Module Registration (eMR) for Undergraduate and Taught Postgraduate Students: Autumn Term 2020

All undergraduate and taught postgraduate students taking modules at the University during the 2020/21 academic year need to register for their modules (including credit (CATS) weights) and associated assessment methods, via the University's eVision Module Registration system, _**unless informed otherwise by their academic department - please check with your department if you are in any doubt about the procedure applicable in your case.**_

eVision module registration is an integral part of the University's Tribal student record system (known as the SITS system).

Please read these instructions carefully before you begin to use the eVision online module registration form.

For most departments, module registration will be open in the Autumn Term as follows:

1st – 23rd October 2020

Please ensure that you have completed and submitted your final module and assessment method registrations by the **deadline of 23rd October 2020**. (_N.B. for a small number of taught postgraduate courses different dates may apply and if this is the case you will be informed by your academic department)._ If you fail to register properly by the deadline, you may lose the opportunity to take the optional modules you would prefer.

Subject to the permission of your academic department the module registration system may be opened again at the start of the Spring Term for you to make any further amendments at that point.

Before beginning the module registration process you need to have a Warwick ID and password. If you have not registered for an IT Services account, you can do so using the IT Services web page: http://www2.warwick.ac.uk/services/its/servicessupport/accounts/register/. If you have forgotten your usercode or password please contact the IT Services helpline on +44 (0)24 7657 3737 (University extension 73737). Please note this helpline should not be used for queries regarding how to use the module registration pages, only for queries about IT Services accounts and IT access. For other queries regarding the use and operation of the online module registration form, please use the website support information. **Please note that academic-related questions (e.g. about the academic content of a module or which modules or assessment methods you may choose) need to be addressed to your academic department in the first instance.**
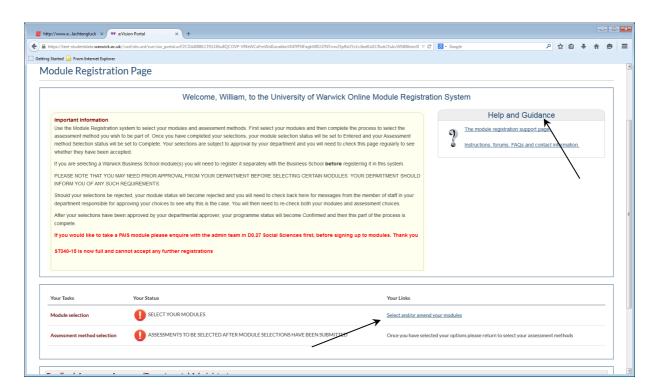
USING eVISION MODULE REGISTRATION (eMR)

These instructions are intended to guide you through the process of registering your modules and assessment methods and you should consult them before and during registration of your modules. They can be accessed from the eVision module registration screen via the Module Registration Help Page link.
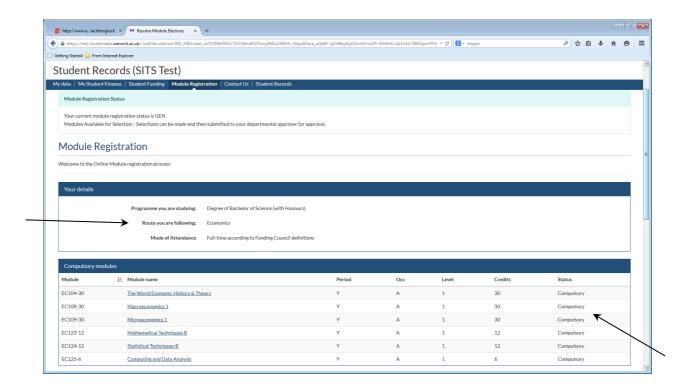
Step One **| Logging in**

Once you have a Warwick ID and password and have (re-)enrolled, you should visit the University homepage:
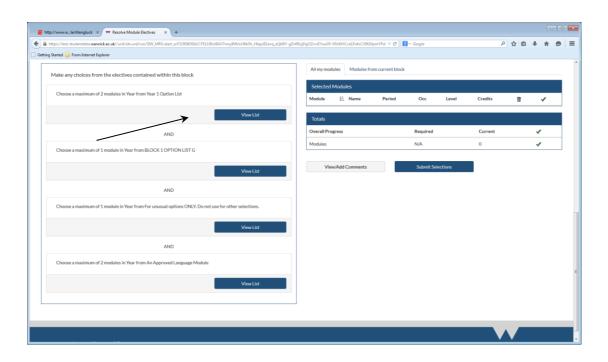
The eVision online form for Module Registration for 2020/21 is available via www.warwick.ac.uk/evision.Find and select your "Student Record" -> "My data" links and then "Module Registration"; this will take you to the Module Registration Introduction page illustrated below:

You can find help and guidance about the process via the link to "**The module registration support page**" on the right-hand side of the screen.

In the above screen, click the "**Select and Amend your Modules**" link in the "Your Links" box at the bottom of the screen. This takes you to the screen below:
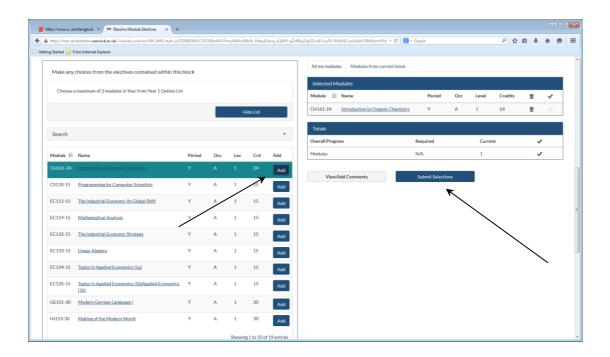

You should first check that your degree course (Route) is correct in the "Your details" box, as this determines which module lists are displayed to you.

If you think the course displayed is incorrect, you should contact the Student Records team in University House via studentrecords@warwick.ac.uk or 024 7657 4333, before continuing with your module registration.

Under the section "Compulsory Modules", any compulsory (core) modules for your degree/year of study will already be displayed.
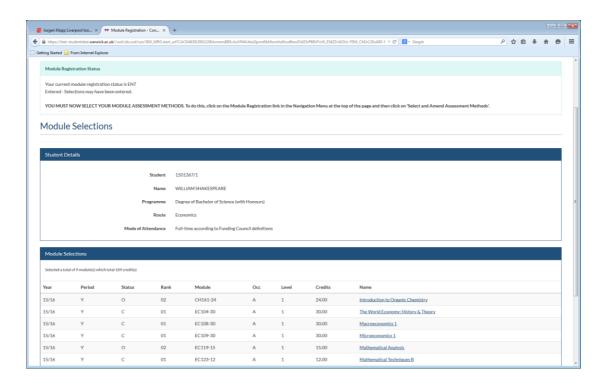
To select option modules ("electives"), click the "View List" option for the relevant lists. The rubric for each List (for example, "Choose a maximum of 2 modules in Year from Year 1 Option List") will indicate how many modules (or credit total) you must or may select from each list.

If the list specifies its module content as individual modules, the available modules will be displayed on screen:

To select your chosen option module(s), tick the appropriate "Add" box(es) on the right-hand side of the electives (options) block, as appropriate. When you have completed your selections from all appropriate lists, click the "Submit Selections" button on the bottom right indicated in the screen print above (***if you do not want to complete all your selections at the same time, just log out of eVision __without__ clicking "Submit Selections": when you log in again, any modules you previously selected will still be in the "Selected Modules" section***).

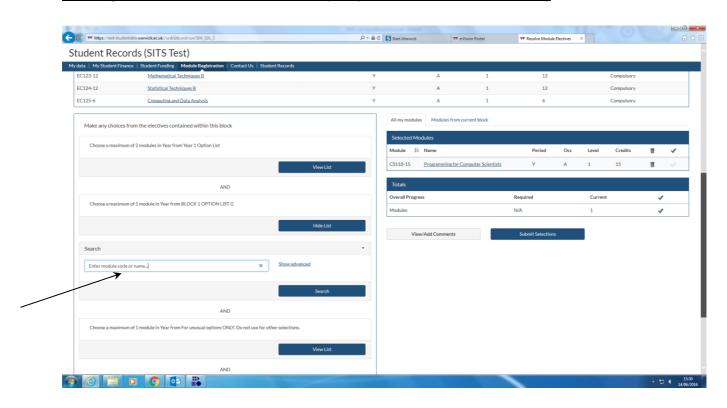Your module selection(s) will be recorded as below (example):

If the module list you are choosing from is of a general nature and does not specify modules individually (for example, a list entitled "Any third-year Mathematics module" (that is, an "unlisted" option module) or is a list to allow you to select an "Unusual Option" (see further below), clicking the "View List" button will take you to the screen illustrated on page 6 below, and see page 6 below for further instructions on how to make choices from this type of list.

N.B. An "Unusual Option" is a module not normally available to students on your course/year, but which your Head of your Department (or his/her nominated deputy) has approved in your individual case. If you wish to register for an unusual option you will need to complete the separate process of gaining agreement from both your own department and the department which teaches the module (if different). To do this you should normally complete an 'Unusual Option Registration form' (available from your department) and then ensure that both/all departments concerned complete it. The form should then be handed in by you to your home department. **IMPORTANT**: **failure to follow this procedure may result in you not being permitted to take the module. You should be aware that until you have gained the agreement of the department(s) concerned, your registration for an unusual option module is only provisional.**
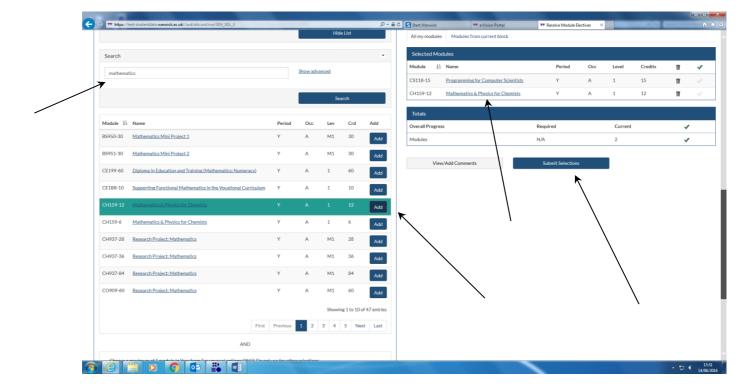
IMPORTANT NOTE FOR PART-TIME B.A. UNDERGRADUATE STUDENTS and PART-TIME TAUGHT POSTGRADUATE STUDENTS:

Part-time undergraduate degree students and **Part-time** taught postgraduate students should also use the screen (page 6) below to select **ALL** their modules, since they commonly may take modules (including core modules) in variable years of study, so it is not possible, in the case of part-time students, to generate core module registrations or generate year-specific option lists beforehand. **If you are a part-time undergraduate or part-time taught postgraduate student, please only register for modules you are taking during the current academic year.**

Choosing modules from a list that does not specify its module content individually:

In this screen, enter the module code or name (or part of the name) in the "Search" box as indicated and then click the "Search button (arrowed above). Modules meeting your Search criteria will then be displayed, and may be selected by clicking the "Add" button next to the desired module:

Please note if searching by module code rather than name you can enter the first five characters of the code for the module you are looking for, without the CATS weight stem (for example, EN301 rather than EN301-30) – this will display all the available CATS weightings for the module if you are uncertain about the CATS weight or if there is a choice of weights available to you (continuing with the above example, you could also just type EN3 for a wider module search selection).

When you have completed all your module choices from all appropriate lists, then click "Submit Selections" at the bottom right of the screen to record your choices. The screen will then be as illustrated on page 5 above with your module registration status as "ENT" [entered]. (**If you do not want to complete all your selections at the same time, just log out of eVision without clicking "Submit Selections": when you log in again, any modules you previously selected will still be in the "Selected Modules" section**).

Note on CATS (credit) points

Undergraduate Students:

Please ensure that you select the correct overall total of module CATS (credit) points for the year of study. Normally your total CATS points for a year of an Honours degree should not be lower than 120 CATS (it may be lower for students on a Pass degree only, who should check with their department). Students in the **Faculties of Arts and Social Sciences** normally take an annual Honours degree load of 120 CATS. Most **Faculty of Science** students may if they wish take some additional credit, so that their degree credit should not ultimately exceed an overall total of 150
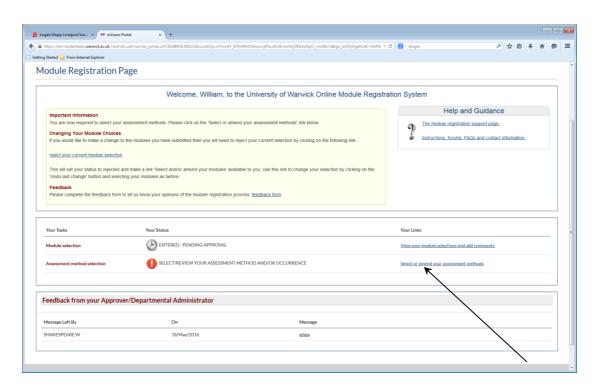
CATS per year of study. Faculty of Science students should check with their academic departments concerning annual CATS registration limits for particular degree courses.
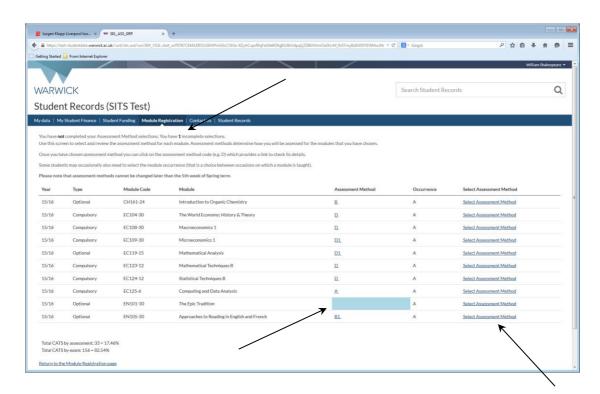
Taught Postgraduate Students:
Please ensure that you select the correct overall total of module CATS (credit) points for the year of study. Normally your minimum CATS total should be 180 CATS (for a full-time Master's degree) or 120 CATS (for a full-time Postgraduate Diploma) and academic departments may also have prohibitions or restrictions on exceeding these totals.

You must now select your module assessment methods:

To do this, click again the "Module Registration" link in the navigation menu at the top of the webpage, and then the "**Select or amend your assessment methods**" link for under "Your Links" in the screen illustrated below:
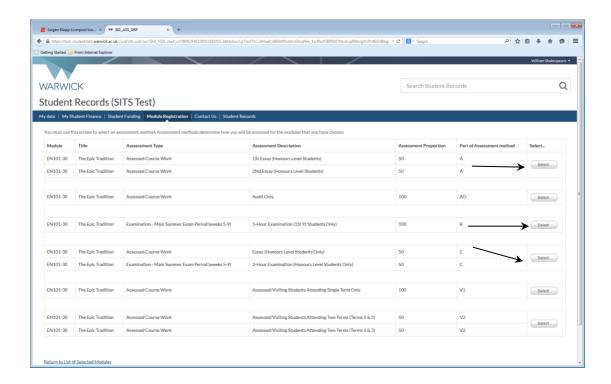
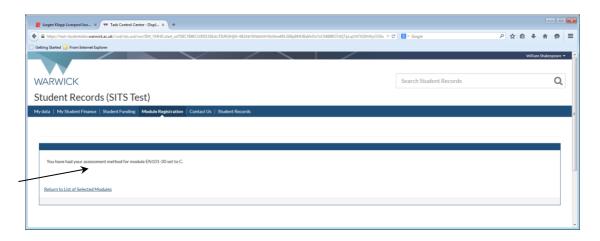You will then see the screen below:

It will tell you at the top of the screen how many modules you have to select an assessment method for. If there is no choice of assessment method on a module, the field "Assessment method" will be pre-populated with the only available method (assessment methods are symbolized by a code such as A, B, etc and if you click on the code you can see the assessment components of each available method(s)).

If you click on "Select Assessment Method" for a module, the available assessment method(s) for the module (symbolized by codes such as A, B, etc) will be displayed; for example, for EN101-30 in the screen illustration below, a full-time degree course student would potentially have a choice of methods A, B or C:
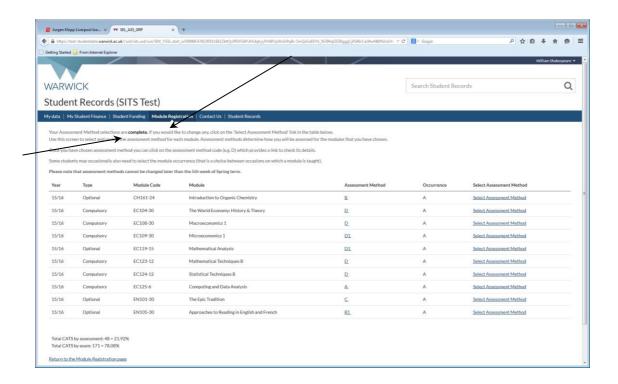
When you are certain of the correct assessment method for you to select for the module, click "Select" for the assessment method you want. Your selection will be confirmed as below:
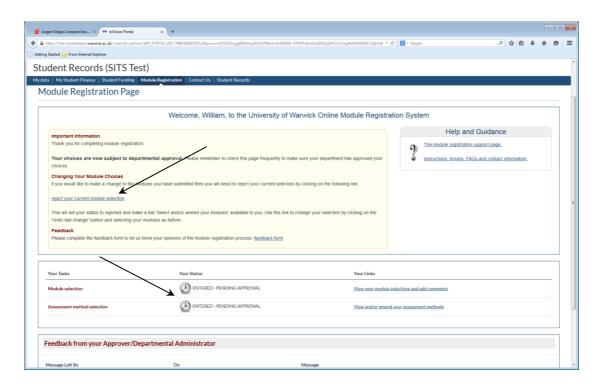

Use "Return to List of Selected Modules" to complete assessment method selection for the rest of your modules, as appropriate.

When you have completed all your assessment method selections this will be confirmed onscreen (follow the onscreen instructions if you need to change any):

You can return to the Module Registration page via the link at the foot of the page and there your module registration status and your assessment method selection status will be recorded as ENTERED – PENDING APPROVAL:
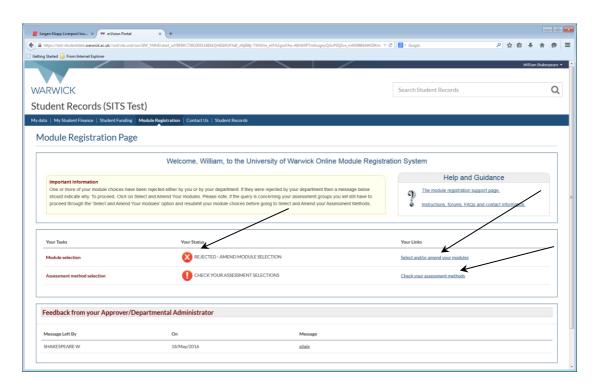
As noted on the screen, your choices will now be subject to approval (confirmation) by your academic department. Please remember to check your module registration page regularly to make sure your department has confirmed your choices. When they are confirmed, this will be recorded in the above screen.
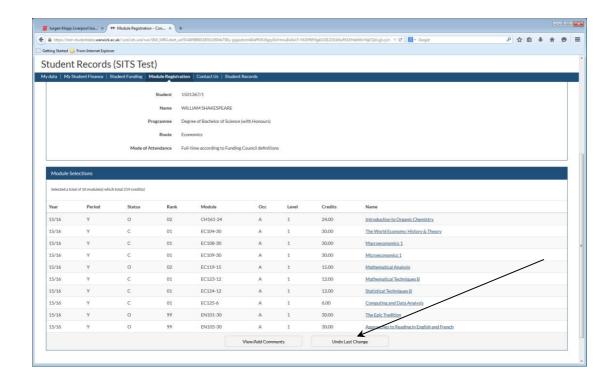
Making Changes

If you need or want to make a change to the choices you have made **before** your department has approved or otherwise queried them, follow the instruction on the screen illustrated on page 10 above and use the "**reject your current module selection**" option. If your department finds some problem with the registrations you have made and cannot approve them as they stand, it will reject your registrations; it will also normally leave a message for you to access via the module registration screen to indicate what action you need to take (see message link illustrated in screen print below).

When either you yourself or your department rejects your module choices, your status will change to REJECTED as below:
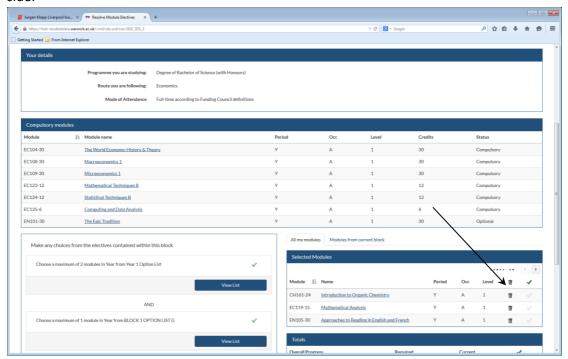

To make the necessary corrections, use "Select and/or amend your modules" and/or "Check your assessment methods" links again as appropriate, as described earlier in this guide.

When you have REJECTED status, when you go into "Select and/or amend your modules", an "Undo Last Change" button will appear and you need to click this to start the process:

Your previous selected modules will then be displayed and you will be able to clear any of the choices you previously made by clicking the "dustbin" icon ("Remove selection") on the right-hand side:

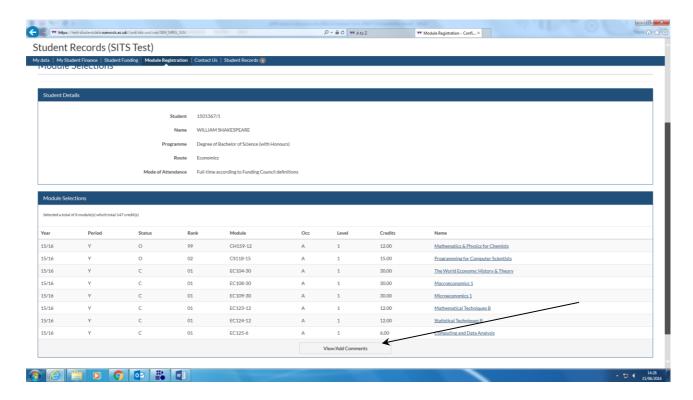You can then make any additional choices via the "View List" options as described earlier in this guide.

When you have made your module changes and submitted your revised choices your module registrations will be displayed (with status "ENT" [entered]) as illustrated on page 10 above.
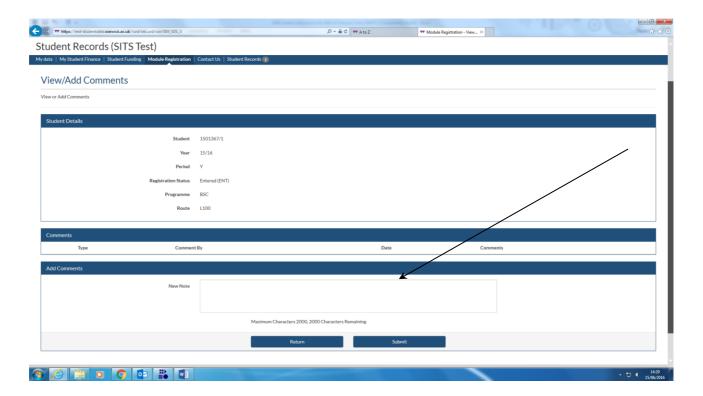
Remember you will now have to repeat the assessment method selection process for any new module(s) you have selected.

Again, when your academic department has confirmed your amended selections this will be stated on your module registration page.

MESSAGES TO AND FROM YOUR DEPARTMENT

You can use "View/Add Comments" at the bottom of your Module Selections screen to see any message left for you by your department or to leave your departmental module registration approver a message. The link displays a "Comments" section where you may view comments left for you and an "Add Comments" section where you may compose a message of your own. When you have typed your message, click "Submit"; your message will then appear under the "Comments" section and the screen will display a message to confirm it has been recorded successfully:

If your departmental approver leaves you a message you will also be emailed (to your IT Services University email account **only**) saying a message has been left for you.

COMMENTS AND QUERIES ON THE MODULE REGISTRATION SYSTEM

If you have questions about using the eVision module registration system, please try first the online help and guidance about the process available via the link to "The module registration support page" on the right-hand side of the module registration top screen (see page 3 above).

If you still have any comments or queries about using the eVision module registration screens, you may email the following address: modules@warwick.ac.uk.

Please remember that academic-related questions (e.g. about module content or what modules or assessment methods you are permitted to choose) should be addressed to your academic department and not to modules@warwick.ac.uk (staff dealing with this mailbox are unable to answer academic-related questions).