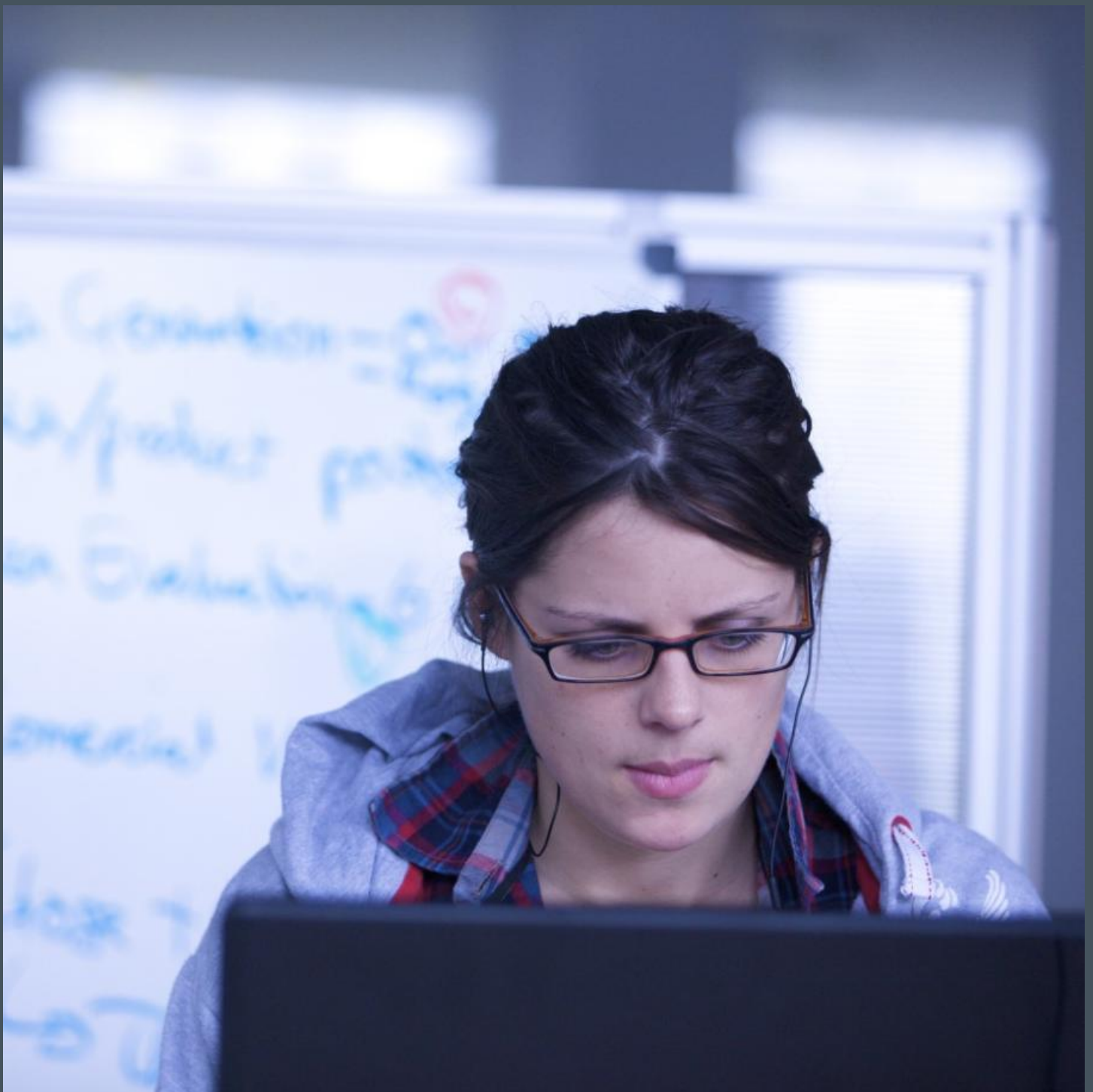


YOUR PERSONAL INFORMATION PORTAL (PIP)

A guide for students



Introduction	1
Things to do after enrolling	2
Logging in	3
What do you need before you can use your PIP?	3
How to access the login page	3
How to log in	3
What happens now?	3
Check your PIP	4
Check your address details.....	5
Check your emergency contact details	5
Check your student record	6
Check your timetable	7
Check your Academic Adviser's details	7
Online Programme Registration (OLPR)	8
Adding modules to your programme	8
Viewing module details	9
Abandoning your changes	10
Deleting modules from your programme	10
Saving your new programme	11
Online requests	12
Online requests requiring authorisation by Academic Staff.....	12
Tracking your online requests	13
Viewing online messages	14
More Online Options	15
Check your fee statement	15
Check your Examination Timetable	15
Check the Undergraduate Module Programme Regulations and Glossary	16
Check General University Calendar Dates	16
Other PIP Facilities	17
Logging Out	18
Further PIP Help	19

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 enrolling

- ✓ 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

- Log on to your personal computer, or to the student PC network.
- Double-click with your mouse on the browser icon (i.e. Chrome, Internet Explorer, Firefox).
- From the Oxford Brookes University homepage (www.brookes.ac.uk), click on the PIP pages link under the Student/Staff Tools section.

How to log in

- Enter your 8 digit student number (found on your student ID 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.

Personal Information Portal

Existing Users Login Here

Enter your staff or student number or if you are an applicant, your applicant or personal id number:

Enter your portal password:

or view the facilities available via the [Guest Account](#)

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 and 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. <i>The Systems Team (Academic & Student Affairs)</i>	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 <i>If you have more than one registration, you may select it by using the links lower down this page.</i>
--	--	---

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

If something looks wrong. . .

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

This can be done:

- At enrolment
- By visiting the office in person (located above the reception in Clerici, Gipsy Lane)
- By emailing 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.

Personal Addresses

99999997 STUDENT, PRETEND

NB. If you are registered with the Brookes Medical Centre please remember to also update your address details with them.

Semester/Term-time Accommodation Type: <input type="text" value="University owned accommodation"/> <input type="button" value="Submit"/>	
Mobile Phone Number: <input type="text" value="07123456789"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>	
Home address Change this address 22 PRETEND VIEW PRETENDMORE BURY ST EDMONDS BY1 2DT 01234 567891 Last Updated: 05-MAY-11	Semester/Term-time address Change this address 22 CHENEY VILLAGE CHENEY LANE HEADINGTON OXFORD OX3 0BD 01234 567891 Last Updated: 05-MAY-11
Correspondence address Change this address None on the system	Work address Change this address None on the system

NB If you register with the Brookes medical centre, please remember to inform them of your change of address

- 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.

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.

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.

Emergency Contact

For 99999999 PRETEND, STUDENT

It is important that you inform your nominated person that you have given us their details.

Title: Forenames: Surname:

Address:

Relationship to you:

Post Code:
(U.K. Addresses Only e.g. OX4 4AD)

Telephone Number: Home:
(Including S.T.D. Code) Work/Daytime:
(Including S.T.D. Code)

To change these details, enter the new details and click on the **Change** button at the bottom of the page. To remove this Emergency Contact, click on the **Delete** button at the bottom of this page.

To abandon your unsaved changes click on the **Reset** button at the bottom of the page.

N.B. All changes via this web page are audited. Students are encouraged to use these pages to maintain their emergency contact details but deliberate abuse of these facilities will be traced and dealt with.

Also, please note that by changing these details on-line, you will not need to complete the Academic Management Office's 'Next of Kin/Emergency Contact' form.

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.

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).

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 PDF | 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 that 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 | Award aim: BA Hons Modular
 Course: Modular Degree Course | Mode of Study: Full-Time | Tier 4 visa: n/a
 Stage: Modular Degree, DipHE Stage II Honours
 Academic Adviser: [Mr Neal McConaghy \(Request change\)](#)
 Subjects: [\(Request change\)](#)
 Click on the Subject Code below for the rules that apply to you.
 BA Communication, Media and Culture (H2O) 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
	U75102 Understanding Media	hx ☑	82	A	On-Campus
JAN-2010	U67013 Critical Issues	☑	59	B	On-Campus
	U70702 The Social Organisation of Learning	☑	61	B+	On-Campus
	U73102 Theory of Knowledge	☑	47	C	On-Campus
	U75107 Academic Literacies & Practice	hx ☑	79	A	On-Campus
SEP-2010	Modular Degree, DipHE Stage II Honours				
	U65025 Publishing in the Digital Age	HX ☑	62	B+	On-Campus
	U65031 Publishing Media Workflow(double)	HX ☑	58	B	On-Campus
	U75132 Intercultural Communication	HX ☑	71	A	On-Campus
JAN-2011	U65032 Cultures of Publishing	HX ☑	65	B+	On-Campus
	U70034 Language, Culture & Globalisation	HX ☑	67	B+	On-Campus
	U70131 Children and the Media	HX ☑	69	B+	On-Campus
	U70922 Methodology of Foreign Language Teaching	HX ☑	75	A	On-Campus
SEP-2011	U65071 Print and Society(double Honours Component)	HX ☑			On-Campus
	U70071 Critical Discourse Analysis(Honours Component)	HX ☑			On-Campus
JAN-2012	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:
 Code: Text:

Your Examination Letters (UMP students only)

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

PIP Key

Click here to see a key to the terms used on your programme of study

Your Summary Link

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

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

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					

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,
 - any modules/subjects they may be responsible for.

Mr James Goodey

SYSTEMS OFFICER

[e-mail](#)

Room: GIP - C1.22

Extension: 3188

Dept.: Academic and Student Affairs

Virtual Office Door:

I am available to see students on Mondays, Tuesdays and Wednesdays between 12.00 - 14.00. Please email me to make an appointment!

Remember: 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.

Adding Modules to Your Programme

My Record & Results

For [99999997](#) STUDENT, PRETEND

Date of entry: 01-Sep-2009

Expected Completion Date: 18-May-2012

Course: [Modular Degree Course](#)

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](#)

Your course or subject/specialism links

If you are studying one or more subjects / specialisms then these will appear as links (as opposite - circled), 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.

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

<input type="checkbox"/> U65028 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
<input type="checkbox"/> U75138 Persuasive Communication	Semester 2

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.

Viewing Module Details

When you click on the module number link (e.g. [U33782](#)) you will see the module details screen:

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.

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

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 upon the culture, people and physical space of cities. Throughout the module students are encouraged to develop a critical understanding of these processes.

Syllabus not available

Level 6 single Honours Component module

Credits: 15 ECTS Credits: 7.5

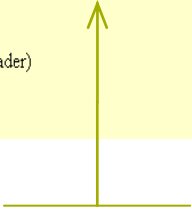
Assessment: Coursework 100%

- **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.



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 inside the check box situated next to the module run that you would like to add (e.g. 26-Jan-2012 to 18-May-2012).
- Click on the 'OK' button and you will be automatically returned to your 'My Record & Results' page.
- The new module will now be added to the list of modules on your 'Record and Results' page.

Newly added modules are tagged with ' **NEW** ' This tag will disappear once you save your programme.

Code	Text				
SEP-2010	Modular Degree, DipHE Stage II Honours				
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"/> NEW			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 M38 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 clear-down 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.

Error messages

Errors are produced when your programme does not meet the requirements of your course. For more information on error messages, see the "[Guide to Programme Error/Warning Messages](#)" which you can view clicking on the link (see below).

i Do you need help understanding what your error/warning messages mean? If so use this [Guide to Programme Error/Warning Messages](#), for help and advice on what action to take next.

- 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.
- 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.

Deleting 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.

If a module is tagged , you will not be able to delete it for one of these reasons:

- 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.

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 type="checkbox"/>	On-Campus
Make Timetabling Request	U70034 Language, Culture & Globalisation	HX <input type="checkbox"/>	On-Campus
	U70131 Children and the Media	HX <input type="checkbox"/>	On-Campus
	U70922 Methodology of Foreign Language Teaching	HX <input 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

	Code	Text
Add any module:	<input type="text"/>	<input type="text"/>

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.

N.B. All programme changes via this web page are audited. Students are encouraged to use the Online Programme Registration (OLPR) facility to maintain changes. All changes 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 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

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
- 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: [Publishing \(PB\) - Single](#)

[Communication, Media & Culture \(HC\) - 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 \(HC\)](#)

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.

Tracking your online requests

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

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.



Making timetable requests

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 type="checkbox"/>	62	B+	On-Campus
	U65031 Publishing Media Workflow(double)	HX <input type="checkbox"/>	58	B	On-Campus
	U75132 Intercultural Communication	HX <input type="checkbox"/>	71	A	On-Campus
JAN-2011	U65032 Cultures of Publishing	HX <input type="checkbox"/>			On-Campus
Make Timetabling Request	U70034 Language, Culture & Globalisation	HX <input type="checkbox"/>			On-Campus
	U70131 Children and the Media	HX <input type="checkbox"/>			On-Campus
	U70922 Methodology of Foreign Language Teaching	HX <input 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

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"/>

- You will be asked for details in support of your request (*see next page*)

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.

OK

Reset

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.

Confirm

Cancel

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	HX	n/a

The 'online messages' link will take you to messages relating to online change requests you have made. NB. If you don't have any messages the link will be absent.

More Online Options

- 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.

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

MCI10 - Modular Degree Course

Fee period	Total fees (GBP)	Fees due (GBP)	Due date	Sponsor	Notes
01-Sep-2012	31-Aug-2013	4500.00	4500.00	23-Jan-2013	25233 : 2 INSTALMENTS BY CREDIT CARD
01-Sep-2012	31-Aug-2013	4500.00	4500.00	10-Sep-2012	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 or
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.

Resit 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 resit 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 Mallinson](mailto:Margaret.Mallinson@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:exams@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:

- [U59029](#) Accounting for Decision Making (On-campus only: 27-Sep-2010 - 21-Dec-2010)
- [U51027](#) Developing Management Capabilities (On-campus only: 27-Sep-2010 - 21-Dec-2010)
- [U51029](#) Methods of Enquiry (On-campus only: 27-Sep-2010 - 21-Dec-2010)
- [U56024](#) 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 or
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
 - 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
 - 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 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 2012/2013 (Semesters)					
Semester	Students	Semester Starts	Teaching Starts	Teaching Ends	Resit Dates
Semester 1	New	Monday, 17th September 2012	Monday, 24th September 2012	Friday, 21st December 2012	Easter Vacation
	Continuing	Friday, 21st September 2012			
Semester 2	All	Thursday, 24th January 2013	Thursday, 24th January 2013	Friday, 17th May 2013	July
		Easter Break Friday, 29th March 2013 to Sunday, 14th April 2013			
Summer Session (not part of main academic year) teaching starts on Monday, 20th May 2013 and ends on Saturday, 31st August 2013					
Academic Year 2013/2014 (Semesters)					
Semester	Students	Semester Starts	Teaching Starts	Teaching Ends	Resit Dates
Semester 1	New	Monday, 16th September 2013	Monday, 23rd September 2013	Friday, 20th December 2013	Easter Vacation
	Continuing	Friday, 20th September 2013			
Semester 2	All	Thursday, 23rd January 2014	Thursday, 23rd January 2014	Friday, 16th May 2014	July
		Easter Break Saturday, 5th April 2014 to Tuesday, 22nd April 2014			
Summer Session (not part of main academic year) teaching starts on Monday, 19th May 2014 and ends on Sunday, 31st August 2014					

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).
- Viewing the [Programme of Studies Key](#) (found on your Record and Results page)
- 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.
- 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 email' 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 close button in the top right-hand corner of the window or tab.

The screenshot shows a web browser window with the URL his.brookes.ac.uk/csms/wreg_pip.query?reg_id=257910. The page title is "Personal Information Portal" and it includes navigation links for "PIP Home / Site Map / Help".

The main navigation menu contains the following items:

- View/Upload My Photo
- 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

You have **3 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	Subjects	Tier 4 Visa
99999999	Modular Degree Course	22-Sep-2010	31-Aug-2012			Provisionally Enrolled BU		n/a

Important Notices:

Please note that [Online Enrolment](#) is now available

Module Addition Deadline

Continuing UMP students - please note that the deadline for the addition of semester one modules is **Friday 14th September at 5.00pm**. Please make sure that you have all your semester one module choices registered by this date.

The Academic Management Office

Brookes Accommodation Available:

If you haven't already secured accommodation for the next academic year, the Accommodation Office has some available accommodation. If you would like to find out more, please e-mail accomm@brookes.ac.uk or go to www.brookes.ac.uk/students/accommodation/halls.

Attention All Students:

Please check that your semester/term-time address and address type details on PIP are up-to-date. Use the link to your address details on this page to make any updates.

The Academic Management Office.

Study Abroad Opportunities

Are you interested in going on exchange for semester 2 2012/13? There are still some late places available in Europe and internationally. Please read more information on the [study abroad web page](#).

Title	MR	Home address	7 MAKE-BELIEVE STREET
Surname	STUDENT		PRETEND VALE
Previous Surname			PRETENDSHIRE
Forenames	PRETEND		UNITED KINGDOM
Initials	P		OX4 4AD
Birth Date	01-May-1970		01234-567890
Car Registration	SKG586S		Last Updated: 31-AUG-11
Sex	Male	Semester/Term-time Accommodation Type:	Temporary rented accommodation (e.g. where you and others each rent a room in the same house on a yearly basis)
Child Care Commitments		Semester/Term-time address	TEACHING TIME ADDRESS
Previous Education	FE College		HALL OF RESIDENCE
School			OBU
Domicile	NIGERIA		OXFORD
Nationality	NIGERIAN		OXFORDSHIRE
Residency	Permanent home outside EU		OX3 0BP
			01865-987654
			Last Updated: 17-OCT-11
		Mobile Telephone Number :	123456789
			To view and alter further address and telephone details click here

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 Graduation 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