

Student Portal

Student Guide

Expression Of Interest



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- School Adding A Student To An Expression Of Interest
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Term	Description
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 a capped number has been reached, you will be notified the Module is 'Full'. The Module becomes booked only when you 'Submit' your chosen Modules and therefore it is important you 'Submit' quickly when selecting capped Modules, or the Module place may be taken and the Module may be full.</p>
Expression Of Interest	<p>Once you have submitted your Module Selection on the Student Portal, you will be able to express your interest in a capped Module that is currently full. You will be prompted to choose the Module you wish to drop and the one you are interested in adding. (This is not a guarantee you will get a place on the module!)</p> <p>The School responsible for the module will manage the Expression of Interest list and will inform you of the outcome. You can view their Expressions of Interest on your Student Portal Dashboard, during the Module Booking Window, and have the option to remove yourself from the list if needed.</p>

Student Process

Student Expression Of Interest

The following section explains how students raise and manage an Expression Of Interest

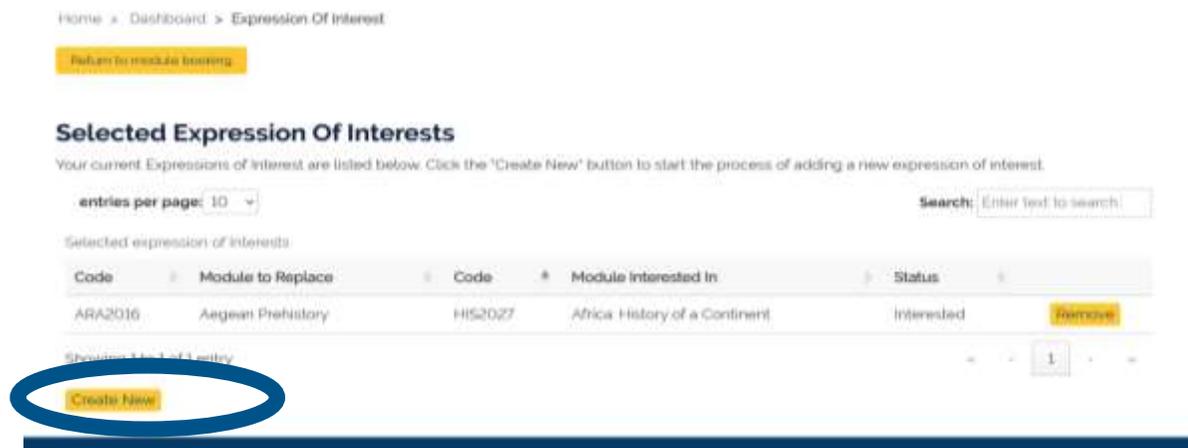


Expression Of Interest

If a capped module is full, you can add yourself to the 'Expression Of Interest' for the full module, once you have submitted your Module Choice. The owning module School will be responsible for managing the Expression Of Interest.



Click onto the 'register your interest' button on your Module Selection screen



You will see the first screen, which will highlight any existing 'Selected Expression Of Interests' you may have requested. (In this example there is one). Click 'Create New' to add an interest

Expression Of Interest

[Return to module booking](#)

Review Modules

Please indicate which of your optional modules you are prepared to drop by selecting one of them via the radio button alongside the module.

entries per page: 10

Search:

Selected modules for the current student. Use the table to review module details, including prerequisites and status.

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

Showing 1 to 4 of 4 entries

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The next 'Review Modules' screen will highlight the optional modules you have already submitted.

You will need decide which module you are prepared to drop if you were successfully added to the requested module.

Highlight the module and click 'Next' – (You must highlight a module, or a warning message will appear if you try to click 'Next')

(Ensure to note the semester and number of credits.)

Expression Of Interest

The next 'Select Modules' screen will highlight the modules you can choose as part of your programme (including the Capped/Full Modules).

You will need to choose which module you are interested in. Do this by highlighting the module and clicking 'Next' (You must highlight a module, or a warning message will appear if they try to click 'Next')

You will be asked to choose a module with the same credits you want to replace. If you want to choose a module with fewer or more credits, contact your School.

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Select Modules

Please indicate which optional module you are interested in by selecting one of them via radio button alongside the module. Please ensure you choose the same amount of credits as the module you want to replace; if you want to replace with a module that has less or more credits, please contact your school.

entries per page: 25 Search:

Available modules for the current student. Use the table to select a module you are interested in.

Code	Title	Type	S1	S2	Credits	
NCL2007	Career Development for second year students	Capped	10	10	20	<input checked="" type="radio"/>
ARA2097	Colonial Worlds: History & Archaeology	-	0	20	20	<input type="radio"/>
CAH2020	Greek and Roman Religions	-	20	0	20	<input type="radio"/>
CAH2006	Hellenistic Empires from Alexander to Cleopatra	-	20	0	20	<input type="radio"/>
HSS2110	HSS Pre-registration dummy module - semester 1	-	10	0	10	<input type="radio"/>
HSS2120	HSS Pre-registration dummy module - semester 1	-	20	0	20	<input type="radio"/>
HSS2210	HSS Pre-registration dummy module - semester 2	-	0	10	10	<input type="radio"/>
HSS2220	HSS Pre-registration dummy module - semester 2	-	0	20	20	<input type="radio"/>
ARA2011	Prehistoric Europe	-	20	0	20	<input type="radio"/>
CAH2061	Slavery in Greco-Roman antiquity	-	0	20	20	<input type="radio"/>
ARA2092	The Medieval World: AD 400-1500	-	20	0	20	<input type="radio"/>
CAH2017	The Roman World from Hadrian to Heraclius	-	0	20	20	<input type="radio"/>

Showing 1 to 12 of 12 entries

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Expression Of Interest

Summary

Please Note: Should your expression of interest be approved, you will be added to the new module and removed from the one you requested to drop. We will notify you once the changes have been made. If you decide not to proceed with the new module, please ensure that you 'remove' your request from the expression of interest.

Action	Code	Title
Remove	ARA2004	Animals, Plants and People: an Introduction to Environmental Archaeology
Replace	ARA2007	Colonial Worlds: History & Archaeology

[Previous](#) [Submit](#)

The final 'Summary' screen will highlight the modules you have chosen to remove and replace.

Click 'Submit'

Home > My Bookings > Expression Of Interest

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Expression of interest submitted successfully

Summary

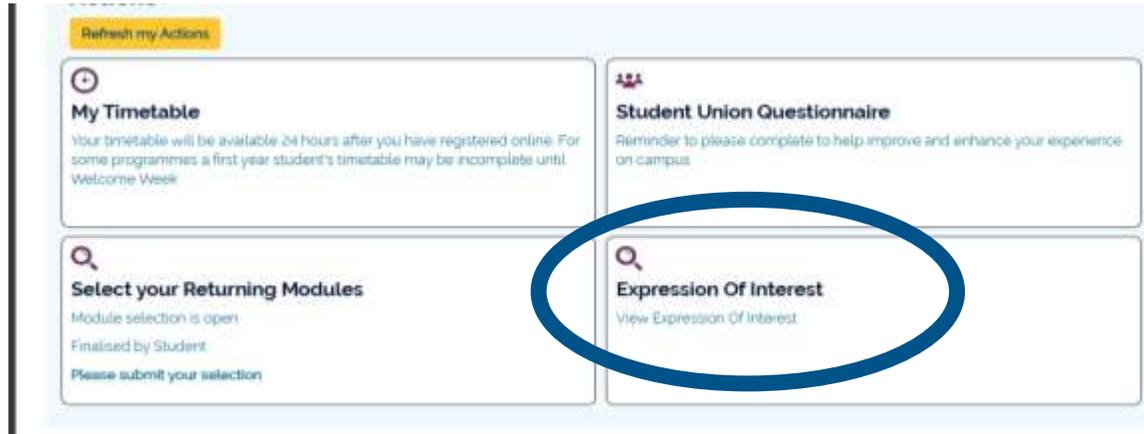
Please Note: Should your expression of interest be approved, you will be added to the new module and removed from the one you requested to drop. We will notify you once the changes have been made. If you decide not to proceed with the new module, please ensure that you 'remove' your request from the expression of interest.

Action	Code	Title
Remove		
Replace		

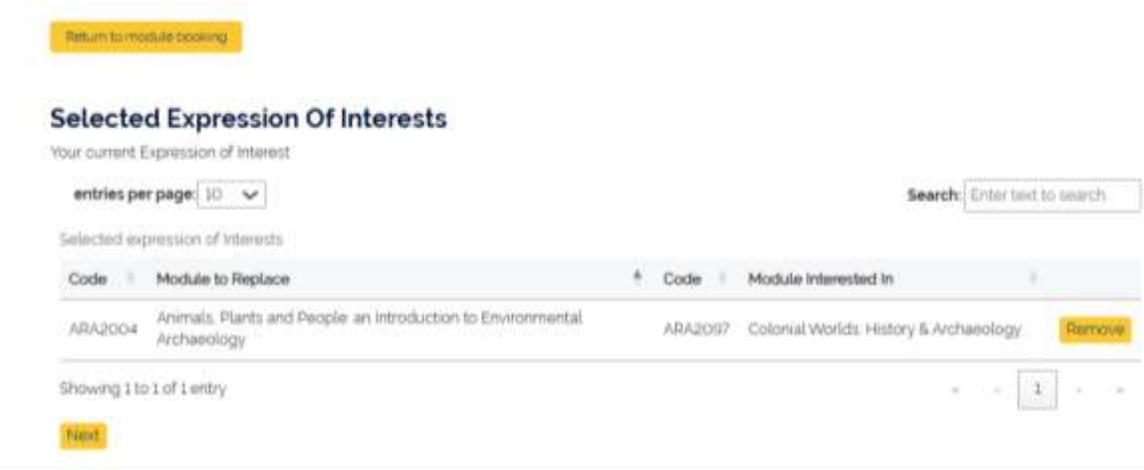
[Previous](#) [Submit Another](#)

Once submitted a green bar will appear detailing 'Expression of interest submitted successfully'. You can either 'Submit Another' or return to the 'Module Selection'.

Expression Of Interest



The Expression Of Interest tile will now appear on your Dashboard. This will remain on the student Dashboard until the Module Booking Window is closed.



You can access the Expression Of Interest tile, which will highlight the 'Summary of your Selected Expression of Interests', which you can 'Remove' or add further.

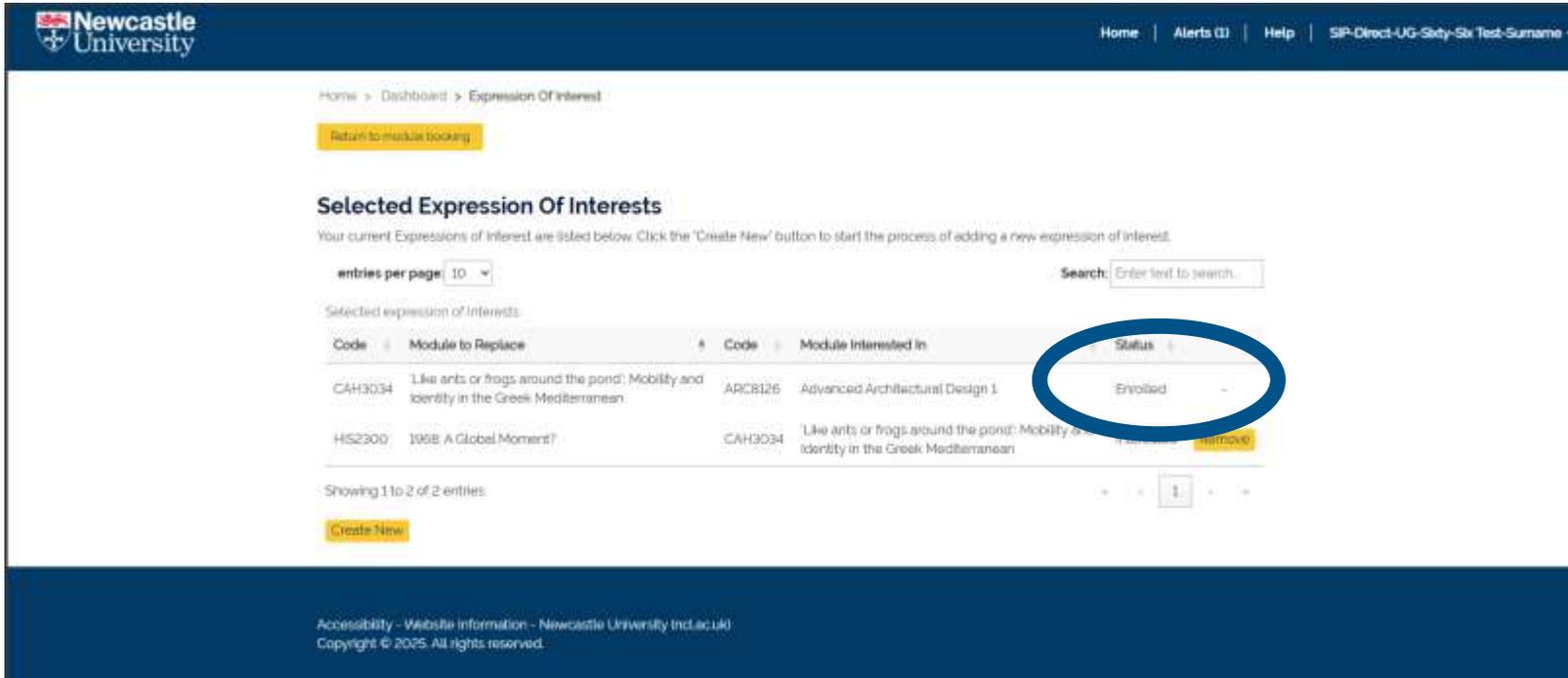
Student Process

Receiving a Response to an Expression Of Interest

The following section explains receiving a response to an Expression of Interest



When you have been enrolled to your chosen module (successful)



Home > Dashboard > Expression Of Interest

[Return to module booking](#)

Selected Expression Of Interests

Your current Expressions of Interest are listed below. Click the 'Create New' button to start the process of adding a new expression of interest.

entries per page: 10 Search:

Code	Module to Replace	Code	Module Interested In	Status
CAH3034	'Like ants or frogs around the pond': Mobility and Identity in the Greek Mediterranean	ARC8126	Advanced Architectural Design 1	Enrolled
HS2300	1958: A Global Moment?	CAH3034	'Like ants or frogs around the pond': Mobility and Identity in the Greek Mediterranean	remove

Showing 1 to 2 of 2 entries

[Create New](#)

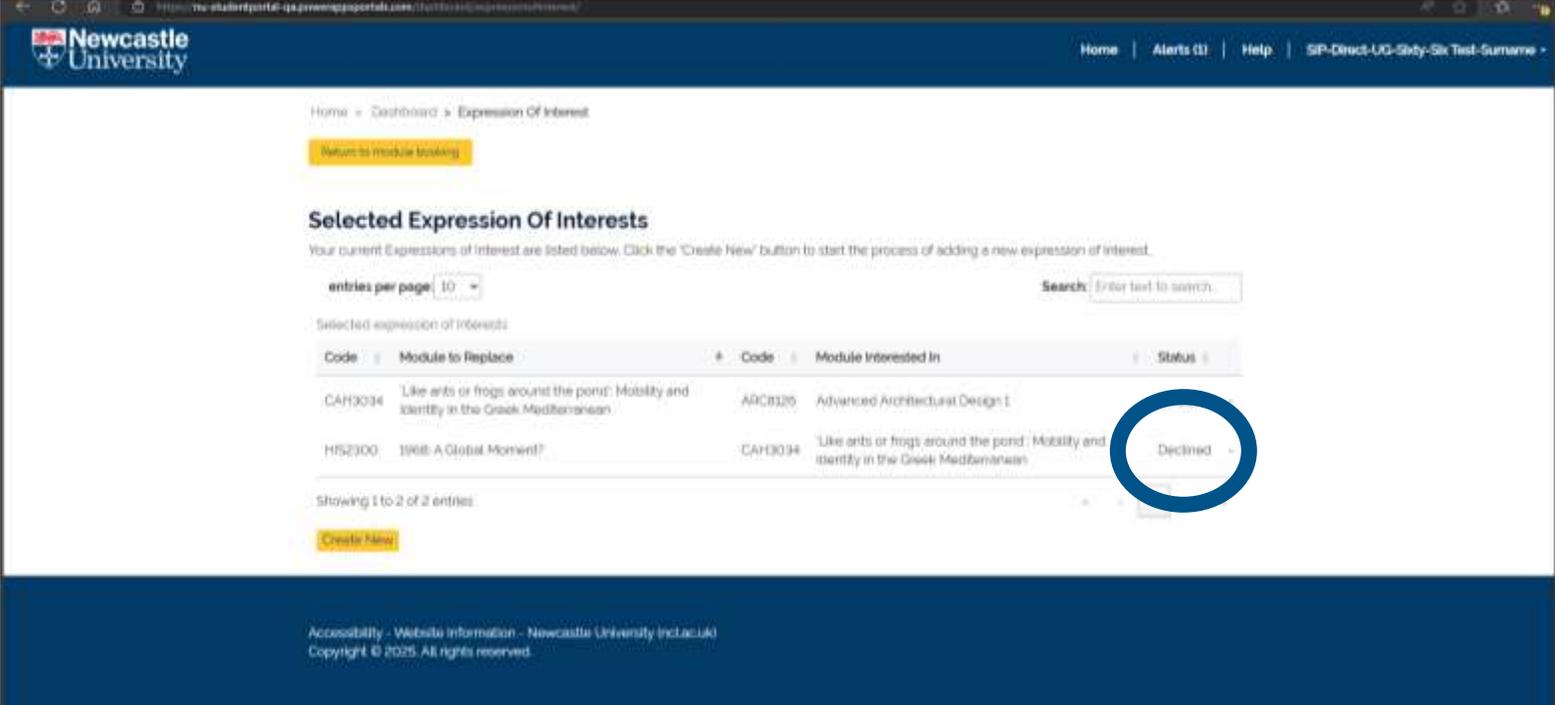
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If a school enrolls you on your chosen module you will receive:

- An email
- A Dashboard Alert
- The Expression Of Interest tile will update the status to 'Enrolled'

Please Note: You may not receive a response from a School until September Change Window

When you have been declined for your chosen module (unsuccessful)



The screenshot shows the 'Expression Of Interest' page in the Student Portal. A table lists the user's current expressions of interest. The second entry shows a request for module CAH3034, which has been declined. The status 'Declined' is circled in blue.

Code	Module to Replace	Code	Module Interested In	Status
CAH3034	'Like arts or frogs around the pond: Mobility and Identity in the Greek Mediterranean'	ARC0326	Advanced Architectural Design 1	
HS2300	1968: A Global Moment?	CAH3034	'Like arts or frogs around the pond: Mobility and Identity in the Greek Mediterranean'	Declined

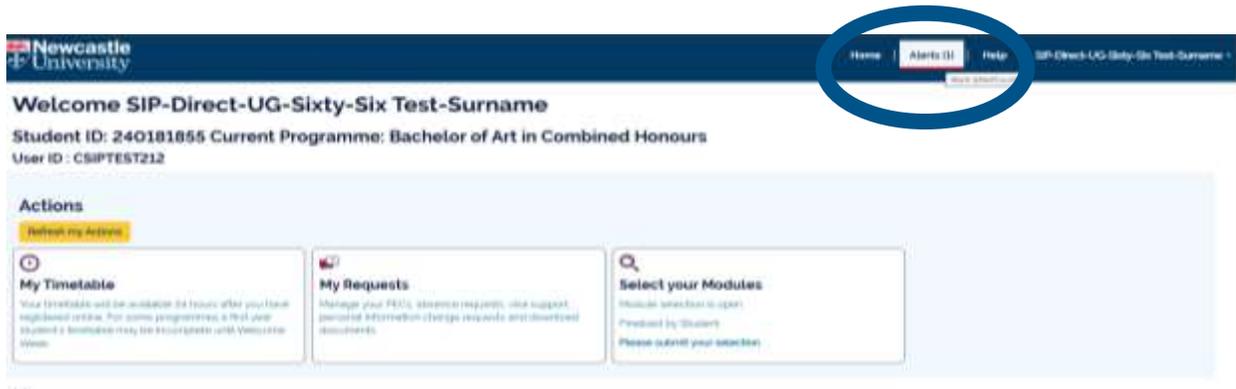
If a school declines your request to be added to your chosen module, you will receive:

- An email
- A Dashboard Alert
- The Expression Of Interest tile will update the status to 'Declined'

Please Note: You may not receive a response from a school until September Change Window

Communication 'Alerts' On the Student Portal

Where email alerts are sent to you (including Expression Of Interest), 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.

