



# Online Module Registration: Student User Guide

**!** If you have any queries about module registration, please contact your department in the first instance. If you have any problems accessing Portico, contact the helpdesk by emailing [portico-services@ucl.ac.uk](mailto:portico-services@ucl.ac.uk) or by calling 020 7679 0637.

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## Before Module Registration

### Enrolment

You will need to enrol (or re-enrol if you are a continuing student) before you are able to complete module registration. You will receive instructions on how to do this.

### Intercollegiate Modules

If you are interested in taking a module from another institution (typically modules from other University of London institutions) you should contact your department for advice on which modules are available to you before you complete module registration. Your department will be able to advise you on how to complete module registration if they approve an intercollegiate module.

# Completing Module Registration

! If all of the modules for this year of your programme are compulsory you will not need to complete module registration.

Module registration is accessed via Portico (<https://ucl.ac.uk/portico>), the student record system, login with your UCL username and password to access the system.

You will gain access to module registration once you have enrolled for the current academic session. **There is a short window around 22:00 where module registration is not available** due to system maintenance (this should only last around 10-15 minutes), during this period the link to module registration is not available.

Select 'My Studies' from the menu and you should see a container like the one pictured below. If you do not see a link to 'Complete module registration...' but are expecting to select modules you should contact your department for advice.

### My Modules

This section contains information about your modules for the current year and links to module registration (if required).

Complete module registration for 2018 Register now!

Module directory

Your current module selections for **BA History** (year 2) are listed below.

Module	Title	Level	Period	Credits	Type	Status
HIST0011	Evolving History	6	T1	15	Compulsory	Approved
HIST0089	Second-Year Research Seminar	6	T2	15	Compulsory	Approved

More information about your module selections...

! When using Portico, you should always use the onscreen navigation buttons rather than your browser back/forward buttons or you might be logged out of the system.

## Register for Modules

Clicking 'Complete module registration...' will take you into the system.

At the top of the page you will see details of your programme of study and mode of attendance as well as a list of any compulsory modules for the current year.

Clicking on the 'Common Timetable' link will let you view the timetable for your selected modules. You will need to check that your module selections do not clash with one another or any of your compulsory modules for the year. Your department will be able to advise further if you have any questions about this.

# Module Registration

This page shows the selections you have already made (as they may be compulsory modules) and also those selections which you need to make. Note that any selections that you make will be subject to the approval of the teaching department for each module and your parent department.

To check the timetable for your [selected](#) modules, click the link to the [Common Timetable](#).

**Your details**

<b>Programme you are studying:</b>	BA History
<b>Route you are following:</b>	BA History
<b>Mode of Attendance</b>	Full-time

**Compulsory modules**

Module	Module name	Period	Delivery	Year of programme	Credits	Status
HIST0011	<a href="#">Evolving History</a>	T2	A6U	2	15	Compulsory
HIST0089	<a href="#">Second-Year Research Seminar</a>	T2	A6U	2	15	Compulsory

Below this section you'll see two columns, on the left are the modules you can select and any rules about how much you can select from each area, on the right you'll be able to see any modules you have already selected (as you select modules they will appear on the right).

Your module load should be balanced between term 1 and term 2. Further details about programme diets and modules, along with contacts for the UCL History administration team, can be found on the UCL History website at <http://www.ucl.ac.uk/history/current-students>

NOTE: Students are not permitted to take more than one inter-collegiate module per year.

**Make any choices from the electives contained within this block**

Choose 60 credits in T1/2 from BA History 2C

View List

AND

Choose 30 credits in T1/2 from All UG Modules

View List

All my modules

Modules from current block

**Selected Modules**

Module	Name	Period	Occ	Level	Credits		

**Totals**

Overall Progress	Required	Current	
Credits	N/A	0	

Submit Selections

Clicking 'View List' in each of the boxes on the left of this section will expand a list of the modules you can choose from. You can select a module by clicking 'Add'.

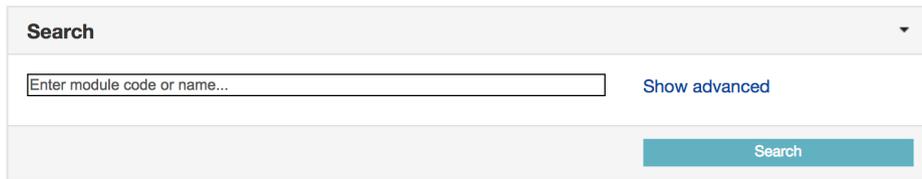
Choose 60 credits in T1/2 from BA History 2C

Hide List

**Search** ▲

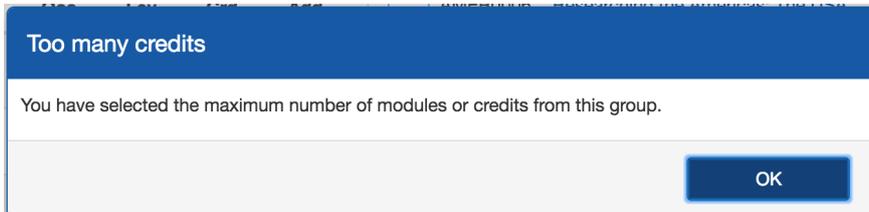
Module	Name	Period	Occ	Lev	Crds	Add
AMER0002	<a href="#">Sustainable Development in Latin America and the Caribbean</a>	T2	A7P	L7	15	<div style="border: 1px solid #0072bc; padding: 2px 5px; color: white;">Add</div>
AMER0003	<a href="#">US Presidents and the Presidency</a>	T1	A7P	L7	15	<div style="border: 1px solid #0072bc; padding: 2px 5px; color: white;">Add</div>

If you can't find the module you are looking for click 'Search'. If you know the module code you can enter it in the search field, otherwise search by module title.

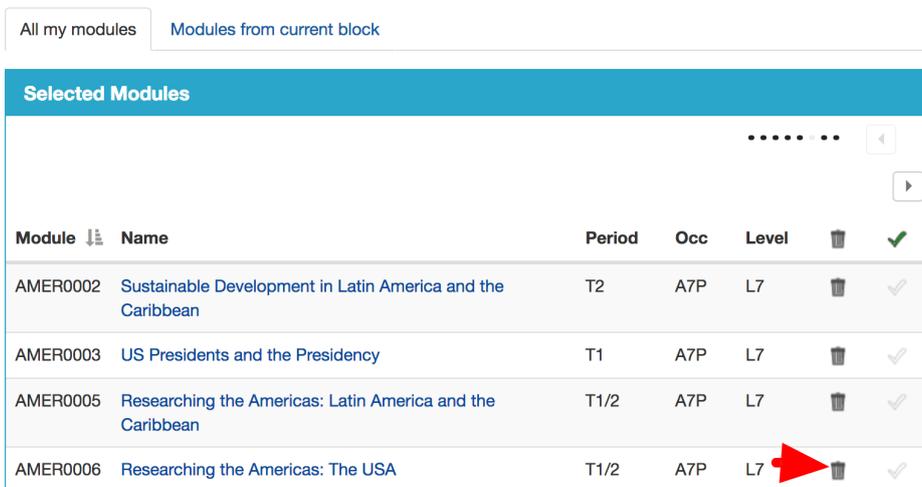


The search interface consists of a header with the word "Search" and a dropdown arrow. Below the header is a text input field with the placeholder text "Enter module code or name...". To the right of the input field is a link that says "Show advanced". At the bottom right of the search area is a teal button labeled "Search".

You will not be able to add too many credits/modules from the list, if you do an error message like the one below will appear.



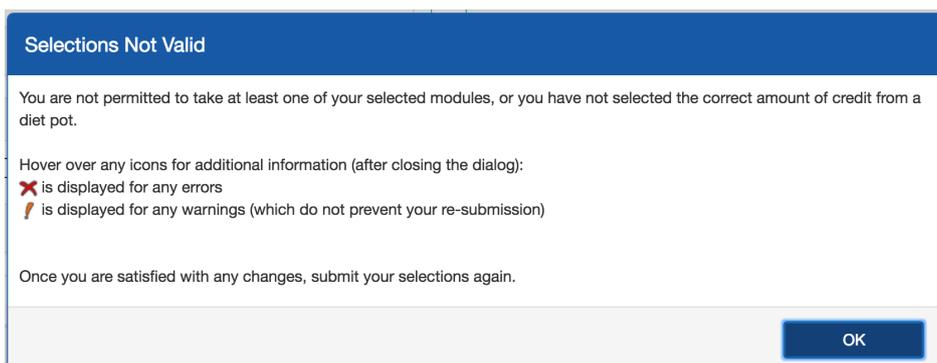
If this happens you can remove a module from your selections on the right-hand side by clicking the bin icon.



The screenshot shows a user interface with two tabs: "All my modules" and "Modules from current block". Below the tabs is a section titled "Selected Modules" which contains a table. The table has columns for "Module", "Name", "Period", "Occ", "Level", a bin icon, and a checkmark icon. A red arrow points to the bin icon in the row for "AMER0006 Researching the Americas: The USA".

Module	Name	Period	Occ	Level		
AMER0002	Sustainable Development in Latin America and the Caribbean	T2	A7P	L7		
AMER0003	US Presidents and the Presidency	T1	A7P	L7		
AMER0005	Researching the Americas: Latin America and the Caribbean	T1/2	A7P	L7		
AMER0006	Researching the Americas: The USA	T1/2	A7P	L7		

If you do not select enough modules, or you miss out one of the module collections on the left, an error message like the one pictured below will appear. The section on the left which needs to be completed will be marked with a red cross.



Once you have selected all of your modules you will need to click 'Submit Selections' at the bottom of the right-hand section.

All my modules [Modules from current block](#)

**Selected Modules**

Module	Name	Occ	Level	Credits		
AMER0002	Sustainable Development in Latin America and the Caribbean	A7P	L7	15		
AMER0003	US Presidents and the Presidency	A7P	L7	15		
AMER0005	Researching the Americas: Latin America and the Caribbean	A7P	L7	15		
AMER0007	Democratization in Latin America	A7P	L7	15		

**Totals**

Overall Progress	Required	Current	
Credits	N/A	60	

Submit Selections
←

On the next page, you'll be shown a summary of the modules you have selected. If this is correct you should click 'Confirm selections' to finalise your module choices. If you want to make changes you can click 'Undo Last Change' to return to the pages above and make your changes.

**Module Selections**

Selected a total of 7 module(s) which total 120 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2018	T1	E	01	AMER0003	A7P	2	15.00	US Presidents and the Presidency
2018	T1	E	01	AMER0007	A7P	2	15.00	Democratization in Latin America
2018	T1/2	E	01	AMER0005	A7P	2	15.00	Researching the Americas: Latin America and the Caribbean
2018	T1/2	E	02	AMER0039	A4U	2	30.00	Introduction to Politics
2018	T2	E	01	AMER0002	A7P	2	15.00	Sustainable Development in Latin America and the Caribbean
2018	T2	C	01	HIST0011	A6U	2	15.00	Evolving History
2018	T2	C	02	HIST0089	A6U	2	15.00	Second-Year Research Seminar

Undo Last Change
Confirm Selections

**!** When you finish module registration, remember that you need to click 'Confirm selections'

After your module selections are submitted they will need to be approved by your department. There is more information on the approval process below but please contact your department if you have any questions about this.

# Module Directory

Portico has a simple module directory where you can search for modules across the institution. You can search by module code, title, or keywords to find modules that may be of interest to you. Please note that not all modules in the catalogue will be available to all students; you are advised to contact the department that teaches the module or check their website for further information.

### Search for a module

Enter your search criteria below and click 'Search' to find modules running in 2018.

Search term (module title, keyword or code):

Department:

Filter by level:  Any level  
 Undergraduate  
 Postgraduate

Filter by teaching period:

Enter your criteria and click 'Search' to proceed, if any results are returned they will be listed on the screen. Click a module title for further information.

### Search results

Click a module title to see more information

Module title	Module code	Credits	Teaching Period	Level
<a href="#">Chaucer and his Literary Background</a>	ENGL0006	30	Terms 1 and 2	L5 (UG)
<a href="#">Chaucer and his Literary Background A</a>	ENGL0007	15	Term 1	L5 (UG)
<a href="#">Chaucer and his Literary Background A</a>	ENGL0007	15	Term 2	L5 (UG)

Showing 1 to 3 of 3 entries

# Module Approval

Once you have submitted your module selections they must be approved by your department (your “Parent Department”) and the department which runs the module if you take an option outside your own department (the “Teaching Department”). You can check the status of these approvals through the ‘More information about your module selections...’ link under ‘My Modules’ (see above).

You will be notified by email when your module selections are approved/declined, if a module you selected was declined you should contact your department for advice and to request another module.

**!** Your department won’t be able to approve your module selections until you click both ‘Submit selections’ on the first page of module registration and ‘Confirm selections’ on the second page.

Clicking ‘More information about your module selections...’ on the ‘My Modules’ container will let you check if your module selections have been approved.

## My Modules

Go BackOnline Timetable

**Module selections for 2018**

You have selected 30 credits for 2018. You may have outstanding module selections for this academic year.

This table shows your module selections for 2018, optional and elective module selections must be approved by the department. Your home department is History, if you select any modules outside of this department they will also need to be approved by the teaching department (the department which delivers the module). **If you have any queries about the module registration process or the information below please contact your department.**

Module	Title	Level	Term(s)	Credits	Type	Teaching department approval	Parent department approval
HIST0011	Evolving History	6	Term 2	15	Compulsory	Approved	Approved
HIST0089	Second-Year Research Seminar	6	Term 2	15	Compulsory	Approved	Approved

**Modules taken in previous years**

Module	Title	Academic Year	Year of Programme	Level	Term(s)	Credits	Type
HIST1006	Writing History	2017	1	4	T1/2	15	Compulsory
HIST1007	Making History	2017	1	4	T1/2	15	Compulsory
HIST1008	Concepts, Categories and the Practice of History	2017	1	4	T1/2	30	Compulsory
HIST6210	Social Systems in Religious History from Constantine to Napoleon	2017	1	5	T1/2	30	Elective
HIST6304	British History c.1850-1997	2017	1	5	T1/2	30	Elective

At the bottom of the page you can also see the modules that you have taken in previous years.