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

Email subject - Urgent action needed: You must select your preferred modules for 2023/24

Dear *student first name*,

Our records show that you have not yet selected any modules for the 2023/24 academic year.

Urgent action is now required. Places are not guaranteed. However, submitting your selections now will give you the best chance of getting a place on your preferred modules. Take the following action as soon as possible:

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** in the **My Modules** section 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 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.

What to do if you do 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 as soon as possible to 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.

What to do if a module is approved but you 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