**Overview**

As a Taught Postgraduate student at the University of Aberdeen, you must register for your intended degree programme and courses before the start of each academic year. You use MyCurriculum to select and confirm your choice of courses. This is an online, self service facility which takes account of timetabling information. 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) for an overview of the courses you must take, and to find out if you have a choice of courses.
- Use the University Catalogue (www.abdn.ac.uk/registry/courses) to find out more information about specific courses.

**About course selection**

When you log in to MyCurriculum, you will select your Prescribed courses. If you opt for any Capped courses (those with a limited number of places) you will be prompted to select one or two alternatives in case you are not allocated your first choice.

**Course categories**

- **Prescribed courses** are those that must be taken as part of your degree programme. See the University Calendar for information about the courses which must be taken as part of your degree.

**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 1 (S1)</th>
<th>The first part of the academic year (September to December).</th>
</tr>
</thead>
<tbody>
<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.
- Using MyCurriculum, you can view the lecture timetable from your course selection - click View Timetable (top of screen).

**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**.

![Login page]

4. Click the **Login** button.

![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.

<table>
<thead>
<tr>
<th><strong>Don’t have a username/password?</strong></th>
<th>If you do not yet have a University username and password, register online: <a href="http://www.abdn.ac.uk/ereg">www.abdn.ac.uk/ereg</a> (you will need your student ID number)</th>
</tr>
</thead>
</table>
| **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. |
| **Other login problems?** | Click **Contact Us** 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 and allows you to select your course choices.

![Registration Summary]

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.

![Courses link]

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. 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 4 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 link(s) to choose from the list of available courses.

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 One of

  1. DR502X Special Subject (Sub Session 1, 30 Credits)
  2. DR552X Special Subject (Sub Session 2, 30 Credits)

- You may be required to choose **one or more courses** from a larger group, eg:

  Select 30 Credits From available courses

If so, the list of choices will open when you click the group link, eg:

<table>
<thead>
<tr>
<th>Available Courses</th>
<th>Session</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR501V The Christian Doctrine of God</td>
<td></td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>DR501Z Trinity and Christology</td>
<td>Sub</td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>DR502X Special Subject</td>
<td>Sub</td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>DR503D Readings in Systematic Theology</td>
<td></td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>DR552X Special Subject</td>
<td>Sub</td>
<td>5</td>
<td>30</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.

**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, showing that you have selected it.

- To deselect a course, click on it again – it will return to normal, showing that you have deselected it.
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.

![Selected Prescribed Courses Table]

**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** (those with a limited number of places), you will be prompted to select one or two alternative choices in case the course 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**, below).

- If prompted to select alternatives to a capped course, click **Select Alternative** and repeat the process described for selecting **Prescribed** courses.

```
SX1509 The Digital Society (Second Half-Session) - Sixth Century Course (15 Credits)
```

1. SX1501 Humans And Other Animals (Second Half-Session) - Sixth Century Course (15 Credits) (Capped)
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 an **overview** of your course selection and the **list of courses** that you have chosen in each sub session.

- Click **View Timetable** to view the **lecture times** for your selected courses in **sub session 1 and 2**. Information on the times of other course events such as tutorials or labs will not be displayed. 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).
2. Read the Terms and Conditions. You must tick the checkboxes to show that you have read and understood these.

![Important: If you do not tick the checkboxes, 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 checkboxes 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>Programme Code</th>
<th>Programme Title</th>
<th>Session</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol on</td>
<td>Master of Theology Theological Ethics</td>
<td>IF09T</td>
<td>Full-time</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 www.abdn.ac.uk/mycurriculum for more help using MyCurriculum.
- To view frequently asked questions (FAQs), visit www.abdn.ac.uk/infohub/study/faq
- When using MyCurriculum, you can click Contact Us (bottom of screen) to send a query via email.