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**College of Arts: Guide to Enrolment in Courses for**

**New Undergraduate Students 2022-2023**

You will make your course choices and enrol in them through **MyCampus**, which you can access through the student portal, [*MyGlasgow*](http://www.gla.ac.uk/students/myglasgow/). You log in to *MyGlasgow* using your Glasgow Unique Identifier (GUID) and your password, which will be sent to you separately in your “Access to your Student Account” email.

**Academic Registration and MyCampus**

**MyCampus** is your academic record and planner in your time as a student at the University of Glasgow. It is where you register and also where you enrol for courses. It provides guidance to help you select suitable courses for the degree you will be studying, which is called your **Academic Plan**, and you will access it to record any absences, good cause, or check your grades. You will also use MyCampus to update any phone numbers, addresses, personal email addresses, etc. You can view your timetable through the Timetable and Roomfinder app ([www.glasgow.ac.uk/timetable](http://www.glasgow.ac.uk/timetable)).

Before you can choose and enrol in courses, you will first need to complete the **University Registration** processes. Full details of the Registration process can be found here:

<https://www.gla.ac.uk/myglasgow/registry/registration/>

As part of the Registration process, you will be asked to confirm your degree ***Program***and ***Plan***. Your ***Program***is the type of degree you are studying. For most of you this will be Master of Arts, for some of you it will be Bachelor of Music or Bachelor of Divinity. Your ***Plan***is the subject or subjects of your degree, which you currently intend to pursue to Honours level, for example, Philosophy or Scottish Literature / Italian.

**Part-time Students:** If you are a **part-time student**, the courses you will take this year must be formally agreed between yourself and your Adviser of Studies. You must do so before you enrol in courses.

**Advanced-Entry Students:** If you are a student who has been granted **advanced entry** to a higher year of study, please contact the Chief Adviser of Studies, at [arts-advising@glasgow.ac.uk](mailto:arts-advising@glasgow.ac.uk), once you have registered with the University and before you enrol in your courses. Only when you have registered will the Advising Office be able to make the relevant changes to your MyCampus record.

Once you have registered, BEFORE you enrol on anything, please look at the [College of Arts Induction Moodle for 2022](https://moodle.gla.ac.uk/course/view.php?id=21306#section-5). You will find all sorts of information about the university and how your degree works. Please pay careful attention to the information in the Moodle, which you will be able to access all year for future reference. You will find guides to enrolment and a lot of useful information about Arts Advising, and other places you can access help and information about the University here.

**Course Choice and Enrolment**

**You must have chosen and enrolled on all your courses (120 credits) through MyCampus for 2022-2023 by 19 September, when teaching starts, and preferably by Friday 17 September 2022.**

Once you have completed Registration you will be able to choose and enrol on your courses for this year. You will do so through **MyCampus**. **You are responsible for choosing suitable courses and ensuring you enrol in the correct number of credits for the year, making sure you choose courses for the whole year, not just the first semester**. All Year 1 students will be given a group appointment with a member of our academic advising team and it is **essential** that you attend this meeting, where you will receive information about the shape of your degree and curriculum choice.

**How to Enrol in Courses:**

You will find instructions on how to enrol on courses in the system from the Registry web pages at <https://www.gla.ac.uk/myglasgow/registry/enrolment/>

**MyCampus** provides guidance to help you select suitable courses according to your degree Program and Plan (for instance, MA History), so, if your Plan is incorrect or if you wish to change the direction of your studies, **you must contact the Arts Advising Team to change it before you enrol.**

The ‘My Requirements’ tab describes overall course, grade and credit requirements associated with your Plan.As you begin to select your courses and associated classes, you will be able to see how these fit into your timetable in ‘My Choices’. This will help you to identify potential timetable clashes before enrolling. You can also use the “check suitability” button in ‘My Choices’, which checks your class selections against your timetable and any course requirements, allowing you to make any necessary adjustments before completing enrolment. Places in classes, but especially in seminar groups, will be available on a first-come, first-served basis; therefore, early enrolment is strongly recommended. However, changes can be made, if required, to your curriculum if, *after* your group appointment with a Senior Adviser of Studies, you change your mind as to what you would like to study. **Remember:** You have not enrolled by placing courses in ‘My Choices’. You need to take a further step and fully enrol. Instructions on how to do this are on the [Registry Website](https://www.gla.ac.uk/myglasgow/registry/enrolment/).

**Enrolment Help and Support:**

This may all sound very daunting, but it is not, and you need not worry; support and guidance will be available throughout the enrolment period (see below), and it is possible to change and drop courses, and enrol into new courses.

* **MyCampus Registration and Enrolment Support**: help navigating the registration and enrolment process in **MyCampus**, as well as guidance material and FAQs can be found at your *MyGlasgow* portal. For further assistance or specific queries use the ‘create a support call’ link under Help and Support on the *MyGlasgow* homepage. The **MyCampus** support team will then be able to respond.
* **College Support:** The College of Arts has an [**Advising Team**](https://www.gla.ac.uk/colleges/arts/students/undergraduatestudents/ugadvising/)of experienced academic and professional staff who will be available to provide support with your choice of courses, and to advise you throughout your time in Glasgow, on academic and pastoral matters.

**The Arts Advising Team will check your curriculum and will email you about this. If you wish to change any of your courses *after this check has been made*, this may be possible, but you must consult with the Arts Advising Team first. You will receive an email with an invitation to meet with one of our Senior Advisers in a Zoom meeting with other students on similar plans.**

**Course Enrolment Instructions**

**How Your First Year of Study Will Work:**

You will take 120 credits of study in three subjects. For most subjects, that involves taking one course of 20 credits in semester 1 and another course of 20 credits in semester 2. However, all Modern Languages courses are slightly different and run over two semesters.

If you are intending to take Single Honours, you will take compulsory courses in your intended Honours subject and have optional choices for the remaining two subjects. In Year 2, you must study at least two subjects at Level 2 (a minimum of 80 credits), so when you choose your optional subjects in Year 1 it is important that you choose subjects that you would be willing to study in Year 2. You must also make sure there is no timetable clash in Year 2 between any of the subjects you choose in year 1 (see section on timetable clashes below).

If you are intending to take Joint Honours, you will take compulsory courses in both of your intended Honours subjects and will choose one other subject.

**It is preferable in Year 1 to take three subjects that can potentially lead to Level 2 and to Honours in order to leave you with alternative pathways open to you in the future.**

Within the College of Arts, only Music and Non-Beginners Language courses have pre-entry requirements, but some very popular courses may permit entry only to students who named that subject on their UCAS form. You **may not** enrol in Film and Television Studies **unless you applied for it through UCAS** and the subject shows on your degree Plan in MyCampus. If you wish to take it but did not apply for it via UCAS, there may be very few places available. In order to enrol in Film and Television Studies, you must contact the subject directly and be placed on a waiting list. A place is not guaranteed from the waiting list, so please ensure you are fully enrolled in three subjects.

If you choose a Non-Beginners Modern Language subject as an optional subject you must also take the relevant Culture course, and the additional non-credit bearing ‘Core’ Culture course.

If you are considering taking English Literature or Scottish Literature to Single Honours in the future, in Year 1 **or** in Year 2 you **must** also take 40 credits of English Language at Level 1. If you are intending to take English Language to Single Honours, you must either take English Literature Level 1 in year 1 or year 2, or Scottish Literature in year 1. If you are taking both English Literature and Theatre Studies in your first year and you would like to continue with both subjects in Year 2, then we strongly recommend that you take English Language 1 in your first year, because there is a timetable clash between English Language 1 and Theatre Studies 2.

* **Mathematics**

The only course you can take to progress to year 2 in Mathematics, and from there to honours is MATHS1017 – Mathematics 1. This is a 40-credit full-year course. In order to take this course, you must have a Higher Maths at A, Advanced Higher at B, an A level at A or an A Level in Further Maths at B or equivalent qualification.

* **Timetable Clashes:**

When choosing subjects in your first year of study, you should be aware that in your second year you will have to study at least **two** of them at Level 2. To avoid disappointment and problems you should check that the two subjects you think you would like to take to Level 2 do not have a timetable clash at that level. For the greatest degree of flexibility there should be no timetable clash at Level 2 in any of the subjects that you take in your first year. A list of timetable clashes at Level 2 is available on the College of Arts Registration and Enrolment page. You will find it the [College of Arts Registration & Enrolment](https://www.gla.ac.uk/colleges/arts/registrationandenrolment/) web pages.

* **Changing Courses and Degree Routes**

1. **Changing a Course:**

**Before teaching begins.**

It is normally possible to make changes both within courses and between courses, provided timetables and class capacities allow this.

1. Changing a class within a course: you may be able to switch seminar groups or tutorials to make changes to your timetable. You can make these changes by selecting *Switch a Class* *section.*
2. Changing a course: You should have a curriculum that meets your requirements, so you **must** consult with the Arts Advising Team before you make any changes to check that the alternative course is suitable for your plan.   The first step is to ensure that space is available in the course and the new course doesn’t clash with any other enrolled courses.  If permission is given, then you would drop the course you no longer wish to take and enrol in the new course.  [Information on how to make changes is available on Registry’s guide to enrolment.](https://www.gla.ac.uk/myglasgow/registry/enrolment/#/makingchanges)

Your timetable will be automatically created in **MyCampus** when you enrol on courses. If you change any of your enrolments or the times/dates of your classes change, your timetable will be updated. Your timetable will show the class, the type of class and the location of the class. Find your timetable via the Timetable and *Roomfinder* app ([www.glasgow.ac.uk/timetable](http://www.glasgow.ac.uk/timetable)).

**Once teaching has begun – the ‘Add/Drop’ period**

If you realise within the **first two weeks** of teaching (ideally, though, the sooner the better), that a course is not really for you or what you expected it to be, then, if there is space within a course you do wish to take, it may be possible to change courses. You **must** consult the Arts Advising Team if you are thinking of doing this.

After the end of the add/drop period on the Friday of week 2 of teaching, no changes will be possible for semester 1 courses.

1. **Changing Degree Route:**

The Arts degree is very flexible. Just because you have come to the University of Glasgow to study (say) English Literature or History does not mean that you are committed to graduating with that particular degree. Either of the other subjects that you take in Year 1 might equally become the subject of an Honours degree. **If you are thinking of changing your degree route, then please contact the Arts Advising Team at** [**arts-advising@glasgow.ac.uk**](mailto:arts-advising@glasgow.ac.uk)

**Remember that when contacting the Arts Advising Team, you should always use your student email account/address.**

Enjoy your studies at the University of Glasgow!

Arts Advising Team