eVision Module Registration for Taught Postgraduate Students (eMR)

All undergraduate students taking modules at the University during the 2010/11 academic year need to register for their modules (including credit (CATS) weights) and associated assessment methods, via the University’s eVision Module Registration system, unless informed otherwise by their academic department - please check with your department if you are in any doubt about the procedure applicable in your case. eVision module registration is an integral part of the University’s Tribal student record system (known as SITS).

Please read these instructions carefully before you begin to use the eVision online module registration form.

Module registration will be open in the Autumn Term as follows:

20th September – 22nd October 2010

Please ensure that you have completed and submitted your final module and assessment method registrations by the deadline of 22nd October 2010. If you fail to register properly by the deadline, a fine of £10 may be applied and it is possible you may also lose the opportunity to take the option modules you would prefer.

Please make sure (if relevant) that you register for the correct option modules and for the module assessment methods that you intend to take (if you have a choice of assessment methods on a module). You need to ensure these details are correct at the right time since you will not be able to change them late in the academic year.

Subject to the permission of your academic department the module registration system may be opened again at the start of the Spring Term for you to make any further amendments at that point.

Before beginning the module registration process you need to have a University usercode and password. If you have not registered for an IT Services account, you can do so using the IT Services web page: http://www2.warwick.ac.uk/services/its/servicessupport/accounts/register/. If you have forgotten your usercode or password please contact the IT Services helpline on +44 (0)24 7657 3737 (University extension 73737). Please note this helpline should not be used for queries regarding how to use the module registration pages, only for queries about IT Services accounts and IT access. For other queries regarding the use and operation of the online module registration form, please use the website support information (FAQs etc) or, if this does not answer your question, the email address or forum which may be accessed as described at the end of these instructions. Please note that academic-related questions (e.g. about module content or which modules or assessment methods you should choose) need to be addressed to your academic department.

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USING THE eVISION MODULE REGISTRATION FORM

These instructions are intended to guide you through the process of registering your modules and assessment methods and you should consult them when registering your modules. They can be accessed from the eVision module registration screen via the Module Registration Support Page link.
Step One | **Logging in using my.warwick**

Once you have a Warwick Usercode and password you should visit the University homepage: [www.warwick.ac.uk/insite/](http://www.warwick.ac.uk/insite/). From here log into your ‘my.warwick’ page in the normal way. (From the University homepage click ‘my.warwick’ on the right hand side):

In the next screen, click the “My Student Records” page link on the left-hand side and then “My data” and then “Module Registration”. This will take you to the Module Registration Introduction page below:
You can find help and guidance about the process via the link to “The module registration support page” on the right-hand side of the screen.

In the above screen, click the “Select and Amend your Modules” link in the Module Registration Tasks box at the bottom of the screen. This takes you to the screen below:

You should first check that your degree course (Route) is correct in the Student Details box, as this determines what module lists are displayed to you.
If you think the course displayed is incorrect you should contact the Postgraduate Student Records team in University House via studentrecords@warwick.ac.uk or 024 7657 4333, before continuing with your module registration.

Under Selected Modules, any compulsory (core) modules for your degree/year of study will be displayed.

If you have to choose additional option modules, the Pick Modules section displays the module list(s) from which you must choose modules to complete your registration, and will indicate how many modules (or credit total) you must or may select from each list. PLEASE NOTE: if the course regulations applicable to an option module list do not actually specify a maximum number of modules to be chosen from it, the University has currently been advised by the system suppliers simply to set as the maximum a high value that will allow any necessary degree of selection to be made. You may therefore encounter some lists that note a very high default maximum (for example, 200 modules), but that does not mean you can or should choose up to 200 modules from the list; please follow the advice of your academic department about making appropriate selections. To choose your module(s), click the Select button to the left-hand side of each list. If you have to make a choice from a list of individually-specified modules, this will take you to the screen below (example):

To select your chosen option module(s), tick the appropriate “Select” box on the left-hand side, then the “Submit Selections” button indicated in the screen print above. Your module selection(s) will be recorded as below (example):

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If the module list you are choosing from is of a general nature and does not specify modules individually (for example, a list entitled “Any third-year Mathematics module” (that is, an “unlisted” option module) or is a list to allow you to select an “Unusual Option” (see further below), you will be taken to the screen illustrated below (page 6).

N.B. An “Unusual Option” is a module not normally available to students on your course, but which the Head of your department (or his/her nominated deputy) has approved in your individual case. If you wish to register for an unusual option you will need to complete the separate process of gaining agreement from both your own department and the department which teaches the module (if different). To do this you should normally complete an ‘Unusual Option Registration form’ (available from your department) and then ensure that both/all departments concerned complete it. The form should then be handed in by you to your home department. IMPORTANT: failure to follow this procedure may result in you not being permitted to take the module. You should be aware that until you have gained the agreement of the departments concerned, your registration for an unusual option module is provisional.

IMPORTANT NOTE FOR PART-TIME TAUGHT POSTGRADUATE STUDENTS

Part-time postgraduate students should also use the screen below to select all their modules, since they commonly may take modules (including core modules) in variable years of study, so it is not possible to generate core module registrations beforehand in the case of part-time postgraduate students. Please only register for modules you are taking during the current academic year.
Click on one of the “Search” buttons and you will be taken to the next screen:
If you know the module code you want (e.g. EN101-30) you can enter it in the Module Code box and click “Search”. **Please note the alphabetic characters in module codes need to be entered in capitals.** The module will then appear in the Modules section of the screen and can be selected by clicking the Select button to the right of it, then the Submit immediately below it to record your choice:

(Note: (a) “Go Back” will take you back to the Module Search screen; (b) when you click Select, the button will change to “Unselect” and may be clicked again if you wish to revert to the Select stage)
If you don’t know the exact module code, in the Search screen you can enter a departmental code plus the * [asterisk] wildcard under Module Code (e.g. EN* will retrieve all modules taught by the Department of English). In this case Search will bring up an appropriate list of modules (for example, as illustrated below); you can choose from the list using the Select button as described above, then click Submit at the foot of the list.
When you have selected your module(s), to record your choice(s) click “Submit Selections” in the next screen as illustrated below:
Your module selections will then appear as in the screen illustrated on page 5 above. In this screen you can use “Submit Later” to save your choices if you wish to come back to them later to complete your module registration, and the individual “Clear” buttons if you wish to clear an individual module(s), or “Clear All Selections” if you wish to cancel all the selections you’ve made and begin again.

**Note on CATS (credit) points**

Please ensure that you select the correct overall total of module CATS (credit) points for the year of study. Normally your minimum CATS total should be 180 CATS (for a full-time Master’s degree) or 120 CATS (for a full-time Postgraduate Diploma) and academic departments may also have prohibitions or restrictions on exceeding these totals.

When you are happy with your final selections, click “Submit Your Final Selections” in the Pick Module selection screen shown on page 5 above. N.B. you will not be able to generate a personalised class timetable until you have submitted your module selections as final selections.

Your selection of modules is now complete and you will see the following screen:
You must now select your module assessment methods:

To do this, click the "Module Registration" link on the left-hand side of the above screen again, and then the "Select or amend your assessment methods" link for Assessment method selection under "Your Tasks" in the screen below:
You will then see the screen below:

It will tell you at the top of the screen how many modules you have to select an assessment method for. If there is no choice of assessment method on a module, the field “Assessment method” will be pre-populated with the available choice (assessment methods are symbolized by a code such as A, B, etc and if you click on the code you can see the components of the available method(s)).

If you click on “Select Assessment Method” for a module, the available assessment method(s) for the module (symbolized by codes such as A, B, etc) will be displayed; for example:

When you are certain of the correct assessment method for you to select for the module, click “Select” for the assessment method you want. Your selection will be confirmed as below:

Use “Return to List of Selected Modules” to complete assessment method selection for the rest of your modules, as appropriate.

When you have completed all your assessment method selections this will be confirmed onscreen (follow the onscreen instructions if you need to change any):
You can return to the Module Registration page via the link at the foot of the page and there your module registration status and your assessment method selection status will be recorded as ENTERED – PENDING APPROVAL:

As noted on the screen, your choices will now be subject to approval (confirmation) by your academic department. Please remember to check your module registration page regularly to make sure your department has confirmed your choices. When they are confirmed, you will see the screen message below:
Making Changes

If you need to make a change to the choices you have made before your department has approved or otherwise queried them, follow the instruction on the screen illustrated on page 13 above and use the “reject your current module selection” option. If your department finds some problem with the registrations you have made and cannot approve them as they stand, it will reject your registrations; it will also normally leave a message for you to access via the module registration screen to indicate what action you need to take (see message link illustrated in screen print below).

When either you yourself or your department rejects your module choices, your status will change to REJECTED:

To make the necessary corrections, use “Select and/or amend your modules” and/or “Check your assessment methods” links again as appropriate, as described earlier in this guide.

When you have REJECTED status, when you go into “Select and/or amend your modules”, an “Undo Last Change” button will appear and you need to click this to start the process:
For changes to both module selections and/or Assessment groups you are required to start the module selection process again. To start the process click on the Unde List Change button below. The View Comments button can be used to view any comments made by your departmental approver including any reasons given for the rejection.

Your previous selections will then be displayed and you will be able to clear and reselect any of the choices you previously made, using the “Select”, “Clear” or “Clear All Selections” buttons:

- “Select” will take you to the module selection screen and allow you to amend one or more of the choices you previously made (any change(s) you make must still of course leave your record adhering to any selection rule applying to the module list in question).

- “Clear” will remove all the choices you made from the module list in question.

- “Clear All Selections” will remove all the choices you made from all the module lists which apply to you.
When you have made your module changes and submitted your revised choices your module registrations will be displayed:

Remember you will now have to repeat the assessment method selection process for any new module(s) you have selected.
When your department has confirmed your amended selections this will be confirmed on your module registration page (see screen illustration at top of page 14 above).

RECEIVING MESSAGES FROM AND LEAVING MESSAGES FOR YOUR DEPARTMENT

You can use the “View/Add Comments” link from the Module Selections screen to see any message left for you by your department or to leave your departmental module registration approver a message, at any stage of the process. The link displays a “Comments” section where you may view comments left for you and an “Add Comments” section where you may compose a message of your own. When you have typed your message, click “Submit”; your message will then appear under the “Comments” section and the screen will display a message to confirm it has been recorded successfully.

If your departmental approver leaves you a message you will also be emailed (to your IT Services University email account only) saying a message has been left for you.

COMMENTS AND QUERIES ON THE MODULE REGISTRATION SYSTEM

If you have questions about using the eVision module registration system, please try first the online help and guidance about the process available via the link to “The module registration support page” on the right-hand side of the module registration top screen (see page 3 above).

If you still have any comments or queries about the eVision module registration screens, you may email the following address:

modules@warwick.ac.uk

or leave your comments on the forum accessible via the Module Registration support page link on the Module Registration Introduction page (see page 3 above). Once you have accessed the forum click on the “Become a member of this forum” link at the top of the forum page to enable it to appear in your “My forums” list.

Please remember that academic-related questions (e.g. about module content or what modules or assessment methods you may choose) should be addressed to your academic department rather than to modules@warwick.ac.uk or the forum (staff dealing with these are unable to answer academic-related questions).

If you would like a larger print version of these instructions please email modules@warwick.ac.uk stating the address to which you wish them to be sent.