLASSES

7. At Step 2, you will see which course(s) are about to be dropped. To proceed, click **FINISH DROPPING**.

Drop Classes 1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

| Undergraduate | The University of Manchester

✔ Enrolled
 ✘ Dropped
 ▲ Wait Listed

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|-------------------------|--------------------------------|------------------|---------------|------------|-------|--------|
| AHVS 20102-LEC1 (10042) | Renaissance Painting (Seminar) | Tu 10:00 - 12:00 | Data Withheld | | 20.00 | ✔ |

CANCEL
 PREVIOUS
 FINISH DROPPING

8. If the drop process has been completed successfully, the following confirmation will appear at Step 3.

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Undergraduate | The University of Manchester

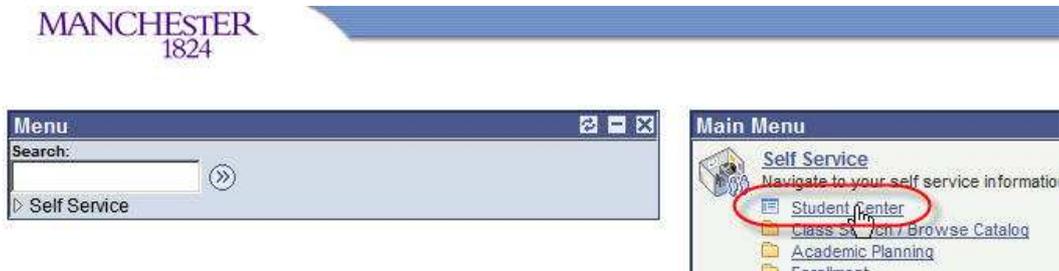
| ✔ Success: dropped | | ✘ Error: unable to drop class |
|--------------------|---|-------------------------------|
| Class | Message | Status |
| AHVS 20102 | Success: This class has been removed from your schedule. | ✔ |

MY CLASS SCHEDULE

Edit

Where there are multiple choices of associated classes to a course (e.g. tutorials, seminars, workshops etc.) available to choose from (as seen at step 9b, page 12 & step 8b, page 19), you can change your choice by editing the class.

1. Click **Student Center**.



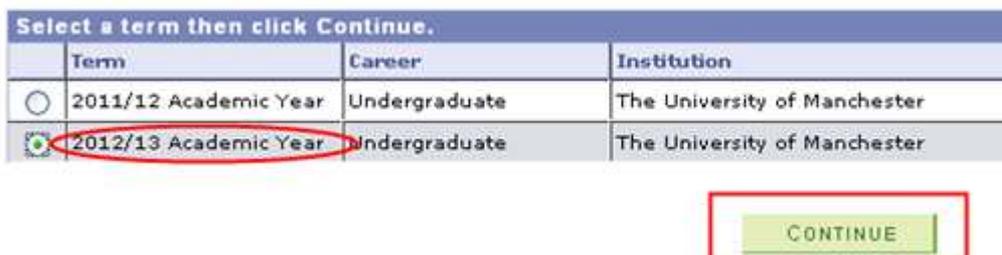
2. Click **Enrol**.



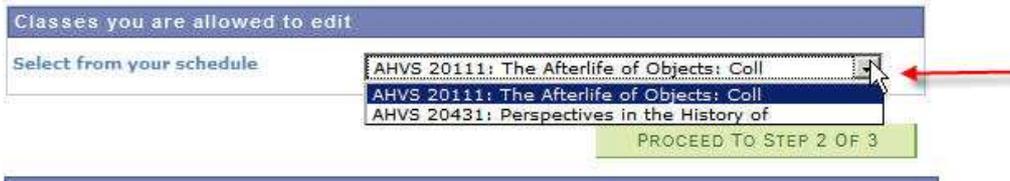
3. Click the **edit** tab.



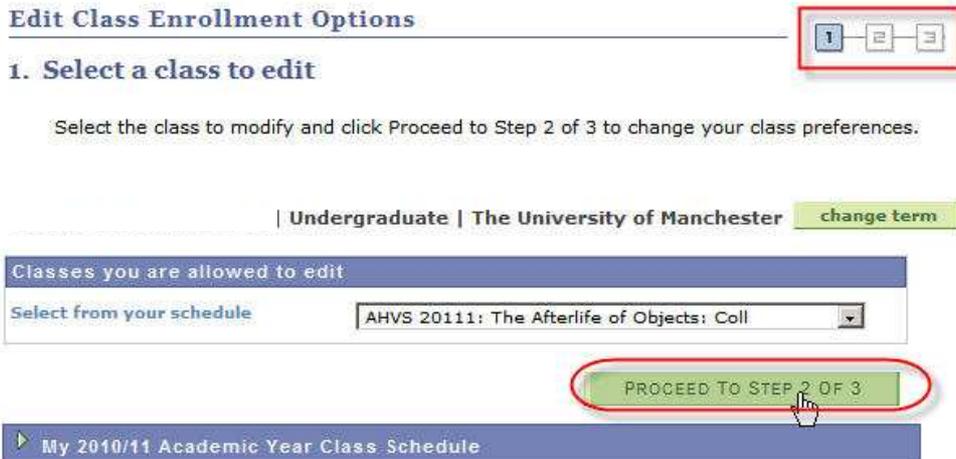
4. Select the **2012/13 Academic Year** and click **CONTINUE**.



5. From the drop-down menu select the course for the associated class you want to change.



6. Now click **PROCEED TO STEP 2 OF 3**.



7. You will see that your *current* associated class is selected. **Note that you are not yet at Step 2 of the process.**



8. Click the radio button for the option you want to change *to* and click **NEXT**.

Edit Class Enrollment Options

1. Select a class to edit - Related Class Section

Undergraduate | The University of Manchester

AHVS 20431 - Perspectives in the History of

Lecture selected: Section LEC
Th 13:00 - 14:00 Room: TBA

Open Closed Wait List

Select Seminar section (Required):

| | Class Nbr | Section | Schedule | Room | Instructor | Status |
|----------------------------------|-----------|---------|------------------|------|------------|--------|
| <input type="radio"/> | 10612 | SEM0 | TBA | TBA | Staff | Open |
| <input type="radio"/> | 10613 | SEM1 | Th 15:00 - 17:00 | TBA | Staff | Open |
| <input type="radio"/> | 10614 | SEM2 | Fr 11:00 - 13:00 | TBA | Staff | Open |
| <input type="radio"/> | 10615 | SEM3 | Th 15:00 - 17:00 | TBA | Staff | Open |
| <input checked="" type="radio"/> | 10616 | SEM4 | Fr 11:00 - 13:00 | TBA | Staff | Open |

View All Sections First 1-5 of 5 Last

CANCEL PREVIOUS **NEXT**

- ① If there are more options than are showing on screen (e.g. it states 1-5 of 7; only 5 showing), clicking **View All Sections** will show you all existing options.

View All Sections First 1-5 of 7 Last

9. A screen appears showing the newly selected option. **Again, note that you are not yet at Step 2 of the process.** Click **NEXT**.

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

Undergraduate | The University of Manchester

AHVS 20431 - Perspectives in the History of

Class Preferences

AHVS 20431-LEC Lecture Open Wait List Wait list if class is full
 AHVS 20431-SEM4 Seminar Open Permission Nbr

Session 1st Semester Grading Undergraduate Percentage Grade Basis
 Career Undergraduate Units 20.00

CANCEL PREVIOUS **NEXT**

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|------------------|------|------------|----------------|
| LEC | Lecture | Th 13:00 - 14:00 | TBA | | |
| SEM4 | Seminar | Fr 11:00 - 13:00 | TBA | | |

Data Withheld

10. Step 2 shows confirmation of the edit process. If you are happy with this, click **FINISH EDITING**.

Edit Class Enrollment Options 1 2 3

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Undergraduate | The University of Manchester

| Class Attribute | Original Value | New Value |
|------------------------|---------------------------------------|---------------------------------------|
| Seminar Section | SEM2 Fr 11:00 - 13:00 Room: TBA | SEM4 Fr 11:00 - 13:00 Room: TBA |

CANCEL **FINISH EDITING**

11. If the edit has been completed successfully, the following confirmation will appear. Step 3 is the final step.

Edit Class Enrollment Options 1 2 3

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Undergraduate | The University of Manchester

✔ Success: Class updated
✘ Error: Unable to update class

| Class | Message | Status |
|------------|--|--------|
| AHVS 20431 | Success: This class has been updated. | ✔ |

- ① If the update has been unsuccessful, an error message will appear explaining why it has failed.

The main errors that you may see are as follows:

- Time conflict with an existing course.
- The associated class is already full.

If you have any questions regarding these errors, please contact your School / Programme Administrator.

APPENDIX A – List of Course Codes & Course Subject Descriptions

| Subject Area Code | Description |
|-------------------|--------------------------------|
| AHVS | Art History and Visual Studies |
| AMER | American Studies |
| APEL | APEL |
| APL | APL |
| ARCH | Architecture |
| ARGY | Archaeology |
| ASTR | Astronomy |
| AUDI | Audiology |
| BIOL | Biological Sciences |
| BMAN | Business and Management |
| BMBA | Business Administration |
| BMEX | Business & Management External |
| CARS | Careers |
| CAWS | Gen Adv St of Arab World |
| CCED | Continuing Education |
| CHEM | Chemistry |
| CHEN | Chemical Engineering |
| CIRA | Ctre for Interdis Res in Arts |
| CLAH | Classics and Ancient History |
| CLAS | Classical Studies |
| COMB | Combined Studies |
| COMP | Computing |
| CSEP | Centre for Social Ethics & Pol |
| DENT | Dentistry |
| DRAM | Drama |
| EALC | East Asian Studies |
| EART | Earth Sciences |
| EAST | East Asian Studies |
| ECON | Economics |
| EDUC | Education |
| EEEN | Electrical and Electronic Eng |
| ELAN | European Languages |
| ENGL | English |
| EVDV | Environment and Development |
| FEPS | Faculty of Eng & Phys Sci |
| FLSC | Faculty of Life Sciences |
| FMHS | Faculty of Med & Human Sci |
| FOUN | Foundation Courses |
| FREN | French |

| Subject Area Code | Description |
|-------------------|--------------------------------|
| GECO | Computing Geography |
| GEOG | Geography |
| GERM | German |
| GOVN | Government |
| HCAD | Human Comm and Deafness |
| HCDI | Human Comm and Deafness |
| HIAN | Ancient History |
| HIAR | History of Art |
| HIMO | Modern History |
| HIST | History |
| HSTM | History of Sci Tech and Medn |
| HUMN | Faculty of Humanities |
| IDPM | Inst of Development & Pol Mgt |
| INFO | Informatics |
| ITAL | Italian |
| LALC | Lang Ling and Cultures |
| LAWS | Law |
| LBRY | John Rylands University Librry |
| LELA | Linguistics and English Lang |
| MACE | Mech Aero and Civil Eng |
| MATH | Mathematics |
| MATS | Materials Science |
| MBSW | MBS Worldwide |
| MEDN | Medicine |
| MEST | Middle Eastern Studies |
| MLPX | Manchester Leadership |
| MSEC | Enterprise |
| MUSC | Music |
| NURS | Nursing |
| PHAR | Pharmacy |
| PHIL | Philosophy |
| PHYS | Physics |
| PLAN | Planning |
| POEC | Political Economy |
| POLI | Politics |
| PORT | Portuguese |
| PSYC | Psychology |
| RELT | Religions and Theology |
| RSCH | Research Skills |
| RUSS | Russian |
| SAAE | Study Abroad and Exchange |
| SAHC | Arts, Histories & Cultures |
| SALT | Speech and Language Therapy |

| Subject Area Code | Description |
|-------------------|--------------------------------|
| SCEN | Science and Engineering |
| SCIN | Sustainable Consumption Ins |
| SING | Bus & Mgt Singapore |
| SLLC | School of Lang Ling & Cultures |
| SOAN | Social Anthropology |
| SOCH | Social Change |
| SOCS | Social Sciences |
| SOCY | Sociology |
| SOST | Social Statistics |
| SOWK | Social Work |
| SPAN | Spanish |
| SPLA | Spanish Port & Latin Amer Stds |
| STDU | Staff Training & Development U |
| UCOL | University College for I.L. |
| ULAC | University Language Centre |
| ULAR | ULAC Arabic |
| ULBS | ULAC British Sign Language |
| ULCH | ULAC Chinese |
| ULCZ | ULAC Czech |
| ULDU | ULAC Dutch |
| ULEL | Full-Time English Lang Crse |
| ULEN | ULAC English |
| ULFR | ULAC French |
| ULGE | ULAC German |
| ULGI | Goethe Institut |
| ULGR | ULAC Greek |
| ULHB | ULAC Hebrew |
| ULIS | In-Sessional Academic Support |
| ULIT | ULAC Italian |
| ULJA | ULAC Japanese |
| ULME | Languages for Medical Students |
| ULPE | ULAC Persian |
| ULPL | ULAC Polish |
| ULPS | Pre-Sessional Courses |
| ULPT | ULAC Portuguese |
| ULRU | ULAC Russian |
| ULSO | ULAC SOLO |
| ULSP | ULAC Spanish |
| ULTD | ULAC Teacher Development |
| ULTL | ULAC Tandem Learning |
| ULTU | ULAC Turkish |
| ULUH | ULAC Hindi |
| ULUR | ULAC Urdu/Hindu |
| ULUS | ULAC Upskilling |
| VUMA | VUM units converted from SITS |

APPENDIX B – Search Guidance

Your School should provide you with all the information regarding the courses that you are able to take. It is important that you use all resources available to you; e.g. handbooks, School Intranets etc.

If you are choosing courses from more than one School, make sure you have all the information you need (e.g. the different course subjects involved – see Appendix A).

Once you have the necessary information to hand, you can use the Search page in different ways.

- You do not necessarily have to specify a **Course Number** at all – leave this blank and this will return all courses for the **Subject Area** that you can take.
 - ① this can take some minutes to return your options – it is *always* best to have as much detail about a course as is possible.
- At **Course Number** you do not have to use the ‘is exactly’. By clicking the drop-down menu, there are other expressions you can use to search ranges of numbers. You also have a choice of ‘contains’, ‘greater than or equal to’ and ‘less than or equal to’.

Add Classes

Enter Search Criteria

The University of Manchester | 2010/11 Academic Year

Select at least 2 search criteria. Click Search to view your search results.

| Class Search Criteria | |
|-----------------------|--------------------------------|
| Course Subject | Art History and Visual Studies |
| Course Number | greater than or equal to |
| Course Career | contains |

- Having entered some search criteria, you can refine your search further by clicking **Additional Search Criteria**.

Select at least 2 search criteria. Click Search to view your search results.

| Class Search Criteria | |
|-----------------------|--------------------------------|
| Course Subject | Art History and Visual Studies |
| Course Number | greater than or equal to 20000 |
| Course Career | Undergraduate |

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

- This allows you to enter much more detail to your search. For example, **Course Title Keyword** may be very useful. Obviously, you can combine as much or as little search detail as you want.

Class Search Criteria

Course Subject Art History and Visual Studies

Course Number greater than or equal to 20000

Course Career Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▼ Additional Search Criteria

Meeting Start Time greater than or equal to (example: 1:00PM)

Meeting End Time less than or equal to

Day of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword Titian (example: statistics)

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

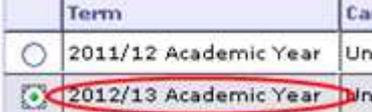
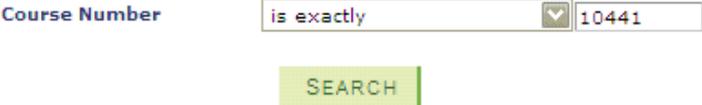
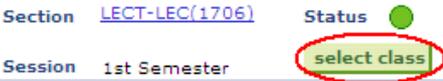
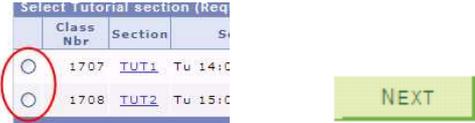
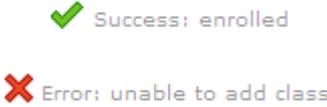
Session

Mode of Instruction

Campus

Location

APPENDIX C – Short Guide to Adding Courses

| | |
|--|--|
| <p>1. Log in to Campus Solutions, through your student portal at</p> | <p>https://www.portal.manchester.ac.uk/</p> |
| <p>2. Once you are logged in, click on Student Centre</p> |  |
| <p>3. Select Enroll</p> |  |
| <p>4. Ensure you are in the add tab</p> |  |
| <p>5. Select the 2012/13 Academic Year</p> |  |
| <p>6. Ensure that the Class Search radio button is selected, and click search</p> |  |
| <p>7. Select a Course Subject e.g. Economics, Sociology, Politics etc. from the drop-down menu</p> |  |
| <p>8. The course number is the 5 numbers that appear in the course code e.g. <u>ECON10441</u> or <u>SOCY30011</u>. Then click SEARCH</p> |  |
| <p>9. You will need to select the LECTURE component (unless otherwise advised) – normally defined by a 'LEC' in the Section – by clicking on select class</p> |  |
| <p>10. You will be prompted to add a tutorial/workshop/seminar etc. There may be more classes to choose from than initially appear on screen - if there are, you should click View all Sections</p> |  |
| <p>11. Click the radio button to the left of the option you wish to add. Then click NEXT</p> |  |
| <p>12. The next screen will show what you have chosen. You are not enrolled yet, click NEXT</p> |  |
| <p>13. The next screen will confirm your selection, now you can either add more classes, or to finish, click PROCEED TO STEP 2 OF 3</p> |  |
| <p>14. To end the enrolling process click FINISH ENROLLING (you can come back later and add more if you wish). YOU ARE NOT ENROLLED until you click this button</p> |  |
| <p>15. You will now be notified if the enrolment was a success. If you receive an error message, it could be for a number of reasons;</p> <ul style="list-style-type: none"> • A class requires special consent from the discipline area who owns the course. You must contact the relevant school office to get consent. • A class (lecture or tutorial) is already full. If this is the case you will have seen a blue square symbol when selecting the class, and also get an error message when you try to finish enrolling. • There is a time conflict |  |