

What Happens Next: Module Registration

You should have submitted a list of preferred and alternative module (class) choices with your application. Between now and your arrival at the University of Westminster, the Education Abroad Team aims to register you for the appropriate number of classes and credits for your study abroad programme. (Note that if you are a full year applicant, you may only be registered for your first semester of study in advance of your arrival.)

The process related to your module registrations involves a number of stages and this document should guide you through the details to give you an overview of what happens after you have submitted your application.

Provisional Module Registration – until Friday 2 June 2017

The Education Abroad Team will commence the process of registering you for module choices listed on your application form. It may be necessary to request further information from you, either at the time of your acceptance email or upon a separate occasion to this. During this period the Education Abroad Team will attempt to process any post-application amendments to module choices received.

University Central Scheduling – Monday 5 June 2017 to Monday 31 July 2017

The Education Abroad Team will stop the module registration process to allow for central scheduling to take place.

Final Module Registration – Tuesday 1 August 2017 to Friday 18 August 2017

The Education Abroad Team will work on finalising module registrations and timetables for all students. This will include resolving any clashing issues that the University's scheduling process may have revealed and may require us to contact you with queries.

Timetable Checks – Monday 21 August to Friday 1 September 2017

The Education Abroad Team will carry out a review of all student timetables. This may require us to contact you with queries.

Access to your Module Registrations and Timetable – Monday 4 September 2017

Instructions on how to access your module registrations and timetable via the University's intranet system will be provided.

Orientation Day – Monday 18 September 2017

Details of an individual registration appointment and a copy of the Module Catalogue will be included with the information pack provided to you on Orientation Day.

Individual Registration Appointment – Tuesday 19 to Friday 22 September 2017

You will be allocated a 15 minute individual registration appointment on one of these days with a member of the Education Abroad Team. At this appointment your module registrations and timetable will be discussed with you, and you will be given an overview of your timetable in terms of the location of your modules. In the event that your academic needs have changed in the immediate weeks before your arrival at the University, your appointment also gives you an opportunity to make any final changes to your module registrations subject to availability and fit with your timetable. Should this be the case, in the final pre-arrival e-mail to be sent to you in September, the Education Abroad Team will provide you with the tools to assist you in coming fully prepared to your appointment with a list of alternative choices.

During Teaching Week 1 – Monday 25 to Wednesday 27 September 2017

If after your individual registration appointment you find yourself in an exceptional situation where you need to make a change to your module registrations, you have one final opportunity to do so. This opportunity is available for the first three working days after all registration appointments have been completed, from Monday to Wednesday of Teaching Week 1. To take up the opportunity, you need to book an appointment with the Education Abroad Team via an online booking system. Appointments are 15 minutes in length and you will be able to book one appointment only. The system will be open for bookings from 4.00pm on Friday 22 September and a link will be e-mailed to your University of Westminster email address at the time. If you miss the opportunity to book an appointment, you will remain registered on the modules that were on your record at the end of your individual registration appointment.

Please be reminded that it is your responsibility to ensure that you have home institution approval for all modules that you wish to be registered for. This is especially important for any changes made to module registrations after arriving at the University, as the Education Abroad Team cannot expand on the opportunities available to attempt changes as outlined above.