

# 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 forthcoming academic year. 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 selection system in conjunction with the information provided in your Programme Handbook.

### Module Selection

Welcome to the Online Module Selection System  
This system will allow 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 and may be amended by your programme team due to a module being full or no longer available.

**Selecting Modules**  
In most cases any Core and Compulsory modules that you must take will have already been selected for you, and will be displayed in the Core and Compulsory Modules section below. Any Option modules available to you will be displayed in the Module Selection Rules section. Choose your options based on the selections rules and press the relevant **Add** button to add the option to your Selected Modules.  
To view additional information about a module click on the module's name and further details will appear in the bottom right hand corner of the screen.  
Once you have added your selections press the **Submit Selections** button. After submission you will still be able to undo your selections until they have been reviewed by your programme team.

**Requesting an Alternative Study Pattern**  
If you wish to select modules that are not part of your programme's standard structure or you wish to study more or less than the default number of credits you must contact your department and make a **Request for an Alternative Study Pattern**.  
For further information visit the [Module Registration Help Page](#)

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#### Your details

Programme you are studying: BA Arts and Humanities  
Route you are following: BA Arts and Humanities

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#### Core and Compulsory modules

Module	Module name	Period	Occ	Level	Credits	Status
AREN126SS	Connecting the Arts	Y	AAA	5	30	Compulsory

You are required to take 30 credits of Level 4 optional modules and 30 credits of Level 5 optional modules in your second year. Please indicate your first three choices in order of preference from the list of available options in each Level.

#### Choose 3 modules from the module choices contained within this section

Choose 1 module in this academic year from LEVEL 4 ARTSHUMANITIES OPTIONS  
Select **FIRST PREFERENCE** Module

AND

Choose 1 module in this academic year from LEVEL 4 ARTSHUMANITIES OPTIONS

All my modules

#### Selected Modules

Module	Name	Occ	Credits	Day/Term	✓

#### Totals

Overall Progress	Required	Current	✓
Modules	N/A	0	✓

## 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.

Module	Module name	Period	Occ	Level	Credits	Status
AREN126SS	Connecting the Arts	Y	AAA	5	30	Compulsory

You are required to take 30 credits of Level 4 optional modules and 30 credits of Level 5 optional modules in your second year. Please indicate your first three choices in order of preference from the list of available options in each Level.

Choose 3 modules from the module choices contained within this section

Choose 1 module in this academic year from LEVEL 4 ARTS/HUMANITIES OPTIONS

Select **FIRST PREFERENCE** Module

[Hide List](#)

Search

Module	Name	Occ	Crd	Day/Term	Add
AHVM091S4	Debates in Art History	AAA	30		<a href="#">Add</a>
AHVM091S4	Debates in Art History	BAA	30		<a href="#">Add</a>
AREL042S4	Cultural Perspectives on German History	AAA	30		<a href="#">Add</a>
AREL062S4	French 1	AAA	30		<a href="#">Add</a>
AREL062S4	French 1	CAA	30		<a href="#">Add</a>
AREL062S4	French 1	DAA	30		<a href="#">Add</a>
AREL062S4	French 1	EAA	30		<a href="#">Add</a>
AREL065S4	German 1	AAA	30		<a href="#">Add</a>
AREL065S4	German 1	BAA	30		<a href="#">Add</a>
AREL067S4	French 2	AAA	30		<a href="#">Add</a>

Showing 1 to 10 of 40 entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [Next](#) [Last](#)

All my modules | **Modules from current Selection Rule**

Selected Modules					
Module	Name	Occ	Credits	Day/Term	
					<a href="#">Add</a>

Totals			
Overall Progress	Required	Current	
Modules	N/A	0	<a href="#">Add</a>

[Submit Selections](#)

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.

## Selections Entered

After you have entered your selections you will be sent to the **Selections Entered** 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.

## Selections Entered

Your module selections have been entered and sent to your programme team for review.

You can still undo your selections until they have been reviewed by the programme team at which point you will need to contact your department to make any further amendments. If you do want to change your selections press the "Undo" button and you will be able to start again. You will need to re-submit your choices if you press the "Undo" button.

### Student Details

**Student**

**Name**

**Programme** BA English

**Route** BA English (part-time)

**Mode of Attendance** Part time short undergraduate

### Module Selections

Selected a total of 5 module(s) which total 150 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2019/0	Y	O	01	AREN157S5	AAA	5	30.00	Tragedy
2019/0	Y	O	02	AREN165S5	AAA	5	30.00	Romance
2019/0	Y	O	03	AREN199S5	AAA	5	30.00	Adaptations: Theories and Practices in Contemporary Performance
2019/0	Y	C	00	ENHU003S5	AAA	5	30.00	Aspects of Medieval and Renaissance Literature
2019/0	Y	C	00	ENHU009S5	AAA	5	30.00	The Novel

Undo - You Must Re-Submit Selections

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.