Module Registration - Student User Guide

BEFORE MODULE REGISTRATION...............................................................................................................1
  Timetabling ...........................................................................................................................................1
  Enrolment .............................................................................................................................................1
  Intercollegiate studies ...........................................................................................................................1
OVERVIEW OF MODULE REGISTRATION.............................................................................................1
  Selecting, submitting and confirming your modules...............................................................................1
  Approval of your module selections by teaching departments...............................................................1
  Confirmation of your programme of study by your parent department...................................................1
ACCESSING MODULE REGISTRATION.................................................................................................2
  Technical considerations.......................................................................................................................2
  'My Studies' page..................................................................................................................................2
UNDERTAKING MODULE REGISTRATION............................................................................................3
  'Module Registration' link ......................................................................................................................4
  Module Registration page .....................................................................................................................4
  Selecting your modules .........................................................................................................................5
  Confirming your module selections .......................................................................................................6
  Saving your module selections ...............................................................................................................7
  Changing your confirmed module selections ..........................................................................................7
  Tracking the approval of your module selections and programme of study ...........................................7
BEFORE MODULE REGISTRATION

Timetabling
Please note that Portico does not include timetabling information, so you should check with the teaching department concerned to ensure that your choice of any optional or elective modules does not clash with other classes. In addition, many departments have specific procedures for approving module selections, which you should familiarise yourself with. For example, if you are selecting a language module, your level of ability in that language should be assessed by visiting the Language Centre.

Enrolment
You must enrol prior to undertaking module registration, as places on the modules you have selected cannot be guaranteed if you have not enrolled and arranged for your fees to be paid. If in doubt, check your enrolment status in the ‘Statement of Student Status’ in the ‘Student Record and Fee Data’ container on your student home page in PORTICO.

Intercollegiate studies
Contact your parent department for advice on which intercollegiate modules are available to you if you are planning to study a module with another institution. It may be that the module details have already been set up in PORTICO, which you can check using the ‘Module directory’ link in the ‘Student Academic Details’ container, by selecting all modules with a department of “Intercollegiate Course”. If the module you want to select has not been set up, you should use one of the generic ‘placeholder’ module codes instead, such as INTC00_5, INTC0001, where INTC represents intercollegiate modules, and 00_5 and 0001 represents the module’s credit value (0.5 and 1.0 respectively). For postgraduate modules the prefix is INTCG. It is essential that you let your parent department know the details of the actual module the placeholder code represents, so that the Examinations Section can register you onto the correct code, once the details have been set up in PORTICO.

OVERVIEW OF MODULE REGISTRATION

Selecting, submitting and confirming your modules
The module registration facility enables you to select modules for the forthcoming year in accordance with the rules for your programme of study. If you are a continuing student, you should discuss with your parent department any outstanding re-assessments before making module selections for the forthcoming year. Any compulsory modules that you must study will already have been selected and submitted for you. You may also be required to choose some optional and/or elective modules in order to fulfil the quota of credit for your individual programme of study. You can save your choices at any point during the selection process, but you must remember to return to the module registration process in order to submit and confirm them. STAFF CANNOT APPROVE YOUR SELECTIONS UNTIL YOU HAVE CONFIRMED YOUR MODULE CHOICES. FAILING TO CONFIRM YOUR SELECTIONS MAY RESULT IN YOU NOT GAINING A PLACE ON ONE OR MORE OF YOUR CHOSEN MODULES.

Approval of your module selections by teaching departments
Having selected, submitted and confirmed the modules you would like to study, the departments who teach those modules will approve or reject your choices, depending upon availability. You will be notified via your UCL email address if any of your module selections have been rejected, and you should contact your parent department who will help you make alternative selections.

Confirmation of your programme of study by your parent department
Once all your module selections have been approved by the relevant teaching departments, your parent department will assess whether this is a suitable programme of study for you for the academic year, and will either approve it, or contact you about making any necessary changes.
ACCESSING MODULE REGISTRATION

Technical considerations

Automatic security logout
When accessing the module registration system, be careful to use the PORTICO onscreen navigation controls where they are provided, rather than your browser’s navigation controls. Using your browser’s Back button may cause you to have two sessions of your ‘Student Home Page’ open at once, and because PORTICO is a secure site, it will interpret this as if another user is trying to access your personal information, and will automatically log you out of the session.

Screen resolution
Action and/or navigation buttons appear at the bottom of most module registration screens, and where a lot of information is displayed it may be necessary to scroll down to the bottom of the page, especially if your monitor is set to a low screen resolution.

‘My Studies’ screen
Having logged in to PORTICO, you will see a link to the My Studies page on the right hand side. If you navigate to this page you will see a container called Module Selection which should look like this:

![Module Selection](image)

‘Module directory’
Information about modules taught at UCL can be accessed via the ‘Module directory’ link. When viewing information via the ‘Module directory’ link, it will display details of all UCL modules, but when accessing the directory via the Search button within the module registration facility, it will only display modules running during the forthcoming academic year that are relevant to your programme of study.

‘Module Registration’
This is the link you should use to make your module selections.

‘Confirmed module registrations’
This screen shows a list of modules you have selected which have been approved by both teaching and parent departments.

‘View Module Selection Status’
Details about teaching and/or parent department approval/rejection of your module selections can be accessed via the ‘View Module Selection Status’ link.

Resits and deferrals
If you are a continuing student, an indication of outstanding re-assessments that may affect your module selections for the forthcoming year, which should be discussed with your parent department, can be accessed via ‘View Resits’ link.
UNDERTAKING MODULE REGISTRATION

‘Module registration’ link
Click ‘Module registration’ to begin making your module selections. If you have difficulty accessing the module registration facility, please contact the Portico helpdesk on portico-services@ucl.ac.uk ensuring that you include details of the error message and your student number.

Module registration page
You will then be taken to the main module registration page. On this page, you will see:

1. Your course details and a link to view a timetable of your current selections (at the top of the screen)
2. Any compulsory modules that you will take (in the middle of the screen)
3. Any optional or elective modules that you may need to select (on the left hand side of the screen)
4. An area used to list your current selections (on the right hand side of the screen)
5. An area to display details on modules you have clicked on (at the bottom of the page)

Searching for Modules
If you have Optional or Elective modules to select, you will see blocks on the left hand side with details of where you should select them from. Each area from which you should select will have its own area though these may be housed in a larger block if there is an overarching rule. You can see this rule at the top of the block as well as further details within each section.
Clicking on the blue ‘View List’ button will expand the block and bring up either a list of the modules available for you to select, or a Search tool which you can use to locate a module.

You do not need to use wildcards if you are not searching for the whole module, code or name, just type in part of it and click Search.
Selecting your modules

To select a module, click on the Add button on the right hand side of the block. The details of the module will appear in the display on the right hand side of the page. You can change whether you are viewing all of your selections or only those from the currently selected block by using the buttons at the top. You can delete any selections you have made by clicking on the dustbin icon next to the module name.

Once you have selected all of your modules you can should click Submit selections which you can find underneath the Selected Modules container. Just above this button you will see a count of the credits you have currently selected. Please ensure that this meets the rules before you click submit.

This will take you to a final screen where you need to confirm your selections. UNLESS YOU CLICK CONFIRM SELECTIONS ON THIS PAGE, YOUR MODULE SELECTIONS WILL NOT HAVE BEEN SUBMITTED AND YOUR DEPARTMENT WILL NOT RECEIVE YOUR REQUEST. If you are not ready to submit your selections, please click Undo Last Change.
If you try to submit your selections without satisfying all of the rules, you will receive the error message below:

If you see this message, please click OK and look again at the selection page. You should see a red cross next to the area in which you have made an error. For instance, in the picture below, the student has selected 90 credits from the first set of electives and 30 from the second so meets those criteria, however they needed to select 120 overall so there is a red cross by the overarching rule. If you are unable to work out why you are unable to submit, please contact your department in the first instance to ask for clarification on the rules.
**Saving your module selections**
If you have made some selections but are not ready to submit, you can simply close the window and log in again later. Your module selections are saved as you select them so should be there when you return.

**Changing your confirmed module selections**
Once you have confirmed your module selections you will not be able to make any further changes, as the ‘Undo Last Change’ and ‘Confirm Selections’ will no longer be visible. If you do want to make any post-confirmation changes, you should contact your parent department (for interdepartmental programmes, contact the Programme Administrator).

**Tracking the approval of your module selections and programme of study**
All of your module selections are subject to the approval of the teaching departments that run them. You can check which module selections have been approved or rejected by accessing the ‘View Module Selection Status’ link in the ‘Student Academic Details’ container on your ‘Student Home Page’. You will be notified immediately via your UCL email address if any of your module selections have been rejected. **YOU MUST RESPOND TO A REJECTION MESSAGE BY CONTACTING YOUR PARENT DEPARTMENT (FOR INTERDEPARTMENTAL PROGRAMMES, CONTACT THE PROGRAMME ADMINISTRATOR).**

Your module selections that have been approved by the relevant teaching department and confirmed as appropriate to your programme of study by your parent department, can be accessed via the ‘View Confirmed Module Registrations’ link, which can also be found in the ‘Module Selection’ container on your ‘My Studies’ page.