

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



My student record

### User Login

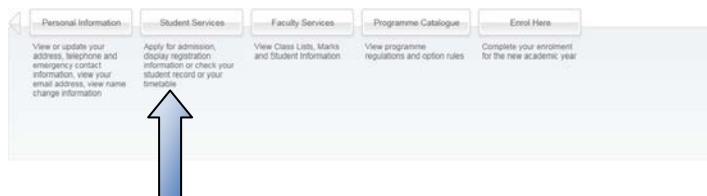
Please enter your user Username and your Password then click Login.

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

User ID:

PIN:

5. Select Student Services



6. Select Optional Module Choice



<b>Registration</b> Check your enrolment and registration details	<b>Student Records</b> View your holds, timetable, grades and general student record	<b>Optional Module Choice</b> Choose your optional modules	<b>Proof of Enrolment Letter</b> Generate a letter to prove that you are a full-time, enrolled student
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### 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	<input type="radio"/>

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

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](mailto: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:

**Session:** 2015-2016 Academic Session

**Part:** BScSoc Economics Part 3

The Modules you must study are:

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				
	<b>Select 30-60 Credits</b>				
	<b>If you wish to take 2 double modules in Semester 1, select 2 modules from group 1 below.</b>				
	<b>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.</b>				
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 3006	Victorian Bestsellers	30	Semester 1	No	▼
ENGL 3003	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

UCSM 2017	Intercultural communication in a global world	15	Semester 2	No	▼
UCSM 2018	Understanding Modern China	15	Semester 2	Reserve	▼
UCSM 2021	More or Less	15	Semester 2	Yes	▼
UCSM 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:**  
No pre-requisites  
**Co-requisites for this module are:**  
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	<input type="radio"/>

**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	<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)\*:

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.