Optional Module Choice

How to access the system and record your module preferences

UNIVERSITY OF **Southampton**

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**.

2. Log in using your University of Southampton username and password (the same details you use to access your PC and your email account)

3. Now click on **My Student Record** in the Quick Links box on the top left hand side of the page

   My student record

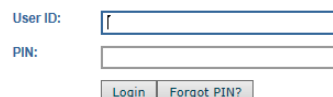4. You will now need to log in to the Student Record System with your University of Southampton username and password
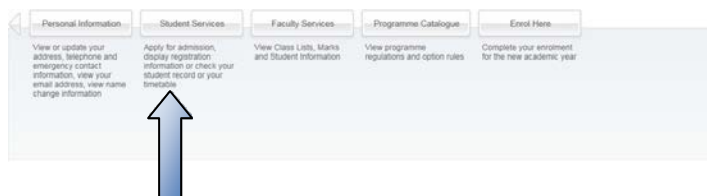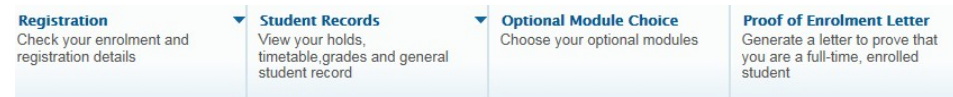
5. Select Student Services

6. Select Optional Module Choice

Confirming your Programme of Study

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

ID Number:	1426192
Name:	Clare Maria Dillury
Options to be selected for:	2015-2016 Academic Session

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

Programme	Theme	Part	Confirm
BScSoc Economics	BScSoc Economics	BScSoc Economics Part 3	○

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

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

   Continue

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.

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

Viewing Your Compulsory Modules

1. 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:

Module		Credit	Semester/Term
ECON 3023	Dissertation/Project	30	Non-Standard
ECON 3010	Topics in Macroeconomics 3	15	Semester 1

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.

Rule 1 GROUP 1	Group 1				
	Select 30-60 Credits				
	If you wish to take 2 double modules in Semester 1, select 2 modules from group 1 below.				
	Alternatively, if you wish to take one double module and two single modules in Semester 1, select 1 double module from group 1 below and two single modules from group 2.				
ENGL 3003	Rakes and Libertines	30	Semester 1	No	∨
ENGL 3004	Writing the Novel	30	Semester 1	No	∨
ENGL 3047	Literature and Visual Culture from the Middle East	30	Semester 1	No	∨
ENGL 3096	Victorian Bestsellers	30	Semester 1	No	∨
ENGL 3063	Tales of Travel 1000-1650: Idylls,Utopias,Monsters,Cannibals	30	Semester 1	No	∨
ENGL 3007	Holocaust Literature	30	Semester 2	No	∨

2. 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.

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

UOSM 2017	Intercultural communication in a global world	15	Semester 2	No ∨
UOSM 2018	Understanding Modern China	15	Semester 2	Reserve ∨
UOSM 2021	More or Less	15	Semester 2	Yes ∨
UOSM 2024	The Arab World in and Beyond the Headlines	15	Semester 2	Yes ∨

Information on Modules

1. 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: Global Health
Name: Broadening Horizons (UOSM 2004)
Term: 2015-2016 Academic Session (201516)
Description: UOSM2004 global health
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

Return to the Part   New Search

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

Free Elective / Subject Electives Module Rules

1. 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

2. 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

Session: 2015-2016 Academic Session
Part: BScSoc Economics Part 3
You chose one or more free electives, now narrow this down to the subject:

Rule	Level	Credit	Your Choice	Module Subject
PT3 R1	NQF6		Chosen	ANTH - Anthropology ∨

Continue

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

You picked the option:

Your Choice	Chosen
Selected under	Rule PT3 R1
Option	FREE XZ15 => ANTH ....
Description	A module in the subject area "Anthropology"
Level	Level 6 Honours Degree
Credit	15

Choose one of these:

Module		Credit	Level	Semester/Term	Select
ANTH 3007	Human Emotions: Social and Cultural	15	Level 6 Honours Degree	Semester 2	○

Go back to change options

Continue

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

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

⊘ ECON 3031: 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 allocate you to your reserve modules or contact you with queries. Check your University email account regularly.

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
UOSM 2015	Sustainability in the Local and Global Environment	15	Semester 1	Registered	
UOSM 2009	Ethics in a Complex World	15	Semester 2	Registered	
UOSM 2012	Online Social Networks	15	Semester 2	Registered	
UOSM 2021	More or Less	15	Semester 2	Registered	
UOSM 2024	The Arab World in and Beyond the Headlines	15	Semester 2	Not yet registered	*** FULL ***

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)*:

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.

*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.