



Registry Services
Briefing Note: RS/07/04

Any enquires should be directed to: Sally Dobbins Assistant Registrar (Student Records)

Module Selection

Background

Many courses offered at the University allow a student the ability to choose between different optional modules. For the past five years, UMS students have been able to select modules online using an in-house web based system via the SOLE pages. From 2 April, students on many of the University courses will be able to make these selections online through the new SOLE pages with a direct interface with the student record system.

Enhancements

The new system includes a number of enhancements which include:

- Full-Time students will no longer need to select mandatory modules these will be automatically allocated (unless there is more than one occurrence of the module where the student will be given a choice)
- Clashes will be identified clearly to the student
- Modules that are full will be highlighted immediately to the student and they will not be able to be selected
- Modules already passed will be highlighted and they will not be able to be selected
- Students will be timetabled onto the modules at the end of the process and they will be able to view their 2007/8 timetable immediately
- Checking pre-requisites have been passed or being taken but not failed
- The presentation has been improved

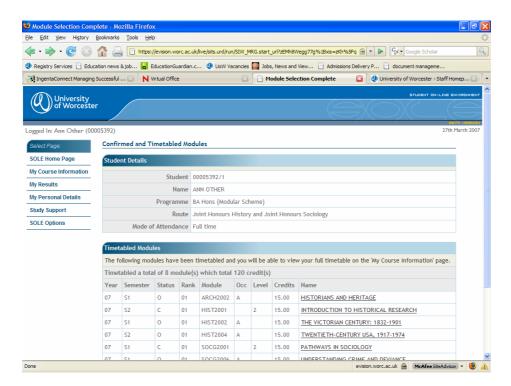
Students who select the module first will be the first to get onto it. It is hoped that this will improve take up in the future.

Process

Each student will be sent a message to their SOLE page asking them to make their selections. Students will undertake the following:

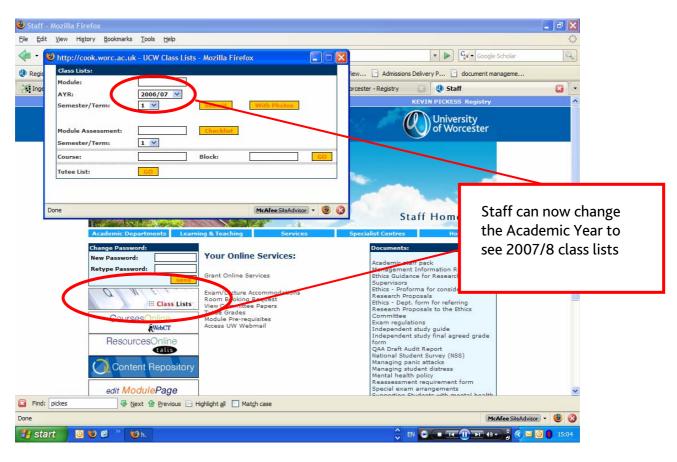
- Confirm that the course details and mode of attendance is correct; if it is not they need to have this corrected otherwise they will not be allocated with the correct mandatory modules;
- Select modules from those presented using the rules staff in academic departments have checked;
- Once a full and accurate list is selected the student will be asked to confirm the list of modules is accurate:

The student will then 'timetable' their selections.



Module Loading Reports

As a result of the real-time selection process, we will no longer be providing module loading reports – we have set up the class list reports to enable to view loading reports real-time. Staff in Student Records and Programme Advisory Service will be monitoring modules that are close to being full and liaising directly with the departments during the selection process.



Testing

A significant amount of work has been undertaken by staff in student records to set up new course rules into the student record system for all levels, developing the error messages so that they are understandable etc. We have been testing the system with students who have been providing very helpful feedback have been generally impressed with the improvements made.

Dates

Module Selection will go live on 2 April and as module loading will no longer be required students will be able to engage in the process until the end of April.