Course Unit Selection, A Guide to Self Service

Using your programme structure to guide you, you must select your course units using the Student System.
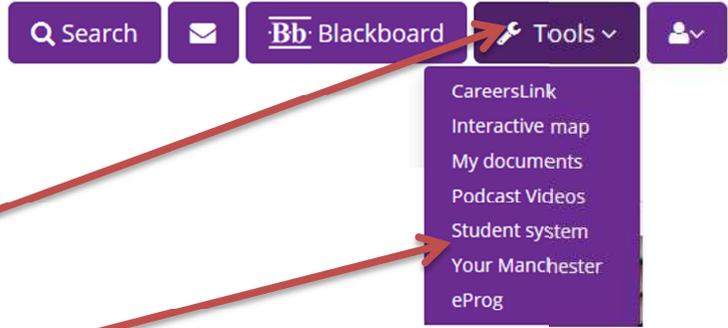
Logging in to the Student System

1: Navigate to your **My Manchester portal**
https://www.portal.manchester.ac.uk/

2: select the **Tools** menu

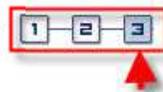3: select **Student System**

5: Select **Student Center** hyperlink

6: Select **Enrol**

Step 1

There are 3 steps to complete a course enrolment. You can see when you have completed each step by the indicator at the top of the page

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

1: You are at Step 1/3. Select the appropriate academic year (2017/18) and select continue

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

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
○	2013/14 Academic Year	Undergraduate	The University of Manch...
●	2014/15 Academic Year	Undergraduate	The University of Manch...

CONTINUE

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

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.

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

● Open   ■ Closed   ▲ Wait List

2: Ensure that the Class Search button is selected

3: Select Search

You will be taken to the Search Criteria page

Add to Cart:

Enter Class Nbr

[   ]   enter

2014/15 Academic Year Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

● Class Search

○ My Planner

search

4: Select the Course Subject from the drop down menu

Class Search

Course Subject → [▼]

APL
American Studies
Ancient History
Archaeology
Architecture
Art History and Visual Studies
Arts, Histories & Cultures
Arts, Languages and Cultures
Astronomy

Course Number

Course Career

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.

Search for Classes

The University of Manchester | 2014/15 Academic Year

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

▽ **Class Search**

Course Subject   [Economics   ▼]

5: Enter the Course Number & Enter the Course Career

Course Number   [is exactly   ▼]   [20101]

Course Career   [Undergraduate   ▼]

☑ Show Open Classes Only

☐ Open Entry/Exit Classes Only   *always specify your Course Career*

If you do not specific a course career you will not be able to search for your class and will receive an error message.

▷ **Additional Search Criteria**

Return to Add Classes   CLEAR   SEARCH

6: Select Search or you can select Additional Search Criteria to search for a course with a particular start time for example.

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

You will see a class schedule for the course unit you searched for. Disregard any room information displayed on this screen. You will be able to view room information for a course through your My Manchester timetable once you have completed enrolment.

A class open for enrolment will display a green circle.

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 name.

7: Select **select class**

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.

8: Select the relevant **related class (if required)**

9: Select **Next**

Add Classes

Search Results

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

The University of Manchester | 2014/15 Academic Year

My Class Schedule   [show all]   Shopping Cart

Your shopping cart is empty.

ECON 20091   Tu 14:00 - 15:00
              Room: TBA
              Tu 14:00 - 15:00
              Room: TBA

n: TBA

match your search criteria Course Subject: **Economics,** Course Number is
se Career: **Undergraduate,** Show Open Classes Only: **Yes**

es   NEW SEARCH   MODIFY SEARCH

● Open   ☐ Closed   ⚠ Wait List

1 - Economics for Environmental Management

                              View All Sections   First ◀ 1-3 of 15 ▶ Last

147)   Status   ●   select class

mes	Room	Instructor	Meeting Dates
- 1_.00	TBA		15/09/2014 - 25/01/2015

Select Tutorial section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
○	1244	T01A	Fr 14:00 - 15:00 / Fr 14:00 - 15:00 / Fr 14:00 - 15:00 / Fr 14:00 - 15:00 / Fr 14:00 - 15:00	TBA / TBA / TBA / TBA / TBA		●
○	1150	T01B	Fr 14:00 - 15:00 / Fr 14:00 - 15:00 / Fr 14:00 - 15:00 / Fr 14:00 - 15:00 / Fr 14:00 - 15:00	TBA / TBA / TBA / TBA / TBA		●
◉	1148	T02A	Fr 16:00 - 17:00 / Fr 16:00 - 17:00 / Fr 16:00 - 17:00 / Fr 16:00 - 17:00 / Fr 16:00 - 17:00	TBA / TBA / TBA / TBA / TBA		●
○	1245	T02B	Fr 16:00 - 17:00 / Fr 16:00 - 17:00 / Fr 16:00 - 17:00 / Fr 16:00 - 17:00 / Fr 16:00 - 17:00	TBA / TBA / TBA / TBA / TBA		●

                              View All Sections   First ◀ 1-4 of 4 ▶ Last

                              CANCEL   NEXT

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

Class Preferences

			Wait List	☐ Wait list if class is full
ECON 20101-LEC	Lecture	● Open		
			Permission Nbr	
ECON 20101-T02A	Tutorial	● Open		
			Grading	Undergraduate Percentage Grade Basis
Session	1st Semester			
Career	Undergraduate		Units	10.00
Enrollment Information			Program	BA(Econ & Soc Studies)(Hon

- Pre-requisites: ECON10041 or ECON10081 AND ECON10061 or ECON10071 or ECON10001.

CANCEL   NEXT

Section	Component	Days & Times	Room	Instructor	Start/End D

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

Add Classes

1. Select classes to add

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

✓ ECON 20101 has been added to your Shopping Cart.

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

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

Add to Cart:	2014/15 Academic Year Shopping Cart		
Enter Class Nbr	Delete	Class	Days/Times	Room
___ enter			Tu 14:00 – 16:00	
Find Classes	🗑	ECON 20101-LEC (1147)	Tu 14:00 – 16:00 Tu 14:00 –	TBA TBA TBA
● Class Search				

*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.*

Add to Cart:

Enter Class Nbr

[___] enter

Find Classes

⦿ Class Search

○ My Planner

search

11: Once you have selected all of the courses you wish to enrol on you can proceed by selecting proceed to Step 2 of 3

ECON 20101-LEC (1147)	16:00 Tu 14:00 – 16:00 Tu 14:00 – 16:00	TBA TBA TBA		10.00	●
	Fr 16:00 – 17:00				
	Fr 16:00 – 17:00	TBA			
ECON 20101-T02A (1148)	Fr 16:00 – 17:00	TBA TBA			●
	Fr 16:00 – 17:00	TBA TBA			
	Fr 16:00 – 17:00	TBA			
	Fr 16:00 – 17:00				

PROCEED TO STEP 2 OF 3

Step 2

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

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

🟢 Open   🟦 Closed   ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ECON 20101-LEC (1147)	Economics for Environmental Ma (Lecture)	Tu 14:00 - 16:00 Tu 14:00 - 16:00 Tu 14:00 - 16:00 Tu 14:00 - 16:00	TBA TBA TBA TBA		10.00	🟢
ECON 20101-T02A (1148)	Economics for Environmental Ma (Tutorial)	Fr 16:00 - 17:00 Fr 16:00 - 17:00 Fr 16:00 - 17:00 Fr 16:00 - 17:00	TBA TBA TBA TBA			🟢

CANCEL   PREVIOUS   **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

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**

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
ECON 20101	**Success:** This class has been added to your schedule.	✅

MY CLASS SCHEDULE   ADD ANOTHER CLASS

✅ 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.	❌

If you are experiencing difficulties completing your course unit enrolment, please do not hesitate to contact your Programme Administrator who is there to help you and will be available during working hours Monday – Friday.