

Module Enrolment

Quick Reference Guide

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:

- **Part 1: Module enrolment preparation**
- **Part 2: Student module enrolment**
- **Part 3: Checking student's choices**

Module enrolment preparation

The information displayed to students within module enrolment is a combination of data held in the programme and module catalogues (PCAT and MCAT) and Banner.

The errors below will cause students to receive incorrect error messages regarding their total number of credits, and will likely result in the student being prevented from completing module enrolment.

- Incorrect credit field(s) and/or modules missing from optional and/or discovery lists in PCAT.
- Differing compulsory block information in Banner/PCAT

Banner Report(s)	Description
SWRPCPO & SWRMCTS	PCAT & MCAT
SWRTPCD	Banner modules
SWRMCHR	Banner & MCAT
SWRMCCR	Modules on programmes
SWRDCRD & SWRPCMS	Students & comp. modules

In mid-Feb, module and compulsory programme blocks are rolled forward to the forthcoming academic year;

- P&A (Ops) will then distribute module & programme data reports to schools via [SharePoint](#)
- Schools should return any changes that need to be made to their modules and compulsory blocks by early June.
- P&A (Ops) will make amendments by 30 June.

Module Enrolment

	Opening (10am)	Closing (midnight)
Returning UG	Optional: Tues 13 July: Yr 3 + Wed 14 July: Yr 2 Discovery: Tues 27 July: All	Mon 6 Sep Or Fri 1 Oct
New UG	Wed 1 Sept	Fri 1 Oct
New TP <i>*Recommended</i>	Wed 1 Sept	Fri 1 Oct

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 changing programme should be advised not to enrol until the change of programme has been actioned in Banner. This will ensure that the correct modules are displayed online.

If a parent school makes a change to a programme 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 for students

Issues with Student Services
ITServiceDesk@leeds.ac.uk (Ext. 33333)

Issues within enrolment pages
Enrolment@adm.leeds.ac.uk

advice on enrolment process, module choice etc.
[Parent/Teaching School](#)

Help for staff

System, module & compulsory blocks
Enrolment@adm.leeds.ac.uk

Module and Programme Catalogues
Catalogue@leeds.ac.uk

Banner pages & reports (access & performance issues)
ITServiceDesk@leeds.ac.uk

Guidance, including a [Guide for Staff](#) is available on the [SES website](#).

Monitoring and approving student choices

All modules enrolled upon via the module enrolment system will appear in Banner with the status 'RW' (Web Registered).

Parent schools should ensure that students are enrolled on correct total credits and that 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.

Banner Report(s)	Description
SWRDCRD	Non completion of enrolment
SWRPCMS	Module Enrolment Summary Report
SWRPCME	Module Enrolment Report
SWRDSBM	Class List report
SWRPCMX	Incorrect total credits

Argos Reports

Found within: General>Module Enrolment>Student Enrolment Checks

- Pre-Requisite Module Check
- Pre-Requisite Qualification Field
- Mutually Exclusive Module Check
- Students studying same module twice
- Students with modules on wrong level
- Reviewing Students Credits (total/split)

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