Step 4: Register for your Modules!

What you will need to complete this task:

- Your Student ID number and password
Modules are the classes/subjects that you take each semester as part of your course and consist of lectures and labs/tutorials.

This task confirms the modules you are taking, which enables us to provide you with your timetable.

1. In the Student Portal, click ‘Click here to complete module registration’.

At this stage, depending on your course of study, you may need to select module choices. This is where the registration process splits into the following two options. You will be directed to the correct screen for your course:

A. Registration for courses with no choices
B. Registration for courses with choices

A. REGISTER FOR COURSES WITH NO CHOICES

1. After you clicked on the Module Registration link, you will be presented with the following screen.

Here you will see the modules you are registering for. If the list is correct, click on the Enter Selections button. If the list is incorrect, you can log a call for help with the Academic Registry through the Student Hub Online.

2. You are then asked to confirm your module selections in this next screen.
To confirm your modules, click on the Confirm Selections button.

3. You will then be presented with a list of your confirmed modules, as seen in this next screen. You are now registered for these modules. To exit module registration, click on Logout.

You have now completed Module Registration.

A confirmation email should arrive to either your personal / student email address within 2 working days.
B. REGISTER FOR COURSES WITH CHOICES

If your course requires you to make elective choices, follow the steps below.

1. You will see a list of elective choices similar to the following.

   Once you know the elective options you want, click on the Add checkbox to the right of the module(s) you wish to choose, and then click on the Submit Selection button. In this instance, let’s say you want to choose the Relationship Marketing module.

2. The next screen you see lists your core modules and your chosen Relationship Marketing module. If you are happy with your selection(s), click on the Enter Selections button.

3. You are asked to confirm your module selection in the next screen.
To confirm your selections, click on the **Confirm Selections** button.

**Please note:** You **cannot** undo your selections after clicking on the **Confirm Selections** button. See further details below.

4. You will then be presented with a list of your confirmed modules, as seen in the next screen.

**Confirmed Modules - thank you for successfully completing module registration. You have been sent a confirmation email.**

The screen shows the list of modules confirmed by the student.

You have now completed Module Registration.

A confirmation email should arrive to either your personal / student email address within 2 working days.
Undoing Module Selection

Please note that you cannot undo your selections after clicking on the Confirm Selections button. Once you've clicked on Confirm Selections, changes by logging a call with the Academic Registry through Student Hub Online.

Before you click Confirm Selections you can undo your selection(s) by using the Undo Last Change button if you change your mind or made an incorrect selection. Suppose you are in the Module Registration Details screen in step 2 above. To change your selection(s), follow the steps below.

To undo your last selection, click on the Undo Last Change button (do not use the Back button on the browser toolbar).

![Module Selection Table]

You are now brought back to the next screen. This time, let's assume you want to select Lean Tools and Techniques instead of Relationship Marketing.

- To do this, you click on the Remove Selections.
- Select Yes to the textbox that will appear.
- Next, select the module you wish to take (in this case Lean Tools and Techniques) and click on the Add checkbox.
- Click the Submit Selection button.

![Module Selection Interface]
The next screen you see shows your revised choices. You can change your selection(s) as many times as you want by using the **Undo Last Change** button (not the **Back** button on the browser toolbar). Assuming you are now happy with your selection(s), you click on the **Enter Selections** button.

You are asked to confirm your module selection in this next screen.

To confirm your selections, click on the **Confirm Selections** button. (Please note that you cannot undo your selections after clicking on the **Confirm Selections** button. Once you've clicked on this button, changes can only be made by logging a call with Academic Registry through Student Hub Online).

You will then be presented with a list of your confirmed modules.

You have then completed Module Registration. A confirmation email should arrive to either your personal / student email address within 2 working days.

If you have difficulty with Module Registration, you can log a call for help with the Academic Registry through the **Student Hub Online**.