

# Optional Module Choice

## How to access the system and record your module preferences

### Accessing Optional Module Choice - we recommend you use a desktop PC rather than a mobile device when using the system

1. Open an internet browser window (Internet Explorer, Firefox etc.) and go to: [www.sussed.soton.ac.uk](http://www.sussed.soton.ac.uk).
2. Log in using your University of Southampton username and password (the same details you use to access your PC and your email account)

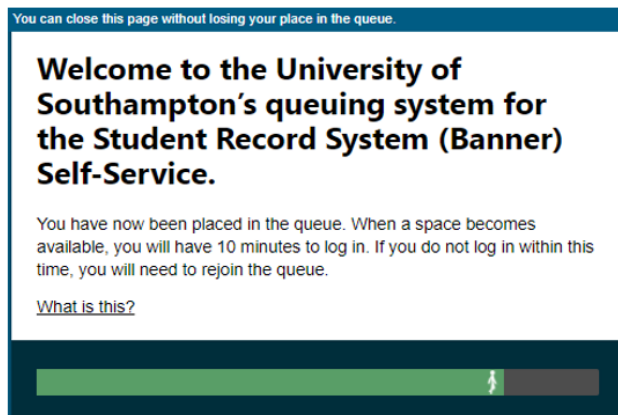
SUSSED



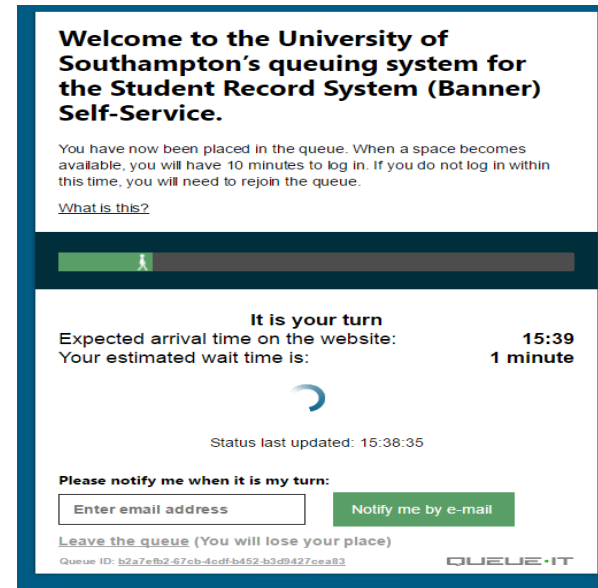
3. Now click on **My Student Record** in the Quick Links box on the top left hand side of the page
4. Please note that during the times when volume of traffic to Banner Self-Service is high, you will be placed in a queue to log in.



My student  
record



Once it is your turn, you will have a 10 minute window during which you can log in. If you log off, you will be able to log back in within those 10 minutes. However, after that time you may need to re-join the queue to log back into Self-Service.



5. You can elect to be notified by email when your place in the queue is ready.

Please notify me when it is my turn:

cmd@soton.ac.uk

Notify me by e-mail

We will send you an e-mail containing a link to your place in the queue, and another e-mail when it is time for you to return to the queue. E-mails may be delayed, moved to your spam folder, or lost due to reasons beyond our control, so we recommend that you check your status in the queue frequently.

Provided you return to the same browser, your place in the queue will be retained.

6. You will now need to log in to the Student Record System with your University of Southampton username and password

## User Login



Please enter your user Username and your Password then click Login.

When you have finished, please Exit and close your browser to protect your privacy

Username	<input type="text"/>
Password	<input type="password"/>

[Click Here for Help with Login?](#)

Click on the "Continue" button to proceed to make your selection

3. If the programme showing is not correct , please inform your Student Office as they will need to get this changed for you
4. If the system is not open yet or your programme is not eligible to select your options this way, the following message will be displayed once the continue button has been pressed:



You are unable to select your preferred options because the system is currently closed.

## 7. Select Optional Module Choice

### Main Menu

Welcome, Peter D. Jones, to the WWW Information System. Last web access on 06 Apr 2018 at 02:30 PM

#### Enrol Here

Complete your enrolment for the new academic year

#### Student Services

Apply for admission, display registration information or check your student record or your timetable

#### Personal Information

View or update your address, telephone and emergency contact information, view your email address, view name change information

#### Programme Catalogue

View programme regulations and option rules

#### Optional Module Choice

For students only

RELEASE: 8.8

© 2018 Ellucian Company L.P. and its affiliates.

## Confirming your Programme

1. The first screen asks you to confirm your academic details

ID Number:	20243995
Name:	Peter Demo Jones
Options to be selected for:	2018-2019 Academic Session

If all details are correct then click on the radio button labelled "Confirm".

Programme	Theme	Part	Confirm
BA History	BA History	BA History Part 2	<input type="radio"/>

If these are correct you should click to **Confirm** and then click on the **Continue** button to take you to the next screen:

If you have any queries about whether you should be able to access the system, please contact [curriculum@southampton.ac.uk](mailto:curriculum@southampton.ac.uk) who should be able to advise.

## Viewing Your Compulsory Modules

The next screen will display a list of the compulsory modules for your year of study (Part) and the Semester they will be taught in:

ID:	20243995
Name:	Peter Demo Jones
Session:	2018-2019 Academic Session
Part:	BA History Part 2

The Modules you must study are:

Module	Credit	Semester/Term
<a href="#">HUMA 2014</a> Humanities Employability Module Yr 2 0		Full Academic Year
<a href="#">HIST 2008</a> Group Project	30	Semester 2

## Optional Module Rules

1. Underneath your compulsory modules are the rules for the selection of optional modules - the amount of choice available to you in any particular year is dependent on the programme you are studying.

- To choose a module, you should select **Yes** from the drop down list on the right-hand side of the screen, adjacent to the module.
- To choose a reserve module, select **Reserve** from the drop down on the right-hand side of the screen list adjacent to the module

The Optional Modules for this Part are:

Module	Credit	Semester / Term	Selected
Rule 1			
Rule 1 GROUP 1			
HIST_2002	30	Semester 1	Yes ✓
HIST_2003	30	Semester 1	No ✓
HIST_2049	30	Semester 1	No ✓
HIST_2051	30	Semester 1	No ✓

## Information on Modules

- To find out further information about a module – including any Pre or Co-requisites, click on the module hyperlink which will take you through to the module details page

### Module Details

**Title:** The Space Age  
**Name:** History (HIST 2064)  
**Term:** 2018-2019 Academic Session (201819)  
**Description:** [HIST2064 the space age](#)  
**Level:** Undergraduate  
**Level of Credits:** Level 5 Diploma, Fdn Degree  
**Pre-requisites for this module are:**  
**Module Title**  
 No pre-requisites  
**Co-requisites for this module are:**  
**Module Title**  
 No co-requisites

Clicking on the hyperlink next to the Description field will take you to the Module webpage

## Free Elective / Subject Electives Module Rules

- In this example, there is the option to take 15 credits from the list of Free Elective modules (FREEXY15) – these are modules which are open to students from any discipline, studying any programme provided the students have met any pre or co-requisites.

FREE XZ15	Part 3 Elective	15	No	▼
FREE XZ15	Part 3 Elective	15	No	▼

- To select one of these, you should select **Yes** from the drop down list adjacent to the module and complete the rest of your selections. When you click on

**Continue**

you will be taken to a further screen to select the **Module Subject** code of the Free Elective

- Once you have chosen a subject, clicking on Continue button will display the modules available as Free Electives with that particular subject code.

You will be asked to select a specific module on the next page.

**ID:** 20243995  
**Name:** Peter Demo Jones  
**Session:** 2018-2019 Academic Session  
**Part:** BA History Part 2

You chose one or more free electives, now narrow this down to the subject:

Rule	Level	Credit	Your Choice	Module Subject
1 GROUP 2	NQF5		Chosen	- choose -

**Continue**

### RELEASED

To select a module from this list, click next to the module you would like to take.

You picked the option:

**Your Choice** Chosen  
**Selected under** Rule 1 GROUP 2  
**Option** FREE XY15 => GEOG ....  
**Description** A module in the subject area "Geography"  
**Level** Level 5 Diploma, Fdn Degree  
**Credit** 15  
 Choose one of these:

Module	Credit	Level	Semester/Term	Select
<a href="#">GEOG_2006</a>	15	Level 5 Diploma, Fdn Degree	Semester 1	<input checked="" type="radio"/>
<a href="#">GEOG_2007</a>	15	Level 5 Diploma, Fdn Degree	Semester 1	<input type="radio"/>
<a href="#">GEOG_2010</a>	15	Level 5 Diploma, Fdn Degree	Semester 1	<input type="radio"/>
<a href="#">GEOG_2027</a>	15	Level 5 Diploma, Fdn Degree	Semester 1	<input type="radio"/>

You can also select a FREE (FREEXY15) or Subject Elective (e.g. PAIR---) as a Reserve module

**Please ensure you take into account which semester your FREE/Subject elective is being taught in before you make your selection.**

To change options, click on the **Go back to change options** button:

[Go back to change options](#)

[Continue](#)

## Validation

1. Once you are happy with your selection, click on the **Continue** button.
2. The system will now check that the modules you have selected meet the rules for your programme. If there are any issues with the modules you have chosen, you will be directed to correct these before you can progress to the next screen

❗ **Rule PT3 R1 not met: you selected 45 credits, you must select 75**

3. The system will now check that you have met any pre or co-requisites. If you have not you will see an error message similar to the one below and will not be able to progress to the next screen

❗ **GEOG 2006:** You are not able to select this module as you have not done the pre-requisite study

If this happens, you can either select an alternative module or if you believe that your previous study is equivalent to the pre/co-requisites you should abandon the online module choice process and go to your Faculty to seek academic advice.

## Confirmation and Comments

1. If your selection meets the programme rules, you will be taken to the **Confirmation and Comments** screen where you will be able to see the optional courses you have selected and your reserve choices.

**Confirmation and Comments**

Your preferred options are shown below. If you wish to make any changes, please select the 'Go back to change options' button below.

If the availability of one or more of your preferred options is shown as **\*\*\*FULL\*\*\*** this means it has reached capacity and you will need to change your module selection.

Use the comments box to rank your preferences and reserve options. If you have chosen an elective module please use this box to indicate your reserve. For example:

PSYC3010 and MATH3002 are my first choice preferences  
FREN3001 is my first choice reserve  
If my first choice elective is not available I would like ELEC3009 as my reserve.

If your preferred modules are available, and when you have checked your selections and completed the comments, click 'Confirm and Submit'. We will send confirmation of your preferred modules to your University email account. If we are unable to accommodate any of your preferences, we will contact you. Check your University email account regularly.

Your preferences are:

Module	Credit	Session	Current Status	Availability
<a href="#">DEMO 2010</a> Population in Developing Societies	15	Semester 1	Not yet registered	<b>Available</b>
<a href="#">HIST 2002</a> American Foreign Relations from the Birth of the Republic	30	Semester 1	Not yet registered	<b>Available</b>
<a href="#">HIST 2073</a> Jews in Germany before the Holocaust	15	Semester 1	Not yet registered	<b>Available</b>
<a href="#">HIST 2036</a> The Hundred Years War	30	Semester 2	Not yet registered	<b>Available</b>

Your reserve options are:

2. If the availability of one or more of your preferred options is shown as **\*\*\*FULL\*\*\*** this means it has reached capacity and you will need to select an alternative

Your preferences are:

Module	Credit	Session	Current Status	Availability
<a href="#">UOSM 2015</a> Sustainability in the Local and Global Environment	15	Semester 1	Registered	
<a href="#">UOSM 2009</a> Ethics in a Complex World	15	Semester 2	Registered	
<a href="#">UOSM 2012</a> Online Social Networks	15	Semester 2	Registered	
<a href="#">UOSM 2021</a> More or Less	15	Semester 2	Registered	
<a href="#">UOSM 2024</a> The Arab World in and Beyond the Headlines	15	Semester 2	Not yet registered	<b>*** FULL ***</b>

3. Once you are satisfied with your choices, you can use the **Comments** box to add any further comments relating to your choices. For some programmes, you may be required to list additional reserves or indicate an order of preference for your electives

### Comments (preferences and reserve options)\*:

\*N.B.: Keep your comments brief, less than 1000 characters.

[Confirm and Submit](#)

## Summary

1. A confirmation message will now appear on the screen and you will also receive an email (sent to your University email account), confirming your choice.
2. We cannot guarantee that you will be able to study your preferred modules. If we are unable to accommodate any of your preferences, we will allocate you to one of your reserve modules or contact you with queries.  
**Please ensure that you check your University account regularly.**
3. During the open period, you can go back into the system and amend your choice as many times as you like.