

STEP BY STEP GUIDE TO COURSE UNIT ENROLMENT

Step 1: Current course unit enrolment information

Review your course units on the **red** enrolment summary sheet.

If changes are required, go to Step 2.

If no changes are required, go to Step 3.

Please note that we do NOT expect you to be making significant changes to your course unit selections at this stage. Changes should only be made if:

- *you have a timetable clash*
- *you do not currently have enough credits*
- *course units listed on your Study Plan are no longer running (if this is the case, you will normally have been contacted and asked for an alternative).*

Step 2: New course selection

Each subject area has a dedicated academic known as the Visiting Student Officer (VSO). This is the person you will need to see if you wish to add a new course unit to your programme of study.

Each VSO has provided us with their availability time during the coming week. These times are listed on the **cream** 'Visiting Student Officers Information' sheet in your pack. Please see the relevant VSO at the time/date specified to discuss acceptance for new course units.

Complete the **pink** 'Course Unit Acceptance Form', obtaining either the VSO's or course tutor's signature for each new course unit approved. The VSO will confirm which signature you will need. This pink form should be returned to the International Programmes Office (formerly Study Abroad Unit) as soon as your new course unit choices have been approved, BUT no later than **Friday 4 October**

2013.

You must NOT try to enrol yourself on to ANY course units via the Campus Solutions Student Administration System, the International Programmes Office will do this for you on receipt of the pink 'Course Unit Acceptance Form'. The pink form should be completed for any new courses including first level (even if an academic signature is not required).

PLEASE NOTE: If the course unit you want to add is a **first level unit**, (i.e. the first number in the course code is 1), you do **NOT** need to seek the VSO's approval, except for the following subject areas which ALWAYS require VSO approval:

<i>Chemical Engineering</i>	<i>Music</i>
<i>Chemistry</i>	<i>Materials Science</i>
<i>Computer Science</i>	<i>Physics</i>
<i>Drama</i>	<i>History of Science, Technology and Medicine (CHSTM)</i>

Step 3: No changes to course units required

If you have enough credits, all your course units are running and you have no timetable clashes, you should not be making any changes to the course units showing on your red enrolment summary sheet, unless you need to drop any units.

YOU MAY FIND THAT EVEN THOUGH THEY ARE LISTED ON YOUR RED SHEET, NOT ALL YOUR COURSES ARE PRESENT ON BLACKBOARD (the University of Manchester virtual learning environment). SCHOOLS TAKE SOME TIME TO UPDATE THIS

INFORMATION BUT IF YOU ARE CONCERNED, PLEASE ASK IN THE SCHOOL OFFICE. NOTE THAT INTERNATIONAL PROGRAMMES OFFICE STAFF DO NOT HAVE ACCESS TO BLACKBOARD.

Step 4: Dropping course units

You **MUST** drop any course units you no longer wish to take, as this will release spaces for students on the waiting list. You will be able to do this immediately yourself by using the following link: <http://www.my.manchester.ac.uk/> and logging in to the Student Portal. Once in this screen, you can select 'Student Centre' and then 'Drop a course' - follow the on-screen instructions. Please note that you should not drop course units until you have had new choices approved, as you will need to make sure you have sufficient credits to replace them. **Remember to check with your home university that any changes to your pre-approved course choices are acceptable.**

Step 5: Seeing Visiting Student Officers

Even if you are not seeking their approval for any new course units, some VSOs will want to see you to cover general School requirements, regulations, issues etc that are specific to their subject area. You **MUST** make sure you attend where this is required, e.g. **ALL** students taking Accounting & Finance courses, whether already approved or not, must attend the meeting as indicated on the **cream** 'Visiting Student Officers Information' sheet contained in your pack. Please check the availability sheet for other VSOs who wish to see **ALL** students taking course units in their subject area.

If you do not wish to add any new course units and the VSO's for the subject areas you are studying do **NOT** wish to see all students, you do not need to see the VSO.

Step 6: Tutorials

Many course units (but not all) have tutorials assigned to them, and the International Programmes Office has tried, wherever possible to enrol you for a tutorial that will fit in to your timetable. However, you need to be aware that some Schools have not yet uploaded specific tutorial times and have only listed one generic tutorial. Where there this is the case you have been initially enrolled on to this one tutorial, but once you have accessed your schedule (<http://www.my.manchester.ac.uk>) you will need to select a specific tutorial that will fit your timetable. Instructions on how to do this can be found on the **light blue** sheets in your pack.

Step 7: Location of lectures, times etc

If, when checking your schedule, some lectures etc show as TBA, this means that the location/time information has not yet been entered on the system. Please visit the relevant **School Office** for further details. The staff there should be able to give you the correct venue/time and any other information you may need. Your Welcome Pack contains information on **School Office** locations.

Step 8: Submission of Forms

Once you have finalised your course unit choices, complete the following forms:

- the **green** 'Final Course Confirmation Form' - *all students must complete this, even if you are not making any changes to the units showing on your red enrolment summary sheet*
- the signed **white** 'Academic Policy' forms - *there are 2 copies of the Academic Policy in your pack, sign both and return one to the International Programmes Office and keep the other for your records.*

Please return both to the **International Programmes Office** no later than **the end of the Add/Drop period.**