

Email to students with optional modules – 4 April

Dear **Student first name**

What would you like to study next year?

It's time to choose your preferred modules for the 2022/23 academic year.

We want to help you get a place on the modules you most want to study. Places are not guaranteed. However, submitting your modules by Friday 13 May will give you the best chance of getting a place on your preferred modules.

We know that some students may need to change their modules later in the year. In some circumstances it may be possible to request a change to your module selection in mid-July. 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 will be complete.

Follow these steps to select your preferred modules by Friday 13 May:

### **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](#).

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

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**Make your selections by Friday 13 May**

Submit your preferred modules by the deadline of Friday 13 May. You will find out your confirmed modules in July.

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

Kind regards  
Academic Services