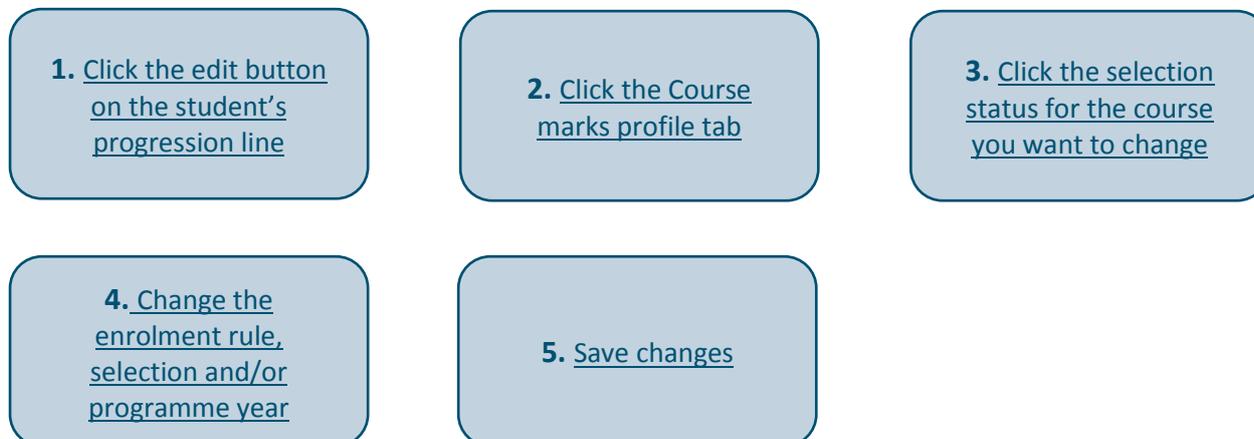




How to change the selection status in Progression & Awards

Process Overview



Step by Step Instructions

1. Click the edit button on the student's progression line

This will take you to the student's individual progression record.

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8						
<input type="checkbox"/>	Student ID ↑	Name ↑	Exam no. ↑	Progression decision ↑	Status ↓	
<input type="checkbox"/>				Incorrect number or level of credits taken	Calculated	
<input type="checkbox"/>				Incorrect number or level of credits taken	Calculated	

2. Click the Course marks profile tab

This tab is under the "Calculation" section towards the bottom of the page:

Progression details Progression: Incorrect number or level of credits taken Edit		Student details Programme: Advancing Nursing Practice (MSc) (Full-time) Year of Programme: Year 1 Academic year: 2017/8 Status: Calculated	
Notes Internal note: <input type="text"/> Note for student: <input type="text"/>			
Calculation Calculations: Course marks profile			

3. Click the current selection status for the course you want to change

This will be a blue link under the Selection status column:

Academic year	Course code	Course name	Credits sought	Selection status	Mark	Grade	Credits gained	Status	Notes
	BIME11032	Ecosystem Health and Sustainability	20	Year 1 elective					
	NUST11059	Professional and Personal Development	20	Year 1 elective					
2017/8	NUST11078	Research Methods in Nursing and Health Care A (20 credits)	20	Year 1 compulsory					
	NUST11079	Leadership - exploring your potential (Distance)	20	Year 1 elective					
	SCAN10062	Anthropology of Health and Healing	20	Year 1 elective					

Save changes Close

4. Change the enrolment rule, selection, and/or programme year

Select the new enrolment rule and programme year from the drop down lists and the new selection out of compulsory or elective:

Change enrolment details ×

Current selection status: **Year 1 elective** (O1PGN)

I want to disregard this course from the award calculations

→ **Enrolment rule** Not core

→ **Selection** Compulsory Elective

→ **Programme year** Year 1

Close
Save changes

In this example we're changing the enrolment rule to "Must be passed" and the selection from elective to compulsory:



Change enrolment details
✕

Current selection status: **Year 1 elective** (O1PGN)

I want to disregard this course from the award calculations

Enrolment rule

Selection

Programme year

Compulsory Elective

Close
Save changes

5. Save changes

Change enrolment details
✕

Current selection status: **Year 1 elective** (O1PGN)

I want to disregard this course from the award calculations

Enrolment rule

Selection

Programme year

Compulsory Elective

Close
Save changes

The selection status will now be updated to the new choices:

Calculations									
Course marks profile									
Academic year	Course code	Course name	Credits sought	Selection status	Mark	Grade	Credits gained	Status	Notes
2017/8	BIME11032	Ecosystem Health and Sustainability	20	Year 1 must pass					
	NUST11059	Professional and Personal Development	20	Year 1 elective					
	NUST11078	Research Methods in Nursing and Health Care A (20 credits)	20	Year 1 compulsory					
	NUST11079	Leadership - exploring your potential (Distance)	20	Year 1 elective					
	SCAN10062	Anthropology of Health and Healing	20	Year 1 elective					