

Course Selection for Undergraduate students based on campus

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Overview

As an **Undergraduate** student 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.



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 your **Prescribed** courses first, followed by any optional courses. Optional Courses fall into two categories: **Enhanced Study** and **Other**. 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:


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

Capped courses: If you opt for any **Capped** courses (courses 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.

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

- 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

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 u01ab14) and **password**.

4. 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 the 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.

| 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 | Courses | 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.

| | |
|---|--------------------|
| Prescribed | 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.

| Credit Summary | Prescribed | Enhanced and Other |
|--|--|--|
| Sub Session: 0 Sub Sess: 30 Selected: 30 Remaining Credits: 120 | Select your Prescribed Courses as indicated below HI2561 Thinking History (Sub Session 2, 30 Credits) Select 60 Credits from Available Courses | Selected Prescribed Courses Course: HI2561 Thinking History (30 Credits) Total Credits: 30 |

Selected Courses Summary
Programme: AU210005 - Master of Arts (Honours) History | Programme Year 2
Full Year
No courses selected
Sub Session 2 Courses
HI2561 Thinking History (30 Credits)



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 selected. On the left, under 'Select your Prescribed Courses as indicated below', the course 'HI356J Thinking History (Sub Session 2, 30 Credits)' is listed with a checkmark and an information icon. Below it is the text 'Select 60 Credits From Available Courses'. On the right, the 'Selected Prescribed Courses' table shows the same course with 30 credits. The 'Total Credits' is 30. There are 'Reset Selection' and 'Confirm Selection' buttons at the bottom right.

- 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 **Enhanced and Other** tab, as described on **page 6** of this guide.

This screenshot shows the 'Total Credits' as 105. The 'Confirm Selection' button is highlighted in green, indicating it is active and ready to be clicked.

- If the **Confirm Selection** button in the **Selected Prescribed Courses** area is **greyed out**, you have not selected enough **Prescribed** courses and should continue selecting courses on this tab, as described below.

This screenshot shows the 'Total Credits' as 90. The 'Confirm Selection' button is greyed out, indicating that the user has not yet met the required credit total.


- 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.

This screenshot is similar to the first one, but the 'Select 60 Credits From Available Courses' link is highlighted with a blue box, indicating it is clickable to view more options.

- The list will vary according to your degree programme and year of study, for example:

| Available Courses | | | |
|--|---------------|-------|---------|
| Course | Session | Level | Credits |
| DR302N Religious Women in the West (11th to 16th Centuries) ⓘ | Sub Session 1 | 3 | 30 |
| DR352D Reformation, Reason & Revolt: Church, Politics & Theology ⓘ | Sub Session 2 | 3 | 30 |

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.



- 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.

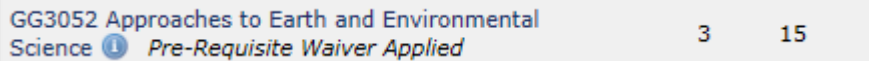
| Selected Prescribed Courses | |
|---|-----------|
| Course | Credits |
| DR302N Religious Women in the West (11th to 16th Centuries) (Sub Session 1) ✓ ⓘ | 30 |
| HI356J Thinking History (Sub Session 2) | 30 |
| Total Credits | 60 |



- 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.



- 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:



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.

- When you have selected sufficient credits the **Selected Credits** box (top of screen) will change to green, showing that you have selected the **Minimum Required**.
- Click **Continue**.

| | | |
|------------------|------------------|-----------------|
| Selected Credits | Minimum Required | Maximum Allowed |
| 60 | 60 | 60 |
| Cancel | Continue | |

- You will return to the course selection page, where 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 | x |
| DR302N Religious Women in the West (11th to 16th Centuries) (Sub Session 1) | 30 | x |
| DR352D Reformation, Reason & Revolt: Church, Politics & Theology (Sub Session 2) | 30 | x |
| HI356J Thinking History (Sub Session 2) | 30 | |
| 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.

- Choose **Select Any Course**

- From the drop-down menu choose a Subject area e.g. **Sixth Century Courses**, and select the courses you want to study.

| 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 |
| SX3501 Restless Vulcan ⓘ | Sub Session 2 | 3 | 15 |
| SX3504 Consciousness ⓘ | Sub Session 2 | 3 | 15 |
| SX3505 Worlds of Food: Biological, Social, Cultural ⓘ | Sub Session 2 | 3 | 15 |
| SX3508 Globalization ⓘ | Sub Session 2 | 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.

- 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.

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 ✓ | Capped Courses |
| You have selected one or more capped course(s). Capped courses have a limit on the number of places. If your first choice is 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. | | |
| Please note: Your capped course choice remains provisional until the lottery has been held. | | |
| SX3006 Bioethics (15 Credits) | | |
| 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](#).

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**¹ 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 >

3. 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.

4. 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 | AUV10005 | Master of Arts (Honours) History Programme Year 3 | 3F09H | 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 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.

¹ 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.