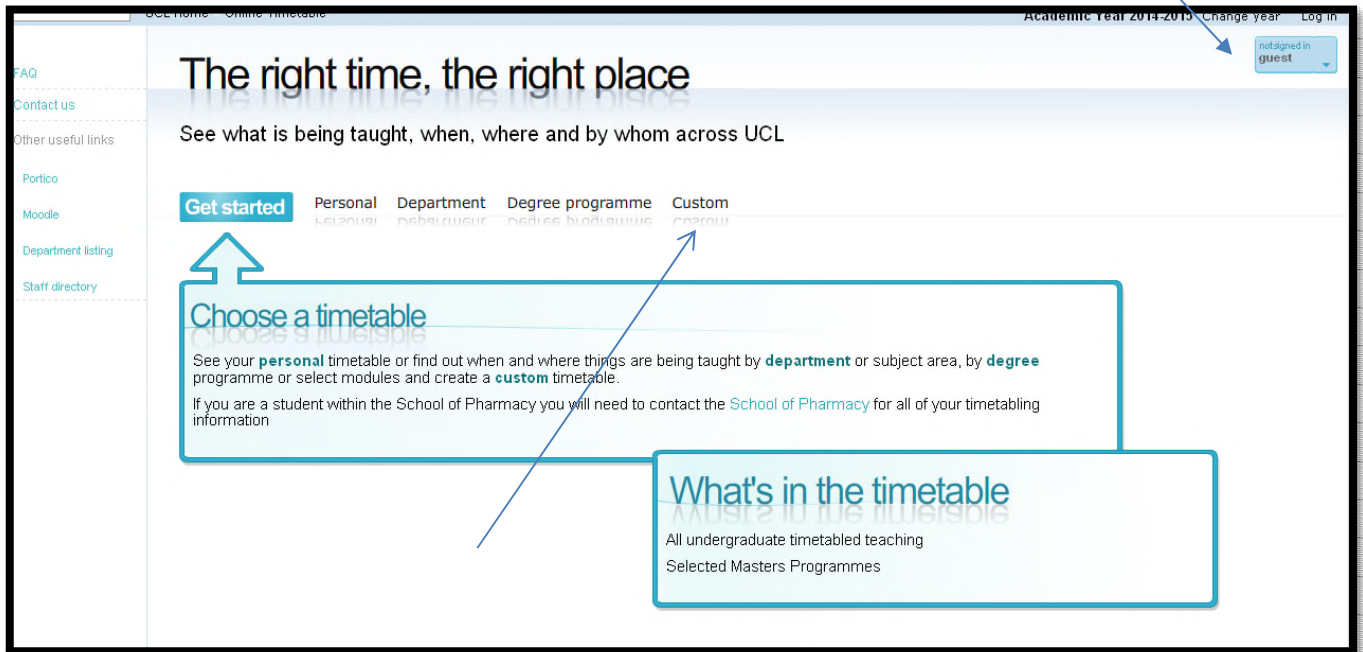# How to check your UCL timetable

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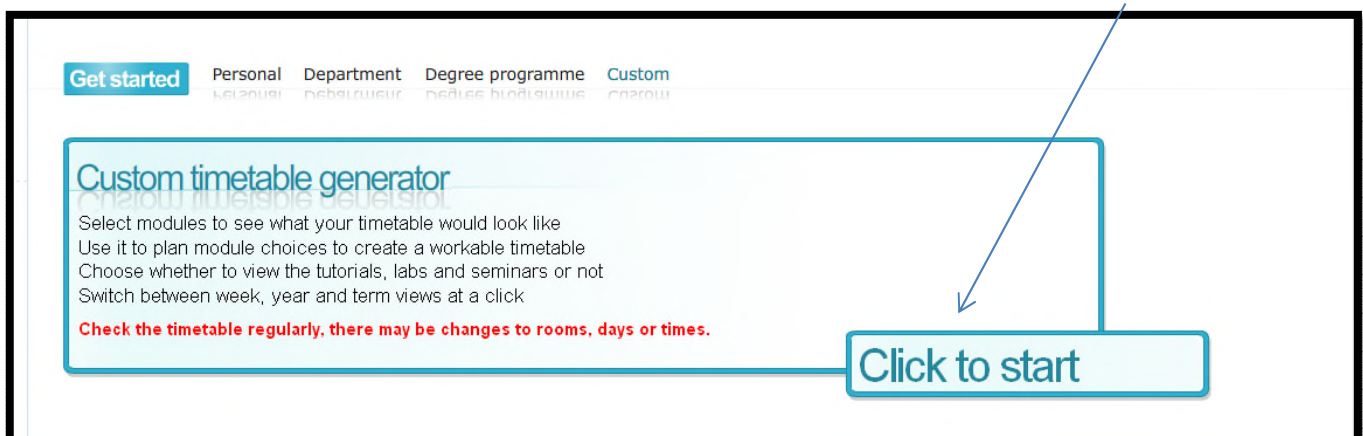
Until your modules have been approved, you should check your timetable as a 'guest', as follows:

1. Go to www.ucl.ac.uk/timetable

2. You should see the following screen:

3. Click on the 'Custom' option.

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

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:

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'.

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:

__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:

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

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.

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':

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.

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 or selcs.postgraduate@ucl.ac.uk (depending on your level of study).