Using Online Module Selection (OMS)

Module Selection is the first part of the Module Registration process. The Online Module Selection (OMS) system allows students to choose or confirm the modules that they plan to study in the forthcoming academic year. Selections are provisional and will be reviewed by programme teams - selections may be amended if, for example, a module is full or no longer available.

We open OMS in July each year and will email students on relevant programmes to let them know. Not every student will be emailed, as some programmes don’t use OMS yet and some course years don’t include module selections.

This guide explains how to use OMS, with step-by-step instructions and screenshots of what you’ll see.

Step 1: Logging into Online Module Selection

To access the system, 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 the Module Selection page.

If you have received an email that OMS is open for you but there is no Online Module Selection link in your My Birkbeck, contact your programme team for advice.

Step 2: Making your selections

The Module Selection page allows you to select your modules for the next academic year. In most cases any Core and Compulsory modules that you must take will have already been selected for you and will be displayed first.

The second part of the page is divided into two: on the left-hand side is the Module Selection Rules and the modules to select from, and on the right-hand side is a list of your Selected Modules (this will be empty when you first start but will populate as you make your selections).
Each rule on the left-hand side describes the number of credits you can select. Below the rule will be one or more groups of modules, called ‘selection groups’ in this document. Note that selection groups do not provide information on module content, learning outcomes or assessments. You should use OMS alongside the information provided by your programme team (for example, in your Programme Handbook) to make your selections.

2.1 Choosing modules from a Selection Group

Each selection group can be expanded to display the relevant modules 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 a module available for you to select (e.g. AAA and BAA) the module will appear multiple times in the list - once for each occurrence - and you should only select one occurrence for the module that you want.

OMS will only allow you to select the number of credits allowed by that rule. If you select too many credits, or too few, you will get an error message when you try to submit your selections.

2.2 **Search**

After you have expanded the list, if the selection group has a lot of possible modules to choose from you can use **Search** to look for a particular module. Press the ^ on the right of the bar that says Search:

Using the text box, you can enter a module code if you know it or search for the name of a module using a keyword in the text box. For example, searching for ‘politics’ will show all the modules in the selection group that have the word ‘politics’ in the module name.
2.3 *Editing Your Selections*

If you wish to change any of your selected modules before submitting, you can do this by clicking the bin icon on the right of the module’s name in the Module Selection box:

You can then choose alternative modules instead.

2.4 *Help notes*

Some programmes will have additional notes to help you with your selection (see below). These can be before the Module Selection Rules (1) or with the Selection Group (2):
Most module rules will only have one selection group but there are some cases where you will be presented with two or more selection groups (for example, if you need to choose credits from different subject areas).

Some rules will ask you to select credits from across all the available groups, using AND between the selection groups as below. In this example the student must choose 90 credits and can do so from both groups, or from just the first group, or from just the second group.

Some rules will ask you to choose from one group OR another group, as below. This means that you can only choose from one group. In this example the student must choose 75 credits from either Evening Teaching OR from Afternoon Teaching (but not from both).
With OR rules, once you have chosen a module from one of these groups the other group will be
greyed out and not available to select from. If you change your mind, you can delete your selection
from the Selected Modules area on the right side of the page to make all the groups available again.

2.6 Multiple selection rules

For some programmes you may be presented with two selection rules to complete. Each rule will be
in a white box with AND between them. In most cases both rules must be completed to submit your
selections. If one of the rules is optional it will say so in the group-level Help Notes.

Step 3: Submitting your selections

Once you have selected your modules and are happy with them, click on the SUBMIT SELECTIONS
button at the bottom of the screen. This will take you to the Selections Entered page. You have now
completed the first stage of Module Registration.
Step 4: Selections Entered

On the Selections Entered page you can see the modules you have selected and any core and compulsory modules that you must take as well. These modules have now been sent to your programme team for review.

You can still change your selections until they have been reviewed by the programme team. To do this, press the button at the bottom of the screen that says **Undo – You Must Re-Submit Your Selections** and you will be returned to the Module Selection page for you to make any amendments (See 2.6 Editing Your Selections). If you have pressed Undo you must submit your selections again and come back to the Selection Entered page, otherwise your new selections will not be submitted to your programme team.

You will receive an e-mail confirmation of the initial choices you have made. Remember that at this stage your selections are provisional; they will be reviewed by your programme team and may be amended.
Once the programme team has reviewed your module selections, the **Undo** button will no longer be visible.

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

Any queries you have about Online Module Selection should be directed to your programme team via ASK. 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?**

When the programme team receives your selections, they will review them to make sure that what you have chosen is appropriate and that the modules are still available. 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.

Once your programme team has accepted your choices you will receive an email confirmation. You can then 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 as well.

To change your modules after they have been accepted by the programme teams, you will need to contact the programme team via ASK. Your programme administrator will advise you if this is possible and of any further actions you need to take.