Course selection for Taught Postgraduate students based on campus

Version 2.1, Jan 2021

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.

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) 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.

<table>
<thead>
<tr>
<th>Sub session</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub session 1 (S1)</td>
<td>The first part of the academic year (September to December).</td>
</tr>
<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 (SF) 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>

- 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 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.

**Don't have a username/password?** If you do not yet have a University username and password, activate your IT account online (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.

**Online Registration?** If you have not completed this see Online Registration support.

**Other login problems?** Visit 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.

**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

1. 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.**

   - 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.

   - 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.

2. 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 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Session</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS5001 Plant Ecology</td>
<td>Sub</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>BIS5008 Global Soil Geography</td>
<td>Sub</td>
<td>5</td>
<td>15</td>
</tr>
</tbody>
</table>

• 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Session</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI5802 Ecological and Environmental Modelling</td>
<td>Sub</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>EK5510 Ecology, Conservation and Society</td>
<td>Sub</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>EK5511 Catchment Management</td>
<td>Sub</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>EK5804 Environmental Impact Assessment</td>
<td>Sub</td>
<td>5</td>
<td>15</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Selected Credits</th>
<th>45</th>
<th>Minimum Required</th>
<th>45</th>
<th>Maximum Allowed</th>
<th>60</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Session</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI5802 Ecological and Environmental Modelling</td>
<td>Sub</td>
<td>5</td>
<td>15</td>
</tr>
</tbody>
</table>

• 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS501 Environmental Pollution (Sub Session 1)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>BIS502 Ecological and Environmental Modelling (Sub Session 2)</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
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).

### 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 Biometrics (15 Credits)**

  1. SX3007 Mathematical Foundations of Everyday Life (15 Credits) (Capped)
     
    - Remove Alternative
  2. **Select alternative**

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

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).
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.

<table>
<thead>
<tr>
<th>Academic Period</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Mode</th>
<th>Show Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register on 2018</td>
<td>STF900CP</td>
<td>Master of Science Environmental Science</td>
<td>LF07T</td>
<td>Full-time</td>
<td></td>
</tr>
</tbody>
</table>

- 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.