Changing your Programme using MyCurriculum

Version 2.1, Jan 2021

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](http://www.abdn.ac.uk/registry/calendar)) to get an overview of degree programmes available.
- **University Catalogue** ([www.abdn.ac.uk/registry/courses](http://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](http://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>
<thead>
<tr>
<th>Academic Year</th>
<th>Programme</th>
<th>Full/Part Time (FT/PT)</th>
<th>Select Your Courses</th>
<th>Change Degree Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Master of Arts (Honours) History</td>
<td>FT</td>
<td>Courses</td>
<td>Programmes</td>
</tr>
</tbody>
</table>

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

4. 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 ->

   - [ ] Accountancy
   - [ ] Anatomy
   - [ ] Anthropology
   - [ ] Archaeology
   - [ ] Biochemistry
   - [ ] Biology

4. If you are **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".

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

6. 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)

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>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Don’t have a username/password?</strong></td>
<td>If you do not yet have a University username and password, activate your <strong>IT account online</strong> (you will need your student ID number)</td>
</tr>
</tbody>
</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 |
| **Online Registration?** | If you have not completed this see **Online Registration support**. |
| **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.