Welcome to the S^{3}P system.

Information for students on how to choose modules via S3P.

S3P now uses the same login and password as your main University IT account. If you are already logged into your NCL account you can access S3P directly without needing to log in separately. Access S3P via the Student Homepage https://www.ncl.ac.uk/students/student-essentials/ or via https://s3p.ncl.ac.uk/login/index.aspx

If you have any difficulties accessing S3P please contact the IT Service Desk – it.servicedesk@ncl.ac.uk , 0191 208 5999.

Information for students (Modules)

During the module selection period you will be taken straight to the module selection screen. Please note that access to other S3P functions such as changing your personal details or printing documents will be temporarily disabled during this period.

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S³P Student Self Service Portal

Student Self Service - Module Details

Student No.

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ℹ️ Please ensure you submit your selection using the 'Submit' button below once you're happy with your module choices.
Please bear in mind that once submitted, your module selection cannot be changed.

When you have selected the right amount of modules you will be able to submit your modules. To find out more information about the modules click on the module code.

Programme: BA Hons New History Degree
Academic Year: 2024   **Stage:** Stage 2

Module Type: 🟧 Compulsory 🟦 Capped ⬜ Optional 🟥 Full ⚠️ has Prerequisites

Code	Description	Status	Type	Semester 1	Semester 2	
HIS1000	test module	Approved	Compulsory	5	5	
HIS2028	The Habsburg Empire	Approved	Compulsory	20	0	
HIS2037	Progress & Plenty? Brit His 1815-1918	Approved	Compulsory	0	20	
			Totals:	25 ❌	25 ❌	
			Grand Total:	50 ❌		

❌ Total credit value of not less than 50 and not more than 70 in any one semester. Total credit must equal 120.

[Optional Modules]   [Free Search]

Free Search button will only appear if you are studying Combined Honours – programme codes Y001,1002U,1003U,1004U,1005U

[Submit]   [Send Enquiry]

Information for students (Modules)

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When you access the modules screen, any compulsory modules should already be on your record, as shown in this example. (You can't change these – but you can send an enquiry if you think they may be wrong).

The red crosses indicate that the credit totals are currently not correct to allow you to submit so you must choose additional modules until the totals all have a green tick.

Press the 'Optional Modules' button to list the optional modules associated with your degree programme.

Combined Honours students should press the 'Free Search' button. This button will only appear for students on this programme.

S³P Student Self Service - Module Details

Student No.

Modules | Help | Logout

ℹ️ Please ensure you submit your selection using the 'Submit' button below once you're happy with your module choices.
Please bear in mind that once submitted, your module selection cannot be changed.

When you have selected the right amount of modules you will be able to submit your modules. To find out more information about the modules click on the module code.

Programme: BA Hons New History Degree
Academic Year: 2024   **Stage:** Stage 2

Module Type: ☐ Compulsory ☐ Capped ☐ Optional ☐ Full ⚠️ has Prerequisites

Code	Description	Status	Type	Semester 1	Semester 2
HIS1000	test module	Approved	Compulsory	5	5
HIS2028	The Habsburg Empire	Approved	Compulsory	20	0
HIS2037	Progress & Plenty? Brit His 1815-1918	Approved	Compulsory	0	20
			Totals:	25 ✗	25 ✗
			Grand Total:	50 ✗	

✗ Total credit value of not less than 50 and not more than 70 in any one semester. Total credit must equal 120.

[Optional Modules] [Free Search]

Free Search button will only appear if you are studying Combined Honours – programme codes Y001,1002U,1003U,1004U,1005U

[Submit] [Send Enquiry]

Information for students (Modules)

The Optional Modules screen is where you would normally choose your modules. A list of modules is displayed – select from the list by ticking in the right hand column.

If you click on the module code this will take you to a screen showing further information about that module.

When you have chosen your modules press the select button and you will be returned to the main module screen.

Student Self Service - Optional Modules

Student No.

Modules | Help | Logout

Choose your modules by using the tick box on the right - then press the select button at the bottom of the page.

If you are choosing a capped module you need to be very quick in completing your choice and submitting your modules on the main module page.

To find out more information about the modules click on the module code.
If you have any free choice in your programme, consider an Ncl+ options to enhance your degree - see www.ncl.ac.uk/nclplus/ for more information.

Module Type: ☐ Capped ☐ Optional ☐ Full ⚠ has Prerequisites

Code	Description	Type	Semester 1	Semester 2	Select
ACC2002 ⚠	Managerial and Business Economics	Optional	10	10	☑
HIS1046	The History of the Americas	Capped	0	20	☐
HIS2031	Between Revolutions: Britain 1688-1789	Optional	0	20	☐
HIS2034	The Rise and Fall of Atlantic Slavery	Full	20	0	Full
HIS2041	Britain in the Last Century	Full	0	20	Full
HIS2043	The Vikings and Their World	Optional	20	0	☑
HIS2050	The European Enlightenment, 1700-1789	Capped	0	20	☐
HIS2055	The Later Russian Empire 1796-1917	Optional	20	0	☐
HIS2072	Ang-Sax Eng: Rom Brit-Norm Conq 410 - 10	Capped	20	0	☐
HIS2072a	Ang-Sax Eng: Rom Brit-Norm Conq 410 - 10	Capped	20	0	☐
HIS2075	Britain and Ireland, 1690-2000	Optional	20	0	☐
HIS2077	Russia under Lenin and Stalin 1917-1953	Optional	0	20	☐
HIS2078	History of Medicine	Optional	20	0	☐
HIS2080	Final Frontiers: America in the Space Ag	Full	20	0	Full

Select Cancel

This yellow warning indicator to the right of a module means that you must have studied pre-requisite modules before you study this one. You need to make sure that you have already studied the relevant module. If you have not done a pre-requisite you may fail this new module - or be withdrawn from the module at a later date.

PSY2002 ⚠	Perception	Optiona
PSY2003		Optiona
PSY2004		ntiona

Module has prerequisites please ensure you have satisfied the requirements for this module

CAPPED MODULES (where places are strictly limited) look like this when places are available. The places are available on a 'first come first served' basis. This only applies to some subjects at stages 2 and 3.

SEL2008	Text and Hypertext	Capped	20	0	☐

   You choose a capped module like any other BUT you must be very quick to complete all of your other choices and return to the main screen THEN press SUBMIT (your place on a capped module is only reserved when you press SUBMIT). If you take too long to press SUBMIT you may loose your place on the module.

  If a capped module is full it looks like this.

NCL3001	Career Development - final year students	Full	10	0	Full

Information for students (Modules)

As you press the select button for optional modules, these are saved on the main module screen and the credit totals change.

You can delete any modules that you have added in error by clicking on the bin icon at the right hand side.

In this example the student cannot SUBMIT modules for approval because they have not selected enough credits yet.

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S³P Student Self Service Portal

Student Self Service - Module Details

Student No. ▮▮▮▮▮▮

Modules | Help | Logout

ⓘ Please ensure you submit your selection using the 'Submit' button below once you're happy with your module choices.
Please bear in mind that once submitted, your module selection cannot be changed.

When you have selected the right amount of modules you will be able to submit your modules. To find out more information about the modules click on the module code.

Programme: BA Hons New History Degree
Academic Year: 2024   **Stage:** Stage 2

Module Type: ☐ Compulsory ☐ Capped ☐ Optional ☐ Full ⚠ has Prerequisites

Code	Description	Status	Type	Semester 1	Semester 2	
HIS1000	test module	Approved	Compulsory	5	5	
HIS2028	The Habsburg Empire	Approved	Compulsory	20	0	
HIS2037	Progress & Plenty? Brit His 1815-1918	Approved	Compulsory	0	20	
ACC2002 ⚠	Managerial and Business Economics	Not Submitted	Optional	10	10	🗑
HIS2043	The Vikings and Their World	Not Submitted	Optional	20	0	🗑
			Totals:	55 ✔	35 ❌	
			Grand Total:	90 ❌		

❌ Total credit value of not less than 50 and not more than 70 in any one semester. Total credit must equal 120.

[Optional Modules]   [Free Search]

Free Search button will only appear if you are studying Combined Honours – programme codes Y001,1002U,1003U,1004U,1005U

[Submit]   [Send Enquiry]

Module Description:

War

Module Code:

Search Cancel

Module Type: ⬜ Capped ⬜ Optional 🟥 Full ⚠ has Prerequisites

Code	Description	Type	Semester 1	Semester 2	Select
HIS0123	History of War	Capped	20	0	☐
HIS129	Varieties of History and War	Free Search	20	0	☐
HISWAR	The French Revolution I	Free Search	30	0	☐
SEL3018	War Fiction	Free Search	0	20	☐

Select Cancel

Free Search option (Students on Combined Honours only)

Pressing the Free Search Button will take you to the screen shown above.

You can enter a module code – in the code box - if you know it, or the first few letters / numbers of a code. OR you can type a key word in the description box. OR you can do a combination of both.

When you press return or Search, a list of ALL current modules in the system matching that criteria is displayed. You can then select the modules by ticking the 'select' box alongside each module.

Press the 'Select' button to transfer your choices to the main module screen

Information for students (Modules)

When you have selected the right number of modules there are green ticks against the totals and the SUBMIT button is enabled.

If you have finished choosing modules, you MUST now submit your modules.
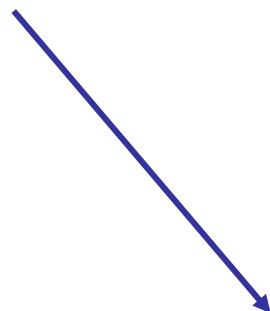
Information for students (Modules)

When you have submitted your modules, this message is displayed and the module status indicator changes.

In this example, the modules need to be approved by the School so the status is 'Awaiting Approval'.

Student Self Service - Module Details

Modules | Help | Logout

Student No.

ⓘ Your modules have been successfully submitted.

Details of your submitted module selection for 2024 can be seen below
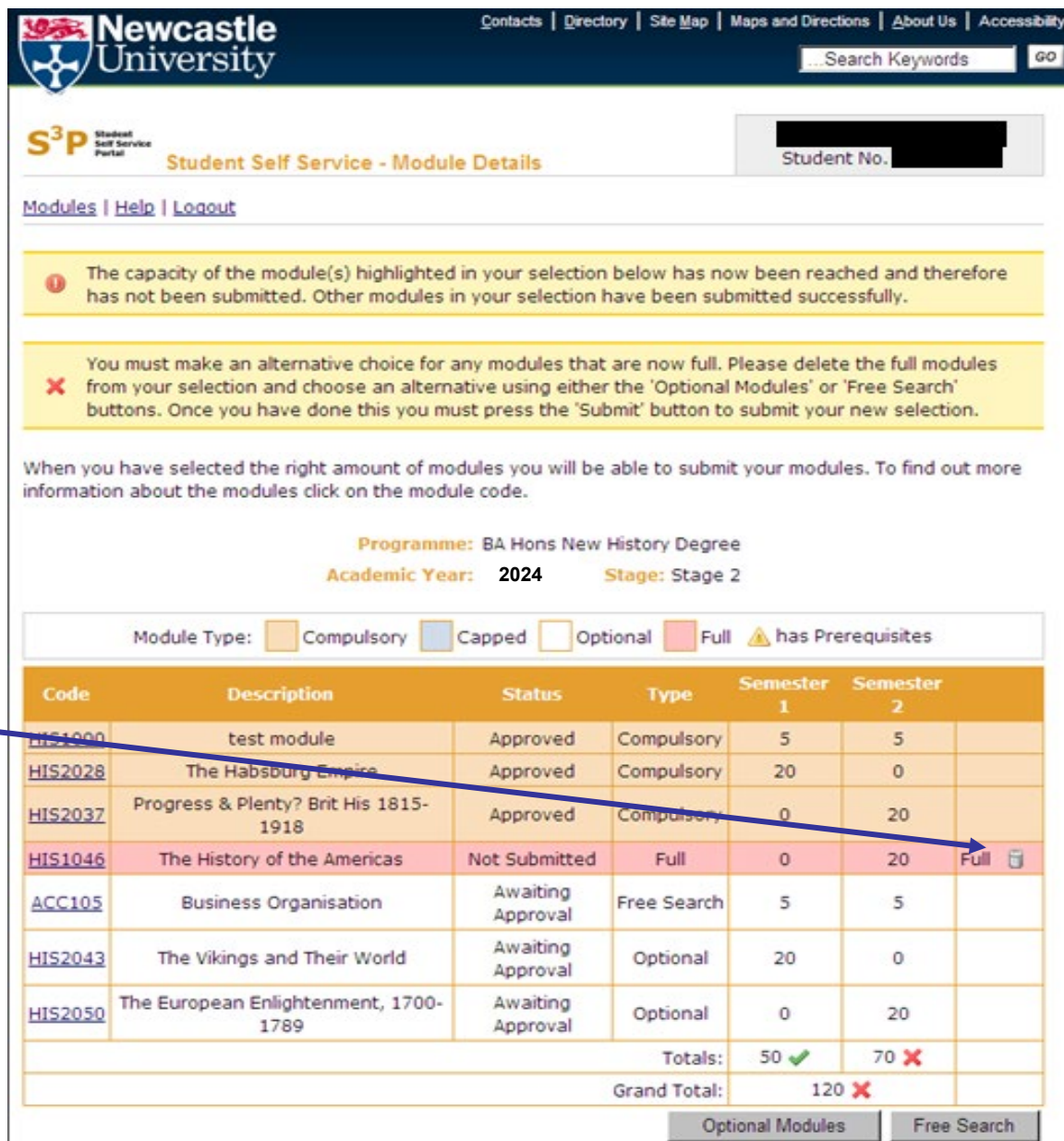
Programme: BA Hons New History Degree

Academic Year: 2024   **Stage:** Stage 2

Code	Description	Status	Type	Semester 1	Semester 2
HIS1000	test module	Approved	Compulsory	5	5
HIS2028	The Habsburg Empire	Approved	Compulsory	20	0
HIS2037	Progress & Plenty? Brit His 1815-1918	Approved	Compulsory	0	20
ACC2002 ⚠	Managerial and Business Economics	Awaiting Approval	Optional	10	10
CAC239	Ancient Historians: Shaping the Past II	Awaiting Approval	Free Search	0	10
HIS2043	The Vikings and Their World	Awaiting Approval	Optional	20	0
SEL3018	War Fiction	Awaiting Approval	Free Search	0	20
			Totals:	55	65
			Grand Total:	120	

Send Enquiry

Information for students (Modules)

Newcastle University

NB – if you select a capped module but it becomes full before you submit you will get a message like this.

All of your other modules will have been submitted – only capped modules that are now full have been blocked.

You must delete the full module from your selection by clicking on the bin icon before choosing an alternative.

You can select an alternative module(s) in the normal way, using the optional modules screen or the free search screen. Then you MUST press SUBMIT again.

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Student Self Service - Module Details

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> ⓘ The capacity of the module(s) highlighted in your selection below has now been reached and therefore has not been submitted. Other modules in your selection have been submitted successfully.

> ✕ You must make an alternative choice for any modules that are now full. Please delete the full modules from your selection and choose an alternative using either the 'Optional Modules' or 'Free Search' buttons. Once you have done this you must press the 'Submit' button to submit your new selection.

When you have selected the right amount of modules you will be able to submit your modules. To find out more information about the modules click on the module code.

Programme: BA Hons New History Degree
Academic Year: **2024**   **Stage:** Stage 2

Module Type: ☐ Compulsory ☐ Capped ☐ Optional ☐ Full ⚠ has Prerequisites

Code	Description	Status	Type	Semester 1	Semester 2		
HIS1000	test module	Approved	Compulsory	5	5		
HIS2028	The Habsburg Empire	Approved	Compulsory	20	0		
HIS2037	Progress & Plenty? Brit His 1815-1918	Approved	Compulsory	0	20		
HIS1046	The History of the Americas	Not Submitted	Full	0	20	Full	🗑
ACC105	Business Organisation	Awaiting Approval	Free Search	5	5		
HIS2043	The Vikings and Their World	Awaiting Approval	Optional	20	0		
HIS2050	The European Enlightenment, 1700-1789	Awaiting Approval	Optional	0	20		
			Totals:	50 ✓	70 ✕		
			Grand Total:	120 ✕			

Optional Modules | Free Search

Some other information about the system.

When I try to log into S3P I get the following message – '*You are not currently able to access module selection. This is usually because the next stage of your programme is fully compulsory and your modules will therefore be added automatically OR you have already submitted your module choice for next year. If you have already submitted your modules your access has been restricted temporarily for a few days to allow other students to submit their choices. If you have any queries about your modules please contact your school office.*

There are two reasons why this message may be displayed **–**

1. Our records indicate that you do not need to select modules for next year, this could be because all of the modules are compulsory in which case they will be added automatically. If you think this is incorrect please contact your school office.

2. If you try to log back into the system after you have successfully submitted your modules you will not be able to do so and will also get the message above. We have restricted access in this way so that only those students who still need to make their choices can log into the system. As soon as the majority of students have chosen their modules we will be able to allow full access again to S3P. In the meantime if you have any queries about your modules please contact your school office.

Some other information about the system.

When I try to log into S3P I get the following message – *'You cannot login to do module selection until: Wed 1 May at 09:00'*

This message indicates that you are trying to access this system too early. The date/time you can access the system depends on your school/degree programme. If this message appears please try again after the date/time given in the message.

Please note that once the system is open for your particular degree programme you can make your choices anytime from that date until the deadline (8 p.m.) on 8 May 2024 (system is available 24 hours a day). Therefore, unless you need to select capped modules you do not necessarily need to login at 9 a.m. on the first day allocated for your degree programme as the system may be extremely busy at that time.

What happens if I change my mind after I have submitted my module choice?
Please contact your School office and talk to them about any changes that you may wish to make.

Some other information about the system.

When I submit my module choice I get the following error message – *'Module lock occurred when submitting your modules, please try submitting again.'*

> This message indicates that one of the modules in your submission has also been submitted at exactly the same time by another student. Please press the submit button again to retry.

I have made my module choice for next year - when will I find out if my module choice has been approved?

> For some programmes you may find out straight away, as there is no academic approval of your choices. In other schools the checking will take place before the end of May. You should be able to assume that your module choice will be OK unless you hear from your School. If you want, you can log back in to the system and see if the status of your modules has changed to approved (please note that once you have submitted your modules your access to S3P will be temporarily restricted to allow other students to submit their choices, however, you will be able to login again from 2 May 2024 onwards)

What will happen if my School does not approve my module choice?

> You will receive an email and be advised what to do next.

Some other information about the system.

I have successfully submitted my module choices but within my selection I have some capped modules which are now marked as 'Awaiting Approval' . Does this mean that my place on these modules has not been reserved yet?

As soon as you press the submit button your place on any capped module is reserved regardless of whether your selection requires approval or not. The approval process exists to ensure that you have met the academic requirements for that module i.e. it is allowed within the regulations for your degree programme and you have met any pre-requisite to be able to study it. Only if your school rejects your selection will your place on any capped modules be lost and made available to other students.

How can I express my interest in a capped module that is now full?

An 'Expression of Interest' facility will be made available in S3P from Thursday 9 May. Details about how to use this facility will be sent to you after the module choice period has ended.

Do I need to be on campus to submit my module choices via S3P?

No. As long as you have an internet connection you can access S3P from anywhere. Please note however that if you are off campus you are relying on the reliability and speed of your internet connection. If you are on campus using a pc in one of the clusters you are assured of a consistent and reliable network connection.

Some other information about the system.

Can I choose a module that is not listed in my degree programme regulations?

Students in the Faculty of Humanities and Social Sciences plus students choosing modules for BSc Hons Psychology –
When you press the 'Optional Modules' button, as well as the modules that are specified in your degree programme regulations, you will see a number of 'dummy' modules e.g. 'HSS2110 – HSS Pre-Reg sem 1'. If you wish to study a module that is not within your degree programme regulations select the appropriate dummy module for the correct semester/credit value you wish to study and then submit this along with your other choices. When you return to University after the summer break you should confirm your module choice with your school. Your place on any 'off regulation' choice will then be confirmed subject to academic approval and whether it fits within the timetable for the other compulsory and optional modules you will study next year. You may find that you will have to choose an alternative module at this point if your original choice is not available.

Students in the Faculty of Science, Agriculture and Engineering and the Faculty of Medical Sciences (except those choosing modules for BSc Hons Psychology)–
You can only choose modules listed in your degree programme regulations that are displayed when you press the 'Optional Modules' button. However, you may be able to change your choice in September. Please discuss this with your school when you return after the summer break but you should note that your choice will be subject to academic approval and whether it fits within the timetable for the other compulsory and optional modules you will study next year.