

**Email 5 (to send 17 July 2023): to inform students with optional / elective modules that they can view their module allocations on Portico**

Send to 2022 SCE UDF1 = A and SPR UDF4 = 03 or 04

**Email Subject - Log on to Portico to find out the status of your 2023/24 module selections**

Dear *student first name*,

You can now view the status of your 2023/24 module selections on the My Studies tab on Portico.

[Link to Portico](#)

[Guidance on how to check the status of your module selections](#) Module selections require approval from your parent/home department and the module teaching department. If any of your module selections have a status of "Pending Review", please contact the relevant department for an update on when they might review your selection.

**What to do if you did 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 have been unsuccessful in securing a preferred module you will need to select an alternative.

You should make your module re-selections by 31 July 2023. Selecting an alternative module as soon as possible will give you the best chance of getting a place on your replacement module.

You should review all module information provided by your department and in the [UCL Module Catalogue](#), including restrictions and pre-requisites, and check for timetable clashes before submitting your module selection. Module selection guidance and FAQs are available on our [Module Selection webpages](#).

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.

Once you have selected an alternative 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.

**What to do if you have had a module approved but 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 2022/23 timetable until the end of August. In the meantime, you can review the draft 23-24 timetable in Portico until the end of August when it will switch to the 2023/24 timetable. Please check your 2023/24 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.

If you have any questions, please visit our [Module Selection webpages](#) or contact your home department.

Kind regards

Academic Services

