Changing your Programme using MyCurriculum

Version 2.1, July 2017

About changing your programme

Your programme is the degree you are studying, for example Master of Arts in History. If eligible you can change your programme using MyCurriculum.

You can use the:
- University Calendar (www.abdn.ac.uk/registry/calendar) to get an overview of degree programmes available.
- University Catalogue (www.abdn.ac.uk/registry/courses) to find more information about the specific courses within a programme.

Undergraduate students

- If you are considering changing your programme within the same area of study, for example MA Anthropology to MA English, and are:
  (i) a first or second year student, follow the steps in this guide to change your programme via MyCurriculum.
  (ii) a student in third year or above, you will not be able to change your programme via MyCurriculum. Instead you must contact the your Registry Officer using the MyCurriculum Support system.
- If you want to change your programme to a different area of study, for example MA to BSc, you must apply to transfer using an Internal Transfer form. This is available on the Infohub web pages along with information about application deadlines.

Taught Postgraduate students

- If you want to change your programme you must complete a Degree Transfer form. This is available on the Infohub web pages.

Access MyCurriculum

1. Go to www.abdn.ac.uk/mycurriculum and click on the link for MyCurriculum.
2. Click Login.
3. Enter your University username (eg u01ab14) and password.
4. Click the Login button.

Problems logging in? See Further information and help below. Note that the system will time out after 10 minutes of inactivity.

How to change your programme

Registration Summary page

1. The first time you log in, the Registration Summary page will open. This shows your current registration and allows you to change your programme.

If you do not see the Registration Summary page when you log in click Home (top right of screen) and then click Choose My Courses from the left hand menu.
2. Your **current programme** is listed under the **Programme** column heading.

![Table of programmes]

3. To change your programme, click the **Programmes** link under the **Change Degree Programme** column heading.

![Table of programmes]

- If you are a **first year student** and **eligible** for other programmes, your option(s) will appear below your current registration summary for you to consider.
  You will be asked to select up to 3 subject areas, for example ->

![Selection options]

- If you are a **second year student** and **eligible** for other programmes your option(s) will automatically appear below your current registration summary for you to consider.
- If you are **not eligible** for other programmes you will see the message: "There is no option to change Programme".

4. If you want to change to a listed programme click **Change Programme**.

![Change Programme button]

5. Click **OK** when prompted. This will change your current programme.

**Course Selection page**

The **Course Selection** page will open on the **Prescribed** tab for you to select and confirm the courses you intend to take in your **new programme**. For step by step help see our **Course Selection** user guides, available online: [www.abdn.ac.uk/infohub/study/guides-tutorials](http://www.abdn.ac.uk/infohub/study/guides-tutorials)

![Course Selection message]

If you want to **cancel the change** and revert to your previous selection you can click **Undo Programme Change** (top left of screen) then **OK**.

**Further information and help**

<table>
<thead>
<tr>
<th>Don’t have a username/password?</th>
<th>If you do not yet have a University username and password, register online: <a href="http://www.abdn.ac.uk/ereg">www.abdn.ac.uk/ereg</a> (you will need your student ID number)</th>
</tr>
</thead>
</table>
| Forgotten your username/password? | Username: Please contact servicedesk@abdn.ac.uk  
  Password: Please visit [www.abdn.ac.uk/it/student/help/password](http://www.abdn.ac.uk/it/student/help/password) if you want to reset or change your University password |
| Other login problems? | Visit the MyCurriculum Support System to send details of your problem by email |

Visit the MyCurriculum Support System for more help using MyCurriculum.