

Welcome to the S³P system.

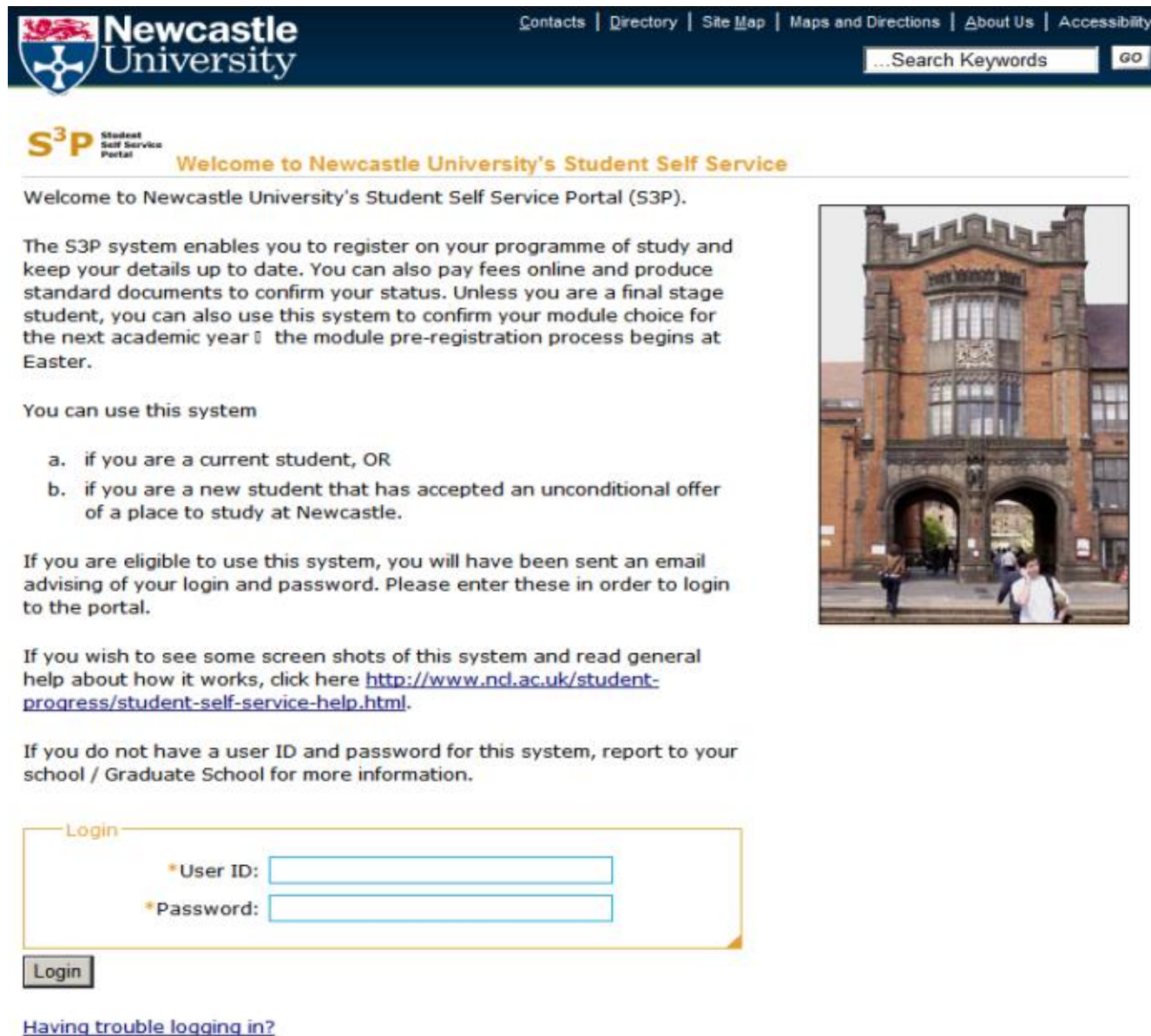
This PowerPoint will give you details of how to express an interest in modules after the module choice period has ended.

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.



The screenshot shows the Newcastle University S3P portal. At the top, there is a navigation bar with links for 'Contacts', 'Directory', 'Site Map', 'Maps and Directions', 'About Us', and 'Accessibility'. A search bar is also present with the text '...Search Keywords' and a 'GO' button. Below the navigation bar, the S3P logo is displayed, followed by the text 'Welcome to Newcastle University's Student Self Service'. The main content area contains a welcome message, a description of the S3P system, and instructions on how to use it. A list of conditions for using the system is provided, along with a link to a help page. A login form is visible at the bottom, featuring input fields for 'User ID' and 'Password', and a 'Login' button. A link for 'Having trouble logging in?' is also present.

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...Search Keywords

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

- if you are a current student, OR
- 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:

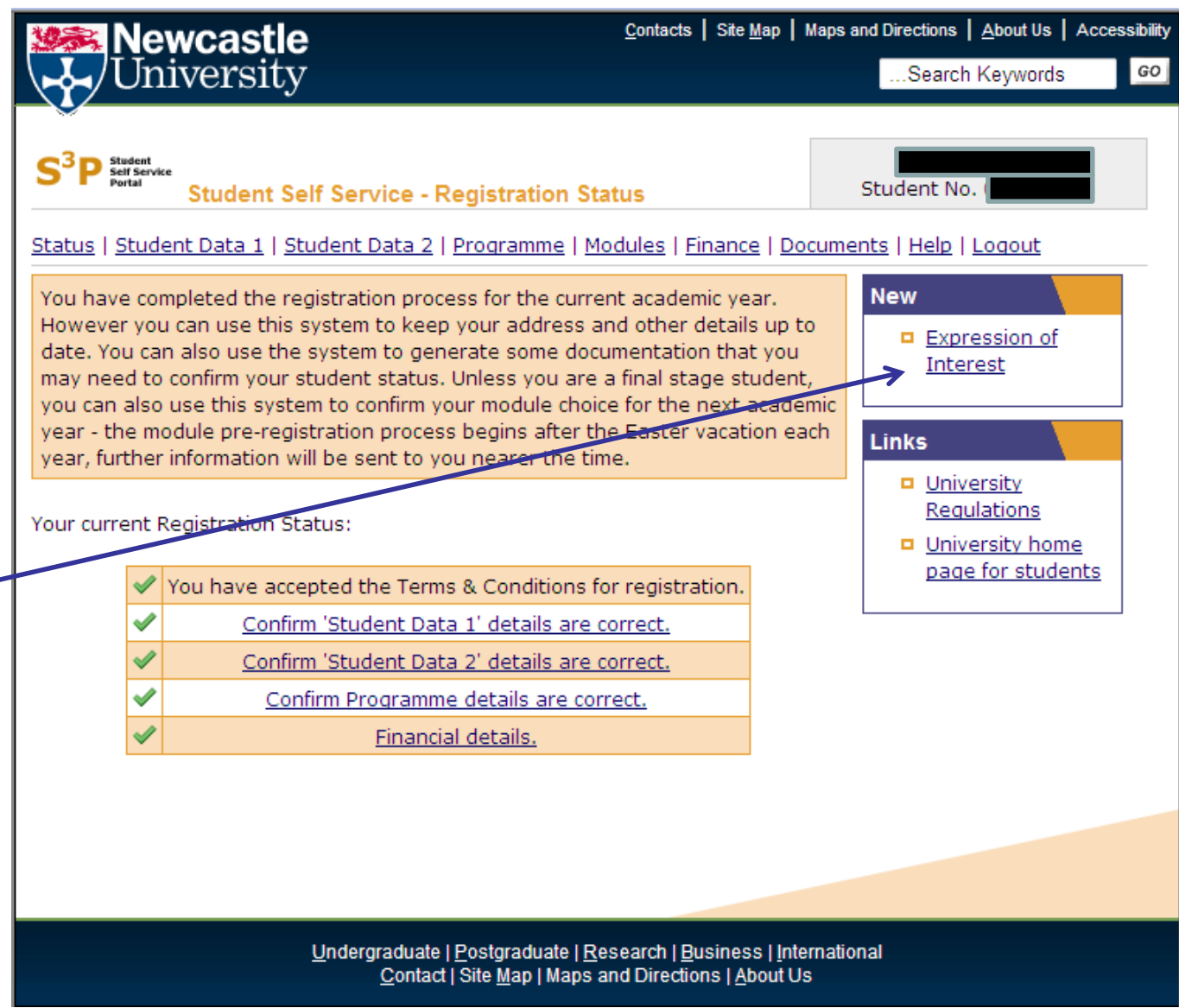
[Having trouble logging in?](#)



When you log into S3P from 12 May 2017 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 19 May 2017.



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...Search Keywords

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

[Status](#) | [Student Data 1](#) | [Student Data 2](#) | [Programme](#) | [Modules](#) | [Finance](#) | [Documents](#) | [Help](#) | [Logout](#)

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:

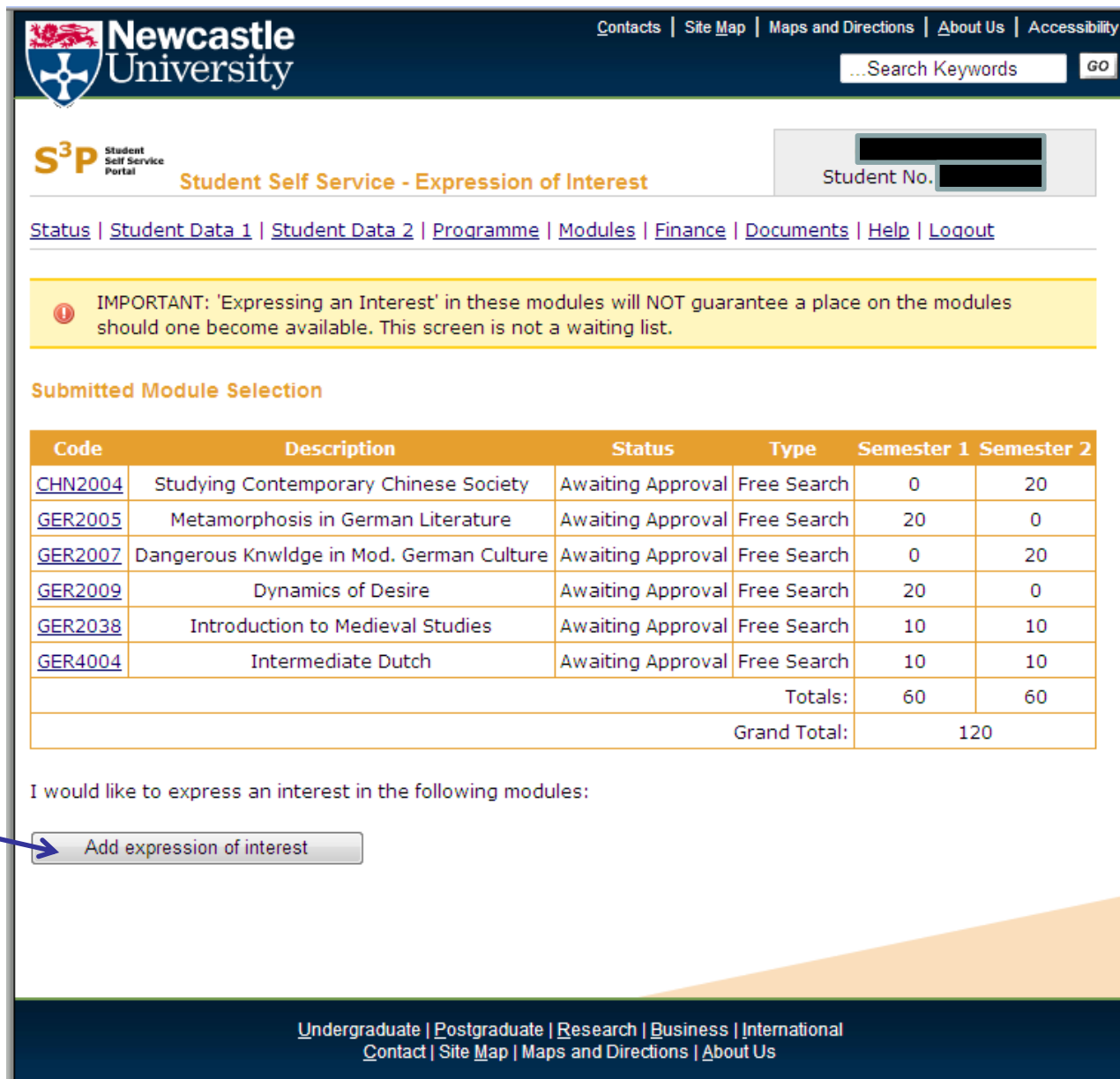
✓	You have accepted the Terms & Conditions for registration.
✓	Confirm 'Student Data 1' details are correct.
✓	Confirm 'Student Data 2' details are correct.
✓	Confirm Programme details are correct.
✓	Financial details.

[Undergraduate](#) | [Postgraduate](#) | [Research](#) | [Business](#) | [International Contact](#) | [Site Map](#) | [Maps and Directions](#) | [About Us](#)


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.

[Status](#) | [Student Data 1](#) | [Student Data 2](#) | [Programme](#) | [Modules](#) | [Finance](#) | [Documents](#) | [Help](#) | [Logout](#)

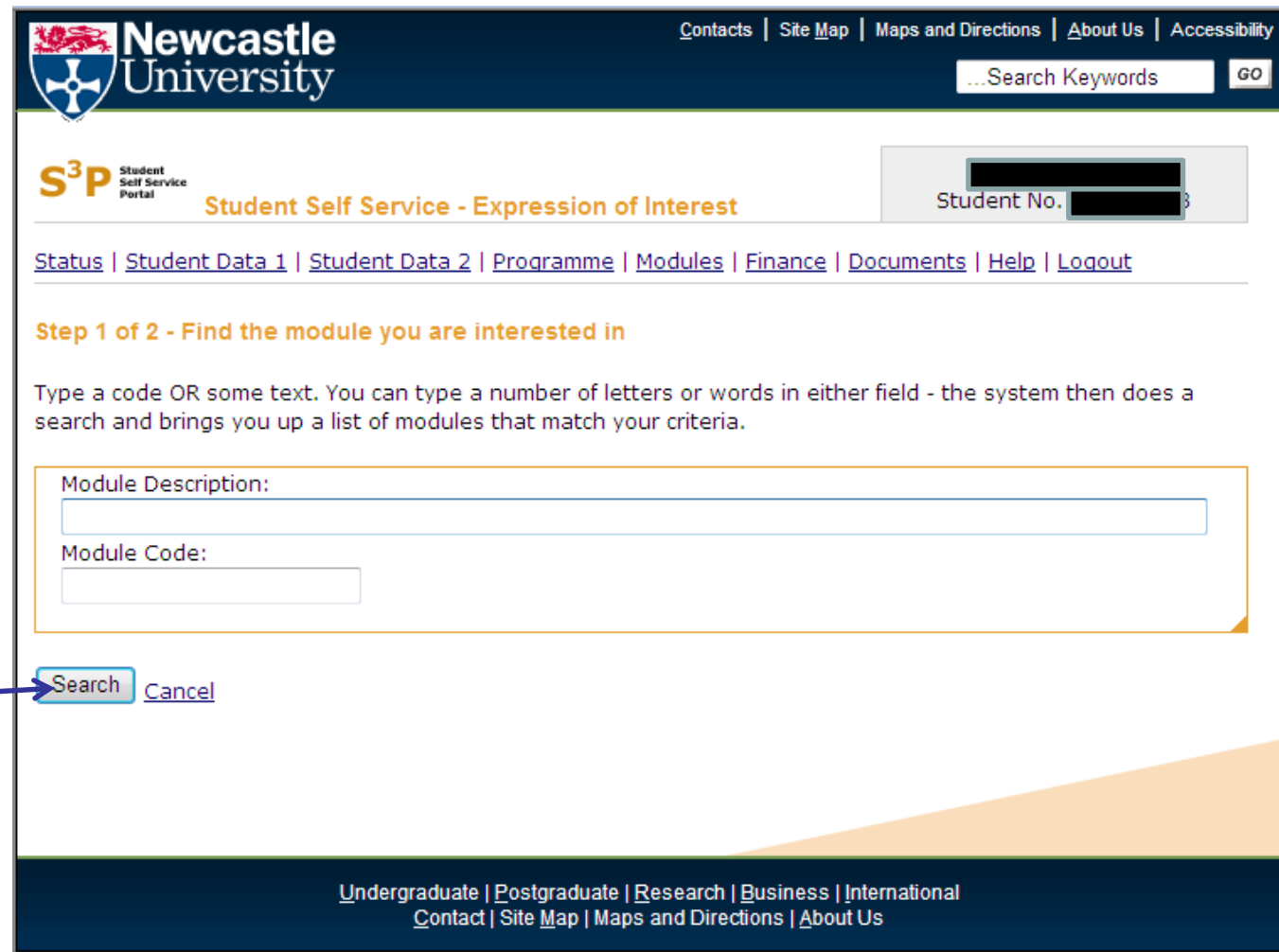
 **IMPORTANT:** 'Expressing an Interest' in these modules will NOT guarantee a place on the modules should one become available. This screen is not a waiting list.

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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The screenshot shows the Newcastle University Student Self Service portal. At the top, there is a navigation bar with the university logo, the text 'Newcastle University', and links for 'Contacts', 'Site Map', 'Maps and Directions', 'About Us', and 'Accessibility'. A search bar with the text '...Search Keywords' and a 'GO' button is also present. Below this, the 'S3P Student Self Service Portal' logo is displayed, followed by the page title 'Student Self Service - Expression of Interest'. A 'Student No.' field with a masked input is visible. A navigation menu includes links for '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 a search instruction: '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. An arrow points from the 'Search' button to the text on the left. The footer contains links for 'Undergraduate', 'Postgraduate', 'Research', 'Business', 'International', 'Contact', 'Site Map', 'Maps and Directions', and 'About Us'.

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.

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...Search Keywords

S³P Student Self Service Portal

Student Self Service - Expression of Interest

Student No.

[Status](#) | [Student Data 1](#) | [Student Data 2](#) | [Programme](#) | [Modules](#) | [Finance](#) | [Documents](#) | [Help](#) | [Logout](#)

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:

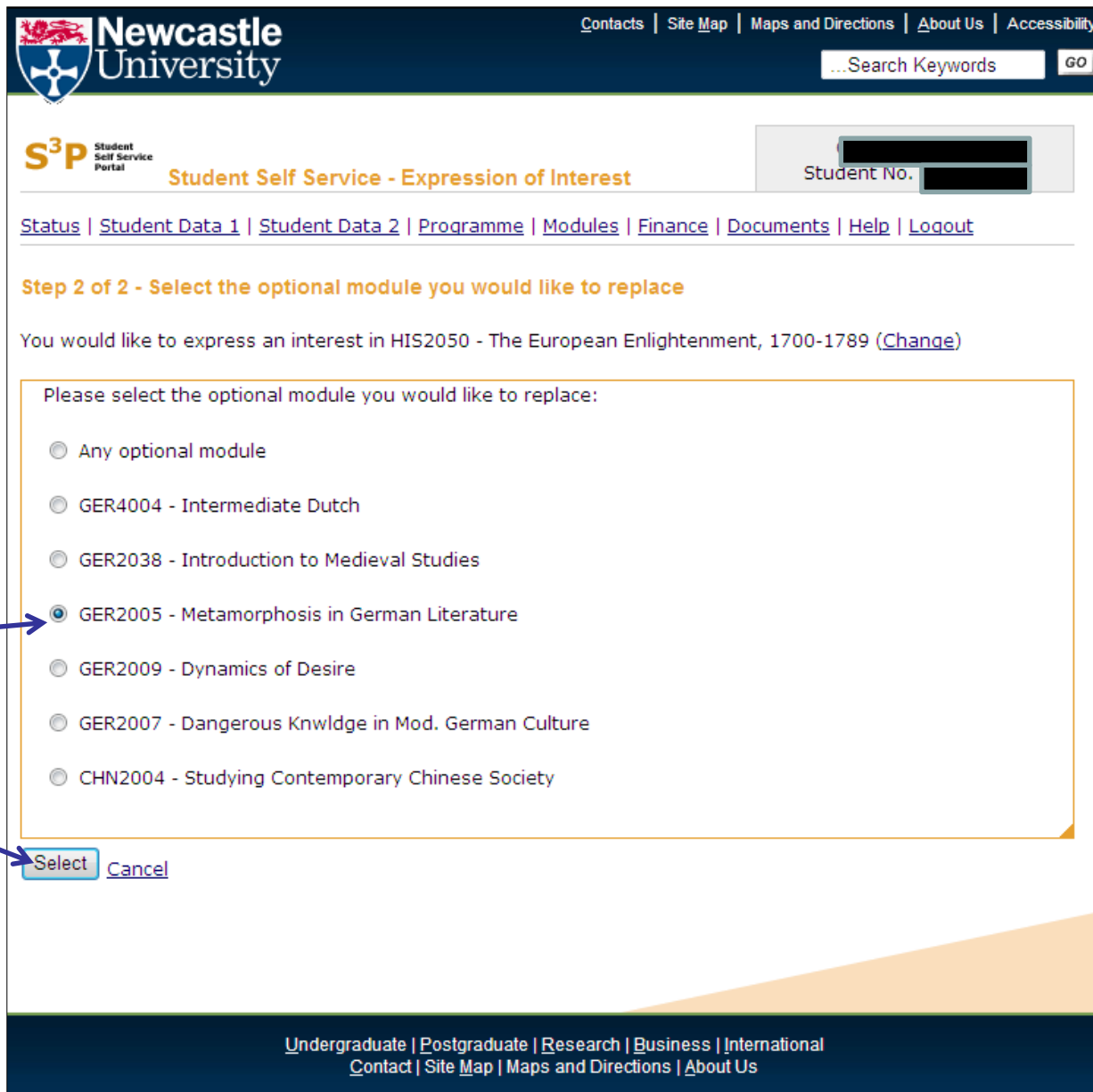
Module Type: Compulsory Capped Optional Full has Prerequisites

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"/>


Undergraduate | Postgraduate | Research | Business | International
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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.



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S³P Student Self Service Portal

Student Self Service - Expression of Interest

Student No.

[Status](#) | [Student Data 1](#) | [Student Data 2](#) | [Programme](#) | [Modules](#) | [Finance](#) | [Documents](#) | [Help](#) | [Logout](#)

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

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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.

Information for students – expression of interest in modules

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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...Search Keywords

S³P Student Self Service Portal

Student Self Service - Expression of Interest

Student No. [REDACTED]

Status | Student Data 1 | Student Data 2 | Programme | Modules | Finance | Documents | Help | Logout

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
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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).

Undergraduate | Postgraduate | Research | Business | International
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Student Self Service - Expression of Interest

[Redacted]

Student No. [Redacted]

[Status](#) | [Student Data 1](#) | [Student Data 2](#) | [Programme](#) | [Modules](#) | [Finance](#) | [Documents](#) | [Help](#) | [Logout](#)

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	

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.

[Undergraduate](#) | [Postgraduate](#) | [Research](#) | [Business](#) | [International](#)
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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.

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.