

# MODULE SELECTION

## ACADEMIC ROLE IN THE PROCESS

Accuracy and keeping to timescales will help your students to have a successful and smooth module selection process and ensure a positive student experience.

### LATE CHANGES?

Please inform your Programme Manager in your Support Centre at the earliest possible opportunity.

# 1

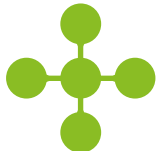


## FROM NOVEMBER

Information is sent to Schools from:

- 1) CQSD: module description rollover,
- 2) Support Centres: diets and new module capping requests,
- 3) Timetabling: timetabling and room booking requirements.

# 2



## UPDATE INFO

- 1) Module provision and module descriptions - is the information correct on module descriptions and are my modules in or out of use for the coming academic year?
- 2) Is the diet information correct and am I working with Support Centres to update these? Have I submitted a capping request form for consideration?
- 3) Have I provided my timetabling requirements to the timetabling team?

# 3



## END OF SPRING TERM

The information you have provided is set up within the RISIS portal and CMIS Go (timetable) to schedule your students' timetables and to set up the module browser for your students.

While this happening - speak to your part 1 and 2 students about their module choices to support a smooth module selection process.

# 4



## STUDENT SELECTION

New students select during Welcome Week.

Returning students select at end of Spring Term.

Students receive an email to access their choices on the module browser.

### HELP AND FAQs

Students are directed to more information and FAQs on RISIS and can access online help from Support Centres via the Me@Reading student portal ([reading.ac.uk/student](http://reading.ac.uk/student)).

They are also advised to speak to their Programme Director and Academic Tutor, so accessibility to you during this time is very helpful.

# 5



## DURING SELECTION

Support Centre programme teams manage 3000 student enquiries over a 10 day period.

You can help to cut down on enquiries significantly by:

- Ensuring accuracy on module descriptions and diets;
- Talking to your students about their choices in advance
- Responding to all module-related enquiries swiftly.

# 6



## SELECTION CLOSES

[Visit Essentials to view the module selection dates.](#)