Complete Guide to **Undergraduate Course Selection** for Part-Time Students

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**Overview**

As an **Undergraduate** student studying part-time at the University of Aberdeen, you must register for your intended degree programme and courses before the start of each academic year. You use **MyCurriculum** to select and confirm your choice of courses. This is an online, self service facility which takes account of timetabling information. More information about MyCurriculum is available online: 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) for an overview of the courses you must take, and to find out if you have a choice of courses.
- Use the [University Catalogue](www.abdn.ac.uk/registry/courses) for more about specific courses.

**About course selection**

As a part-time student you are required to complete each programme year in two academic years, unless the regulations for your degree programme state otherwise. **It is your responsibility to ensure that you select all the courses required for each programme year.** Failure to do so will mean that you will not be able to progress into the next programme year.

When you log in to MyCurriculum, you will select your **Prescribed courses**, followed by **Enhanced Study**, then **Other** courses as applicable to your degree programme. If you opt for any **Capped** courses (those with a limited number of places) you will be prompted to select one or two alternatives in case you are not allocated your first choice.

**Course categories**

- **Prescribed courses** are those that must be taken as part of your degree programme. See the [University Calendar](www.abdn.ac.uk/registry/calendar) for information about the courses which must be taken as part of your degree.
- **Enhanced Study courses** are those outside of the main discipline of your degree programme. They only apply to certain degrees and may not be available to you. There are three types:
  - **Sixth Century** — “cross-disciplinary courses that place you at the cutting-edge of modern learning”
  - **Sustained Study** — “continual exposure, throughout the first two years of your degree programme, to an area of study that is separate from your core discipline”
  - **Discipline Breadth** — “a course that is outside your degree discipline”
- **Other courses** are any other course you are eligible to study.

**Sub sessions and codes**

- Courses are taught over a whole academic year, or part of an academic year called a **sub session**.
- Each course is identified by a code, eg **AB1023**. The first two letters are the discipline area. The first and second numbers represent the level of the course and the sub session in which the course starts.

<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 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>

- Your total course credits should be split evenly over sub sessions 1 and 2.
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 u01ab14) and password.

4. Click the Login button.

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 if you want to reset or change your University password |
| Other login problems? | Click Contact Us to send details of your problem by email |
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 and allows you to select your course choices.

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.

Don’t worry about the Change Mode or Change Degree Programme options. If these are missing, they are not applicable to your degree programme. Separate guides are available for Changing Mode of Study and Changing Degree Programme.

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

Tabs relevant to your particular degree programme appear greyed out in the background.

Do not worry if you do not see an Enhanced or Other tab. If these are missing they are not applicable to your degree programme. For more information on the structure of your degree programme see the University Calendar.

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/Enhanced/Other Courses
   Showing courses selected so far, relevant to the tab you are on.

Note: 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

As a part-time student, you complete your studies at half-speed. This means you have a maximum of two academic years in which to undertake and pass the Prescribed courses for a programme year.

1. On the Prescribed tab, you will see a list of all courses that you must take over the course of the programme year.

2. Click on the link(s) to select the courses you wish to study in the current academic year.

   ![Course Selection Interface]

   **Note:** Although the Confirm Selection button in the Selected Prescribed Courses area will be active (green) after you select a course, you can choose further courses from the Prescribed tab.

   **Important:** If this is the academic year in which you are completing a programme year, you must select all Prescribed courses not taken in the previous academic year. Failure to do so will mean that you will be unable to progress into the next programme year.

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 appear in the Selected Prescribed/Enhanced/Other Courses box on the right of the screen.

- To deselect a course, click the cross (✘) next to the course title in the Selected Prescribed/Enhanced/Other Courses box. It will return to normal, showing that you have deselected it.
• If a course is crossed out (like this), you have not met the entry requirements for the course and will not be able to select it.

• If a waiver has been applied by Registry to enable you to take a course, you will see the text Pre-Requisite Waiver Applied alongside the course title eg:

This means you will be able to select the course despite the fact that you do not have the entry requirements for it. See the MyCurriculum FAQs at www.abdn.ac.uk/infohub/study/faq for more information.

• If you select a course with a co-requisite (another course which must be taken along with the course you have selected) the system will either add this to your selection automatically or you will be asked to choose it.

• If a course is a pre-requisite of another course, it may release the other course into the list as you progress through the selection process.

3. If you click a link to select from a list of available courses, the list will vary according to your degree programme and year of study, for example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Session</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS2013 Physical Environments</td>
<td>Sub</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>GG2014 Space, Economy and Society</td>
<td>Sub</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>GG2509 Environment and Society</td>
<td>Sub</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>GS2510 Mapping and Monitoring the Environment</td>
<td>Sub</td>
<td>2</td>
<td>15</td>
</tr>
</tbody>
</table>

Although you are a part-time student, the Minimum Required and Maximum Allowed credit values at the top of the list of courses will show the requirements for the entire programme year. As a part-time student you will have two academic years in which to meet these requirements.

• If you are embarking on the programme year for the first time, you will be able to select less than the Minimum Required credits.

• If you are completing a programme year you should ensure that, over the course of the two academic years, you have met at least the Minimum Required credits.

4. Click Continue.

5. You will return to the course selection page, where your Selected Prescribed Courses are displayed on the right of the screen.
From the Selected Prescribed Credits 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.

**Note:** You can reset your entire course selection on any tab by clicking the Reset Overall Selection button at the top right of the screen.

6. Once you have made your Prescribed course choices, click the Confirm Selection button to continue to the next tab, as described in Section 4 of this guide.

### Section 4 - Select Enhanced Study courses

**Enhanced Study** courses only apply to certain degrees. Do not worry if this tab is not available to you, you can continue with course selection (go to Section 5 – Select Other courses, on page 7).

If you are taken to the Enhanced tab after confirming your Prescribed courses, you have the option of adding Sixth Century courses, Sustained Study (students in programme years 1 and 2 only) and Discipline Breadth courses to your selection.

The Confirm Selection button in the Selected Enhanced Courses area will be active and you can click it either to confirm your Enhanced Study course choices or to move on to the Other tab.

**Important:** It is your responsibility to ensure that over the course of each programme year you select courses to ensure that you meet the Enhanced Study requirements for your degree. Failure to do so will mean that you will be unable to progress into the next programme year and may also result in you being unable to graduate.

**Enhanced Study requirements:**

Where a degree requires Enhanced Study courses to be selected, the requirement is normally:

- 60 credit points over programme years 1 and 2.
- 30 credit points over programme years 3 and 4.

Some degrees will have different Enhanced Study requirements which will be reflected in the programme prescription. Refer to the University Calendar for more information.
Section 5 - Select Other courses

You will only select Other courses if you still have courses left to select after working through the Prescribed and (if applicable) Enhanced Study tabs. You may therefore be able to complete course selection without selecting any courses from this tab.

- If you are not required to select any Other courses, the Selected Credits box in the Credit Summary area (left of screen) will turn green, and your Remaining Credits will display 0.

  Click the Confirm Selection button in the Selected Other Courses area to proceed.

- If the Selected Credits box is orange, and the Confirm Selection button is greyed out, you have not yet selected enough Other courses and should continue selecting courses.

  Repeat the process described for Prescribed courses in Section 3 to select your remaining courses on the Other tab. Then click Confirm Selection in the Selected Other Courses area.

Section 6 - Capped courses

If you have selected any capped courses (those with a limited number of places), you will be prompted to select one or two alternative choices in case the course 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 7 – Review and confirm course selection, on page 8).

- If prompted to select alternative choices to a capped course, click Select Alternative and repeat the process described for selecting Prescribed courses (refer back to Section 3 of this guide).

- Once you have selected your alternative(s), click Confirm Overall Selection (top right).

For more information about capped courses and the allocation process, refer to the MyCurriculum FAQs www.abdn.ac.uk/infohub/study/faq.
Section 7 - Review and confirm course selection

1. When you have confirmed your choices on each tab, you will see an overview of your course selection and the list of courses that you have chosen in each sub session.

2. At the top of the screen, you have three options:
   - Click Alternative Programmes\(^1\) to see if you may be eligible to switch to another programme in the future, based on your study record from previous years and course selections for the year ahead. Click Close to return to the summary page.
   - 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).

Read the Terms and Conditions. You must tick the checkboxes to show that you have read and understood these.

Important: If you do not tick the checkboxes, 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 8 - Your Course Selection page

Once you have ticked the checkboxes 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.
   - 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 9 - 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 are happy with your saved selection, click Continue.

Please note that there are time limits for making changes to your course selection. You will not be able to make changes after one sixth of the teaching of a course has taken place.

Further information and help

- Visit [www.abdn.ac.uk/mycurriculum](http://www.abdn.ac.uk/mycurriculum) for more help using MyCurriculum.
- To view frequently asked questions (FAQs), visit [www.abdn.ac.uk/infohub/study/faq](http://www.abdn.ac.uk/infohub/study/faq)
- When using MyCurriculum, you can click Contact Us (bottom of screen) to send a query via email.

\(^1\) The programmes returned by the Alternative Programmes button are meant as a guide only. It is assumed that you will achieve everything you intend to study and that the degree programmes offered are not amended. There is no guarantee that you will be eligible to transfer to any listed programme in the future.