Student Enrolment User Guide

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Contents

1   How to Access Enrolment
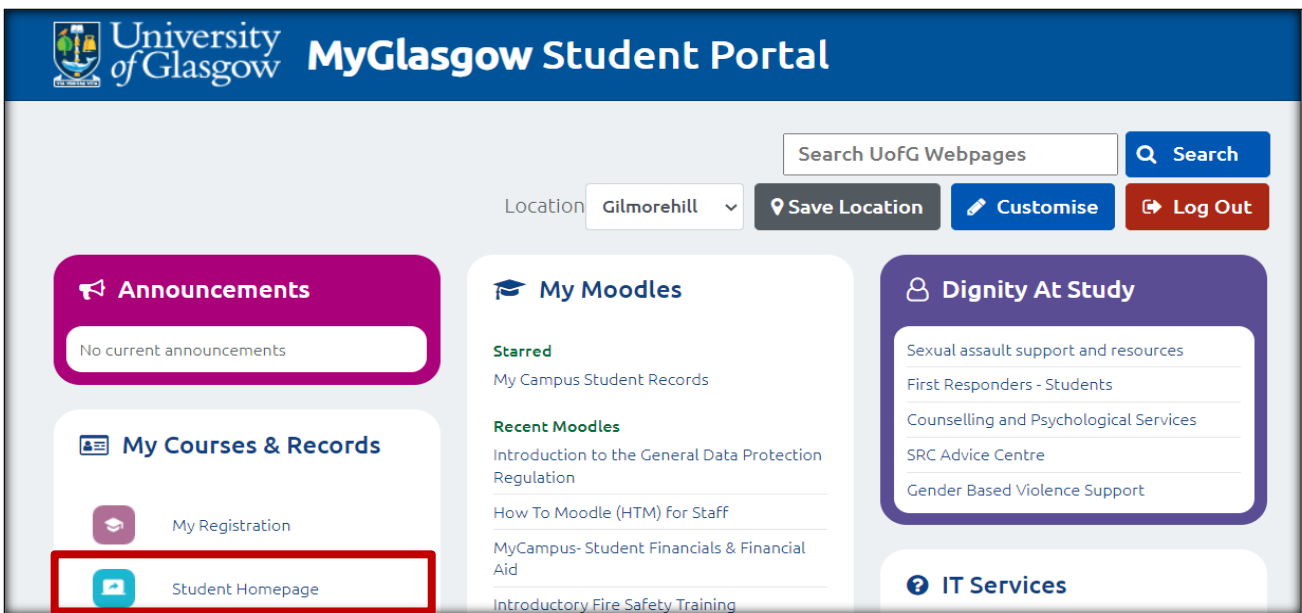
1.1   MyGlasgow Students

▪ Login to [MyGlasgow Students](#) portal
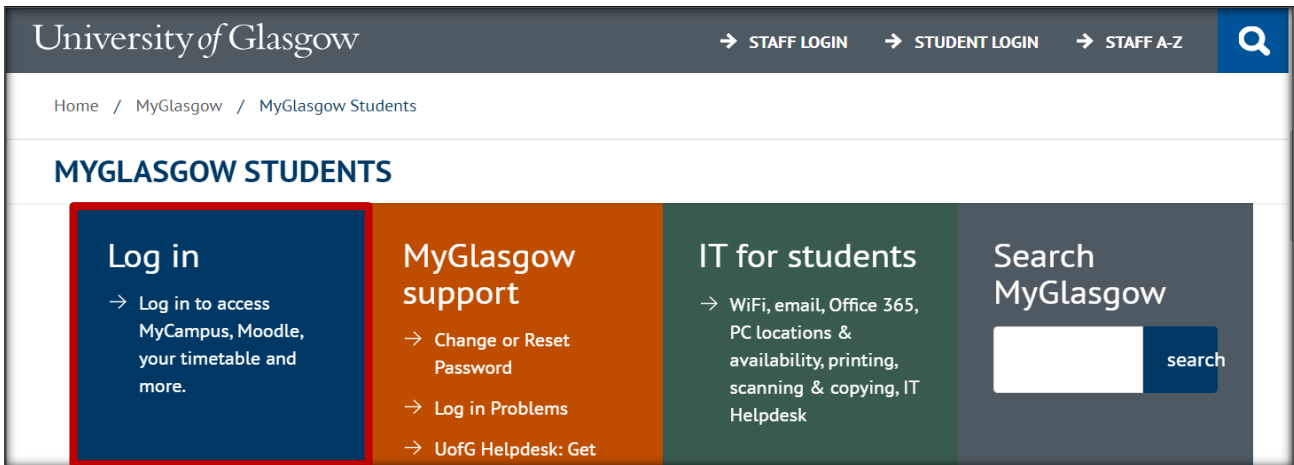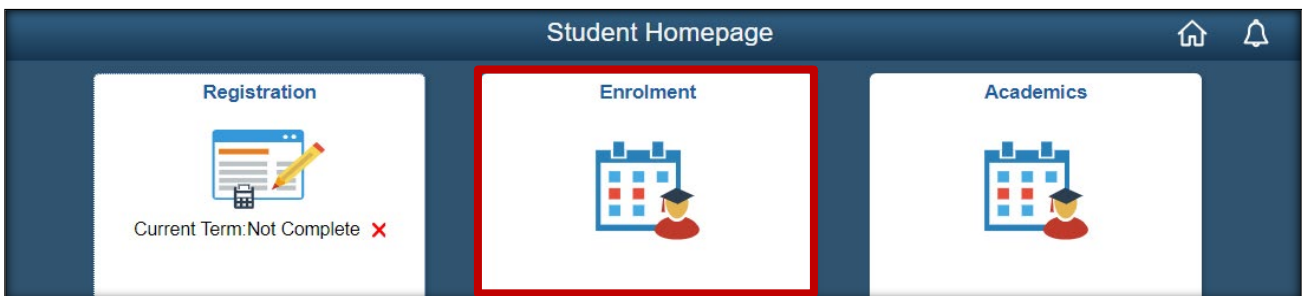

▪ Click the **'Student Homepage'** link on your MyGlasgow Student Portal

1.2   Student Homepage – Enrolment

▪ In your Student Homepage, click the **'Enrolment'** tile to access student enrolment.

Note: You must have completed academic registration for the current term, to enable course enrolment.

2   Add by Requirements Explained

2.1   Overview

Clicking the Enrolments tile will take you to the Add by Requirements page where you will find:

- The overall course, grade and academic credit requirements for your study.
- The compulsory courses you must enrol on, to progress through your course of study.
- The optional courses potentially available to you.

On this page you can review the yearly requirements, select courses for enrolment and monitor your progress when grades are published.

Note: If you are not an Undergraduate or Postgraduate Taught student, you may not have requirements displayed here. Other careers are normally enrolled by staff members or are advised to use the '**Add by Search'** option to find and enrol on courses.
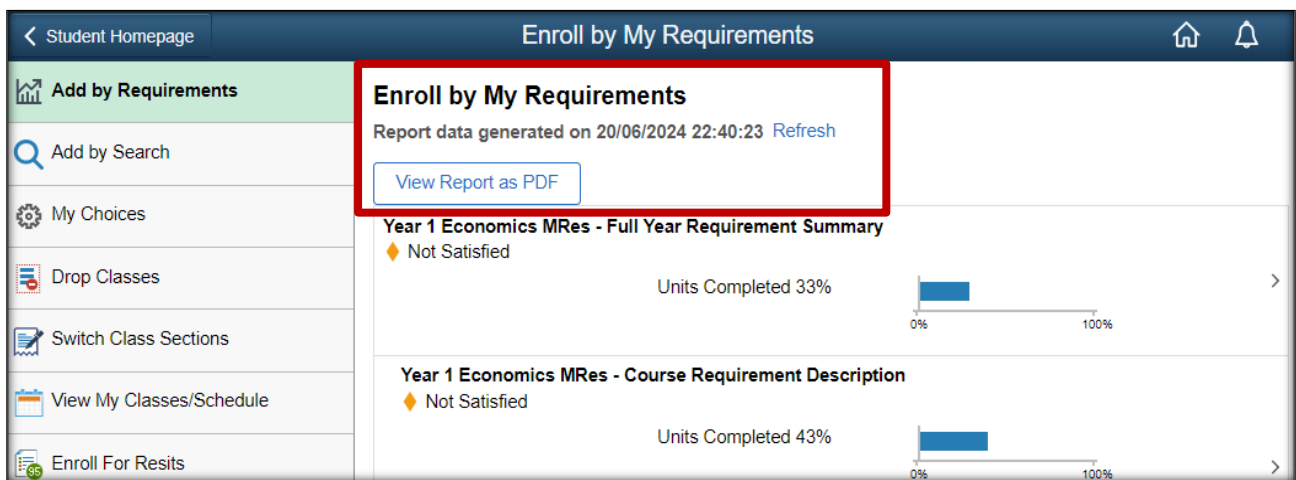
2.2   Refresh

You must remember to click **'Refresh'** at the top of the page after enrolling onto or dropping courses, to reflect the changes made.

Note: If you have dropped a course but are unable to select another for enrolment, you may need to refresh the report. Check the generated date and click 'Refresh' to ensure the report is up to date.

2.3   View Report as PDF

Use the PDF feature to view the full report expanded as one document, including all requirement descriptions and course lists.

2.4 Report Navigation

Click on each requirement row to review the information within. Click on the requirement rows containing course lists to select your courses for enrolment.

Reports for different courses of study will be different, as requirements are varied. The illustration below is an example showing the 3 different levels of requirements you will see on the Add by Requirements page.

1. The full requirement description for your year of study, containing information only.

2. Sets of requirements, grouped by subject or requirement type.

3. The course lists where you select your courses to fulfil the requirements defined at each level.

   You may also see requirements that for result evaluation only at this level. These will automatically use the results from your courses, when results are published later in the academic year.

Academic Year of Study Requirement Example

Describes the requirements you must meet to progress to the next academic year of study, or to graduate.

	Requirement Details		
⟨ Academic Progress		🏠 🔔

Year 1 Economics MRes - Full Year Requirement Summary

◆ Not Satisfied

[013232] To qualify for the MRes in Economics you must obtain 360 credits over 2 years and meet all the requirements of the University Regulations for this award summarised here.
Year 1: You must complete 140 credits of taught courses and the 40 credit first year research project.
To progress to the first year research project your year 1 taught courses must have:
• A GPA of 12 or above (equivalent to grade C3)
• At least 75% of these credits must be at grade D3 or above
• No grade below F3

Units   180.00 required, 60.00 taken, 120.00 needed

Subject Requirements Example

Describes the subject requirements you must meet to progress to the next academic year in the subject.

Year 1 Economics MRes - Course Requirement Description

◆ Not Satisfied

[000011206] All the first year courses are compulsory. You must complete all 140 credits of MRes taught courses in year one.
To progress to the first year research project the overall GPA from all first year taught courses must be 12 or above with a minimum of 120 credits at D3 and no grade below F3.

Units   140.00 required, 60.00 taken, 80.00 needed

GPA   12.000 required, 0.000 actual

Subject Course List Example

Provides the courses available in the subject which would meet the requirement for this academic year.
Note: Not all courses may be scheduled to run

Year 1 - Compulsory Course List

◆ Not Satisfied

[0001] You must take all the following year 1 compulsory courses.

Units   140.00 required, 60.00 taken, 80.00 needed

Courses

The following courses may be used to satisfy this requirement:

5 row

Course ⋄	Description ⋄	Units ⋄	When/Typically Offered ⋄	Grade ⋄	Status ⋄	
ECON5079	Econometrics	20.00	Academic Year 2023-24		◆ currently enrolled	›
ECON5080	Macroeconomics 1/2	40.00	Academic Year 2023-24		◆ currently enrolled	›

Result Evaluation Requirement Example

Students do not normally see this type of requirement until after results have been published. Some academic plans may be set to show them all year. You do not select courses from this type of requirement, it will list courses you are enrolled on and be satisfied if you achieve the required grades.

Year 1 - Grade Check (120 credits at D3 or above)

◆ Not Satisfied

[0002] At least 120 credits from the year 1 taught courses must be at grade D3 or above.

Units   120.00 required, 60.00 taken, 60.00 needed

Courses

The following courses were used to satisfy this requirement:

2 ro

Course ⋄	Description ⋄	Units ⋄	When/Typically Offered ⋄	Grade ⋄	Status ⋄	
ECON5079	Econometrics	20.00	Academic Year 2023-24		◆ currently enrolled	›

3   Select Courses using Add by Requirements

3.1   Important Enrolment Notes

- **Enrol only for your current year of study**.
- Enrol in both Semester 1 and Semester 2 courses at the start of the academic year.
- If you are in 1st Year, select courses from the Year 1 course list options.
- You must enrol on all courses listed as r3quired compulsory courses.
- Select from elective/optional requirement course lists to complete your full requirements.

3.2   Add Courses to My Choices

- Click on a course list requirement to see the list of courses within.

Within each section you will be advised of how many credits/units you are required to take from the provided course lists.

- **Click** on a course to see the course detail and to begin the enrolment process.

- Click **'View Classes'** to see the class options available for enrolment.

Available classes are grouped together as options for enrolment. Often you will have only one or two lecture classes to choose from but may have multiple tutorial, lab or seminar options. If you select a group of classes that clashes with another course you are enrolled on, you can change the selection later in the process.

- **Click** on a class option group to select for enrolment.

- Click **'Next'** to continue with your selection, or **'Exit'** to select another option.

	Class Search and Enroll				
X Exit				🔔 ⋮

Next >

Academic Year 2023-24
Postgraduate Taught
University of Glasgow

1	Review Class Selection Visited	**Step 1 of 2: Review Class Selection**
2	Review and Submit Not Started	

You have selected

ECON 5079   Econometrics 1

Option Status   Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10233	Semester 1	25/09/2023 - 27/11/2023	Monday 10:00 to 12:00	Open Seats 3 of 20
Laboratory - 10232	Semester 1	25/09/2023 - 27/11/2023	Monday 14:00 to 16:00	Open Seats 3 of 20

- Click **'Submit'** to add the course and classes to My Choices. You are not enrolled yet, to complete enrolment see .

- Continue to select more courses for enrolment. Return to the **'Add by Requirements'** page.

	Class Search and Enroll				
X Exit				🔔 ⋮

< Previous

Academic Year 2023-24
Postgraduate Taught
University of Glasgow

1	Review Class Selection Visited	**Step 2 of 2: Review and Submit**
2	Review and Submit Visited	

Submit

You have selected to add to My Choices

ECON 5079   Econometrics 1

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10233	Semester 1	25/09/2023 - 27/11/2023	Monday 10:00 to 12:00	Open Seats 3 of 20
Laboratory - 10232	Semester 1	25/09/2023 - 27/11/2023	Monday 14:00 to 16:00	Open Seats 3 of 20

< Student Homepage	Confirmation	⌂ 🔔 ⋮

Academic Year 2023-24
Postgraduate Taught
University of Glasgow

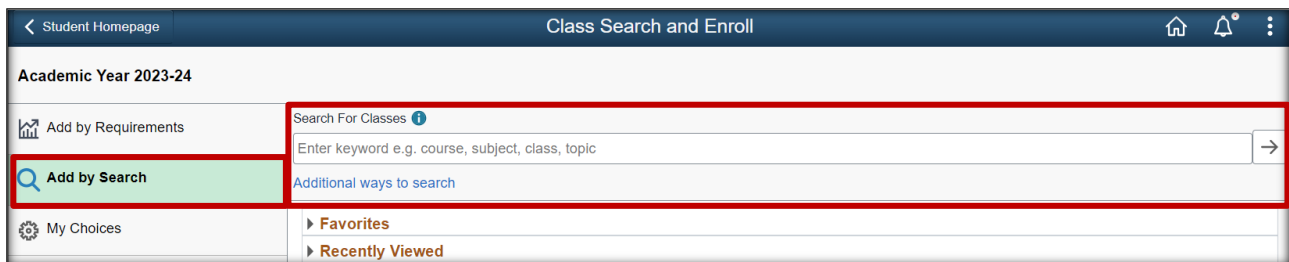| 📈 **Add by Requirements**	✓ **ECON 5079 - Econometrics 1**
⚪ Add by Search	Classes have been added to My Choices.

4   Select Courses using Add by Search

For undergraduate and postgraduate students, your courses will normally be listed for enrolment in the **'Add by Requirements'** pages, and you will not need to use the Add by Search feature.

Important note: If you enrol on a course outwith your qualification's requirements, that has not been agreed with your School/Adviser of Studies, the course will not be considered when evaluating your progress.

- Click **'Add by Search'**.
- Search for a course using keywords or use the **'Additional Ways to Search'** feature to search by subject and course catalogue number.
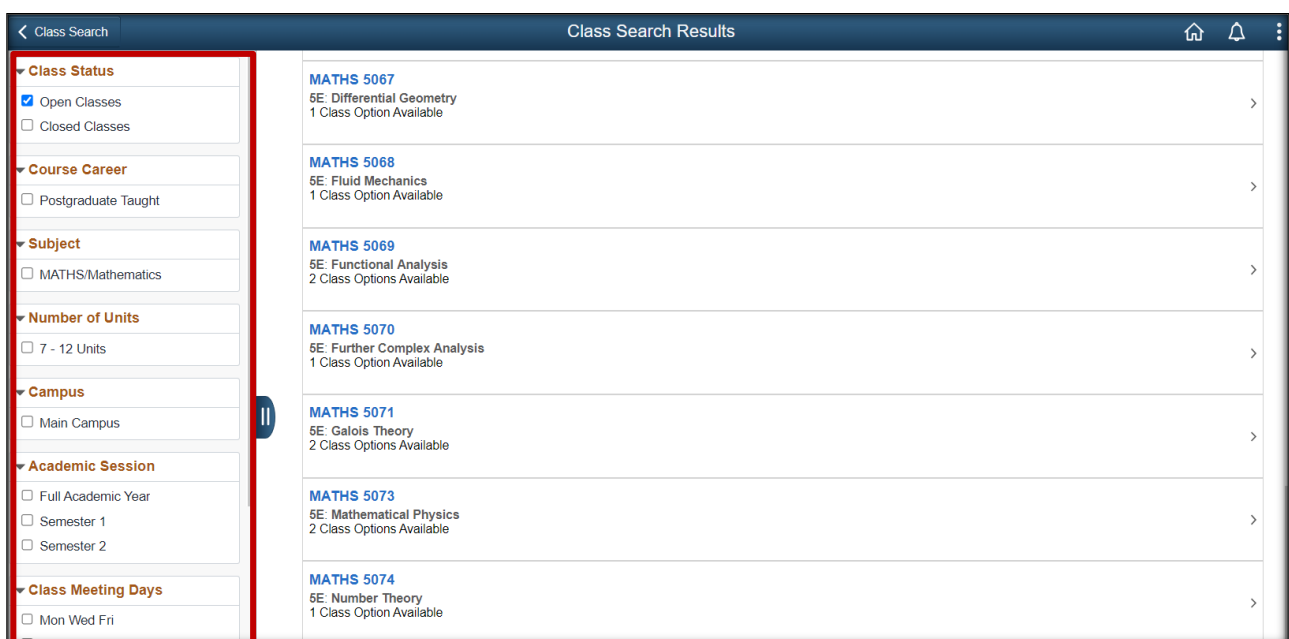
- The returned courses can be filtered using the options on the left.

- Continue to select classes for enrolment as described in the Select Courses for Enrolment section.

5   Enrol in Courses through My Choices

The My Choices section enables you to do the following:

1.   Save course selections.
2.   Check for timetable clashes.
3.   Check prerequisites have been met prior to completing enrolment.
4.   Complete enrolment.

The '**Validate**' button, can be used to check your selected classes for any timetable clashes or enrolment requisite issues. If your selections are not suitable (a red cross is displayed), you can change to an alternative class time on this page before clicking the 'Enrol' button to enrol in the classes.

▪ Click **My Choices** to view your selected courses and classes.
▪ Tick the courses you want to enrol on and click **'Validate'**, to check for any clashes or requisite issues.


▪ Review the information and click **'My Choices'** to return to the My Choices enrolment page.
▪ If a class choice resulted in a timetable clash, you can select an alternative class during the next step.

Note: Contact your Programme Support team if you meet a prerequisite but are receiving a message to tell you that Enrolment Requisites have not been met.

- To change a class option group, click **'Change Preferences'** next to that course. If there are multiple options, select one from the returned list.
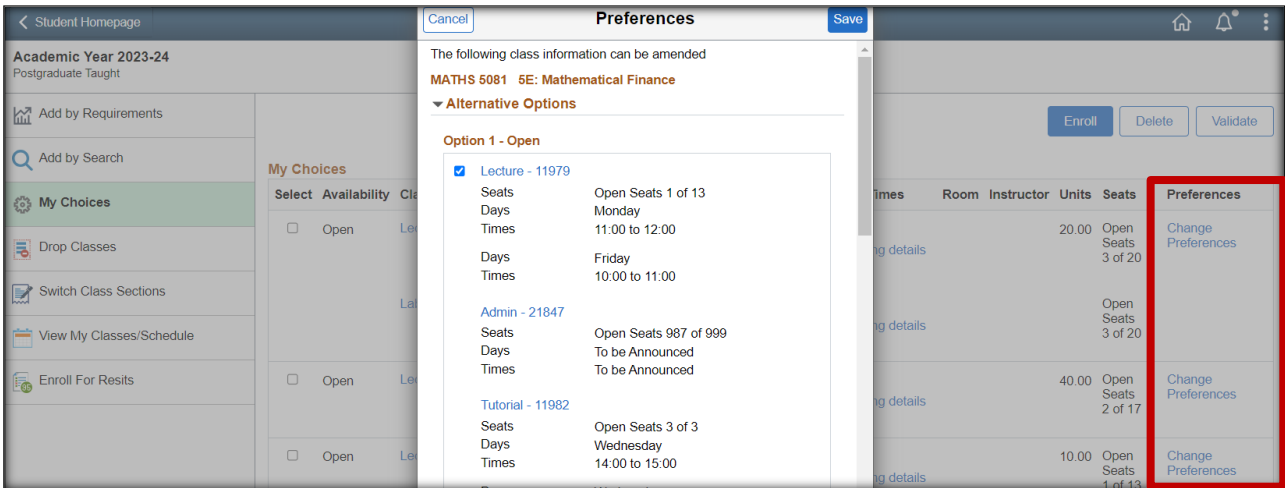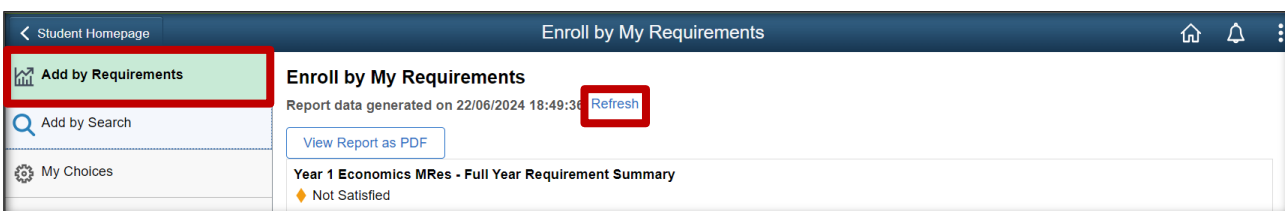

- To complete enrolment, **tick** next to the course or courses you want to enrol on.
  Any courses you do not tick for enrolment will remain in your My Choices list until you delete them.

- Click **'Enrol'**
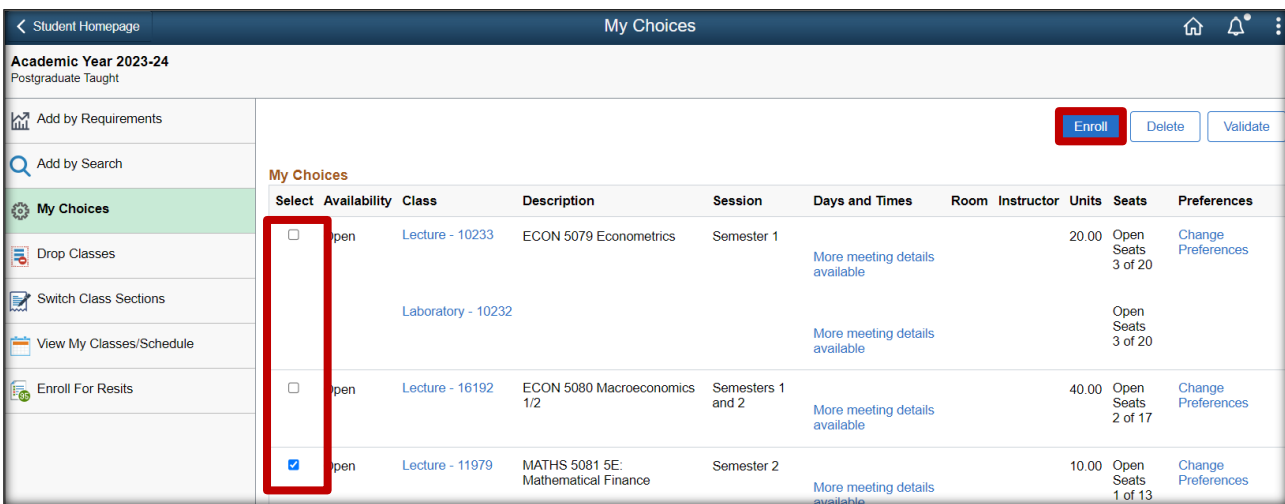
You have now enrolled on the selected courses.
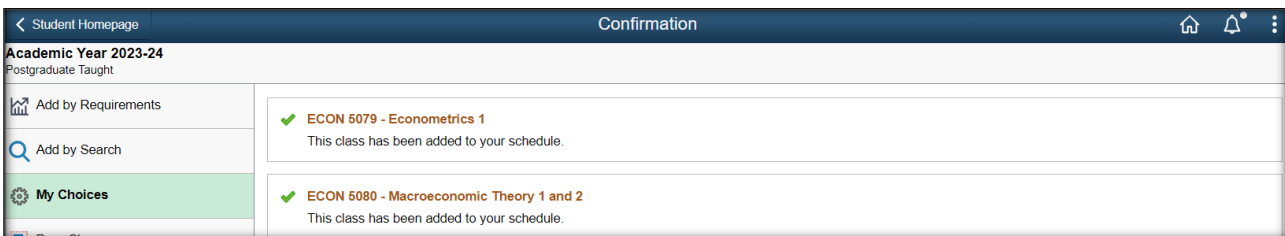
- Click **'Refresh'** at the top of the Enrol by My Requirements page, to update your report with any enrolment actions made.

6   Drop Classes

This section explains how to drop a course if you change your mind after enrolling.

Note: Students can only drop classes during the 'Add/Drop period', which takes place during the first two teaching weeks of the semester. If outside of this period, please contact your programme support team.
Part-time students must contact their school office before proceeding to drop a course.
If the course is full, you will not be able to select it to drop. Contact your school for assistance.

- Navigate to the **'Drop Classes'** page.

- **Tick** the check box next to the course you want to be unenrolled from and click **'Next'.**

- Click **'Drop Classes'**

- Click **'Refresh'** at the top of the Enrol by My Requirements page, to update your report.

7   Switch Class Sections

This section explains how to change classes within a course you are already enrolled on. To change tutorial or lab group for example.
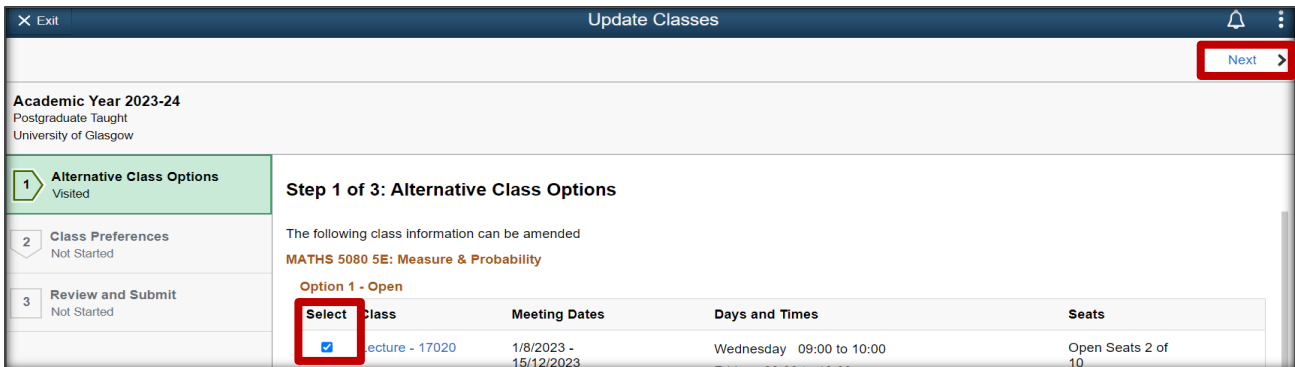
- Navigate to the **'Switch Class Sections'** page and click on the course you want to update.

- Any alternative class options will be listed. **Tick** your preferred choice.
- Click **'Next'**.
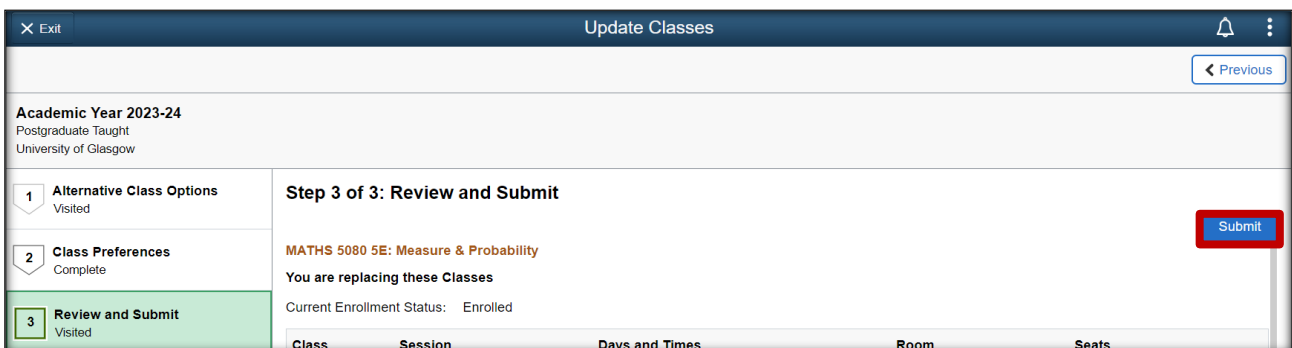
- Click **'Accept'** to continue or 'Previous' to change class selection.

- Click **'Submit'** to complete the class change.

- Click **'Refresh'** at the top of the Enrol by My Requirements page, to update your report.

8   View My Classes / Schedule

The View My Classes / Schedule section is where you can:

1. View your class details.
2. View your timetable.
3. View your scheduled classes in a list or in calendar format.
4. Alter display views to show different days and date ranges.
5. Print your timetable.

By Class View

By Date List View

By Date Calendar View

9   Enrol for Resits / Reassessments

Once you have completed your exams and assessments for the year, if your course results mean you are eligible for resit examinations, it is essential to verify your enrolment status for these reassessments on your MyCampus student record to ensure accuracy.

To verify your enrolment status, follow these steps:

1. Log in to your MyCampus Student Record.
2. Access your Student Centre.
3. Navigate to the Enrolment Link.
4. Select the 'Enrol for Resits' tab.
5. You will be directed to the 'Exams Enrolled to Resit' screen.
6. All resit examinations you are enrolled for will be listed, with a tick mark indicating enrolment in the resit box.

Further resit guidance is provided on the Registry Exams webpages:

https://www.gla.ac.uk/myglasgow/registry/exams/resultsandresits/

If you have any enquiries regarding enrolments, please reach out to your school or subject administrator directly via the IT Helpdesk.

10 Troubleshooting Enrolment Issues

10.1 Time Scheduling Conflict

A timetable clash between courses you are trying to enrol on. A class you are already enrolled on or are trying to enrol on in the same enrolment action, has meetings scheduled at the same date/time.

Any clashing classes will be listed in the error message. To resolve, select or switch to an alternative class group option for one of the clashing courses, or if that is not an option you must select an alternative course.

10.2 Requisites Not Met

Your student record does not meet the enrolment requirements for the course. A brief description of the requisites is included with the error message.

If you think this is wrong and that your record should qualify you for entry to the course, raise a helpdesk call so your school can check for any error in your record or in the requisites attached to the course.

10.3 Required Related Class

Another teaching component must be selected as part of the enrolment (tutorial, workshop etc.). If you see this error when trying to enrol, there is something wrong with the course structure in MyCampus.

Please raise a helpdesk call so your school can resolve the issue, allowing you to continue with enrolment.

10.4 Departmental Permission Required

Schools can set enrolment controls on a course that prevent students from enrolling and/or dropping the course without their knowledge. If you see this error, contact the school office where a staff member can review the request and make the required change on your behalf.

10.5 Not Eligible to Enrol at this Time

Not Registered
If you have not completed Academic Registration, you will not have access to enrol. International students will not have completed Academic Registration until the Visa Registration process is also complete.

Hold on the Student Record
If your student record has certain outstanding issues these can put a hold on your ability to register, enrol and graduate. This is most often a student debt issue.

All outstanding tuition fees must be paid before registration for the next year of study and, if in your final year of study before graduation. Exceptional circumstances will be reviewed by the collections supervisor.

Add/Drop Period
Students can only perform enrolment actions during a set time period after enrolment opens. After the deadline, contact your school office where a staff member can review and make the change on your behalf.

10.6 Can't Drop a Course

In addition to the reasons given above, you will be unable to drop yourself from a course if the course has reached its maximum capacity. This is because the classes will be closed, preventing you from selecting them to drop. Contact your school office where a staff member can make the required change on your behalf.

10.7 Helpdesk

http://www.glasgow.ac.uk/help. Guidance on the helpdesk can be found on the Student Services webpages.

11 Glossary of Terms

Term	Definition
Enrolment	Ther process of selecting and enrolling onto your courses for the academic year.
Drop Course	To withdraw from a course, allowing you to select an alternative.
Switch Class	To switch classes within a course (move from one tutorial or seminar to another).
Add/Drop Period	Period when students can complete enrolment. After the add/drop deadline date only staff can process. This date is dependant on when the course is scheduled to run. Around start Oct for S1 and end of Jan for S2.
Class	Each course is split into various class types. You will be enrolled on one class of each type. Examples: Lecture, Tutorial, Seminal, Workshop, Lab.
Requirement	Add by my Requirements provides a plan you must follow to progress through your course of study and to graduate. Each clickable row on your Add by Requirements page contains either compulsory or optional requirements you must satisfy, by enrolling on the courses provided or by achieving the required minimum grades set.
Course List	Add by Requirements contains Course Lists, where you select courses for enrolment.
Satisfied / Not Satisfied	A requirement will be 'Not Satisfied' until you have met the parameters set on that requirement row. It will then change to 'Satisfied'. To meet the requirement for progression or graduation the full year requirement row must be 'Satisfied'.
Units	The number of credits each course holds. You will be required to enrol on courses that add up to a specified number of units, to progress to your next year of study or to graduate. Normally this is 120 per year for UG students and 180 for PGT.
	Optional course list rows often have no units specified. Enrol on courses from multiple optional rows, to satisfy the Unit requirement defined a level above, in the subject requirement row. Rows with no units will always be 'Satisfied', but the full requirement will not satisfy until you enrol from the lists provided.
GPA	Minimum Grade Point Average required to satisfy the requirement. This is not your full GPA., only the GPA for courses taken within that requirement.
Level 1	GPA on Full Year Requirement Summary Row Level All courses taken from course list rows for that academic year.
Level 2	GPA on Subject Requirement Summary Row Level All courses taken from course lists rows directly under that Subject Summary Row
Level 3	GPA on Course List Row Level Only courses taken from the course list in that one row.
GPU	Minimum Grade Points Per Unit. The minimum grade you must achieve for every course taken within that requirement only, using the same 3 Levels defined above.
Enrolment Requisites	**Prerequisite:** Requirements that students must meet before taking the course. **Corequisite:** Courses that must be taken in the same year of study, or, one of them could have been completed in a prior year.
Closed Class	The class is either full or has been closed for enrolment by the school. You cannot enrol on a closed class.