

# UNDERGRADUATE STUDENT GUIDE TO COURSE UNIT PRE-SELECTION – 2013-2014

## THE SCHOOL OF ARTS, LANGUAGES AND CULTURES (SALC)

If you are an undergraduate student entering your 2<sup>nd</sup> or final year of study and wish to take any optional course units within the School of Arts, Languages and Cultures (SALC) in academic year 2013/2014, then you will need to pre-register your selection of course units following the SALC Course Unit Pre-selection Process. This document is a step-by-step guide through the process. You may hand your Programme Options form into your designated reception point **from 7<sup>th</sup> May until 24<sup>th</sup> May 2013 (Students studying abroad refer to STUDY ABROAD SECTION on page 7)**

### SUBJECT AREAS COVERED IN SALC COURSE UNIT PRE-SELECTION

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If you wish to obtain a place on any optional course units next academic year with any of the following subject codes, then you should follow this process. This applies to students studying on degree programmes both in and outside of SALC.

SALC Subject Codes	SALC Subject Areas
AHVS	Art History and Visual Studies
AMER	American Studies
ARGY	Archaeology
CLAH	Classics and Ancient History
DRAM	Drama
EALC	Chinese/Japanese
ENGL	English
FREN	French
GERM	German
HIST	History
ITAL	Italian
LALC	School-wide Language Courses
LELA	Linguistics and English Language
MEST	Middle Eastern Studies
MUSC	Music
RELT	Religion and Theology
RUSS	Russian Studies
SALC	School-wide Courses
SPLA	Spanish, Portuguese and Latin American Studies

Please note this process does not cover courses run by the University Language Centre (LEAP) courses (Subject Code UL\*\*\*\*\*). For guidance on the enrolment process for these courses, please consult the University Language Centre website at <http://www.ulc.manchester.ac.uk/languages/leap/>

If your programme regulations permit you to select Non-SALC course units – **for example you are joint honours or a combined studies student**, it is important that you understand that completing a SALC Course Unit Pre-selection Programme Options Form will only provide you with allocation onto any SALC course units that you choose.

You should still note Non-SALC course units (e.g. from The School of Social Sciences or The Manchester Business School), however these selections will only be used as an indication to us of what other course units you are intending to take. We are unable to allocate you places on Non-SALC course units, you will need to undertake University Course Unit Selection from August (exact date to be confirmed) to enrol onto these Non-SALC course options.

## UNDERSTANDING A COURSE CODE

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Course unit codes provide information about the course unit set-up, you should understand how a course unit is made up before choosing your options.

Course units are worth 10/20/40 credits and each year you must successfully complete 120 credits to progress to the following year of study.

Each code is broken into four letters identifying the subject area and 5 numbers which identify both the Level (year of study) and the Semester the course unit is offered in.

For a full list of SALC subject area codes, see page 1 of this guide

The first numerical digit in the code shows the Level it is taught at:

- 1 = First year
- 2 = Second year
- 3 = Third year

You should usually take course units which correspond with your current year of study e.g. second years take 2\*\*\*\* numbered course units and third years take 3\*\*\*\* course units.

The semester a course is taught in is identified by the last digit in the course code:

- 0 = Year Long course
- 1 = First semester
- 2 = Second semester

An example of how to read a course unit code is below:

C	L	A	H	3	0	2	2	1
Subject Area - Classics and Ancient History				Level - 3 A Course unit for third year students.				Semester - 1 A course running in Semester 1

# STEP-BY-STEP GUIDE TO COMPLETING SALC COURSE UNIT PRE-SELECTION (SALC STUDENTS CURRENTLY IN THE UK)

Students studying abroad refer to page 7

Students studying degree programmes outside of SALC refer to page 7

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## 1. Obtain your Programme Options Form

The first part of the process is obtaining your Programme Options form. This form is unique to your programme of study, and details the options you have available to choose from next year. You can obtain a copy of your Programme Options form via the following channels:

- Once finalised, forms will be downloadable from our dedicated Course Unit Selection page at <http://www.alc.manchester.ac.uk/studentintranet/undergraduate/courseunits/>  
Please ensure you navigate to your subject area page to find the correct Programme Options form for your degree programme.
- Your subject area Course Unit Selection Meeting. Some subject areas are holding meetings for students to outline the process that will be followed, and to tell you more about the course units being offered next year. The meetings taking place for some subject areas (correct as at time of publication) are at the end of this document (**Appendix 1**)
- Your designated reception point. This is the same reception to which you usually submit your coursework. See **Appendix 2** for a list of our Reception points and where you should go to collect or hand in your form. Please note that copies of these forms will not be available for collection until it has been posted on <http://www.alc.manchester.ac.uk/studentintranet/undergraduate/courseunits/>

This form gives you the list of your optional course units you can study as part of your programme

## 2. Understanding your Programme Options Form (Personal Details and Course Lists)

Your Programme Options form is presented in a series of steps, each of which will advise what you need to do as part of this process. Please see below for some more detailed information on some of the common steps you will be presented with

### Personal Details

STUDENT ID NUMBER:												
FIRST NAME:	SURNAME:											
CONTACT PHONE NUMBER:												

Complete this section in block capitals. It is imperative that we can clearly read the information presented here.

## Compulsory Courses

<b>STEP 1: You will automatically be enrolled for the courses in the following Compulsory List by your Programme Administrator:</b>		
CLAH 30210 Advanced Latin II	20	<b>X</b>
LELA 20012 Introduction to Phonology	10	<b>X</b>
LELA 20021 Introduction to Syntactic Theory	10	<b>X</b>

You do not have to choose courses in compulsory lists, you will be automatically enrolled on these.

## Course Lists

<b>STEP 2: Choose 10 credits (one course) from List A</b>	<b>Minimum credits: 10</b>	<b>Maximum credits: 10</b>
<b>LIST A</b>	<b>Credit</b>	<b>Selection (X)</b>
LELA 20031 Introduction to Typology	10	
LELA 20042 Grammatical Semantics	10	

Whenever you are presented with a list of optional units, you should indicate a clear 'X' next to the course you wish to study. Take note of the prescribed minimum/maximum weightings - these clearly state how many credits you can take from each section.

### 3. View Faculty Course Unit Database

The choices you make from the optional lists on your Programme Options form should be informed by viewing the Faculty Course Unit Database. This includes courses offered by:

- Arts, Languages and Cultures
- Education
- Environment and Development
- Social Sciences
- Law
- The Manchester Business School
- The Careers Service
- The Centre for History of Science, Technology and Medicine
- The Manchester Leadership Programme
- University College

Course information will usually include timetable information which you will need to consider before making your selections to try and ensure that you have no timetable clashes. In order to help you with your planning, we have included a blank timetable for Semester 1 and Semester 2 in at the back of this document (**Appendix 3**). When reviewing available course units, it is important that you use your Programme Options form to check which courses are available to you as optional choices. Course unit information also contains information about pre-requisites. **It is essential that you check you have the required pre-requisites for any course units you wish to choose.**

Students entering Year 2 may only normally take Level 2 course units and students entering final year may only normally take Level 3 course units (Level 4 in the case of Masters programmes). However, there are some exceptions where up to a **maximum of 20 credits** can be taken from the Level below your current level of study – Level 1 for students entering Year 2 and Level 2 for students entering final year. This is an exception that only applies to certain degree programmes. For further advice, please contact your Programme Director or Academic Adviser. **Students in final year are not permitted to take Level 1 course units.**

Non-SALC students should contact your Programme Administrator for information on where to find your Programme Regulations.

To view the database, navigate to <http://courses.humanities.manchester.ac.uk/undergraduate/>  
Using the hyperlinks you can select the owning school of a course to show you all the subject areas and levels within the School you have selected.

Read the information available on each course to decide whether or not you wish to select the course from the optional lists.

**Please note that some information presented in the Faculty Course Unit Database at this stage is subject to change.** Changes to staffing in particular can affect course units being offered, you will be notified of any such changes which affect your personal choice of course units.

#### **4. Understanding your Programme Options Form (Free Choice Options, Preference, Reserve and Comments)**

##### **Free choice**

Your Degree Programme may permit you to take a Free Choice Option, as in the below example:

LIST D - A free choice option from another subject area available within the Faculty of Humanities - with the approval of the CLAH programme director										Credit	Selection (X)
Course Code:									Course Title:		
SALC20401									Careers Management and Project Management in Arts, Languages and Cultures	20	
SALC20402									Careers Management and Project Management in Arts, Languages and Cultures	20	
SALC21012									Enquiring Minds	20	
SALC21112									A History Apart? European Jews in the 19th & 20th Centuries	20	
SALC21121									World of Objects	20	

If you wish to choose this option, you should write clearly in block capitals the full course code and title of the course you wish to study. A list of the free-choice options available within SALC will be published on the Course Unit Selection web-page (alternatively you may choose one of the School-wide Free choice options).

Please remember that if this option is a SALC-coded course, we will be able to allocate you a place on this course. If the Free choice option is from outside of SALC (e.g. from Social Sciences or Manchester Business School), this selection will only be used as an indication to us that you are planning on taking a free choice outside of SALC. **You will need to undertake University Course Unit Selection in August to enrol onto your Non-SALC free choice course option.**

## Preference and Reserve

You may be asked to specify a preferred option from the Options you have chosen as in the below example:

**STEP 6:** Please identify from the selections you have made, which course unit is most important to you/crucial to your degree programme.

<b>Course Code:</b>									<b>Course Title:</b>	
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Although we strive to keep our course units open, in some circumstances we do have to cancel courses due to low recruitment and manage the number of students we can accept on a course due to practical or academic reasons. We ask for this preference information in order for us to capture information about which option is most important to you, and this may be used when looking at student numbers on popular or oversubscribed courses.

To this effect, we also may ask you to submit a reserve choice as below:

**STEP 7:** Some course units have number restrictions due to the nature of the course / academic reasons. If we were unable to allocate you a place on the course you have identified as most important to you/crucial to your degree programme, please identify which course you would be willing to take as a reserve choice.

<b>Course Code:</b>									<b>Course Title:</b>	
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Providing a reserve choice ensures helps us should we be unable to allocate a place on your preferred course. Whether or not your reserve course can be allocated would be dependent on your timetable, programme regulations and the semester the course is taught in.

In the event of you not being able to gain a place on your preferred options, we will attempt to liaise with you on an individual basis by email or by phone, from June until August to advise you on next steps. Please ensure therefore that your student email account is checked on a regular basis from June until August, and ensure that your contact details are kept fully up-to-date on the Student System. We reserve the right to automatically allocate you a reserve course if we are unable to make contact with you.

## Comments

The comments you write in this box may be used when we look at managing student places on courses, therefore please ensure that any comments here are academically-related to the choices you have submitted.

**Comments:** Please use this comment box to let us know of anything academic related that you would like the School to take into account when considering your selections. You may leave this box blank if you wish.

Once completed, hand in your form to your designated reception point (**see Appendix 2**). You have now completed the pre-selection process.

## **SALC STUDENTS CURRENTLY STUDYING ABROAD**

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Any SALC students currently on a Study Abroad year, will be emailed an editable copy of your Programme Options form, and should then follow the process outlined on pages 3-6 above.

Once completed, you should email your completed form to us no later than 24<sup>th</sup> May 2013 to the below email address:

[salc-options@manchester.ac.uk](mailto:salc-options@manchester.ac.uk)

Please note that only students on study abroad years will be permitted to use this email address, all other students need to hand forms in through our reception points.

## **COMPLETING SALC COURSE UNIT PRE-SELECTION (NON-SALC STUDENTS)**

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Any students studying a Degree Programme from outside the School of Arts, Languages and Cultures (SALC) wishing to study a Non-SALC course unit, need to complete a Free Choice Options Form. This form should then be submitted to **Room A6, Samuel Alexander Building, by 24<sup>th</sup> May 2013**.

Free choice options forms will be available through the below channels:

- Downloadable from:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/courseunits/>

- Our reception points (see Appendix 2)
- Your home school may have a supply available

The Free Choice Options form follows the same principles as indicated in pages 3-6 in this document, but gives you a free space to write in the course codes of the course units you wish to study. It is your responsibility to check your Programme Regulations as to whether or not you are eligible to study SALC course units. If you are unsure, you should speak to your Programme Administrator.

When completing the form, please write all details clearly in block capitals.

If you have any questions regarding this process you can contact our administrative team (see Help and Advice below)

## FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
1. How will I complete SALC Course Unit Pre-selection?	<p>If you are a SALC student, you will need to obtain a copy of your Programme Options form (see page 2 above) and complete this in conjunction with the Faculty Course Unit Database :</p> <p><a href="http://courses.humanities.manchester.ac.uk/undergraduate/#all">http://courses.humanities.manchester.ac.uk/undergraduate/#all</a></p> <p>If you are a non-SALC student, please consult page 7 of this guide.</p>
2. When do I need to have completed my Programme Options form by?	<p><b>You must hand in your Programme Options form by 24<sup>th</sup> May 2013.</b> Make your selections using your guide and your Programme Options form before this date for your selections to be counted.</p>
3. Are places allocated on a first-come first-served basis?	<p>No, you have as much chance of obtaining a place on your chosen course no matter when you complete your selections, as long as they are completed and received by us before 24<sup>th</sup> May 2013.</p>
4. Do I need to select any courses that are listed as compulsory in my programme options form?	<p><b>Please read carefully.</b> No, you will automatically be enrolled for any compulsory course unit stated in your programme options form. For SALC Course Unit Pre-selection you only select courses listed as optional or free choice in your programme regulations. <b>However</b>, if your programme regulations state you have a choice within your compulsory course units you must select this course alongside your other course selections.</p>
5. Once I have completed SALC Course Unit Pre-selection, how will I know what SALC courses I have been allocated?	<p>You can view the SALC Courses you have been allocated and the course timetable details for next year from <b>August (exact date to be confirmed)</b> using Self-Service via the Student System by selecting My Class Schedule. Further instructions will be sent to you via email nearer the time.</p>
6. What is the University Course Unit Selection process and do I have to complete it as well as SALC Course Unit Pre-selection?	<p><b>From August (exact date to be confirmed)</b>, returning students within the University will be able to select their course units for next academic year using the Student System &gt; Student Center &gt; Enrol link (a guide for all students will be distributed nearer the time). The dates of when Self-Selection will open will differ between schools.</p> <p>SALC course units selected using the SALC Course Unit Pre-selection Options forms <b>will not need to be re-selected</b> using the University Course Unit Selection System, unless you have not gained a place on your preferred courses. You will be advised by email if you need to enrol on any further courses before teaching starts in September.</p> <p>Any non-SALC course units selected <b>will need to be selected</b> using the University Course Unit Selection System. Please refer to the list on page 1 of which course codes should be selected during this process.</p>



<b>7. What if I miss SALC Course Unit Pre-selection in May?</b>	You will still have the opportunity to choose SALC courses during the University Course Unit Selection in August (exact date to be confirmed), but you must remember that many courses may no longer have availability therefore your choice may be reduced.
<b>8. How will you decide who is allocated a place if a course reaches capacity?</b>	We will endeavour wherever possible to try and allocate students onto their chosen courses. If however a course does reach capacity, we will have to consider the information indicated on your options form when making decisions on courses. Your Programme Director will inform you of the selection criteria. We assure you that a fair and transparent process will be followed.

## HELP & ADVICE

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You can contact your Programme Administrator for further help and support with SALC Course Unit Pre-selection:

<b>Subject Codes</b>	<b>SALC Subject Areas</b>	<b>Administrator email</b>	<b>Administrator Phone Number</b>
<b>AHVS</b>	Art History and Visual Studies	<a href="mailto:Joshua.Muldoon@manchester.ac.uk">Joshua.Muldoon@manchester.ac.uk</a>	0161 275 3311
<b>AMER</b>	American Studies	<a href="mailto:EAS.administrator@manchester.ac.uk">EAS.administrator@manchester.ac.uk</a>	0161 275 8590
<b>ARGY</b>	Archaeology	<a href="mailto:Lindsay.Hilditch@manchester.ac.uk">Lindsay.Hilditch@manchester.ac.uk</a>	0161 275 3106
<b>CLAH</b>	Classics and Ancient History	<a href="mailto:Katy.Shaw@manchester.ac.uk">Katy.Shaw@manchester.ac.uk</a>	0161 275 3148
<b>DRAM</b>	Drama	<a href="mailto:David.Hartley@manchester.ac.uk">David.Hartley@manchester.ac.uk</a>	0161 275 4982
<b>EALC</b>	Chinese/Japanese	<a href="mailto:Jonathan.powell-3@manchester.ac.uk">Jonathan.powell-3@manchester.ac.uk</a>	0161 275 3139
<b>ENGL</b>	English	<a href="mailto:EAS.administrator@manchester.ac.uk">EAS.administrator@manchester.ac.uk</a>	0161 275 8590
<b>FREN</b>	French	<a href="mailto:Gill.Worrall@manchester.ac.uk">Gill.Worrall@manchester.ac.uk</a>	0161 275 3209
<b>GERM</b>	German	<a href="mailto:Wendy.howat@manchester.ac.uk">Wendy.howat@manchester.ac.uk</a>	0161 275 3182
<b>HIST</b>	History	<a href="mailto:History.administrator@manchester.ac.uk">History.administrator@manchester.ac.uk</a>	0161 306 1620
<b>ITAL</b>	Italian	<a href="mailto:Rachel.Corrigan@manchester.ac.uk">Rachel.Corrigan@manchester.ac.uk</a>	0161 306 1727
<b>LALC</b>	School-wide Language Courses	Lead Subject Area	
<b>LELA</b>	Linguistics and English Language	<a href="mailto:Boguslaw.brandys@manchester.ac.uk">Boguslaw.brandys@manchester.ac.uk</a>	0161 275 3124
<b>MEST</b>	Middle Eastern Studies	<a href="mailto:Gillian.woodward@manchester.ac.uk">Gillian.woodward@manchester.ac.uk</a>	0161 275 3595
<b>MUSC</b>	Music	<a href="mailto:Stephanie.sherry@manchester.ac.uk">Stephanie.sherry@manchester.ac.uk</a>	0161 275 8964
<b>RELT</b>	Religion and Theology	<a href="mailto:Natasha.polak@manchester.ac.uk">Natasha.polak@manchester.ac.uk</a>	0161 275 3151
<b>RUSS</b>	Russian Studies	<a href="mailto:Laura.berisford@manchester.ac.uk">Laura.berisford@manchester.ac.uk</a>	0161 275 8311
<b>SALC</b>	School-wide Courses	Lead Subject Area	
<b>SPLAS</b>	Spanish, Portuguese and Latin American Studies	<a href="mailto:Nicholas.Prideaux@manchester.ac.uk">Nicholas.Prideaux@manchester.ac.uk</a>	0161 275 3183

Good luck with your selections, please do not hesitate to contact us if you are unsure regarding this process.

**The School of Arts, Languages and Cultures**

## APPENDICES

### Appendix 1 - List of Course Unit Selection meetings being held in Subject Areas (correct as of 16<sup>th</sup> April 2013)

Subject Area	Level of Study	Date	Time	Location
AHVS	1	01/05/2013	14:30-15:30	G19, Mansfield Cooper
AHVS	2	01/05/2013	15:30-16:30	G19, Mansfield Cooper
AMER	1	01/05/2013	13:00-13:30	A7, Samuel Alexander
AMER	2	01/05/2013	13:30-14:00	A7, Samuel Alexander
CLAH	All	01/05/2013	14:00-15:00	LG12 Leamington Theatre, Samuel Alexander
DRAM	All	17/04/2013	12:00-13:00	John Casken, Martin Harris Centre
ENGL	1	30/04/2013	15:00-16:00	A113, Samuel Alexander
ENGL	2	01/05/2013	13:00-14:00	A113, Samuel Alexander
HIST	All	08/05/2013	10:00-13:00	St Peter's House Chapel
LANGUAGES	All	13/05/2013	10:00-13:00	TBC
MUSC	1	22/04/2013	12:00-12:30	John Casken, Martin Harris Centre
MUSC	2	25/04/2013	14:30-15:00	G16, Martin Harris Centre
RELT	All	01/05/2013	13:00-15:00	Theatre B, Roscoe Building

## Appendix 2 – List of Reception Points by Subject Area

You will need to collect your form (unless you obtain it through another channel) and hand it in at your designated reception point. This will be the same reception where you usually submit your coursework. Please see below for the list of reception points:

Reception Point	Location	Subject Area
Main Reception	A6, Samuel Alexander Building	AHVS, AMER, ARGY, CLAH, ENGL, LELA, All Non-SALC students
Languages Reception	S3.5, Samuel Alexander Building	All Language Programmes – EALC, FREN, GERM, ITAL, MEST, RUSS, SPLAS, MLBM, ESML, IPML
History Reception	W2.13, Samuel Alexander Building	HIST
Music and Drama Reception	G32, Martin Harris Centre	DRAM, MUSC

### Appendix 3 – Daily Planner to use when looking at Course timetables

#### Daily Planner Semester 1

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
9am-10am					
10am-11am					
11am-12pm					
12pm-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					

Notes

## Daily Planner Semester 2

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
9am-10am					
10am-11am					
11am-12pm					
12pm-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					

Notes