Module enrolment is a web-based system which allows taught students to choose optional and discovery modules through Student Services.

There are three stages to the module choice exercise:
1. Schools update programme & module information
2. Module enrolment exercise
3. Schools monitor and approve student choices

**Updating programme and module information**

All module and programme data must be consistent and accurate across Banner, the programme and module catalogues (PCAT/MCAT) and their web versions.

The information displayed within the module enrolment system is a combination of data held in PCAT, MCAT & Banner. When students make a module choice online, their record in Banner is updated instantly (this can be viewed in SWAREGS); any discrepancies between the databases affect the student in the following ways:

1. Missing or erroneous data in PCAT will prevent students from making a (correct) selection.
2. Data discrepancies between Banner and PCAT will prevent transmission of choice and will display irrelevant warning messages to the student.
3. Modules not specified as optional and/or discovery in PCAT/MCAT will not appear in the module enrolment system.

**Useful Banner reports to check data**

- PCAT & MCAT data
- Banner module data
- Banner & MCAT data
- Modules involved in programmes?
- Students & compulsory modules

Sections and compulsory blocks are rolled for the following year in Banner at the end of February; Schools should check the Banner reports and return amendments to Operations by early April; specific requirements for the opening dates and times should also be notified at this time.

<table>
<thead>
<tr>
<th>Module Enrolment</th>
<th>Optional modules</th>
<th>Discovery modules</th>
<th>Closing times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning undergraduate students</td>
<td>Tues 08 May (11am) – Year 3*</td>
<td>Tues 3 July (11am)</td>
<td>Mon 16 July</td>
</tr>
<tr>
<td></td>
<td>Wed 09 May (11am) – Year 2*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thur 10 May (11am) - HIST modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New UG students</td>
<td>Wed 29 Aug (9am)</td>
<td>Wed 29 Aug (9am)</td>
<td>Thurs 27 Sep</td>
</tr>
</tbody>
</table>

Module enrolment will usually be open to Taught postgraduate students in early September (unless specified otherwise by individual school).

Parent schools are responsible for informing students as to when and how to access the system (bearing in mind time zone differences for students who are abroad).

Students considering a change of programme should be advised by their parent school not to enrol until the change of programme has been completed. This will ensure that the correct compulsory modules are displayed and that students choose from the appropriate optional and discovery modules.

If a parent school makes a change to a programme of study (i.e. amends data in PCAT), this change will reflect immediately on the enrolment web pages. If a change is made during the enrolment exercise, students should be notified and if appropriate asked to revisit the system to amend their original module choice.

**Help services for students**

- IT Service Desk - Issues with Student Services
  ITServiceDesk@leeds.ac.uk or Tel: 0113 3433333
- P&A (Operations) – user issues within enrolment pages
  Enrolment@adm.leeds.ac.uk
- Parent/teaching school – advice on enrolment process, module choice, change of programme etc

**System, Banner sections & blocks records**

- Alice Hornostaj
  Enrolment@adm.leeds.ac.uk
  Tel: ext 33726
- Laura Markay
  Tel: ext 37543

**Module/Prog Catalogues**

- John Hardy
  Catalogue@leeds.ac.uk
  Tel: ext 37543

**Banner forms & reports**

- (access & performance issues)
  ITServiceDesk@leeds.ac.uk Tel: 33333

The Guide for Staff is available on the SES website.

**Monitoring and approving student choices**

All enrolments via the module enrolment system will appear in Banner with the status ‘RW’ (Web Registered). Parent schools should undertake checks to identify and contact students who have not enrolled for the correct number of credits. Students will no longer be able to choose more credits online than the amount required for their programme of study as prescribed in the programme catalogue.

Parent schools should ensure module choices comply with the programme rules.

Teaching schools should check that necessary pre-requisites have been met, if applicable.

Where the above instances arise, students should be notified to amend their choice using the enrolment system, or be required to complete a change of module form that the School would process on Banner using SWAREGS.

**SWRPCMX - Module enrolment incorrect total credits**

This report shows the difference between the total credits registered for and the total required as specified in the Programme Catalogue. It also shows whether or not students have accessed the enrolment web pages. This report will be used to check records for students who have chosen fewer credits than the amount prescribed for their programme and detailed in the programme catalogue.

**SWAMAER - Teaching Schools are able to raise or lower caps for the modules they are responsible for, using the SWAMAER Banner form.**