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

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.
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

<table>
<thead>
<tr>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
</table>

Login  [Click Here for Help with Login?]

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**

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 NAWE Information System. Last web access on 09 Apr 2018 at 02:30 PM

- Final Menu
- Complete your assessment 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

**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".

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**

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:

<table>
<thead>
<tr>
<th>Module</th>
<th>Credit</th>
<th>Semester/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMA 2014 Humanities Employability Module Yr 2</td>
<td>0</td>
<td>Full Academic Year</td>
</tr>
<tr>
<td>HIST 2008 Group Project</td>
<td>30</td>
<td>Semester 2</td>
</tr>
</tbody>
</table>

**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.

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.

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: 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:
- No pre-requisites

Co-requisites for this module are:
- No co-requisites

Subject Elective Module Rules

1. In this example, there is the option to take 15 credits from the list of Subject Elective modules (DEMO----, ECON---- etc) – these are modules in a particular subject which are open to students, provided the students have met any pre or co-requisites.

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 Subject elective.

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

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

You picked the option:

- Option: DEMO ....
- Description: 15 credits in any level NQFS module in subject DEMO ("Demography")
- Level: Level 5 Diploma, Fdn Degree
- Credit: Any

You can also select a Subject Elective as a Reserve module

Please ensure you take into account which semester your 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.

Your preferences are:

<table>
<thead>
<tr>
<th>Module</th>
<th>Credit</th>
<th>Session</th>
<th>Current Status</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO 2010 Population in Developing Societies</td>
<td>15</td>
<td>Semester 1</td>
<td>Not yet registered</td>
<td>Available</td>
</tr>
<tr>
<td>HIST 2002 American Foreign Relations from the Birth of the Republic</td>
<td>30</td>
<td>Semester 1</td>
<td>Not yet registered</td>
<td>Available</td>
</tr>
<tr>
<td>HIST 2073 Jews in Germany before the Holocaust</td>
<td>15</td>
<td>Semester 1</td>
<td>Not yet registered</td>
<td>Available</td>
</tr>
<tr>
<td>HIST 2046 The Hundred Years War</td>
<td>30</td>
<td>Semester 2</td>
<td>Not yet registered</td>
<td>Available</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Module</th>
<th>Credit</th>
<th>Session</th>
<th>Current Status</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOCM 2015 Sustainability in the Local and Global Environment</td>
<td>15</td>
<td>Semester 1</td>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td>UOCM 2009 Ethics in a Complex World</td>
<td>15</td>
<td>Semester 2</td>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td>UOCM 2012 Online Social Networks</td>
<td>15</td>
<td>Semester 2</td>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td>UOCM 2021 More or Less</td>
<td>15</td>
<td>Semester 2</td>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td>UOCM 2024 The Arab World in and Beyond the Headlines</td>
<td>15</td>
<td>Semester 2</td>
<td>Not yet registered</td>
<td>FULL</td>
</tr>
</tbody>
</table>

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)**:

*Note: 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.