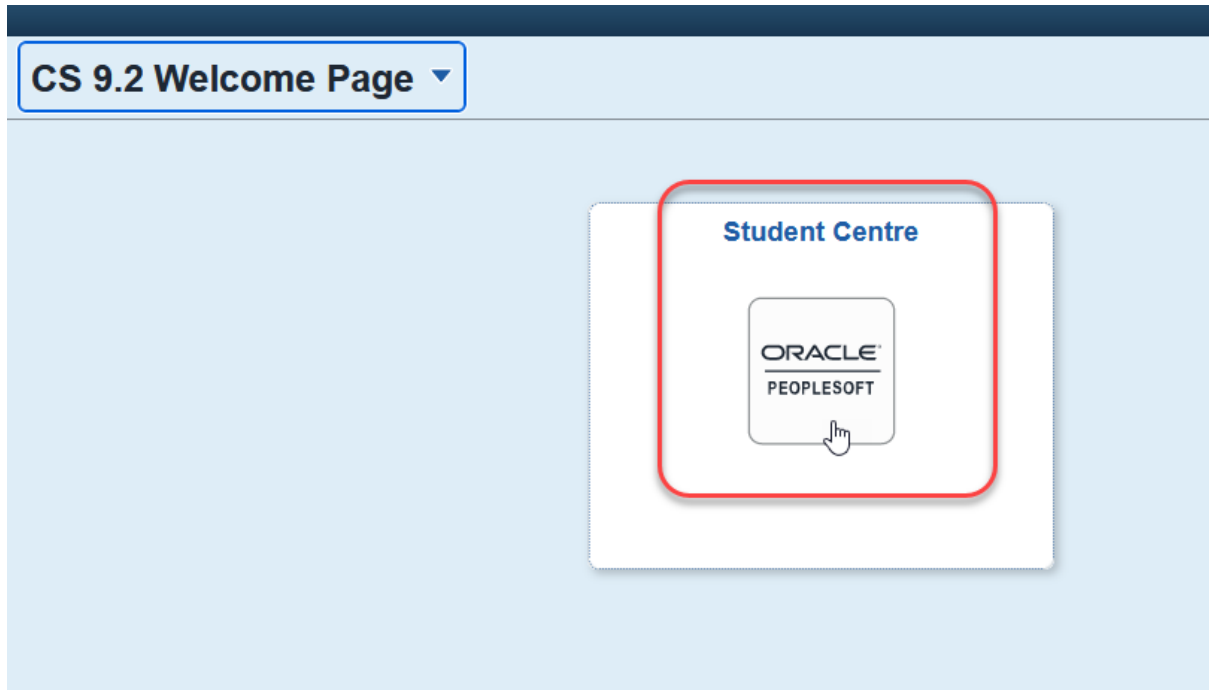


Course Unit Selection – Self-Service Enrolment

Please use this guide as an example of how to find and enrol onto your course.

From MyManchester, go to Student System (Campus Solutions), and click **Student Center**.



Click **Search for Classes** ON THE RIGHT (do not click 'Enrol', on the left)

The screenshot shows the 'Student Center' interface. The 'Search for Classes' button is highlighted with a red rounded rectangle. The interface includes a navigation menu on the left, a central 'Upcoming Schedule' table, and a right-hand sidebar with 'Search for Classes', 'Holds', and 'To Do List' sections.

Class	Schedule
HIST 60070-SEM SEM (6813)	TBA Room TBA
HIST 61041-SEM SEM (6766)	Mo 10:00 - 13:00 Room TBA
HIST 64181-SEM SEM (6770)	Tu 09:00 - 11:00 Room TBA

You must enter the following as MINIMUM:

Term: 2022/23 Academic Year

Subject: Uni Centre for Acad English

Course Career: either 'Undergraduate' or 'Postgraduate Taught'

go to ...

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Search for Classes](#) | [Browse Course Catalog](#)

[Search for Classes](#)

Enter Search Criteria

Search for Classes

Institution: The University of Manchester

Term: 2022/23 Academic Year ✓

Course Subject and Course Career are MANDATORY. Click Search to view your search results.

▼ Class Search

Subject: Uni Centre for Acad English ✓

Course Number: is exactly

Course Career: Postgraduate Taught ✓

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Clear](#) [Search](#)

You could also specify a Course Number if you know it:

Enter Search Criteria

Search for Classes

Institution: The University of Manchester ✓

Term: 2022/23 Academic Year ✓

Course Subject and Course Career are MANDATORY. Click Search to view your search results.

▼ Class Search

Subject: Uni Centre for Acad English ✓

Course Number: is exactly 97060 ✓

Course Career: Postgraduate Taught ✓

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Clear](#) [Search](#)

Classes will be returned, 'Select' the class you want (note the day, time, location and meeting dates)

8 class section(s) found

▼ UCAE 97050 - ASP Academic Writing (HUM): Surface and Depth

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
5353	HSD1-WSP UCAE	Tu 16:00 - 17:30	TBA		04/10/2022 - 25/10/2022	●	<input type="button" value="Select"/>
Notes: This is a combined section class							
5355	HSD3-WSP UCAE	Tu 16:00 - 17:30	TBA		01/11/2022 - 22/11/2022	●	<input type="button" value="Select"/>
Notes: This is a combined section class							
5507	HSD5-WSP UCAE	Tu 16:00 - 17:30	TBA		31/01/2023 - 21/02/2023	●	<input type="button" value="Select"/>
Notes: This is a combined section class							
5508	HSD6-WSP UCAE	Tu 16:00 - 17:30	TBA		28/02/2023 - 21/03/2023	●	<input type="button" value="Select"/>
Notes: This is a combined section class							

▼ UCAE 97060 - ASP Academic Writing (HUM): MM

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
5358	HMM1-WSP UCAE	We 14:00 - 15:30	TBA		05/10/2022 - 26/10/2022	●	<input type="button" value="Select"/>
Notes: This is a combined section class							
5360	HMM3-WSP UCAE	We 14:00 - 15:30	TBA		02/11/2022 - 23/11/2022	●	<input type="button" value="Select"/>

Confirm the Class you want by clicking 'Next'

Enrollment Shopping Cart x

go to ...

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Search for Classes](#) | [Browse Course Catalog](#)

Search for Classes

Add to Shopping Cart - Enrollment Preferences

2022/23 Academic Year | Postgraduate Taught | The University of Manchester
UCAE 97060 - ASP Acad Writ (HUM) MM

Class Preferences

UCAE 97060-HMM1 Workshop ● Open

Session UCAE ONLY: 4 Week Block **Wait List** Wait list if class is full

Career Postgraduate Taught **Permission Nbr**

Grading Non-Assessed Course Unit

Units 0.00

Program MA History

[Cancel](#) [Next](#)

Section	Component	Days & Times	Room	Instructor	Start/End
HMM1	Workshop	We 14:00 - 15:30	TBA	Robert Marks	05/10/2022 - 26/10/2022

It will show as being added to your Shopping Cart. Click the Shopping Cart link:

go to ...

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Search for Classes](#) | [Browse Course Catalog](#)

Search for Classes

Search Results

The University of Manchester | 2022/23 Academic Year

[My Class Schedule](#) [Show All](#) [Shopping Cart](#) [Show All](#)

HIST 60070 TBA UCAE 97060 - ASP Acad Writ (HUM) MM 00 - 15:30
Room TBA Room TBA

The following classes match your search criteria Course Subject: **Uni Centre for Acad English**, Course Number is exactly '**97060**', Course Career: **Postgraduate Taught**, Show Open Classes Only: **Yes**

✔ UCAE 97060 has been added to your Shopping Cart.

● Open ■ Closed ▲ Wait List

[New Search](#) [Modify Search](#)

Tick the 'Select' box for the class and click 'Enroll'

go to ...

Search | **Plan** | Enroll | My Academics

My Planner | **Shopping Cart** | Course History

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2022/23 Academic Year | Postgraduate Taught | The University of Manchester

● Open ■ Closed ▲ Wait List

2022/23 Academic Year Shopping Cart

lect	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	UCAE 97060-HMM1 (5358)	We 14:00 - 15:30	TBA			●

Find Classes
● Class Search
Search

for selected Delete Validate **Enroll**

Enroll in Course

Either add more to your complete the enrollment of

Now click 'Finish Enrolling'

go to ...

Search | **Plan** | Enroll | My Academics

My Planner | **Shopping Cart** | Course History

Shopping Cart

2. Confirm classes

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

2022/23 Academic Year | Postgraduate Taught | The University of Manchester

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
UCAE 97060-HMM1 (5358)	ASP Acad Writ (HUM) MM (Workshop)	We 14:00 - 15:30	TBA			●

Cancel Previous **Finish Enrolling**

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

Submit

When you have enrolled successfully, you will see 'Success'

go to ...

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Planner](#) | **Shopping Cart** | [Course History](#)




Shopping Cart

1 2 3


3. View results

View the following status report for enrollment confirmations and errors

2022/23 Academic Year | Postgraduate Taught | The University of Manchester

 Success: enrolled	 Error: unable to add class	
Class	Message	Status
UCAE 97060	Success: This class has been added to your schedule.	

[My Class Schedule](#) [Add Another Class](#)

 [Go to top](#)

If this shows as error, please contact us.