Using Online Module Selection

Introduction
Module Selection is the first part of the Module Registration process. The Online Module Selection system allows you to choose or confirm the modules that you plan to study in the academic year 2017/18. Please note that at this stage your selections are provisional. They will be reviewed by your programme team and may be amended, for example, if a module is full or no longer available.

Logging into Online Module Selection
To access the system you should go to your My Birkbeck Profile and click on the Online Module Selection link which you can find in the My Studies section. This will bring you to Module Selection page.
Starting Online Module Selection
The Module Selection page allows you to select your module choices for the next academic year. In most cases any Core and Compulsory modules that you must take will have already been selected for you. The section on the left hand side has the rules for selecting modules for the next year of your programme. Each rule describes the number of credits you can select from particular groups of modules. Please note that you should use the online module section system in conjunction with the information provided in your Programme Handbook.
Choosing modules from a Selection Rule

Each selection rule can be expanded to display the modules that are associated with that rule by pressing the View List button.

From the expanded list you can select the modules you wish to take by pressing the Add button next to the module. This will add the module to the Selected Modules area on the right side of the page. If there is more than one occurrence of this module available for you to select the module will appear multiple times in the list, once for each occurrence.

Please note that the system will only allow you select the number of credits allowed by that rule.

If the selection has a large number of possible modules to choose from, you can use the Module Search to look for a particular module. You can either enter a module code e.g. BUMN005H7 or search for the name of a module using a key word e.g. searching for “politics” will bring back all the modules in the selection rule that have politics in the module name.
Viewing additional module information
To view additional module information, click on the name of the module you are interested in. Further details will then appear in a box including a link to the module information held in the online prospectus. For more detailed information about your programme structure and modules consult your Programme handbook.
**Current Selections**

After you have entered your selections you will be sent to the **Current Selections** page. From this page, you can see the modules you have selected. At this point, you can still undo your selections until they have been reviewed by the programme team. To do this, press the **Undo Last Change** button and you will be returned to the Module Selection page for you to make any amendments. If you have pressed **Undo Last Change** you must re-confirm your selections as they will not be submitted until you do so. Once the programme team has reviewed your module selections, the Undo Last Change button will no longer be visible.

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You have now entered your module sections and completed the first stage of Module Registration.

You will receive an e-mail confirmation of the initial choices you have made. Please note at this stage your selections are provisional; they will be reviewed by your programme team and may be amended.

**Online Module Selection queries and requests for alternative study patterns**

Any queries you have about Online Module Selection should be directed to your department. This includes **Requests for Alternative Study Patterns** i.e. requests to select modules that are not part of a programme’s standard structure, or requests to study more or less than the default number of credits.
What happens next?

Programme Team Review
When the programme team receives your entered selections, they will review them to make sure that what you have chosen is appropriate and that the modules are still available for you to take. If there is any reason that you cannot take one or more of selections you have chosen, the programme team may re-set your selections and contact you advising you of the changes you need to make. In some situations, they may make the amendments themselves and then inform you of the changes. In addition, your module choices may be changed due to your assessment results.

Viewing your modules after you have completed Online Module Selection
Once you have finished online module selection, and your programme team has accepted your choices, you can view your modules by going to your My Birkbeck Profile. Any changes made to your selections by the programme team can be seen in your My Birkbeck Profile.

Changing your module selections after programme team acceptance
To change your modules after they have been accepted by the programme teams, you will need to email your department with a request to change your module selections. Your departmental administrator will then advise you if this is possible and of any further actions you need to take.