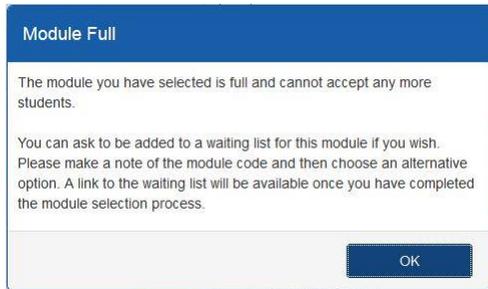


Submitting a request to join a module waiting list via SAMIS

A small number of modules offered as options have a limit on the number of spaces available. Once all of the spaces on these units have been filled no further students will be able to select the unit. If you try to select a unit which is full you will see an error message...



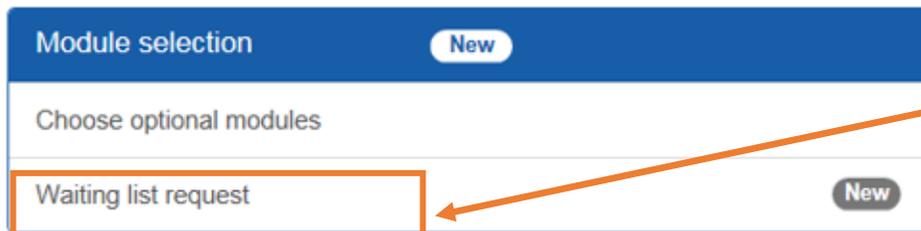
The error message will indicate that you can ask to join a waiting list in case places become available on the module which you have tried to select. You can join a waiting list using the 'Waiting list request' form in SAMIS. **Before doing this you must complete the process of choosing all of your optional modules.**

Even if you want to join a waiting list, you should still select an alternative option from your programme as we cannot guarantee that any places will become available on the module which is full.

In order to successfully complete the waiting list request form you will need:

1. The code of the module you have selected from your programme options but would like to drop if a place becomes available on your preferred module. You will be able to find this code in the list of optional modules you have selected via the 'Choose optional modules' link in SAMIS.
2. The code of the module whose waiting list you want to join. You can find codes for all modules available to undergraduates in 2023/24 in the [Programme and Unit Catalogues](#).

Once you have these two codes you can proceed to the form...



Follow the link to the Waiting list request form on your SAMIS student home page

Submitting a request to join a module waiting list via SAMIS

Waiting list module details

Waiting list request

Use the form below to request a place on a waiting list for a module which is full. You must finish choosing your optional modules before filling in this form. You will need the code for the module whose waiting list you wish to join (you can find unit codes in the Programme and Unit catalogues) and the code of the unit you have selected but would like to drop. The unit you wish to add and the unit you wish to drop must be taught in the SAME academic period (e.g. both in Semester 1).

Choose 'Continue' to proceed with your request.

Your place on the waiting list will only be secured once you have reached the final confirmation screen. You will also receive an email confirmation at this stage.

Username

Name

Waiting list module code* List

Module code to drop* List

Your username and name will automatically appear in these fields

Type the code of the module whose waiting list you want to join in this box

Type the code of the module you have chosen but wish to drop if your request is successful, in this box

Submitting a request to join a module waiting list via SAMIS

Waiting list module details

Waiting list request

Use the form below to request a place on a waiting list for a module which is full. You must finish choosing your optional modules before filling in this form. You will need the code for the module whose waiting list you wish to join (you can find unit codes in the Programme and Unit catalogues) and the code of the unit you have selected but would like to drop. The unit you wish to drop must be taught in the SAME academic period (e.g. both in Semester 1).

Choose 'Continue' to proceed with your request.

Your place on the waiting list will only be secured once you have reached the final confirmation screen. You will also receive an email confirmation at this stage.

Username

Name

Waiting list module code* Gender, sexuality, science, and technology

Module code to drop* Understanding religion in the contemporary world

If the codes you have entered are valid the module titles will appear here – check that these are the correct modules.

Click on 'Continue' (or 'Exit' to quit the form)

Submitting a request to join a module waiting list via SAMIS

Check that the details you have entered are correct...

Confirm details for waiting list

Confirmation

Please check the details below and then confirm your request. If you have made a mistake you can use the 'Go back' button to change your request or exit.

Your place on the waiting list will only be secured once you have confirmed your request.

| | | |
|--------------------------|--------------------------------------|--|
| Username / Name | <input type="text"/> | |
| Waiting list module code | <input type="text" value="SP30276"/> | Gender, sexuality, science, and technology |
| Module code to drop | <input type="text" value="SP30264"/> | Understanding religion in the contemporary world |

If you are happy that the codes you have entered are correct, click on 'Submit request'

If you wish to change any of the details you have entered, use the 'Go back' button

Submitting a request to join a module waiting list via SAMIS

Your request has now been submitted...

Confirmation

Your request to be added to a module waiting list has now been confirmed. You will receive an email confirming the details of your request.

Please note that we cannot guarantee that spaces will become available on any modules which are currently full. If a place becomes available and is allocated to you, you will be informed by email.

[Exit](#)

You will receive an email to your University email account, containing details of your request.

Waiting lists will be monitored and, where possible, places will be allocated if they become available. If a space on a unit is allocated to you, you will be informed by email to your University account.

Changed your mind?

If you change your mind after you have submitted a request to join a waiting list, please reply to the confirmation email to let us know.