Module enrolment

A guide for school staff
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SES staff website

The following documentation is available from the above website:

- Module enrolment guide for staff
- Module enrolment quick reference guide
- Module enrolment full instructions (for staff and students)
- PowerPoint presentation of the system for students
1. Introduction

1.1 Module enrolment system

Students access the module enrolment system via Minerva: The Portal and VLE, using their IT username and password. Students can use the system at their convenience for the duration of its opening and revise their choices throughout this period. The webpage incorporates links to module and personal timetables, the module and programme catalogues; and a filtration system for the enrolment onto foreign languages.

Students can email their parent school or relevant teaching schools at any stage of their enrolment for guidance. Face-to-face advice can also be obtained at the Discovery Themes Fairs held in early May and again during the Intro Week in September.

1.2 Opening & closing dates

The table below summarises the opening and closing times for module enrolment:

<table>
<thead>
<tr>
<th>Opening times for optional modules</th>
<th>Opening times for optional &amp; discovery modules</th>
<th>Closing times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning Undergraduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues 09 May (12noon)</td>
<td>Tues 4 July (12noon)</td>
<td>Monday 17 July (midnight)*</td>
</tr>
<tr>
<td>- Year 3 +</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 10 May (12noon)</td>
<td></td>
<td></td>
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<tr>
<td>- Year 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs 11 May (12noon)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HIST modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Undergraduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 30 August (9am)</td>
<td>Wed 30 August (9am)</td>
<td>Thurs 21 September (midnight)**</td>
</tr>
<tr>
<td>New Postgraduates</td>
<td>To be decided by individual School</td>
<td>To be decided by individual School</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Module enrolment will be closed to all students on 09, 10 & 11 May between 8am & 12noon (for system updates).

Once the module enrolment system closes students can change their module choice by completing a Change of Course (Module) form. The form must be completed and returned to their parent school no later than 20 October 2017 for semester 1 modules and 16 February 2018 for semester 2 modules.

Provision for parent schools of taught postgraduate students to opt out of online enrolment is permitted so long as a case outlining that this is in the best interest of the students, is agreed by the School Pro Dean for Learning and Teaching.

* Schools will be permitted to extend this date if required.

** This is a default date; schools will be permitted to indicate preferred opening and closing dates. Note however that the module enrolment system must be open to new students during the Discovery Themes Fair held in September.

1.3 Using this guide

This guide has been prepared to assist school staff involved in the module enrolment process for all taught students and related areas such as maintenance of module and programme data in the Module and Programme catalogues. The process has been divided into three stages:

- Updating module and programme information
- Online module enrolment
- Monitoring and approving student choices

Throughout the guide you will find ancillary notes inside rounded boxes providing notes of interest.
2. Updating module and programme information

The first stage of the module enrolment process (see Appendix 7.1) is to update relevant module and programme information. Prior to opening up the module enrolment system to students, it is **important** that the relevant data in **both Banner and the Module and Programme catalogues** (henceforth referred to as MCAT and PCAT respectively) is up-to-date, accurate and **identical**.

### 2.1 Schools to update the Module and Programme catalogues (MCAT and PCAT)

- All schools should have a nominated representative(s) responsible for entering and maintaining data in MCAT and PCAT (as previously agreed by Learning and Teaching Board).
- The information displayed in the Web Module Catalogue and Programme Catalogue for both undergraduates and taught postgraduates is **exactly** the same as that displayed on the module enrolment system since it derives from the same source – MCAT and PCAT. Only those programmes and modules that have the ‘Approved’ box on the ‘Title’ page in the relevant catalogue set to ‘Yes’ (and in the case of programmes the ‘Publish on the Web’ box checked) will appear on the web. However, for online enrolment, the latest version of a programme will appear on the module enrolment system irrespective of whether the ‘Approved’ box has been set to ‘Yes’.
- It is **important** that all programme variants (e.g., international, industrial) are built within PCAT. PCAT allows a variant to be mapped onto the corresponding ‘core’ programme, thus enabling easy maintenance of programme variants.
- The functionality of both MCAT and PCAT is described in the respective Module Catalogue and Programme Catalogue Guides produced by SIMS.
- The process for the approval of new and amended modules and programmes is set out in the Curriculum Approval web pages available on the QA Team website.
- The Banner reports SWRPCPO and SWRMCTS can be used to check programme and module information respectively. SWRMCTS is an existing report run from the Programme Catalogue and is not described here; SWRPCPO is a Banner report and is described in Appendix B.

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**A student will not experience the full benefits of module enrolment if:**

- The details of their programme of study have not been entered into PCAT. In this case, the parent school will be required to enter a student’s module choices directly into Banner using SWAREGS.
- The total credits box for each year in each programme in PCAT is incorrect. Any erroneous information will result in misleading warning messages being displayed within the module enrolment system and may cause confusion. Similarly, the minimum and maximum credits fields relating to total compulsory modules, total optional modules and total discovery modules for each year in each programme in PCAT must be correct. Any incorrect information will result in either preventing the student from completing module enrolment, or in incorrect warning messages being displayed on the module enrolment webpage.
- The compulsory block information returned to P&A (Operations) by the parent school is inconsistent with the corresponding compulsory modules specified in PCAT, or if they become out of sync, the student associated with that particular block code may be prevented from completing module enrolment and/or receive incorrect warning messages about their total number of credits on the module enrolment system which may cause confusion. It is also important that the modules listed in the ‘Compulsory’ section of PCAT are those that ALL students on the programme are required to study. Optional compulsory/core modules should be entered into the ‘Optional’ section of PCAT.
- Any module that is not available as a discovery module, but is part of a student’s programme of study, is not listed in PCAT. For example, if the programme rule states that ‘Candidates may choose 10 credits of any level 2 modules offered by the school’, a student will only be able to make their choice online if each level 2 module code is listed in the ‘Optional’ section within PCAT. A student will only be able to enrol on an optional or discovery module online if the module code is either specified in the programme in PCAT and/or both the ‘Discovery’ and ‘Online Enrolment’ boxes on the ‘Teaching’ page in MCAT are set to ‘Yes’.
2.2 Summary Information for Discovery Modules

- Schools are asked to provide a paragraph of background information about each discovery module to assist students in making their selection. This information is input into the Module Summary field within the Module Catalogue. Schools should ensure that if a module is available as a discovery, the “Discovery” box on the “Teaching” page in the Module catalogue is set to yes together with being “available for online enrolment”. This will mean that the module in question will be listed under the school’s discovery modules in the online module catalogue.

- There is no Discovery Theme Handbook publication for returning students. A Discovery Themes Fair will take place at the beginning of May, where Theme Leaders will advise students on exploring the Themes, Sub-themes and progression routes. Schools should encourage students to attend this event alongside exploring the Broadening/Discovery Themes website.

- New undergraduate students will be directed to the Discovery Themes website in their welcome letter from Programmes and Assessment (Operations). This will enable the students to explore the Discovery Themes and the discovery modules (formerly elective modules), create a list of modules which they are interested in taking, before attending a Discovery Themes Fair in September or enrolling online. Details of the structure of a programme of study in terms of the different types of modules (compulsory, optional and discovery) will be available as part of the guidance for using the Discovery Themes website.

2.3 Flagging a module as available to incoming Study Abroad Students (isa)

Modules flagged in the Module Catalogue as available to incoming Study Abroad students (isa) should be reviewed and updated annually.

- Before flagging a module as available to Study Abroad and Exchange students, please make sure that there will be some capacity on the module for this cohort, taking into account the demand from other undergraduate students. The Study Abroad office is keen to provide their applicants and partner universities with a realistic list of module choices in the online catalogue.

2.4 Teaching school to inform parent school of any module changes

- The existing Banner report SWRMCCR (details of which are included in Appendix 7.3) lists the programmes in which a particular module appears. It also identifies whether the module in question is compulsory or optional in a programme. The teaching school should inform the relevant parent schools of any compulsory or optional modules that have either been discontinued or will not be running in the forthcoming session.

- Programmes and Assessment (Operations) will make any necessary amendments to the Banner section records and compulsory blocks by 24 April 2017.

- At present, any changes to module status, maximum enrolment, teaching semester etc. are to be reported directly to Programmes and Assessment (Operations) in writing/email. It is envisaged that future developments will enable such data to be extracted from MCAT so that schools would only be required to maintain the data in MCAT rather than having to provide this information through two different means.

- An email will be automatically triggered to the teaching school once a module has reached its cap (see additional information box below). Teaching schools are now able to raise or lower caps for the
modules they are responsible for, without informing Programmes and Assessment (Operations), using the SWAMAER Banner form (see details on page 31).

2.6 Schools to prepare student handouts on modules and programmes

- Parent schools may wish to refer their students to the web programme catalogue (to be published in early May 2017) for details of the rules of their programme of study and to the web module catalogue (also to be published in early May 2017) for details of the modules running in the forthcoming academic year (URL address is given in section 2.1 above).

- Alternatively, hardcopies of programme and module information can be produced directly from information in PCAT and MCAT: programme information can be produced from the Banner report SWRPCPO (please note that any new modules will not be showing unless full approval has been granted); module information can be produced from the report SWRMCTS, run directly from the Module Catalogue.

2.7 Parent school to inform Programmes and Assessment (Operations) of enrolment dates for students

**Arrangements for 2017**

Students who will be in Year 3 or above in 2017/18 will be able to choose their optional modules from Tuesday 09 May 2017 (12 noon).

Students who will be in Year 2 in 2017/2018 will be able to choose their optional modules from Wednesday 10 May (12 noon).

History modules will be available from Thursday 11 May (12 noon).

Discovery modules will become available from Tuesday 4 July 2017 (12 noon), and the module enrolment system will close on 17 July 2017.

- If for any reason, parent schools need to split the access to the web by programmes, please inform Programmes and Assessment (Operations) of the specific requirements by Friday 7 April 2017. Deviations to the given opening and closing dates should be supported by the Faculty Pro-Dean for Learning and Teaching and confirmed to Programmes and Assessment (Operations) by Friday 7 April 2017.

- Schools will also need to inform Programmes and Assessment (Operations) of their requirements for opening dates for new students (undergraduate and postgraduate) by Friday 7 April 2017.

Module enrolment: What students can and cannot do

- It is permissive, but with some restrictions:
  o prevents students from enrolling on more credits than the amount required for their programme of study as prescribed in the Programme Catalogue
  o warns students if they have selected too few optional, discovery and programme year credits
  o warns students if they have selected a module with a pre/co-requisite or which is mutually exclusive
  o prevents UG level 1 students from selecting discovery modules at any other level other than level 1
  o prevents UG level 3/4 students from selecting discovery modules at level 1 except for Skills modules

- It does not:
  o prevent students from selecting a module already taken in a previous academic term
  o prevent enrolment where the student does not meet the pre/co-requisite requirements
  o enforce a student to select an optional module under an either/or optional subset where there is a controlled choice between Module X or Module Y

- “not a glitch”
  o If a student selects a discovery module which is also included for selection in an optional list, the module will be added to the optional subset. The system is designed on the policy that discovery modules are generally to be taken outside of the student’s programme of study and/or parent school.
3. Module enrolment

The second stage of the module enrolment process is concerned with informing students as to when and how to access the module enrolment system. It also highlights certain data checks that schools can make to ensure that the correct compulsory module data is on a student's record BEFORE the system is accessible to the student.

3.1 Parent school to inform student as to when and how to access the system

- The parent school is responsible for informing their students as to when and how to access the module enrolment system. The system is available to students on or off campus. When informing those students abroad of the time when the system will be available, schools should bear in mind any time zone differences and advise students to submit their choice in advance or alternatively advise students to make arrangements for internet access if their location will mean they are using the system during unsociable hours.
- P&A (Operations) will also distribute targeted emails to students around a week before the enrolment system opens (see Appendix 7.5).
- To avoid Banner performance issues, schools for which spaces on modules are not limited are asked to advise students NOT to go online to complete module enrolment in the first few hours of the system opening on 09 & 10 May at 12 noon.

The basic instructions for accessing the system are as follows:

1. Using Internet Explorer, or other browser, log on to the Minerva: The Portal and VLE using your IT username and password.
2. Click on the 'Access Faculty Services' icon at the top of the screen and then select the 'Module/Timetable' tab.
3. Follow the links to 'Module Enrolment'.

The following will prevent a students’ access to module enrolment:
- No Banner student record for 2017/18
- No programme catalogue entry
- Parent school is not open for enrolment

- These instructions, together with brief instructions on how to use the system, are set out in the Student Guide (see Appendix 7.4). An electronic copy of this Guide can be downloaded from the SES website.
- The parent school should inform their students that it is their responsibility to ensure that they have the necessary pre-requisites for any of the modules that they choose. Each module listed on the online enrolment form has a hyperlink to the corresponding module in the Web Module Catalogue where any pre-requisite information can be found.
- Parent schools should warn students that they 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.

- The parent school is responsible for making alternative arrangements for disabled students, non-standard ad hoc students or any students who will not be able to access the online enrolment system.

3.2 Parent school to confirm that students have correct compulsory credits for their programme

- Before the system is opened up to their students, the parent school should check that their students have the correct compulsory credits on their record. This can be done using the Banner reports SWRDGRD and SWRPCMS (as described in Appendix 7.3).

- The parent school should inform Programmes and Assessment (Operations) of the correct compulsory modules so that Banner compulsory block can be amended, this is especially important if changes have been made to the compulsory modules held in the PCAT entry after the Banner reports (as outlined in point 2.7 above) have already been returned to Programmes and Assessment (Operations).

(Please note it is the Banner compulsory block which attaches compulsory modules to student records and there is no direct link with the information held in PCAT)

3.3 Change to a student’s programme

- The procedures for changing a student’s programme of study before and after module enrolment are set out in the B260 Student Records Manual (Record Keeping) which is available on the SIMS website.

- The parent school should advise students who are considering a change of programme not to enrol until the normal procedures for changing a student’s programme of study have been completed. This will ensure that a student has the correct compulsory modules on their record and that the optional and discovery rules appropriate to their new programme will be displayed on their online enrolment form.

- If a parent school makes a change to a programme of study (e.g. a change to an optional module list) within PCAT, that change will be reflected immediately on the online enrolment form. If the change is made AFTER a student has already enrolled for their modules online, the parent school should inform the students affected by this change and, if the system is still available, ask them to revisit the system and make any necessary changes to their module choices. If the system is no longer available to their students, the parent school should make any necessary changes in the normal way using SWAREGS.
3.4 Help to staff and students throughout the module enrolment period

- School staff will be able to contact Programmes and Assessment (Operations) (see Section 6 for contact details) at any time during the enrolment period if they have any problems or queries relating to module enrolment.

- The student guide advises students to:
  - Contact the IT Service Desk (0113 34 33333) if they have a problem logging into the Minerva: The Portal and VLE
  - Email Programmes and Assessment (Operations) if they have any problems enrolling on their modules using the module enrolment pages
  - Contact their parent school, or relevant teaching school as appropriate, for any other problems such as advice on module choice, change of programme etc.

- The SES Module Enrolment website for students provides an over-arching summary of the module enrolment process with links to the full set of school opening times and other useful forms and documents.

Are there exceptions to who can enrol online?

- Incoming study abroad and exchange students (programme codes beginning ‘ND’ and ending in 6 or 8) do NOT have access to online module enrolment and they will select their modules when they apply online. Please see Section 5 of this guide for further information on the module enrolment process for these students.

- Some direct applicants to levels 2 and 3: due to the opening times of module enrolment for returning undergraduate students, direct applicants may not be able to enrol for their modules. Their general student record must be triggered first and IT account created in order for module enrolment to occur.
  - In this scenario, schools should take into account any direct entrants they are expecting and reserve places on modules for them, reducing module capacities if necessary.

- Students on Ad Personam degrees: these programmes are not built in the programme catalogue and as module enrolment references the programme catalogue for its data, students on these programmes will be displayed with an error screen if attempting to enrol online.
4. Monitoring and approving student choices

The third stage of the module enrolment process is concerned with monitoring a student’s activity on the system (i.e. identifying whether they have enrolled via the web) and approving their module choices.

4.1 Parent school to monitor which students have enrolled via the web

- Once the module enrolment system has been opened up to students within a parent school, the parent school SHOULD check which students have not yet enrolled via the web. They SHOULD also check the total credits for each student. The Banner report SWRDCRD (described in Appendix 7.3) can be used for this purpose. In SWRDCRD the last column shows ‘X’ if a student has not yet enrolled via the web. This information can then be used to contact any students who have not yet enrolled. The Banner report SWRPCMX (described in Appendix 7.3) can also be used to show only those students who have incorrect total credits and those students whose enrolment have changed since a specified date. The report indicates also if students have/have not accessed the module enrolment system. Further reports are available through ARGOS for the checking of pre- and co-requisite and mutually exclusive requirements.

4.2 Teaching school to enrol (or give permission to) students on discovery modules requiring approval

- A teaching school may wish to have some (or all) of its discovery modules unavailable for online selection because an assessment of a student’s level of expertise is required BEFORE they are allowed to enrol on the module(s) in question. A message informing students to contact the relevant teaching school if the discovery module they wish to enrol for is not available online is displayed on the module enrolment system.

- A teaching school has the authority to use the Banner form SWAREGS to enrol students on their discovery modules that are not available for online selection. In such a case, the status of the particular discovery module on a student’s academic record can be entered as RE or as RW; using the latter status would enable a student to drop the module online at a later time if they so choose. Alternatively, the teaching school may give the student ‘permission’ to study the particular module in question using the Banner form SFASRPO. This functionality enables the particular module to be displayed on a particular student’s online enrolment form; and the student can select the module online if they so wish. If a school wishes to use this functionality, they should contact Programmes and Assessment (Operations) who will be able to provide guidance on this process.

- A teaching school is not required to notify the parent school if they have approved a choice of module that is not available for online selection. The parent school, who is responsible for ensuring that a student’s choices comply with their programme of study rules, SHOULD run the Banner reports SWRPCMX, SWRPCME and SWRPCMS (as described in Appendix 7.3) accordingly which can flag those students whose enrolments have changed since a specified date.

- If a student has selected an ‘inappropriate’ module according to the teaching school (e.g. the student does not have the necessary pre-requisites), the teaching school is responsible for informing the student and requesting them to select an alternative module online. The Teaching school should also notify the Parent School and request the module be drop-deleted (DD) on the student record using SWAREGS. Outside the module enrolment period and once teaching has started, students should be asked to complete and submit a ‘Change of Module’ form. The teaching school should notify the parent school who can then remove the module from the student’s record as above.

4.3 Parent school to check whether a student’s choices comply with the programme rules

- The parent school is responsible for ensuring that their students comply with the rules for their programme of study and that they have completed their module enrolment. The Banner report SWRPCMS (described in Appendix 7.3) can be used by the parent school to identify those students whose module choices do not comply with their programme of study rules. This report highlights variances between the total optional and discovery modules required and the total optional and discovery modules the student has enrolled on. The Banner report SWRPCME (described in
Appendix 7.3) can be used to display the optional and discovery modules that each student has chosen.

- If a student’s module choices do not comply with their programme of study rules, the parent school is responsible for notifying the student and either asking them to amend their choices (if the system is still accessible) or amending their academic record in the normal way using SWAREGS.

**PLEASE NOTE:** Students will not be able to choose more credits online than the amount required for their programme of study as prescribed in the Programme Catalogue.

### 4.4 Teaching school to view list of student enrolled on a module

- The teaching school should use the Banner report SWRDSBM, or Faculty Services, to show a list of students enrolled on a particular module. SWRDSBH (described in Appendix 7.3) shows the academic history for each student who has enrolled for a specific module. The report shows the number of credits earned for each module in the student’s academic history and the mark achieved for each module code which has been entered as a pre-requisite in MCAT for the specified module.

- Further checking of whether a student meets the pre- and co-requisite requirements or to ensure students have not selected modules which are mutually exclusive can be done using bespoke ARGOS reports (Appendix 7.4). These reports cross-reference students enrolled on a certain module against up to 5 pre-requisites, co-requisites or invalid combinations. It is also possible to check students who may have enrolled onto the same module already taken in a previous academic term.

### 4.5 Approving module choices after Module Enrolment has closed

- For any student who wishes to change their module enrolment or who has not signed up for the correct amount of credits they are required to complete and sign a ‘Change of Module’ form which must be approved by the parent school and / or teaching school.

- If the module chosen by the student is taught from within their own parent school, the parent school may, at their own discretion, enrol the student to the module directly on Banner using the form SWAREGS.

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**Managing places on modules**

- Available spaces left on a module will be displayed to students online (next to the module details within the module enrolment web pages)

- While students are enrolling, it may be necessary to regularly review the number of students enrolling to check whether they are full or have had low uptake

- you can check how many places are available by running the Banner report SWRTPCD - on the parameters screen select your Department code, Subject code (if different), term, CRN status (defaults to Active (A))

  - The **Display Counts** filter enables the actual number of students enrolled to be displayed
  - The **RSTS** filter enables different subsets of enrolment status’ to be extracted, displaying only the number of students enrolled on a module with the selected RSTS code

  The most popular RSTS filters are

  - Registered excl Carried/Resit Modules: RE, RW, RM, SS, SN
  - **Enrolled**: RE
  - **Web Enrolled**: RW
  - Registered incl Carried/Resit Module: RE, RW, C1, C2, C3, C4, RM, SS, SN, T1, T2, T3, T4

- Closed Section: this is an error message that appears on SWAREGS and signals a module is full

Teaching schools can raise or lower caps for the modules they are responsible for, without informing Programmes and Assessment (Operations), by using the SWAMAER Banner form (pg. 35). SWAMAER can also be utilized to enable schools to reserve spaces on modules as ‘discovery spaces’. This can be achieved by lowering the module capacity until the opening date for discovery module enrolment, then raising the capacity on this date.
5. Study Abroad and Exchange Students

Study Abroad and Exchange Students cannot use the module enrolment website to apply for modules or make changes to their Programme of Study. The module enrolment process for this cohort is managed by the Study Abroad Office and Study Abroad Coordinators within each academic school or department. The following is an outline of the process;

5.1 Application stage

- Study Abroad and Exchange students apply to the University using the online application form, also used by Taught Postgraduate applicants. Module selection forms one part of their application. Students can select from a drop-down list of all modules made available to them (i.e. correct semester and tagged ‘isa’) in Banner and there is no restriction on the number of credits they choose at this stage or the range of teaching schools they may select from. Guidance on module selection is provided to them via the Study Abroad Office website.

- Applications are submitted to the Study Abroad Office for processing.

5.2 SWASAME

- The majority of full year and semester one Study Abroad and Exchange students are accepted to their programme for the upcoming academic year in April, prior to module enrolment opening for Returning Undergraduate students. They do not have general student records at this point but sit on a pending ‘SA’ accept code on SAADCRV.

- One week after module enrolment opens to the rest of the University, the Study Abroad Office runs a report on Banner called SWASAME, which will automatically generate a general student record for every student on ‘SA’. This is when the module choices from their application forms are ‘pushed’ into SWAREGS. All modules with availability are placed on ‘EH’, a temporary enrolment status.

- After the mid-May SWASAME process has been run, general student records are automatically created for accepted Study Abroad and exchange students (usually students applying for semester two). Module choices from their application will therefore appear in SWAREGS with an ‘EH’ temporary enrolment status.

- Any modules selected on an application which are full or discontinued at the stage where a general student record is created are not displayed in SWAREGS.

5.3 Module review

- The Study Abroad Office downloads a list from Banner of all modules on ‘EH’. This list is categorised by module code and student surname, and emailed to the Study Abroad Co-ordinator (or designated contact) in each teaching school or department for consideration. The list is downloaded and sent to schools on a weekly basis. Schools may access application documents for each student via the Webtop system.

5.4 Module enrolment

- Schools and departments are asked to enrol or reject students using the SWAREGS screen. Once a decision has been entered (i.e. the module code changed from ‘EH’ to either ‘RE’ or ‘DD’), it will no longer appear on the weekly list sent to schools for consideration.

- If a student is rejected from a module, Study Abroad Co-ordinators or Administrators are required to add a reason to the Banner screen ‘SWASACC’.

5.5 Module Enrolment Reports

- Study Abroad and Exchange students are sent a Module Enrolment Report from the Study Abroad Office approximately one month after a general student record is generated for them. This report includes their module enrolment status (pulled from SWAREGS) and any comments left for them on SWASACC.
Thereafter, students will contact teaching schools and departments directly to request to add or drop modules. All correspondence with the student should then be conducted directly from the school (rather than through the Study Abroad Office) and no additional comments added to SWASACC, as these will not reach the student. The student is not sent a second Module Enrolment Report and relies on school communication in response to their requests, for an update on their enrolment status. Once online registration has opened, students are instructed to complete the online registration steps so that they can then view their own module enrolment via Minerva: The Portal and VLE.

5.6 Further module changes

- Students may continue to make changes to their Programme of Study once they have arrived in Leeds, until the respective module enrolment deadlines. They are advised to visit individual teaching schools and departments to complete a change of module form, which their Parent School will then process on Banner using SWAREGS.

- It is a Parent School’s responsibility to ensure that a Study Abroad or Exchange student is not enrolled in too many, or too few, credits prior to the module enrolment deadline.
6. Support & Contacts

Who to contact if you have any questions or need help:

- **Any aspect of online module enrolment**
  
  Alice Hornostaj/Laura Markey, Programmes and Assessment (Operations), Student Education Service
  
  Email: enrolment@adm.leeds.ac.uk; l.j.markey@adm.leeds.ac.uk; a.j.a.hornostaj@adm.leeds.ac.uk
  
  Tel: ext. 33726 / 31767
  
  [SES Website](#)

- **Module or Programme Catalogues**
  
  Joanna Gilbert, Catalogue Manager, Programmes and Assessment (Operations)
  
  Email | Tel: ext. 37543

- **Banner section records or Banner blocks**
  
  Laura Markey, Module Enrolment Co-ordinator, Programmes and Assessment (Operations)
  
  Email | Tel: ext. 33726

- **Using Banner forms and reports**
  
  If you have problems accessing forms and reports, or have problems with the performance of Banner, then please raise a helpdesk call
  
  IT Service Desk | Email | Tel: ext. 33333
  
  [IT Website](#)

- **Other useful contacts / links**
  
  Central Timetabling | [Timetabling website](#) | [email](mailto:)
  
  Faculty Assignment (issues with Primary Instructors) | [email](mailto:)
  
  [Minerva: Portal and VLE](#)
  
  [QA Team](#)
  
  Study Abroad Office | [email](mailto:) | Tel: ext 37900

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**Undergraduate Catalogues**

- [UG programme catalogue](#)
- [UG module catalogue](#)

**Postgraduate Catalogues**

- [TP programme catalogue](#)
- [TP module catalogue](#)
## 7. Appendices

### Appendix 7.1 - Module Enrolment Process Flowchart & Timeline

**Module Enrolment 2017**

<table>
<thead>
<tr>
<th>Parent School</th>
<th>Teaching School</th>
<th>P&amp;A (Ops)</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>October-March</td>
<td>October-March</td>
<td>February-March</td>
<td>February-March</td>
</tr>
<tr>
<td>Publish Catalogues for next academic year, check and update catalogue information</td>
<td>Inform relevant parent schools of any module changes, Use report Module Catalogue Cross Reference</td>
<td>Roll Section and Compulsory Block Records in Banner, Use Banner report SWRMCHR to highlight any differences between sections in Banner and details in the Module Catalogue database</td>
<td>Use Web Student Services to select/deselect options for next academic year in Banner</td>
</tr>
<tr>
<td></td>
<td>Use Programme Outline Report (SWRPDCP) and Module Summary Report (SWRMCTS)</td>
<td>Update section records, Use Banner report SWRCBCHR to highlight any differences between compulsory blocks in Banner and those in the Programme Catalogue database, Update block records, Print section and block reports and distribute to Schools</td>
<td>Use Web Student Services to select/deselect options for next academic year in Banner</td>
</tr>
<tr>
<td></td>
<td>March-April</td>
<td>April</td>
<td>May-June</td>
</tr>
<tr>
<td>Confirm changes required to compulsory blocks, Confirm dates for online enrolment</td>
<td>Confirm changes required to Banner sections, Confirm subjects to be available for elective online enrolment</td>
<td>Generate next academic year record for students in Banner, Update Section and Compulsory Block Records in Banner, Load compulsory module registrations from blocks in Banner</td>
<td>Set online enrolment dates for student groups</td>
</tr>
<tr>
<td></td>
<td>April-May</td>
<td></td>
<td>May-July</td>
</tr>
<tr>
<td>Use reports SWRDCRD, SWRPCMS to confirm students have correct compulsory credits for programme, Adjust with SWAREGS if necessary</td>
<td></td>
<td>Use Web Student Services to select/deselect options for next academic year in Banner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May-September</td>
<td>May-September</td>
<td></td>
</tr>
<tr>
<td>Use reports SWRDCRD and SWRPCMW to monitor which students have still to enrol via the web and check total credits</td>
<td>Use form SWAREGS to enrol students on electives requiring teaching school approval</td>
<td>Use Web Student Services to select/deselect options/electives for next academic year in Banner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>July-September</td>
<td>July-September</td>
<td></td>
</tr>
<tr>
<td>Use reports SWRPCMS and SWRPCME to identify which students have not complied with programme rules</td>
<td>Use reports SWRDSBM and SWRDSBH to show students enrolled on a module and academic history</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>August-October</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Online Registration</td>
</tr>
</tbody>
</table>
## Appendix 7.2 - 2017 Detailed Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section roll into next academic year</td>
<td>13 February 2017</td>
</tr>
<tr>
<td>Timetabling data collection available via Syllabus+</td>
<td>w/c 13 February 2017</td>
</tr>
<tr>
<td>Module and block lists sent to Schools &amp; information requested regarding dates for their module enrolment</td>
<td>w/c 06 March 2017</td>
</tr>
<tr>
<td>Deadline for receipt of approvals to modules and programmes and details entered into Module and Programme Catalogues</td>
<td>31 March 2017</td>
</tr>
<tr>
<td>Deadline to receive module and block information and dates for module enrolment from schools</td>
<td>07 April 2017</td>
</tr>
<tr>
<td>Taught student records rolled forward to next academic year</td>
<td>w/c 03 April 2017</td>
</tr>
<tr>
<td>Programme and Module catalogues go live</td>
<td>01 May 2017</td>
</tr>
<tr>
<td>Module enrolment workshop sessions</td>
<td>28 April &amp; 03 May 2017</td>
</tr>
<tr>
<td>Module Enrolment opens for Returning Undergraduate students Year 3 and above to choose optional modules</td>
<td>09 May 2017 (12noon)</td>
</tr>
<tr>
<td>Module Enrolment opens for Returning Undergraduate students Year 2 and above to choose optional modules</td>
<td>10 May 2017 (12noon)</td>
</tr>
<tr>
<td>Module Enrolment opens for Returning Undergraduate students to choose History modules</td>
<td>11 May 2017 (12noon)</td>
</tr>
<tr>
<td>Module Enrolment for Returning Undergraduate students to choose discovery modules</td>
<td>04 July 2017 (12noon)</td>
</tr>
<tr>
<td>Module Enrolment closes to Returning Undergraduate Students</td>
<td>17 July 2017</td>
</tr>
<tr>
<td>Registration opens for Returning Undergraduate and Taught Postgraduate students</td>
<td>01 August 2017</td>
</tr>
<tr>
<td>Module Enrolment opens to New Undergraduate Students</td>
<td>30 August 2017</td>
</tr>
<tr>
<td>Registration opens to New Undergraduate Students</td>
<td>30 August 2017</td>
</tr>
<tr>
<td>Intro Week</td>
<td>18– 22 September 2017</td>
</tr>
<tr>
<td>Module Enrolment closes to New Undergraduate Students</td>
<td>21 September 2017</td>
</tr>
</tbody>
</table>

* Schools are permitted to extend this date if required.

** This is a default date; schools will be permitted to indicate preferred opening and closing dates. Note however that the module enrolment system must be open to new students during the Discovery Themes Fair (runs alongside Intro week, exact dates to be confirmed).

The majority of these dates have been taken from the Programmes and Assessment timeline, to see the full timeline it is available on the [SES Website](#).
## Appendix 7.3 - Banner Reports and Forms Relevant to module enrolment

<table>
<thead>
<tr>
<th>Report/Form Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWAMAER</td>
<td>Update Maximum Enrolment Form</td>
</tr>
<tr>
<td>SWRDCRD</td>
<td>Credits by Programme</td>
</tr>
<tr>
<td>SWRPCPO</td>
<td>Programme Outline Report</td>
</tr>
<tr>
<td>SWRMCTS</td>
<td>Module Catalogue Summary Report *not included here – report run from the Module Catalogue</td>
</tr>
<tr>
<td>SWRMCCR</td>
<td>Module Catalogue Cross Reference</td>
</tr>
<tr>
<td>SWRPCMS</td>
<td>Module Enrolment Summary Report</td>
</tr>
<tr>
<td>SWRPCMX</td>
<td>Students with Total Credits Incorrect</td>
</tr>
<tr>
<td>SWRPCME</td>
<td>Module Enrolment Report</td>
</tr>
<tr>
<td>SWRDSBH</td>
<td>Module Class List with History</td>
</tr>
<tr>
<td>SWAREGS</td>
<td>Student Course Registration Form</td>
</tr>
<tr>
<td>SWRDSBM</td>
<td>Class Lists Students Enrolled</td>
</tr>
<tr>
<td>SWRTPCD</td>
<td>Course Summary Report</td>
</tr>
</tbody>
</table>

## Appendix 7.4 - Argos Reports relevant to module enrolment

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Requisite (CSV)</td>
<td>Check for students not enrolled on the required Co-Requisite*</td>
</tr>
<tr>
<td>Mutually Exclusive (CSV)</td>
<td>Check for students not enrolled on Mutually Exclusive Modules*</td>
</tr>
<tr>
<td>Pre-Requisite (CSV)</td>
<td>Check for students not enrolled on the required Pre-Requisite</td>
</tr>
<tr>
<td>Credits by Programme (CSV)</td>
<td>Student credits enrolled and number of modules enrolled*</td>
</tr>
<tr>
<td>Students Studying same module twice</td>
<td>Students enrolled for the same module in different terms*</td>
</tr>
</tbody>
</table>

*not included here
SWRDCRD – Credits by Programme

Check credits enrolled for selected groups of students.

The report will show the total number of credits enrolled for for each selected student. An indicator X will be output against each student who has not selected modules using online enrolment.
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Reg Status</th>
<th>Course Credits Enrolled</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>EF</td>
<td>0</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RE</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>
Display an online enrolment form for selected programmes of study

This report prints a module enrolment form for each year of each selected programme of study. The details are taken from the entries in the programme catalogue showing the teaching period of all modules which are shown as active in Banner during the selected academic year. A tick box is provided against each optional module so that students may use this document to indicate their selections prior to online enrolment.

<table>
<thead>
<tr>
<th>Programme Title</th>
<th>Biological Sciences Undergraduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Code</td>
<td>BS-BLGY</td>
</tr>
<tr>
<td>Duration</td>
<td>3 Years</td>
</tr>
<tr>
<td>Year 1</td>
<td>Candidates will be required to study 120 credits</td>
</tr>
</tbody>
</table>

**Compulsory Modules**
Candidates will be required to study the following compulsory modules:

- BGLY1125  Biology Practicals and Data Analysis  20 Credits
- BGLY1128  Living Planet  20 Credits
- FORBS1135  The Basis of Life  20 Credits
- GDM1003  Studying in a Digital Age (Biological Sciences)  5 Credits
- BGLY1211  Applied Biology and Agriculture  10 Credits
- BGLY1232  Introduction to Genetics  10 Credits
- BGLY1254  Practical Genetics  10 Credits
- BGLY1300  Coastal and Upland Habitats Field Course  10 Credits
- BGLY1303  Tutorials for Biology and Genetics  10 Credits

**Optional Modules**
Students may study up to 10 credits from the following optional modules:

- BIO1234  Multicellular Systems  10 Credits
- BIO1223  Career and Professional Development for Life Scientists  10 Credits
- BIO1225  How can Biological Sciences change the world  10 Credits
- BGLY1236  Practical Applied Biology  10 Credits
- BMS1210  Biology of the Mind  10 Credits
- BMS1212  Introduction to Pharmacology  10 Credits
- MCR1201  Introduction to Microbiology  10 Credits
- MCR1220  Introduction to Immunology  10 Credits

**Discovery Modules**
Candidates may study up to 10 credits of discovery modules.
Check programmes in which a particular module appears. This report displays programmes in which a particular module appears. It also identifies whether the module in question is compulsory or optional in a programme.
SWRPCMS – Module Enrolment Summary Report

Check the summary of credits enrolled for compared with the rules specified in the programme catalogue for selected programmes of study and groups of students. The report can be printed for only those students whose enrolments have changed since a specified date.

This report shows the number of credits enrolled for for each selected student in comparison with the required number specified in the programme catalogue. Any differences between the total credits enrolled for in any group and the number required is highlighted by a warning indicator (**`). An indication is also output if the number of credits enrolled for in either semester is not between 50 and 70.

**Module Enrolment Summary Report**

**DEPARTMENT:** Biological Sciences Undergraduate School

**PROGRAMME:** BSc BLGY  BSc Biology

**CLASS:** 1

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Name</th>
<th>Compulsory Credits</th>
<th>Optional Credits</th>
<th>Discovery Credits</th>
<th>Total Credits</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>115 115</td>
<td>0 0-10</td>
<td>0 0-10</td>
<td>125 125</td>
<td>70 55</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>115 115</td>
<td>10 0-10</td>
<td>0 0-10</td>
<td>125 125</td>
<td>70 55</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>115 115</td>
<td>0 0-10</td>
<td>10 0-10</td>
<td>125 125</td>
<td>70 55</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>115 115</td>
<td>0 0-10</td>
<td>10 0-10</td>
<td>125 125</td>
<td>70 55</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>115 115</td>
<td>10 0-10</td>
<td>10 0-10</td>
<td>125 125</td>
<td>70 55</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>115 115</td>
<td>0 0-10</td>
<td>10 0-10</td>
<td>125 125</td>
<td>70 55</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>115 115</td>
<td>10 0-10</td>
<td>0 0-10</td>
<td>125 125</td>
<td>70 55</td>
</tr>
</tbody>
</table>
SWRPCMX – Module Enrolment Incorrect Total Credits Report

Check the summary of credits enrolled for, for those students who have incorrect total credits enrolled compared with the rules specified in the programme catalogue for selected programmes of study and groups of students. The report also indicates whether the students have access or not the online module enrolment web pages. The report can be printed for only those students whose enrolments have changed since a specified date.

This report shows the same information as produced by the module enrolment summary report as above but only for those students where a difference is found between the total credits enrolled for and the total required as specified in the programme catalogue. The report also detail the total credits taken for each module level.

You can choose to view the modules students are enrolled for.
An indicator X will be output against each student who has selected modules using online enrolment.
<table>
<thead>
<tr>
<th>Student Id</th>
<th>Name</th>
<th>Compulsory Credits</th>
<th>Optional Credits</th>
<th>Discovery Credits</th>
<th>Total Credits</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSYC1036 Research Skills 1</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1603 Developmental Psychology</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1604 Social Psychology</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1607 Cognitive Psychology</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1614 Psychology at Leeds</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1603 Research Skills 2</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1605 Biological Psychology</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1608 Perception</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>PSYC1617 Exploring Animal Behaviour</td>
<td>110</td>
<td>0</td>
<td>0</td>
<td>110</td>
<td>60</td>
</tr>
</tbody>
</table>

**Notes:**
- Levels: Level 1
- Credits: 10 Credits
- Semesters: Sem. 1
- Total Credits: 120
- Semester Credits: 60
- Web: N/A
Display a module enrolment form showing all enrolment details for selected programmes of study and groups of students. The report can be printed for only those students whose enrolments have changed since a specified date.

This report details for each selected student the modules enrolled for and the total credits enrolled for in each group as defined in the catalogue entry for the student’s programme of study. It also details the total credits taken for each module level for each category of modules (compulsory, optional and discovery modules).
**Module Enrolment Report**

**School of History**

Programme Title: BA History  
Programme Code: BA-HIST  
Year: 1

<table>
<thead>
<tr>
<th>Student Id:</th>
<th>Name:</th>
</tr>
</thead>
</table>

### Compulsory Modules
Candidates will be required to study the following compulsory modules:

**Semester 1**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST1055</td>
<td>Historiography and Historical Skills</td>
<td>20</td>
<td>Sem 1</td>
</tr>
<tr>
<td>HIST1090</td>
<td>Medieval and Renaissance Europe</td>
<td>20</td>
<td>Sem 1</td>
</tr>
<tr>
<td>ODLM1002</td>
<td>Studying in a Digital Age (Arts)</td>
<td>5</td>
<td>Sem 1</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST1210</td>
<td>The Modern World</td>
<td>20</td>
<td>Sem 2</td>
</tr>
<tr>
<td>HIST1300</td>
<td>Primary Sources for the Historian: An Introduction to Documentary Study</td>
<td>20</td>
<td>Sem 2</td>
</tr>
</tbody>
</table>

Total Compulsory Credits Enrolled at level 1: 85
Total Compulsory Credits Enrolled: 85
Total Compulsory Required: 85

### Optional modules
Candidates may study up to 40 credits from the following modules or take discovery modules outside the School:

**Semester 1**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST1060</td>
<td>Faith, Knowledge and Power, 1500-1750</td>
<td>20</td>
<td>Sem 1</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
</table>

Total Optional Credits Enrolled at level 1: 20
Total Optional Credits Enrolled: 20
Total Optional Required between 0 and 40

### Discovery Modules
Candidates may take up to 40 credits of discovery modules outside the School in place of the option modules listed above:

**Semester 2**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC1610</td>
<td>Forensic Psychology</td>
<td>10</td>
<td>Sem 2</td>
</tr>
</tbody>
</table>

Total Discovery Credits Enrolled at level 1: 10
Total Discovery Credits Enrolled: 10
Total Discovery Required between 0 and 40

Total Credits Enrolled: 115
Total Credits Required: 125

***
SWRDSBH – Class List with Academic History Report

Check academic history for all students enrolled on a selected module showing credits earned for all modules and marks for pre-requisite modules.

Submit Query  Reset

This report shows the academic history for each student who has enrolled on the specified module. The report shows the number of credits earned for each module in the students academic history and the mark achieved for each module code which has been entered as a pre-requisite in the module catalogue entry for the specified module.
### University of Leeds

**Module Class List with Academic History**

**Academic Year 2016/17**

#### Registered Modules 2016/17

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Module Code</th>
<th>Title</th>
<th>RSTS</th>
<th>Credits</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-ZOOL</td>
<td>BIL2225</td>
<td>Employment, CPPD for Life Sci</td>
<td>RW</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLGY2144</td>
<td>Population &amp; Community Ecology</td>
<td>RE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLGY2175</td>
<td>Human Populations</td>
<td>RW</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLGY2192</td>
<td>Experimental Design &amp; Analysis</td>
<td>RE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLGY2222</td>
<td>Animal Behaviour</td>
<td>RE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLGY2223</td>
<td>Organismal Evolution</td>
<td>RE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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**SWAREGS – Student Course Registration Form**

### Enrollment Information
- **Status**: Registered
- **Reason**: 
- **Process Block**: BLUY3165-2
- **Status Date**: 15-SEP-2016

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<th>Attempted Hours</th>
<th>Status Level</th>
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<th>Port of Term</th>
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<th>Campus</th>
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### Error Flag:
- **Fees**: Y - Immediate assessment
- **Date**: 17-FEB-2017
- **Credit Hours**: 120.000
- **Bill Hours**: 120.000
- **CEU Hours**: .000
This report shows a list of students who are enrolled for a specified module. The report shows the students ID, the programme of study the student is registered for, the Class, the email address and the status of both the student and the module.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Student ID</th>
<th>Programme Code</th>
<th>Class</th>
<th>E-mail</th>
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<th>RSTS</th>
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<tr>
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<td></td>
<td>BS-BLGY</td>
<td>02</td>
<td></td>
<td>RE</td>
<td>RW</td>
</tr>
</tbody>
</table>
SWRTPCD – Departmental Course List

Check how many spaces are available on a particular module

This report shows the entire provision of modules in a given school, it can be filtered to display only active or inactive or discontinued modules or all modules. It can also display the number of students enrolled on a particular module – choose ‘yes’ on the Display Counts drop-down box – and this can be filtered to display only students who are registered etc – choose from the RSTS drop-down box.
SWAMAER Maximum Enrolment Update Form

Quick Reference Sheet – SWAMAER

The Banner form SWAMAER has been developed to enable Schools to update (raising or lowering) maximum enrolment figures independently.

How to use the Form:

- Enter School and Term and ‘next block’ in order to return a full list of modules for the associated school. Alternatively, enter School, Term, and Module Code to return all versions of the module OR enter a CRN to return specific version.
- Once module(s) have been returned the module enrolment figure can be adjusted by entering a new figure into the column on the right-hand side entitled ‘Max Enrol.’ Click ‘submit changes/save’ and the new maximum enrolment figure will be displayed in the adjacent column.

The number of students enrolled upon a module is displayed in the column ‘Actual Enrolment’. Maximum Enrolment cannot be raised to a figure below the one found in the ‘Actual Enrolment column’. The column titled ‘Class Limit’ displays the approved maximum capacity figure found in the catalogue. The maximum enrolment figure cannot be raised to a number greater than the class limit. The audit trail displays the changes made to the maximum enrolment figure by user, with the most recent change being displayed first.

Note: You will not be able to raise the maximum enrolment number for a value above the one (Module Maximum Class Limit) recorded in the Module Catalogue.

If you are experiencing problems with using the form, please contact enrolment@adm.leeds.ac.uk
Appendix 7.4 - Using Argos for Module Enrolment Compliance checking

Argos provides reports to enable certain, more complex compliance checking in Schools, the reports are:

**PreRequisite Check** - lists students who do not meet the pre-requisite requirements for the module they have chosen online

**CoRequisite Check** - lists students who do not meet the co-requisite requirements for the module they have chosen online, cross-referencing all terms on the student record

**Mutually Exclusive Check** - lists students who have chosen online, a combination of modules that are mutually exclusive, cross-referencing all terms on the student record

For all three of the reports, they can either be run so the results are displayed on screen, or they can be saved to file and thereby creating an excel spreadsheet that can be stored on your network drive.

These instructions assume you are a registered Argos User and have undertaken basic Argos training.

To run a report:
1. Open Argos, and log in
2. From your Explorer Tree, expand the General folder and then the Module Enrolment folder.
3. There are three data blocks for each of the reports, expand the data block you wish to run e.g. CoRequisite Check, and then select the report, in this instance Co-Requisite (CSV).
4. Under Report Viewer Actions, on the right hand side of the Argos workspace, click on ‘Execute’.
5. This will display a parameters screen, enter the term in which the module has been enrolled on.
6. Enter the Subject code (this is the 4 letter Banner module code e.g. ENGL) and the Course number (this is the 4 digit number associated with the Subject code) of the module to be checked.
7. Then enter the Subject code and Course numbers of the co-requisite modules to be cross referenced.

Note: only one subject code can be cross-referenced at a time, this means if the module to be checked has co-requisites from more than one school, the report will need running for each of the subject codes associated with those schools.
8. Up to 5 co-requisite modules can be checked at a time, when all course numbers have been entered, click ‘Next - >’ in the bottom-right corner of the screen.
9. From the subsequent menu, choose ‘Save to File’. A windows dialogue box will open enabling the file to be saved to your computer.

These instructions are applicable to all of the reports.

**Student Credits by Programme** – lists students with their total number of credits enrolled and the number of modules selected online. The report can be filtered by registration status, level and class.

To run the report:
1. Follow steps 1-4 above
2. Choose the Term, Faculty, School and Programme from the report parameters.
3. Filter by additional preferred parameters.
4. Click ‘Next - >’ in the bottom-right corner of the screen.
5. From the subsequent menu, choose ‘Save to File’. A windows dialogue box will open enabling the file to be saved to your computer.

**Students studying the same module twice** – lists students who have enrolled onto the same module twice but in two different academic terms, it excludes any students who may be re-sitting a module.

To run the report:
1. Follow steps 1-4 above.
2. Choose Term, Faculty and School
3. Use check boxes to restrict output to registered students only (optional)
4. Click ‘Next - >’ in the bottom-right corner of the screen.
5. From the subsequent menu, choose ‘Save to File’. A windows dialogue box will open enabling the file to be saved to your computer.
Pre-Requisite Check – Pre-Requisite (CSV)

Check for students not enrolled on the required Pre-Requisite for a given module

Argos Explorer screen

Argos report parameters screen
Appendix 7.5 – Targeted emails to returning undergraduate students

**Email for students moving into year 3 and above**

Subject: Module enrolment 2017

Module enrolment 2017 - This email is only for students required to complete module enrolment.

**Opening dates**

Students moving into Year 3 and above in 2017/2018:

- Module enrolment for optional modules starts **Tuesday 09 May** (12 noon)
- History modules will be available from Thursday 11 May (12 noon)
- Discovery modules will be available from **Tuesday 04 July** (12 noon)

The module enrolment web pages will be closed on 10 & 11 May between 8am & 12 noon for system updates.

Please wait a few days if the modules you wish to choose have no capacity limits, it will be quicker and easier.

**Closing date**

- **Monday 17 July** (can vary between individual schools – see full schedule at [http://students.leeds.ac.uk/modules](http://students.leeds.ac.uk/modules)).

**Before the day**

Visit ‘My Timetable’ within the Portal to view your personal timetable displaying all the single activities relating to your compulsory modules for 2017/18. Seminars and other group based activities will not show on your timetable until nearer the start of term.

To ensure that the optional module(s) you are interested in do not clash with your compulsory modules, compare your personal timetable with the individual module timetable via the [Undergraduate Module Catalogue](http://students.leeds.ac.uk/modules).

To look up information relating to your programme, check the [Undergraduate Programme Catalogue](http://students.leeds.ac.uk/modules).

**On the day**

- Go to the Portal and click ‘Proceed to Module Enrolment’
- Log in only once – a second login will log out your first
- Use only one tab, device or computer – otherwise error message ‘break-in attempt’ will be displayed and you may go to the back of the queue
- Pages may take a few minutes to load, do not refresh – this will make the response time longer

Further details on how to enrol can be found at [students.leeds.ac.uk/modules](http://students.leeds.ac.uk/modules).

*Programmes & Assessment (Operations)*

*Student Education Service*
Email for students moving into Year 2

Subject: Module enrolment 2017

Module enrolment 2017 - This email is only for students required to complete module enrolment

Opening dates

Students moving into Year 2 in 2017/2018:
- Module enrolment for optional modules starts Wednesday 10 May (12 noon)
- History modules will be available from Thursday 11 May (12 noon)
- Discovery modules will be available from Tuesday 4 July (12 noon)

The module enrolment web pages will be closed on 10 & 11 May between 8am & 12 noon for system updates.

Please wait a few days if the modules you wish to choose have no capacity limits, it will be quicker and easier.

Closing date
- Monday 17 July (can vary between individual schools – see full schedule at http://students.leeds.ac.uk/modules).

Before the day

Visit ‘My Timetable’ within the Portal to view your personal timetable displaying all the single activities relating to your compulsory modules for 2017/18. Seminars and other group based activities will not show on your timetable until nearer the start of term.

To ensure that the optional module(s) you are interested in do not clash with your compulsory modules, compare your personal timetable with the individual module timetable via the Undergraduate Module Catalogue.

To look up information relating to your programme, check the Undergraduate Programme Catalogue.

On the day
- Go to the Portal and click ‘Proceed to Module Enrolment’
- Log in only once – a second login will log out your first
- Use only one tab, device or computer – otherwise error message ‘break-in attempt’ will be displayed and you may go to the back of the queue
- Pages may take a few minutes to load, do not refresh – this will make the response time longer

Further details on how to enrol can be found at students.leeds.ac.uk/modules.

Programmes & Assessment (Operations)
Student Education Service