Course selection for Taught Postgraduate students based on campus

Version 2.1, 01/06/17

Overview
As a Taught Postgraduate student you must register for your intended degree programme and courses before the start of each academic year using MyCurriculum. More information is available at www.abdn.ac.uk/mycurriculum.

Before you log in to MyCurriculum spend some time thinking about your degree programme and the courses you will select.

- Use the University Calendar (www.abdn.ac.uk/registry/calendar) to see the courses you must take and find out if you have a choice of courses.
- Use the University Catalogue (www.abdn.ac.uk/registry/courses) to get information on specific courses.

About course selection
When you log in to MyCurriculum you will select both your Prescribed courses and optional courses, where there is a choice.

Capped courses
If you opt for any Capped courses (those with a limited number of places) you will be asked to select one or two alternatives in case you are not allocated your first choice.

Course categories
- Prescribed courses are compulsory for your degree programme. See the University Calendar for information about the courses which must be taken as part of your degree.
- Optional courses are also compulsory for your degree programme but you will be able to decide which courses from a selection you wish to study.

Sub sessions
- Courses are taught over a whole academic year, or part of an academic year called a sub session.

<table>
<thead>
<tr>
<th>Sub session 1 (S1)</th>
<th>The first part of the academic year (September to December).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub session 2 (S2)</td>
<td>The second part of the academic year (January to May).</td>
</tr>
<tr>
<td>Full year (SF)</td>
<td>Full year courses (SF) have credits split equally over sub session 1 and 2.</td>
</tr>
<tr>
<td>Sub sessions 3 (S3) and 9 (S9)</td>
<td>The period from June to September.</td>
</tr>
</tbody>
</table>

- Click the information symbol during course selection to check the sub session a course is in.

Section 1 - Access MyCurriculum
1. Go to www.abdn.ac.uk/mycurriculum and click on the link for MyCurriculum.
2. On the left of the screen, click Login.
3. Enter your **University username** (eg t01ab14) and **password** and click the **Login** button.

![Login form]

The system will time out after 10 minutes of inactivity. Don’t worry if you time out before you have confirmed your course selection, you can log back in and continue from the point where you last confirmed your choices.

<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 [MyCurriculum Support System](#) to send details of your problem by email |

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### Section 2 - Begin course selection

#### Registration Summary page

1. The first time you log in, the **Registration Summary** page will open. This shows your current registration.

   ![Registration Summary]

   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. To begin course selection click the **Courses** link next to your degree Programme.

   ![Course Selection page](#)

   The **Course Selection** page will open on the **Prescribed** tab on logging in for the first time.

   As well as the tabbed course selection area other parts of the course selection page include:

   a. **Credit Summary**
      
      Showing **credits** selected so far in each sub session and the remaining credits which are available for you to select.

   b. **Selected Courses Summary**
      
      Showing **your degree programme** and the **courses** selected so far in each sub session.

   c. **Selected Prescribed Courses**
      
      Showing **courses** selected so far relevant to the **tab** you are on.
When you have selected sufficient courses to complete your selection the Selected Credits box in the Credit Summary area (labelled a) will change from orange to green, and the Remaining Credits box will display 0.

Section 3 - Select Prescribed courses

1. On the Prescribed tab, you will see a list of any courses that you must take. These are marked with a tick and appear in bold type. These courses cannot be deselected.

   - If the Confirm Selection button in the Selected Prescribed Courses area is active (green), click it to confirm your Prescribed course choices and continue to the next screen, as described in Section 4 – Capped courses on page 5 of this guide.

   - If the Confirm Selection button in the Selected Prescribed Courses area is greyed out, you have not yet selected enough Prescribed courses and should continue selecting courses on this tab, as described on page 3 of this guide.

2. Depending on your degree programme you may also see links indicating a number of Prescribed courses that you have still to select. If there is a choice for you to make click on the Select # Credits from Available Courses link(s) to choose from the list.

The list of choices will vary according to your degree programme and year of study.
• You may be required to select one course from a list on the Prescribed tab, for example:

```
Select 15 Credits From Available Courses
```

If so, the list of choices will open when you click the link, for example:

<table>
<thead>
<tr>
<th>Available Courses</th>
<th>Session</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS5001 Plant Ecology</td>
<td>Sub</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>SS5008 Global Soil Geography</td>
<td>Sub</td>
<td>1</td>
<td>15</td>
</tr>
</tbody>
</table>

• You may be required to choose one or more courses from a larger group, for example:

```
Select between 45 and 60 credits.
```

If so, the list of choices will open when you click the group link, for example:

<table>
<thead>
<tr>
<th>Available Courses</th>
<th>Session</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS5003 Ecological and Environmental Modelling</td>
<td>Sub</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>EK5510 Ecology, Conservation and Society</td>
<td>Sub</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>EK5511 Catchment Management</td>
<td>Sub</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>EK5904 Environmental Impact Assessment</td>
<td>Sub</td>
<td>3</td>
<td>15</td>
</tr>
</tbody>
</table>

When you have selected sufficient credits from the group the Selected Credits box (top of screen) will change to green, showing that you have selected the Minimum Required.

You can then click Continue to return to the Prescribed tab.

Actions available:

• Click the information symbol for a description of each course and its entry requirements.

  Note: Click the cross symbol (top right of information window) to return to the course list.

• To select a course, click on it once – it will turn bold and ticked (✓), showing that you have selected it. The course will then be listed in the Selected Prescribed Courses box on the right of the screen.

```
BIS5002 Ecological and Environmental Modelling ✓
```

• To deselect a course click on the cross (✗) next to the course in the Selected Prescribed Courses box – it will return to normal, showing that you have deselected it.
3. **Your Selected Prescribed Courses** are displayed on the right of the screen.

From the **Selected Prescribed Courses** area you may be able to:

- Click on a **Cross Symbol** (x) to remove a single course.
- Reset your course selection for the current tab using the **Reset Selection** button.
- Click the **Confirm Selection** button to confirm your course choices.

If the **Course Selection** button is greyed out you have not yet selected enough **Prescribed** courses and should continue selecting courses.

**Note:** You can also use the **Credit Summary** area to check how many credits you have chosen in each sub session. Remember, you can review the list of courses that you have chosen in the **Selected Courses Summary** area (bottom left of screen).

### Section 4 - Capped courses

If you have selected any **capped courses** (courses with a limited number of places) you will be asked to select one or two alternative choices in case your first choice is oversubscribed. If you pick another capped course as your alternative you will be asked to select one further alternative in the same way.

If you have **not** selected any capped courses you will miss out these steps and confirm course selection (continue to **Section 5 – Review and confirm course selection**, on page 5).

- If asked to select alternatives to a capped course click **Select Alternative** and repeat the process described for selecting **Prescribed** courses.
- Once you have selected your alternatives click **Confirm Overall Selection** (top right of the screen).

For more information about capped courses and the allocation process refer to the MyCurriculum FAQs [www.abdn.ac.uk/infohub/study/faq](http://www.abdn.ac.uk/infohub/study/faq)

### Section 5 - Review and confirm course selection

1. When you have confirmed your choices you will see a **list of courses** that you have chosen in each sub session.
   - **To make changes** to your course selection, click **Back to Course Selection** (top left).
   - If you are happy with your course selection, click **Confirm Selection** (top right).
2. Read the **Terms and Conditions**. You must tick the checkbox to show that you have read and understood these.

**Important:** If you do not tick the checkbox your course selection will not be finalised, you will not be a registered student at the University, and you will not be able to select tutorials using MyTimetable or access course materials on MyAberdeen.

3. Click **Confirm**.

**Section 6 - Your Course Selection page**

Once you have ticked the checkbox on the **Terms and Conditions** page and have clicked **Confirm**, your **Course Selection** page will open. From here you can:

- Click **Show Courses** to see what you have chosen.

<table>
<thead>
<tr>
<th>Academic Period</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register on 2018</td>
<td>STF900CP</td>
<td>Master of Science Environmental Science</td>
<td>IF09T</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

- Click **Print Page** to obtain a printer friendly version of your course selection.
- Click **Continue** to exit MyCurriculum. This will log you out of course selection and if you wish to make any further changes to the courses you have selected you will have to log back in again.

**Section 7 - Return to course selection**

If you log out before completing course selection, simply access **MyCurriculum** and log in again.

1. The **Review Course Selections** page will open.
2. Click **Show Courses** to review the saved course selection.

   - If you want to start your selection again, click **Discard**.
   - If you want to review your saved selection, click **Continue**.

**Further information and help**

- Visit the **MyCurriculum Support System** for more help using MyCurriculum.