



## 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. 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 enrol 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 'Statement of Student Status' in the 'Student Record and Fee Data' container on your student home 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 'Student Academic Details' container, 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 fulfil 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 'Student Home 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.

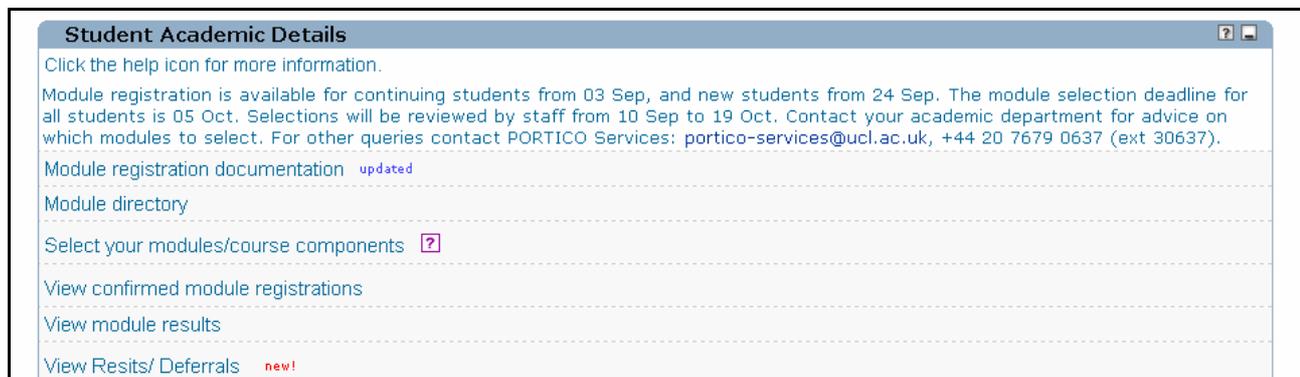
### *Screen resolution*

Action and/or navigation buttons appear at the bottom of most module registration screens, and where a lot of information is displayed it may be necessary to scroll down to the bottom of the page, especially if your monitor is set to a low screen resolution.

## **'Student Home Page' screen**

Having successfully logged in to PORTICO, you will see your 'Student Home Page', on which a container called 'Student Academic Details' will be visible. Take note of the dates during which module registration is available to students and staff.

## **'Student Academic Details' 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.

### **'Select your modules/course components' link**

The module registration facility can be accessed via the 'Select your modules/course components' link.

### **'View Module Selection Status'**

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

### **'View Confirmed Module Registrations'**

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

### **'View Resits/ 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 'View Resits' link.

## UNDERTAKING MODULE REGISTRATION

### 'Select your modules/course components' link

Click the 'Select your modules/course components' 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).

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

<b>Student Name</b>	
<b>Programme</b>	BSc(Econ) Economics and Geography
<b>Route</b>	BSc(Econ) Economics and Geography
<b>Mode of Attendance</b>	Full-time
<b>Registration Year</b>	2007
<b>Registration Period</b>	
<b>Selections</b>	You have currently selected 2 Module(s) with a total of 2 Credit(s)

Module	Occ	Period	Level	Credits	Status	Module Name
ECON2001	A	T1/2	2	1.00	Compulsory	Microeconomics
ECON2004	A	T1/2	2	1.00	Compulsory	Macroeconomic Theory and Policy

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.

Select	Rule	Overarching	Selections	Total	State	Clear
<input type="button" value="Select"/>	Take 1.5 credits from GEOG2009/A, GEOG2010/A, GEOG2011/A, GEOG2012/A, GEOG2014/A, GEOG2015/A in Autumn/Spring term	-				<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 0.5 credits from All Geography year 2 modules in Autumn/Spring term	Subject to an overall minimum of 0.5 credits and an overall maximum of 0.5 credits				<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 0.5 credits from All Economics 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 chose modules from either a fixed list, e.g. "GEOG2009" etc, as in row 1 above (click the link to see information about the module), or from a wider group, e.g. "All Geography year 2 modules", as in row 2 above. Note the individual rules for each selection group, e.g. 'a maximum of 0.5 credits', as in rows 2 and 3 above. Cross-reference this with any overarching rules applicable to different selection groups, e.g. 'an overall maximum of 0.5 credits', specified for selection groups 2 and 3 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 unhappy with your initial selections.

## Selecting your modules

### Fixed list selection screen

When you click on a Select button, you will be taken to one of two types of selection screens. The first type will display a short fixed list of modules. To select modules from this list, click in the relevant tick boxes, taking care that you chose the correct amount of credit. In the example below, the 3 modules selected are appropriate for the selection group rule of “a minimum of 1.5 and a maximum of 1.5 credit in total”. If you accidentally select the wrong amount of credit, an error message will appear when you attempt to submit your selections to the module registration switchboard screen by clicking the Submit Selections button. It may be helpful to think of the Submit Selections button like an ‘add to cart’ option in an online purchasing site. The Cancel Selection button will return you to the module registration switchboard screen without submitting any of your selections.

You must select a minimum of 1.5 credits and a maximum of 1.5 credits in total.							
Select	Module	Occ	Period		Level	Credits	Module Name
<input checked="" type="checkbox"/>	GEOG2009	A	T1/2		INTER	0.50	Environmental Management: Topics and Issues
<input checked="" type="checkbox"/>	GEOG2010	A	T1/2		INTER	0.50	Regional Development in a Global Context
<input checked="" type="checkbox"/>	GEOG2011	A	T1/2		INTER	0.50	Population Geography
<input type="checkbox"/>	GEOG2012	A	T1/2		INTER	0.50	Political Geography of European Integration
<input type="checkbox"/>	GEOG2014	A	T1/2		INTER	0.50	Geography of Global Poverty
<input type="checkbox"/>	GEOG2015	A	T1/2		INTER	0.50	Latin American Development
				<input type="button" value="Cancel Selection"/>	<input type="button" value="Submit Selections"/>		

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”.

You must select a minimum of 1.5 credits and a maximum of 1.5 credits in total.							
Select	Module	Occ	Period		Level	Credits	Module Name
<input checked="" type="checkbox"/>	GEOG2009	A	T1/2	Not enough selected	INTER	0.50	Environmental Management: Topics and Issues
<input checked="" type="checkbox"/>	GEOG2010	A	T1/2	Not enough selected	INTER	0.50	Regional Development in a Global Context

You must select a minimum of 1.5 credits and a maximum of 1.5 credits in total.							
Select	Module	Occ	Period		Level	Credits	Module Name
<input checked="" type="checkbox"/>	GEOG2009	A	T1/2	Too many selected	INTER	0.50	Environmental Management: Topics and Issues
<input checked="" type="checkbox"/>	GEOG2010	A	T1/2	Too many selected	INTER	0.50	Regional Development in a Global Context
<input checked="" type="checkbox"/>	GEOG2011	A	T1/2	Too many selected	INTER	0.50	Population Geography
<input checked="" type="checkbox"/>	GEOG2012	A	T1/2	Too many selected	INTER	0.50	Political Geography of European Integration

### Data entry selection screen

The second type of selection screen allows you to either directly enter a module code (ensuring you also populate the ‘Occ’ field with the letter “A”, as in the example below), or to use the Search button to access the module directory, from which you can select modules that are allowable within your programme of study. Check your department’s website and your course handbook for the modules you should be selecting from, If you directly enter a module code, you should click the Validate Selection button, which checks several things: firstly, the module code exists; secondly, the module is running during the forthcoming academic year; thirdly, the module is allowed within your programme of study. If your module selections break any of these rules, an ‘Invalid module’ error message will be displayed. Validate your module selections as you make them, to save having to check multiple errors before submitting your selections to the module registration switchboard screen using Submit Selections button.

Select	Module	Occ	Period		Level	Credits	Module Name
<input checked="" type="checkbox"/>	<input type="text" value="GEOG2001"/>	<input type="text" value="A"/>	T1/2	<input type="button" value="Search"/>	INTER	0.50	The Practice of Geography
<input type="checkbox"/>	<input type="text" value="ABCD2001"/>	<input type="text"/>	T1/2	<input type="button" value="Search"/> Invalid module			

### Module directory

If you don't know the codes for the modules you wish to select, you can search for them using the module directory, which you can access by clicking the Search button on the data entry selection screen. There are various criteria you can use to search for module details, such as by the module name, the department that teaches it, or using a keyword, etc. Once you have entered your criteria, click the Search button, which will display the resulting module details. If no details seem to be listed, and you do not receive an error message, scroll down the page to see the results of your search.

**Module Code**

**Module Name**

**Exam Board**

**Department**

**Level**

**Keyword**

**Only In Use?**

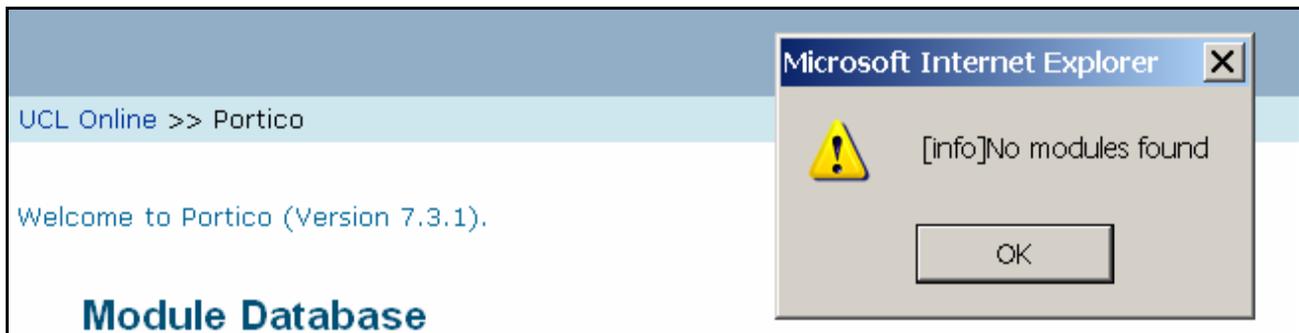
**Sort Order**

**Modules**

Showing Page 1 of 1 @ 20 Records/Page

Module Code	Module Title	Level	Credits	Exam Board	
GEOG2001	The Practice of Geography	INTER	0.50	Geography (undergraduate)	<input type="button" value="Select"/>
GEOG2002	Methods in Physical Geography	INTER	0.50	Geography (undergraduate)	<input type="button" value="Select"/>

An error message saying that no modules have been found will occur because either no modules fulfil your search criteria, or no modules running during the forthcoming academic year fulfil your search criteria, or the modules found as part of your search criteria are not allowed in your programme of study.



To make a selection from the resulting list of modules, click the Select button to the right of the module details. The button title will switch to read Unselect, and if you wish to change your mind, click the button again, and it will revert to Select. Once you have selected all the modules you want from the list, click the Submit button, which will return you to the fixed list / data entry selection screen, from where you can submit your selection to the module registration switchboard. If you cannot see the Submit button, scroll down the page to the bottom of the list of modules.

GEOG2023	Urban Geography	INTER	0.50	Geography (undergraduate)	<input type="button" value="Unselect"/>
<input type="button" value="Go Back"/>					<input type="button" value="Submit"/>
<input type="button" value="Prev Screen"/>		<input type="button" value="Next Screen"/>			

### ***Saving your module selections and returning to submit and confirm them later***

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. To save your module selections, click the Submit Later button.

Select	Rule	Overarching	Selections		Total	State	Clear
<input type="button" value="Select"/>	Take 1.5 credits from GEOG2009/A, GEOG2010/A, GEOG2011/A, GEOG2012/A, GEOG2014/A, GEOG2015/A in Autumn/Spring term	-	Module	Name	1.50		<input type="button" value="Clear"/>
			GEOG2011	Population Geography			
			GEOG2010	Regional Development in a Global Context			
			GEOG2009	Environmental Management: Topics and Issues			
<input type="button" value="Select"/>	Take a maximum of 0.5 credits from All Geography year 2 modules in Autumn/Spring term	Subject to an overall minimum of 0.5 credits and an overall maximum of 0.5 credits	Module	Name	0.50		<input type="button" value="Clear"/>
				GEOG2001			The Practice of Geography
<input type="button" value="Select"/>	Take a maximum of 0.5 credits from All Economics modules in Autumn/Spring term						<input type="button" value="Clear"/>
<input type="button" value="Submit Later"/> <input type="button" value="Clear All Selections"/> <input type="button" value="Submit All Selections"/>							

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**
SIW\_SME\_009

Your selections have been stored, but NOT yet submitted for approval. You can continue making your module selections at any time by returning to 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.

### ***Submitting your module selections***

If you are happy with your module selections, use the Submit All Selections button, which it is helpful to think of as equivalent to the 'check out' option in an online purchasing site. If you receive an error message at this point, it will be because your module selections somehow break the rules of your programme of study. Even if your individual group selections have validated and appear on the module registration switchboard screen by conforming to the group selection rule, you may not be able to submit all your module selections because you have contravened an overarching rule, for example by selecting the wrong amount of overall credit.

**Submission failed**
SIW\_SME\_002

Submission has failed. Please amend your selections below, ensuring that they comply with the rules indicated.

## Confirming your module selections

Successfully submitting your module selections will take you to the 'Confirm Module Selections' screen. You have the option of changing your mind and going back to make different module selections, which you can do by clicking the Undo Last Change button. This will take you back to the module registration switchboard screen, where you can make any necessary adjustments to your module selections.

### Confirm Selections

Confirm your module selections

This screen allows you to confirm your module selections or to undo them and start again. 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 (in your parent department) to make any amendments.

Details for the current student.	
Student	
Name	
Programme	BSc(Econ) Economics and Geography
Route	BSc(Econ) Economics and Geography
Mode of Attendance	Full-time

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 6 module(s) which total 4 credit(s)**

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2007	T1/2	C	01	ECON2001	A	2	1.00	Microeconomics
2007	T1/2	C	01	ECON2004	A	2	1.00	Macroeconomic Theory and Policy
2007	T1/2	O	01	GEOG2001	A	2	0.50	The Practice of Geography
2007	T1/2	O	01	GEOG2009	A	2	0.50	Environmental Management: Topics and Issues
2007	T1/2	O	01	GEOG2010	A	2	0.50	Regional Development in a Global Context
2007	T1/2	O	01	GEOG2011	A	2	0.50	Population Geography

To confirm your module selections, click the Confirm Selections button. You will see the 'Confirmed Module Selections' screen which explains that you have completed the module registration process, and lists the modules you have selected. **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**

## 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 'View Module Selection Status' link in the 'Student Academic Details' container on your 'Student Home 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 'Student Academic Details' container on your 'Student Home Page'.