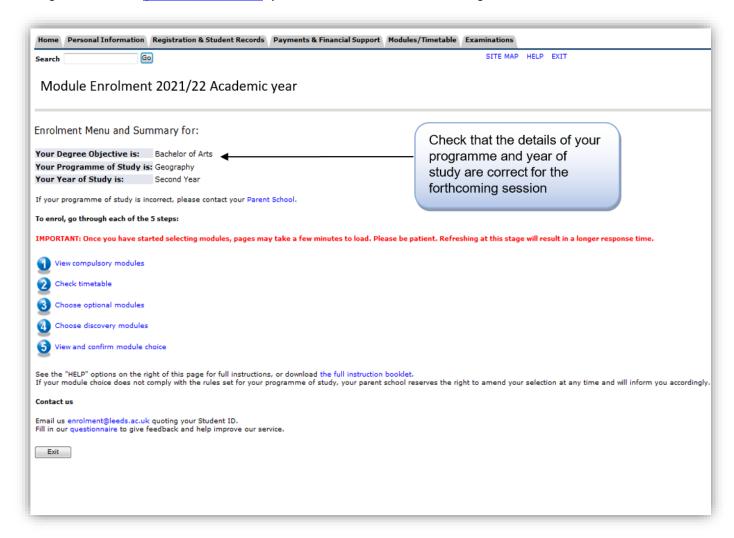# Module Enrolment

These step-by-step instructions are intended to guide you through the process of enrolling for your modules online.

Checking your academic details

Having followed the guidance provided, you should arrive at the following screen:
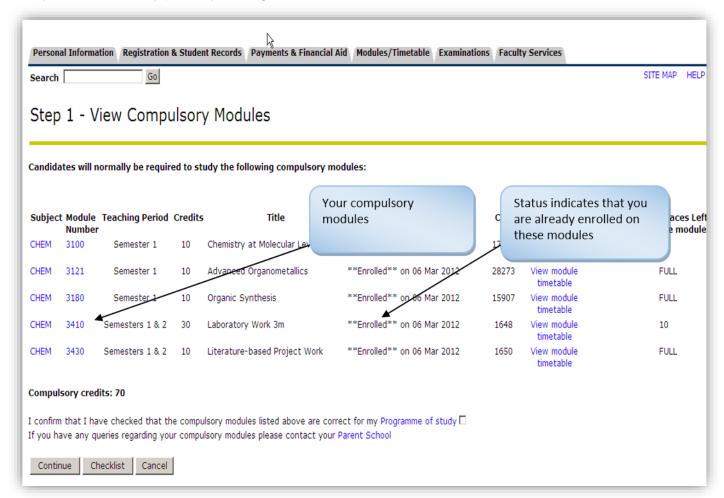

You should first check that the details of your programme of study and year of study for the forthcoming session are correct as these will influence what module lists are displayed to you.

If any of these details are incorrect, or if you are thinking of changing your programme, please contact your Parent School PRIOR to continuing with your enrolment.

Step 1: View compulsory modules

The compulsory modules for your programme and year of study, together with the associated credits, will be listed under the heading 'View Compulsory Modules'. Note that you will already be enrolled for these modules as they are a mandatory part of your degree.

You will be required to confirm that these compulsory modules are correct for your programme of study. If any of these modules are incorrect, please contact your [Parent School](#) PRIOR to continuing with your enrolment.

Step 2: Check timetable

Disclaimer: Due to difficulties caused by Covid 19 the timetable will be subject to change and will not always be accurate. The timetable should be regarded as an indicative guide that can help prevent timetable clashes. Please check-in regularly with the timetable to see if there are any changes.

You can view both your personal timetable for semesters 1 and 2 and the individual module timetables by clicking on the links provided on the enrolment page(s).

If you have any queries regarding your timetable, please email the relevant School's timetable contact whose details can be found at https://students.leeds.ac.uk/info/10107/timetables/809/student_timetabling_contact_list

Step 3: Choose optional modules

To add an optional module, select the module(s) you wish to add by checking the appropriate 'Enrol' box(es) and then submit your choices by clicking the 'Submit' button. This will return you to the module enrolment page which will indicate your requested changes.

The system operates on a first-come first-served basis. This means that those modules that have a limit on numbers may show as 'Full'.

- **Spaces left on the module are displayed on the far right hand side of the screen.**
- **A module flagged as "RESERVED" indicates that places on this module have been reserved for a specific set of students.**

Any enquiries to access either FULL or RESERVED modules should be addressed to the appropriate teaching school.

The number of credits of optional modules for which you have enrolled on, together with the number you are required to take, is indicated below the list of optional modules.

Personal Information Registration & Student Records Payments & Financial Aid Modules/Timetable Examinations Faculty Services

Search [   ] Go

SITE MAP   HELP   EXIT

Step 3 - Choose Optional Modules

Candidates will be required to study 50 credits from the following optional modules:

(Please ensure you take no more than 70 credits, in total, in any one semester - including modules taken over both semester 1 and 2).

Enrol	Drop	Subject	Module Number	Teaching Period	Credits	Title	Status	CRN	Timetable	Requisites	Spaces Left on the module
FULL		CHEM	3190	Semester 1	10	Chromatography and Separation		1640	View module timetable	R	FULL
	☐	COLO	3110	Semester 1	10	Synt & Appl Polymeric Material	**"Web Enrolled"** on 13 Mar 2012	27201	View module timetable		58
FULL		CHEM	3201	Semester 2	10	Structure and Spectroscopy II		24580	View module timetable	R	FULL
☐		CHEM	3215	Semester 2	10	Analyt Tech in Atmospheric Che		17955	View module timetable	R	113
	☐	CHEM	3231	Semester 2	10	Reactivity in Org Chemistry	**"Web Enrolled"** on 13 Mar 2012	28274	View module timetable	R	86
RESERVED		CHEM	3241	Semester 2	10	Self-Organising Molec		24581	View module timetable	R	119
☐		CHEM	3251	Se					24618	View module timetable	R	1
☐		CHEM	3261	Se					27324	View module timetable	R	100

Indicates the number of credits of optional modules you are required to take

Enrol	Drop	Subject	Module Number	T Period			Status	CRN	Timetable	Requisites	Spaces Left on the module

Required optional credits: 50
Enrolled optional credits: 20

Indicates the number of credits of optional modules on which you have enrolled

If you need any advice on choosing Optional modules, please contact your Parent School.

Modules flagged with an 'R' have pre-requisite(s) and/or co-requisite(s), details of which can be viewed by clicking on the module number above; you will be required to confirm that you meet these requirements before completing module enrolment.

[Submit]

Please note that you have 30 credits of Optional modules fewer than required. If this is not your intention please add the appropriate number of credits.

[Continue] [Checklist] [Cancel]

Warning message appears if optional credits enrolled is LESS than the required optional credits

If the number of credits of modules enrolled for is **less** than the number of required credits, a warning message will be displayed in red at the bottom of the screen. You will be asked to add the appropriate number of credits.

If the number of credits of modules enrolled for is **more** than the number of required credits, your full selection will not be processed, a warning message will be displayed in red at the top of the screen and **you will be asked to review your module choice to ensure that the modules marked as "web enrolled" are the ones you wish to study**.

Search [____] Go

SITE MAP HELP EXIT

Step 3 - Choose Optional Modules

Please note that you have chosen 20 credits of Optional modules more than required. To proceed, you must now review and submit your choice again, to ensure that the modules marked as "web enrolled" are the ones you wish to study.

Candidates will be required to study 50 credits from the following optional modules:

Too Many credits selected : (Please ensure you take no more than 70 credits, in total, in any one [...] mester 1 and 2).

Warning message appears if optional credits enrolled for, is MORE than the required optional credits

Enrol	Drop	Subject	Module Number	Teaching Period	Credits	Title	Status	CRN	Timetable	Requisites	Spaces Left on the module
	☐	CHEM	3190	Semester 1	10	Chromatography and	**Web Enrolled** on 13 Mar 2012	1640	View module timetable	R	FULL
	☐	COLO				eric	**Web Enrolled** on 13 Mar 2012	27201	View module timetable		58
FULL		CHEM						24580	View module timetable	R	FULL
	☐	CHEM					**Web Enrolled** on 13 Mar 2012	17955	View module timetable	R	112
	☐	CHEM	3231	Semester 2	10	Reactivity in Org Chemistry	**Web Enrolled** on 13 Mar 2012	28274	View module timetable	R	86
RESERVED		CHEM	3241	Semester 2	10	Self-Organising Molec Systems		24581	View module timetable	R	119
	☐	CHEM	3251	Semester 2	10	Solid State & Mats	**Web Enrolled** on 13 Mar	24618	View module timetable	R	FULL
FAILED TO ENROL ☐		CHEM	3261	S				27324	View module timetable	R	100

Indicates the modules that have not been processed as outside the number of credits required

Indicates the number of credits of optional modules required

Enrol	Drop	Subject	Module Number	Teaching Period	Credits	Title	Status	CRN	Timetable	Requisites	Spaces Left on the module

Required optional credits: 50
Enrolled optional credits: 50

Indicates the number of credits of optional modules on which you have enrolled

If you need any advice on choosing Optional modules, please contact your Parent School.

If you enrol on an optional module with associated pre- and/or co-requisite(s), you will be required to confirm that you meet the requirements for the module(s) as specified in its catalogue entry.

If you do not meet the number of optional credits required, as specified for your programme of study, you will be required to review your module choice.

"Dropping" an optional module

To drop a module on which you have enrolled *via* the web (indicated by 'Web Enrolled' Status) check the appropriate 'Drop' box(es) and submit your changes by clicking the 'Submit Changes' button.

It is possible to 'Enrol' AND 'Drop' modules before clicking 'Submit'. This will return you to the module enrolment page which will indicate your requested changes.
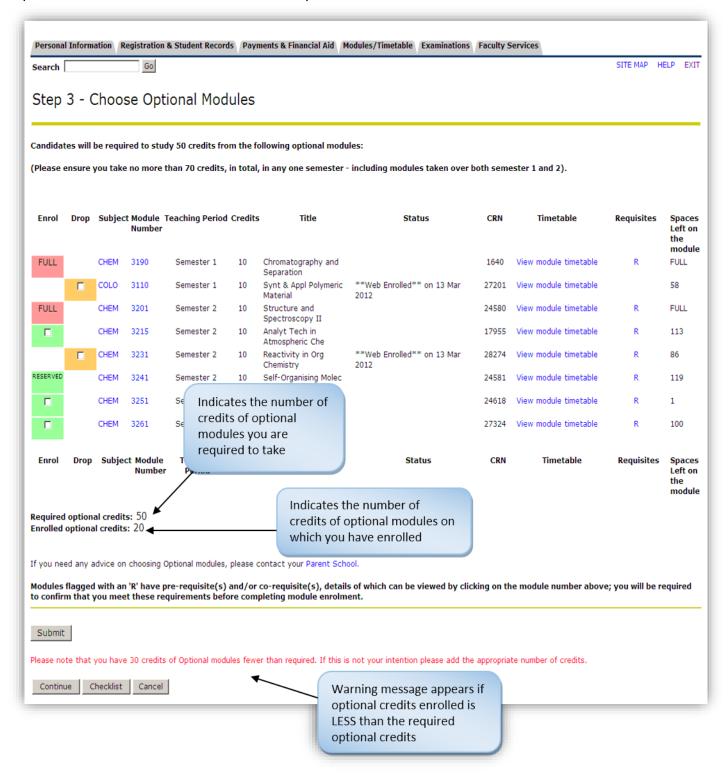

WARNING: It is advised NOT to use the Refresh or Back toolbar buttons as this may result in an error message appearing above the optional modules rules for your programme. If this message should appear please 'RETURN TO MENU' and select the 'Module Enrolment' option again.

Step 4: Choose discovery modules

Your programme of study may allow you to choose [discovery modules](#) as shown below:

Step 4 - Choose discovery modules

| Home | Personal Information | Registration & Student Records | Payments & Financial Support | Modules/Timetable | Examinations |

Search [   ] [Go]   SITE MAP   HELP   EXIT

Before choosing any Discovery module(s), ensure you have checked your timetable for any modules you are already enrolled on.   [Show Timetable]

To search for and enrol on Discovery modules use the 'Search Discovery Modules' button below.

If you wish to enrol on a Discovery module that you are unable to find using 'Search Discovery Module', please contact the relevant Teaching School. Some Discovery modules may require an assessment of your level of expertise before you are allowed to enrol on them.

Candidates may study 20 credits of elective modules.

Electives may be modules from other departments, physical geography or a further module from the list of optional modules for this programme.

Required discovery credits : between 0 and 2
Enrolled discovery credits : 0

> Instructions on the number of credits of discovery modules you are required to take.

If you need any advice on choosing Discovery modules, please contact your Parent School.

Important: subject to the rules specific to your programme of study, you will be permitted to take AT MOST 20 credits of Skills Discovery Modules towards any programme year. With the exception of Skills Discovery Modules you will not be permitted to take level 1 Discovery Modules in any programme level after level 2.

Also, you are NOT permitted under University Regulation to enrol on any module that has been fully completed in a previous academic year.

Please note: If you need any advice for a specific module please contact the relevant Teaching School using the contact list.

To enrol on a module check the 'Enrol' box alongside the required module and click 'Submit'.

Modules flagged with an 'R' have pre-requisite(s) and/or co-requisite(s), details of which can be viewed by clicking on the module number above; you will be required to confirm that you meet these requirements before completing module enrolment.

[Submit]

[Search Discovery modules]   (formerly known as electives) IMPORTANT: If you h...   ...re using Search Discovery
Modules

[Continue] [Checklist] [Cancel]

> To add a discovery module(s), first search for the module(s) by clicking 'Search Discovery modules'

To enrol upon a discovery module you must first search for the module(s) by clicking the 'Look-up Discovery Modules' button. The following page will appear:

Select the subject fields you wish to search then click the 'Module Search' button to perform the search itself.

If you wish to take a discovery module that you are unable to find using 'Module Search', please contact the relevant Teaching School. Some discovery modules may require an assessment of your level of expertise BEFORE you are allowed to enrol on them.

If discovery modules have been found, the following screen will appear:

To enrol on module(s), check the box(es) alongside the required module(s) and click the 'Submit' button.

Where illegal module choices have been made without approval from your parent school, you may find these amended by your school at a future date without notice.

If you wish to take a module that is not listed as part of your programme of study, please seek approval from your parent school.

All schools reserve the right to suspend a module at any time if, for example, staff fall ill or leave the University. Where this occurs schools will endeavour to inform all students affected and will attempt to provide you with an alternative choice.

Modules not shown on the system may be added at a later date and you will have the option to enrol for these as they become available, the relevant teaching school will give you details. If you enrol on a discovery module with associated pre- and/or co-requisite(s), you will be required to confirm that you meet the requirements for the module(s) as specified in its catalogue entry.

To drop a discovery module you should tick the appropriate 'Drop' box(es) and then click the 'Submit Changes' button.

| Home | Personal Information | Registration & Student Records | Payments & Financial Support | Modules/Timetable | Examinations |

Search [   ] Go   SITE MAP   HELP   EXIT

Step 4 - Choose discovery modules

Before choosing any Discovery module(s), ensure you have checked your timetable for any modules you are already enrolled on.   [Show Timetable]

To search for and enrol on Disc____ ____ ____ the '____h Discovery Modules' button below.

If you wish to enrol on a Disco____ ____ to find using 'Search Discovery Module', please contact the relevant Teaching School. Some Discovery modules may require an assessment of your level o____ ____d to enrol on them.

Candidates may study 20 cre____

> Select the module(s) you wish to drop.....

Enrol	Drop	Subject	Module Number	Teaching Period	Credits	Title	Status	CRN	Timetable	Requisites	Spaces Left on the module
	☐	PHIL	1102	Semester 1	10;;	Intro t		31520	View module timetable		199
	☐	PHIL	1101	Semester 1	10;;	Intro t Discov		31572	View module timetable		199

> Indicates the number of credits of optional modules you are required to take

Electives may be modules from other departments, physical geography____ ____es for this programme.

Required discovery credits : between 0 and 20
Enrolled discovery credits : 20

> Indicates the number of credits of optional modules for which you have registered

If you need any advice on choosing Discovery modules, please contact y____

Important: subject to the rules specific to your programme of study, yo____ ____lls Discovery Modules towards any programme year. With the exception of Skills Discovery Modules you will not be permitted to take l____ ____er level 2.

Also, you are NOT permitted under University Regulation to enrol on any ____ academic year.

Please note: If you need any advice for a specific module please contact the relevant Teaching School using the contact list.

To enrol on a module check the 'Enrol' box alongside the required module and click 'Submit'.

Modules flagged with an 'R' have pre-requisite(s) and/or co-requisite(s), details of which can be viewed by clicking on the module number above; you will be required to confirm that you meet these requirements before completing module enrolment.

[Submit]   ◄

> ...followed by 'Submit'

[Search Discovery modules]   (forme____ ____ecked any boxes, please submit them before using Search Discovery Modules

[Continue] [Checklist] [Cancel]

Step 5: View and confirm module choices

Once you are satisfied with your module choices, and have submitted your changes, please take a few moments to check that the total number of credits for which you have enrolled is not less than the total number of credits required for your programme of study and that you have a balance of credits across semesters.

| Personal Information | Registration & Student Records | Payments & Financial Aid | Modules/Timetable | Examinations | Faculty Services |

Search [_____] Go

SITE MAP   HELP   EXIT

Step 5 - View and Confirm Module Choice:

You may wish to print this page as confirmation of your module enrolment.

Compulsory Modules

Subject	Module Number	Teaching Period	Credits	Title	Status	CRN	Timetable	Spaces Left on the module
CHEM	2190	Semester 1	10	Structure and Spectroscopy	""Enrolled"" on 06 Mar	15902	View module timetable	148
MATH	2080	Semester 1	10	Further Linear Algebra	""Enrolled"" on 06 Mar	5664	View module timetable	124
MATH	2420	Semester 1	10	Mul Integral & Vector Calculus	""Enrolled"" on 06 Mar	5677	View module timetable	124
CHEM	2420	Semesters 1 & 2	10	Laboratory Work 2b	""Enrolled"" on 06 Mar	1623	View module timetable	18

Compulsory credits: 40

Optional Modules

Subject	Module Number	Teaching Period	Credits	Title	Status	CRN	Timetable	Requisites	Spaces Left on the module
MATH	2090	Semester 2	10	Real and Complex Analysis	""Web Enrolled"" on 14 Mar	5665	View module timetable	R	115
MATH	2431	Semester 2	10	Fourier Series, PDEs & Transfm	""Web Enrolled"" on 14 Mar	5678	View module timetable	R	97
MATH	2600	Semester 1	10	Numerical Analysis	""Web Enrolled"" on 14 Mar	5683	View module timetable	R	149

Required optional credits: 40
Enrolled optional credits: 30

Please note that you have 10 credits of optional modules fewer than required. If this is not your intention please add the appropriate number of credits.

[Amend Optional Modules]

> Check that your total credits is not less than the total credits required; if required, return to Step 3 (Choose Optional Modules and/or Step 4 (Choose Discovery Modules) to amend your choice

Elective Modules

Subject	Module Number	Teaching Period	Credits	Title			Timetable	Requisites	Spaces Left on the module
PHIL	3311	Semester 1	10	Intro to Ph Biology			module timetable	R	28
PHIL	3320	Semester 1	20	Philosophy			module timetable	R	28

Required Elective credits: 40
Enrolled Elective credits: 30

Please note that you have 10 credits of Elective modules fewer ... opriate number of credits.

[Amend Elective Modules]

Total credits required:	120
Total credits enrolled for:	100
Credits Enrolled for Semester 1:	75
Credits Enrolled for Semester 2:	25

> Check that you have a fairly even balance of credit weightings across semesters

You have an uneven split of credits across semester 1 and 2 ...

We recommend you print this page for your records [Print]

Once you have confirmed your module choice a confirmation ... ceive the confirmation email, check your enrolment in the View Enrolled Modules under the Modules/Timetable tab.
Note: The deadline to add/drop modules taught in semester ... s taught in semester 2.

> Confirm that the modules listed are the modules you intend to study.

Please help us to improve our services by taking a few minut... ompleted Module Enrolment.

I confirm that the modules listed above are the modules I int... t to amend my module choice and will inform me accordingly. ☐

[Continue] [Checklist] [Cancel]

Once you have confirmed your module choice, an automatic email will be sent to you as confirmation of module enrolment and will list the modules you have chosen at that time.

You will be able to return to this system as many times as you wish within the period for which module enrolment is open. After that period you will be able to login at any time with read-only access to review your module choices.

You should ensure that you sign out using the 'Exit' button at the top of the page and close your browser to protect your privacy. This is especially important if you are using a computer that may be used by someone else.

Your comments

You can send your comments to us via enrolment@adm.leeds.ac.uk.