

Email Subject - Action Required - Returning to your studies at UCL – select your preferred modules for the 2022/23 academic year

Dear student,

We look forward to welcoming you back to UCL for the 2022/23 academic year. If your programme offers a choice of modules, it is now time to select your preferred modules. If your programme does not offer a choice of modules, you can visit Portico to view your modules.

Please read the relevant section below and take the necessary action depending on your programme of study.

If your programme offers a choice of modules

If your programme offers a choice of modules please undertake the following steps to select your preferred modules as soon as possible.

We want to help you get a place on the modules you most want to study. Places are not guaranteed. However, submitting your modules as soon as possible will give you the best chance of getting a place on your preferred modules.

- **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.

[Portico](#)

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

- **Submit your selections as soon as possible**

Your selections will require approval from your parent/home department and the module teaching department.

Once you have selected a module your department will aim to review your place in the coming weeks.

Unfortunately, it is not always possible to ensure all students get a place on their preferred module. If you have been unsuccessful in securing a preferred module you will need to select an alternative. Please continue to visit the **My Studies** section in Portico to check the approval status of your selections.

Guidance on how to check the status of your modules is available on our [student webpage](#).

If your programme does not offer a choice of modules

If your programme only has compulsory modules, you can visit the [Module Catalogue](#) to find out more information about the modules that are being offered on your programme for the 2022/23 academic year. This will include descriptions of the modules and details about how the module will be assessed.

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

Kind regards
Academic Services