Online Module Registration: Student User Guide

If you have any queries about module registration, please contact your department in the first instance. If you have any problems accessing Portico, contact the helpdesk by emailing portico-services@ucl.ac.uk or by calling 020 7679 0637.

Contents

Before Module Registration .............................................................................................................. 1
  Enrolment ................................................................................................................................. 1
  Intercollegiate Modules ............................................................................................................. 1
Completing Module Registration .................................................................................................... 2
  Register for Modules .................................................................................................................. 2
  Module Directory ...................................................................................................................... 6
Module Approval .......................................................................................................................... 7

Before Module Registration

Enrolment

You will need to enrol (or re-enrol if you are a continuing student) before you are able to complete module registration. You will receive instructions on how to do this.

Intercollegiate Modules

If you are interested in taking a module from another institution (typically modules from other University of London institutions) you should contact your department for advice on which modules are available to you before you complete module registration. Your department will be able to advise you on how to complete module registration if they approve an intercollegiate module.
Completing Module Registration

If all of the modules for this year of your programme are compulsory you will not need to complete module registration.

Module registration is accessed via Portico (https://ucl.ac.uk/portico), the student record system, login with your UCL username and password to access the system.

You will gain access to module registration once you have enrolled for the current academic session. There is a short window around 22:00 where module registration is not available due to system maintenance (this should only last around 10-15 minutes), during this period the link to module registration is not available.

Select ‘My Studies’ from the menu and you should see a container like the one pictured below. If you do not see a link to ‘Complete module registration…’ but are expecting to select modules you should contact your department for advice.

When using Portico, you should always use the onscreen navigation buttons rather than your browser back/forward buttons or you might be logged out of the system.

Register for Modules

Clicking ‘Complete module registration…’ will take you into the system.

At the top of the page you will see details of your programme of study and mode of attendance as well as a list of any compulsory modules for the current year.

Clicking on the ‘Common Timetable’ link will let you view the timetable for your selected modules. You will need to check that your module selections do not clash with one another or any of your compulsory modules for the year. Your department will be able to advise further if you have any questions about this.
Module Registration

This page shows the selections you have already made (as they may be compulsory modules) and also those selections which you need to make. Note that any selections that you make will be subject to the approval of the teaching department for each module and your parent department.

To check the timetable for your selected modules, click the link to the Common Timetable.

<table>
<thead>
<tr>
<th>Your details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme you are studying:</td>
</tr>
<tr>
<td>Route you are following:</td>
</tr>
<tr>
<td>Mode of Attendance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>HIST0011</td>
</tr>
<tr>
<td>HIST0089</td>
</tr>
</tbody>
</table>

Below this section you’ll see two columns, on the left are the modules you can select and any rules about how much you can select from each area, on the right you’ll be able to see any modules you have already selected (as you select modules they will appear on the right).

Your module load should be balanced between term 1 and term 2. Further details about programme diets and modules, along with contacts for the UCL History administration team, can be found on the UCL History website at [http://www.ucl.ac.uk/history/current-students](http://www.ucl.ac.uk/history/current-students)

NOTE: Students are not permitted to take more than one inter-collegiate module per year.

Clicking ‘View List’ in each of the boxes on the left of this section will expand a list of the modules you can choose from. You can select a module by clicking ‘Add’.
If you can't find the module you are looking for click 'Search'. If you know the module code you can enter it in the search field, otherwise search by module title.

You will not be able to add too many credits/modules from the list, if you do an error message like the one below will appear.

If this happens you can remove a module from your selections on the right-hand side by clicking the bin icon.

If you do not select enough modules, or you miss out one of the module collections on the left, an error message like the one pictured below will appear. The section on the left which needs to be completed will be marked with a red cross.
Once you have selected all of your modules you will need to click ‘Submit Selections’ at the bottom of the right-hand section.

On the next page, you’ll be shown a summary of the modules you have selected. If this is correct you should click ‘Confirm selections’ to finalise your module choices. If you want to make changes you can click ‘Undo Last Change’ to return to the pages above and make your changes.

When you finish module registration, remember that you need to click ‘Confirm selections’

After your module selections are submitted they will need to be approved by your department. There is more information on the approval process below but please contact your department if you have any questions about this.
Module Directory

Portico has a simple module directory where you can search for modules across the institution. You can search by module code, title, or keywords to find modules that may be of interest to you. Please note that not all modules in the catalogue will be available to all students; you are advised to contact the department that teaches the module or check their website for further information.

Enter your criteria and click ‘Search’ to proceed, if any results are returned they will be listed on the screen. Click a module title for further information.
Module Approval

Once you have submitted your module selections they must be approved by your department (your “Parent Department”) and the department which runs the module if you take an option outside your own department (the “Teaching Department”). You can check the status of these approvals through the ‘More information about your module selections…’ link under ‘My Modules’ (see above).

You will be notified by email when your module selections are approved/declined, if a module you selected was declined you should contact your department for advice and to request another module.

Your department won’t be able to approve your module selections until you click both click ‘Submit selections’ on the first page of module registration and ‘Confirm selections’ on the second page.

Clicking ‘More information about your module selections…’ on the ‘My Modules’ container will let you check if your module selections have been approved.

My Modules

At the bottom of the page you can also see the modules that you have taken in previous years.