

EMAIL ONE – To new students with module choices

- To be sent from 12 September 2022 as new students complete pre-enrolment or full enrolment.
- To be sent by SLT to students who are 2022 SCE UDF1 = B and SPR UDF4 = 01

Dear **Student first name**

What would you like to study for 2022/23?

We want to help you get a place on the modules you most want to study so submitting your module choices as soon as possible will give you the best chance of getting a place on your choices.

Follow these steps to select your preferred modules as soon as possible and by Friday 14 October at the latest:

Read up about your programme

Look at information provided by your department to find out more about your programme of study for next year.

Visit the UCL Module Catalogue

Visit the [Module Catalogue](#) to find out which modules are being offered for the 2022/23 academic year with details including descriptions and how the module will be assessed. Please ensure you have checked the module restrictions to ensure you are eligible.

Log into Portico

Use the link below to login to Portico, go to the 'My Studies' section and click on the 'Module Selection' button to make your selections. How to Guides and FAQs are available to help you make your selections.

[Link to Portico log-in page](#)

Check for timetable clashes

It is important to check that your preferred modules do not clash in your draft personal timetable.

When you are making your module selections, you will see a link to your draft 2022/23 timetable within Portico. Click on this link to review your timetable carefully to avoid teaching clashes. If you have a clash (i.e., two teaching events happening at the same time where there are no alternative event times you can attend for either module) you must select a different module.

Clashing events will be highlighted with a red border. Do not submit your saved module selections if you have a clash. Change the module selected, save and re-check the timetable. Your department may be able to provide additional information to help you understand your timetable. If there is a clash please check with your department before making your selections. For more information, take a look at our [Timetabling FAQs](#) (link to <https://www.ucl.ac.uk/students/student-status/module-selection/frequently-asked-questions-faqs#timetabling>)

You will also be able to see which scheduled teaching will be online (noted in yellow) and in-person (noted in blue).

Make your selections by Friday 14 October

Submit your module choices by the deadline of Friday 14 October. Departments will need to approve your module selections which they will do as soon as they can. You can check module selection approval progress within 'MyStudies' on Portico.

Please visit our [website](#) if you have any questions or contact your home department.

Kind regards
Academic Services

EMAIL TWO – To new students without module choices (ie on all compulsory programmes)

- To be sent from 12 September 2022 as new students complete pre-enrolment or full enrolment.
 - To be sent by SLT to students who are 2022 SCE UDF1 = B and SPR UDF4 = 05
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Dear *Student first name*

We wanted to let you know that your modules for 2022/23 are now available for you to view in Portico.

To view your modules simply login to Portico using the link below and go to the 'My Studies' section. As your programme has no optional modules there is no further action needed.

Link to Portico log-in page

UCL Module Catalogue

For further details about your modules next year, including descriptions and information about how the module will be assessed, please look at the [UCL Module Catalogue](#).

Timetable

When you view your modules in Portico, you will see a link to the draft timetable. You will also be able to see which scheduled teaching will be online (noted in yellow) and in-person (noted in blue).

Please check your timetable to ensure there are no clashes (i.e., two teaching events happening at the same time where there are no alternative event times you can attend for either module). Clashing events will be highlighted with a red border.

Please also check your timetable again before the start of Term 1. There may be late changes to timings and this can sometimes lead to timetable clashes.

Please contact your department if you discover any clashes.

Please visit our [website](#) if you have any questions or contact your home department.

Kind regards
Academic Services