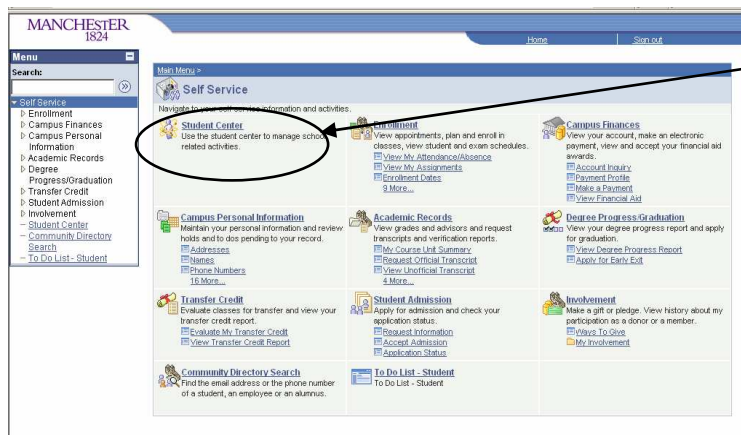


**A STUDENT GUIDE TO USING
SELF-SERVICE
COURSE UNIT SELECTION**

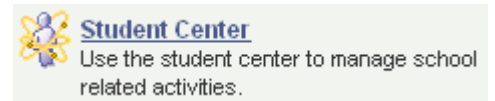
This section of the options booklet gives some guidance as to how to select your optional course units via the Campus Solutions Self-Service system. To ensure you make the correct course unit selections you are advised to have your Options Booklet easily at hand. If you are unsure as to which are the correct course units to select to meet your academic objectives then please contact the CSEP Programmes Administrator.

1. ACCESSING SELF-SERVICE FOR COURSE UNIT SELECTION

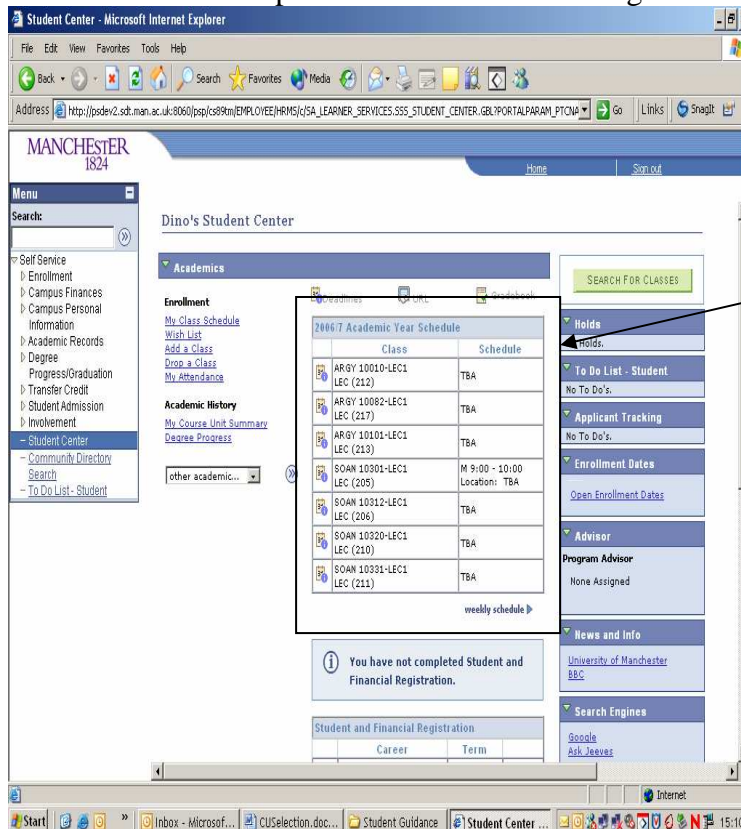
- You can access the Campus Solutions Student Administration System at URL <https://studentadmin.manchester.ac.uk/CS89PROD/signon.html>
- When the time comes for you to register and choose your courses, you will be informed of your UserID and password for access to Campus Solutions.
- Upon accessing the system, select the option of 'Self-Service' and you will be presented with a screen like this:



- Select the option of:



- You will then be presented with the following Student Center screen:



You will have been automatically enrolled on to the **Mandatory Course Units** for your programme. These will be shown here.

Check these are correct by referring to your Programme Handbook. If there are any discrepancies then contact your School Administrator.

2. SELECTING YOUR OPTIONAL COURSE-UNITS

The screenshot shows the 'Dino's Student Center' interface. On the left, a 'Menu' sidebar is visible with 'Add a Class' highlighted under the 'Academics' section. The main content area displays a '2006/7 Academic Year Schedule' table with columns for 'Class' and 'Schedule'. Below the table, there is a message: 'You have not completed Student and Financial Registration.' and a 'Student and Financial Registration' section with 'Career' and 'Term' tabs. On the right, there are several informational panels including 'Holds', 'To Do List - Student', 'Applicant Tracking', 'Enrollment Dates', 'Advisor', 'News and Info', and 'Search Engines'.

Class	Schedule
ARGY 10010-LEC1 LEC (212)	TBA
ARGY 10092-LEC1 LEC (217)	TBA
ARGY 10101-LEC1 LEC (218)	TBA
SOAH 10301-LEC1 LEC (205)	M 9:00 - 10:00 Location: TBA
SOAH 10312-LEC1 LEC (206)	TBA
SOAH 10320-LEC1 LEC (210)	TBA
SOAH 10331-LEC1 LEC (211)	TBA

- You can now progress to selecting your Optional Course Units.

- Select the option of: [Add a Class](#)

2a - Searching For Optional Course Units

You will now be presented with the following screen:

MANCHESTER
1824

Home | Sign out

Dino Saur go to ...

my class schedule wish list class search add drop swap edit

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Select Term 2006/7 Academic Year change

Add a class using one of the following:

Search for Class Search for Classes search

Enter Class Nbr enter

2006/7 Academic Year Enrollment Shopping Cart

Your enrollment shopping cart is empty.

My 2006/7 Academic Year Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
ARGY 10010-LEC1 (212)	Technologies (Lecture)	TBA	TBA	Staff	20.00	✓
ARGY 10082-LEC1 (217)	Archaeology (Lecture)	TBA	TBA	Staff	10.00	✓
ARGY 10101-LEC1 (213)	Vocational Skills (1) (Lecture)	TBA	TBA	Staff	10.00	✓
SOAN 10301-LEC1 (205)	Culture, Power, Language (Lecture)	M 9:00 - 10:00	TBA	N. Bulleid	10.00	✓
SOAN 10312-LEC1 (206)	Cultural Diversity in Global S (Lecture)	TBA	TBA	Staff	10.00	✓
SOAN 10320-LEC1 (210)	Culture and Society (Lecture)	TBA	TBA	Staff	20.00	✓
SOAN 10331-LEC1 (211)	Regional Studies of Culture (Lecture)	TBA	TBA	Staff	20.00	✓

My Class Schedule Wish List Class Search Add Drop Swap Edit


go to ...

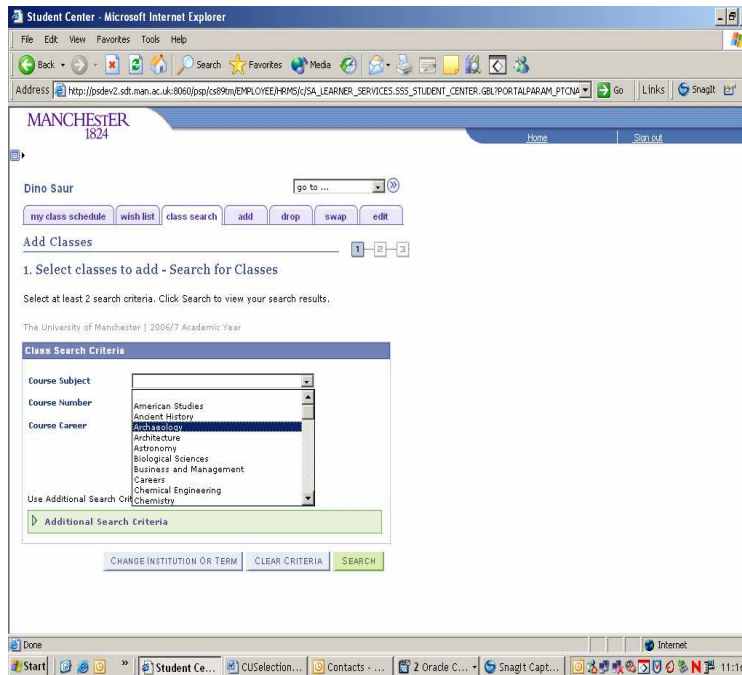
- Check that the 'Select Term' reflects the correct Academic Year.

- The bottom part of the screen shows the Course Units you are currently enrolled on (listed under the column of Class).

- To find additional Course Units you wish to enrol on, then ensure 'Search for Classes' is shown here and click on

search

- Upon clicking , you will be presented with the following:



- To retrieve relevant optional course units, you can either:
 - a) input the subject area for your School and select 'Search' – this will return all options;
 - or**
 - b) refer to your Programme Handbook and input the Subject Code and Course Number as given to you in your Programme Handbook.
 - or**
 - c) leave all fields blank to retrieve a full list of units available for you to select from (this may return numerous courses in which case it is suggested you search using method a) or b).

- Courses that match your selection criteria will be returned.

Example 1:

This is where a single match has been returned. In this particular instance the Course Unit returned **ARGY 10061 - History of Architecture** is represented for the purposes of Course Unit Selection as consisting of lectures only. To enrol for this Course Unit click on 'Select Class'.

The screenshot shows a web browser window displaying the Student Center interface. The page title is "Student Center - Microsoft Internet Explorer". The address bar shows the URL: http://psdev2.sst.man.ac.uk:8060/psp/csr9m/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?PORTALPARAM_PTCNP. The page header includes the Manchester 1824 logo and navigation links for Home and Sign Out. A left-hand menu contains various options like Self Service, Enrollment, and Student Center. The main content area is titled "Add Classes" and "1. Select classes to add - Class Search Results". It displays search criteria: "Archaeology, Course Number is exactly '10061', Course Careers: Undergraduate, Show Open Classes Only: Y". Below this, a table shows the search results for "ARGY 10061 - History of Architecture (Free choice: External students)". The table has columns for Section, Session, Days & Times, Room, and Instructor. A single row is visible for Section "LECI-LEC(207)", Session "1st Semester", Days & Times "M 10:00 - 11:00", Room "TBA", and Instructor "Susan Rutherford". A green "select class" button is located next to the status indicator for this section. A black arrow points from the text above to this button. The bottom of the browser window shows the taskbar with several open applications and the system clock at 15:30.

Example 2:

This is where the search criteria return multiple matches.

The screenshot shows the University of Manchester course search interface. At the top, the university logo and navigation links are visible. The search criteria entered are 'Dino Saur'. Below the search bar, there are buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'Add Classes' section is active, displaying '1' class selected. The search results are categorized by course ID and title, with each course listing its sections, session details, and a 'select class' button.

MANCHESTER 1824 Home Sign out

Dino Saur go to ...

my class schedule wish list class search add drop swap edit

Add Classes 1

1. Select classes to add - Class Search Results

When available, click View All Sections to see all sections of the course.

The University of Manchester | 2006/7 Academic Year

The following classes match your search criteria Course Subject: **Archaeology**, Course Career: **Undergraduate**, Show Open Classes Only: **Y**

Open Closed Wait List

CLOSE START A NEW SEARCH

▼ ARGY 10061 - History of Architecture (Free choice:External students)

View All Sections First 1 of 1 Last

Section LEC1-LEC(207) Status ● select class

Session 1st Semester

Days & Times	Room	Instructor
M 10:00 - 11:00	TBA	Susan Rutherford

▼ ARGY 10072 - Archaeological Perspectives II: Issues, Methods, Theories

View All Sections First 1-3 of 3 Last

Section LAB-LAB(351) Status ● select class

Session 2nd Semester

Days & Times	Room	Instructor
F 9:00 - 12:00	TBA	Staff

Section LEC1-LEC(208) Status ● select class

Session 2nd Semester

Days & Times	Room	Instructor
Tu 15:00 - 16:00	TBA	Staff

Section TUT-TUT(350) Status ● select class

Session 2nd Semester

Days & Times	Room	Instructor
M 9:00 - 9:50	TBA	Staff

▼ ARGY 10092 - Archaeology and Society

View All Sections First 1-3 of 3 Last

Section FLD1-FLD(215) Status ● select class

Session 2nd Semester

Days & Times	Room	Instructor
W 14:00 - 17:00	TBA	Staff

Section FLD2-FLD(216) Status ● select class

Session 2nd Semester

Days & Times	Room	Instructor
F 14:00 - 17:00	TBA	Staff

Section LEC1-LEC(214) Status ● select class

Session 2nd Semester

Days & Times	Room	Instructor
M 10:00 - 11:00	TBA	Staff

CLOSE START A NEW SEARCH

Three Course Units are returned here.
ARGY10061
ARGY10072
ARGY10092

Note how the courses have been set up differently.

ARGY10061 requires you to enrol only on a series of lectures presented on a Monday.

ARGY10072 requires you to enrol on a series of Lectures, Labs and Tutorials.

ARGY10092 requires you to enrol on series of Lectures and Field Study classes. In this example you have a choice of two instances of that Field Study class. Your Programme Handbook will give you more detail.

To fully enrol on a particular Course Unit you must select a class for each of the different class types represented under that Course Unit. Details on how to do this follow later.

- In the example that follows, the student goes on to enrol on two Course Units:
 - a) **ARGY 10061 - History of Architecture**
 - b) **ARGY 10092 - Archaeology and Society**

Note: The amount of detail displayed to you about a Course Unit will depend on how the School has chosen to represent that Course Unit. Some course units are represented as a series of lectures whilst others are represented as consisting of lectures and other provision. Your Programme handbook will give you more detail.

2b – Making Your Choices

Choosing a Course Represented as a Series of Lectures

- The system requires you to enrol on one Course Unit at a time, so in this example we show a student who decides to enrol first on ARGY10061.
 - This Course Unit has been set up as a series of lectures only, to enrol on this Course Unit the student selects the class relating to the series of lectures.

Dino Saur go to ...

my class schedule wish list class search add drop swap edit

Add Classes 1

1. Select classes to add - Class Search Results

When available, click View All Sections to see all sections of the course.

The University of Manchester | 2006/7 Academic Year

The following classes match your search criteria Course Subject: **Archaeology**, Course Career: **Undergraduate**, Show Open Classes Only:
Y

Open Closed Wait List

CLOSE START A NEW SEARCH

ARGY 10061 - History of Architecture (Free choice: External students)

View All Sections First 1 of 1 Last

Section	LEC1-LEC(207)	Status
Session	1st Semester	<input checked="" type="radio"/> Open
Days & Times		select class
Room	TBA	
Instructor	Susan Rutherford	

- Upon clicking on <Select a Class>, the student is presented with the following screen, and goes on to confirm their selection by clicking on <Next>:

Dino Saur go to ...

my class schedule wish list class search add drop swap edit

Add Classes 1

1. Select classes to add - Enrollment Preferences

2006/7 Academic Year | Undergraduate | The University of Manchester

ARGY 10061 - History of Architecture (Free)

Class Preferences

ARGY 10061-LEC1 Lecture Open

Session 1st Semester

Career Undergraduate

Wait List Wait list if class is full

Permission Nbr

Grading Undergraduate Percentage Grade Basis

Units 20.00

Program BA (H) Archaeol & Anthr

CANCEL **NEXT**

Section	Component	Days & Times	Location	Instructor	Start/End Date
LEC1	Lecture	M 10:00 - 11:00	TBA	Susan Rutherford	18/9/2006 - 26/1/2007

Please note that some Course Units require Departmental Consent. If this is true for your programme, then your School will issue you with a 'Permission Nbr'. Alternatively, you can contact the School directly to request a permission no.

To enrol on such a Course input the 'Permission Nbr' on this page.

- The student is then presented with a notification that confirms that they have **requested** to be enrolled on ARGY10061.

Dino Saur go to ...

[my class schedule](#)
[wish list](#)
[class search](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)

Add Classes 1

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ARGY 10061 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Select Term 2006/7 Academic Year change

Add a class using one of the following:

Search for Class Search for Classes search
 ----- OR -----
 Enter Class Nbr enter

2006/7 Academic Year Enrollment Shopping Cart

● Open
 ■ Closed
 ▲ Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	ARGY 10061-LEC1 (207)	History of Architecture (Free (Lecture))	M 10:00 - 11:00	TBA	S. Rutherford	20.00	●

Choosing a Course Represented as a Series of Lectures and Other Provision

In this example we show a student who goes on and enrolls on ARGY10092.

This Course Unit has been set up as a series of lectures and a field study provision. To enrol on this Course Unit the student will need to select the classes relating to the series of lectures and the field study.

- To enrol on Course Unit ARGY10092 the student needs to search for this Course Unit again.
- The search will return results as in the following example:

The screenshot shows the University of Manchester student portal interface. At the top, the logo 'MANCHESTER 1824' is visible on the left, and 'Home' and 'Sign out' links are on the right. Below the logo, the user's name 'Dino Saur' is displayed next to a 'go to ...' search bar. A row of navigation buttons includes 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'class search' button is active, leading to the 'Add Classes' page. The page title is '1. Select classes to add - Class Search Results'. A note states: 'When available, click View All Sections to see all sections of the course.' Below this, the text reads: 'The University of Manchester | 2006/7 Academic Year' and 'The following classes match your search criteria Course Subject: Archaeology, Course Number is exactly '10092', Course Career: Undergraduate, Show Open Classes Only: Y'. A legend indicates 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The search results are displayed in a table with three sections, each with a 'select class' button. The first section is selected.

Section	FLD1-FLD(215)	Status	Open
Session	2nd Semester		select class
Days & Times		Room	Instructor
W 14:00 - 17:00		TBA	Staff

Section	FLD2-FLD(216)	Status	Open
Session	2nd Semester		select class
Days & Times		Room	Instructor
F 14:00 - 17:00		TBA	Staff

Section	LEC1-LEC(214)	Status	Open
Session	2nd Semester		select class
Days & Times		Room	Instructor
M 10:00 - 11:00		TBA	Staff

Students are advised to select the class of lecture in the first instance.

In this example the student selects the lecture class.

- Upon selecting the 'lecture' class the student is presented with the following screen. This screen shows the Related Classes that the student must also enrol on to complete their enrolment for ARGY10092.

Dino Saur go to ... >>

Add Classes 1 2 3

1. Select classes to add - Related Class Sections

2006/7 Academic Year | Undergraduate | The University of Manchester

ARGY 10092 - Archaeology and Society

Lecture selected: Section LEC1
M 10:00 - 11:00 Location: TBA

Open
 Closed
 Wait List

Select Field Studies section (Required):						
	Class Nbr	Section	Schedule	Location	Instructor	Status
<input checked="" type="radio"/>	215	FLD1	W 14:00 - 17:00	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	216	FLD2	F 14:00 - 17:00	TBA	Staff	<input checked="" type="radio"/>

View All Sections First 1-2 of 2 Last

- The student chooses to enrol on the Wednesday provision of the Field Study. They do this by clicking on the Related Class they want and selecting <Next>.
- They are presented with the following screen and confirm their selection by clicking on <Next>.

1. Select classes to add - Enrollment Preferences

2006/7 Academic Year | Undergraduate | The University of Manchester

ARGY 10092 - Archaeology and Society

Class Preferences

ARGY 10092-FLD1	Field	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
ARGY 10092-LEC1	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
Session	2nd Semester		Grading	Undergraduate Percentage Grade Basis
Career	Undergraduate		Units	20.00
			Program	BA (H) Archaeol & Anthr

Section	Component	Days & Times	Location	Instructor	Start/End Date
FLD1	Field	W 14:00 - 17:00	TBA	Staff	27/1/2007 - 8/6/2007
LEC1	Lecture	M 10:00 - 11:00	TBA	Staff	27/1/2007 - 8/6/2007

- The student is then presented with a screen that confirms that they have **requested** to be enrolled on ARGY10092.

satisfied with your class selections, proceed to step 2 of 3.

 **ARGY 10092 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.**

Select Term:

Add a class using one of the following:

Search for Class:

Enter Class Nbr:

2006/7 Academic Year Enrollment Shopping Cart

Open Closed Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	ARGY 10061-LEC1 (207)	History of Architecture (Free (Lecture))	M 10:00 - 11:00	TBA	S. Rutherford	20.00	
	ARGY 10092-LEC1 (214)	Archaeology and Society (Lecture)	M 10:00 - 11:00	TBA	Staff	20.00	
	ARGY 10092-FLD1 (215)	Archaeology and Society (Field)	W 14:00 - 17:00	TBA	Staff		

View All Classes in Cart First 1-3 of 3 Last

2c – Confirming Your Choices

- This screen now shows that they have requested to be enrolled on both optional course units of ARGY10061 and ARGY10092. To complete the enrolment, the <Proceed to Step 2 of Step 3> button must be selected. This presents you with a screen where you are to finally confirm your selection.

Dino Saur

§ Add Classes


2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2006/7 Academic Year | Undergraduate | The University of Manchester

Open Closed Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
ARGY 10061-LEC1 (207)	History of Architecture (Free (Lecture))	M 10:00 - 11:00	TBA	S. Rutherford	20.00	
ARGY 10092-LEC1 (214)	Archaeology and Society (Lecture)	M 10:00 - 11:00	TBA	Staff	20.00	
ARGY 10092-FLD1 (215)	Archaeology and Society (Field)	W 14:00 - 17:00	TBA	Staff		

- To **confirm your selection**, click on 
- The system will validate your selection and confirm success as shown in the example below:

Dino Saur 





[my class schedule](#) [wish list](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2006/7 Academic Year | Undergraduate | The University of Manchester

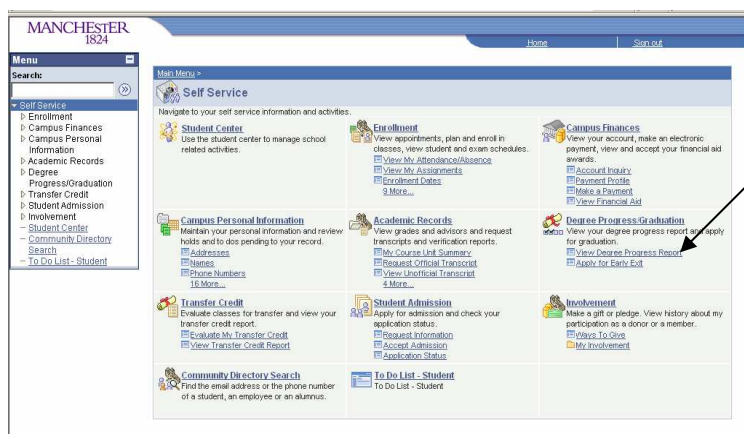
 Success: enrolled		 Error: unable to add class	
Class	Message	Status	
ARGY 10061	Success: This class has been added to your schedule.		
ARGY 10092	Success: This class has been added to your schedule.		

[MY CLASS SCHEDULE](#)

- Where the system returns an error message against a particular Course Unit, then this is a warning that you have not been enrolled on that Course Unit. Error messages are returned for various reasons including:
 - Co-requisites not met
 - Pre-requisites not met
 - Timetable conflicts
 - Excessive credit load
 - Course is at full capacity
 - The Course is reserved.
- To resolve error messages, you may need to drop a Course Unit and enrol on an alternative. How to drop and swap Course Units is detailed later.

3. CHECKING YOUR CHOICES AGAINST THE PROGRAMME RULES

- The final step is to check that you have satisfied the Programme Rules for the programme you are studying. This is done by running a report which compares the Course Units you have selected against the rules.
- You can run a report by going to the Main Menu and selecting 'View Degree Progress Report'.



- Select the option of:

[View Degree Progress Report](#)

- **Check this report to ensure you have satisfied the requirements.** If you have not, you may need to drop a Course Unit and enrol on an alternative. How to drop and swap Course Units is detailed later.

Note: Course Units that you have enrolled on will be labelled with an 'EN' on this report.

4. TO DROP A COURSE UNIT

Note: You will not be able to drop any of your Mandatory Course-Units.

- You can access the page to drop a Course Unit by selecting 'Enrollment' from the main menu and then selecting 'Enrollment:Drop Classes'.

Main Menu > Self Service >

Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

View My Attendance/Absence View My Attendance and Absence	View My Assignments View your assignments for a specified class.	Enrollment Dates View your enrollment appointments.
My Class Schedule View your class schedule for a specified term.	Wish List Use this tool to help plan for classes for an upcoming session or term.	Enrollment: Add Classes Add classes to your schedule.
Enrollment: Drop Classes Drop classes from your schedule.	Enrollment: Edit a Class Change preferences and options for a selected class.	Enrollment: Swap Classes Replace a selected class with another.
View My Weekly Schedule View your weekly schedule in a calendar format.	View My Exam Schedule View your exam schedule for a specified term.	Class Search/Browse Catalog Use search criteria to find a class or browse the course catalog.

- Select the class you want to drop and click the <Drop Selected Classes> button.

MANCHESTER 1824

Home | Sign out

Dino Saur

go to ...

my class schedule | wish list | class search | add | drop | swap | edit

Drop Classes

1

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Select Term: 2006/7 Academic Year [change](#)

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	ARGY 10010-LEC1 (212)	Technologies (Lecture)	F 16:00 - 17:00	TBA	Staff	20.00	✓
<input checked="" type="checkbox"/>	ARGY 10061-LEC1 (207)	History of Architecture (Free (Lecture))	M 10:00 - 11:00	TBA	S. Rutherford	20.00	✓
<input type="checkbox"/>	ARGY 10082-LEC1 (217)	Archaeology (Lecture)	TBA	TBA	Staff	10.00	✓
<input type="checkbox"/>	ARGY 10092-LEC1 (214)	Archaeology and Society (Lecture)	M 10:00 - 11:00	TBA	Staff	20.00	✓
<input type="checkbox"/>	ARGY 10092-FLD1 (215)	Archaeology and Society (Field)	W 14:00 - 17:00	TBA	Staff		✓
<input type="checkbox"/>	ARGY 10101-LEC1 (213)	Vocational Skills (1) (Lecture)	TBA	TBA	Staff	10.00	✓
<input type="checkbox"/>	SOAN 10301-LEC1 (205)	Culture, Power, Language (Lecture)	M 9:00 - 10:00	TBA	N. Bulleid	10.00	✓
<input type="checkbox"/>	SOAN 10312-LEC1 (206)	Cultural Diversity in Global P (Lecture)	TBA	TBA	Staff	10.00	✓
<input type="checkbox"/>	SOAN 10320-LEC1 (210)	Culture and Society (Lecture)	TBA	TBA	Staff	20.00	✓
<input type="checkbox"/>	SOAN 10331-LEC1 (211)	Regional Studies of Culture (Lecture)	TBA	TBA	Staff	20.00	✓

[DROP SELECTED CLASSES](#)

My 2006/7 Academic Year Class Schedule

My Class Schedule | Wish List | Class Search | Add | Drop | Swap | Edit

go to ...

- You will then be asked to confirm your decision. You do this by clicking on the <Finish Dropping> button.

Dino Saur go to ... >>

[my class schedule](#)
[wish list](#)
[class search](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)

Drop Classes 1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2006/7 Academic Year | Undergraduate | The University of Manchester

✔ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
ARGY 10061-LEC1 (207)	History of Architecture (Free (Lecture))	M 10:00 - 11:00	TBA	S. Rutherford	20.00	✔

[CANCEL](#) [PREVIOUS](#) FINISH DROPPING

- The system will validate your selection and confirm success as shown in the example below:

Dino Saur go to ... >>

[my class schedule](#)
[wish list](#)
[class search](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2006/7 Academic Year | Undergraduate | The University of Manchester

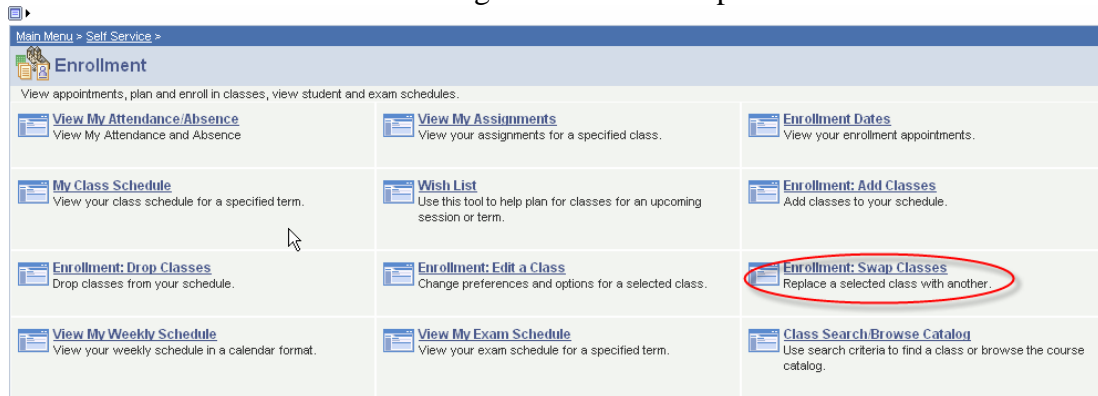
✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
ARGY 10061	Success: This class has been removed from your schedule.	✔

[MY CLASS SCHEDULE](#)

5. TO SWAP A COURSE UNIT

- You can access the page to Swap a Course Unit by selecting 'Enrollment' from the main menu and then selecting 'Enrollment:Swap Classes'.



- You will be presented with the following screen:

Dino Saur

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Select Term:

Swap This Class

Select from your schedule:

With This Class

Search for Class:

Enter Class Nbr:

My 2006/7 Academic Year Class Schedule

Here, select the Course you want to swap from.

Here, search for the Course you want to swap to.

- Having selected the Course you want to swap to, you will be presented with a screen as follows. You will be asked to confirm your request by clicking on the <Finish Swapping> button.

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2006/7 Academic Year | Undergraduate | The University of Manchester

▼ You are replacing this class

✔ Enrolled ✕ Dropped ▲ Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
ARGY 10061-LEC1 (207)	History of Architecture (Free (Lecture))	M 10:00 - 11:00	TBA	S. Rutherford	20.00	✔

▼ With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
ARGY 10072-LEC1 (208)	Archaeological Perspectives II (Lecture)	Tu 15:00 - 16:00	TBA	Staff	20.00	●
ARGY 10072-LAB (351)	Archaeological Perspectives II (Laboratory)	F 9:00 - 12:00	TBA	Staff		●
ARGY 10072-TUT (350)	Archaeological Perspectives II (Tutorial)	M 9:00 - 9:50	TBA	Staff		●

CANCEL
FINISH SWAPPING

- The system will validate your request and confirm success as shown in the example below:

Dino Saur go to ... »

my class schedule
wish list
class search
add
drop
swap
edit

Swap a Class 1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2006/7 Academic Year | Undergraduate | The University of Manchester

✔ Success: Classes were swapped ✕ Error: Unable to swap class

Class	Message	Status
Swap ARGY 10061 with ARGY 10072	Success: This class has been replaced.	✔

MY CLASS SCHEDULE

VIEWING YOUR WEEKLY SCHEDULE

To see what your timetable is week by week click on the 'View my Weekly Schedule' link.

Main Menu > Self Service >

Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

View My Attendance/Absence View My Attendance and Absence	View My Assignments View your assignments for a specified class.	Enrollment Dates View your enrollment appointments.
My Class Schedule View your class schedule for a specified term.	Wish List Use this tool to help plan for classes for an upcoming session or term.	Enrollment: Add Classes Add classes to your schedule.
Enrollment: Drop Classes Drop classes from your schedule.	Enrollment: Edit a Class Change preferences and options for a selected class.	Enrollment: Swap Classes Replace a selected class with another.
View My Weekly Schedule View your weekly schedule in a calendar format.	View My Exam Schedule View your exam schedule for a specified term.	Class Search/Browse Catalog Use search criteria to find a class or browse the course catalog.

Your weekly timetable will appear as below:

Dino Saur

[my class schedule](#)
[wish list](#)
[class search](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

Show Week of Start Time End Time [REFRESH CALENDAR](#)

[< PREVIOUS WEEK](#) [NEXT WEEK >](#)

Week of 18/09/2006 - 24/9/2006					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM	SOAN 10301 - LEC1 Culture, Power, Language Lecture 9:00AM - 10:00AM Location: TBA Instructors: Neil Bulleid				
10:00AM				SOCY 10411 - LECT Sociology of Culture Lecture 10:00AM - 11:00AM Roscoe LECT TH A Instructors: Stuart Barker	
11:00AM					
12:00PM					
1:00PM					
2:00PM				SOCY 10411 - TUTA Sociology of Culture Tutorial 2:00PM - 3:00PM Roscoe R.4.7 Instructors: Stuart Barker	
3:00PM					
4:00PM					ARGY 10010 - LEC1 Technologies Lecture 4:00PM - 5:00PM Location: TBA
5:00PM					
6:00PM					

Meeting Information not available:				
Class	Title	Instructors	Start Date	End Date
ARGY 10101 - LEC1 (Lecture)	Vocational Skills (1)		18/09/2006	26/01/2007

You can scroll through the weeks to see your schedule by using the 'Previous Week' and 'Next Week' buttons. Any unscheduled classes will be indicated underneath your timetable.