

Email subject - Urgent action needed: You must select your preferred modules for 2022/23

Dear student,

Our records show that you have not yet selected any modules for the 2022/23 academic year.

Urgent action is now required. Places are not guaranteed. However, submitting your selections now will give you the best chance of getting a place on your preferred modules. Take the following action as soon as possible:

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.

[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

Module selections 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. 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](#).

What to do if you do not get a place on your preferred modules

Unfortunately, it is not always possible to ensure all students get a place on their preferred module. If you are unsuccessful in securing a preferred module you will need to select an alternative.

Please select an alternative module as soon as possible to get the best chance of getting on your replacement module. Ensure you have read carefully the restrictions and any prerequisite conditions in the [Module Catalogue](#) before submitting your module selection. How to Guides and further information is [available on our student website](#).

If the module you wish to select is not visible in Portico it may be that the module is already full. Please contact your parent/home department for more information. Make sure you have read any information you have been provided on the choices available to you.

What to do if a module is approved but you would like to request a change

In some circumstances it may be possible to request a change to your module selection. We will do our best to support students to make alternative selections where needed. However, please bear in mind that it will be harder to secure your place because all initial allocations are now complete. Not all departments will be able to accommodate changes. Please check with your department.

Please check your timetable

The online timetable will continue to display the 2021/22 timetable until the end of August. In the meantime, you can review the draft 22-23 timetable in Portico until the end of August when it will switch to the 2022/23 timetable.

Please check your 2022/23 timetable regularly until the start of Term 1 as sometimes there may be late changes to timings and this can 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 parent/home department.

Kind regards
Academic Services