Academic Advising
Early pre-advising user guide

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Annual Academic Advising cycle

Early pre-advising (April/May, some Arts Honours only)

Pre-advising (June)
All students take part, staff do not need to oversee or provisionally validate

Advising (September)

Re-advising 1 (September)

Pre-advising for Semester 2 starts and those returning from Leave of Absence (November-January)

Advising / Re-advising 2 (January).
Second-year students to request programme change

This guide provides information and guidance to students in Schools which take part in early pre-advising, and the subsequent steps; essentially, the blue rectangulars on the left.

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What is 'early pre-advising'?

Early pre-advising is the process in which certain Schools engage with their students during **April and May**, in order to allocate them into modules. Students may submit their module preferences in a number of ways (one-to-one meetings, on-line forms, paper forms, etc.). The Schools then decide to allocate students to specific modules, which are stored in MySaint, in an 'early pre-advising placeholder'.

Currently, the following Schools take part in early pre-advising: Art History, Classics, English, Film Studies, History, International Relations, Modern Languages, Social Anthropology.

NB. If your School allocates you to modules in early pre-advising, you **must** enter these modules in module registration in June pre-advising.

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What is pre-advising?

Pre-advising is the process in which you select your preferred modules using the Module Registration tool, usually in **late June** (you will receive an email from Registry prompting you to do this). Module Registration will check that your selection complies with Senate Regulations, your Programme Requirements, and Module requisites.
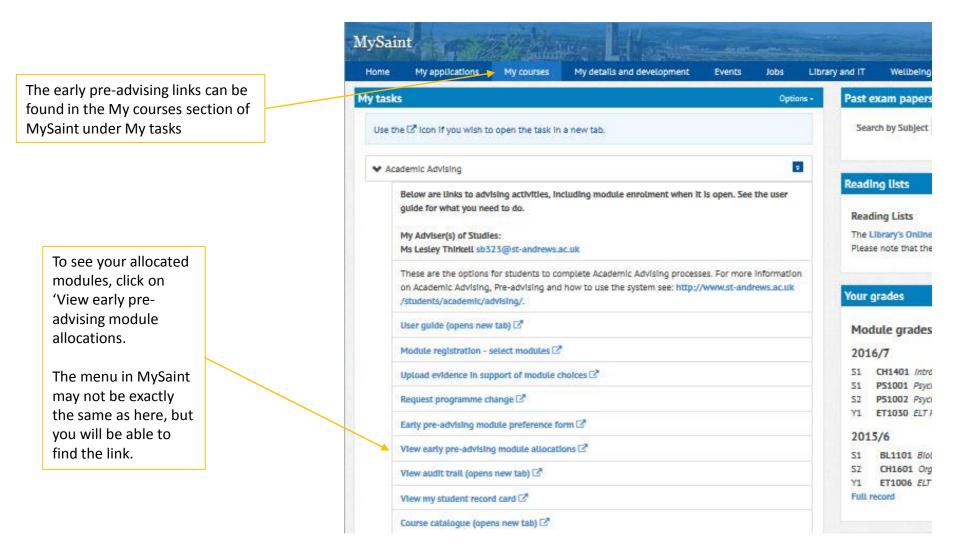
If your School takes part in early pre-advising and has allocated you to specific modules, you **must** enter these modules in Module Registration in June pre-advising.

What is Academic Advising?

Academic Advising is the process in which you select your preferred modules using the Module Registration tool (if you haven't already done so in pre-advising), and then meet with your Adviser of Studies. They will also check that you are taking the correct modules and credits you need for your degree programme, compare with early pre-advising modules, and discuss any academic issues with you.

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Where can I see my allocated modules from early pre-advising?

The early pre-advising links can be found in the My courses section of MySaint under My tasks

To see your allocated modules, click on 'View early pre-advising module allocations.

The menu in MySaint may not be exactly the same as here, but you will be able to find the link.
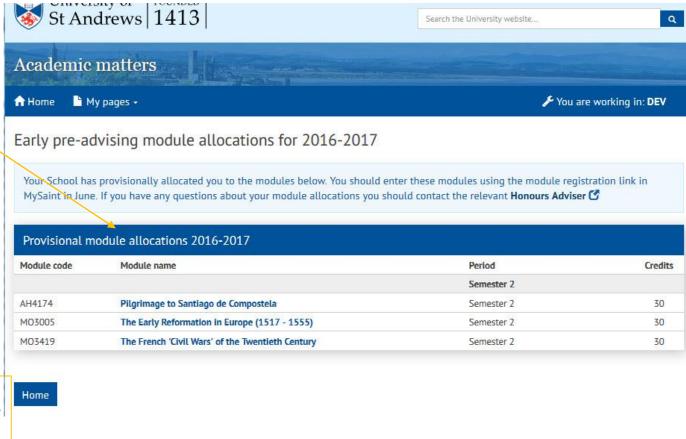
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Where can I see my allocated modules from early pre-advising?

After clicking on 'View early pre-advising module allocations', this page will open, which will show you the modules allocated to you.
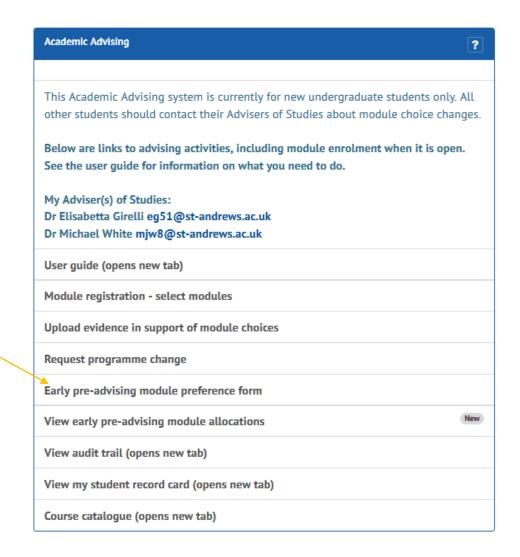
When you enter choices in Module Registration during pre-advising in June, you **must** enter these choices. Otherwise, your choices may be void.

If you encounter any issues in pre-advising (e.g. you are not able to enter the modules allocated to you), then please contact the Honours Adviser of the School or ser-advising@st-andrews.ac.uk.

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Search the University website...

Academic matters

🏠 Home   📄 My pages ▾   🔧 You are working in: DEV

Early pre-advising module allocations for 2016-2017

Your School has provisionally allocated you to the modules below. You should enter these modules using the module registration link in MySaint in June. If you have any questions about your module allocations you should contact the relevant **Honours Adviser** 🗗

Provisional module allocations 2016-2017

Module code	Module name	Period	Credits
		Semester 2	
AH4174	Pilgrimage to Santiago de Compostela	Semester 2	30
MO3005	The Early Reformation in Europe (1517 - 1555)	Semester 2	30
MO3419	The French 'Civil Wars' of the Twentieth Century	Semester 2	30

Home

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How do I complete the
'early pre-advising module preference form'?

If your School asks you to submit and rank your Honours module preferences for next year as part of 'early pre-advising', you will need to complete the **early pre-advising module preference form.**

Not all Schools are using this form; please check with your School to make sure you follow the appropriate process

Academic Advising [?]

This Academic Advising system is currently for new undergraduate students only. All other students should contact their Advisers of Studies about module choice changes.

Below are links to advising activities, including module enrolment when it is open. See the user guide for information on what you need to do.

My Adviser(s) of Studies:
Dr Elisabetta Girelli eg51@st-andrews.ac.uk
Dr Michael White mjw8@st-andrews.ac.uk

User guide (opens new tab)

Module registration - select modules

Upload evidence in support of module choices

Request programme change

Early pre-advising module preference form

View early pre-advising module allocations [New]

View audit trail (opens new tab)

View my student record card (opens new tab)

Course catalogue (opens new tab)

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How do I complete the 'early pre-advising module preference form'?
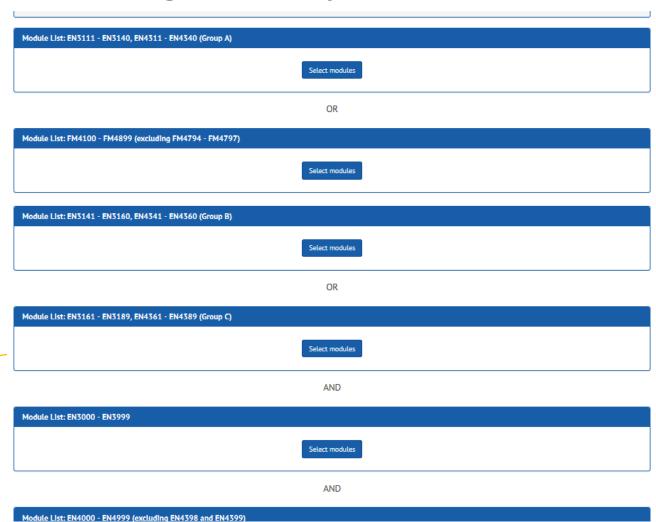

Read the information in the Guidance section

Depending on your programme requirements, the screen may show more than one 'Module list' boxes. Click **Select modules** in the box(es), to enter your choices for each section.

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How do I complete the 'early pre-advising module preference form'?

Module List: EN3111 - EN3140, EN4311 - EN4340 (Group A)

Select modules

OR

Module List: FM4100 - FM4899 (excluding FM4794 - FM4797)

Select modules

Module List: EN3141 - EN3160, EN4341 - EN4360 (Group B)

Select modules

OR

Module List: EN3161 - EN3189, EN4361 - EN4389 (Group C)

Select modules

AND

Module List: EN3000 - EN3999

Select modules

AND

Module List: EN4000 - EN4999 (excluding EN4398 and EN4399)

This is an example of a screen which shows more than one 'Module list' boxes.

Click **Select modules** in the appropriate box(es), to enter your choices for each section.

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How do I complete the 'early pre-advising module preference form'?

Enter your choices, in order of preference.

When you've entered a choices in all drop-down menus, click **'Submit'**

You will not be able to proceed if you entered the same module twice, or if you left any drop-down menus blank.

Film Studies single: Third year

Please rank the modules you wish to take in order of preference. You need to enter a choice for all drop-down menus. Duplicates are not allowed.
If the drop-down menus include any modules that do not apply to you, please rank them as your last choices (e.g. Joint Dissertations) and your School can disregard them.

Rank modules

Module Code	Module	Semester	Credits	Rank
FM4308 - Film Sound - Semester 2 - 30				1
FM4106 - War and Cinema - Semester 2 - 30				2
FM4110 - Images and Impact: The Uses of Film - Semester 1 - 30				3
FM4114 - Film Genres - Semester 1 - 30				4
FM4117 - Modernity and the Moving Image - Semester 1 - 30				5
Duplicate FM4118 - Film and Fashion - Semester 2 - 30				6
Duplicate FM4118 - Film and Fashion - Semester 2 - 30				7
				8

**This question is mandatory and cannot be left blank.

[Back] [Submit]

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How do I complete the 'early pre-advising module preference form'?

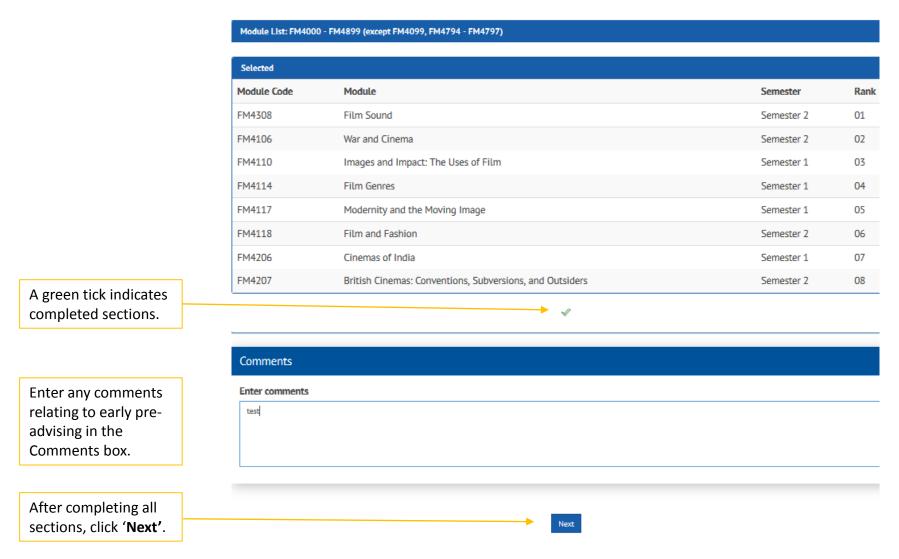Enter your choices, in order of preference.

When you've entered a choices in all drop-down menus, click **'Submit'**

You will not be able to proceed if you entered the same module twice, or if you left any drop-down menus blank.

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FM4308 - Film Sound - Semester 2 - 30				1
FM4106 - War and Cinema - Semester 2 - 30				2
FM4110 - Images and Impact: The Uses of Film - Semester 1 - 30				3
FM4117 - Modernity and the Moving Image - Semester 1 - 30				4
FM4118 - Film and Fashion - Semester 2 - 30				5
FM4206 - Cinemas of India - Semester 1 - 30				6
FM4207 - British Cinemas: Conventions, Subversions, and Outsiders - Semester 2 - 30				7
FM4114 - Film Genres - Semester 1 - 30				8

Back   Submit

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How do I complete the 'early pre-advising module preference form'?

After submitting your choices for the section, a new screen will show your selections

Click '**Back**' to go back to the form, and complete any remaining sections

Film Studies single: Third year

Selected

Module Code	Module	Semester	Rank
FM4308	Film Sound	Semester 2	01
FM4106	War and Cinema	Semester 2	02
FM4110	Images and Impact: The Uses of Film	Semester 1	03
FM4114	Film Genres	Semester 1	04
FM4117	Modernity and the Moving Image	Semester 1	05
FM4118	Film and Fashion	Semester 2	06
FM4206	Cinemas of India	Semester 1	07
FM4207	British Cinemas: Conventions, Subversions, and Outsiders	Semester 2	08

Back

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How do I complete the 'early pre-advising module preference form'?

Module List: FM4000 - FM4899 (except FM4099, FM4794 - FM4797)

Selected

Module Code	Module	Semester	Rank
FM4308	Film Sound	Semester 2	01
FM4106	War and Cinema	Semester 2	02
FM4110	Images and Impact: The Uses of Film	Semester 1	03
FM4114	Film Genres	Semester 1	04
FM4117	Modernity and the Moving Image	Semester 1	05
FM4118	Film and Fashion	Semester 2	06
FM4206	Cinemas of India	Semester 1	07
FM4207	British Cinemas: Conventions, Subversions, and Outsiders	Semester 2	08

A green tick indicates completed sections.

Comments

Enter comments

test

Enter any comments relating to early pre-advising in the Comments box.

After completing all sections, click '**Next**'.

Next

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How do I complete the 'early pre-advising module preference form'?

A new screen will show all your selections, for all the sections in the form. Click '**Next**' to return to the Home page.

You can revisit this page later, and edit it, **up to the deadline**. After the deadline, you will still be able to see your submitted choices, but will not be able to edit them.

If you would like to edit your choices, click '**Clear all**'. All your selections will be deleted, and you can complete the form from scratch.

Early pre-advising module preference form

Guidance

Your module preferences have been submitted and the next step is for School(s) to allocate modules for the coming year. Please come back to this page in **June** once the School has let you know which modules you have been allocated in order to enter them as provisional selections for Advising in September.

Module List: FM4000 - FM4899 (except FM4099, FM4794 - FM4797)

Awaiting allocation by School

Module Code	Module		Semester	Rank
FM4308	Film Sound		Semester 2	01
FM4106	War and Cinema		Semester 2	02
FM4110	Images and Impact: The Uses of Film		Semester 1	03
FM4114	Film Genres		Semester 1	04
FM4117	Modernity and the Moving Image		Semester 1	05
FM4118	Film and Fashion		Semester 2	06
FM4206	Cinemas of India		Semester 1	07
FM4207	British Cinemas: Conventions, Subversions, and Outsiders		Semester 2	08

Clear all   Next

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Any questions or issues, please email the Honours Adviser of the relevant School

or

ser-advising@st-andrews.ac.uk.