UCIL Course Unit Selection Guide

Logging in to the Student System:

1. Navigate to your My Manchester portal https://www.my.manchester.ac.uk/
2. Select Tools Tab
3. Select Student System
4. Select Student Centre hyperlink

Step 1:

5. Select Enrol

Enrollment is a 3 step process – this indicator at the top of the page will show you your progress.

6. Check you have selected the appropriate academic year
You will now see the add classes screen. A class refers to a course unit. You select classes to enrol onto a course unit.

Your **Shopping Cart** is the area where selected courses are held pending until you complete the enrolment.

7. Ensure **Class Search** button is selected and click ‘Search’

You will be taken to **Search Criteria** page

8. Select the course subject from drop down menu: **University College for IL**

You do not necessarily have to specify a Course Number at all – leave this blank and this will return all courses for the Subject Area that you can take. NOTE: this can take some minutes to return your options – it is always best to have as much detail about a course as is possible.

9. Enter the **course number** and **course career**

Note: search will not turn up results without **course career**

10. Click **search**
A class open for enrolment will display a green circle.

11. Click on **select** for the course unit you want to choose

In most cases, you will have a choice of related classes to go along with the main class you have just selected. A main class is usually the lecture and a related class is usually the seminar or tutorial etc.

12. Click **next** after choosing any relevant related tutorials or seminars

13. A summary of the class(es) selected appears. You are not yet enrolled onto the course select **Next**
You will receive confirmation that the course has been added to your Shopping Cart. You are not yet enrolled onto the course.

You can, if you wish, remove a course from your selection by selecting the dustbin icon.

If you have further courses to select, click **search** again at this step and this will take you back to the search criteria page where you repeat the above steps.

14. Once you have selected all of the courses you wish to enrol on you can proceed by selecting **proceed to Step 2 of 3**.

**Step 2:**

15. You are now at Step 2/3. Confirm you want to enrol on the selected courses by selecting **Finish Enrolling**.

**Step 3:**

You are now at step 3/3. This screen shows you if you have enrolled on the selected course(s) successfully. This is indicated by a green tick or red cross under **Status**.
If the enrolment has been unsuccessful, an error message will appear explaining why it has failed. The main errors that you may see are:

- Time conflict with an existing course
- A pre-requisite course has not been previously studied
- The course is full

This is the end of the “Adding a Course” guidance document. You can also swap, drop and edit a course selection after enrolment.

Please do not hesitate to contact the Programme Administrator if you encounter any difficulties during UCIL course unit enrolment.