

Welcome to the S³P system.

This PowerPoint will give you details of how to express an interest in modules after the module choice period has ended.

You only need to use the expression of interest facility in S3P if there was an optional module(s) you wanted to select during the module choice period but found that it was full. Normal changes to optional module choices where capacity is not restricted can be dealt with by making a request direct to your school.

Login to the system by entering your ID and password.

Please note that although the user id is the same as your normal University id e.g. A1234567 the password may be different. The first time you used S3P you would have been asked to create a password which would have then been confirmed to you via e-mail.

If you have forgotten your password please click on the 'Having trouble logging in?' link to reset it.



S³P Student Self Service Portal **Welcome to Newcastle University's Student Self Service**

Welcome to Newcastle University's Student Self Service Portal (S3P).

The S3P system enables you to register on your programme of study and keep your details up to date. You can also pay fees online and produce standard documents to confirm your status. Unless you are a final stage student, you can also use this system to confirm your module choice for the next academic year – the module pre-registration process begins at Easter.

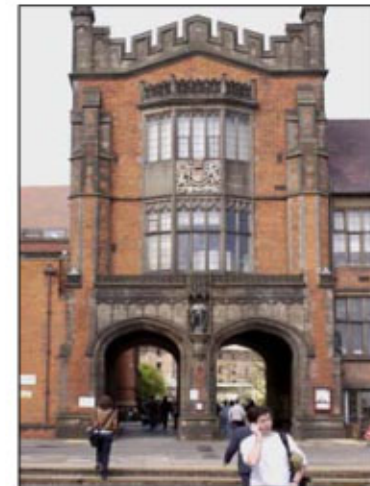
You can use this system

- a. if you are a current student, OR
- b. if you are a new student that has accepted an unconditional offer of a place to study at Newcastle.

If you are eligible to use this system, you will have been sent an email advising of your login and password. Please enter these in order to login to the portal.

If you wish to see some screen shots of this system and read general help about how it works, click here <http://www.ncl.ac.uk/student-progress/student-self-service-help.html>.

If you do not have a user ID and password for this system, report to your school / Graduate School for more information.



Login

*User ID:

*Password:

Login

[Having trouble logging in?](#)



When you log into S3P from 27 May 2021 onwards you will be taken to the normal registration status screen as shown here.

There is a link on the right hand side called 'Expression of interest'. Click on this link.

The Expression of Interest facility will be available until 5 p.m. on Friday 4 June 2021.

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...Search Keywords

S³P Student Self Service Portal | **Student Self Service - Registration Status** | Student No. [REDACTED]

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You have completed the registration process for the current academic year. However you can use this system to keep your address and other details up to date. You can also use the system to generate some documentation that you may need to confirm your student status. Unless you are a final stage student, you can also use this system to confirm your module choice for the next academic year - the module pre-registration process begins after the Easter vacation each year, further information will be sent to you nearer the time.

New

- Expression of Interest

Links

- University Regulations
- University home page for students

Your current Registration Status:

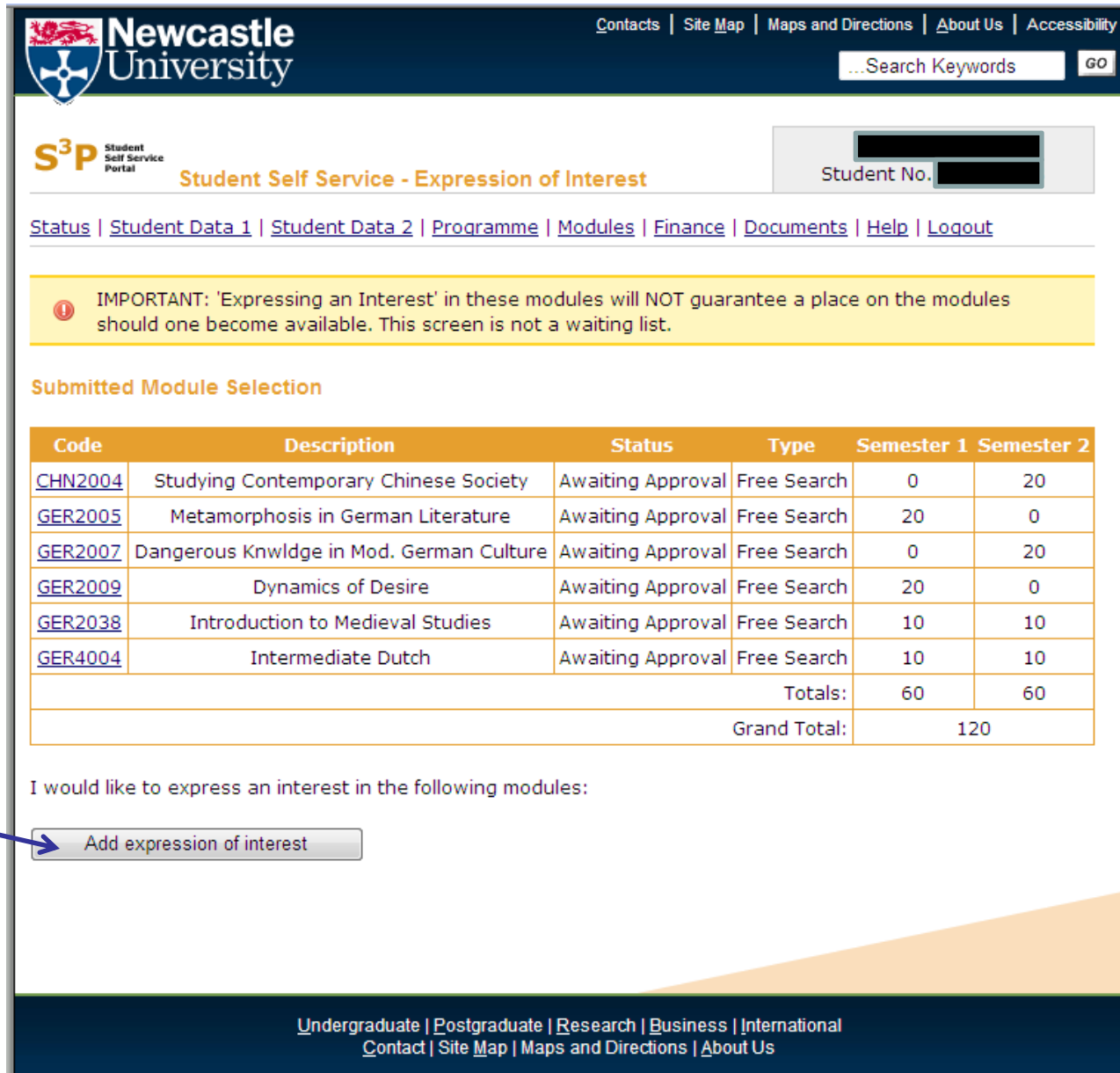
| | |
|---|---|
| ✓ | You have accepted the Terms & Conditions for registration. |
| ✓ | Confirm 'Student Data 1' details are correct. |
| ✓ | Confirm 'Student Data 2' details are correct. |
| ✓ | Confirm Programme details are correct. |
| ✓ | Financial details. |

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Clicking on the link will take you to a screen that looks like this.


The modules that you chose and submitted during the module choice period will be listed.

Click on the 'Add expression of interest' button.



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Student Self Service - Expression of Interest

Student No.

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IMPORTANT: 'Expressing an Interest' in these modules will NOT guarantee a place on the modules should one become available. This screen is not a waiting list.

Submitted Module Selection


| Code | Description | Status | Type | Semester 1 | Semester 2 |
|-------------------------|--|-------------------|-------------|------------|------------|
| CHN2004 | Studying Contemporary Chinese Society | Awaiting Approval | Free Search | 0 | 20 |
| GER2005 | Metamorphosis in German Literature | Awaiting Approval | Free Search | 20 | 0 |
| GER2007 | Dangerous Knowledge in Mod. German Culture | Awaiting Approval | Free Search | 0 | 20 |
| GER2009 | Dynamics of Desire | Awaiting Approval | Free Search | 20 | 0 |
| GER2038 | Introduction to Medieval Studies | Awaiting Approval | Free Search | 10 | 10 |
| GER4004 | Intermediate Dutch | Awaiting Approval | Free Search | 10 | 10 |
| Totals: | | | | 60 | 60 |
| Grand Total: | | | | 120 | |

I would like to express an interest in the following modules:

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Clicking on the button will take you to a screen that looks like this.

You can enter a module code or part of the code or text and then press the search button.



The screenshot shows the Newcastle University Student Self Service portal. At the top, there is a navigation bar with the university logo and name, and links for Contacts, Site Map, Maps and Directions, About Us, and Accessibility. A search bar is also present. Below the navigation bar, the S³P logo and 'Student Self Service - Expression of Interest' are displayed. A student number field is visible. A menu of links includes Status, Student Data 1, Student Data 2, Programme, Modules, Finance, Documents, Help, and Logout. The main content area is titled 'Step 1 of 2 - Find the module you are interested in'. It contains instructions: 'Type a code OR some text. You can type a number of letters or words in either field - the system then does a search and brings you up a list of modules that match your criteria.' Below this are two input fields: 'Module Description:' and 'Module Code:'. At the bottom of the form are 'Search' and 'Cancel' buttons. A blue arrow points from the text 'press the search button.' to the 'Search' button.

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S³P Student Self Service Portal **Student Self Service - Expression of Interest** Student No.

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Step 1 of 2 - Find the module you are interested in

Type a code OR some text. You can type a number of letters or words in either field - the system then does a search and brings you up a list of modules that match your criteria.

Module Description:

Module Code:

Module Type: Compulsory Capped Optional Full has Prerequisites

| Code | Description | Type | Semester 1 | Semester 2 | Select |
|-------------------------|--|--------|------------|------------|---------------------------------------|
| HIS2014 | Japan since 1868 | Capped | 0 | 20 | <input type="button" value="Select"/> |
| HIS2031 | Between Revolutions: Britain 1688-1789 | Capped | 0 | 30 | <input type="button" value="Select"/> |
| HIS2037 | Progress & Plenty? Brit His 1815-1918 | Capped | 0 | 20 | <input type="button" value="Select"/> |
| HIS2043 | The Vikings and Their World | Capped | 20 | 0 | <input type="button" value="Select"/> |
| HIS2047 | Twentieth-century Cuba | Capped | 0 | 20 | <input type="button" value="Select"/> |
| HIS2050 | The European Enlightenment, 1700-1789 | Capped | 0 | 20 | <input type="button" value="Select"/> |
| HIS2084 | Europe's reformations | Capped | 20 | 0 | <input type="button" value="Select"/> |
| HIS2086 | 20th Century France 1914-95 | Capped | 0 | 30 | <input type="button" value="Select"/> |

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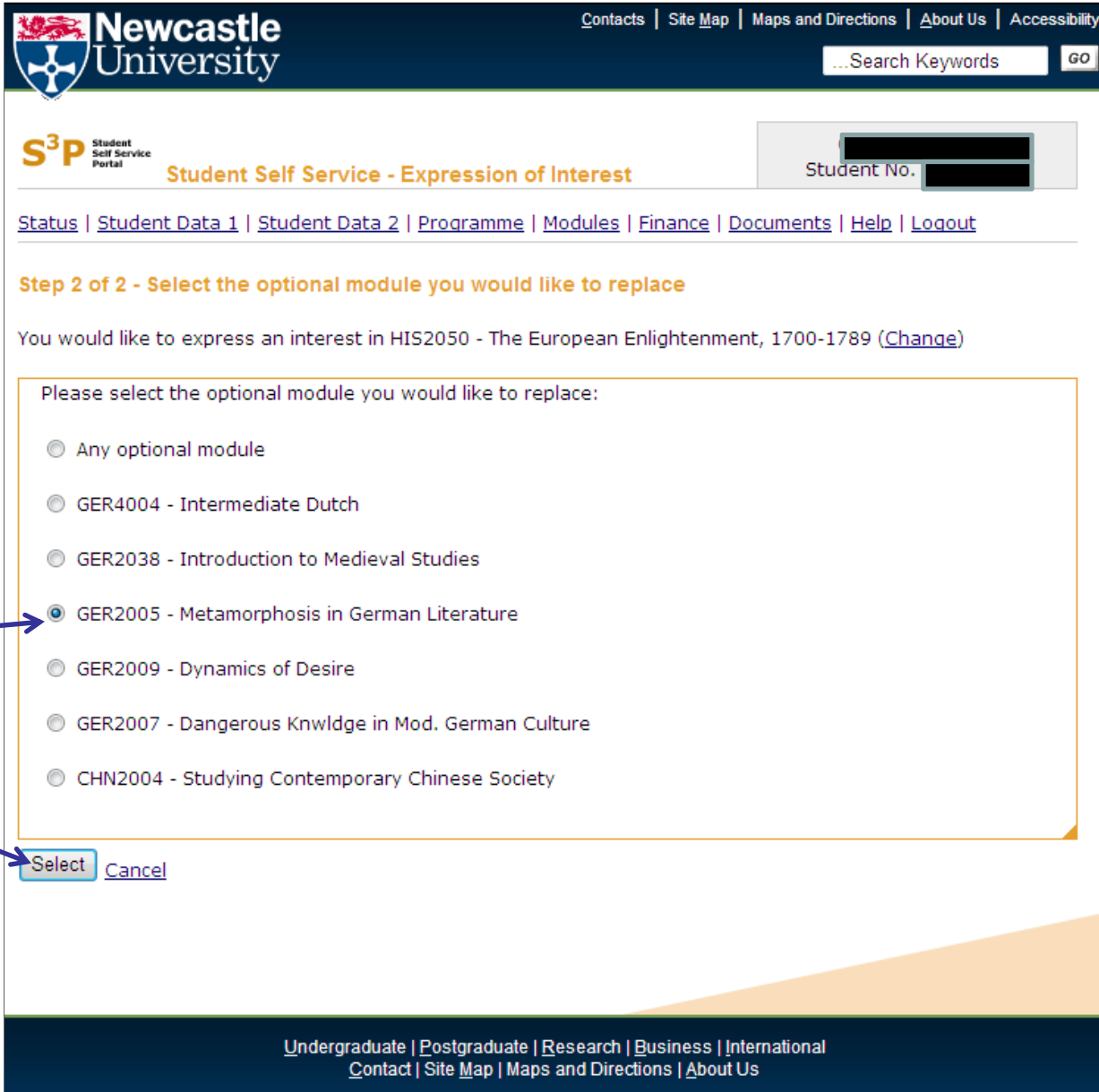
Pressing the search button will produce a list of modules that match your search criteria.

Choose the module that you are interested in by pressing the select button alongside that module.

When you press select you will be taken to a screen that looks like this.

You must now indicate which of your optional modules you are prepared to drop by selecting one of them via the radio button alongside the module.

Once you have done this press the 'Select' button.



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S³P Student Self Service Portal

Student No. [REDACTED]

Student Self Service - Expression of Interest

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Step 2 of 2 - Select the optional module you would like to replace

You would like to express an interest in HIS2050 - The European Enlightenment, 1700-1789 ([Change](#))

Please select the optional module you would like to replace:

- Any optional module
- GER4004 - Intermediate Dutch
- GER2038 - Introduction to Medieval Studies
- GER2005 - Metamorphosis in German Literature
- GER2009 - Dynamics of Desire
- GER2007 - Dangerous Knowledge in Mod. German Culture
- CHN2004 - Studying Contemporary Chinese Society

Select Cancel

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When you press select you will be taken back to this screen.

The module that you wish to express an interest in is now listed under your existing module choices.

You can now repeat the process to express interest in another module by pressing the 'Add expression of interest' button again.

You can express an interest in up to 4 modules.

Once you are ready press the 'Submit' button.

Please note that once you have done this you will not be able to make any further changes.

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IMPORTANT: 'Expressing an Interest' in these modules will NOT guarantee a place on the modules should one become available. This screen is not a waiting list.

Submitted Module Selection

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| GER2005 | Metamorphosis in German Literature | Awaiting Approval | Free Search | 20 | 0 |
| GER2007 | Dangerous Knowledge in Mod. German Culture | Awaiting Approval | Free Search | 0 | 20 |
| GER2009 | Dynamics of Desire | Awaiting Approval | Free Search | 20 | 0 |
| GER2038 | Introduction to Medieval Studies | Awaiting Approval | Free Search | 10 | 10 |
| GER4004 | Intermediate Dutch | Awaiting Approval | Free Search | 10 | 10 |
| Totals: | | | | 60 | 60 |
| Grand Total: | | | | 120 | |

I would like to express an interest in the following modules:

| Current Module | Replacement Module |
|--|--|
| 1 GER2005 - Metamorphosis in German Literature | HIS2043 - The Vikings and Their World <input type="button" value="X"/> |


Please ensure you check the above selection before submitting. Once submitted you must contact your school to make any changes.

Only press the 'Submit' button once you have added all the modules that you are interested in (up to 4).


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Once you have pressed submit the screen will look like this. You can't make any further changes via S3P.

If you do need to make a change you must contact your school.



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Student No. XXXXXXXXXX

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Submitted Module Selection

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| GER2007 | Dangerous Knowledge in Mod. German Culture | Awaiting Approval | Free Search | 0 | 20 |
| GER2009 | Dynamics of Desire | Awaiting Approval | Free Search | 20 | 0 |
| GER2038 | Introduction to Medieval Studies | Awaiting Approval | Free Search | 10 | 10 |
| GER4004 | Intermediate Dutch | Awaiting Approval | Free Search | 10 | 10 |
| Totals: | | | | 60 | 60 |
| Grand Total: | | | | 120 | |

You have expressed an interest in the following modules:

| Current Module | Replacement Module |
|--|---|
| 1 GER2005 - Metamorphosis in German Literature | HIS2043 - The Vikings and Their World |

You must contact your school to make any changes.

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What happens next?

When you return after the summer break you should check with your school to see if any places have become available on the module(s) you have expressed an interest in. Some schools may be able to let you know earlier than this, in which case they will contact you via e-mail. Please note that you are not guaranteed a place even if one does become available. 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.

If places on a module do become available (subject to the academic approval and timetabling restrictions mentioned above) those places will be allocated on a first come, first served basis. However, please note that to do this we will use the date/time you submitted your original module selection NOT the date/time you used the expression of interest facility.