

# Changing your Programme using MyCurriculum

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## 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 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.

Returning Students New Students	<b>Returning Students</b>			
This is a summary of your current registration. Click on the links below to make your course choices.				
Academic Year	Programme	Full/Part Time (FT/PT)	Select Your Courses	Change Degree Programme
2018	Master of Arts (Honours) History   Programme Year 3	FT	Courses	Programmes

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

Academic Year	Programme	Full/Part Time (FT/PT)	Select Your Courses	Change Degree Programme
2018	Master of Arts (Honours) History   Programme Year 3	FT	Courses	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 ->

Please select up to 3 subject areas from the following list.

- Accountancy
- Anatomy
- Anthropology
- Archaeology
- Biochemistry
- Biology

- 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**.

Academic Year	Programme	Change Degree Programme
2015	Bachelor Of Science ( Honours ) Geology-Petroleum Geology Programme Year 2	Change Programme

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)



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

<b>Don't have a username/password?</b>	If you do not yet have a University username and password, activate your <a href="#">IT account online</a> (you will need your student ID number)
<b>Forgotten your username/password?</b>	Username: Please contact <a href="mailto:servicedesk@abdn.ac.uk">servicedesk@abdn.ac.uk</a> Password: Please visit <a href="http://www.abdn.ac.uk/it/student/help/password">www.abdn.ac.uk/it/student/help/password</a> if you want to reset or change your University password
<b>Online Registration?</b>	If you have not completed this see <a href="#">Online Registration support</a> .
<b>Other login problems?</b>	Visit the <a href="#">MyCurriculum Support System</a> to send details of your problem by email

Visit the [MyCurriculum Support System](#) for more help using MyCurriculum.