Course selection for Part-Time Undergraduate students based on campus

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Overview

As an Undergraduate student studying part-time you must register for your degree programme and courses before the start of each academic year using MyCurriculum. 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) 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) get information on 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 first, followed by any optional courses. Optional courses fall into two categories: Enhanced Study and Other courses. All Joint Honours and Major-Minor degrees have Enhanced Study already built into them. Single Honours degrees do not and Single Honours students, except those studying Medicine or Dentistry, must choose Enhanced Study courses.

Course categories

Prescribed courses are compulsory for your degree programme. See the University Calendar for information about the courses you must study as part of your degree programme.

Enhanced Study and Other courses are those which are not compulsory for your degree programme. There are three types:

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixth Century</td>
<td>“cross-disciplinary courses that place you at the cutting-edge of modern learning”</td>
</tr>
<tr>
<td>Sustained Study</td>
<td>“continual exposure, throughout the first two years of your degree programme, to an area of study that is separate from your core discipline”</td>
</tr>
<tr>
<td>Discipline Breadth</td>
<td>“a course that is outside your degree discipline”</td>
</tr>
</tbody>
</table>

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.

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</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>The first part of the academic year (September to December).</td>
</tr>
<tr>
<td>S2</td>
<td>The second part of the academic year (January to May).</td>
</tr>
<tr>
<td>SF</td>
<td>Full year courses have credits split equally over sub session 1 and 2.</td>
</tr>
<tr>
<td>S3 and 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. Your total course credits should be split evenly over sub sessions 1 and 2 unless your degree programme requires otherwise.

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.

Don’t have a username/password?  If you do not yet have a University username and password, register online: www.abdn.ac.uk/ereg (you will need your student ID number)

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?  Visit the MyCurriculum Support System 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.

   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.

Select your Prescribed Courses as indicated below

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

Do not worry if you do not see an Enhanced and Other tab. If this is missing it is 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 and Other 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

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.

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 session, level and credit details will go green. The course will appear in the Selected Prescribed/Enhanced and 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 and Other 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. Visit the MyCurriculum Support System 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:

![Course Selection 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.

![Available Courses Table]

- 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**.

![Continue Button]

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.

Total Credits 90

Section 4 - Select Enhanced and Other courses

Enhanced and Other courses only apply to certain degrees. Do not worry if this tab is not available to you, you can continue with course selection.

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

1. Choose Select Any Course

   Prescribed ✓  Enhanced and Other

   Select All of

   Select Any Course

2. From the drop-down menu choose a Subject area e.g. Sixth Century Courses, and select the courses you want to study.

   Prescribed ✓  Enhanced and Other

   Select Any Course

   Select a Subject Area: Sixth Century Courses (SX)

   Cancel  Continue

   Sixth Century Courses (SX)

   Course  Session  Level  Credits
   SXC002 Science and Society  Sub Session 1  3  15
   SXC006 Bioethics  Sub Session 1  3  15
   SXC007 Mathematical Foundations of Everyday Life  Sub Session 1  3  15
   SXC009 Northern Light and Landscape  Sub Session 1  3  15
   SXC012 An Antithesis for Food and Health  Sub Session 1  3  15

   • If the Confirm Selection button in the Selected Enhanced and Other Courses area is active you can click it to confirm your Enhanced and Other course choices.

   • If it is greyed out, you have not yet selected enough Enhanced and Other courses and should repeat the process described for Prescribed courses in Section 3 of this guide.
Section 5 - Capped courses

If you have selected any capped courses (courses with a limited number of places) you will be asked to select an alternative course 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 6– Review and confirm course selection, on page 8).

- If asked 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 Support System.
Section 6 - Review and confirm course selection

1. When you have confirmed your choices on each tab, you will see a 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 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 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 7 - 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.

   - 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 8 - 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 the MyCurriculum Support System for more help using MyCurriculum.

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.