



## IMPORTANT INFORMATION - MODULE SELECTION FOR 2012/13

**For the attention of all undergraduate degree students (not including Foundation Degree) progressing to the next level of their programme in 2012/13**

### WHAT IS MODULE SELECTION?

All students expected to continue with their studies next year are required to make their option module choices in March/April 2012. It is essential that you make your module choices at this time to allow us to make appropriate arrangements for teaching and timetabling.

All full-time students are required to register for 120 credits (usually 6 modules) in each academic year. If your programme of study is made up of 120 credits of CORE modules, you will not be required to select any further modules and you will be able to view them on your e:Vision account.

### WHEN SHOULD I SELECT AND REGISTER MY MODULES?

Module selection will take place on-line via your e:Vision account and can be completed at home or on campus. You must complete the module selection process from **Monday 26 March to Sunday 15 April 2012**.

Please note that it is essential that you carry out your registration in good time. You will not be able to complete the process before or after the above dates.

### HOW DO I SELECT MY MODULES?

#### 1. Refer to the Programme of Study Catalogue

In preparation for your module selection, and before you log on to e:Vision to complete the process, you should refer to the on-line Programme of Study Catalogue 2012/13 on our website:  
[https://tas12.leedstrinity.ac.uk/sipr/IPP\\_FEHQ\\_CATALOGUE/index.htm](https://tas12.leedstrinity.ac.uk/sipr/IPP_FEHQ_CATALOGUE/index.htm)

This will provide you with details of all modules associated with your programme of study: the core modules you are required to take (and for which you will be automatically registered), and the details of any module selections you are required to make. You should make a note of your module choice codes (including reserves).

Please note that, for every selection made within an option list, you will also be required to enter one reserve module code, as your first choice module(s) cannot always be guaranteed.

You may wish to contact your progress and/or module tutors for advice on your module selections.

#### 2. Ensure your IT username and password is valid

You will need your ISS username and password to be able to access your account. Please contact the ISS computer helpdesk, in the AKLC, as soon as possible if you have any queries related to your username and password. Please note that you will need your student ID card should your password need to be reset.

#### 3. Make your initial module selections via e:Vision

You should complete the process on-line from **Monday 26 March to Sunday 15 April 2012**. Once you have logged into your e:Vision account, you should click on the '*Select my modules for 2012/13*' link. Remember, you will need to have with you your computer username/password and a note of your module choices (including reserves) in order to complete module selection.

At the end of the process you can view and print your selections via the confirmation screen. You can access confirmation of your selections at any time by logging into your e:Vision account. Please note that the information will confirm your **initial** selections only at this stage.

### **WHEN WILL MY MODULES BE CONFIRMED FOR 2012/13?**

You will receive confirmation of your module registration for 2012/13 via your e:Vision account from Friday 1 June (current Level 4/4a) and Friday 6 July (current Level 4b/5). It is your responsibility to check the information as soon as it becomes available, and to contact Student Administration if you have any queries.

Please note that you will not receive results/credit for any module which does not appear on your *Module Registration Confirmation*, even if you attend classes and/or submit work. You should also note that it is not always possible to register you for your first choice modules. Where possible, you will automatically be registered for your reserve choice. Student Administration will contact you if, for any reason, that is not possible.

### **CAN I AMEND MY MODULE SELECTIONS?**

There will be an opportunity for you to request amendments to your module registration during the 'Drop/Add' period at the beginning of the 2012/13 academic year. Changes will not be permitted at any other time. Further details regarding the process for requesting amendments will be available with your *Module Registration Confirmation* via your e:Vision account at the end of the academic year.

Please note that Student Administration is the only department able to process and confirm module registration amendments.

#### **Module Selection Queries:**

**Sarah Jones**  
0113 2837326  
[s.jones@leedstrinity.ac.uk](mailto:s.jones@leedstrinity.ac.uk)

**Sarah Brown**  
0113 2837117  
[s.brown@leedstrinity.ac.uk](mailto:s.brown@leedstrinity.ac.uk)

**Julie Belsham**  
0113 2837119  
[j.belsham@leedstrinity.ac.uk](mailto:j.belsham@leedstrinity.ac.uk)

**Annmarie Sperry**  
0113 2837120  
[a.sperry@leedstrinity.ac.uk](mailto:a.sperry@leedstrinity.ac.uk)

#### **e:Vision Queries:**

**Simon Mason**  
0113 2837118  
[s.mason@leedstrinity.ac.uk](mailto:s.mason@leedstrinity.ac.uk)

**Jon Allott**  
0113 2837100 ext 359  
[j.allott@leedstrinity.ac.uk](mailto:j.allott@leedstrinity.ac.uk)

#### **Username/Password Queries ONLY:**

**ISS Computer Helpdesk**  
0113 2837223  
[helpdesk@leedstrinity.ac.uk](mailto:helpdesk@leedstrinity.ac.uk)

Student Administration  
[studentadmin@leedstrinity.ac.uk](mailto:studentadmin@leedstrinity.ac.uk)