



University of
St Andrews | FOUNDED
1413

A large, multi-story stone building with many windows and a central entrance, set against a blue sky. In the foreground, a green lawn is visible with several people walking. The image is slightly faded to allow the text to be read clearly.

Academic Advising Module Registration User guide

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. They will check that you are taking the correct modules and credits you need for your degree programme.

This guide will help you select modules by using the online **Module Registration tool**. A separate guide deals with other functions of the system (Upload evidence, Request programme change, Audit trail).

My tasks

Options ▾

Use the [↗](#) icon if you wish to open the task in a new tab.

▼ Academic Advising 9

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

My Adviser(s) of Studies:

Dr (

For more information on advising see: <https://www.st-andrews.ac.uk/students/academic/academic-advising/>.

[User guide](#) [↗](#)[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](#) [↗](#)[View audit trail](#) [↗](#)[View my student record card](#) [↗](#)[Course catalogue](#) [↗](#)

The Module Registration tool can be found in the **My courses** section of MySaint under **My tasks**

To access it, click on **Module registration – select modules**

Academic matters

My pages -

You are working in: DEV

Advising status

SIW_MRG_001

Your current Advising status is 'generated' - selections can be made and then submitted to your Adviser of Studies for review.

Module registration

Select your provisional module choices

Your details

Programme type	Undergraduate Honours (Arts Faculty)
Programme subject(s)	Greek
Mode of attendance	Full-time

Please balance your selections across the academic year.

Module registration status and your programme details are displayed at the top of the page

If you would like to request a programme change (not possible for first-year students), you can do this online from a different tool in the Academic Advising section

If your programme changed between April and July, the system may still show the old one, but you will be able to select modules according to the new one.

There are three sections:

A series of blocks, from which you can select modules

Please balance your selections across the academic year.

Make your choices from the modules in this group

Choose 20 credits from **GK1001/A**

Must choose 120 credits for the year

[View list](#)

AND

Choose 20 credits from **GK1002/B**

Must choose 120 credits for the year

[Hide list](#)

Search

All my modules | Modules from current group | All my exemption credits

Selected modules

Module	Name	Year	Period		

Totals

Overall progress	Required	Current	
Credits	N/A	0	✓
Current session progress			
Credits from - Must choose 120 credits for the year	120	0	✓

[View/add comments](#) [Submit selections](#)

A Selected modules box

A Totals box.

If you are using a smaller screen e.g. tablet or smartphone the three boxes may not be next to each other, but on top of each other

Module selection

Depending on your degree, you may have compulsory modules, or modules from compulsory groups (e.g. 20 credits from a list of modules). The system will guide you to select modules accordingly by putting them into different blocks, with pointers on what you need to choose from each block

In each block, you can either click on the **module code(s)** or the **View List** button to see a list of all available modules within the block – if a single module is compulsory, it will only be one

Make your choices from the modules in this group

Choose 40 credits from Module List: AN2002 - AN2003, CL2003 - CL2004

Remember to balance your choices across the year

- Choose a minimum of 80 Level 2000 credits - Choose 120 credits in the academic year

Hide list

Search

Module	Name	Period	Credits	Lectures	Add
AN2002	The Roman Empire	S1	20		Add
AN2003	Mediterranean Communities	S2	20		Add
CL2003	Early Greek Poetry and Philosophy	S2	20		Add
CL2004	Culture and Thought in the Late Roman Republic	S1	20		Add

Showing 1 to 4 of 4 entries

First Previous **1** Next Last


AND


Choose from Levels 1000 and 2000 options

Remember to balance your choices across the year

- Choose a minimum of 80 Level 2000 credits - Choose 120 credits in the academic year

View list

If not all columns are shown, you may need to click on the  button to see more information

Module	Name	Period	Credits	Add
 GK1001	Greek Language for Beginners	S1	20	Add

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Click on the **module name** for more information on the module in a pop-up window

Click to **view more details** to link to the Course Catalogue, which has more information on each module

Module summary

Summary details for the module

Module	GK1001
Name	Greek Language for Beginners
Period	S1 (SEMESTER 1)
Level	1
Credits	20
Rules	Yes, click to view details
Department	School of Classics
More	Click to view more details

OK

Module	Name	Period	Credits	Add
GK1001	Greek Language for Beginners	S1	20	Add

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Click on the **Add** button to add the module to your Selected Modules

All my modules Modules from current group All my exemption credits

Selected modules						
Module	Name	Year	Period	Credits		
GK1001	Greek Language for Beginners	2016/7	S1	20		

Click on the arrows to see information in other columns (incl. lecture times)

If you would like to search for a module, click on **Search**

Choose from Levels 1000 and 2000 options

Remember to balance your choices across the year

- Choose a minimum of 80 Level 2000 credits - Choose 120 credits in the academic year

Hide list

Search

Enter module code or name...

Show advanced

Search

You will then be able to search by module code, module name, level, credits or period

Choose from the available list.

- Must choose 120 credits for the year

Hide list

Search

Enter module code or name...














Hide advanced

Select criteria... Add Del

Search

Module	Name	Period	Credits	Lectures	Add
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Selected modules

Module 	Name	Year		
AH1001	The Art of the Renaissance in Italy and Northern Europe	2017/8		
AH1003	European Art and Architecture in the Seventeenth and Eighteenth Centuries	2017/8		
AH2001	History and Theory of European Art, Architecture and Design from the French Revolution to Vienna 1900	2017/8		
AN2002	The Roman Empire	2017/8		
AN2003	Mediterranean Communities	2017/8		

You can sort the list of modules by clicking at the headers of the columns

Selected modules					
Module	Name	Year	Period		
AH1001	The Art of the Renaissance in Italy and Northern Europe	2016/7	S1		
AN1001	Greek History to Alexander the Great	2016/7	S1		
GK1001	Greek Language for Beginners	2016/7	S1		
AH1003	European Art and Architecture in the Seventeenth and Eighteenth Centuries	2016/7	S2		
AN1002	Roman History from Foundation to Empire	2016/7	S2		
GK1002	Greek Literature for Beginners	2016/7	S2		

Please make sure you balance your selections across the academic year (normally 60 credits per semester)

We recommend you sort your **selected modules by Period**

You can remove any unwanted modules by clicking the **bin** icon

Totals			
Overall progress	Required	Current	
Credits	N/A	120	
Current session progress			
Credits from - Must choose 120 credits for the year	120	120	

Once you have selected all the required credits (normally 120 per Academic Year), the *Current session progress* line will show a **green tick**.

View/add comments

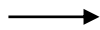
Submit selections

If not, you will not be able to submit your selections

Selected modules					
Module	Name	Year	Period		
AH1001	The Art of the Renaissance in Italy and Northern Europe	2016/7	S1		
AN1001	Greek History to Alexander the Great	2016/7	S1		
GK1001	Greek Language for Beginners	2016/7	S1		
AH1003	European Art and Architecture in the Seventeenth and Eighteenth Centuries	2016/7	S2		
AN1002	Roman History from Foundation to Empire	2016/7	S2		
GK1002	Greek Literature for Beginners	2016/7	S2		

Totals			
Overall progress	Required	Current	
Credits	N/A	120	
Current session progress			
Credits from - Must choose 120 credits for the year	120	120	

If you wish to add any comments for your Adviser of Studies, click the **View/add comments** button



View/add comments

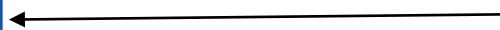
Submit selections

Selected modules					
Module	Name	Year	Period		
AH1001	The Art of the Renaissance in Italy and Northern Europe	2016/7	S1		
AN1001	Greek History to Alexander the Great	2016/7	S1		
GK1001	Greek Language for Beginners	2016/7	S1		
AH1003	European Art and Architecture in the Seventeenth and Eighteenth Centuries	2016/7	S2		
AN1002	Roman History from Foundation to Empire	2016/7	S2		
GK1002	Greek Literature for Beginners	2016/7	S2		

Totals			
Overall progress	Required	Current	
Credits	N/A	120	
Current session progress			
Credits from - Must choose 120 credits for the year	120	120	

[View/add comments](#)

[Submit selections](#)



If you are happy with your selected modules, please click **Submit selections**

M-F 11	Add	AN1002	Roman History from Foundation to Empire	2016/7	S2	20	M-F 11	🗑️	✅
		GK1001	Greek Language for Beginners	2016/7	S1	20	M-F 10	🗑️	✅
						20	M-F 10	🗑️	⚠️

Rule failure

Your selections do not meet the following rules:

- From groups marked with "- Must choose 120 credits for the year" you must select 120 credits. You have selected 100 credits from those rows

Hover over any icons for additional information (after closing the dialog):

❌ is displayed for any errors

⚠️ is displayed for any warnings (which do not prevent your submission)

Once you are satisfied with any changes, submit your selections again.

OK

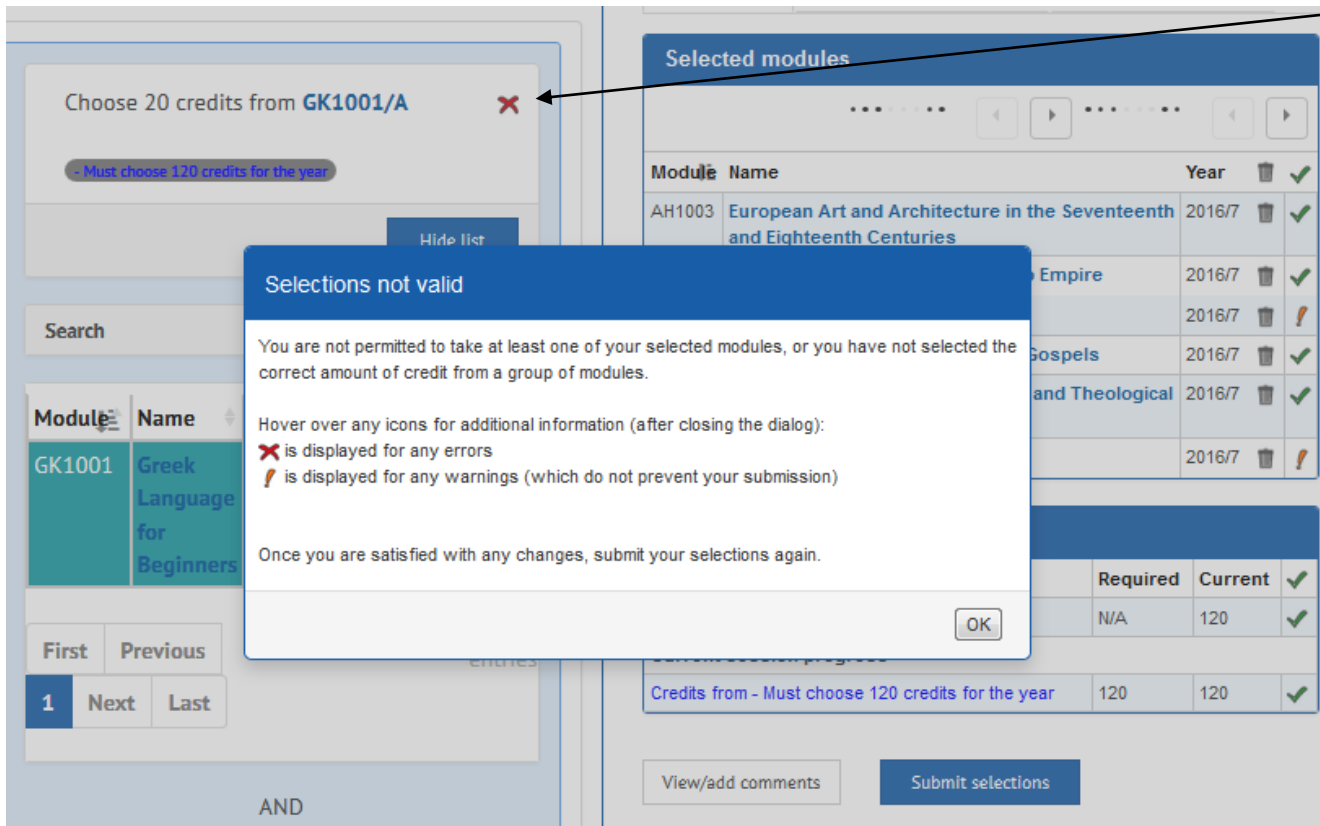
ed	Current	✅
	100	✅
	100	⏸️

M-F 12	Add	
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If you have not satisfied all requirements, an error message will appear to explain the issue


If you have not satisfied all requirements, an error message will appear to explain the issue

Tip: Look for an 



The screenshot shows a course selection interface. At the top left, a box says "Choose 20 credits from GK1001/A" with a red X icon. Below it, a grey box contains the text "- Must choose 120 credits for the year". A "Hide list" button is visible. A search bar is present. A table of modules is shown, with "GK1001 Greek Language for Beginners" highlighted. A dialog box titled "Selections not valid" is open, displaying an error message. The dialog box text reads: "You are not permitted to take at least one of your selected modules, or you have not selected the correct amount of credit from a group of modules." It also includes instructions: "Hover over any icons for additional information (after closing the dialog):" followed by "X is displayed for any errors" and "Warning icon is displayed for any warnings (which do not prevent your submission)". At the bottom of the dialog is an "OK" button. In the background, a "Selected modules" table is visible, listing modules like "European Art and Architecture in the Seventeenth and Eighteenth Centuries" and "Empire". A summary table at the bottom right shows "Credits from - Must choose 120 credits for the year" with "Required" 120 and "Current" 120, marked with a green checkmark. A "Submit selections" button is at the bottom right.



An exclamation will show any optional rules, but will not prohibit you from submitting. If you are not able to submit, look for an  somewhere else.

Selected modules

Module	Name	Year	Period		
AH1001	The Art of the Renaissance in Italy and Northern Europe	2016/7	S1		
AN1001	Greek History to Alexander the Great	2016/7	S1		
GK1001	Greek Language for Beginners	2016/7	S1		
AH1003	European Art and Architecture in the Seventeenth and Eighteenth Centuries	2016/7	S2		
AN1002	Roman History from Foundation to Empire	2016/7	S2		
GK1002	Greek Literature for Beginners	2016/7	S2		

Totals

Overall progress	Required	Current	
Credits	N/A	120	
Current session progress			
Credits from - Must choose 120 credits for the year	120	120	

View/add comments

Submit selections

Correct any errors and click **Submit selections.**
You are done!

Timetabling feature

Module selections					
Selected a total of 6 module(s) which total 120 credit(s)					
Year	Period	Module	Level	Credits	Name
2017/8	S1	AH1001	1	20.00	The Art of the Renaissance in Italy and Northern Europe
2017/8	S1	AN2002	2	20.00	The Roman Empire
2017/8	S1	GK2001	2	20.00	The Landscape of Greek Prose (A)
2017/8	S2	AH1003	1	20.00	European Art and Architecture in the Seventeenth and Eighteenth Centuries
2017/8	S2	AN2003	2	20.00	Mediterranean Communities
2017/8	S2	GK2002	2	20.00	The Landscape of Greek Poetry (A)

[View/add comments](#) [View timetable](#)

The Academic Advising system will also show you the timetable of the core elements of your modules. Please do check for timetabling clashes, as the system will show any issues, but will still allow you to proceed.

NB. Please note that tutorials, labs, or other non-core elements of your modules will not show here. Do check with your School for timetabling info for these.

During pre-advising, the system will only show provisional information of sub-honours modules only

Any questions or issues, please email
ser-advising@st-andrews.ac.uk

OR

registry-ug@st-andrews.ac.uk

(for undergraduate queries)

OR

taughtpg-reg@st-andrews.ac.uk

(for taught postgraduate queries)