

Quick Reference Guide Module Enrolment

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

- o PCAT & MCAT data **SWRPCPO
SWRMCTS**
- o Banner module data **SWRTPCD**
- o Banner & MCAT data **SWRMCHR**
- o Modules involved in programmes? **SWRMCCR**
- o Students & compulsory modules **SWRDCRD
SWRPCMS**

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.

Module Enrolment

	Optional modules	Discovery modules	Closing times
Returning undergraduate students	Tues 14 May (11am) – Year 3 +	Tues 9 July (11am)	Mon 22 July
	Wed 15 May (11am) – Year 2 +		
	Thur 16 May (11am) – HIST modules		
New UG students	Wed 28 Aug (9am)	Wed 28 Aug (9am)	Thurs 26 Sep

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

Laura Markey Enrolment@adm.leeds.ac.uk
Juniata Bellham Tel: ext 33726

Module/Prog Catalogues Catalogue@leeds.ac.uk
John Hardy 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.

Useful Banner reports to monitor module enrolment

- o Non completion of enrolment **SWRDCRD**
- o Module Enrolment Summary Report **SWRPCMS**
- o Module Enrolment Report **SWRPCME**
- o Class List **SWRDSBM**

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.

Subj Code	Course No.	Sect. No.	CRN	Title	Comp. Block	Status	Actual Enrol	Class Limit	Max. Enrol
GEOD	1010	01	29532	Subsistence in Global World	A	D	150	150	150
GEOD	1015	01	29533	Autosufficiency in Global World (H)	A	D	80	80	80
GEOD	1025	01	29530	Leeds: From Local to Global	A	D	150	150	150
GEOD	1035	01	29563	Leeds: Local to Global (H)	A	D	80	80	80
GEOD	1040	01	29529	Dynamic Landscapes	A	D	120	120	120
GEOD	1045	01	29526	Living Planet	A	D	120	120	120
GEOD	1055	01	29525	Environm Change: Past & Future	A	D	100	100	100
GEOD	1065	01	29524	Nature, Society & Environment	A	D	200	200	200
GEOD	1070	01	29523	Physical Geography Tutorial	A	D	100	100	100
GEOD	1075	01	29522	Data Analysis Skills for Phys	A	D	100	100	100
GEOD	1100	09	29962	Ecology & the Changing Climate	A	D	200	200	200
GEOD	1200	09	29962	Changing Worlds	A	D	300	300	300
GEOD	1210	09	29964	Environmental Systems/Process	A	D	250	250	250
GEOD	1212	09	29968	Water and the Weather	A	D	200	200	200
GEOD	1220	09	29990	Geography, Environment and Soc	A	D	300	300	300
GEOD	1260	09	29991	Geography of the UK	A	D	300	300	300
GEOD	1270	09	29993	GIS for Human Geography	A	D	100	100	100