Continuing Students - Module Registration 2021

As an undergraduate student, you are required to register your optional modules for the new Academic Year.

You will need to access your Student Intranet to register for modules in the upcoming year. Registration for continuing students will open on Tuesday, 4 May at 10:00am BST and 11:59pm BST on Monday, 10 May.

You will be automatically pre-registered for required and mandatory modules for your programme. You will be required to choose a certain quota of optional credits based on your programme of studies. Please ensure you carefully review the Academic Advice information on the module registration screens.

Q: Where do I complete module registration?
A: Module registration takes place online. You do not need to be on campus.

The system can be accessed by logging into the Student Intranet with your MWS username and password. From here you find clear links to the module registration portal. Alternatively, you can navigate directly to https://student.liverpool.ac.uk/moduleregistration/ and log in with your MWS username and password.

The module registration portal will only be available to access after 10:00am BST on Tuesday, 4 May.

Please note, module registration is no longer available through Liverpool Life.

It is important that you read through the ‘academic advice’ provided at the top of the module registration screen once you have logged in. This is information provided by your department and is specific to your programme.

Q - How will I know what to do on the portal?
A - It's very easy to navigate. For further guidance on where to go, how to log in, and how to select your modules please watch this short video:
https://www.liverpool.ac.uk/student-administration/managing-my-studies/module-registration/

Q - How many modules should I choose?
A - At undergraduate level you need to complete 120 credits of modules in each year. That usually means that in Semester 1 you will take 60 credits and in Semester 2 you will take a further 60 credits. If your programme contains a 30-credit year-long module(s), the remainder of your credits should split equally.

What are Mandatory, Required and Optional modules?
A:

- Mandatory modules

These modules will be pre-registered for you. This means that you must take the subject in order to qualify for your degree, but you must also pass it with a mark of at least 40%* in order to progress to the next year of your studies. The university's rules on compensation of
failed grades do not apply to mandatory modules. As with Required modules, you will be pre-registered for your mandatory modules.

*FHEQ level 7 modules will be 50.

- **Required modules**

Some modules are essential parts of a degree programme. You must take those modules in order to progress to the next year of your studies. For this reason we will pre-select those modules for you based on the degree programme you have chosen. The university rules provide students with a small degree of tolerance in relation to failed modules which are required parts of their degree. See the compensation rules in the University's Code of Practice on Assessment. As noted above, if your programme has required modules these will be pre-registered for you.

- **Optional modules**

Optional modules will not be pre-selected for you. If your programme has optional modules, you will need to select these modules during the registration period of **Tuesday, 4 May at 10:00am BST and 11:59pm BST on Monday, 10 May**. Please read and review the academic advice section and any School/Department information prior to selecting your modules.

**Q - How many modules should I choose?**

**A -** At undergraduate level you need to complete 120 credits of modules in each year. That usually means that in Semester 1 you will take 60 credits and in Semester 2 you will take a further 60 credits. If your programme contains a 30-credit year-long module(s), the remainder of your credits should split equally.

**Q - I’d like some more information about a module before selecting. How do I find it?**

**A -** If you require additional information on the modules, each module title will be hyperlinked and will take you to the module details page. This will include information on:

- Module title
- Semester
- Module credit value
- Module FHEQ level
- Module leader and other teaching staff
- Assessment type
- Module aims, learning outcomes
- Recommended texts

**Q - What if the module I want is full or closed?**

**A -** In some instances, modules will have a maximum number of students who are able to register. If you are unable to register for your desired module, this will be clearly indicated. In this instance, it is important that you select alternative modules and continue to register for 120 credits.

**Q – What is the reserve list?**
Should any of your first-choice modules not be available at the point of registration, you can also use this area to highlight any which you would ideally have chosen.

Your department may then use this information to reallocate spaces should any become available – on a first-come, first served basis, using the date/time that the reserve selection was made. This information will also help the University in better gauging demand for modules and inform its future planning.

Please note, we would advise you to fill your required quota of module credits with available module choices before adding to your reserve list. You can do this by pressing the ‘confirm selection’ button.

It is important to note that while every effort will be made to accommodate your choices, the University is not able to guarantee space on some modules which may be limited by teaching capacity, specialised space or available timetabling room.

Your department will contact you to clarify exactly how they may use this information to inform your selections, if spaces become available on a currently full module

Q – Why am I being asked to rank my optional and reserve modules?

Once you have registered for your modules, you will also have the opportunity to rank all of your chosen modules in order of preference using a second screen.

As well as potentially supporting this year’s module reserve list process, this information will be highly beneficial in helping to support a wider review of modules and spaces available – as well as the overall process used to support module registration.

Q - Can I change the modules I’ve selected?

A - You will be able to change your modules during the registration period. If you re-enter the module selection pages, you will be able to delete and add available modules – also amending any preference-based ranking to support.

If you wish to change your modules outside of the registration period, please speak to your School Student Experience Office.

Please be aware if you delete a module, there is no guarantee you will be able to re-select that module, should it fill up in the meantime.

Q - Will all selected modules remain available?

A - The information within the registration portal is up to date as at the time you select your modules. The ability to deliver some modules during 2021/22 academic year and/or the ability to deliver some content or assessment types within a given module may be subject to change. Please be assured that where this is the case you will be informed directly, and all reasonable steps will be taken to mitigate the effects that this may have on you. In some cases, you may be contacted by your local Student Experience Office to discuss making alternative module registration arrangements.

Q - I am an international student and am currently studying in a different time zone. What time should I log in?

A - We are aware that many of our international students are currently studying remotely, often in different time zones to the UK. It is important you try to log in as close to 10:00am BST on Tuesday, 4 May, especially if one or more of the modules you wish to choose are
expected to be popular. We would like to offer our apologies to all those for whom this is inconvenient.

**Q - Why are modules offered on a first come, first served basis? Can't module registration be staggered?**

A - We are intending to collect data this year on the demand for modules by running a 'reserve list' function within the system. This will allow anyone who doesn’t secure their first choice the chance to record their intentions. It will log preferred options in the order in which they are received and will allow departments to potentially use this information to reallocate spaces should any become available – on a first-come, first served basis, using the date/time that the reserve selection was made.

Unfortunately, because many modules are shared across faculties, programmes and also year groups, there is currently no other fair way to ensure each student gets equal opportunity to register for the modules they want to.

We are continuing to review this.

**Q – Some of my modules are not displaying in the options?**

A - If there are any modules you were expecting to see as options that are not available in your module options list, please contact your School Student Experience Office.

**Q: Can I change my modules after selection?**

You will be able to change your modules during the registration period. If you re-enter the module selection pages, you will be able to delete and add available modules.

If you wish to change your modules outside of the registration period, please speak to your School Student Experience Office.

Please be aware if you delete a module, there is no guarantee you will be able to re-select that module, should it fill up in the meantime.

**Q: What if I register for too many or too few modules?**

The module registration platform will not allow you to exceed 120 credits. However, the system will allow you to register for less than 120 credits. In some cases this may be for good reason (e.g. to seek further academic advice), but during the registration period we recommend you return to the module registration platform to complete your registration up to the required number of credits.

It is your responsibility to register for the correct number of credits.

It is also your responsibility to register with the correct balance of modules across the academic year (usually 120 credits split equally between semester 1 and semester 2).

**Q – What is the Academic Advice section?**

Your module selection page will include academic advice from your academic department. This will include programme specific information in relation to module selection.

Please read this section carefully before commencing module selection.
Q - I've got an issue I need to speak to someone about. Who do I contact?

A - Queries around module registration should be directed to your local Student Experience Office in the first instance. If you're experiencing a technical issue, please let us know via servicedesk.liverpool.ac.uk so that CSD can investigate.