

What is Advising?

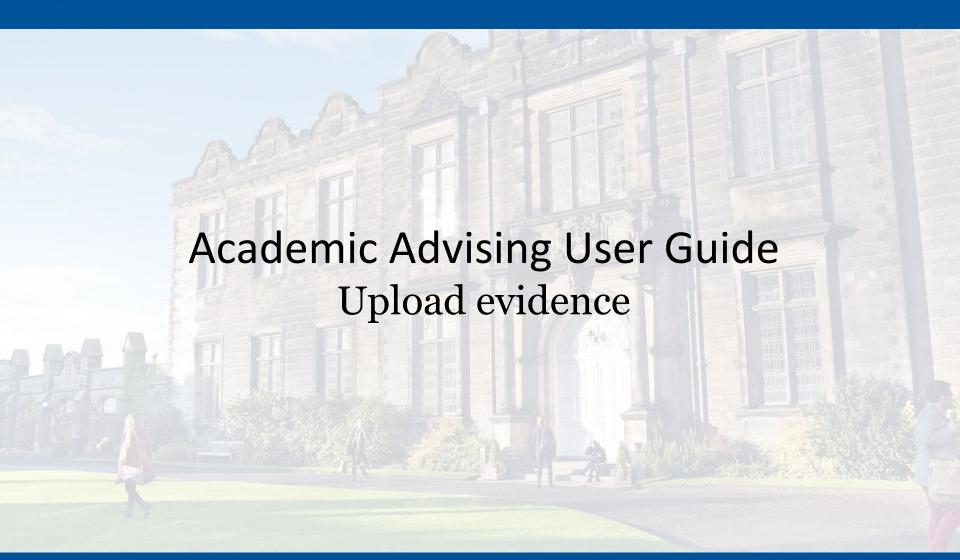
Academic Advising is the process in which you select your preferred modules using the Module Registration tool, and then meet with your Adviser of Studies. In certain circumstances, you may be able to change your degree programme, which is also done online, with the permission of your Adviser.

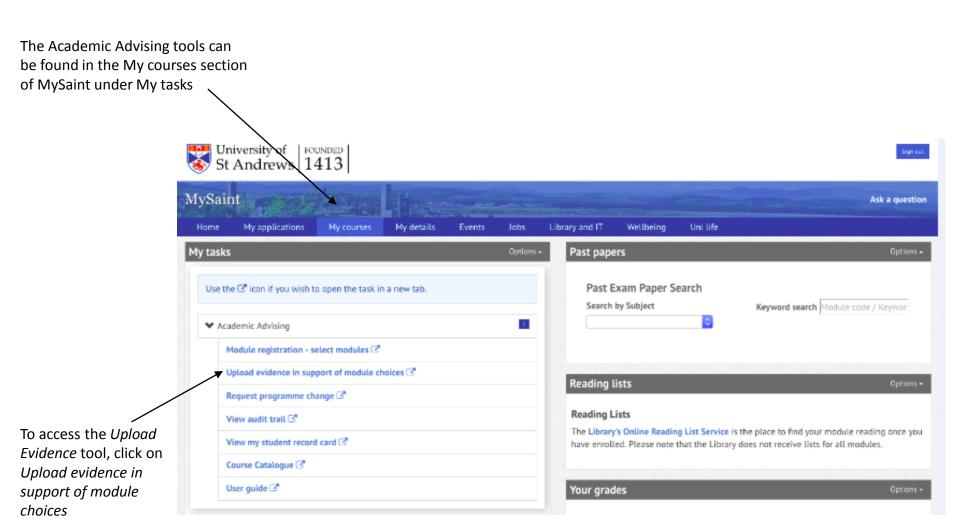
This guide covers the following tools of Academic Advising:

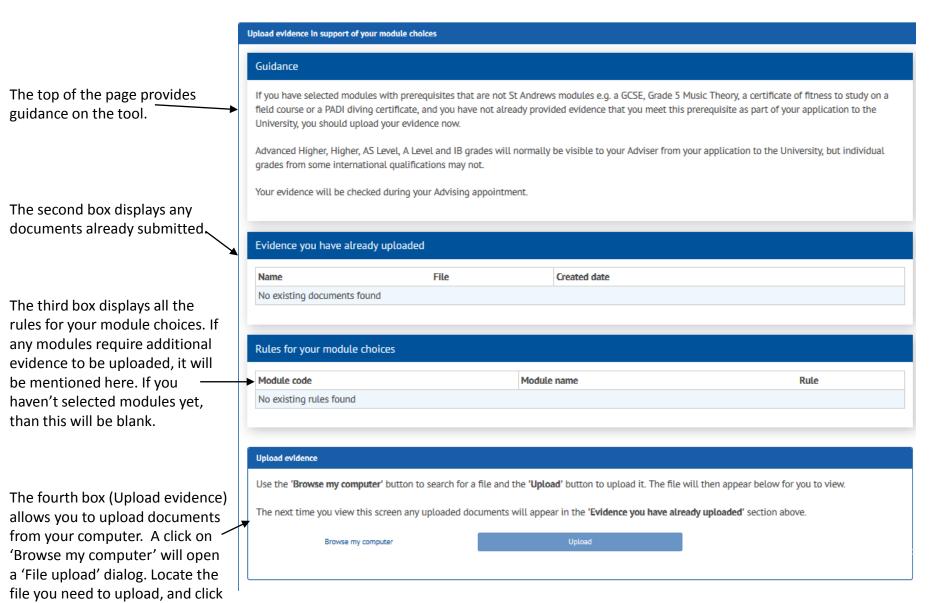
- Upload evidence in support of module choices
- Request programme change
- Audit trail

The use of the **online Module Registration tool** is explained in more detail in a separate user guide.



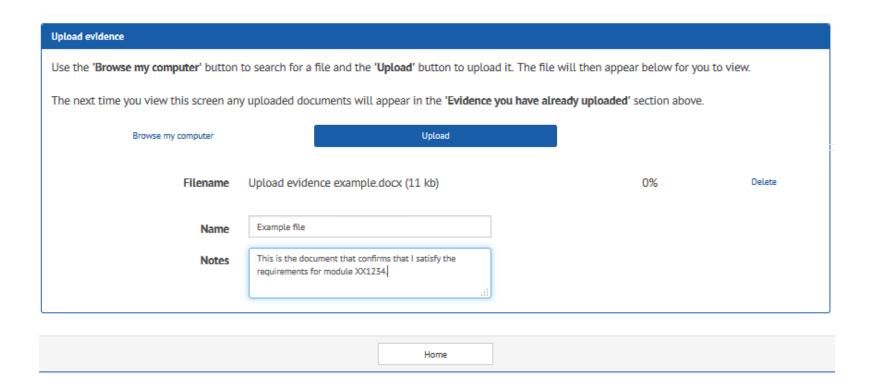




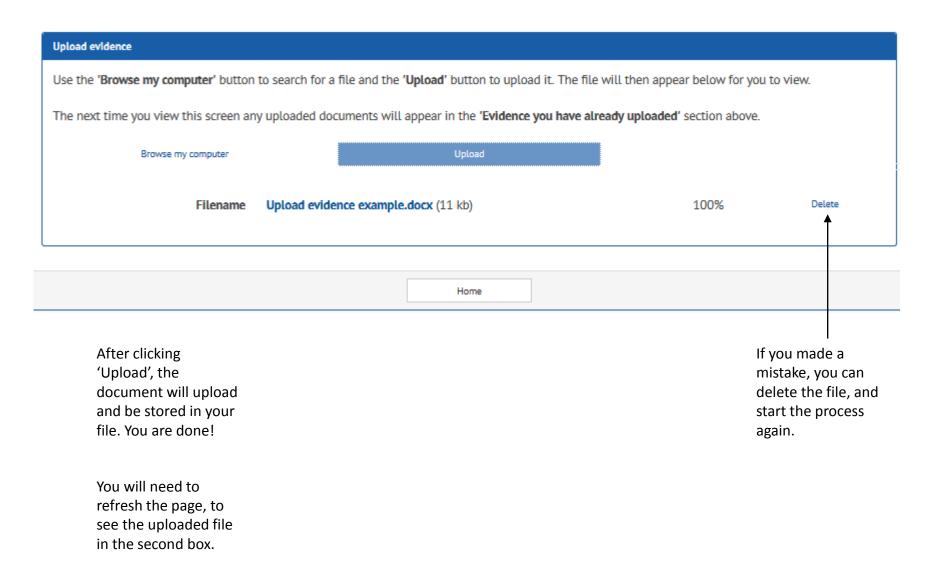




'Open file'



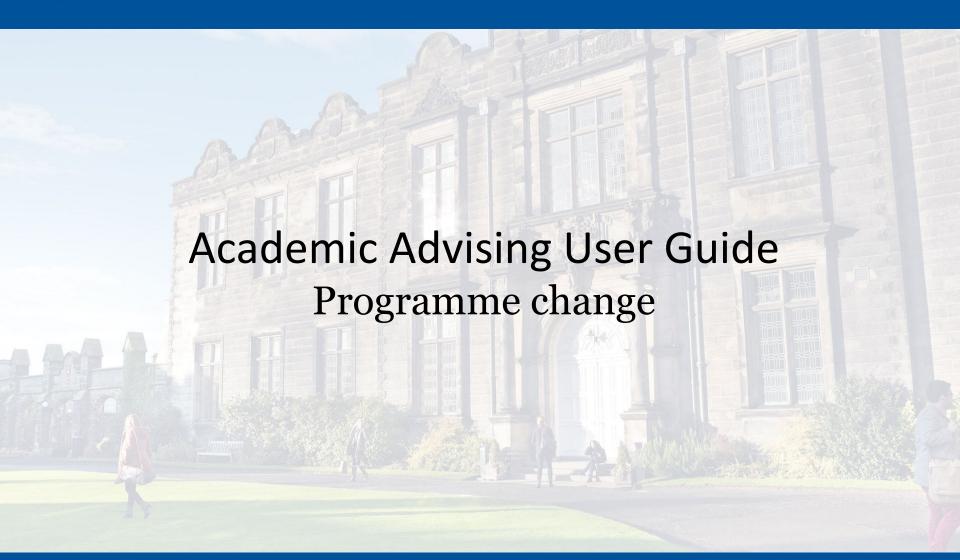
After clicking 'Open file', your file appear next to Filename.
Optionally, you can enter a name and notes, and click 'Upload'

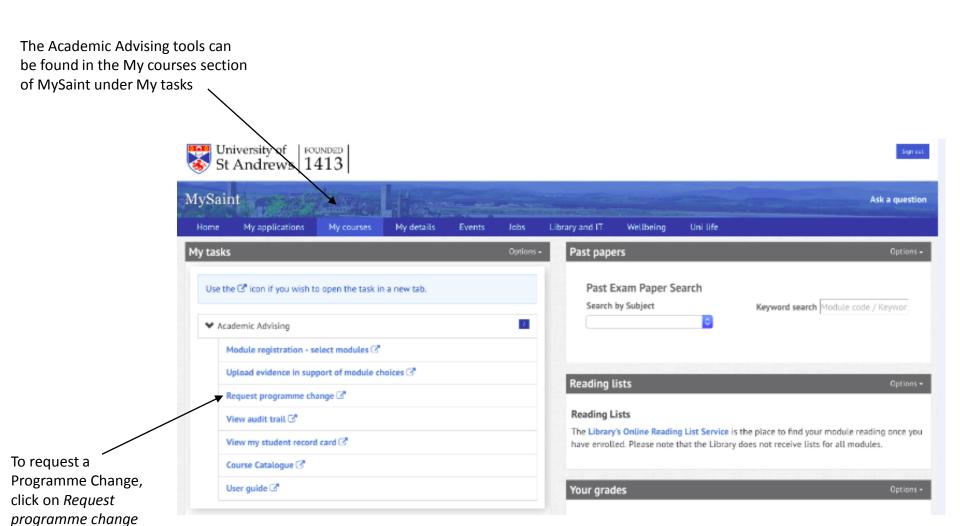


Name	File		Created date	
Example file	Upload evidence	example.docx	03/Jan/2017	
Rules for your module	e choices			
Module code		Module name	Rule	
No existing rules found	i			
Upload evidence				
	nnuter' hutton to search for a f	file and the 'Unload' button to upload it. The fi	ile will then appear below for you to view	
Upload evidence Use the 'Browse my con	nputer ' button to search for a f	file and the 'Upload' button to upload it. The fi	ile will then appear below for you to view.	
Use the 'Browse my con		file and the 'Upload' button to upload it. The fi uments will appear in the 'Evidence you have a		
Use the 'Browse my con The next time you view				

Screen after refreshing







Guldance

Submitting a request will send an email to your Adviser(s), who will approve or reject your request, or in some cases escalate it to the relevant Pro Dean (Advising) or (Taught Postgraduate). Changes between Faculties will always require Pro Dean permission.

The top box provides information about programme changes.

It is your responsibility to ensure that the requested programme is compatible with the modules you have taken already. Information on programmes and modules is in the course catalogue.

For undergraduate students, degree programme changes are not allowed in your first year at the University. You may discuss with your Adviser which modul you should take to aim to change your degree programme in your second year.

Please note that programme changes are not possible for firstyear students Students with a Tier 4 visa should be aware of recent changes in the UKVI guidance regarding changing programmes.

From Wednesday 6 April 2016 academic progression rules have been tightened and this may affect your ability to change programmes. Students may only change to a new programme without first leaving the country and applying for a new visa if the new programme is closely linked to and not at a lower level than their current programme, and where the new programme can be completed within the time left on their current visa.

This will mainly affect requests where the new programme is longer, such as changes to an Integrated Masters programme (MChem, MPhys, etc.) or where the new programme includes an integrated year abroad or placement.

However, individual students may be differently affected depending on the date that their current visa was issued. If you are a Tier 4 student and want to request a course change you can contact our International Advisers in Student Services using **Ask a question** to get further information and discuss your circumstances before you submit your request.

In the drop down menu of the second box, select the programme to which you would like to change. The degree list will be filtered as you type. Then click 'Submit'.

Request change to your programme								
Current programme: Master of Arts (Honours) Ancient History and Mediaeval History								
Programme you wish to change to:								
Select an Option			Y					
You will be contacted when a decision has been made on your request. If your request is approved you may need to reselect your modules for the coming y								
	Back	Submit						



Your request has been submitted

You have submitted a request to change your programme to Master of Arts (Honours) Classics and Modern History .

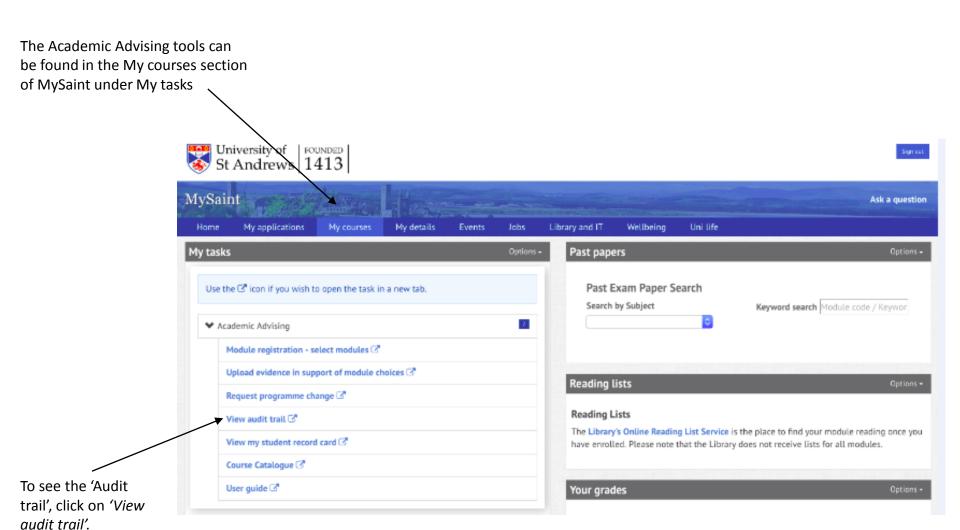
You will be contacted when a decision has been made on your request. If your request is approved you may need to reselect your modules for the coming year.

Home

At this point, the system will not check whether you have the requirements for the requested programme (this is a future development), and will not change your programme. You will have to wait for your Adviser to approve your request in order to enter module choices according to your new programme. You can still enter choices for your current degree, but if you request is successful, your choices will be wiped.



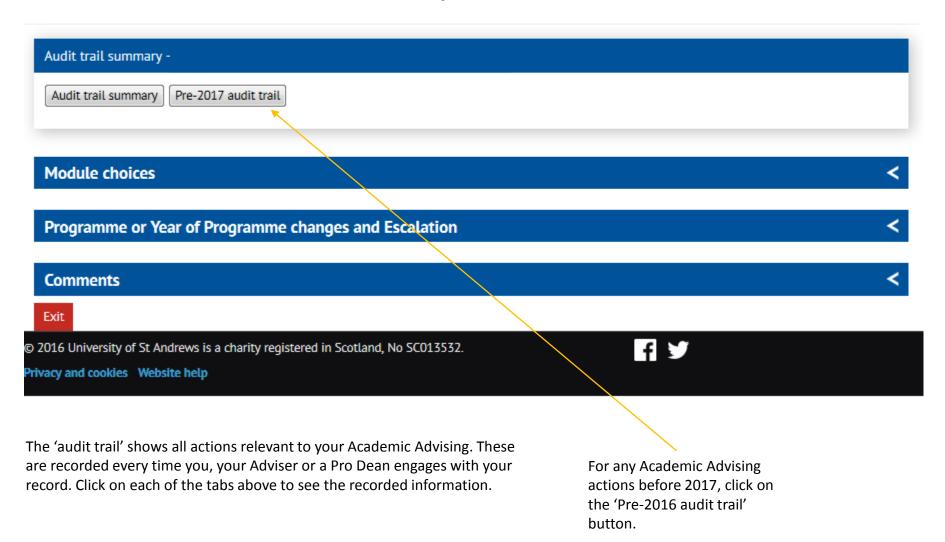




Academic advising



Further information on student - Audit trail summary





If you have any questions or queries, please email the SER Advising team (ser-advising@st-andrews.ac.uk)