



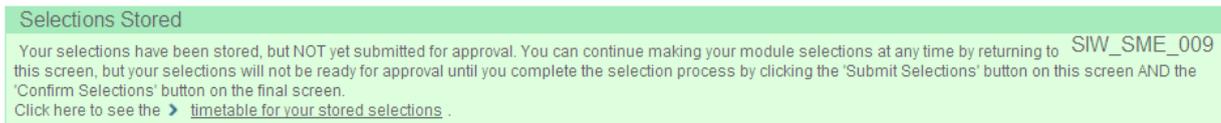
Module Registration - Student User Guide

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BEFORE MODULE REGISTRATION

Timetabling

Please note that Portico does **not** include timetabling information, so you should check with the teaching department concerned to ensure that your choice of any optional or elective modules does not clash with other classes. This being said if you choose after selecting your modules to 'Submit later' (See page 7) your modules will be stored and a message with a link will appear at the top of the screen. The link will take you to a provisional timetable outside of Portico so that you can see if your modules clash. Please see screenshot below:



Selections Stored

Your selections have been stored, but NOT yet submitted for approval. You can continue making your module selections at any time by returning to SIW_SME_009 this screen, but your selections will not be ready for approval until you complete the selection process by clicking the 'Submit Selections' button on this screen AND the 'Confirm Selections' button on the final screen. Click here to see the > [timetable for your stored selections](#) .

Module Selection

In addition, many departments have specific procedures for approving module selections, which you should familiarise yourself with. For example, if you are selecting a language module, your level of ability in that language should be assessed by visiting the [Language Centre](#).

Enrolment

You must enroll prior to undertaking module registration, as places on the modules you have selected cannot be guaranteed if you have not enrolled and arranged for your fees to be paid. If in doubt, check your enrolment status in the 'Enrolment and Study Details' container on your 'My Portico' page in Portico.

Intercollegiate studies

Contact your parent department for advice on which intercollegiate modules are available to you if you are planning to study a module with another institution, it may be that the module details have already been set up in Portico, which you can check using the 'Module directory' link in the 'Module Selection' container on the 'My Studies' page, by selecting all modules with a department of "Intercollegiate Course". If the module you want to select has not been set up, you should use one of the generic 'placeholder' module codes instead, such as INTC00_5, INTC0001, where INTC represents intercollegiate modules, and 00_5 and 0001 represents the module's credit value (0.5 and 1.0 respectively). For postgraduate modules the prefix is INTCG. It is essential that you let your parent department know the details of the actual module the placeholder code represents, so that the Examinations Section can register you onto the correct code, once the details have been set up in Portico.

OVERVIEW OF MODULE REGISTRATION

Selecting, submitting and confirming your modules

The module registration facility enables you to select modules for the forthcoming year in accordance with the rules for your programme of study. *If you are a continuing student, you should discuss with your parent department any outstanding re-assessments before making module selections for the forthcoming year.* Any compulsory modules that you must study will already have been selected and submitted for you. You may also be required to choose some optional and/or elective modules in order to fulfill the quota of credit for your individual programme of study. You can save your choices at any point during the selection process, but you must remember to return to the module registration process in order to submit and confirm them. STAFF CANNOT APPROVE YOUR SELECTIONS UNTIL YOU HAVE CONFIRMED YOUR MODULE CHOICES. FAILING TO CONFIRM YOUR SELECTIONS MAY RESULT IN YOU NOT GAINING A PLACE ON ONE OR MORE OF YOUR CHOSEN MODULES.

Approval of your module selections by teaching departments

Having selected, submitted and confirmed the modules you would like to study, the departments who teach those modules will approve or reject your choices, depending upon availability. You will be notified via your UCL email address if any of your module selections have been rejected, and you should contact your parent department who will help you make alternative selections.

Confirmation of your programme of study by your parent department

Once all your module selections have been approved by the relevant teaching departments, your parent department will assess whether this is a suitable programme of study for you for the academic year, and will either approve it, or contact you about making any necessary changes.

ACCESSING MODULE REGISTRATION

Technical considerations

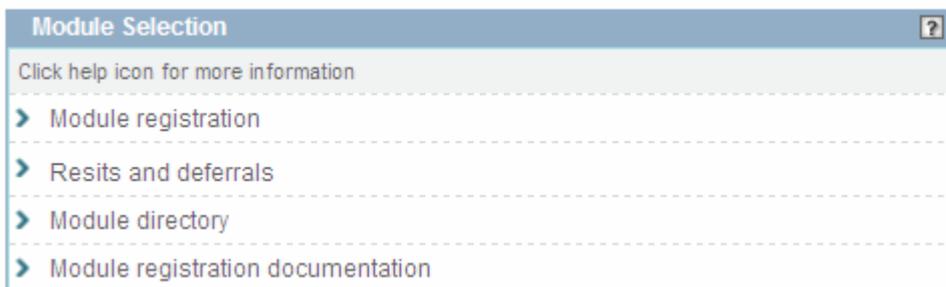
Automatic security logout

When accessing the module registration system, be careful to use the Portico onscreen navigation controls where they are provided, rather than your browser's navigation controls. Using your browser's **Back** button may cause you to have two sessions of your Portico page open at once, and because Portico is a secure site, it will interpret this as if another user is trying to access your personal information, and will automatically log you out of the session.

'My Studies' screen

Having logged in to Portico, click on the 'My Studies' page located on the left hand side of the screen. On this page there will be a container called 'Module Selection'.

'Module Selection' container



'Module registration documentation'

Help with module registration can be accessed via the 'Module Registration Documentation' link, (leading to this user guide).

'Module directory'

Information about modules taught at UCL can be accessed via the 'Module directory' link. When viewing information via the 'Module directory' link, it will display details of all UCL modules, but when accessing the directory via the **Search** button within the module registration facility, it will only display modules running during the forthcoming academic year that are relevant to your programme of study.

'Module registration' link

The module registration facility can be accessed via the 'Module Registration' link.

'Module Selection Status'

Details about teaching and/or parent department approval/rejection of your module selections can be accessed via the 'Module Selection Status' link.

'Confirmed Module Registrations'

A list of the modules that have been confirmed as part of your programme of study can be accessed via the 'Confirmed Module Registrations' link.

'Resits and Deferrals'

If you are a continuing student, an indication of outstanding re-assessments that may affect your module selections for the forthcoming year, which should be discussed with your parent department, can be accessed via 'Resits and Deferrals' link.

UNDERTAKING MODULE REGISTRATION

'Module Registration' link

Click the 'Module Registration' link to begin making your module selections. If you have difficulty accessing the module registration facility, follow the advice given in any messages.

Unable to access Online Module Registration due to missing SSN record**SIW-105**



Either you are not required to use the Online Module Registration facility to select your programme of study, or there has been a problem generating your module registration records. Please contact PORTICO Services at portico-services@ucl.ac.uk, phone: +44 20 7679 0637, internal extension 30637), quoting error message 'SIW-105'

Module registration switchboard

The screen that is displayed when first entering the module registration facility is the main switchboard for the module registration process, and will display a summary of relevant information about:

1. Your course (at the top of the screen)
2. Any compulsory modules that you must take (in the middle of the screen)
3. Any optional or elective modules that you may need to select (at the bottom of the screen)

Student Details

information for the current student including which year and period the selections are for

Student	[REDACTED]
Name	[REDACTED]
Programme	BA Classics
Route	BA Classics
Mode of Attendance	Full-time
Registration Year	2013
Registration Period	
Selections	You have currently selected 0 Module(s) with a total of 0 Credit(s)

Selected Modules

Module	Occ	Period	Level	Credits	Status	Module Name

Pick Modules

Shown below is a list of selections that you need to make. Use the 'Select' button on each row to open the module selection screen. The 'Clear' button can be used to clear the current rows selections. When all selections are complete, use the 'Submit Selections' button to continue the process. Use the 'Submit Later' button to temporarily store your selections, so that you can go back in and make amendments/complete the process at a later date. To check the timetable before finalising your selections, press 'Submit Later', then click the link to [Timetable for your stored selections](#) which will be displayed.

Select	Rule	Group	Overarching	Selections	Total	State	Clear
<input type="button" value="Select"/>	Take a minimum of 1 credit and a maximum of 2 credits from UG Classics & Ancient World Studies : Latin Options in Autumn/Spring term		Subject to an overall minimum of 4 credits and an overall maximum of 4 credits				<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a minimum of 1 credit and a maximum of 2 credits from UG Classics & Ancient World Studies: Greek Options in Autumn/Spring term						<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 2 credits from All UG Modules in Autumn/Spring term						<input type="button" value="Clear"/>

'Select' buttons

The **Select** buttons take you to a new screen (see next page), allowing you to choose modules from either a fixed list eg. 'Take a minimum of 1 credit and a maximum of 2 credits from UG Classics & Ancient World Studies: Latin Options in Autumn/Spring term' as in row 1 above, or from a wider group, e.g. "All UG modules", as in row 3 above. Note the individual rules for each selection group, e.g. 'a minimum of 1 credit and a maximum of 2 credits', in row 2. Cross-reference this with any overarching rules applicable to different selection groups, e.g. 'Subject to an overall minimum of 4 credits and an overall maximum of 4 credits', specified for selection group 1 above or to all your selections as a whole.

'Clear' buttons

The individual **Clear** buttons remove your chosen modules from the selection group, and the **Clear All Selections** button will remove all your chosen modules, allowing you to amend your choices if you are not happy with your selections.

Selecting your modules

Fixed list selection screen

When you click on a **Select** button for a group, you will be taken to a selection screen as shown here:

Student Details	
Details for the current student including which year and period the selections are for.	
Student Name	[REDACTED]
Programme	BA Classics
Route	BA Classics
Mode of Attendance	Full-time
Year	2013
Period	T1/2
Current Selection	2
Total Selections	3

Make Selection							
If a list of modules is displayed then choose the required number of modules from the list by clicking in the 'Select' box next to the appropriate module. If there is no list displayed then you should input the appropriate module code and insert an 'A' in the 'Occ' field and click on the Validate button to check that you have input the correct code and it is a valid module. If you do not know the module code then please consult the Module Directory on your PORTICO home page to find the module you want to select. Once you have completed your selections on this page, click on the 'Submit Selections' button to return to the main screen.							
You must select a minimum of 1 credit and a maximum of 2 credits in total.							
Select	Module	Occ	Period	Level	Credits	Places (est.)	Module Name
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	T1/2	<input type="button" value="Search"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	T1/2	<input type="button" value="Search"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	T1/2	<input type="button" value="Search"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	T1/2	<input type="button" value="Search"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	T1/2	<input type="button" value="Search"/>			
<input type="button" value="Cancel Selection"/>		<input type="button" value="Validate Selections"/>		<input type="button" value="Submit Selections"/>			

Here you can select your modules by two methods. You can enter in the module code without searching and with 'A' in the Occ column. Then click on 'Validate Selections' to make sure that you have input the correct code, that it is a valid module, running that year and that the module is allowed within your group field. If your module selections break any of these rules, an 'Invalid module' error message will be displayed. If you are happy with your choices click on 'Submit Selections' or if not 'Cancel Selection' to start again. If you would rather select modules from a list, click on a 'Search' box and a new page will load as shown below:

Modules								
Listed below are the module details that match any entered criteria								
Module	Name	Occ.	Period	Location	Level	Credits	Places (est.)	Domain
				<input type="button" value="Go Back"/>	<input type="button" value="Submit"/>			

Search Criteria	
Enter search criteria in one or more of the fields below and press the Search button to retrieve modules. You may use the * wildcard in the Module Code, Module Name, Module Tutor, Assessment Pattern and Location fields. e.g. a Module Code of BC* will retrieve all modules beginning with BC	
Module Code	<input type="text"/>
Module Name	<input type="text"/>
Domain	<input type="text" value="Search All Domains"/>
Department	<input type="text"/>
Level	<input type="text"/>
Module Tutor	<input type="text"/>
Assessment Pattern	<input type="text"/>
Location	<input type="text"/>
Credits	<input type="text"/>
Sort Order	<input type="text"/>
<input type="button" value="Search"/>	

If you have chosen to select modules from a predetermined group of modules eg: 'Take a minimum of 1 credit and a maximum of 2 credits from UG Classics & Ancient World Studies: Greek Options in Autumn/Spring term' then you do not need to select any domain. By clicking search you will bring up a list of modules that fit the rules of the group. In this particular case UG Classics & Ancient World Studies Greek modules. If however the rule of your group allows you to choose any module you can either use the domain field to search within a particular department or you can leave it on the default 'Search All Domains' and bring up every module on offer at UCL. Alternatively you could use any of the other field searches to find modules to select.

After clicking on search you will see a screen displaying modules similar to this:

Modules									
Listed below are the module details that match any entered criteria									
Module	Name	Occ.	Period	Location	Level	Credits	Places (est.)	Domain	
GREK1001	Greek for Beginners A	A	T1/2	University College London	FIRST	0.50	999	Greek and Latin Board of Examiners	Select
GREK1002	Greek for Beginners B	A	T1/2	University College London	FIRST	0.50	999	Greek and Latin Board of Examiners	Select
GREK2001	Intermediate Greek A	A	T1/2	University College London	INTER	0.50	999	Greek and Latin Board of Examiners	Select
GREK2002	Intermediate Greek B	A	T1/2	University College London	INTER	0.50	999	Greek and Latin Board of Examiners	Select
GREK2006	Greek Texts 1	A	T1/2	University College London	INTER	1.00	999	Greek and Latin Board of Examiners	Select
GREK2006A	Greek Texts 1A	A	T1/2	University College London	INTER	0.50	999	Greek and Latin Board of Examiners	Select
GREK7006	Greek Texts 2	A	T1/2	University College London	ADV	1.00	999	Greek and Latin Board of Examiners	Select
GREK7006A	Greek Texts 2A	A	T1/2	University College London	ADV	0.50	999	Greek and Latin Board of Examiners	Select
GREK7009	Greek Translation	A	T1/2	University College London	ADV	0.50	999	Greek and Latin Board of Examiners	Select
GREK7016A	Greek Texts 2A	A	T1/2	University College London	ADV	0.50	999	Greek and Latin Board of Examiners	Select
GREK7306	The Greek Dialects	A	T1/2	University College London	ADV	1.00	999	Greek and Latin Board of Examiners	Select
GREK7307	Greek Papyrology	A	T1/2	University College London	ADV	0.50	999	Ancient World Studies & Classics Board of Examiner	Select
GREK7401A	Homer: Iliad	A	T1/2	University College London	ADV	0.50	999	Greek and Latin Board of Examiners	Select
GREK7401B	Homer: Odyssey	A	T1/2	University College London	ADV	0.50	999	Greek and Latin Board of Examiners	Select
GREK7402B	Homer: Iliad	A	T1/2	University College London	ADV	0.50	999	Greek and Latin Board of Examiners	Select

Go Back Submit

To choose a module(s) from the list displayed first click on select (this will change to unselect in case you change your mind and want to deselect this module). Please be aware of the group rules and how many credits you are allowed to take for this group. If you have selected the wrong amount of credit for the current selection group, you will receive an error message reading "Not enough selected" or "Too many selected". To confirm selection of a module(s) please click on submit.

A new screen will now load displaying the module(s) selected (see below). You will need to click on 'Submit Selections' to confirm a group selection.

Make Selection									
If a list of modules is displayed then choose the required number of modules from the list by clicking in the 'Select' box next to the appropriate module. If there is no list displayed then you should input the appropriate module code and insert an 'A' in the 'Occ' field and click on the Validate button to check that you have input the correct code and it is a valid module. If you do not know the module code then please consult the Module Directory on your PORTICO home page to find the module you want to select. Once you have completed your selections on this page, click on the 'Submit Selections' button to return to the main screen.									
You must select a minimum of 1 credit and a maximum of 2 credits in total.									
Select	Module	Occ	Period		Level	Credits	Places (est.)	Module Name	
<input checked="" type="checkbox"/>	GREK7306	A	T1/2	Search	ADV	1.00	999	The Greek Dialects	
<input type="checkbox"/>			T1/2	Search					
<input type="checkbox"/>			T1/2	Search					
<input type="checkbox"/>			T1/2	Search					
<input type="checkbox"/>			T1/2	Search					

Cancel Selection Validate Selections Submit Selections

Repeat the process of choosing modules in each group until you have selected the four credits needed and submitted them. After you have done this you will be presented with several options as seen here:

Pick Modules

Shown below is a list of selections that you need to make. Use the 'Select' button on each row to open the module selection screen. The 'Clear' button can be used to clear the current rows selections. When all selections are complete, use the 'Submit Selections' button to continue the process. Use the 'Submit Later' button to temporarily store your selections, so that you can go back in and make amendments/complete the process at a later date. To check the timetable before finalising your selections, press 'Submit Later', then click the link to [Timetable for your stored selections](#) which will be displayed.

Select	Rule	Group	Overarching	Selections	Total	State	Clear								
Select	Take a minimum of 1 credit and a maximum of 2 credits from UG Classics & Ancient World Studies : Latin Options in Autumn/Spring term		Subject to an overall minimum of 4 credits and an overall maximum of 4 credits	<table border="1"> <thead> <tr><th colspan="2">Selected Modules</th></tr> <tr><th>Module</th><th>Name</th></tr> </thead> <tbody> <tr><td>LATN7441</td><td>The Roman Historians</td></tr> <tr><td>LATN7437</td><td>Ovid B</td></tr> </tbody> </table>	Selected Modules		Module	Name	LATN7441	The Roman Historians	LATN7437	Ovid B	1.00		Clear
Selected Modules															
Module	Name														
LATN7441	The Roman Historians														
LATN7437	Ovid B														
Select	Take a minimum of 1 credit and a maximum of 2 credits from UG Classics & Ancient World Studies: Greek Options in Autumn/Spring term			<table border="1"> <thead> <tr><th colspan="2">Selected Modules</th></tr> <tr><th>Module</th><th>Name</th></tr> </thead> <tbody> <tr><td>GREK7306</td><td>The Greek Dialects</td></tr> </tbody> </table>	Selected Modules		Module	Name	GREK7306	The Greek Dialects	1.00		Clear		
Selected Modules															
Module	Name														
GREK7306	The Greek Dialects														
Select	Take a maximum of 2 credits from All UG Modules in Autumn/Spring term			<table border="1"> <thead> <tr><th colspan="2">Selected Modules</th></tr> <tr><th>Module</th><th>Name</th></tr> </thead> <tbody> <tr><td>ARCL2012</td><td>Archaeology of Ancient Egypt</td></tr> <tr><td>ARCL1003</td><td>World Archaeology: The Deep History of Human Societies</td></tr> </tbody> </table>	Selected Modules		Module	Name	ARCL2012	Archaeology of Ancient Egypt	ARCL1003	World Archaeology: The Deep History of Human Societies	2.00		Clear
Selected Modules															
Module	Name														
ARCL2012	Archaeology of Ancient Egypt														
ARCL1003	World Archaeology: The Deep History of Human Societies														

Submit Later Clear All Selections Submit All Selections

Having made all your module selections, you have the option of saving your choices so that you can return at a later date to submit and confirm them. This may be because you want to do some further research on the individual modules, or so that you can discuss with your parent department how your selections fit in to your programme of study as a whole (See Timetabling page 2). To save your module selections, click the Submit Later button. You will receive a message confirming that your module selections have been saved, but that they have not yet been submitted and confirmed. **YOU MUST ENSURE THAT YOU RETURN TO PORTICO AND COMPLETE THE MODULE REGISTRATION PROCESS BY SUBMITTING AND CONFIRMING YOUR MODULE SELECTIONS BEFORE THE DEADLINE.**

Selections Stored

Your selections have been stored, but NOT yet submitted for approval. You can continue making your module selections at any time by returning to [SIW_SME_009](#) this screen, but your selections will not be ready for approval until you complete the selection process by clicking the 'Submit Selections' button on this screen AND the 'Confirm Selections' button on the final screen. Click here to see the [timetable for your stored selections](#).

Module Selection

You can also decide to remove all of the selections by clicking on 'Clear All Selection'. This will allow you to repeat the whole process of selecting modules. Alternatively if you just want to clear a specific group of module selections you can do this by clicking on the 'Clear' links to the right of the groups.

To submit your modules for consideration by your department click on 'Submit All Selections'. A new screen will load as shown below:

Student Details

Details for the current student.

Student Name: [REDACTED]

Programme: BA Classics

Route: BA Classics

Mode of Attendance: Full-time

Module Selections

Listed below are the modules that you have indicated that you wish to study. These can either be confirmed as your final selections (by clicking on the 'Confirm Selections' button) or you can undo them and start making your selections again (by clicking on the 'Undo last change' button). This is your final opportunity to amend your selections – once you have clicked on the 'Confirm Selections' button you will need to contact your departmental office to make any amendments.

Selected a total of 5 module(s) which total 4 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2013	T1/2	E	03	ARCL1003	A	3	1.00	World Archaeology: The Deep History of Human Societies
2013	T1/2	E	03	ARCL2012	A	3	1.00	Archaeology of Ancient Egypt
2013	T1/2	O	02	GREK7306	A	3	1.00	The Greek Dialects
2013	T1/2	O	01	LATN7437	A	3	0.50	Ovid B
2013	T1/2	O	01	LATN7441	A	3	0.50	The Roman Historians

Undo Last Change Confirm Selections

This screen allows you the final option of confirming your module selections or to undo them and start again. Once you have clicked on the 'Confirm Selections' button you will need to contact your departmental office (in your parent department) to make any amendments.

Once you have clicked 'Confirm Selections' you will be presented with a screen displaying you chosen modules below and you have now reached the end of module selection.

Student Details	
Details for the current student.	
Student Name	[REDACTED]
Programme	BA Classics
Route	BA Classics
Mode of Attendance	Full-time

Confirmed Module Selections								
Shown below are the modules that you have confirmed that you wish to study								
Selected a total of 5 module(s) which total 4 credit(s)								
Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2013	T1/2	E	03	ARCL1003	A	3	1.00	World Archaeology: The Deep History of Human Societies
2013	T1/2	E	03	ARCL2012	A	3	1.00	Archaeology of Ancient Egypt
2013	T1/2	O	02	GREK7306	A	3	1.00	The Greek Dialects
2013	T1/2	O	01	LATN7437	A	3	0.50	Ovid B
2013	T1/2	O	01	LATN7441	A	3	0.50	The Roman Historians

Changing your confirmed module selections

Once you have confirmed your module selections you will not be able to make any further changes, as the 'Undo Last Change' and 'Confirm Selections' will no longer be visible. If you do want to make any post-confirmation changes, you should contact your parent department (for interdepartmental programmes, contact the Programme Administrator).

Tracking the approval of your module selections and programme of study

All of your module selections are subject to the approval of the teaching departments that run them. You can check which module selections have been approved or rejected by accessing the 'Module Selection Status' link in the 'Module Selection' container on your 'My Studies' page. You will be notified immediately via your UCL email address if any of your module selections have been rejected. **YOU MUST RESPOND TO A REJECTION MESSAGE BY CONTACTING YOUR PARENT DEPARTMENT (FOR INTERDEPARTMENTAL PROGRAMMES, CONTACT THE PROGRAMME ADMINISTRATOR).**

Your module selections that have been approved by the relevant teaching department and confirmed as appropriate to your programme of study by your parent department, can be accessed via the 'View Confirmed Module Registrations' link, which can also be found in the 'Module Selection' container on your 'My Studies' page'.