

MyCurriculum

Quick Guide to Making Changes to Course Selection

Go to www.abdn.ac.uk/mycurriculum, select **MyCurriculum**, and login.

Returning Students
New Students

- If you are a student in your first year of study on your programme click on **New Students**
- If you are a student in any year of study other than your first click on **Returning Students**

To make changes to your course selections, click on the **Courses** link, found under **Select Your Courses**.

Registration Summary

This page shows your current registration and allows you to select your course choices by clicking on the **Courses** link below.

[Back](#) | [Logout](#)

Note: If you have course selections saved from a previous visit, the **Review Selections** page will open:

- Select **Show Courses** to review your existing course selections.

Full-time/Part-time	Course Choices
Full-time	Show Courses

[< Back to Course Selection](#)

On the Course Summary screen, click on the [< Back to Course Selection](#) button, located in the top left-hand corner of the screen, under your name:

You will come to the tab under which your course selections were last saved:

IMPORTANT:

- If the course you wish to deselect was selected under an earlier tab (ie not the last tab you made selections under) **do not attempt to move to the earlier tab and instead ask for assistance from the MyCurriculum Team or a Registry Officer.**

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- If you receive a message stating that **your course selections will be reset**, seek assistance from the MyCurriculum Team or a Registry Officer.



- Deselect courses by clicking on the blue **x** located to the right of the course details.
- Add courses using the drop down menus on the tab OR by selecting from the groups on the screen.

Selected Enhanced and Other Courses		
Course	Credits	x
BI3504 Sustainable Resource Management (Sub Session 2)	15	x
Total Credits	15	
<input type="button" value="Reset Selection"/> <input type="button" value="Confirm Selection"/>		



Once you have made all of the changes you wish to make, continue through **all** of the remaining screens, including the Terms and Conditions page.

On completing your revised course selections an email confirming your course selections will be sent from the system to your University email account. If you do not receive an email, log back in to MyCurriculum and make sure you complete the Terms and Conditions page.

REMEMBER: If you choose a capped course:

- you will be asked for up to two alternative course choices
 - the deadline for selecting a Sixth Century course is the end of the first week of teaching
 - the capped course allocation process is run once a day, weekdays, during registration and for the first two weeks of teaching
 - you will be notified by email of the course to which you have been allocated
 - the course will not appear in MyTimetable until two hours after you have been notified of the course on which you have been given a place.
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