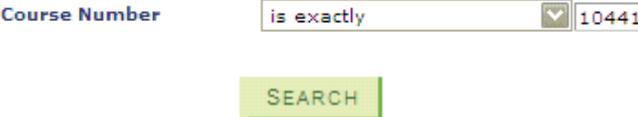
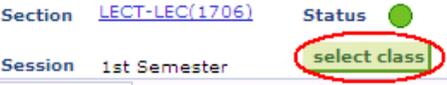
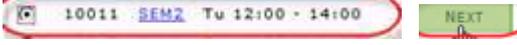
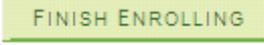


Course Unit Selection; a guide to adding your courses on Self Service

<p>1. Log into the Student System (aka Campus Solutions), through My Manchester. Enter your Central User Name and Password and click LOG IN. Once you are logged in, click on the MY SERVICES tab and click on the STUDENT SYSTEM link.</p>	<p>http://my.manchester.ac.uk/</p>
<p>2. Click on STUDENT CENTER</p>	
<p>3. Select ENROLL.</p>	
<p>4. Ensure you are in the ADD tab</p>	
<p>5. Select the appropriate Academic Year</p>	
<p>6. Ensure that the CLASS SEARCH radio button is selected, and click SEARCH</p>	
<p>7. Select a Course Subject e.g. Economics, Politics, Social Anthropology etc. from the drop-down menu</p>	
<p>8. The course number is the 5 digit number that appears in the course code e.g. ECON10441 or SOAN30601. Then click SEARCH</p>	
<p>9. You will need to select the LECTURE component (unless otherwise advised) – normally defined as 'LEC' in the Section – by clicking on Select Class</p>	
<p>10. You will be prompted to add a 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.</p>	
<p>11. Click the radio button to the left of the option you wish to add. Then click NEXT</p>	
<p>12. The next screen will show what you have chosen. You are not enrolled yet, click NEXT</p>	
<p>13. The next screen will confirm your selection, now you can add more classes, or to finish, click PROCEED TO STEP 2 OF 3</p>	
<p>14. To end the enrolling process click FINISH ENROLLING (you can come back later and add more if you wish). YOU ARE NOT ENROLLED until you click this button.</p>	
<p>15. You will now be notified if the enrolment was a success. If you receive an error message, it could be for a number of reasons;</p> <ul style="list-style-type: none"> • A class requires special consent from the discipline area who owns the course. You must contact the relevant School office to get consent. • A class (lecture or tutorial) is already full. If this is the case you will have seen a blue square symbol when selecting the class, and also get an error message when you try to finish enrolling. • There is a time conflict. 	