

Module pre-registration: frequently asked questions

1. What is module pre-registration?

All students proceeding to the next stage of their programme during the 2020/21 academic year are required to decide which modules they would like to study next year, and to pre-register for these modules using the [Student Self Service Portal \(S3P\)](#). Module choices are then fed into the creation of the teaching timetable for 2020/21. During 2019/20, this exercise was delayed from May 2020 to July 2020 due to the Covid-19 pandemic.

2. What information will I get to help me make my choices?

The briefing sessions scheduled to take place on Wednesday 18th March 2020 had to be cancelled at short notice due to the Covid-19 pandemic. Instead, we have provided audio PowerPoint presentations from Sarah (Graham) and Deborah (MacLeod) which can be found online at our [Module Pre-Registration 2020/21](#) webpage. In these presentations, Sarah talks through the structure of the Combined Honours degree programme and the choices available to you. Deborah talks through how to use S3P for this exercise so that you know exactly what you need to do. You should contact your Personal Tutor, the relevant [Subject Adviser](#) or staff in the Combined Honours Centre if you need any advice.

3. How do I know which modules are available to me?

You should carefully check the [Combined Honours Modules](#) webpage to see which modules are available to you in each of your subjects. These listings have been updated during July 2020 to reflect changes following the University's Education Resilience Framework in response to the Covid-19 pandemic. Please do not look at any other module listings or information for Single Honours or Joint Honours students as these do not apply to you.

4. Where can I find detailed information on specific modules?

From the [Combined Honours Modules](#) webpage you can click onto the module code which will take you through to the Module Catalogue where you can read about the module aims, content, and pre-requisites. The Module Catalogue is now showing module information for next academic year (2020/21), but please be aware that **teaching methods and assessment methods** will not be confirmed until after 17th August as this is currently being reviewed by Module Leaders due to the Covid-19 pandemic.

To access the Module Catalogue off campus, please [login via RAS](#) (the Remote Application Service) using your normal University logon ID and password. Once logged on, select the folder Communications and Browsers, and then IE for Campus Web Pages. This will get you access to all of the web pages that you would normally be able to see whilst logged on campus, including the Module Catalogue.

5. How do I pre-register for my modules?

All current Stage 1 students and all current Stage 2 students (except those going on a Year Abroad or Work Placement next year – please see 10. below) must pre-register for their module choices online using the [Student Self Service Portal \(S3P\)](#). Please note that you only have a few days to do this; the dates and times are as follows:

S3P opens for current Stage 2 Combined students at 09:00hrs on Monday 27th July 2020.

S3P opens for current Stage 1 Combined students at 09:00hrs on Tuesday 28th July 2020.

S3P closes for all students at 20:00hrs on Sunday 2nd August 2020.

S3P is open 24 hours and is web based so you can do this on or off campus, and at any time of the day or night.

Please note that there is a staggered schedule for S3P opening across the University so friends on different degree programmes may be doing this at a slightly different timescale to you. Combined Honours students are part of a priority group for module pre-registration.

6. Can I pre-register for a module in my subject that is not listed?

No, you are required to pre-register for modules which are listed on the [Combined Honours Modules](#) webpage. These modules have been provided by the School (via our Subject Adviser) and there is an academic rationale as to why certain modules are provided, and why certain modules are not. Remember that you can pre-register for career development / graduate development / project-based modules which are offered by the Combined Honours Centre and the Careers Service (these modules are discussed in Sarah's PowerPoint presentations).

7. What is a 'pre-requisite'?

Some modules have a 'pre-requisite' i.e. you must have studied another module at an earlier stage in order to have the required background knowledge in order to study the module. If there is a pre-requisite it will be listed in the Module Catalogue. Some subjects (e.g. Music) go one step further and require a certain mark to have been achieved in a pre-requisite module.

8. What is a 'co-requisite'?

Some modules have a 'co-requisite' i.e. you must study another module alongside it in order to have a full understanding of the material. Co-requisites will be listed in the Module Catalogue.

9. I have just finished my Compulsory Year Abroad, Optional Study Abroad Year, or Optional Work Placement (or I am on a suspension of studies) during 2019/20; do I need to pre-register for my modules for next year?

Yes, if you have just finished your Compulsory Year Abroad, Optional Study Abroad Year, Optional Work Placement (or a suspension of studies) during 2019/20, you do need to pre-register for your modules for next year via S3P. S3P is open 24 hours a day until 20:00hrs on Sunday 2nd August 2020 so you can do this at any time of the day and night even if you are abroad (obviously you need to bear in mind time difference!)

10. I am going on my Year Abroad or Optional Work Placement next year; do I need to pre-register for modules for next year?

No, if you are going to be on a Year Abroad or Optional Work Placement during 2020/21, you do not need to your pre-register for your modules via S3P now; instead you will do this next year (in April / May 2021) whilst you are away (for your return in 2021/22). The School of Modern Languages will book you onto your Year Abroad modules for 2020/21. The Combined Honours Centre will book you onto the Optional Work Placement module (HSS3010) for 2020/21.

11. Can I use a MAC to access the S3P system?

You are recommended to use a PC to access S3P. Nevertheless the system should work on a MAC. To be entirely sure, you should test that you can login to system before you have to select your modules. If you encounter difficulties, you should use the [login via RAS](#) (the Remote Application Service).

12. I've forgotten my logon / password for S3P – what should I do?

You have used S3P before (to register for your degree programme for the current year) so you will have a logon and password. Please login into S3P asap so that you are sure that you can access the system. If you have forgotten your password, or experience problems logging on, then you should either:

- a) email it.servicedesk@ncl.ac.uk or
- b) telephone 0191 208 5999 (please note that all calls are recorded for quality purposes).

13. When I log onto S3P how do I find the modules that I want to select?

Some of your friends on Single Honours degree programmes will see that they have already been booked onto compulsory modules and, by selecting the 'optional modules' button, will be presented with a list of optional modules to choose from. This is not the case for Combined Honours students (as there are too many modules across multiple subjects to 'attach' to the degree programme and build into S3P). Instead, you will need to use the 'free search' button. You can either enter an individual module code in full (in the Module Code box), or you can enter the first few letters / numbers, for example, if you enter HIS2 all of the History stage 2 modules will be displayed. This is the quickest way to search for and select multiple modules within a subject, especially if the modules are capped.

14. What are 'capped' modules?

A 'capped' module has a strictly limited number of places available on it which are available on a 'first come first served' basis. This mainly applies to certain subjects at stages 2 and 3; it is common to have capped modules in History and in English Literature, and certain modules in Politics, Media & Communication, and Music. Academic schools have to provide a good educational rationale for capping and approval is required at Faculty level. When you search for a module on S3P using the 'free search' button it will say if the module is capped (next to the module title) and the row will be blue in colour when places are available; this will change to 'full' and red in colour when the module has reached its cap and there are no more places available.

Special note for current Stage 2 and Intercalating students who are studying History:

The School of History, Classics & Archaeology run an additional web-based system in parallel with module pre-registration on S3P for those students who are selecting Stage 3 HIS modules for 2020/21. This is to:

- a) relieve the pressure of the 'first come first served' approach (as Stage 3 modules are capped at 20), and*
- b) apply the same regulations for Combined Honours students, Single Honours History students and on students on Joint Honours programmes outside of the School of History, Classics & Archaeology which involve History i.e. being allowed to take a maximum of two specialist subject modules (one in each Semester). For students wanting to take 60 or 80 credits in History, this can still be done by taking two specialist subject modules plus uncapped modules which are Writing History (Dissertation) (HIS3020), Reading History (HIS3000), History and Society (HIS3030).*

You will not pre-register for your Stage 3 capped specialist subject modules in History using S3P. Instead you will need to select 'substitute' modules in S3P (as below) and complete a web form to request modules in ranked order of preference.

'Substitute' module codes for use in S3P:

HIS0001 – Semester One substitute for Stage 3 HIS capped specialist subject

HIS0002 – Semester Two substitute for Stage 3 HIS capped specialist subject

The web form has already been sent to those who need it. If you select both HIS0001 and HIS0002 the web form will ask you for 10 choices of specialist subject modules in ranked order of preference (with at least 4 in each Semester). If you select HIS0001 OR HIS0002 the web form will ask you for 5 choices from the correct Semester). It is vital that History get to know exactly what is the most important to you. History will then look at everyone's preferences all at the same time (i.e. students on Single Honours, Combined Honours, and Joint Honours) and allocate modules accordingly. History will inform the Combined Honours Centre which modules have been allocated to which students by Friday 7th August 2020, and the Combined Honours Centre will delete the 'substitute' modules HIS0001 / HIS0002 and book students onto the real specialist subject modules to which they have been allocated.

15. When selecting a module which is capped, am I booked into it as soon as I select it?

No. If a capped module has an available place on it and you select it, you will not be booked onto it until you have selected all 120 credits and have pressed the 'submit' button to submit all of your module choices. To clarify, no place is 'reserved' for you; it is only at the point of

submitting that you are booked onto module, and if capped, that the cap does goes down by one place. If you spend too long selecting your modules before submitting and do not get onto a capped module that you have selected, then S3P will flag this to you and you will have to select another module. If this happens do not worry about the other modules that you have selected as these choices will have been saved at this point (and if capped, the cap will have reduced by one).

16. What if I don't pre-register for my modules by the deadline?

Giving careful and timely consideration to which modules you would like to study next year is an important part of planning ahead to the next stage of your degree programme.

You must pre-register for your modules by 20.00hrs on Sunday 2nd August 2020. We expect all students to be able to access S3P at some point during the period that it is open.

If there are exceptional circumstances as to why you can't make your module choice on time e.g. you have been rushed into hospital for the entire period – you should contact the Combined Honours Centre as soon as you are fit to do so. Otherwise, you will need to accept that your module choices will not be fed into the creation of the teaching timetable for next year.

17. What happens after I have selected my modules?

Once S3P has closed, the Combined Honours Centre has until Friday 7th August 2020 to review and approve the choices that you have made. In doing so we will be checking to see that you have selected the correct subjects in the correct weighting and that you have followed any special instructions within your subjects (i.e. you have selected compulsory modules or have followed pathways if applicable). You will be able to see in S3P whether your module choices have been approved or not. If we have any queries we will contact you by email so please check your Newcastle email account daily during the approval period and reply to queries without delay.

18. In pre-registering for modules does this mean that my timetable will be 'clash free'?

Although individual student's modules choices are fed into the creation of the teaching timetable for 2020/21 we cannot guarantee that all of the teaching activities for the modules that you have selected will be 'clash free' when the final version of the teaching timetable is published (at the start of October 2020). You will need to review your personalised timetable in October 2020 to see if you have any clashes. You should still give very careful consideration to your module choices at pre-registration.

19. What if I change my mind about my modules between July and September?

You will need to wait until the start of term when module changes are allowed within the first two weeks of the Semester. If you want to change a module (either because of a timetable

clash or because you have changed your mind) you will need to check that it fits into your timetable and that there is space available before completing a Module Amendment Form (and handing this into the Combined Honours Centre). In the case of capped modules, you will need to get your form stamped/signed by the School who owns the module.

When checking the availability of a module at the start of the academic year, you must make sure that you check the timetable slots for both Semesters (if it's a yearlong module) to ensure that there are no clashes in both Semesters. Remember, it's not unusual for a yearlong module to change its timetabled slots between Semesters.

20. I've heard that sometimes modules get cancelled; what happens then?

Very occasionally a School may decide not to run a specific module come the start of the Semester. There could be various reasons for this i.e. insufficient students have signed up for it, or a member of academic staff has left the university or become ill. If this happens, all students affected will be emailed and given the opportunity to select a different module.

21. I've heard that module pre-reg is really stressful and that all modules are full by 09:04am?

Using S3P to select your modules is very straight forward and is similar to shopping online by selecting items (modules) and putting them in a 'basket'. Students who have listened to the briefing sessions, given their choices some thought (including deciding second and third choices in case their first choices are full), and have checked their S3P login details before it opens, should find the process straight forward.

However, students studying subjects which involve capped modules do need to be well prepared and quick off the mark (as you will want to log on as soon as S3P opens to you to get a good chance of getting your first choices). There are some modules which do become full extremely quickly and within minutes of S3P opening.

Students studying subjects which do not involve capped modules do not need to log in at 09:00am on the day that it opens to you.

The advice is be prepared; do your research, write some notes (i.e. correct module codes to have alongside you), and don't panic.

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These frequently asked questions have been written by Deborah MacLeod (Combined Honours Centre Administrator). Please email combined.honours@ncl.ac.uk for feedback on how useful these are and any omissions which students would like to see added; your comments are very welcome.