Student System Self Service:

Guide to Course Unit Selection

ⓘ 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.

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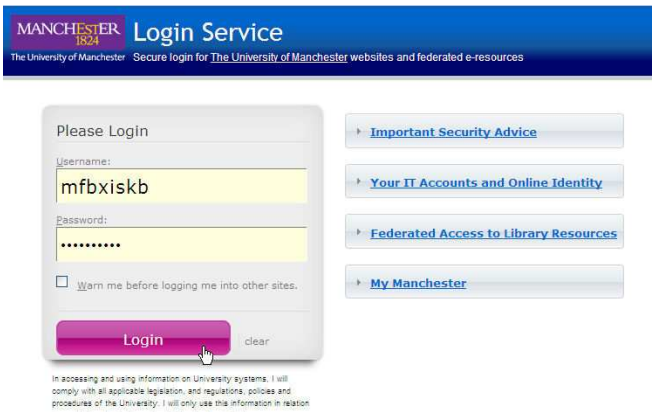
Glossary

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

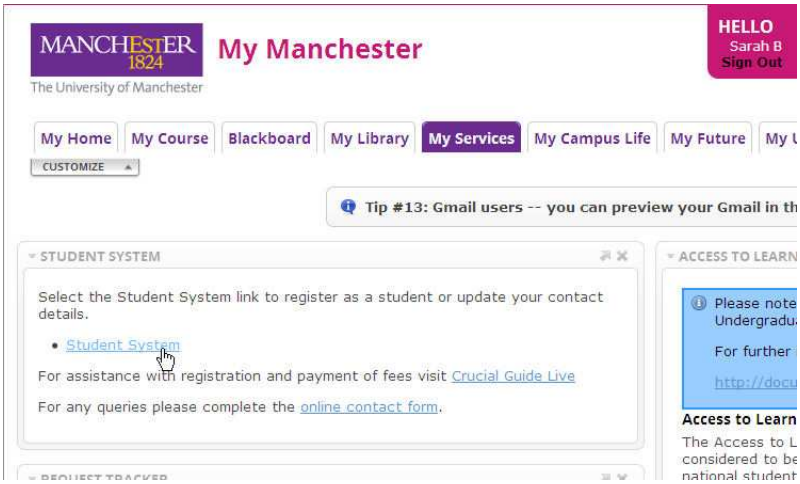
1. Go to the My Manchester portal (http://my.manchester.ac.uk/). Enter your **Central Username & Password**, and click **Login**.

   ⓘ 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

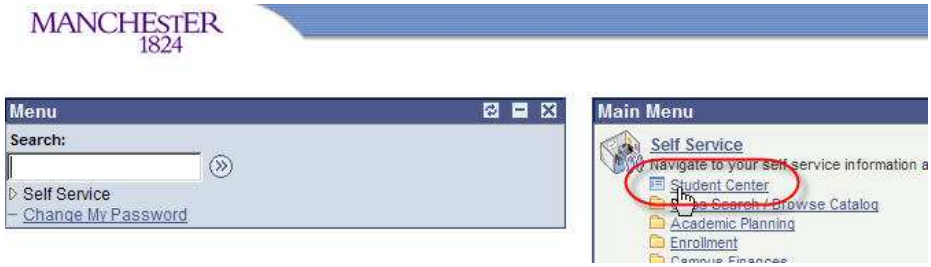
View My Advisement Report

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.

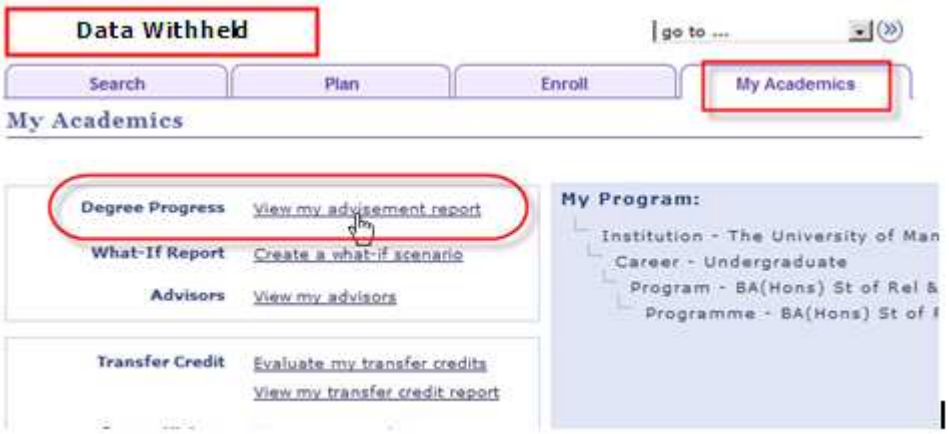
It is important that you run this report repeatedly throughout the course unit selection process to help you select the correct courses.

1. Select **Student Center.**

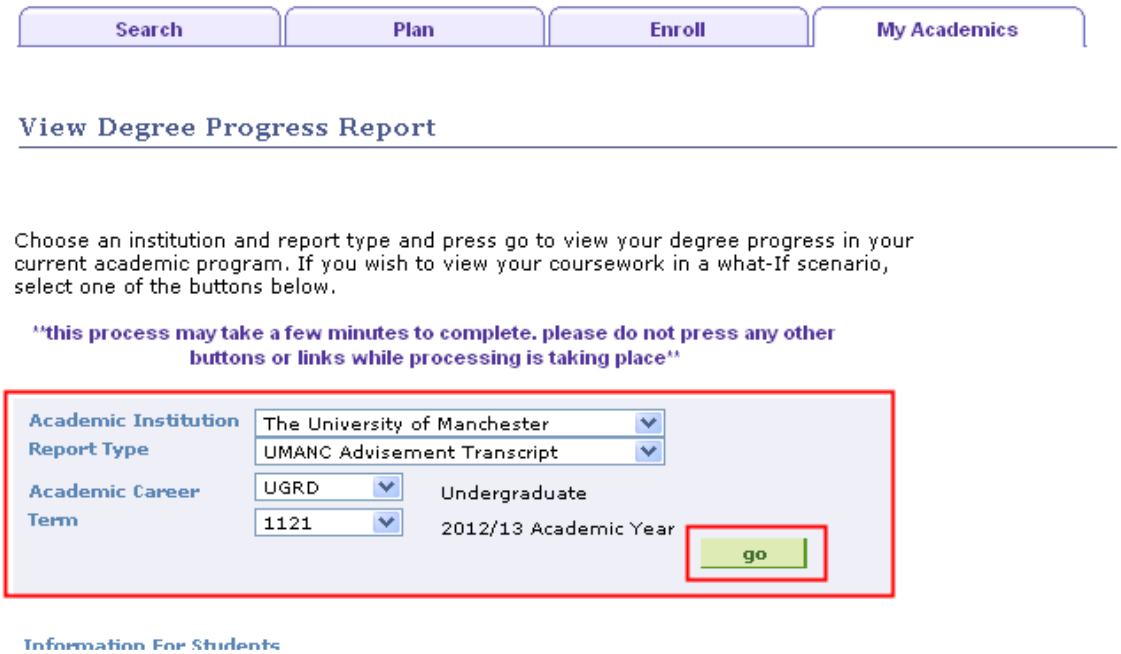


2. Within your Student Center, select **My Academics**.

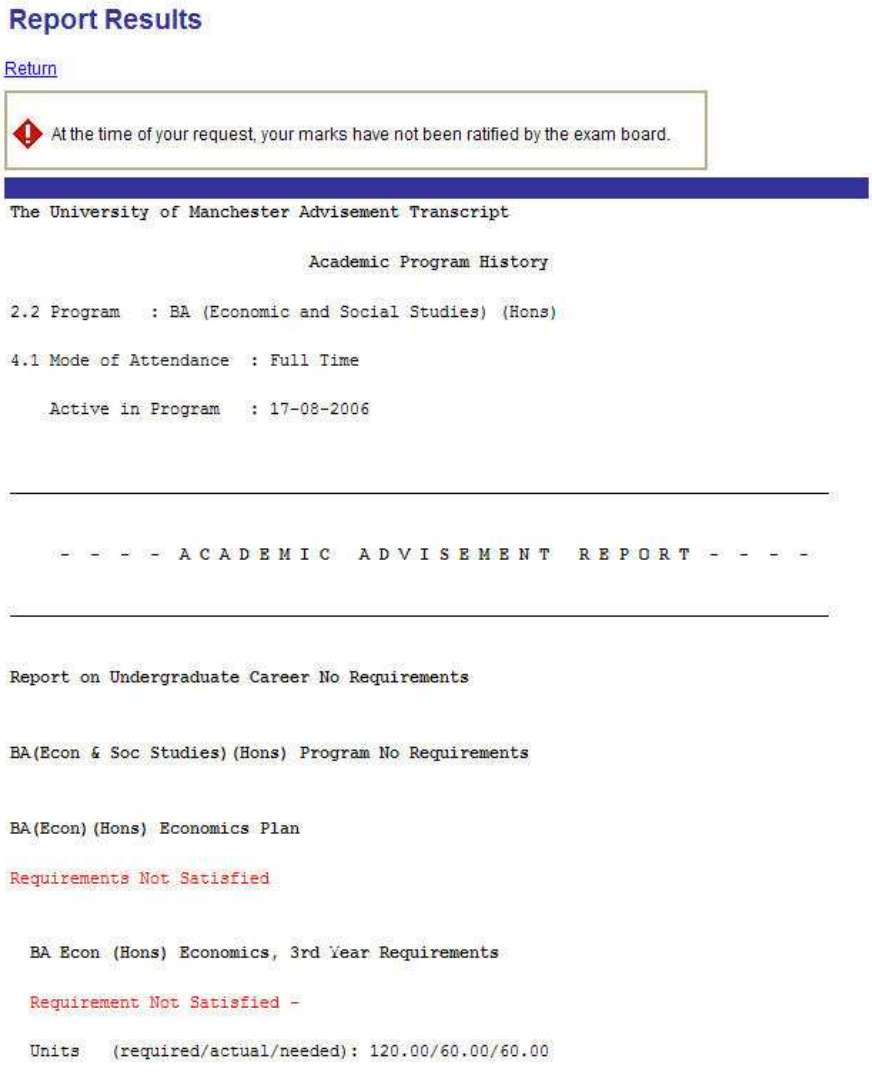
3 Click **View my advisement report**.



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



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



- 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
  ```

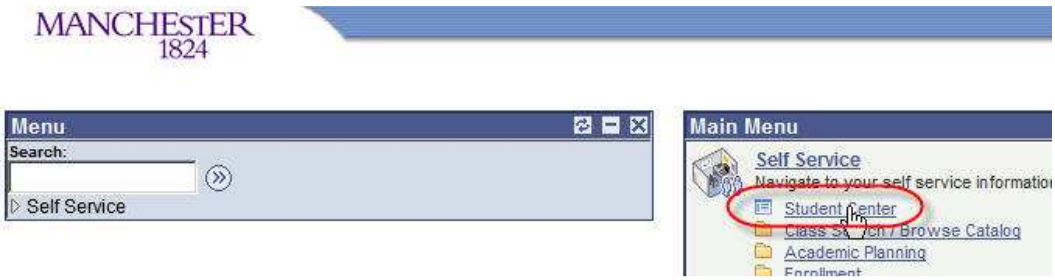
  In this case, a total of 120 credits are required overall; 60 credits worth of courses are enrolled upon already; with a further 60 credits still to be chosen.

- 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**.

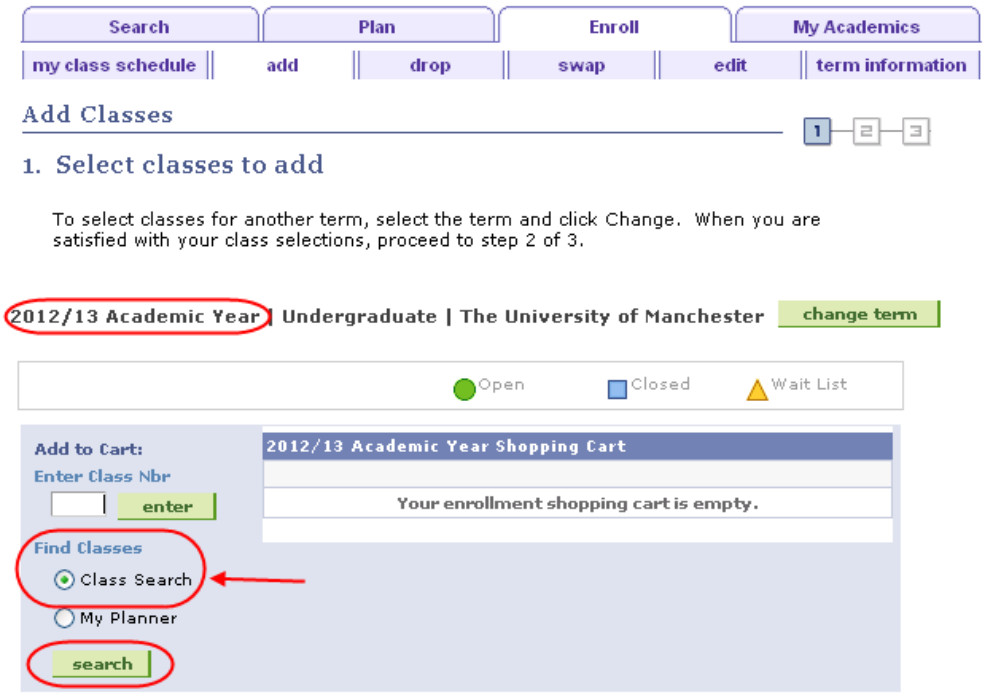


2. Click **Enrol**.

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**.

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.

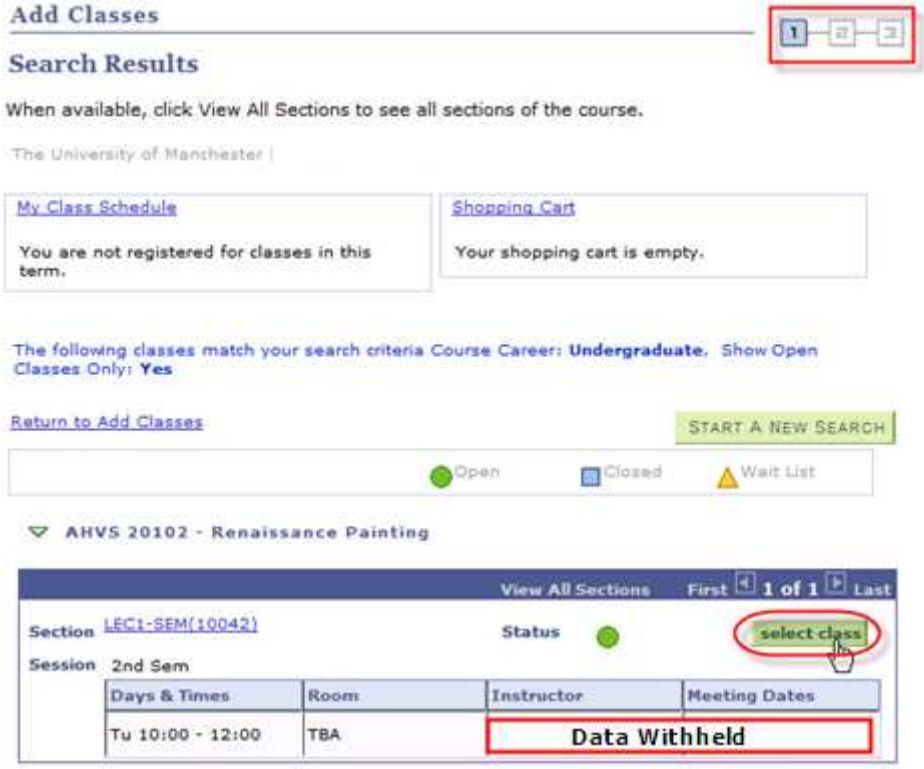
7. Firstly, you must select your **Course Subject** from the drop down menu.

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**.

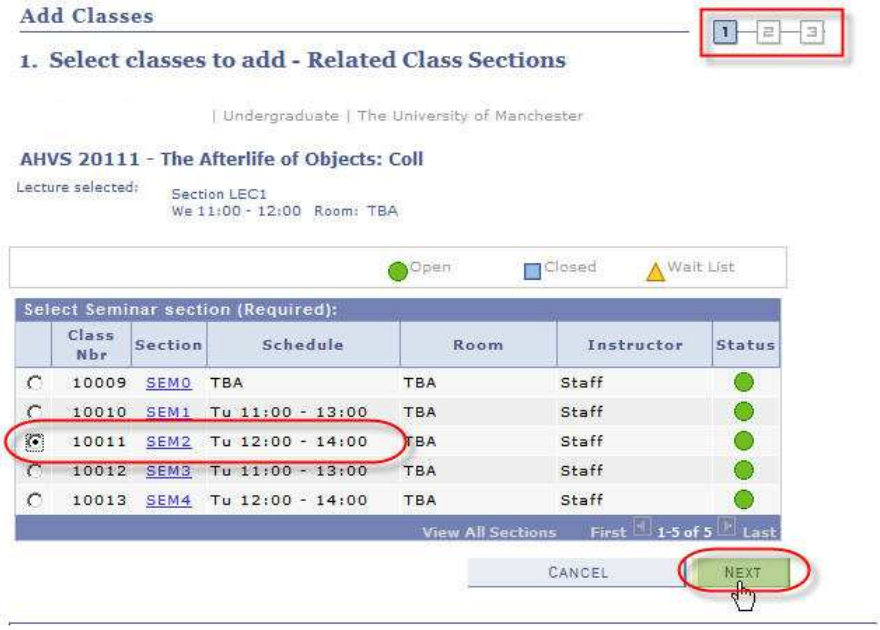
ⓘ **Course Career** will always automatically default to your career.

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

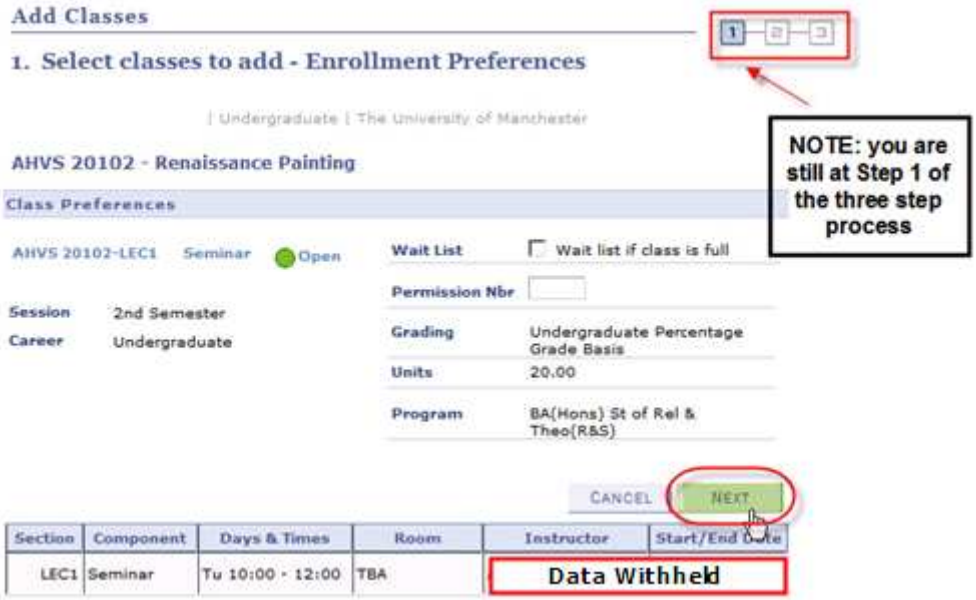


ⓘ Where there is more than one option for the course to **select class**, you normally choose the first option that has 'LEC' in the **Section**. Your School will advise you if this should be otherwise.

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**.



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



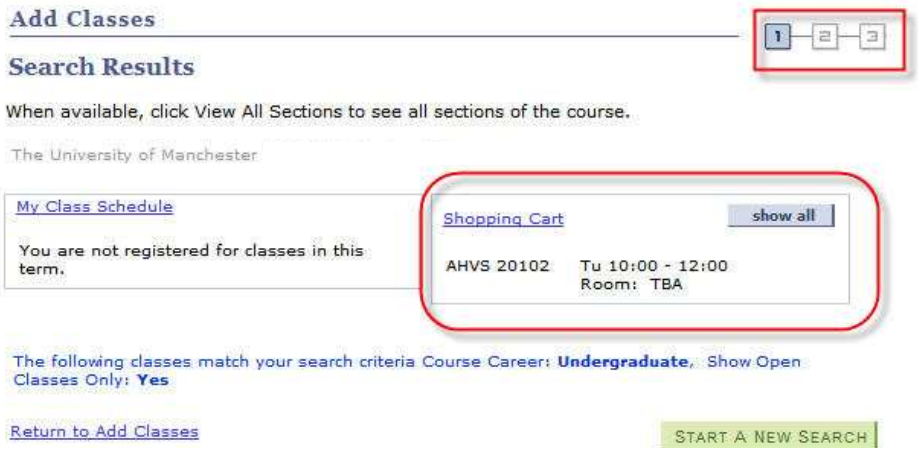
In some cases you will need permission from your School to enroll – they will have given you a permission number to enable you to proceed:

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

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

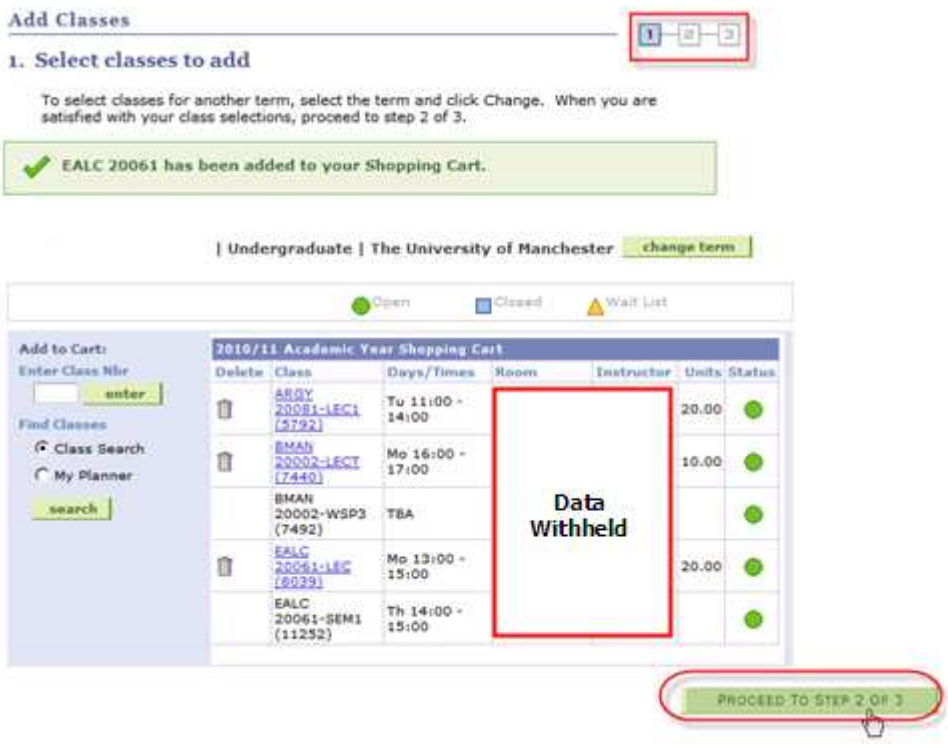
11c. This will take you back to the **Search Criteria** page (repeat steps 8 – 11, pages 11 – 13).

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.

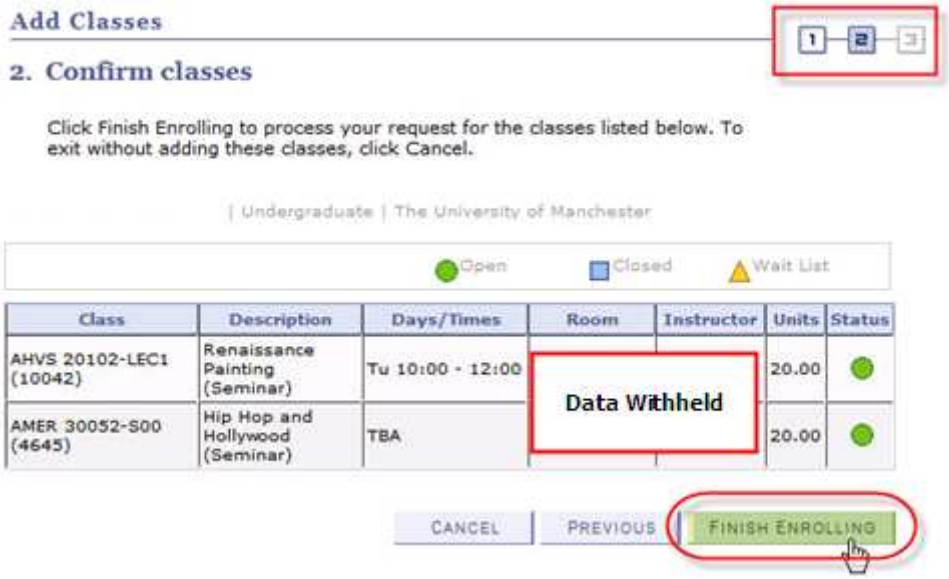


12. Once you have selected all the courses you wish to enroll on you can proceed, by clicking **PROCEED TO STEP 2 OF 3** (as also seen at step 11a, page 13).

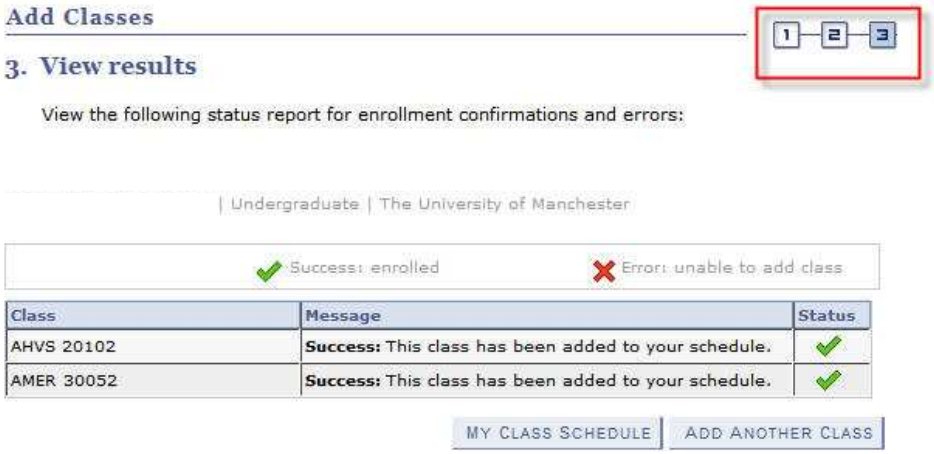
(Before proceeding, you can delete any courses from your Shopping Cart at this stage, by clicking the corresponding delete icon.)



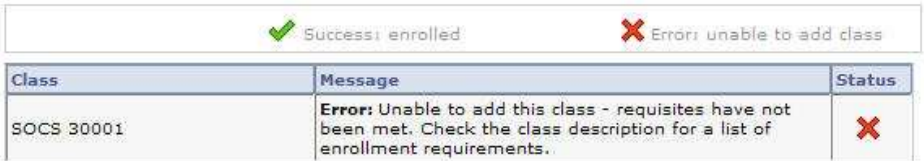
13. You are now at Step 2. Here you are confirming that you want to enroll on the selected courses. Click **FINISH ENROLLING**.



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



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



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

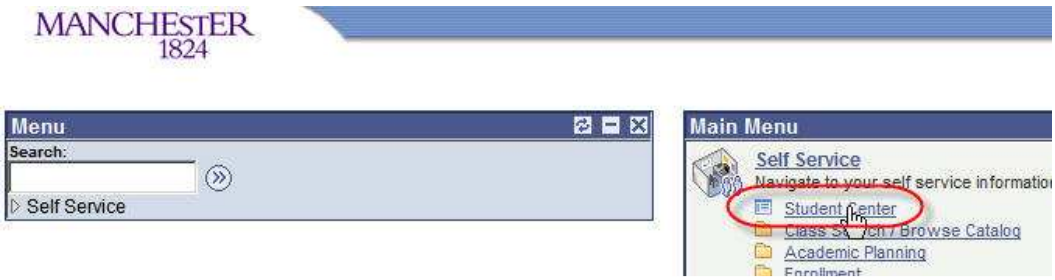
If you have any questions regarding these errors, please contact your School/Programme Administrator.

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**

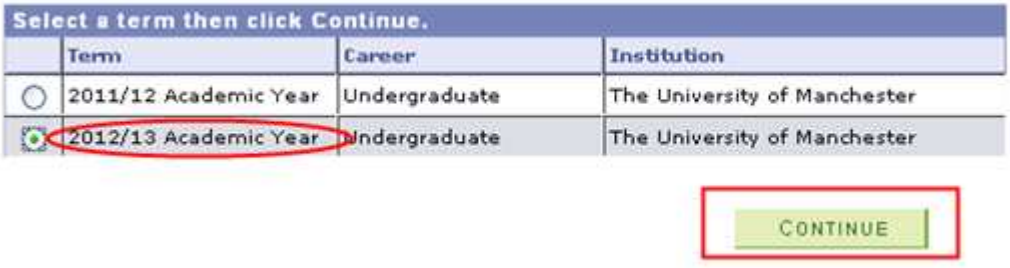
1. Click **Student Center**.



2. Click **Enrol**.

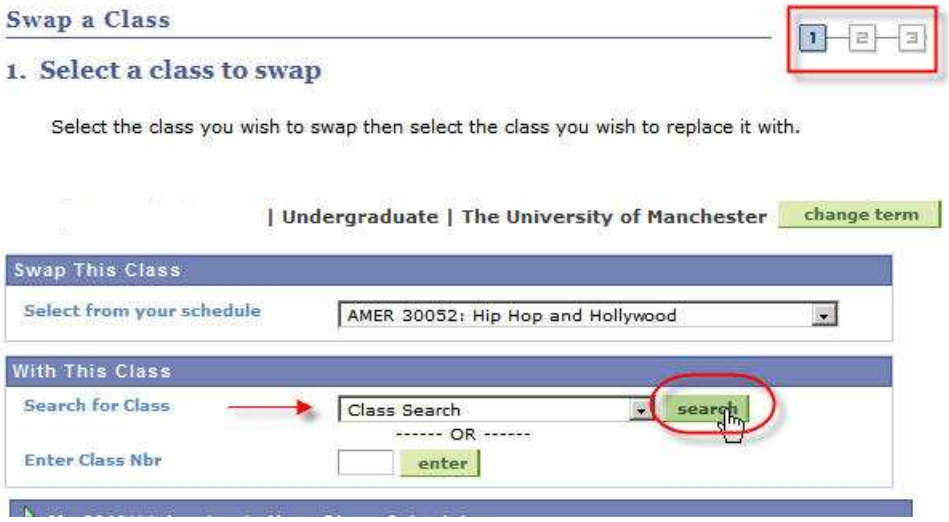
3. Click the **swap** tab.

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



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

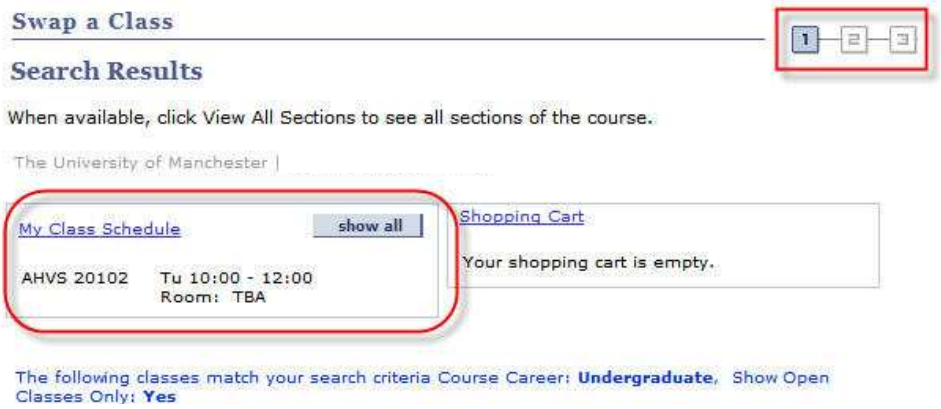
6. Click **search**.



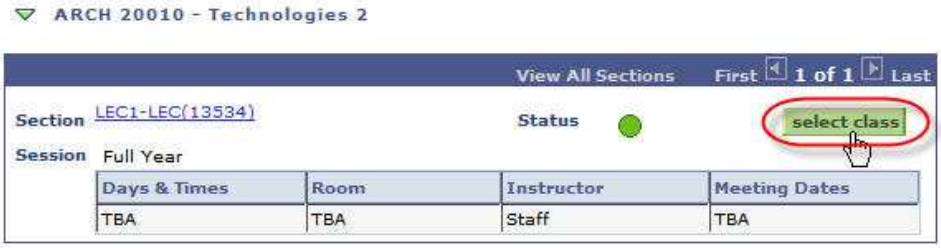
7. Use the **Search Criteria** page as in the 'Add Course' section (step 6, page 10).

ⓘ **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).



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



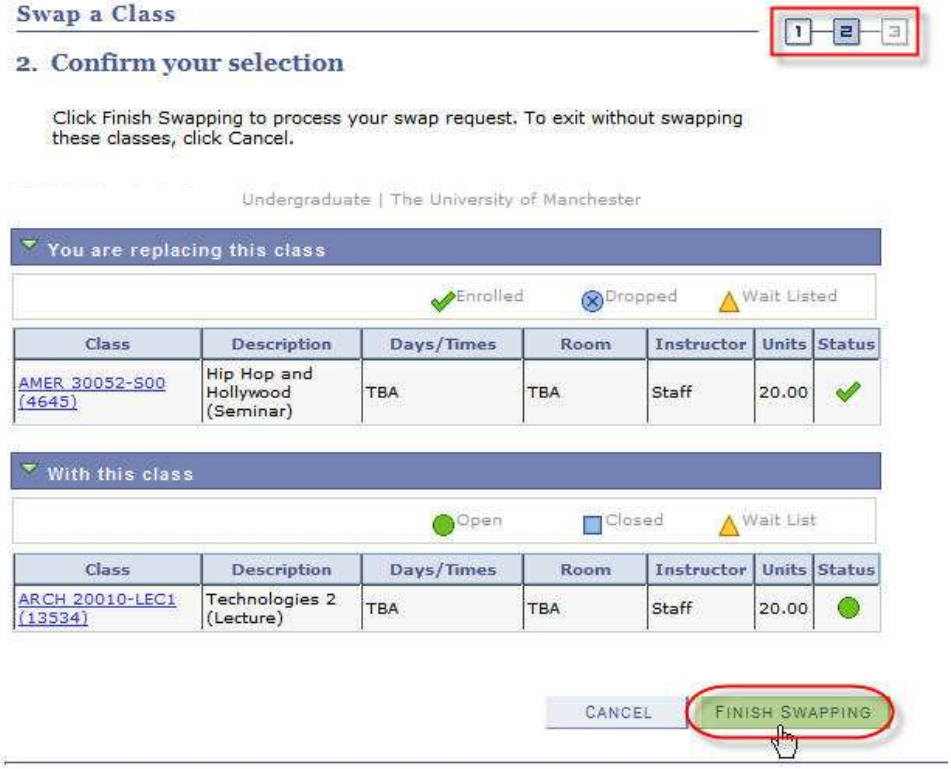
ⓘ Where there is more than one option for the course to **select class**, you normally choose the first option that has 'LEC' in the **Section**. Your School will advise you if this should be otherwise.

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**.

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

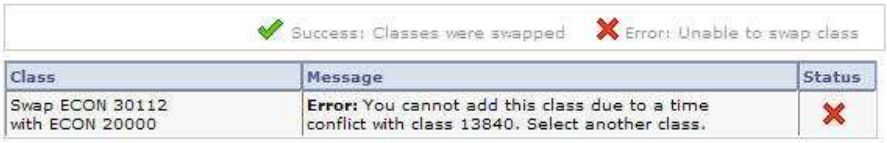
In some cases you will need permission from your School to enroll – they will have given you a permission number to enable you to proceed:

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



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

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



The main errors that you may see are as follows:

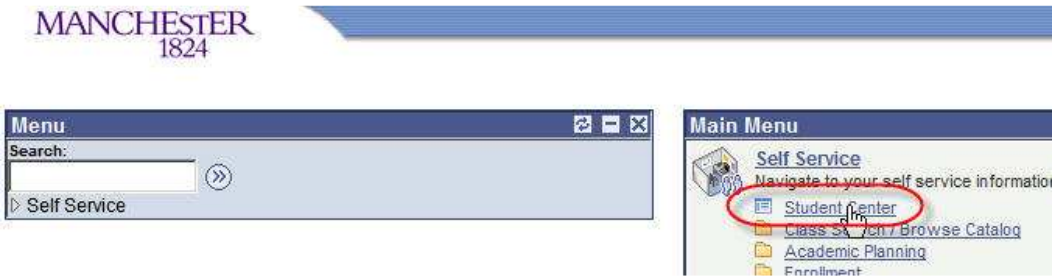
- Time conflict with an existing course.
- A pre-requisite course has not been previously studied
- A course is full

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**.

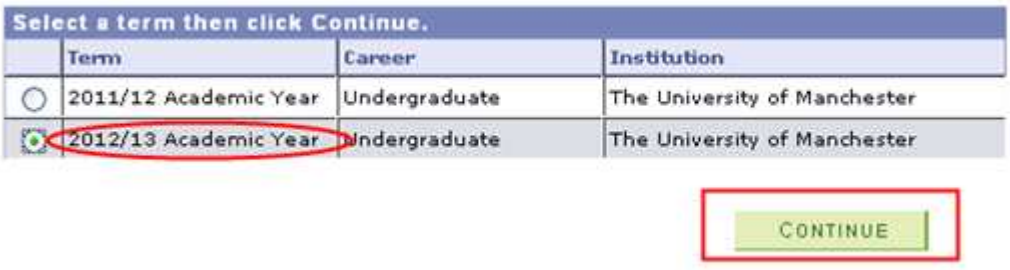
1. Click **Student Center**.



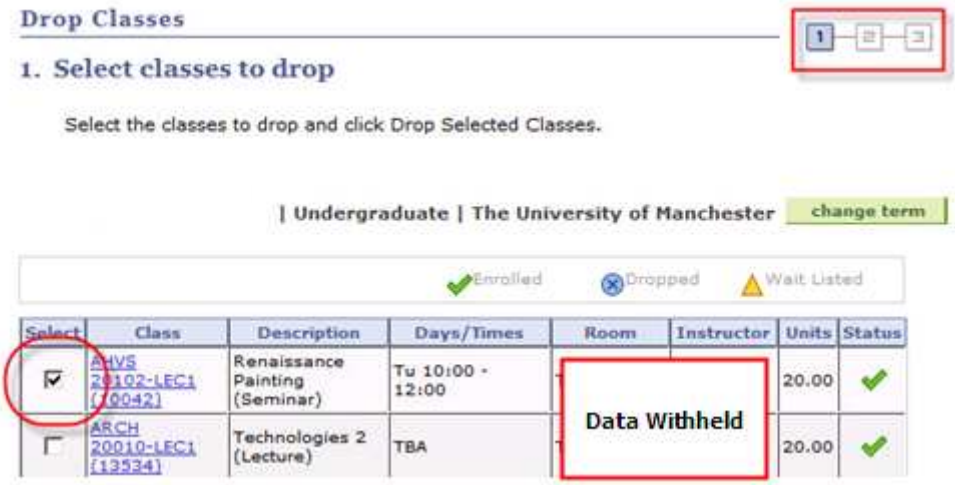
2. Click **Enrol**.

3. Click the **drop** tab.

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



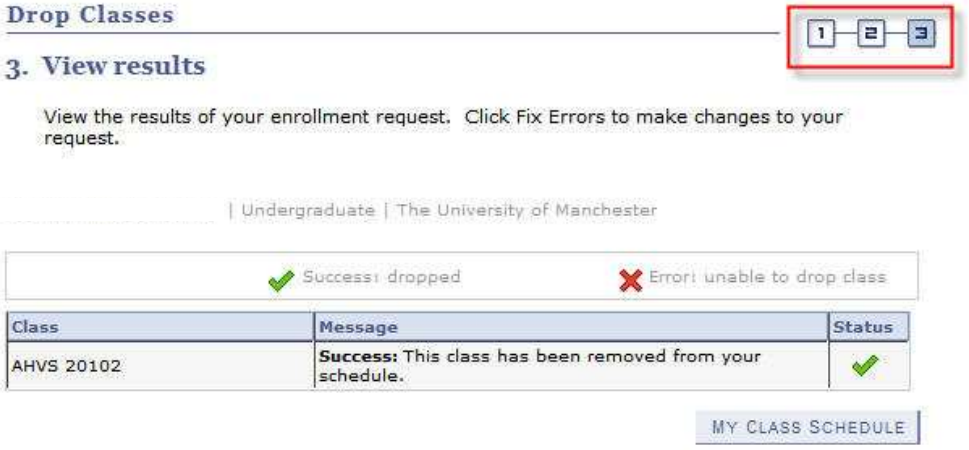
5. Tick the checkbox(es) next to the course(s) you wish to drop.



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

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

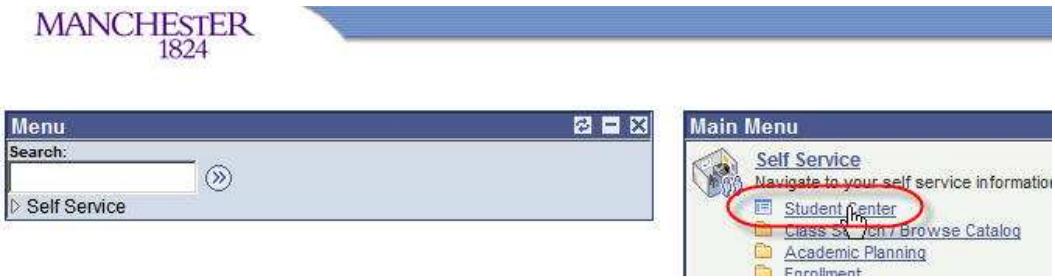
8. If the drop process has been completed successfully, the following confirmation will appear at Step 3.



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.

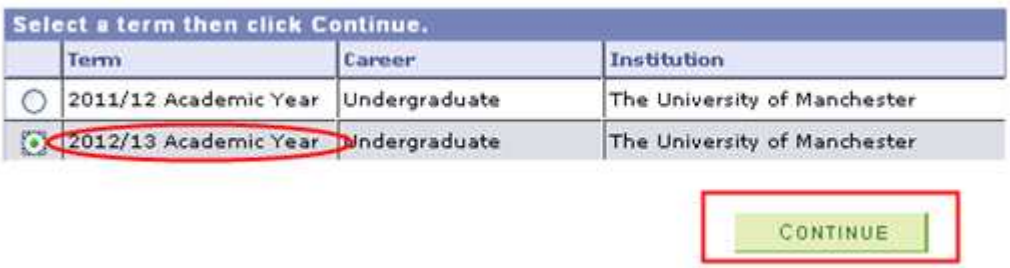
1. Click **Student Center**.



2. Click **Enrol**.

3. Click the **edit** tab.

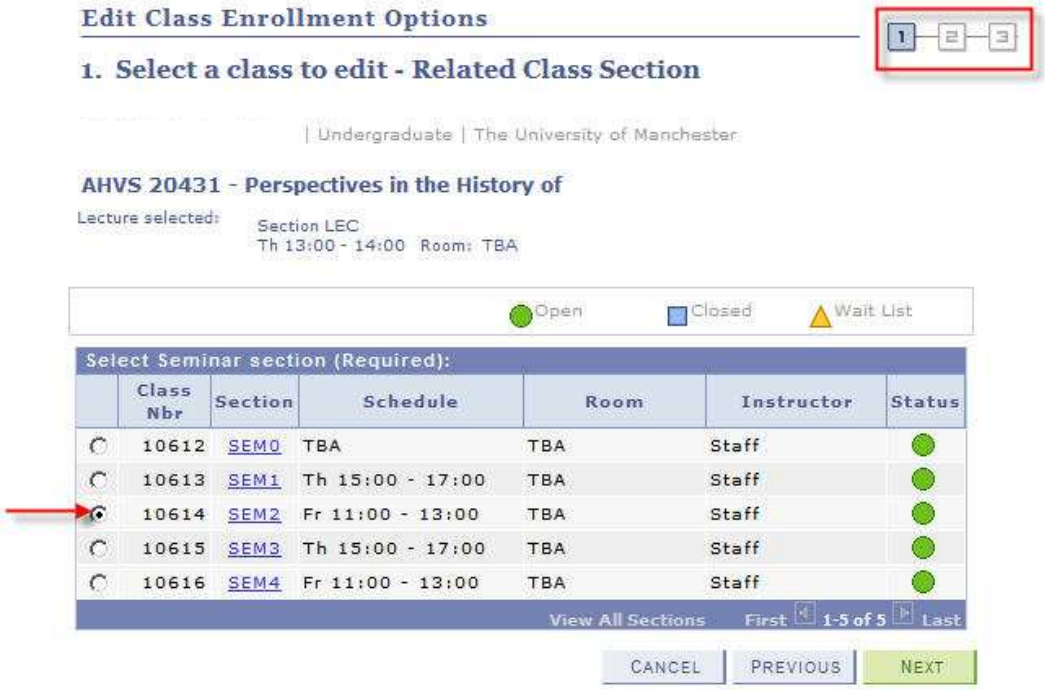
4. Select the **2012/13 Academic Year** and click **CONTINUE**.



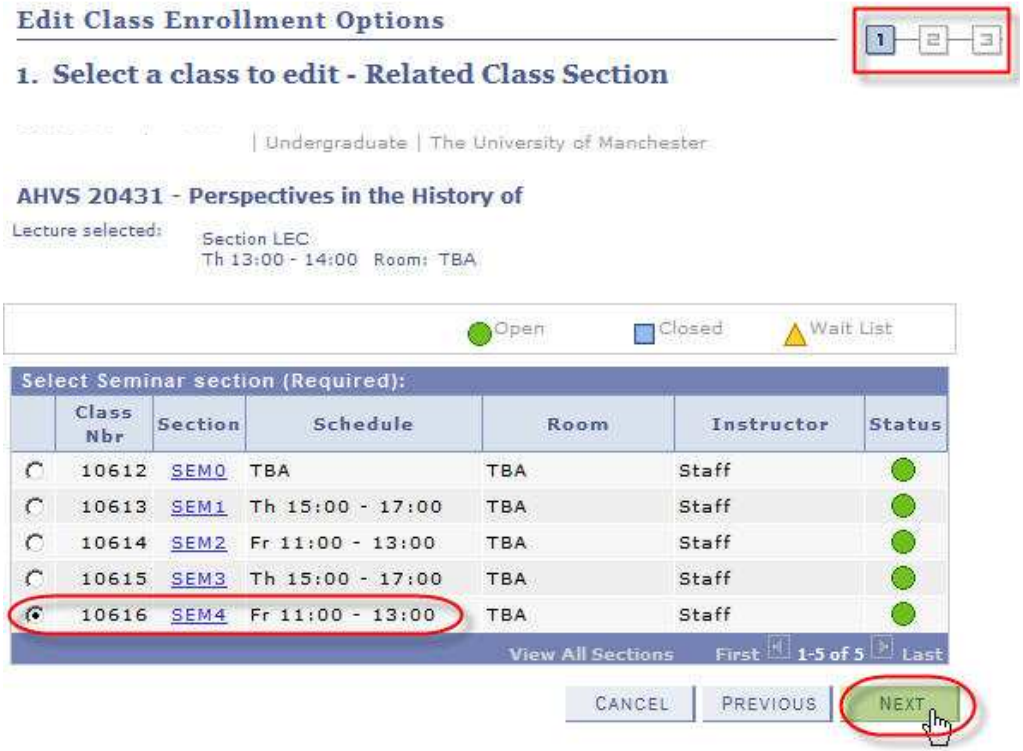
5. From the drop-down menu select the course for the associated class you want to change.

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.**

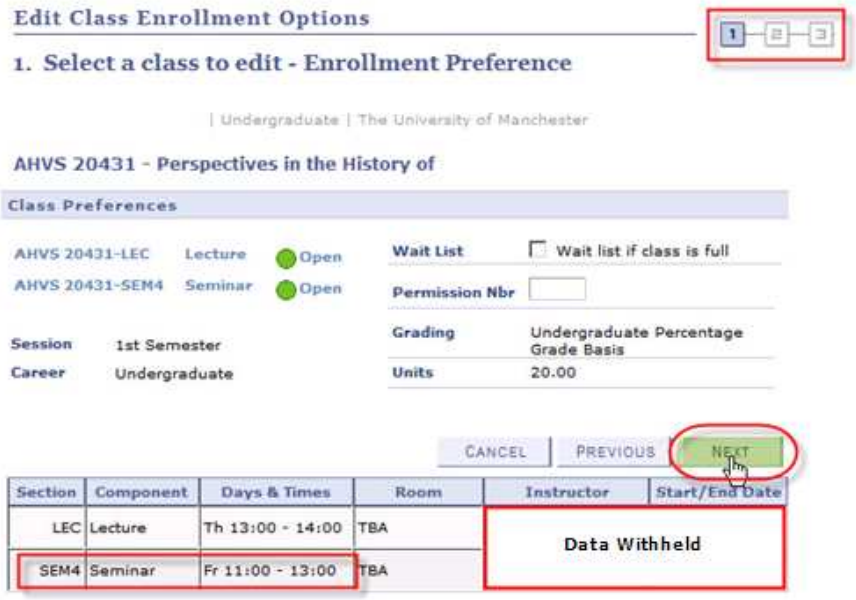


8. Click the radio button for the option you want to change *to* and click **NEXT**.



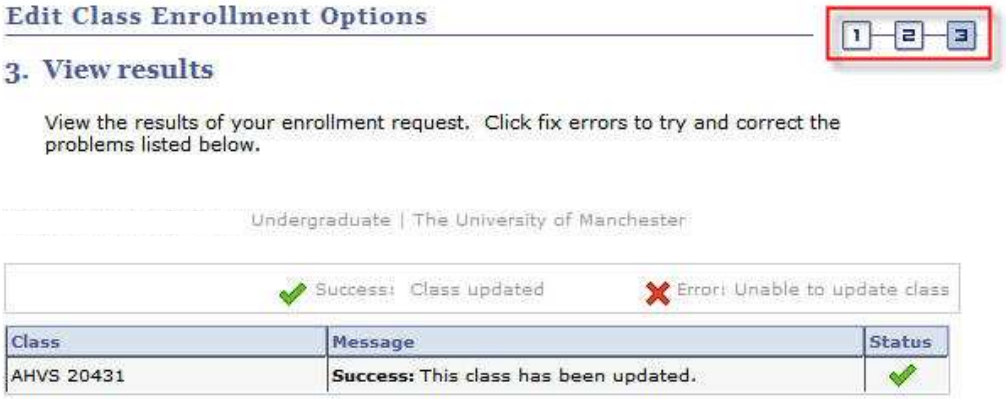
ⓘ If there are more options than are showing on screen (e.g. it states 1-5 of *7*; only 5 showing), clicking **View All Sections** will show you all existing options.

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



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

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



ⓘ 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	Cen 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).

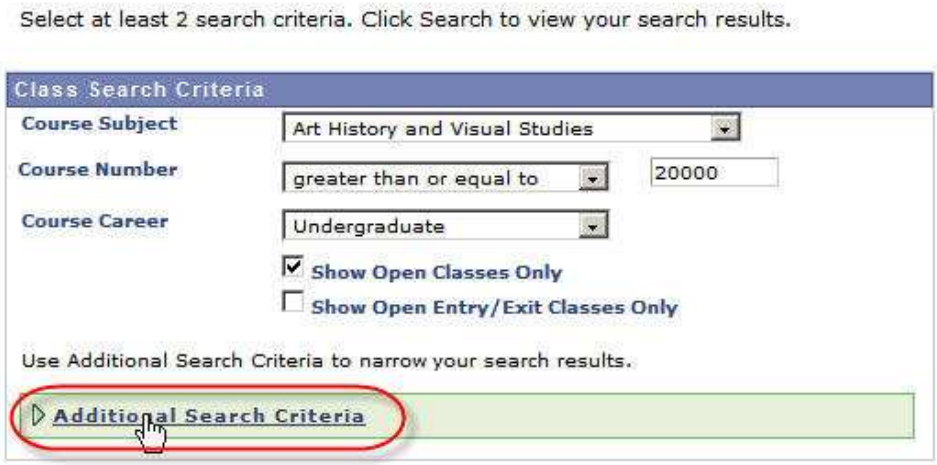
Once you have the necessary information to hand, you can use the Search page in different ways.

- 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.

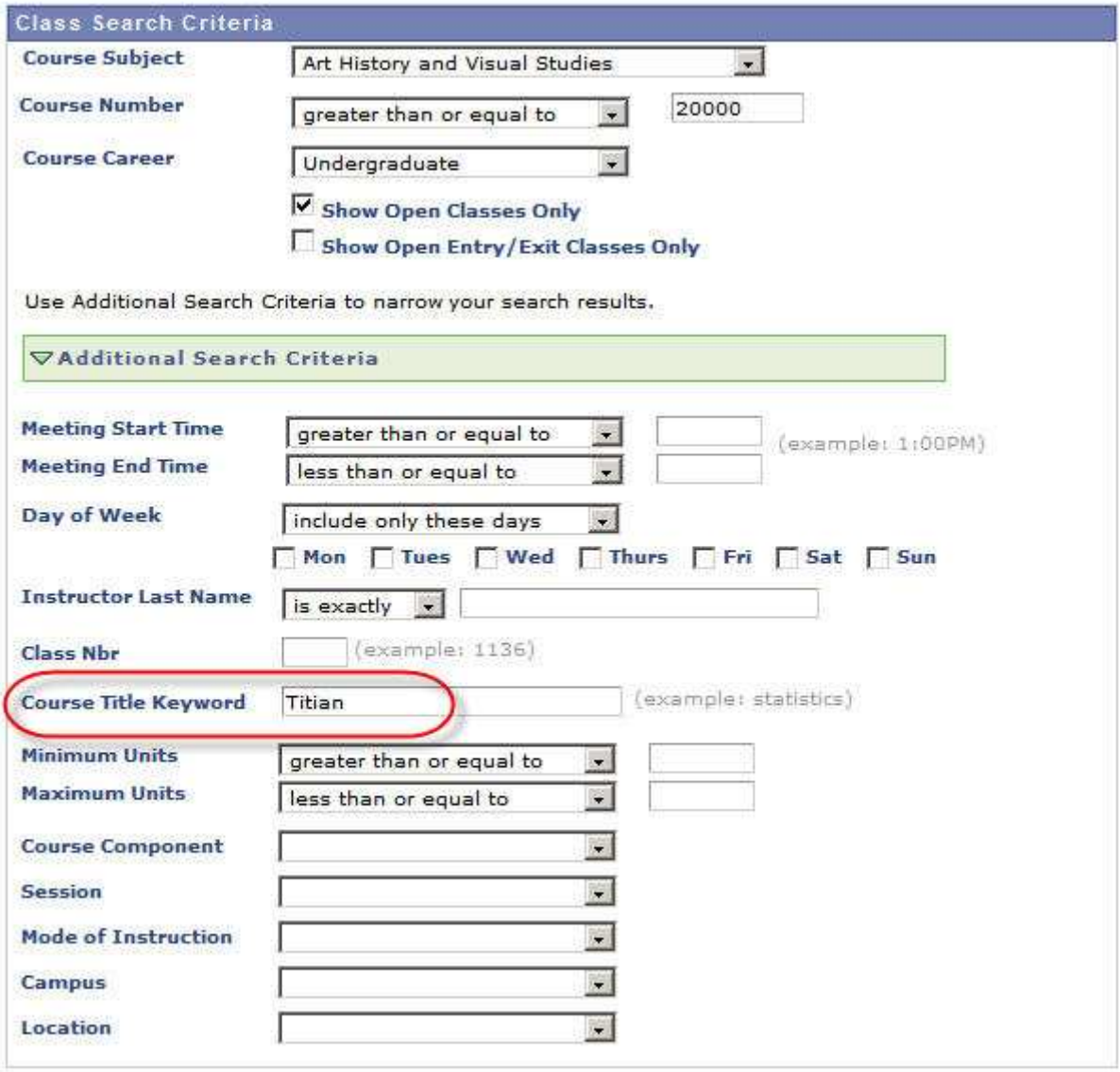
  ⓘ this can take some minutes to return your options – it is *always* best to have as much detail about a course as is possible.

- 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'.

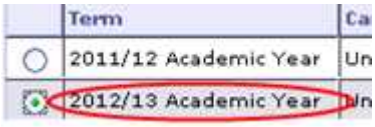
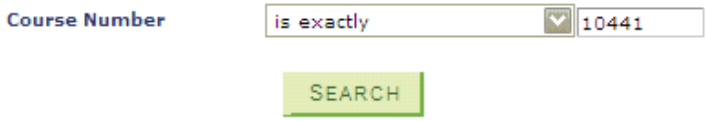
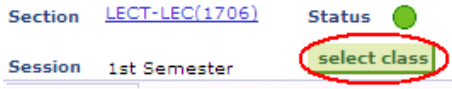
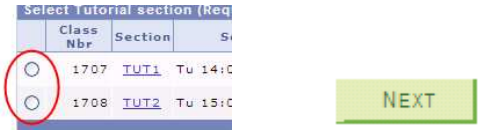
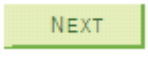
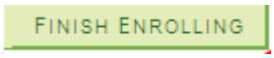
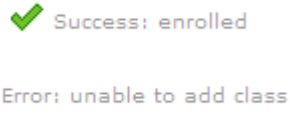
- Having entered some search criteria, you can refine your search further by clicking **Additional Search Criteria**.



- 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.



APPENDIX C – Short Guide to Adding Courses

1. Log in to Campus Solutions, through your student portal at	https://www.portal.manchester.ac.uk/
2. Once you are logged in, click on **Student Centre**	
3. Select **Enroll**	
4. Ensure you are in the **add** tab	
5. Select the **2012/13 Academic Year**	
6. Ensure that the **Class Search** radio button is selected, and click **search**	
7. Select a **Course Subject** e.g. Economics, Sociology, Politics etc. from the drop-down menu	
8. The course number is the 5 numbers that appear in the course code e.g. ECON10441 or SOCY30011 Then click **SEARCH**	
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**	
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**	
11. Click the radio button to the left of the option you wish to add. Then click **NEXT**	
12. The next screen will show what you have chosen. You are not enrolled yet, click **NEXT**	
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**	
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	
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; • 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