

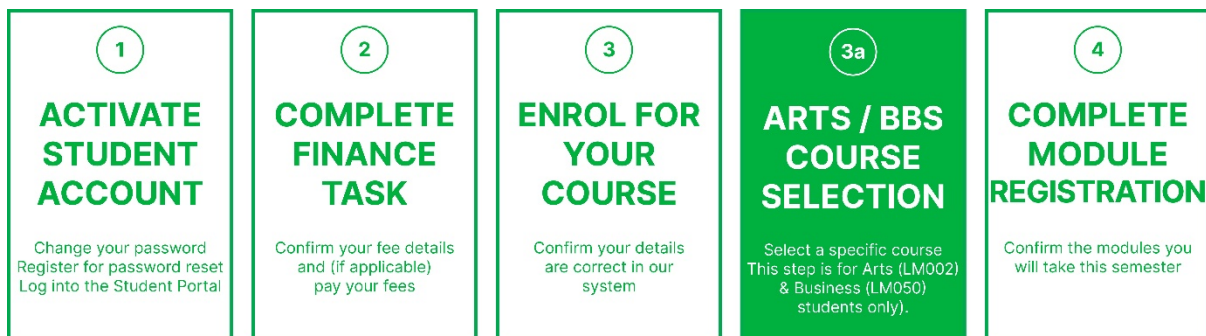


Bachelor of Business Studies

(LM050)

Step 3a: Course Selection instructions

This step is specifically for Bachelor of Business Studies (LM050) students.



What you will need to complete this step:

- Your Student ID number and password

Log into the Student Portal

Portal Login

ID/Username:

PIN/Password:


[Forgotten your password?](#)

- Log into the [Student Portal](#).
- Your ID/Username is your Student ID number.
- Your PIN/Password is the password you created in Step 1: Activate Your Student Account.

Home

Disability Support Services
Click here to register with Disability Support

Online Finance Task New
This section contains the Online Finance Task. This allows you to confirm HEA eligibility, declare previous study, view your tuition fee balance for the academic year and pay your

Common Entry Task New
Click here to select your Programme. 

- In the 'Common Entry Task' window, click to select your programme.

Select Degree Preference

The following option allows you select your programme of study.

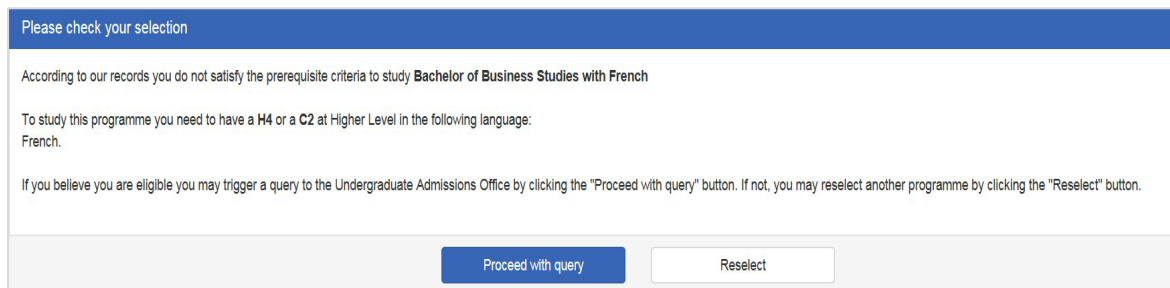
Please select the programme you wish to study*

- Bachelor of Business Studies
- Bachelor of Business Studies with French
- Bachelor of Business Studies with German
- Bachelor of Business Studies with Japanese

- Select the course you wish to study from the options provided and click Next.

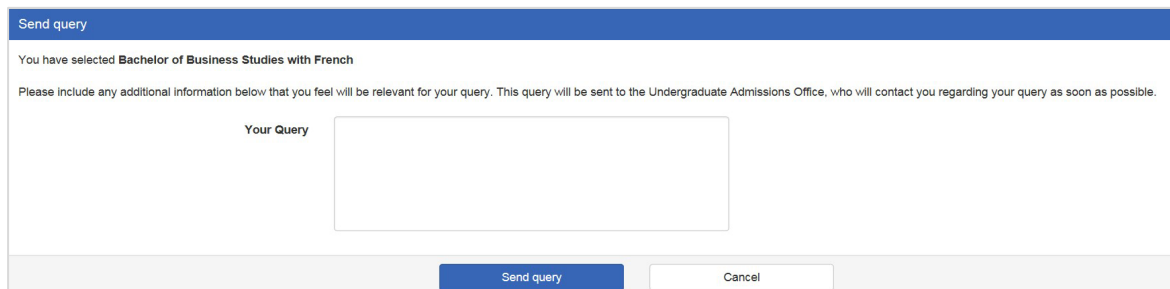
- You have now completed the Step 3a: BBS Course Selection. A confirmation email should arrive to your student email address shortly.
- You will now be returned to the Home screen where you can begin Step 4: Module Registration.

If you receive the 'Please check your selection' error:



The screenshot shows a blue header with the text "Please check your selection". Below the header, the text reads: "According to our records you do not satisfy the prerequisite criteria to study Bachelor of Business Studies with French". It then states: "To study this programme you need to have a H4 or a C2 at Higher Level in the following language: French." At the bottom, it says: "If you believe you are eligible you may trigger a query to the Undergraduate Admissions Office by clicking the 'Proceed with query' button. If not, you may reselect another programme by clicking the 'Reselect' button." At the bottom of the form are two buttons: "Proceed with query" (blue) and "Reselect" (white).

- If you see this message, it means that according to UL records you do not meet the prerequisite criteria to study the course you have selected.
- You can click 'Reselect' to return to the course selection screen.
- If you would like to query this issue, you can click 'Proceed with query', where you can provide details as per this screen:



The screenshot shows a blue header with the text "Send query". Below the header, it says: "You have selected Bachelor of Business Studies with French". It then reads: "Please include any additional information below that you feel will be relevant for your query. This query will be sent to the Undergraduate Admissions Office, who will contact you regarding your query as soon as possible." Below this text is a text input field labeled "Your Query". At the bottom of the form are two buttons: "Send query" (blue) and "Cancel" (white).

- Click 'Send query' and a member of staff will contact you, or 'Cancel' to return to the course selection screen.

If you have difficulty with the Course Selection task you can log a call for help with the Academic Registry through the [Student Hub Online](#).