

Choosing Optional Modules in SAMIS

User Guide for Year 1 Undergraduate and Postgraduate Students

Choosing optional modules in SAMIS

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Process Overview

When will online module selection be available?

Current deadlines for online module selection are available via <http://www.bath.ac.uk/catalogues/information/students/online-unit-selection.html>.

Please note that the system will be unavailable between 6pm and 7pm on each working day to allow us to carry out various administrative processes.

How should I prepare for module selection?

Accessing information on available options:

- Read any information provided by your department regarding the options available on your course.
- Find the catalogue for your course year (at <http://www.bath.ac.uk/catalogues/>). This will give you details of which optional modules (if any) are available to you.

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Checking your timetable:

- You can check your timetable via <https://www.bath.ac.uk/services/mytimetable/>. If you have any optional modules to choose in Semester 1 or for the whole academic year you must make your selections based on your timetable (i.e. you may not choose options which clash either with each other or with any of your compulsory modules).

Are there any restrictions on the options I can choose?

The structure of your course will dictate how many optional modules, if any, you are allowed to select within each semester. You may also be restricted in your choice of modules by:

- **Timetables:** the semester 1 timetable will already be finalised when you choose your options. You must ensure that you do not select options which will clash, either with each other, or with any compulsory modules on your course.
- **Capped modules:** all Semester 1 (S1) and all-year (AY) modules and a small number of modules in Semester 2 (S2) have limits placed on the number of students who can take them. These limits have been set in SAMIS at the request of the departments responsible for teaching the modules, to ensure that they don't exceed their capacity. Places on these modules will be allocated first to any students for whom they are compulsory. Any remaining places will then be made available via online module selection on a first-come-first-served basis. If a module you wish to select is full, you will see an error message and will be unable to choose it. **We cannot guarantee that there will be enough places on these modules to accommodate all the students who want to take them.** If a module which you want to take is full, you can join a waiting list in case a place becomes available later. You can find further details on capped modules at <https://www.bath.ac.uk/catalogues/information/students/Capped-units.html>
- **Pre-requisite rules:** some modules have pre-requisite rules, e.g. you might need to have passed A-level Chemistry (or equivalent) in order to take some first year Chemistry options. These rules are set to ensure that you have the appropriate prior knowledge to undertake study in your chosen option. Details of any rules are provided in the [online unit catalogues](#). It is your responsibility to ensure that you can meet any pre-requisite rules before choosing an optional module.

What will happen once I have completed the module selection process?

Once you have confirmed your module selections you will be able to view them in the 'Current Modules' screen in SAMIS (you can access this screen from the 'Student Home' page in SAMIS).

Please note that:

- Your Director of Studies will have access to details of the units you have chosen. In some circumstances you may be required to change your options if your Director of Studies feels that your choices are not appropriate. If this is the case you will be contacted to discuss your options further.
- Courses and modules may be subject to change in accordance with normal University procedures. You can find out more about this and other important University terms and conditions at <https://www.bath.ac.uk/corporate-information/important-terms-and-conditions-for-applicants/>

Choosing optional modules in SAMIS

Accessing the module selection screens

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

The screenshot shows a navigation menu titled "Student look up screens". The menu items are: "Current modules", "My personal tutor", "View your results so far - all UG students", "Individual mitigating circs (IMCs) claim results", "Module database", "Self-Service Transcript PDF", and "Self-Service Record of Assessment PDF". The "Current modules" link is highlighted with a blue box. A blue callout box with an arrow pointing to the link contains the text: "You can view a list of the compulsory modules which have been automatically added to your records via the 'Current modules' link".

The screenshot shows the "Module Selection" screen with a "New" badge. A "PLEASE NOTE" message states: "Module selection will be closed between 6pm and 7pm on weekdays to allow us to carry out processing." Below the note, the "Choose optional modules" link is highlighted with an orange box. An orange callout box with an arrow pointing to the link contains the text: "Use the 'Choose optional modules' link to access the module selection screens".

Choosing optional modules in SAMIS

Navigating the main screen

Module Selection

Please choose your modules for the 2020/21 academic year from the lists below. Please note the following:

1. Use the [programme catalogues](#) [link opens in new tab] to help you decide which modules to select. Your department may also provide additional information to help you make your selections.
2. If you are unsure which modules to select, please contact your Director of Studies for advice.
3. **Check your timetable:** If you have any all year (AY) or Semester 1 (S1) options to choose, you must check the [Semester 1 timetable](#) [opens in new tab] for your programme before making your selections to ensure that you do not select options which will cause clashes on your timetable.
4. Lists of the modules available on your programme of study are shown below. Click on **View List** in each box to view the list of modules. To select a module, click on the **Add** button next to it. You may need to scroll down the page to see all available options.
5. When you have finished selecting your modules, you must use the **Submit Selections** button to access the final confirmation screen. **If you do not confirm your selections your choices will not be saved.**
6. **Capped units:** A very small number of units have been capped, meaning they only have a limited number of places available. If all of the spaces on a module have been filled you will not be able to select it (you will see an error message). If this happens you can ask to be added to a waiting list in case a place becomes available but you must choose an alternative optional module and complete the process of submitting your option choices first.

The deadline for choosing your modules for

Help and Support:

For help text or further information about using this screen, contact support (email: registration@pain.ac.uk) to request technical assistance.

The screenshot shows the 'Module Selection' interface. Callout 1 points to the 'Details' section at the top, which displays 'Programme you are studying: PSYC UG WITH PLACEMENT' and 'Route you are following: BSc(Hons) Psychology with Year long work placement'. Callout 2 points to a note about an additional programme rule regarding 'TOTAL CREDIT' requirements. Callout 3 points to a list of module options for Semester 1. Callout 4 points to the 'Selected Modules' section, which shows a table of chosen modules and a 'Submit Selections' button. Callout 5 points to a progress summary table. Callout 6 points to the 'Submit Selections' button at the bottom of the page.

| Module | Name | Period | Occ | Level | Credits | | |
|--|------|--------|-----|-------|-----------------|----------------|---|
| Totals | | | | | | | |
| Overall Progress | | | | | Required | Current | |
| Modules | | | | | N/A | 0 | ✓ |
| Credits from TOTAL CREDIT: Total credits needed from options | | | | | 12 | 0 | ✓ |

1. Information about the course on which you are registered.
2. Details of any overarching rules which may be applied to your course year (e.g. the total number of credits you need to select across all lists of options)
3. Lists of modules from which you should select your options
4. This section will display any modules you have already selected and enable you to de-select a module if you change your mind
5. Once you start making selections this box will show you how many credits you have selected overall and whether your selections comply with any rules for your course
6. Use the 'Submit Selections' button to save your module choices once you have made all of your selections. **You must submit your selections for your choices to be saved.**

Choosing optional modules in SAMIS

Selecting and submitting options

Make any choices from the options contained within this list. Use the **View List** button to see the list of optional modules.

Choose a maximum of 1 module in Semester 1 from SP10204/A, PL10082/A, MN10545/A, SP10002/A, SP10043/A, MN10354/A, SP10206/A

- **Director of Studies approved option available:** You may be permitted to take a Director of Studies approved option as an alternative to one of the units on this list. You must first select all your options from those available within your programme. Once you have completed the process of choosing your options, you should request the unit you wish to take via the 'DoS approved option request form' linked on your SAMIS student home page. You will need the code of the unit you have selected but wish to replace with a DoS approved option.

TOTAL CREDIT: Total credits needed from options

[View List](#)

Click on 'View List' to view the optional modules available within a group. The box will expand to show a detailed list of the options available.

Choose a maximum of 1 module in Semester 1 from SP10204/A, PL10082/A, MN10545/A, SP10002/A, SP10043/A, MN10354/A, SP10206/A

- **Director of Studies approved option available:** You may be permitted to take a Director of Studies approved option as an alternative to one of the units on this list. You must first select all your options from those available within your programme. Once you have completed the process of choosing your options, you should request the unit you wish to take via the 'DoS approved option request form' linked on your SAMIS student home page. You will need the code of the unit you have selected but wish to replace with a DoS approved option.

TOTAL CREDIT: Total credits needed from options

Details of how many modules or credits should be selected from the list can be found here

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

Search

| Module | Name | Period | Occ | Lev | Crd | Add |
|---------|---|--------|-----|-----|-----|---------------------|
| MN10354 | An introduction to law | S1 | A | C | 6 | Add |
| MN10545 | Organisational behaviour | S1 | A | C | 6 | Add |
| SP10002 | Russian written & spoken language 1A (ab initio) | S1 | A | C | 12 | Add |
| SP10002 | Social problems & social policy | S1 | A | C | 6 | Add |
| SP10043 | Understanding society: Britain in global context | S1 | A | C | 6 | Add |
| SP10204 | Introduction to international development | S1 | A | C | 6 | Add |
| SP10206 | Thinking and working cross-culturally: Introduction to social analysis of development | S1 | A | C | 6 | Add |

Showing 1 to 7 of 7 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Click on the ADD button to select a module from the list

Choosing optional modules in SAMIS

Once you have chosen a module it will appear in the 'Selected Modules'.

To view the modules you have selected from a particular list, click on the relevant list on the left side of the screen and then choose the 'Modules from current list' tab.

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

As you select your options your overall progress will be updated here. Green ticks will appear on the right-hand side of the list to indicate that you have met any programme rules. A red cross appearing here means that one or more of your choices contravenes the rule.

The screenshot displays the SAMIS interface for selecting modules. At the top, there are two tabs: 'All my modules' and 'Modules from current list'. Below the tabs is a table titled 'Selected Modules' with columns for Module, Name, Period, Occ, Level, Credits, a rubbish bin icon, and a green checkmark. The table lists three modules: MN10545 (Organisational behaviour), PL10952 (Europe since 1789), and another module with 6 credits. Below this is a 'Totals' section with a table showing 'Overall Progress' with columns for Required and Current, and a green checkmark. The 'Overall Progress' table shows 'Modules' with Required N/A and Current 2, and 'Credits from TOTAL CREDIT: Total credits needed from options' with Required 18 and Current 18. At the bottom, there is a blue 'Submit Selections' button.

| Module | Name | Period | Occ | Level | Credits | | |
|---------|--------------------------|--------|-----|-------|---------|--|---|
| MN10545 | Organisational behaviour | S1 | A | C | 6 | | ✓ |
| PL10952 | Europe since 1789 | AY | A | C | 12 | | ✓ |

| Totals | | | |
|--|----------|---------|---|
| Overall Progress | Required | Current | |
| Modules | N/A | 2 | ✓ |
| Credits from TOTAL CREDIT: Total credits needed from options | 18 | 18 | ✓ |

Once you are happy with your selections click on the 'Submit Selections' button. SAMIS will check that your selections meet all the programme rules and, if there are no problems, you will proceed to the confirmation screen.

YOU MUST SUBMIT YOUR SELECTIONS TO SECURE YOUR PLACE ON YOUR CHOSEN OPTIONS

Choosing optional modules in SAMIS

Check and confirm your selections

If the modules you have selected meet the criteria for your course, and there is enough space remaining, then you will be taken to the confirmation screen...

Check and Confirm Your Selections

The modules you have selected for 2020/1 are listed below. These selections are **not yet confirmed**. To complete the module selection process:

1. Check that the modules listed below are correct. If you want to make any changes choose "Undo Any Selection" at the bottom of the screen to go back to the previous page. **You should not do this if you have selected any of ED10002 (Learning: Theory & context), ED10347 (Deviance: psychological and sociological perspectives), or MN50584 (Managing strategic partnerships)**. These units have a limited number of places available so undoing your selections after you have chosen one of them may lead to you losing your place. If you have chosen one of these three modules and now wish to make changes to the modules you have selected, please contact support (email registration@bath.ac.uk).
2. Save your selections by choosing "Confirm Selections". You will then be taken to the final confirmation screen. **You must confirm your selections in order to save your choices. If you don't do this, your choices will not be saved.**

Your Details

Student Name
Programme PSYC UG WITH PLACEMENT
Route BSc(Hons) Psychology with Year long work placement
Mode of Attendance

Module Selections

Listed below are the modules that you have chosen.
You must confirm your selections (choose Confirm Selections below) to complete the process.
To change any of your selections, choose Undo Any Selection to be returned to the main module selection page.

Selected a total of 2 module(s) which total 12 credit(s)

| Year | Period | Status | Rank | Module | Occ | Level | Credits | Name |
|--------|--------|--------|------|---------|-----|-------|---------|-------------------------|
| 2020/1 | S1 | P1-10 | 01 | PS10154 | UU | C | 6.00 | Being a psychologist |
| 2020/1 | S2 | P1-10 | 01 | PS10186 | UU | C | 6.00 | Psychology of wellbeing |

This list will show all of the options you have chosen. You should check that the modules listed are correct.

You must then confirm your selections using the 'Confirm Selections' button. If you don't do this your choices will not be saved and you may lose your place on any modules you have chosen which have limited space available.

If you want to change any of the options you have selected, click on the 'Undo Any Selection' button. **NB. If you undo at this stage you may lose your place on any capped modules with limited spaces available.** Please [contact support](mailto:registration@bath.ac.uk) (email registration@bath.ac.uk) if you need help with this.

You must click on the 'Confirm Selections' button to save your option choices

Choosing optional modules in SAMIS

Module choice complete

Once you have confirmed your selections, you will see the 'Module Choice Complete' screen. This is the final page in the module selection process and will show you the optional modules which have been confirmed in SAMIS and added to your records. If you find any problems at this stage you can undo your selections but please note that **this may cause you to lose your place on any capped modules with limited spaces available**. Please [contact support](#) (email registration@bath.ac.uk) if you need help with this.

Module Choice Complete

You have now finished the module selection process and your choices have been saved. The list below shows ONLY the options that you have chosen for 2020/1. You can view a full list of your modules for 2020/1 (including any compulsory modules) via the 'Current Modules' link on the SAMIS Student Home page (linked above).

No modules listed below? If your programme for 2020/1 only contains compulsory modules then the list below will be blank. You can view a full list of your modules for 2020/1 (including any compulsory modules) via the 'Current Modules' link on the SAMIS Student Home page (linked above). If you are expecting to choose options for 2020/1 but have been directed straight to this page, please contact support (email registration@bath.ac.uk) for assistance.

Making changes to your options: If you have made a mistake in your module selections or have changed your mind about the options you want to take, you can make changes by using the UNDO SELECTIONS option below. **You should not do this if you have selected any of ED10002 (Learning: Theory & context), ED10347 (Deviance: psychological and sociological perspectives), or MN50584 (Managing strategic partnerships)**. These units have a limited number of places available so undoing your selections after you have chosen one of them may lead to you losing your place on this module. If you have chosen one of these three modules and now wish to make changes to the modules you have selected, please contact support (email registration@bath.ac.uk) for help with this.

Waiting lists: to join a waiting list for a module which is full, follow the 'Waiting list request' link under 'Module Registration' on the Student Home tab above.

To exit this screen, follow the 'Student Home' link at the top of the page or log out of SAMIS.

| Year | Period | Status | Rank | Module | Occ | Level |
|--------|--------|--------|------|---------|-----|-------|
| 2020/1 | S1 | P1-10 | 01 | PS10154 | UU | C |
| 2020/1 | S2 | P1-10 | 01 | PS10186 | UU | C |

If you want to change any of the options you have selected, click on the 'Undo Selections' button. NB. If you undo at this stage you may lose your place on any capped modules with limited spaces available (see the list at the top of the page. Please [contact support](#) (email registration@bath.ac.uk) if you need help with this.

Waiting lists

If you were unable to choose a module you wanted to take because it was full, you can ask to be added to a waiting list in case a place becomes available. Follow the 'Student Home' link at the top of the page then look for the 'Waiting list request' link in the Module Selection container:

Module Selection New

PLEASE NOTE: Module selection will be closed between 6pm and 7pm on weekdays to allow us to carry out processing.

[Choose optional modules](#)

[Waiting list request](#)

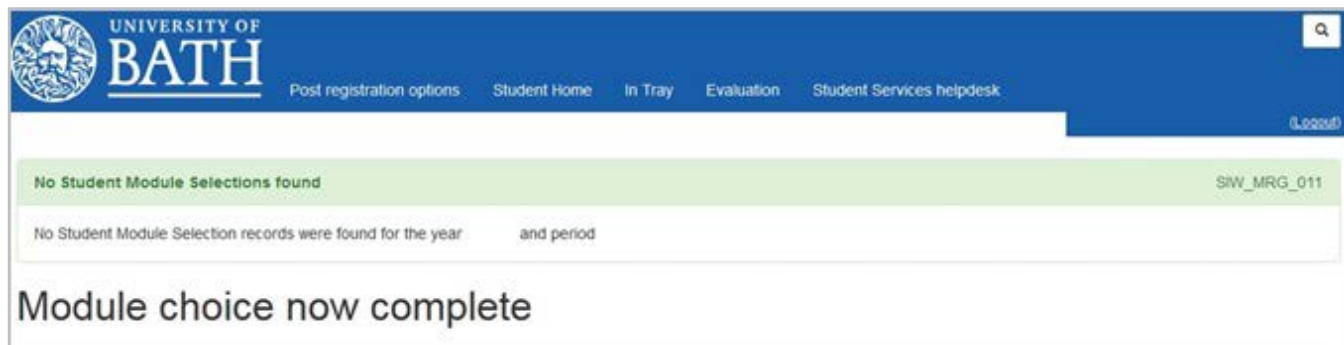
Follow the instructions on the screen. You can also find further guidance at <http://www.bath.ac.uk/catalogues/information/students/Waiting-list-request-form-help.pdf>

Choosing optional modules in SAMIS

Please note we cannot guarantee that spaces will become available on any modules.

Trouble-shooting & Error Messages

Error messages which may appear when you first access the module selection system...

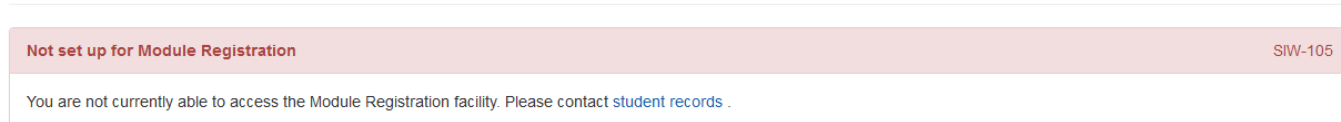


You will see this message if you only have compulsory modules to take during this programme year. You can view a list of your compulsory modules via the 'Current modules' link on your SAMIS Student Home page. If you are expecting to choose options but see this message you may be on the wrong programme in SAMIS, contact support (email: registration@bath.ac.uk) for advice.



System Message

A system message relating to your current request is displayed below -



If you see this message then this means that data has not yet been set up to allow you to choose your options. Please contact support (email: registration@bath.ac.uk) for advice.

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



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Module Full

The module you have selected is full and cannot accept any more students.

You can ask to be added to a waiting list for this module if you wish. Please make a note of the module code and then choose an alternative option. A link to the waiting list will be available once you have completed the module selection process.

OK

The module you are trying to choose is full – you will need to select an alternative option but can ask to [join the waiting list for this module](#) if you wish

Too many credits

You have selected the maximum number of modules or credits from this group.

OK

You have chosen the maximum number of modules 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

This means that either:

- You have not selected enough credits/modules from one or more groups of options (you may need to scroll down the page to see all available lists);
- One of the modules you have selected is now full.
- You are not permitted to take at least one of your selected modules;

Hover over any icons for additional information (after closing the dialog):

- ✘ is displayed for any errors
- ! is displayed for any warnings (which do not prevent your re-submission)

Once you are satisfied with any changes, submit your selections again.

OK

Either you have not chosen enough modules/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) or one of the modules you have selected is now full. Look for the ✘ symbol in your list of selected options to indicate a problem.

Rule Failure

Your selections do not meet the following rules:

- From groups marked with "TOTAL CREDIT: Total credits needed from options" you must select 42 credits. You have selected 36 credits from those rows

Hover over any icons for additional information (after closing the dialog):

- ✘ is displayed for any errors
- ! is displayed for any warnings (which do not prevent your re-submission)

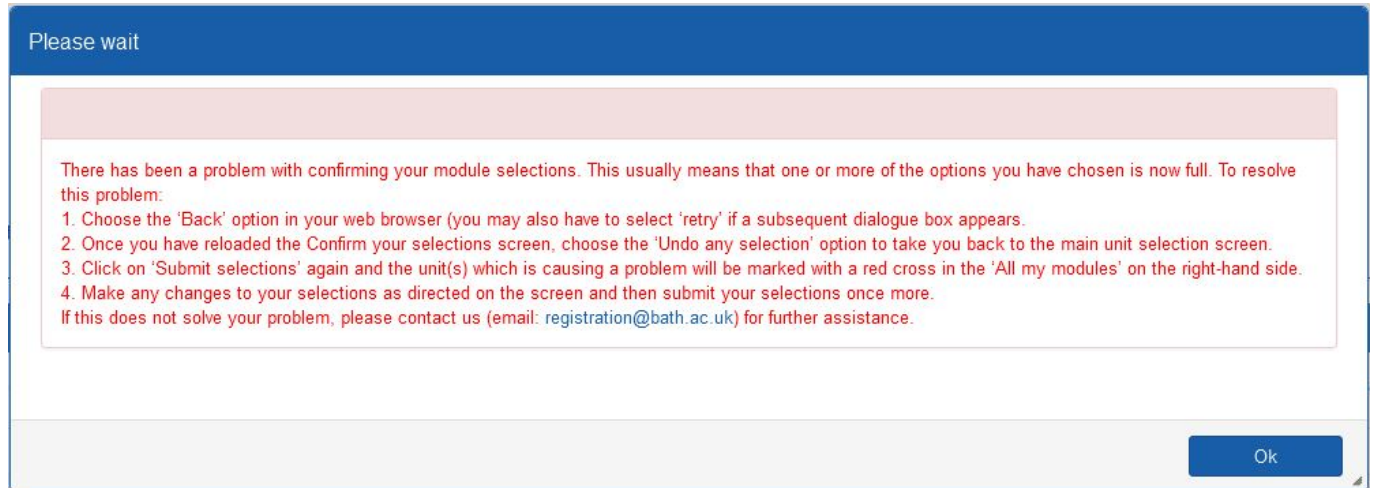
Once you are satisfied with any changes, submit your selections again.

OK

Your choices do not meet one or more overarching rules for the programme (in this case not enough credits have been selected). You will need to change your option choices to ensure you meet all criteria for the programme before you can submit your selections. You might need to scroll down the page to see all the lists of options available to you.

Choosing optional modules in SAMIS

Error messages which may appear when you are trying to confirm your selections...



If you see this message it is likely that there is no longer space available on one of the modules you have selected (with many students confirming their options simultaneously places on some modules can fill up very quickly). Follow the instructions on the screen to return to the first screen and amend your selections. If this still does not solve the problem, please [contact support](#) (email: registration@bath.ac.uk) for further assistance.

Frequently asked questions & how to get help

What should I do if I want to take a Director of Studies approved module?

You may only request to take a Director of Studies (DoS) approved module if this option is available within your programme. If you want to take a DoS option, you must first select an alternative option from those directly available within your programme. This is to ensure that you have a secured place on a module in case the module you wish to take as a DoS approved option is not available.

Once you have completed the process of choosing all of your optional modules, you should follow the instructions on the screen regarding how to request the DoS option you wish to take.

Please note that:

- You may only request to take a 'Director of Studies approved option' if this is directly available within your programme.
- Your choice of module is subject to the approval of your Director of Studies/Director of Teaching;
- Where you would like to take a module from outside your department, your choice of module will also be subject to the approval of the Director of Studies/Director of Teaching/Unit Convenor of the relevant department;
- Your requested module must not clash with other modules on your timetable.
- Modules are only available subject to minimum and maximum group sizes (i.e. if the module is full you will not be able to take it).
- You may only request to take a module if you meet any pre-requisite rules for it. You can find information on module rules in the [unit catalogues](#).

Choosing optional modules in SAMIS

One of the modules I want to take is full – can I join a waiting list in case a place becomes available?

Yes, you can ask to be added to a waiting list for any module which is full using the waiting list webform. You can find guidance on how to do this at

<http://www.bath.ac.uk/catalogues/information/students/Waiting-list-request-form-help.pdf>

I am not sure which options to choose – can someone help me?

Your Director of Studies will be able to provide you with information to help in your selection of options.

My question is not answered here – where can I access further help?

- You can find answers to some more frequently asked questions online at <http://www.bath.ac.uk/catalogues/information/students/choosing-units-faqs.html>
- If you need help at any point whilst choosing your modules, please [contact us](#) (email: registration@bath.ac.uk) for advice.