Information for students taking courses in the Department of Computer Science

This document is intended for students in other departments who are taking courses in the Department of Computer Science (CS).

Requesting to take courses in the Department of Computer Science

You will need to complete the webform with the name of the course(s) you are interested in taking, and submit this to the department by **17.00 on Friday of Week 0 of each term**. After this deadline, all requests will be considered by the relevant department committee which will ensure parity for students.

After the requests have been considered, we will contact you to confirm whether or not your request has been approved. If you are permitted to take the course you requested, we will give you access to CS systems as described below.

Course materials and Lecture capture

We will add you to Moodle from where you can enrol in the course that you have permission to take. We will add you to Canvas so that you can access the Panopto recordings.

Materials for some courses may be available on the course page of the CS website. If you cannot see your course on Moodle, please check here.

Taking a course for credit vs audit

You will be asked to confirm if you are taking a course for credit or audit.

Please be aware that not all courses will accept students auditing. If you ask to take a course which is not available for audit we will let you know. If you are auditing a course, you will only have access to sign up for classes and practicals if space permits once sign up has closed for CS students. It will not be possible for DPhil students to take classes or practicals for courses that are not offered at postgraduate level.

Classes sign-up

Not all students will have permission to sign up for classes and practicals. However, where you have this permission, you will do this through Minerva.

Minerva opens at 1pm on Monday of 1st week of each term, and closes at 5pm on Friday of 2nd week. You **will not** be able to access it outside of these times. Once you are in Minerva, you can sign up for classes and/or practicals for the course you are taking. Outside the window for class selection, you cannot move your choices and must contact the department to move to a different group.

If you are taking a course with practicals, it is your responsibility to make sure you have access to the Computer Science IT network and can take a full and active part in the practicals. **The Practicals Demonstrators will not be able to help you with this during the sessions**.

We will remove all non-CS students from Minerva at the end of each term. If you get permission to take another course in the department, you will be added again. If you are auditing a course, you will also be removed from Moodle and Canvas. Students who are taking the course for credit will remain on Moodle and Canvas until the assessment has taken place.

Exams and Assessments

If you are planning to take the CS course for credit, you will need to contact your "home" department to confirm whether any further permissions are required. Pending any additional permissions, you will be able to enter for the assessment for the course during your normal exam entry window.

You will be sent the relevant Notice to Candidates for the course(s) you are taking. You will need to read this carefully as the exam requirements for Computer Science courses may not be the same as courses in your "home" department. It is **your responsibility** to make sure that you comply with instructions.

Marks will be communicated to your "home" department and released to you on their schedule. Do not contact the CS lecturers or examiners regarding your mark.