

Module Enrolment Communication to Schools

This paper aims to help schools prepare for module enrolment, which opens in July 2021.

1) **Module capacity**

As part of the module checking exercise that takes place each spring, schools are encouraged to review the capacity for modules that are currently full in 2020/21. Consideration should be taken as to the capacity that is to be set for 2021/22, in relation to the potential number of students that are offered the module as an option within their programme.

2) **Module Choice Guidance**

- **Options:** Schools are expected to hold programme meetings (or pre-module enrolment meetings) usually in week 10, to explain the optional 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:** Schools should encourage students to explore the [Broadening/Discovery Themes website](#) which provides detailed information on all the discovery modules that are available.

3) **Accessing the enrolment webpages**

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

4) **Opening/closing dates**

	Opening times (10am)
Returning Undergraduates	Optional modules: Tues 13 July - Year 3 + Wed 14 July - Year 2
	Discovery modules : Tues 27 July – All

Full opening and closing dates can be found on the [SES When to Enrol webpage](#).

5) **Tips for successful module enrolment** will be communicated to returning undergraduates via email a week before enrolment opens, however it is important that schools, via for example personal tutors, re-enforce the following message at the pre-enrolment meetings:

- Students should:
 - only log in once; a second log-in will log out the first session
 - use only one device or computer
 - use only one tab
- Once modules have been selected and submitted online, pages may take a short time to load (especially within the first hour of online enrolment opening). Students should be advised to be patient and not to keep hitting refresh. Refreshing the page at this stage will potentially result in an even longer response time for the individual.

Students choosing modules with NO capacity limits: (i.e. there is no limit on the number of spaces)

- 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 system delays.
- It will be quicker and easier if students wait a few days after enrolment opens.