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

<table>
<thead>
<tr>
<th>Student Academic Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the help icon for more information</td>
</tr>
<tr>
<td>Module registration is available for continuing students from 09 Sep, and new students from 24 Sep. The module selection deadline for all students is 05 Oct. Selections will be reviewed by staff from 10 Sep to 19 Oct. Contact your academic department for advice on which modules to select. For other queries contact PORTICO Services: <a href="mailto:portico-services@ucl.ac.uk">portico-services@ucl.ac.uk</a>, +44 20 7679 0527 (ext 30637).</td>
</tr>
<tr>
<td>Module registration documentation exelia</td>
</tr>
<tr>
<td>Module directory</td>
</tr>
<tr>
<td>Select your modules/course components</td>
</tr>
<tr>
<td>View confirmed module registrations</td>
</tr>
<tr>
<td>View module results</td>
</tr>
<tr>
<td>View Resits/Deferrals</td>
</tr>
</tbody>
</table>

‘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.

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Occ</th>
<th>Period</th>
<th>Level</th>
<th>Credits</th>
<th>Status</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON2001</td>
<td>A</td>
<td>T1/2</td>
<td>2</td>
<td>1.00</td>
<td>Compulsory</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECON2004</td>
<td>A</td>
<td>T1/2</td>
<td>2</td>
<td>1.00</td>
<td>Compulsory</td>
<td>Macroeconomic Theory and Policy</td>
</tr>
</tbody>
</table>

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/completions the process at a later date.

<table>
<thead>
<tr>
<th>Select</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Take a maximum of 0.5 credits from All Geography year 2 modules in Autumn/Spring term</td>
</tr>
<tr>
<td></td>
<td>Take a maximum of 0.5 credits from All Economics modules in Autumn/Spring term</td>
</tr>
</tbody>
</table>

‘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.

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”.

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.
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.

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.

Module Database

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.
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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Rule</th>
<th>Overarching</th>
<th>Selections</th>
<th>Total</th>
<th>State</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Module</td>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GEOG2009/A</td>
<td>Population Geography</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GEOG2010/A</td>
<td>Regional Development in a Global Context</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GEOG2011/A</td>
<td>Environmental Management: Topics and Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>Subject to an overall minimum of 0.5 credits and an overall maximum of 0.5 credits</td>
<td>Module</td>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td></td>
<td>GEOG2001/A</td>
<td>The Practice of Geography</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.
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
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.

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’.