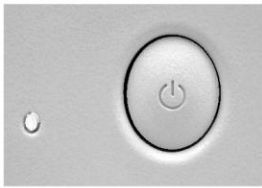


Getting Online at Brookes

www.brookes.ac.uk/computerservices



Directorate of **Academic & Student Affairs**
Directorate of **Learning Resources**

**OBIS and
Academic Management Office**

**OXFORD
BROOKES
UNIVERSITY**

Authorship

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This document is available in Word and PDF format on our web pages at: www.brookes.ac.uk/go/gettingonline

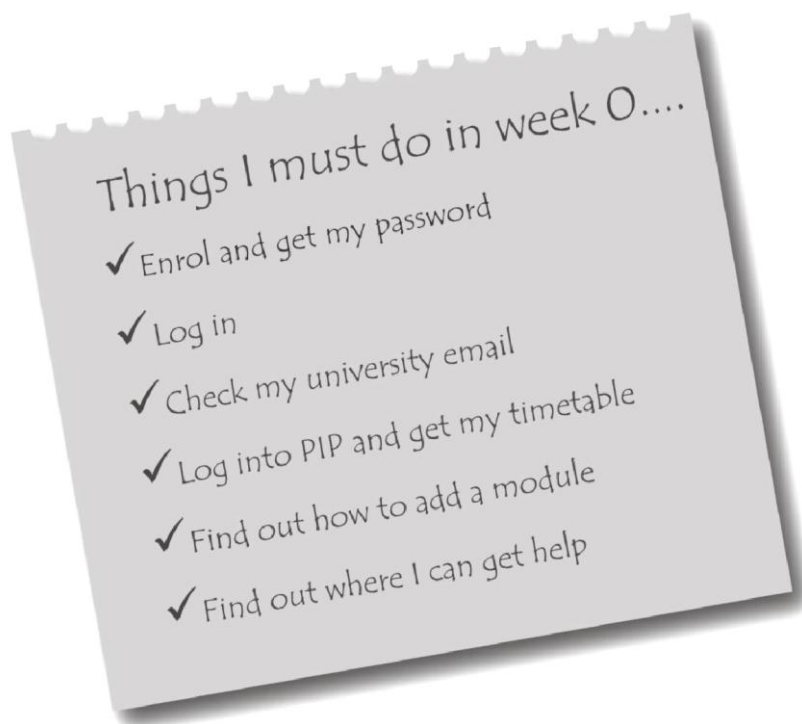
Getting Online at Brookes

This document is aimed specifically at new students and supports the Getting Online and Getting Started with PIP videos*, which are shown to most students in enrolment week. It explains how to use the IT facilities and also how to access and manage your personal and course information.

*If you missed the videos, you can view them by going to:

www.brookes.ac.uk/go/gettingonline

So where do we start? How about a simple checklist:



Not so confident?

If you consider yourself a complete novice with computers and really don't have a clue how to use Windows, try the following suggestions:

- See our guide *Getting started with Windows XP*, available from the OBIS IT Service Desks.
- Take a friend who knows about computers with you the first time you log on, and work through this document together.
- If you still have problems, the IT Service Desk staff are on hand to give assistance. Location and opening times of the IT Help Desks can be found on the IT Services website.



Your computer account

When you enrol, you will be given your student number and password. Your student number is shown on your library card. Your password gives you access to the following facilities:

- PC access – pooled room, library and breakfast bar PCs
- Brookes email
- Portal facilities – e.g. **Personal Information Portal** (PIP).

Forgotten your password?

If you forget your password, take your library card to the Computer Services Centre Shop or the Academic Management Office on Gipsy Lane campus or the libraries at Wheatley and Harcourt Hill. You will be given a new password.

Please note that for security reasons, we are unable to supply passwords via email or over the telephone.



Computer rooms

There are open access PCs available in computer rooms, libraries, foyers and halls across all campuses. A typical room has 20-30 PCs and a local high quality printer. Maps showing the location of all the pooled computer rooms are shown at the end of this document. A number of these rooms are open 24 hours a day, throughout most of the year. Just swipe your student card in the bar code reader at the door to get in.

Logging on for the first time

Go to one of the pooled computer room PCs.

- Hold down the <CTRL> ,<ALT> and <DELETE> keys.
- Enter your User ID and password then press <Enter>.

After a few moments you will see the Message of the Day (MOTD). **Always** read it. The messages are updated daily and they convey important information about the Brookes network.

- When it turns red, click the Close button to close MOTD and start using Windows.

For locations and specifications of the computer rooms, go to www.brookes.ac.uk/cs and click the Computer rooms link.

Changing your password

Now is a good time to change your password to something more memorable. To do this, log into your Personal Information Portal (or PIP), select the My Settings tab and click the Change Portal Password link. Your new password must be six characters or more in length and be a combination of letters and numbers.



Google@Brookes email

Every student gets a Google@Brookes email account. Google@Brookes is a web-based email system powered by Google. You can read and send messages on any computer, on or off campus - all you need is an internet connection and a web browser. To access your account when in a Brookes computer room, click the Google@Brookes link on the Computer Services Web Gateway page then sign in using your student number and password. Elsewhere, go to <http://gmail.brookes.ac.uk>.

For more information, visit www.brookes.ac.uk/go/google.



Charge account

Every student is given a charge account which is used to pay for printing. You can check your balance and pay money in by double-clicking the Charge Account icon on the desktop. You can also top up your account in person at the OBIS Computer Shop or any of the libraries.



Printing

Each pooled computer room has its own black and white high quality A4 printer which prints double-sided (duplex) by default. You can also print to the central colour printers on A4, A3, A2 and A1 paper. Colour printouts can be picked up from the OBIS Computer Shop and the libraries at Wheatley and Harcourt Hill. You can print A4 and A3 colour on any campus, but for large format A2 and A1 printouts, go to Gipsy Lane. For more information about printing at Brookes, go to www.brookes.ac.uk/cs and click the Key services > Printing link.



Saving your work

This folder is also called the 'Home Directory' and is assigned to drive H:\ in the pooled computer rooms. To view all the files in your home directory double-click the "My Documents (Home)" icon on the desktop.

WARNING! Do not save your work to the hard drive (C:\) when you're in a pooled computer room. The hard drive is rebuilt every time you log out, and all files are erased from it.

Save your work to your home directory in preference to saving your work directly on to USB sticks. You can then make backup copies of your work on to an external drive using Windows Explorer.



Getting help

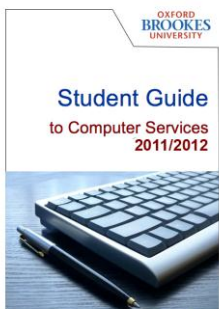
There are IT Service Desks on all three campuses: ☎ 3311

Additional services



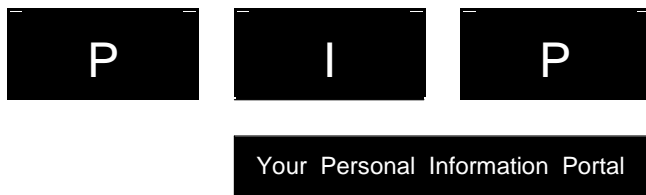
HallNet

The Brookes HallNet service allows students in networked halls of residence to use their computers to access the internet, email, home (H:) and course (U:) directories. Download the *HallNet Mini Guide* from <http://hallnet.brookes.ac.uk>.



Student guide

For a comprehensive guide to the computing facilities, please see the *Student Guide to Computer Services*. This is available in printed format and can also be downloaded from the Computer Services website, go to www.brookes.ac.uk/cs and click the News/documentation > Software_guides link.



Introduction

Your Personal Information Portal (PIP) is something that you will rely on heavily during your time here at Brookes, so it is important that you familiarise yourself with it as soon as possible.

Basically, your PIP is a suite of web pages that enables you to:

- Enrol online.
- View your personal details and course fees.
- Maintain your address, emergency contact and mobile phone details.
- Request council tax / attendance certificates.
- View your student record (which includes course/subject details, modules, marks and grades, etc.).
- Make various online change requests and view online messages regarding the status of these requests.
- View your timetable (where and when your modules will be taught).
- View your examination timetable.
- Use the Course or Undergraduate Modular Programme Handbooks which contain all current course and subject lists, module descriptions, programme regulations, syllabuses, semester/term dates, etc and because they are online they are always up-to-date.
- Use the 'Online Programme Registration' (OLPR) facility which will enable you to manage your own programme, i.e. add and delete modules.
- Register for your graduation ceremony.

Things to do after you enrol

- Login and get to know your PIP.
- Check your personal details.
- Check your address and input your emergency contact details.
- Make sure your course details and student record are correct.
- Check your timetable to find out where and when your modules will be taught.
- If you're an Undergraduate Modular Programme student, find out who your Academic Adviser is.
- Use OLPR if you need to make changes to your programme.

Logging in

What do you need before you can use your PIP?

A current enrolment and your portal password (usually issued at enrolment).

Access to the internet.

How to access the login page

On-site (i.e. on campus)

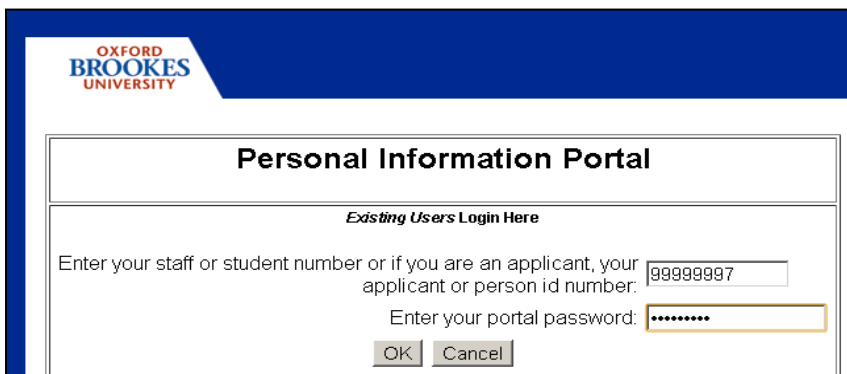
- Log on to the student PC network.
- Double-click with your mouse on the Internet Explorer icon.
- From the 'Oxford Brookes University Computer Services Gateway' page click on the Staff and Students link (located near the middle of page).

Off-site (e.g. at home)

- Using your internet browser access the Oxford Brookes University home page (<http://www.brookes.ac.uk>).
- Click on the PIP pages link (located on the right hand side of the page under 'Students and staff').

How to log in

- Enter your 8 digit student number (found on your library card) in the 'staff or student number or applicant or person id number' box (e.g. 99999997).
- Enter your portal password in the 'password' box.
- Click on the 'OK' button.



Please note that the 'password' box is case sensitive; so make sure you are using the correct case (e.g. UPPER or lower) when entering your portal password.

What happens now?

Your PIP will appear on the screen, displaying your basic course details, and your personal and address details, and links to other useful pages.

Check your PIP

Navigational Tabs

Use these tabs to get to other useful pages within your PIP

Personal & Course Details

Displays your personal details, your nationality, your prior qualifications, your basic course details, etc

Personal Information Portal [PIP Home](#) / [Site Map](#) / [Help](#)

Admin. Services Staff Search **Intranet** Brookes Virtual Library Electronic Resources Useful Guides/Sites

My Enrolment & Accounts My Graduation Planner My Settings My email UMP Handbook Course Handbook

My PIP My File My Record & Results My PDP My Timetable My Exam & Assessment Schedule

My PIP

If any of the following personal information on this page is in error, then contact the [Academic Management Office](#). You should understand that the information about you, as shown on the web page below, will be held and processed as described in the statement on 'Use of Student Information'.

Number	Course	Entry	Expected Completion Date	Left	Reason	Enrolment Status	Subject Tier	4 Visa
99999997	Modular Degree Course	01-Sep-2009	18-May-2012			Not Enrolled	HX	n/a

Important Notices:

GETTING ONLINE @ BROOKES - To read the Getting Online @ Brookes guide and to view the IT and PIP information videos simply go to the Computer Services Getting Online web pages at www.brookes.ac.uk/services/cs/gettingonline

PIP / OLPR Helpdesks available in Week 0 and Week 1. Please [click here](#) for details. for details.

The Systems Team (Academic & Student Affairs)

ATTENTION UNDERGRADUATE MODULAR PROGRAMME (UMP) STUDENTS: Module Addition Deadline Information.
Please note that the deadline for adding modules that start in Semester 1 is the end of **Week 0** (i.e. **30th September 2011**).

The Systems Team

Are You Fire Safe?
Oxfordshire County Council's Fire & Rescue Service is urging students to be fire safe and take control of your fire safety by visiting www.365alive.co.uk for advice. You can also follow 365alive on [facebook](#) or [twitter](#).

Academic English Language Support Service
For undergraduate and postgraduate students whose first language is not English, a range of support / academic offering is available from the Academic English Language Support Service. For more information [click here](#)

Title MR

Surname STUDENT

Previous Surname

Forenames PRETEND

Initials N

Birth Date 01-May-1970

Car Registration

Sex Male

Child Care Commitments

Previous Education HE (UK) - University, Polytechnic etc

School CARDIFF UNIVERSITY, CAERDYDD

Domicile OXFORDSHIRE

Nationality BRITISH CITIZEN

Residency Permanent home in EU

Home address
3 PRETEND STREET
OXFORD
OX4 4SY
01234 567891
Last Updated: 17-MAY-10

Semester/Term-time Accommodation Type:
University owned accommodation

Semester/Term-time address

Mobile Telephone Number :
07123456789

To view and alter further address and telephone details [click here](#)

To view and alter emergency contact details [click here](#)

If you have more than one registration, you may select it by using the links lower down this page.

Qualifications	Grade	Date Awarded
DAH	Degree level	Architecture
XPOL	Police clearance	passed

If any of your personal details are incorrect you must inform the Academic Management Office as soon as possible.

This can either be done:

- at enrolment,
- by going to the office (which is located above the Main Foyer on the Gipsy Lane Campus) in person, or
- by e-mailing: amo@brookes.ac.uk

Address Details

Input and update your Addresses, Emergency Contact & Mobile Phone Details

Check your address details

- Click on the [click here](#) link (located beneath your address details in the third column of your PIP) to view and make changes to your mobile phone number or any of your address details.
- Click on the [Change this address](#) link of the type of address (e.g. home, local, etc) that you wish to add or change.

By recording/changing your address details online, you will not need to complete the 'Change of Address' form (M42) from the Academic Management Office.

NB. If you register with the Brookes' Medical Centre please remember to also inform them of your change of address.

If you are adding or changing your 'Semester/Term Time' address you will also need to either confirm or change the 'Accommodation Type' by using the drop-down menu.

- Input your address details.
- Click on the 'Add' or 'Change' button to save your changes. The system will then return you to your 'Personal Addresses' page where your new or amended address will be displayed.

Check your emergency contact details

- Click on the second [click here](#) link (located in the third column of your PIP) to view and make changes to your emergency contact details.
- Add/amend the name and address of the person you wish to be contacted in case of an emergency.
- Select their 'Relationship to you' by using the drop-down menu (e.g. parent, partner, friend, etc).

It is important that you inform your nominated person that you have recorded their details here.

By recording/changing your emergency contact details online, you will not need to complete the 'Emergency Contact' form from the Academic Management Office.

- Click on the 'Add' or 'Change' button to save your changes.

Check your student record

It is important that you check your 'Record & Results' page regularly as it contains a lot of important information about your course and modules.

- Click on the 'My Record & Results' tab (located near the top of your PIP page) to view your programme.

If any of your course details are incorrect you must inform the Academic Management Office as soon as possible.

This can either be done at enrolment, or by going to the office in person, or by e-mailing: amo@brookes.ac.uk

Your Course Details

Details of when you started, when you're due to finish, which stage of the course you're on, whether you're full- or part-time etc., your award aim, and, if applicable, your Academic Adviser's name, and your subject/specialism details

Your Programme Errors/Warnings Link

Displays the number of programme errors/warnings that you have, and provides a link to view them. N.B. If you don't have any errors, the link will be absent.

Within the course details section of your 'Record' page there are further links which enable you to request online mode of study, academic adviser, subject / specialism changes and timetabling changes (where applicable).

Your Examination Letters

Provides a link to any examination letters that you have been sent that contain advice or decisions about your status at the University.

Your Medical Certificates

Provides a link to details of any medical certificates that you have submitted to the university

If you need a printed copy of your Record, simply use the condensed version, which is available via a link above your 'Module Programme'

Personal Information Portal [PIP Home / Site Map / Help](#)

Admin Services | Staff Search | Intranet | Brookes Virtual | Library Electronic Resources | Useful Grades/Sites

My Enrolment & Accounts | My Graduation Planner | My Settings | My email | UMP Handbook | Course Handbook

My PIP | My File | **My Record & Results** | My FDP | My Timetable | My Exam & Assessment Schedule

My Record & Results

For **99999997** STUDENT, PRETEND

Mitigating Circumstances

If you consider that circumstances beyond your control have affected / are affecting your performance in an assessment where the marks for this assessment count towards the overall mark for the module, you should submit a [Mitigating Circumstances Form](#). Please [click here](#) for more information.
Academic Management Office

Date of entry: 01-Sep-2009 Expected Completion Date: 18-May-2012

Course: Modular Degree Course Award aim: BA Hons Modular

Stage: Modular Degree, DipHE Stage II Honours Mode of Study: Full-Time

Academic Adviser: [Mr Neil McConahy \(Request change\)](#) Tier 4 visa: n/a

Subjects: [Request change](#)

Click on the Subject Code below for the rules that apply to you
BA Communication, Media and Culture (BES) Programme Lead: [Dr Tom Tyler](#) Student Support Co-ordinator: [Miss Nicola Sinclair](#)

Attention: Your programme contains 5 errors/warnings

Attention: You have an important examination letter. [Click here](#) to view it. In addition, you can also collect a copy from the Academic Management Office

You can view your [medical certificates](#).

You can view your [summary](#) (e.g. averages and number of modules taken and passed).

View [condensed](#) version of this page (for printing purposes).

For further information about the details that you can see on this and related pages [use this key](#)

Session	Module Programme	Status	Mark	Grade	Study Mode
SEP-2009	Modular Degree, DipHE & Certificate Stage I				
	U24102 Foundations of Social Psychology	☒	56	B	On-Campus
	U70011 Understanding Language	hx ☒	67	B+	On-Campus
	U75100 Understanding Communication	hx ☒	85	A	On-Campus
JAN-2010	U75102 Understanding Media	hx ☒	82	A	On-Campus
	U67013 Critical Issues	☒	59	B	On-Campus
	U70702 The Social Organisation of Learning	☒	61	B+	On-Campus
SEP-2010	Modular Degree, DipHE Stage II Honours				
	U75107 Academic Literacies & Practice	☒	47	C	On-Campus
	U65025 Publishing in the Digital Age	hx ☒	79	A	On-Campus
JAN-2011	U65031 Publishing Media Workflow(double)	HX ☒	62	B+	On-Campus
	U75132 Intercultural Communication	HX ☒	58	B	On-Campus
	U65032 Cultures of Publishing	HX ☒	71	A	On-Campus
	U70034 Language, Culture & Globalisation	HX ☒	65	B+	On-Campus
SEP-2011	U70131 Children and the Media	HX ☒	67	B+	On-Campus
	U70922 Methodology of Foreign Language Teaching	HX ☒	69	B+	On-Campus
	U65071 Print and Society(double Honours Component)	HX ☒	75	A	On-Campus
JAN-2012	U70071 Critical Discourse Analysis(Honours Component)	HX ☒			On-Campus
	U65070 Digital Product(double Honours Component)	HX ☒			On-Campus

The rules for awarding classifications may vary slightly from programme to programme and therefore information contained on PIP should only be taken as indicative as to whether a student is heading towards an award but does not imply that the relevant programme examination committee will make such an award.

Add any module:

Your Summary Link

Provides a link to additional programme information (i.e. your current average, the number of modules you've taken and passed, etc.)

Your Module Programme

Displays your modules, when they run, their status in relation to your course / subject(s), and your marks and grades (which appear at the end of each session)

Check your timetable

- Click on the 'My Timetable' tab (located near the top of your PIP) to display your current timetable, and view where and when your modules will run for the current academic teaching session.

My Timetable					
99999997 STUDENT, PRETEND for Semester 1, starting 26-Sep-2011.					
View condensed version of this page (for printing purposes).					
Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	Event	Event	Event	Event	Event
9-10		U65071 Print and Society(double Honours Component) lecture			U70071 Critical Discourse Analysis(Honours Component) lecture
10-11		U65071 Print and Society(double Honours Component) lecture			U70071 Critical Discourse Analysis(Honours Component) lecture
11-12		U65071 Print and Society(double Honours Component) lecture			U70071 Critical Discourse Analysis(Honours Component) lecture
12-1					
1-2		U65071 Print and Society(double Honours Component) lecture			
2-3		U65071 Print and Society(double Honours Component) lecture			
3-4		U65071 Print and Society(double Honours Component) lecture			
4-5					
5-6					

The timetabling program for each academic session is not run until the beginning of Week 0 of that session. Your timetable is therefore subject to change prior to this time.

To find out more information about where a module is based (i.e. on which site/campus) click on the room code next to the module in your timetable.

Check your Academic Adviser's details

If you're an Undergraduate Modular Programme student, it is important to know who your Academic Adviser is and how to contact them, as you will rely on them throughout your course for academic advice particularly when planning your programme.

- Click on your Academic Adviser's name (located within your 'Record & Results' page) to display:
 - an e-mail link to them,
 - any messages posted on their 'Virtual Office Door',
 - their room and telephone numbers, and
 - any modules/subjects they may be responsible for.

<p>Mr James Goodey</p> <p>SYSTEMS OFFICER</p> <p>e-mail</p> <p>Room: GIP - C1.22</p> <p>Extension: 3188</p> <p>Dept.: Academic and Student Affairs</p> <p>Virtual Office Door:</p> <p>I am available to see students on Mondays, Tuesdays and Wednesdays between 12.00 - 14.00. Please email me to make an appointment!</p>
--

If you make an appointment to see your adviser, it is wise to take a printed copy of your student record with you.

Online Programme Registration (OLPR)

Online Programme Registration enables you to manage your own programme, i.e. to add and delete modules. In order to use OLPR you must click on the 'My Record & Results' tab to display your student record.

How to add modules to your programme

My Record & Results

For [99999997](#) STUDENT, PRETEND

Date of entry: 01-Sep-2009 Course: Modular Degree Course Stage: Modular Degree, DipHE Stage II Honours Academic Adviser: Mr Neil McConaughy (Request change) Subjects: (Request change) Click on the Subject Code below for the rules that apply to you. BA Communication, Media and Culture (HX) Programme Lead: Dr Tom Tyler Student Support Co-ordinator: Miss Nicola Sinclair	Expected Completion Date: 18-May-2012 Mode of Study: Full-Time Tier 4 visa: n/a	Award aim: BA Hons Modular
---	---	----------------------------

Attention: Your programme contains 5 [errors/warnings](#)

Your course or subject/specialism links

If you are studying one or more subjects / specialisms then these will appear as links (as opposite), if not, your course code will be a link.

- Click on your course or subject/specialism link (located within your 'Record & Results' page) to access a full list of your course requirements.

<input type="checkbox"/> U37782 Cities and Society(Honours Component)	Semester 2
<input type="checkbox"/> U65017 Publishing in the Digital Age	Semester 1
<input type="checkbox"/> U65025 Print and Society(double)	Semester 1
<input type="checkbox"/> U65031 Publishing Media Workflow(double)	Semester 1
<input type="checkbox"/> U65032 Cultures of Publishing	Semester 2
<input type="checkbox"/> U65070 Digital Product(double Honours Component)	Semester 2
<input type="checkbox"/> U65071 Print and Society(double Honours Component)	Semester 1
<input type="checkbox"/> U70030 Forensic Linguistics	Semester 1
<input type="checkbox"/> U70034 Language, Culture & Globalisation	Semester 2
<input type="checkbox"/> U70070 Subject to Discourse: Language & Literacies(double Honours Component)	Semesters 1 and 2
<input type="checkbox"/> U70071 Critical Discourse Analysis(Honours Component)	Semester 1
<input type="checkbox"/> U70131 Children and the Media	Semester 2
<input type="checkbox"/> U70723 Learning Through Social Interaction	Semester 2
<input checked="" type="checkbox"/> U70922 Methodology of Foreign Language Teaching	Semester 1 or 2
<input type="checkbox"/> U73126 Philosophy of Language	Semester 1
<input type="checkbox"/> U73170 Wittgenstein's Later Philosophy(Honours Component)	Semester 1
<input type="checkbox"/> U73634 Vice and Virtue	Semester 1
<input checked="" type="checkbox"/> U74124 Culture, Gender and Sexuality	Semester 1 or 2
<input checked="" type="checkbox"/> U75123 Communication, Culture and Organisations	Semester 1
<input type="checkbox"/> U75124 Video Planning and Production	Semester 2
<input type="checkbox"/> U75128 Critical Media Literacies	Semester 1
<input checked="" type="checkbox"/> U75131 Design for Online Communication	Semester 2
<input type="checkbox"/> U75136 Making News	Semester 1

This page shows you which modules you can and/or must study and pass to meet your course requirements.

Module check box key

- White (empty):
Module may be added.
- White with a tick:
Module already in programme.
- Greyed out:
Either the module addition deadline has passed, or the module may not be added online and can only be added using alternative means.
- Greyed out with a cross:
Either you have already taken the module, or the module deletion deadline has passed.

- Click on the module number link (e.g. U33782) to view the brief description of the module you wish to add to your programme.
- Click inside the check box situated next to the module run that you would like to add (e.g. 26-Jan-2012 - 18-May-2012).

U37782 Cities and Society

[Dr David Charles Valler](#)

This module takes multiple perspectives on the city as a global phenomenon. It examines the rise and, for some, decline of cities. Cities are seen as centres where creative movements and changes have occurred throughout their history. They have been a meeting point for diverse groups who use urban space differently and have unequal access to living space and economic opportunities. This module examines these processes and how they impact up on the culture, people and physical space of cities. Throughout the module students are encouraged to develop a critical understanding of these processes.

[Syllabus](#)

Level 6 single Honours Component module
Credits: 15 ECTS Credits: 7.5

Assessment: Coursework 100%

- **Restrictions:** may not be combined with [U37724](#) Cities and Society Semester 2

31-Jan-2011 - 20-May-2011 On-campus only [Timetable 31](#) attendees [Dr David Charles Valler](#) (module leader) [\(Request late addition\)](#)

◦ Lecture Mon 09.00-12.00

26-Jan-2012 - 18-May-2012 On-campus only [Timetable 28](#) attendees [Dr David Charles Valler](#) (module leader)

Future runs of the module are beyond your current completion date.

This page shows you a brief module description, which includes the level and status of the module, its assessment details, any prerequisites / restrictions, and details of when the module runs.

Online Requests

If the module addition deadline has passed for the run of the module you are interested in, the check box will be greyed out and you will need to use the 'Request late addition' link instead.

- Click on the 'OK' button and you will be automatically returned to your 'My Record & Results' page.

Code	Text				
SEP-2010					
Modular Degree, DipHE Stage II Honours					
U65025	Publishing in the Digital Age	HX	<input checked="" type="checkbox"/>	62	E+ On-Campus
U65031	Publishing Media Workflow(double)	HX	<input checked="" type="checkbox"/>	58	B On-Campus
U75132	Intercultural Communication	HX	<input checked="" type="checkbox"/>	71	A On-Campus
JAN-2011					
U65032	Cultures of Publishing	HX	<input checked="" type="checkbox"/>		On-Campus
Make Timetabling Request					
U70034	Language, Culture & Globalisation	HX	<input checked="" type="checkbox"/>		On-Campus
U70131	Children and the Media	HX	<input checked="" type="checkbox"/>		On-Campus
U70922	Methodology of Foreign Language Teaching	HX	<input checked="" type="checkbox"/>		On-Campus
SEP-2011					
U65071	Print and Society(double Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
U70071	Critical Discourse Analysis(Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
JAN-2012					
U37782	Cities and Society(Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
U65070	Digital Product(double Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
U75170	Psychology of Communication(Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus

Add any module:

N.B. Independent Study Modules may not be added via the On-line pages - use Form M88 to add/delete them.
To delete a module from your programme, click on the check box by the module so that the tick disappears and then click on the **Save Programme** button to make your deletion permanent.

N.B. All programme changes via this web page are audited. Students are encouraged to use the Online Programme Registration (OLPR) facility to maintain their programmes but deliberate abuse of this facility will be traced and dealt with.

Attention: Your programme contains 6 errors/warnings

Programme has unsaved changes

N.B. All unsaved changes are automatically deleted each day. This cleardown procedure normally takes place in the morning at approximately 08:00. If you have made unsaved changes which are deleted in this way, you will receive notification via your Brookes email account.

'New' tags
 Newly added modules will appear tagged as 'New'. This tag will disappear once you save your programme.

Error Messages
 Errors are produced when your programme does not meet the requirements of your course.
 NB. If you have increased the number of errors in your programme you won't be able to save your programme. Use the 'errors/warnings' link to find out what the errors are and how to resolve them.
 NB. If you have created a timetabling clash you won't be able to save your changes.

Abandoning your changes
 If you're not happy with the changes you've made, click on the 'Abandon Changes' button, and your programme will revert to its previous format. A message confirming that your changes have been abandoned will appear.

How to delete modules from your programme

- Click inside the filled in check box belonging to the module you wish to delete from your programme, so that the check box becomes empty.
- Click on the 'OK' button.

Saving your new programme

- Once you are happy with your new programme click on the 'Save Programme' button.

JAN-2011					
U65032	Cultures of Publishing	HX	<input checked="" type="checkbox"/>		On-Campus
Make Timetabling Request					
U70034	Language, Culture & Globalisation	HX	<input checked="" type="checkbox"/>		On-Campus
U70131	Children and the Media	HX	<input checked="" type="checkbox"/>		On-Campus
U70922	Methodology of Foreign Language Teaching	HX	<input checked="" type="checkbox"/>		On-Campus
SEP-2011					
U65071	Print and Society(double Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
U70071	Critical Discourse Analysis(Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
JAN-2012					
U37782	Cities and Society(Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
U65070	Digital Product(double Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus
U75170	Psychology of Communication(Honours Component)	HX	<input checked="" type="checkbox"/>		On-Campus

Add any module:

N.B. Independent Study Modules may not be added via the On-line pages - use Form M88 to add/delete them.
To delete a module from your programme, click on the check box by the module so that the tick disappears and then click on the **Save Programme** button to make your deletion permanent.

N.B. All programme changes via this web page are audited. Students are encouraged to use the Online Programme Registration (OLPR) facility to maintain their programmes but deliberate abuse of this facility will be traced and dealt with.

Attention: Your programme contains 6 errors/warnings

Programme saved

You should receive confirmation of your saved changes via your Brookes email account within 24 hours.

If a module is tagged , you will not be able to delete it because:
 - you have already taken the module.
 - its deletion deadline has passed.
 - it is a module that may not be deleted online and can only be deleted using alternative means.

If you don't save your changes they will be automatically removed from your programme within 24 hours and your programme will revert to its previous format. An e-mail listing your unsaved changes will also be sent to your Brookes e-mail account.

When changes have been saved a message confirming this will appear. An e-mail confirming your changes will also be sent to your Brookes e-mail account.

Online requests requiring authorisation by Academic Staff

It is possible to make various other online change requests. Where this is possible you will see a 'Request Change' link.

- From your 'Record & Results' page click on the relevant 'Request Change' link. You will then be taken to a page which allows you to submit details of your request.

My Record & Results

For **9999997** STUDENT, PRETEND

Date of entry: 01-Sep-2009	Expected Completion Date: 18-May-2012	
Course: Modular Degree Course		Award aim: BA Hons Modular
Stage: Modular Degree, DipHE Stage II Honours	Mode of Study: Full-Time	
Academic Adviser: Mr Neil McConaghy (Request change)	Tier 4 visa: n/a	
Subjects: (Request change)		

Click on the Subject Code below for the rules that apply to you.
 BA Communication, Media and Culture ([HX](#)) Programme Lead: [Dr Tom Tyler Student Support Co-ordinator: Miss Nicola Sinclair](#)

Attention: Your programme contains 5 errors/warnings

Depending on the course you're on, you may be able to request the following changes online using the relevant link:

- mode of study,*
- Academic Adviser,*
- subject / specialism*
- changes, balance of your subjects, and*
- late module additions*

- Using the drop-down list select the value of the change you want to make (e.g. new subject(s)).

Request Change of Subject(s)

For **9999997** STUDENT, PRETEND

Please use this page if you would like to request a change of Subject(s).

Important information for International students: Please be aware that if you change subject(s) this may have an impact on the cost of your course. For specific information on the exact cost of each subject please either [email the Student Finance Office](#) or phone them on 01865 483088.

Please note that, after you have submitted this request, it is sent to your Academic Adviser and the proposed Programme Lead(s), who may accept or decline it. You can check the progress of your request, or cancel it, by going to [Track Change Requests](#) on the 'My File' tab.

Please select your new subject(s) from the drop down list(s) below. Please note that if you are currently studying 2 single subjects (joint honours) and you want to retain one of these subjects then you should select the subject that you wish to keep from one of the two drop down lists. You should then select the other (new) single subject that you wish to take from the other drop down list. A single subject must be combined with another single subject.

NB. All students must pass at least 3 modules per year to continue at the University, even if they intend to change subject(s) to a completely different course in the next Academic Year.

Current Subject: BA Communication, Media and Culture ([HX](#))

Proposed Subject(s): Publishing (PB) - Single

Communication, Media & Culture (HO) - Single

Your comments to Academic Adviser/Programme Lead(s) (Optional, but you are encouraged to do so to help speed up consideration of your request):

Please can I change to a joint honours degree, including Publishing? I would really like to take publishing as I now wish to pursue it as a career choice. Thank you

To proceed to the confirmation screen, click the OK button.

It is very important to add details in support of your request so that the relevant member(s) of staff can understand your reasons for the request and be able to reach a decision more quickly.

- Insert a brief statement in support of your application.
- Click on the 'OK' button. You will then be taken to a page summarising the details of your request.

Request Change of Subjects(s)

For **9999997** STUDENT, PRETEND

Confirmation of Action

Please check the information below and then submit your request by clicking on the **Confirm** button. Otherwise, click on the **Cancel** button.

Request change of Subject(s) from: BA Communication, Media and Culture ([HX](#))
 to: Publishing ([PB](#))
 Communication, Media & Culture ([HO](#))

Your comments to Academic Adviser/Programme Lead(s) (Optional) : *Please can I change to a joint honours degree, including Publishing? I would really like to take publishing as I now wish to pursue it as a career choice. Thank you.*

- If you are happy for your request to be submitted click on the 'Confirm' button. You will then be taken to a page confirming that your request has been submitted.

Request Change of Subjects(s)
 For **99999997** STUDENT, PRETEND

Your request has been submitted. It will be processed in due course by your Academic Adviser and the proposed Programme Lead(s).

Please note, it may not always be possible to accommodate your request.

If your subject change is approved, the balance of your subjects will be set to 50/50, ie, a joint combination. If you wish to change the balance to major/minor you will be able to do this via your PIP subject to you having an appropriate major/minor programme (see UMP regulations for further details).

You can check the progress of your request, or cancel it, by going to [Track Change Requests](#) on the 'My File' tab.

Tracking your online requests

The 'Track Change Request' link here (or within the 'My File' tab) will allow you to view a summary of your online requests and their statuses.

How to make an online timetabling request

In addition to the online change requests described in the previous section you can also make a request to be allocated to a particular practical/seminar subset for your modules (where applicable).

- On your 'My Record and Results' page click on the 'Make Timetabling Request' link next to the relevant academic session.

	U65025	Publishing in the Digital Age	HX	<input checked="" type="checkbox"/>	62	B+	On-Campus
	U65031	Publishing Media Workflow(double)	HX	<input checked="" type="checkbox"/>	58	B	On-Campus
	U75132	Intercultural Communication	HX	<input checked="" type="checkbox"/>	71	A	On-Campus
JAN-2011	U65032	Cultures of Publishing	HX	<input checked="" type="checkbox"/>			On-Campus
Make Timetabling Request	U70034	Language, Culture & Globalisation	HX	<input checked="" type="checkbox"/>			On-Campus
	U70131	Children and the Media	HX	<input checked="" type="checkbox"/>			On-Campus
	U70922	Methodology of Foreign Language Teaching	HX	<input checked="" type="checkbox"/>			On-Campus
SEP-2011	U65071	Print and Society(double Honours Component)	HX	<input checked="" type="checkbox"/>			On-Campus
	U70071	Critical Discourse Analysis(Honours Component)	HX	<input checked="" type="checkbox"/>			On-Campus
JAN-2012	U37782	Cities and Society(Honours Component)	HX	<input checked="" type="checkbox"/>			On-Campus
	U65070	Digital Product(double Honours Component)	HX	<input checked="" type="checkbox"/>			On-Campus
	U75170	Psychology of Communication(Honours Component)	HX	<input checked="" type="checkbox"/>			On-Campus

The 'Make Timetabling Request' link will appear two months prior to the beginning of the relevant academic session

- Using the radio buttons select your preferred practical / seminar subset for the module you are interested in and click 'Submit'.

Timetabling Change Request for Semester 2

PLEASE NOTE:

- To make a request, click on the radio button by the set of your choice and then click on the Submit button below it. If you wish to make a request for more than one module, simply return to this screen after completing the first request.
- As you are making this request after Week 0, it will be forwarded to the relevant module leader. You are warned that the module leader may not agree to your request.
- Students needing to arrange child care should complete the 'Students with Child Care Commitments' form in order to be allocated to the practicals/seminars nearest the lecture(s). This form is available at the Academic Management Office counter.
- Only use this facility if you are unable to attend your allocated timetable for valid reasons.
- All reasons for changing your timetable will be kept confidential.

Module	Set	Weeks	Day	Time	Room	Restrictions	Clashes	Availability	Your Choice
U70922 Methodology of Foreign Language Teaching	1		Tuesday	13-16				FULL	<input type="radio"/>
	2		Wednesday	13-16				Spaces	<input type="radio"/>
									<input type="button" value="Submit"/>

Details regarding the day and times of the practical/seminar subset are displayed on this page along with further information relating to potential clashes and restrictions and whether there are spaces available. Once you have made your selection click on the 'Submit' button.

- You will be asked for details in support of your request.

Timetabling Change Request for Semester 2

You are requesting a timetable change for U70922 from Set 2 to Set 1

Your request may not be accepted for the following reason:

There are too many students timetabled on this set already.

Your reason for requesting a timetable change:

Hello, set 2 clashes with my job, could I please move to 1? Thanks.

To proceed to the confirmation screen, click the OK button.

It is very important to add details in support of your request so that the relevant member(s) of staff can understand your reasons for the request and be able to reach a decision more quickly.

- Click on the OK button. You will then be taken to a page summarising the details of your request.

Timetabling Change Request for Semester 2

Confirmation of Action

Please check the information below and then submit your request by clicking on the **Confirm** button. Otherwise, click on the **Cancel** button.

You are requesting a timetable change for U70922 from **Set 2** to **Set 1**

Your reason :

Hello, set 2 clashes with my job, could I please move to 1? Thanks.

Depending on when you are making the timetabling request, there are three possibilities regarding what will happen next:

- if the timetabling program that places all students into practical / seminar subsets has not yet run for that academic session, your request will be saved and considered when the timetabling program runs. You should check your timetable after Tuesday of Week 0 to see if your request was successful.
- if the timetabling program has run and as such you have already been placed into a practical / seminar subset, your request will be considered immediately. You should check your timetable straight away to see if your request was successful.
- if the academic session (Week 1) has commenced your request will go to the module leader for consideration. You will be notified when the module leader has made a decision. Use your 'Track My Requests' facility to view details regarding the module leader's decision.

Viewing online messages

Messages will be posted to you regarding online change requests that you have made.

My PIP

You have [2 online messages](#) requiring your attention.

If any of the following personal information on this page is in error, then contact the [Academic Management Office](#). You should understand that the information about you, as shown on the web page below, will be held and processed as described in the statement on ' [Use of Student Information](#) '.

Number	Course	Entry	Expected Completion Date	Left	Reason	Enrolment Status	Fields	Tier 4 Visa
99999997	Modular Degree Course	01-Sep-2009	18-May-2012			Not Enrolled	HEX	n/a

Online Messages

Provides a link to messages relating to online change requests you have made.

NB. If you don't have any messages the link will be absent.

Other things to do

- Check your Fee Statement.
- Check your Examination Timetable.
- If you're an Undergraduate Modular Programme student, view the UMP Regulations and Glossary.
- Check the 'General University Calendar' dates.
- Explore other PIP facilities.

Check your Fee Statement

- Click on the 'My Enrolment & Accounts' tab (located near the top of your PIP) and then click on the Course Fee Statement link to view your tuition fee account (e.g. fees paid, fees due, etc.) and sponsor details (if any).

Course Fee Statement

99999999 PRETEND, STUDENT

MC10 - Modular Degree Course

Fee period	Total fees (GBP)	Fees due (GBP)	Due date	Sponsor	Notes
01-Sep-2009	31-Aug-2010	1612.00	1612.00	25-Jan-2010	25233 : 2 INSTALMENTS BY CREDIT CARD
01-Sep-2009	31-Aug-2010	1613.00	1613.00	14-Sep-2009	25233 : 2 INSTALMENTS BY CREDIT CARD

If you have any queries about your fee statement you should contact Student Finance.

Either telephone:

(01865) 483789 / 483088

e-mail:

finance-fees@brookes.ac.uk,

or go to the office in person.

Check your Examination Timetable

- Click on the 'My Exam & Assessment Schedule' tab (located near the top of your PIP) to display the modules for which you will be assessed at the end of the current academic session.

Semester 1

Semester 1 examinations start at 9.30am (09.30), 1.30pm (13.30) or 5.00pm (17.00) unless otherwise stated and students are advised to be seated in the examination room in time to hear the announcements approximately 10 minutes prior to the start of the examination.

Rest examinations and semester 2 examinations will start at 9.30am (09.30) or 2.00pm (14.00).

If you are unable to attend an examination for whatever reason, please contact the Examination Office on 01865 483033 for advice. If someone contacts the Examination Office on your behalf please ensure they have your student number, the module number for the examination you are due to take and your full name.

Students arriving late, i.e. once the examination has begun, will be granted admission into the examination room up to 30 minutes after the start of the examination. Students arriving more than 30 minutes late and who can provide exceptional circumstances, which are approved by the Head of the Examination Office, will be given the opportunity to take the examination during the next rest period and have the full mark awarded. Students who have no exceptional circumstances, or who are unable to provide supporting documentation, will be awarded zero for the examination.

It is your responsibility to know when and where your exam is scheduled so please make sure you have checked the timetable for the start time and venue of your examinations.

If you have approved alternative provision for examinations, you will receive a personal timetable from the Examination Office. This will be sent to your registered term time address, so please ensure that these details are correct on your PIP. If you have not received the personal timetable by the end of week 10, contact [Margaret Malinson](mailto:Margaret.Malinson@brookes.ac.uk) by E-mail, or by telephoning 01865 483034.

If you appear to have a clash of examination times, please inform us immediately either by E-mailing the [Examination Office](mailto:ExaminationOffice@brookes.ac.uk), or by telephoning 01865 483033, or by calling at the office in person.

Please ensure you have read the regulations governing examinations, which can be found on the [Examination Office website](http://www.brookes.ac.uk/examination-office).

Modules registered for assessment for Semester 1 are:

- [US0009](#) Accounting for Decision Making (On-campus only: 27-Sep-2010 - 21-Dec-2010)
- [US1027](#) Developing Management Capabilities (On-campus only: 27-Sep-2010 - 21-Dec-2010)
- [US1022](#) Methods of Enquiry (On-campus only: 27-Sep-2010 - 21-Dec-2010)
- [US6024](#) Retail Marketing (On-campus only: 27-Sep-2010 - 21-Dec-2010)

When the official Examination Timetable has been published you will also be able to view the date, time and location of your exams (if you have any).

If you have an exam clash (i.e. two exams in the same session) or any other exam queries you should contact the Examination Office.

Either telephone:

(01865) 483033

e-mail:

exams@brookes.ac.uk,

or go to the office in person.

Check the Undergraduate Modular Programme Regulations and Glossary (if applicable)

- Click on the 'Undergraduate Modular Programme Regulations' link (located near the top of the UMP Handbook introductory page) to view the following information:
 - BA, BSc, BEng and LLB Degree and Honours Degree, DipHE, Graduate Diploma, CertHE and Foundation Diploma regulations,
 - Modular Programme grading scheme,
 - Honours degree classifications,
 - Progress, and
 - Award titles.
- Click on the 'Glossary' link (located near the top of the UMP Handbook introductory page) to find out the differences between:
 - basic and advanced modules,
 - single and double subjects, and
 - Stage I and Stage II, etc.

Check General University Calendar dates

- Click on the [General University Calendar](#) link (located within the introductory page of the Course Handbook and UMP Handbook pages) to view calendar dates for the current academic year and the next.

General University Calendar					
Notes:					
1. For students on the Undergraduate Modular Programme, the duration of the academic year is from enrolment week until the end of examinations.					
2. Some Courses vary from these core dates. The core dates below are the dates when undergraduate students are expected to be in attendance.					
3. Examinations for the Undergraduate Modular Programme will be held at the end of each semester.					
4. For students in attendance during the Summer Session (not part of main academic year) the end date for your course will be reflected in your expected completion date (available on your PIP Record and Results page).					
Academic Year 2011/2012 (Semesters)					
Semester	Students	Semester Starts	Teaching Starts	Teaching Ends	Resit Dates
Semester 1	New	Monday, 19th September 2011	Monday, 26th September 2011	Wednesday, 21st December 2011	Easter Vacation
	Continuing	Friday, 23rd September 2011			
Semester 2	All	Thursday, 26th January 2012	Thursday, 26th January 2012	Friday, 18th May 2012	July
		Easter Break Saturday, 31st March 2012 to Sunday, 15th April 2012			
Summer Session (not part of main academic year) teaching starts on Monday, 21st May 2012 and ends on Friday, 31st August 2012					

The General University Calendar can be useful in determining when you're expected to be in attendance and if you need to make travel arrangements, etc

Other PIP Facilities

Whilst the above has covered some of the popular facilities within PIP there are many other facilities available that will prove useful throughout your course.

They include:

- Viewing the Course Handbook and / or the UMP Handbook, where you can look up courses, subjects / specialisms, and modules (which include syllabuses with reading lists, etc).
- Requesting an attendance / council tax exemption certificate via the 'Admin. Services' tab.
- Viewing your 'Computer Services Charge Account' via your 'My Enrolment & Accounts' tab.
- Maintaining your 'Data Protection Settings' via your 'My Settings' tab. This facility allows you to nominate a person, if you wish, that you are happy for staff of the University to speak to about your academic progress.
- Information about your Personal Development Planner via your 'My PDP' tab.
- Information about preparing your graduate record via your 'My Graduation Planner' tab.
- Registering for your graduation ceremony via your 'My Graduation Planner' tab.
- Finding other useful links within the Oxford Brookes Website via your 'Useful Guides / Sites' tab.
- Accessing the Library Electronic Resources via your 'Library Electronic Resources' tab.
- Accessing the Oxford Brookes Intranet via the 'Intranet' tab.
- Viewing additional resources and information relating to your course, such as course details, online discussions, lecture notes, coursework information and more via your 'Brookes Virtual' tab.
- Accessing your Brookes e-mail from outside of the University using the 'My Webmail' tab.


Logging Out

It is important to always remember to log out; otherwise your PIP may be viewed and potentially altered by others.

Being automatically logged out

For security purposes you will be automatically logged out of your PIP if you do not use it for ten minutes or more.

Logging out from your PIP

Select the 'File' pull down menu on your browser and choose the 'Exit' option, or close your browser session by clicking on the  in the top right-hand corner of the window.

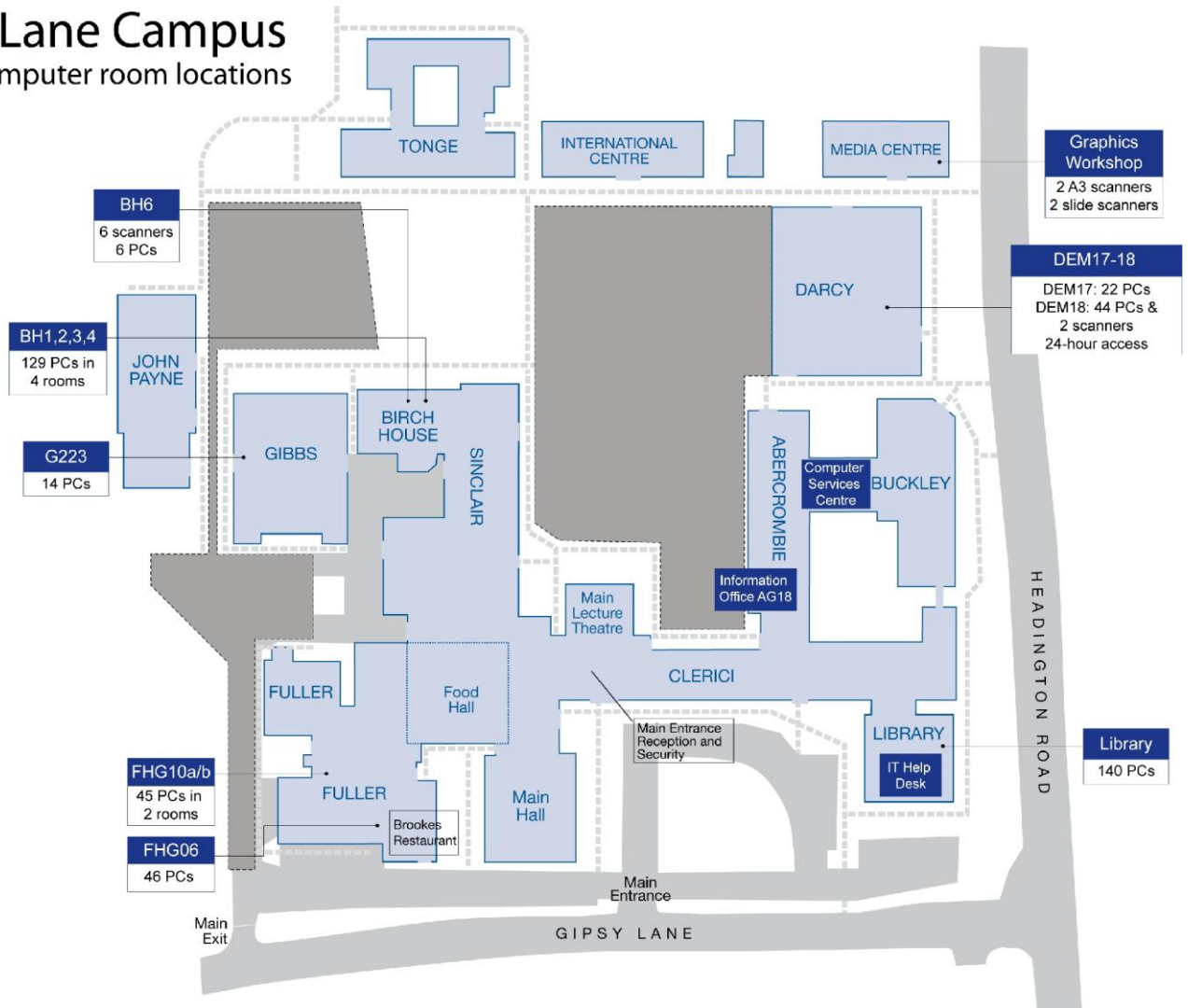
Further PIP Help

Who to contact if you have a query:

- If any of your **course details** are incorrect please contact the Academic Management Office using the following:
 - For **Undergraduate Modular Programme (UMP)** students (amo@brookes.ac.uk)
 - For **Non-UMP** (i.e. courses outside the Undergraduate Modular Programme) students (ard-systems@brookes.ac.uk)
- If you have any queries regarding your **Examination timetable** please contact the Examination Office (exams@brookes.ac.uk).
- For your **Graduation ceremony** please contact the Conferment Office (graduation@brookes.ac.uk)
- If you have any **Fee queries** please contact Student Finance (finance-fees@brookes.ac.uk)
- If you have any **Accommodation fee queries** please contact the Student Finance Accommodation team (finance-halls@brookes.ac.uk)
- If you have any queries regarding **Dyslexia / Specific Learning Support** please contact the Dyslexia/SpLD Support Team in Student Services (dyslex.sup@brookes.ac.uk)
- If you have any queries regarding **Financial Aid** please contact the Financial Aid Office (finaid@brookes.ac.uk)
- If you have any queries regarding the **Computer Services Charge Account** please contact Computer Services (helpdesk@brookes.ac.uk)
- If you have any **other queries** regarding your PIP pages please contact the Systems Team (ard-systems@brookes.ac.uk)

Learning Resources facilities

Gipsy Lane Campus pooled computer room locations



See over page for Harcourt Hill and Wheatley maps.

