

## Course selection for Taught Postgraduate students based on campus

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### 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](http://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](http://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](http://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

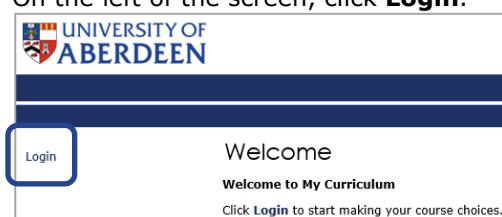
- Courses are taught over a whole academic year, or part of an academic year called a **sub session**.

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

- 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](http://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.



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.

<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 <a href="#">MyCurriculum Support System</a> 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.

Academic Year	Programme	Full/Part Time (FT/PT)	Select Your Courses
2018	Master of Science Environmental Science	FT	<a href="#">Courses</a>

### 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

- 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.**

The screenshot shows the 'Prescribed' tab interface. On the left, there is a list of courses under 'Select All of' with checkboxes and credit information. Some courses are bolded and have a tick mark, indicating they are selected. Below the list are two dropdown menus for selecting credits from available courses. On the right, there is a 'Selected Prescribed Courses' table with columns for 'Course' and 'Credits'. The table lists the selected courses and their respective credit values. At the bottom of the table, there is a 'Total Credits' row showing 105, and two buttons: 'Reset Selection' and 'Confirm Selection'.

Course	Credits
BI5301 Environmental Pollution (Sub Session 1)	15
EV5006 Core Skills for Environmental Sciences (Sub Session 1)	15
EV5403 Application of GIS in Environmental and Soil Sciences (Sub Session 1)	7.5
EV5902 Project in Environmental Science (Sub Session 3)	60
SS5807 Land Use and the Changing Environment (Sub Session 2)	7.5
<b>Total Credits</b>	<b>105</b>

- 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.

The screenshot shows a summary table with two rows: 'Total Credits' with a value of 180, and 'Minimum Credits Required' with a value of 180. Below the table are two buttons: 'Reset Selection' and 'Confirm Selection'. The 'Confirm Selection' button is highlighted with a green border, indicating it is active.

<b>Total Credits</b>	<b>180</b>
<b>Minimum Credits Required</b>	<b>180</b>

- 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.

The screenshot shows a summary table with two rows: 'Total Credits' with a value of 150, and 'Minimum Credits Required' with a value of 180. Below the table are two buttons: 'Reset Selection' and 'Confirm Selection'. The 'Confirm Selection' button is greyed out, indicating it is inactive.

<b>Total Credits</b>	<b>150</b>
<b>Minimum Credits Required</b>	<b>180</b>

- 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 screenshot shows the 'Prescribed' tab interface. It features a list of courses under 'Select All of' with checkboxes and credit information. Some courses are bolded and have a tick mark. Below the list are two links: 'Select 15 Credits From Available Courses' and 'Select 45 Or More Credits From Available Courses'. Both links are highlighted with blue boxes, indicating they are clickable.

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:

Available Courses			
Course	Session	Level	Credits
PL5001 Plant Ecology ⓘ	Sub Session 1	5	15
SS5008 Global Soil Geography ⓘ	Sub Session 1	5	15

- 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:

Available Courses			
Course	Session	Level	Credits
BI5802 Ecological and Environmental Modelling ⓘ	Sub Session 2	5	15
EK5510 Ecology, Conservation and Society ⓘ	Sub Session 2	5	15
EK5511 Catchment Management ⓘ	Sub Session 2	5	15
EK5804 Environmental Impact Assessment ⓘ	Sub Session 2	5	15

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.

Selected Credits	45	Minimum Required	45	Maximum Allowed	60
Cancel	Continue				

### 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.

Course	Session	Level	Credits
<b>BI5802 Ecological and Environmental Modelling</b> ✓ ⓘ	<b>Sub Session 2</b>	<b>5</b>	<b>15</b>

- 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.

Selected Prescribed Courses		
Course	Credits	✕
BI5301 Environmental Pollution (Sub Session 1)	15	
BI5802 Ecological and Environmental Modelling (Sub Session 2)	15	✕

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).

Selected Prescribed Courses		
Course	Credits	X
BI5301 Environmental Pollution (Sub Session 1)	15	
BI5802 Ecological and Environmental Modelling (Sub Session 2)	15	X
EK5510 Ecology, Conservation and Society (Sub Session 2)	15	X
EK5511 Catchment Management (Sub Session 2)	15	X
EV5006 Core Skills for Environmental Sciences (Sub Session 1)	15	
EV5403 Application of GIS in Environmental and Soil Sciences (Sub Session 1)	7.5	
EV5800 Environmental Analysis (Sub Session 2)	15	X
EV5902 Project in Environmental Science (Sub Session 3)	60	
PL5001 Plant Ecology (Sub Session 1)	15	X
SS5807 Land Use and the Changing Environment (Sub Session 2)	7.5	
<b>Total Credits</b>	<b>180</b>	
<input type="button" value="Reset Selection"/>	<input type="button" value="Confirm Selection"/>	

## 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.

SX3006 Bioethics (15 Credits)	
1.	SX3007 Mathematical Foundations of Everyday Life (15 Credits) (Capped) <input type="button" value="Remove Alternative"/>
2.	<input type="button" value="Select alternative"/>

- Once you have selected your alternatives click **Confirm Overall Selection** (top right of the screen).

<input type="button" value="Reset Overall Selection"/>	<input type="button" value="Confirm Overall Selection"/>
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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).

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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.

The following items were processed:

	Academic Period	Course Code	Course Title	Session	Mode	
Register on	2018	STF900CP	Master of Science Environmental Science	1F09T	Full-time	Show Courses

- 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**.



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 the course has taken place.

## Further information and help

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