

Subject: **Module Registration 2010-2011**

All Computing students currently in Stages 1, 2 or on placement must register for the modules they will take in 2010-2011 **by the following dates:**

Canterbury: Friday 2 April 2010

Medway: Friday 26 March 2010.

The Stage 2/3 Handbooks are now available to students and describe the modules (both compulsory and optional) available for each programme. You should study this and identify the modules for which you wish to register.

Choosing modules

Module descriptions are contained in the Handbook. They are also available on-line at: <http://www.kent.ac.uk/studying/modulecatalogue/>

Full module specifications are available at:
<http://www.kent.ac.uk/stms/studying/modules/index.html>

MODULE REGISTRATION

Module registration is on-line via the Student Data System

First access the **Student Data System** online section of the student portal.

In the left hand column headed "My Study"

Select **Registration**

Select **Module Registration**

The page displays details (a) of modules you are currently taking in Stage 1, and (b) compulsory modules for your Stage 2.

Entering data:

Scroll down this page to the **Optional Module Selection** heading and select modules totalling the required number of credits by ticking the term checkboxes.

Use the information in the appropriate part of Section 4.1 of your course handbook to select modules that are available to your programme.

Scroll to the end of the page and click on the **Check for submission** button. This will display a table showing the modules you have chosen. If there are any changes to be made before submission follow the on-screen instructions.

If you have made a valid selection you will see a message "**Your module selection has been submitted for processing**". This means that your selection has been accepted and you have completed the module registration process.

At this point you can you can click on “**My Modules**” to check your entries and view your modules, both compulsory and optional. Your optional modules will be flagged as “**Unconfirmed**” until the Course Administration Office confirms your registration. This will be done once all students have registered and any problems resolved.

Timetable Information

On the module registration page there is a link to the draft lecture timetable for 2010-2011. Please note that the timetabling information should be regarded as provisional and is subject to change before the start of the next academic year.

Problems you might encounter:

- If, following submission you check your entries but do not see all the module codes for which you believe you have registered, please contact the Course Administration Office;
- If you receive any other error message you will be told to contact your Departmental Office. In this case please email the Course Administration Office. In your message please give details of the module code and the error message you receive.

If you have any queries on these procedures please contact me via the Course Administration Office (email computing@kent.ac.uk)

Sandra Shine
Administrator
Computing Course Administration Office
March 2010