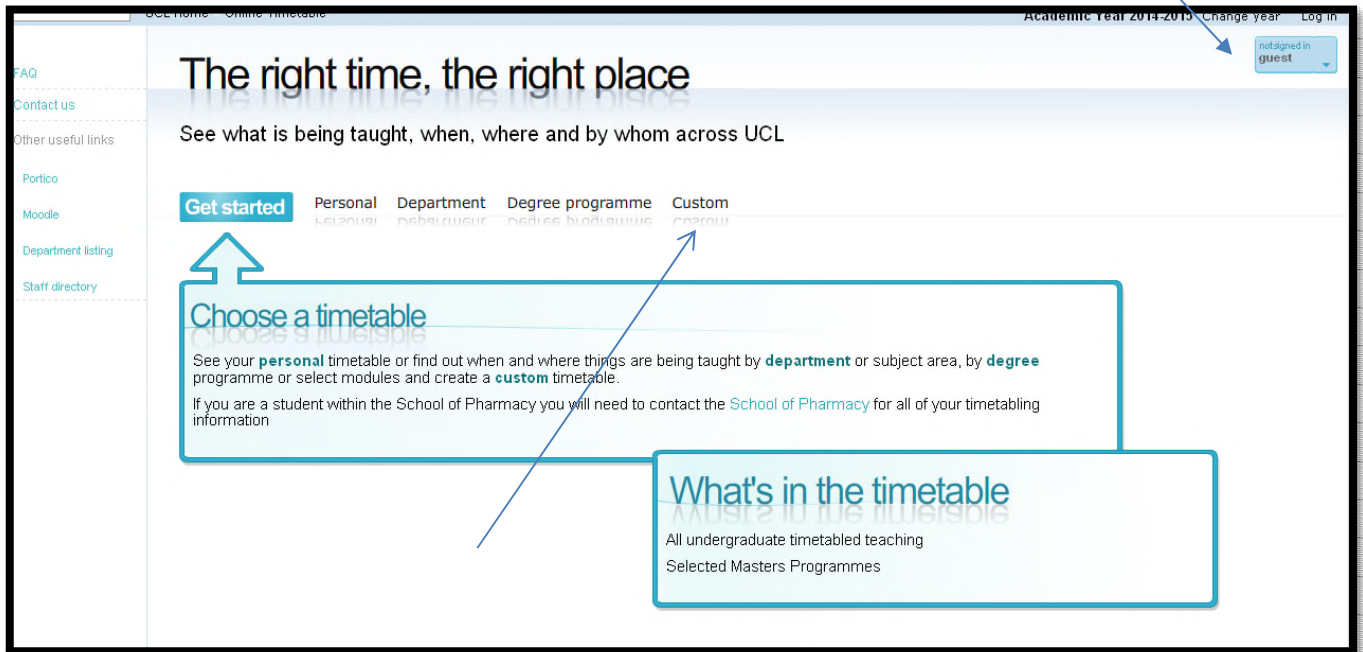


# How to check your UCL timetable

Before selecting your modules on Portico, you can look up the timetable for modules you are required to take as well as when your options are running, to check for potential clashes. You should also continue to **check your timetable regularly**, especially at the beginning of term, in case of any changes to rooms.

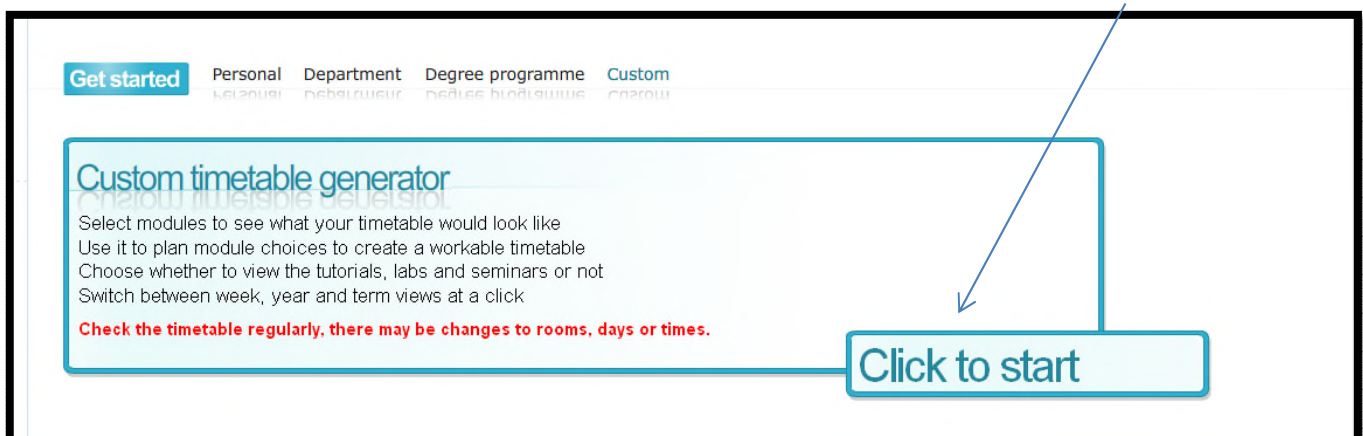
Until your modules have been approved, you should check your timetable as a 'guest', as follows:

1. Go to [www.ucl.ac.uk/timetable](http://www.ucl.ac.uk/timetable)
2. You should see the following screen:



The screenshot shows the UCL Timetable website. At the top right, it says 'Academic Year 2014-2015' and 'Change year'. There is a 'not signed in guest' dropdown menu. The main heading is 'The right time, the right place' with the sub-heading 'See what is being taught, when, where and by whom across UCL'. Below this are navigation tabs: 'Get started', 'Personal', 'Department', 'Degree programme', and 'Custom'. A blue box highlights the 'Choose a timetable' section, which contains instructions on how to use the personal, department, or degree programme options, and a note for Pharmacy students. Another blue box highlights the 'What's in the timetable' section, which lists 'All undergraduate timetabled teaching' and 'Selected Masters Programmes'. A blue arrow points from the 'Custom' tab to the 'Choose a timetable' section.

3. Click on the 'Custom' option.
4. This will open the 'Custom timetable generator', and then you should choose 'Click to start'



The screenshot shows the 'Custom timetable generator' page. At the top, the navigation tabs are 'Get started', 'Personal', 'Department', 'Degree programme', and 'Custom'. The main heading is 'Custom timetable generator' with instructions: 'Select modules to see what your timetable would look like', 'Use it to plan module choices to create a workable timetable', 'Choose whether to view the tutorials, labs and seminars or not', and 'Switch between week, year and term views at a click'. A red warning message says 'Check the timetable regularly, there may be changes to rooms, days or times.' A blue box highlights the 'Click to start' button. A blue arrow points from the 'Click to start' button back to the 'Custom' tab.

5. Ignore the section for 'department or subject area name', this is not a good way to search, as it is far too broad. You will have a list of the module codes e.g. ELCS0042, FREN0020, etc. and you should enter these in the second box on the page:

Custom Timetable Generator

Search by department/subject area OR module info Find out more ...

enter department or subject area name  SEARCH

enter module name  [Switch Module Info](#) SEARCH

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6. You will see above the box that it is asking for 'enter module **name**'. However it is far easier and quicker to use the module code, so if you click on 'Switch Module Info' this will change the title to 'enter module **code**'. Once this has changed, you can enter the subject codes you would like to check, and click 'SEARCH'.

Custom Timetable Generator

Search by department/subject area OR module info Find out more ...

enter department or subject area name  SEARCH

enter module code  [Switch Module Info](#) SEARCH

As you can see from the above example, it is possible to enter several codes at a time, with just a space between each, and this is definitely the quickest way to search! Alternatively you can enter the module codes one by one, until you have listed all the modules you wish to check.

7. Once the search has completed, your modules will be listed as follows:

Custom Timetable Generator

Search by department/subject area OR module info Find out more ...

enter department or subject area name  SEARCH

enter module code  [Switch Module Info](#) SEARCH

Select modules

SHOWING MODULES FOR  
**Module code : ELCS6066 FREN2106 ELCS6024**  
( 3 MODULES FOUND )

Code	Module Name	Units
ELCS6066	Fairy Tales: Their Origin and Evolution	0.5
ELCS6024	Representing History	0.5
FREN2106	Romanticism and Modernity: the 19th Century	0.5

**Please ignore the exact module codes and titles on the example pictures shown in this guide.** They are just for demonstration purposes. The correct module codes and titles were e-mailed to you during our module pre-registration process. All our module codes are also listed within module descriptions on our [website](#).

8. You will need to click on each of the module codes individually so that they display in the 'final module list', and the 'Create timetable' button appears:

enter department or subject area name  SEARCH

enter module code [Switch Module Info](#)  
 SEARCH

Select modules

SHOWING MODULES FOR  
**Module code : ELCS6066 FREN2106 ELCS6024**  
 ( 3 MODULES FOUND )

Code	Module Name	Units
ELCS6066	Fairy Tales: Their Origin and Evolution	0.5
ELCS6024	Representing History	0.5
FREN2106	Romanticism and Modernity: the 19th Century	0.5

Final module list

Code	Module Name	Hide Groups	Units
ELCS6066	Fairy Tales: Their Origin and Evolution	<input type="checkbox"/>	0.5 ✕
ELCS6024	Representing History	<input type="checkbox"/>	0.5 ✕
FREN2106	Romanticism and Modernity: the 19th Century	<input type="checkbox"/>	0.5 ✕

CREATE TIMETABLE REMOVE ALL

You currently have selected 1.5 units.

9. Click on 'Create Timetable' and your timetable will appear:

Custom Timetable

not signed in guest

CURRENT DISPLAY CHANGE DISPLAY

PRINT

ACADEMIC YEAR BETWEEN 25/08/2014 - 23/08/2015

timetable

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
MON						seminar <b>ELCS6066</b> Fairy Tales: Their Origin and Evolution DEARNLEY, Elizabeth (Dr) Foster Court 130 6-10, 12-16				
TUE										
WED										
THU		lecture <b>ELCS6024</b> Representing History RINALDI, Lucia (Dr) Missing room name 21-25, 27-31								
FRI										

	14:00	15:00
	seminar <b>ELCS6066</b> Fairy Tales: Their Origin and Evolution DEARNLEY, Elizabeth (Dr) Foster Court 130 6-10, 12-16	

You will see from the above example that the module code and name, the name of the module tutor, the time and day of the week your course is scheduled, as well as the location (where known) and the weeks the class runs is displayed.

In a number of cases, there are multiple groups for language modules. Also, there are multiple seminar groups for ELCS and LITC modules. Please do not be alarmed if you enter one of these

module codes and see several time slots: you will be allocated to a group in advance of teaching. Once you are in the correct group, you should attend all classes.

If you take a language or subject outside of SELCS-CMII, please check with the relevant UCL department in case there are groups/alternative times for classes different from the online timetable.

Note that in the case of ELCS and LITC modules, all students will be required to attend the lectures, and they will be allocated to **one** of the seminar groups. You should be able to see from the online timetable where classes are listed as 'lecture', 'seminar' or other types of class.

WED	<p><b>lecture</b></p> <p><b>ELCS1003</b> Topics in European History</p> <p>FERRARA DEGLI UBERTI, Carlotta (Dr)</p> <p>Anatomy B15</p> <p>20-24, 26-30</p>		
THU	<p><b>seminar</b></p> <p><b>ELCS1003</b> Topics in European History</p> <p>HAUSWEDELL, Tessa (Dr)</p> <p>Foster Court 219</p> <p>20-24, 26-30</p> <p>SEM1</p>	<p><b>seminar</b></p> <p><b>ELCS1003</b> Topics in European History</p> <p>HAUSWEDELL, Tessa (Dr)</p> <p>Foster Court 219</p> <p>20-24, 26-30</p> <p>SEM2</p>	

*This tells you which seminar group it is*

*This tells you in which weeks teaching takes place (weeks '6-10, 12-16' indicate term 1 and weeks '20-24, 26-30' indicate term 2)*

10. UCL runs on a specific numbered week system, where Induction week (i.e., the first week of term) is known as 'Week 5'.

- **Term 1** teaching runs from weeks 6 – 10 and 12-16, with a break in Week 11 (this is known as 'Reading Week' where you get a break from classes to catch up with your required reading and coursework).
- **Term 2** teaching runs from weeks 20-30 with Reading Week taking place in week 25.
- There is no teaching in **Term 3** – this is when most written and oral assessments for modules take place.

11. You may find it easier to check your timetable for any potential clashes by looking at a screen showing only term 1 or only term 2 modules. To do it, click on 'Change display':

The screenshot shows the 'Custom Timetable' interface. At the top, there are buttons for 'CURRENT DISPLAY' and 'CHANGE DISPLAY'. Below this is a section for 'SELECTED MODULES' with a grid showing modules for Monday through Friday. A blue arrow points to the 'CHANGE DISPLAY' button. The grid shows the following modules:

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
MON						seminar ELCS6066 Fairy Tales: Their Origin and Evolution DEARNLEY, Elizabeth (Dr) Foster Court 130 6-10, 12-16				
TUE										
WED										
THU		lecture ELCS6024 Representing History RINALDI, Lucia (Dr) Missing room name 21-25, 27-31								
FRI										

Once you click on 'Change display', further options will appear as listed below. Click on either 'Term One' or 'Term Two' to see teaching sessions in that period of time only.

The screenshot shows the 'Custom Timetable' interface with the 'CHANGE DISPLAY' button highlighted. Below it, there are buttons for 'FULL YEAR', 'TERM ONE', 'TERM TWO', and 'TERM THREE'. There is also an 'enter range' input field and a 'Group Events' checkbox. Below this is a calendar for selecting a week from the current month. The calendar shows the following days:

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52								

## Any issues?

- If you experience any technical issues, please refer to this webpage for help and advice: <https://www.ucl.ac.uk/srs/portico/timetable-troubleshooting>.
- If you have queries about your module registration for SELCS-CMII modules or your timetable, please email either [selcs.undergraduate@ucl.ac.uk](mailto:selcs.undergraduate@ucl.ac.uk) or [selcs.postgraduate@ucl.ac.uk](mailto:selcs.postgraduate@ucl.ac.uk) (depending on your level of study).