

# Online Option Choice

## How to access the system and record your module preferences

**Accessing Online Option Choice - We recommend you use a desktop PC rather than a mobile device when using the system**

1. Open an internet browser window (Internet Explorer, Firefox etc.) and go to: [www.sussed.soton.ac.uk](http://www.sussed.soton.ac.uk).
2. Log in using your University of Southampton username and password (the same details you use to access your PC and your email account)

SUSSED

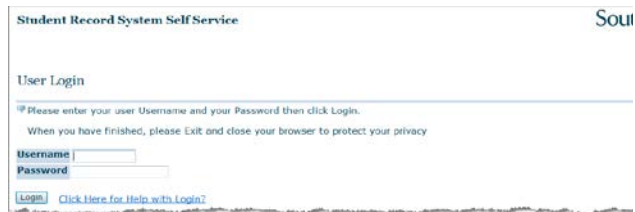


3. Now click on **My Student Record** in the Quick Links box on the top left hand side of the page

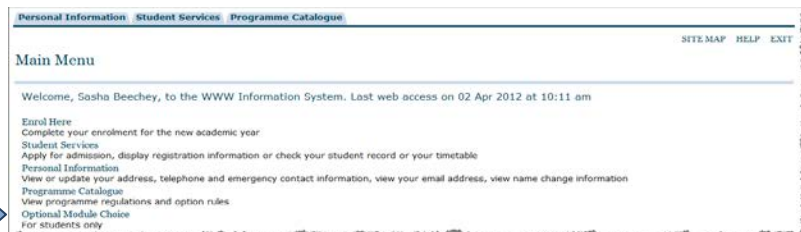


My student record

4. You will now need to log in to the Student Record System with your University of Southampton username and password



5. From this page you can select **Optional Module Choice** to choose your modules



## Confirming your Programme of Study

1. The first screen asks you to confirm your academic details:

ID Number: 2009625  
Name: Sasha Beechey  
Options to be selected for: 2012-2013 Academic Session

If all details are correct then click on the radio button labelled "Confirm".

Programme Theme Part Confirm  
BSc Maths with Actuarial Sci BSc Maths with Actuarial Sci BSc Maths with Act Sci Part 2

Click on the "Continue" button to proceed to make your selection

2. If these are correct you should click to **Confirm** and then click on the **Continue** button to take you to the next screen

Click on the "Continue" button to proceed to make your selection

Continue

3. If the programme showing is not correct, please inform your Student Office as they will need to get this changed for you
4. If the system is not open yet or your programme is not eligible to select your options this way, the following message will be displayed once the continue button has been pressed:

⚠ You are unable to select your preferred options because the system is currently closed.

If you have any queries about whether you should be able to access the system, please contact [curriculum@soton.ac.uk](mailto:curriculum@soton.ac.uk) who should be able to advise.

## Viewing Your Compulsory Modules

1. The next screen will display a list of the compulsory modules for your year of study (Part) and the Semester they will be taught in:

ID: 2009625  
Name: Sasha Beechey  
Session: 2012-2013 Academic Session  
Part: BSc Maths with Act Sci Part 2

The Modules you must study are:

Module	Credit	Semester / Term
MATH 2011 Statistical Distribution Theory	15	Semester 1
MATH 2039 Analysis	15	Semester 1
MATH 2040 Financial Mathematics	15	Semester 1
MATH 2010 Statistical Methods 1	15	Semester 2
MATH 2038 Partial Differential Equations	15	Semester 2

## Optional Module Rules

- Underneath your compulsory modules are the rules for the selection of optional modules - the amount of choice available to you in any particular year is dependent on the programme you are studying.

The Optional Modules for this Part are:

Module	Credit	Semester / Term	Selected
Rule PT2 R1 Select 3 modules from the following:-			
Please do NOT select modules you have taken previously.			
If you do, you will be contacted by your Student Office and asked to amend your choices.			
Please also ensure that you select an even split of credits overall by Semester including your compulsory modules.			
FREE XY15 Part 2 Elective	15		No
FREE XY15 Part 2 Elective	15		No
FREE XY15 Part 2 Elective	15		No
PAIR ---- A maximum of 15 credits in any level NQF5 module in subject PAIR ("Politics & Internat Relations")	15		No
MATH_3001 Rings and Fields	15	Semester 1	No
MATH_3002 Topology	15	Semester 2	No

Continue

- To choose a module, you should select **Yes** from the drop down list on the right-hand side of the screen, adjacent to the module.
- To choose a reserve module, select **Reserve** from the drop down on the right-hand side of the screen list adjacent to the module

The Optional Modules for this Part are:

Module	Credit	Semester / Term	Selected
Rule PT2 R1 Select 3 modules from the following:-			
Please do NOT select modules you have taken previously.			
If you do, you will be contacted by your Student Office and asked to amend your choices.			
Please also ensure that you select an even split of credits overall by Semester including your compulsory modules.			
FREE XY15 Part 2 Elective	15		No
FREE XY15 Part 2 Elective	15		Yes
FREE XY15 Part 2 Elective	15		No
PAIR ---- A maximum of 15 credits in any level NQF5 module in subject PAIR ("Politics & Internat Relations")	15		Reserve
MATH_3001 Rings and Fields	15	Semester 1	Yes
MATH_3002 Topology	15	Semester 2	Yes

Continue

## Information on Modules

- To find out further information about a module - including any Pre or Co-requisites, click on the module hyperlink which will take you through to the module details page

### Module Details

**Title:** Cosmology, Ritual & Belief  
**Name:** Anthropology (ANTH 2001)  
**Term:** 2014-2015 Academic Session (201415)  
**Description:** anth2001\_cosmology\_ritual\_and\_belief  
**Level:** Undergraduate  
**Level of Credits:** Level 5 Diploma, Fdn Degree  
 Pre-requisites for this module are:  
**Module Title**  
 No pre-requisites  
 Co-requisites for this module are:  
**Module Title**  
 No co-requisites



Clicking on the hyperlink next to the Description field will take you to the Module Guide

## Free Elective / Subject Electives Module Rules

- In the example above, there is the option to take 15 credits from the list of Free Elective modules (FREEXY15) - these are modules which are open to students ) from any discipline, studying any programme provided the students have met any pre or co-requisites.

FREE XY15 Part 2 Elective	15	No
FREE XY15 Part 2 Elective	15	Yes
FREE XY15 Part 2 Elective	15	No
PAIR ---- A maximum of 15 credits in any level NQF5 module in subject PAIR ("Politics & Internat Relations")	15	No

- To select one of these, you should select **Yes** from the drop down list adjacent to the module and complete the rest of your selections. When you click on

Continue

you will be taken to a further screen to select the **Module Subject** code of the Free Elective

Select a Module

If you haven't already, you should research what is available to you before continuing. This will give you the best chance of being able to study your chosen module. Plan to have a reserve elective. You will be able to record this before you submit your final choices.

To choose your elective module/s:

- select the subject/s from the drop-down list; and
- select 'Continue'.

You will be asked to select a specific module on the next page.

ID: 2009625  
 Name: Sasha Beechey  
 Session: 2012-2013 Academic Session  
 Part: BSc Maths with Act Sci Part 2

You chose one or more free electives, now narrow this down to the subject:

Rule	Level	Credit	Your Choice	Module Subject
PT2 R1 NQF5	Chosen	- choose -	- choose -	
			Chosen	CRIM - Criminology
				FILM - Film, Cinematics & Photography
				SOCI - Sociology

Continue

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- Once you have chosen a subject, clicking on Continue button will display the modules available as Free Electives with that particular subject code.

**Your Choice:** Chosen  
**Selected under:** Rule PT2 R1  
**Option:** FREE XY15 => CRIM ...  
**Description:** A module in the subject area "Criminology"  
**Level:** Level 5 Diploma, Fdn Degree  
**Credit:** 15

Choose one of these:

Module	Credit	Level	Semester / Term	Select
<a href="#">RIM_2001</a> Perspectives in Criminology	15	Level 5 Diploma, Fdn Degree	Semester 1	<input type="radio"/>
<a href="#">RIM_2002</a> Crime, Social Change and Society	15	Level 5 Diploma, Fdn Degree	Semester 2	<input checked="" type="radio"/>
<a href="#">RIM_2003</a> Youth, Crime and Society	15	Level 5 Diploma, Fdn Degree	Semester 2	<input type="radio"/>



To select a module from this list, click next to the module you would like to take.

You can also select a FREE (FREEXY15) or Subject Elective (e.g. PAIR---) as a Reserve module

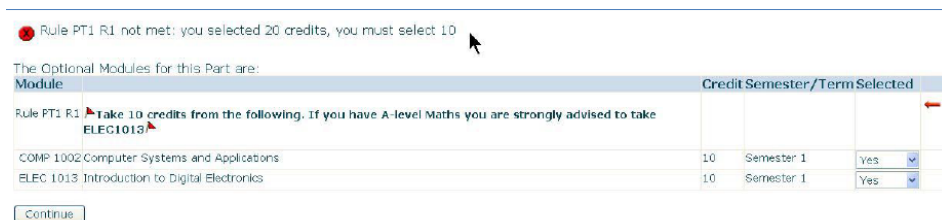
*Please ensure you take into account which semester your FREE/Subject elective is being taught in before you make your selection.*

To change options, click on the **Go back to change options** button:



## Validation

1. Once you are happy with your selection, click on the **Continue** button.
2. The system will now check that the modules you have selected meet the rules for your programme. If there are any issues with the modules you have chosen, you will be directed to correct these before you can progress to the next screen



3. The system will now check that you have met any pre or co-requisites. If you have not you will see an error message similar to the one below and will not be able to progress to the next screen



If this happens, you can either select an alternative module or if you believe that your previous study is equivalent to the pre/co-requisites you should abandon the online module choice process and go to your Faculty to seek academic advice.

## Confirmation and Comments

1. If your selection meets the programme rules, you will be taken to the **Confirmation and Comments** screen where you will be able to see the optional courses you have selected and your reserve choices.



2. If the availability of one or more of your preferred options is shown as **\*\*FULL\*\*** this means it has reached capacity and you will need to select an alternative

Your preferences are:

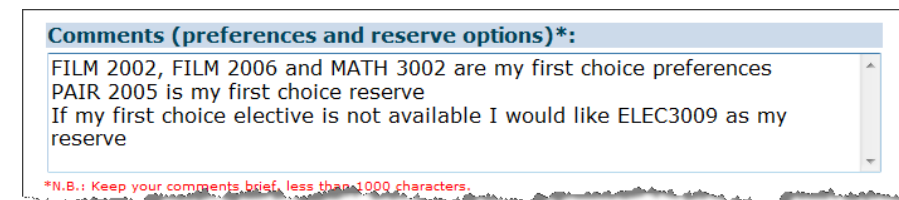
Module	Credit	Session	Current Status	Availability
<a href="#">FILM 2006</a> Introduction to Film Studies	15	Semester 1	Not yet registered	Available
<a href="#">MATH 3001</a> Rings and Fields	15	Semester 1	Not yet registered	<b>*** FULL ***</b>
<a href="#">MATH 3002</a> Topology	15	Semester 2	Not yet registered	Available

Your reserve options are:

Module	Credit	Session	Current Status
<a href="#">PAIR 2005</a> Issues in Third World Politics	15	Semester 2	Not registered



3. Once you are satisfied with your choices, you can use the **Comments** box to add any further comments relating to your choices. For some programmes, you may be required to list additional reserves or indicate an order of preference for your electives



## Summary

1. A confirmation message will now appear on the screen and you will also receive an email (sent to your University email account), confirming your choice.
2. We cannot guarantee that you will be able to study your preferred modules. If we are unable to accommodate any of your preferences, we will allocate you to one of your reserve modules or contact you with queries.

*Please ensure that you check your University account regularly.*

3. During the open period, you can go back into the system and amend your choice as many times as you like.