

Continuing Student Module Selection (CSMS) Workshop

25th March 2024



Session Overview



- **Common scenarios students may encounter**
- **How students can resolve errors themselves**
- **How departments can support students**
- **When SLT action/input is required**



SLT Contacts



SCHOOL	FACULTY CODE	FACULTY NAME	SLT CONTACT
BEAMS	BEN	Faculty of the Built Environment	Robert Ramos
	ENG	Faculty of Engineering Sciences	Jake Kennedy
	MAP	Faculty of Mathematical and Physical Sciences	<i>Tbc</i>
IOE	IOE	IOE	Kesenia Burns
SLASH	ART	Faculty of Arts and Humanities	Fiona Carson
	SHS	Faculty of Social and Historical Sciences	Fiona Carson
	LAW	Faculty of Laws	Fiona Carson
SLMS	BRN	Faculty of Brain Sciences	Kesenia Burns
	LIF	Faculty of Life Sciences	Charlene Smith
	MDS	Faculty of Medical Sciences	Charlene Smith
	PHS	Faculty of Population Health Sciences	Jake Kennedy
	Kathryn Ball	Responsible for modules and module selection	
	Kylie McCarroll	Responsible for programmes and enrolment	
	Tom Lewis	Responsible for reporting	

Contact the team at lifecycle@ucl.ac.uk



Key Dates



08-Apr	Module selection OPENS for students
17-May	Module Selection CLOSES for students
17 May - 12 Jul	Departments review module selections and approve/reject
15-Jul	Continuing students informed of their module selections approvals/rejections
15 Jul - 29 Jul	Reselection window opens for students



DEMO – Student View



- [My Portfolio](#)
 - [Student Disability Services](#)
 - [My Graduation Ceremonies](#)
 - [My Studies](#)
 - [My Personal Development](#)
 - [My Money](#)
 - [My Global Mobility](#)
- [Student Disability Services](#)

My Studies

My Programme New

Programme of study: BSc Chemistry
Intended qualification: Bachelor of Science
Start year: 2023/24
Expected end year: 2025/26

My Modules

Please click on the 'Module Selection' tile to start selecting your modules.



Module Catalogue



Module Selection



Module Selection FAQ

Module Selections for 2024/25



DEMO – Department Amend View



Student Module Selection

The Boards of Examiners container has now been moved to the **Awards, Assessments and Achievements** page - please use the link above to access these screens

logged in as: nps10000000000000000000

Student Module Amend
Departmental Student Module Amend
Faculty Student Module Amend
Student Module Selections Approval
Student Module Selections Approvals
Module Selection Reports NEW
Information submitted by students about their intentions for study this year (i.e. whether they are coming to campus and if not which country/time zone they will be studying from) can be found in the Detailed by Student Selection report.
Summary By Module
Summary By Student
Detailed by Student Selection
Module Approvals by Programme

Student Module Selection Review
Login as a student Updated
Module selection guidance Updated
Enrolment & Module Selection Dashboard



DEMO – Department Student View



Student Module Selection

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Departmental Student Module Amend
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Recap / Key Points



- Departments should avoid selecting modules for students unless necessary
- Add queries to departmental logs and allow up to 48hrs for SLT to respond
- Advise students to save their module selections before submitting if there's an issue add to the query log.
- Newly curated elective collections
- Reminders are sent to students who have not engaged with CSMS



New Enhancements for 2024!



- Mismatch of student module selection dates corrected
- Amended module approvals screen so it maintains the sorting selected
- One click for module approvals



Useful Links



Key Dates

<https://www.ucl.ac.uk/srs/news/2024/mar/continuing-student-module-registration-key-dates>

Continuing student module selection guidance

<https://www.ucl.ac.uk/students/student-status/module-selection/continuing-student-module-selection>

Frequently Asked Questions

<https://www.ucl.ac.uk/students/student-status/module-selection/continuing-students/frequently-asked-questions-faqs>



