

UNDERGRADUATE MODULAR PROGRAMME FORMS – STUDENT GUIDE

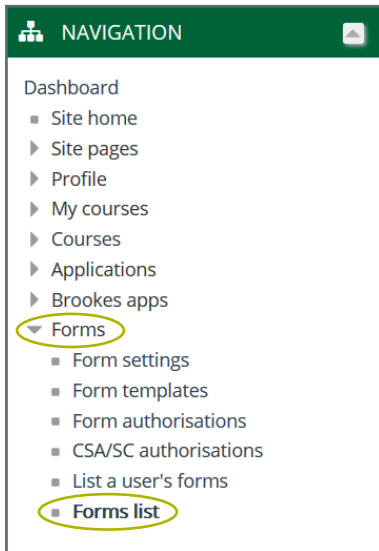
From 12 September 2016 we are moving more of our forms online. PIP will remain the primary way to make programme changes. If you can make a change in PIP, this is always the best way to do it. After module addition/deletion deadlines have passed you can now make these changes via Moodle.

The following forms will be available on Moodle, replacing paper module forms:

- M99 ▪ M100
- M99A ▪ M88
- M99D

Dissertations and Projects will continue to be added via paper M199 and M199T forms. Any forms already completed for Semester 1 will be accepted. However, no paper forms will be accepted after 31 October 2016.

HOW TO USE MOODLE FORMS



1 Log on to Moodle using your student number and click on **Forms** and then **Forms List**.

2 Select the required form from the Forms List page.

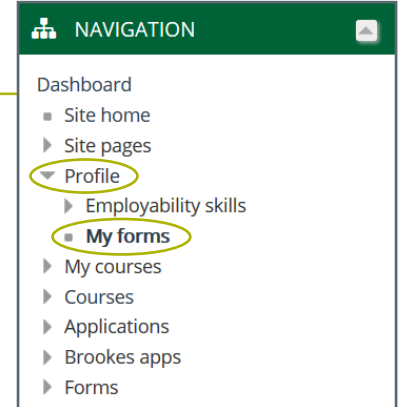
3 Complete the required fields within the form and click submit.

4 You will receive an email confirming submission of your form. The relevant academic staff will be informed automatically.

5 Academic staff will approve or reject the request.

6 Once approved by all relevant staff members (eg Academic Adviser and Module Leader) the changes will be made by Student Central. You will receive an email notification at each stage.

7 You can check the status of your request at any time using the **My Forms** link under **Profile**.



If you have any questions regarding the Moodle Module Forms please contact Student Central:

Email studentcentral@brookes.ac.uk

Phone **01865 483455**

Google Hangouts

<https://sites.google.com/a/brookes.ac.uk/google-hangouts/home>

Visit us in person at the Student Central Counter