

## 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](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)) 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:

<b>Sixth Century</b>	"cross-disciplinary courses that place you at the cutting-edge of modern learning"
<b>Sustained Study</b>	"continual exposure, throughout the first two years of your degree programme, to an area of study that is separate from your core discipline"
<b>Discipline Breadth</b>	"a course that is outside your degree discipline"

**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.

<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 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.
- Your total course credits should be split evenly over sub sessions 1 and 2 unless your degree programme requires otherwise.



## Section 1 - Access MyCurriculum

- Go to [www.abdn.ac.uk/mycurriculum](http://www.abdn.ac.uk/mycurriculum) and click on the link for **MyCurriculum**.
- On the left of the screen, click **Login**.



- Enter your **University username** (eg u01ab14) and **password**.

- 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 the <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	Change Mode (Full/Part Time)	Change Degree Programme
2017	Bachelor of Science (Honours) Marine Biology   Programme Year 1	PT	<b>Courses</b>	Full/Part Time (FT/PT)	Programmes



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.

<b>Prescribed</b>	Enhanced and Other
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.

The screenshot shows the course selection interface with three callouts: 'a' points to the 'Sub Session 1' credit summary table, 'b' points to the 'Selected Courses Summary' section, and 'c' points to the 'Selected Prescribed Courses' table.

Sub Session 1	Sub Session 2
0	30
30	30
30	30
120	

Programme	Full Year	Sub Session 1	Sub Session 2
AU/2005 - Master of Arts (Honours) History   Programme Year 3	No courses selected	No courses selected	No courses selected
		Sub Session 2 Courses	
		HE3563 Thinking History (30 Credits)	

Course	Credits
HE3563 Thinking History (30 Credits)	30
<b>Total Credits</b>	<b>30</b>



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.

<b>DR302N Religious Women in the West (11th to 16th Centuries)</b> ✓	<b>Sub Session 3</b>	<b>30</b>
	<b>1</b>	

- 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.

Selected Prescribed Courses		
Course	Credits	✕
DR302N Religious Women in the West (11th to 16th Centuries) (Sub Session 1)	30	
HI356J Thinking History (Sub Session 2)	30	
<b>Total Credits</b>	<b>60</b>	



- 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.

~~GG3052 Approaches to Earth and Environmental Science~~

- 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:

GG3052 Approaches to Earth and Environmental Science	<i>Pre-Requisite Waiver Applied</i>	3	15
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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:

Geography (GG) Level 3			
Course	Session	Level	Credits
GG3031 Approaches to Geography ⓘ	Sub Session 1	3	30
GG3057 Land and Marine Conservation ⓘ	Sub Session 1	3	15
GG3068 Data Analysis ⓘ	Sub Session 1	3	15
GG3069 Remote Sensing and Geographical Information Systems ⓘ	Sub Session 1	3	15



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

Selected Credits  Minimum Required  Maximum Allowed

- 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**.

Selected Credits  Minimum Required  Maximum Allowed

5. You will return to the course selection pagewhere 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.

Selected Prescribed Courses			
Course		Credits	✕
GG3031 Approaches to Geography (Sub Session 1)		30	✕
GG3069 Remote Sensing and Geographical Information Systems (Sub Session 1)		15	✕
GG3573 Research Design (Sub Session 2)		30	✕
MR3511 Managing Our Coasts and Seas (Sub Session 2)		15	✕
<b>Total Credits</b>		<b>90</b>	
<input type="button" value="Reset Selection"/>		<input type="button" value="Confirm Selection"/>	

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**

Reset Selection Confirm Selection

## 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
SX3002 Science and Society ⓘ	Sub Session 1	3	15
SX3006 Bioethics ⓘ	Sub Session 1	3	15
SX3007 Mathematical Foundations of Everyday Life ⓘ	Sub Session 1	3	15
SX3009 Northern Light and Landscape ⓘ	Sub Session 1	3	15
SX3012 An Appetite 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.

Reset Selection Confirm Selection

- 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.

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## Section 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).

Prescribed ✓	Enhanced and Other ✓	<b>Capped Courses</b>
You have selected one or more capped course(s). Capped courses have a limit on the number of places. If your first choice is also capped you will be required to make one further selection.		
A lottery process will allocate places on capped courses and you will be notified by email.		
<b>Please note:</b> Your capped course choice remains provisional until the lottery has been held.		
<b>SX3006 Bioethics (15 Credits)</b>		
1. SX3007 Mathematical Foundations of Everyday Life (15 Credits) (Capped) Remove Alternative		
2. Select alternative		

- Once you have selected your alternative(s) click **Confirm Overall Selection** (top right).

**Confirm Overall Selection**



For more information about capped courses and the allocation process, refer to the [MyCurriculum Support System](#).

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## 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**<sup>1</sup> 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).

Alternative Programmes

< Back to Course Selection

Confirm Selection >

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.

Register on	2018	SUF80010	Bachelor of Science (Honours) Geography   Programme Year 3	3P09H	Part-time	Show Courses
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- 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.

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<sup>1</sup> 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.