



Student Enrolment User Guide

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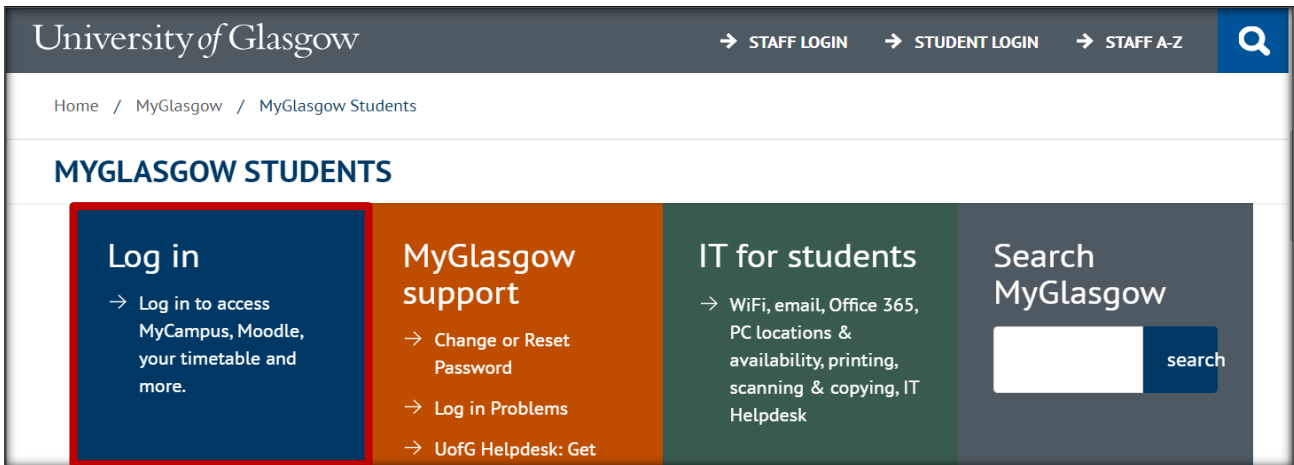
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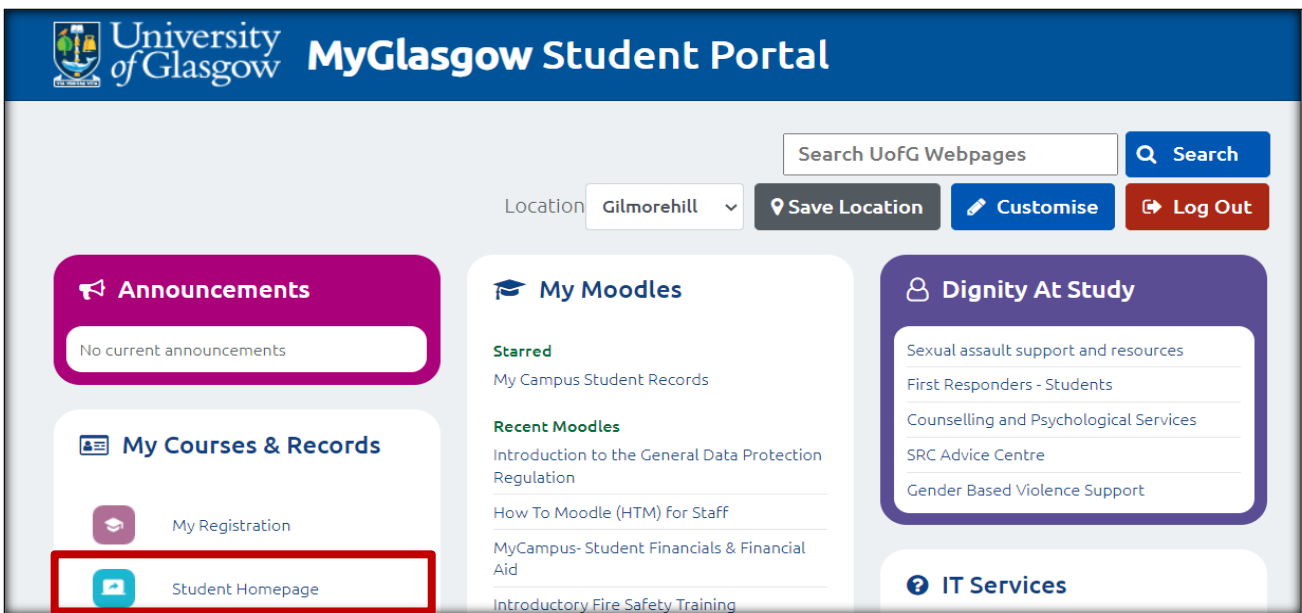
1 How to Access Enrolment

1.1 MyGlasgow Students

- Login to [MyGlasgow Students](#) portal

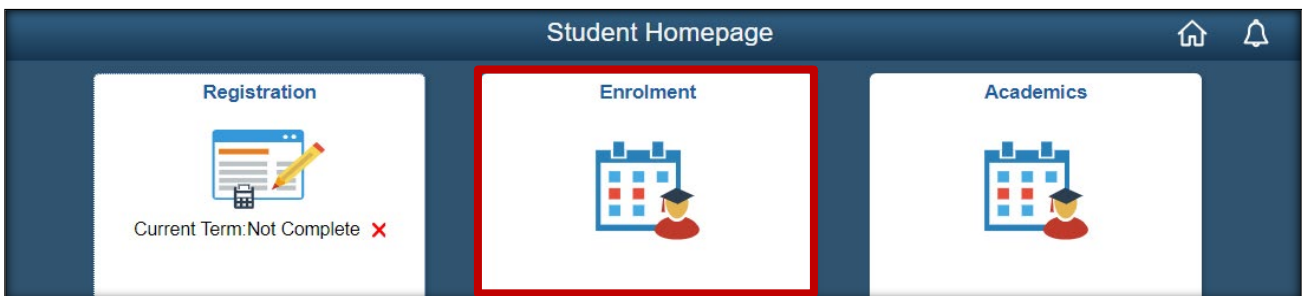


- Click the 'Student Homepage' link on your MyGlasgow Student Portal



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.

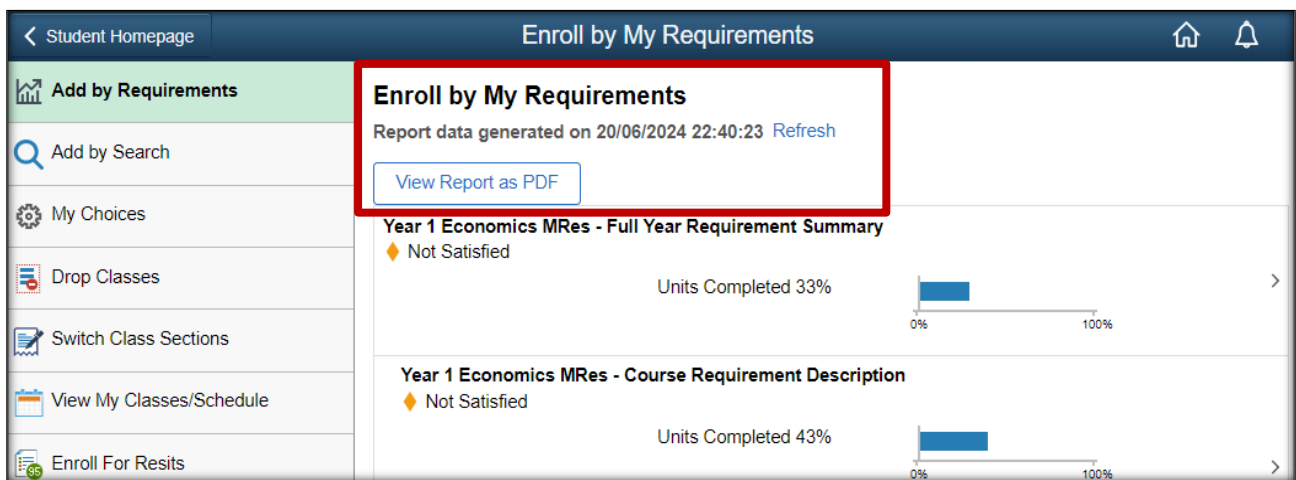
2.2 Refresh

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.



The screenshot shows the 'Enroll by My Requirements' page. The top navigation bar includes 'Student Homepage', 'Enroll by My Requirements', and icons for home and notifications. The left sidebar contains several menu items: 'Add by Requirements' (highlighted in green), 'Add by Search', 'My Choices', 'Drop Classes', 'Switch Class Sections', 'View My Classes/Schedule', and 'Enroll For Resits'. The main content area is titled 'Enroll by My Requirements' and shows 'Report data generated on 20/06/2024 22:40:23' with a 'Refresh' link. A 'View Report as PDF' button is highlighted with a red box. Below this, there are two sections: 'Year 1 Economics MRes - Full Year Requirement Summary' and 'Year 1 Economics MRes - Course Requirement Description'. Both sections show a 'Not Satisfied' status (indicated by a yellow diamond icon) and a progress bar for 'Units Completed'. The first section shows 33% completion, and the second shows 43% completion. Both progress bars range from 0% to 100%.

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.

The screenshot shows the 'Enroll by My Requirements' interface. The left sidebar contains navigation options: 'Add by Requirements', 'Add by Search', and 'My Choices'. The main content area displays a list of requirements for 'Year 1 Economics MRes'. Each requirement row includes a status indicator (Not Satisfied or Satisfied), a progress bar for 'Units Completed', and a 'Tracker Bar' for 'GPA Achieved' (where applicable). Red arrows point from yellow callout boxes to specific elements: '1. Yearly Programme Requirements' points to the first requirement row; '2. Subject Requirements' points to the 'Year 1 - Compulsory Course List' and 'Year 1 - Grade Check' rows; '3. Subject Course Lists' points to the 'Year 1 - Research Project Course List' row. A 'Tracker Bars' callout points to the progress bars.

Requirement	Status	Units Completed	GPA Achieved
Year 1 Economics MRes - Full Year Requirement Summary	Not Satisfied	33%	-
Year 1 Economics MRes - Course Requirement Description	Not Satisfied	43%	0.000 (Target: 12.000)
Year 1 - Compulsory Course List	Not Satisfied	43%	-
Year 1 - Grade Check (120 credits at D3 or above)	Not Satisfied	50%	-
Year 1 Economics MRes - Project Requirement Description	Not Satisfied	0%	-
Year 1 - Research Project Course List	Satisfied	-	-
Year 2 Economics MRes - Full Year Requirement Summary	Not Satisfied	-	-

Academic Year of Study Requirement Example

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

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

[00011206] 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:

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:

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.

Course	Description	Units	When/Typically Offered	Grade	Status
ECON5079	Econometrics	20.00	Semester 1		>
ECON5080	Macroeconomics 1/2	40.00	Semesters 1 and 2 (Thru)		>
ECON5081	Microeconomics 1/2	40.00	Semesters 1 and 2 (Thru)		>

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

Requirement Details | **Course Detail**

ECON 5079
Econometrics 1

View Classes

Course Detail

Course Career: Postgraduate Taught
Units: 20.00
Grading: Schedule A

Course Components:

Admin Section	Required
Laboratory	Required
Lecture	Required
Tutorial	Required

Campus: Main Campus
Academic Group: Social Sciences
Academic Organization: Economics

Enrollment Information

Typically Offered: Semester 1
Course Attribute: Not Available to Visiting Students

Description

Econometrics develops knowledge and skills in Advanced Quantitative Methods and provides a solid foundation for further study in applied economics. The course content covers probability and statistics, as well as advanced concepts in regression and econometric estimation (ML, Bayesian inference).

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.

Course Detail | **Course Information**

Academic Year 2023-24
Postgraduate Taught

ECON 5079
Econometrics 1

Course Information

Class Selection

Select a class option ⓘ 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Semester 1	Lecture - 10233	01/08/2023 - 15/12/2023	Monday 10:00 to 12:00	CTT JMS:733		Open Seats 3 of 20
			Laboratory - 10232		Monday 14:00 to 16:00	CTT 3 UNIV GDNS:202		Open Seats 3 of 20

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

Class Search and Enroll

Academic Year 2023-24
Postgraduate Taught
University of Glasgow

1 Review Class Selection
Visited

2 Review and Submit
Not Started

Step 1 of 2: Review Class Selection

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 [5. Enrol in courses through My Choices](#).
- Continue to select more courses for enrolment. Return to the **'Add by Requirements'** page.

Class Search and Enroll

Academic Year 2023-24
Postgraduate Taught
University of Glasgow

1 Review Class Selection
Visited

2 Review and Submit
Visited

Step 2 of 2: Review and 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

Confirmation

Academic Year 2023-24
Postgraduate Taught
University of Glasgow

Add by Requirements

Add by Search

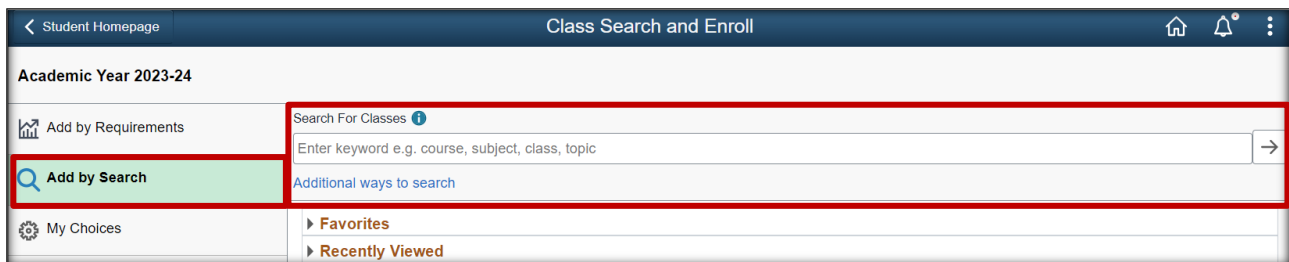
✓ **ECON 5079 - Econometrics 1**
Classes have been added to My Choices.

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.



Student Homepage Class Search and Enroll

Academic Year 2023-24

Add by Requirements

Add by Search

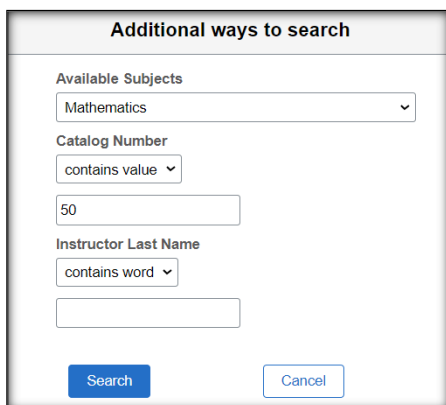
My Choices

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic →

Additional ways to search

- ▶ Favorites
- ▶ Recently Viewed



Additional ways to search

Available Subjects

Mathematics

Catalog Number

contains value

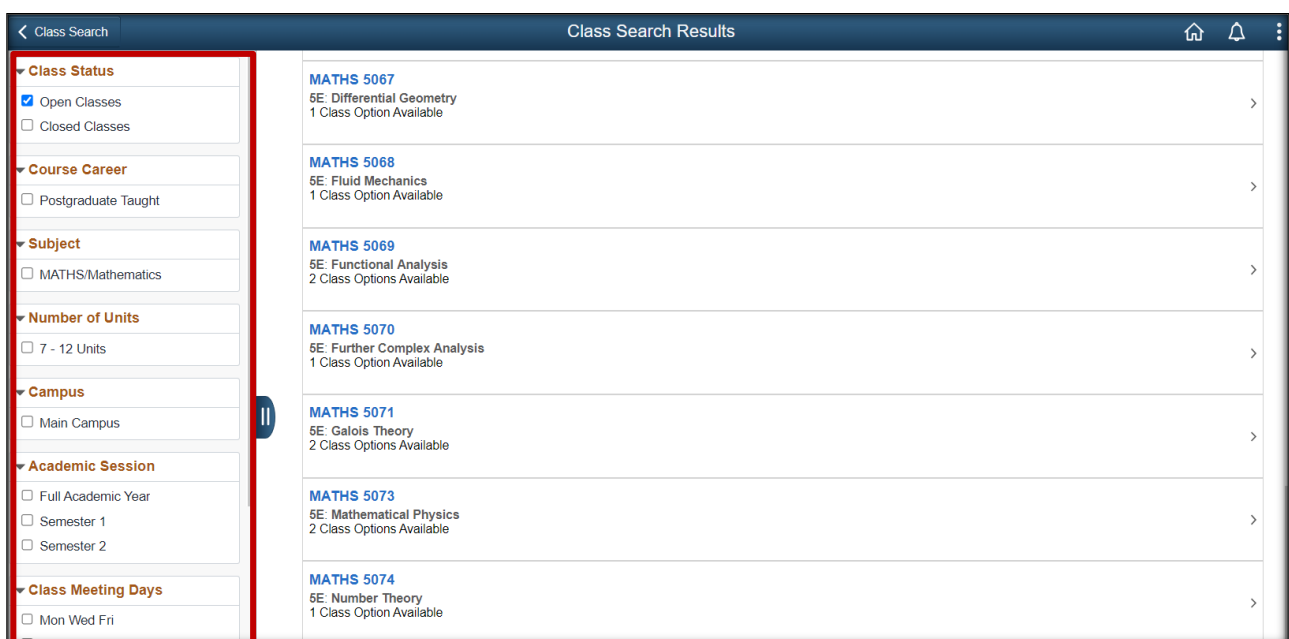
50

Instructor Last Name

contains word

Search Cancel

- The returned courses can be filtered using the options on the left.



Class Search Class Search Results

Class Status

- Open Classes
- Closed Classes

Course Career

- Postgraduate Taught

Subject

- MATHS/Mathematics

Number of Units

- 7 - 12 Units

Campus

- Main Campus

Academic Session

- Full Academic Year
- Semester 1
- Semester 2

Class Meeting Days

- Mon Wed Fri

MATHS 5067
5E: Differential Geometry
1 Class Option Available

MATHS 5068
5E: Fluid Mechanics
1 Class Option Available

MATHS 5069
5E: Functional Analysis
2 Class Options Available

MATHS 5070
5E: Further Complex Analysis
1 Class Option Available

MATHS 5071
5E: Galois Theory
2 Class Options Available

MATHS 5073
5E: Mathematical Physics
2 Class Options Available

MATHS 5074
5E: Number Theory
1 Class Option Available

- 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.

The screenshot shows the 'My Choices' page for the Academic Year 2023-24, Postgraduate Taught. The page includes a sidebar with navigation options like 'Add by Requirements', 'Add by Search', 'My Choices', 'Drop Classes', 'Switch Class Sections', 'View My Classes/Schedule', and 'Enroll For Results'. The main content area displays a table of selected courses. The 'Validate' button is highlighted in red. The 'My Choices' menu item is also highlighted in red.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 10233	ECON 5079 Econometrics	Semester 1	More meeting details available			20.00	Open Seats 3 of 20	Change Preferences
		Laboratory - 10232			More meeting details available				Open Seats 3 of 20	
<input checked="" type="checkbox"/>	Open	Lecture - 16192	ECON 5080 Macroeconomics 1/2	Semesters 1 and 2	More meeting details available			40.00	Open Seats 2 of 17	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 11979	MATHS 5081 5E: Mathematical Finance	Semester 2	More meeting details available			10.00	Open Seats 1 of 13	Change Preferences
		Tutorial - 11983			More meeting details available				Open Seats 1 of 3	

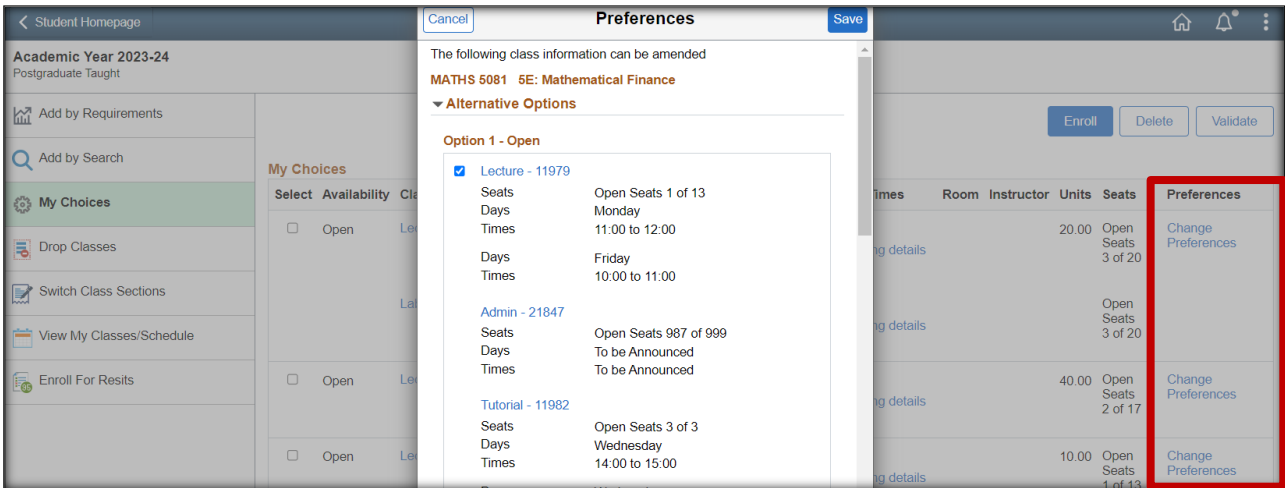
- Review the information and click **'My Choices'** to return to the My Choices enrolment page.
- If a class choice resulted in a timetable clash, you can select an alternative class during the next step.

The screenshot shows the 'Confirmation' page for the Academic Year 2023-24, Postgraduate Taught. The page includes a sidebar with navigation options like 'Add by Requirements', 'Add by Search', 'My Choices', 'Drop Classes', 'Switch Class Sections', and 'View My Classes/Schedule'. The main content area displays a list of selected courses. A red box highlights a message indicating a time conflict between MATHS 5081 Lecture LC01 and ECON 5080 Lecture LC01.

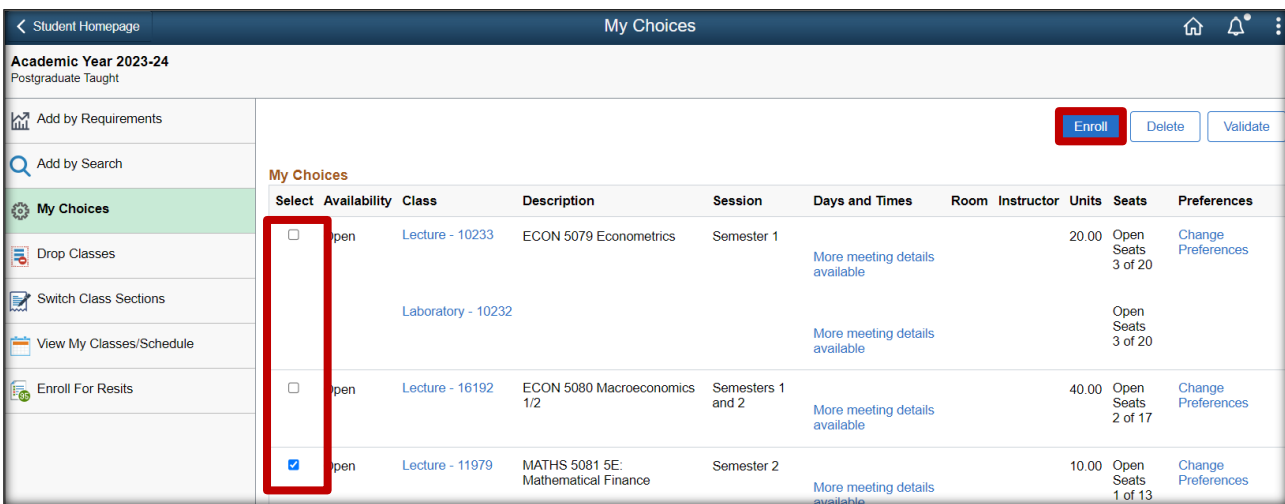
- ✓ ECON 5079 - Econometrics 1
Okay to Add to Class Schedule.
- ✓ MATHS 5081 - 5E: Mathematical Finance
Okay to Add to Class Schedule.
- ✗ ECON 5080 - Macroeconomic Theory 1 and 2
There is a time conflict between MATHS 5081 Lecture LC01 and ECON 5080 Lecture LC01. Use My Timetable to check the meeting times and select a class at a more suitable time using Enrolment. Please delete the class you are changing from My Choices before selecting another class.

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.

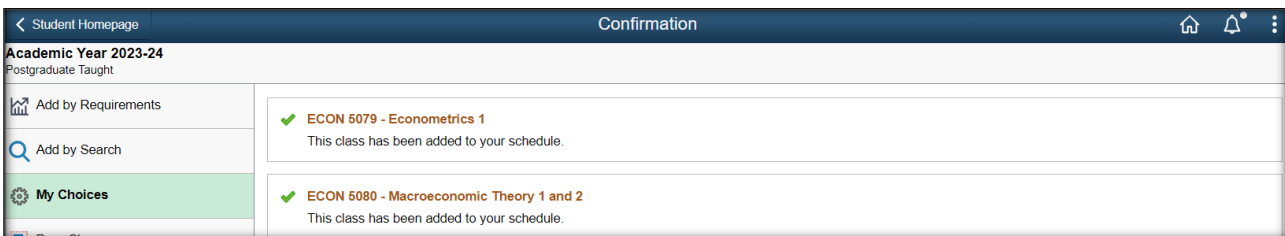
- To change a class option group, click **'Change Preferences'** next to that course. If there are multiple options, select one from the returned list.



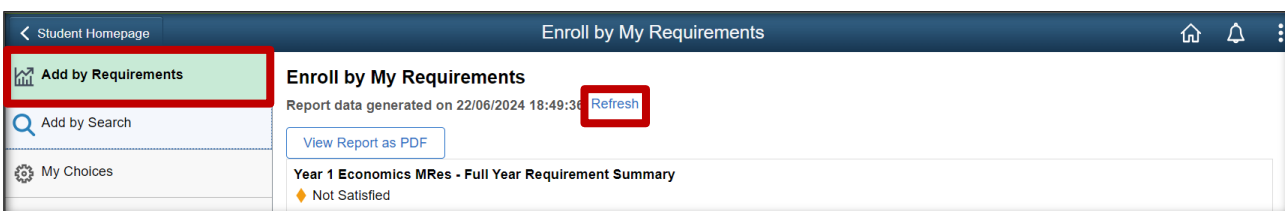
- To complete enrolment, **tick** next to the course or courses you want to enrol on. Any courses you do not tick for enrolment will remain in your My Choices list until you delete them.
- Click **'Enrol'**



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.

The screenshot shows the 'Enroll by My Requirements' page. The left sidebar contains several menu items: 'Add by Requirements', 'Add by Search', 'My Choices', and 'Drop Classes'. The 'Drop Classes' item is highlighted with a red rectangular box. The main content area shows 'Year 1 Economics MRes - Full Year Requirement Summary' with a 'Not Satisfied' status and 'Units Completed 11%'.

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

The screenshot shows the 'Drop Classes' page at 'Step 1 of 2: Select Classes to Drop'. A table lists courses with columns for 'Select', 'Class', 'Description', 'Days and Times', 'Room', 'Instructor', 'Units', and 'Status'. The course 'Lecture - 16192' (ECON 5080 Macroeconomics) has its checkbox checked. A red box highlights the 'Next' button in the top right corner and the checked checkbox for the selected course.

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	Lecture - 10233	ECON 5079 Econometrics	Monday 10:00 to 12:00	CTT JMS:733		20.00	Enrolled
	Laboratory - 10232		Monday 14:00 to 16:00	CTT 3 UNIV GDNS:202			
			Tuesday 09:00 to 11:00	CTT ST ANDREWS:237AB			
			Wednesday 15:00 to 17:00	CTT MCINTYRE:208 CLASSROOM			
<input checked="" type="checkbox"/>	Lecture - 16192	ECON 5080 Macroeconomics	Monday 10:00 to 12:00	CTT ASBS PGT:386AB		40.00	Enrolled
			Tuesday 13:00 to 15:00	CTT ASBS PGT:386AB			

- Click 'Drop Classes'

The screenshot shows the 'Drop Classes' page at 'Step 2 of 2: Review Classes to Drop'. A table lists the selected course. A red box highlights the 'Drop Classes' button in the top right corner.

Class	Description	Days and Times	Room	Instructor	Units	Status
		Tuesday 09:00 to 11:00	CTT ST ANDREWS:237AB			

The screenshot shows the 'Confirmation' page. A green checkmark and the text 'ECON 5080 - Macroeconomic Theory 1 and 2' are displayed, followed by 'This class has been dropped.'

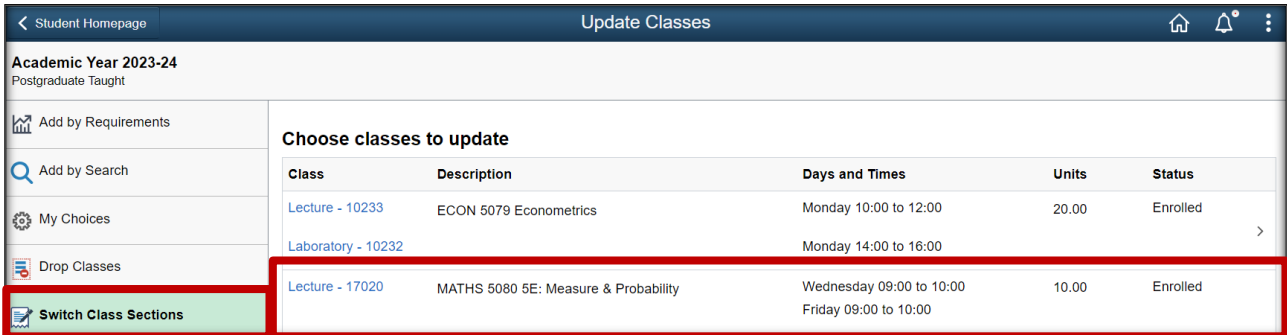
- Click 'Refresh' at the top of the Enrol by My Requirements page, to update your report.

The screenshot shows the 'Enroll by My Requirements' page. The 'Refresh' button next to the report data generation time is highlighted with a red box.

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.

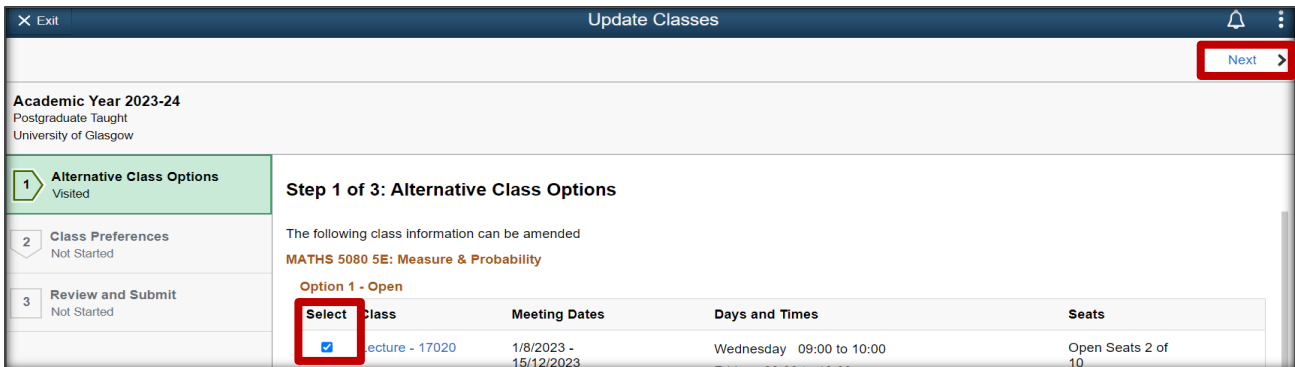
- Navigate to the 'Switch Class Sections' page and click on the course you want to update.



The screenshot shows the 'Update Classes' interface. On the left, there is a sidebar with navigation options: 'Add by Requirements', 'Add by Search', 'My Choices', 'Drop Classes', and 'Switch Class Sections' (highlighted in green). The main area is titled 'Choose classes to update' and contains a table with the following data:

Class	Description	Days and Times	Units	Status
Lecture - 10233	ECON 5079 Econometrics	Monday 10:00 to 12:00	20.00	Enrolled
Laboratory - 10232		Monday 14:00 to 16:00		
Lecture - 17020	MATHS 5080 5E: Measure & Probability	Wednesday 09:00 to 10:00 Friday 09:00 to 10:00	10.00	Enrolled

- Any alternative class options will be listed. Tick your preferred choice.
- Click 'Next'.

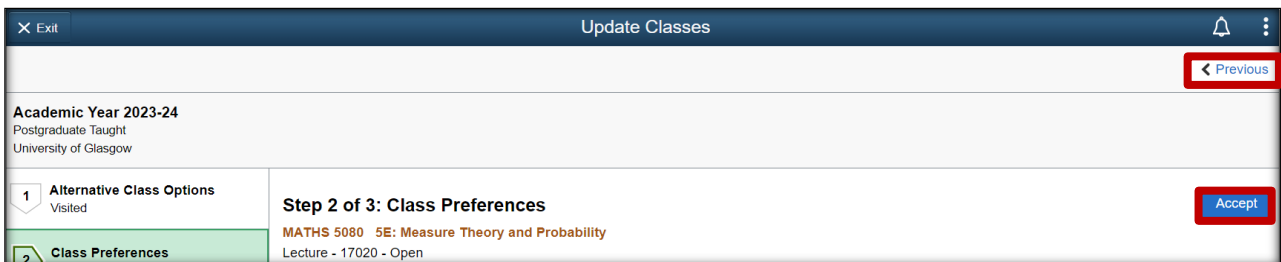


The screenshot shows 'Step 1 of 3: Alternative Class Options'. The left sidebar has 'Alternative Class Options' selected. The main area displays 'MATHS 5080 5E: Measure & Probability' and 'Option 1 - Open'. Below this is a table with a 'Select' column:

Select	Class	Meeting Dates	Days and Times	Seats
<input checked="" type="checkbox"/>	Lecture - 17020	1/8/2023 - 15/12/2023	Wednesday 09:00 to 10:00	Open Seats 2 of 10

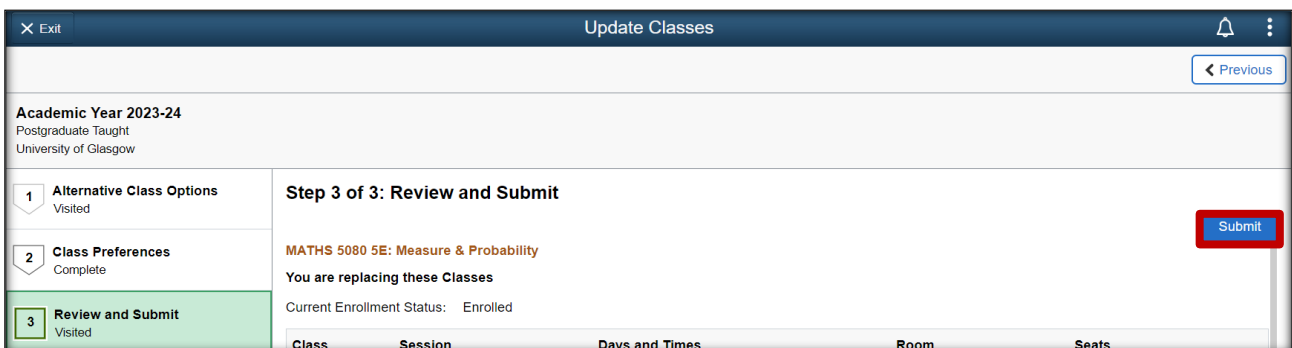
The 'Next' button in the top right corner is highlighted in red.

- Click 'Accept' to continue or 'Previous' to change class selection.



The screenshot shows 'Step 2 of 3: Class Preferences'. The left sidebar has 'Class Preferences' selected. The main area displays 'MATHS 5080 5E: Measure Theory and Probability' and 'Lecture - 17020 - Open'. The 'Accept' button in the top right corner is highlighted in red.

- Click 'Submit' to complete the class change.



The screenshot shows 'Step 3 of 3: Review and Submit'. The left sidebar has 'Review and Submit' selected. The main area displays 'MATHS 5080 5E: Measure & Probability' and 'You are replacing these Classes'. Below this, it shows 'Current Enrollment Status: Enrolled' and a table with columns: 'Class', 'Session', 'Days and Times', 'Room', and 'Seats'. The 'Submit' button in the top right corner is highlighted in red.

- 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

The screenshot shows the 'View My Classes' interface for the Academic Year 2023-24, Postgraduate Taught. The 'By Class' view is selected. The interface includes a sidebar with navigation options: Add by Requirements, Add by Search, My Choices, Drop Classes, Switch Class Sections, View My Classes/Schedule (highlighted), and Enroll For Results. The main content area displays a table for 'ECON 5079 Econometrics' with columns for Status, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. Below this, a detailed table shows class sections:

Class	Start/End Dates	Days and Times	Room
Laboratory - 10232	25/09/2023 - 27/11/2023	Days: Monday Times: 14:00 to 16:00	CTT 3 UNIV GDNS:202
Lecture - 10233	25/09/2023 - 27/11/2023	Days: Monday	CTT JMS:733

By Date List View

The screenshot shows the 'View My Classes' interface in 'By Date List View'. The 'By Date' view is selected. The interface includes a sidebar with navigation options: Add by Requirements, Add by Search, My Choices, Drop Classes, Switch Class Sections, View My Classes/Schedule (highlighted), and Enroll For Results. The main content area displays a list view of classes for the date range from 16/10/2023 to 22/10/2023. The list shows classes for Monday October 16 and Wednesday October 18.

Date	Class	Room	Status
Monday October 16	ECON 5079 Lecture	Room: CTT JMS:733	Status: Enrolled
Monday October 16	ECON 5079 Laboratory	Room: CTT 3 UNIV GDNS:202	Status: Enrolled

By Date Calendar View

The screenshot shows the 'View My Classes' interface in 'By Date Calendar View'. The 'By Date' view is selected. The interface includes a sidebar with navigation options: Add by Requirements, Add by Search, My Choices, Drop Classes, Switch Class Sections, View My Classes/Schedule (highlighted), and Enroll For Results. The main content area displays a calendar view of classes for the date range from 16/10/2023 to 22/10/2023. A 'Display Options' dialog box is open, showing a list of days with checkboxes for selection:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

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	The 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.