This paper aims to help schools prepare for module enrolment, which opens in May 2016.

1) **Capped modules**
   This year again, schools are required to review the capacity on all modules that are full in 2015/2016 as part of the module amendment process in February/March 2016 and consider the number of potential students that are offered the modules as an option within their degree programme.

2) **Module choice guidance**
   - **Options:** Schools are expected to hold degree programme meetings (or pre-module enrolment meetings) usually in week 10, to explain the optional module choices available. Prior to module enrolment starting, students should be given, where possible, details on whether the modules they are interested in tend to fill up quickly or not. Students should be given sufficient information to explore alternative choices should their preferred options become full by the time they enrol online.
   - **Discovery modules:** A Discovery Themes Fair will take place in the Great Hall on **Tuesday 3 May (11am-3pm)** 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 which provides detailed information on all the discovery modules that are available: [http://leedsforlife.leeds.ac.uk/broadening](http://leedsforlife.leeds.ac.uk/broadening).

3) **Accessing the module enrolment web pages**
   - **When can returning students enrol on optional modules in 2016?**
     - Undergraduate moving into **Year 3 and above** in session 2016/2017:
       - Tuesday 10 May 2016 at 12 noon until 8am Wednesday 11 May
       - Wednesday 11 May 2016 at 12 noon until 8am Thursday 12 May
       - Thursday 12 May 2016 at 12 noon until Monday 18 July
       - **With HISTORY modules available from 12 noon on Thursday 12 May**
     - Undergraduate moving into **Year 2** in session 2016/2017:
       - Wednesday 11 May 2016 at 12 noon until 8am Thursday 12 May
       - Thursday 12 May 2016 at 12 noon until Monday 18 July
       - **With HISTORY modules available from 12 noon on Thursday 12 May**
   - **When can returning students enrol on discovery modules in 2016?**
     - Discovery modules will be available from 12 noon on Tuesday 05 July 2016

4) **A number of tips for a successful module enrolment**
   will be communicated to students BUT it is important that schools, via for example personal tutors, re-enforce the following message at the pre-enrolment meetings:
   - **Students choosing modules with NO capacity limits:** (i.e. spaces exceeds demand)
     - Where capacity on optional modules meets or exceeds predicted demand, students should be advised to avoid the first hour of online module enrolment in order to get through the process without any systems delays.
     - It will be quicker and easier if students wait a few days after enrolment opens.
   - **All Students:**
     - Students should
       - only log in once; a second login will log out the first
       - use only one device or computer
       - use only one tab
     - Once modules have been selected and submitted online, pages may take a few minutes to load (especially within the first hour of module enrolment opening). Students should be advised to be patient and not to keep hitting refresh. Refreshing the page at this stage will result in an even longer response time for the individual.