

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:	<input type="text"/>
*Password:	<input type="password"/>

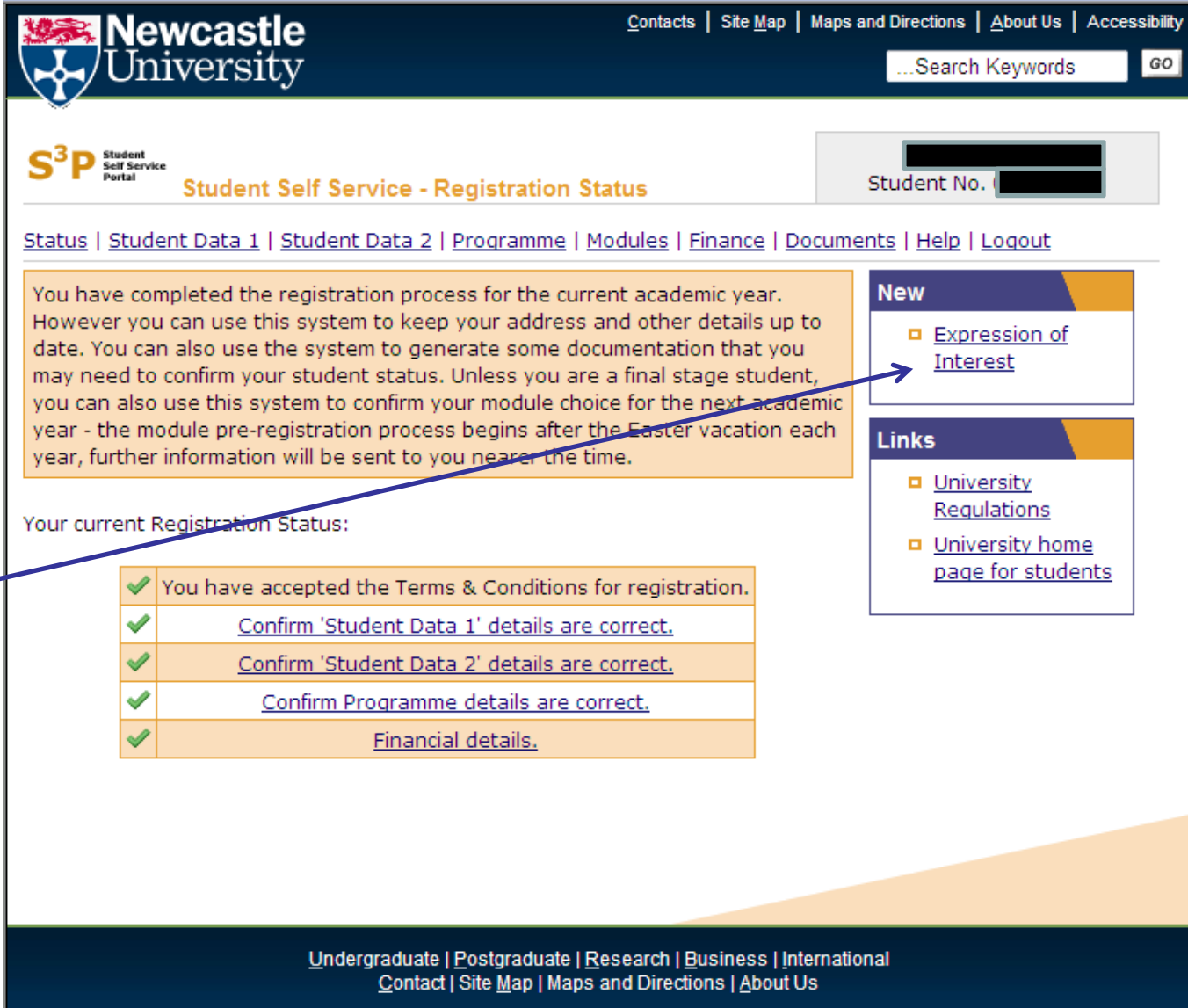
Login

[Having trouble logging in?](#)

When you log into S3P from 16 May 2019 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 Thursday 23 May 2019.

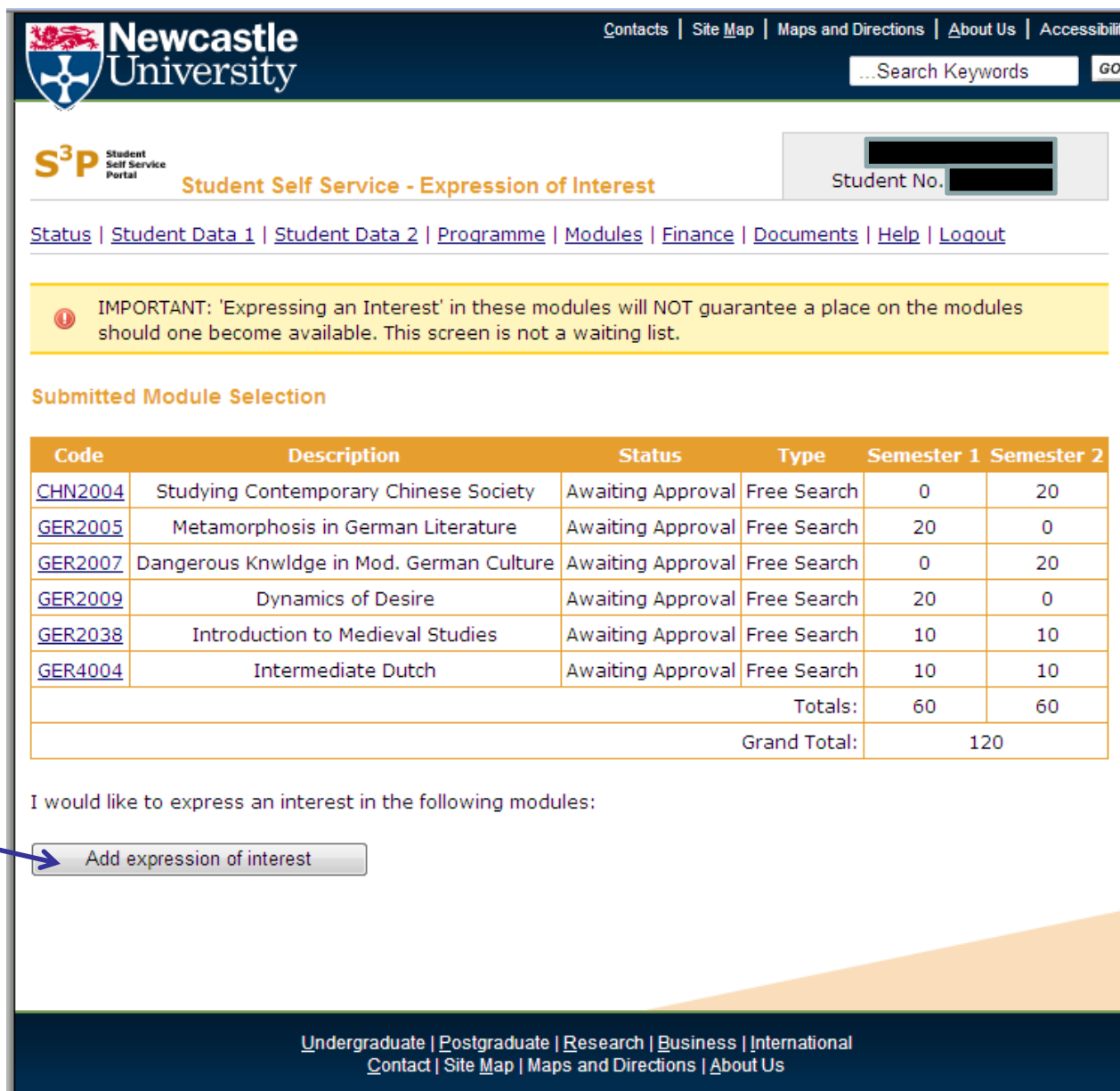


The screenshot shows the Newcastle University Student Self Service - Registration Status page. At the top, there is a navigation menu with links for Contacts, Site Map, Maps and Directions, About Us, and Accessibility. A search bar is also present. The main header includes the S³P logo and the title 'Student Self Service - Registration Status'. A student number field is visible on the right. Below the header, there is a navigation menu with links for Status, Student Data 1, Student Data 2, Programme, Modules, Finance, Documents, Help, and Logout. A message box states: '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.' Below this, it says 'Your current Registration Status:' followed by a list of five items, each with a green checkmark: '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.', and 'Financial details.'. On the right side, there is a 'New' sidebar with a link to 'Expression of Interest' and a 'Links' sidebar with links to 'University Regulations' and 'University home page for students'. A blue arrow points from the text on the left to the 'Expression of Interest' link in the sidebar.


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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Newcastle University


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

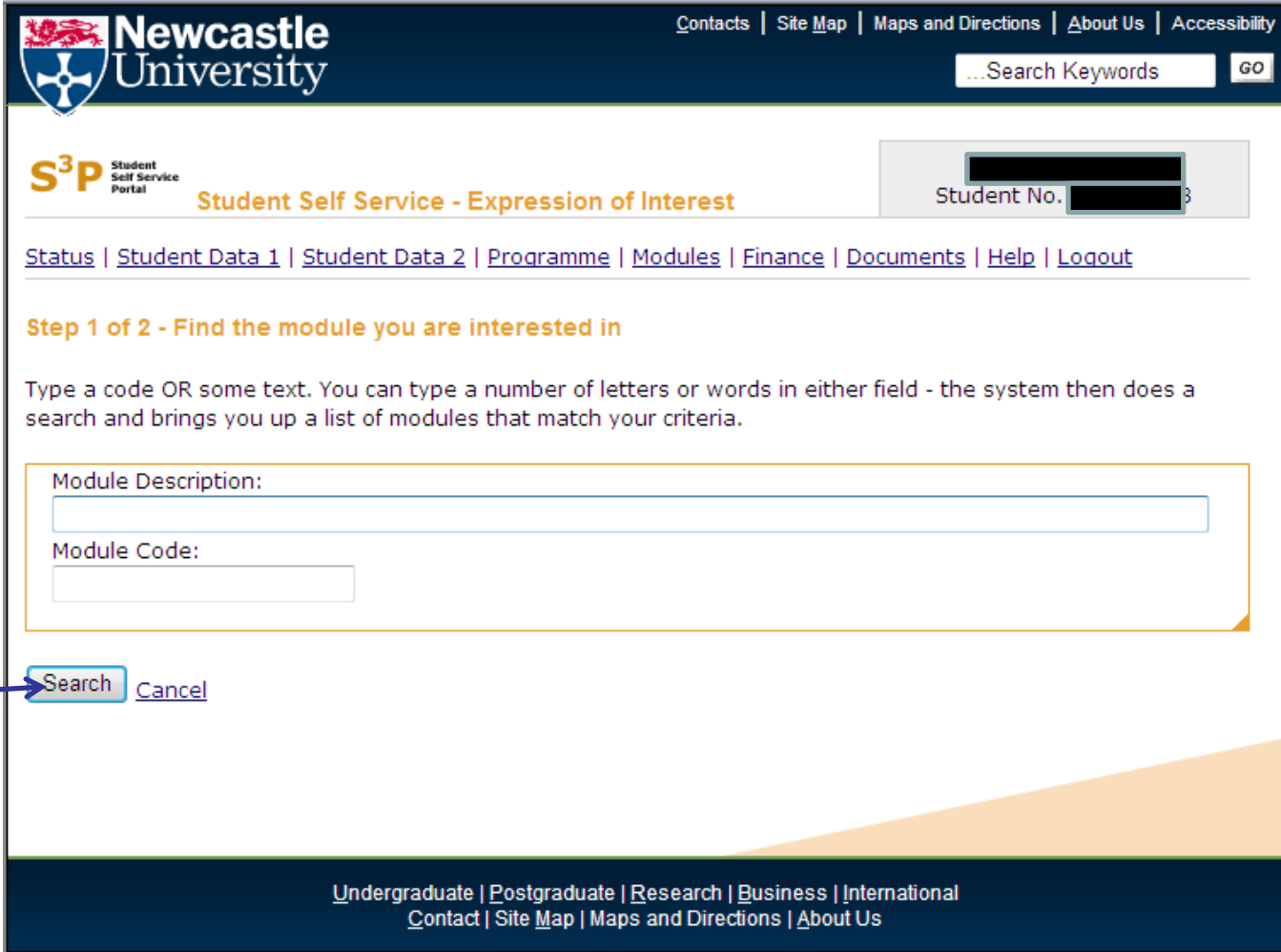
Code	Description	Status	Type	Semester 1	Semester 2
CHN2004	Studying Contemporary Chinese Society	Awaiting Approval	Free Search	0	20
GER2005	Metamorphosis in German Literature	Awaiting Approval	Free Search	20	0
GER2007	Dangerous Knowledge in Mod. German Culture	Awaiting Approval	Free Search	0	20
GER2009	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:

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



The screenshot shows the Newcastle University Student Self Service portal. At the top, there is a navigation bar with links for [Contacts](#), [Site Map](#), [Maps and Directions](#), [About Us](#), and [Accessibility](#). Below this is the Newcastle University logo and a search bar with the text "...Search Keywords" and a "GO" button. The main header area includes the S³P logo and the text "Student Self Service - Expression of Interest". To the right of this header is a "Student No." field with a masked input. Below the header is a navigation menu with 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". Below this title is a paragraph of 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." There are two input fields: "Module Description:" and "Module Code:". Below these fields are two buttons: "Search" and "Cancel". A blue arrow points from the text "press the search button." to the "Search" button. At the bottom of the page, there is a footer with links for [Undergraduate](#), [Postgraduate](#), [Research](#), [Business](#), [International](#), [Contact](#), [Site Map](#), [Maps and Directions](#), and [About Us](#).

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...Search Keywords

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"/>

Undergraduate | Postgraduate | Research | Business | International
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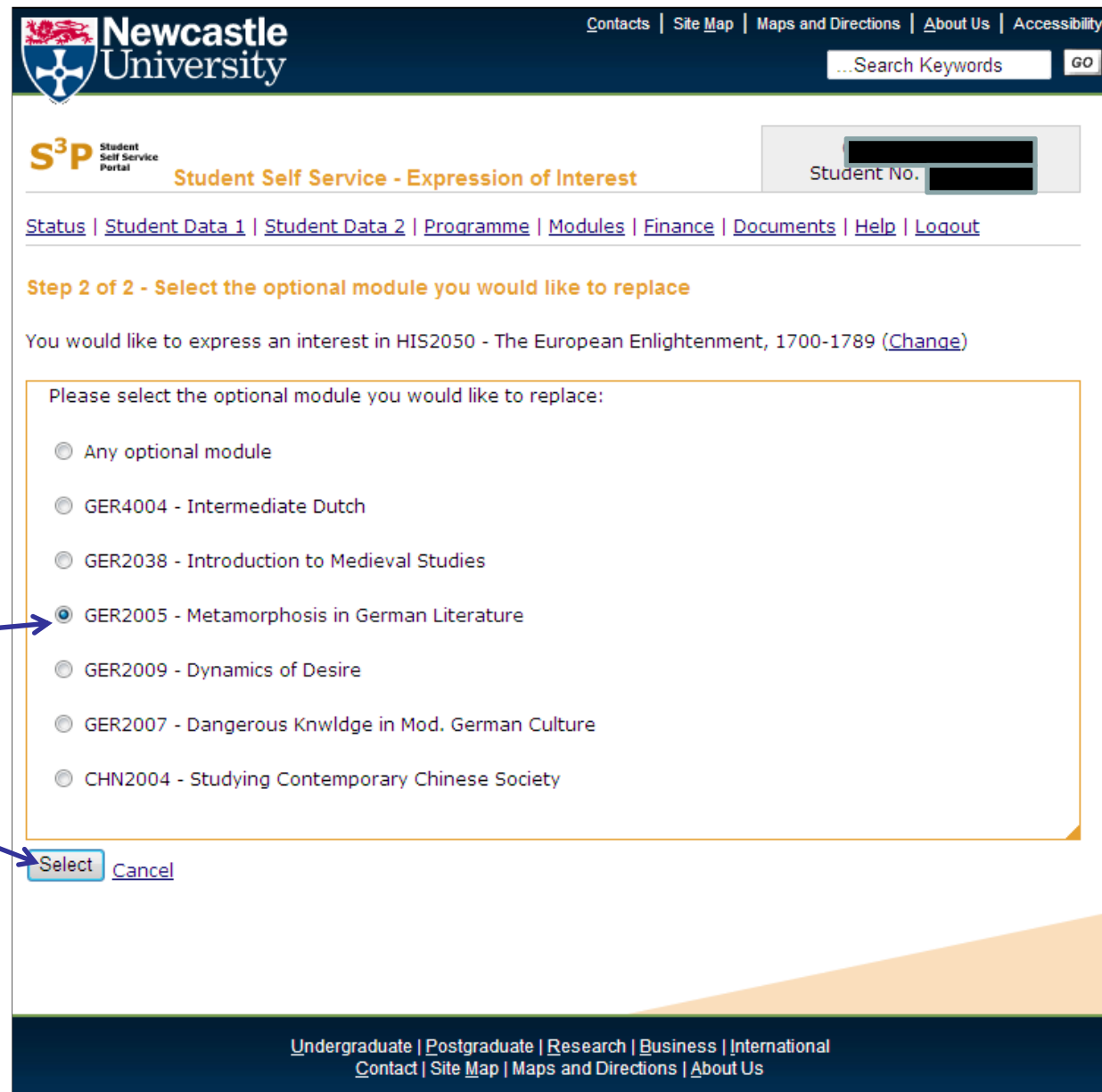
Pressing the search button will produce a list of modules that match your search criteria.

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

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.



Newcastle University

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...Search Keywords GO

S³P Student Self Service Portal

Student No. [REDACTED]

Student Self Service - Expression of Interest

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

Select Cancel

Undergraduate | Postgraduate | Research | Business | International
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When you press select you will be taken back to this screen.

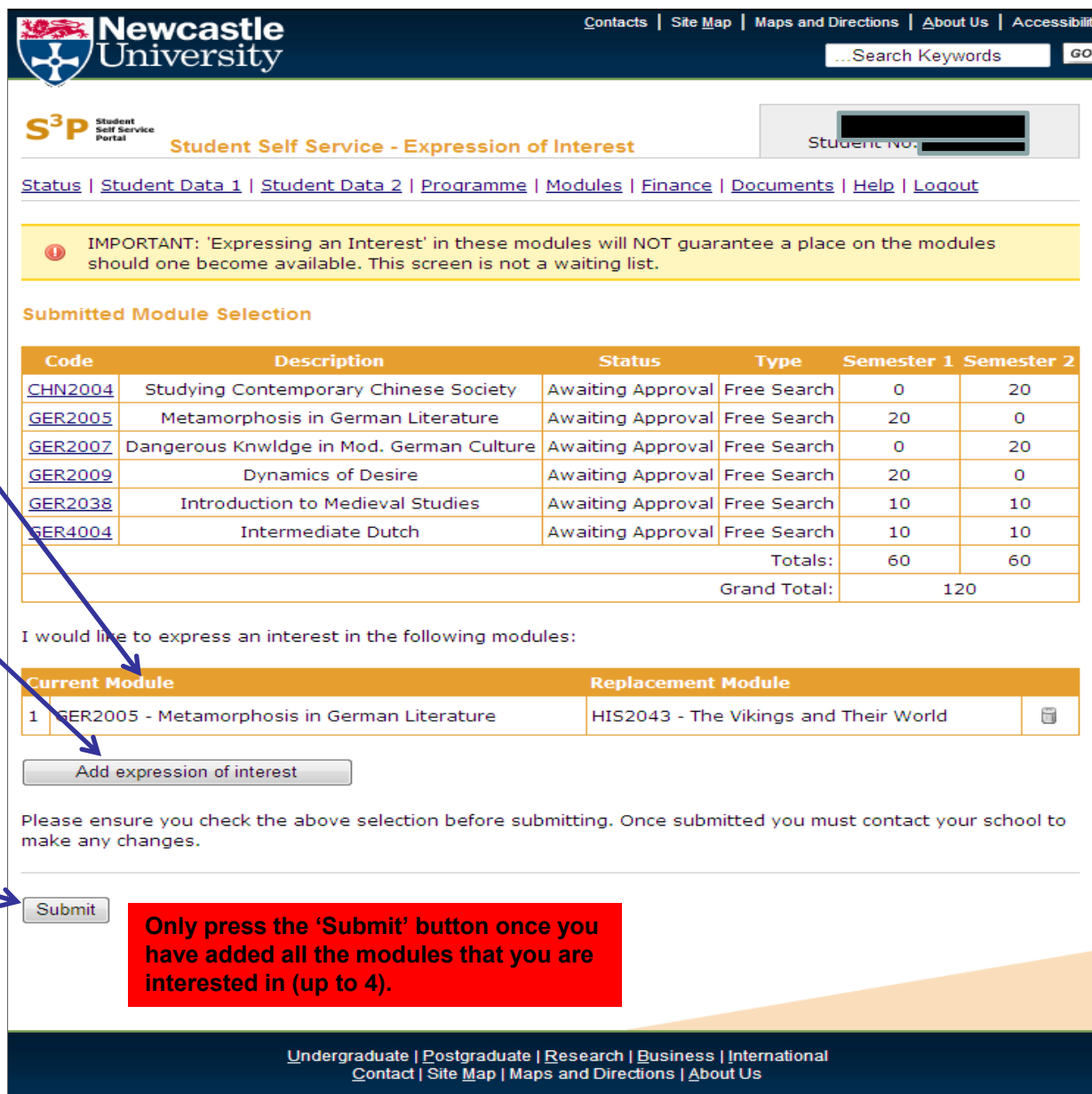
The module that you wish to express an interest in is now listed under your existing module choices.

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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S³P Student Self Service Portal **Student Self Service - Expression of Interest**

[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


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 Self Service - Expression of Interest

Student No. XXXXXXXXXX

[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.

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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.