

# **Student System Self Service:** Guide to Course Unit Selection

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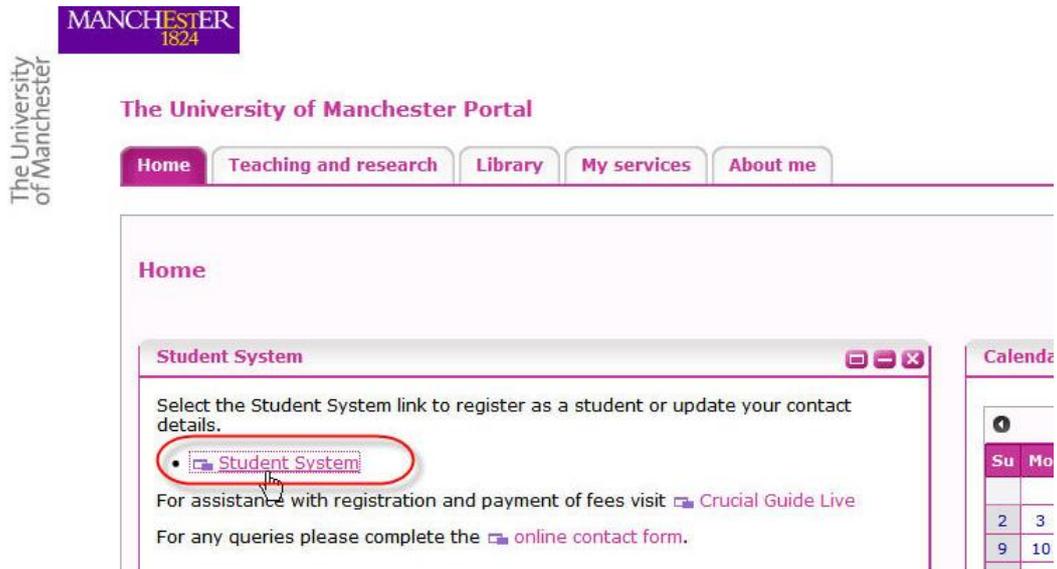
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## Glossary

<b>Term</b>	Academic Year – where ‘1131’ means Academic Year 2013/14; ‘1141’ means Academic Year 2014/15; and so on.
<b>Academic Career / Course Career</b>	Undergraduate (UGRD), Postgraduate Taught (PGDT).
<b>Programme</b>	Programme / course of study – e.g. BA (Hons) History.
<b>Course / Course Unit</b>	Individual courses that make up your programme.
<b>Class</b>	Instances of a course in a particular academic year. A course may consist of more than one class – a <b>main</b> class, e.g. Lecture (‘LEC’) that should be selected initially; and <b>associated classes</b> , e.g. Seminar (‘SEM’), Laboratory (‘LAB’) etc. You select classes to enroll on a particular course.
<b>Units</b>	Credit value of a course – e.g. 20 credits.
<b>Session</b>	The period during which the course will run – i.e. Semester 1, Semester 2, or all year across both semesters.
<b>Course Subject</b>	The subject of the course – e.g. <b>RELT</b> 20001 = Religions & Theology (see Appendix A for a full list).
<b>Course Number</b>	The catalogue number of the course – e.g. <b>RELT 20001</b> .
<b>Shopping Cart</b>	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).
<b>Academic Advisement</b>	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. Once logged into MyManchester, click **Student System**.



## Using Student System Self-Service for Course Unit Selection

The School of Computer Science has an in-house system which checks course unit and theme requirements: <http://studentnet.cs.manchester.ac.uk/ugt/choicescheck.php>

The University report below only checks course unit requirements.

### 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.

**NOTE:** If you are looking at a previous academic year and a 'requirements not satisfied' message is showing, this is usually due to one of the following reasons

- 1) You have resits and have not completed the year.
- 2) Unit(s) have been compensated.
- 3) You have taken a unit outside of the programme rules.

For 1) and 2) please ignore the message. For 3) – as long as you have had permission from the School to take a unit outside of the programme rules this is fine.

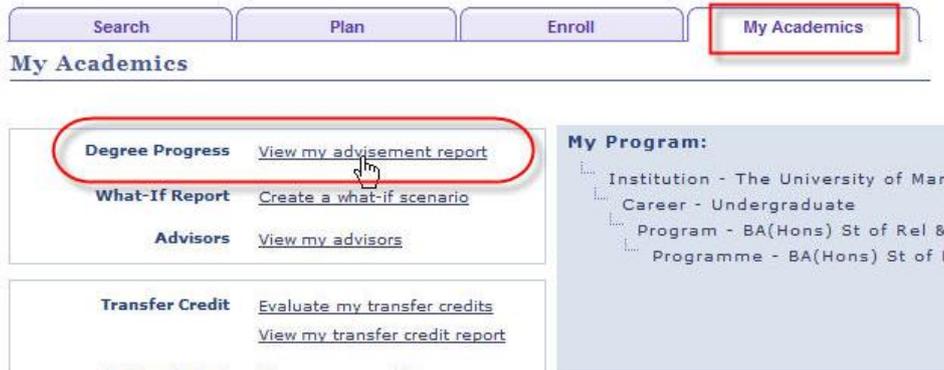
1. Click **Student Center**.



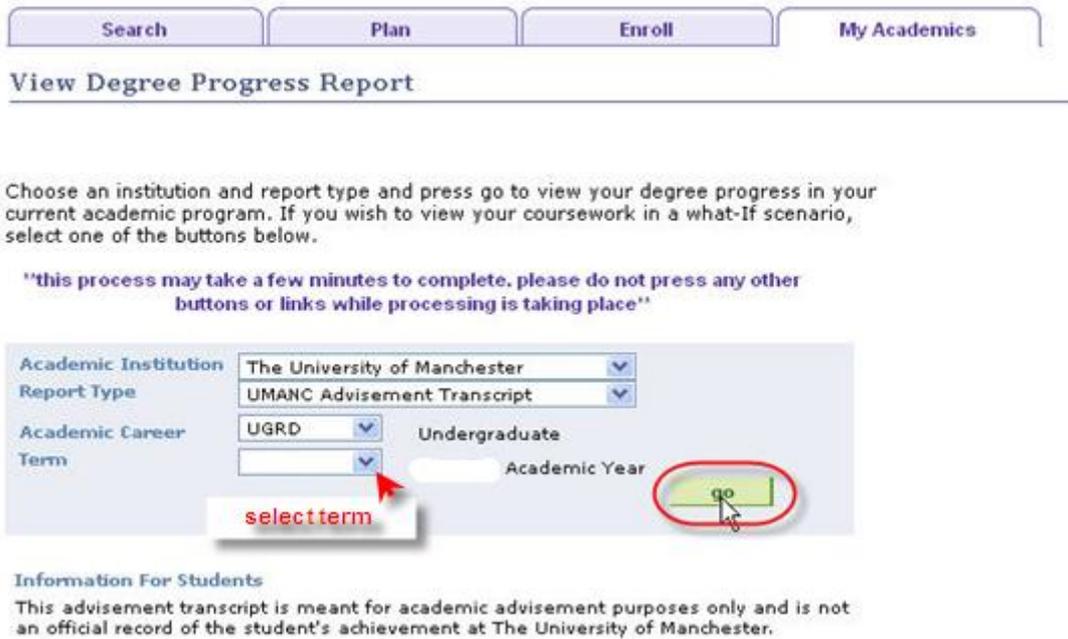
2. In Student Center, click **My Academics**.



3 Click **View my advisement report**.



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



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

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- - - - 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

**Please note: the system will not allow you to enrol on a unit where you have a compensated pass in the pre-requisite. Please e-mail [sso@cs.man.ac.uk](mailto:sso@cs.man.ac.uk) with your name, ID and the course unit details and the unit will be added for you.**

## Add

1. Click **Student Center**.



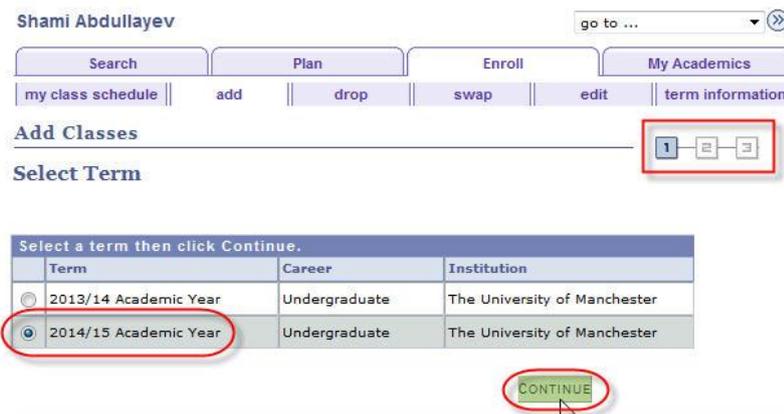
2. Click **Enroll**.



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 appropriate **Academic Year** and click **CONTINUE**.



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

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

A screenshot of the 'Add to Cart' interface. At the top, there are three status indicators: a green circle for 'Open', a blue square for 'Closed', and a yellow triangle for 'Wait List'. Below this is a '2014/15 Academic Year Shopping Cart' section with the message 'Your enrollment shopping cart is empty.' On the left, there is a 'Find Classes' section with two radio buttons: 'Class Search' (selected) and 'My Planner'. A red arrow points to the 'Class Search' radio button. Below the radio buttons is a green 'search' button, which is circled in red. Above the 'search' button is an 'Enter Class Nbr' field with an 'enter' button.

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

A screenshot of the 'Search Criteria' page. At the top, there are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the tabs are four buttons: 'my class schedule', 'add', 'drop', and 'swap'. The 'Search' tab is active. Below the tabs is a '2014/15 Academic Year Shopping Cart' section with the message 'Your enrollment shopping cart is empty.' On the left, there is a 'Find Classes' section with two radio buttons: 'Class Search' (selected) and 'My Planner'. A red arrow points to the 'Class Search' radio button. Below the radio buttons is a green 'search' button, which is circled in red. Below the 'search' button is a '2014/15 Academic Year Shopping Cart' section with the message 'Your enrollment shopping cart is empty.' Below the shopping cart is a 'Search for Classes' section with the following fields: 'Course Subject' (dropdown), 'Course Number' (dropdown with 'is exactly' selected and an input field), and 'Course Career' (dropdown). There are two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). At the bottom, there is a 'Return to Add Classes' link, a 'CLEAR' button, and a 'SEARCH' button.

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

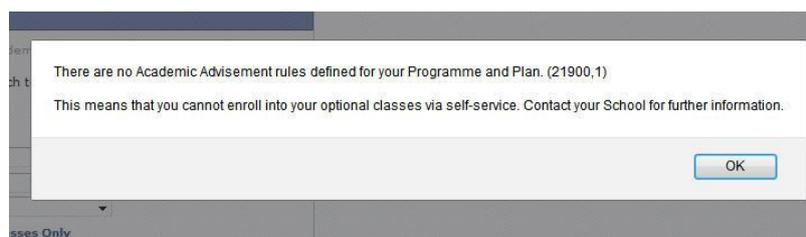


For example, you wish to enroll on course **ECON 20101**. ECON is the course subject and is the code for Economics (for a list of all codes and their corresponding subjects see Appendix A at the rear).

8. Enter the **Course Number** in the box directly opposite the 'is exactly' field. Although it is suggested you enter at least 2 search criteria, **ALSO** enter your **Course Career**\*. Now click 'search'.



- \* **IMPORTANT NOTE: If you DO NOT specify your 'Course Career' the following message will appear and you will not be able to search for your class:**



**If this message still appears and YOU HAVE specified your 'Course Career', only then should you contact your School.**

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 | 2014/15 Academic Year

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

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

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Economics**, Course Number is exactly '**20101**', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) [NEW SEARCH](#) [MODIFY SEARCH](#)

Open  Closed  Wait List

▼ **ECON 20101 - Economics for Environmental Management**

[View All Sections](#) First  Last

Section [LEC-LEC\(1147\)](#) Status  [select class](#)

Session 1st Sem

Days & Times	Room	Instructor	Meeting Dates
Tu 14:00 - 16:00	TBA	[Redacted]	15/09/2014 - 25/01/2015

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, Tutorial 2A has been chosen from the available list. Click **NEXT**.

**Add Classes**

**1. Select classes to add - Related Class Sections**

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

**ECON 20101 - Economics for Environmental Ma**

Lecture selected: Section LEC  
 Tu 14:00 - 16:00 Room: TBA  
 Tu 14:00 - 16:00 Room: TBA  
 Tu 14:00 - 16:00 Room: TBA  
 Tu 14:00 - 16:00 Room: TBA

Open   
  Closed   
  Wait List

**Select Tutorial section (Required):**

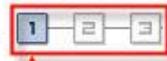
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	1244	<a href="#">T01A</a>	Fr 14:00 - 15:00 Fr 14:00 - 15:00 Fr 14:00 - 15:00 Fr 14:00 - 15:00 Fr 14:00 - 15:00	TBA TBA TBA TBA TBA	[REDACTED]	<input checked="" type="radio"/>
<input type="radio"/>	1150	<a href="#">T01B</a>	Fr 14:00 - 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	[REDACTED]	<input checked="" type="radio"/>
<input checked="" type="radio"/>	1148	<a href="#">T02A</a>	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	[REDACTED]	<input checked="" type="radio"/>
<input type="radio"/>	1245	<a href="#">T02B</a>	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	[REDACTED]	<input checked="" type="radio"/>

View All Sections    First 1 1-4 of 4 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**

Faculty of Business | Undergraduate | The University of Manchester

**ECON 20101 - Economics for Environmental Ma**

**Class Preferences**

<b>ECON 20101-LEC</b>	Lecture	<span style="color: green;">●</span> Open	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full
<b>ECON 20101-T02A</b>	Tutorial	<span style="color: green;">●</span> Open	<b>Permission Nbr</b>	<input type="text"/>
<b>Session</b>	1st Semester		<b>Grading</b>	Undergraduate Percentage Grade Basis
<b>Career</b>	Undergraduate		<b>Units</b>	10.00
<b>Enrollment Information</b>			<b>Program</b>	BA(Econ & Soc Studies)(Hons)

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



Section	Component	Days & Times	Room	Instructor	Start/End Date
LEC	Lecture	Tu 14:00 - 16:00	TBA		15/09/2014 - 25/01/2015

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

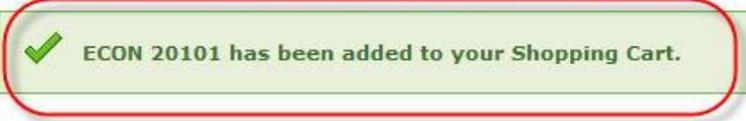
**Permission Nbr**  ←

- 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. satisfied with your class selections, proceed to step 2 of 3.



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

● Open    ■ Closed

2014/15 Academic Year Shopping Cart			
Delete	Class	Days/Times	Room
	<a href="#">ECON 20101-LEC (1147)</a>	Tu 14:00 - 16:00 Tu 14:00 - 16:00 Tu 14:00 - 16:00 Tu 14:00 - 16:00	TBA TBA TBA TBA
	ECON 20101-T02A (1148)	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

**Add to Cart:**

Enter Class Nbr

Find Classes

Class Search

My Planner

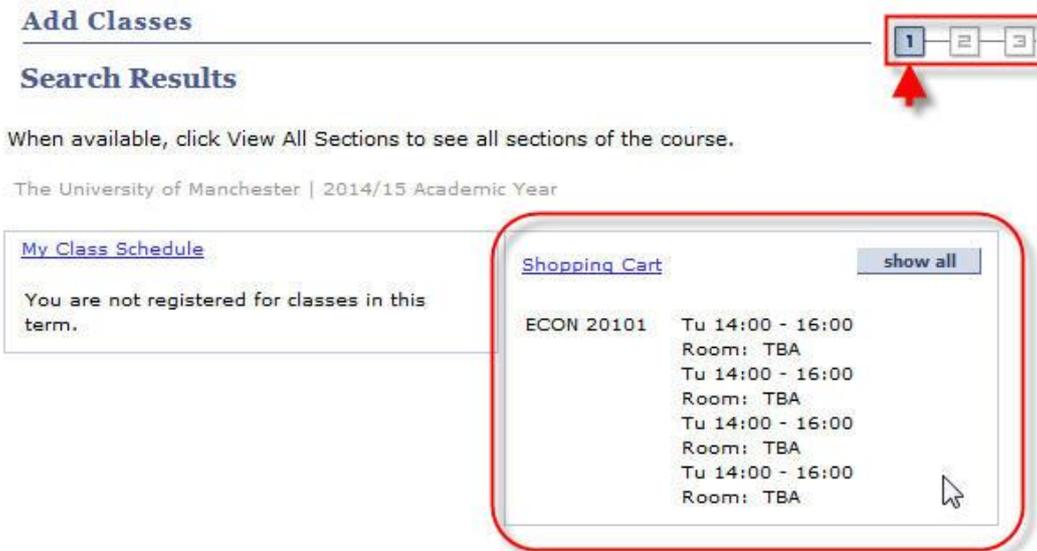
if you wish to remove from Shopping Cart - click here

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 10 – 14).

You will notice that when you see the **Search Results** page (also seen at step 9a, page 11), 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.

**ECON 20101 has been added to your Shopping Cart.**

2014/15 Academic Year | Undergraduate | The University of Manchester [change term](#)

● Open   
 ■ Closed   
 ▲ Wait List

2014/15 Academic Year Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ECON 20101-LEC (1147)</a>	Tu 14:00 - 16:00 Tu 14:00 - 16:00 Tu 14:00 - 16:00 Tu 14:00 - 16:00	TBA TBA TBA TBA	[blurred]	10.00	<span style="color: green;">●</span>
	ECON 20101-T02A (1148)	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	[blurred]		<span style="color: green;">●</span>

**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.

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	TBA	[Instructor Name]	10.00	●
		Tu 14:00 - 16:00	TBA			
		Tu 14:00 - 16:00	TBA			
		Tu 14:00 - 16:00	TBA			
ECON 20101-T02A (1148)	Economics for Environmental Ma (Tutorial)	Fr 16:00 - 17:00	TBA	[Instructor Name]		●
		Fr 16:00 - 17:00	TBA			
		Fr 16:00 - 17:00	TBA			
		Fr 16:00 - 17:00	TBA			
		Fr 16:00 - 17:00	TBA			

14. Step 3 shows you if you have enrolled on the selected course(s) successfully.

**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	<b>Success:</b> This class has been added to your schedule.	✓

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

 Success: enrolled <span style="margin-left: 200px;"> Error: unable to add class</span>		
Class	Message	Status
SOCS 30001	<b>Error:</b> Unable to add this class - prerequisites 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 **Enroll**.



3. Click the **swap** tab.



4. Select the appropriate **Academic Year** and click **CONTINUE**.



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

- Click **search**.

- Use the **Search Criteria** page as in the 'Add Course' section (step 6, page 9).

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

**Swap a Class**

**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](#)

ECON 20101 Tu 14:00 - 16:00  
Room: TBA  
Tu 14:00 - 16:00  
Room: TBA  
Tu 14:00 - 16:00  
Room: TBA  
Tu 14:00 - 16:00  
Room: TBA

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Economics**, Course Number is exactly '**20110**', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Swap a Class](#) [NEW SEARCH](#) [MODIFY SEARCH](#)

Open  Closed  Wait List

▼ **ECON 20110 - Econometrics**

[View All Sections](#) First 1 25-27 of 30 Last

Section [LEC-LEC\(1286\)](#) Status  [select class](#)

Session Full Year

Days & Times	Room	Instructor	Meeting Dates
Tu 12:00 - 14:00	TBA		15/09/2014 - 05/06/2015

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, Class 2 & Workshop 0 have been chosen from the available list. Click **NEXT**.

**Swap a Class**

**1. Select a class to swap - Related Class Section**

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

**ECON 20110 - Econometrics**

Lecture selected: Section LEC  
 Tu 12:00 - 14:00 Room: TBA  
 Tu 12:00 - 14:00 Room: TBA  
 Tu 12:00 - 14:00 Room: TBA  
 Fr 09:00 - 10:00 Room: TBA  
 Fr 12:00 - 13:00 Room: TBA  
 Fr 12:00 - 13:00 Room: TBA  
 Fr 09:00 - 10:00 Room: TBA  
 Tu 12:00 - 14:00 Room: TBA

● Open    □ Closed    ▲ Wait List

**Select Class section (Required):**

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	1287	<a href="#">CLS1</a>	Mo 09:00 - 10:00	TBA	Staff	●
			Mo 09:00 - 10:00	TBA		
			Mo 09:00 - 10:00	TBA		
			Mo 09:00 - 10:00	TBA		
			Mo 09:00 - 10:00	TBA		
			Mo 09:00 - 10:00	TBA		
			Mo 09:00 - 10:00	TBA		
<input checked="" type="radio"/>	1296	<a href="#">CLS2</a>	Mo 10:00 - 11:00	TBA	Staff	●
			Mo 10:00 - 11:00	TBA		
			Mo 10:00 - 11:00	TBA		
			Mo 10:00 - 11:00	TBA		
			Mo 10:00 - 11:00	TBA		
			Mo 10:00 - 11:00	TBA		
			Mo 10:00 - 11:00	TBA		

**Select Workshop section (Required):**

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	1305	<a href="#">WSP0</a>		TBA	Staff	●

View All Sections    First 1 of 1 Last

CANCEL    **NEXT**

9. A summary of the class(es) selected appears. You have not yet swapped courses. Click **NEXT**.

**Swap a Class**

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

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

**ECON 20000 - Managerial Economics I**

**Class Preferences**

<b>ECON 20000-CL02</b>	<b>Class</b>	<span style="color: green;">●</span> Open	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full
<b>ECON 20000-LEC</b>	<b>Lecture</b>	<span style="color: green;">●</span> Open	<b>Permission Nbr</b>	<input type="text"/>
<b>Session</b>	Full Year		<b>Grading</b>	Undergraduate Percentage Grade Basis
<b>Career</b>	Undergraduate		<b>Units</b>	20.00
<b>Enrollment Information</b>			<b>Program</b>	BA(Econ & Soc Studies)(Hons)

- Pre-requisites: (ECON10041 & 10042) OR (ECON10081 & ECON1082) AND (ECON10061 & ECON10062) OR (ECON10001 & ECON10132) OR (ECON10071 & ECON10072)

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.

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

**You are replacing this class**

Enrolled   
  Dropped   
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ECON 20101-LEC (1147)</a>	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	Staff	10.00	<input checked="" type="checkbox"/>
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	Staff		<input checked="" type="checkbox"/>

**With this class**

Open   
  Closed   
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ECON 20110-LEC (1286)</a>	Econometrics (Lecture)	Tu 12:00 - 14:00 Tu 12:00 - 14:00 Tu 12:00 - 14:00 Fr 09:00 - 10:00 Fr 12:00 - 13:00 Fr 12:00 - 13:00 Fr 09:00 - 10:00 Tu 12:00 - 14:00	TBA TBA TBA TBA TBA TBA TBA TBA	Staff	20.00	<input checked="" type="checkbox"/>
ECON 20110-CLS2 (1296)	Econometrics (Class)	Mo 10:00 - 11:00 Mo 10:00 - 11:00	TBA TBA TBA TBA TBA TBA TBA	Staff		<input checked="" type="checkbox"/>
ECON 20110-WSP0 (1305)	Econometrics (Workshop)		TBA	Staff		<input checked="" type="checkbox"/>

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

**Swap a Class**

**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.

Undergraduate | The University of Manchester

✓ Success: Classes were swapped    ✗ Error: Unable to swap class

Class	Message	Status
Swap ECON 20101 with ECON 20000	<b>Success:</b> This class has been replaced.	✓

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	<b>Error:</b> 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:

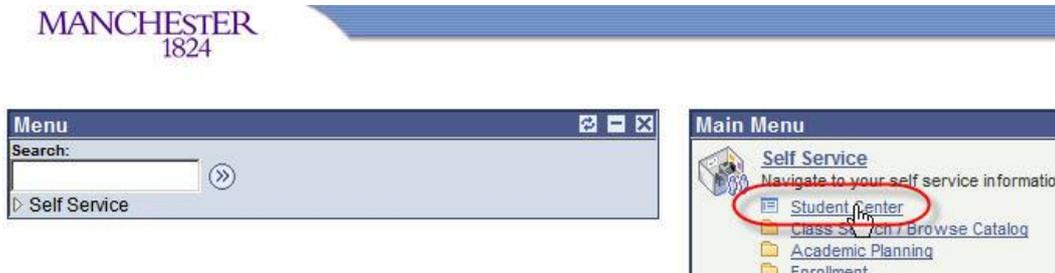
- Time conflict with an existing course.
- A pre-requisite course has not been previously studied
- A course is full

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**.



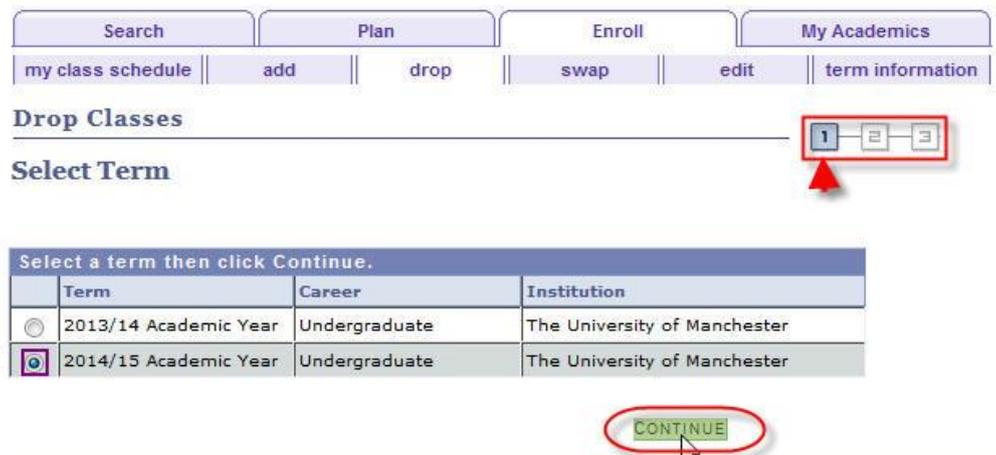
2. Click **Enroll**.



3. Click the **drop** tab.



4. Select the appropriate **Academic Year** and click **CONTINUE**.



5. Tick the checkbox(es) next to the course(s) you wish to drop (any associated class – that does not have a checkbox next to it – will be dropped with the primary class that you select).

## Drop Classes



### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2014/15 Academic Year | Undergraduate | The University of Manchester [change term](#)

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ECON 20000-LEC (1228)	Managerial Economics I (Lecture)	We 09:00 - 10:00 Th 09:00 - 10:00 We 09:00 - 10:00 Th 09:00 - 10:00 We 09:00 - 10:00 Th 09:00 - 10:00	TBA TBA TBA TBA TBA		20.00	✓

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

TUT4 (20567)	Monetary Integrat (Tutorial)	Th 16:00 - 17:00 Th 16:00 - 17:00	Place 3.205 University Place	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.

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

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ECON 20000-LEC (1228)</a>	Managerial Economics I (Lecture)	We 09:00 - 10:00	TBA	TBA	20.00	✓
		Th 09:00 - 10:00	TBA			
		We 09:00 - 10:00	TBA			
		Th 09:00 - 10:00	TBA			
		We 09:00 - 10:00	TBA			
		Th 09:00 - 10:00	TBA			
ECON 20000-CL02 (1241)	Managerial Economics I (Class)	Th 11:00 - 12:00	TBA	TBA		✓
		Th 11:00 - 12:00	TBA			
		Th 11:00 - 12:00	TBA			
		Th 11:00 - 12:00	TBA			
		Th 11:00 - 12:00	TBA			
		Th 11:00 - 12:00	TBA			
		Th 11:00 - 12:00	TBA			
		Th 11:00 - 12:00	TBA			

CANCEL   PREVIOUS   **FINISH DROPPING**

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

**Drop Classes** 1 2 3

**3. View results**

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

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

Class	Message	Status
ECON 20000	<b>Success:</b> This class has been removed from your schedule.	✓

## Edit

Where there are multiple choices of associated classes to a course (e.g. tutorials, seminars, workshops etc.) available to choose from, you can change your choice by editing the class.

1. Click **Student Center**.



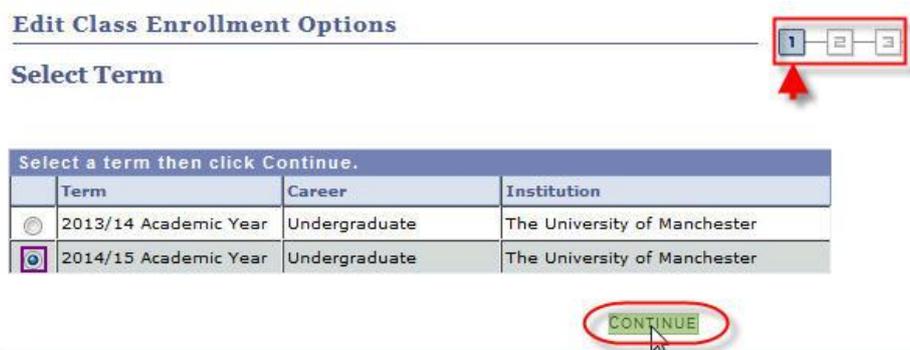
2. Click **Enrol**.



3. Click the **edit** tab.



4. Select the appropriate **Academic Year** and click **CONTINUE**.



5. From the drop-down menu select the course for the associated class you want to change and click **PROCEED TO STEP 2 OF 3**.

### Edit Class Enrollment Options



#### 1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

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

Classes you are allowed to edit

Select from your schedule:

PROCEED TO STEP 2 OF 3

6. At this point, you will see that your *current* associated class is selected. **Note that you are not yet at Step 2 of the process.**

### Edit Class Enrollment Options



#### 1. Select a class to edit - Related Class Section

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

#### ECON 20091 - Operational Research IA

Lecture selected: Section LEC  
 Mo 09:00 - 10:00 Room: TBA  
 Fr 13:00 - 14:00 Room: TBA  
 Mo 09:00 - 10:00 Room: TBA  
 Fr 13:00 - 14:00 Room: TBA

Open  Closed  Wait List

#### Select Class section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	1145	<a href="#">CLS1</a>	Tu 14:00 - 15:00 Tu 14:00 - 15:00	TBA TBA	Staff	<input checked="" type="checkbox"/>
<input type="radio"/>	1146	<a href="#">CLS2</a>	Tu 15:00 - 16:00 Tu 15:00 - 16:00	TBA TBA	Staff	<input checked="" type="checkbox"/>
<input checked="" type="radio"/>	1227	<a href="#">CLS3</a>	Fr 14:00 - 15:00 Fr 14:00 - 15:00	TBA TBA	Staff	<input checked="" type="checkbox"/>



View All Sections First 1-3 of 3 Last

CANCEL PREVIOUS NEXT

7. 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**

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

**ECON 20091 - Operational Research IA**

Lecture selected: Section LEC  
 Mo 09:00 - 10:00 Room: TBA  
 Fr 13:00 - 14:00 Room: TBA  
 Mo 09:00 - 10:00 Room: TBA  
 Fr 13:00 - 14:00 Room: TBA

Open  Closed  Wait List

Select Class section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	1145	<a href="#">CLS1</a>	Tu 14:00 - 15:00 Tu 14:00 - 15:00	TBA TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	1146	<a href="#">CLS2</a>	Tu 15:00 - 16:00 Tu 15:00 - 16:00	TBA TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	1227	<a href="#">CLS3</a>	Fr 14:00 - 15:00 Fr 14:00 - 15:00	TBA TBA	Staff	<input checked="" type="radio"/>

View All Sections First 1-3 of 3 Last

CANCEL PREVIOUS **NEXT**

8. 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**

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

**ECON 20091 - Operational Research IA**

**Class Preferences**

ECON 20091-CLS1 Class  Open  Wait list if class is full

ECON 20091-LEC Lecture  Open

Session 1st Semester

Career Undergraduate

Permission Nbr

Grading Undergraduate Percentage Grade Basis

Units 10.00

**Enrollment Information**

- ECON20091 Pre Requisites: (ECON10001 & ECON10132) or (ECON10071 & ECON10072).

CANCEL PREVIOUS **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
CLS1	Class	Tu 14:00 - 15:00	TBA	Staff	15/09/2014 - 25/01/2015
		Tu 14:00 - 15:00	TBA	Staff	15/09/2014 - 25/01/2015
LEC	Lecture	Mo 09:00 - 10:00	TBA	Staff	15/09/2014 - 25/01/2015
		Fr 13:00 - 14:00	TBA	Staff	15/09/2014 - 25/01/2015

9. 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.

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

Class Attribute	Original Value	New Value
<b>Class Section</b>	CLS3 Fr 14:00 - 15:00 Room: TBA	CLS1 Tu 14:00 - 15:00 Room: TBA

CANCEL FINISH EDITING

10. 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.

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

✓ Success: Class updated      ✗ Error: Unable to update class

Class	Message	Status
ECON 20091	<b>Success:</b> 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

Subject Area	Description
AHVS	Art History and Visual Studies
AMER	American Studies
APL	APL
ARCH	Architecture
ARGY	Archaeology
ASTR	Astronomy
AUDI	Audiology
BIOL	Biological Sciences
BMAN	Business and Management
BMBA	Business Administration
BMEX	Business & Management External
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
DTLA	Doctoral Training Lancaster
DTLI	Doctoral Training Liverpool
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

Subject Area	Description
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
ICOM	Intercultural Communications
IDPM	Inst of Development & Pol Mgt
INFO	Informatics
ITAL	Italian
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
MCEL	Manchester Enterprise Centre
MEDN	Medicine
MEST	Middle Eastern Studies
MLPX	Manchester Leadership
MMUV	MMU External
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
SAAE	Study Abroad and Exchange
SAHC	Arts, Histories & Cultures
SALC	Arts, Languages and Cultures
SALT	Speech and Language Therapy
SCEN	Science and Engineering

Subject Area	Description
SCIN	Sustainable Consumption Ins
SING	Bus & Mgt Singapore
SLLC	School of Lang Ling & Cultures
SOAN	Social Anthropology
SOCH	Social Change
SOCS	Social Sciences
SOCY	Sociology
SOST	Social Statistics
SOWK	Social Work
SPAN	Spanish
SPLA	Spanish Port & Latin Amer Stds
STDU	Staff Training & Development U
UCOL	University College for I.L.
ULAC	University Language Centre
ULAR	ULAC Arabic
ULBS	ULAC British Sign Language
ULCH	ULAC Chinese
ULCZ	ULAC Czech
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
ULIG	ULC - Irish Gaelic
ULIS	In-Sessional Academic Support
ULIT	ULAC Italian
ULJA	ULAC Japanese
ULKR	ULC - Korean
ULME	Languages for Medical Students
ULPE	ULAC Persian
ULPL	ULAC Polish
ULPS	Pre-Sessional Courses
ULPT	ULAC Portuguese
ULRU	ULAC Russian
ULSO	ULAC SOLO
ULSP	ULAC Spanish
ULTD	ULAC Teacher Development
ULTL	ULAC Tandem Learning
ULTU	ULAC Turkish
ULUH	ULAC Hindi
ULUR	ULAC Urdu/Hindu
ULUS	ULAC Upskilling

## 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  ←

**Course Career** contains

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

Show Open Entry/Exit Classes Only

- ALWAYS enter the ‘Course Career’
- 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

**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 Keyword** may be very useful. Obviously, you can combine as much or as little search detail as you want.

**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** Drama ▼

**Course Number** is exactly ▼

**Course Career**  ▼

**Show Open Classes Only**

**Open Entry/Exit Classes Only**

**▼ Additional Search Criteria**

**Meeting Start Time** greater than or equal to ▼

**Meeting End Time** less than or equal to ▼

**Days of Week** include only these days ▼

Mon
  Tues
  Wed
  Thurs
  Fri
  Sat
  Sun

**Instructor Last Name** begins with ▼

**Class Nbr**  ? i

**Course Keyword** Defenestration ? i

**Minimum Units** greater than or equal to ▼

**Maximum Units** less than or equal to ▼

**Course Component**  ▼

**Session**  ▼

**Mode of Instruction**  ▼

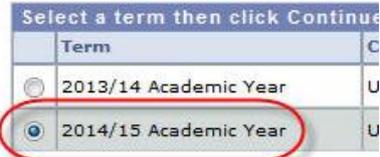
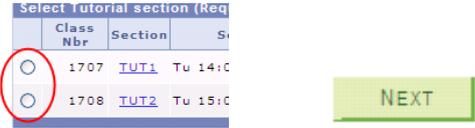
**Campus**  ▼

**Location**  ▼

[Return to Add Classes](#)

CLEAR
SEARCH

## APPENDIX C – Short Guide to Adding Courses

1. Log in to Campus Solutions, through your student portal at	<a href="https://www.portal.manchester.ac.uk/">https://www.portal.manchester.ac.uk/</a>
2. Once you are logged in, click on <b>Student Centre</b>	
3. Select <b>Enroll</b>	
4. Ensure you are in the <b>add</b> tab	
5. Select the appropriate <b>Academic Year</b>	
6. Ensure that the <b>Class Search</b> radio button is selected, and click <b>search</b>	
7. Select a <b>Course Subject</b> e.g. Economics, Sociology, Politics etc. from the drop-down menu	
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 <b>SEARCH</b>	
9. You will need to select the LECTURE component (unless otherwise advised) – normally defined by a 'LEC' in the <b>Section</b> – by clicking on <b>select class</b>	
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 <b>View all Sections</b>	
11. Click the radio button to the left of the option you wish to add. Then click <b>NEXT</b>	
12. The next screen will show what you have chosen. You are not enrolled yet, click <b>NEXT</b>	
13. The next screen will confirm your selection, now you can either add more classes, or to finish, click <b>PROCEED TO STEP 2 OF 3</b>	
14. To end the enrolling process click <b>FINISH ENROLLING</b> (you can come back later and add more if you wish). YOU ARE NOT ENROLLED until you click this button	
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; <ul style="list-style-type: none"> <li>• A class requires special consent from the discipline area who owns the course. You must contact the relevant school office to get consent.</li> <li>• 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.</li> <li>• There is a time conflict</li> </ul>	