Choosing optional units in SAMIS

1. Accessing the unit selection screens

Log in to SAMIS (https://www.bath.ac.uk/samis/urd/sits.urd/run/siw_lgn)...

Use the ‘Choose optional modules/View compulsory modules’ link to access the unit selection screens.
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2. Navigating the main screen:

- **Information about the programme on which you are registered**
- **Compulsory modules**
  - Details of any compulsory units which have been added to your records automatically.
  - This box may contain additional information to help you with your unit selections and/or details of any overarching rules which must be met in order for you to submit your options.
  - This section will display any modules you have already selected and enable you to de-select a module if you change your mind.
  - Once you start making selections this box will show you how many credits you have selected overall and whether your selections comply with any programme rules.
- **Groups of modules from which you should select your options**
- **Module information pane**
  - The module information pane will show you further information about individual modules within a list of options once the list is displayed.
  - Use the 'SUBMIT SELECTIONS' button to save your unit choices once you have made all of your selections.
- **Overall Progress**
  - The 'SUBMIT SELECTIONS' button to save your unit choices once you have made all of your selections.

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This page shows any compulsory modules which have been automatically added plus lists of modules from which you should choose your options:

- Check your programme catalogue to decide which options you want to choose.
- Lists of optional modules are shown in the left-hand window pane below. Click on VIEW LIST in each box to view the available options.
- Remember to SUBMIT SELECTIONS once you have made your selections.

View the help text for further information about using this screen. Contact support to request further assistance.
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3. Choosing options:

- Click on ‘VIEW LIST’ to view the optional units available within a group. The box will expand to show a detailed list of the options available.

- These two boxes will provide information on how many units should be selected from the list. The grey box may contain information pertaining to more than one list (e.g., if a certain number of units must be selected across two different lists).

- Additional information may also be provided here to help you make your selections, including whether any overarching programme rules are applied to this group of options.

- SAMIS will only display 10 units at a time on the page. If the list contains more than 10 optional units, you can use these buttons to navigate up and down the list or over-type the page number with a different page.

- Click on the ADD button to choose a unit from the list.
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Once you have chosen a module it will appear in the ‘Selected Modules’ list and your overall progress will be updated (see below). To view the modules you have selected from a particular list, click on the relevant list and then choose the ‘Modules from current list’ tab.

Use the rubbish bin icon if you want to remove an option you have selected.

Once you are happy with your selections click on the ‘SUBMIT SELECTIONS’ button. SAMIS will check that your selections meet all the programme rules.

Green ticks will appear when the units you have chosen meet the criteria for each list.
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4. Choice Complete

If the units you have selected meet the criteria for your programme then your choices will be confirmed in SAMIS and you will be taken to the confirmation screen...

If you want to change any of the options you have selected, click on the UNDO ANY SELECTION button.
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5. Trouble-shooting & Error Messages

Error messages which may appear when you are selecting units...

- **Requisites Not Met**
  
  You are not able to meet at least one of the requisites for this module. Please select an alternative.
  
  BEFORE TAKING THIS MODULE YOU MUST ( TAKE MN20016 OR TAKE MN20081 ) AND TAKE AR10003
  
  This means that you have not met one or more rules for the unit you have selected (e.g. you haven’t previously taken the correct pre-requisites).

- **Duplicate Selection**
  
  You have already selected this module
  
  You are trying to choose a unit you have already selected.

- **Module Full**
  
  Your selected module is full and cannot accept any more students.
  
  The unit you are trying to choose is full – please select an alternative.

- **Too many credits**
  
  You have selected the maximum number of modules or credits from this group.
  
  You have chosen the maximum number of units from the group already – if you wish to change your mind, you will need to drop one of your existing choices first.

Error messages which may appear when you try to submit your selections...

- **Selections Not Valid**
  
  You are not permitted to take at least one of your selected modules, or you have not selected the correct amount of credit from a group of options.
  
  You have not chosen enough units/credits from one or more of the groups of options included in your programme – you will not be able to submit your selections until you have chosen the appropriate number of options from each group.

- **Rule Failure**
  
  Your selections do not meet the following rules:
  
  Your choices do not meet one or more overarching rules for the programme (in this case too many level 2 units have been selected). You will need to change some of your option choices to ensure you meet all criteria for the programme before you can submit your selections.