NEW Year 1 Undergraduate (http://www.stir.ac.uk/welcome/)

*If you need to email the Student Programmes team please email from your student account and include your student number then wait for a reply. Please only email once; duplicate emails can cause confusion and errors.

How do I know which modules I can choose from?
You can see the list of valid modules in your degree programme table. Please take a look at your degree structure by clicking on the 'Degree Programme Tables' link on the portal: Pre-enrolment this is under the “My Academic Links” tab, after enrolment, you can get to it from your “Academic History and Module Results” screen.

The module registration screen will show you the modules available and you are selecting modules for the autumn and spring semesters.

Are there any modules that I cannot register for?
You can select any of the year 1 modules listed in the degree programme table for your degree or via the module registration screen.

I do not seem to have any modules to choose because all my modules are compulsory. Is this correct?
If all modules for the year are showing as compulsory then you will not have any options to select. There are not many programmes which do not allow students to select option modules but there are a handful.

Please continue to confirm the modules which are showing on the module registration screen in order to complete the module registration process.

If you do not want to be on the programme whereby you cannot select any options then please contact the Admissions Office in Pathfoot as a matter of urgency so that they can see if a transfer to an alternative programme can be accommodated.

I have completed module registration but I want to change one of the modules. What do I do?
As long as there have been no manual changes to your registration you should have the link “Change Your Module Selection” on your portal home page, and you can change your modules online.

If you don’t have that link you should email student programmes at studentprogrammes@stir.ac.uk with the module name and code that you want to drop, and the module title and code of the module you would like to register for. We will amend your record manually, space permitting.
Before emailing student programmes you should check the timetable generator to ensure that there will be no clashes. Please be aware that if any manual changes are made to your module registration that you will not be able to make any more module changes for that year yourself online.
How do I work out my timetable so that I know which classes to go to?
Because of the flexibility offered in our degrees, students are not given an individual timetable, you need to work this out for yourself; you can use the "Teaching Timetable Generator" link from the "My Academic Links" tab on the portal, to get your lecture times but will not know your seminar times until you have signed up for these with the appropriate Divisions towards the start of the semester. You will only be generating a timetable for the autumn semester at the start of the year; the timetable for the spring semester will be available at a later date.

When will I see my modules on Canvas? (http://www.stir.ac.uk/newtech/canvas/)
Canvas access will be available for semester 1 students once you have completed enrolment, and collected your ID card. You will pick up your ID card on Sunday 10th or Monday 11th September. (http://www.stir.ac.uk/registry/studentinformation/idcards/collectionyouridcard/) so you will not get Canvas module access until later on the day you pick up your ID card. If you have difficulty accessing Canvas please check the “My… Student Status” screen, from your portal home page, this should help you determine what the problem is.

How do I sign up for my seminars?
You should contact the relevant Divisional office directly for this information. Each Division registers students differently; sometimes it is done via Canvas, sometimes it is done at the first class etc.

I am afraid that the Student Programmes team do not have access to register or amend seminar times.

How do I change my degree programme?
If you have not completed enrolment you should contact the Admissions Office in Pathfoot as soon as possible and they will be able to help. If you have already completed the enrolment process then you should contact the advisor of studies for the programme to which you want to transfer. Contact details at: http://www.stir.ac.uk/registry/advisers/list/

The advisor of studies will email Student Programmes with their authorisation, if they agree to the transfer, and Student Programmes can then amend the record. You will not be permitted to change to a degree for which you were not originally qualified.

I would like advice regarding the requirements of my degree. Is there anyone I can speak to?
You should make yourself familiar with your degree structure by clicking on the 'Degree Programme Tables' link from your academic history screen via the portal. Every degree programme has an adviser of studies, who can be consulted if you have any queries: http://www.stir.ac.uk/registry/advisers/list/

What is the deadline to change or drop a module?
The deadline to change or drop a module is always 2 weeks after the start of teaching (see 53 of the regulations http://www.stir.ac.uk/regulations/undergrad/modulescreditloadandattendance/#q-1)

You must change online (or email Student Programmes at studentprogrammes@stir.ac.uk if you are not able to complete the process online) before:

- Autumn semester - 5pm Monday 25th September 2017
- Spring semester – 5pm Monday 29th January 2018
NEW Year 2, 3 or 4 Direct Entrant Undergraduate Students
(http://www.stir.ac.uk/welcome)

*If you need to email the Student Programmes team please email from your student account and include your student number then wait for a reply. Please only email once; duplicate emails can cause confusion and errors.

How do I know which modules I can choose from?
You can see the list of valid modules in your degree programme table. Please take a look at your degree structure by clicking on the 'Degree Programme Tables' link on the portal: Pre-enrolment this is under the “My Academic Links” tab, after enrolment, you can get to it from your “Academic History and Module Results” screen.

The module registration screen will show you the modules available and you are selecting modules for the autumn and spring semesters.

Are there any modules that I cannot register for?
As you are a direct entrant into year 2, 3 or 4, you will have exemption credit added to your record from previous study. The exemption credit can be viewed in your academic history page via the portal. You must not register for any modules which appear as exemption credit on your record.

*For example, a year 2 Sports Studies direct entrant student may have been given exemption credit for SPSU911 and SPSU912 (the year 1 compulsory Sports Studies modules), therefore in year 2 you must not register for either of these two modules.

I have completed module registration but I want to change one of the modules.
What do I do?
As long as there have been no manual changes to your registration you should have the link “Change Your Module Selection” on your portal home page, and you can change your modules on-line.

If you don’t have that link you should email student programmes at studentprogrammes@stir.ac.uk with the module name and code that you want to drop, and the module title and code of the module you would like to register for. We will amend your record manually, space permitting. Before emailing student programmes you should check the timetable generator to ensure that there will be no clashes. Please be aware that if any manual changes are made to your module registration that you will not be able to make any more module changes for that year yourself online.

How do I work out my timetable so that I know which classes to go to?
Because of the flexibility offered in our degrees, students are not given an individual timetable, you need to work this out for yourself; you can use the "Teaching Timetable Generator" link from the "My Academic Links" tab on the portal, to get your lecture times but will not know your seminar times until you have signed up for these with the appropriate Divisions towards the start of the semester. You will only be generating a timetable for the autumn semester at the start of the year; the timetable for the spring semester will be available at a later date.

I have a timetable clash in the modules I have chosen. What do I do?
If the clash is between lectures you should contact your module coordinators to see if a workaround can be agreed, if not you will need to select an alternative option module to remove the clash. Please follow the procedure outlined above for changing modules. If the clash is between seminar times you should contact the appropriate school to change to an alternative seminar slot.
When will I see my modules on Canvas?  [http://www.stir.ac.uk/newtech/canvas/](http://www.stir.ac.uk/newtech/canvas/)

Canvas will be switched on during the week prior to the start of the semester, depending on the modules selected. You will see the information via Canvas as long as you have successfully completed the module registration process and the online enrolment process.

If you have difficulty accessing Canvas please check the “My... Student Status” screen, from your portal home page, this should help you determine what the problem is.

How do I sign up for my seminars?
You should contact the relevant Divisional office directly for this information. Each Division registers students differently; sometimes it is done via Canvas, sometimes it is done at the first class etc.

I am afraid that the Student Programmes Team do not have access to register or amend seminar times.

How do I change my degree programme?
If you have not completed enrolment you should contact the Admissions Office in Pathfoot as soon as possible and they will be able to help. If you have already completed the enrolment process then you should contact the advisor of studies for the programme to which you want to transfer. Contact details at: [http://www.stir.ac.uk/registry/advisers/list/](http://www.stir.ac.uk/registry/advisers/list/)

The advisor of studies will email Student Programmes with their authorisation, if they agree to the transfer, and Student Programmes can then amend the record. You will not be permitted to change to a degree for which you were not originally qualified.

I would like advice regarding the requirements of my degree. Is there anyone I can speak to?
You should make yourself familiar with your degree structure by clicking on the 'Degree Programme Tables' link from your academic history screen. Every degree programme has an adviser of studies, who can be consulted if you have any queries: [http://www.stir.ac.uk/registry/advisers/list/](http://www.stir.ac.uk/registry/advisers/list/)

What is the deadline to change or drop a module?
The deadline to change or drop a module is always 2 weeks after the start of teaching (see 53 of the regulations [http://www.stir.ac.uk/regulations/undergrad/modulescreditloadandattendance/#q-1](http://www.stir.ac.uk/regulations/undergrad/modulescreditloadandattendance/#q-1))

You must change online (or email Student Programmes at studentprogrammes@stir.ac.uk if you are not able to complete the process online) before:

- Autumn semester - 5pm Monday 25th September 2017
- Spring semester – 5pm Monday 29th January 2018

**CONTINUING Year 2, 3 or 4 Undergraduate Students**

*If you need to email the Student Programmes team please email from your student account and include your student number then wait for a reply. Please only email once; duplicate emails can cause confusion and errors.*

How do I know which modules I can choose from?
You can see the list of valid modules in your degree programme table. Please take a look at your degree structure by clicking on the 'Degree Programme Tables' link on the portal: Pre-enrolment this
is under the “My Academic Links” tab, after enrolment, you can get to it from your “Academic History and Module Results” screen.

Module registration opened on the 1st May 2017 and if the system is not allowing you to complete the process it may be that you have been emailed regarding your studies and student programmes are waiting for a reply, therefore module registration has been temporarily closed. Please contact the student programmes team at studentprogrammes@stir.ac.uk as soon as possible to get any issues resolved.

**Are there any modules that I cannot register for?**
You must not register for any modules which you have already passed in a previous year, or that appear on your record as exemption credit. You must also ensure that you have the required prerequisite to register for a module, and this information can be found via the degree programme tables, and will show in the module registration screen.

**I have completed module registration but I want to change one of the modules. What do I do?**
As long as there have been no manual changes to your registration you should have the link “Change Your Module Selection” on your portal home page, and you can change your modules on-line. If you don’t have that link you should email student programmes at studentprogrammes@stir.ac.uk with the module name and code that you want to drop, and the module title and code of the module you would like to register for. We will amend your record manually, space permitting. Before emailing student programmes you should check the timetable generator to ensure that there will be no clashes. Please be aware that if any manual changes are made to your module registration that you will not be able to make any more module changes for that year yourself online.

**How do I work out my timetable so that I know which classes to go to?**
You can use the "Teaching Timetable Generator" link from the "My Academic Links" tab on the portal, to get your lecture times but will not know your seminar times until you have signed up for these with the appropriate Divisions towards the start of semester.

You will only be generating a timetable for the autumn semester at the start of the year; the timetable for the spring semester will be available at a later date.

**I have a timetable clash in the modules I have chosen. What do I do?**
If the clash is between lectures you should contact your module coordinators to see if a workaround can be agreed, if not you will need to select an alternative option module to remove the clash. Please follow the procedure outlined above for changing modules. If the clash is between seminar times you should contact the appropriate school to change to an alternative seminar slot.

**When will I see my modules on Canvas?** [http://www.stir.ac.uk/newtech/canvas/]
Canvas will be switched on during the week prior to the start of the semester, depending on the modules selected. You will see the information via Canvas as long as you have successfully completed the module registration process and the online enrolment process.

If you have difficulty accessing Canvas please check the “My... Student Status” screen, from your portal home page, this should help you determine what the problem is.
How do I sign up for my seminars?
You should contact the relevant Divisional office directly for this information. Each Division registers students differently; sometimes it is done via Canvas, sometimes it is done at the first class etc.

I am afraid that the Student Programmes Team do not have access to register or amend seminar times.

How do I change my degree programme?
You should contact the advisor of studies for the programme to which you want to transfer. Contact details at: http://www.stir.ac.uk/registry/advisers/list/. The advisor of studies will email Student Programmes with their authorisation, if they agree to the transfer, and Student Programmes can then amend the record. You will not be permitted to change to a degree for which you were not originally qualified.

I would like advice regarding the requirements of my degree. Is there anyone I can speak to?
You should make yourself familiar with your degree structure by clicking on the 'Degree Programme Tables' link from your academic history screen. Every degree programme has an adviser of studies, who can be consulted if you have any queries: http://www.stir.ac.uk/registry/advisers/list/

What is the deadline to change or drop a module?
The deadline to change or drop a module is always 2 weeks after the start of teaching (see 53 of the regulations http://www.stir.ac.uk/regulations/undergrad/modulescreditloadandattendance/#q-1)
You must change online (or email Student Programmes at studentprogrammes@stir.ac.uk if you are not able to complete the process online) before:

- Autumn semester - 5pm Monday 25th September 2017
- Spring semester – 5pm Monday 29th January 2018

Postgraduate Students
*If you need to email the Student Programmes team please email from your student account and include your student number then wait for a reply. Please only email once; duplicate emails can cause confusion and errors.

Module Registration
The student programmes office will contact you via your student email account to let you know when module registration is open. Once you receive the email you can then complete the process following the instructions provided in the email.

I would like advice regarding the requirements of my degree. Is there anyone I can speak to?
You should make yourself familiar with your degree structure by clicking on the 'Degree Programme Tables' link from your academic history screen. Every degree programme has a Programme Director, who can be consulted if you have any queries: http://www.stir.ac.uk/registry/advisers/list-pg/

Postgraduate students are advised to discuss their programme of study, and the modules available, with their Programme Director prior to completing the module registration process.
Administrative Enrolment

New students
In order to enrol as a student of the University, you must complete the online enrolment process. Click on the link for ‘Enrolment - Enrol Now’ via the portal and follow the step by step instructions.

http://www.stir.ac.uk/welcome/before-you-arrive/postgraduate-enrolment/

Continuing students
All students are required to undertake Administrative Enrolment annually around the anniversary of your first matriculation and you must complete the process before you are permitted to continue with your studies.

More information can be found using the following link:
http://www.stir.ac.uk/registry/studentinformation/enrolment/

When will I see my modules on Canvas? (http://www.stir.ac.uk/newtech/canvas/)

Canvas is switched on at the start of the semester. You should have access to the module information the day after you have completed the module registration process. Some programmes may make this information available earlier and the school should have notified you of this.

If you have difficulty accessing Canvas please check the “My... Student Status” screen, from your portal home page, this should help you determine what the problem is.

I have completed module registration but I want to change one of the modules. What do I do?
As long as there have been no manual changes to your registration you should have the link “Change Your Module Selection” on your portal home page, and you can change your modules online. If you don’t have that link you should email student programmes at studentprogrammes@stir.ac.uk with the module name and code that you want to drop, and the module title and code of the module you would like to register for. We will amend your record manually, space permitting. Before emailing student programmes you should check the timetable generator to ensure that there will be no clashes. Please be aware that if any manual changes are made to your module registration that you will not be able to make any more module changes for that year yourself online.

Contact Us
Student Services Hub
2A1 Cottrell Building
ask@stir.ac.uk
01786 466022