

Changing and choosing options – advice to continuing undergraduate students



The outcome of the 2007/08 Timetable Review was discussed at Senate in December 2008. [Senate minute 12864 \(vi\)](#) records that Senate agreed that “*unit choice processes which occur in April [should] be more clearly identified as definitive, with subsequent changes not guaranteed.*”

There will now only be a limited facility to register students onto units at the beginning of each semester. These new procedures are being put in place to increase the stability of the timetable for both students and staff and to ensure a better fit of classes into the appropriate teaching space.

What this means for you when choosing your optional units

- Even if you are currently on placement/study abroad, or in suspense you will be emailed after Easter to register for units for both semesters of the following academic year via the online unit selection facility on SAMIS on the web.
- Because you will only be able to change your choices at the start of the next academic year in very exceptional circumstances - think very carefully about your unit choices, read all information provided to you and take departmental/school advice where appropriate. It is your responsibility to make informed choices – failure to choose at the appropriate time may compromise your academic progression.
- The online unit selection facility will normally be open for a 2 week period to enable you to choose your options for the next academic year.
- By making your choices online this information is fed into the timetabling process – your choices will assist with setting the timetable for next year.

FAQs

Q 1: Under what circumstances might I be able to change my pre-registered unit choices?

A 1: You chose your options online during April/May in the previous academic year and you shouldn't change them. You may make a case to your Director of Studies (DofS) to change your optional choices if you think you meet one or more of the following criteria:

- You've changed programme and this requires a change of unit;
- You have a timetable clash with a pre-registered unit choice;
- You've not fulfilled the pre-requisite requirements for a pre-registered unit;
- The withdrawal of a unit necessitates a change of a pre-registered unit choice;
- You pre-registered on a unit but the unit was over-subscribed;
- Your Director of Studies has advised you to alter a pre-registered unit choice for academic reasons.

Q 2: If my DofS allows me to change – what's the deadline?

A 2: Wednesday of the first week of teaching.

Q 3: If I need to change my options can I choose any optional unit listed in my catalogue?

A 3: No. You should only choose from the options available to you on your programme timetable. The timetable will not be altered if you choose a unit which clashes with your existing units.

Q 4: Where can I see a list of units that are full?

A 4: The Central Timetabling Office will publish a list of full units on the Timetabling website during Induction week and the first week of teaching. You should not choose a unit you know to be full.