



Module Enrolment 2021/22

Programmes and Assessment

Guide for School staff

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Contents

Introduction	3
Part 1: Module enrolment preparation	4
Catalogues	4
i. Approval Timelines	4
ii. Updating the Catalogues.....	4
iii. Discovery modules.....	5
iv. Modules available for Incoming Study Abroad (isa) students	5
v. Teaching School responsibilities	5
Banner.....	5
i. Annual module/compulsory block checking exercise.....	5
Managing module spaces.....	6
i. Module capacity data	6
ii. Restricting a module from being displayed online	7
iii. Reserved Seat rules	7
Confirming enrolment dates.....	7
Communication to students	7
Checks to prevent common issues	8
Part 2: Module enrolment.....	9
Enrolment Dates.....	9
How students access the enrolment system	9
Online enrolment system functionality	10
Who cannot enrol online?	10
Incoming Study Abroad and Exchange Students.....	10
Part 3: Checking and amending student's choices	12
Example timeline for September-start students.....	12
Requisite checks	14

Other useful checks	15
Module changes after online enrolment has closed	15
Programme changes	15
Additional Guidance for Schools for checking module choices after online enrolment has closed	16
Contacting students with issues.....	16
Tracking student record issues	16
Timetable clashes.....	16
Processing changes	16
Module Changes after the deadlines	17
Email template 1	18
Email template 2.....	19
Appendices	20
Targeted email to returning undergraduate students.....	20
Timeline	21
Banner Reports and Pages.....	22
SWRDCRD Credits by Programme	23
SWRPCPO Programme Outline Report.....	24
SWRMCCR Module Catalogue Cross Reference	25
SWRPCMS Module Enrolment Summary Report	26
SWRPCMX Module Enrolment Incorrect Total Credits Report.....	27
SWRPCME Module Enrolment Report	29
SWRDSBM Class List - Students Enrolled on a Module	33
SWRTPCD Departmental Course List	34
SWAMAER Maximum Enrolment Update Form	35
Contact Us	37

Introduction

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

- [Part 1: Module enrolment preparation](#)
- [Part 2: Student module enrolment](#)
- [Part 3: Checking student's choices](#)

Taught students are required to follow an approved specification for the programme they are enrolled upon, consisting of [compulsory, optional](#) and/or [discovery](#) modules. The programme specification that has been approved for each upcoming academic year is **normally** published on the [Web Catalogues](#) on the 1st May, **in 2021 this will be the 1st July**. Advance preparation by school & central staff takes place before this date to ensure that the data displayed online is accurate.

Most students enrol upon their optional and/or discovery modules through an online first-come first-served system within Student Services, which opens in May for returning undergraduates, and prior to the start of term for new students.

Further information on the enrolment process is available on the [Student SES Website](#), including specific [opening and closing dates](#).

Part 1: Module enrolment preparation

The first stage of the module enrolment process is to update the relevant module and programme information for the upcoming academic year.

Catalogues

The [Module and Programme Web Catalogues](#) are the definitive source of information on the University's current teaching portfolio. They contain the formal programme specifications. It is vital they are accurate because:

- Students, examiners and others rely on the information displayed on the catalogues
- Other University systems get their information from the catalogues, including:
 - o *Online enrolment and registration (Student Services)*
 - o *Admissions/Coursefinder webpages*
 - o *Banner student records system*
 - o *Minerva*
- Inaccurate information displayed online could put the University at risk of breaching Competition and Markets Authority (CMA) compliance.
In order to ensure that the University complies with CMA [regulations](#) it is crucial that the curriculum information displayed online is accurate. These regulations have been put into place to ensure that students are given the necessary information to enable them to make informed decisions regarding their programme and module choices.

For further information see the [SES Catalogue webpages](#).

i. Approval Timelines

The process for the approval of new and amended modules and programmes is set out on the [QA Team website](#).

All approved changes must be updated in the catalogue databases (known as **MCAT** and **PCAT**) by the 'Go Live' online catalogue publishing date (1st July 2021) in readiness for returning undergraduates who will enrol onto next year's modules in mid July.

Prior to opening up the module enrolment system to students in July, it is important that the relevant data in both Banner and the catalogue databases are up-to-date, accurate and identical.

ii. Updating the Catalogues

Schools should have a nominated representative(s) responsible for entering and maintaining data in the catalogue databases, accessed through Banner forms **SWAMCAT** and **SWAPCAT**.

The information that is displayed on the module enrolment system derives from the catalogue databases.

- For online enrolment, the current version of a programme catalogue entry will appear, irrespective of whether the 'Approved' box has been set to 'Yes'.
- However, only those programmes and modules that have the 'Approved' box set to 'Yes' (and, in the case of programmes, the 'Publish on the Web' box checked) will appear on the online catalogue website

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. Please view our [mapping tutorial](#) (Internet Explorer only) for further guidance.

The functionality of both **MCAT** and **PCAT** is described in the respective [Module Catalogue and Programme Catalogue Guides](#).

iii. Discovery modules

Schools should ensure that if a module is available as a discovery, the “Discovery” and “available for online enrolment” boxes on the Teaching page in the Module catalogue are set to ‘yes’. This will mean that the module will be listed under the school’s discovery modules in the online module catalogue and within the online enrolment system.

New undergraduate students will be directed to the [Discovery Themes website](#) in their welcome letter. This will enable the students to explore the Discovery Themes, and create a list of modules which they are interested in taking, before enrolling online.

iv. Modules available for Incoming Study Abroad (isa) students

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

- *Before flagging a module as available to isa students, please make sure that there will be capacity on the module, 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.*

v. Teaching School responsibilities

Some modules parented by a Teaching School are offered on programmes that are parented by other schools.

The Teaching School is responsible for informing the relevant Parent School(s) of any compulsory or optional modules that have either been discontinued or will not be running in the forthcoming session to ensure that the relevant programme entries are updated in the Catalogue and Banner.

The Banner report [SWRMCCR](#) lists the programmes in which a module appears as a compulsory or optional choice.

Banner

Curriculum data is currently held in two separate University System databases, the Catalogues and Banner. The data held in the Catalogues exists as a separate entity to the curriculum data held in Banner.

i. Annual module/compulsory block checking exercise

Certain module/programme changes need to be reported to Programmes & Assessment (Operations) so that the changes can also be updated in the module/programme entries held within Banner, in order to ensure data consistency between the two systems.

P&A (Ops) currently need to be informed of the following changes;

Modules	change of status or semester
Programmes	changes to compulsory modules within a ‘compulsory block’ <i>i.e. if a modules is added/removed as compulsory for a programme year</i>

The bulk of these changes are collected through an annual data collection exercise described below.

In mid-February, the module and compulsory programme block records in Banner are rolled forward to the forthcoming academic year;

- P&A (Ops) will then produce a report (Excel spreadsheet) of current module & programme data, and distribute the reports to schools via [SharePoint](#)
- **Schools should return any changes that need to be made to their modules and compulsory blocks by first Friday in June.**
- P&A (Ops) will make any necessary amendments to the Banner modules and compulsory blocks by **30 June**.

Guidance on this process is fully documented on the [SharePoint website](#).

Schools can notify P&A (Ops) of any further changes that come through after the above deadline(s) by emailing enrolment@adm.leeds.ac.uk

Managing module spaces

i. Module capacity data

There are three fields where module capacity data is held in Banner/Catalogues;

Field Name	Where	Function
Max Enrol	Banner (SWAMAER)	IMPORTANT: Controls number of students allowed to enrol on module via online enrolment – overridden if module is part of compulsory block
Maximum Class Size (Class Limit)	Module Catalogue (SWAMCAT)	Used for Timetable planning
Estimated Student Numbers	Module Catalogue (SWAMCAT)	Historic approval record only

From 2020 onwards P&A (Ops) will no longer carry out an annual review of module capacities in Banner as part of the checking exercise outlined above.

Teaching Schools should raise or lower caps for the modules they are responsible for, without informing P&A (Ops), using the [SWAMAER Banner page](#).

New modules will be created with a Max Enrol 'Banner' capacity set to the same figure as displayed in the Maximum Class Size in SWAMCAT, therefore Schools will need to ensure that they check that this figure is amended (if required) before online enrolment opens.

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. Schools should check how many places are available via the 'Actual Enrol' column within **SWAMAER**.

Available spaces left on a module will be displayed to students online within the module enrolment system

SWAMAER can also be utilized to enable schools to 'hold back' 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, releasing spaces.

- Student schedule has errors: this is an error message that appears on **SWAREGS** and signals that a module is full

ii. Restricting a module from being displayed online

If the module is only offered as a discovery module schools can disable it from appearing online (by unticking the 'available for online enrolment' box in **SWAMCAT**), meaning students will be unable to search for it when making their discovery choices.

However, if the module is also offered as an option it will display in the module enrolment system regardless of the 'available for online enrolment' box being unticked because it is listed in the programme catalogue entry.

iii. Reserved Seat rules

Banner offers a 'Reserved Seat' functionality which enables module spaces to be restricted for (or split between) specific groups of students.

The functionality can be utilized to either;

- a. Block all students from enrolling on module (module displays online marked as 'Reserved')
- b. Split module spaces between different groups (specify by Dept, Faculty, level) *i.e. total module capacity of 40, 20 spaces reserved for HIST and 20 for CLAS.*

Reserved Seats rules can usually only be added to a module before students begin to enrol upon the module concerned. Further information and a 'Reserved Seats Request Form' can be found on our [SharePoint website](#).

Confirming enrolment dates

All schools must confirm their module enrolment closing dates to their faculty portfolio manager. Schools should also specify email notification preferences, website (linked to within online enrolment) and contact details

Any deviations to the given opening and closing dates must be supported and evidenced by the Faculty Pro-Dean for Learning and Teaching.

This should be completed in March 2021.

Communication to students

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 students who are abroad of the time when the system will be available, schools should bear in mind any time zone differences and advise students to make arrangements for internet access if in remote areas.
- **To avoid Banner performance issues, schools for which spaces on modules are not competitive are asked to advise their students NOT to go online during first few hours of the opening date(s).**

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

P&A (Ops) will also distribute a [targeted email](#) to students around a week before the enrolment system opens.

Preparing student handouts:

Parent Schools may wish to refer their students to the web programme catalogue (published 01 July) for details of the rules of their programme of study in the forthcoming academic year.

Hardcopies of programme and module information can be produced directly from information in the catalogues:

- Programme information can be produced from **SWRPCPO** (new modules will not be displayed unless full approval has been granted)
- Module information can be produced from **SWRMCTS**, run directly from the Module Catalogue.

Checks to prevent common issues

The following will stop a student from being able to access module enrolment:

- No Banner student record for upcoming academic year
- No entry for programme in catalogue (PCAT)
 - o In this case, the Parent School will be required to build the catalogue entry or enter student's modules directly into Banner using **SWAREGS**.

The following will cause issues when students try to enrol on their modules:

- The total credits field (in programme rules) and/or min/max credit fields (year rules tab) is incorrect in PCAT.
- The compulsory block information in Banner differs from the compulsory modules specified in PCAT

Both errors 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.

NB The only modules that should be listed in the 'Compulsory' section of PCAT are those that ALL students on the programme are required to study. Any 'optional compulsory' modules (e.g. where students need to choose one of two) need to be entered into the 'Optional' section of PCAT.

Part 2: Module enrolment

Enrolment Dates

	Opening times (10am)**	Closing times (midnight)
Returning Undergraduates	Optional modules: Tues 13 July - Year 3 + Wed 14 July - Year 2	Mon 6 September or Fri 1 October
	Discovery modules : Tues 27 July – All	
New Undergraduates	Wed 1 September	Fri 1 October
New Postgraduates <i>*Recommended dates</i>	Wed 1 September	Fri 1 October

**Online enrolment closed for all students on 13 July between midnight and 10am for system updates.

Schools can request for their postgraduate students to 'opt out' of online enrolment, 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.

If your School is planning on operating any enrolment mechanisms outside the usual online enrolment process (e.g. waiting lists, preferencing systems, changing deadlines), please ensure that you give students sufficient notice of these. Not all students will have consistent access to email for a variety of reasons, including study abroad, work or illness, therefore we recommend giving a minimum of two weeks' notice for any enrolment processes which have a competitive element to avoid unfairly disadvantaging particular students.

How students access the enrolment system

Students access the module enrolment system by visiting the ['How to Enrol' webpage](#) and following a direct link provided through to the Module Enrolment area within Student Services.

Students can revisit the system for the duration of its opening and amend their choices throughout this period.

[SES Module Enrolment website](#) provides an over-arching summary of the module enrolment process for students and provides useful guidance, including [brief instructions](#) on how to navigate the system.

Students should:

- [Contact the IT Service Desk](#) (0113 3433333) if they have a problem logging into Student Services
- [Email Programmes and Assessment \(Operations\)](#) if they have any technical issues 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, timetable, change of programme etc.

Online enrolment system functionality

The enrolment system:

- prevents students from enrolling on more credits than specified in Programme Catalogue
- warns students if they have selected too few optional, discovery and year credits
- warns students if they have selected a module with requisites
- prevents UG level 1 students from selecting discovery modules at any other level other than level 1
- prevents UG level 3/4 students from selecting discovery modules at level 1 except for Skills modules

It does not:

- prevent students from selecting a module already taken in a previous academic term
- prevent enrolment where the student does not meet the pre/co-requisite requirements
- 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

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.

Who cannot enrol online?

- Students on Ad Personam programme codes: these programmes are not built in the programme catalogue
- Some direct applicants to levels 2/3: due to the enrolment opening times for returning UGs, direct applicants may miss the enrolment date for their cohort (their IT account/record may not have been created yet).
 - 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.
- Incoming study abroad and exchange students (programme codes beginning 'ND' and ending in '-ISA') **do NOT** have access to online module enrolment and they will select their modules when they apply for their programme online.

Incoming Study Abroad and Exchange Students

Study Abroad and Exchange Students cannot enrol for modules online. The admissions process for this cohort combines their application to the University and module enrolment. The Study Abroad Office manage the admission to the University and designated staff within the Teaching School manage module enrolment; usually the Study Abroad Coordinator and a member of the SES support team to record decisions on Banner.

Application and Acceptance

- Study Abroad and Exchange students apply to the University using the [online application form](#).
- As part of their application students select their module choices from a list of all modules available to them (i.e. correct semester and marked as 'isa' in the module catalogue). There is no restriction on the number of credits they choose at this stage or the range of Teaching Schools they may select from.

- 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.
- In Late July, one week after module enrolment opens to the rest of the University, the Study Abroad Office generates general student records for Study Abroad and Exchange students and 'push' their module choices into **SWAREGS**.
 - Modules with availability are added as 'EH', a temporary enrolment status.
 - Modules that are full or discontinued are not pushed onto **SWAREGS**.

School Module Decision

- Once a week from late-July until mid-January, the Study Abroad Office contacts Study Abroad Coordinators (or designated school contacts) asking they check a spreadsheet on [SharePoint](#) which shows the students enrolled on a module with a status of 'EH'.
- Schools can access application documents for each student via [Webtop](#).
- Schools are asked to enrol or reject students using SWAREGS. Once a decision has been entered (i.e. module code changed from 'EH' to either 'RE' or 'DD'), it will no longer appear on the Excel list uploaded weekly to [SharePoint](#).
- If a student is rejected from a module, Study Abroad Co-ordinators or administrators are required to add a reason to the Banner page **SWASACC**. This reason is shared with the student.

Further module changes

- Study Abroad and Exchange students are sent an automated Module Enrolment Report 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 on **SWASACC**.
- Thereafter, students contact Teaching Schools directly to request module changes. The process is outlined at: www.leeds.ac.uk/incomingmodulechanges. The School should not add additional comments to **SWASACC**, as these will not reach the student. The student is not sent a second Module Enrolment Report and relies on school communication for an update on their enrolment status.
- Students are instructed to complete online registration once it opens so that they can then view their own module enrolment via Student Services.
- Students may continue to make changes after they have arrived in Leeds, until the respective [module enrolment deadlines](#). They are advised to visit individual Teaching Schools to complete a [change of module form](#), which their Parent School will then process via **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.

Part 3: Checking and amending student's 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 reviewing their module choices to ensure that they comply with the rules for their programme of study.

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 via **SWAREGS**.

These checks are important because incorrect module choices (e.g. insufficient credits, wrong level of module(s), incorrect optional/discovery module(s)) can pose a significant risk to a student's ability to progress or be awarded. See the [Rules for Award](#).

Schools should determine the level of priority in checking for requisite modules, as students' progression/classification may not be affected by failure to meet a requisite, provided that they meet the requirements for their programme.

Example timeline for September-start students

**Dates will vary for non-standard cohorts/intakes*

Checks to be carried out by Parent School;

From	To	Cohort	Check	Priority	Recommended tool(s)
Mid July	27 July (<i>Discovery opening date</i>)	Returning UGs	Students who have not yet enrolled on any optional modules	Low	SWRDCRD last column shows 'X' if a student has not yet enrolled <i>via</i> the web SWRPCMX shows incorrect total credits and if students have/have not accessed the module enrolment system
27 July (<i>Discovery opening date</i>)	06 Sep or 01 Oct (<i>school closing date</i>)	Returning UGs	Students that have not yet selected their total required credits online	Medium	SWRPCMX
06 Sep or 01 Oct (<i>School closing date</i>)	ongoing	Returning UGs	Students whose module choices do not comply with their programme of study rules	High	SWRPCMS highlights differences between student's modules and the total optional and discovery modules required SWRPCME displays student's optional and discovery modules
			Students that have not selected their total required credits	High	SWRPCMX

From	To	Cohort	Check	Priority	Recommended tool(s)
Mid Sep	24 Sep	New UG and TP	Students that have not yet selected their total required credits online	Medium	SWRPCMX
02 Oct	ongoing	New UG and TP	Students whose module choices do not comply with their programme of study rules.	High	SWRPCMS
			Students that have not selected their total required credits	High	SWRPCMX

To enable the module enrolment checking process, the online enrolment deadlines have been standardized to allow schools to carry out reliable checks from the following dates onwards;

Cohort	Final online enrolment deadline
Returning UG	Friday 1 October
New UG	Friday 1 October

The recommended closing date for taught postgraduate students is also 1 October, though the date is not enforced and may vary across schools

Requisite checks

It is recommended that Teaching Schools should carry out checks to ensure that the students enrolled on their modules meet the requisites as specified in the module catalogue, however it is understood that this may not always be feasible due to time constraints and the large number of modules with requisites.

Reports are available through [Argos](#) for the checking of co- and pre- requisite and mutually exclusive requirements. Staff can [apply for an Argos Username](#) online.

Requisite	Argos Report
Co-requisite	General>Module Enrolment>Student Enrolment Checks> Co-Requisite Module Check
Pre-requisite	General>Module Enrolment>Student Enrolment Checks> Pre-Requisite Module Check General>Module Enrolment>Student Enrolment Checks> Pre-Requisite Qualification Field
Mutually exclusive	General>Module Enrolment>Student Enrolment Checks> Mutually Exclusive Module Check

If the Teaching School determine that a student should be unenrolled from a module due to not meeting the module's requisites then they are responsible for informing the student and requesting them to select an alternative choice. The Teaching School should also notify the Parent School and request the module be drop-deleted (DD) on **SWAREGS**. Outside the module enrolment period, 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.

For information:

- When selecting a module with requisites within the online enrolment webpages, the student will be required to tick a box confirming that they meet the requisites before being able to enrol on the module and progress to the next step.
- If a student does not meet the requisite for a module this in itself will not negatively affect their progression if they pass the module.

Other useful checks

Argos Reports:

- General>Module Enrolment>Student Enrolment Checks>Students studying same module twice
- General>Module Enrolment>Student Enrolment Checks>Students with modules on wrong level
- General>Module Enrolment>Student Enrolment Checks>Reviewing Students Credits (total/split)

Module changes after online enrolment has closed

Students may wish to change their modules choices after the online enrolment system has closed. In these circumstances, if the change is permitted, the Parent School would need to process the change manually.

There are two processes, depending on the scenario;

- 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 via **SWAREGS**, without requiring the student to complete a 'Change of Module' form. Schools must still carry out the usual checks (i.e. timetable, requisites) and would be advised to retain written evidence (i.e. email from student) of the request.
- Where the Teaching School of the module(s) concerned is not the same as the parent School, the student will be required to complete and sign a 'Change of Module' form which must be approved by the Parent School and / or Teaching School.

Further information can be found on the [SES website](#).

Programme changes

The Parent School should advise students who are changing programme not to enrol online until the change has been [processed in Banner](#). This is to ensure that a student has the correct compulsory modules and that the correct optional modules and discovery rules display within the online enrolment webpages.

If a Parent School makes a change to a programme (e.g. removing an optional module) within **PCAT**, the change will be reflected immediately within online enrolment. If the change is made **AFTER** a student has already enrolled for their modules online, the school should inform the affected students and ask them to revisit the system to make any necessary module changes. If the system is no longer available to their students, the school should make any necessary changes in SWAREGS. If a student is changing to a similar programme where there is cross-over between compulsory and optional modules then the School should manually enrol the student onto their optional modules in SWAREGS as the system will experience errors and not refresh as expected.

Additional Guidance for Schools for checking module choices after online enrolment has closed

It is the Parent School's responsibility to check all students' records when online enrolment has closed to ensure they are meeting the rules of their programme, and that they are enrolled on the correct number of credits required for the year.

Guidance and a number of Banner and Argos Reports are available for checking that students are meeting the rules and requirements of their programme (see [Part 3: Checking and amending student's Choice above](#)).

Any issues that require students to make changes should be communicated to students with sufficient time to resolve these within the deadlines specified by the university and/or School/Faculty.

Contacting students with issues

Where an issue is identified with a student's record the student should be contacted via their University email account with advice on how to resolve the issue(s). See Email Template 1 (p.XX)

If the student does not respond to the first email, a second email should be sent. See Email Template 2 (p.XX)

If issues are not resolved after the second email Schools may wish to check if the student is experiencing any personal difficulties that may be resolved with support from the SSO. This could also be referred to a personal tutor.

Tracking student record issues

Where an issue is identified with a student's record the details should be recorded, and progress monitored until all issues have been resolved. A simple spreadsheet can be used and include the following information:

- Student ID
- Student Name
- Email Address
- Programme of study
- Year of study
- Details of the issue
- Date the student was contacted
- Staff member who contacted the student
- Date the issue was resolved

Please refer to the University's [Data Retention Policy for Student Data](#) for guidelines on how long to store this data.

Timetable clashes

If a student has a timetable clash the School/Faculty timetabling team should be contacted for advice. It is the responsibility of the student to ensure they do not have a clash, but staff can assist students where this may require a change of module.

Processing changes

If a student is required to amend their enrolment choices or chooses to change a module, the change of module process should be used once OLE is closed. The Parent School must ensure that any changes meet the programme requirements and process the module changes on Banner. **Please refer to the Operational Guidance for changing module here:**

https://ses.leeds.ac.uk/info/22108/registration_enrolment_and_attendance/937/change_of_module

Module Changes after the deadlines

Once the School's deadline for changing semester 1 and 3 modules has passed changes to modules should not be made; the only exceptions are:

- If they would like to change a semester 2 module for another semester 2 module, which has a deadline in semester 2;
- The student has an issue which means they are not following the rules and structure of their programme which needs resolution;
- The student is studying a module they are not permitted to take and therefore needs to change;
- The student has an unresolvable timetable clash which needs rectifying.

If a non-parented student requests to drop one of your School's modules because of the same criteria the approval should be sought from the Parent School.

Email template 1

Subject - Action required: Issues with your module enrolment

Dear XXX, [can be sent as individual or blanket email]

We have reviewed your module enrolment and have identified some problems which will require you to take immediate action. **If you do not take action as indicated, you will not meet the requirements of your programme for progression/classification.**

The following issue(s) need(s) to be resolved: [please delete/amend as required]

- You have an unavoidable timetable clash, which as a consequence means it has been necessary for us to make changes to your module selection; the clash is between the lectures for [Module reference, Title] (which is compulsory on your programme) and [Module reference, Title] (discovery). Therefore, we have removed you from [Module reference] as your compulsory module must take priority. All students are advised to check their timetable before choosing their optional/discovery modules. Please ensure you check it regularly as changes are sometimes necessary.
- You have chosen an incorrect number of optional/discovery modules. Please ensure that you are enrolled on the correct modules to fulfil the requirements of your programme. The link below will take you to the programme catalogue so you can check which modules you are required to study:
<http://webprod3.leeds.ac.uk/catalogue/programmesearch.asp?Y=201920&T=S&L=UG>
- You have selected a module that is the level above/below your level of study which is not allowed.
- You have enrolled onto insufficient credits for current year. You are currently on XX/120 credits so you will need to pick up another XX credits to fulfil the requirements of your programme.

Add information regarding how to change/resolve and include a deadline.

If you require any further assistance, please email us at XXXX.

Best wishes,

[Signature]

Email template 2

[Forward previous email].

Subject: Urgent Action required: module enrolment - unable to **progress/award**

Dear **XXX**, [can be sent as individual or blanket email]

We recently wrote to you to highlight an issue with your module enrolment (please see email below). Our records show that this issue is still ongoing and so, in order to rectify this [outline any action here, example below].

We have enrolled you on XXXX1234 which fulfils the requirement for your additional XX credits. If you are content with this, you do not need to take any other action. If you do not agree with your enrolment on this module, you must rectify this within the next X days.

OR

If you do not take any required action you will not be able to **progress/be awarded your degree**, therefore it is critical that you take note of this email and carry out any further action required.

Please note that we will not send any further correspondence relating to this matter. It is your responsibility to resolve this and we would be happy to provide any assistance via the contact routes below.

If you require any further assistance, please email us at **XXXX**.

Best wishes,

[Signature]

Appendices

Targeted email to returning undergraduate students

DRAFT only – subject to change

Module enrolment is an online first-come first-served process, which opens next week for most returning undergraduate students. In order to help you prepare, please read through the dates and information provided below.

Opening dates

Module enrolment for optional modules starts from:

- **Tuesday 13 July** (10am UK time) for students moving into year/level 3 and above
- **Wednesday 14 July** (10am) for students moving into year/level 2
- Discovery modules will be available for all from **Tuesday 27 July** (10am)

Disclaimer: Due to the ongoing Covid-19 situation, module teaching and assessment information is subject to change. For further information, please visit

https://students.leeds.ac.uk/info/10103/module_enrolment/1329/module_enrolment_and_covid-19_arrangements

Before the day

Go to <http://students.leeds.ac.uk/preparetoenrol> for advice on how to check your programme requirements for next year and how to prevent timetable clashes.

Disclaimer: Please be aware that in particular due to difficulties caused by Covid-19 the timetable(s) will be subject to change and will not always be accurate. The timetable should be regarded as an indicative guide that can help prevent timetable clashes. Please check-in regularly with the timetable to see if there are any changes. If you have any queries regarding your timetable, please email the relevant School's timetable contact

If you anticipate any access issues, for example relating to disability, you should discuss this with your school (<https://students.leeds.ac.uk/enrolcontact>) before module enrolment begins.

On the day

Go to <http://students.leeds.ac.uk/howtoenrol>

- Log in only once, on one device, a second login will log you out of your first session
- Pages may take time to load, do not refresh straightaway as this will make the response time longer. If the page hangs, then refresh.

Closing date(s):

Monday 06 September or **Friday 01 October** (varies between schools, to be published in due course on <http://students.leeds.ac.uk/whentoenrol>).

For further information visit <http://students.leeds.ac.uk/modules>

*Module Enrolment Team
Programmes & Assessment (Operations)
Student Education Service*

Timeline

Event	Date
Module section roll into next academic year	25 February 2021
Timetabling data collection available via Syllabus+	TBC
Module and block lists sent to Schools & information requested regarding dates for their module enrolment	w/c 12 April 2021
Deadline for receipt of approvals to new/amended modules and programmes	28 May 2021
Deadline to receive module and block information and dates for module enrolment from schools	04 June 2021
Taught student records rolled forward to next academic year	1 April 2021
Programme and Module catalogues go live	01 July 2021
Module Enrolment opens for Returning Undergraduate students Year 3 and above to choose optional modules	13 July 2021 (10am)
Module Enrolment opens for Returning Undergraduate students Year 2 and above to choose optional modules	14 July 2021 (10am)
Module Enrolment for Returning Undergraduate students to choose discovery modules	27 July 2021 (10am)
Module Enrolment closes to Returning Undergraduate Students	6 September (midnight) or 1 October 2021 (midnight)
Module Enrolment opens to New Undergraduate Students	1 September 2021
Registration opens to New Undergraduate Students	1 September 2021
Intro Week	20-24 September 2021
Module Enrolment closes to New Undergraduate Students	1 October 2021

The full Programmes and Assessment timeline is available on the [SES Website](#)

Banner Reports and Pages

Report/Page Name	Description
SWAMAER	Update Maximum Enrolment Form
SWRDCRD	Credits by Programme
SWRPCPO	Programme Outline Report
SWRMCCR	Module Catalogue Cross Reference
SWRPCMS	Module Enrolment Summary Report
SWRPCMX	Students with Total Credits Incorrect
SWRPCME	Module Enrolment Report
SWRDSBH	Module Class List with History
SWRDSBM	Class Lists Students Enrolled
SWRTPCD	Course Summary Report

SWRDCRD Credits by Programme

Checks credits enrolled for selected groups of students.

Submit Query Reset

University Of Leeds

SWRDCRD - Credits by Programme Report

Enter values(s) for parameter(s)

Output Type: PDF - Acrobat Reader ▾

Term: 2017/2018 ▾

Department: (select) ▾

Programme: ALL ▾ Please select from list

or enter here

Class: ALL ▾

Level: ALL ▾

ESTS: All ▾

RSTS: All ▾

The report will show the total number of credits enrolled for each selected student. An indicator X will be output against each student who has not selected modules online.

SWRDCRD

University Of Leeds
Credits By Programme

Date: 21 FEB 2017
Page No: 3

Biological Sciences UG School

BS-BLGY Biology

Major code 3165
Selected ESTS ALL
Selected RSTS ALL

Term : 2016/2017
Class : 02

UCAS code(s) C100

	Na	Reg Status	Course Credits Enrolled	Web
200848252	Atherden, George Oliver	RE	120	
200935028	Bendle, Sarah Ellen	RE	120	
200848252	Atherden, George Oliver	RE	120	X

SWRMCCR Module Catalogue Cross Reference

Checks programmes in which a particular module appears.

Submit Query

Reset

University of Leeds

Module Catalogue Cross-Reference Report

Enter value(s) for the parameter(s)

Output Type:

Subject:

Module Number (optional):

Term:

ESTS (optional):

Module Type:

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.

SWRMCCR

University of Leeds
Module Programme Cross Reference List

Page: 7

Date: 21-Feb-2017

Subject: BLGY

Academic Year: 201718

Status: Active

BLGY 2142 Animal Nutrition and Metabolism

Compulsory module in

Programme	Title	Major	Year	Active since
MBBS-BLGY/E	BLGY BS MBiol, BSc Biology with Enterprise (Integrated Masters)	G796	2	201617
BS-BLGY/E	BLGY BS BSc Biology with Enterprise	G795	2	201718
BS-ABLG	BLGY BS BSc Applied Biology	3110	2	201718

Optional module in

Programme	Title	Major	Year	Active since
MNBS-NAT/SC	CHEM MP MNatSc, BSc Natural Sciences	F440	2	201617
MBBS-BLGY	BLGY BS MBiol, BSc Biology (Integrated Masters)	G259	2	201617
MBBS-ZOOL	BLGY BS MBiol, BSc Zoology (Integrated Masters)	G273	2	201617
BS-BLGY&HPSC	PRHS AR BSc Biology and History and Philosophy of Science	4028	2	201617
BS-BLGY	BLGY BS BSc Biology	3165	2	201718
BS-ZOOL	BLGY BS BSc Zoology	3690	2	201718

SWRPCMS Module Enrolment Summary Report

Checks 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.

Submit Query Reset

University of Leeds

SWRPCMS - Module Enrolment Summary Report

Enter value(s) for the parameter(s)

Output Type:

Programme:
(select from list or enter in box)

Department:

Term:

Class:

Start Date: (DD-MON-YYYY) (optional)

This report shows the number of credits enrolled 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

Academic Year 2016/2017

DEPARTMENT: Biological Sciences Undergraduate School

PROGRAMME: BS-BLGY BSc Biology

CLASS: 1

Student Id	Name	Compulsory Credits		Optional Credits		Discovery Credits		Total Credits		Semester Credits	
		Reg.	Req'd	Reg.	Req'd	Reg.	Req'd	Reg.	Req'd	1	2
		115	115	0	0-10	10	0-10	125	125	70	55
		115	115	B 0	0-10	0	0-10	125	125	70	55
		115	115	B 10	0-10	10	0-10	125	125	70	55

SWRPCMX Module Enrolment Incorrect Total Credits Report

Checks the summary of credits enrolled, 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 accessed the online module enrolment web pages. The report can be printed for only those students whose enrolments have changed since a specified date.

University of Leeds

SWRPCMX - Module Enrolment Total Credits Incorrect

Enter value(s) for the parameter(s)

Programme:
(please select from list or enter in box)

Department:

Term:

Class:

Start Date (optional): (DD-MON-YYYY)

Enrolment Status:

Show Modules: (Y)es/(N)o

Show Class Level: (Y)es/(N)o

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.

SWRPCMX

Date: 21-Feb

Module Enrolment Total Credits Incorrect

Academic Year 2016/2017

DEPARTMENT: School of Psychology

PROGRAMME: BS-PSYC BSc Psychology

CLASS: 1

Student Id	Name	Compulsory Credits		Optional Credits		Discovery Credits		Total Credits		Semester Credits		
		Enrl	Req'd	Enrl	Req'd	Enrl	Req'd	Enrl	Req'd	1	2	
[REDACTED]	[REDACTED]	110	110	0	0	0	10 ***	110	120	***	60	50
	[REDACTED]			0	0		Level 1	110				
	PSYC1036		Research Skills 1			20	Credits	Sem. 1				
	PSYC1603		Developmental Psychology			10	Credits	Sem. 1				
	PSYC1604		Social Psychology			10	Credits	Sem. 1				
	PSYC1607		Cognitive Psychology			10	Credits	Sem. 1				
	PSYC1614		Psychology at Leeds			10	Credits	Sem. 1				
	PSYC1037		Research Skills 2			20	Credits	Sem. 2				
	PSYC1605		Biological Psychology			10	Credits	Sem. 2				
	PSYC1608		Perception			10	Credits	Sem. 2				
	PSYC1617		Exploring Animal Behaviour			10	Credits	Sem. 2				
[REDACTED]	[REDACTED]	110	110	0	0	0	10 ***	110	120	***	60	50
	[REDACTED]			0	0		Level 1	110				
	PSYC1036		Research Skills 1			20	Credits	Sem. 1				
	PSYC1603		Developmental Psychology			10	Credits	Sem. 1				
	PSYC1604		Social Psychology			10	Credits	Sem. 1				
	PSYC1607		Cognitive Psychology			10	Credits	Sem. 1				
	PSYC1614		Psychology at Leeds			10	Credits	Sem. 1				
	PSYC1037		Research Skills 2			20	Credits	Sem. 2				
	PSYC1605		Biological Psychology			10	Credits	Sem. 2				
	PSYC1608		Perception			10	Credits	Sem. 2				
	PSYC1617		Exploring Animal Behaviour			10	Credits	Sem. 2				

SWRPCME Module Enrolment Report

Displays 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.

University of Leeds
SWRPCME - Module Enrolment Report

Enter value(s) for the parameter(s)

Output Type:

Programme:

(please select from list or enter in box)

Department:

Student ID:

Term:

Class:

Start Date: (DD-MON-YYYY) (optional)

Only Enrolled Modules: (Y)es/(N)o

Only Exceptions students: (Y)es/(N)o

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).

School of History

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

Student Id: [REDACTED] Name: [REDACTED]

Compulsory Modules

Candidates will be required to study the following compulsory modules:

Semester 1

HIST1055	Historiography and Historical Skills	20 Credits	Sem. 1	✓
HIST1090	Medieval and Renaissance Europe	20 Credits	Sem. 1	✓
ODLM1002	Studying in a Digital Age (Arts)	5 Credits	Sem. 1	✓

Semester 2

HIST1210	The Modern World	20 Credits	Sem. 2	✓
HIST1300	Primary Sources for the Historian: An Introduction to Documentary Study	20 Credits	Sem. 2	✓

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

HIST1060	Faith, Knowledge and Power, 1500-1750	20 Credits	Sem. 1	✓
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Semester 2

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

PSYC1610	Forensic Psychology	10 Credits	Sem. 2	✓
----------	---------------------	------------	--------	---

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

University of Leeds

SWRDSBH - Module Class List with History Report

Enter value(s) for the parameter(s)

Output Type:

Term:

Subject Code:

Module Number:

CRN:

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.

Academic Year 201617

Module Code BLGY2222 CRN 25631 Title Animal Behaviour

Catalogue Pre-Requisites

Catalogue Co-Requisites BLGY2192

Student ID

Registered Modules 201617

Programme Code BS-ZOOL ESTS RE Class 02

Module	Title	RSTS	Credits	Mark
BIOL2223	Employment, CPPD for Life Sci	RW		
BLGY2144	Population & Community Ecology	RE		
BLGY2175	Human Populations	RW		
BLGY2192	Experimental Design & Analysis	RE		
BLGY2222	Animal Behaviour	RE		
BLGY2223	Organismal Evolution	RE		
BLGY2262	Animal Developmental Biology	RE		
BLGY2293	Animal Phys: Ants to Whales	RE		
BLGY2301	Research Exp. Skills Level 2	RE		
BLGY2321	Marine Zoology Field Course	RE		
DESN1415	Intro to Photography (Digital)	RE		

Registered Modules 201516

Programme Code BS-ZOOL ESTS RE Class 01

Module	Title	RSTS	Credits	Mark
BLGY1115	Introduction to Cell Biology	RE	10	43
BLGY1117	Ecology in a Changing World	RE	10	56
BLGY1124	The Diversity of Life	RE	10	66
BLGY1125	Biology Practicals & Data Anal	RE	20	63
BLGY1232	Introduction to Genetics	RE	10	72
BLGY1235	Lives of Carnivores	RE	10	61
BLGY1300	Coastal & Upland Field Course	RE	10	63
BLGY1304	Research Exp. Skills Level 1	RE	10	68
PSYC1617	Exploring Animal Behaviour	RW	10	70
SOEE1034	Natural Hazards	RW	10	59
SOEE1120	Vertebrate Evolution	RW	10	65

SWRDSBM Class List - Students Enrolled on a Module

Submit Query Reset

University Of Leeds

SWRDSBM - Classlist: Students Enrolled on a Module

Enter value(s) for the parameter(s)

Output Format:

Term:

Department:

Subject:

Enter subject and Module code or CRN

Module Code :

CRN :

ESTS:

RSTS:

This report shows a list of students who are enrolled for a specified module. The report shows the student ID, programme of study the student is registered for, Class, email address and the status of both the student and the module.

SWRDSBM

University Of Leeds

Date: 21 FEB 2017

Class List: Students enrolled on a module

Page No: 2

Biological Sciences UG School

BLGY 2222 Animal Behaviour

CRN 25631

Credits: 10

Term: 201617

Semester: 2

ESTS: ALL

RSTS: ALL

Full Name	Student ID	Programme Code	Class	E-mail	ESTS	RSTS
		BS-ZOOL	02		RE	RE
		BS-ZOOL	02		RE	RE
		BS-BLGY	02		RE	RW

SWRTPCD Departmental Course List

Checks how many spaces are available on a particular module

Submit Query

Reset

University Of Leeds
SWRTPCD - Departmental Course List

Enter value(s) for the parameter(s)

Output Type:

Department:

Subject:

Term:

RSTS:

Display counts:

CRN status:

Exclude Re-sit modules:

This report shows the provision of modules in a given school. It can be filtered to;

- display only active, inactive, discontinued or all modules
- display the number of students enrolled on a particular module – choose 'yes' on the Display Counts drop-down box
- Display only students who are registered etc. – choose from the RSTS drop-down box.

SWAMAER Maximum Enrolment Update Form

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

Enter School and Term

ellucian Module Catalogue Data Update SWAMAER 9.0 (PPD8)

Parent School: HIST History Term: 201920 Start Over

Filter Search CRN: Filter Search Module:

MODULE CATALOGUE DATA UPDATE

Submit Updates

Note: Red Background Indicates that New Max Enrol field cannot be amended

Subj Code *	Course No. *	Sect. No. *	CRN *	Title	Comp. Block	Status *	Actual Enrol. *	Class Limit *	Max Enrol. *	New Max Enrol.
FOAR	1100	01	34151	Creative Africas	<input type="checkbox"/>	A	18	42	42	
FOAR	2000	01	30669	Research Placement	<input checked="" type="checkbox"/>	A	44	55	45	
FOAR	2010	01	31670	African Anthropology	<input type="checkbox"/>	I	0	42	38	
HIST	1045	01	27344	Empire and Aftermath	<input type="checkbox"/>	A	43	98	42	
HIST	1055	01	29679	Historiography	<input checked="" type="checkbox"/>	A	235	300	300	
HIST	1060	01	26017	Faith, Knowledge & Power	<input type="checkbox"/>	A	80	126	84	
HIST	1090	01	4919	Medieval & Renaissance Europe	<input checked="" type="checkbox"/>	A	166	250	210	
HIST	1210	01	15139	The Modern World	<input checked="" type="checkbox"/>	A	186	250	210	
HIST	1300	01	12685	Primary Sources for Historians	<input checked="" type="checkbox"/>	A	235	350	300	
HIST	1817	01	21289	Skills & Concepts in Int Hist	<input checked="" type="checkbox"/>	A	67	42	65	
HIST	1819	01	4937	International History: 1919-89	<input checked="" type="checkbox"/>	A	67	60	65	
HIST	1840	01	24287	Consensus and Contention	<input checked="" type="checkbox"/>	A	67	40	65	
HIST	1900	01	35518	Conflict in Contemporary World	<input checked="" type="checkbox"/>	A	0		20	
HIST	2005	01	32819	Charlemagne: Rule and Reform	<input type="checkbox"/>	A	12	42	28	
HIST	2006	01	32821	Money and Power in Middle Ages	<input type="checkbox"/>	I	0	42	42	
HIST	2008	01	33721	Writing Early Medieval Lives	<input type="checkbox"/>	I	0	42	30	
HIST	2030	01	4951	The Crusades 12th Cent	<input type="checkbox"/>	A	38	42	41	
HIST	2031	01	4952	Crusades & Mediev. Christendom	<input type="checkbox"/>	A	22	42	41	
HIST	2033	01	35710	Lions and Lilies	<input type="checkbox"/>	D	0	42	42	
HIST	2035	01	35712	Sex, Violence, Learning	<input type="checkbox"/>	I	0	28	21	

1 of 15 Per Page

AUDIT

Max Enrol. From	Max Enrol. To	Who *	When *
39	42	HISRW	09/07/2019

1 of 1 Per Page

Click to submit changes (can also use 'save' button)

Use Filter Search to retrieve a specific module/crn

Audit trail displays changes made by previous users

Ticked box indicates that the module is part of a compulsory block

Class Limit = the approved maximum class limit as recorded in the Module Catalogue

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 or catalogue@leeds.ac.uk to unlock the record if the class limit needs raising.

Contact Us

Module enrolment and modules/compulsory programme blocks

Email: enrolment@adm.leeds.ac.uk

Module and Programme Catalogues

Email: catalogue@leeds.ac.uk

Banner pages and reports

Email: itservicedesk@leeds.ac.uk

Ext. 33333

[IT Website](#)

Other contacts

Timetabling [Timetabling website](#) | timetable@leeds.ac.uk

Quality Assurance [QA Website](#) | gat@leeds.ac.uk

Study Abroad Office sao@leeds.ac.uk