

Student Portal

Module Choice Guide – Returning Students



Terms used in this guide

Term	Description
Module Selection	<p>Depending on your programme of study, you may be required to select modules. This enables you to focus on specific topics and themes, that will support you to build knowledge and skills for your future career. If your programme enables you to select modules, these are known as 'Optional Modules'.</p> <p>You will be asked to choose modules via the Student Portal at a specific time, known as the 'Module Choice Window'</p> <p>Not all modules can be chosen in the Student Portal, as they may be modules that are applied automatically, known as 'Compulsory Modules'</p> <p>You may have a combination of Optional and Compulsory Modules, or just Compulsory.</p> <p>Module Choice happens in September, mostly for First Year students, however the main Module Choice event happens in April/May for students choosing modules for their next year of study (Returning UG students).</p>
Choosing Modules	<p>You will work with your school to understand what 'Optional Modules' you can choose in support of your programme regulations. You will use the Student Portal to view and choose your Modules, adding up to 120 or 180 credits (depending on your programme). This will include both Optional and Compulsory Modules. You cannot choose more than the agreed credits, which the Student Portal will prevent you from doing.</p> <p>Once you have the required credits, you will submit your selected Modules, which will 'book' a place on that Module.</p>
Capped Modules	<p>Modules can be capped, which means there will be a limited number of places available on a Module. The Student Portal will highlight any capped Modules to you. Once the cap has been reached you will be notified the Module is 'Full'. The Module only becomes booked when you 'submit' your chosen Modules - therefore it is important you your modules quickly when selecting Capped Modules, or the Module place may be taken and become full.</p>
Pre-requisites	<p>Modules may have prerequisites, which means you must comply with the prerequisite to choose the Module. The Module information will highlight if there is a prerequisite and link you to the Module Catalogue, where you can view further information.</p>
School Approval	<p>Modules may require approval from the School. When you 'submit' your Module Choice, the status will be 'Waiting Approval'. You will be informed by the School if your selection was successful or unsuccessful. This will be managed through the Student Portal.</p>

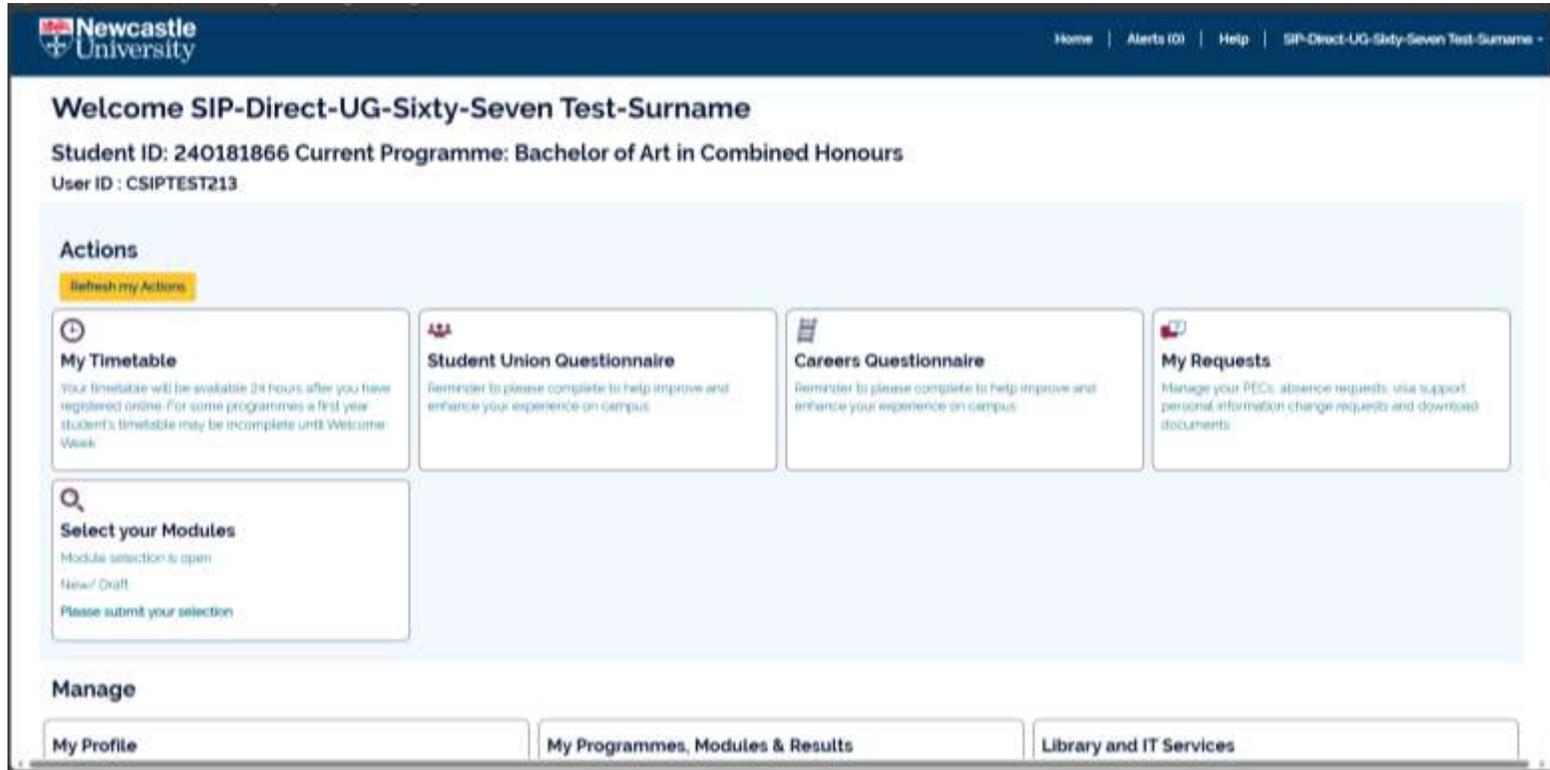
Student Process

Student Submitting Modules

The following section explains the student process for selecting and submitting their module choices



Reviewing Module Choice



The screenshot shows the Newcastle University Student Portal dashboard for a student named SIP-Direct-UG-Sixty-Seven Test-Surname. The dashboard includes a navigation bar with links for Home, Alerts (0), Help, and the user's name. Below the navigation bar, the student's name and ID are displayed. The main content area is divided into several sections:

- Actions:** A section with a 'Refresh my Actions' button and four tiles: 'My Timetable', 'Student Union Questionnaire', 'Careers Questionnaire', and 'My Requests'.
- Select your Modules:** A tile with a magnifying glass icon, indicating that module selection is open and the student's status is 'New/Draft'. It prompts the student to submit their selection.
- Manage:** A section with three buttons: 'My Profile', 'My Programmes, Modules & Results', and 'Library and IT Services'.

Once the Module Booking Window has opened, the 'Select Your Modules' tile will appear in the 'Actions' section of the Student's Dashboard.

On the tile it will highlight the 'Module Status', which will be set as 'New/Draft' until the modules have been submitted.

Reviewing Module Choice

Select your Modules

Programme:	Stage:
BA Honours Ancient History and Archaeology	Stage 2
Academic Year:	Student:
2025	240182287

+ Important

Please ensure you submit your selection using the 'Submit' button below once you're happy with your module choices. Please bear in mind that once submitted, your module selection cannot be changed.

Total credit value of not less than 50 and not more than 70 in any one semester.

You will also have the opportunity to express your interest on modules that are fully booked, once you have submitted your module selection.

Selected Modules

Below is a list of selected modules, when you have selected the right amount of modules you will be able to submit your modules.

entries per page: 10 Search:

This table shows the code, title, type, credits, and other relevant information about the modules. To find out more information about a module click on the module code.

Code	Title	Type	S1	S2	Credits	Status
ARA2091	Archaeologies of the Roman Empire: The Roman World from Augustus to Justinian	Compulsory	20	0	20	Approved
ARA2020	Fieldwork and Post-Excavation: Archaeology in the UK	Compulsory	20	0	20	Approved
Total			40	0	40	

Showing 1 to 2 of 2 entries

Total credit must equal 50. Add an

Access the 'Select your Modules' tile.

At the top of the screen, you will be presented with

- Information relating to your programme
- Important guidance
- Modules that have already been selected (known as the Compulsory Modules). These will be highlighted as 'Approved',
- The number of credits within each semester added. (The credits will have a 'red cross' to indicate more credits need to be added).
- It will also display the total number of credits required to complete your submission.

Reviewing Module Choice

Add Selected

Available Modules

Below is a list of available modules. This table shows the code, title, type, semesters, credits, availability and other relevant information about the available modules.

entries per page: 25

Search: Enter text to search..

A list of all available modules. Use the search box to filter modules by code or description.

Code	Title	Type	S1	S2	Credits	
ARA2016	Aegean Prehistory	Optional	0	20	20	<input type="checkbox"/>
ARA2004	Animals, Plants and People: an Introduction to Environmental Archaeology	Optional	20	0	20	<input type="checkbox"/>
ARA2001	Archaeological Theory and Interpretation	Optional	0	20	20	<input type="checkbox"/>
ARA2101	Artefacts	Optional	0	20	20	<input type="checkbox"/>
NCL2007	Career Development for second year students	Optional (Capped)	10	10	20	Full

This table shows the code, title, type, semesters, credits, availability and other relevant information about the module click on the module code.

Code	Title	Type
GEO2137	Key Methods for Physical Geographers	Compulsory
GEO2127	Doing Physical Geography Research	Compulsory

Showing 1 to 2 of 2 entries

Module Details

- Pre-Requirements: GEO1020
- Co-Requirements: GEO2127
- Joint:
- Equivalent:

GAG1002 - Beginners' Greek in Action Part 2

GAG1002 - Beginners' Greek in Action Part 2

- Offered for Year: 2024/25
- Module Location: Newcastle University
- Teaching Location: Newcastle City Campus

Your ongoing entry to enable you to study the full degree programme is required.

Semester 2 credit value: 20
2024 credits: 20
Maximum credit transfer value:

Pre-requisites:
Students must have successfully completed the module:

Code	Title
GAG1001	Beginners' Greek in Action Part 1

The Newcastle University

Scroll down to view your available 'Optional' Modules, (the list of the modules that you can choose from with the associated credits and semesters). To search for a module, scroll down the list or search using the Code or Title in the 'Search' field.

It will also highlight if the module has any pre-requisites/co-requisites (shown as blue triangle). If you click onto this icon a pop-up box will appear detailing the information.

It will also highlight if the module is a capped module or if it is full.

You can click onto the 'Module Code' also, to review further information about the module, which will take you to the 'Module Catalogue'.

Reviewing Module Choice (Combined Honours)

Available Modules

Below is a list of available modules. This table shows the code, title, type, semesters, credits, availability and other relevant information about the available modules. You can use the subject filter below to only display modules belonging to the selected subject

⚠ View Pre-Requirement, Prerequisite, Co-Prerequisite and Joint Modules list

Subject: All

entries per page: 25

A list of all available modules. Use the search box to filter modules by code or description.

Code	Title	Type	S1	S2	Credits	Select
CAH3034	'Like ants or frogs around the pond': Mobility and Identity in the Greek Mediterranean		20	0	20	<input type="checkbox"/>
HIS2300	1968: A Global Moment?		20	0	20	<input type="checkbox"/>
GER4015	A Comparative History of German and English: phonology, morphology, synt ax andlexicon ▲		0	20	20	<input type="checkbox"/>
POL2046	A Global History of Political Thought		0	20	20	<input type="checkbox"/>
ARC2024	About Architecture: Cities, Cultures and Space		15	5	20	<input type="checkbox"/>
BUS1016	Academic and Professional Skill Development		10	10	20	<input type="checkbox"/>

Combined Honours students will have an additional 'Search' feature:

To search for a module, you can;

- Add the Module Code or Title in the 'Search' field,
- Scroll down the list of 'All' modules, ensuring the 'Subject' field displays 'All'
- Or, you can search by 'Subject'. Use the 'Subject' drop down, to choose the relevant subject and stage and click 'Apply Filters'. A list of the associated modules for that subject and stage will be displayed for you to choose from.
- You can change the 'Subject' drop down, to review another subject and stage, but ensure to click 'Apply Filter' each time, to update the list of available Modules.

Capped Modules

Add Selected

Available Modules

Below is a list of available modules. This table shows the code, title, type, semesters, credits, availability and other relevant information about the available modules.

entries per page: 25 ▾

Search:

A list of all available modules. Use the search box to filter modules by code or description.

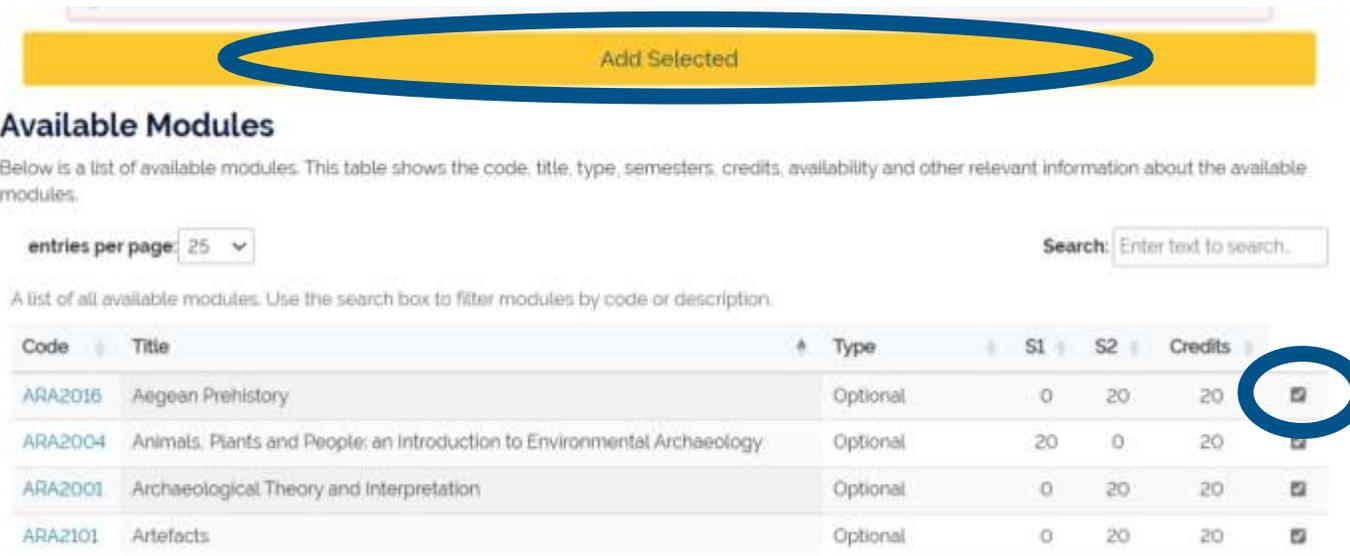
Code	Title	Type	S1	S2	Credits	
ARA2016	Aegean Prehistory	Optional	0	20	20	<input type="checkbox"/>
ARA2004	Animals, Plants and People: an Introduction to Environmental Archaeology	Optional	20	0	20	<input type="checkbox"/>
ARA2001	Archaeological Theory and Interpretation	Optional	0	20	20	<input type="checkbox"/>
ARA2101	Artefacts	Optional	0	20	20	<input type="checkbox"/>
NCL2007	Career Development for second year students	Optional (Capped)	10	10	20	Full

If the Module is 'Capped' (meaning there are limited places on that module), this will be highlighted on the 'Type' field as 'Optional Capped'

You can select this module in the same way as any other Module, but you must be quick to 'Submit'.

Once submitted, the Module will then be held against you. If you don't submit quickly, the Module place may be taken by another student and then the Module will become 'Full'. If this did happen a warning message would appear, and the Module would state 'Full'. You would need to choose another Module.

Selecting Modules



Available Modules

Below is a list of available modules. This table shows the code, title, type, semesters, credits, availability and other relevant information about the available modules.

entries per page: 25

A list of all available modules. Use the search box to filter modules by code or description.

Code	Title	Type	S1	S2	Credits	
ARA2016	Aegean Prehistory	Optional	0	20	20	<input checked="" type="checkbox"/>
ARA2004	Animals, Plants and People: an Introduction to Environmental Archaeology	Optional	20	0	20	<input type="checkbox"/>
ARA2001	Archaeological Theory and Interpretation	Optional	0	20	20	<input checked="" type="checkbox"/>
ARA2101	Artefacts	Optional	0	20	20	<input checked="" type="checkbox"/>

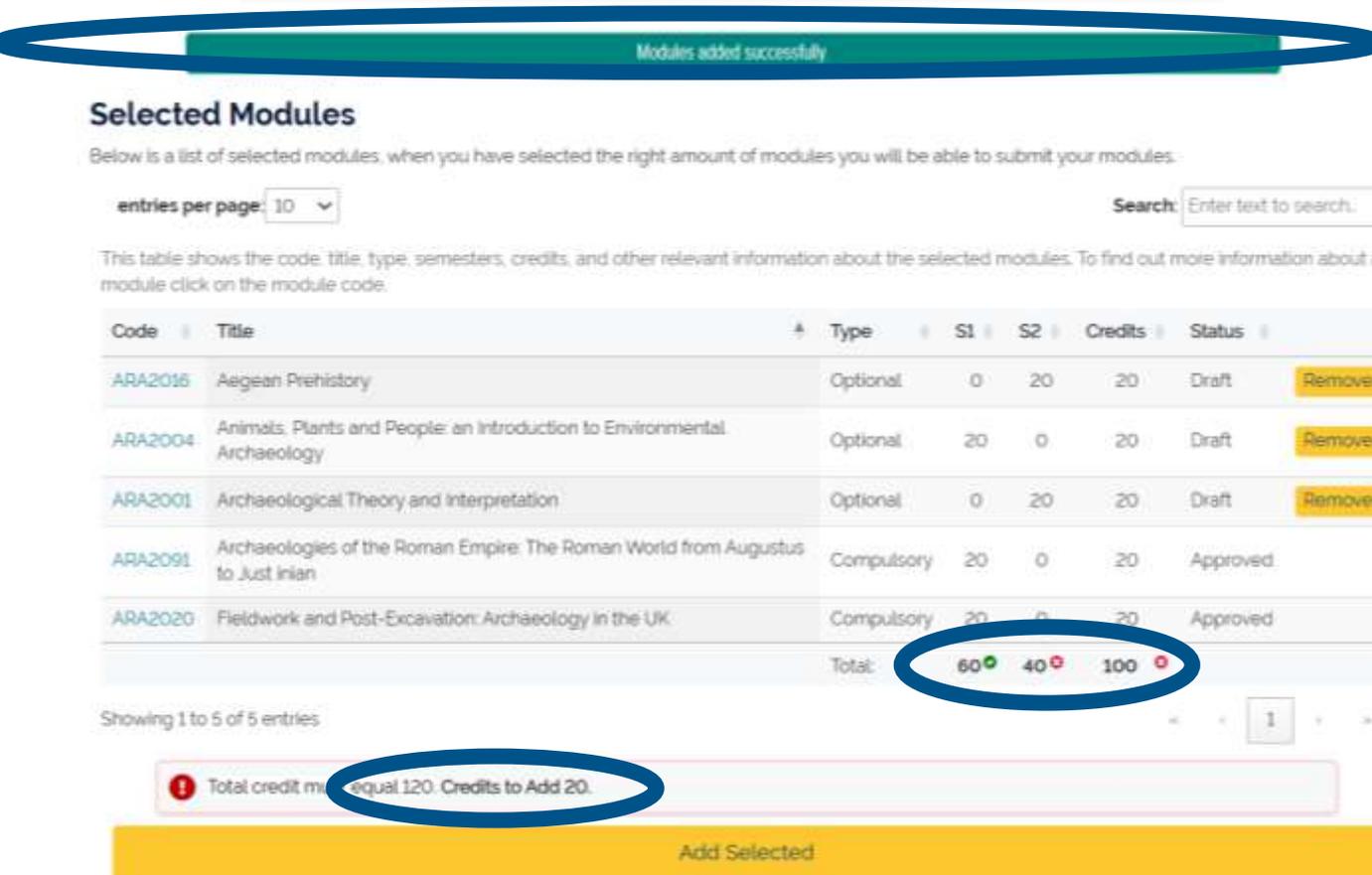
You will then choose the 'Optional' Modules, by highlighting the relevant modules (tick box).

- Total credits must equal 120 before the modules can be submitted. Anything less and the modules cannot be submitted.
- A semester credit value cannot be less than 50 or more than 70. If less or more, the modules cannot be submitted. The only exception to this is Part Time students where their credits can be less.

Once chosen you will click 'Add Selected'.

You can do this by selecting one at a time (see next slide) or by choosing them all at once..

Selecting Modules



Modules added successfully

Selected Modules

Below is a list of selected modules, when you have selected the right amount of modules you will be able to submit your modules:

entries per page: 10 Search:

This table shows the code, title, type, semesters, credits, and other relevant information about the selected modules. To find out more information about a module click on the module code.

Code	Title	Type	S1	S2	Credits	Status	
ARA2016	Aegean Prehistory	Optional	0	20	20	Draft	Remove
ARA2004	Animals, Plants and People: an Introduction to Environmental Archaeology	Optional	20	0	20	Draft	Remove
ARA2001	Archaeological Theory and Interpretation	Optional	0	20	20	Draft	Remove
ARA2091	Archaeologies of the Roman Empire: The Roman World from Augustus to Just Inian	Compulsory	20	0	20	Approved	
ARA2020	Fieldwork and Post-Excavation: Archaeology in the UK	Compulsory	20	0	20	Approved	
Total:			60	40	100		

Showing 1 to 5 of 5 entries

Total credit must equal 120. Credits to Add 20.

Add Selected

If you choose one Module at a time and then click 'Add Selected', a message will be highlighted to state, 'Modules added successfully' (this will also appear if all Modules are selected)

The Selected Modules will be added to the 'Selected Modules' table and will be set as 'draft'. The credits will be updated. If all the credits have been chosen for that semester a 'green tick' will appear.

You can also remove any modules you may have chosen incorrectly, by clicking 'Remove'

If further modules still need to be added the 'Credits To Add' will be updated and the 'Add Selected' button will remain

Selecting Modules

Semester 2's credits must be between 50 and 70.

Available Modules

25 entries per page Search:

Code	Title	Type	S1	S2	Credits	
CAG1001	Beginners' Greek in Action 1	Optional	20	0	20	<input checked="" type="checkbox"/>
CAG1002	Beginners' Greek in Action 2 	Optional	0	20	20	<input checked="" type="checkbox"/>
CLA1001	Beginners' Latin in Action 1	Optional	20	0	20	<input type="checkbox"/>
CLA1002	Beginners' Latin in Action 2 	Optional	0	20	20	<input type="checkbox"/>
HCA1008	Global Ancient Histories	Optional	20	0	20	<input type="checkbox"/>
HCA1003	Global Middle Ages	Optional	0	20	20	<input type="checkbox"/>
CAC1015	How Should I Live? An Introduction to Ancient Philosophy	Optional	0	20	20	<input type="checkbox"/>
ARA1026	Introduction to Archaeological Science	Optional	0	20	20	<input type="checkbox"/>
ARA1026	Introduction to Archaeological Science	Optional	0	20	20	<input type="checkbox"/>

If you go over the maximum semester credit value, a warning message will appear.

The Modules won't be added to your Selected Modules table at the top and you will then need to correct and re-select the Modules.

Selecting Modules

entries per page: 10 ▾ Search:

This table shows the code, title, type, semesters, credits, and other relevant information about the selected modules. To find out more information about a module click on the module code.

Code	Title	Type	S1	S2	Credits	Status	
SEL3430	Advanced Second Language Acquisition	Optional (Capped)	20	0	20	Draft	Remove
HIS3181	America's civil war: an emotional history	Optional (Capped)	0	20	20	Draft	Remove
SEL3397	American Poetry Now	Optional (Capped)	20	0	20	Draft	Remove
ARA8186	Ancient Metals: Technology and Scientific Analysis	Optional (Capped)	0	20	20	Draft	Remove
FIN1013	Art Histories I	Optional (Capped)	20	0	20	Draft	Remove
FIN1014	Art Histories II 	Optional (Capped)	0	20	20	Draft	Remove
Total:			60 	60 	120 		

Showing 1 to 6 of 6 entries

 Total credit must equal 120. Credits to Add 0.

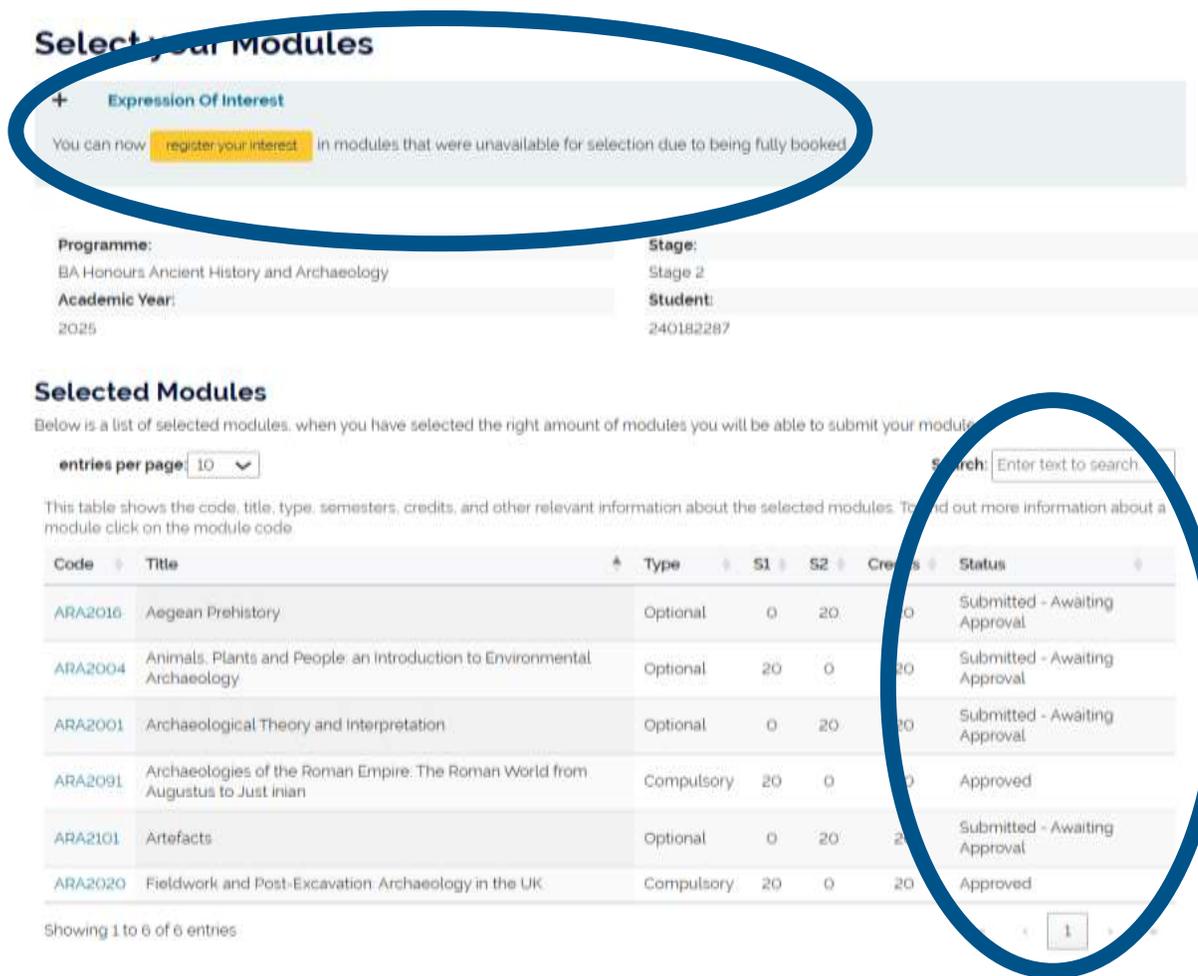
[Submit Your Modules](#)

Once you have selected the right number of Modules/credits:

- The Selected Modules table will be updated with the added modules as 'draft'
- The Credits will show a 'green tick' for both semesters (adding the correct number of credits)
- And the 'Add Selected' button will now be changed to 'Submit Your Modules'

The student will review and then click 'Submit Your Modules'

Submitting Modules



Select your Modules

+ Expression Of Interest

You can now register your interest in modules that were unavailable for selection due to being fully booked.

Programme: BA Honours Ancient History and Archaeology
Academic Year: 2025
Stage: Stage 2
Student: 240182287

Selected Modules

Below is a list of selected modules. when you have selected the right amount of modules you will be able to submit your module selection.

entries per page: 10

Search: Enter text to search

This table shows the code, title, type, semesters, credits, and other relevant information about the selected modules. To find out more information about a module click on the module code

Code	Title	Type	S1	S2	Credits	Status
ARA2016	Aegean Prehistory	Optional	0	20	20	Submitted - Awaiting Approval
ARA2004	Animals, Plants and People: an Introduction to Environmental Archaeology	Optional	20	0	20	Submitted - Awaiting Approval
ARA2001	Archaeological Theory and Interpretation	Optional	0	20	20	Submitted - Awaiting Approval
ARA2091	Archaeologies of the Roman Empire. The Roman World from Augustus to Justinian	Compulsory	20	0	20	Approved
ARA2101	Artefacts	Optional	0	20	20	Submitted - Awaiting Approval
ARA2020	Fieldwork and Post-Excavation: Archaeology in the UK	Compulsory	20	0	20	Approved

Showing 1 to 6 of 6 entries

Once you have submitted successfully -

The status will be:

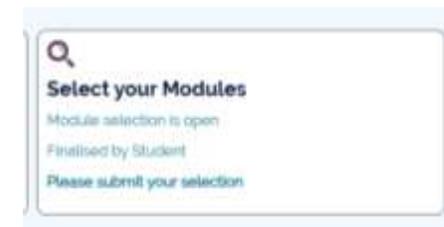
'Approved' – If the Module does not need to be approved by the School

'Awaiting Approval' – If the Module needs to be approved by the School.

The Modules are now read-only and cannot be changed.

The Expression Of Interest will also appear at the top of the screen (See Expression Of Interest Guide)

The 'Select Your Modules' tile will update the status to: 'Finalised By Student' or 'Approved' (if no modules are awaiting approval)



When You Do Not Select Modules

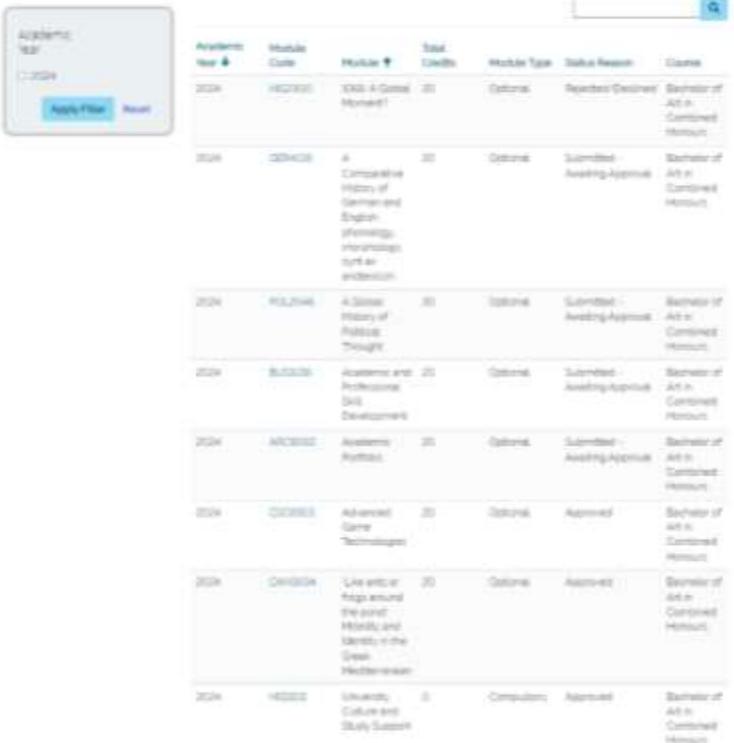
If you do not need to select your modules, as your Modules are all 'Compulsory', or once the Module Booking Window closes, the 'Select Your Modules' tile will not show.

You can view your modules in the 'My Programme, Modules and Results' tile

My Programmes, Modules & Results

My Programmes, Modules and Results

Module History



Academic Year	Module Code	Module Name	Total Credits	Module Type	Status Reason	Course
2024	100A01	100-A Games Research	20	Optional	Required Declined	Bachelor of Arts in Combined Honours
2024	200A02	A Comparative History of German and English Literature, Philosophy, Herpetology and an extension	20	Optional	Limited - Awaiting Approval	Bachelor of Arts in Combined Honours
2024	100A04	A Short History of Political Thought	20	Optional	Limited - Awaiting Approval	Bachelor of Arts in Combined Honours
2024	200A03	Academic and Professional Skills Development	20	Optional	Limited - Awaiting Approval	Bachelor of Arts in Combined Honours
2024	100A02	Academic Politics	20	Optional	Limited - Awaiting Approval	Bachelor of Arts in Combined Honours
2024	200A03	Advanced Game Technologies	20	Optional	Approved	Bachelor of Arts in Combined Honours
2024	200A04	Literary and Film Studies in the Open Mediterranean	20	Optional	Approved	Bachelor of Arts in Combined Honours
2024	100A01	University Culture and Study Support	0	Compulsory	Approved	Bachelor of Arts in Combined Honours

School User Process

Module Approval

The following section explains where a school has:

- Approved
- Approved With Changes
- Declined & Requested you to choose again



Module Choice Approved

If your school has approved all your choices, you will receive:

- An email
- A Dashboard Alert
- Your 'Select Your Module' tile will remain read-only, but your selected modules will state 'Approved'

There is no further action for you to take

Module Choice Approved With Changes

Select your Modules

+ **Expression Of Interest**

You can now **register your interest** in modules that were unavailable for selection due to being fully booked.

Programme: BA Honours Ancient History and Archaeology	Stage: Stage 2
Academic Year: 2025	Student: 250051991

Selected Modules

Below is a list of selected modules, when you have selected the right amount of modules you will be able to submit your modules.

[View Pre-Requisites, Co-Requisites, Equivalent and Joint Modules list](#)

entries per page: 10

Search:

This table shows the code, title, type, semesters, credits, and other relevant information about the selected modules. To find out more information about a module click on the module code.

Code	Title	Type	S1	S2	Credits	Status
ARA2091	Archaeologies of the Roman Empire: The Roman World from Augustus to Justinian	Compulsory	20	0	20	Approved
ARA2097	Colonial Worlds: History & Archaeology	Optional	0	20	20	Approved
FIN2019	Feminist and Queer Approaches to Modern and Contemporary Art	Optional (Capped)	0	20	20	Declined
ARA2020	Fieldwork and Post-Excavation: Archaeology in the UK	Compulsory	20	0	20	Approved
HSS2110	HSS Pre-registration dummy module - semester 1	Optional	10	0	10	Approved
HSS2120	HSS Pre-registration dummy module - semester 1	Optional	20	0	20	Approved
HSS2210	HSS Pre-registration dummy module - semester 2	Optional	0	10	10	Approved

If your school has approved your choices, but has made changes, you will receive:

- An email, with an update to the changes made
- A Dashboard Alert
- Your 'Select Your Module' tile will remain read-only, but your selected modules will state 'Approved' or 'Declined' depending on the changes made.

There is no further action for you to take

Module Choice Declined - Resubmit

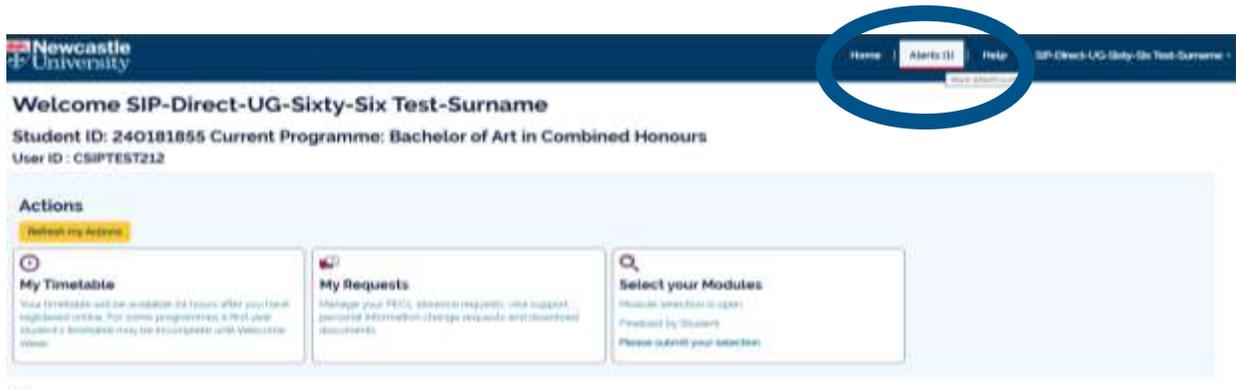
If your school has declined your choices, you will be asked to resubmit your Module Choice.

You will receive:

- An email, with an update to why your modules were declined and what to do next
- A Dashboard Alert
- Your 'Select Your Module' tile will appear for you to make changes and re-submit your module choice again.

Communication 'Alerts' On the Student Portal

Where email alerts are sent to you, the dashboard 'Alert' will also be updated. The 'Alerts' will have a number added when a new alert has been sent:



You can read and close the 'Alert', which will remove the alert from the list.

