

# Online Module Choice

**Notes of guidance**

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## Making your module selection

When you first log onto the system you are given a welcome message, and then shown the Programme that we anticipate you enrolling on next academic year.

You should see a red cross with a request to make further choices/submit choices, as below, and you will need to click on '**Show Details**' (indicated below) to do so.

Welcome


There is a note from a member of staff that you have not yet acknowledged

 You have not yet submitted your choices [Submit Choices](#)

**N120/2 (A)** BA (Hons) Business and Management - Level 2 module groups

Credits Required: 120 Credits Accumulated: **105** [View modules you have chosen](#)

[Show Detail](#)



You will now see the module groups that make up your programme – these may consist of compulsory, core and optional module groups – along with some instructions specific to your programme.

You will need to make sure that all the appropriate module groups are selected, and any compulsory modules should be selected for you automatically – you will be shown a green flag to indicate that no further choices are required.

To choose your optional modules (if any) you will need to click 'Show Details' again, next to each group as indicated below.

**N120/2 (A)** BA (Hons) Business and Management - Level 2 module groups

[Hide Detail](#)

Credits Required: 120 Credits Accumulated: **105** [View modules you have chosen](#)


Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study m

☒ **N120/2 Comp (A)** Level 2 Compulsory Modules

[Show Detail](#)

☒ **N120/2 Opt 1 (A)** Level 2 Optional Modules - Teaching Block 2

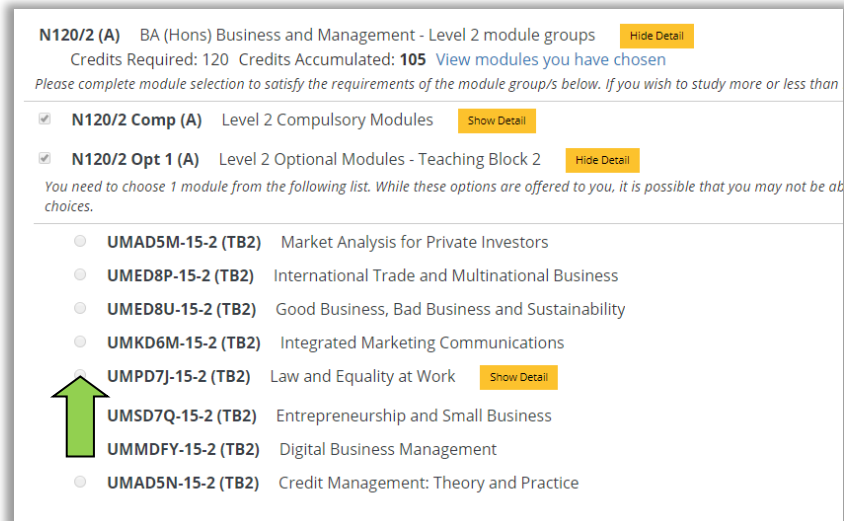
[Show Detail](#)



Each optional group with options will initially show a red flag (far Right hand side) to indicate that further choices are required – when you have made a selection that fits the instructions on screen the flag will turn green.

To select a module –

Click on the round button to the left hand side of the module code.



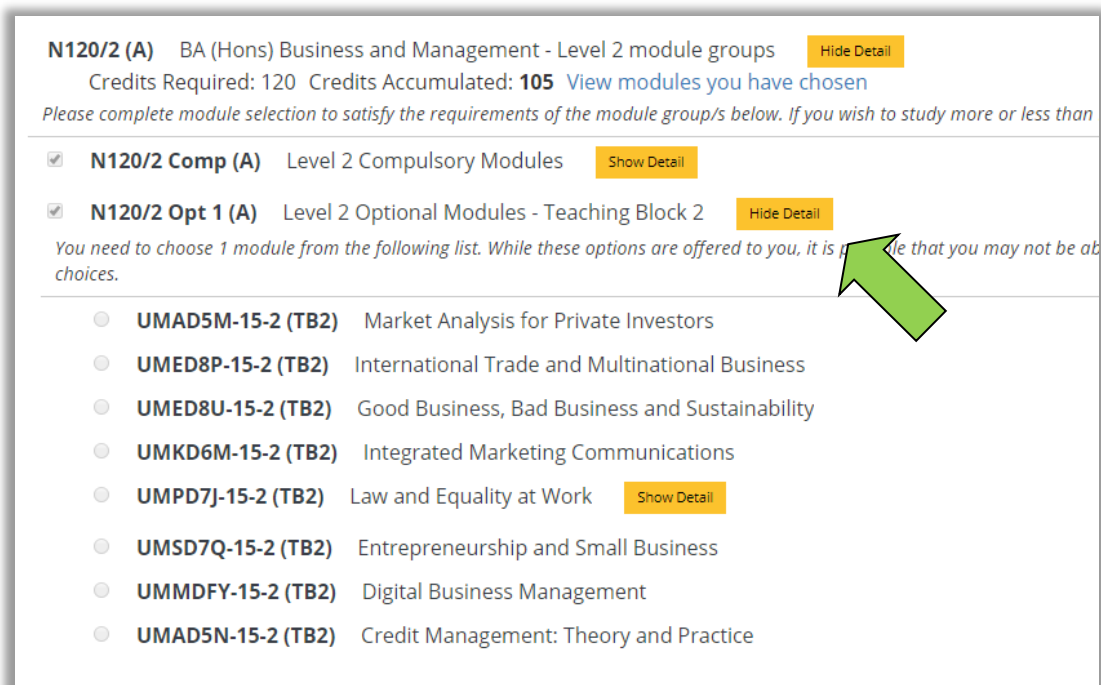
**N120/2 (A)** BA (Hons) Business and Management - Level 2 module groups [Hide Detail](#)  
Credits Required: 120 Credits Accumulated: **105** [View modules you have chosen](#)  
*Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than*

☒ **N120/2 Comp (A)** Level 2 Compulsory Modules [Show Detail](#)

☒ **N120/2 Opt 1 (A)** Level 2 Optional Modules - Teaching Block 2 [Hide Detail](#)  
*You need to choose 1 module from the following list. While these options are offered to you, it is possible that you may not be able to choose all of the following.*

- ☐ **UMAD5M-15-2 (TB2)** Market Analysis for Private Investors
- ☐ **UMED8P-15-2 (TB2)** International Trade and Multinational Business
- ☐ **UMED8U-15-2 (TB2)** Good Business, Bad Business and Sustainability
- ☐ **UMKD6M-15-2 (TB2)** Integrated Marketing Communications
- ☐ **UMPD7J-15-2 (TB2)** Law and Equality at Work [Show Detail](#)
- ☒ **UMSD7Q-15-2 (TB2)** Entrepreneurship and Small Business
- ☐ **UMMDFY-15-2 (TB2)** Digital Business Management
- ☐ **UMAD5N-15-2 (TB2)** Credit Management: Theory and Practice

You should work your way through the module groups for your programme until they all show green flags. To 'close' each module group after making a selection, click on "**Hide Details**" as show below.



**N120/2 (A)** BA (Hons) Business and Management - Level 2 module groups [Hide Detail](#)  
Credits Required: 120 Credits Accumulated: **105** [View modules you have chosen](#)  
*Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than*

☒ **N120/2 Comp (A)** Level 2 Compulsory Modules [Show Detail](#)

☒ **N120/2 Opt 1 (A)** Level 2 Optional Modules - Teaching Block 2 [Hide Detail](#)  
*You need to choose 1 module from the following list. While these options are offered to you, it is possible that you may not be able to choose all of the following.*

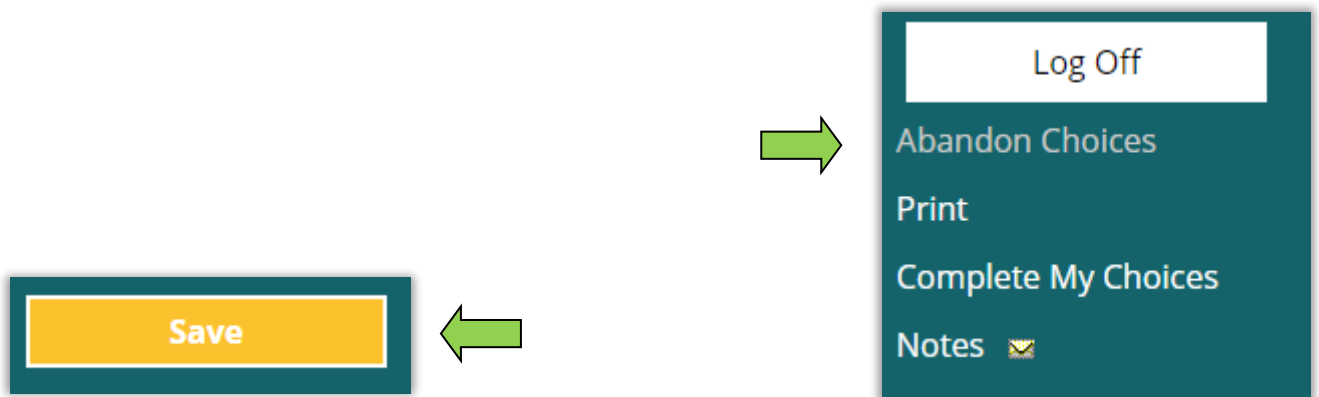
- ☐ **UMAD5M-15-2 (TB2)** Market Analysis for Private Investors
- ☐ **UMED8P-15-2 (TB2)** International Trade and Multinational Business
- ☐ **UMED8U-15-2 (TB2)** Good Business, Bad Business and Sustainability
- ☐ **UMKD6M-15-2 (TB2)** Integrated Marketing Communications
- ☐ **UMPD7J-15-2 (TB2)** Law and Equality at Work [Show Detail](#)
- ☐ **UMSD7Q-15-2 (TB2)** Entrepreneurship and Small Business
- ☐ **UMMDFY-15-2 (TB2)** Digital Business Management
- ☐ **UMAD5N-15-2 (TB2)** Credit Management: Theory and Practice

Within each module group you may also see another layer of grouping. This is in place to ensure that you can only choose valid combinations of modules and you should treat these exactly the same as normal module groups and make sure your selection turns the red flag into a green flag.

## Saving and Submitting your selection

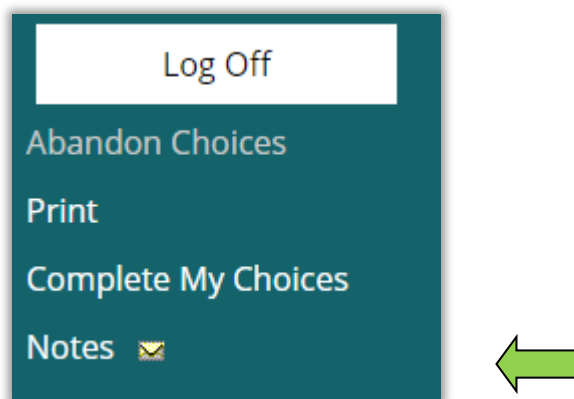
Once you are satisfied with your selection (flags all green) you will need to click "Save" on the left hand side menu.

If you wish to clear your choices, or return to the last saved set of choices, you can do so by clicking on "Abandon" as indicated below.



## Logging Off

Once you are happy and you have submitted your module choices, you can log out of the On-line Module Choice application.



## ACTIVITY CHANGE – CHANGING YOUR TIMETABLE

At the start of each teaching block many students will have the ability to change parts of their timetable online. The open and close dates of when this service is available will be advertised as an announcement.

[Log Off](#) | [Notes](#) | [Activity Change](#)

Welcome

Choices were submitted on 11 May 2017 14:28:49. You can review your changes by using the 'Show Detail' button below - if you wish to make further changes please use the Change Choices button below.

**N120/2P/3 (A) BA (Hons) Business and Management - Level 2P/3 Module Groups**

Credits Required: 0 Credits Accumulated: 120

☒ No further choices required [Show Detail](#)

You can follow the Activity Change link and if the service is available to you your modules will have “Show Details” Boxes next to them.

**N420/2 BA (Hons) Accounting & Finance - Level 2 Module Groups**  
Credits Required: 120 Credits Accumulated: 120

☒ No further choices required ☐ Approved? [Hide Detail](#)  
Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than is required for this programme, make your selection and leave an explanatory note. You will be contacted by a member of staff

☒ **AF2 Compulsory Other Activities BA (HONS) ACCOUNTING & FINANCE** ☒ No further choices required [Show Detail](#)  
☒ **N420/2 Comp Level 2 Compulsory Modules** ☒ No further choices required [Show Detail](#)  
☒ **N420/2 Opt Level 2 Optional Modules** ☒ No further choices required [Hide Detail](#)  
Please select modules to the value of 30 credits from the following options. Please note if you select UMADHV-15-2, you will be unable to select UMEDBU-15-2 as these modules are an excluded combination. While these options are offered to you, it is possible that you may not be able to take some module combinations. Please check your UWE emails during July and August for any request to make alternative choices.

☒ **UMADSN-15-2 (TB2) Credit Management: Theory and Practice** ☒ No further choices required [Show Detail](#)

☐ **UJUJ4-15-2 Business Law** [Show Detail](#)

☐ **UMADSM-15-2 (TB2) Market Analysis for Private Investors** [Show Detail](#)

☐ **UMADHV-15-2 Governance and Accountability** [Show Detail](#)

☒ **UMEDBU-15-2 Good Business, Bad Business and Sustainability** ☒ No further choices required [Hide Detail](#)

You must allocate to all of the following Activity Templates

☒ **UMEDBU-15-2 L GOOD BUSINESS, BAD BUSINESS AND SUSTAINABILITY** ☒ No further choices required [Hide Detail](#)

You must allocate to all of the following Activities

☒ **UMEDBU-15-2 L/01 75/125 15:00-00:16:00 on Friday Week 26-Week 27**

☒ **UMEDBU-15-2 Le GOOD BUSINESS, BAD BUSINESS AND SUSTAINABILITY** ☒ No further choices required [Hide Detail](#)

You must allocate to only one of the following Activities

☐ **UMEDBU-15-2 Le/01 Clash 34/45 10:00-00:11:00 on Friday Week 26-Week 27**

☐ **UMEDBU-15-2 Le/02 41/45 14:00-00:15:00 on Friday Week 26-Week 27**

☒ **UMEDBU-15-2 T GOOD BUSINESS, BAD BUSINESS AND SUSTAINABILITY** ☒ No further choices required [Hide Detail](#)

You must allocate to only one of the following Activities

☐ **UMEDBU-15-2 T/01 Clash 13/25 10:00-00:11:00 on Friday Week 26-Week 27**

☐ **UMEDBU-15-2 T/04 Full 25/25 13:00-00:14:00 on Friday Week 26-Week 27**

☐ **UMEDBU-15-2 T/03 Clash 16/25 14:00-00:15:00 on Friday Week 26-Week 27**

☐ **UMEDBU-15-2 T/02 21/25 16:00-00:17:00 on Friday Week 26-Week 27**

☒ **AF2 other activities** ☒ No further choices required [Show Detail](#)

When you click on these “Show Details” buttons any additional teaching options will be visible. You will not be able to untick a session if it is the only teaching session – as in the case of the lecture above.

You will also not be able to swap sessions if the session you want to go to is FULL, or clashes with something else already in your timetable.

On some occasions you will be able to move the other clashing session, but you will need to do that before you can make the original change you wanted.

## VIEWING PROVISIONAL TIMETABLE INFORMATION IN OMC

During the activity change all the timetabling information is displayed underneath the module choices:

<div>Save Changes</div> <div>Abandon Changes</div>						
<div>All Year</div> <div>Semester 1</div> <div>Semester 2</div>						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8am						
9am						
10am			10:00 - 11:00 UMCDTX-30 UMCDTX-L2/01 <26-230-2 L2/01			
11am	11:00 - 12:00 UMAD5H-15-2 L/01	11:00 - 12:00 UMAD5M-15-2 L/01	11:00 - 12:00 UMAD5H-15-2 W/01			
12pm	12:00 - 1:00 UMCDTX-30-2 L1/02	12:00 - 2:00 UMAD5M-15-2 W/05				
1pm		Horner, Nicola, Week 26-Week 37		1:00 - 3:00 UMCDTX-30-2 W/08		
2pm				Okeke, Udonna, Week 26-Week 37		
3pm	3:00 - 4:00 UMCDTX-30-2 T1/16*			3:00 - 4:00 UMAD5H-15-2 T/01		
4pm	4:00 - 5:00 UMCDTX-30 UMCDTX-T2/08 <26-230-2 T2/08					
5pm						
6pm						
7pm						

*\*This is an demonstration example and should not be used for session time advice*

The view can be swapped to individual semester views using the tabs at the top of the timetable.

The view is broken down by day of the week and each session has time and week number attached. Although the sessions don't have the room number, they do have the Activity name and group number – which means they can be looked up using the Module timetable web page.

## FAQs

### **I've forgotten which modules I have chosen – where can I review my submission?**

If you log in again after you have submitted your choices you will be shown the selection you made along with information about when this was submitted, and whether this selection has been approved.

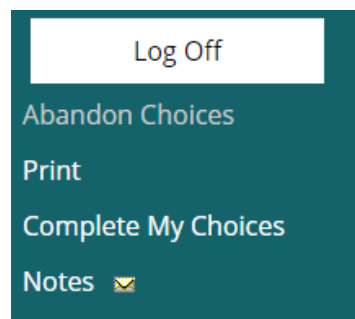
### **Can I change my module selection after I have submitted?**

You can – simply log in again and amend your choices using the same process as when you made your initial selection. In some cases you may need to de-select the module/s you no longer want in order to select new options.

### **What if I want to study part-time next year?**

If you wish to study less than 120 credits please talk to a Student Adviser, they will be able to discuss all the implications of this decision with you.

### **Leaving a Note for staff**



You can leave a note for Staff (Student Advisors) by clicking on the Notes option.

### **What if I know I will be taking additional modules next year?**

If you wish to study more than 120 credits please submit all the module choices you can and then talk to a Student Adviser, they will be able to help you complete your choices.

### **What if I want to study modules that are not showing available to me?**

If you wish to study modules that are not available to you as they are at a different level to the one showing, or because you are in the process of transferring to different programme, you will need to submit all the choices you can and then talk to a Student Adviser.

## **What if I have arranged a Placement next Year?**

If you are on a programme that allows you to select a Placement module for 2018/19, you should be able to choose between "Placement Already Arrange", No Placement - but still looking and No Placement - Level 3 Options.

If you have arranged a placement – Select the Placement Already arranged option, and check to see if you have any further options (some programmes have a Professional Practice Module taken while on placement). If you intend to go on Placement but you haven't arranged anything yet, you should make a module selection to indicate what you would choose to do if a placement doesn't become available.

## **I'm shown as being on a 'Non-Standard' programme – what does this mean?**

A non-standard programme is (with a few exceptions) one that involves anything other than taking 120 credits per year, at a single level – ie 120 credits at Level 1. If you are taking (or wish to undertake) a non-standard programme of study, then your choices will not be automatically validated online, but will be checked by a member of staff to ensure that it is academically viable and fits UWE regulations.

## **What does !Exclusion! mean?**

In most cases Exclusion appearing next to a module in the list means that the module clashes with one you have already selected.

You will not be able to select a module marked with Exclusion and if this is preventing you from making the choices you want - you should untick your optional modules and re-select in order of preference. You will still not have all the modules you originally wanted, but you will have the ones you wanted most.

## **What does !CLASH! mean?**

This is a timetable clash, something you have already selected clashes with the module or item you are looking at.

You will not be able to select a module/item marked with Clash and if this is preventing you from making the choices you want - you should untick your optional modules and re-select in order of preference. You will still not have all the modules you originally wanted, but you will have the ones you wanted most.

## **A module is showing as FULL**

A few modules have a cap on numbers and a module which has the Full marker next to it has reached its cap. Or the module is not running for that academic year and the cap has been set at zero.

However, people can change their mind throughout the open period and it is worth checking back regularly if you want a module that is currently full.