

Self-Service Pre-Registration Guide

YOU MUST READ THIS DOCUMENT BEFORE ATTEMPTING TO REGISTER FOR YOUR COURSES ONLINE

Pre-registration is only available to continuing students taking:-
Single Honours Management;
Single Honours Specialisms;
Management Majors Honours; and
Joint Honours students.

You may only pre-register for the Management units within a degree through the School of Management and not those units, in your degree, taught by other academic departments.

If you need to pre-register course units taught by another academic department as part of your degree (Major Management and Joint Honours Students) then you must pre-register those particular units through that department.

If you register for any other department's courses through the School of Management then ALL of your registrations will be deleted and you may not be offered your preferred choice of courses.

Self-Service Registration is for **optional units only**.

You will already be registered on your compulsory and where applicable, your core pass required units.

The system will only allow you to choose a total of 4 units including the units already registered for you. Make sure that these are the units you wish to take as rectifying mistakes later could mean that you miss out on the more popular courses.

The following pages explain how to pre-register for your 2012/13 academic session via Campus Connect. At the end of this Guide there are details on which units are valid for your programme of study. It is strongly suggested that you make sure you know which units you are allowed to register for before proceeding.

Please Read This Carefully Before Choosing Your Courses for the Next Academic Year

Depending upon your degree programme, certain courses are **COMPULSORY**, some are **CORE**, some are **CORE PASS REQUIRED** (Core PR) and other courses are **OPTIONAL**.

If a course is COMPULSORY then you **MUST** pass it in order to continue into the next year of study. MN1001 and MN2201 are COMPULSORY courses.

If a course is CORE, then you must complete (not to be confused with pass) the course before you can progress.

If a course is CORE PASS REQUIRED then you must pass this course to be awarded a specific degree title such as Management with Marketing/Accounting/HRM/International Business/Information Technologies. If you fail to pass your specialist course unit(s) then you will be awarded a Management only degree

You must pass **THREE** course units (including MN1001 which is compulsory), in the first year, to transfer to the second year.

You must pass **THREE** course units (including MN2201 which is compulsory), in the second year, to transfer to the final year.

For those seeking a Single Honours specialism, certain courses in the second year may be CORE PASS REQUIRED. This means you must take the qualifying course for the specialism and also pass this course in order to be eligible for that particular degree title, i.e. MN206 for Management with Marketing. If a CORE PASS-REQUIRED course is not passed, you may be awarded a degree with a different title.

Many courses in the second and final years have a **PREREQUISITE**. You should take particular note of these because they will influence your future course and degree pathway choices.

Prerequisite courses must be completed. Only in exceptional circumstances and after consultation with the Academic Co-ordinator of the School of Management will consideration be given to waiving the requirement to complete a pre-requisite course. Please bear this in mind when making your second year choices in particular, as they will directly affect your final year course choices.

In accordance with College and Department regulations you must take courses which are appropriate to your year of study. For example, Second Year Students take courses MN2*** and Finalists take courses MN3***.

Final year students will not be permitted to take courses in other Departments, which are lower than the third year level.

Read this carefully in conjunction with the list of courses at the end of this booklet.

Students Entering the Second Year

Single Honours – MN2201 (ONE unit) will be registered for you. You must choose a further total of THREE units in Management.

Specialisms – MN2201 (ONE unit) and your CORE PASS REQUIRED (ONE unit) will be registered for you. You must choose a further total of TWO units in Management.

Management Major – MN2201 (ONE unit) will be registered for you. You must choose a further total of TWO units in Management. **For your fourth unit, please see your Minor Department for their policy on Pre-Registration.**

Joint Honours – MN2201 (ONE unit) will be registered for you. You must choose a further total of ONE unit in Management. **For your third and fourth units, please see your Joint Department for their policy on Pre-Registration.**

Students Entering the Final Year

Single Honours – MN3301 (ONE unit) will be registered for you. You must choose a further total of THREE units in Management. Please note that you cannot take more than a total of ONE unit in any specialism group of courses.

Specialisms – MN3301 (ONE unit) and your CORE PASS REQUIRED (TWO units in total) will be registered for you. You must choose a further total of ONE unit in Management.

Management Major – MN3301 (ONE unit) will be registered for you. You must choose a further total of TWO units in Management. **For your fourth unit, please see your Minor Department for their policy on Pre-Registration.**

Joint Honours – MN3301 (ONE unit) will be registered for you. You must choose a further total of ONE unit in Management. Please see your Joint Department for their policy on Pre-Registration. **For your third and fourth units, please see your Joint Department for their policy on Pre-Registration.**

Please find below a list of all the courses offered for all degree type and each year group within those degrees. It is very important that you note, reference to units this does not mean courses, it means the value of those courses, for example MN1001 is worth one unit whereas MN1015 is worth half a unit. The last number in each of the courses is either a "1" or a "5" which represents the value of the course. So a total of all 6 first year courses is equal to 4 units, two whole units and four half units. It is important that you understand this system when making your decisions.

First Year Programme - Single Honours and Specialisms

Programme	MN1001	MN1015	MN1025	MN1041	MN1055	MN1075
BSc Single Honours Management	Compulsory	Optional	Core	Core	Optional	Core
Management with Accounting and Finance	Compulsory	Optional	Core	Core	Optional	Core
Management with Marketing	Compulsory	Optional	Core	Core	Optional	Core
Management with HR	Compulsory	Optional	Core	Core	Optional	Core
Management with I.T	Compulsory	Optional	Core	Core	Optional	Core
Management with International Business	Compulsory	Optional	Core	Core	Optional	Core

Second Year Programme - Single Honours and Specialisms

Degree Programme	MN2201	MN2021	MN2041	MN2061	MN2071	MN2155	MN2165	MN2031, MN2051, MN2301, MN2215
BSc Single Honours Management	Compulsory	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Management with Accounting and Finance	Compulsory	Optional	Core PR	Optional	Optional	Optional	Optional	Optional
Management with Marketing	Compulsory	Optional	Optional	Core PR	Optional	Optional	Optional	Optional
Management with HR	Compulsory	Optional	Optional	Optional	Core PR	Optional	Optional	Optional
Management with I.T	Compulsory	Core PR	Optional	Optional	Optional	Optional	Optional	Optional
Management with International Business	Compulsory	Optional	Optional	Optional	Optional	Core PR	Core PR	Optional

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

Final Year Programme - Single Honours and Specialisms

Degree Programme	MN3301	MN3035	MN3045	MN3055	MN3145	MN3215	MN3225	MN3245	MN3271	MN3285
BSc Single Honours Management	Core	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Management with Accounting and Finance	Core	Optional	Core PR	Optional	Optional	Optional	Optional	Core PR	Optional	Optional
Management with Marketing	Core	Core PR	Optional	Core PR	Optional	Optional	Optional	Optional	Optional	Optional
Management with HR	Core	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Core PR	Core PR
Management with I.T	Core	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Management with International Business	Core	Optional	Optional	Optional	Core PR	Core PR	Core PR	Optional	Optional	Optional

Degree Programme	MN3295	MN3321	MN3345	MN3365	MN3425	MN3455	MN3495	MN3555	MN3311, MN3481, MN3501, MN3605
BSc Single Honours Management	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Management with Accounting and Finance	Optional	Optional	Core PR	Core PR	Optional	Optional	Optional	Optional	Optional
Management with Marketing	Optional	Optional	Optional	Optional	Optional	Core PR	Optional	Core PR	Optional
Management with HR	Core PR	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Management with I.T	Optional	Core PR	Optional	Optional	Core PR	Optional	Optional	Core PR	Optional
Management with International Business	Optional	Optional	Optional	Optional	Optional	Optional	Core PR	Optional	Optional

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

First Year Programme - Management Major Honours

Degree Programme	MN1001	MN1025	MN1041	MN1075	Plus required units as set out by the Maths Department
BSc Management with Mathematics	Compulsory	Core	Core	Core	

Second Year Programme - Management Major Honours

		MN2201 plus two units to be selected from below					
Degree Programme	MN2201	MN2021	MN2031	MN2041	MN2061	MN2071	Plus required units as set out by the Maths Department
BSc Management with Mathematics	Compulsory	Optional	Optional	Optional	Optional	Optional	

Third Year Programme - Management Major Honours

		Students may choose two units from below (pre-requisites apply)			
Degree Programme	MN3301	MN3035, MN3045, MN3055, MN3145, MN3215, MN3225, MN3245, MN3271, MN3285, MN3295, MN3321, MN3345, MN3365, MN3425, MN3455, MN3481, MN3495, MN3555, MN3501, MN3605			Plus required units as set out by the Maths Department
BSc Management with Mathematics	Core	Optional			

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

First Year Programme - Joint Degree's

Degree Programme	MN1001	MN1041	Plus required units as set out by the Modern Languages / Computing / Economics / Maths Department (as appropriate)
Modern Languages and Management	Compulsory	Core	
Computing and Business	Compulsory	Core	
Economics and Management	Compulsory	Core	
Mathematics and Management	Compulsory	Core	

Second Year Programme - Joint Degree's

		MN2201 plus one unit to be selected from below:					Plus required units as set out by the Modern Languages / Computing / Economics / Maths Department (as appropriate)
Degree Programme	MN2201	MN2021	MN2031	MN2041	MN2061	MN2071	
Modern Languages and Management	Compulsory	Optional	Optional	Optional	Optional	Optional	
Computing and Business	Compulsory	Optional	Optional	Optional	Optional	Optional	
Economics and Management	Compulsory	Optional	Optional	Optional	Optional	Optional	
Mathematics and Management	Compulsory	Optional	Optional	Optional	Optional	Optional	

Third Year Programme - Joint Degree's

		MN3301 plus one Management unit or two half units from below:		Plus required units as set out by the Modern Languages / Computing / Economics / Maths Department (as appropriate)
Degree Programme	MN3301			
Modern Languages and Management	Core	Optional		
Computing and Business	Core	Optional		
Economics and Management	Core	Optional		
Mathematics and Management	Core	Optional		

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

First Year Programme - Minor Honours Management

Degree Programme	MN1001	Plus required units as set out by the Maths Department
Mathematics with Management (General Pathway)	Compulsory	

Degree Programme	MN1041	Plus required units as set out by the Maths Department
Mathematics with Management (Accounting Pathway)	Compulsory	

Second Year Programme - Minor Honours Management

Degree Programme	MN2021	MN2031	MN2051	MN2071	MN2155	MN2165	Plus required units as set out by the Maths Department
Mathematics with Management (General Pathway)	Optional	Optional	Optional	Optional	Optional	Optional	

Degree Programme	MN2041	Plus required units as set out by the Maths Department
Mathematics with Management (Accounting Pathway)	Core	

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

Third Year Programme - Minor Honours Management

	One Management unit or two half units from below:						Plus required units as set out by the Maths Department
Degree Programme	MN3145	MN3225	MN3271	MN3285	MN3295	MN3321	
Mathematics with Management (General Pathway)	Optional	Optional	Optional	Optional	Optional	Optional	

	Any two from				Plus required units as set out by the Maths Department
Degree Programme	MN3345	MN3365	MN3045	MN3245	
Mathematics with Management (Accounting Pathway)	Core	Core	Core	Core	

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

First Year Programme - Minor Honours Management

Degree Programme	MN1001
Computer Science with Management (General Pathway)	Compulsory

Degree Programme	MN1041
Computer Science with Management (Accounting Pathway)	Compulsory

Second Year Programme - Minor Honours Management

	One Management unit from below:	
Degree Programme	MN2031	MN2071
Computer Science with Management (General Pathway)	Optional	Optional

Degree Programme	MN2041
Computer Science with Management (Accounting Pathway)	Core

Third Year Programme - Minor Honours Management

	One Management unit or two half units from below:					
Degree Programme	MN3145	MN3225	MN3271	MN3285	MN3295	MN3321
Computer Science with Management (General Pathway)	Optional	Optional	Optional	Optional	Optional	Optional

	Any two from			
Degree Programme	MN3345	MN3365	MN3045	MN3245
Computer Science with Management (Accounting Pathway)	Core	Core	Core	Core

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

BA European Studies: Management Components

First Year Programme

Main Social Science OR Optional	MN1001 Compulsory
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Second Year Programme

Main Social Science OR Optional	MN2201 Compulsory
--	------------------------------------

Third Year Programme

Main Social Science OR Optional	MN3301 Core
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First Year Programme

Main Social Science AND Optional	MN1001	MN1041
	Compulsory	Core

Second Year Programme

	MN2201 plus one Management unit from below:					
Main Social Science AND Optional	MN2201	MN2021	MN2031	MN2041	MN2061	MN2071
	Compulsory	Optional	Optional	Optional	Optional	Optional

Third Year Programme

	MN3301 and MN3225 plus one half unit from below:			If you have taken and passed MN2061 you may also take:
Main Social Science AND Optional	MN3301	MN3225	MN3145, MN3215, MN3285, MN3295	MN3035 or MN3055
	Core	Core	Optional	Optional

PLEASE NOTE THAT THE COURSES WITH **COMPULSORY**, **CORE** AND **CORE PR** WILL HAVE ALREADY BEEN REGISTERED. YOU ARE ONLY CHOOSING THE OPTIONAL COURSES.

Logging into Campus Connect:

1. Open an Internet Browser Window (e.g. Internet Explorer, Firefox etc) and navigate to the Campus Connect Homepage – portal.rhul.ac.uk (figure 1).

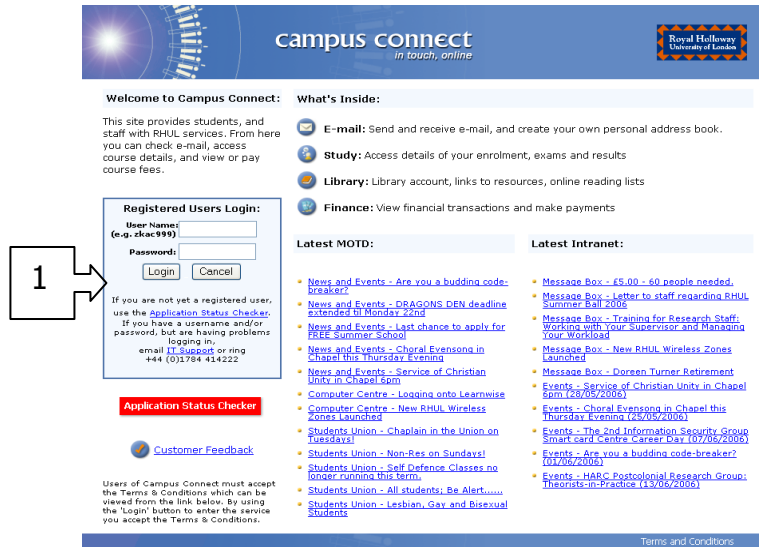


Figure 1

1. Enter your Computer Centre ID and Password into the *Registered Users Login* Box (figure 1, box 1) and click on the *Login* Button.
2. This will display your Campus Connect Homepage click on the *Study Information Tab* (figure 2, box 1).

Important!
If you experience difficulty logging into Campus Connect – please contact ITServiceDesk@rhul.ac.uk

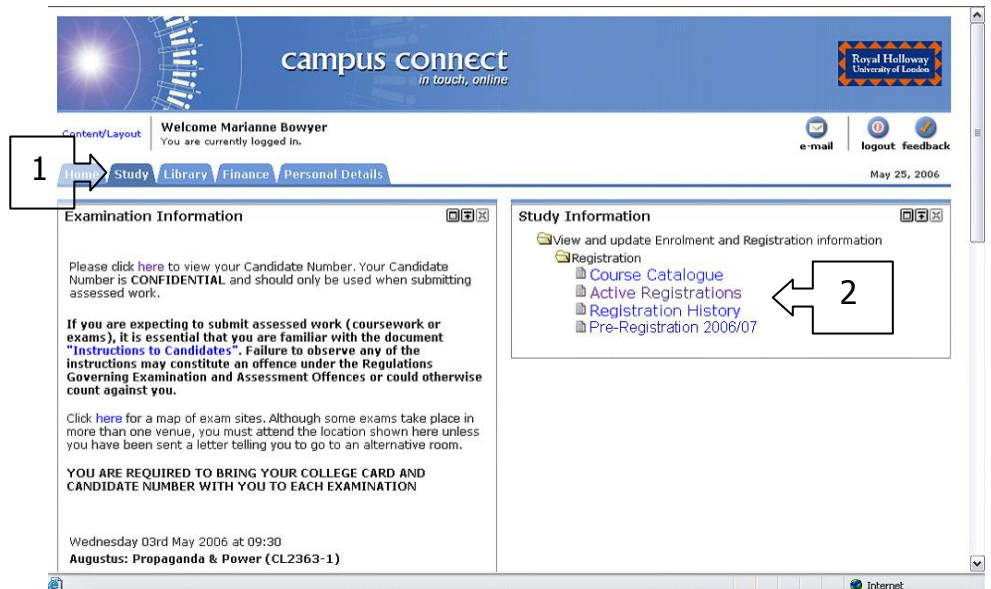


Figure 2

- Click on the *View & Update Enrolment and Registration Information Link* and then click on *Web Registration* (figure 2, Box 2).
- This will display the *Term Selection Page*, select *2012/13 Academic Session* from the drop down list and click on the *Submit Button*.
- This will display the *Look Up Classes* page (figure 3),

Look Up Classes

Use the selection options to search the class schedule. You may Subject. Select Class Search when your selection is complete.

Subject:

Course Number:

Title:

Credit Range: hours to hours

Part of Term:
(Inclusive based classes only)

Figure 3

Important!
It is not possible to register for units outside of the School of Management – any such registration will not be valid and will be deleted along with any Management Units

- Select **Management ONLY** from the Subject List (Figure 3, box 1) and then click on the *Class Search* Button.
- This will display the *Look Up Classes Page*, displaying a breakdown of all the available courses for 2012/13 (figure 4).

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Management

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)
<input type="checkbox"/>	60030	MN	1001	0	A	30.000	Mgmt & Modern Corporation	TBA	410	1	409	Lisa Fell	09/25-03/30	
<input type="checkbox"/>	60031	MN	1015	0	A	15.000	Bus Analysis & Decision Making	TBA	250	0	250	Lisa Fell	09/25-12/15	
<input type="checkbox"/>	60332	MN	1015	0	A	15.000	Bus Analysis & Decision Making	TBA	999	0	999	Lisa Fell	09/25-12/15	
<input type="checkbox"/>	60037	MN	1025	0	A	15.000	Business Statistics	TBA	300	1	299	Lisa Fell	01/15-03/30	
<input type="checkbox"/>	60334	MN	1041	0	A	30.000	Accounting For Management	TBA	350	1	349	Lisa Fell	09/25-03/30	
<input type="checkbox"/>	61015	MN	1055	0	A	15.000	Mgmt & Comm Skills (Aut)	TBA	120	0	120	Lisa Fell	09/25-12/15	
<input type="checkbox"/>	61016	MN	1055	0	A	15.000	Mgmt & Comm Skills (Spr)	TBA	100	0	100	Lisa Fell	01/15-03/30	
<input type="checkbox"/>	60987	MN	1065	0	A	15.000	Research Skills & Methods	TBA	275	0	275	Lisa Fell	09/25-12/15	
<input type="checkbox"/>	60943	MN	2021	0	A	30.000	Management Information Systems	TBA	175	2	173	Lisa Fell	09/25-03/30	
<input type="checkbox"/>	60944	MN	2031	0	A	30.000	Prod & Ops Management	TBA	180	5	175	Lisa Fell	09/25-03/30	
<input type="checkbox"/>	60945	MN	2041	0	A	30.000	Managerial Accounting	TBA	145	1	144	Lisa Fell	09/25-03/30	
<input type="checkbox"/>	61017	MN	2051	0	A	30.000	Managerial Economics	TBA	58	3	55	Lisa Fell	09/25-03/30	
<input type="checkbox"/>	60942	MN	2061	0	A	30.000	Marketing Management	TBA	194	1	193	Lisa Fell	09/25-03/30	

Figure 4

Important!
If after you press the *Register* Button and you receive a Registration Error of "PREQ and TEST SCORE-ERROR" the course you have selected to register for is not valid for your programme of study if you are in doubt, email your year administrator

- Each course has the maximum number of students allowed on it, the number currently registered and the number of spaces available. Courses which reach their maximum will not appear.

- Click on the *Check Boxes* on the left hand side of the page that correspond to the courses you wish to register for. **Do a final check that these are the courses that you want**, then click on the *Register* Button at the bottom of the page.
- This will display a summary of the registrations you have selected as in *Figure 5*.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Jun 05, 2006		60943	MN	2021	0	Undergraduate	30.000	First Attempt		Management Information Systems
Web Registered on Jun 05, 2006		60944	MN	2031	0	Undergraduate	30.000	First Attempt		Prod & Ops Management
Web Registered on Jun 05, 2006		60945	MN	2041	0	Undergraduate	30.000	First Attempt		Managerial Accounting
Web Registered on Jun 05, 2006		60942	MN	2061	0	Undergraduate	30.000	First Attempt		Marketing Management

Figure 5

This completes the online pre-registration process.

If you have any difficulties during the process, make an error or have general queries relating to pre-registration for 2012/13 please contact your year administrator.

Final Year Administrator for 2012/2013

Maria Wright, maria.wright@rhul.ac.uk, 01784 443298

Second Year Administrator for 2012/2013

Stephanie Brunger, Stephanie.brunger@rhul.ac.uk 01784 443860

First Year Administrator for 2012/2013

Marianne Bowyer, Marianne.bowyer@rhul.ac.uk 01784 414653

General Course Information

Specialism core courses are colour coded [Information Technologies](#), [International Business](#), [Marketing](#), [Accounting](#), [HRM](#)

Course 2 nd Year	Course Title	Provisional Term	Unit Value	Prerequisites
MN2021	Management Information Systems	Autumn/Spring	1 cu	MN1001
MN2031	Production and Operations Management	Autumn/Spring	1 cu	MN1001 & MN1025 or MN1015 or equivalent
MN2041	Managerial Accounting	Autumn/Spring	1 cu	MN1041
MN2051	Managerial Economics	Autumn/Spring	1 cu	MN1001
MN2061	Marketing Management	Autumn/Spring	1 cu	MN1001
MN2071	Human Resource Management	Autumn/Spring	1 cu	MN1001
MN2155	Asia Pacific Business	Autumn	0.5 cu	MN1001
MN2165	The Global Economy	Spring	0.5 cu	MN1001
MN2201	Strategic Management – Compulsory	Autumn/Spring	1 cu	MN1001
MN2301	New Venture Capital	Autumn/Spring	1 cu	MN1001
MN2215	Global Leadership: Theory and Practice	Spring	0.5 cu	MN1001

Whilst every effort is made to offer all Management courses each year, occasionally it is not always possible to run some courses.

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Course 3 rd Year	Course Title	Provisional Term	Unit Value	Prerequisites
Marketing				
MN3035	Marketing Research	Spring	0.5 cu	MN2061
MN3055	Consumer Behaviour	Autumn	0.5 cu	MN2061
MN3455	Advertising and Promotion in Brand Marketing	Autumn	0.5 cu	MN2061
MN3555	E-commerce	Spring	0.5 cu	MN2021 or MN2061
Accounting				
MN3045	International Financial Accounting	Spring	0.5 cu	MN2041
MN3245	Accounting for Corporate Accountability	Autumn	0.5 cu	MN1041 and MN2041
MN3345	Strategic Management Accounting	Autumn	0.5 cu	MN1041 & MN2041
MN3365	Strategic Finance	Spring	0.5 cu	MN1041 & MN2041
International Business				
MN3145	Multinational Enterprise	Spring	0.5 cu	MN2201
MN3215	Asia Pacific Multinationals in Europe	Spring	0.5 cu	MN2201
MN3225	European Business	Autumn	0.5 cu	MN2201
MN3495	Clusters, Small Business & International Competition	Autumn	0.5 cu	MN2201
Human Resource Management				
MN3271	International Human Resource Management	Autumn/Spring	1 cu	MN2071
MN3285	Managing Organisational Change	Spring	0.5 cu	MN2201
MN3295	The Individual at Work	Autumn	0.5 cu	MN2201
Information Technologies				
MN3321	Project Management	Autumn Spring	1 cu	MN2201 and MN1025 or MN1015 or equivalents
MN3425	Strategies for the Information Age	Autumn	0.5 cu	MN2021
MN3555	E-commerce	Spring	0.5 cu	MN2021 or MN2061

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Core and Optional

MN3301	Modern Business in Comparative Perspective - Core	Autumn/Spring	1 cu	MN2201
MN3311	Dissertation	Autumn/Spring	1 cu	MN2201
MN3481	Business, Sustainability and Society	Autumn/Spring	1 cu	MN2201
MN3501	Managing Beyond Profit	Spring	1 cu	MN2201
MN3605	Small Business Management and Growth	Autumn	0.5 cu	MN2201