Module Enrolment

These step-by-step instructions are intended to guide you through the process of enrolling for your modules online.
Checking your academic details

Having followed the links to module enrolment, you should arrive at the following screen:

You should first check that the details of your programme of study and year of study for the forthcoming session are correct as these will influence what module lists are displayed to you.

If any of these details are incorrect, or if you are thinking of changing your programme, please contact your parent school PRIOR to continuing with your enrolment.
Step 1: View compulsory modules

The compulsory modules for your programme and year of study, together with the associated credits, will be listed under the heading ‘View Compulsory Modules’. Note that you will already be enrolled for these modules. You have no choice over whether to take these modules or not; they are a mandatory part of your degree.

You will be required to confirm that these compulsory modules are correct for your programme of study. If any of these modules are incorrect, please contact your parent school PRIOR to continuing with your enrolment.
**Step 2: Check timetable**

When choosing optional/discovery modules, you need to ensure that they won’t clash with your compulsory modules.

Your **personal timetable** will contain compulsory module information by the time module enrolment opens; **please check your personal timetable** and compare it with the timetable for the module you are interested in.

You can check both your personal timetable for semesters 1 and 2 and the individual module timetables by clicking on the links provided on the enrolment page.

Your timetable will be updated overnight to include any newly enrolled modules the next day (if enrolled before 10pm, otherwise your timetable will not reflect the update until the following day). This only applies to **online** module enrolment.

You will be required to confirm that you have checked the timetable for your compulsory modules **PRIOR** to continuing with your enrolment.
Step 3: Choose optional modules

Instructions on the number of credits of optional modules that you are required to take will appear directly below the ‘Optional Modules’ heading.

To add an optional module, select the module(s) you wish to add by checking the appropriate ‘Enrol’ box(es) and then submit your choices by clicking the ‘Submit’ button. This will return you to the module enrolment page which will indicate your requested changes.

The system operates on a first-come first-served basis. This means that those modules that have a limit on numbers may show as ‘Full’.

- Spaces left on the module are displayed on the far right hand side of the screen.
- A module flagged as “RESERVED” indicates that places on this module have been reserved for a specific set of students.

Any enquiries to access either FULL or RESERVED modules should be addressed to the appropriate teaching school.
The number of credits of optional modules for which you have enrolled on, together with the number you are required to take, is indicated below the list of optional modules.

If the number of credits of modules enrolled for is less than the number of required credits, a warning message will be displayed in red at the bottom of the screen. You will be asked to add the appropriate number of credits.
If the number of credits of modules enrolled for is **more** than the number of required credits, your full selection will not be processed, a warning message will be displayed in red at the top of the screen and **you will be asked to review your module choice to ensure that the modules marked as “web enrolled” are the ones you wish to study.**
If you enrol on an optional module with associated pre- and/or co-requisite(s), you will be required to confirm that you meet the requirements for the module(s) as specified in its catalogue entry.

If you do not meet the number of optional credits required, as specified for your programme of study, you will be required to review your module choice.

Warning

Your module selection includes modules that have pre- and/or co-requisite(s).
I confirm that I have checked that I meet the conditions stated for the module(s) and I understand that I may be required to provide proof. □

Please note that you have 40 credits of Optional modules fewer than required. Please review your module choice using the 'Back' button.
I understand that my Parent School reserves the right to alter my module choice if I choose to continue without complying to the rules for my programme of study. □
“Dropping” an Optional Module

To drop/delete a module on which you have enrolled via the web (indicated by ‘Web Enrolled’ Status) check the appropriate ‘Drop’ box(es) and submit your changes by clicking the ‘Submit Changes’ button. It is possible to ‘Enrol’ AND ‘Drop’ modules before clicking ‘Submit’. This will return you to the module enrolment page which will indicate your requested changes.

WARNING: It is advised NOT to use the Refresh or Back toolbar buttons as this may result in a ‘Registration Add Errors’ message appearing above the optional modules rules for your programme. If this message should appear please ‘RETURN TO MENU’ and select the ‘Module Enrolment’ option again.
Step 4: Choose discovery modules

Your programme of study may allow you to choose discovery modules as shown below:

To add a discovery module you must first search for the module(s) by clicking the ‘Look-up Discovery Modules’ button.

Instructions on the number of credits of discovery modules you are required to take.
Select the fields you wish to search. When your selection is complete, click the ‘Module Search’ button to perform the search itself.

If you wish to take a discovery module that you are unable to find using ‘Module Search’, please contact the relevant teaching school. Some discovery modules may require an assessment of your level of expertise BEFORE you are allowed to enrol on them.

If discovery modules have been found, the following screen will appear:
To enrol on module(s), check the box(es) alongside the required module(s) and click the 'Submit' button. This will return you to the 'Step 4 Choose Discovery Modules' page which will indicate your requested selection.

Where illegal module choices have been made without approval from your parent school, you may find these amended by your school at a future date without notice.

If you wish to take a module that is not listed as part of your programme of study, please seek approval from your parent school.

All schools reserve the right to suspend a module at any time after this process is complete if, for example, staff fall ill or leave the University. Where this occurs schools will endeavour to inform all students affected and will attempt to provide you with an alternative choice.

Modules not shown on the system may be added at a later date and you will have the option to enrol for these as they become available, the relevant teaching school will give you details. If you enrol on a discovery module with associated pre- and/or co-requisite(s), you will be required to confirm that you meet the requirements for the module(s) as specified in its catalogue entry.
If you do not meet the number of discovery credits required, as specified for your programme of study, you will be required to review your module choice. (Screenshot needs replacing)

**Warning**

Your module selection includes modules that have pre- and/or co-requisite(s).

I confirm that I have checked that I meet the conditions stated for the module(s) and I understand that I may be required to provide proof. ☐

Please note that you have 40 credits of Optional modules fewer than required. Please review your module choice using the 'Back' button.

I understand that my Parent School reserves the right to alter my module choice if I choose to continue without complying to the rules for my programme of study. ☐

To drop a discovery module you should tick the appropriate 'Drop' box(es) and then click the 'Submit Changes' button.
Step 5: View and confirm module choices

Once you are satisfied with your module choices, and have submitted your changes, please take a few moments to check that the total number of credits for which you have enrolled is not less than the total number of credits required for your programme of study and that you have a balance of credits across semesters.

Check that your total credits is not less than the total credits required; if required, return to Step 3 (Choose Optional Modules and/or Step 4 (Choose Discovery Modules) to amend your choice

Check that you have a fairly even balance of credit weightings across semesters

Confirm that the modules listed are the modules you intend to study.
You may wish to print this summary (using the Print button on the toolbar) as confirmation of the modules for which you have enrolled on.

You may also wish to view the preliminary timetable for your choice of modules to identify any potential timetable clashes.

Once you have confirmed your module choice, an automatic email will be sent to you as confirmation of module enrolment and will list the modules you have chosen at that time.

You will be able to return to this system as many times as you wish within the period for which module enrolment is open. After that period you will be able to login at any time with read-only access to review your module choices.

You should now ensure that you sign out using the ‘Exit’ button at the top of the page and close your browser to protect your privacy. This is especially important if you are using a computer that may be used by someone else.

Your comments

We would appreciate your comments on the ease of use of the system, the clarity of the layout, the usefulness of these instructions and any ideas for improvements you may have.

You can send your comments to us via email at enrolment@adm.leeds.ac.uk.