

## School of Law

### Postgraduate Taught Criminology Programmes

#### Course Unit Selection Information

**2018-19**

This guide will provide you with information about the structure of your degree programme, where to find course outlines, and how to make your selections on the Student System via My Manchester.

Students studying on the master's programme (MA or MRes) must take 120 credits of taught course units and a 60 credit dissertation.

Students studying on the postgraduate diploma must take 120 credits of taught course units.

Further information about your programme can also be found in the Making the Most of Your Postgraduate Studies document.

Please note that the information in this document was correct at the time of publication and is subject to change.

#### Quick Links

- [Programme Structures](#)
  - [MRes Criminology \(Social Statistics\) Full-time](#)
  - [MRes Criminology \(Social Statistics\) Part-time](#)
  - [MRes Criminology Full-time](#)
  - [MRes Criminology Part-time](#)
  - [MA Criminology Full-time](#)
  - [MA Criminology Part-time](#)
  - [Postgraduate Diploma Criminology Full-time](#)
  - [Postgraduate Diploma Criminology Part-time](#)
- [Course Outlines](#)
- [When to Select Course Units](#)
- [How to Select Course Units](#)
- [Errors When Enrolling – Unable to Add Class](#)
- [Timetables](#)
- [Help to Select Your Course Units](#)
- [Contact Details](#)

## Programme Structures (Taught Course Units)

### MRes Criminology (Social Statistics) Full-time

Students on the full-time MRes Criminology (Social Statistics) programme must take taught course units to a total value of 120 credits. Semester one consists of four core units, a total of 60 credits. In semester two, you should choose course units to a total value of 60 credits (i.e. two core units [30 credits] and two optional units [30 credits]).

CORE COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS71361 Qualitative Research Methods SOST70151 Statistical Foundations SOST70011 Introduction to Statistical Modelling	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy and Practice SOST70292 Multilevel Modelling
OPTIONAL COURSE UNITS	
You must select two optional course units in semester two. At least one optional unit must be from options 1-4.	
SEMESTER ONE	SEMESTER TWO
There are no optional course units in semester one.	<b>15 Credit Course Units</b> <ol style="list-style-type: none"> <li>LAWS60142 Crime Mapping Introduction to GIS and Spatial Analysis</li> <li>LAWS71052 Economic and Financial Crime</li> <li>LAWS71402 Moving on from Crime: Offender Management, Community Reintegration &amp; Desistance</li> <li>LAWS70552 Understanding Violence</li> <li>SOST70032 Complex Survey Designs &amp; Analysis</li> </ol> <b>Short Courses</b> <ol style="list-style-type: none"> <li>SOST70042 Structural Equation Modelling</li> <li>SOST70022 Longitudinal Data Analysis</li> <li>SOST71032 Social Network Analysis</li> </ol>

## MRes Criminology (Social Statistics) Part-time

Students on the part-time master's programme must take course units to a total value of 120 credits over the two years of study. You should divide these credits evenly over the two years – so 60 credits each year.

**Part-time** students must take three out of the six core course units in the first year, and then take the other three in year two. The order of these core course units is detailed below. The remaining 30 credits of optional course units are selected and taken accordingly over the two years (that is, 15 credits in semester two of year one and 15 credits in semester two of year two). At least one of these optional course units must be from Criminology.

The optional units change from year to year. Below is the list of optional course units available for the 2018-19 academic year. There may be some changes for the 2019-20 academic year (when your second year will commence), so this list is only meant to be indicative of options that will be available to you.

<b>YEAR ONE CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b> You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.	
<b>CORE COURSE UNITS</b>	
<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
<b>15 Credit Course Units</b> SOST70151 Statistical Foundations SOST70011 Introduction to Statistical Modelling	<b>15 Credit Course Units</b> SOST70292 Multilevel Modelling
<b>OPTIONAL COURSE UNITS</b> You must select a 15 credit optional course unit semester two, year one. Please note that at least one course unit from options 1-4 must be taken across the degree programme.	
<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
There are no optional course units in semester one, year one.	<b>15 Credit Course Units</b> <ol style="list-style-type: none"> <li>LAWS60142 Crime Mapping Introduction to GIS and Spatial Analysis</li> <li>LAWS71052 Economic and Financial Crime</li> <li>LAWS71402 Moving on from Crime: Offender Management, Community Reintegration &amp; Desistance</li> <li>LAWS70552 Understanding Violence</li> <li>SOST70032 Complex Survey Designs &amp; Analysis</li> </ol> <b>Short Courses</b> <ol style="list-style-type: none"> <li>SOST70042 Structural Equation Modelling</li> <li>SOST70022 Longitudinal Data Analysis</li> <li>SOST71032 Social Network Analysis</li> </ol>

<b>YEAR TWO CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b> You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.	
<b>CORE COURSE UNITS</b>	
<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS71361 Qualitative Research Methods	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy and Practice
<b>OPTIONAL COURSE UNITS</b> You must select a 15 credit optional course unit semester two, year two. Please note that at least one course unit from options 1-4 must be taken across the degree programme.	
<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
There are no optional course units in semester one, year one.	<b>15 Credit Course Units</b> <ol style="list-style-type: none"> <li>1. LAWS60142 Crime Mapping Introduction to GIS and Spatial Analysis</li> <li>2. LAWS71052 Economic and Financial Crime</li> <li>3. LAWS71402 Moving on from Crime: Offender Management, Community Reintegration &amp; Desistance</li> <li>4. LAWS70552 Understanding Violence</li> <li>5. SOST70032 Complex Survey Designs &amp; Analysis</li> </ol> <b>Short Courses</b> <ol style="list-style-type: none"> <li>6. SOST70042 Structural Equation Modelling</li> <li>7. SOST70022 Longitudinal Data Analysis</li> <li>8. SOST71032 Social Network Analysis</li> </ol>

**IMPORTANT: At this stage, you should only select course units for year one of the programme. You will make your selection of course units for year two of the programme in September 2019.**

Please note that optional course units are subject to change each academic year. This list above is only meant to be indicative of options that may be available to you.

## MRes Criminology Full-time

Students on the full-time MRes Criminology programme must take taught course units to a total value of 120 credits. Semester one consists of four core units, a total of 60 credits. In semester two, you should choose course units to a total value of 60 credits (i.e. one core unit [15 credits] and three optional units [45 credits]).

CORE COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70821 Data Analysis with R and RStudio LAWS71361 Qualitative Research Methods	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy & Practice
OPTIONAL COURSE UNITS	
You must select three 15 credit optional course units in semester two.	
SEMESTER ONE	SEMESTER TWO
There are no optional course units in semester one.	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

## MRes Criminology Part-time

Students on the part-time MRes Criminology programme must take course units to a total value of 120 credits over the two years of study. You should divide these credits evenly over the two years – so 60 credits each year.

The optional units change from year to year. Below is the list of optional course units available for the 2018-19 academic year. There may be some changes for the 2019-20 academic year (when you second year will commence), so this list is only meant to be indicative of options that will be available to you.

<b>YEAR ONE CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b> You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.	
<b>CORE COURSE UNITS</b> <b>Three of the following core units (so, a total of 45 CORE credits) must be selected in year one. We recommend that in year one you choose two core units from semester one and take the core unit, LAWS70452 Evaluating Policy and Practice) in semester two.</b>	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70821 Data Analysis with R and RStudio LAWS71361 Qualitative Research Methods	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy and Practice
<b>OPTIONAL COURSE UNITS</b> You must select a 15 credit optional course unit in semester two, year one.	
SEMESTER ONE	SEMESTER TWO
There are no optional course units in semester one, year one.	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis  LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

<b>YEAR TWO CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b> You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.	
<b>CORE COURSE UNITS</b> You must select the two core course units in semester one that you did not select in year one.	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70821 Data Analysis with R and RStudio LAWS71361 Qualitative Research Methods	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy and Practice
<b>OPTIONAL COURSE UNITS</b> You must select two 15 credit optional course units in semester two, year two.	
SEMESTER ONE	SEMESTER TWO
There are no optional course units in semester one, year one.	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

**IMPORTANT:** At this stage, you should only select course units for year one of the programme. You will make your selection of course units for year two of the programme in September 2019.

Please note that optional course units are subject to change each academic year. This list above is only meant to be indicative of options that may be available to you.

## MA Criminology Full-time

Students on the full-time time MA Criminology programme must take course units to a total value of 120 credits. You should choose course units to a total value of 60 in semester one, and course units to the total value of another 60 credits in semester two. In semester one you will take three core course units and select on optional course unit. In semester two you will take one core course unit and select three optional course units.

CORE COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70561 Criminal Justice Research and Policy	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy & Practice
OPTIONAL COURSE UNITS	
You must select one 15 credit optional unit in semester one, and three 15 credit optional units in semester two.	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS 60641 Comparative Studies in Crime and Criminal Justice LAWS71361 Qualitative Research Methods	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

## MA Criminology Part-time

Students on the part-time MA Criminology programme must take course units to a total value of 120 credits over the two years of study. You should divide these credits evenly over the two years – so 60 credits each year.

The optional units change from year to year. Below is the list of optional course units available for the 2018-19 academic year. There may be some changes for the 2019-20 academic year (when you second year will commence), so this list is only meant to be indicative of options that will be available to you.

<b>YEAR ONE CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b> You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.	
<b>CORE COURSE UNITS</b> <b>Three of the following core units (so, a total of 45 CORE credits) must be selected in year one. We recommend that in year one you choose two core units from semester one and take the core unit, LAWS70452 Evaluating Policy and Practice in semester two.</b>	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70561 Criminal Justice Research and Policy	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy and Practice
<b>OPTIONAL COURSE UNITS</b> You must select a 15 credit optional course unit in semester two, year one.	
SEMESTER ONE	SEMESTER TWO
There are no optional course units in semester one, year one.	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

<b>YEAR TWO CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b> You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.	
<b>CORE COURSE UNITS</b> You must select one of the core course units in semester one, year two that you did not select in year one.	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70561 Criminal Justice Research and Policy	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy and Practice
<b>OPTIONAL COURSE UNITS</b> You must select two 15 credit optional course units in semester two, year two.	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS 60641 Comparative Studies in Crime and Criminal Justice LAWS71361 Qualitative Research Methods	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

**IMPORTANT: At this stage, you should only select course units for year one of the programme. You will make your selection of course units for year two of the programme in September 2019.**

Please note that optional course units are subject to change each academic year. This list above is only meant to be indicative of options that may be available to you.

## Postgraduate Diploma Criminology Full-time

Students on the full-time time Postgraduate Diploma Criminology programme must take course units to a total value of 120 credits. You should choose course units to a total value of 60 in semester one, and course units to the total value of another 60 credits in semester two. In semester one you will take three core course units and select on optional course unit. In semester two you will take one core course unit and select three optional course units.

CORE COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70561 Criminal Justice Research and Policy	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy & Practice
OPTIONAL COURSE UNITS	
You must select one 15 credit optional unit in semester one, and three 15 credit optional units in semester two.	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS 60641 Comparative Studies in Crime and Criminal Justice LAWS71361 Qualitative Research Methods	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

## Postgraduate Diploma Criminology Part-time

Students on the part-time Postgraduate Diploma Criminology programme must take course units to a total value of 120 credits over the two years of study. You should divide these credits evenly over the two years – so 60 credits each year.

The optional units change from year to year. Below is the list of optional course units available for the 2018-19 academic year. There may be some changes for the 2019-20 academic year (when you second year will commence), so this list is only meant to be indicative of options that will be available to you.

<b>YEAR ONE CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b> You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.	
<b>CORE COURSE UNITS</b> <b>Three of the following core units (so, a total of 45 CORE credits) must be selected in year one. We recommend that in year one you choose two core units from semester one and take the core unit, LAWS70452 Evaluating Policy and Practice) in semester two.</b>	
SEMESTER ONE	SEMESTER TWO
<b>15 Credit Course Units</b> LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70561 Criminal Justice Research and Policy	<b>15 Credit Course Units</b> LAWS70542 Evaluating Policy and Practice
<b>OPTIONAL COURSE UNITS</b> You must select a 15 credit optional course unit in semester two, year one.	
SEMESTER ONE	SEMESTER TWO
There are no optional course units in semester one, year one.	<b>15 Credit Course Units</b> LAWS60142 Crime mapping: Introduction to GIS & Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration & Desistance

<p align="center"><b>YEAR TWO CORE COURSE UNITS AND OPTIONAL COURSE UNITS</b></p> <p align="center">You should complete 60 credits in year one and 60 credits in year two. You should select 30 credits per semester.</p>	
<p align="center"><b>CORE COURSE UNITS</b></p> <p align="center"><b>You must select the one core course unit in semester one that you did not select in year one.</b></p>	
<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
<p><b>15 Credit Course Units</b></p> <p>LAWS70311 Designing Criminological Research LAWS70501 Advanced Theoretical Criminology LAWS70561 Criminal Justice Research and Policy</p>	<p><b>15 Credit Course Units</b></p> <p>LAWS70542 Evaluating Policy and Practice</p>
<p align="center"><b>OPTIONAL COURSE UNITS</b></p> <p align="center">You must select two 15 credit optional course units in semester two, year two.</p>	
<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
<p><b>15 Credit Course Units</b></p> <p>LAWS 60641 Comparative Studies in Crime and Criminal Justice LAWS71361 Qualitative Research Methods</p>	<p><b>15 Credit Course Units</b></p> <p>LAWS60142 Crime mapping: Introduction to GIS &amp; Spatial Analysis LAWS70552 Understanding Violence LAWS71052 Economic and Financial Crime LAWS71402 Moving on from Crime: Offender Management, Community Reintegration &amp; Desistance</p>

**IMPORTANT: At this stage, you should only select course units for year one of the programme. You will make your selection of course units for year two of the programme in September 2019.**

Please note that optional course units are subject to change each academic year. This list above is only meant to be indicative of options that may be available to you

## Course Outlines

Each course unit has a course outline which provides information about the content of the course unit, the aims and intended learning outcomes, the teaching methods and methods of assessment and more.

You can search for the outline for each course unit at the following link:

<http://courseunits.humanities.manchester.ac.uk/Postgraduate>

## When to Select Course Units

You will be automatically enrolled on the core course units for your degree programme by the Teaching, Learning and Student Experience Office. You will need to select your chosen optional course units using the Student System via My Manchester.

You will be able to select your optional course units from 10am on Monday 3 September 2018. You should select your optional course units for both semester 1 and semester 2 for the 2018-19 academic year.

When selecting your semester 1 and year-long options you will also need to select a related class i.e. a seminar, where applicable. Information later in this document explains how to select your course units and seminars.






When selecting your semester 2 options you will need to select SEM0 as a related class. This allows you to enrol on the course unit correctly. Later in the academic year you will be advised when and how you can select a specific time for your semester 2 seminars.

Although you are asked to select optional course units upon registration in September, you will be allowed to change your optional course units within a limited period of time. From the beginning of teaching in each semester, a period of two weeks is permitted in which your election of optional course units can change.



This means that the final selection of semester one course units must be made by **Friday 5 October 2018** and the final selection of semester two course units must be made by **Friday 8 February 2019**.

## How to Select Course Units

You should follow this section if you wish to enrol on course units. If you need to swap a course unit for another select the **SWAP** tab in step 5 below instead of add. You will then need to select the course unit you wish to change and search for the course unit you wish to enrol on instead.


1. Log into the Student System (aka Campus Solutions), through <a href="http://my.manchester.ac.uk/">My Manchester</a> . Enter your central username and password and click log in.	Use the following link to log in to My Manchester: <a href="http://my.manchester.ac.uk/">http://my.manchester.ac.uk/</a>
2. Once you are logged in, click on the <b>TOOLS</b> tab and click on the link to the <b>STUDENT SYSTEM</b>	
3. When you are in the Student System click on <b>STUDENT CENTER</b> .	
4. Click on <b>ENROLL</b>	
5. Make sure you are in the <b>ADD</b> tab.	
6. Select the appropriate academic year i.e. 18/19 Academic Year	
7. Make sure the <b>CLASS SEARCH</b> radio button is selected. 'Class' refers to a course unit.	
8. You will be taken to the search criteria. <b>SELECT A SUBJECT</b> ; for Criminology course units (LAWS) select <b>Law</b> . For Social Statistic course units (SOST) select <b>Social Statistics</b> .	
9. Select <b>POSTGRADUATE TAUGHT</b> as the course career.	
10. <b>Type the course number</b> you want to search for i.e. the 5 digits after LAWS <b>70501</b> /SOST <b>70661</b> . Click <b>Search</b>	


**IMPORTANT:** If you get an error message, which says: There are no Academic Advisement rules defined for your Programme and Plan, you need to select “Postgraduate Taught” as your Career Level. This will solve the problem. Only contact the School if you have done this and it does not resolve the issue.




11. You will need to **select the LECTURE component** (unless otherwise advised) – normally defined as ‘LEC’ in the Section – by clicking on **Select Class**
- 
- | Class | Section            | Days & Times     | Room | Instructor       | Meeting Dates              | Status   |
|-------|--------------------|------------------|------|------------------|----------------------------|--|
| 9854  | LEC-LEC<br>2nd Sem | Th 15:00 - 17:00 | TBA  | William Heberton | 30/01/2017 -<br>24/03/2017 |  <a href="#">select</a> |

12. In most cases you will need to select a related 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**. Please note that you will need to select a seminar time for semester 1 and year-long course units, but for semester 2 course units you will need to select SEM0. You will be advised how and when to select seminar times for semester 2 course units later in the academic year.

13. Click the radio button to the left of the option you wish to add. Then click **NEXT**.

- |   |  |
|---|--|
| 14. The next screen will show what you have chosen. You are not enrolled yet, click <b>NEXT</b> |  |
|---|--|

- |   |  |
|---|--|
| <p>15. The next screen will confirm your selection, now you can add more classes (by clicking search and follow from step 7), or to finish, click <b>PROCEED TO STEP 2 OF 3</b>.</p> <p>Remember you are not yet enrolled so if there are limited spaces on a course unit you may wish to proceed to step 2 or 3 and select further course units later.</p> |  A screenshot of a green rectangular button with the text "PROCEED TO STEP 2 OF 3" in white, capital letters. The button is centered within a white rectangular area that has a thin black border. |
|---|--|

16. To end the enrolling process click <b>FINISH ENROLLING</b> (you can come back later and add more if you wish). <b>YOU ARE NOT ENROLLED</b> until you click this button and received a confirmation of enrolment.	
17. You will receive a message to notify you if enrollment was successful or not. If it was not successful there may be a number of reasons for this. Please see the next page for details of error messages and what to do.	 

## Errors when Enrolling – Unable to Add Class

If you receive an error message to indicate you have been unable to add your selected course unit, below are details of how to resolve some common issues.

Error	Reason	Action
Timetable conflicts	There is a clash between classes you have selected/are already enrolled on.	Clashes are not permitted and you must select a different class. If the clash includes a clash with a seminar, you may be able to change your seminar selection in order to enrol on the class. Please note clashes are not permitted in the University. If a clash is unavoidable you must change your course unit. If the clash involves a seminar but all other seminar groups are full, please email <a href="mailto:law.timetabling@manchester.ac.uk">law.timetabling@manchester.ac.uk</a> . Please remember to include your name, student ID number, and full details of your issue. The Timetabling Officer will check to see if there is any space to add you to another seminar group that fits with your timetable. If this is not possible you will need to select a different course unit.
Course is at full capacity (blue square symbol is shown when selecting class)	The course unit is full and there is no space for additional students.	You need to select a different course unit. The School of Law does not operate a wait list. You can check the Student System regularly to see if a space becomes available. For course units outside the School of Law, please check with the School offering the course unit to see if they operate a wait list.
Service indicator	A negative service indicator is usually associated with a debt to the University. If	Contact the Student Services Centre by calling 0161 275 5000 in order to discuss how to remove the negative service indicator from your account. You and the School will not be

	can range from a library fine to unpaid accommodation or tuition fees.	able to make any changes to your course unit enrolment until you have resolved this issue.
There are no Academic Advisement rules defined for your Programme and Plan....	You have not selected 'Postgraduate Taught' in the drop down menu next to Course Career.	Go back to the search page and make sure you have selected 'Postgraduate Taught' in the drop down menu for the Course Career. Once you have entered this and other search criteria you should then be able to find the course you are looking for. If you continue to have any issues please email <a href="mailto:tlseo.law@manchester.ac.uk">tlseo.law@manchester.ac.uk</a> . Please remember to include your name, student ID number, and full details of your issue. A member of TLSEOWill respond to you as soon as possible.
Error	Reason	Action
Department consent	Students cannot enrol themselves on this course unit.	Email or telephone the Teaching, Learning and Student Experience Office. Please include or have ready your student ID number and provide full details of your issue. The Teaching, Learning and Student Experience Office will enrol you on the course unit if you are permitted to take this or advise you what to do next.
Excessive credit load	You have exceeded your maximum number of credits	You will need to drop or swap a course unit before enrolling onto another one.
Pre-requisites not met	You have not met the required pre-requisite course unit(s)	You need to select a different course unit.
Co-requisites not met	You have not met the required co-requisite course unit(s)	You need to enrol on the co-requisite at the same time or select a different course unit.

## Timetables

You will find generic lecture and seminar timetables for all postgraduate taught course units on notice boards on the third floor of the Williamson Building.

You can also view generic lecture timetables by degree programme at the following webpage from 3 September 2018. You will need to log in using your University username and password: <http://www.law.manchester.ac.uk/student-intranet/course-unit-selection/timetables/>

Please note that the lecture grids will include all course units available for the degree programme

## **Personalised Timetable**

There is a timetable on the Student System, which shows your courses, but it does not show rooms. This timetable updates immediately so it is a useful reference point when you are trying to select your course units (and resolve any timetables clashes if applicable).

However, you must check your personalised My Manchester timetable for the location of your classes. You access this timetable go to the My Home tab on [My Manchester](#). Timetables will go live just before the start of the first semester.

**IMPORTANT:** Once you've selected course units/made changes to your course units, your My Manchester timetable usually takes between 24 and 48 hours to update. It does not update immediately. If you need to know the location of a class, check the notice boards on the third floor of the Williamson Building.

Not all timetabled activities will run on a weekly basis so it is important you check your timetable online. You can view your timetable by semester, but we would strongly encourage you to check your weekly timetable each week.

**Need help on how to access and use your timetable?** Look at the [guide for students on how to use the My Manchester timetables](#)

## Help to Select Your Course Units

If after following the instructions in this guide you are not sure which options to select or how to select them, academic and professional support staff will be available to help you during Welcome Week. You can discuss course units when you meet your programme director on Thursday 20 September 2018. There will be a drop in session with help from the Teaching, Learning and Student Experience Office to assist you in selecting your course units on Friday 21 September 2018.

Please check your welcome week schedule for information on times and locations, accessible at: <http://www.law.manchester.ac.uk/welcome/>

Alternatively, contact details for the Teaching, Learning and Student Experience Office can be found below.

## Contact Details

If you are having any problems selecting your course units or have any queries, please contact the Teaching, Learning and Student Experience Office (TLSEO).

Contact Name	Email	Telephone and Location
Teaching, Learning and Student Experience Office Reception Monday-Friday, 9am-5pm	<a href="mailto:tlseo.law@manchester.ac.uk">tlseo.law@manchester.ac.uk</a>	0161 306 1260 3.05 Williamson Building
PGT Criminology and HCEL (campus-based) Student Experience Administrator Tuesday-Friday, 9am-5pm	<a href="mailto:nuria.hortiguela@manchester.ac.uk">nuria.hortiguela@manchester.ac.uk</a>	0161 275 3561 3.05 Williamson Building
PGT HCEL (distance-learning) Student Experience Administrator Core hours: Monday-Wednesday and Friday, 9.30am-2pm	<a href="mailto:leanne.tuite@manchester.ac.uk">leanne.tuite@manchester.ac.uk</a>	0161 275 3669 3.05 Williamson Building
PGT Law Student Experience Administrator Monday, Wednesday-Friday, 8am-4pm	<a href="mailto:myra.knutton@manchester.ac.uk">myra.knutton@manchester.ac.uk</a>	0161 275 7553 3.05 Williamson Building