

Student System Self Service: Guide to Course Unit Selection

Contents

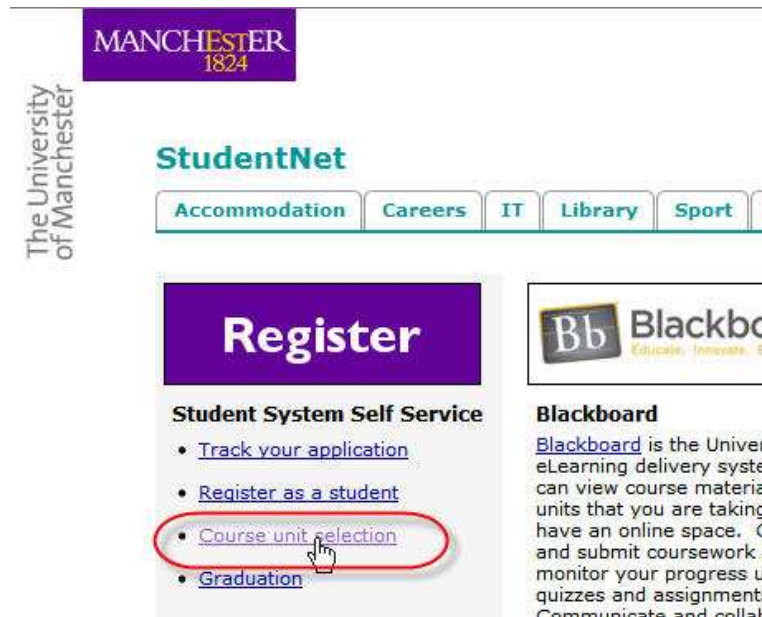
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Glossary

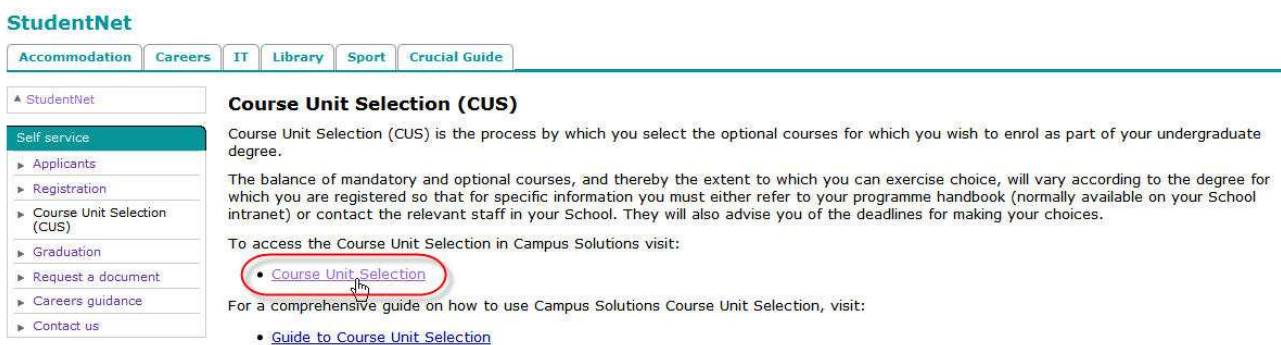
Term	Academic Year – where ‘1091’ means Academic Year 2009/10; ‘1101’ means Academic Year 2010/11; and so on.
Academic Career / Course Career	Undergraduate (UGRD), Postgraduate Taught (PGDT).
Programme	Programme / course of study – e.g. BA (Hons) History.
Course / Course Unit	Individual courses that make up your programme.
Class	Instances of a course in a particular academic year. A course may consist of more than one class – a main class, e.g. Lecture (‘LEC’) that should be selected initially; and associated classes , e.g. Seminar (‘SEM’), Laboratory (‘LAB’) etc. You select classes to enroll on a particular course.
Units	Credit value of a course – e.g. 20 credits.
Session	The period during which the course will run – i.e. Semester 1, Semester 2, or all year across both semesters.
Course Subject	The subject of the course – e.g. RELT 20001 = Religions & Theology (see Appendix A for a full list).
Course Number	The catalogue number of the course – e.g. RELT 20001 .
Shopping Cart	Area where selected courses are held pending the actual enrolling upon them (like a ‘Basket’ on an internet shop – you enroll on the course(s) when you finally ‘check out’, at Step 3).
Academic Advisement	The activity that a School carries out, defining the Optional and Mandatory Courses that make up a programme of study. These courses become the requirements that appear in your Advisement Report.

Login to Student Portal / Student System

1. Go to the StudentNet (www.studentnet.manchester.ac.uk)
2. Click **Course Unit Selection**.



3. Again, click **Course Unit Selection**.



4. Click **Login**.



5. Enter your **Central Username & Password**, and click **Login**.

NOTE: You will only have these details after you have undertaken IT sign-up.

Central Authentication Service

Login with central username and password

Username:
mcxssfyz

Password:
.....

Warn me before logging me into other sites.

Login clear

You are see check your returned to

Authentica

- [Acce](#)
- [Acce](#)
- [Acce](#)

Your IT Ac

- [Sign](#)
- [accoi](#)
- [Char](#)
- [Reco](#)
- [unloc](#)
- [Cont](#)

6. Click **Student System**.

MANCHESTER 1824

The University of Manchester

The University of Manchester Portal

Home Teaching and research Library My services About me

Home

Student System

Select the Student System link to register as a student or update your contact details.

- [Student System](#)

For assistance with registration and payment of fees visit [Crucial Guide Live](#)

For any queries please complete the [online contact form](#).

Calendar

Su	Mo
2	3
9	10

Using Student System Self-Service for Course Unit Selection

View My Advisement Report

The course requirements for your programme will be displayed by viewing your **Advisement Report**. These are made up of:

- *Mandatory* courses that you will have been automatically enrolled upon by your School.
- *Optional* courses that you can choose to make up the rest of your requirements.

It is important that you run this report repeatedly throughout the course unit selection process to help you select the correct courses.

1. Click **Student Center**.



2. In Student Center, click **My Academics**.



3. Click **View my advisement report**.



4. Populate the fields in the drop down menus as shown in the image below. Click **go**..

Search
Plan
Enroll
My Academics

View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution	The University of Manchester	
Report Type	UMANC Advisement Transcript	
Academic Career	UGRD	Undergraduate
Term	1101	2010/11 Academic Year
<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> go </div>		

5. After a short processing time, your advisement report will appear.

Report Results

[Return](#)

At the time of your request, your marks have not been ratified by the exam board.

The University of Manchester Advisement Transcript

Academic Program History

2.2 Program : BA (Economic and Social Studies) (Hons)

4.1 Mode of Attendance : Full Time

Active in Program : 17-08-2006

- - - - A C A D E M I C A D V I S E M E N T R E P O R T - - - -

Report on Undergraduate Career No Requirements

BA(Econ & Soc Studies) (Hons) Program No Requirements

BA(Econ) (Hons) Economics Plan

Requirements Not Satisfied

BA Econ (Hons) Economics, 3rd Year Requirements

Requirement Not Satisfied -

Units (required/actual/needed): 120.00/60.00/60.00

- The report will highlight if and where requirements are not met.
- You can see the status of the amount of units (credits) you require:

For example,

```
Units (required/actual/needed): 120.00/60.00/60.00
```

In this case, a total of 120 credits are required overall; 60 credits worth of courses are enrolled upon already; with a further 60 credits still to be chosen.

- Where requirements are not met, the report will normally show which optional courses can be taken to make them up, e.g. RELT 20072, AHVS 21001 etc.

Select Courses

Add

1. Click **Student Center**.



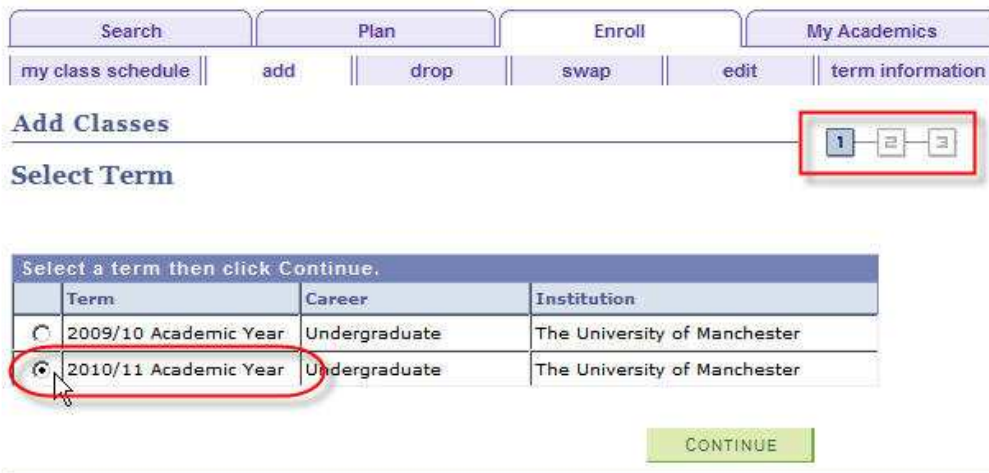
2. Click **Enroll**.



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



4. Select the **2010/11 Academic Year** and click **CONTINUE**.



5. Ensure that the **Class Search** radio button is selected and click **search**. 'Class' refers to a course.

The screenshot shows the 'Add Classes' page with navigation tabs for Search, Plan, Enroll, and My Academics. Below the tabs are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. A progress indicator shows three steps, with the first step '1' highlighted in a red box. The main heading is '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.

2010/11 Academic Year | Undergraduate | The University of Manchester [change term](#)

Open Closed Wait List

Add to Cart:
 Enter Class Nbr
 [enter](#)

Find Classes
 Class Search ←
 My Planner

[search](#)

2010/11 Academic Year Shopping Cart
 Your enrollment shopping cart is empty.

6. You will be taken to the **Search Criteria** page.

The screenshot shows the 'Enter Search Criteria' page. It features a progress indicator with three steps, where the first step '1' is highlighted in a red box. The heading is 'Enter Search Criteria'.

The University of Manchester | 2010/11 Academic Year

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

Class Search Criteria

Course Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

7. Firstly, you must select your **Course Subject** from the drop down menu.



For example, you wish to enroll on course **RELT 20072**. RELT is the course subject and is the code for Religions & Theology (for a list of all codes and their corresponding subjects see Appendix A at the rear).

8. Enter the **Course Number** in the box directly opposite the 'is exactly' field. Now you can click **SEARCH**.



The image shows a web page titled "Add Classes" with a sub-section "Enter Search Criteria". The page includes a navigation bar with "1", "2", and "3" buttons. Below the title, it says "The University of Manchester | 2010/11 Academic Year" and "Select at least 2 search criteria. Click Search to view your search results." The "Class Search Criteria" form is shown with the following fields: "Course Subject" (Religions and Theology), "Course Number" (is exactly, 20072), and "Course Career" (Undergraduate). There are checkboxes for "Show Open Classes Only" (checked) and "Show Open Entry/Exit Classes Only" (unchecked). A "Return to Add Classes" link is at the bottom left, and "CLEAR CRITERIA" and "SEARCH" buttons are at the bottom right. The "SEARCH" button is circled in red.

NOTE: **Course Career** will always automatically default to your career.

9a. Choose the course to enroll on by clicking the corresponding **select class** button.

Add Classes

Search Results

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

The University of Manchester | 2010/11 Academic Year

[My Class Schedule](#) | [Shopping Cart](#)

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) | [START A NEW SEARCH](#)

Open Closed Wait List

▼ **AHVS 20102 - Renaissance Painting**

View All Sections First 1 of 1 Last

Section [LEC1-SEM\(10042\)](#) Status ● **select class**

Session 2nd Sem

Days & Times	Room	Instructor	Meeting Dates
Tu 10:00 - 12:00	TBA	Alice Sanger	31/01/2011 - 10/06/2011

NOTE: 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**. Your School will advise you if this should be otherwise.

Section [LEC1-LEC\(13534\)](#)

9b. In most cases, you will have a choice of related classes to go along with the main class you have just selected. In the example below, Seminar 2 has been chosen from the available list. Click **NEXT**.

Add Classes

1. Select classes to add - Related Class Sections

2010/11 Academic Year | Undergraduate | The University of Manchester

AHVS 20111 - The Afterlife of Objects: Coll

Lecture selected: Section LEC1
We 11:00 - 12:00 Room: TBA

Open Closed Wait List

Select Seminar section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/> 10009	SEM0	TBA	TBA	Staff	●
<input type="radio"/> 10010	SEM1	Tu 11:00 - 13:00	TBA	Staff	●
<input checked="" type="radio"/> 10011	SEM2	Tu 12:00 - 14:00	TBA	Staff	●
<input type="radio"/> 10012	SEM3	Tu 11:00 - 13:00	TBA	Staff	●
<input type="radio"/> 10013	SEM4	Tu 12:00 - 14:00	TBA	Staff	●

View All Sections First 1-5 of 5 Last

CANCEL **NEXT**

10. A summary of the course appears. You are not yet enrolled on the course. Click **NEXT**.

Add Classes

1. Select classes to add - Enrollment Preferences

2010/11 Academic Year | Undergraduate | The University of Manchester

AHVS 20102 - Renaissance Painting

Class Preferences

AHVS 20102-LEC1 Seminar ● Open Wait List Wait list if class is full

Permission Nbr

Session 2nd Semester Grading Undergraduate Percentage Grade Basis

Career Undergraduate Units 20.00

Program BA(Hons) St of Rel & Theo(R&S)

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
LEC1	Seminar	Tu 10:00 - 12:00	TBA	Alice Sanger	31/01/2011 - 10/06/2011

NOTE: you are still at Step 1 of the three step process

In some cases you will need permission from your School to enroll – they will have given you a permission number to enable you to proceed:

Wait List Wait list if class is full

Permission Nbr

- 11a. You will receive confirmation that the course has been added to your Shopping Cart (again, you are not yet enrolled on the course).

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.

✔ AHVS 20102 has been added to your Shopping Cart.

2010/11 Academic Year | Undergraduate | The University of Manchester change term

Open Closed Wait List

Add to Cart:

Enter Class Nbr enter

Find Classes

Class Search My Planner

search

2010/11 Academic Year Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	AHVS 20102-LEC1 (10042)	Tu 10:00 - 12:00	TBA	A. Sanger	20.00	●

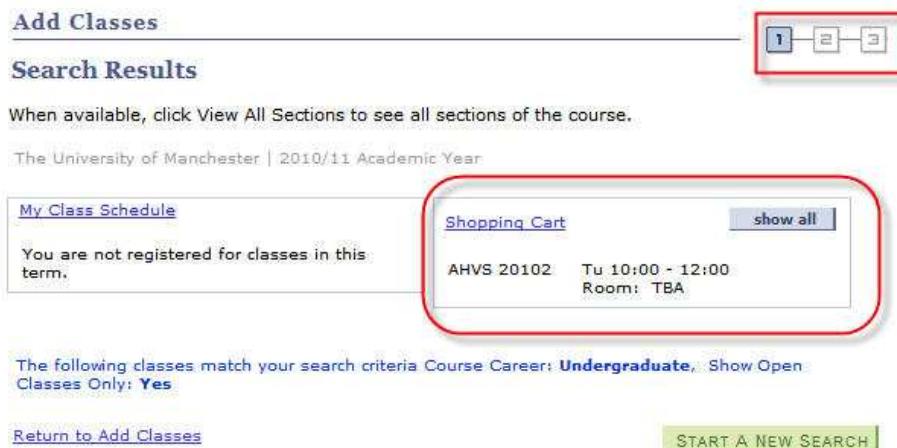
PROCEED TO STEP 2 OF 3

11b. If you have further courses to select, click **search** again at this step.



11c. This will take you back to the **Search Criteria** page (repeat steps 8 – 11, pages 11 – 13).

You will notice that when you see the **Search Results** page (also seen at step 9a, page 12), it will now also show the courses that are currently in your Shopping Cart.



12. Once you have selected all the courses you wish to enroll on you can proceed, by clicking **PROCEED TO STEP 2 OF 3** (as also seen at step 11a, page 13).

(Before proceeding, you can delete any courses from your Shopping Cart at this stage, by clicking the corresponding delete icon.)

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.

✓ EALC 20061 has been added to your Shopping Cart.

2010/11 Academic Year | Undergraduate | The University of Manchester [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:
 Enter Class Nbr [enter](#)
 Find Classes
 Class Search [search](#)
 My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ARGY 20081-LEC1 (5792)	Tu 11:00 - 14:00	TBA	I. Berg, S. Campbell	20.00	●
	BMAN 20002-LECT (7440)	Mo 16:00 - 17:00	TBA	K. Barker	10.00	●
	BMAN 20002-WSP3 (7492)	TBA	TBA	Staff		●
	EALC 20061-LEC (8039)	Mo 13:00 - 15:00	TBA	Y. Liang	20.00	●
	EALC 20061-SEM1 (11252)	Th 14:00 - 15:00	TBA	Staff		●

[PROCEED TO STEP 2 OF 3](#)

13. You are now at Step 2. Here you are confirming that you want to enroll on the selected courses. Click **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.

2010/11 Academic Year | Undergraduate | The University of Manchester

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
AHVS 20102-LEC1 (10042)	Renaissance Painting (Seminar)	Tu 10:00 - 12:00	TBA	A. Sanger	20.00	●
AMER 30052-S00 (4645)	Hip Hop and Hollywood (Seminar)	TBA	TBA	Staff	20.00	●

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)



14. Step 3 shows you if you have enrolled on the selected courses successfully.



Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

2010/11 Academic Year | Undergraduate | The University of Manchester

 Success: enrolled	 Error: unable to add class
---	--

Class	Message	Status
AHVS 20102	Success: This class has been added to your schedule.	
AMER 30052	Success: This class has been added to your schedule.	

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

NOTE: If the enrollment has been unsuccessful, an error message will appear explaining why it has failed. For example...

 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.	

The main errors that you may see are as follows:

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

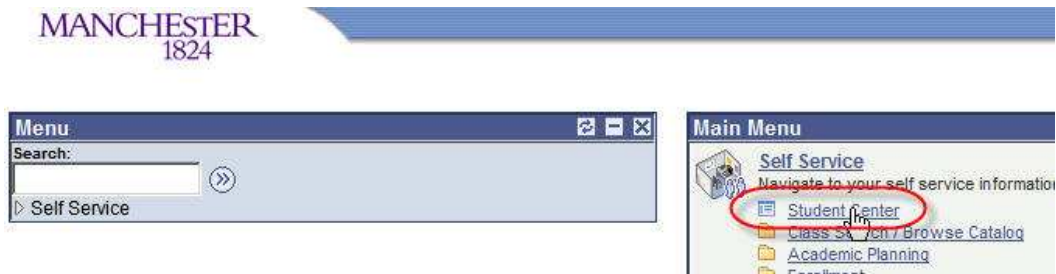
If you have any questions regarding these errors, please contact your School / Programme Administrator.

Swap

This function allows you to change the courses you have already enrolled upon in a single process; instead of dropping a course and then adding a new one.

NOTE: DO NOT SWAP MANDATORY COURSES

1. Click **Student Center**.



2. Click **Enrol**.



3. Click the **swap** tab.



4. Select the **2010/11 Academic Year** and click **CONTINUE**.



- From the drop down menu, select the course you want to swap.

- Click **search**.

Swap a Class



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2010/11 Academic Year | Undergraduate | The University of Manchester [change term](#)

- Use the **Search Criteria** page as in the 'Add Course' section (step 6, page 10).

Add Classes



Enter Search Criteria

The University of Manchester | 2010/11 Academic Year

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

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

NOTE: **Course Career** will always automatically default to your career.

7. In the Search Results page, you will see the courses you are enrolled on without the course you are choosing to swap (although, the missing course has not actually been swapped as yet).

Swap a Class 1 2 3

Search Results

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

The University of Manchester | 2010/11 Academic Year

[My Class Schedule](#) [show all](#)

AHVS 20102 Tu 10:00 - 12:00
Room: TBA

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

- 8a. Click **select class** to choose the course you want to enroll on.

▼ ARCH 20010 - Technologies 2

View All Sections First 1 of 1 Last

Section [LEC1-LEC\(13534\)](#) Status ● select class

Session Full Year

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

NOTE: 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**. Your School will advise you if this should be otherwise.

Section [LEC1-LEC\(13534\)](#)

- 8b. In some cases, you will have a choice of related classes to go along with the main class you have just selected. In the example below, Seminar 2 has been chosen from the available list. Click **NEXT**.

Add Classes 1 2 3

1. Select classes to add - Related Class Sections

2010/11 Academic Year | Undergraduate | The University of Manchester

AHVS 20111 - The Afterlife of Objects: Coll

Lecture selected: Section LEC1
We 11:00 - 12:00 Room: TBA

● Open
 ■ Closed
 ▲ Wait List

Select Seminar section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	10009	SEM0	TBA	TBA	Staff	●
<input type="radio"/>	10010	SEM1	Tu 11:00 - 13:00	TBA	Staff	●
<input checked="" type="radio"/>	10011	SEM2	Tu 12:00 - 14:00	TBA	Staff	●
<input type="radio"/>	10012	SEM3	Tu 11:00 - 13:00	TBA	Staff	●
<input type="radio"/>	10013	SEM4	Tu 12:00 - 14:00	TBA	Staff	●

View All Sections First 1-5 of 5 Last

CANCEL
NEXT

- 9 A summary of the course appears. You have not yet swapped courses. Click **NEXT**.

Swap a Class

1. **Select a class to swap - Enrollment Preference**

2010/11 Academic Year | Undergraduate | The University of Manchester

ARCH 20010 - Technologies 2

Class Preferences

ARCH 20010-LEC1 Lecture ● Open

Wait List Wait list if class is full

Permission Nbr

Grading Undergraduate Percentage Grade Basis

Units 20.00

Program BA(Hons) St of Rel & Theo(R&S)

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
---------	-----------	--------------	------	------------	----------------

In some cases you will need permission from your School to enroll – they will have given you a permission number to enable you to proceed:

Wait List Wait list if class is full

Permission Nbr

10. You will receive confirmation of which courses you are about to swap (again, you have not yet swapped these courses). Click **FINISH SWAPPING**.

Swap a Class

2. **Confirm your selection**

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2010/11 Academic Year | Undergraduate | The University of Manchester

You are replacing this class

✔ Enrolled ✘ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AMER_30052-500 (4645)	Hip Hop and Hollywood (Seminar)	TBA	TBA	Staff	20.00	✔

With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ARCH_20010-LEC1 (13534)	Technologies 2 (Lecture)	TBA	TBA	Staff	20.00	●

CANCEL **FINISH SWAPPING**

7. If the swap has been completed successfully, the following confirmation will appear.

Swap a Class 1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2010/11 Academic Year | Undergraduate | The University of Manchester

✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap AMER 30052 with ARCH 20010	Success: This class has been replaced.	✔

[MY CLASS SCHEDULE](#)

NOTE: If the enrollment has been unsuccessful, an error message will appear explaining why it has failed. For example...

✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap ECON 30112 with ECON 20000	Error: You cannot add this class due to a time conflict with class 13840. Select another class.	✘

The main errors that you may see are as follows:

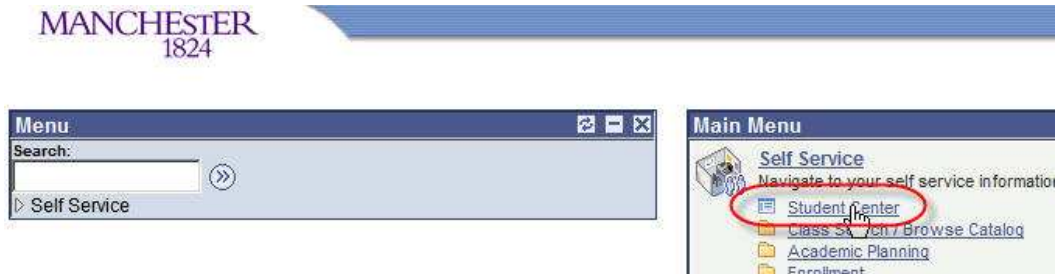
- Time conflict with an existing course.
- A pre-requisite course has not been previously studied
- A course is full

If you have any questions regarding these errors, please contact your School / Programme Administrator.

Drop

There may be times when you have to drop a course. It is, however, important to note that **you must not drop mandatory courses**.

1. Click **Student Center**.



2. Click **Enroll**.



3. Click the **drop** tab.



4. Select the **2010/11 Academic Year** and click **CONTINUE**.



5. Tick the checkbox(es) next to the course(s) you wish to drop.

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2010/11 Academic Year | Undergraduate | The University of Manchester change term

✔ Enrolled
 ✘ Dropped
 ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	AHVS 20102-LEC1 (10042)	Renaissance Painting (Seminar)	Tu 10:00 - 12:00	TBA	A. Sanger	20.00	✔
<input type="checkbox"/>	ARCH 20010-LEC1 (13534)	Technologies 2 (Lecture)	TBA	TBA	Staff	20.00	✔

6. Scroll to the bottom of the page and click **DROP SELECTED CLASSES**.

<input checked="" type="checkbox"/>	ECON 30941-LEC (14010)	Economics of Monetary Integrat (Lecture)	W 9:00 - 11:00 W 9:00 - 11:00	1.218 University Place 1.218 University Place	G. Chouliarakis, L. Wells	10.00	✔
	ECON 30941-TUT4 (20567)	Economics of Monetary Integrat (Tutorial)	Th 16:00 - 17:00 Th 16:00 - 17:00	3.205 University Place 3.205 University Place	H. Pahath Kumbure Gedara		✔

DROP SELECTED CLASSES

7. At Step 2, you will see which course(s) are about to be dropped. To proceed, click **FINISH DROPPING**.

Drop Classes 1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2010/11 Academic Year | Undergraduate | The University of Manchester

✔ Enrolled
 ✘ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AHVS 20102-LEC1 (10042)	Renaissance Painting (Seminar)	Tu 10:00 - 12:00	TBA	A. Sanger	20.00	✔

CANCEL
 PREVIOUS
 FINISH DROPPING

8. If the drop process has been completed successfully, the following confirmation will appear at Step 3.

Drop Classes



3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2010/11 Academic Year | Undergraduate | The University of Manchester

 Success: dropped		 Error: unable to drop class
Class	Message	Status
AHVS 20102	Success: This class has been removed from your schedule.	

MY CLASS SCHEDULE

Edit

Where there are multiple choices of associated classes to a course (e.g. tutorials, seminars, workshops etc.) available to choose from (as seen at step 9b, page 12 & step 8b, page 19), you can change your choice by editing the class.

1. Click **Student Center**.



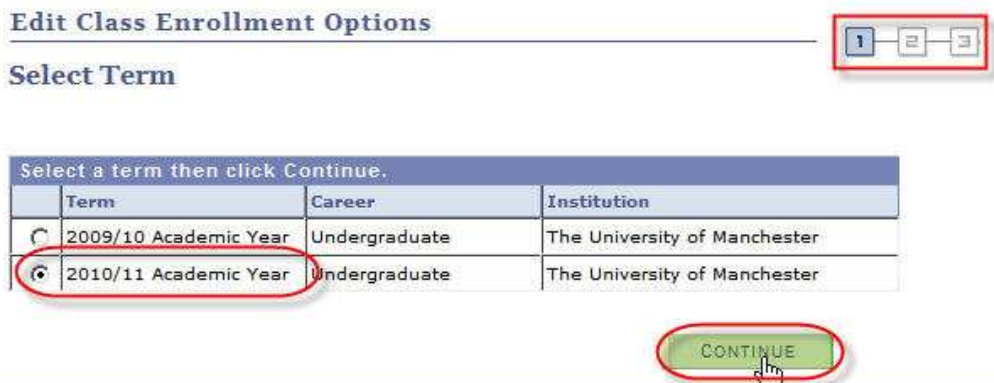
2. Click **Enrol**.



3. Click the **edit** tab.



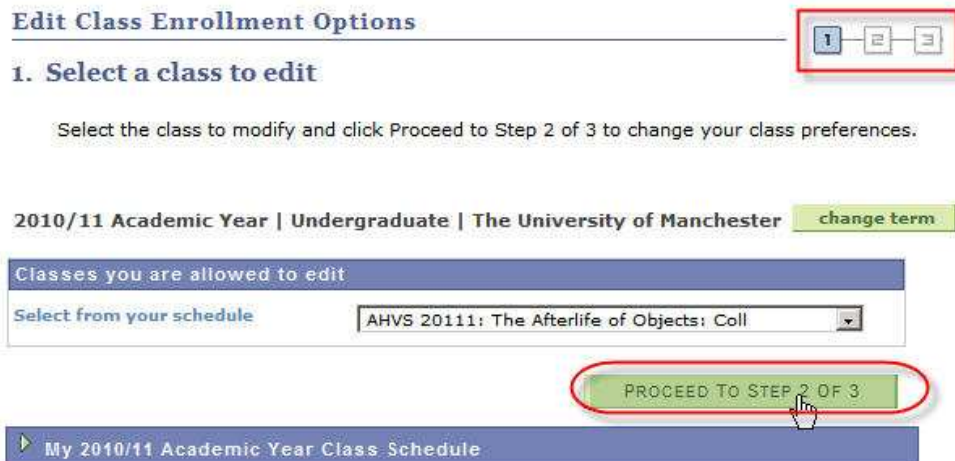
4. Select the **2010/11 Academic Year** and click **CONTINUE**.



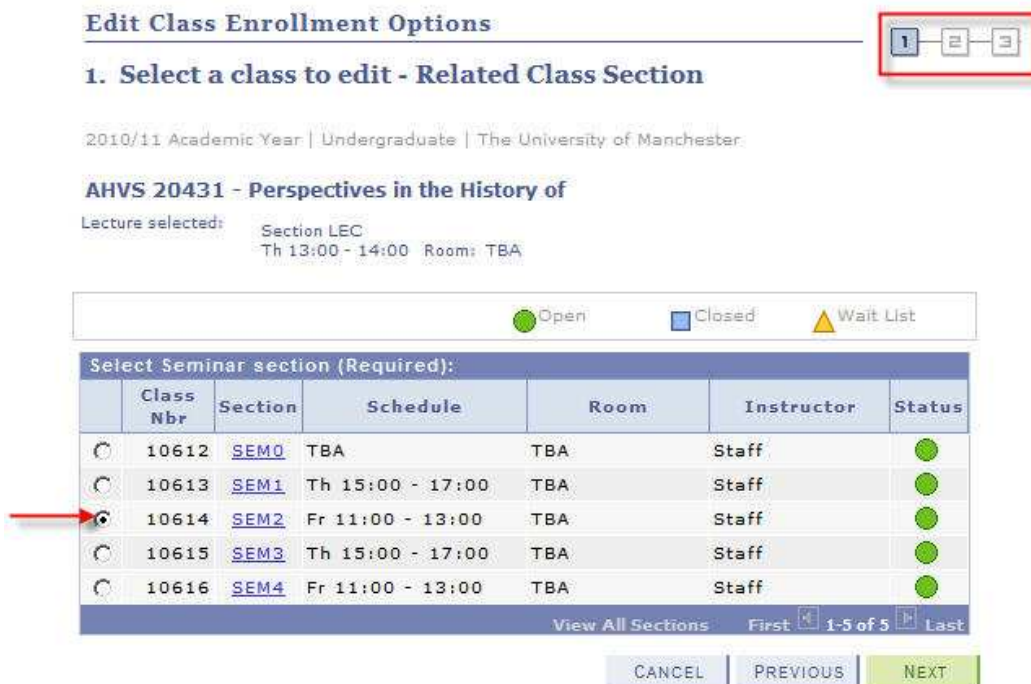
5. From the drop-down menu select the course for the associated class you want to change.



6. Now click **PROCEED TO STEP 2 OF 3**.



7. You will see that your *current* associated class is selected. **Note that you are not yet at Step 2 of the process.**



8. Click the radio button for the option you want to change to and click **NEXT**.

Edit Class Enrollment Options

1. Select a class to edit - Related Class Section

2010/11 Academic Year | Undergraduate | The University of Manchester

AHVS 20431 - Perspectives in the History of

Lecture selected: Section LEC
Th 13:00 - 14:00 Room: TBA

Open Closed Wait List

Select Seminar section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	10612	SEM0	TBA	TBA	Staff	Open
<input type="radio"/>	10613	SEM1	Th 15:00 - 17:00	TBA	Staff	Open
<input type="radio"/>	10614	SEM2	Fr 11:00 - 13:00	TBA	Staff	Open
<input type="radio"/>	10615	SEM3	Th 15:00 - 17:00	TBA	Staff	Open
<input checked="" type="radio"/>	10616	SEM4	Fr 11:00 - 13:00	TBA	Staff	Open

View All Sections First 1-5 of 5 Last

CANCEL PREVIOUS **NEXT**

NOTE: If there are more options than are showing on screen (e.g. it states 1-5 of 7; only 5 showing), clicking **View All Sections** will show you all existing options.

View All Sections First 1-5 of Last

9. A screen appears showing the newly selected option. **Again, note that you are not yet at Step 2 of the process.** Click **NEXT**.

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

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AHVS 20431 - Perspectives in the History of

Class Preferences

AHVS 20431-LEC Lecture Open Wait List Wait list if class is full

AHVS 20431-SEM4 Seminar Open Permission Nbr

Session 1st Semester Grading Undergraduate Percentage Grade Basis

Career Undergraduate Units 20.00

CANCEL PREVIOUS **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
LEC	Lecture	Th 13:00 - 14:00	TBA	Staff	20/09/2010 - 30/01/2011
SEM4	Seminar	Fr 11:00 - 13:00	TBA	Staff	20/09/2010 - 30/01/2011

10. Step 2 shows confirmation of the edit process. If you are happy with this, click **FINISH EDITING**.

Edit Class Enrollment Options 1 2 3

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

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Class Attribute	Original Value	New Value
Seminar Section	SEM2 Fr 11:00 - 13:00 Room: TBA	SEM4 Fr 11:00 - 13:00 Room: TBA

11. If the edit has been completed successfully, the following confirmation will appear. Step 3 is the final step.

Edit Class Enrollment Options 1 2 3

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

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✔ Success: Class updated
 ✘ Error: Unable to update class

Class	Message	Status
AHVS 20431	Success: This class has been updated.	✔

NOTE: If the update has been unsuccessful, an error message will appear explaining why it has failed.

The main errors that you may see are as follows:

- Time conflict with an existing course.
- The associated class is already full.

If you have any questions regarding these errors, please contact your School / Programme Administrator.

APPENDIX A – Course Subjects & Codes

Code	Course Subject
AHVS	Art History and Visual Studies
AMER	American Studies
APEL	APEL
APL	APL
ARCH	Architecture
ARGY	Archaeology
ASTR	Astronomy
AUDI	Audiology
BIOL	Biological Sciences
BMAN	Business and Management
BMBA	Business Administration
CARS	Careers
CAWS	Cen Adv St of Arab World
CCED	Continuing Education
CHEM	Chemistry
CHEN	Chemical Engineering
CIRA	Ctre for Interdis Res in Arts
CLAH	Classics and Ancient History
CLAS	Classical Studies
COMB	Combined Studies
COMP	Computing
CSEP	Centre for Social Ethics & Pol
DENT	Dentistry
DRAM	Drama
EALC	East Asian Studies
EART	Earth Sciences
EAST	East Asian Studies
ECON	Economics
EDUC	Education
EEEN	Electrical and Electronic Eng
ELAN	European Languages
ENGL	English
EVDV	Environment and Development
FEPS	Faculty of Eng & Phys Sci
FLSC	Faculty of Life Sciences
FMHS	Faculty of Med & Human Sci
FOUN	Foundation Courses
FREN	French
GECO	Computing Geography
GEOG	Geography
GERM	German
GOVN	Government
HCAD	Human Comm and Deafness
HCDI	Human Comm and Deafness
HIAN	Ancient History
HIAR	History of Art
HIMO	Modern History
HIST	History
HSTM	History of Sci Tech and Medn
HUMN	Faculty of Humanities
IDPM	Inst of Development & Pol Mgt
INFO	Informatics
ITAL	Italian

Code	Course Subject
LALC	Lang Ling and Cultures
LAWS	Law
LBRY	John Rylands University Librry
LELA	Linguistics and English Lang
MACE	Mech Aero and Civil Eng
MATH	Mathematics
MATS	Materials Science
MBSW	MBS Worldwide
MEDN	Medicine
MEST	Middle Eastern Studies
MLPX	Manchester Leadership
MSEC	Enterprise
MUSC	Music
NURS	Nursing
PHAR	Pharmacy
PHIL	Philosophy
PHYS	Physics
PLAN	Planning
POEC	Political Economy
POLI	Politics
PORT	Portuguese
PSYC	Psychology
RELT	Religions and Theology
RSCH	Research Skills
RUSS	Russian
SAHC	Arts, Histories & Cultures
SALT	Speech and Language Therapy
SCEN	Science and Engineering
SCIN	Sustainable Consumption Ins
SOAN	Social Anthropology
SOCH	Social Change
SOCS	Social Sciences
SOCY	Sociology
SOWK	Social Work
SPAN	Spanish
SPLA	Spanish Port & Latin Amer Stds
STDU	Staff Training & Development U
ULAC	University Language Centre
ULAR	ULAC Arabic
ULCH	ULAC Chinese
ULDU	ULAC Dutch
ULEL	Full-Time English Lang Crse
ULEN	ULAC English
ULFR	ULAC French
ULGE	ULAC German
ULGI	Goethe Institut
ULGR	ULAC Greek
ULHB	ULAC Hebrew
ULIS	In-Sessional Academic Support
ULIT	ULAC Italian
ULJA	ULAC Japanese
ULME	Languages for Medical Students
ULPE	ULAC Persian
ULPL	ULAC Polish
ULPS	Pre-Sessional Courses
ULPT	ULAC Portuguese

Code	Course Subject
ULRU	ULAC Russian
ULSO	ULAC SOLO
ULSP	ULAC Spanish
ULTD	ULAC Teacher Development
ULTL	ULAC Tandem Learning
ULTU	ULAC Turkish
ULUR	ULAC Urdu/Hindu
VUMA	VUM units converted from SITS

APPENDIX B – Search Guidance

Your School should provide you with all the information regarding the courses that you are able to take. It is important that you use all resources available to you; e.g. handbooks, School Intranets etc.

If you are choosing courses from more than one School, make sure you have all the information you need (e.g. the different course subjects involved – see Appendix A).

Once you have the necessary information to hand, you can use the Search page in different ways.

- 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.
- At **Course Number** you do not have to use the 'is exactly'. By clicking the drop-down menu, there are other expressions you can use to search ranges of numbers. You also have a choice of 'contains', 'greater than or equal to' and 'less than or equal to'.

Add Classes 1 2 3

Enter Search Criteria

The University of Manchester | 2010/11 Academic Year

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

Class Search Criteria

Course Subject	Art History and Visual Studies
Course Number	greater than or equal to <input type="text"/>
Course Career	

contains
greater than or equal to
is exactly
less than or equal to

[Show Open Entry/Exit Classes Only](#)

- Having entered some search criteria, you can refine your search further by clicking **Additional Search Criteria**.

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

Class Search Criteria

Course Subject	Art History and Visual Studies
Course Number	greater than or equal to <input type="text" value="20000"/>
Course Career	Undergraduate

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

- This allows you to enter much more detail to your search. For example, **Course Title Keyword** may be very useful. Obviously, you can combine as much or as little search detail as you want.

Class Search Criteria







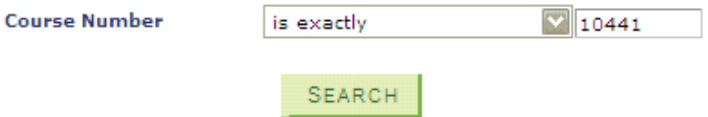
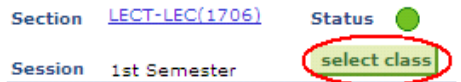

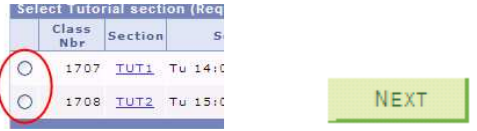
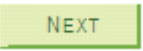
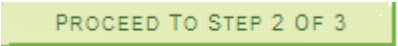

Course Subject	<input type="text" value="Art History and Visual Studies"/>	
Course Number	<input type="text" value="greater than or equal to"/>	<input type="text" value="20000"/>
Course Career	<input type="text" value="Undergraduate"/>	
	<input checked="" type="checkbox"/> Show Open Classes Only	
	<input type="checkbox"/> Show Open Entry/Exit Classes Only	

Use Additional Search Criteria to narrow your search results.

▼ Additional Search Criteria

Meeting Start Time	<input type="text" value="greater than or equal to"/>	<input type="text"/>	(example: 1:00PM)
Meeting End Time	<input type="text" value="less than or equal to"/>	<input type="text"/>	
Day of Week	<input type="text" value="include only these days"/>		
	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Instructor Last Name	<input type="text" value="is exactly"/>	<input type="text"/>	
Class Nbr	<input type="text" value=""/> (example: 1136)		
Course Title Keyword	<input type="text" value="Titian"/>	<input type="text" value=""/> (example: statistics)	
Minimum Units	<input type="text" value="greater than or equal to"/>	<input type="text"/>	
Maximum Units	<input type="text" value="less than or equal to"/>	<input type="text"/>	
Course Component	<input type="text"/>		
Session	<input type="text"/>		
Mode of Instruction	<input type="text"/>		
Campus	<input type="text"/>		
Location	<input type="text"/>		

APPENDIX C – Short Guide to Adding Courses

<p>1. Log in to Campus Solutions, through your student portal at</p>	<p>https://www.portal.manchester.ac.uk/</p>
<p>2. Once you are logged in, click on Student Centre</p>	
<p>3. Select Enroll</p>	
<p>4. Ensure you are in the add tab</p>	
<p>5. Select the 2010/11 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, Sociology, Politics etc. from the drop-down menu</p>	
<p>8. The course number is the 5 numbers that appear in the course code e.g. <u>ECON10441</u> or <u>SOCY30011</u> Then click SEARCH</p>	
<p>9. You will need to select the LECTURE component (unless otherwise advised) – normally defined by a '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 either 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 	