

# UCIL Course Unit Selection Guide

## Logging in to the Student System:

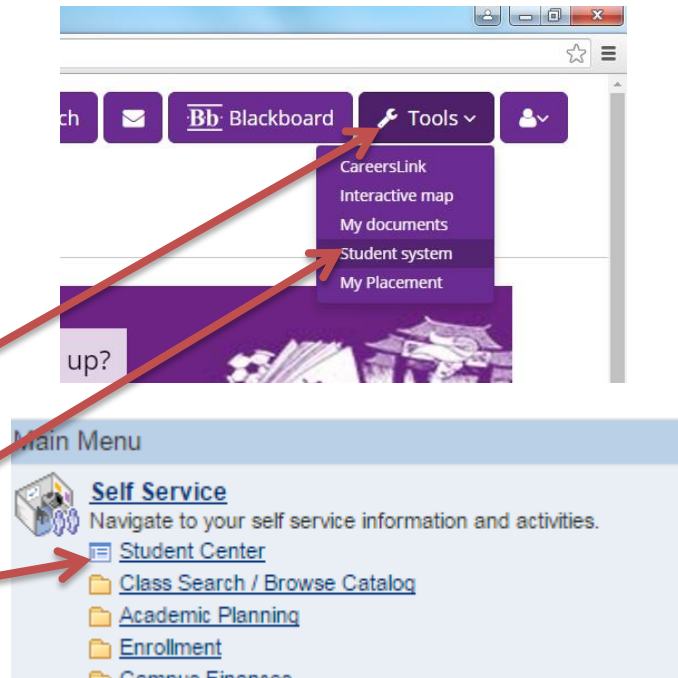
1: Navigate to your **My Manchester portal**

<https://www.my.manchester.ac.uk/>

2. Select **Tools** Tab

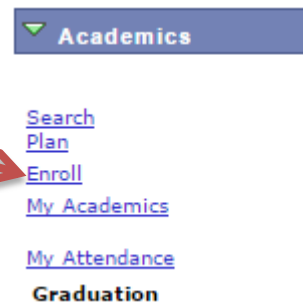
3. Select **Student System**

4. Select **Student Centre** hyperlink



## Step 1:

5. Select **Enrol**



Enrollment is a 3 step process – this indicator at the top of the page will show you your progress.



6. Check you have selected the appropriate **academic year**



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

2016/17 Academic Year | Undergraduate | The University of Manchester

You will now see the add classes screen. A class refers to a course unit. You select classes to enrol onto a course unit.

Your **Shopping Cart** is the area where selected courses are held pending until you complete the enrolment.

7. Ensure **Class Search** button is selected and click 'Search'

You will be taken to **Search Criteria** page

8. Select the course subject from drop down menu: **University College for IL**

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

9. Enter the **course number** and **course career**

Note: search will not turn up results without **course career**

10. Click **search**

A class open for enrolment will display a green circle.

The following classes match your search criteria Course Subject: **University College for IL**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

11. Click on **select** for the course unit you want to choose

Open     Closed     Wait List

[Return to Add Classes](#)    [NEW SEARCH](#)    [MODIFY SEARCH](#)

Instructor	Meeting Dates	Status	
	19/09/2016 - 29/01/2017	<input type="radio"/>	<a href="#">select</a>
	19/09/2016 - 29/01/2017	<input checked="" type="radio"/>	<a href="#">select</a>

In most cases, you will have a choice of related classes to go along with the main class you have just selected. A main class is usually the lecture and a related class is usually the seminar or tutorial etc.

12. Click **next** after choosing any relevant related tutorials or seminars

Select Tutorial section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
1244	T01A	Fr 14:00 - 15:00	TBA	J. Macfarlane	<input checked="" type="radio"/>
		Fr 14:00 - 15:00	TBA		
		Fr 14:00 - 15:00	TBA		
		Fr 14:00 - 15:00	TBA		
1150	T01B	Fr 14:00 - 15:00	TBA	J. Macfarlane	<input checked="" type="radio"/>
		Fr 14:00 - 15:00	TBA		
		Fr 14:00 - 15:00	TBA		
		Fr 14:00 - 15:00	TBA		
1148	T02A	Fr 16:00 - 17:00	TBA	J. Macfarlane	<input checked="" type="radio"/>
		Fr 16:00 - 17:00	TBA		
		Fr 16:00 - 17:00	TBA		
		Fr 16:00 - 17:00	TBA		
1245	T02B	Fr 16:00 - 17:00	TBA	J. Macfarlane	<input checked="" type="radio"/>
		Fr 16:00 - 17:00	TBA		
		Fr 16:00 - 17:00	TBA		
		Fr 16:00 - 17:00	TBA		

[View All Sections](#)    First    1-4 of 4    Last

[CANCEL](#)    [NEXT](#)

13. A summary of the class(es) selected appears. You are not yet enrolled onto the course select **Next**

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**UCIL 22001 - Essential Enterprise Sem 1**

**Class Preferences**

**UCIL 22001-LEC**    Lecture     Open    Wait List     Wait list if class is full

**Session**    1st Semester    **Permission Nbr**   

**Career**    Undergraduate    **Grading**    Undergraduate Percentage Grade Basis

**Units**    10.00

**Program**    BA(Hons) History

[CANCEL](#)    [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
LEC	Lecture	Mo 10:00 - 12:00	TBA	James Hickie	19/09/2016 - 29/01/2017

You will receive confirmation that the course has been added to your Shopping Cart. You are not yet enrolled onto the course

You can, if you wish, remove a course from your selection by selecting the dustbin icon

If you have further courses to select, click **search** again at this step and this will take you back to the search criteria page where you repeat the above steps.

14. Once you have selected all of the courses you wish to enrol on you can proceed by selecting **proceed to Step 2 of 3**

## Step 2:

15. You are now at Step 2/3. Confirm you want to enrol on the selected courses by selecting **Finish Enrolling**

## Step 3:

You are now at step 3/3. This screen shows you if you have enrolled on the selected course(s) successfully. This is indicated by a green tick or red cross under **Status**

### 1. Select classes to add

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

✓ UCIL 22001 has been added to your Shopping Cart.

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Open Closed Wait List

Add to Cart:

2016/17 Academic Year Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	UCIL 22001-LEC (9881)	Mo 10:00 - 12:00	TBA		10.00	

Find Classes

Class Search

search

Either add more to your Shopping Cart by using Class Search again

OR

complete the enrollment of course(s) in Shopping Cart by pressing 'Proceed to Step 2 of 3'

PROCEED TO STEP 2 OF 3

### Add Classes

### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
UCIL 22001-LEC (9881)	Essential Enterprise Sem 1 (Lecture)	Mo 10:00 - 12:00	TBA	J. Hickie	10.00	

CANCEL

FINISH ENROLLING

You are at Step 2 - You have not yet completed enrolling on your course(s) - click 'Finish Enrolling'

### Add Classes

### 3. View results

View the following status report for enrollment confirmations and errors:

2014/15 Academic Year | Undergraduate | The University of Manchester

✓ Success: enrolled

✗ Error: unable to add class

Class	Message	Status
UCIL 22001-LEC (9881)	Success: This class has been added to your schedule.	

MY CLASS SCHEDULE

ADD ANOTHER CLASS

*If the enrolment has been unsuccessful, an error message will appear explaining why it has failed. The main errors that you may see are:*

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

Class	Message	Status
UCIL 22001-LEC (9881)	<b>Error:</b> Unable to add this class - prerequisites have not been met. Check the class description for a list of enrollment requirements.	✘

**This is the end of the “Adding a Course” guidance document.**

**You can also swap, drop and edit a course selection after enrolment.**

**Please do not hesitate to contact the Programme Administrator if you encounter any difficulties during UCIL course unit enrolment.**