



LEARNING AND TEACHING SERVICE

**MODULE ENROLMENT 2019-20
(13 March - 22 March 2019)**

**For Undergraduate Students Returning to University
in September 2019**

Information for Academic Staff

Introduction

Module enrolment is the process by which students enrol for the option modules they wish to study in the 2019-2020 academic year. This short document aims to provide information about enrolment for academic staff and enable academic colleagues to advise any student who contacts them for help or guidance.

Scope

<p>Online enrolment</p>	<p>Full-time continuing undergraduate students</p> <p>Students currently on their Year/Semester Abroad</p>
<p>Enrolment using a paper form</p>	<p>Part-time continuing Students</p> <p>Students on an Interruption to a Period of Study (intercalation), returning to University in September 2019</p> <p>Students who have previously had an interruption to their period of study for one semester and their enrolment for 2019-20 will span across two years of their profile</p> <p>Students currently completing the HUM Foundation Year</p> <p>Students on the BSc Natural Sciences</p>
<p>Online enrolment AND Enrolment using a paper form</p>	<p>Students seeking a Variation to Course Profile e.g. concession to take a module outside their course profile. Please note that under BIM students can only take 30 credits off profile during their period of study</p> <p>Students applying to spend a Semester Abroad and the relevant semester abroad module is not included as an option in their course profile</p> <p>Students requesting a Transfer to another course at the start of 2019/19</p> <p><i>Students in this category must:</i></p> <ul style="list-style-type: none"> ▪ <i>undertake online module enrolment as normal following their current course profile requirements;</i> ▪ <i>consult with Admissions (Course Transfer), the Study Abroad Office (Semester Abroad) or LTS (Variation to Course Profile) to obtain the relevant paper form for completion;</i> ▪ <i>complete a paper enrolment form outlining modules including any module(s) which reflect a Course Transfer, Semester Abroad or Variation to Course Profile;</i> ▪ <i>submit both paper forms to their home Hub for</i>

	<i>processing.</i>
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Enrolment Timeline

Action	Dates
LTS deadline for updating course profiles	21 December 2018
LTS to confirm to CAMS (via sis.records@uea.ac.uk) that course update has been completed	28 January 2019
Team Leaders to be asked to check routes involved in OME 19/20 (via LTS News)	8 January 2019
Team Leaders to sign off routes involved in OME 19/20	25 January Week 2
SITS training for LTS staff on OME	Between 28 Jan and 8 Feb (3 hands on and 1 overview session)
Route transfers: after diet generation and before & after students have completed OME contact sis.records for advice on these cases	
CAMS to send errors to LTS School team inboxes for correcting	From 4 February: Week 4
LTS to confirm that all errors have been corrected	By 15 February: Week 5
CAMS to generate diets. MBBS to be excluded from this	11 to 22 February: Weeks 5 and 6
SMOs to be switched off by FPG prior to diet generation	
Diets released by CAMS: Student will then be able to see their profiles	26 February: Week 7
Mav targets/actuals (student view) turned off (by sis.records)	26 February: Week 7
Enrolment information for continuing students in 2019/20 circulated by LTS	26 February: Week 7
Note: Students should be able to access online Module Outlines on 1 March 2019	
Briefing sessions for LTS staff	26 February 10.15 in Careers 01.25 repeated at 1.45 on 28 February in SCVA Lecture Room 01.10
Advice and Guidance provided to students by Schools, e.g. briefings, module fairs, adviser meetings etc. (Schools in liaison with LTS)	4 March – 15 March 2019: Weeks 8 and 9
Advertised online enrolment system open for 2019/20 (LTS)	From 13 March: Week 9
Advertised online enrolment closed for 2019/20 (LTS)	22 March: Week 10
Each Hub to run help sessions within the Hub to assist students with module enrolment. Hubs to decide when and how they want to run the sessions	Suggest 15 March: Week 9 and 21 & 22 March: Week 10
LTS chasing late enrollers	25-29 March 2019: Week 11 &

	into Easter vacation
No module enrolment changes to be made prior to student choice data being released to schools	25 March until 10 May
Provisional enrolment student choices data released to schools by LTS	By 29 April 2019: Week 12
LTS receive confirmed enrolments from Schools Teaching allocation deadline is 24 May 2019	By 10 May: Week 13
Start Module Scheduling	After 10 May
Start student scheduling	17 July 2019
Mav targets/actuals (student view) turned on (by sis.records)	22 July
Timetable published to continuing students by LTS	9 August (earliest date)
Final deadline for students to change module enrolment – week 3 of Autumn semester and week 2 Spring semester	

Information Provided to Students

Students receive information about enrolment via an email circulated during Weeks 7 and Week 8. The email directs students to information and guidance on the Learning and Teaching Service (LTS) website at

<https://portal.uea.ac.uk/learning-and-teaching/students/modules-and-courses/module-enrolment>

On the website students will find:

- Guidance for full-time students*
- Guidance for students currently on their Year or Semester Abroad*
- Guidance for part-time students on enrolling using a paper enrolment form*
- Guidance for students who are currently on an Interruption to a Period of Study and will return to their studies in 2019-20*
- Guidance for students on how to make module choices online using e:Vision
- Guidance for students who wish to transfer course at the beginning of the next academic year and who they should contact for advice
- Form for use by students in the following groups:
 - Part-time students
 - Students currently on an Interruption to a Period of Study and due to return to study 2019-20
 - Students currently completing the HUM Foundation Year
 - Students on the BSc Natural Sciences
 - Students whose current stage of study does not span the normal academic year (Sept – June)
 - Students who are requesting a Variation to Course Profile e.g. concession to take a module outside of their profile
 - Students who are applying to spend a Semester Abroad and the relevant Semester Abroad module is not included as an option on their profile
 - Students who wish to Transfer to another course at the beginning of 2019-20
- Details of School Briefing Sessions

- Details of LTS support sessions where staff in each Hub will be available to help students enrol online
- Where to get help, advice and guidance
- Contact details of the Hubs involved in supporting enrolment.

*via a drop down menu

Please note that, for most Schools (apart from AMA, HIS, the Institute of Interdisciplinary Studies, LDC and PPL) advisers will receive an email once their advisee has completed the online module enrolment task. This is to ensure that advisers are aware of the module choices that have been made by advisees so that any areas of concern can be discussed with the student, for example, an uneven balance of credits across semesters.

Note: All students choosing a HUM or ENV module (AMA, HIS, HUM, LDC and PPL; and ENV) *must* also choose a reserve module.

Contact LTS

Hub Staff dealing with module enrolment queries for 2019-20

School	Staff Name	Telephone	Email
AMA – AMS	Klara Krcova	3924	hub.ug.ams@uea.ac.uk
AMA – ART	Mel Haggar	3680	hub.ug.art@uea.ac.uk
AMA – FTM	Anwulika Emessiri	2217	hub.ug.ftm@uea.ac.uk
BIO	Tracy Elley / Lauren Powles / Louise Land / Julie Penton	2837 / 3881 / 2597 / 7552	hub.ug.bio@uea.ac.uk
CHE	Chloe Leggett / Lucy Dye	2705 / 2234	hub.ug.che@uea.ac.uk
CMP	Mike Mason / Bridy Parsons	7626 / 1614	hub.ug.eco@uea.ac.uk
ECO	Laura Howe / Tina Jeffrey	2894 / 2592	hub.ug.eco@uea.ac.uk
EDU	Nina Coe, Steph Greenacre	2087, 7484	hub.ug.edu@uea.ac.uk
DEV	Joshua Sowter	2191	hub.ug.dev@uea.ac.uk
ENV	Tracy Elley / Lauren Powles / Louise Land / Julie Penton	2837 / 3881 / 2597 / 7552	hub.ug.env@uea.ac.uk
HIS	Kate Meehan	2744	hub.ug.his@uea.ac.uk
HUM	Mel Haggar	3680	hub.ug.hum@uea.ac.uk
LAW	Tina Jeffrey / Lexie Rogers	2592 / 2516	hub.ug.law@uea.ac.uk
LDC	Jess Kerry / Kelly Myhill	2098 / 2723	hub.ug ldc@uea.ac.uk

MTH	Nathan Byram	2979	hub.ug.mth@uea.ac.uk
NBS	Peter Thompson / Kieran Shakespeare-Ward / Lindsay Balls	3056 / 2490 2649	hub.ug.nbs@uea.ac.uk
PPL-LCS	Jane Alvarez	7604	hub.ug.lcs@uea.ac.uk
PPL - PHI	Mark Bailey	7605	hub.ug.phi@uea.ac.uk
PPL – PSI Year 1 & 2	Krissie Lessiter	2299	hub.ug.psi@uea.ac.uk
PPL- PSI Year 3	Mark Bailey	7605	hub.ug.psi@uea.ac.uk
PSY	Nina Coe, Steph Greenacre	2087, 7484	hub.ug.psy@uea.ac.uk

Questions about the enrolment procedure or policy issues should be directed to the relevant LTS Hub Co-ordinator:

Hub / Schools	Staff Name	Telephone	Email
Arts Hub	Heather Reynolds AMA, ECO, HUM, LAW, PPL	2517	H.Reynolds@uea.ac.uk
Arts Hub	Clare Walker HIS, LDC	7608	Clare.S.Walker@uea.ac.uk
EFB Hub	Caroline Rose CHE, CMP, MTH, ENG, NAT PHA, PHY	1700	C.J.Rose@uea.ac.uk
EFB Hub	Louise Firman / Alex Hupton BIO, ENV, NBS	3270 / 7372	L.Firman@uea.ac.uk A.Hupton@uea.ac.uk
Zicer Hub	Carole Bull EDU, SWK, PSY	3217	C.Bull@uea.ac.uk