

Email 4 (to send 9 May 2023): final reminder to students with optional/elective modules to submit their selections

Send to 2022 SCE UDF1 = A and SPR UDF4 = 01 or 02

Email subject - Submit your module selections for 2023/24 on Portico - ACTION REQUIRED NOW

Dear Student first name

Action needed! You have until Friday 12 May to select your preferred modules on Portico.

Our records show that you have not yet chosen your preferred modules for the 2023/24 academic year.

If you do not meet this deadline, it will be harder to secure a place on your preferred modules. Take action today!

Places are limited on many modules, and some modules have pre-requisites and / or allocate priority places to students on certain programmes. Therefore, we encourage you to review all module information provided by your department and in the [module catalogue](#) and to discuss your selections with your Personal Tutor or another member of staff to ensure that you **make the right choice first time**.

Follow these steps to select your preferred modules by Friday 12 May:

1. Read up about your programme

Look at information provided by your department to find out more about your programme of study and module options for next year. Discuss your options, aspirations and interests with your Personal Tutor or another member of staff.

2. Visit the [UCL Module Catalogue](#)

Visit the [UCL Module Catalogue](#) to find out which modules are being offered for 2023/24. Check the module restrictions to ensure you are eligible.

3. Log in to Portico to make your selections

Go to the **My Studies** tab from your Portico homepage and click **Module Selection** to make your selections.

[Link to Portico](#)

Module selection guidance and FAQs are available on our [Module Selection webpages](#).

4. Check for timetable clashes

You should review your draft 2023/24 timetable carefully for clashes when making your module selections. 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.

See steps 6-7 of the [Module selection guidance](#) on how to check for clashes.

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](#).

Your draft timetable will also show whether scheduled teaching sessions are online (noted in yellow) or in-person (noted in blue).

5. Submit your selections by Friday 12 May

Submit your preferred modules by the deadline of 11:59pm on Friday 12 May.

You will be sent an email on 17 July 2023 when your module allocations are confirmed which you will then be able to view in MyStudies on Portico. Students who are not allocated a place on their preferred modules will have the opportunity to make re-selection requests up until 31 July 2023.

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

Kind regards

Academic Services

