

[Email 7 \(to send 18 July 2023\)](#): to ask students returning from interruption for 2023/24 for their next full year of study to select

Send to specific list Charlotte has

Email Subject - Action Required - Returning to your studies at UCL – select your preferred modules for the 2023/24 academic year

Dear *student first name*,

We look forward to welcoming you back to UCL for the 2023/24 academic year. If your programme offers a choice of modules, it is now time to select your preferred modules. If your programme does not offer a choice of modules, you can visit Portico to view your modules.

Please read the relevant section below and take the necessary action depending on your programme of study.

If your programme offers a choice of modules

If your programme offers a choice of modules please undertake the following steps to select your preferred modules as soon as possible. We want to help you get a place on the modules you most want to study. Places are not guaranteed. However, submitting your modules as soon as possible will give you the best chance of getting a place on your preferred modules.

1. Visit the UCL Module Catalogue

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

2. Log in to Portico

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

[Link to Portico](#)

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

3. 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).

4. 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.

See our [Guidance on how to check the status of your module selections](#).

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.

If your programme does not offer a choice of modules

If your programme only has compulsory modules, you can visit the [UCL Module Catalogue](#) to find out more information about the modules that are being offered on your programme for the 2023/24 academic year. This will include descriptions of the modules and details about how the module will be assessed.

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

Kind regards

Academic Services